



# **Ballina Golf Club**

# **Constitution And Rule Book**

## DEFINITIONS

1. In this document , unless the context otherwise requires
  - 1.1 **THE BALLINA GOLF CLUB** shall mean the members of the Parent Club of Ballina Golf Club.
  - 1.2 **THE PARENT CLUB** shall mean all members of Ballina Golf Club Men's Club, Ballina Golf Club Ladies' Club and Ballina Golf Club Junior Club.
  - 1.3 **THE MEN'S CLUB** shall mean The Ballina Golf Club Men's Club.
  - 1.4 **THE LADIES' CLUB** shall mean the Ballina Golf Club Ladies' Club.
  - 1.5 **THE JUNIOR CLUB** shall mean The Ballina Golf Club Junior Club.
  - 1.6 **THE MANAGEMENT COMMITTEE** shall mean the committee formed pursuant to Rule 4.
  - 1.7 **THE MEN'S COMMITTEE** shall mean the committee formed pursuant to Rule 5.
  - 1.8 **THE LADIES' COMMITTEE** shall mean the committee formed pursuant to Rule 6.
  - 1.9 **MEMBER** shall mean a member in any category.
  - 1.10 **GUI** shall mean The Golfing Union of Ireland.
  - 1.11 **ILGU** shall mean The Irish Ladies Golfing Union.

## **BALLINA GOLF CLUB CLUB CONSTITUTION**

### **1. NAME OF CLUB**

The name of the club shall be **BALLINA GOLF CLUB** (hereafter known as “The Club”) and this shall be the common name by which the Parent Club, the Men’s Club, the Ladies’ Club and the Junior Club shall be individually and collectively known.

### **2. OBJECTIVES**

- 2.1 The objective of the club is to provide for its members a golf course and to encourage the playing of golf by promoting competitions and by any other means which may from time to time be determined by the club.
- 2.2 The club is committed to providing a facility that is free from discrimination on the grounds of race, colour, religious belief, gender or sexual orientation and one which is free from harassment.

### **3. TRUSTEES**

- 3.1 The property of the Club shall be vested in the Trustees, who shall deal with such property as directed by resolution of the Management Committee (of which an entry in the minute book shall be sufficient evidence).
- 3.2 The Trustees shall jointly and severally be fully indemnified by the members and assets of the club against all liabilities, losses and expenses properly suffered and incurred by virtue of the office of Trustee held by them, save and except where such are suffered or incurred in their capacity as members of the club or where the exercise of their functions is not carried out in good faith.
- 3.3 The Trustees, of which there shall be no fewer than three(3) and no more than five(5) shall have been a member of the Club for a minimum of fifteen(15) continuous years and shall be elected at the Annual General Meeting of the Parent Club. A trustee shall hold office until they resign, cease to be a member of the Club or are removed from office by a resolution of a General Meeting of the Parent Club.
- 3.4 In the event of the number of Trustees being reduced to two(2), the Management Committee may appoint any person or persons in accordance with Rule 3.3 and any person or persons so appointed shall hold office only until the next General Meeting of the Parent Club.
- 3.5 Representatives of the Management Committee shall meet with the Trustees on a semi-annual basis to update them on matters relating to the club and their trusteeship thereof.
- 3.6 The present Trustees are listed in Appendix V.

### **4. THE PARENT CLUB**

- 4.1 The Parent Club shall
  - 4.1.1 Provide facilities for the playing and promotion of the amateur game of golf by Men, Women and Juveniles and generally promote games and other social activities amongst its members.
  - 4.1.2 Control and manage the Club’s finances.
  - 4.1.3 Act as administrator of the affairs (other than golf competitions) of both the Men’s and Ladies’ Clubs.

- 4.1.4 In consultation with the Committees of both the Men's and Ladies' Clubs decide the rates of Green Fees to be payable by visitors to the Club.
- 4.1.5 Generally, to act in the promotion and advancement of the affairs of the Club and the improvement of the facilities available to Members.
- 4.2 The Management Committee of the Parent Club shall consist of
  - 4.2.1 Chairperson of the Management Committee. The Chairperson shall be elected at the Annual General Meeting of the Parent Club shall retire at the ensuing AGM but shall be eligible for re-election.
  - 4.2.4 The Captain and Vice-Captain of the Men's Club
  - 4.2.5 The Captain and Vice-Captain of the Ladies' Club
  - 4.2.6 Honorary Secretary. The Honorary Secretary shall be elected at the Annual General meeting, shall serve for two years and shall be eligible for re-election.
  - 4.2.7 Honorary Treasurer. The Honorary Treasurer shall be elected at the Annual General meeting, shall serve for two years and shall be eligible for re-election.
  - 4.2.8 Chairperson of the House Committee. The Chairperson of the House Committee shall be elected at the Annual General meeting, shall serve for two years and shall be eligible for re-election.
  - 4.2.9 Chairperson of the Course Committee. The Chairperson of the Course Committee shall be elected at the Annual General meeting, shall serve for two years and shall be eligible for re-election.
  - 4.2.10 Junior Convener. The Junior Convener shall be appointed by the Chairperson of the Management Committee in consultation with the Junior Committee. The Junior Convener shall hold office for one year but shall be eligible for re-appointment.
  - 4.2.11 Representative of the Men's Committee. The Men's Committee shall be entitled to appoint one(1) member to the Management Committee. The person so appointed shall serve for a one year period and shall be eligible for re-appointment.
  - 4.2.12 Representative of the Ladies' Committee. The Ladies Committee shall be entitled to appoint one(1) member to the Management Committee. The person so appointed shall serve for a one year period and shall be eligible for re-appointment.
  - 4.2.13 PRO. Public Relations Officer shall be elected at the Annual General Meeting, shall serve for a two year period and shall be eligible for re-election.
- 4.3 Every effort shall be made to ensure that
  - a. The Honorary Secretary and Honorary Treasurer are elected in alternate years.
  - b. The Chairperson of the House Committee and the Chairperson of the Course Committee are elected in alternate years.
- 4.4 The Management Committee shall have the power to fill by co-option any casual vacancy occurring during the year in office and the person so appointed to any such office shall retire at the next AGM. This rule shall not apply to the appointees of the Men's and Ladies' Clubs.
- 4.5 All members of the Management Committee, whether elected or appointed shall be shall be an Ordinary, Veteran, Honorary or Life Member of the Club at the time of their election or appointment and shall have been a member of the Club during the previous calendar year and have paid the full subscription commensurate with his/her category of membership (or has agreed a payment plan with the Management Committee).

- 4.6 The following office holders shall be awarded Honorary Membership for the duration of their terms of office:
- a. The President of the Men's Club
  - b. The President of the Ladies' Club
  - c. The Chairperson of the Management Committee
  - d. The Captain of the Men's Club
  - e. The Captain of the Ladies' Club
  - f. The Honorary Secretary of the Management Committee
  - g. The Honorary Treasurer of the Management Committee
- 4.7 The Management Committee may decide any matter which is not covered by these Rules, where such determination is required for the proper and orderly conduct of the Club.
- 4.8 The determination of the Management Committee in relation to the interpretation of these Rules shall be final and binding.

## **5 THE MEN'S CLUB**

### **5.1 The Men's Club shall**

- 5.1.1 Accept that the Parent Club is the overall authority for administering the affairs of the Men's, Ladies' and Junior Clubs subject to the provisions in these rules.
- 5.1.2 Accept and recognise that The Royal and Ancient Golf Club of St. Andrews is the sole authority for prescribing and implementing the Rules of Golf and The Rules of Amateur Status.
- 5.1.3 Accept and undertake to abide by the Constitution and Bye-Laws of The Golfing Union of Ireland and the Irish Ladies Golfing Union and the Bye-Laws of the Connaught Branch of the Golfing Union of Ireland and the local rules of Ballina Golf Club as per section 6.4.
- 5.1.4 Accept and undertake to maintain high standards of conduct and etiquette on the course and in the club's facilities.
- 5.1.5 Accept and apply the Standard Scratch Score and handicapping scheme as prescribed by the Council of National Golf Unions and such rules there under as may require to be implemented from time to time by the Golfing Union of Ireland.
- 5.1.6 Promote the Amateur game of golf amongst its Members.

### **5.2 The Committee of the Men's Club shall consist of**

- 5.2.1 The President of the Men's Club. The President of the Men's Club shall be nominated by the Men's Committee and elected at the Annual General Meeting of the Men's Club, ideally from among the list of Past Captains, but in recognition of other contributions and club loyalties, ten club members may, in writing not later than October 1<sup>st</sup>, request the Men's Committee to consider an alternative named candidate. The President of the Men's Club shall serve for a period of two years and shall not be eligible for re-election.
- 5.2.2 The Men's Captain.
- 5.2.3 The Men's Vice Captain who shall be appointed by the Men's Captain
- 5.2.4 The Men's Captain from the immediate preceding year.
- 5.2.5 Secretary, who shall be elected at the Annual General Meeting and shall retire at the ensuing AGM but shall be eligible for re-election.

- 5.2.6 Treasurer, who shall be elected at the Annual General Meeting and shall retire at the ensuing AGM but shall be eligible for re-election.
- 5.2.7 Handicap Secretary, who shall be appointed by the Men's Captain and shall retire after the ensuing AGM but shall be eligible for re-appointment.
- 5.2.8 Competition Secretary, who shall be appointed by the Men's Captain and shall retire after the ensuing AGM but shall be eligible for re-appointment.
- 5.2.9 Three(3) other members who shall serve on the committee for a period of three years, with one(1) retiring at the Annual General Meeting and who shall not be eligible for re-election for a period of one(1) year.
- 5.3 The Men's Committee shall have the power to fill by cooption any casual vacancy occurring during the year in office and the person so appointed to any such office shall retire at the next AGM.
- 5.4 All members of the Men's Committee must be Ordinary, Life or Honorary members of the Men's Club at the time of election or appointment and shall only be eligible for appointment to the Committee if they have paid the full subscription commensurate with their category of membership (or have agreed a payment plan with the Management Committee).
- 5.5 Members of the Men's Committee shall have full voting rights in the Men's Club for the duration of their term of office.

## **6 THE LADIES' CLUB**

- 6.1 The Ladies Club shall
  - 6.1.1 Accept that the Parent Club is the overall authority for administering the affairs of the Men's, Ladies' and Junior Clubs subject to the provisions in these rules.
  - 6.1.2 Accept and recognise that The Royal and Ancient Golf Club of St. Andrews is the sole authority for prescribing and implementing the Rules of Golf and The Rules of Amateur Status.
  - 6.1.3 Accept and undertake to abide by the Constitution and Bye-Laws of The Golfing Union of Ireland and the Bye-Laws of the Connaught Branch of the Golfing Union of Ireland and the local rules of Ballina Golf Club as per section 6.4.
  - 6.1.4 Accept and undertake to maintain high standards of conduct and etiquette on the course and in the club's facilities.
  - 6.1.5 Accept and apply the Standard Scratch Score and handicapping scheme as prescribed by the Council of National Golf Unions and such rules there under as may require to be implemented from time to time by the Golfing Union of Ireland.
  - 6.1.6 Promote the Amateur game of golf amongst its Members.
- 6.2 The Committee of the Ladies Club shall consist of
  - 6.2.1 The President of the Ladies' Club. The President of the Ladies' Club shall be nominated by the Ladies' Committee and elected at the Annual General Meeting of the Ladies' Club, ideally from among the list of Past Captains, but in recognition of other contributions and club loyalties, ten club members may, in writing not later than October 1st, request the Ladies' Committee to consider an alternative named candidate. The President of the Ladies' Club shall serve for a period of two years and shall not be eligible for re-election.
  - 6.2.2 The Ladies' Captain.
  - 6.2.3 The Ladies' Vice Captain who shall be appointed by the Ladies' Captain

- 6.2.4 The Ladies' Captain from the immediate preceding year.
  - 6.2.5 Secretary, who shall be elected at the Annual General meeting and shall retire at the ensuing AGM but shall be eligible for re-election.
  - 6.2.6 Treasurer, who shall be elected at the Annual General meeting and shall retire at the ensuing AGM but shall be eligible for re-election.
  - 6.2.7 Handicap Secretary, who shall be appointed by the Ladies' Captain and shall retire after the ensuing AGM but shall be eligible for re-appointment.
  - 6.2.8 Competition Secretary, who shall be appointed by the Ladies' Captain and shall retire after the ensuing AGM but shall be eligible for re-appointment.
  - 6.2.9 Three(3) other members who shall be serve on the committee for a period of three years, with one(1) retiring at the Annual General Meeting and who shall not be eligible for re-election for a period of one(1) year.
- 6.3 The Ladies' Committee shall have the power to fill by cooption any casual vacancy occurring during the year in office and the person so appointed to any such office shall retire at the next AGM.
- 6.4 All members of the Ladies' Committee must be Ordinary, Life or Honorary members of the Ladies Club at the time of election or appointment and shall only be eligible for appointment to the Committee if they have paid the full subscription commensurate with their category of membership (or have agreed a payment plan with the Management Committee).
- 6.5 Members of the Ladies' Committee shall have full voting rights in the Ladies' Club for the duration of their term of office.

## **7 MEMBERSHIP**

- 7.1 The Membership of the Parent Club shall consist of all members of each of the Men's Club, the Ladies' Club and the Junior Club.
- 7.2 The membership of the Men's Club shall consist of Male Members who are Life Members, Ordinary Members and other subscribing members and such Honorary Members as may be elected from time to time.
- 7.3 The membership of the Ladies' Club shall consist of Female members who are Life members, Ordinary members and such subscribing members and such Honorary members as may be elected from time to time.  
Years spent as a Lady Associate Member shall be treated similarly as years spent as Ordinary/Full member of the Club for the purpose of these Rules.

## **8 MEMBERSHIP CATAGORIES**

### **8.1 Ordinary Member**

- 8.1.1 Ordinary Member(Full): Ordinary Members(Full) are those men and women who have paid the full subscription as laid down by the AGM of the Parent Club. Such members shall be entitled to use all of the club's facilities. They shall have the right to attend and vote at all General Meetings of the Parent Club and of the Men's or Ladies' Clubs as appropriate. They may propose and second new members and nominate or be nominated for office subject to any conditions imposed by these rules. Ordinary Members(Full) shall be permitted to participate in all competitions run by the Ladies' or Men's club, as appropriate and win all available prizes.
- 8.1.2 Ordinary Member (B3): Ordinary Members(B3) are those men and women who have been a B2 member in the preceding year and have paid the B3 subscription

as laid down by the AGM of the Parent Club. Ordinary Membership(B3) may also be offered to people who have not held membership in any golf club for the two(2) immediately preceding years.

Such members shall be entitled to use all of the club's facilities.

They shall have the right to attend and vote at all General Meetings of the Parent Club and of the Men's or Ladies' Clubs as appropriate. They may propose and second new members and be nominated for office subject to any conditions imposed by these rules.

Ordinary Members(B3) shall be permitted to participate in all competitions run by the Ladies' or Men's club, as appropriate and win all available prizes except for the Captain's and President's Prizes where they shall not be permitted to win the First or Second prizes.

- 8.1.3 Ordinary Member (B2): Ordinary Members(B2) are those men and women who have been a B1 member in the preceding year and have paid the B2 subscription as laid down by the AGM of the Parent Club. Ordinary Membership(B2) may also be offered to people who have not held membership in any golf club for the three(3) immediately preceding years.

Such members shall be entitled to use all of the club's facilities.

They shall have the right to attend and vote at all General Meetings of the Parent Club and of the Men's or Ladies' Clubs as appropriate. They may propose and second new members and be nominated for office subject to any conditions imposed by these rules.

Ordinary Members(B2) shall be permitted to participate in all competitions run by the Ladies' or Men's club, as appropriate and win all available prizes except for the Captain's and President's Prizes where they shall not be permitted to win the First or Second prizes.

- 8.1.4 Ordinary Member (B1): Ordinary Members(B1) are those men and women who have never been a member of Ballina Golf Club and have paid the B1 subscription as laid down by the AGM of the Parent Club. Ordinary Membership(B1) may also be offered to people who have not held membership in any golf club for the five(5) immediately preceding years.

Such members shall be entitled to use all of the club's facilities.

They shall have the right to attend but not vote at all General Meetings of the Parent Club and of the Men's or Ladies' Clubs as appropriate. They may propose and second new members and be nominated for office subject to any conditions imposed by these rules.

Ordinary Members(B1) will be afforded full voting rights if elected or appointed to serve on the Men's or Ladies' Committee or the Management Committee and shall retain that right for the duration of their membership of said committee.

Ordinary Members(B1) shall be permitted to participate in all competitions run by the Ladies' or Men's club, as appropriate and win all available prizes except for the Captain's and President's Prizes where they shall not be permitted to win the First or Second prizes.

- 8.1.5 Ordinary Members, Veteran: Ordinary Members (Veteran) are those members who have been members of the club for more than ten(10) years and who have reached the age of sixty six(66) on the first day of January in any respective year and who have paid the appropriate subscription as laid down by the AGM of the Parent Club. Members of the Club who were fully paid-up Veteran Members of



the Club in 2016 shall be entitled to become Ordinary Members (Veteran) notwithstanding they do not meet the criteria laid down above. Ordinary Members (Veteran) shall be afforded the same rights and privileges afforded to Ordinary Members(Full).

- 8.1.6 Life Members: Life Members are those men and women who purchased a Life Membership when offered by the club or those men and women who have purchased a Life Membership from such a member. Life Members shall be afforded the same rights and privileges afforded to Ordinary Members(Full).
- 8.1.7 Honorary Life Members: Honorary Life Members are those members who have been awarded membership under Section 14 of these rules. Honorary Life Members shall be afforded the same rights and privileges afforded to Ordinary Members(Full). Any Honorary Life Member who was not a member of the Club with voting rights prior to election as an Honorary Life Member shall not be entitled to vote at any General Meeting of the Club and there shall be no obligation on the Club to notify such Honorary Life Member of any General Meeting proposed by the Club.

## 8.2 Associate Member

- 8.2.1 Dual Associate: Dual Associate Members are those members who are playing members of another golf club which is affiliated to the GUI or the ILGU and who are handicapped from that club. Dual Associate Members shall be permitted to participate in all competitions run by the Ladies' or Men's club, as appropriate and win all available prizes except for the Captain's and President's Prizes where they shall not be permitted to win the First or Second or prizes. Dual Associate Members shall not be permitted to hold office, attend or vote at meetings of the Parent, Men's or Ladies' Clubs.
- 8.2.2 Outside 50K Members: O-50K Members are those members who are not ordinarily resident within 50K of the Club House. Such Members shall be entitled to be handicapped by the Club according to the provisions of the ILGU and GUI as appropriate without the necessity of being a member of another club affiliated to the ILGU or GUI. O-50K Members shall be permitted to participate in all competitions run by the Ladies' or Men's club, as appropriate and win all available prizes except for the Captain's and President's Prizes where they shall not be permitted to win the First or Second prizes. O-50K Members shall not be permitted to hold office, attend or vote at meetings of the Parent, Men's or Ladies' Clubs.
- 8.2.3 Pavilion Members: Pavilion Members are adults who wish to enjoy the facilities of the Clubhouse and who have paid the appropriate subscription as laid down by the AGM of the Parent Club. Pavilion Members shall not be permitted to serve on club committees, except as laid down in Rule 5.2.3.1, attend or vote at meetings of the Parent, Men's or Ladies' Clubs and may play on the course only on payment of the required green fee.
- 8.2.3.1 Parents of fully paid-up Junior members shall be given Pavilion Membership and may serve on the Junior Committees of the Club subject to any other restriction laid down in these rules.

### 8.3 Junior/Student Member

- 8.3.1 Junior Under 10: Junior Under 10 Members of the Club are those members who are under 10 years of age on the first day of January in any respective year and who have paid the Junior U-10 subscription as laid down by the AGM of the Parent Club. Such members may not attend any General Meeting of the Club or any meetings of Men's or Ladies' Golf Clubs. They may play in such Club Competitions and avail of the facilities of the Club under such conditions as shall be determined from time to time by Management Committee. Junior Under 10 Members shall not be permitted to hold office or attend and vote at meetings of the Parent, Men's or Ladies' Clubs.
- 8.3.2 Student U16 with Handicap: Student U-16 Members of the Club are those members who are under 16 years of age on the first day of January in any respective year and who have paid the Student U-16 subscription as laid down by the AGM of the Parent Club. Such members may not attend any General Meeting of the Club or any meetings of Men's or Ladies' Golf Clubs. They may play in such Club Competitions and avail of the facilities of the Club under such conditions as shall be determined from time to time by Management Committee. The handicap awarded to such members shall be a local handicap only. Student Under 16 Members shall not be permitted to hold office or attend and vote at meetings of the Parent, Men's or Ladies' Clubs.
- 8.3.3 Student U22 with Handicap: Student U-22 Members of the Club are those members who are under 22 years of age on the first day of January in any respective year and who have paid the Student U-22 subscription as laid down by the AGM of the Parent Club. Such members may not attend any General Meeting of the Club or any meetings of Men's or Ladies' Golf Clubs. They may play in such Club Competitions and avail of the facilities of the Club under such conditions as shall be determined from time to time by Management Committee. Student U22 Members shall not be permitted to hold office or attend and vote at meetings of the Parent, Men's or Ladies' Clubs.
- 8.4 Those seeking to avail of memberships listed in sections 8.1.5 and 8.3.1 – 8.3.3 may be asked to provide proof of age before such membership is offered.
- 8.5 The Management Committee, in consultation with the Men's and Ladies' Committees, may from time to time introduce new membership categories as they deem appropriate. Such categories will cease to exist at the end of the year of their introduction unless approved by the AGM of that year.

## 9 MANAGEMENT

### 9.1 Allocation of functions

- 9.1.1 The business and affairs of the Parent Club shall be under the jurisdiction and control of a Management Committee, consisting of the Officers of the Parent Club and such other members of the Parent Club elected or appointed under Rule 4.2.
- 9.1.2 The business and affairs of the Men's Club shall be under the jurisdiction and control of a General Committee (hereinafter referred to as the Men's Committee) consisting of the Officers of the Men's Club and such other members of the Men's Club elected or appointed under Rule 5.2 and as the A.G.M. of the Men's Club shall determine.

- 9.1.3 The business and affairs of the Ladies Club shall be under the jurisdiction and control of a General Committee (hereinafter referred to as “The Ladies’ Committee”) consisting of the Officers of the Ladies Club and such other members of the Ladies Club elected or appointed under Rule 6.2 and as the AGM of the Ladies shall determine.
- 9.1.4 Each of the aforementioned Committees may exercise its powers notwithstanding that there might be a vacancy or vacancies in its membership.
- 9.1.5 Nothing in this rule shall preclude a member of either the Men’s or the Ladies’ Committee being also a member of the Management Committee or vice versa.
- 9.1.6 At meetings of any of the foregoing Committees, *fifty per cent plus one* of those entitled to attend and vote shall form a *quorum*.
- 9.1.7 The Chairperson at a meeting shall, in addition to a deliberate vote have and shall exercise a casting vote.

## 9.2 Meetings

### 9.2.1 The Parent Club

- 9.2.1.1 The Annual Meeting of the Parent Club shall, save in exceptional circumstances, be held in the month of December for receiving the Management Committee’s Annual Report and the Financial Statement for the year ended the 31st October, for electing Officer Bearers, Auditors, Trustees, Members of Committee, revising rules and transacting such business of the Club as may be on the Agenda.
  - 9.2.1.1.1 Fourteen(14) days’ notice at least of such AGM shall be given to the members of the Club entitled to attend and vote. A copy of the Audited Financial Statement shall be posted in the Club House seven(7) days prior to the AGM.
  - 9.2.1.1.2 Nominations of Officers and members of the Management Committee must be made to the Honorary Secretary in writing at least seven(7) days prior to the AGM. The Nomination shall contain the signature of the Proposer and Seconder of the nomination and also the signature of the Nominee confirming their assent to the nomination. A list of all members so nominated shall be posted on the notice board at least five days before the date of the AGM.
  - 9.2.1.1.3 Notice of motions to be put to the AGM must be submitted in writing to the Honorary Secretary at least seven(7) days prior to the AGM. A list of all motions shall be posted at least five(5) days prior to the AGM.
- 9.2.1.2 Stated Meetings of the Management Committee shall be held once in every month and Special Meetings on such dates as may be found convenient for the transaction of business on at least seven(7) days’ notice being given by the Chairperson or Honorary Secretary of the Parent Club.
- 9.2.1.3 Upon a requisition signed by not less than 50% of the members of the Committee, stating the nature of the business to be transacted the Chairperson or Honorary Secretary shall call a Special meeting of such committee for the consideration thereof, and if the designated above neglect or refuse to call such a meeting within seven(7) days the same may be convened by notice signed by 50% of the members of the Committee.

- 9.2.1.4 Extraordinary General Meetings of the Parent Club may be called at any time by direction of the Management Committee of the Parent Club or on requisition to the Honorary Secretary signed by at least 20% of members entitled to vote at such a meeting, stating the business to be brought forward. Any motion intended to be presented at such a meeting must be included with the requisition for the EGM.
- 9.2.1.4.1 On receipt of such a requisition it shall be the duty of the Management Committee to have a General Meeting called without delay, and failing notice calling such Meeting being issued by direction of the Committee within 14 days after receipt of the requisition by the Secretary, all of the members who have signed the requisition may issue notice of a General Meeting, which notice shall be sufficient if posted on the notice Board in the Club House at least ten days before the date fixed for such meeting.
- 9.2.1.5 The Chairperson of the Parent Club shall chair all General and Committee meetings of the Parent Club. In the absence of the Chairperson, those present at the meeting shall elect a Chairperson for that meeting.
- 9.2.1.6 Thirty Ordinary, Honorary or Life Members entitled to vote shall constitute a quorum for General Meetings of the Parent Club.

## 9.2.2 The Men's Club

- 9.2.2.1 The Annual Meeting of the Men's Club shall, save in exceptional circumstances, be held in the month of November for receiving the Men's Committee's Annual Report and the Financial Statement for the year ended the 31st October, for electing Officer Bearers, Members of Committee, revising its rules (subject to the approval of the Management Committee) and transacting such business of the Club as may be on the Agenda.
- 9.2.2.1.1 Fourteen days' notice at least of such AGM shall be given to the members of the Club entitled to attend and vote. A copy of the Financial Statement shall be posted in the Club House seven(7) days prior to the AGM.
- 9.2.2.1.2 Nominations of Officers and members of the Men's Committee must be made to the Secretary in writing at least seven(7) days prior to the AGM. The Nomination shall contain the signature of the Proposer and Secunder of the nomination and also the signature of the Nominee confirming their assent to the nomination. A list of all members so nominated shall be posted on the notice board at least five days before the date of the AGM.
- 9.2.2.1.3 Notice of motions to be put to the AGM must be submitted in writing to the Secretary at least seven(7) days prior to the AGM. A list of all motions shall be posted at least five(5) days prior to the AGM.
- 9.2.2.1.4 Within seven(7) days of the AGM, the Secretary of the Men's Club shall provide the Honorary Secretary of the Parent Club with a copy of the minutes of the AGM which shall include details of any motions passed and the names of the incoming committee of the Men's Club along with the names of the appointees of the Men's Club to the Management Committee of the Parent Club.

- 9.2.2.2 Stated Meetings of the Men's Committee shall be held once in every month and Special Meetings on such dates as may be found convenient for the transaction of business on at least seven(7) days' notice being given by the Captain or Secretary of the Men's Club.
- 9.2.2.3 Upon a requisition signed by not less than 50% of the members of the Committee, stating the nature of the business to be transacted the Captain or Secretary shall call a Special meeting of such committee for the consideration thereof, and if the designated above neglect or refuse to call such Meeting within 7 days the same may be convened by notice signed by 50% of the members of the Committee.
- 9.2.2.4 Extraordinary General Meetings of the Men's Club may be called at any time by direction of the Committee of the Men's Club or on requisition to the Secretary signed by at least 20% of members entitled to vote at such Meeting, stating the business to be brought forward. Any motion intended to be presented at such a meeting must be included with the requisition for the EGM.
- 9.2.2.4.1 On receipt of such requisition it shall be the duty of the Men's Committee to have a General Meeting called without delay, and failing notice calling such Meeting being issued by direction of the Committee within 14 days after receipt of the requisition by the Secretary, all of the members who have signed the requisition may issue notice of a General Meeting, which notice shall be sufficient if posted on the notice Board in the Club House at least ten days before the date fixed for such meeting.
- 9.2.2.5 The Captain of the Men's Club shall chair all General and Committee Meetings of the Men' Club. In his absence, the Vice-Captain shall chair the meeting.
- 9.2.2.6 Twenty Ordinary, Honorary or Life Members entitled to vote shall constitute a quorum for General Meetings of the Men's Club.
- 9.2.3 The Ladies' Club**
- 9.2.3.1 The Annual Meeting of the Ladies' Club shall, save in exceptional circumstances, be held in the month of November for receiving the Ladies' Committee's Annual Report and the Financial Statement for the year ended the 31st October, for electing Officer Bearers, Members of Committee, revising its rules (subject to the approval of the Management Committee) and transacting such business of the Club as may be on the Agenda.
- 9.2.3.1.1 Fourteen days' notice at least of such AGM shall be given to the members of the Club entitled to attend and vote. A copy of the Financial Statement shall be posted in the Club House 7 days prior to the AGM.
- 9.2.3.1.2 Nominations of Officers and members of the Ladies' Committee must be made to the Secretary in writing at least seven(7) days prior to the AGM. The Nomination shall contain the signature of the Proposer and Secunder of the nomination and also the signature of the Nominee confirming their assent to the nomination. A list of all members so nominated shall be posted on the notice board at least five days before the date of the AGM.

- 9.2.3.1.3 Notice of motions to be put to the AGM must be submitted in writing to the Secretary at least seven(7) days prior to the AGM. A list of all motions shall be posted at least five(5) days prior to the AGM.
  - 9.2.3.1.4 Within seven(7) days of the AGM, the Secretary of the Ladies' Club shall provide the Honorary Secretary of the Parent Club with a copy of the minutes of the AGM which shall include details of any motions passed and the names of the incoming committee of the Ladies' Club along with the names of the appointees of the Ladies' Club to the Management Committee of the Parent Club.
  - 9.2.3.2 Stated Meetings of the Ladies' Committee shall be held once in every month and Special Meetings on such dates as may be found convenient for the transaction of business on at least seven(7) days' notice being given by the Captain or Secretary of the Ladies' Club.
  - 9.2.3.3 Upon a requisition signed by not less than 50% of the members of the Committee, stating the nature of the business to be transacted the Captain or Secretary shall call a Special meeting of such committee for the consideration thereof, and if the designated above neglect or refuse to call such Meeting within 7 days the same may be convened by notice signed by 50% plus one of the members of the Committee.
  - 9.2.3.4 Extraordinary General Meetings of the Ladies' Club may be called at any time by direction of the Committee of the Ladies' Club or on requisition to the Secretary signed by at least 20% of members entitled to vote at such Meeting, stating the business to be brought forward. Any motion intended to be presented at such a meeting must be included with the requisition for the EGM.
    - 9.2.3.4.1 On receipt of such requisition it shall be the duty of the Ladies' Committee to have a General Meeting called without delay, and failing notice calling such Meeting being issued by direction of the Committee within 14 days after receipt of the requisition by the Secretary, all of the members who have signed the requisition may issue notice of a General Meeting, which notice shall be sufficient if posted on the notice Board in the Club House at least ten days before the date fixed for such meeting.
  - 9.2.3.5 The Captain of the Ladies' Club shall chair all General and Committee Meetings of the Ladies' Club. In her absence, the Vice-Captain shall chair the meeting.
  - 9.2.3.6 Twenty Ordinary, Honorary or Life Members entitled to vote shall constitute a quorum for General Meetings of the Ladies' Club.
- 9.2.4 Notice of Meetings**
- 9.2.4.1 Ten Days' notice shall be given for all General Meetings unless such a meeting is deemed so urgent that less notice need be given.
  - 9.2.4.2 Seven days' notice shall be given for all Committee meetings unless such a meeting is deemed so urgent that less notice need be given.
  - 9.2.4.3 Notice of all General Meetings shall be posted on the Club's Notice board and, where possible, be sent by e-mail or SMS to members entitled to attend.

**9.2.5 Voting at a General Meeting**

- 9.2.5.1 Voting shall be by a show of hands except in the case of elections which shall be by ballot (ie vote on a voting paper).
- 9.2.5.2 A simple majority of those voting shall be sufficient to decide any question unless a greater majority is required by another club rule.
- 9.2.5.3 In the event of a tie, the Chairperson shall have and shall exercise a casting vote in accordance with rule 9.1.7.
- 9.2.5.4 No proxies shall be allowed.

**9.2.6 Minute Book**

- 9.2.6.1 The Men's Club, the Ladies' Club and the Parent Club shall each keep a Minute Book in which shall be recorded the Minutes of all General and Committee Meetings
- 9.2.6.2 The respective minutes shall be read at the next General or Statutory Committee Meeting and, when approved as being a correct record, shall be signed and dated by the Chairperson.
- 9.2.6.3 The Men's Club and the Ladies' Club shall each submit its Minute Books to the Management Committee when required.

**9.3 Elections**

- 9.3.1 Elections to the committees of the Parent Club, the Men's Club and the Ladies' Club shall be held during a General Meeting of the respective club.
- 9.3.2 The secretary of the respective club (or their appointed representative) shall supervise the election for that particular club. Tellers may be appointed at the General Meeting to assist with the election and the counting of votes.
- 9.3.3 Elections shall be by secret ballot using the First-Past-The-Post system where voters are required to indicate on the ballot the candidate of their choice with the candidate who receives the most votes being declared the winner.
- 9.3.4 In the event of a tie, the election will be re-run with only those candidates involved in the tie except where there were only two candidates, in which case the chairman of the meeting shall have a casting vote.

**9.4 Employment of Staff**

The Management Committee shall have power to appoint employees upon such terms and conditions as the Committee may determine; to terminate such appointments and also to appoint substitutes from time to time.

**9.5 Bye-Laws and Regulations**

- 9.5.1 The Management Committee is empowered to make, and from time to time alter, such Bye-Laws and regulations for the management of the Parent Club as it may consider necessary.
- 9.5.2 In consultation with both Men's and Ladies' Committees the Management Committee is also empowered to make Local Rules (provided same are not at variance with the Rules of Golf) and regulations for the use of the course as are required in the interest of all members.



- 9.5.3 Every member of every category and every visitor or other person using the Clubhouse or Course shall be subject to and must comply with, all Rules, Bye-Laws and regulations in force.

#### **9.6 Appointment of Sub-committees**

- 9.6.1 The Men's and Ladies' Committees and the Management Committee shall each have power to appoint Sub Committees and to appoint members of their respective Clubs to act on such Sub-Committees and to define the scope of their authority and to delegate and confer upon such Sub-Committees the powers necessary for the discharge of the function or functions for which such Sub-Committees were formed.
- 9.6.2 Each sub-committee shall appoint a secretary who shall record minutes of all committee meetings in a minute book.
- 9.6.3 Each Sub-Committee shall retire annually on the date of the Annual General Meeting of its respective Club or when the function for which it was appointed is completed.

#### **9.7 Removal from Office**

- 9.7.1 The Management Committee, Men's Committee and Ladies' Committee shall have the power to remove from office any member of their respective committees (excluding the Men's and Ladies' Captains and Vice-Captains) who has failed to discharge or carry out their respective duties for any cause whatsoever or if they are guilty of conduct detrimental to or likely injure the interests, objectives or welfare of the Club. Any member so removed shall forthwith hand over to the Chairperson of the Committee all books, accounts, records papers and other property of the Club in their possession. Any member so removed may appeal the decision to a Special General Meeting of the appropriate Club.

### **10 ADMINISTRATION**

- 10.1 The three sections of the club shall be administered as follows-
- 10.1.1 The Honorary Secretary of the Parent Club shall be responsible for the every-day affairs of the Parent Club except such duties which are specifically assigned to another Officer of the Parent Club.
- 10.1.2 The Captain of the Men's Club shall be responsible for the every-day affairs of the Men's Club except such duties which are specifically assigned to another Officer of the Men's Club.
- 10.1.3 The Captain of the Ladies' Club shall be responsible for the every-day affairs of the Ladies' Club except such duties which are specifically assigned to another Officer of the Ladies' Club.
- 10.2 Members requiring any matters or complaints to be considered by the Committee must send their request or complaint in writing to the Honorary Secretary who shall place it on the agenda for the next meeting of Committee of such Club for investigation and decision.
- 10.3 The Chairperson of the Parent Club shall act as liaison between the Management Committee and each of the Men's and Ladies' Committees.



**11 FINANCE**

11.1 The financial affairs of the Parent Club shall be operated as follows:

- 11.1.1 The Hon Treasurer of the Parent Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Parent Club.
- 11.1.2 The Banking account shall be kept in the name of the Parent Club (and shall be clearly identified as such) in such Bank as the Management Committee may from time to time determine. All cheques shall be signed by the Honorary Treasurer and by one other authorised Officer or authorised member of the Management Committee.
- 11.1.3 The Honorary Treasurer of the Parent Club shall issue an audited statement of the affairs of the Parent Club for the financial year ended 31st October for consideration by the Management Committee and for presentation and approval by the members at the AGM of the Parent Club which shall be held not later than 31st December following.
- 11.1.4 The Management Committee shall make grants to each of the Men's and Ladies' Clubs from time to time, on request being made to defray the expenses incurred by the Committee concerned when entertaining visiting teams and officials in home matches and expenses incurred in away matches by team members and officials when representing the Club and for such other events or occasions when it is considered to be in the interest of the Club to do so.
- 11.1.5 The Management Committee shall be responsible for the payment of the Annual Subscription and the Provincial Levy payable to the Golfing Union of Ireland in respect of the members of the Men's Club and Annual Subscription payable to the Irish Ladies' Golf Union in respect of the members of the Ladies' Club.

11.2 The financial affairs of the Men's Club shall operate as follows:

- 11.2.1 The Treasurer of the Men's Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Men's Club.
- 11.2.2 The Banking account shall be kept in the name of the Men's Club (and shall be clearly identified as such) in such Bank as the Men's Committee may, with the authority of the Management Committee from time to time determine. All cheques shall be signed by any two of the following: the Secretary, the Treasurer and one other authorised member of the Men's Committee.
- 11.2.3 The Men's Committee shall be entitled to determine all entry fees in Club and Open Competitions under its control and management and for which it has arranged for the provision of prizes. The Men's Committee may retain such amount of the entry fees as required for the purchase of such prizes. All surpluses shall be paid over to the Parent Club as and when determined by the Management Committee.
- 11.2.4 The Treasurer of the Men's Club shall issue a statement of the affairs of the Men's Club for the financial year ended 31st October for consideration by the Men's Committee and for presentation and approval by the members at the AGM of the Men's Club which shall be held not later than 30th November following.

11.2.5 Following the meeting of the Men's Committee at which the accounts are considered the Treasurer shall immediately forward a copy of the accounts to the Honorary Treasurer of the Management Committee for information.

11.3 The financial affairs of the Ladies' Club shall operate as follows:

11.3.1 The Treasurer of the Ladies' Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Ladies' Club.

11.3.2 The Banking account shall be kept in the name of the Ladies' Club (and shall be clearly identified as such) in such Bank as the Ladies' Committee may, with the authority of the Management Committee from time to time determine. All cheques shall be signed by any two of the following: The Secretary, the Treasurer and one other authorised member of the Ladies' Committee.

11.3.3 The Ladies' Committee shall be entitled to determine all entry fees in Club and Open Competitions under its control and management and for which it has arranged for the provision of prizes. The Ladies' Committee may retain such amount of the entry fees as required for the purchase of such prizes. All surpluses shall be paid over to the Parent Club as and when determined by the Management Committee.

11.3.4 The Treasurer of the Ladies' Club shall issue a statement of the affairs of the Ladies' Club for the financial year ended 31st October for consideration by the Ladies' Committee and for presentation and approval by the members at the AGM of the Ladies' Club which shall be held not later than 30th November following.

11.3.5 Following the meeting of the Ladies' Committee at which the accounts are considered the Treasurer shall immediately forward a copy of the accounts to the Honorary Treasurer of the Management Committee for information.

## **12 ADMISSION OF MEMBERS**

12.1 Subject to any agreed limitations as to the number of members

12.1.1 The election of all Male Members shall be under the control of the Men's Committee.

12.1.2 The election of all Female Members shall be under the control of the Ladies Committee.

12.2 The procedure for the election of members shall be as follows:

12.2.1 Each candidate for admission (except in the case of Honorary or Temporary Members) must be proposed by one member of the appropriate Club and seconded by another.

12.2.2 A member wishing to propose a candidate for election shall obtain a form known as an Application for Membership Form and shall in due course return to the Secretary such form duly completed and signed by the proposer and seconder and shall, in addition, forward to the Committee such additional information as might be required.

12.2.3 The name and address of the candidate shall be posted on the Clubhouse Notice Board for at least 7 days before the Meeting to consider the application.

12.2.4 Any omission from or inaccuracy in the particulars relating to any candidate shall render election void at the discretion of the Committee.

- 12.2.5 Upon election of a candidate to membership and payment to the Club or its Bankers within one calendar month, the amount of entrance fee (if any), Capital levy (If any) and first subscription payable by the category of member to which the candidate has been elected and on payment thereof, the candidate shall become a member of the Club in that category and be entitled to the benefits and privileges of the membership and be bound by the rules.
- 12.2.6 Should the requested payment not be made within one calendar month of the date of such request as aforesaid, the election shall be void unless the candidate shall satisfy the Committee concerned that the delay in payment was due to some unavoidable cause.
- 12.2.7 If a candidate is not elected to membership and at a later date wishes to make a further application for membership, the same procedure as set out above must be followed on any subsequent application.

### **13 ANNUAL SUBSCRIPTION**

- 13.1 All categories of member, except Honorary Member, shall be required to pay an Annual Subscription.
- 13.2 The amount payable by the different categories shall initially be fixed by the Management Committee and ratified or altered at the next AGM of the Parent Club. Thereafter such subscription shall remain in operation until altered at an Annual General or Special General meeting of the Parent Club.
- 13.3 All Subscriptions shall be payable on 1st January in any year.
- 13.4 Any member whose subscription remains unpaid on the 01<sup>st</sup> March in any year shall not be entitled to use the facilities of the club until such time as their subscription is paid.
- 13.5 Any Member failing to pay their subscription by 01<sup>st</sup> March shall be advised in writing that their membership and handicap shall be suspended until such time as the subscription (and any arrears) is paid.
- 13.6 The Honorary Treasurer of the Parent Club shall inform the Committee of the Men's Club and Ladies' Club of the name of any such member and the Committee concerned shall not be entitled to allow such member to compete in any Club or Open Competition under its control.

### **14 HONORARY LIFE MEMBERSHIP – THIS RULE IS SUSPENDED TO BE REVIEWED IN 2021**

- 14.1 The Management Committee may from time to time award Honorary Life Membership to those who have rendered exceptional services to the Club or to the game of golf, or whose distinguished or influential position would render their membership a special advantage to the club.
- 14.2 For a member to be awarded Honorary Life Membership, they must have at least forty(40) years unbroken membership of the Club and have served as Captain and at least one other office and fulfil at least four of the following criteria:
- a. Substantial number of years on committee
  - b. Have spearheaded a major project in the club
  - c. Active in club development
  - d. Always a positive ambassador for the club
  - e. Have displayed exceptional generosity towards the club
  - f. Have been an active fundraiser or sponsor
  - g. Consistently part of volunteerism in the club

- h. Any golfing achievement that has brought honour to the club
- i. Achieve a major role in golf administration at regional, national or international level

14.3 No more than two Honorary Life Memberships will be awarded in any calendar year.

## **15 VISITORS AND TEMPORARY MEMBERS**

Any ordinary member may introduce visitors.

15.1 It shall be a condition precedent that the member effecting the introduction shall enter each visitors name, address, and date of visit immediately on entering the clubhouse in a book to be kept for the purpose called a "Visitor's Book"

15.2 No visitor shall be supplied with excisable liquor in the Club premises unless on the invitation of and in the company of the introducing member.

15.3 The charge for visitors shall be fixed from time to time by the Management Committee which is also empowered to make regulations for the admission of non-playing visitors.

15.4 Every playing visitor must pay required green fee for the day and must enter their name on green fee book and date on which they are using Course and Club facilities.

15.5 The payment of the Green Fee shall entitle the visitor temporary membership of the club for that day.

15.6 The Management Committee shall have power to suspend the rules permitting the introduction of visitors or temporary members at any time and refuse permission for any particular visitor or temporary member to use the Clubhouse or Course.

15.7 Competitors in Open Club Competitions limited to one day shall be eligible for Temporary Membership status on the day of the Competition only.

15.8 Any office bearer or any two Members of the Management Committee may (and without assigning any cause if they so think right) cancel the admission of any Day Visitor or Temporary Member whose admission may be deem objectionable, or who deliberately breaks any of the Rules, By-Laws or regulations of the Club.

15.9 The fee paid by any such Visitor or Temporary Member may at the discretion of the Management Committee, be either forfeited or refunded.

## **16 TERMINATION OF MEMBERSHIP**

If the conduct of any member is considered likely to endanger the welfare or good order of the Club (including Breaches in the Rules of Golf including etiquette indicated in the Rules of Golf) and of circumstances of such conduct brought to the notice of the Management Committee and the Committee having given the member against whom the complaint is made, an opportunity of refuting or explaining the allegations in person and having considered any evidence he may wish to tender and any other relevant evidence and having fully considered the matter, shall be empowered to take action as they deem fit including the expulsion of the member from the Club. No member shall be expelled under this Rule unless at least 10 members of the Management Committee are present and two thirds of those present votes in favour of the expulsion of the member. Any member expelled under this rule shall immediately cease to be a member and shall forfeit his or her subscription. Voting on the question of expulsion of a member shall be by secret ballot.

## **17 RULES OF GOLF AND LOCAL RULES**

17.1 The Rules of the game of golf for the Men's and Ladies' Club shall be the Rules of Golf as approved by the Royal and Ancient Golf Club of St. Andrew's.

17.2 In addition, the Management Committee, in consultation with the Men's and Ladies' Committees shall from time to time, prescribe such Local Rules as it considers necessary having regard to the nature of the Course or otherwise, provided such Local Rules are not contrary to or at variance with the Rules of Golf or directives issued by the respective Union to which the Men's or Ladies' Club is affiliated.

## **18 PLAYING FACILITIES**

- 18.1 The Management Committee, in consultation with the Men's and the Ladies' Committees, shall prescribe the days and times when the members of the Men's Club and Ladies' Club have the use of the Course for competitions or when the Course is reserved for team matches or Union, Branch or District events.
- 18.2 The Management Committee shall also decide on the facilities to be afforded to Societies subject to the provision that the 1st tee shall be reserved for Club members on any day a Society outing is permitted for such periods as are considered necessary for the convenience of the members.
- 18.3 The Committee shall also be empowered to direct the days and times when Juniors shall have the use of the Course and generally regulate the use of the Course for the benefit of all the members.

## **19 DISCIPLINE**

- 19.1 The Management Committee has a supervisory role in monitoring the observance by the members of the rules and regulations governing the Club. Without prejudice to the foregoing, breaches of the rules or regulations or other unacceptable behaviour shall be dealt with by a disciplinary committee, which shall also have the power to enforce penalties such as reprimand, exclusion, suspension or expulsion.
- 19.2 The Disciplinary Committee shall comprise of the Honorary Secretary of the Parent Club together with the Secretary of the Men's Club and the Secretary of the Ladies' Club. If a member of the Disciplinary Committee resigns or is the subject of a disciplinary hearing or is otherwise unavailable, the Management Committee shall nominate a replacement as is necessary.
- 19.3 The Disciplinary Committee shall have power to make recommendations and reach decisions on all matters of discipline. The Disciplinary Committee shall ordinarily investigate only those complaints which have been made to it in writing or where the matter to be investigated is of such a public nature that the Committee may feel it imperative to take immediate action on its own initiative.
- 19.4 The Disciplinary Committee shall have power to make recommendations and reach decisions on all matters of discipline.
- 19.5 The Disciplinary Committee shall ordinarily investigate only those complaints which have been made to it in writing or where the matter to be investigated is of such a public nature that the Committee may feel it imperative to take immediate action on its own initiative.
- 19.6 The Member(s) about whom the complaint is made shall be informed in writing that she/he has been the subject of a complaint and shall be invited to give any observations or explanations in writing within a specified time.
- 19.7 The Committee shall take this response (if any) into account before coming to a decision and it shall immediately inform the person, against whom the complaint was made, of the decision.

- 19.8 The person(s) complained of shall always have the right to be heard by the Disciplinary Committee.
- 19.9 Any Member who has been the subject of a complaint may appeal that outcome to an Appeals Committee comprising three members appointed by the Management Committee.
- 19.10 The Appeals Committee may hear the appeal as if it was hearing the complaint for the first time or it may decide to confine itself to the stated grounds of appeal. The person against whom the complaint was heard shall at all times have a right to appear before the Appeals Committee. The decision of the Appeals Committee shall, as far as The Ballina Golf Club is concerned, be final and binding. If a member of the Appeals Committee resigns or is otherwise unavailable, the Management Committee may co-opt a replacement. The Appeals Committee shall also have the power to enforce penalties such as, reprimand, exclusion, suspension or expulsion.
- 19.11 A member who is excluded, suspended or expelled shall not be entitled to a refund of any portion of his/her Annual Subscription or any levy paid by the member.

## **20 PERSONAL PROPERTY**

Any personal belongings of members, visitors and others, brought to or kept at, or left on the premises of the Club (either in the Club House, in the Car Park or on the Course) shall be at the sole risk of the owners, and neither the Club nor any Committee shall be responsible for any loss or damage thereto arising; but this rule shall not prejudice any claims by the Club or the owners against Insurance Companies in case of fire, or when otherwise covered by Insurance.

## **21 CHANGE OF RULES**

- 21.1 Save for the Appendices to this document and as outlined therein or for the purposes of complying with the law or the Rules of Golf, no rule of the Parent Club shall be repealed or altered or new rules made except at a General Meeting and by vote of the majority of those present and voting at such Meeting, and written notice of the proposed change must be sent to the Secretary with the names of the proposer and seconder attached, at least 7 days previous to the Meeting at which it is to be considered.
- 21.2 The Honorary Secretary shall place the notice on the Agenda and post same in the Club House with name of proposer and seconder attached.
- 21.3 No rule of either the Men's Club or the Ladies' Club shall be repealed or altered or new rule made except at a General Meeting of such Club and by a vote of the majority of those present and voting at such Meeting. A written notice of the proposed change must be sent to the Secretary of the Club concerned with the names of the proposer and seconder attached, at least 7 days previous to the Meeting at which same is to be considered.
- 21.4 Neither the Men's nor Ladies' Clubs may introduce a rule which runs contrary to the rules of the Parent Club.
- 21.5 The Secretary shall place the notice on the Agenda of the Club concerned, acquaint the Management Committee of same, and post notice in Club House.
- 21.6 Any repeal, alteration or new rule so passed is subject to approval of the Management Committee of the Parent Club.
- 21.7 The Management Committee may alter or add to the Rules for the purpose of complying with the provisions of the Registration of Clubs (Ireland) Act, 1904/1999, The

Intoxicating Liquor Act, 2000 or of any Act which may be passed amending same, but except for this purpose, no Rule of the club may be repealed or altered, or new Rule made, except at a General Meeting, where a majority of the votes cast are in favour.

21.8 No rule may be introduced which contravenes

- a. The Rules of Golf
- b. The Registration of Clubs Act, 1904/1999
- c. The Intoxicating Liquor Act, 2000
- d. The Standard Scratch Score and Handicapping Scheme of The Council of National Golf Unions

## **22 THE REGISTRATATION OF CLUBS ACTS AND THE INTOXICATING LIQUOR LEGISLATION**

The provisions of Section 56 of the Intoxicating Liquor Act, 1927 as substituted and amended by Section 6 of the Intoxicating Liquor Act, 1960, Section 6 of the Intoxicating Liquor Act, 1962 and Section 7 of the Intoxicating Liquor Act, 2000 and any applicable amendment thereto, are hereby incorporated in these Rules and shall apply as if same were comprised in this rule of the club and set out in detail.

## **23 DOCUMENT CONTROL**

- 23.1 This document shall be effective from January 01<sup>st</sup>, 2017 and shall replace any and all other Club Rule Books or Constitutions.
- 23.2 The document shall be stored on the Club's server and in the event of a dispute, the electronic version so stored shall be considered the definitive version.
- 23.3 The Honorary Secretary of the Parent Club shall be the custodian of the Club Constitution and shall update the document as and when required.
- 23.4 The Management Committee shall review this document once a year as to its effectiveness.

## **24 STANDING ORDERS FOR GENERAL MEETINGS**

- 24.1 The decision of the Chairperson on matters of procedure and on the interpretation and application on the standing orders shall be final.
- 24.2 In the event of a dispute the right to address the meeting at any particular moment shall be determined by the Chairperson who shall have the right to direct any speaker to discontinue his address for irrelevance or repetition.
- 24.3 No member may speak twice on the same Motion or item on the agenda. The proposer of a substantive motion may, however, exercise a right of reply immediately before the taking of a vote.
- 24.4 Notwithstanding anything in the rules to the contrary, the Chairperson may allow a member who has already spoken to rise upon a point of explanation. Such point shall be limited to clearing up a misunderstanding arising from the member's previous speech. A point of explanation may be made only between speeches.
- 24.5 A point of order shall consist solely of a question directed to the Chair calling for a ruling upon whether a standing order has been contravened. A member rising upon a point of order shall confine his remarks solely to the alleged violation of the standing orders. During the address of the Chairperson no point of Order shall be entertained.
- 24.6 Voting on any question, except as otherwise provided, shall be on a show of hands subject to the provision that voting on any question shall be by secret ballot if a demand for a ballot is made before the question is put and approved by a show of hands by the majority of members present.



- 24.7 Any question put shall save as otherwise provided by these rules, be decided by the majority of votes cast thereon. In the event of an equality of votes, the Chairperson shall have the casting vote.
- 24.8 Disputes on matters of procedure shall be determined by the Chairperson having regard to the Rules of the Club.
- 24.9 Amendments from the floor on the occasion of a meeting will only be taken if the proposer and seconder of the original motion agree that it should be taken and a vote in respect of such amended motion shall be taken in priority to the original motion.
- 24.10 Proposed amendments, properly before the meeting, shall be voted upon subsequent to a vote on the original motion. In such event the motion achieving the maximum vote shall prevail.
- 24.11 The following shall be privileged motions upon which no discussion shall be allowed and which shall not require the suspension of the Standing Orders:
- 24.11.1 That the meeting moves to the next business
  - 24.11.2 That the meeting be adjourned
  - 24.11.3 That the question be now put
  - 24.11.4 That the question not be put

The Chairperson shall have absolute discretion in allowing or disallowing the introduction of a privileged motion.



## APPENDIX I

### COMPETITIONS

1. All matters in connection with competitions shall rest with the Competitions Committee of the Men's and Ladies Clubs respectively, save that competition dates in the Club's Competition Fixture Diary will be strictly adhered to unless the fixture is varied or deferred by the Men's Committee and by or the Ladies Committee.
2. A Competitor shall be disqualified in any Competition unless he or she has previously paid his or her entrance fee and entered the competition in the designated mode. The disqualification shall not affect the legality of his or her opponents' score.
3. In the event of a player being unable to find a partner in a competition, a member of the Competition Committee, Honorary Secretary or Professional may appoint a special marker.
4. On the day of competition no player shall be permitted to practice on the course or to the greens other than in the specified practice areas or save in the ordinary course of play.
5. Players failing to tee off at the time booked on the timesheet are not permitted to play in the competition of the day.

#### 6. Captains' Prize

##### 6.1 Men's Captain's Prize

In order to win First, Second or Overall Gross prize in the Men's Captain's Prize a member must have played in and returned cards for at least eight(8) qualifying competitions in that year.

The eight qualifying competitions shall be made up as follows:

1. Any Sunday or Open competitions between the Captain's Drive off and the week preceding the Captain's Prize;
2. Participation in the Club singles or pairs Matchplay Competitions will each be considered as one qualifying competition.

##### 6.2 Ladies' Captain's Prize

In order to win First, Second or Overall Gross prize in the Ladies' Captain's Prize a member must have played in and returned cards for at least five(5) qualifying competitions in that year.

The five qualifying competitions can be made up of any combination of the following:

1. Any **Sunday** competitions between the Captain's Drive off and the week preceding the Captain's Prize;
  2. Any 18 hole Club Thursday competition between the Captain's Drive off and the week preceding the Captain's Prize;
  3. Any 18 hole Club Open competition between the Captain's Drive off and the week preceding the Captain's Prize
7. Except as otherwise laid out in this document, the eligibility of Junior and Student Members to win prizes in Club Competitions shall be decided by the respective Competition's Committee of the Men's and Ladies' Clubs.
  8. In Club Foursomes and Fourball Competitions a competitor must declare the name of his/her partner at the time of entry and the use of the word "*partner*" or similar term is prohibited. If such words are used the competitors' name may be deleted from the timesheet.

- 8.1. If for any reason a competitor cannot play in a competition, he/she should give timely notice of his/her inability to play. The Committee may request a written explanation if such notice is not given before noon on the day prior to the commencement of a competition. If an explanation is not received or if it is considered unsatisfactory the committee is empowered to disqualify the member from Competitions and Timesheets on a particular day or days thereafter.
9. The Management Committee, in consultation with both the Men's and Ladies' Committees may make changes to this appendix as and when required.

**APPENDIX II****THE COURSE**

1. If a match fails to keep its place and loses more than one clear hole on players in front, it should allow the match following to pass. Players in a competition shall have precedence both in starting and through the green over players playing ordinary matches.
2. No player may practice putting on the greens, save in the ordinary course of play.
3. Players must play the course and format of the day and are precluded from playing outside such course as has been designated for the day unless permitted otherwise.
4. Before leaving a bunker, a player should carefully fill up and smooth over all holes and footprints made by the player therein.
5. Through the green and on the practice areas a player must ensure that any turf cut or displaced by the player is replaced at once and pressed down and any damage to the putting green made by a ball or the player is carefully repaired. Care should be taken to ensure that no damage is done to the hole or the surrounds of the hole when attending the flagstick. The ball must not be removed from the hole with a golf club or putter.
6. Players in competitions less than 18 holes (except Winter League Competitions) must alternate with persons playing a fuller round save where such other persons have ignored the course of the day and in such event the competitors playing the lesser round shall have priority.
7. Equal rights of play at all times for male and female members except as follows
  - 7.1. Sunday: The Course shall be reserved for members of the Men's and Ladies' Club during hours specified by Management Committee following consultation and agreement with the committee of the Men's Club and Ladies' Club.
  - 7.2. Thursday: The Course shall be reserved for members of the Ladies Club during hours specified by Management Committee following consultation and agreement with the committee of the Ladies Club.
8. Member's time will not be encroached upon, unless specifically approved by Management Committee in consultation with the Men's Committee and or the Ladies Committee as appropriate.
9. The Management Committee, in consultation with both the Men's and Ladies' Committees may make changes to this appendix as and when required.

**APPENDIX III****GENERAL**

1. All loss or damage to the Club property must be made good by the person responsible.
2. Lockers can be rented annually and the charge for lockers shall be fixed by the Management Committee each year, payable in advance, at the same time as the annual subscription.
3. No notice, advertisement, or such similar material from another club or business, shall be placed on display in or around the Club House without the prior approval of the Honorary Secretary who shall be entitled to remove any such unauthorised material.
4. Dogs or other pets are not permitted in the Club House or on the course.
5. All persons are required to be suitably and acceptably attired as directed by Management Committee from time to time.
6. The Club accepts no responsibility for any thefts, loss or damage to the property of any member, visitor or guest, while in the Club, The Professional Shop, the car parks, course or other property within the grounds of the Club.
7. All players shall be suitably equipped.
8. Guests of an Ordinary Member(Full), Veteran Member, Honorary Member and Honorary Life Member when duly signed in and playing with such member shall be entitled to play at such concessionary Green Fee and subject to such criteria as Management Committee shall determine from time to time. Such members may sign in up to three(3) guests.
9. The Management Committee, in consultation with both the Men's and Ladies' Committees may make changes to this appendix as and when required.

**APPENDIX IV****DRESS CODE**

1. Smart casual wear is the minimum standard expected on the golf course and in the clubhouse at all times.
2. Tailored shorts may be worn on the golf course with appropriate sports socks.
3. Trousers must not be tucked into socks.
4. Hats and caps must be worn as they were designed.
5. Golf shoes must be worn on the golf course (soft spikes are recommended) and are not acceptable in the upstairs bar/restaurant areas of the clubhouse.
6. No beach, sports tops, swim or gym wear to be worn on the course or in the club house.
7. Neat casual wear must be worn in the clubhouse at all times.
8. Denim jeans may be worn but they must be smart, worn properly around the waist, and not ripped or torn.
9. Operation of a mobile phone on the Course is only permitted in the case of an emergency.
10. It is recommended that mobile phones should be switched to "silent", when in the bar/restaurant areas. The foyer or balcony may be used to make or receive calls.
11. Club staff are authorised to approach Members and Visitors if the dress regulations are not being adhered to.
12. The Management Committee may make changes to this appendix as they deem appropriate.

**APPENDIX V****TRUSTEES**

<b>DATE</b>	<b>NAME</b>	<b>DETAILS</b>
13/12/18	Leo Loftus	Resigned
13/12/18	Michael O'Malley	Resigned
13/12/18	<b>Des Sweeney</b>	Trustee since 2012
13/12/18	<b>Sean Rowley</b>	Trustee since 2012
13/12/18	<b>Siobhan Leonard</b>	Appointed at AGM
13/12/18	<b>Des Cronin</b>	Appointed at AGM
13/12/18	<b>Frances Burke</b>	Appointed at AGM

## APPENDIX IV

## SUBSCRIPTION SCHEDULE

CAT	DESCRIPTION	SUB	P/TAX	TOTAL
<b>ORD</b>	Gent Ordinary Member, Full	€ 651.00	€ 27.00	€ 678.00
<b>ORD 1</b>	Gent Ordinary Beginner, B1	€ 199.00	€ 27.00	€ 226.00
<b>ORD 2</b>	Gent Ordinary Beginner, B2	€ 336.00	€ 27.00	€ 363.00
<b>ORD 3</b>	Gent Ordinary Beginner, B3	€ 441.00	€ 27.00	€ 468.00
<b>VOI</b>	Gent, Ordinary Member, Veteran	€ 577.50	€ 27.00	€ 604.50
<b>LA 1</b>	Lady Ordinary Member, Full	€ 651.00	€ 28.00	€ 679.00
<b>LAB 1</b>	Lady Ordinary Beginner, B1	€ 199.00	€ 28.00	€ 227.00
<b>LAB 2</b>	Lady Ordinary Beginner, B2	€ 336.00	€ 28.00	€ 364.00
<b>LAB 3</b>	Lady Ordinary Beginner, B3	€ 441.00	€ 28.00	€ 469.00
<b>VLA</b>	Lady, Ordinary Member, Veteran	€ 577.50	€ 28.00	€ 605.50
<b>DAG</b>	Gent, Dual Associate	€ 441.00		€ 441.00
<b>DAL</b>	Lady, Dual Associate	€ 441.00		€ 441.00
<b>JNR</b>	Junior, Under 10	€ 94.50	€ 5.00	€ 99.50
<b>STU</b>	Student, Under 16	€ 115.50	€ 5.00	€ 120.50
<b>J2/STU</b>	Student, Under 22 with Handicap	€ 157.50	€ 5.00*	€ 162.50
<b>O50K</b>	Outside 50K, Member	€ 288.75	€27/€28	€ 315.75
<b>PVM</b>	Pavilion Membership	€ 20.00		€ 20.00
<b>Locker</b>	Annual Locker Rental	€ 35.00		€ 35.00

\*Poll Tax is €27/€28 for Over 18 year-olds

The Committee also recommends the introduction of three Family Memberships:

Catagory	Description	Cost
Family Membership (1)	Two full memberships + all non-competitive children under 16*	€1,050 Note: An additional €42.50 per child will be added for competitive membership.
Family Membership (2)	One parent + children	Parent and 2 children pay appropriate fee. All other children free.
Family Membership (3)	Children only members	First two children pay appropriate membership. Third and subsequent children at half price.

\*Where either or both of the parents are paying membership at a reduced rate (eg B1, B2, B3 etc), parents shall pay the full discounted rate.

## DOCUMENT HISTORY

DATE	VERSION	COMMENT	ORIGIN
26/07/16	1.0	First draft	Eddie Harney
05/10/16	1.1	Second draft following committee consultation	Eddie Harney
14/10/16	1.2	Proposed Final Draft	Eddie Harney
09/03/17	1.3	Draft with alternative Management Committee structure and section "9.3 Elections" added.	Eddie Harney
12/04/17	2.0	Constitution adopted at EGM	Eddie Harney
7/06/2017	2.1	Appendix 1, Para 6 - Management Committee agrees to divest decisions on eligibility of Students/Juniors to win prizes in Club Competitions to Competitions' Committees.	Management Committee
14/12/17	2.2	<b>Article 4.2.11</b> Representative of the Men's Committee. The Men's Committee shall be entitled to appoint one(1) member to the Management Committee. The person so appointed shall serve for a two year period and shall be eligible for re-appointment.  <b>Proposal</b> - Delete " <i>a two year period</i> " and add " <i>one year</i> ".	Amendment at AGM
14/12/17	2.2	<b>Article 4.2.12</b> Representative of the Ladies' Committee. The Ladies' Committee shall be entitled to appoint one(1) member to the Management Committee. The person so appointed shall serve for a two year period and shall be eligible for re-appointment.  <b>Proposal</b> - Delete " <i>a two year period</i> " and add " <i>one year</i> ".	Amendment at AGM
14/12/17	2.2	<b>Article 4.2</b> Every effort shall be made to ensure that a) The Honorary Secretary and Honorary Treasurer are elected in alternate years. b) The Chairperson of the House Committee and the Chairperson of the Course Committee are elected in alternate years. c) The representative of the Men's	Amendment at AGM



		Committee and The Representative of the Ladies' Committee are appointed in alternate years. <b>Proposal – Delete Section c)</b>	
14/12/17	2.2	<b>Add as Article 4.2.13</b> – PRO. Public Relations Officer shall be elected at the Annual General Meeting, shall serve for two years and shall be eligible for re-election.	Amendment at AGM
14/12/17	2.2	<b>Article 8.2.1</b> - Dual Associate Members shall be permitted to participate in all competitions run by the Ladies' or Men's club, as appropriate and win all available prizes except for the Captain's and President's Prizes where they shall not be permitted to win the First, Second or Overall Gross prizes. <b>Proposal – Delete "or Overall Gross"</b>	Amendment at AGM
12/04/18	2.3	<b>Appendix 1, Competitions</b> – Section 6 deleted (In order to win First, Second or Overall Gross prize in the Captain's Prize a member must have played in and returned cards for at least eight(8) qualifying competitions in that year.) and replaced with more detailed qualification requirements.	Amendment approved by Management Committee.
14/11/18	2.4	<b>Appendix 1, Competitions</b> – Section 6 amended to change the qualification requirement to any 8 competitions in the qualifying period	Proposed by Men's AGM and approved by Management Committee
13/12/18	2.4	<b>Article 14 – Honorary Life Membership</b> – Suspended. To be reviewed in 2021	Approved by AGM
13/12/18	2.4	<b>Article 3 Trustees</b> - Delete Section 3.6 (Trustee Names) and replace with an Appendix where names of trustees are recorded.	Approved by AGM
13/12/18	2.4	<b>Article 8 Membership Categories</b> – Amended to allow all participants in Captain's and President's Prizes win Overall Gross Prize subject to any other rules laid down in this document	Approved by AGM
12/12/19	2.5	<b>Appendix VI, Subscription Schedule</b> – Subscription of 5% for all categories except beginners.	Approved by AGM

