

# ROSSLARE GOLF CLUB



## Club

# Constitution

Rosslare, Co Wexford, Y35 P573

Telephone: 053 9132203

Website: [www.rosslaregolf.com](http://www.rosslaregolf.com)

Email: [office@rosslaregolf.com](mailto:office@rosslaregolf.com)

*January 29<sup>th</sup>, 2021*

| <b>Amendments</b>             |                         |   |  |
|-------------------------------|-------------------------|---|--|
| <b>Date</b>                   | <b>Meeting</b>          | <b>Articles</b>   | <b>Change</b>  |
| 29 <sup>th</sup> January 2021 | Annual General Meeting  | Article 34.1.4<br>Article 34.2.4.   | Amendment<br>Amendment   |
| 5 <sup>th</sup> January 2022  | Annual General Meeting  | Article 9.3<br>Article 34.3.8<br>Article 41.1.<br>Article 46/46.1<br>Article 4.1.3<br>Article 4.1.4<br>Article 4.2.3<br>Article 4.2.4<br><br>(Twelve housekeeping amendments were made) | Amendment<br>Amendment<br>Addition<br>Deletion<br>Amendment<br>Amendment<br>Amendment<br>Amendment |
|                               |                         |   |  |
| 2 <sup>nd</sup> December 2022 | Annual General Meeting  | Article 30.2<br>Article 14.2<br>Article 14.3  | Amendment<br>Amendment<br>Addition   |
| 16 <sup>th</sup> August 2023  | Special General Meeting | Article 4.3.1<br>Article 7.1.17<br>Article 45.2   | Addition<br>Addition<br>Addition   |
| 1 <sup>st</sup> December 2023 | Annual General Meeting  | Article 26.2<br>Article 29.1<br>Article 34.1.6<br>Article 34.1.7.<br>Article 34.2.6<br>Article 34.2.7<br>Article 6.1<br>Article 7.1.14  | Amendment<br>Alteration<br>Amendment<br>Addendum<br>Amendment<br>Addendum<br>Addition<br>Amendment |
| 22 <sup>nd</sup> May 2024     | Special General Meeting | Article 5.6<br>Article 5.7<br>Article 5.8<br>Article 5.9  | Addition<br>Addition<br>Amendment<br>Amendment   |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

# Table of Contents

|  |    |
|--|----|
| Preliminary, Definitions and Interpretations                           | 5  |
| Title and Ownership  | 5  |
| Membership   | 5  |
| Objects  | 5  |
| The Men's Club   | 5  |
| The Ladies' Club   | 6  |
| The Joint Club   | 6  |
| The Management Committee   | 7  |
| Trustees   | 7  |
| Officers   | 7  |
| Management   | 8  |
| Allocation of Functions and Business                                   | 8  |
| Composition of Management Committee                                    | 9  |
| Structure  | 10 |
| Responsibilities   | 10 |
| Job Specifications   | 11 |
| Tenure / Election  | 11 |
| Nomination and Election Procedure to Management Committee              | 12 |
| Exclusions from Membership of The Management Committee                 | 13 |
| Nomination and Election Procedure to Men's & Ladies' Clubs' Committees | 13 |
| Committee Meetings   | 14 |
| Management Committee Meetings  | 14 |
| Management Regulations   | 15 |
| Appointment of Sub-Committees  | 15 |
| Club Administration  | 15 |
| Club Finance   | 16 |
| The Joint, Club  | 16 |
| The Men's Club   | 16 |
| The Ladies' Club   | 17 |
| Election of Members  | 17 |

|   |    |
|---|----|
| Categories of Member  | 18 |
| Entrance Fees   | 20 |
| Subscriptions   | 20 |
| Capital Levy/Compulsory Spending Charge                             | 23 |
| Visitors and Temporary Members                                      | 24 |
| Termination and Suspension of Membership                            | 25 |
| General Meetings  | 26 |
| The Men's Club  | 26 |
| The Ladies' Club  | 27 |
| The Joint Club  | 27 |
| Special General Meeting (SGM)                                       | 29 |
| Chair at General Meetings   | 29 |
| Notices of General Meetings   | 30 |
| Mode of Voting at General Meetings                                  | 30 |
| Minute Books  | 30 |
| Playing Facilities  | 31 |
| Personal Property   | 31 |
| Registration of Clubs Acts 1904/1999 & Intoxicating Liquor Act 2000 | 31 |
| Change of Constitution and Rules                                    | 32 |
| Rules of Golf and Local Rules                                       | 33 |
| Code of Ethics  | 33 |
| Equality  | 33 |
| Golf Ireland Affiliation  | 34 |
| Bye – Laws  | 34 |
| Winding-Up  | 34 |
| Additions, Alterations or Amendments                                | 35 |
| Keeping of Accounts   | 35 |
| Operation Date  | 35 |

## 1. PRELIMINARY, DEFINITIONS AND INTERPRETATIONS

- 1.1. The "Men's Club" shall mean the group of male amateur playing golfers operating under a constitution acceptable to Golf Ireland and to which such Club is affiliated.
- 1.2. The "Ladies' Club" shall mean the group of female amateur playing golfers operating under a constitution acceptable to Golf Ireland to which such Club is affiliated.
- 1.3. The "Joint Club" shall mean the Joint Club formed through the amalgamation of the group of amateur golfers in the Men's Club and the Ladies' Club for the purposes of administering the affairs (other than the game of golf and its related activities) of both the Ladies' Club and the Men's Club. The Joint Club holds the property and assets of Rosslare Golf Club in trust on behalf of the Ordinary Members of the Club. The Joint Club cannot become affiliated to Golf Ireland. The Joint Club has delegated the management and administration of all Club affairs to the 'Management Committee' as set out hereunder.
- 1.4. The name or title "Club", without qualification, shall mean the Men's Club, the Ladies' Club, or the Joint Club, or each of their Officers and Members where the context so admits or requires.
- 1.5. The name or title "Committee" and the Officers and Members thereof, without qualification, shall mean the Men's Committee, the Ladies' Committee, or the Management Committee, or each of their Officers and Members where the context so admits or requires.
- 1.6. The Management Committee shall be the Body which has sole control of administrative affairs of the Club including financial matters.
- 1.7. The Nomination Committee's function is to find suitable Management Committee Members on behalf of the Management Committee.
- 1.8. "Subscription" shall mean Subscription including Levies and/or Compulsory Spending Charge, where applicable.
- 1.9. Ordinary Members shall comprise of men and women who, having paid the entrance fee (if any) and annual subscription applicable to the category, shall be entitled to attend and vote at all general meetings of either the Men's or the Ladies' Clubs of which each such member has been elected a voting member and at all general meetings of the Joint Club.
- 1.10. The Terms of Reference will set out the role and responsibilities of officers and committees as outlined in this Constitution.
- 1.11. 'Property' means real property, personal property and intellectual property.  
*"Real Property" means land together with buildings and any improvements thereto.*  
*"Personal Property" means moveable property of value.*  
*"Intellectual Property" means intangible assets consisting of knowledge and ideas.*

## **2. TITLE AND OWNERSHIP**

- 2.1. The name of the Club shall be Rosslare Golf Club and this name shall be the common name by which the Men's Club, the Ladies' Club and the Joint Club shall be individually and collectively known.

The official address of the Club is Bearlough, Rosslare, in the County of Wexford, Y35 P573. The ownership of the Club Property shall be vested in the Trustees, for the time being, of the Club on behalf of the Ordinary Members of the Club.

The Ordinary Members, Honorary Members and Honorary Life Members of the Club only shall have control of the affairs of the Club.

## **3. MEMBERSHIP**

- 3.1. The Membership of the Men's Club shall consist of male playing members who are Life Members, Ordinary Members and other subscribing playing members as may be elected from time to time and such Honorary Members (including Life) as may be proposed by the Men's Club and elected from time to time by the Joint Club AGM (Hon. Life) or Management Committee (Hon.).

- 3.2. The Membership of the Ladies' Club shall consist of female playing members who are Life Members, Ordinary Members and other subscribing playing members as may be elected from time to time and such Honorary Members (including Life) as may be proposed from time to time by the Ladies' Club and elected by the Joint Club AGM (Hon. Life) or Management Committee (Hon.).

- 3.3. The Membership of the Joint Club shall consist of all members of each of the Men's and Ladies' Clubs, Juniors and such Pavilion members as may be elected from time to time by the Management Committee.

## **4. OBJECTS**

### **4.1. *The Men's Club Shall: -***

- 4.1.1. Promote the Amateur game of Golf amongst its members.
- 4.1.2. Accept and abide by the Constitution and Byelaws of Golf Ireland to which the Club is affiliated and the Bye-laws of the Leinster branch.
- 4.1.3. Accept and apply the World Handicap System as prescribed by the R&A and USGA. The Committee will accept and apply the Guidance on the WHS Rules of Handicapping as applied within GB&I from CONGU and such rules thereunder as may require to be implemented from time to time by Golf Ireland.
- 4.1.4. Accept and recognise the Royal and Ancient Golf Club as the sole authority for prescribing and implementing the Rules of Golf, the Rules of Amateur Status and the rules for Equipment.

**4.2. The Ladies' Club Shall: -**

- 4.2.1. Promote the Amateur game of Golf amongst its members.
- 4.2.2. Accept and abide by the Constitution and Byelaws of Golf Ireland to which the Club is affiliated and the Bye-laws of the Leinster branch.
- 4.2.3. Accept and apply the World Handicap System as prescribed by the R&A and USGA. The Committee will accept and apply the |Guidance on the WHS Rules of Handicapping as applied within GB&I from CONGU and such rules thereunder as may require to be implemented from time to time by Golf Ireland.
- 4.2.4. Accept and recognise the Royal and Ancient Golf Club as the sole authority for prescribing and implementing the Rules of Golf, the Rules of Amateur Status and the Rules for Equipment.

**4.3. The Joint Club Shall: -**

4.3.1. (A) Additions, Alterations, Amendments

No addition, alteration or amendment shall be made to the provisions of the object(s) clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners

(B) Provide facilities for the playing and promotion of the amateur game of Golf by Men, Women, Students and Juniors and generally promote amateur games and other social activities amongst its members.

Act through the Management Committee duly appointed in the administration of the affairs of both the Men's and Ladies' Clubs which shall include:

- 4.3.1.1. Finance, Management and Club affairs.
- 4.3.1.2. Bar- and Catering Facilities.
- 4.3.1.3. Provision and responsibility for the maintenance and upkeep of the Course and Clubhouse and their environs to the standard required by Club Members.
- 4.3.2. Adhere to the existing rate of:
  - 4.3.2.1. Club Entry Fee
  - 4.3.2.2. Annual Subscription
  - 4.3.2.3. Capital Levy, if any, being paid by Members of the different categories of Members in each of the Men's and Ladies' Clubs and by Pavilion members of the Joint Club.
- 4.3.3. Apply any alteration in any of the rates from the preceding sub-clause which have been decided at an Annual General Meeting or a Special General Meeting of the Joint Club.
- 4.3.4. Generally, to act in the promotion and advancement of the affairs of the Club and the improvement of the facilities available to members.



#### **4.4. THE MANAGEMENT COMMITTEE**

- 4.4.1. Shall be the sole administrative body for administering all affairs of the Club both financial, legal, business and employment related and all other matters which apply to the day to day running of the Club and as defined in Rule 7 (Management)

#### **5. TRUSTEES**

- 5.1. All freehold and leasehold property and other assets of the Club shall be vested in a minimum of three and not more than five Trustees, all of whom must be voting members. The Trustees shall be Ordinary Members of the Joint Club. Such Trustees shall be appointed by the members at a General Meeting of the Joint Club.
- 5.2. The Trustees shall deal with the assets of the Club, as directed by resolution of the Management Committee, which an entry in the Minute book certified by two Officers shall be sufficient evidence.
- 5.3. The Trustees shall hold office until they shall resign, die or cease to be members of the Club or be removed from office by a resolution passed by a two thirds majority at any general meeting of the Club.
- 5.4. Should the number of Trustees fall below three, the Management Committee shall have the power to appoint a Trustee, or such number of Trustees as will attain the requisite number of three Trustees and such new appointee shall hold office until the next General Meeting of the Club, but he/she shall be eligible for election as Trustee at such General Meeting.
- 5.5. Any two Trustees may instruct the Management Committee to convene a Special General Meeting should they consider that the occasion demands, and such a meeting shall be convened forthwith.
- 5.6. The Trustees may exercise all the powers to borrow money for the purposes of the Club by way of Term Loan, Overdraft, Loan account or otherwise, subject to the approval of the Management Committee or with the approval of a Special or Annual General Meeting of the Club to mortgage or charge its undertakings, property, and assets or any part thereof belonging to the Club for the purposes of securing the release of the funds to the Club from any Bank or any other Lending Institution.
- 5.7. Any deed, document or act signed, executed, or done by the Trustees on behalf of the Club shall be binding on the Club if authorised or confirmed by resolution.
- 5.8. The Trustees shall be indemnified out of the Club's property and assets in respect of all transactions directed by a resolution of the Management Committee and against all liabilities and expenses necessarily incurred as a result of their Trusteeship and in the event of the Club's property and assets being deficient, such deficiency shall be made good by the Ordinary Members.
- 5.9. The Trustees shall be under no personal liability to the bank or Lender in respect of any Notes, Bills, Cheques or otherwise together with interest

thereon at such rate as may be agreed upon. All present and future Members of the Club shall be deemed to have assented to the creation by the Trustees of any security entered into or deposit made by them by virtue of this rule.

## **6. OFFICERS**

- 6.1. The Officers of the Men's Club shall be the Captain, Vice-Captain, President, Secretary of Men's Club, Treasurer of Men's Club, and the Handicap Secretary.
- 6.2. The Officers of the Ladies' Club shall be the Captain, Vice-Captain, President, Secretary of Ladies' Club, Treasurer of Ladies' Club and The Handicap Secretary.
- 6.3. All Club Officers referred to above shall assume office upon election as provided for herein.

## **7. MANAGEMENT**

### **7.1. Allocation of Functions and Business**

- 7.1.1. The financial affairs of the Club shall be under the jurisdiction and control of the Management Committee.
- 7.1.2. The Management Committee has the sole right to engage/dismiss employees and to define their duties.
- 7.1.3. The Management Committee has such administrative powers as maybe necessary for properly carrying out and furthering the objects of the Club in accordance with its rules.
- 7.1.4. The Management Committee shall recommend for adoption to the AGM rates for entrance fee (if any), annual membership fee and levies, if any.
- 7.1.5. The Management Committee shall set rates for green fees and societies together with any other charges applicable in the day to day running of the Club.
- 7.1.6. The Management Committee shall hold monthly meetings and at such times as may be found necessary.
- 7.1.7. Minutes recording all decisions of the Management Committee shall be kept and minutes signed by the Chairman shall be sufficient evidence of the facts therein contained.
- 7.1.8. The Management Committee may, at its discretion, formulate, initiate and direct the implementation of any policy or programme by any employee, member, officer or committee and may direct or require the attendance of any member, committee member, or Club officer to its deliberations.
- 7.1.9. The Management Committee shall be the sole body entitled to expend monies or authorise the expenditure of monies on behalf of the Club. This shall include the purchase and or lease of machinery, stock, plant and or any other equipment whatsoever and such expenditure that the Management Committee deems reasonably necessary for the running of the Club. No member, officer or committee shall do any act or thing purporting to incur any financial liability on behalf of the Club without the prior formal written approval of the Management Committee.

- 7.1.10. Any casual vacancy on the Management Committee shall be filled by the Management Committee and any member(s) so chosen shall retire at the following Annual General Meeting but shall be eligible for re-election.
- 7.1.11. The Golf Course shall not be altered or modified in any way without the prior express approval of the Management Committee.
- 7.1.12. The Management Committee appoints the Nomination Committee on an annual basis.
- 7.1.13. Subject to Clause 7.1.9. above, the Management Committee shall not be entitled, without the passing by a two thirds majority of a Resolution of the Ordinary Members at a General Meeting of the Club, to:
- 7.1.13.1. Wind up the affairs of the Club.
- 7.1.13.2. Acquire land or buildings.
- 7.1.13.3. Dispose of any part of any land or buildings owned by the Club.
- 7.1.14. The business and affairs of the Men's Club shall be under the jurisdiction and control of the Men's Committee consisting of the six Officers of the Men's Club, one Ex Officio and three other members of the Men's Club.
- 7.1.15. The business and affairs of the Ladies' Club shall be under the jurisdiction and control of the Ladies' Committee consisting of the six Officers of the Ladies' Club, one Ex Officio and three other Members of the Ladies' Club.
- 7.1.16. The Ladies' and Men's Clubs shall appoint a Junior Convener to promote Junior Golf within their respective Clubs.
- 7.1.17. The income and property of the Club shall be applied solely towards the promotion of the object(s) as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club. No officer shall be appointed to any office of the Club paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the the Club of
- reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club.
  - interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by an officer or other members of the Club to the Club
  - reasonable and proper rent for premises demised and let by any member of the Club (including any officer) to the Club.
  - reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the Club.
  - fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company.
- 7.1.17. The business and affairs of the Joint Club shall be under the jurisdiction and control of the Management Committee.
- 7.1.18. With the exception of those exclusions listed at Par. 11, nothing in this rule shall preclude a member of either the Men's or Ladies' Committee being also a member of the Management Committee or vice versa.

- 7.1.19. The Chair of the Management Committee may be a member of a sub-committee but shall not Chair any subcommittee.
- 7.1.20. At meetings of the foregoing committees 50% plus one of those entitled to attend and vote shall form a quorum.
- 7.1.21. At meetings of the Men's and Ladies' Committees the Chair shall be taken by the Captain or, if absent, by the Vice-Captain of the Club concerned. If the Chair is absent from meetings of the Management Committee those in attendance having votes shall elect a Chair. The Chair at a Meeting shall, in addition to a deliberate vote, have and shall exercise a casting vote.

## **8 MANAGEMENT COMMITTEE**

### **8.1 Structure**

The Management Committee will be comprised of Eight Ordinary members and shall hold monthly meetings or at such times as may be found necessary. Ordinary members of the Club, of at least two years' standing, will fill the Management Committee positions to manage specific portfolios as set out below and such appointments shall be made in the order set out.

- The Management Committee Chairperson.
- The Treasurer/Financial Controller.
- The Management Committee Secretary.
- The Chair of Greens.
- The Chair of Business Development.
- The Chair of Marketing, P.R. & Communications.
- The Chair of Membership.
- The Chair of House and Social.

- 8.1.2. All of them shall be members of at least two years standing elected by ballot at the Annual General Meeting (AGM) or Special General meeting (SGM).
- 8.1.3. The Portfolio Chairs shall appoint suitable members to work on their individual subcommittees.
- 8.1.4. The Management Committee Secretary shall provide secretarial services as required by the Management Committee.
- 8.1.5. The Quorum for meetings of the Management Committee shall be 50% plus one of those entitled to attend and vote (excluding the non-voting members). A simple majority is required and in the event of a tie the Chair shall have, and must use, a casting vote.

### **8.2. The Management Committee shall: -**

- 8.2.1. Protect the Assets of the Club.

- 8.2.2. Ensure that the Club is managed in an open and transparent manner in accordance with the Constitution and relevant legislation.
- 8.2.3. Introduce and implement all Club policies including, in particular, those related to the development of the course and premises.
- 8.2.4. Create the Club Governance structure, establish a number of sub-committees and ensure regular reporting by these sub-committees.
- 8.2.5. Set objectives, expectations and duties of management committee members and staff.
- 8.2.6. Control and manage the Club's finances. This will include
  - 8.2.6.1 The generation and application of cash resources.
  - 8.2.6.2. The control of income and expenditure in accordance with a Budget presented at the Annual General Meeting.
  - 8.2.6.3 The control of Bar and Catering activities
- 8.2.7. Be responsible for all Club employee matters.
- 8.2.8. Through its Chair, report to the Members at the Annual General Meeting, via the Annual Report and Accounts, on all activities for which the management committee has responsibility.
- 8.2.9. Through the Treasurer, submit a Projected Income and Expenditure Budget for the forthcoming year and a report on Actual Income and Expenditure versus Budget for the year completed.
- 8.2.10. Prepare for each Annual General Meeting a rolling three-year projection on Capital Expenditure for approval by the membership.
- 8.2.11. Within one month following the AGM, authorise the composition of sub-committees including Finance, Greens, House & Social, Marketing, Membership and Business Development. Define the scope of their authority and confer on them respectively the powers necessary for the discharge of their functions.
- 8.2.12. Define the term of their office and quorum for meetings.
- 8.2.13. Appoint the Nomination Committee on an annual basis.
- 8.2.14. Supervise all Club Committees and their work, determine and monitor their terms of reference and methods of working.
- 8.2.15. Appoint and set the terms of employment of all Club employees and Club Professional.
- 8.2.16. Submit to membership for their approval at General Meetings any proposed alterations to Club Constitution.
- 8.2.17. Commit to ensuring, so far as is reasonably practicable, the health, safety and welfare, at work, of its employees and members, and all other persons who may be affected by the Golf Club's activities, based on the requirements of the Safety, Health and Welfare at Work Acts currently in place.

## **9. JOB SPECIFICATIONS**

- 9.1 The terms of reference at Appendix 1, (which do not form part of the Constitution) shall provide the framework within which:

The Management Committee Chairperson, Chair of Greens, Treasurer, Chair of House Social, Chair of Marketing, PR & Communications, Chair of Business Development, Chair of Membership and the Management Committee Secretary will operate.

- 9.2 The Terms of Reference at Appendix 1 (which do not form part of the Constitution) shall also provide the framework, within which the Nomination Sub-Committee will operate.

### **9.3 Election / Tenure**

- 9.3.1. New Management Committee members are elected annually while serving members are ratified annually through individual confirmation at the Annual General Meeting.
- 9.3.2. Only Ordinary Members of two years' standing shall be eligible for election to the Management Committee.
- 9.3.3. A member may serve up to a maximum of three consecutive years on the Management Committee, and having retired for one year, is eligible to serve for a further three years. Following an aggregate of six years' service the member shall not be eligible to serve again for a further six years, after which period they again qualify to serve.
- 9.3.4. With the exception of the first year of this Constitution, at least two Management Committee members must retire each year by rotation with the order of rotation being decided by June 30<sup>th</sup> each year. Such retiring Management Committee members may be eligible for re-election subject to the maximum service periods above. The rotation of Management Committee members is carried out to ensure continuity of knowledge, skills and experience on the Management Committee.

## **10. Nomination and Election Procedure to the Management Committee**

- 10.1 The Management Committee will nominate candidates for election to the Management Committee by placing a nomination paper, duly proposed and seconded by the Management Committee Chair and Secretary, on the Club Notice Board no later than fourteen days before the appointed date for the Annual General Meeting.
- 10.2 The Nomination Committee will recommend suitable candidates to the Management Committee who they may nominate for election.
- 10.3. Members may make recommendations, via the Management Committee Secretary, to the Nomination Committee for consideration and approval or otherwise. Any recommendations made, in this way, must be made prior to the 30th of October.
- 10.4 Candidates for positions on the Management Committee may also be proposed directly to the AGM for election by the members of the Club. The nomination, duly proposed and seconded, should be accompanied by a formal acceptance of the nomination. The

nomination shall be made in writing to the Management Committee Secretary at least fifteen days prior to the appointed date of the Annual General Meeting. The Management Secretary will place the nomination paper on the Club Notice Board at least fourteen days prior to the appointed date of the Annual General Meeting.

- 10.5 Should there be more nominations than positions to be filled on the Management Committee, then in such case, election shall be by secret ballot among those present and entitled to vote at the General Meeting. Otherwise, the election of the person nominated shall be unopposed.
- 10.6 All nominations for Management Committee should also be placed in the Members' Area of the website no later than fourteen days prior to the appointed date of the Annual General Meeting.
- 10.7 Should any position on the Management Committee remain vacant, it shall not be filled at the Annual General Meeting. Instead, not more than 7 days after the date of the Annual General Meeting, the Chairperson shall seek nominations for the vacant position from the members and shall stipulate a closing date for such nominations. Any nomination, duly proposed and seconded, shall be accompanied by formal acceptance of the nomination. The Management Secretary shall place the nomination paper on the Club Notice Board for a period of 7 days after the closing date for nominations.
- 10.7.1 If there is only one member duly nominated to fill the vacancy, this member shall be deemed elected.
- 10.7.2 If there are 2 or more members duly nominated to fill the vacancy, the Management Committee shall convene a Special General Meeting within 14 days of the closing date for nominations. At this meeting, the vacancy shall be filled by means of an election by secret ballot of members present and entitled to vote.
- 10.7.3 In the event of there being no member nominated to fill the vacancy, the Management Committee shall fill the vacancy for a period of one year only. In this instance, nominations will be sought to fill the vacancy by vote of members at the next year's Annual General Meeting.

## **11 EXCLUSIONS FROM MEMBERSHIP OF THE MANAGEMENT COMMITTEE**

The following persons are not eligible to become a member of the Management Committee:

- 11.1 An employee of the Golf Club.
- 11.2 A member of the Nomination Committee of the Club.
- 11.3 The current year Captain of the Men's Club, Captain of the Ladies' Club, President of the Men's Club and President of the Ladies' Club.
- 11.4 The Auditor of the Club or a person employed or engaged by that Auditor.

- 11.5 Any professional adviser who has been engaged by or on behalf of the Club within the previous 3 years.
- 11.6 A person who is a spouse or civil partner, parent, sibling or child of a member of the Management Committee or employee of the Club.
- 11.7 A member who has served on the management committee for six of the last thirteen years.

## **12 NOMINATIONS AND ELECTION PROCEDURES TO MEN'S & LADIES GOLF COMMITTEES**

- 12.1 The Captain of each of the Men's Club and the Ladies' Club shall retire after one year's service and shall not be eligible for re-election as Captain.
- 12.2 Subject to clause 12.1. all Officers of the Ladies' and Men's Clubs shall retire annually and shall be eligible for re-election provided that the same office shall not be held by the same Officer for a period exceeding four consecutive years.
- 12.3 The election of Officers and Members of Committee shall be made at their respective Annual General Meetings.
- 12.4 The Men's Captain in Office shall have the right to nominate for election the Men's Vice-Captain for the ensuing year.
- 12.5 The Ladies Vice-Captain in Office shall have the right to nominate for election the Lady's Vice-Captain for the ensuing year.
- 12.6 Nominations (with the consent of the Nominee) for election to any Office as an Ordinary Member of the Committee shall be made, except as provided for in 12.4
  - 12.6.1 By the General Committee of the particular Club or
  - 12.6.2. By any two Ordinary members of the particular Club.
- 12.7. All nominations shall be given to the Secretary of the particular Club concerned at least 15 days prior to the Annual General Meeting of that Club.
- 12.8. A complete list of nominees (Officers and Committee), together with the names of their proposers and seconders, must be posted on the Club Notice Board no later than fourteen days prior to the date of the particular Annual General Meeting.
- 12.9. The respective Committees shall have power to fill vacancies in any of these Offices (including Membership of its Committee) during the year. Any person so appointed shall hold office in an acting capacity.
- 12.10. No candidate shall be eligible for election unless they have been an Ordinary Member for a minimum of two years immediately prior to the date of election.

## **13 COMMITTEE MEETINGS**

- 13.1. Meetings of the Men's and the Ladies' Committees shall be held monthly, on an agreed date, or at such times as may be found necessary, with at least seven days' notice in writing.
- 13.2. Upon a requisition signed by not less than 50% of members of a Committee,



stating the nature of the business to be transacted, the Captain, Chair or Secretary of the Committee concerned shall call a Special Meeting of such Committee for the consideration thereof; and if the Officers designated above neglect or refuse to call such Meetings within seven days, the same may be convened by notice signed by not less than 50% of Members of such Committee.

#### **14. MANAGEMENT COMMITTEE MEETINGS**

- 14.1. Meetings of the Management Committee shall be held monthly on an agreed date, or at such times as may be found necessary, with at least seven days' notice in writing.
- 14.2. Upon a requisition signed by not fewer than 50% of members of the Management Committee, stating the nature of the business to be transacted, the Chairperson or Secretary of the Committee shall call a Special Meeting of the Committee for the consideration thereof. If the officers designated above neglect or refuse to call such meetings within seven days, the same may be convened by notice signed by not fewer than 50% of the members of the Management Committee
- 14.3. Special Meetings may be held for the transaction of urgent business at the discretion of the Chair. Notice for such special meetings shall be in such form and in such a time period as the Chair, in his/her sole discretion, deems fit. Such period of notice shall be not less than 24 hours to each member of the Management Committee.

#### **15. MANAGEMENT REGULATIONS**

- 15.1. In consultation with both the Men's and the Ladies' Committees the Management Committee is also empowered to make such 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.
- 15.2. Members of every category and every visitor or other person using the Clubhouse or Course shall be subject to and must comply with all Rules and Regulations in force.

#### **16. APPOINTMENT OF SUBCOMMITTEES**

- 16.1. The Men's and the Ladies' Clubs and the Management Committee shall each have power to appoint subcommittees and to define the scope of their authority and to delegate and confer upon such subcommittees the powers necessary for the discharge of the function or functions for which the subcommittees were formed. Decisions of sub-committees must be approved by the appointing committee before implementation.
- 16.2. Each sub-committee shall retire annually on the date of the relevant Annual General Meeting of the Club or when the function is completed, whichever is the sooner.
- 16.3. The Quorum of each sub-committee shall be defined at the time of appointment.
- 16.4. The Chair of each sub-committee shall, in addition to a deliberative vote, have and shall exercise a casting vote.

## **17. CLUB ADMINISTRATION**

The three sections of the Club shall be administered as follows:

- 17.1. The Secretary of the Men's Club shall be responsible for the everyday affairs of that Club except such duties, which are specifically assigned to another member of the Men's Club.
- 17.2. The Secretary of the Ladies' Club shall be responsible for the everyday affairs of that Club except such duties, which are specifically assigned to another member of the Ladies' Club.
- 17.3. The Chair of the Management Committee shall be responsible for the everyday affairs of the Management Committee except such duties which are specifically assigned to another member of the Management Committee.
- 17.4. All written complaints concerning matters under the jurisdiction and control of the Committee of the Club concerned shall be referred primarily to the Secretary of that Club who, if unable to resolve same, shall place the complaint on the agenda for the next Meeting of the Committee of such a Club for investigation and decision.
- 17.5. The Chair of the Management Committee shall also act as Liaison between the Management Committee and each of the Men's and the Ladies' Committees.
- 17.6. Both the Men's Club and the Ladies Club shall be entitled to have a representative on the following Sub-Committees: Finance, Greens, House Marketing. Development and Membership.

## **18. CLUB FINANCE**

### **18.1. The Joint Club**

- 18.1.1. The Treasurer of the Management Committee shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Management Committee.
- 18.1.2. The Banking account shall be kept in the name of the Joint Club (and shall be clearly identified as such) in such Bank as the Management Committee may from time to time determine. All cheques shall have three signatures from a pool of five authorized signatures namely, the Treasurer, the Chairperson of the Management Committee, the Accounts Clerk and two other Nominated Members of the Management Board. Electronic transfers shall require a two-level ratification.
- 18.1.3. The Treasurer of the Management Committee shall issue an audited statement of the affairs of the Joint Club for the financial year ended 30th September for consideration by the Management Committee and for presentation and approval by the members at the following Annual General Meeting of the Joint Club.
- 18.1.4. The Management Committee shall take control of all income generated by the Joint Club.

## **18.2 The Men's Club**

- 18.2.1 The Treasurer of the Men's Club shall perform his duties under the jurisdiction and control of the Treasurer of the Management Committee.
- 18.2.2 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.
- 18.2.3. The Treasurer of the Men's Club shall issue a statement of the affairs of the Men's Club for the financial year ended 30th September for consideration by the Men's Committee and for presentation and approval by the members at the Annual General meeting of the Men's Club.
- 18.2.4. Following the Meeting of the Men's Committee at which the accounts are considered and approved the Treasurer shall immediately forward a copy of the accounts to the Management Committee Treasurer.
- 18.2.5. The Men's Committee shall be responsible for the payment to Golf Ireland of the annual per capita subscription and Provincial levy on Members as required by the Bye Laws of Golf Ireland.
- 18.2.6. All funds generated by the Men's Club from the date of adaption of this Constitution, with the exception of €1000.00 working capital, shall be transferred to the account of the Joint Club at the end of the financial year.

## **18.3. The Ladies' Club**

- 18.3.1. The Treasurer of the Ladies' Club shall perform her duties under the jurisdiction and control of the Management Committee Treasurer.
- 18.3.2. 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.
- 18.3.3. The Treasurer of the Ladies' Club shall issue a statement of the affairs of the Ladies' Club for the financial year ended 30th September for consideration by the Ladies' Committee and for presentation and approval the members at the Annual General Meeting of the Ladies' Club.
- 18.3.4. 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 Management Committee Treasurer for information.
- 18.3.5. The Ladies' Committee shall be responsible for the payment to Golf Ireland of the annual per capita subscription on Members as required by the Constitution of Golf Ireland.
- 18.3.6. All funds generated by the Ladies' Club from the date of adaption of this Constitution, with the exception of €1000.00 working capital, shall be transferred to the account of

the Joint Club at the end of the financial year,

## **19 ELECTION OF MEMBERS**

- 19.1. With the exception of Honorary Life Membership (AGM of Joint Club - See Par. 3.1&3.2), the election to all categories of Membership shall be in the hands of the Management Committee.
- 19.2. Each candidate for election (except in the case of Honorary Members) must be proposed by one voting Member and seconded by one other voting Member of the Joint Club.
- 19.3. A member proposing or seconding a candidate for Membership must be a voting Member of at least three years standing.
- 19.4. A list of applicants for Membership shall be kept by the Management Committee Secretary Their names shall be posted on the Notice board for 14 days (not Honorary or Honorary life Members) and put forward for election in the order of application.
- 19.5. Any omission from or inaccuracy in the particulars relating to any candidate shall render their election void.
- 19.6. Election of new members shall be by way of secret ballot and one vote against shall exclude.
- 19.7. Immediately on election of a candidate to Membership of the Club, notice in writing shall be dispatched to all elected candidates by the Management Committee Secretary, together with a copy of the Club Constitution and Rules-. Appropriate fees must be paid on ratification to the Club within one calendar month from the date of such request. The candidate shall become a member of the Club on payment of the full fees and shall be entitled to the benefits and privileges of such membership and be bound by its rules.
- 19.8. 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
- 19.9. The Management Committee shall appoint a sub-committee consisting of a member of the Management Committee, Men's Committee and Ladies' Committee to approve new members' applications. The decisions of this subcommittee shall be forwarded to the secretary of the appropriate club.
- 19.10. A list of paid up members of the Club shall be posted in the Clubhouse.
- 19.11. The Management Committee shall have power to grant Leave of Absence to a member for such period as the Management Committee sees fit, and thereby release such member from liability to renew the annual subscription for the period. During the period of leave permitted, the member's name shall be removed from the Register of Members and transferred to the non-active list. A member shall notify the Management Committee of his or her desire to avail themselves of this rule on or before March 1st, and it shall be his or her duty to apply for reinstatement of membership of the Club at the expiration of the aforesaid period, and if he or she shall omit to do so; his or her membership shall be deemed to have lapsed.

- 19.12. Any member wishing to withdraw from the Club shall notify the same in writing, to the Management Committee Secretary prior to the 31st of March, in default of which, he or she shall be liable for the subscription for that year.

## 20 CATEGORIES OF MEMBERS

- 20.1. The rules of the Club conform with the provisions of the Equal Status Act 2000. The Membership of the Club shall consist of the following categories of Membership:
- 20.2. **Ordinary Members** will consist of persons who have paid the full entrance fees and subscriptions applicable. The number shall be limited to 1190, not including the number of Honorary Members and Honorary Life Members of the Club.
- 20.3. **Associate Members** will consist of persons who have paid the entrance fees and subscriptions applicable. No further Members shall be admitted to this category. Existing Associate members who wish to upgrade to Ordinary Membership may do so on payment of the subscription applicable while vacancies exist in this category, without additional Entrance Fees.
- 20.4. **Overseas Members and Associates** will consist of persons who have paid the full entrance fee and subscriptions applicable, and who shall reside outside Ireland. The number shall be limited to 50. Rule 21 shall not apply to this Category. Should any Overseas Member or Associate take up residence in Ireland, North or South, this category of membership shall no longer apply. Such Member, should they be elected to Ordinary membership, shall be liable for the current years Entrance Fee and subscription.
- 20.5. **Juvenile Members** will consist of persons who, on the 1<sup>st</sup> January in the relevant year, have not yet reached the age of 14 years.
- 20.6. **Junior Members** will consist of persons who, on the 1<sup>st</sup> January in the relevant year and have reached the age of 14 and have not reached the age of 18 years.
- 20.7. **Junior Members** will cease to be Junior Members on the 1<sup>st</sup> January of the year following that in which they reached the age of 18 years, when they may, on application to the Committee in writing, be elected to Ordinary, or Burrow Course, should vacancies arise.
- 20.8. **Pavilion Members.** Candidates for Pavilion Membership shall be elected by the Committee in the usual way and be liable for subscription as set at Annual or Special General Meetings. Non-

Golfing spouse of Ordinary, Overseas, Honorary and Honorary Life Members if elected to Pavilion membership by the Committee, shall be allowed Pavilion Membership free of charge. The number of Pavilion Members shall be limited to 200. This limit shall not include the spouse of Ordinary, Overseas, Honorary and Honorary Life Members. The rights applicable to Pavilion Membership shall be confined to the use and enjoyment of the privileges of the Clubhouse.

- 20.9. **Temporary Members** – The Committee shall have the power to elect in limited and exceptional circumstances, after due notice has been posted on the Notice Board, a person as a Temporary Member for a period of not more than one year. The number elected shall not exceed 20 and such Temporary Members shall not be eligible to vote at any General Meeting and shall not be entitled to be an Officer or Committee Member of the Club. The subscription payable shall be the same as an Ordinary Member. If a person has been a Temporary member for five consecutive years, such Member shall be entitled to become an Ordinary member provided there is approval by the Committee and the entrance fee applicable shall be the equivalent applicable to their first year as a Temporary Member. (Rule 21 shall not apply to this category).
- 20.10. **Burrow Course Members** who have paid the entrance fees and subscriptions applicable shall have full 7 day playing rights on the Burrow Course only and in addition have the same rights as Pavilion members. The number of members in this category shall not exceed 175. (Rule 21 does not apply to this category).
- 20.11. **Honorary Life Members** must be proposed and seconded by Officers of the Joint Club and elected for life at Annual General Meeting of the Joint Club.
- 20.12. **Honorary Members** may be elected by the Management Committee for a period of not more than one year. However, such Honorary members may be re-elected by the Management Committee in subsequent years.
- 20.13. **Prestige Members.** Members who have reached the age of 75 years and held membership for a period of least 25 years may apply for Prestige status in their relevant category. Subscription will be 55% of the full appropriate rate and members will retain their full existing rights but playing members shall not be eligible to play on the Championship Course during Open Competition Days. However, Prestige, Ordinary and Associate members may continue to play for both their President's and Captain's prizes. Vacancies in playing categories created by these transfers shall be used exclusively to facilitate Junior members who have qualified for election to full membership. Where there are fewer Junior members either qualifying or applying than the number of vacancies created by the above, the unused balance shall be carried forward.

20.14. **Employee Members:** Current employees may avail of employee membership and shall be entitled to play in all Open competitions on payment of the subscription applicable.

**21. The Management Committee on receipt in writing may transfer a Member from one membership category to another provided:**

21.1 that a vacancy exists,

21.3.1 that the correct Entrance Fees have been paid and

21.3 that the applicant qualifies in all respects for such a transfer.

21.4 This rule will not apply to members of the Burrow Course, Temporary, Pavilion or Overseas Members.

**22. ENTRANCE FEES**

22.1 The amount payable as Entrance Fees shall be set down by the Committee whilst retaining an Entrance Fee at all times

(i) Where Rule 21 applies.

(ii) Members under the age of 21 years will not be liable to pay an Entrance Fee.

(iii) In the case of Burrow Course members being elected to Ordinary Membership, credit will be given for any entrance fees already paid.

22.2 Former Juveniles and Junior members who were members in such categories for at least 5 years are exempt from an entrance fee if they wish to re-join the club.

22.3 There is no entrance fee for people joining the Burrow Course until further notice.

**23. SUBSCRIPTIONS**

23.1. All categories of members except Honorary members shall be required to pay an Annual Club Subscription.

23.2. The amount payable by the different categories shall initially be proposed by the Management Committee and ratified or altered at the next Annual General Meeting of the Joint Club. Thereafter such subscriptions shall remain in operation until altered at an Annual General or Special General Meeting of the Joint Club.

**24. Family Subscriptions**

- 24.1 For the purpose of defining “Family Subscription”, a family shall consist of:
- 24.1.1. A husband and wife, one of whom holds Ordinary, Overseas membership and one of whom holds Associate membership, plus not more than two elected children under the age of 21 years.
- 24.1.2. A husband or wife who holds Ordinary, Overseas or Associate membership, and not more than three children under the age of 21 years.
- 24.1.3. A husband and wife, one of whom holds Ordinary or Overseas membership and one of whom holds Associate membership shall pay a subscription equal to 1.55 times the Ordinary Members subscription. A family subscription shall not exceed four members of the same family and must include at least one parent. Dependent children on reaching the age of 21 years will cease to qualify for family subscription and must pay the full appropriate adult subscription if elected to any category of membership.
- 24.1.4. In the case of families consisting of a husband and wife both of whom hold Ordinary or Overseas membership, the amount payable shall be an amount equivalent to 1.8 times the Ordinary Members Subscription. In this case also, a family subscription may cover not more than four members of the same family and must include at least one parent. Dependent children on reaching the age of 21 years shall cease to qualify for family subscription and must pay the full appropriate adult subscription, if elected to any category of membership.
- 24.1.5. In the case of a family consisting of a husband and wife only, both of whom hold Ordinary or Overseas Membership, the amount payable shall be an amount equivalent to 1.8 times the Ordinary Subscription.
- 24.1.6. Ordinary Members and Associates who are members for twenty years and who have reached the age of sixty-five shall receive a reduction in the yearly subscription as follows:

2023 -0%

## **25 Student Subscription:**

- 25.1. Ordinary Members who, on 1<sup>st</sup> January in the relevant year, have reached the age of 21 years and have not reached the age of 24 years and who are registered as full-time students at any Second or Third Level institution shall pay a reduced subscription as set out by General or Special General meeting from time to time. This subscription shall be known as “Student Subscription”



- 25.2. Ordinary Members who, on the 1<sup>st</sup> January in the relevant year, have reached the age of 18 years and have not reached the age of 21 years and are not included in a Family Membership, shall pay a subscription, equivalent to “Student Subscription” above, as set out by General or Special General meeting from time to time

## **26 Under 35’s**

- 26.1. Applicants for Ordinary Membership, who on 1<sup>st</sup> January in the relevant year have not reached the age of 35 and have not been Ordinary members of the Club in the previous four years may avail of this U/35’s Introductory Offer:
- 26.2. Qualifying applicants shall pay a reduced subscription for three consecutive years to cover the Annual Subscription and Bar Levy, as follows:
- Year 1 discount will be 50%
  - Year 2 discount will be 37%
  - Year 3 discount will be 25%
  - Year 4 no discount

## **27. Reduced Subscription:**

- 27.1. Members elected after 1<sup>st</sup> September in any year will pay a monthly pro rata reduced subscription for that year only.
- 27.2. The amount payable will be one twelfth of the annual subscription for each month or part of a month remaining in the year. The Bar levy will be payable in addition.

## **28. Capital Levy, Loyalty Payment, Compulsory Charge:**

- 28.1. The Management Committee may propose and the members may vote, at AGM or SGM, to introduce a Capital Levy, to fund any additional acquisition of land or buildings, construction work or improvement to the Course, Clubhouse or its environs, on such categories of membership as it considers appropriate.

28.2 The Management Committee may propose and the members may vote, at AGM or SGM to introduce a Loyalty Payment, for bar and practice range purchases, on such categories of membership as it considers appropriate.

28.3 The amount of such Levy and Loyalty Payment shall be payable at the same time as the Annual Subscription and the same penalties shall apply.

28.3.1 Ordinary, Associate, Temporary, Prestige, and Burrow Course and Pavilion members shall pre-pay a Bar and Practice Range Loyalty payment of €100 each year, which will be credited to their golf-net card and used for Bar and Practice Range purchases over the course of the year for which a discount will apply.

28.3.2 Any credit remaining on the card and not spent by December 31st in each year will be retained by the club.

## **29. Pavilion Subscription:**

29.1 The subscription for Pavilion members shall be 6.0% of the Ordinary Member rate.

## **30. Payment Date.**

30.1. All subscriptions are payable before the 1<sup>st</sup> March each year.

30.2 Any member whose subscription remains unpaid, or who has not agreed to an instalment plan if any, by March 1st, shall cease to be a member of the Club and will have his/her access to the golf links denied. He/she maybe re-admitted without entrance fee and without renomination within 12 months subject to payments of all subscriptions, arrears and other monies due to the Club. Members availing of the subscription instalment plan shall cease to be members 14 days after default of any instalment, with access to the golf links denied immediately upon missing an instalment.

## **31. Locker Rent:**

31.1. Rent for Lockers shall be decided by the Management Committee.

## **32. VISITORS AND TEMPORARY MEMBERS**

32.1. Any Ordinary or Honorary Member may introduce visitors to the facilities of the Clubhouse and the Course at any time subject to conditions which the Management Committee shall approve. Members introducing visitors must enter the name and address of the visitor in the Visitors' Book, as well as dating and signing the book and procuring a voucher where necessary. A visitor shall not be served excisable liquor on the premises unless at the invitation of a member.

32.2. Members of recognised golf clubs or societies who are introduced to the Club under

the immediately preceding- rule, or-visit the Club to play golf, shall be temporary member-s during the day(s), when entitled to play over the Course.

- 32.3. No excisable liquor shall be sold or supplied for consumption on or outside the Club premises, except to members, save in accordance with the Intoxicating Liquor Acts in force for the time being.
- 32.4. The Management Committee shall have the power to suspend the rules permitting introduction of visitors or temporary members at any time they may think fit, and to refuse permission to any visitor or temporary member to use the Club premises.
- 32.5. In the event of visitors omitting to make payments due by them in respect of green fees, the member introducing them shall be liable for payment of same.
- 32.6. The Management Committee may, for such period as it thinks fit, withdraw the use of the Clubhouse and Course from any visitor who, in the opinion of the Management Committee, has infringed any rule of the Club.

### **33. TERMINATION AND SUSPENSION OF MEMBERSHIP**

- 33.1. Members and visitors are expected to conduct themselves in an orderly way and to respect and comply with the Constitution, the Rules and Policies of the Club, the Rules of Golf, and normal standards of good behaviour. Any allegation of misconduct shall be investigated and dealt with in accordance with this Complaints and Disciplinary Procedure. For the purpose of this Clause, "misconduct" includes:
  - 33.1.1. Behaviour which is inappropriate, likely to bring the Club into disrepute, discriminatory, offensive, immoral or illegal.
  - 33.1.2. Breaches of the ethos of the Club, its Constitution, Rules and Policies or Rules of Golf.
  - 33.1.3. Any other behaviour which the Club Management Committee shall consider misconduct.
- 33.2. If any circumstances connected with the conduct of a member be brought to the notice of the Committee of either the Ladies' or Men's Clubs, the Committee concerned shall, in meeting, enquire into such conduct. A sub-committee may be appointed if deemed necessary.
- 33.3. If the committee decides that the conduct in question may warrant the suspension
- 33.4. If after making such enquiry into the conduct of the member and hearing such explanation, if any, as he or she may offer, the Committee decides that his or her conduct has not been explained or accounted for to its satisfaction, but was not such as to warrant the expulsion of the Member, the Committee may instead, by a two thirds majority, suspend the Member for a period not exceeding twelve months. Should two thirds of the Committee not be satisfied that the charges of misconduct have been proved no further action shall be taken.
- 33.5. If no explanation of his or her conduct shall be given by the Member, or if such explanation shall be considered unsatisfactory by the Committee concerned, it may suspend or expel the Member, provided that not less than two thirds of the Members of the Committee concerned vote for such a course of action.

- 33.6. When a Member has been suspended or expelled such Member shall be given notice, in writing, of the decision of the Committee concerned by registered post or delivery of such notice to his or her last known address, within seven days of the date of the making of the decision.
- 33.7. The Member shall have the right of appeal against the decision, within fourteen days of the date of the decision. The appeal shall be made, in writing, to the Management Committee Secretary and will be heard by the Management Committee. The Member shall be entitled to appear, speak and make representations at this meeting. This meeting shall, by a majority of two thirds, decide whether the expulsion shall be confirmed or repealed, or whether the period of suspension shall be confirmed, reduced or repealed.
- 33.8. Should an application of appeal not be received by the Management Committee within fourteen days from the date of the decision, the Committee concerned shall have the power to deem the appeal to have lapsed and to enforce the decision forthwith, or to allow an additional appeal period should it decide, by a two thirds majority, that the circumstances warrant it.
- 33.9. A decision of the Committee concerned under this Rule shall stand unless and until an appeal is received (against it), by the Management Committee Secretary. Provided an appeal has been received, the expulsion or suspension shall not then take effect pending the holding of the Appeal's Meeting.
- 33.10. Should a member be suspended or expelled from the Club, his or her name and the period of suspension, shall be posted on the Club Notice Board.
- During the period of suspension, the Member shall not be entitled:**
- 33.11. To enter upon the Club property, whether in the Company of another Member or otherwise save only to collect any of his personal property attending any general meeting which may be held during the period of suspension.
- 33.12. To the refund or rebate of the whole or any part of his or her annual subscription or other sum paid or payable by him or her to the Club in respect of the year during which the suspension occurs.

## **34. GENERAL MEETINGS**

### **34.1. The Men's Club**

- 34.1.1. The Annual General Meeting of the Men's Club shall, save in exceptional circumstances, be held a minimum of 15 days in advance of the A.G.M. of the Joint Club for receiving the Men's Club Committee's Annual Report and the Financial Statement for the year ended the previous 30th September, for electing Offices, Members of Committee, revising its rules and transacting such other business of the Men's Club as may be on the agenda.
- 34.1.2. Twenty-one days' notice, at least, of such Annual General Meeting shall be given to the male Ordinary members of the Club who are the only persons entitled to attend and vote

at an Annual General Meeting of the Men's Club.

- 34.1.3. Notices of Motion of the Men's Club must be made to the Secretary of the Men's Club, in writing, at least 15 days before the date of such meeting and posted on the Club Notice Board at least 14 days prior to the meeting.
- 34.1.4. Nominations of Officers and Members of the Committee of the Men's Club must be made to the Secretary of the Men's Club, in writing, at least fifteen days before the date of such meeting and posted on the Club Notice Board at least fourteen days prior to the meeting. Notices of Motion and nominations not made as required cannot be considered at the Annual General Meeting.
- 34.1.5. Only Ordinary Members, Honorary Members and Honorary Life Members shall be entitled to vote or ballot or to be present at any Special or Annual General Meeting, to hold office or to have any interest in Club property.
- 34.1.6. Forty members of those entitled to attend and vote shall form a quorum.
- 34.1.7. In the event that a quorum is not present within thirty minutes of the appointed time for the meeting, the meeting shall stand adjourned to the same place and time the following week, and at any such adjourned meeting, the quorum shall remain at Forty Ordinary Members.

## **34.2. The Ladies' Club**

- 34.2.1. The Annual General Meeting of the Ladies Club' shall, save in exceptional circumstances, be held a minimum of 15 days in advance of the date of the A.G.M. of the Joint Club for receiving the Ladies' Club Committee's Annual report and the Financial Statement for the year ended the previous 30th September, for electing Offices, members of Committee, revising its rules and transacting such other business of the Ladies' Club as may be on the Agenda.
- 34.2.2. Twenty-one days' notice, at least, of such Annual General Meeting shall be given to the female Ordinary members of the Club who are the only persons entitled to attend and vote at the Annual General Meeting of the Ladies' Club.
- 34.2.3. Notices of Motion of the Ladies' Club must be made to the Secretary of the Ladies' Club, in writing, at least 15 days before the date of such meeting and posted on the Club Notice Board at least 14 days prior to the meeting.
- 34.2.4. Nominations of Officers and Members of the Committee of the Ladies' Club must be made to the Secretary of the Ladies' Club in writing, at least fifteen days before the date of such meeting and posted on the Club Notice Board at least fourteen days prior to the meeting. Notices of Motion and Nominations not made as required cannot be considered at the Annual General Meeting.
- 34.2.5. Only Ordinary Members, Associate Members, Honorary Members and Honorary Life Members shall be entitled to vote or ballot or to be present at any Special or Annual General Meeting, to hold office or to have any interest in Club property.
- 34.2.6. Forty members of those entitled to attend and vote shall form a quorum.
- 34.2.7. In the event that a quorum is not present within thirty minutes of the appointed time for the meeting, the meeting shall stand adjourned to the same place and time the following week, and at any such adjourned meeting, the quorum shall remain at Forty Ordinary Members.

### **34.3. The Joint Club**

- 34.3.1 The Annual General Meeting of the Joint Club shall, save in exceptional circumstances, be held on the first Friday of December each year.
- 34.3.2 In the case of an Annual General Meeting the Notice of Meeting shall specify the matters for consideration at the Meeting.
- 34.3.3. Twenty-one days' notice, at least, of such Annual General Meeting shall be given to the Ordinary Members, Honorary Members, and Honorary Life Members of the Joint Club who are the only persons entitled to attend and vote at an Annual General Meeting of the Joint Club. The Notice shall be posted in the Clubhouse, sent by email to the appropriate members and posted in the Members' Area of the website.
- 34.3.4. Notices of Motion for the Annual General Meeting must be made to the Management Committee Secretary, in writing, at least fifteen days before the date of such meeting and posted on the Club noticeboard.
- 34.3.5. Nominations of Members of the Management Committee, by members of the Joint Club, must be made to the Management Committee Secretary, in writing, at least fifteen days before the date of such meeting and posted on the Club Notice Board at least fourteen days prior to the meeting.
- 34.3.6. Only Ordinary Members, Honorary Members and Honorary Life Members shall be entitled to vote or ballot or to be present at any Special or Annual General Meeting, to hold office or to have any interest in Club property.
- 34.3.7. Eighty Ordinary Members of those entitled to attend and vote shall form a quorum. In the event that a quorum is not present within thirty minutes of the appointed time for the meeting, the meeting shall stand adjourned to the same place and time the following week, and at any such adjourned meeting, the quorum shall remain at Eighty Ordinary Members.
- 34.3.8. All General Meetings (Annual and Special) shall be held in Rosslare as either in-person, online (Zoom or other) or blended. . This may only be amended at a General Meeting and must be carried by 70% or more of those present.

#### **The following business shall be transacted at every A.G.M. of the Joint Club:**

- 34.3.9. The Minutes of the previous Annual General Meeting, and the Minutes of any other General Meeting of the Club held in the interim (that shall have been distributed with the Notice of Meeting to the Ordinary Members of the Club or made available at the Clubhouse in advance of the AGM) shall be read by the Management Committee Secretary if present or, if the Management Committee Secretary be absent, by any other person as may be appointed by the Chair of the Meeting, or they may be taken as read on a proposal from the Meeting, and when the Meeting confirms the Minutes as read or as altered by the Meeting, they shall be signed by the Chair.
- 34.3.10. The Audited Accounts including Balance Sheet and Income and Expenditure Accounts for the preceding financial year shall be submitted by the Management Committee Treasurer and adopted, if approved, by the Members.
- 34.3.11. The appointment of Auditors shall be approved.

- 34.3.12. The Chair of the Meeting, or such Management Committee Member appointed by him/her, shall present the reports on the activities of the Joint Club since the last Annual General Meeting, including the following, Management Committee Report/Plans, Course Report, Facilities Report and Treasurer's Report, which fall within the aegis of the Management Committee.
- 34.3.13. The election of persons duly proposed and seconded, to any vacancies that exist on the Management Committee.
- 34.3.14. The election of a member to the Office of Trustee, as and when necessary.
- 34.3.15. The consideration of the Operating and Financial Budgets for the forthcoming year.
- 34.3.16. Motions properly before the Meeting.
- 34.3.17. Motions concerning the business affairs and the running of the Joint Club may be submitted by the Management Committee, Trustees or by any Ordinary Member of the Joint Club for consideration at the Annual General Meeting. Every Motion shall be in writing and shall be signed by the Ordinary Member proposing it and seconded by an Ordinary Member entitled to attend and vote at such Meeting. No Motion will be laid before an Annual General Meeting unless it is addressed to the Management Committee Secretary and received at the Clubhouse not less than fifteen days prior to the date fixed for the holding of the Meeting. A copy of Motion with the names of the proposer and seconder shall be posted on the Club Notice Board in the Clubhouse for at least fourteen days prior to the date of the Meeting.
- 34.3.18. The only exception to the above rule is, in the event that a Motion is passed at either the Men's and/or Ladies' Clubs' Annual General Meeting, then such a Motion may be considered at the Club Annual General Meeting.
- 34.3.19. Any other business properly notified at the opening of the Meeting.
- 34.3.20. Where the Chair of the Meeting rules a question raised by a Member present at the Meeting to be appropriate and where the Management Committee are unable to provide a full response at the Meeting, the Chair shall direct the Management Committee to provide a response to that Member in writing, within a reasonable timeframe.

#### **34.4. Special General Meeting (S.G.M.)**

- 34.4.1. A Special General Meeting of any of the clubs may be called at any time by direction of the Management Committee or the Committee concerned or on a requisition to the secretary of the particular club, signed by at least twenty-five members entitled to vote at such Meeting, stating the business to be brought forward.
- 34.4.2. On receipt of such requisition, it shall be the duty of the Committee of such club to have a General Meeting called without delay. In the event that the said meeting is not called by the Committee within fourteen days after receipt of the requisition by the Secretary, two members who have signed the requisition may issue notice of a General Meeting, which notice shall be sufficient if posted on the Club's Notice Board and sent by email to those entitled to vote at least seven days before the date fixed for such a meeting.
- 34.4.3. No other business shall be transacted at a Special General Meeting other than the stated

object of the meeting.

### **34.5. Chair at General Meetings**

- 34.5.1 The Captain, or if absent, the President or Vice Captain shall preside at all General Meetings of the Men's Club and the Ladies' Club respectively.
- 34.5.2 The Chair of the Management Committee shall preside at all General Meetings of the Joint Club.
- 34.5.3 If any of the foregoing Officers are absent or decline to preside any other Chair may be appointed at the Meeting.
- 34.5.4. Each Chair, in addition to a deliberative vote, shall have and shall exercise a casting vote. Standing Orders for every General Meeting must be adopted at the start of the meeting and shall bind that meeting unless suspended by vote of two thirds of those present and voting.

### **34.6. Notices of General Meetings**

- 34.6.1. Twenty-one days' notice of the Annual General Meeting convened shall be given to the members entitled to attend and vote at such meetings, by an emailed circular specifying the time and place of such meeting and business to be transacted. A further notice shall be published in the Members' area of the website.
- 34.6.2. Seven days' notice of a Special General Meeting convened shall be given to the members entitled to attend and vote at such meetings, by an emailed circular specifying the time and place of such meeting and business to be transacted. A further notice shall be published in the Members' area of the website.
- 34.6.3. The Accounts of the Joint Club shall be audited by a public accountant before the Annual General Meeting. A copy of the Accounts, and Statement of the Accounts for the past year, shall be sent to each member, at least 5 days before the Meeting. The Accounts shall at that time be published in the Members' area of the website.

### **34.7 Mode of Voting at General Meetings**

- 34.7.1 No proxies shall be allowed.
- 34.7.2. Voting shall be either by a show of hands or by ballot, as agreed at the start of the meeting.
- 34.7.3. Ballot shall mean a vote on voting paper, an electronic vote, or an on-line vote.
- 34.7.4. A majority of one, of those present and entitled to vote, shall be sufficient to decide any question under discussion unless a greater majority is required by some other Club rule.
- 34.7.5. In the event of a tie the Chair shall have and shall exercise a casting vote.
- 34.7.6. If any member at a General Meeting proposes that the mode of voting on any particular matter should be by ballot and this is seconded by another member, then the question of whether voting should be by a show of hands or by ballot shall be decided by a show of hands.
- 34.7.7. An election of candidates for membership of the Committee of either the Men's or Ladies' Clubs, or for membership of the Management Committee, shall be by ballot and all



members voting must vote for the full number of candidates for whom there are vacancies, otherwise such voting paper is invalid.

### **35. MINUTE BOOKS**

35.1. The Men's Club, the Ladies' Club, Joint Club and the Management Committee shall each keep:

35.1.1. A Minute Book in which shall be recorded the Minutes of Annual and Special General Meetings and also a Minute Book in which shall be recorded the Minutes of all Committee meetings.

35.1.2. The respective minutes shall be read out at the next General or Statutory Committee Meeting and, when approved as being a correct record, shall be signed and dated by the Chair.

35.2. The Men's Club and the Ladies' Club shall each submit its Minute Books to the Management Committee when required.

### **36. PLAYING FACILITIES**

36.1 The Management Committee shall also decide on the facilities to be afforded to societies subject to the proviso 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.

### **37. PERSONAL PROPERTY**

37.1. Any personal belongings of Members, Visitors and others, brought to, or kept at, or left on the premises of the Club (either Clubhouse or outside in the Carpark or on the Course) shall be at the sole risk of the owners, and neither the Club nor any of the Management Committee shall be responsible for any loss or damage thereto however 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.

### **38. REGISTRATION OF CLUB ACTS 1904/1999 & INTOXICATING LIQUOR ACTS 2000**

38.1. No excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging in the Club premises) or be consumed on the Club premises by any person (other than a Member of the Club lodging in the Club premises):

38.2. On any Monday, Tuesday, Wednesday or Thursday before the hour of 10.30 am in the morning and after 11.30 pm in the evening.

38.3. On any Friday or Saturday before the hour of 10.30 am in the morning and after 12.30 am on the following day.

38.4. On any Sunday before 12.00 pm in the afternoon and after 11.00 pm in the evening.

38.5. On St Patrick's Day before 12.00 pm in the afternoon and after 12.30 am the following day.

38.6. At any time on Christmas Day.

- 38.7. The 23<sup>rd</sup> December, if it falls on a Sunday, between 10.30am in the morning and 11.30pm in the evening.
- 38.8. Christmas Eve between 10.30 am in the morning and 11.30 pm in the evening.
- 38.9. On the eve of any public holiday (other than Christmas Eve);
- 38.9.1. If the eve falls on a weekday, between 10.30 am in the morning and 12.30 pm on the following day,
- 38.9.2. If the eve falls on a Sunday between 12.00 pm in the afternoon and 12.30 am on the following day.
- 38.10. Nothing in the Registration of Clubs Acts 1904 to 1999-, in the rules of a club registered under these acts, shall operate to prohibit the supply for consumption on the Club premises of excisable liquor to any person, or the consumption of excisable liquor on those premises by any person:
- 38.10.1. On Christmas Day between 12 midday and 10.00 pm in the evening or
- 38.10.2. On any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the Club to supply any excisable liquor, or consumption on the Club premises if in each case the excisable liquor is:
- 38.11. Ordered by or on behalf of that person at the same time as a substantial meal is so ordered.
- 38.12. Consumed by that person during the meal or after the meal has ended.
- 38.13. No excisable liquors shall be sold or supplied in the Club premises to any person under the age of eighteen years.
- 38.14. No person under the age of eighteen years shall be admitted as a member of the club unless the Club is one primarily devoted to some athletic purpose.
- 38.15. No officer or member of the committee, or servant or employee of the Club shall have any personal interest in the sale to the Club of supplies of liquor, minerals, food or goods of any description, or in the profits arising from such sale.
- 38.16. The Constitution of Rosslare Golf Club is hereby deemed to include in full the provisos of Section 7 of the Intoxicating Liquor Act 2000 in so far as the Act refers to the Registration of Clubs Acts 1904 to 1999.

## **39. CHANGE OF CONSTITUTION AND RULES**

- 39.1. Subject to the provisions of Clause 39.3. no rule of either the Men's or Ladies' Club shall be repealed or altered or new rule made except at a General Meeting of such Club and by consent of at least 50% plus one of the members present and entitled to vote at such meeting and written notice of the proposed changes must be sent to the Secretary with the names of the proposer and seconder attached, at least 15 days previous to the meeting at which same is to be considered. The Secretary shall place the proposal on the Club notice board 14 days before the date of the meeting and put item on the agenda of the next General Meeting of the Club concerned.
- 39.2. Subject to the provisions of Clause 39.3. no rule of the Joint Club shall be

repealed or altered or new rule made except at a General Meeting by consent of at least 50% plus one of the members present and entitled to vote at such meeting and written notice of the proposed change must be sent to the Management Committee Secretary with the names of the proposer and seconder attached, at least 15 days previous to the meeting at which same is to be considered. The Management Committee Secretary shall place the proposal on the Club notice board 14 days before the date of the meeting and put item on the agenda of the next General Meeting of the Joint Club.

- 39.3. The Management Committee may alter or add to this Constitution for the purpose of complying with the provisions of the Registration of Clubs (Ireland) Acts, 1904-2004 or of any Act which may be passed amending same, or for the purpose of complying with the Rules of Registration of Golf Ireland.
- 39.4. Any change in the rules of the Men's Club shall not be in conflict with the Constitution of Golf Ireland.
- 39.5. Any change in the rules of the Ladies Club shall not be in conflict with the Constitution of Golf Ireland.

#### **40. RULES OF GOLF AND LOCAL RULES**

- 40.1 The rules of the Game of Golf for the Men's and Ladies' Clubs shall be the Rules of Golf as approved by the Royal and Ancient Golf Club of St. Andrews.
- 40.2 In addition the Management Committee, in consultation with the Men's and the Ladies' Committee, 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 in variance with the Rules of Golf or directives issued by Golf Ireland to which the Men's Club or the Ladies' Club is affiliated.

#### **41. CODE OF ETHICS, CODE OF CONDUCT & DISCIPLINARY PROCEDURES.**

- 41.1 Rosslare Golf Club is fully committed to the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland and in the Code of Ethics of Golf for Young People or the most up to date equivalents, including:
- Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009 and again in 2011 by the Department of Children and Youth Affairs
  - Our Duty to Care, Dept. of Health & Children 2002
  - National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
  - Children First Act 2015

All members should at all times show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principals of the organisation and the guidelines contained in the Code of Ethics and good practice for Children's Sport and golf's safeguarding policy. In working with young people in golf our first priority is the welfare of the young people, and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

41.2 Rosslare Golf Club have developed procedures and protocols to ensure the smooth running of the club entitled,

- (A) Rosslare Golf Club Code of Conduct and Disciplinary Procedures
- (B) Rosslare Golf Club Communication Policy.
- (C) Rosslare Golf Club Communication Plan and
- (D) Rosslare Golf Club Anti-Bullying Policy.

41.3 Rosslare Golf Club condemns the use of prohibited substances and methods, a practice generally known as doping, in sport. The anti-doping rules of Golf Ireland are the Irish Anti-Doping Rules as amended from time to time.

## **42. EQUALITY**

42.1 Rosslare Golf Club is fully committed to equality and will aspire to achieve gender balance at all levels within the Club.

## **43 GOLF IRELAND AFFILIATION**

As an affiliated member of Golf Ireland, the Club confirms on an annual basis;

- a) Rosslare Golf Club is formed and has held an annual general meeting. The Club has appointed a Secretary, Treasurer, Competitions Chairperson, a Men's Club Captain and a Ladies Club Captain, who are responsible for the administration of golf in accordance with the Golf Ireland Constitution, Regulations and the Terms of Competitions of Golf Ireland
- b) Rosslare Golf Club has a minimum of 50 Home Club Members.
- c) Rosslare Golf Club has access to a course or links of a standard which warrants the allocation of an official course rating.
- d) Rosslare Golf Club undertakes to pay the Membership Fee applicable to Affiliate Clubs, and to pay the Affiliation Fee by 31 March annually
- e) Rosslare Golf Club has access to a clubhouse premises which shall be the official address of the Club.
- f) Rosslare Golf Club has a children's safeguarding statement and a Designated Liaison Person/Club Children's Officer appointed.
- g) Rosslare Golf Club is not a proprietary facility or a company formed by or on behalf of such owner of the lands on which the course or links has been constructed. No such owner exercises control over the affairs of the Club.
- h) Rosslare Golf Club abides by the Rules of Golf, the Rules of Amateur Status as approved by the R & A, the Rules of CONGU, the Golf Ireland Constitution, the Regulations and the Terms of Competition of Golf Ireland
- i) Rosslare Golf Club maintain an accurate register of all members on the CDH
- j) Rosslare Golf Club will submit all proposed alterations or amendments in the constitution to Golf Ireland for prior approval
- k) Rosslare Golf Club will make available to Golf Ireland the facilities of the course and clubhouse at reasonable intervals as may be agreed.

#### **44. BYE – LAWS**

- 44.1 The Management Committee shall have power to make such bye-laws as it considers necessary and to alter and repeal same from time to time.
- 44.2 All members should show respect and understanding for members' rights, safety and welfare at all times. They should conduct themselves in a way that reflects the principles of the organization and the guidelines contained in the Code of Ethics and good practice for Children's Sport and golf's safeguarding policy. In working with young people in golf our first priority is their welfare. We are committed to providing an environment that will allow participants to perform to the best of his/her ability free from bullying and intimidation.
- 44.3 Each of the Men's and the Ladies' Committees shall have power from time to time to make such bye-laws that shall be subject to ratification, or otherwise, by the Management Committee.

#### **45. WINDING-UP**

- 45.1. Should the Club, through insolvency or otherwise, go into liquidation or cease to exist as a Club, and should the assets of the Club be insufficient to discharge its liabilities, then all members shall be liable for an additional year's Subscription over and above the subscription for the year current, during which the Club shall so go into liquidation or shall cease to exist as a Club, and the Trustees of the Club at the time of liquidation shall be entitled to recover from each Member such additional year's Subscription.
- 45.2. If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club. The institute or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the Club under or by virtue of clause relating to Income and Property hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

#### **46. KEEPING OF ACCOUNTS**

- 47.1 Annual Accounts shall be kept and made available to the Revenue Commissioners on request.

#### **47. HEALTH AND SAFETY**

47.1 The Management Committee shall produce Health and Safety Statements and nominate a person to be its Health and Safety Officer. The said person shall be answerable to the Management Committee.

**48 OPERATION DATE**

48.1 This Constitution becomes operative as and from January 29<sup>th</sup>, 2021, following its adoption at SGM.