



CONSTITUTION



11th December, 2017

Table of Contents

Part 1

The Club and Governance

1.	The Club	3
2.	Trustees	4
3.	Honorary Officers of The Club	4
4.	The Management Committee	5
5.	AGM of the Parent Club	7
6.	Membership	8
7.	Extraordinary General Meeting	11
8.	Personal Property	12
9.	Discipline	12
10.	Income and Property	13
11.	Winding Up	14

Part 2

Golf Administration

12.	The Men's and Ladies' Committees	15
	12.6 Committee Meetings	17
	12.8 Financial Affairs of Both Clubs	18
13.	General Meetings of the Men's and Ladies' Clubs	18
	13.10 Mode of Voting at General Meetings	19
	13.11. Minute Books	19
	13.12. Election of Members	19

APPENDIX

22.	Record of Amendments	21
-----	----------------------	----

PART 1

THE CLUB AND GOVERNANCE

1 THE CLUB

1.1 Title and Ownership

- 1.1.1 The name of the Club shall be Ballyneety Golf Club (hereinafter called The Club). This name shall be the common name by which the Men's Club, the Ladies' Club and the Parent Club shall be individually and collectively known.
- 1.1.2 The official address of the Club is Ballyneety, Co. Limerick.
- 1.1.3 Control of the affairs of the Club shall derive from the Members and shall be exercised in accordance with the provisions of this Constitution.

1.2 Main Objectives

The objectives of the club are: to provide golfing and associated facilities to the highest possible standard for the benefit and enjoyment of its Members; to promote the amateur game of golf; to encourage social activities and to protect and enhance the natural environment.

1.3 GOVERNANCE of the CLUB

The Club's business and activities shall be controlled, managed and directed as follows:

- 1.3.1 A Men's Club which shall deal with all aspects of the playing of the game of golf by Male Members of the Club.
- 1.3.2 A Ladies' Club which shall deal with all aspects of the playing of the game of golf by Female Members of the Club.
- 1.3.3 A Parent Club consisting of the members of the Men's Club and the Ladies' Club amalgamated for the purpose of managing matters of common interest and whose Full Members shall elect a Management Committee with delegated authority and responsibility, under the provisions of this Constitution, to manage the business affairs and facilities of the Club and all other matters that are not the direct functions of the Men's and Ladies' Committees.

1.4 Club Charter

The Club is fully committed to safeguarding the well-being of its members. Every individual in the Club shall at all times show respect and understanding for the rights, safety and welfare of its Members including Junior members and shall conduct themselves in a way that reflects the principles of the Club, its Constitution and Bye-Laws and the guidelines and the Code of Ethics and Good Practice for Children's' Sport in Ireland.

1.5 Club Colour and Emblem

- 1.5.1 The colour of the Club Sweater is Glenmuir Tartan Green.
- 1.5.2 The Club Emblem is the full-colour Clubhouse Profile as shown on the front page here.

2 TRUSTEES

- 2.1 The ownership of the Club property shall be vested in the Trustees of the Club on behalf of the Full Members.
- 2.2 The Trustees of the Club appointed under the previous Constitution shall remain in office.
- 2.3 The Trustees shall be not more than four and not less than 2 Full Members of the Club. Trustees shall be appointed by the members at a General Meeting of the Club. Every instrument to which the signature of the Trustees is required shall:
 - (a) In the case where there are two Trustees, be signed by both Trustees, or
 - (b) In the case where there are three Trustees, be signed by not less than two Trustees, or
 - (c) In the case where there are four Trustees, be signed by not less than 2.

Every instrument signed in accordance with (b) and (c) of this clause shall be as effective and binding on the Trustees and on the Club as if it had been signed by all the Trustees.

- 2.4 Each Trustee shall hold office until resignation or removal from office by Notice of Motion of the members at a General Meeting of the Club. Such motion shall not be passed unless at least 2/3rds of the Members present vote by secret ballot in favour of the Motion.
- 2.5 The Club premises and such other property of the Club as the Management Committee of the Club shall determine shall be vested in and under the legal control of the Trustees and the Trustees shall deal with the property of the Club as directed by a resolution of the Management Committee of which an entry in the minute Book shall be sufficient evidence.
- 2.6 If the Trustees, when directed by a resolution of the Management Committee to perform a certain act, consider that the performance of such an act is of such importance that the members of the Club should be consulted, they may refuse to perform such act until the members of the Club have been consulted at a General Meeting and a resolution is passed at such meeting authorising or refusing to authorise the Trustees to perform such act as was originally directed by the Management Committee.
- 2.7 The Trustees shall be entitled to attend meetings of the Management Committee, without voting rights, in their capacity as Trustees.
- 2.8 The Trustees shall be indemnified out of the Club property and assets in respect of all transactions directed by resolution of the Management Committee or by the members at General Meeting against all liabilities and expenses necessarily incurred as a result of their trusteeship. In the event of the Club property and assets being deficient, such deficiency shall be made good by the Full Members on whose behalf the property and assets of the Club are held, such indemnity (where applicable) shall be by the Full Members of the club jointly.

3 HONORARY OFFICERS OF THE CLUB

- 3.1 The **Honorary Officers of the Club** shall be: the Presidents, the Captains and the Honorary Secretaries of both the Men's and Ladies' Clubs.
- 3.2 The roles, authority, codes of ethic and privileges of Honorary Officers shall be in accordance with the Club Administration Policy.

4 THE MANAGEMENT COMMITTEE

4.1 Membership and Procedures

- 4.1.1 The Management Committee consists of the Men's Captain, the Lady Captain, and 5 Ordinary Committee Members who are full members of the Club and have been elected at the Annual General Meeting of The Club in accordance with the relevant provisions in Section 5 of this Constitution.
- 4.1.2 A Chairperson, A Treasurer (hereinafter called The Club Treasurer) and a Secretary (hereinafter called The Club Secretary), shall be elected from the Ordinary Committee Members at the first full meeting of the Management Committee following the Annual General Meeting of the Club. In the event of the temporary absence of the Chairperson the Management Committee shall elect a substitute Chairperson from its Ordinary Committee Members.
- 4.1.3 Ordinary Management Committee Members shall be elected for a period of two years after which period each Member may seek re-election for further terms of two years subject, in all circumstances, to an overall maximum of six consecutive years after which he/she shall retire and shall not be eligible for re-election for a period of one year.
- 4.1.4 The Management Committee shall co-opt a Member to fill any vacancy and the co-opted Member shall serve until the next AGM of the Management Committee at which stage the vacancy shall be filled by election. A Member shall not be co-opted in two or more consecutive years. Periods served by a Member co-opted to fill a vacancy shall not count in determining maximum consecutive service terms.
- 4.1.5 The Management Committee shall meet at least nine times a year; a valid quorum shall consist of 2/3rds of the full Management Committee number of Members. Minutes of each meeting shall be circulated by the Club Secretary to all Management Committee Members and Trustees within ten working days following each meeting.
- 4.1.6 The Management Committee shall decide the mode of voting at its meetings; in all cases a simple majority shall be sufficient. In the event of an equality of votes on a motion before the Management Committee, the Chairman must give a casting vote in addition to his/her own deliberative vote.
- 4.1.7 A meeting of the Management Committee may be called at any time upon a written requisition to the Club Secretary signed by three Members of the Management Committee. Three days' notice of the date of such meeting must be given to the Management Committee Members.
- 4.1.8 A Member of the Management Committee shall be deemed to have vacated his/her position in the following circumstances:
 - (a) He/She ceases to be a Full Member of the Club
 - (b) He/She tenders his/her resignation to the Management Committee
 - (c) He/She has failed to attend three consecutive meetings unless such absence has been excused to the satisfaction of the Management Committee.
 - (d) He/She has been convicted of any indictable offence involving fraud or dishonesty.
 - (e) He/She is removed by a Notice of Motion which shall be decided upon by a vote to be held by secret ballot at an AGM or an EGM of The Club. Such a Motion shall be not be passed unless at least 2/3rds of the Members present vote in favour of the Motion.
- 4.1.9 The Management Committee shall have in place a Club Administration Document. This will include details of the roles of the principle officers of the Club to ensure

consistency and continuity in the management of the Club. The Club Secretary shall have custody of the current version of the document and shall make it available for inspection by any member of the Club on request.

- 4.1.10 The decision of the Management Committee as to the meaning and interpretation of any of the Club Rules shall be final and binding on all members of the Club.

4.2 Duties and Responsibilities

The Management Committee shall inter alia:

- 4.2.1 Draw up a Strategic Plan (3-5 year time frame) that will provide direction for the medium-term future of the Club in order to manage the Club facilities for the playing of the amateur game of golf.
- 4.2.2 Draw up a Business Plan (1 year time frame) that will set out budget figures and timelines for financial management, marketing and promotion each year, and ensure that the financial affairs of the Club are managed in accordance with good practice and relevant legislation.
- 4.2.3 Shall have the authority to appoint, and employ where necessary, a Manager who should manage the affairs of the Club under the direction and supervision of the Management Committee.
- 4.2.4 Appoint other employees as necessary and deal with all aspects of Employer/Employee relationships.
- 4.2.5 May enter into agreements with financial institutions from time to time to borrow sums not exceeding €50,000 in aggregate for the purposes of the Club on such terms as may be considered appropriate. The borrowing of sums in excess of this amount can be considered only following approval of a Notice of Motion at the club AGM.
- 4.2.6 Appoint members to subcommittees annually as required and establish terms of reference for their operation. These sub committees shall include, but are not limited to: 1) Finance and Marketing, 2) Course and Lands, 3) House and Social. The Chairperson of the Management Committee may be a member of a sub-committee but shall not act as chairman of any sub-committee. (Sub-committees shall retire annually at the Club AGM)
- 4.2.7 Liaise and consult with the Proprietor/Manager of Ballyneety Driving Range which is currently located as an independent facility within the Club grounds.
- 4.2.8
- (a) Define the categories of Membership.
 - (b) Grant Membership, and regulate the numbers in each category.
 - (c) Decide Annual Subscription amounts, and any other fees/levies where appropriate.
 - (d) Regulate the use of the course for the benefit of the Members.
 - (e) Regulate the use of the course for team matches, Union, Branch and District events.
 - (f) Decide on the facilities to be afforded to Societies.
 - (g) Decide on the Green Fee payable by Visitors, Societies and Classics.
 - (h) Formulate and publish rules governing the use of the course.
 - (i) Formulate and publish Bye-Laws and Local Rules.

- 4.2.9 Promote and uphold the concepts of fair play and proper conduct, and impose any disciplinary measures or sanctions, up to and including suspension or expulsion of a member, for breach or breaches thereof having regard to the principles of constitutional and natural justice.
- 4.2.10 Deal with and decide upon all matters that are not the direct function of the Men's Golf Committee or the Ladies' Golf Committee. The Management Committee's decision as to whether a matter is or is not the direct function of either the Men's Golf Committee or the Ladies' Golf Committee shall be final and binding.
- 4.2.11 No Member of the Management Committee shall seek to influence or participate in any decision concerning the awarding of any contract, granting of any concession or making any other decision by the Club if he/she stands to benefit from that decision in any business, financial or other material way.
- 4.2.12 The Club Treasurer shall keep full and accurate accounts, books, and records showing the financial affairs; receipts and disbursements of the Club. These records shall be open for inspection by any member of the Management Committee or any Trustee of the Club by arrangement with the Club Treasurer. The Honorary Treasurer shall arrange for an accredited Financial Statement for the year ended 30th October preceding, to be prepared for consideration by the Management Committee and for presentation to and approval by the members at the Annual General Meeting. Such accounts shall be made available to the Revenue Commissioners on request.

5 Annual General Meeting of the Parent Club

- 5.1 The Management Committee shall, prior to 30th September each year, decide the date, time and place of the Annual General Meeting (AGM) of the Club which shall be held between the 1st and 14th of December each year.
- 5.2 The Agenda shall, inter alia, consist of:
- (a) The Minutes of the previous AGM.
 - (b) The Annual Report of the Management Committee.
 - (c) The Accredited Balance Sheet and Statement of Accounts of the preceding year.
 - (d) A Report setting out the admission, if any, of new members, during the previous year.
 - (e) The election of the Ordinary Members of the Management Committee.
 - (f) The fixing by Notice of Motion of the annual subscription payable by the Members.
 - (g) Notices of Motion.
 - (h) Any other business.
- 5.3 Only Full Members shall be entitled to attend and vote at the AGM.
- 5.4 The quorum of the AGM shall be 60 Full Members.
- 5.5 The Club Secretary shall notify each Full Member, at least fourteen days beforehand, of the date, time and place of the AGM.
- 5.6 Nominations, duly proposed and seconded, for the election of the Ordinary Members of the Management Committee and Trustee(s) shall be received by the Club Secretary not later than ten days before the date of the meeting.
- 5.7 Notices of Motion, duly proposed and seconded, shall be received by the Club Secretary not later than ten days before the date of the meeting.

- 5.8 Copies of the Management Committee Report and the Annual Financial Statement of Accounts shall be made available to the Members in the Club House at least seven days before the Annual General Meeting.
- 5.9 The Club Secretary shall post on the Notice Board in the Clubhouse, at least seven days before the date of the AGM, the following:
- (a) Nominations
 - (b) Notices of Motion
 - (c) The Agenda for the Meeting

Notice of Annual and Extraordinary General meetings may be given in a combination of any of the following methods at the discretion of the Management Committee: by post to the address recorded in the Club Books; by notice in a local newspaper circulating in the City; by notice posted on the Club notice board; electronically by e-mail or text message to each member whose contact information is held in the Club records.

- 5.10 The non-receipt by a Full Member(s) of document and information as referred to in 5.9 shall not invalidate the holding and proceedings of the AGM.
- 5.11 A Notice of Motion proposing a change to the Constitution shall require at least 2/3rds of the Full Members present to be in favour to be passed; if a show of hands is not conclusive then a ballot shall be taken. A Notice of Motion to dispose of any or all of the club's real property, or to remove a Trustee (Clause 2.4) or a Management Committee Member (Clause 4.1.8) shall be decided on by secret ballot, and such a Motion shall not be passed unless at least 2/3rds of the Full Members present are in favour of the Motion. All other Motions shall be decided upon by a show of hands and by a simple majority.
- 5.12 Any change in the Constitution of the Club which affects Rule 10 of the Constitution of the Golfing Union of Ireland must be submitted to the Union for approval prior to submission to the members of the Men's Club for adoption.
- 5.13 All proposed alterations or amendments in the Constitution that affect Bye-Law 1 (Affiliation) of the ILGU Ltd Bye Laws and Regulations must be submitted to the ILGU for approval prior to submission to the members of the Ladies' Club for adoption.
- 5.14 No addition, alteration or amendment shall be made to the provisions of the main object Clause (1.2), the Income and Property Clause (10), the Winding Up Clause (11), the Keeping of Accounts Clause (4.2.12) 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.

6 MEMBERSHIP

The membership of the Club shall consist of:

- 6.1 All categories of male and female members elected to membership of the Club in accordance with the provisions of the immediate preceding or an earlier Constitution of the Club and
- 6.2 All categories of male and female members elected to membership of the Club in accordance with the provisions of Clause 6.8.
- 6.3 All Members of the Club with the exception of temporary members and visitors shall be affiliated to the Golfing Union of Ireland or the Irish Ladies Golf Union, as appropriate.

- 6.4 Members of the Club are entitled to use the facilities and enjoy the voting rights consistent with their category of membership.
- 6.5 Only Full Members as described in Clause 6.7 shall be:
- (a) Entitled to attend and vote at all Annual or Extraordinary General Meetings and
 - (b) Entitled to be nominated for election to the Management Committee of the Club and Men's and Ladies' Golf Committees.
 - (c) Elected as Trustee of the club.

6.7. Categories of Members

The categories of members of the Club are set out below but these categories may be amended by majority vote at a General Meeting of the Club. Voting and Non-Voting Members may be elected to membership of the Club.

6.7.1. The following shall be VOTING MEMBERS

6.7.1.1. Full Members shall comprise those elected full members of the Club and who have paid the annual subscription applicable to this category. Such members must be over 18 years of age on 1st January in the year of election and shall be entitled to attend and vote at all General Meetings of the Club. A Full Member elected an Honorary Member shall retain all the rights and privileges of membership of this category.

6.7.2. The following shall be NON-VOTING MEMBERS

6.7.2.1. Junior Members shall comprise young persons between the ages of 10 and 18 years. Such membership shall cease on 31st December next after such junior has attained the age of 18 years.

6.7.2.2 Student Members shall comprise members over 18 years of age on 1st January in the year of election and who are in full time education. Such membership shall cease on 31st December following cessation of full time education or on the member's 26th birthday whichever is the earlier.

6.7.2.3 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.

6.7.2.4 Distance/Country members shall comprise persons whose permanent residence is 100kms, as determined by the AA Route Planner, from Ballyneety Golf Club.

6.7.2.5 Honorary Members shall comprise persons whom either the Men's or the Ladies' Committees wish 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. When it is proposed to elect an Honorary Member, notice to that effect shall be posted on the Notice Board at least 14 days before the Annual General Meeting at which the election is to take place. A simple majority of members voting will carry any such proposal.

6.7.2.6 Temporary members shall comprise a visitor in respect of whom a green fee is paid or a member of a Registered Golf Club who holds an official handicap

and is competing in a Club or inter Club competition or official practise games.

6.7.2.7 The following shall be the categories of member which are transferable within the membership structure.

- (a) Junior and Student Members on ceasing to be eligible for these categories and wishing to be elected to another category shall be treated with priority at the next election meeting.

6.8. Election of Members

- 6.8.1 The number of members electable to each category shall be decided from time to time at a General Meeting of the Club.
- 6.8.2 An application for membership in any category except for Honorary Membership shall be submitted to the Club Secretary using the form provided by the Club at time of application. The Club Secretary shall forward all applications to the relevant Honorary Secretary of the Men's or Ladies' Committees for consideration at the next meeting of the relevant committee.
- 6.8.3 The Club Secretary shall notify all applicants of their election to membership in writing and advise them of their duty to acquaint themselves with the Constitution, Rules or bye- laws and the Rules of Golf.
- 6.8.4 No person shall be considered a member until payment has been received of the initial subscription and any other charges due. Such payment shall entitle the person to the rights and privileges of the membership class granted and will also constitute acceptance of the Club's Constitution, Rules and Bye-Laws.
- 6.8.5 When an application is rejected, the Club shall not be obliged to give any reason for such rejection. A second application from the person concerned shall not be considered until six months have elapsed.
- 6.8.6 All members shall advise the Club Secretary, in writing, as soon as practicable of any change of circumstances including place of residence affecting their eligibility for any category of membership.
- 6.8.7 Any member who has relinquished his or her membership and who at a future date wishes to re-join the Club must seek election in accordance with the procedures set out herein. Such application may be subject to a levy to be determined by the Management Committee.

6.9. Subscriptions, Fees and Levies

- 6.9.1 All members except Honorary Members, the Presidents, the Men's Captain, and the Lady Captain and Chairperson of the Management Committee shall be required to pay an annual Club subscription.
- 6.9.2 Subscriptions and all levies shall be determined at a General Meeting on the recommendation of the Management Committee and shall remain in force until altered by a subsequent General Meeting.
- 6.9.3 Annual subscriptions shall be payable on 1st January each year.

- 6.9.4 Membership shall be terminated and access to Club facilities shall cease for any member who fails to pay the subscription due by 31st March unless the Management Committee decide otherwise. However, the Management Committee may re-elect such member, without re-nomination or re-posting, within one month, subject to payment in full of the subscription due plus any other amount determined by the Management Committee.
- 6.9.5 The Club Secretary shall notify the Secretary of the Men's or Ladies golf Committee as appropriate of the name of any such member and the Committee concerned shall not be entitled to allow such member to compete in any club or open competition under its control or represent the Club in team matches.
- 6.9.6 A member tendering his/her resignation shall do so in writing to the Club Secretary before 1st January otherwise such member shall be liable for the renewal subscription.
- 6.9.7 The Management Committee is empowered to grant leave of absence for one subscription year, extendable in exceptional circumstances, to a member on receipt of a written request detailing the reasons. Such leave of absence shall not be granted retrospectively.
- 6.9.8 A list of all members of the Club, shall be prepared by the Club Secretary and exhibited on the notice board on 1st April; the list shall show all members who have paid their subscriptions by that date.
- 6.9.9 The Provincial levies and the affiliation fees due to the Golfing Union of Ireland or the Irish Ladies' Golf Union shall be charged separately and shall be payable at the same time as the annual subscription.
- 6.9.10 All rental charges shall be fixed by the Management Committee and shall be payable at the same time as the annual subscription.
- 6.9.11 The Management Committee may recommend to a General Meeting such additional fees and levies as it considers appropriate.

7. Extraordinary General Meeting

- 7.1 An Extraordinary General Meeting of the voting Members of the Club may be called:
- (a) By the Management Committee to consider and decide on any matter which it considers is of such urgency that it cannot be held over until the Statutory Annual General Meeting
 - (b) On receipt by the Club Secretary of a written request signed by not less than 20 voting members requesting that an Extraordinary General Meeting of the full Members of the Club be convened. The requisition shall state the business to be brought forward and this matter will be the only business to be considered at such Meeting.
- 7.2 On receipt of such requisition it shall be the duty of the Management Committee of the Club to have an Extraordinary General Meeting convened without delay. Should notice of such meeting not be issued by direction of the Management Committee within fourteen days after

receipt of such notice by the Club Secretary, any 10 members who have signed the requisition may convene an Extraordinary General Meeting by means of notice published in a daily newspaper circulating in the locality of the Club at least fourteen days before the date fixed for such Meeting.

8. Personal Property

Any personal belongings of members, visitors and others, brought to, kept at, or left on the premises of the Club (either in the Clubhouse or outside in the car park or on the Course) shall be at the sole risk of the Owners thereof, and neither the Club nor any Committee shall be responsible for any loss or damage thereto however arising; but this rule shall not prejudice any claim by the Club or the owners of the property, against Insurance Companies in case of fire, or when otherwise covered by insurance.

9. Discipline

- 9.1 All members, their guests, and other visitors to the Club, are expected to behave in an orderly fashion and to respect the Rules, Bye Laws and Constitution of the Club.
- 9.2 The Management Committee is empowered to impose penalties for breaches of these rules or of the etiquette of golf. Such penalties may include fines, reprimand, suspension and expulsion. The Management Committee shall establish written guidelines for the conduct of matters of discipline within the Club.
- 9.3 An allegation of misconduct against a member shall be submitted in writing to the Management Committee, who may appoint an individual to try to resolve the complaint on an informal basis by speaking to both parties. Efforts can be made to resolve the matter by mediation, if appropriate, and if agreed by both parties.
- 9.4 If a conciliatory resolution cannot be reached, the matter will be referred back to the Management Committee who shall furnish a copy of the written complaint to the member concerned and request a written response from the member within a specified period. The Management Committee shall then appoint a Disciplinary Committee comprising a Chairperson and at least two other members of three years standing who shall investigate the matter.
- 9.5 Both the member and the person making the complaint shall have the right to appear and speak at and / or to make written submissions to the Disciplinary Committee and both parties shall have the right to be accompanied at such a meeting by another person of his or her choice. Where a junior member has made a complaint or is the subject of a complaint the Disciplinary Committee shall observe the recommendations set out in the Charter for Junior Golf.
- 9.6 The Disciplinary Committee shall take into account the member's response, if any, and make such other enquiries as it considers necessary to obtain all relevant details and present its decision to the Management Committee.
- 9.7 The Club Secretary shall advise both the member and the complainant of the Disciplinary Committee's decision by registered post within seven days of the Disciplinary Committee's decision.
- 9.8 The member shall have the right of appeal against the decision. The notice of appeal shall be given, in writing, to the Club Secretary within fourteen days of the date of notification. If an

appeal is not filed within the time specified the right to appeal will be deemed to have lapsed and the decision of the Disciplinary Committee will stand.

- 9.9 When notice of appeal is received within fourteen days from the date of the notification the Management Committee shall appoint an Appeals Committee comprising a Chairperson and at least two other members who shall hear the appeal.
- 9.10 The member against whom the complaint was made shall have the right to appear and speak at and/or to make written submissions to the Appeals Committee and shall have the right to be accompanied at such a meeting by another person of his or her choice. Where a junior member has made a complaint or is the subject of a complaint the Appeals Committee shall observe the recommendations set out in the Charter for Junior Golf.
- 9.11 The Appeals Committee shall advise its decision to the Management Committee and the Club Secretary shall advise the member by registered post within seven days. The decision of the Appeals Committee shall be final and binding.
- 9.12 During a period of suspension the member shall not be entitled to enter upon the Club property save only to collect his or her property or, for the purpose of attending any General Meeting which may be held during the period of suspension. The member will not be entitled to a 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.
- 9.13 A person who has been expelled from membership, shall not be entitled to enter upon the Club property save only to collect his or her property. Such person shall not be entitled to a 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 expulsion occurs.

10. Income and Property

The income and property of the Club shall be applied solely towards the promotion of its main object 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 the 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 in respect of such office. However nothing shall prevent any payment in good faith by the Club of:

- 10.1 Reasonable and proper remuneration to any member, Officer or servant of the Club (not being an Officer) for any services rendered to the Club;
- 10.2 Interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Club to the Club;
- 10.3 Reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
- 10.4 Reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;
- 10.5 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.

11. Winding Up

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 to 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 institution 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 is imposed on the Club under or by virtue of Clause 10 hereof (Income and Property). 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.

PART 2

GOLF ADMINISTRATION

12 THE MEN'S AND LADIES' COMMITTEES.

12.1 Officers of the Men's Committee: The Officers of the Men's Club shall be the Captain, Honorary Secretary, Honorary Treasurer and Honorary Handicapping Secretary elected at the AGM of the Men's Club in accordance with the Constitution.

12.2 The Men's Committee is responsible for the administration of male golf in accordance with the Constitution and Bye-Laws of the Golfing Union of Ireland (GUI) and shall:

- (a) Accept and comply with the Constitution and the Bye-Laws of the GUI and the Bye-Laws of the Munster Branch of the GUI.
- (b) Accept and comply with Rules of Golf as approved by the R&A.
- (c) Accept and comply with the rules of amateur status as approved by the R&A.
- (d) Accept and comply with the UHS prescribed by CONGU and such rules thereunder as may be required to be implemented from time to time by the GUI.
- (e) Maintain an accurate register of all Members on Golfnet.
- (f) Retain handicap records in respect of all present and past Members for not less than the current year and the previous two calendar years, and retain all scorecards until the end of the current handicap year. Handicap records for all playing Members will be returned to the GUI should the Men's Club cease to be affiliated.

12.3 Officers of the Ladies' Committee: The Officers of the Ladies' Club shall be the Captain, Honorary Secretary, Honorary Treasurer and Honorary Handicapping Secretary elected at the AGM of the Ladies' Club in accordance with the Constitution.

12.4 The Ladies' Committee is responsible for the administration of male golf in accordance with the Constitution and Bye-Laws of the Irish Ladies Golfing Union (ILGU) and shall:

- (a) Accept and comply with the Constitution and the Bye-Laws of the ILGU.
- (b) Accept and comply with Rules of Golf as approved by the R&A.
- (c) Accept and comply with the rules of amateur status as approved by the R&A.
- (d) Accept and comply with the UHS prescribed by CONGU and such rules thereunder as may be required to be implemented from time to time by the ILGU.
- (e) Maintain an accurate register of all Members on Golfnet.
- (f) Retain handicap records in respect of all present and past Members for not less than the current year and the previous two calendar years, and retain all scorecards until the end of the current handicap year. Handicap records for all

playing Members will be returned to the GUI should the Men's Club cease to be affiliated.

12.5 Matters Common to the Men's and Ladies' Committees

- 12.5.1 The business and affairs of the each Club shall be under the jurisdiction and control of a General Committee consisting of the Officers of each Club and a minimum of five other voting members of the Club elected under Sub-Clause 12.5.10 and 13.10.7. The immediate past Captain shall be an ex-officio member of the Committee with full voting rights.
- 12.5.2 Each of the Committees may exercise its powers notwithstanding that there might be a vacancy in its membership.
- 12.5.3 At meetings of the Committees six of those entitled to attend and vote shall form a quorum.
- 12.5.4 At meetings of such Committees the chair shall be taken by the Captain or, if absent, by the President. In the absence of both of these Officers those in attendance shall elect a Chairperson.
- 12.5.5 The Chairperson at a meeting shall, in addition to a deliberative vote, have, and shall exercise, a casting vote.
- 12.5.6 Elections, Officers and Committees: The Vice-Captain in any year shall be proposed by the Committee as Captain for the following year, unless a committee member objects and a two thirds majority of the whole committee shall vote against this course of action. The nomination shall be given by the Committee to the Honorary Secretary of the particular Club at least twenty one days prior to the Annual General Meeting of that Club.
- 12.5.7 The Captain of the Men's and the Captain of the Ladies' Clubs shall retire after one year's service provided always that the members at Annual Meeting may vote that the outgoing Captain should serve in that capacity for a longer period.
- 12.5.8 The Presidency of the Club shall alternate between a male and a female club member (*starting in 2019*). Each year the nomination shall be made, at least 21 days prior to The Club AGM, by the respective Golf Club Committee. The nominated candidate shall be approved by a simple majority at The Club AGM. The term of office shall be one year.
- 12.5.9 The Vice-Captain of the Men's Club and the Vice-Captain of the Ladies' Club shall nominate to the committee of the respective Club, three months prior to the Annual General meeting his/her nominee for Vice Captain for the following year. If the nominee is approved by the appropriate committee, by simple majority of those in attendance, such nominee shall be given to the Honorary Secretary of the particular Club at least twenty one days prior to the Annual General Meeting of that Club.
- 12.5.10 The other Honorary Officers of each club and the Ordinary Members of Committee of each Club shall retire annually and shall be eligible for re-election.
- 12.5.11 The election of Office bearers, Members of the General Committee shall be made at the appropriate Annual General Meetings.

12.5.12 Nominations (with the consent of the nominee) of voting members for election to any Honorary Office or as an ordinary member of Committee shall be made either:

12.5.12.1 By the General Committee of the particular Club, or

12.5.12.2 By any two Ordinary Voting Members of the particular Club.

12.5.13 All nominations shall be given to the Honorary Secretary of the particular Club at least ten days prior to the Annual General Meeting of that Club.

12.5.14 A complete list of Nominees (Officers and Committee) together with their proposers and seconders must be posted on the Club Notice Board for at least seven days prior to the date of the particular Annual General Meeting.

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

12.5.16 At any 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 candidates already nominated for membership of the Committee. In the event that there are not sufficient candidates to fill such vacancies the Chairperson shall first declare the nominated candidates elected and then invite verbal nominations from the voting members present at the meeting.

12.5.17 The office of any Office Bearer shall be vacated by such Office Bearer resigning therefrom or on ceasing to be a member of either the Men's or the Ladies' Club or being removed by a resolution' at an Annual General Meeting of the appropriate Club.

12.5.18 In the event of suspension from the committee under Clause 12.5.17 of an officer of the Men's or Ladies' Clubs the appropriate committee may appoint another committee member to the vacant office. The persons so appointed shall hold office until the next Annual General Meeting of the particular Club.

12.6 Committee Meetings

12.6.1 Each Committee shall meet not less than ten times per annum.

12.6.2 Upon a requisition signed by not less than three members of a Committee stating the nature of the business to be transacted, the Captain or Honorary Secretary/Treasurer of the Club shall call a Special 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 four members of such Committee.

12.7 Appointment of Sub-Committees

12.7.1 The Men's and the Ladies Committees shall each have power to appoint sub-committees and to define the scope of their authority and to delegate and confer on such committees the powers necessary for the discharge of the function or functions for which such sub-committee was formed.

12.7.2 The Men's and Ladies' Club shall form a Handicapping Sub-Committee of a minimum of 3 members and which shall have complete control of the handicapping matters in their respective Club.

12.7.3 All written complaints concerning matters under the jurisdiction and control of the Committee of the particular Club shall be referred primarily to the Honorary 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 Club for investigation and decision.

12.8 Financial Affairs of Both Golf Clubs

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

12.8.2 The Banking account shall be kept in the name of the Club (and clearly identified as such) in such Bank as each Committee may, from time to time determine.

12.8.3 The Men's and Ladies' Committees shall manage all entry fees in Club competitions.

12.8.4 The Honorary Treasurer of each Club shall issue an accredited financial statement of the affairs of the Club for the financial year ended 30th October for consideration by the Committee and for presentation and approval by the members at the Annual General Meeting of the each Club which shall be held not later than the last day of November following.

13 General Meetings of the Men's and Ladies' Clubs

13.1. The Annual General Meeting of the Men's and Ladies' Clubs shall, save in exceptional circumstances, be held not later than the last day of November, for receiving the Club Committee's Report and the Financial Statement for the year ended the previous 31st October, for electing Office Bearers, Members of Committee and Auditors, revising its rules and transacting such other business of the Club as may be on the Agenda.

13.2 Notice of Annual and Extraordinary General meetings may be given in a combination of any of the following methods at the discretion of the Committee: by post to the address recorded in the Club Books; by notice in a local newspaper circulating in the City; by notice posted on the Club notice board; electronically by e-mail or text message to each member whose contact information is held in the Club records. The Committee must be satisfied that the method of notice(s) selected is sufficient to inform all Ordinary members of the date, time and place of such meetings.

13.3 Fourteen days' notice, at least, of such Annual General Meeting shall be given to all Full Members of the Club who are the only persons are entitled to attend and vote at an Annual General Meeting of the Club.

13.4 Notices of Motion and nominations of Officers and Members of the General Committee of the Club must be made to the Honorary Secretary in writing at least seven days before the date of such Meeting.

13.5 Such Notices and Nominations shall promptly be posted in the main entrance hall of the Clubhouse. Notices of Motion and Nominations not made as required cannot be considered at the Annual General Meeting. The committee shall decide if Motions and Nominations are made as required.

13.6 No change in the Rules of the Men's Club or Ladies' Club shall be in conflict with the Constitution of the GUI or the Memorandum, Articles of Association and Bye-Laws of the ILGU.

- 13.7 The President, or if absent, the Captain, shall preside at all General Meetings of the Men's Club and the Ladies' Club.
- 13.8 If any of the foregoing Officers are absent or decline to preside any other Chairperson may be appointed by the Meeting.
- 13.9 Each Chairperson in addition to a deliberative vote shall have and shall exercise a casting vote.

13.10 MODE OF VOTING AT GENERAL MEETINGS

13.10.1 No proxies shall be allowed.

13.10.2 Voting shall be either by a show of hands or by ballot.

13.10.3 Ballot shall mean a vote on voting paper.

13.10.4 A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by some other Club rule.

13.10.5 In the event of a tie the Chairperson shall have and shall exercise a casting vote as provided in Sub-Clause 13.9.

13.10.6 If any member at a General Meeting propose 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.

13.10.7 An election of candidates for membership of the Committee of either the Men's Club or the Ladies' Club 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 will be invalid.

13.11 MINUTE BOOKS

13.11.1 The Men's Club and the Ladies' Club shall each keep:

13.11.2 A Minute Book in which shall be recorded the Minutes of All Annual General, Special General and Extraordinary General Meetings and also,

13.11.3 A Minute Book in which shall be recorded the Minutes of all Committee Meetings held In compliance with Clause 12.6

13.11.4 The respective Minutes shall be read out at the next General, Statutory or other Committee Meeting and, when approved as being a correct record, shall be signed and dated by the Chairperson.

13.12 ELECTION OF MEMBERS

13.12.1 Subject to the agreed limitation as to the number of members electable to the different categories of member:

13.12.2 The election of all male members shall be in the hands of the Men's Committee

- 13.12.3 The election of all female members shall be in the hands of the Ladies' Committee
- 13.12.4 The procedure for the election of members in each Club shall be as follows:
- 13.12.5 Each candidate for election (except in the case of Honorary Members) must be proposed by one Voting Member of the particular Club and seconded by another Voting Member of such Club.
- 13.12.6 Such Ordinary Member proposing and seconding a candidate must themselves be members of the Club for a minimum of one year.
- 13.12.7 The proposer and seconder must each know their candidate personally and their support for the application shall be considered as confirmation that they are acquainted with the applicant and consider him/her as person of good character and o the best of their knowledge and belief.
- 13.12.8 A Voting Member wishing to propose the candidate for election shall obtain from the Club Secretary an Application for Membership Form and shall in due course return it to the Club Secretary duly completed signed by a proposer and seconder. The Club Secretary shall forward the duly completed application form to the Honorary Secretary of the relevant Club.
- 13.12.9 In the case of an applicant for membership of the Men's or Ladies Clubs who is under eighteen years of age at the date of application, the consent of a parent or guardian is required and must be recorded on the application form.
- 13.12.10 If the relevant Committee decides that the name of the candidate for election should go forward, the name and address of the candidate shall be posted on the Clubhouse Notice Board for at least seven days before the meeting at which the application is to be considered.
- 13.12.11 Any omission from or inaccuracy in the particulars relating to any applicant shall render election voidable at the discretion of the Committee.
- 13.12.12 The Honorary Secretary of the relevant committee shall advise the Club Secretary of all candidates elected or not elected.

APPENDIX

RECORD OF AMENDMENTS

No.	Description	Rule, Clause, Sub-Clause No.	Date of AGM/EGM
1	An amendment with the current wording in Clause 1 in its entirety was adopted. Primarily the amendment dealt with the The Parent Club, its composition and its delegation of authority and responsibility to The Management Committee. The Club Emblem and Club Colours sub clause was added.	Clause 1 1.5	11 Dec 2017
2	Throughout the document the term Audited was replaced with the term Accredited.	4.2.12; 5.2(c); 12.8.4	11 Dec 2017
3	The phrase "Appointment of Auditors" was removed.	Previous Clause 5.2 (d) removed	11 Dec 2017
4	The date 30 th Sept was changed to 30 th Oct.	4.2.12	11 Dec 2017
5	The correct Clause No (6.8) was added.	6.2	11 Dec 2017
6	The text relating to Distance/Country Members was corrected.	6.7.2.4	11 Dec 2017
7	The basis for appointing a single Club President was adopted.	12.5.8	11 Dec 2017
8	The numbering of the Clauses through both Parts of the Constitution was modified to run in a continuous sequence	Whole Document	11 Dec 2017
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			