

**FULFORD HEATH**

VA T Reg No 109 8586 36



**GOLF CLUB LTD.**

Registered in England Registration No 272129

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**AGM – 29 November 2012**



A12

03/12/2012

#175

COMPANIES HOUSE

**SPECIAL RESOLUTIONS TO AMEND THE ARTICLES AS FOLLOWS:**

**Rationale**

The Committee have reviewed the following Articles and recommend adoption of Special Resolution 1 and 2 to provide for greater simplicity and consistency and to enable cost savings on postage to be made by the earlier preparation and distribution of AGM documentation

**a. SPECIAL RESOLUTION 1 re Article 21b**

It is proposed to amend Article 21b to:  
the name of each Member so nominated together with the names of the proposer and seconder shall be sent in writing or by electronic method to the Secretary or Manager of the Club at least 56 days before the Annual General Meeting

**b. SPECIAL RESOLUTION 2 re Article 37**

It is proposed to amend Article 37 to:  
Members desirous of moving a resolution at an Annual General Meeting shall do so in the following manner.  
A requisition stating the resolution to be moved at the Meeting and signed by Members representing not less than one-tenth of the total voting rights of all the Members having at the date of the requisition a right to vote at the Meeting, shall be deposited at the registered office of the Club not less than 56 days before the Meeting.



# **ARTICLES OF ASSOCIATION**

**FULFORD HEATH GOLF CLUB LIMITED**  
**TANNERS GREEN LANE**  
**WYTHALL**  
**NR BIRMINGHAM B47 6BH**

**REGISTRATION NO: 272129**



COMPANIES HOUSE

# ARTICLES OF ASSOCIATION

Amended by Special Resolution dated 10 November 1995 and thereafter –  
Last amended 29 November 2012

## FULFORD HEATH GOLF CLUB LIMITED

A Company Limited by Guarantee and not having a Share Capital

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### PRELIMINARY

- 1 The Company (hereinafter called "the Club") for purposes of registration is declared to consist of 900 Members, but the Directors of the Company (hereinafter referred to as "the Committee") may whenever the business of the Club requires it register an increase of Members
- 2 These Articles shall be construed with reference to the provisions of the Companies Acts (hereinafter called "the Acts") and the terms used in these Articles shall (unless the context or subject requires a different meaning) be taken as having the same respective meanings as they have when used in the Acts "The Acts" means the Companies Acts 1948 to 2006 including any statutory modification or re-enactment thereof for the time being in force.
- 3 The Club is established for the purposes expressed in the Memorandum of Association

### Qualification and Election of Ordinary Members

4. Candidates for membership shall be proposed and seconded by Full or Restricted members of the Club, or by direct application where the candidate may be unknown or transferring from another club Each candidate to complete the Club Application Form. Every candidate for membership shall be interviewed by an appropriately authorised sub-committee
- 5 Election to membership shall be by the Committee The completed application form shall be sent to the Club Secretary or Manager who shall display it on the Secretary or Manager's notice board for at least ten days prior to the election
6. When a candidate has been elected the Club Secretary or Manager shall forthwith send to the candidate at the address given on the application form a request for payment of the entrance fee (if any) and first annual (or otherwise) subscription Upon payment of the entrance fee (if any) and first subscription, an elected candidate shall become a Member of the Club, provided nevertheless that if such payment be not made within one calendar month of the date of the election, the Committee may, at their discretion, cancel such election
7. Subject to the Acts and to the express provisions of these Articles, and of the Memorandum of Association, and of any Bye-laws made by the Committee as hereinafter provided for the time being in force, all Members of the Club shall be entitled at all times to use in common all the premises and property of the Club, and to be supplied at such charges as the Committee shall from time to time determine with such meals, refreshments, alcohol, and things as are provided by the Club for the use of Members

## **Life Members**

- 8 On the recommendation of the Committee any ordinary Member may be elected a life Member at any General Meeting of the Club. A two-thirds majority of Members present in person and voting shall be necessary for any such election. Life Members shall be entitled to all the privileges of membership and be subject to all the duties of a Member of the Club without paying any annual subscription or any special payment for such life membership.

## **Honorary Members**

- 9 The Committee shall have power to award honorariums in the form of free membership for any period not exceeding one year, in recognition of voluntary service to the Club, such honorary membership may be rescinded anytime at the discretion of the Committee.

## **Visitors and Guests**

10. The Committee of the Club shall have power to permit any person or persons to use in common with the Members of the Club all the premises and property of the Club on such conditions, and to be supplied at such charges as the Committee shall from time to time determine with such meals, refreshments, alcohol, and things as are provided by the Club for the use of Members.

## **Entrance Fees and Subscriptions**

- 11 The annual subscription payable by the Members of the Club shall be such, as the Club in General Meeting shall from time to time determine. Members elected after the 1st April in any year shall only pay such proportion of the annual subscription, as the Committee shall determine.
- 12 The entrance fee payable by new Members of the Club shall be such sum as the Committee may from time to time determine.
- 13 The Committee shall have the power to propose levies, in order to raise funds for the benefit of the Club, and such levies to be approved at General Meeting.

## **Voluntary and Compulsory Resignations**

14. Any Member may resign upon giving fourteen days notice to the Club Secretary or Manager in writing to that effect, and paying up all arrears due at the date of that notice.
- 15 Any Member whose annual subscription is not paid by 14 April, or whose levy payment(s) or other monies due to the Club have not been made by the date specified by Committee, shall cease ipso facto to be a Member of the Club, but may be reinstated at the discretion of the Committee on payment of all arrears.
- 16 If any Member shall willfully refuse, neglect or otherwise fail to comply with the provisions of the Memorandum and/or Articles and/or Bye-Laws of the Club, and/or if any Member be guilty of any conduct which does, or appears to, endanger the character or good order of the Club or any of its Members, the procedures and punishment shall be those set out in Appendix 1 of these Articles.
17. No Member whose membership shall have ceased by resignation or otherwise shall have any claim upon the property or effects of the Club.

## **Management and Control**

- 18 There shall be a Chairman, Company Secretary, Captain and a Treasurer, (hereinafter referred to as the Officers) Six other Members of the Club, together with the Vice Captain shall be elected as Directors and together with the Immediate Past Captain of the Club shall be the Committee The Company Secretary (if an employee) shall be an ex-officio member of the Committee and will not be entitled to vote
- 19.
- (a) At the Annual General Meeting of the Club, the Chairman, Secretary or Manager (unless an employee) and Treasurer shall retire from office and shall be eligible for re-election at the same or any other General Meeting of the Club Although an employed Secretary or Manager is an Officer of the Club he/she is neither a director nor a voting member of Committee, and as such he/she is not subject to retirement and re-election at a General Meeting of the Club
  - (b) One third, i.e. two, of Committee Members (not including Officers, and ex-officio members of the Committee) shall retire from office (by rotation), but may stand for re-election if they have not served six years in succession at the time of retirement. Once they have served six years in succession they must stand down for a minimum of one year before seeking re-election
- 20 The procedure for the election and retirement of the Club Captain shall be as set out in the Byelaws of the Club
- 21 The election of Officers and other Members of the Committee shall take place in the following manner
- (a) Any Voting Member of the Club, shall be at liberty to nominate any other Full or Restricted Member to serve as an Officer or other Member of the Committee
  - (b) The name of each Member so nominated together with the names of the proposer and seconder shall be sent in writing or by electronic method to the Secretary or Manager of the Club at least 56 days before the Annual General Meeting.
  - (c) A list of the candidates, together with the proposers and seconders' names and supporting information shall be circularised to members, placed on the Club notice board and, if possible, the members' web site for at least 21 days prior to the Annual General Meeting Should there be more candidates than there are vacancies to be filled, an election shall be held
  - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates and each Member shall be entitled to vote for or against any candidate
  - (e) If two or more Candidates obtain an equal number of votes another ballot shall if necessary be taken in respect of such candidates If two or more candidates obtain an equal number of votes again, the Committee shall select by lot from such candidates, the candidate or candidates who is or are respectively to be elected.
- 22 Any casual vacancies occurring on the Committee during the year may be filled by the Committee Any Member of the Club so appointed by the Committee shall hold office only until the next following Annual General Meeting and shall then be eligible for re-election, but shall not be taken into account in determining the Committee Members who are to retire by rotation under the provision of these Articles

- 23 The Committee shall meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit, and determine the quorum necessary for the transaction of business. Until otherwise fixed the quorum shall be five Members of the Committee. In the absence of the Chairman, the Committee shall elect one of their number to act as Chairman of the meeting. Questions arising at any meetings shall be decided by a majority of votes, and in the case of an equality of votes, the Chairman shall have a second or casting vote. A Member of the Committee and the Secretary or Manager may at any time, upon the request of a Member of the Committee, summon a meeting of the Committee. It shall not be necessary to give notice of any Committee meeting to a Member of the Committee otherwise than at the Member's address in England in the Register of Members, or to such other address in England as the Member may furnish to the Club from time to time for the purpose.
- 24 The control of the Club and the management of its affairs shall be vested in the Committee. The Committee may exercise all the powers of the Club subject to the provisions of the Acts and the Memorandum and these Articles and to such directions (not being inconsistent with any provision of these Articles) as may be prescribed by the Club in General Meeting. No alteration of the Memorandum or Articles and no such direction shall invalidate any prior act of the Committee which would have been valid if that alteration had not been made or that direction had not been given.
- 25 The Committee shall have power from time to time to make, alter and repeal all such Bye-Laws as the Committee may deem necessary or expedient or convenient for the proper conduct and management of the Club. The Committee shall adopt such means, as they deem sufficient to bring to the notice of Members of the Club all such Bye-Laws, amendments and repeals, and all such Bye-Laws, so long as they shall be in force, shall be binding upon all Members of the Club. Provided that no Byelaw shall be made under this power which would amount to such an addition to or alteration of these Articles as could only legally be made by Special Resolution passed and confirmed in accordance with the Acts. Any Byelaw may be set aside by an Ordinary Resolution passed at any General Meeting of the Club.
- 26 The Committee may delegate any of their powers to any sub-committee consisting of one or more Members of the Committee plus members of the club, as seen fit. Any such delegation may be made subject to any conditions the Committee may impose, and either collaterally with or to the exclusion of their own powers, and may be revoked or altered. Subject to any such conditions, the proceedings of a sub-committee with two or more Members shall be governed by the Articles regulating the proceedings of the Committee so far as they are capable of applying.
- 27 The Committee may issue debentures, debenture stock, bonds or obligations of the Club at any time in form or manner and for any amount and may raise or borrow for the purpose of the Club any sum or sums of money upon mortgage or charge of any of the property of the Club or on bonds or otherwise as they may think fit.
- 28 No land belonging to the Club or in which the Club has any interest, whether as Lessees or otherwise, shall be disposed of or the Club's interest therein be relinquished without the consent of at least nine-tenths of the Members of the Club present or by proxy given at a General Meeting of the Club duly convened for the purpose of obtaining such consent.
- 29 The Committee shall cause proper records of account to be kept with respect to
- (a) All sums of money received and expended by the Club and the matters in respect of which the receipt and expenditure takes place,
  - (b) All sales and purchases of goods by the Club, and
  - (c) The assets and liabilities of the Club

Proper records shall not be deemed to be kept if there are not such proper records of account as are necessary to give a true and fair view of the state of the Club's affairs and to explain its transaction

The records of account shall be kept at the registered office of the Club, or, subject to the Acts, at such other place or places as the Committee think fit, and shall always be open to the inspection of the Committee.

The Committee shall determine whether and to what extent and at what times and places and under what conditions the accounts and records of the Club or any of them shall be open to inspection of Members not being Members of the Committee. No Member shall (as such) have any right of inspecting any accounting records or other book or document of the Club except as conferred by statute or authorised by the Committee or by the Club in General Meeting

The Committee shall from time to time in accordance with the Acts, cause to be prepared and to be laid before the Club in General Meeting such profit and loss accounts, balance sheets, and all other reports as are required by the Acts. A copy of these documents, together with the Auditor's report and any other papers required by Law to be laid before the Club in General Meeting, At least 21 days notice of the date of the Meeting is to be given to all Members entitled to attend and vote at General Meetings of the Club

### **Audit**

- 30 The Club shall arrange an annual audit of the clubs accounts

### **General Meetings**

31. A General Meeting shall be held once in every calendar year at such time (not being more than fifteen months after the holding of the last preceding General Meeting) and place as may be prescribed by the Club in General Meeting or in default at such time and at such place as the Committee shall appoint
- 32 The above Annual General Meeting shall be called an Ordinary General Meeting. All other General Meetings shall be called Extraordinary General Meetings
33. The Committee may, whenever it thinks fit, and shall on the requisition of Members of the Club representing not less than one tenth of the total voting rights of all the Members having at the date of deposit of the requisition a right to vote at General Meetings, forthwith proceed duly to convene (give notice of) an Extraordinary General Meeting of the Club
- 34 Any requisition so made by Members must state the objects of the Meeting, and must be signed by the requisitionists and deposited at the registered office of the Club, and may consist of several documents in like form each signed by one or more requisitionists
- 35 If the Committee does not within twenty-one days from the date of the deposit of the requisition give notice of the Meeting, or if the Meeting is called for a date later than forty-nine days from the date of the deposit of the requisition, the requisitionists or any of them being not less than half their number may themselves convene a Meeting, but any Meeting so convened must be held within three-months from the date of the deposit of the requisition

## **Notice of General Meetings**

- 36 An annual General Meeting and an Extraordinary General Meeting called for the passing of a Special Resolution shall be called by at least twenty-one clear days' notice. All other Extraordinary General Meetings shall be called by at least fourteen clear days' notice but a General Meeting may be called by shorter notice if it is so agreed.

- (a) In the case of the Annual General Meeting, by all Members entitled to attend and vote thereat, and
- (b) In the case of any other Meeting by a majority in number of the Members having a right to attend and vote being a majority together holding not less than ninety-five per cent of the total voting rights of the said Members.

The notice shall specify the time and place of the Meeting and the general nature of the business to be transacted and, in the case of the Annual General Meeting, shall specify the Meeting as such.

The notice shall be given to all Members entitled to attend and vote at General Meetings and to the Committee and in the case of the Annual General Meeting also to the Auditors.

The accidental omission to give notice of a Meeting to, or the non-receipt of notice of a Meeting by, any person entitled to receive notice shall not invalidate the proceedings at that Meeting.

## **Members' Resolutions**

37. Members desirous of moving a resolution at an Annual General Meeting shall do so in the following manner:

A requisition stating the resolution to be moved at the Meeting and signed by Members representing not less than one-tenth of the total voting rights of all the Members having at the date of the requisition a right to vote at the Meeting, shall be deposited at the registered office of the Club not less than 56 days before the Meeting.

## **Proceedings at General Meetings**

- 38 At the Annual General Meeting, the consideration of the accounts and the reports of the Committee and Auditors, the election of officers and other Members of the Committee, and the appointment of the Auditors, shall be considered Ordinary business. Any other business transacted at an Annual General Meeting and all business transacted at an Extraordinary General Meeting shall be considered Special business.
39. No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the Meeting proceeds to business. Save as herein otherwise provided, twenty Members personally present shall be a quorum.
- 40 If within one half-hour from the time appointed for the Meeting a quorum of Members is not present, or if during a Meeting such a quorum ceases to be present, the Meeting shall be dissolved and arrangements for a further meeting to be notified. If at the adjourned Meeting a quorum of Members is not present within one half-hour of the time appointed for the Meeting, the Members personally present shall be a quorum.
- 41 The Chairman of the Committee, or in his absence some other Member of the Committee nominated by the Committee shall preside as Chairman of the Meeting, but if neither the Chairman nor such other Member of the Committee be present within fifteen-minutes



after the time appointed for holding the Meeting and willing to act, the Committee present shall elect one of their number to be Chairman and, if there is only one Member of the Committee present and willing to act, that person shall be chairman. If no Member of the Committee is willing to act as Chairman, or if no Member of the committee is present within fifteen-minutes after the time appointed for holding the Meeting, the Members present and entitled to vote shall choose one of their number to be Chairman

42. The Chairman may, with the consent of a Meeting or if so directed by the Meeting adjourn the Meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the Meeting had the adjournment not taken place. When a Meeting is adjourned for thirty-days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned Meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice
43. A resolution put to the vote of a Meeting shall be decided on a show of hands unless before, or on the declaration of the result of the show of hands, a poll is duly demanded. Subject to the provisions of the Acts, a poll may be demanded
- (a) by the Chairman, or
  - (b) by not less than five Members having the right to vote at the Meeting, and a demand by a person as proxy for a Member shall be the same as a demand by the Member
44. Unless a poll is duly demanded a declaration by the Chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the Meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution
45. A poll shall be taken as the Chairman directs and he may appoint scrutineers who need not be Members of the Club. The result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded
46. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman shall (subject to the provision of these Articles) be entitled to a casting vote in addition to his own vote as a Member

### **Votes of Members**

47. Only Full and Restricted Members of the Club, or their nominated proxy, shall have the right to vote at General Meetings of the Club, and whether on a show of hands or on a poll every such Member shall have one vote only
48. On a poll votes may be given either personally or by proxy. An instrument appointing a proxy shall be in writing executed by the appointer and shall be in the form for the time being sanctioned by the Committee. The instrument appointing the proxy shall be deposited at the registered office of the Club not less than forty-eight hours before the time of holding the Meeting at which the proxy proposes to vote.
49. No Member shall be entitled to vote at any Meeting held after the 14 April in any year, either in person or by proxy, unless all monies then due from the Member to the Club have been paid; unless otherwise directed by the Committee

## **Notices**

50 Any notice to be given pursuant to these Articles shall be in writing, and the Club may give such notice to a Member either by -

- a) Making it available within the clubhouse for collection by the Member,
- b) Giving it to the Member in person,
- c) Sending it by first class post in a prepaid envelope addressed to the Member at the Member's registered address,
- d) Leaving it at the Member's registered address and by
- e) Displaying it on the Members' web site

Provided nevertheless that by whichever means a Member receives such notice, compliance with the express provisions of these Articles shall be ensured

51 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of forty-eight hours after the envelope containing it was posted

## **Minutes**

52. The Committee shall cause minutes to be made of all proceedings at Meetings of the Club, at Meetings of the Committee and relevant notes of sub-committees consisting of one or more Members of the Committee, including the names of the Members of the Committee present at each Meeting

## **The Company Seal and Authentication of Documents**

53 The Seal of the Club shall only be used by the authority of the Committee. The Committee may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed by a member of the Committee and by the Secretary or Manager or by a second Member of the Committee

54. A document or proceeding requiring authentication by the Club may be signed by a Member of the Committee, the Club Secretary or Manager, or other authorised Officer of the Club, and need not be under the Club's common seal

## **Dissolution of the Company**

55 If upon the winding up of the company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to or distributed amongst the members of the company in proportion to the annual subscription payable by each category of membership in the year of dissolution

## **APPENDIX 1 TO ARTICLE 16 - DISCIPLINARY PROCEDURE**

- 1     There shall be established a Disciplinary sub-committee (At the sub-committee of the Club, consisting of the Captain (for the time being) of the Club, together with.-
  - (a)     (if the person complained against be a male member of the Club) two other members of the General Committee of the Club, to be decided by the drawing of lots The Chairman and Secretary or Manager for the time being of the Club shall not be eligible to sit on the sub-committee,
  - (b)     (if the person complained against be a female member of the Club) the Lady Captain (for the time being) and one other member of the General Committee of the Club, to be decided by lot.
- 2     Any complaint alleging a breach of Article 16 may be made by any member of the Club, and must be made to the Secretary or Manager of the Club If the complaint is made orally, it must be put into writing and delivered to the Secretary or Manager within 7 days after the making of the oral complaint
- 3     Any complaint, whether oral or in writing, must give particulars of the breach(es) complained of
- 4     After receipt of any complaint made, the Secretary or Manager shall within 7 days of the receipt of such complaint inform the member in writing who is the subject matter of the complaint of
  - (a) the fact that such complaint has been made, and
  - (b) the general nature of the complaint
- 5     The member who is the subject matter of the complaint, shall, within such reasonable period thereafter as may be determined by the Secretary or Manager and communicated to the member, respond in writing to the Secretary or Manager, indicating whether or not he or she accepts that the complaint made is true
- 6     In the event of the member who is the subject matter of the complaint failing to respond within the time period as allowed by the Secretary or Manager under paragraph 5 herein, the complaint shall be treated as being denied by that member, and the procedure set out in paragraph 15(b), (c), (d) and (e) herein shall be followed
- 7     If the member accepts that the complaint is true, the member shall indicate at the same time whether or not he or she wishes to make representations (written or oral) concerning any possible punishment. If he or she wishes to make oral representations, the Secretary or Manager shall inform the member in writing of the date and time at which the sub-committee will meet to consider those representations and decide upon any punishment
- 8     If the member wishes to make written representations only, he or she shall send them to the Secretary or Manager no later than 7 days prior to the hearing, and the Secretary or Manager shall, as soon as possible thereafter, but prior to the meeting of the sub-committee, send a copy thereof to the Captain. If the member wishes to make oral representations he or she shall indicate the same in writing 7 days prior to the hearing
- 9     If, and only if, the member attends at the hearing, the substance of the complaint shall be put to the member and he or she shall be asked to confirm that the complaint is true.
- 10    The sub-committee shall then hear any representations by the member before deciding upon punishment (if any) Such representations may include any verbal or written representations by witnesses on his or her behalf (being members of the Club)

- 11 If the complaint procedure has proceeded under paragraphs 8,9, or 10 hereunder, the sub-committee may deal with the matter either by (in ascending order of gravity):
  - (a) Taking no action,
  - (b) Reprimanding him or her,
  - (c) Giving the member concerned a written warning as to his or her future conduct;
  - (d) Suspending the member from all privileges of membership for a period not exceeding 6 months,
  - (e) Requiring the member to resign,
  - (f) Expelling the member
- 12 The sub-committee may (if the member attends) inform him or her of their decision as to any punishment at the conclusion of their deliberations, but must, (whether or not he or she attends) inform the member in writing of such decision within 7 days after the hearing Further, if the sub-committee decide to administer such punishment as is set out in paragraph 11 (d),(e) or (f) herein, the sub-committee's decision shall be published to the membership in such a manner as the sub-committee may think fit
- 13 If any member, upon receipt of any complaint, denies that he or she is guilty of it, he or she shall inform the Secretary or Manager of that fact within 7 days of receipt.
- 14 The Secretary or Manager shall, upon receipt of such denial inform the member in writing of the date and time at which the sub-committee will meet to hear and determine whether or not the complaint is proved
- 15 At such hearing, the procedure will be as follows
  - (a) The sub-committee shall put the complaint to the member, and ask him or her whether or not he or she denies the complaint,
  - (b) if the complaint is denied, the sub-committee will give the member the opportunity to make such representations, and/or call witnesses on his or her behalf Both the member and/or any witnesses called on his or her behalf may be asked questions by any member of the sub-committee,
  - (c) After such representations have been made and any such witnesses have been heard, the member shall be invited to make any final statement on the evidence presented,
  - (d) The sub-committee will make a determination as to whether the complaint is proved;
  - (e) the sub-committee shall, either there and then, or no later than 7 days after the date of the hearing, inform the member of their decision
- 16 If the sub-committee find the complaint proved, then any punishment shall be as set out in paragraphs 11(a) to 11(f) herein.
- 17 Prior to determining upon punishment (if any) the sub-committee shall follow the procedure as set out in paragraph 10
- 18 Any member
  - (a) Against whom a complaint has been found to have been proved, or
  - (b) Who has admitted a complaint and who has been punished by the sub-committee, may appeal against the finding and/or punishment
- 19 Any finding or punishment shall remain operative and in force until the day of receipt by the Secretary or Manager of any written notice of appeal

- 20 Written notice of appeal must be given within 14 days of the finding or punishment complained of. If that written notice does not, at the same time, particularise the grounds of appeal relied upon, then such particulars must be given in writing within a further 28 days thereafter
- 21 Appeal lies to the General Committee of the Club For the purposes of the hearing of any appeal
- (a) The General Committee shall consist of not less than three members of that committee, and
  - (b) Shall not include any member of the sub-committee
- 22 Upon receipt of any notice of appeal, the Secretary or Manager shall, after consultation with those members of the General Committee appointed to determine the appeal, notify the member in writing of the date and time of the appeal
- 23 At the hearing of any appeal the appeal hearing shall take the form of a re-hearing and the procedure shall be:-
- (a) if the appeal is against punishment) the same as set out in paragraphs 8,9 and 10, herein, or
  - (b) If the appeal is against a finding that a complaint has been proved) the same as set out in paragraph 15 herein
- Save that, at any appeal hearing, the member may, if he or she so desires, be represented by anybody appointed by him or her. Unless the member wishes to be legally represented by a Solicitor or Barrister (or both) such representative must be a person who is a member of the Club
- 24 At the conclusion of the appeal hearing the General Committee shall
- (a) If the appeal was against punishment) dismiss the appeal and confirm the punishment imposed by the sub-committee or substitute a lesser punishment;
  - (b) If the appeal was against a finding that a complaint has been proved) dismiss or allow the appeal
- 25 In determining an appeal (whether against a finding, punishment or both) the General Committee or Extraordinary General Meeting shall not take into account any matter of fact, or previous finding or punishment, to the members detriment which has arisen since the date of the finding or punishment appealed against
- 26 In deciding on any punishment to be applied to any member under the procedures herein set out, the sub-committee or the General Committee or an Extraordinary General Meeting may (save and except as set out in paragraph 25 herein) take into account any previous punishment imposed upon the member in the 60 calendar months immediately preceding the imposition of a punishment imposed by the sub-committee or the General Committee
- 27 If any member wishes to appeal against any finding, punishment (or both) made or imposed by the General committee, such appeal lies to an Extraordinary General Meeting of the Club, which shall be called for that purpose.

- 28 Any member wishing to appeal to an Extraordinary General Meeting against any finding, punishment (or both) by the General Committee shall give written notice of such appeal to the Secretary or Manager within 14 days of the finding or punishment complained of. If that written notice does not, at the same time, particularise the grounds of appeal relied upon, then such particulars must be given in writing to the Secretary or Manager within a further 28 days thereafter.
- 29 Upon receipt of any notice and particulars of appeal, the Secretary or Manager shall (after reasonable consultation with the member or any representative appointed by him or her) set a date, and make all necessary arrangements, for an Extraordinary General Meeting.
- 30 At such meeting, the procedure and rights of representation shall be the same as that set out in paragraphs 23, 24 and 25 herein.
- 31 The decision of such an Extraordinary General Meeting as to any finding and/or punishment shall be by a simple majority of those present in person.
- 32 Where any punishment imposed or confirmed by either the General Committee or an Extraordinary General Meeting is a punishment set out in paragraph 11(d), (e) or (f), the details of that punishment shall be published to the membership in such a manner as the General Committee (whether or not the punishment was imposed by them) think fit.