

GILLINGHAM GOLF CLUB LIMITED
BYE LAWS

The following Bye Laws are published on the authority of the Committees of Gillingham Golf Club Ltd in accordance with serial 38 of The Articles of Association.

The instrument of authority shall be the Minute passed by the majority of the members of the Committees and recorded in the Minute Book of Gillingham Golf Club Ltd.

Bye Laws are published for the guidance and information for all members of the club.

The Committees has the power to withdraw or amend the terms of the Bye Laws at any time on the majority decision of a full Meeting of the Committees.

The General Manager and all members of the Committees are authorised to caution any member of the Club or any visitor who is in breach of any of the Bye Laws. Any unfavourable response by any person so cautioned must be reported in writing to the General Manager.

1. Conduct between Club Members and Club Staff

- a) Club Members may not discipline members of the employed staff.
- b) All complaints must be made in writing to the General Manager, and if he/she is unable to deal with the complaint, it will be passed on to the Club Council whose decision shall be final.
- c) Bar Staff are authorised to refuse anyone who they consider intoxicated or abusive.

2. Dress Standards

- d) In the Clubhouse: As displayed on relevant notice boards (as approved by CCC)
- e) On the Course: As displayed on relevant notice boards (as approved by CCC)
- f) Any Member or Visitor contravening these regulations will be required to leave the course or vacate the premises.

3. Junior Members

- a) Are permitted to use the Lounge Bar, *however, any purchase must be made from the small casual bar.*
- b) *Must not loiter or consume food in the changing/locker room.*
- c) Must leave the clubhouse by 8.00 pm during British Summer Time and by sunset during Greenwich Meantime (winter), unless accompanied by a parent who must also be a club member.
- d) Junior members must leave the premises when the course is closed.
- e) May not use the gaming machines and area around the machines are out of bounds.

4. Children

- a) Children may be brought in to the clubhouse by Members, or Visitors accompanied by a Member.
- b) Are restricted to the lounge, restaurant and small casual lounge.
- c) May not use the gaming machines and area around the machines are out of bounds.
- d) The Parents/Guardians of accompanied children are to ensure they do not enter any area where they are out of their sight, especially in unoccupied rooms, stairs, lift, changing rooms and fire escapes.
- e) Any of the Bar Staff on duty are authorised to request any Member or visitor to remove any child, or young person in their care away from the bar.
- f) Any of the Bar Staff are authorised to report to the General Manager any person or persons who disregard a properly made request to remove a child or young person from the Bar.

5. **Disciplinary action**

- a) If a complaint is made in writing to the General Manager that the conduct or actions of a member is such that it be contrary to the general standards expected of the membership, the Captain will ask the Captain Elect to investigate the circumstances giving rise to the complaint.
- b) Upon completion of the investigation the Captain Elect will report the findings of the investigation and make a recommendation will which be discussed at the next CCC meeting.
- c) The recommendation of the Captain Elect will be either:
 - i) That the matter should proceed to a formal disciplinary hearing; or
 - ii) That the matter be resolved by some other form of resolution provided that the complainant and the member the subject of the complaint both agree in writing to the recommended resolution; or
 - iii) That no further action is warranted.
- d) The CCC will consider the recommendation of the Captain Elect and thereafter vote whether to accept the recommendation. If the recommendation is rejected by the CCC then the issue will proceed to a formal disciplinary hearing.
- e) The disciplinary hearing will follow the procedures laid by the CCC.
- f) The CCC may review the disciplinary procedures from time to time and make such changes as are appropriate but no such change shall be permitted if a disciplinary issue is already in progress.

6. **Animals in the Clubhouse or on the Golf Course**

- a) Pets are not allowed in the Clubhouse or on the Golf Course.

7. **Parking**

- a) All vehicles are parked at the owners risk.
- b) Reserved parking spaces
 - i) Reserved car parking spaces are for the sole use of the nominated person and may not be used by any other person; unless the person using the space is transporting the nominated person or the nominated person has authorised that person to use the space in writing and notified the General Manager in advance.
 - ii) Reserved parking spaces are provided for the following:
 - (1) Chairman
 - (2) Finance Chairman
 - (3) Club Captain
 - (4) Captain Elect
 - (5) Lady Captain
 - (6) Club General Manager and
 - (7) Club Professional
 - (8) Nominated Committee Members
 - iii) Additionally the club reserves the right to allocate any parking space to a named member which is to be classified as a reserved space.
- c) Rear of Clubhouse/Service Yard
 - i) Parking spaces at the rear of the clubhouse are for staff only.
 - ii) Members are not permitted to use these parking spaces.
- d) Disabled Parking Spaces
 - i) May only be used by persons who are displaying a valid "Disabled" badge.

8. **Club Foyer (Entrance Hall)**

- a) Members and Visitors may not use the Foyer or Entrance Hall of the Club as a temporary area to deposit golf equipment or any other sports or clothing equipment. The Entrance Hall is part of the main Clubhouse and must be maintained as such.

9. Club Notices and Notice Boards

- a) Notices may only be posted by the General Manager.
- b) Other than posters relating to matters agreed by the Committees, the General Manager on behalf of the Committees will sign all written notices. Any Member found to have defaced a Club official notice in any way will be dealt with by the Committees under Article 17 (Expulsion) of the Articles of Association of the Club.
- c) Defacing will include the deliberate removal of any official notice.

10. Newspapers, Periodicals and Magazines

- a) No newspaper, periodical or magazine that is property of the Club shall be removed from the premises.

11. Insurance

- a) All playing Members of the Club shall be required to pay the annual third party liability insurance premium as charged by Gillingham Golf Club. This fee will be included on the annual invoice.
- b) Any accident or incident, which may possibly result in a claim, must be reported to the General Manager as soon as possible.

12. Valuables

- a) The club is not responsible for Member's personal property whether left in the lockers or elsewhere on the premises.

13. Visitor's Book

- a) Members bringing visitors into the Clubhouse (maximum 3), must enter the details required in the Visitor's Book kept at the bar and must be responsible for their good behaviour and conduct.
- b) A Member must at all times accompany his visitors. Such Visitors are accorded the full use of the Club catering and bar facilities.

14. Litter on the Course

- a) It is an offence to deposit any litter (including drink cans and bottles) anywhere on the course or in the car park other than in the receptacles provided. Any member in breach of this rule may be dealt with under Bye - Law 4.

15. Smoking and No-Smoking Areas

- a) No-Smoking areas are designated in accordance with the requirement of the European Union Law and Committees.
- b) 'No Smoking' notices are to be displayed in the designated No Smoking areas within the confines of the Club and are not to be removed by Members.
- c) Smoking is prohibited within the Clubhouse in its entirety
- d) Smoking is only permitted on the balcony of the Clubhouse

16. Mobile Telephones

- a) Mobile Telephones carried for use in the Clubhouse must be switched to silent mode.
- b) Incoming and outgoing calls may only be made from the first floor foyer and ground floor.
- c) Mobile Telephones may be taken on the course but must be switched to silent mode.
- d) Use of Mobile telephone is prohibited on the course, except that they may be used to summon assistance in case of an emergency.