



Donegal Golf Club

Constitution

Approved 12th December 2025

Contents

1.	TITLE, AIMS AND OBJECTIVES	3
2.	TRUSTEES.....	3
3.	AFFILIATION TO GOLF IRELAND.....	4
4.	MEMBERSHIP	4
5.	CATEGORIES of MEMBERS.....	4
6.	ELECTION of MEMBERS	6
7.	SUBSCRIPTIONS, FEES & LEVIES.....	7
8.	MANAGEMENT of the CLUB	8
9.	ELECTION of the MANAGEMENT COMMITTEE.....	8
10.	MANAGEMENT COMMITTEE MEETINGS.....	10
11.	INCOME and PROPERTY	10
12.	ADMINISTRATION.....	11
13.	FINANCE.....	11
14.	SUB-COMMITTEES	12
15.	RULES AND BYE LAWS	13
16.	LOCAL RULES	13
17.	PLAYING FACILITIES	13
18.	ANNUAL GENERAL MEETING.....	14
19.	EXTRAORDINARY GENERAL MEETING	14
20.	NOTICES of and QUORUM for GENERAL MEETINGS	15
21.	MODE OF VOTING AT GENERAL MEETINGS	15
22.	RECORD OF GENERAL MEETINGS	15
23.	GOLF ADMINISTRATION	16
24.	VISITORS PLAYING GUESTS and TEMPORARY MEMBERS.....	17
25.	PERSONAL PROPERTY	18
26.	DISCIPLINE	18
27.	AMENDMENT TO CONSTITUTION	19
28.	REGISTRATION AND LICENSING.....	20
29.	WINDING UP	20

1. TITLE, AIMS AND OBJECTIVES

The name of the Club shall be **Donegal Golf Club**.

- i. The objective of the Club is to provide facilities for the playing and promotion of the amateur game of golf and generally to promote amateur games and social activities among its members.
- ii. The Club is fully committed to safeguarding the wellbeing of its members. Every individual in the Club should at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principles of the Club and the guidelines in the Code of Ethics and Good Practice for Children's Sport.
- iii. Rules of Golf for the Club shall be those issued by R & A Rules Limited properly varied by authority of the club to suit local requirements.

2. TRUSTEES

- i. The ownership of the Club property shall be vested in the Trustees of the Club on behalf of the Full Members. The Full Members only shall have control of the affairs of the Club.
- ii. The Trustees of the Club appointed under the previous Constitution shall remain in office.
- iii. The Trustees shall be not more than five and not less than four Full Members of the Club. Trustees shall be appointed by the members at a General Meeting of the Club.
- iv. Each Trustee shall hold office until resignation or removal from office by resolution of the members at a General Meeting of the Club.
- v. 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.
- vi. 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.
- vii. The Trustees shall be entitled to attend meetings of the Management Committee, without voting rights, in their capacity as Trustees.
- viii. The Trustees shall be indemnified out of the Club property and assets in respect of all transactions directed by resolution of the Management Committee 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.

3. AFFILIATION TO GOLF IRELAND

The Club will be affiliated to and will comply with its obligations as an Affiliated Club of Golf Ireland. The Club will also abide by the Rules of Golf, the Rules of Amateur Status as approved by the R&A, and the Rules of CONGU,

4. MEMBERSHIP

The membership of the Club shall consist of:

- i. All categories of male and female members elected to membership of the Club in accordance with the provisions of the immediately preceding or an earlier Constitution of the Club and
- ii. All categories of male and female members elected to membership of the Club in accordance with the provisions of Clause 5.
- iii. All Members of the Club except for pavilion members, temporary members and visitors shall be affiliated to Golf Ireland.
- iv. Members of the Club are entitled to use the facilities and enjoy the voting rights consistent with their category of membership.
- v. Only Full Members as described in Clause 5 shall be:
 - a) Entitled to attend and vote at all Annual or Extraordinary General Meetings and
 - b) Entitled to nomination for election to the Management Committee of the Club and Men's and Ladies' Golf Committees.

5. CATEGORIES of MEMBERS

- i. 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.
- ii. Voting and Non-Voting Members may be elected to membership of the Club.
- iii. The following shall be **VOTING MEMBERS**;
 - a) **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.

b) **Senior Members** shall comprise Full Members over 66 years of age in the year of election. Such members shall have completed at least 10 consecutive years as Full Members of the Club and at the discretion of the Management Committee pay a reduced annual subscription. They shall retain all the rights and privileges of Full Members.

iv. The following shall be **NON-VOTING MEMBERS**;

- a) **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.
- b) **Intermediate Members** shall comprise members between the ages of 18 and 35 years. Such membership shall cease on 31st December next after they have attained the age of 35 years.
- c) **Student Members** shall comprise members over 18 years of age on 1st January in the year of election and who are in fulltime education. Such membership shall cease on 31st December following cessation of full-time education or on members 26th birthday whichever is earlier.
- d) **Distance Members** shall comprise of persons living more than 190km from Donegal Golf Club. Such membership shall cease as and when the members come to reside closer to Donegal Golf Club than 190km.
- e) **10 Year International Members** shall comprise of persons whose permanent residence is outside the island of Ireland and are not living in Ireland for more than 90 days in a year. Such membership shall terminate as and when the member comes to reside permanently in Ireland. This category of membership is not transferable within the membership structure and is not transferable to any other person. The management committee shall decide on the terms and conditions applicable to this category each year.
- f) **Overseas and Absent Members** shall comprise persons who's permanent residence is outside Ireland. Such membership shall terminate as and when the member comes to reside permanently in Ireland.
- g) **Pavilion 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.
- h) **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.
- i) **Beginner Year 1** shall comprise of members over 18 years of age on 1st January in the year of election.
- j) **Beginner Year 2** shall comprise of members who have been Beginner Year 1 members at on the 31st of December the previous year.

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

a) **Junior, Student & Intermediate 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.

b) **Family Membership** - Any married couple or couple in a civil partnership shall be entitled to apply to the Management Committee to become family members which will provide the following rights and privileges:

1. The couple shall continue to enjoy the rights and privileges of their respective categories.
2. Each son and daughter of the couple over 10 years of age shall enjoy the rights and privileges of Student or Junior Members.
3. The Management Committee shall decide on the inclusive annual subscription to be payable to cover all members of the family instead of the individual subscription payable.

6. ELECTION of MEMBERS

i. The number of members electable to each category shall be decided from time to time at a General Meeting of the Club.

ii. The Management Committee shall be responsible for determining its own procedures and shall recommend for election those candidates whom it considers suitable.

iii. Candidates for membership must obtain, from the Honorary Secretary, an application form which must be completed and returned to him/her duly signed by two full members as proposer and seconder.

iv. The proposers and seconders of candidates for election to any category of membership must be full members for not less than two years; in signing the application form they confirm the candidate is known to them and is a person of good character and behaviour to the best of their knowledge.

v. The name and address of each candidate shall be posted on the Clubhouse notice board for at least 14 days before the meeting at which it is to be considered. Any member shall have the right to lodge an objection in writing to the Management Committee through the Honorary Secretary during that period.

vi. Any omission or inaccuracy in information provided in relation to a candidate shall render the election void subject to the discretion of the Management Committee.

vii. The Management Committee may give priority to any candidate whose election it considers would be of advantage to the Club.

- viii. The Honorary 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 Byelaws and the Rules of Golf.
- ix. 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 Byelaws.
- x. When an application is rejected, the Management Committee 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.
- xi. All members shall advise the Honorary Secretary, in writing, as soon as practicable of any change of circumstances including place of residence affecting their eligibility for any category of membership.
- xii. 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.

7. SUBSCRIPTIONS, FEES & LEVIES

- i. All members except Honorary Members, the President, the Men's Captain, and the Lady-Captain shall be required to pay an annual Club subscription.
- ii. 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.
- iii. Annual subscriptions shall be payable by 1st January in each year.
- iv. Membership shall be terminated and access to Club facilities shall cease for any member who fails to pay the subscription due by 31st March. 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.
- v. The Honorary 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.
- vi. A member tendering his/her resignation shall do so in writing to the Honorary Secretary before 1st January otherwise such member shall be liable for the renewal subscription.
- vii. 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.
- viii. A list of all members of the Club, shall be prepared by the Honorary Secretary and exhibited on the notice board on April 1st, the list shall show all members who have paid their subscriptions by that date.

- ix. The Provincial levies and the affiliation fees due to Golf Ireland shall be charged separately and shall be payable at the same time as the annual subscription.
- x. All rental charges shall be fixed by the Management Committee and shall be payable at the same time as the annual subscription.
- xi. The Management Committee may recommend to a General Meeting such additional fees and levies as it considers appropriate.

8. MANAGEMENT of the CLUB

- i. The business and affairs of the Club shall be under the jurisdiction and control of a Management Committee elected by the members at a General Meeting.
- ii. The members of the Management Committee shall be the President, the Immediate Past-Captain, Men's Captain, Men's Vice-Captain, Lady Captain, Immediate Past Lady Captain, Lady Vice-Captain, Honorary Secretary, Honorary Treasurer, Greens Convenor, House Convenor, Junior Convenor and three other full members, one of whom must be a female full member and one a male full member.
- iii. The positions on the Management Committee shall consist of at least 5 men & 5 ladies.
- iv. The Management Committee shall exercise its powers even if there is a vacancy or vacancies in its membership.
- v. At all meetings of the Management Committee, seven of those entitled to attend and vote shall form a quorum.
- vi. The Chairperson at Management Committee meetings shall be the Captain of the Golf Committee having the majority of voting members and in his/her absence the members present shall elect a Chairperson for that meeting.
- vii. The Chairperson at meetings, in addition to a deliberative vote, shall have and shall exercise a casting vote.
- viii. The Management Committee shall have in place a Club Administration Document. This will include details of the roles of the principal officers of the Club to ensure consistency and continuity in the management of the Club. The Honorary Secretary will have custody of the current version of the document and shall make it available for inspection by any member of the Club on request.
- ix. 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.

9. ELECTION of the MANAGEMENT COMMITTEE

- i. With the exception of the Men's Captain, Lady Captain, Men's Vice-Captain and Lady

Vice-Captain all other members of the Management Committee shall be elected at the Annual General Meeting.

- ii. All members of the Management Committee shall retire annually and shall be eligible for re-election subject to the rules of tenure detailed below.
- iii. The President shall be a full member of ten years standing.
- iv. The President shall be elected annually and shall hold office for one year and shall thereafter retire.
- v. The office of President shall alternate between male and female members on the basis that a lady member will be President every third year.
- vi. The Men's and Ladies Captains and Vice-Captains shall be elected by their respective member groups at their Annual General Meetings in the month of November.
- vii. The Honorary Secretary shall be elected annually and shall not serve for more than five consecutive years. Full members of five years standing are eligible for election to this office.
- viii. The Honorary Treasurer shall be elected annually and shall not serve for more than five consecutive years. Full members of five years standing are eligible for election to this office.
- ix. The Greens Convenor shall be elected annually and shall not serve for more than five consecutive years. Full members of five years standing are eligible for election to this office.
- x. The House Convenor shall be elected annually and shall not serve for more than five consecutive years. Full members of five years standing are eligible for election to this office.
- xi. The Junior Convenor shall be elected annually and shall not serve for more than five consecutive years. Full members of five years standing are eligible for election to this office.
- xii. The ordinary members of the Management Committee shall be elected annually and shall not serve for more than three consecutive years.
- xiii. Nominations for the positions of President, Honorary Secretary, Honorary Treasurer, Greens Convenor, House Convenor, Junior Convenor and the ordinary members of the Management Committee (with the written consent of the nominee), may only be made by two Full Members of the Club.
- xiv. All nomination forms must be given to the Honorary Secretary at least eight days prior to the annual General meeting.
- xv. A complete list of nominees together with the names of the proposers and seconders must be displayed prominently on the Club notice board at least seven days prior to the annual General Meeting.
- xvi. The Management Committee shall have power to fill any vacancy, which may arise in any position. The persons so appointed shall hold office until the next Annual General Meeting.
- xvii. Any member of the Management Committee shall cease to hold office should he/she resign his / her position; should he/she cease to be a member of the Club or should he/she be removed from office by resolution at a General Meeting of the members.
- xviii. The maximum term that any member can serve on the Management Committee, without a step-down period of at least three years, is 8 years.
- xix. Most of the members of the Management Committee must permanently reside within 20 kilometres of The Diamond, Donegal Town.

10. MANAGEMENT COMMITTEE MEETINGS

- i. Meetings of the Management Committee shall be held monthly. Special meetings of the Management Committee may be called at seven days' notice for the transaction of specific business by:
 - a) The Honorary Secretary or
 - b) On receipt by the Honorary Secretary of a requisition signed by any 4 members of Management Committee. The notice shall specify business to be transacted.
- ii. Minutes recording all discussions and decisions of the Management Committee shall be kept by the Honorary Secretary and after approval at the subsequent meeting, be dated and signed by the Chairperson as a true and accurate record.
- iii. The Management Committee shall decide the mode of voting at meetings and in all cases a simple majority shall be sufficient. The Chairperson shall have and shall exercise a casting vote.

11. INCOME and PROPERTY

The income and property of the Club shall be applied solely towards the promotion of its main objects 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:

- i. reasonable and proper remuneration to any member or Officer of the Club for any services rendered to the Club (other than as an Officer);
- ii. reasonable and proper remuneration, to any company of which a member or Officer of the organisation is a director or shareholder, for any services rendered to the Club;
- iii. interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Club to the Club;
- iv. reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;

- v. reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;
- vi. 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.

12. ADMINISTRATION

- i. The Honorary Secretary shall be responsible for:
 - a) Daily administration of the Club
 - b) Implementation of policy decisions of the Management Committee
- ii. It shall be the duty of the Honorary Secretary to:
 - a) Ensure that an up-to-date register of names and addresses of all members of the Club is maintained showing the date of election and the category of membership.
 - b) Ensure that the minutes of the proceedings and decisions of all Management Committee meetings and all General Meetings are recorded and maintained
 - c) Ensure that all General Meetings of the club are properly convened
 - d) Ensure that a report of the Management Committee activities during the year is presented for approval at the Annual General Meeting

13. FINANCE

- i. The Management Committee shall ensure that the financial affairs of the Club are managed in accordance with accepted good practice and all relevant legislation.
- ii. The Honorary Treasurer shall be responsible for the day-to-day implementation of the Management Committee's financial policies.
- iii. The Honorary 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 Honorary Treasurer.
- iv. The Honorary Treasurer shall arrange for an audited Financial Statement for the year ended 30th September 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

- v. The Honorary Treasurer shall pay all provincial levies and affiliation fees due by members to the Golf Ireland.
- vi. The Club auditors shall be appointed by resolution, at the Annual General Meeting of the Club.
- vii. The Management Committee shall determine in which financial institutions the Club shall have its account(s).
- viii. Signatories on cheques shall be as nominated by the Management Committee.

- ix. The Honorary Treasurer shall recommend to the Management Committee, annually, the rate of expenses to be incurred in connection with:
 - a) President's Day
 - b) Captains' Days
 - c) Team Expenses
 - d) Representative Expenses.

All expense claims shall be submitted on the approved form, supported by receipts where applicable, signed by the claimant and authorised by the appropriate officer.

- x. In addition to capital expenditure approved at the Annual General Meeting the Management Committee may enter in 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 and conditions as may be considered appropriate.
- xi. When the Management Committee considers it necessary and proper to borrow money for the purposes of the Club in excess of the limit contained in clause 12.x above, it may do so only on the basis of such amounts, terms, and security specified in a resolution passed by the members in General Meeting.
- xii. When money is borrowed in accordance with clause 12. xi above, the Trustees shall make all such dispositions of Club property and enter into such agreements in relation to such borrowing as the Management Committee may, in strict accordance with the terms of the relevant resolution, deem proper for giving security in respect of the of repayment of such borrowings and payment of associated interest.
- xiii. All members of the Club shall be bound by any resolution passed at a General Meeting authorizing the Management Committee to borrow money for the purposes of the Club, whether voting on such resolution or not, and all persons becoming members of the Club after the passing of any such resolution shall be deemed to have assented to the same as if they being members, had voted in favour of such resolution.

14. SUB-COMMITTEES

- i. The Management Committee shall appoint Sub-Committees with responsibility for Finance, Greens and the House and these shall meet monthly.
- ii. The Management Committee shall have the power to appoint further Sub-Committees as it sees fit.

- iii. The Management Committee shall define the scope of the authority and delegate and confer upon each sub-committee the power necessary for the discharge of the function or functions for which it is appointed.
- iv. No Sub-Committee may be appointed to elect members.
- v. Each Sub-Committee shall retire annually on the date of the Annual General Meeting of the Club or when the function for which it was appointed is completed.
- vi. The quorum of each Sub-Committee shall be defined at the time of appointment. The Chairperson of each Sub-Committee, in addition to a deliberative vote, shall have and shall exercise a casting vote. Minutes recording all discussions and decisions of Sub-Committees shall be kept and presented to the Management Committee.
- vii. The Captain and Lady-Captain shall be ex-officio members of all sub-committees.
- viii. In so far as is practicable, all positions on sub-committees shall consist of at least 30% men and 30% ladies.

15. RULES AND BYE LAWS

- i. The Management Committee is empowered to make, and from time to time alter Rules and Bye-Laws for the good management of the Club.
- ii. Every Member and every visitor or person using the Clubhouse, Course or any other amenities shall be subject to, and must comply with all Rules and Bye-Laws currently in force.

16. LOCAL RULES

The Management Committee, in consultation with the Men's and the Ladies' Golf 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.

17. PLAYING FACILITIES

- i. The Management Committee, in consultation with the Men's and the Ladies Golf Committees shall prescribe the days and times when male and female members of the Club shall have the use of the course for competitions or when the course is reserved for team matches, Golf Ireland, Branch or District events.
- ii. The Management Committee shall decide on the facilities to be afforded to Societies.
- iii. The Management Committee shall also be empowered to regulate the use of the course for the benefit of members.

iv. Major changes to the course effecting the playing characteristics of any hole, including restructuring, removal or relocation of any green, bunker or tee or construction of new bunkers shall not be implemented without being proposed by Notice of Motion, accompanied by fully dimensional specifications, and approved by Members in a General Meeting.

18. ANNUAL GENERAL MEETING

i. The Annual General Meeting of the Club, save in exceptional circumstances, shall be held in the Month of December to receive the Annual Report and Financial Statement for the year ended the previous 30th of September; to elect Members of the Management Committee, to revise rules and to transact such other business of the Club as may be on the agenda.

ii. Fourteen (14) days' notice at least of each Annual General Meeting shall be given to the Full Members, who are the only persons entitled to attend and vote at a General Meeting of the Club.

iii. 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

iv. Notice of Motions, duly proposed and seconded by two Full Members, must be made known to the Honorary Secretary of the Club, in writing, at least eight days before the date of such a meeting.

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

Notices of Motion and nominations not made as required cannot be considered at the annual General Meeting.

v. The Chairperson of the Annual General Meeting shall be the President.

19. EXTRAORDINARY GENERAL MEETING

i. 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 Honorary Secretary of a written request signed by not less than 20 voting members of five years standing requesting that an Extraordinary General Meeting of the voting 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.

ii. 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 Honorary 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.

20. NOTICES of and QUORUM for GENERAL MEETINGS

- i. Fourteen days' notice of every General Meeting shall be given to the members entitled to attend and vote at such meetings. The notice shall specify the time and place of the meeting and the business to be transacted.
- ii. All notices calling meetings may be sent by post and /or email and addressed to members at such addresses as may be recorded in the Club books.
- iii. No business shall commence or continue unless there is a quorum of thirty (30) members entitled to vote in attendance at a General Meeting

21. MODE OF VOTING AT GENERAL MEETINGS

- i. No proxies shall be allowed.
- ii. Voting shall be either by a show of hands or by ballot. Ballot shall mean a vote on voting paper. A majority of one (1) shall be sufficient to decide any question under discussion unless a greater majority is required by some other Club rule. In the event of a tie, the Chairperson shall have and shall exercise a casting vote.
- iii. 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.
- iv. An election of candidates for membership of the Management Committee of 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 is invalid.

22. RECORD OF GENERAL MEETINGS

- i. The Honorary Secretary of the Club shall keep a Minute Book in which shall be recorded the Minutes of Annual, General and Extraordinary General Meetings.
- ii. The respective minutes shall be read out at the next General Meeting and when approved as being a correct record shall be signed and dated by the Chairperson.

23. GOLF ADMINISTRATION

- i. The Management Committee shall facilitate and promote the playing of Golf in accordance with the Rules of Golf as determined by the R & A Rules Limited.
- ii. The Management Committee shall be responsible for the use and maintenance of the course and may make whatever Local Rules are deemed appropriate.
- iii. The Management Committee shall be responsible for the management of all golfing activities at the Club with the exception of those defined in Sections iv, vii and x.
- iv. Golf for Male members of the Club shall be administered by the Men's Golf Committee.
- v. The members of the Men's Golf Committee shall comprise the Captain, Vice-Captain, Secretary, Competition Secretary and four other Male members. All of these shall be elected annually at the Annual General Meeting of the Male Golf Ireland members of the Club which shall take place in the month of November. This meeting will be chaired by the outgoing Captain.
 - a) The Men's Captain and Vice-Captain shall be members of five years standing.
 - b) The Men's Captain shall hold office for one year and shall be succeeded by the Vice-Captain.
 - c) The Secretary, Competition Secretary and the four other members of the Men's Golf Committee shall not serve more than three consecutive years.
 - d) Nomination to positions on the Men's Golf Committee, with the written consent of the nominee, shall be made by any two Male Full Members of the Club. Nomination forms shall be given to the Honorary Secretary at least eight days before the Annual General Meeting.
- vi. The Men's Golf Committee shall:
 - a) Meet at intervals of not more than two months. Meetings shall be chaired by the Captain and in his absence by the Vice-Captain. The quorum for meetings shall be four (4).
 - b) Report through the Vice-Captain to the Management Committee on its activities.
 - c) Present an Annual Report at the Annual General Meeting of the Male Golf Ireland members of the Club which will take place in the month of November.
- vii. Golf for Female members of the Club shall be administered by the Ladies' Golf Committee.
- viii. The members of the Ladies' Golf Committee shall comprise the Lady Captain, Lady Vice-Captain, Secretary, Competition Secretary, and four other Female members. All of these shall be elected at the Annual General Meeting of the Lady Golf Ireland members of the Club which shall take place in the month of November. This meeting will be chaired by the outgoing Lady Captain.
 - a) The Lady Captain and the Lady Vice-Captain shall be members of five years standing.
 - b) The Lady Captain shall hold office for one year and shall be succeeded by the Lady Vice-Captain.
 - c) The Secretary, Competition Secretary and the four other members of the Ladies Golf Committee shall not serve for more than three consecutive years.

- d) Nomination to positions on the Ladies' Golf Committee, with the written consent of the nominee, shall be made by any two Female Full Members of the Club. Nomination forms shall be given to the Honorary Secretary at least eight days before the Annual General Meeting.
- ix. The Ladies Golf Committee shall:
- a) Meet at intervals of not more than two months. Meetings shall be chaired by the Lady Captain and in her absence by the Lady Vice-Captain. The quorum for meetings shall be four (4).
 - b) Report through the Vice-Captain to the Management Committee on its activities.
 - c) Present an Annual Report at the Annual General Meeting of the Lady Golf Ireland members of the Club which will take place in November.
- x. Golf for Junior members of the Club shall be administered by the Junior Golf Committee.
- xi. The Junior Golf Committee shall comprise the Junior Convenor, the Club Professional, the Junior Male Captain, the Junior Female Captain and 3 other members appointed by the Management Committee, at least one of whom must be a female full member and one of whom must be a male full member.
- xii. The Junior Convenor shall be elected annually at the Annual General Meeting of the Club and shall not serve for more than 5 consecutive years. Upon election the Junior Convenor will become a member of the Men's or Ladies Golf Committee depending on which golfing group he or she belongs to.
- xiii. The Junior Golf Committee shall:
- a) Implement all its policies in accordance with the "Code of Ethics & Good Practice for Children's Sport in Ireland".
 - b) Meet at intervals of not less than two months.
 - c) Present a written report to the Annual General Meetings of the Men's and Ladies golfing groups in November.
- xiv. All expenses necessarily incurred by the Men's Golf Committee, the Ladies' Golf Committee and the Junior Golf Committee shall be paid by the Club.
- xv. All expense claims shall be submitted on the approved form, supported by receipts where applicable, signed by the claimant and authorised by the appropriate officer.

24. VISITORS PLAYING GUESTS and TEMPORARY MEMBERS

- i. Any full member may introduce visitors to the Clubhouse. Such guests will have the status of temporary members for the day.
- ii. The green fee charges shall be fixed, from time to time, by the Management Committee.
- iii. The Management Committee shall fix the number of guests that may be introduced to the Club, by a member in each calendar year.
- iv. A member who fails to register their guest's name shall be personally responsible for the payment of the appropriate green fee.
- v. An authorised staff member, may permit a person or a group of persons, not having an introduction from a member, to play on the course and use the Clubhouse as visitors on payment of the current green fee

and subject to the rules established by the Management Committee. The payment of the Green Fee shall entitle such individuals to temporary membership of the Club for the day.

vi. Competitors in open competitions limited to one day shall be eligible for temporary membership status on the day of the competition only.

vii. The Management Committee shall have power to suspend the rules permitting the introduction of visitors or guests at any time and to refuse permission for any particular visitor or guest to use the course or the Clubhouse.

viii. The Management Committee may (and without assigning any reason if they so think right) cancel the admission of any visitor or guest whose admission may be irregular or whose presence or conduct they deem objectionable, or who deliberately breaks any of the rules, bye laws or regulations of the Club. The fee paid by any such visitor or guest may, at the discretion of the Management Committee, be either forfeited or refunded.

25. PERSONAL PROPERTY

i. 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.

26. DISCIPLINE

i. 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.

ii. 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.

iii. 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.

iv. 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 five years standing who shall investigate the matter.

v. 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.

vi. 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.

vii. The Honorary 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.

viii. The member shall have the right of appeal against the decision. The notice of appeal shall be given, in writing, to the Honorary 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.

ix. When notice of appeal is received the Management Committee shall, within fourteen days from the date of the notification, appoint an Appeals Committee comprising a Chairperson and at least two other members of five years standing who shall hear the appeal.

x. 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.

xi. The Appeals Committee shall advise its decision to the Management Committee and the Honorary Secretary shall advise the member by registered post within seven days. The decision of the Appeals Committee shall be final and binding.

xii. 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.

xiii. 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.

27. AMENDMENT TO CONSTITUTION

i. Amendments to the Constitution shall only be made at a General Meeting of the Club and by consent of at least two thirds of the members present and entitled to vote at such meeting. Written notice of any

proposed amendment must be sent to the Honorary Secretary of the Club with the names of the proposer and seconder attached, at least 14 days prior to the meeting at which same is to be considered.

ii. The Honorary Secretary shall place the proposal on the Club notice Board and put the item on the agenda for the next General Meeting of the Club.

iii. No amendment to the Constitution shall conflict with the Constitution of Golf Ireland.

iv. No addition, alteration or amendment shall be made to the main objects or the income and property clauses in this Constitution for the time being in force unless the same shall have been approved in writing by the Revenue Commissioners.

28. REGISTRATION AND LICENSING

The Club shall comply with all legislative requirements under the Registration of Clubs (Ireland) Act 1904 and the Intoxicating Liquor Acts 1924 to 2018 and any amendments thereto or any similar legislation passed by the Legislature in substitution of this legislation.

29. 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.

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.