

# *Newcastle West Golf Club*



## *Constitution*

Approved by Newcastle West Golf Club Joint Club  
Date Approved AGM, 11<sup>th</sup> January 2023

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## 1. DEFINITIONS AND INTERPRETATIONS

- 1.1. Rules herein contained are indicated by consecutive numbers.
- 1.2. Clauses are indicated by consecutive numbers preceded by rule numbers.
- 1.3. Sub-Clauses are indicated by consecutive numbers preceded by rule and clause numbers.
- 1.4. Sub-Sub-Clauses are indicated by consecutive numbers preceded by rule, clause and sub-clause numbers.
- 1.5. The “Joint Club” shall mean the Club formed by the combination of the two groups of Amateur playing golfers defined in clauses 1.8 and 1.9 below, for the purposes of administering the affairs (other than the game of golf and its related activities) of both the Men’s Club and the Ladies’ Club.
- 1.6. The Joint Club holds the property and assets of the Club in trust on behalf of the Ordinary Members of the Club. The Joint Club cannot become affiliated to Golf Ireland.
- 1.7. The Management Council is the body elected to manage the business and affairs of the Joint Club.
- 1.8. 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.
- 1.9. The “Ladies’ Club” shall mean the group of female amateur playing golfers operating under a Constitution acceptable to Golf Ireland and to which such club is affiliated.
- 1.10. 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.
- 1.11. 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 Council, or each or their Officers and Members where the context so admits or requires.
- 1.12. Any and all references in this Constitution to “the Rules” are references to this Constitution.
- 1.13. The terms Ordinary Members, Senior Members, Life Members and Honorary Life Members shall be deemed to refer to the categories of members who are entitled to attend and vote at General Meetings of the Club.
- 1.14. The Management Council is empowered to decide all questions arising on the construction of the Rules and its decision shall be final and binding as between the members and it shall be the sole authority for interpreting the Rules and Bye-Laws of the Club and for settling all disputes relating to the affairs of the Club and the conduct of the members in relation thereto.

## 2. TITLE AND OWNERSHIP

- 2.1. The name of the Club shall be Newcastle West Golf Club Ltd., 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.
- 2.2. The official address of the Club is Rathgonan, Ardagh, Co Limerick.
- 2.3. The ownership of the Club property shall be vested in the Directors for the time being of the Club on behalf of the Ordinary, Life, Senior, and Honorary Life members. No interest in any part of the lands held on behalf of Newcastle West Golf Club may be sold or disposed of without the prior approval of members entitled to vote representing 80% of the total of such members present and voting at a properly convened General Meeting / EGM of the Club.
- 2.4. The Club logo or crest shall be that which is imprinted on the cover of this Constitution.
- 2.5. The Club colours shall be navy and yellow or such colours that members at the Club General Meeting may determine from time to time.
- 2.5.1. The Ladies' Club colours for the playing of Inter Club matches shall be determined from time to time by the Ladies' Club.
- 2.6. The Club is constituted for the purposes of promoting athletic and amateur games and sports and in particular for the playing of amateur golf by the members and visitors. The Club shall be authorised to provide such social and other amenities as are usual, incidental or desirable in a Club constituted for the above purposes.
- 2.7. The income and property of the Club shall be applied solely towards the promotion of its main objects as set forth in these Rules. 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 the members of the Club. No Officer/ Committee Member shall be appointed to any office of the Club paid by salary or fees, or receive remuneration or other benefit in money or money's worth from the Club in respect of such office. However, nothing shall prevent any payment in good faith by the Club of:
- a) Reasonable and proper remuneration to any member or Officer of the Club for any services rendered (other than as an Officer);
  - b) Reasonable and proper remuneration to any company of which a member or Officer of the Club is a Director or shareholder for any services rendered to the Club;
  - c) Interest at a rate not exceeding 5% per annum lent by Officers or other members to the Club;
  - d) Reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
  - e) Reasonable and proper out-of-pocket expenses incurred by any Officer / Committee in connection with their attendance to any matter affecting the Club;
  - f) Fees, remuneration or other benefit in money or money's worth to any company of which an Officer / Committee Member may be a member holding not more than one hundredth of the issued share capital of such company.

- 2.8. 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 body or bodies having main objects similar to the main objects of the Club. The body or bodies 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 is imposed on the Club under or by virtue of Rule 2.7 hereof. Members of the Club shall select the relevant body or bodies 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.
- 2.9. No addition, alteration, or amendment shall be made to, or in Rules 2. 6, 2.7, 2.8., for the time being in force unless the Revenue Commissioners shall have previously approved the same in writing.
- 2.10. Annual audited accounts shall be kept and made available to the Revenue Commissioners on request. Note: rules 2.6 – 2.8 inclusive are mandatory requirements of the Revenue Commissioners following the granting of a tax exemption certificate to the Club, under section 235 of the TAXES CONSOLIDATION ACT 1997.

### 3. CATEGORIES OF MEMBERS

3.1. The Club shall consist of:

- Ordinary Members
- Life Members
- Honorary Life Members
- Senior Members
- Overseas Members
- Associate Members
- Associate Life Members
- Five-Day Members
- Junior Members
- Young Adult Members
- Intermediate Members
- Social Members
- Distance Members
- Term Members
- Get Into Golf (GIG) Members

3.2. Ordinary Members, Senior Members, Life Members and Honorary Life Members have full voting rights.

3.3. Overseas Members are entitled to attend but not vote at Annual or Extraordinary General Meetings.

3.4. Associate Members and Associate Life Members are not entitled to attend or vote at Annual or Extraordinary General Meetings of the Club.

3.5. Junior/ Young Adult/Intermediate, Five- day, Get Into Golf, Social and Distance Members are not entitled to attend at any General Meeting of the Club.

**3.6. Recommendation for Honorary Membership**

Any Member who has performed exceptional services to the Club or to the game of golf may, on the recommendation of either the Men's Club or the Ladies' Club to the Management Council, be elected an Honorary Life Member by a simple majority of the members present and voting at an Annual General Meeting.

**3.7. Membership definitions:**

**3.7.1. Ordinary Membership**

Ordinary shall comprise Men and Women who, having paid the entrance fee, annual subscription and capital levy (if any) applicable to this category, shall be entitled to attend and vote at all Annual and Extraordinary 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 Annual and Extraordinary General Meetings of the Joint Club. Only a member of this category shall have an interest in the Club property which interest shall cease on such member leaving this category unless the member has been elected an Honorary Member of the Club.

### **3.7.2. Life Membership**

Life Members shall comprise those members who are entitled to the use of all of the Club's facilities in accordance with the rules and bye-laws of the Club. They shall have the right to attend and vote (except on fixing of the annual subscription) at all Annual and Extraordinary General Meetings of the Club and of the Ladies' and Men's Clubs as appropriate. They may propose and nominate or be nominated for Office subject to any conditions imposed by these Rules. Existing Life members as of 2007, shall not be liable for any payments to the Club by way of annual subscription or otherwise (save for locker rentals, poll tax and other payments which may be imposed by Golf Ireland).

New Life /Term Members (from 2008), shall not be liable for any payments to the Club by way of annual subscription or otherwise (save for locker rentals, poll tax and other payments which may be imposed by Golf Ireland) or for any payments to meet the current ordinary expenses of the Club provided, however, that if the members at an Annual or Extraordinary General Meeting shall, by a two third majority, pass a resolution providing for the payment of a contribution to defray exceptional specified expenditure of the Club, over and above current ordinary expenses, the said contribution shall be paid by Life / Term/Ordinary members.

### **3.7.3. Honorary Life Membership**

Honorary Life Members shall comprise persons whom the Committee of Management Council wishes to acknowledge as having rendered exceptional service to the Club or to the game of golf or whose distinguished position or public service would render their membership of special advantage to the Club. No one shall be appointed an Honorary Member until:

- a) Recommended by at least two-thirds of the entire Committee concerned voting in secret ballot.
- b) Subsequently ratified by a simple majority of the Annual General Meeting of the Joint Club, voting by secret ballot. Honorary Members who have been Ordinary Members shall have all the entitlements of Ordinary Members. Honorary Members who have not been Ordinary Members shall have all the entitlements of Ordinary Members except that they shall not have voting rights or any interest in the Club's property.

### **3.7.4. Senior Membership**

Senior Members shall comprise Ordinary and Associate members who have reached the age of 65 years and have been 20 years as Ordinary or Associate members on or before 31<sup>st</sup> December of the year prior to their applying for this category of membership. Senior Members shall enjoy all the rights of Ordinary and Associate Members.

### **3.7.5. Overseas Membership**

Overseas Members shall comprise persons whose permanent residence is outside Ireland. Such Membership shall terminate as and when the member comes to reside permanently in Ireland. The Club shall contact each year by email, fax or letter all overseas members to confirm their overseas address and their eligibility to continue in this category. Failure to respond will result in the Club cancelling their membership and requesting payment of Ordinary membership annual subscription.

### **3.7.6. Associate Membership**

Associate Members shall comprise those members having paid the entrance fee, and annual subscription and capital levy (if applicable) elected to this category before September 1<sup>st</sup> 2001. They shall have the use of the course and the Clubhouse every day, subject to such terms and conditions as the Management Council shall determine. Associate Members may attend and vote at Annual or Extraordinary General meetings of the Ladies' Club. They may not attend or vote at any Annual or Extraordinary General Meetings of the Club. The annual subscription for an Associate Member shall be 75% of the full Ordinary Members' annual subscription.

### **3.7.7. Associate Life Membership**

Associate Life Members shall comprise those members elected to this category prior to September 1<sup>st</sup> 2001. They shall have the use of the Course and Clubhouse every day subject to such terms and conditions as the Management Council shall determine. They may not attend or vote at any Annual or Extraordinary General Meetings of the Club. They may attend and vote at any Annual or Extraordinary General meetings of the Ladies' Club. Associate Life Members as of 31<sup>st</sup> December 2007 shall not be liable for any payments to the Club by way of annual subscription or otherwise (save for locker rentals, poll tax and other payments which may be imposed by Golf Ireland). Life /Term Members shall not be liable for any payments to the Club by way of annual subscription or otherwise (save for locker rentals, poll tax and other payments which may be imposed by Golf Ireland ) or for any payments to meet the current ordinary expenses of the Club provided, however, that if the members at an Annual or Extraordinary General Meeting shall, by a two third majority, pass a resolution providing for the payment of a contribution to defray exceptional specified expenditure of the Club, over and above current ordinary expenses, the said contribution shall be paid by Life /Term/Ordinary Members.

### **3.7.8. Five Day Membership**

Five-Day Members shall comprise Men and Women who, having paid the entrance fee, annual subscription and capital levy (if any) are entitled to the use of the facilities of the Club but shall not be entitled to play golf on the course on Saturdays or Sundays unless on the payment of the appropriate Green Fee. They may only play in Club competitions on these days (Saturdays and Sundays) if specifically authorised to do so by the Committee of Management Council. Five-Day Members may not attend General Meetings of the Club or propose new members or nominate or be nominated for office.

### **3.7.9. Junior Membership**

Junior Members shall comprise of young persons whose ages at the date of election shall not be less than eight years or more than nineteen years. Such membership shall cease on 31<sup>st</sup> December following their 19<sup>th</sup> birthday.

### **3.7.10. Young Adult Membership**

Young Adult Members shall comprise of young adults whose age at the dates of election shall not be less than nineteen years. Such membership shall cease on 31<sup>st</sup> December following their 25<sup>th</sup> birthday.



### **3.7.11. Intermediate Membership**

Intermediate Members shall comprise of young adults whose age at the dates of election shall not be less than 25 years. Such membership shall cease on 31<sup>st</sup> December following their 30<sup>th</sup> birthday.

### **3.7.12. Social Membership**

Social Members shall comprise persons who wish to enjoy the facilities of the Clubhouse. Such Members shall not be entitled to use the Course without payment of the appropriate green fee, nor attend or have any vote at a General Meeting of the Club.

### **3.7.13. Distance Membership**

Distance Members shall comprise of persons who live outside the radius of 80 kilometers from Newcastle West and that this membership include the following restrictions:

No voting rights.

Not eligible to enter into Major competitions.

A limit of 20 competition games per year.

### **3.7.14. Term Membership**

Their term of membership shall be determined by Management Council.

The Committee of Management Council is empowered to consider re-opening of Term/Life Membership if it deems it necessary. Notice of intention to do so must be given to an Annual or Extraordinary General Meeting of the Joint Club.

### **3.7.15. Get Into Golf (GIG) Membership**

Get into Golf (GIG) members shall comprise Men and Women who are beginner golfers who have completed the "Get into Golf" programme and will be facilitated to join Newcastle West Golf Club at reduced rate subscription fees over a period of the current plus two additional golfing seasons. At the end of, or at any time during this period the Get Into Golf member may apply for and, subject to approval by the relevant Club, may be elected as an Ordinary, Five-Day or Distance Member. Get into Golf members shall have use of the course and clubhouse every day but shall have the following restrictions:

- May not attend or vote at General Meetings of the Ladies or Men's or Joint Clubs
- May not avail of the Get Into Golf membership more than once
- The Ladies and Men's Committees shall determine what competitions Get Into Golf members are allowed to enter and what prizes they may win, subject to other qualifying criteria.

## **3.8. Changing membership category**

On ceasing to be eligible for Junior Membership and wishing to be elected to Young Adult Membership they shall be considered, at the relevant Committee, with priority. Any other category of playing member wishing to become an Ordinary Member shall likewise be treated with priority.

## **3.9. Members who wish to seek a reduction in their annual subscription**

Members who wish to seek a reduction in their annual subscription may do so under the circumstances and conditions set out in articles 3.9.1. and 3.9.2. following.

### **3.9.1. Temporary transfer overseas**

A member may, at the time of renewal of membership by paying the annual subscription, apply to change his/her category to either Overseas or Social Membership and, subject to approval by the relevant club, retain his / her membership of the club by paying the subscription appropriate to their new category. On return from overseas, the member may apply to be re-instated as an Ordinary Member and, subject to approval by the relevant club, be elected without entrance fee to fill the first available vacancy in the Men's and Ladies' club as appropriate.

### **3.9.2. Inability to play golf due to serious illness**

The member, at the time of renewal of membership by paying the annual subscription, may apply to change his/her category of membership to Social Member for one year only, and retain his/her membership of the club by paying the annual subscription appropriate to this new category. Certified medical evidence must be produced to support this request and the Club has the right to seek further evidence if it so deems fit. Any expense incurred by this will be borne by the member concerned. On return to health, the member may apply to be re-instated as an Ordinary Member and shall be elected, without entrance fee, to the Men's or Ladies' Club as appropriate.

- 3.10. A member who has accepted a change of membership category under the above articles 3.9.1., 3.9.2., shall be deemed to have resigned his/her Ordinary Membership of the club, and all of the rights associated with Ordinary Membership. These rights shall be restored on re-instatement as Ordinary Members.

Time spent by members outside of the category of Ordinary Membership under the terms of articles 3.9.1., 3.9.2 shall be considered as Ordinary Membership for the purposes of articles 3.7.1 and 16.1.

## **4. MEMBERSHIP**

### **4.1. Men's Club**

The Membership of the Men's Club shall consist of male playing members.

### **4.2. Ladies' Club**

The Membership of the Ladies' Club shall consist of female playing members.

### **4.3. Joint Club**

The Membership of the Joint Club shall consist of all members of each of the Men's and Ladies' Clubs and such Social Members as may be elected from time to time under these Rules by the Management Council.

## 5. OBJECTIVES

### 5.1. Men's' Club

The Men's Club shall:

- 5.1.1. Promote the amateur game of golf amongst its members.
- 5.1.2. Accept and abide by the Constitution and Bye-Laws of Golf Ireland to which the club is affiliated and the Bye-Laws of the Munster Region.
- 5.1.3. Accept and apply the Handicapping Scheme as prescribed by the World Handicapping System (WHS) and such rules there under as may require to be implemented from time to time by Golf Ireland.
- 5.1.4. Accept and comply with the Rules of Golf and the Rules of Amateur Status as approved by the Royal and Ancient Rules Ltd. (R&A)
- 5.1.5. Authorise the Joint Club to act in the administration of the affairs (other than the game of golf and its related activities) on behalf of such Club, subject to the provision of this constitution.

### 5.2. Ladies' Club

The Ladies' Club shall:

- 5.2.1. Promote the amateur game of golf amongst its members.
- 5.2.2. Accept and abide by the Constitution and Bye-Laws of Golf Ireland and the Bye-Laws of the Munster Region.
- 5.2.3. Accept and apply the Handicapping Scheme as prescribed by the World Handicapping System (WHS) and such rules there under as may require to be implemented from time to time by Golf Ireland.
- 5.2.4. Accept and comply with the Rules of Golf and the Rules of Amateur Status as approved by the Royal and Ancient Rules Ltd. (R&A).
- 5.2.5. Authorise the Joint Club to act in the administration of the affairs (other than the game of golf and its related activities) on behalf of such Club, subject to the Provision of this Constitution.

### 5.3. Joint Club

The Joint Club shall:

- 5.3.1. Provide facilities for the playing and promotion of the amateur game of golf by its members and generally promote amateur games and other social activities amongst its members.
- 5.3.2. Accept and uphold this constitution and be bound by its provisions.
- 5.3.3. Act in the administration of the affairs of both the Men's and the Ladies' Clubs which shall include:
  - 5.3.3.1. Finance.
  - 5.3.3.2. Provide bar and catering facilities.

- 5.3.3.3. Provision and responsibility for the maintenance and upkeep of the course and clubhouse and their environs to the standard required by Club members.
- 5.3.3.4. Capital levy, Catering Vouchers and other levy being paid by members of the different categories of members in each of the Men's and Ladies' Clubs and by Social Members of the Joint Club shall be decided at an Annual General (AGM) or Extraordinary General Meeting (EGM) of the Joint Club.
- 5.3.3.5. Any increase or decrease sought by the Management Council to the Club's annual subscription shall require it to be decided by a vote at the Club's AGM/EGM at which a simple majority shall suffice.
- 5.3.3.6. The Clubs annual subscription shall be decided at the AGM/EGM of the Joint Club. The increase in the Consumer Price Index (CPI), as published in the general press for the financial year ending 31<sup>st</sup> October being the minimum increase applying in every year. Any increase sought by the Management Council over and above the Consumer Price Index shall require it to be decided by a vote at the Joint Club's AGM/EGM at which a simple majority shall suffice. Subscriptions will be set one year in advance at the AGM and will fall due on the first day of the club's Financial year.
- 5.3.3.7. Decide on the rate of green fee payable by visitors to the Club.
- 5.3.3.8. Generally, to act in the promotion and advancement of the affairs of the Club and to the improvement of the facilities available to members.

## 6. DIRECTORS

- 6.1. The Directors shall consist of five (5) individual members of the Joint Club. These Directors shall be elected by the members at an Annual General Meeting of the Joint Club and should not be a member of the Management Council Committee or Ladies or Men's Committees. Two (2) Directors to retire each year but shall be eligible for re-election.
- 6.2. To be eligible for election as a director of the Club the nominee must be an Ordinary / Life member of the Club for a continuous period of 20 years at the time of nomination. Time spent as an Associate member before re-designation or conversion to Ordinary or Life Membership shall count towards the 20-year qualification period.
- 6.3. The Club premises and such other property of the Club as the Management Council of the Joint Club shall determine shall be vested in and under the legal control of the Directors and such Directors shall deal with the property of the Club as directed by a resolution of the Management Council of which an entry in the minute book shall be sufficient evidence.
- 6.4. If the Directors, when directed by a resolution of the Management Council to perform a certain act, consider that the performance of such an act is one of such importance that the members of the Joint Club should be consulted, then the Directors may refuse to perform such an act until the members of the Joint Club have been consulted at a General Meeting and a resolution is passed at such act as was originally directed by the Management Council.
- 6.5. The Directors shall be entitled to attend meetings of the Management Council, without voting rights, in their capacity as Directors. A representative of the Directors (who must be a Director) must attend at least one (1) meeting each quarter.
- 6.6. The Directors shall be indemnified out of the Joint Club property and assets in respect of all transactions directed by a resolution of the Management Council and against all liabilities and expenses necessarily incurred as a result of their Directorship and in the event of the Joint Club property and assets being deficient, such deficiency shall be made good by the Ordinary Members on whose behalf the property and assets of the Club are held.

### 6.7. Duties of Directors

- 6.7.1. The duties, responsibilities and requirements of the Directors shall include:
  - Being responsible for ensuring that proper books and accounting records, as outlined in Section 202 of the Companies Act 1990 are kept by the company.
  - Irish company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those financial statements, the directors are required to:
    - Select suitable accounting policies and then apply them consistently
    - Make judgements and estimates that are reasonable and prudent
    - Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

- They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities
- Holding a Directors' Meeting at least two (2) times a year. A quorum of 4 will apply.
- Elect and appoint a Company Secretary from within their membership.
- Ensure all regulatory requirements are implemented and adhered to.
- Meet twice yearly with the Officers of the Management Council.
- Each Director to attend a minimum of  $\frac{3}{4}$  (75%) of meetings in any one year.

If, in the opinion of the Management Council, a Director is inactive in his/her duties he/she can be asked to resign from his/her position.

## **7. OFFICERS**

### **7.1. Men's Club**

The Officers of the Men's Club shall be the President, Captain, Vice-Captain, Honorary Secretary, Honorary Treasurer, Honorary Handicap Secretary and Competition Secretary.

### **7.2. Ladies Club**

The Officers of the Ladies Club shall be the President, Captain, Vice-Captain, Honorary Secretary, Honorary Treasurer, Honorary Handicap Secretary and Competition Secretary.

### **7.3. Joint Club**

The Officers of the Joint Club shall be the Chair, Honorary Secretary and Honorary Treasurer.

### **7.4. Roles within the Management Council**

#### **7.4.1. Chair**

The Chair shall preside at meetings of the Management Council and General Meetings of the members. He/She will be elected by members of the Management Council from those members of the new Council, at their first meeting following the AGM of the club. He/She will hold the position for one year and must step down at the end of this term. A member may, subject to election to the Management Council at the Club's AGM and to selection by the members of the Management Council, serve for a maximum period of three consecutive years after which he/she cannot serve as Chair for one full year. Nominees for the position of Chair must be Ordinary /Life Members of the Club for a period of not less than five consecutive years at the date of nomination.

The Chair shall perform such duties as customarily applies to the Office of Chair or as he/she may be directed to perform by the Management Council, not inconsistent with the provisions of the law or these roles. He/She shall ensure that the Management Council fulfils its responsibilities in directing, controlling and managing the affairs of the Golf Club in accordance with the rules as set out in this Constitution.

#### **7.4.2. Honorary Secretary**

He/She will be elected by the members eligible to vote at the Annual General Meeting of the Joint Club. He/she shall prepare the agenda for meetings in consultation with the Chair. He/She shall ensure the minutes of the previous meeting are recorded accurately. Any changes to the minutes are to be agreed and amended in the minutes of the next meeting. He/She shall act as liaison officer between the three clubs. The Secretary shall ensure that proper procedures are followed in preparation of notices in relation to the AGM of the Club and Committee Meetings as required by this constitution. The Honorary Secretary shall have responsibility for maintaining a master list of all members by category. The Honorary Secretary shall act as liaison between the Management Council and the Manager.

The Honorary Secretary shall serve for a period of two years with an option to seek nomination for a further two-year period. He/She must step down from this position for a period of one year following the expiry of the term before he/she can be re-nominated for this position. To be eligible for the position of Honorary Secretary he/she must have been an Ordinary / Life Member for five (5) consecutive years at time of nomination.



#### **7.4.3. Honorary Treasurer**

He/She will be elected by the members eligible to vote at the Annual General Meeting of the Joint Club. The Treasurer shall ensure that proper accounting procedures are followed in all matters relating to the financial affairs of the Club. He/She shall regularly inspect and audit all accounting procedures in consultation with the Manager. The treasurer shall collect or cause to be collected all annual subscriptions and shall authenticate their accuracy. The Treasurer will present the annual accounts to the Annual General Meeting.

The Honorary Treasurer shall serve for a period of two years with an option to seek nomination for a further two-year period. He/She must step down from this position for a period of one year following the expiry of the term before he/she can be re-nominated for this position. To be eligible for the position of Honorary Treasurer he/she must have been an Ordinary / Life Member for five (5) consecutive years at time of nomination.

#### **7.4.4. Vice Chair**

A Vice-Chair shall be elected by members of the Management Council from those members of the new Council, at their first meeting following the AGM of the Club.

## **8. MANAGEMENT**

### **8.1. Allocation of Functions**

#### **8.1.1. Men's Club**

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 7 other elected members of the Men's Club.

#### **8.1.2. Ladies' Club**

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 6 other elected members of the Ladies' Club.

#### **8.1.3. Joint Club**

The business and affairs of the Joint Club shall be under the jurisdiction and control of a Management Council comprising of 11 Ordinary/ Life Members. The Committee shall consist of the Honorary Secretary, Honorary Treasurer of the Joint Club, the Captains and Vice-Captains of the Men's and the Ladies' Clubs, and five other Ordinary/Life Members.

8.1.4. The Management Council will delegate to the Manager, responsibility for the management of the business affairs of the Club. The Manager will have operational responsibility for Club finances.

8.1.5. Each of the aforementioned Committees may exercise its powers notwithstanding that there might be a vacancy or vacancies in its membership.

8.1.6. Membership of either the Men's' or Ladies' Committees shall preclude a Member from seeking election to or being appointed by co-option, to the Management Council.

8.1.7. The Chair at a meeting shall, in addition to a deliberative vote, have and shall exercise a casting vote.

### **8.2. Elections – Officers and Committees**

8.2.1. The Captain of each of the Men's Club and the Ladies' Club shall retire after one year's service, and will be succeeded by the Vice-Captain subject to election. The outgoing Captains shall be ex-officio members of their respective committees for the following year, without requiring election, if they so wish.

8.2.2. All Honorary Officers of the Men's Club shall be subject to the Rules of the Men's Club.

8.2.3. All Honorary Officers of the Ladies' Club shall be subject to the Rules of the Ladies' Club.

8.2.4. The election of Officer Bearers and Members of Committee shall be made at the respective Annual General Meetings.

8.2.5. The Captains in Office shall each have the right to nominate for election the Vice-Captain of their respective Clubs, for the ensuing year, subject to the approval of the Men's and Ladies' Committees concerned and the Officers of the Management Council. The Presidents in Office shall have the right to nominate for election the Vice-President for the ensuing year subject to the approval of the Men's and the Ladies' Committees concerned and the Officers of the Management Council.

8.2.6. Nominations (with the consent of the nominee) for election to any Honorary Office or as a Member of the Committee shall be made by any two ordinary voting members of that particular Club.

8.2.7. The Honorary Secretary of the Club concerned shall post a notice, on the Club notice board, at least 14 days prior to the AGM of the Club concerned, to facilitate nominations and motions for the meeting.

8.2.8. The respective Committees shall have power to fill vacancies in any of these offices (including Membership of its Committee) during the year. The persons so appointed shall hold office until the next Annual General Meeting of the particular Club.

8.2.9. At any Annual General Meeting, if the election of a continuing member of the Committee to a position as an Office Bearer will leave a vacancy on the Committee, then such vacancy shall be filled at that Annual General Meeting from the candidates already nominated for membership of the Committee.

8.2.10. No candidate shall be eligible for election unless they have been Ordinary Members for a minimum of two years immediately prior to the date of the election.

8.2.11. The office of any Office Bearer shall be vacated by such Office Bearer resigning there from or on ceasing to be a member of the Joint Club or being removed by a resolution at an Annual General or an Extraordinary General Meeting of the appropriate Club.

8.2.12. In the event of two or more candidates receiving the same number of votes for the last place or places on a Club Committee, the presiding Chair shall decide by lottery which candidate or candidates shall be elected.

### **8.3. Committee meetings**

8.3.1. Stated meetings of the Management Council shall be held at least once in every two-month period and other meetings on such dates as may be found convenient for the transaction of business on at least 2 days' notice being given by the Chair or Honorary Secretary of the Management Council.

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

8.3.3. The quorum for a valid Management Council Meeting shall be seven members with voting rights.

#### **8.4. Employment of Staff**

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

#### **8.5. Management Regulations**

8.5.1. The Management Council is empowered to make, and from time to time, alter such bye-laws and regulations for the management of the Joint Club as it may consider necessary.

8.5.2. In consultation with both the Men's and the Ladies' Committees the Management Council 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.

8.5.3. 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.

#### **8.6. Appointment of Sub-Committees**

8.6.1. The Captains and Honorary Secretaries of The Men's and the Ladies' Committees, in consultation with the Officers of the Management Council, shall have the 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 the Sub-Committees were formed. Each Sub-Committee shall retire annually on the date of the Annual General Meeting of its respective Club.

8.6.2. The quorum of each Sub-Committee shall be defined at the time of appointment.

8.6.3. The Chair of each Sub-Committee shall, in addition to a deliberative vote, have and shall exercise a casting vote.

## **9. ADMINISTRATION**

### **9.1. Administration of each section of the Club**

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

9.1.1. The Honorary Secretary of the Men's Club shall be responsible for the every-day affairs of that Club except such duties, which are specifically assigned to another Officer of the Men's Club or to the Manager, if any.

9.1.2. The Honorary Secretary of the Ladies' Club shall be responsible for the every-day affairs of that Club, except such duties, which are specifically assigned to another Officer of the Ladies' Club or to the Manager, if any.

9.1.3. The Honorary Secretary of the Joint Club shall be responsible for the every-day affairs of that Club except such duties, which are specifically assigned to another Officer of the Joint Club or to the Manager, if any.

### **9.2. Complaints**

All written complaints concerning matters under the jurisdiction and control of the Committee of the Club concerned shall be referred primarily to the Honorary Secretary of that Club who shall place the complaint on the agenda for the next meeting of the Committee of such Club for investigation and decision.

### **9.3. Safeguarding/Child Protection**

Newcastle West Golf Club is committed to implementing Sport Ireland's Safeguarding Guidance for Children & Young People in Sport and Golf Ireland's Safeguarding Policy to ensure alignment with current legislation, policies and procedures and best practice allowing all participants to have an enjoyable, safe and positive experience in playing golf.

## 10. FINANCE

### 10.1. Men's Club

The financial affairs of the Men's Club shall be operated as follows:

10.1.1. The Honorary 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.

10.1.2. 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, in consultation with the Management Council, from time to time determine. All cheques shall be signed as authorised by resolution of the Committee.

10.1.3. The Men's Committee shall be entitled to charge and retain all entry fees in Club and Open Competitions under its control and management and for which it has arranged for the provision of prizes.

10.1.4. The Honorary Treasurer of the Men's Club shall issue an audited statement of the affairs of the Men's Club for the financial year ended 31<sup>st</sup> October 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 which shall be held not later than 31<sup>st</sup> January following.

10.2. Following the meeting of the Men's Committee at which the audited accounts are considered, the Honorary Treasurer shall immediately forward a copy of the audited accounts to the Honorary Treasurer of the Management Council for information, together with any surplus funds retaining €1,000 in the account.

### 10.3. Ladies' Club

The financial affairs of the Ladies' Club shall be operated as follows:

10.3.1. The Honorary 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.

10.3.2. 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, in consultation with the Management Council, from time to time determine. All cheques shall be signed as authorised by resolution of the Committee.

10.3.3. The Ladies' Committee shall be entitled to charge and retain all entry fees in Club and Open Competitions under its control and management and for which it has arranged for the provision of prizes.

10.3.4. The Honorary Treasurer of the Ladies' Club shall issue an audited statement of the affairs of the Ladies' Club for the financial year ended 31<sup>st</sup> October for consideration by the Ladies' committee and for presentation and approval by the members at the Annual General Meeting of the Ladies' Club which shall be held not later than 31<sup>st</sup> January following.

10.3.5. Following the meeting of the Ladies' Committee at which the audited accounts are considered, the Honorary Treasurer shall immediately forward a copy of the audited accounts to the Honorary Treasurer of the Management Council for information together with any surplus funds, retaining €1,000 in the account.

#### 10.4. **Joint Club**

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

10.4.1. The Honorary Treasurer of the Joint Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Joint Club.

10.4.2. 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 Council may from time to time determine. All cheques shall be signed as authorised by resolution of the Management Council.

10.4.3. The Honorary Treasurer of the Joint Club shall issue an audited statement of the affairs of the Joint Club for the financial year ended 31<sup>st</sup> October for consideration by the Management Council and for presentation and approval by the members at the Annual General Meeting of the Joint Club which shall be held not later than 31<sup>st</sup> January following.

10.4.4. The Honorary Treasurer has a general supervisory role to any accounts held by Newcastle West Men's or Ladies' Club.

## 11. ELECTION OF MEMBERS

11.1. Subject to limitations which must first be agreed between the Clubs and the Management Council electable to the different categories of Member:

11.1.1. The election of Ordinary /Five-Day Male Playing Members shall be in the hands of the Men's Committee.

11.1.2. The election of Ordinary/Five-Day Female Playing Members shall be in the hands of the Ladies' Committee.

11.1.3. The election of any other category of Members shall be in the hands of the Management Council.

11.1.4. All elected members of Men's and Ladies' Clubs become members of the Joint Club.

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

11.2.1. Each candidate for election (except in the case of Honorary Members) must be proposed on the prescribed form by one voting member of the appropriate Club and seconded by two other voting members for such Club.

11.2.2. A member proposing or seconding a candidate for membership must be an Ordinary/Life Member of at least 3 years standing.

11.2.3. The Proposer and Seconders must each know their candidate personally and shall write a letter addressed to their Committee stating their personal knowledge of their candidate.

11.2.4. The Secretary of the respective Club shall keep a list of applicants for membership. When vacancies for membership arise the Secretary of the Joint Club shall notify the Secretaries of the Men's and the Ladies Club of the number of memberships available. The name and address of the candidates shall be posted on the Clubhouse Notice Board for at least 7 days before the meeting to consider the application.

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

11.2.6. Immediately on election of a candidate to membership of the Men's Club or the Ladies' Club, the Honorary Secretary of Club concerned shall notify the Honorary Secretary of the Management Council of the name, address and category of the elected candidates. Notice in writing shall be dispatched to all elected candidates by the Honorary Secretary of the Management Council, together with a copy of the Club Constitution and Dress Code with a request to remit to the Honorary Treasurer of the Joint Club, within one calendar month from the date of such request, the amount of entrance fee, capital levy (if any) and first subscription payable by the category of member. On payment thereof the candidate shall become a member of the Club in that category and shall be entitled to the benefits and privileges of such membership and be bound by its rules.

11.2.7. Should the requested payment not be made within the one calendar month of the date stipulated, 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. ENTRANCE FEE

- 12.1. On election, Ordinary, Five-day, Life, Overseas, Distance, Young Adult and Intermediate Members may be required to pay an entrance fee.
- 12.2. Junior Members shall not be required to pay an entrance fee.
- 12.3. When a Young Adult Member is obliged to relinquish either category and seeks election to any other category within the Club, an appropriate entrance fee may be payable on election, at the discretion of the Management Council.
- 12.4. Should a Social Member apply to become a member of another category the amount of the entrance fee payable shall be the appropriate amount payable at the date of election as a member of the other category less the amount of the entrance fee paid by such member on election to the previous category.
- 12.5. Should an Overseas Member apply to become a member of another category the amount of the entrance fee payable shall be the appropriate amount payable at the date of election as a member of the other category less the amount of the entrance fee paid by such member on election to the previous category. (Applies only to Overseas Members accepted from January 2008).

### 13. ANNUAL SUBSCRIPTION

- 13.1. All categories of members, except Honorary and Life Members shall be required to pay an annual subscription.
- 13.2. The per capita subscription and affiliation fee due to Golf Ireland shall be charged separately and shall be payable at the same time as the annual subscription.
- 13.3. The amount payable by the different categories shall initially be fixed by the Management Council under Sub-Clause 5.3.3.5.
- 13.4. The annual subscription for a Senior Member shall be 60% of the subscription of an Ordinary Member.
- 13.5. A couple, residing in the same household, both being Ordinary Members, shall each be entitled to a 10% reduction of the annual subscription in the event that they both renew their subscription for the forthcoming year.
- 13.6. All subscriptions shall become payable on the first day of the financial year.
- 13.7. The Management Council shall be responsible for the collection of all subscriptions, and, in the event that any remain unpaid, they shall be authorised to take whatever steps are necessary, including termination of membership, imposition of any penalties, fines, etc., which they deem are appropriate in the circumstances.
- 13.8. The Honorary Treasurer shall immediately notify the Honorary Secretary of the Men's Club or the 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, Open Competition or represent the Club under its control.

#### **14. CAPITAL LEVY**

- 14.1. A capital levy shall only be imposed by a resolution at a General Meeting of the Joint Club.
- 14.2. The amount of such levy shall be payable at such time or times and in such manner as the General Meeting of the Joint Club shall resolve.

## 15. MODIFICATION OF ANNUAL SUBSCRIPTIONS

- 15.1. From 2018 a member on reaching 65 years of age and with 20 years continuous prior membership on or before 31<sup>st</sup> December on the year prior to the renewal of his/her membership shall apply for a reduction in his/her annual subscription by 40% of the full Ordinary Members' annual subscription.
- 15.2. Once granted, this reduction shall apply from the date of application and in subsequent years.
- 15.3. From 2016, a male member reaching 80 years and a female member reaching 78 years on or before December 31<sup>st</sup> in the year prior to renewal of his/her membership, shall apply for a reduction of his/her annual subscription by 75% of the full ordinary member's annual subscription. Once granted, this reduction shall apply from the date of application and in subsequent years.
- 15.4. The Management Council has the right to waive or modify the subscription, or levy, of any member in exceptional circumstances, as they see fit.

## 16. VISITORS AND TEMPORARY MEMBERS

- 16.1. Any Ordinary or Honorary Member may introduce Visitors.
- 16.2. It shall be a condition that the member effecting the introduction shall enter each visitor's name, address and date of visit immediately on entering the Clubhouse in a book kept for the purpose called a "Visitors' Book" and such entry must be attested by the signature of the introducing member.
- 16.3. 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.
- 16.4. The charge for visitors shall be fixed from time to time by the Management Council who are also empowered to make regulations for the admission of non-playing visitors.
- 16.5. Every playing visitor must procure a numbered Green Fee voucher bearing the visitor's name and the date on which the visitor can use the facilities of the course and clubhouse.
- 16.6. On the issue of each Green Fee Voucher the name of the visitor and introducing member must be immediately entered in a "Green Fee Book".
- 16.7. In addition, the Manager or his/her representative or any past or present member of the Men's or Ladies' Committees or of the Management Council, having made and attested the necessary entry in the visitors' book, may permit a person or a group not having an introduction from a member, to play on the course and use the clubhouse as a visitor on payment of the current green fee.
- 16.8. The payment of the green fee shall entitle the visitor to temporary membership of the club for the day.
- 16.9. A member who fails to enter a visitor's name in the visitors' book shall be liable to a fine to be decided by the Management Council and shall be personally responsible for the payment of the appropriate green fee where applicable.
- 16.10. The Committee of Management Council 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.
- 16.11. Competitors in Club Open Competitions held on the course and extending for more than one day shall, on payment of the entrance fee and green fee, if any, for the competition and on such fee being accepted by the Committee in charge of the competition, be eligible to use the course and the clubhouse, without further payment or nomination for election as temporary members and for every day during the continuance of such competition.
- 16.12. Competitors in Club Competitions limited to one day shall likewise be eligible for temporary membership status on the day of the competition only.
- 16.13. Any Office Bearer or any two Members of the Management Council 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 irregular or whose presence or conduct they may deem objectionable, or who deliberately breaks any of the Rules, Bye-Laws, or regulations of the Club.
- 16.14. The fee paid by any such visitor or temporary member may, at the discretion of the Management Council, be either forfeited or refunded.

## **17. FINES AND SUSPENSIONS**

- 17.1. The Management Council is empowered to impose fines for breaches of the Rules, Bye-Laws and Regulations of the Joint Club, for breaches of the etiquette of golf, and may also at any time (either instead of, or in addition to fines) temporarily withdraw the use of the clubhouse and course from any member whose conduct or breaches of the Rules, Bye-Laws or Regulations may, in the opinion of the Management Council, justify this action.
- 17.2. Any member refusing or failing to pay a fine so imposed within 4 weeks after notification thereof shall be suspended from the use of the clubhouse and course until such fine has been paid.
- 17.3. Each of the Men's and the Ladies' Committees shall report any member of their Club to the Management Council for investigation and penalty under this rule if they, in their absolute discretion, consider the breach warrants it.

## **18. TERMINATION / SUSPENSION OF MEMBERSHIP / RESIGNATION**

- 18.1. If any allegation of misconduct by a member is submitted in writing to an Officer of the relevant Club, such Officer shall make inquiries as are considered necessary to obtain all relevant details. Such information shall be placed before the appropriate Club Committee, which shall inquire into such conduct.
- 18.2. If in the opinion of the Club Committee the conduct in question may warrant the suspension (by temporary withdrawal of the privileges of membership) or expulsion of such member, the relevant Honorary Secretary shall immediately notify, in writing, the Honorary Secretary of the Management Council of its recommendations. All related information relating to the matter shall accompany this notification. The member shall have the right to appear and speak at/or to make a written submission, which shall be heard/read at the next available meeting for consideration and decision. The decision of the Management Council is final and binding on all parties concerned.
- 18.3. If after making such further inquiries as it considers necessary, into the conduct of the member and hearing such explanation, if any, as he or she may offer, the Management Council, decides that his or her conduct has not been explained or accounted for to its satisfaction, but was not such as to warrant expulsion of the member, such committee may instead, by a majority, suspend the member for a period to be determined by the Management Council. If the member is a playing member, it shall notify the Men's or Ladies' Committee that elected such member of its decision which is final and binding on all parties concerned.
- 18.4. When the Committee concerned has resolved that a member be suspended or expelled, such member, shall, within seven days of the date of the decision, be given notice, in writing by the Honorary Secretary or other authorised officer, of his or her Club of the decision, by registered post to his or her last known address. Such person 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 Honorary Secretary of the Management Council.
- 18.5. Notice of an appeal under Clause 18.4 having been given, the decision shall not take effect for a period of twenty-one days from the date of the decision and the relevant Men's and Ladies' Committees notified of such appeal.
- 18.6. The member shall have the right to have the appeal heard at an Extraordinary General Meeting requisitioned under sub-clause 19.3.1 provided that the necessary signatures for such requisition are procured either by the member in question or by any other Ordinary Member. This meeting shall, by a majority, decide whether the expulsion shall be confirmed, reduced or repealed. Should the signatures provided for in sub-clause 19.3.1 not be obtained within twenty-one days from the date of decision, the Management Council shall have the power to deem the appeal to have lapsed and to enforce the decision, forthwith.
- 18.7. A decision by the Management Council under this rule shall stand unless and until an appeal is received, by an Officer of the relevant Committee, against it. Provided an appeal has been received, and an Extraordinary General Meeting duly requisitioned, the expulsion or suspension shall not then take effect pending the holding of the EGM.

18.8. A person who has been suspended from membership shall NOT be entitled:

- a) To enter upon the Club property, whether in the company of another member or otherwise, save only to collect his or her property.
- b) To the refund or rebate of the whole or 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.

18.9. Resignation

Any member or associate wishing to resign from the Club shall notify his/her intention to the Club Secretary, in writing, prior to the first day of November in any one year. In the absence of such notification, such member or associate shall be liable for the relevant subscription for the coming year.



## **19. ANNUAL GENERAL MEETING**

### **19.1. The Joint Club**

19.1.1. The Annual General Meeting of the Joint Club shall be held within 90 days of the Club Financial year for receiving the Management Council's Annual Report, receiving the Financial Statement of the year ended the previous 31st October, and for electing Office Bearers, Members of Committee, Auditors, and revising rules and transacting such other business of the Club as may be on the agenda.

19.1.2. Fourteen days' notice, at least, by post or electronic mail of such Annual General Meeting shall be given to the Ordinary /Life and Honorary Members of the Joint Club who are entitled to attend and vote. Such notice shall be accompanied by a duly audited Financial Statement.

19.1.3. Notices of Motion and nominations of Officers and Members of the Management Council and Directors, duly proposed and seconded by members having voting rights shall be given to the Secretary in writing at least seven days before the date of such meeting and must arrive in the Club office no later than 5pm on that date.

19.1.4. Such notices and nominations shall be promptly posted on the Club notice board.

19.1.5. Should there be insufficient nominations for Officers of Committee posted as in sub-section 19.1.4 all those properly proposed and seconded candidates shall be automatically elected.

19.1.6. The quorum for a valid Annual General Meeting shall be forty (40) members who have voting rights.

### **19.2. Notification to the Joint Club**

Each Officer shall also forward to the Joint Club Secretary for submission, such notices of motion or recommendation as such Club wishes to submit for consideration at the Annual General Meeting of the Joint Club, provided such notices of motion or recommendations are given in writing to the Honorary Secretary of the Joint Club at least seven days before the date of such meeting, and must arrive in the Club office no later than 5pm on that date.

### **19.3. Extraordinary General Meetings**

19.3.1. Extraordinary General Meetings of any of the Clubs may be called at any time by direction of the Committee of the Club concerned or on a requisition to the Honorary Secretary of the particular club, signed by at least 20% of members entitled to vote at such meeting, stating the business to be brought forward.

19.3.2. On receipt of such requisition, it shall be the duty of the Committee of such Club to have an Extraordinary General Meeting called without delay. Failure of notice to call such a meeting being issued by direction of the committee concerned within fourteen days after receipt of the requisition by the Secretary, any members who have signed the requisition may issue notice of an Extraordinary General Meeting, which notice shall be sufficient if published in one issue of a newspaper circulating in the locality of the Club at least ten days before the date fixed for such meeting.

19.3.3. The quorum for an Extraordinary General Meeting of the Joint Club shall be forty (40) members who have voting rights.

**19.4. Chairperson at General Meetings**

19.4.1. The Chair of the Management Council, or if absent the Vice-Chair, shall chair all General Meetings of the Joint Club.

19.4.2. The Captain, or if absent, the Vice-Captain shall chair all General Meetings of the Men's Club.

19.4.3. The President, or in her absence, the Ex-Officio Captain, shall chair all General Meetings of the Ladies' Club.

19.4.4. If any of the foregoing Officers are absent, or decline to preside, any other chairperson may be appointed by simple majority vote from those attending the meeting.

19.4.5. Each Chair, in addition to a deliberative vote, shall have and shall exercise a casting vote.

19.4.6. 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 eligible to vote.

## **20. NOTICES OF GENERAL AND COMMITTEE MEETINGS**

- 20.1. Fourteen days' notice of every General Meeting convened by order of a Committee (except Meetings called under Clause 19.3.2 when ten days are required) shall be given to the members entitled to attend and vote at such meetings, by post or electronic mail specifying the time and place of such meeting and the business to be transacted.
- 20.2. All notices calling Committee Meetings shall be communicated to members entitled to attend by the Secretary of the respective Club. The communication shall give the time, date and place of the meeting. Except in exceptional circumstances at least five days' notice of the meeting shall be given to committee members

## **21. MODE OF VOTING AT GENERAL MEETINGS**

- 21.1. No proxies shall be allowed.
- 21.2. Voting shall be either by a show of hands or by ballot.
- 21.3. Ballot shall mean a vote on voting paper.
- 21.4. A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by some other Club Rule.
- 21.5. In the event of a tie the Chair shall have and shall exercise a casting vote as provided in sub-clause 19.4.5.
- 21.6. 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 and a simple majority of one shall apply in this vote.
- 21.7. An election of candidates for membership of the Management Council shall be by ballot and all members voting may vote for the full number of candidates (5), but must vote for at least three (3), other-wise such voting paper is invalid.

## 22. MINUTE BOOKS

- 22.1. The Secretary of the Joint Club shall keep a minute book in which shall be recorded the minutes of Committee, Annual and Extraordinary General Meetings. These minutes shall, at a minimum, record the decisions taken at the meeting, numbers voting for and against each motion (if a count has taken place). The Honorary Secretary shall not be required to produce verbatim the minutes of the meeting. 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.
- 22.2. The Secretary of the Men's Club and the Ladies' Club shall each keep a minute book in which shall be recorded the Minutes of Committee, Annual and Extraordinary General Meetings. These minutes shall, at a minimum, record the decisions taken at the meeting, numbers voting for and against each motion (if a count has taken place). The Honorary Secretary shall not be required to produce verbatim the minutes of the meeting. 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.
- 22.3. The Men's Club and the Ladies' Club shall each submit its minute books to the Management Council when required. The Management Council shall submit its minute books to the Directors when required.

## **23. PLAYING FACILITIES**

- 23.1. The Management Council, in consultation with the Men's and Ladies' Committees, shall prescribe the days and times when the members of the Men's or Ladies' Club shall have use of the course for competitions. The facilities of the course and part of the clubhouse shall be made available to Golf Ireland and the Munster Region at reasonable intervals as may be agreed between the parties.
- 23.2. It shall also decide on the facilities to be afforded to societies subject to the provision that the first 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.
- 23.3. The Management Council shall also be empowered to direct the days and times when four balls or singles shall have priority, commencing play on the first tee, and generally regulate the use of the course for the benefit of members.

## **24. PERSONAL PROPERTY**

- 24.1. 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 car park or on the course) shall be at the sole risk of the owners, and neither the Club nor any of the 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.

## **25. REGISTRATION OF CLUBS ACTS, 1904 / 1999, Section 7 of the INTOXICATING LIQUOR ACT, 2000**

- 25.1. The requirements outlined in the Registration of Clubs Act (as amended) 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.
- 25.2. No visitor shall be supplied with excisable liquor on the Club premises unless on the invitation of and in the company of a member, and that members shall, upon the admission of visitor to the Club premises or immediately upon his being supplied with such liquor, enter his or her own name and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of such visit.
- 25.3. The Management Council may prohibit the admission of any visitor to the Club premises and no member shall bring any person whose admission is prohibited into the Club premises.
- 25.4. No excisable liquor shall be sold or supplied in the Club premises to any person under the age of eighteen years.
- 25.5. No member of the Management Council or of the Committee of the Men's or of the Ladies' Clubs, and no Manager or Servant employed by the Club, shall have any personal interest in the sale to the Club of supplies of excisable liquor, or in the profits arising from such sale.
- 25.6. The sale of excisable liquor in or from the Club premises shall be subject to the provisions of the Licensing Acts (as amended). No excisable liquor shall be supplied:
  - a) at any time on Christmas Day or Good Friday.
  - b) or on any other days outside of the hours specified in respect of that day by the Acts.



## 26. CHANGE OF CONSTITUTION AND RULES

- 26.1. No rule of either the Men's or the 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 two-thirds of the members present and entitled to vote at such meeting. Written notice of the proposed changes must be sent to the Honorary Secretary with the names of the proposer and seconder attached, at least 14 days previous to the meeting at which same is to be considered. Amendments to any proposals must be given to the Honorary Secretary in writing 7 days prior to the meeting at which same is to be considered and must be posted on notice board.
- 26.2. 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 two-thirds of the members present and entitled to vote at such meeting. Written notice of the proposed change must be sent to the Honorary Secretary of the Joint Club with the names of the proposer and seconder attached, at least 14 days previous to the meeting at which same is to be considered. Amendments to any proposals must be given to the Honorary Secretary in writing 7 days prior to the meeting at which same is to be considered.
- 26.3. The Honorary Secretary shall place the proposal and amendments, if any, on the Club notice board and put the item on the agenda of the next General Meeting of the Club concerned.
- 26.4. Any change in the rules of the Men's Club shall not be in conflict with the constitution of Golf Ireland.
- 26.5. Any change in the rules of the Ladies' Club shall not be in conflict with the constitution of Golf Ireland.

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

- 27.1. The rules of the game of golf for the Men's and the Ladies' Clubs shall be the Rules of Golf as approved by the Royal and Ancient Rules Ltd. (R&A).
- 27.2. In addition, the Management Council, in consultation with the Men and the 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 Golf Ireland.

## **28. BYE-LAWS**

- 28.1. The Management Council shall have power from time to time to make such bye-laws, as it considers necessary and to alter and repeal same.
- 28.2. Each of the Men's and the Ladies' Committees shall have power from time to time, to make such bye-laws as it considers necessary for matters under their respective jurisdiction but such bye-laws shall be subject to ratification, or otherwise, by the Management Council.