

# THE ROYAL MONTROSE MERCANTILE GOLF CLUB

## Standing Orders

Revised May 2025



1. Introduction

- 1.1. Standing Orders are intended to support the objects of the Club, as specified in the Club Articles of Association. These Standing Orders may be subject to future modification or revision as circumstance requires. To keep up to date with any changes, members of the Club are urged to periodically review the Club noticeboards and to visit the Club website where notification of any recent updates will be found.
- 1.2. In the interests of all who use the Club, it is expected that these Standing Orders will be observed by members, their guests and visitors, and applied with courtesy and discretion. If at any time a member is unsure about the application of any of the Standing Orders to a given circumstance or wishes to report an observation about the behaviour of others, they should first approach and seek guidance from a member of the Board.
- 1.3. The primary purpose of Standing Orders is to help all members, their guests and visitors to enjoy Club golfing and social activities. They are essentially intended to maintain the excellent reputation of the Club in seeking to uphold the best traditions of the game of golf, and in engendering the highest standards of behaviour and etiquette.
- 1.4. Standing Orders may be introduced, removed or amended by the Board as circumstance requires.
- 1.5. In exceptional circumstances, Standing Orders may be waived with or without notice by the Board.

2. Membership Application Procedure

- 2.1. Membership Application forms can be downloaded from the Club website or obtained from a member of the Club's bar staff during bar opening hours.
- 2.2. It is desirable that applications for membership are proposed and seconded by existing members to whom the applicant is personally known. Where this is not possible, applicants should obtain a letter of introduction from their previous or current Golf Club. If the applicant is new to the area and has no previous Golf Club record, they should contact the RMMGC Operations Manager in the first instance.
- 2.3. Where possible, candidates for International Membership must be proposed by the Captain, Secretary or Golf Professional of a Golf Club or other golfing facility in their country of residence.
- 2.4. Applications must be submitted to the Operations Manager or Club Administrator in the first instance.
- 2.5. The Operations Manager or Club Administrator will acknowledge receipt of a completed application by email and indicate when the application is likely to be approved. An application card will be prepared and displayed on the Club noticeboard for at least fourteen days prior to consideration by the Board.
- 2.6. The Board may reject an application for the following reasons: -
  - 2.6.1 An unacceptable reference is received from a former Club.
  - 2.6.2 A criminal record is notified to the Club.
  - 2.6.3 A group of at least ten members object to the application in writing, on the grounds of known golfing misdemeanors by the applicant.
  - 2.6.4 The Board, through collective discussion at a Board meeting, object to an applicant on any other reasonable grounds.
- 2.7. Following approval by the Board, the Operations Manager or Club Administrator will confirm to the applicant that their application has been approved and include a copy of:
  - 2.7.1. Welcome Pack (including Member's username and password for the website)

2.7.2. Loyalty Card

- 2.8. Membership of the Club does not become effective until the Operations Manager or Club Administrator has received and processed the appropriate membership fee.
- 2.9. Should a membership not be approved, the Operations Manager or Club Administrator will advise the applicant accordingly.

3. Membership Status

- 3.1. If eligible, current Ordinary Members, with the consent of the Board and without re-election, may change their status to that of Associate, Student, Country or International Member. Likewise, current Associate, Student, Country or International Members may, if eligible and with the consent of the Board without reapplying, change their status to that of Ordinary Member. Payment of the appropriate annual subscription fee following any change of membership status will commence from the date of the next Annual General Meeting.
- 3.2. Any member changing their contact details shall notify the Operations Manager or Club Administrator in writing. Failing such intimation, all intimations sent to the old address will be held as having been duly delivered.
- 3.3. Any member may resign their membership by giving written notice to the Operations Manager. On ceasing to be a member of the Club, a person forfeits all rights to and claims upon the Club and its property and funds.
- 3.4. The categories of membership of the Company shall consist of:
  - 3.4.1. Ordinary (Full) Member – adults aged 30 years and over
  - 3.4.2. Life Member – Ordinary members aged 65 years and over and with 25 consecutive years' membership with Royal Montrose Golf Club (RMGC), Montrose Mercantile Golf Club (MMGC) or Royal Montrose Mercantile Golf Club (RMMGC) before the end of March 2024. Such members shall pay 85% of the cost of an Ordinary membership in 2025 and 100% of an Ordinary membership in 2026 when the Life membership category shall cease to exist.
  - 3.4.3. Intermediate Member – adults aged 18 to 24 years
  - 3.4.4. Young Adult Member – adults aged 25 to 29 years
  - 3.4.5. Student Member – adults over 18 years of age and undertaking a full-time course in further education
  - 3.4.6. Junior Member – persons under the age of 18 years
  - 3.4.7. Honorary Member – an existing member elected in terms of Article 9.4.12 and who shall pay no subscription or no further subscription thereafter, other than the Scottish Golf Levy
  - 3.4.8. Country Member - a member residing more than 20 miles from Montrose but within the United Kingdom
  - 3.4.9. International Member - a member residing outside the United Kingdom.
  - 3.4.10. Associate Member – persons over the age of 18 years who do not hold a Montrose Golf Links Limited (MGLL) Season Ticket of any category; or a member who has given up active participation in golf, i.e., non-playing.
  - 3.4.11. Family Membership - up to two adults and up to three juniors.
  - 3.4.12. Temporary Member - as approved by the Board from time to time in accordance with the Club's Standing Orders.
  - 3.4.13. Winter Golfing Member – a member over 18 years of age who holds a winter MGLL Season Ticket and wishes to have access to our Club facilities. These

members will have no voting rights within the Club, nor will they be able to attend Annual General Meetings (AGMs) or other General Meetings of the Club.

- 3.4.14. The Board may on occasion wish to introduce an Introductory Membership Offer to help increase membership numbers, or otherwise. This must be approved at the AGM by the membership present.
- 3.4.15. The Board, at their discretion, may allow any Club member from any membership category, who is considering taking up golf or does not hold a current handicap, to participate in closed, non-qualifying fun events on a limited basis.
- 3.4.16. The Club Captain, with the approval of the Board, may elect as an Honorary Member of the Company any person who shall have rendered such service to the Club as to merit election as an Honorary Member.

#### 4. Disciplinary Procedures

- 4.1. No Member shall remove, or permit to be removed from the Clubhouse, any document or other article belonging to the Club, nor shall any document be posted in the Clubhouse without the authority of the Board.
- 4.2. In the event of any member willfully acting contrary to the Club Articles of Association or Club Standing Orders, or in the event of any member conducting themselves within or outwith the Club premises in a manner deemed by the Board to injure or discredit the character of the Club, the Club Secretary shall communicate with such member to inform them that a Club Disciplinary Committee Meeting will be held to consider the complaint made against them, and that they may attend thereafter to explain their conduct. Sufficient time will be allowed before the meeting to afford the member the opportunity to offer an explanation.
- 4.3. Following a recommendation by the Club's Disciplinary Committee, and upon the vote of two thirds of the Board, any member found guilty of improper conduct or contravention of Club Rules may be expelled from the Club or suspended pending such decision.
- 4.4. In the event of such an expulsion, the member shall have the option to obtain the necessary 20 signatories required to call a Special General Meeting in order to lodge an appeal. At such meeting, a ballot shall be held at which the member requires a 75% majority of those present to vote in his/her favour. Failure to gain this majority will result in he/she ceasing to be a member of the Club with no return of subscription.

#### 5. Temporary Membership/Members' Guests/Golfing Visitors

- 5.1. The Operations Manager will manage all applications for the admission of Temporary Members to the privileges of the Club for a period exceeding one week but not exceeding four weeks. The Temporary Member's subscription shall be at a rate agreed at an Annual General Meeting or Special Meeting of the Club.
- 5.2. Temporary Members as referred to above must, in order to obtain the privileges of the Clubhouse, produce their Temporary Membership Card if requested to do so by the Operations Manager or a Board Member.
- 5.3. In the event of an Open Tournament, County Cup, Interclub Match or similar competition taking place on Montrose Links, the Board will admit as Temporary Members, free of subscription, all officials and players involved in the competition or match. The time during which these officials and players may be Temporary Members shall not exceed one week, including the period of the competition or match.

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- 5.4. Members of groups attending private social or business events at the Club will be granted use of the Club's facilities as if they were Temporary Members. A schedule of charges may be applicable for such events. This period shall not exceed one week.
  - 5.5. Members of the Club may introduce their guests to the clubhouse for a day without charge. All guests must be logged in the sign-in book. Members must be present in the clubhouse whilst their guests are in attendance.
    - 5.5.1. Members are responsible for their guests' behaviour while they are in the clubhouse or Club grounds, including adhering to the Club's dress code outlined within Clause 11 of these Standing Orders.
    - 5.5.2. A member, or members, can sign an individual guest in no more than six times a year, and no more than twice in any given month. The frequency with which members sign guests in will be monitored by staff members and/or the Board.
    - 5.5.3. An individual member can sign up to three guests into the clubhouse at any one time. Should a member, or members, wish to sign in more than three guests at any one time (for example for family celebrations, etc.) they should apply in writing to the Board.
    - 5.5.4. Abusive language or threatening behaviour towards staff or other Club users will not be tolerated. Any guest deemed to be behaving inappropriately will be asked to vacate the premises and may be reported to the police.
    - 5.5.5. The privilege of signing in guests is at the Board's discretion and may be withdrawn at any time.
  - 5.6. Visiting golfers who have purchased a standard round or daily ticket from MGLL will be afforded access to the Club for full use of the facilities on the day of play.
  - 5.7. No person shall be eligible to be signed into the Club if they have been rejected as a member of the Club.

## 6. Catering

- 6.1. The Club currently provides in-house catering.
- 6.2. This service is provided primarily for members, members' guests and golfing visitors.
- 6.3. Although a private Club, the RMMGC allows members of the public to use the clubhouse for dining purposes only providing:
  - 6.3.1. The Club is contacted by email or phone for prior booking within the restaurant.
  - 6.3.2. The table booked within the restaurant is used for the consumption of food/snacks etc. provided by the Club. Diners can order beverages as required from the lounge bar.
  - 6.3.3. Diners who have been provided entry to the Club through prior booking of a table should not use the facilities of the public or lounge bars extensively after dining.
- 6.4. Subject to Board approval, the Club's hospitality services may be used by external organisations for specific events.

## 7. Annual Subscription Payments

- 7.1. Annual subscription rates, the Clubhouse Purse loyalty fee and any competition entry fees are agreed by the Board and ratified by voting members at the Annual General Meeting each year.

- 7.2. A Clubhouse Purse loyalty fee is paid at the annual fee renewal time, or when any new member joins the Club. This fee is to encourage all members to use the Club's facilities therefore keeping annual membership fees at an acceptable level. Members who do not spend their annual loyalty fee by 28<sup>th</sup> February each year will have their balance forfeited.
- 7.3. Subscription notices are delivered to all current members in early March each year.
- 7.4. Subscriptions are due by 31<sup>st</sup> March each calendar year. Any member whose subscription has not been paid by the end of April each year will be categorised as 'resigned'. The Board may, at their discretion, elect to extend a deadline for the payment of fees.
- 7.5. Subscriptions may be paid as follows: -
  - 7.5.1. Directly to the Operations Manager by BACs payment, by cheque or by debit/credit card on receipt of an appropriate invoice.

## 8. Licensing

- 8.1. The Royal Montrose Mercantile Golf Club (RMMGC) is a private premise regulated under the Licensing (Scotland) Act 2005.
- 8.2. The permitted hours during which the bar will be open for the sale or supply of alcohol shall be fixed by the Board within the limits imposed by the Club's operating schedule, and subject to the conditions allowed in the current Premises License.
- 8.3. Details of bar opening hours will be displayed in the clubhouse and published on the Club website.
- 8.4. All members must vacate the clubhouse no later than the published closing time or immediately after the bar closes.
- 8.5. No excisable liquors shall be sold or supplied to any person under eighteen years of age.
- 8.6.** The Operations Manager and any Board Member shall have the authority to exclude from the clubhouse any person who, not being a member or temporary member, has not been introduced in accordance with clause 5.
- 8.7. The Operations Manager may, with the sanction of the Board, temporarily depute authority to another member of staff.

## 9. Children

- 9.1. Junior members of the Club, guests of Junior members, or visiting Junior members from another Golf Club, may enter the Club at any time and on any day that the clubhouse is open, but must vacate the premises by 9 pm.
- 9.2. The children of adult members who are not themselves Junior members, and who may be aged between a few months and 18 years, will be allowed entry to the Club if accompanied by an adult member.
- 9.3. All entry to the Club by those under 18 years of age shall comply with alcohol licensing legislation.
- 9.4. Junior members of the Club, guests of Junior members, or visiting Junior members from another Golf Club, under the age of 18, may use the Club locker rooms. They may also use the dining room and the lounge bar providing they are seated at tables.
- 9.5. Junior members of the Club, guests of Junior members, or visiting Junior members from another Golf Club over the age of 16, are permitted entry to the Club bar to play pool on any day up to 9 pm. Juniors must be seated at a table when not at the pool table.

10. Membership/Loyalty Card (Clubhouse Purse/Competition Purse)

- 10.1. Every member of the Club is issued with a Membership/Loyalty Card when they join.
- 10.2. The Loyalty Card is also used to gain entry to areas of the Club, accessible to members.
- 10.3. The Loyalty Card can be used to purchase food and beverages at a discounted price and/or to purchase Club merchandise, providing there are sufficient funds in the member's Clubhouse Purse.
- 10.4. In addition to a Clubhouse Purse there is a Competition Purse. The Competition Purse is used to pay competition entry. Any Sweepstake or Annual Knockout Competition winnings will be deposited in this purse.
- 10.5. Members may ask the admin staff to transfer the contents of their Competition Purse into their Clubhouse Purse. The minimum transfer is £20. Members can also request that a Scottish Golf Union (SGU) voucher be issued from their Competition Purse for redemption at various vendors.
- 10.6. Purses can be topped up directly via WorldPay on the ClubV1 app, or via the Club bar staff.
- 10.7. Guests, and members who do not hold a Loyalty Card, must make payments at the bar using cash or a debit/credit card, without discount.
- 10.8. If a member loses or damages their Loyalty Card, they can obtain a replacement from the admin staff. An administration fee of £5 will be charged for each replacement card required.
- 10.9. Any member who resigns has 30 days to request a refund of purse balances. Failure to do so will result in any outstanding balance being forfeited to the Club. Should a current member die, any purse balances will be forfeited to the Club unless a refund is requested within 90 days of the member passing.

11. Dress Code

- 11.1. Smart casual dress, including tailored shorts ('cargo' style shorts are also acceptable), may be worn in all clubhouse rooms at all times of the year.
- 11.2. Tracksuits, football colours or sleeveless shirts (men only), spiked golf shoes and wet waterproof clothing are not permitted.
- 11.3. Smart denim jeans are permitted.
- 11.4. Members and their guests should be aware that a specific dress code may be applied to certain functions. Any such requirement will be communicated to members via email, social media and on posters advertising the event.

12. Club Premises

- 12.1. Club opening and closing times shall be determined by the Board and published on the clubhouse noticeboard and website.
- 12.2. The Operations Manager at their discretion, or the Board at their absolute discretion, may reserve any or all of the clubhouse rooms for use in connection with any Club function, or to meet the specific requirements of any member(s), their guests or visitors.
- 12.3. The Operations Manager at their discretion, or the Board at their absolute discretion, may grant permission to any member(s), their guests, or visitors for the holding of private functions within the clubhouse, as laid out in the terms and conditions of private function bookings.

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- 12.4. At the discretion of the Board, the Club will allow non-member organisations to utilize the Millennium Room or lounge area for meetings, providing these requests are submitted with sufficient notice, are being held during normal Club opening hours and do not clash with any Club event. There is a schedule of charges for the hire of either room.
  - 12.5. All food and drink consumed on the Club premises and immediate surroundings must have been purchased from the Club, unless by special approval by the Board.
  - 12.6. With the exception of donations, all raffle prizes provided for any Club or members' group competition should, in the first instance, be purchased through the Club.
  - 12.7. All raffles to be held within the Club premises require the approval of the Board.
  - 12.8. At the discretion of the Operations Manager, or any member of the Board, permission may be given to suspend or vary clubhouse rules in order to address problems posed by weather conditions or other exigencies, or functions.

### 13. Club Property

- 13.1. No member shall damage, destroy, remove or permit the removal of any newspapers or pamphlets (except those freely available for distribution), documents, publications, books or other articles which are the property of the Club.
- 13.2. No paper, notice or placard, written or printed, shall be displayed in the Club, or in the Club grounds, without the permission of the Board.
- 13.3. The Club accepts no responsibility for loss of, or damage to, any personal effects or articles of value belonging to members, temporary members or visitors, nor for any personal injury suffered by any member, temporary member or visitor whether in the clubhouse or its external grounds.

### 14. Health & Safety

- 14.1. A copy of the Club's Health & Safety Policy is displayed on the Club noticeboard. Members, their guests and visitors are asked to assist the Board in upholding these principles.
- 14.2. Players must, at all times, have proper regard for the safety of all persons using the golf course and the footpaths which run through the course, including walkers and dog walkers.
- 14.3. Insurance public liability cover is provided by the Club, for injury caused by a lack of care by another member or an employee in the clubhouse. A copy is posted in the foyer.
- 14.4. Montrose Golf Links Ltd provides limited public liability cover as part of their Season Ticket and Green Fee charges. Club members are nevertheless strongly advised, in their own interest, to affect a golfer's insurance policy covering accident, third party risk, loss of golf clubs and valuables.

### 15. Dogs

- 15.1 Assistance dogs are permitted in the clubhouse. They should be kept on a leash at all times.
- 15.2 Dogs belonging to members, their guests or visitors are permitted in outside seating areas, using the correct entry point. They should be kept on a leash at all times.

### 16. Club Matches and Competitions



- 16.1 Rules governing the playing of Club Matches and Competitions shall be administered in the same way as Standing Orders. A copy of such rules shall be displayed on the appropriate noticeboards.
- 16.2 In line with the World Handicap System, all members participating in weekly Club Strokeplay and Stableford competitions will receive a handicap allowance based on their full Handicap Index of up to 54.0.
- 16.3 Handicap limits may at times be imposed on Open and Knockout competitions, or on other events organised by the RMMGC or an external body. **In all such instances, handicap allowances will be clearly specified within the terms of the competition.**
- 16.4 Playing handicaps for all competitions will be calculated in line with R&A Guidance.
- 16.5 Entry fees for all weekly Club competitions (Ladies, Gents, Seniors, etc.) shall be agreed by the Board annually. Entry fees for all weekly Sweepstake and/or Match Play events will be registered and visible to the Board.

#### 17. General Matters

- 17.1 Copies of the Articles of Association and Standing Orders will be published on the Club website as PDF files where members may view or print them as required. A copy of the Articles of Association and Standing orders will also be available for review from the Club bar, during bar opening hours. They are also displayed on the Club noticeboard.
- 17.2 No complaints or suggestions shall be considered by the Board unless made in writing to the Club Secretary, and no unauthorised member shall subject any employee of the Club to a personal reprimand.
- 17.3 AGM - any other competent business shall only be considered if made in writing to the Club Secretary at least 7 days prior to the date of the Annual General Meeting (AGM).
- 17.4 When the Board is advised that a current member of the Club has died, arrangements will be made to lower the Club Flag to half-mast for the day of the member's funeral. During winter months (November to March inclusive when the flag is not typically flown), the Board will arrange to fly the flag at half-mast for the day of the funeral, only when the deceased member's funeral wake is being held at the Club or in any other instance that the Board deems appropriate, providing weather allows.

