

HOLLYWOOD LAKES GOLF CLUB



CONSTITUTION & RULES

Updated 31 January 2010

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1. PRELIMINARY, DEFINITIONS & INTERPRETATIONS

- 1.1 Rules herein contained are indicated by consecutive numbers.
- 1.2 Clauses are indicated by consecutive numbers preceded by Rule numbers.
- 1.3 Sub-Clauses are indicated by consecutive numbers preceded by Rule and Clause numbers.
- 1.4 Sub-Clauses are indicated by consecutive numbers preceded by Rule, Clause and Sub-Clause numbers.
- 1.5 The “Men’s Club” shall mean the group of male amateur playing golfers operating under a constitution acceptable to the Golf Union of Ireland and to which such Club can become affiliated.
- 1.6 The “Ladies’ Club” shall mean the group of female amateur playing golfers operating under a constitution acceptable to the Irish Ladies Golf Union and to which such Club can become affiliated.
- 1.7 The “Joint Club” shall mean the Club formed through the amalgamation of the two groups of amateur playing golfers defined in Clauses 1.5 and 1.6 above for the purpose of managing matters of common interest (other than the game of Golf and its related activities) of both the Men’s Club and the Ladies’ Club including the provision and maintenance of the facilities owned by or available for use by the members. The Joint Club holds the property and assets of the Club in trust on behalf of the Full Ordinary Members of the Club. The Joint Club cannot become affiliated to either the Golfing Union of Ireland or the Irish Ladies Golf Union.
- 1.8 The name or title “Club”, without qualification, shall mean the Men’s Club, the Ladies’ Club or the Joint Club where the context so admits or requires.
- 1.9 The name or title “Committee” and the Officers and Members thereof, with qualification, shall mean the Men’s Committee, the Ladies’ Committee or the Committee of Management or each of their Officers and Members where the context so admits or requires.

2. TITLE AND OWNERSHIP

- 2.1 The name of the Club shall be Hollywood Lakes Golf Club and this name shall be the common name by which the Men’s Club, the Ladies’ Club and the Joint Club shall be individually and collectively known.
- 2.2 The Official address of the Club is Ballyboughal in the County of Dublin.
- 2.3 The ownership of the Club property shall be vested in the Trustees for the time being of the Club on behalf of the Full Ordinary Members as defined by Sub-Clause 11.2.1. The Full Ordinary Members only shall have control of the affairs of the Club.

3. MEMBERSHIP

- 3.1 The membership of the Men’s Club shall consist of Male Members who are Life Members, Full Ordinary Members and other subscribing members as may be elected from time to time under Sub-Clause 10.2 and such Honorary Members and Life Members as may be proposed from time to time by the Men’s Committee and elected in compliance with the provisions of Sub-Clauses 10.1.1 and 10.3 below.
- 3.2 The membership of the Ladies’ Club shall consist of Female Members who are Life Members, Full Ordinary Members, and other subscribing members as may be elected from time to time under Sub-Clause 10.2 and such Honorary Members and Life Members as may be proposed from time to time by the Ladies’ Committee and elected in compliance with the provisions of Sub-Clauses 10.1.2 and 10.3 below.
- 3.3 The membership of the Joint Club consist of:
 - 3.3.1 membership of the Club in accordance with the provisions of the immediate preceding Constitution of the Club and
 - 3.3.2 All categories of Male and Female Member each of whom has been elected to All categories of member of each of the Men’s Golf Club and the Ladies’ Golf

Club each of whom shall have been elected to the Club in compliance with the provisions of Sub-Clause 10.1.3 hereof.

4. OBJECTS

4.1 The Men's Club shall:

4.1.1 Promote the Amateur Game of Golf amongst its members.

4.1.2 Apply for affiliation to the Golfing Union of Ireland and undertake in writing, to accept and abide by the Constitution and Bye-Laws of such Union and the Bye-Laws of the Leinster Branch of such Union in whose Province the course is situated.

4.1.2.1 In compliance with the Union Bye-Law 2, pay on every 1 January.

(i) a per capita subscription to the Union and,

(ii) a per capita Levy to its Provincial Council on every male playing member (except Honorary and Junior) of the Club at the end of its last financial year.

4.1.3 Accept and apply the Standard Scratch Score and Handicapping Scheme as prescribed by the Council of National Golf Unions and such rules thereunder as may require to be implemented from time to time by the Golfing Union of Ireland.

4.1.4 Accept and recognise the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.

4.1.5 Authorise the Joint Club to manage matters of common interest (other than the game of golf and its related activities) which the Men's Club has with the Ladies' Club subject to and as provided in these rules.

4.2 The Ladies' Club shall:

4.2.1 Promote the Amateur Game of Golf amongst its members.

4.2.2 Apply for affiliation to the Irish Ladies Golf Union and undertake in writing to accept and abide by the Constitution and Bye-Laws of such Union and the Bye-Laws of the Eastern District in which the course is situated.

4.2.2.1 In compliance with such constitution pay, on every 1 January a per capita subscription on every female playing member (except Honorary) of the Club at the end of its last financial year.

4.2.3 Accept and apply the Handicapping System as prescribed by the Irish Ladies Golf Union and such rules there under as may require to be implemented from time to time by such Union.

4.2.4 Accept and recognise the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.

4.2.5. Authorise the Joint Club to manage matters of common interest (other than the game of Golf and its related activities) which the Ladies' Club has with the Men's Club subject to and as provided in these rules.

4.3 The Joint Club shall:

4.3.1. Provide facilities for the playing and promotion of the amateur game of golf by Men, Women and Juniors and generally promote amateur games and other social activities amongst its members.

4.3.2. Manage matters of common interest of both the Men's and the Ladies' Clubs which shall include:

4.3.2.1 Provisions of and responsibility for the maintenance and upkeep of the course and clubhouse and their environs to the standard required by Club members.

4.3.2.2 Provision of bar and Catering facilities and all these entail.

- 4.3.2.3 Collection of Annual Club Subscriptions and other Club Levies payable by members.
- 4.3.3 Adhere to the maximum number of members of the different categories of member which can be elected to each of the Men's and the Ladies' Clubs. Any alteration in the number permitted in each category shall be decided at an Annual General or an Extraordinary General Meeting of the Joint Club.
- 4.3.4 Adhere to the existing rate of:
- (i) Annual Subscription (individual and family)
 - (ii) Capital Levy (if any) being paid by members of different categories of member in each of the Men's and the Ladies' Club.
- 4.3.5 Any alteration in any of the rates in Sub-Clause 4.3.4 shall be decided at an Annual General or an Extraordinary General Meeting of the Joint Club.
- 4.3.6 In consultation with the Committees of both the Men's and the Ladies' Clubs decide on the rate of Green Fee payable by visitors to the Club.
- 4.3.7 Generally to act in the promotion and advancement of the interests of the Club and the improvement of the facilities available to members.
- 4.3.8 In consultation with the Committees of both the Men's and the Ladies' Clubs decide on the rate of Club entrance fee to be charged for each category of member.

4.4 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 the rights, safety and welfare of all. They should conduct themselves in a way that reflects the principals of the Club and the guidelines in the code of Ethics and Good Practice for Children's sport in Ireland.

5. TRUSTEES

- 5.1 *The Trustees shall maintain a general watching brief on the overall activities of the Club but shall not be involved in the day-to-day decision-making and running of the Club.***
- 5.2 *There will be a total of 4 Trustees and each shall be a Full Ordinary Member of the Joint Club having on appointment, held such membership for a minimum period of 5 years.***
- 5.3 *Each Trustee shall hold office for a period of 3 years and will be eligible for re-election for one further period of 3 years.***
- 5.4 *A Trustee shall not be eligible to hold in addition any position as an Officer of the Club or a member of the Committee of Management, the Men's or the Ladies Clubs' Committees.***
- 5.5 *Trustees shall be elected at the Annual General Meeting of the Joint Club following:***
- 5.5.1 *nominations (with the consent of the nominee) for election made by any two Full Ordinary Members of the Joint Club***
 - 5.5.2 *nominations received by the Honorary Secretary of the Joint Club at least 14 days prior to the Annual General Meeting of the Joint Club***
- 5.6 *A Trustee may resign from office at any time by letter addressed to the Honorary Secretary of the Joint Club***
- 5.7 *A Trustee may be removed from office by resolution of the members at a General or Extraordinary General Meeting of the Joint Club.***
- 5.8 *Where for any reason a Trustee vacancy occurs and it becomes necessary to appoint a replacement:***
- 5.8.1 *The Committee of Management of the Joint Club shall have power to appoint a Trustee***

- 5.8.2** *The replacement Trustee shall hold office until the next Annual General Meeting of the Joint Club and in accordance with the requirements of Clause 5.5 above will be eligible for election*
- 5.8.3** *Where the Trustee is elected at the Annual General Meeting the 3 year term of office will commence from the date of the election irrespective of the period served during the previous twelve months.*
- 5.9** *The Club premises and such other property of the Club as the Committee of Management of the Joint Club (hereinafter referred to as the “Committee of Management”) shall determine and shall be vested in and under the legal control of the Trustees and such Trustees shall deal with the property of the Club as directed by a resolution of the Committee of Management of which an entry in the Minute Book shall be sufficient evidence.*
- 5.10** *If the Trustees, when directed by a resolution of the Committee of Management to perform a certain act, consider that the performance of such act is one of such importance that they consider that the members of the Joint Club should be consulted, then the Trustees may refuse to perform such act until the members of the Joint Club have been consulted at a General or an Extraordinary 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 Committee of Management.*
- 5.11** *The Trustees shall be entitled to attend meetings of the Committee of Management without voting rights in their capacity as Trustees and shall be entitled to inspect the minute books and records of all Club Committees.*
- 5.12** *The Trustees shall meet with the Captain, Lady Captain, Honorary Secretary of the Joint Club and Honorary Treasurer at least twice each year to discuss the affairs of the Club.*
- 5.13** *If a majority of the Trustees so decide, they shall be entitled to direct the Honorary Secretary of the Joint Club to call a Special General Meeting of the Joint Club. Any meeting that is so requisitioned shall be convened within 28 days of the receipt of any such requisition.*
- 5.14** *The Trustees shall be indemnified out of the Joint Club property and assets in respect of all transactions directed by a resolution of the Committee of Management and against all liabilities and expenses necessarily incurred as a result of their trusteeship and in the event of the Joint Club property and assets being deficient, such deficiency shall be made good by the Full Ordinary Members on whose behalf the property and assets of the Club are held.*

5 OFFICERS

- 5.1** The Officers of the Men’s Club shall be a President, a Captain, a Vice-Captain, an Honorary Secretary, an Honorary Treasurer and an Honorary Match and Handicapping Secretaries.
- 5.2** The Officers of the Ladies’ Club shall be a President, a Captain, a Vice-Captain, an Honorary Secretary, an Honorary Treasurer and an Honorary Match and Handicapping Secretaries.
- 5.3** The Officers of the Joint Club shall be the Captain of the Golf Club having the majority of voting Members, the Captain of the Golf Club not having the majority of voting members, a Vice Chairperson, an Honorary Secretary and an Honorary Treasurer. The Chairperson of the Committee of Management shall be the Captain of the Golf Club having the majority of voting members.
- 5.4** This section is removed
- 5.5** Should the two designated officers from each Golf Club be unable to attend a meeting of the Committee of Management substitute representatives from the appropriate Club can attend.

6 MANAGEMENT

6.1 Allocation of Functions

- 7.1.1 The business and affairs of the Men's Club shall be under the jurisdiction and control of a General Committee (hereinafter referred to as "The Men's Committee") consisting of the Officers of the Men's Club and 4 other voting members of the Men's Club elected under Sub-Clause 7.2.3 and Clause 21.7.
- 7.1.2 The business and affairs of the Ladies' Club shall be under the jurisdiction and control of a General Committee (hereinafter referred to as "The Ladies' Committee") consisting of Officers of the Ladies' Club and 2 other voting members of the Ladies' Club elected under Sub-Clause 7.2.3 and Clause 21.7.
- 7.1.3 The business and affairs of the Joint Club shall be under the jurisdiction and control of a Committee of Management, consisting of the Officers of the Joint Club, the Captain of each of the Men's and the Ladies' Clubs, the Vice Captains of each of the Men's and Ladies' Clubs a Course Chairperson, a Clubhouse Chairperson and 3 other voting members of the Joint Club elected under Sub-Clause 7.2.3 and Clause 21.7.
- 7.1.4 Each of the aforementioned Committees may exercise its powers notwithstanding that there might be a vacancy or vacancies in its membership.
- 7.1.5 Nothing in this rule shall preclude a member of either the Men's or the Ladies' Committees being also a member of the Committee of Management or vice versa.
- 7.1.6 At meetings of any of the above Committees 70% of those entitled to attend and vote shall form a quorum.
- 7.1.7 At meetings of the Men's or the Ladies' Committees the chair shall be taken by the Captain or, if absent, by the Vice Captain of the Club concerned. At meetings of the Committee of Management the chair shall be taken by the Chairperson or, if absent, by the Vice Chairperson. In the absence of the above Officers at a particular meeting those in attendance, having votes, shall elect a Chairperson.
- 7.1.8 The Chairperson at a meeting shall, in addition to a deliberate vote, have, and shall exercise, a casting vote.

7.2 Elections – Officers and Committees

- 7.2.1 The Captain of each of the Men's Club and the Ladies' Club shall retire after one years service, and shall be succeeded by the Vice-Captain, always provided that the members at Annual Meeting may vote that the outgoing Captain should serve in that capacity for a longer period. In such event the Tenure of Office of the Vice-Captain shall be extended for a similar period.
- 7.2.2 All other Honorary Officers shall retire annually and shall be eligible for election.
- 7.2.3 With the exception of the Chairperson of the Committee of Management of the Joint Club the election of Office Bearers, Members of Committees and Auditors shall be made at the respective Annual General Meetings.
- 7.2.4 The Vice-Captains in Office shall each have the right to nominate for election the Vice-Captains for the ensuing year of their respective Clubs subject to approval of the Men's and the Ladies' Committees concerned.
- 7.2.5 The Committee of Management shall nominate for election the Vice Chairperson of the Committee of Management.
- 7.2.6 Nominations (with the consent of the nominee) for election to any Honorary Office or as an Ordinary Member of Committee shall be made, except as heretofore provided.
 - 7.2.6.1 by the General Committee of the particular Club, or
 - 7.2.6.2 by any two Ordinary (voting) Members of the particular Club.

- 7.2.7 All nominations shall be given to the Honorary Secretary of the particular Club at least 14 days prior to the Annual General Meeting of that Club.
 - 7.2.8 A complete list of Nominees (Officers and Committee) together with the names of their proposer 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.
 - 7.2.9 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 of the particular Club.
 - 7.2.10 At any General Meeting, if the election of a continuing member of the Committee to a position as an Officers 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.
 - 7.2.11 The office of any Office Bearer shall be vacated by such Office Bearer resigning there from or on ceasing to be a member of either the Men's or the Ladies' Clubs or being removed by a resolution at an Annual General Meeting of the appropriate Club.
- 7.3 Committee Meetings
- 7.3.1 Stated Meetings of the Men's and the Ladies' Committees shall be held not less than 9 times per annum.
 - 7.3.2 Stated meetings of the Committee of Management shall be held not less than 6 times per annum and Special meetings on such dates as may be found convenient for the transaction of business on at least 5 days notice being given by the Chairperson or Honorary Secretary of the Joint Club.
 - 7.3.3 The Committee of Management may at its discretion appoint an Executive Sub Committee for the purpose of ensuring the implementation of management policy. This sub-committee will be responsible for reporting progress to the Committee of Management.
 - 7.3.4 Upon a requisition signed by not less than 5 members of a Committee, stating the nature of the business to be transacted, the Captain, Chairperson or Honorary Secretary of the particular Committee 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 7 days the same may be convened by notice signed by 5 members of such Committee.
- 7.4 Employment of Staff
- 7.4.1 The Committee of Management shall have power to appoint a paid Secretary/Manager and other employees upon such terms and conditions as such Committee may determine; to terminate such appointments and also to appoint substitutes from time to time.
- 7.5 Management Regulations
- 7.5.1 The Committee of Management is empowered to make, and from time to time alter, such Bye-Laws and regulations for the management of the Joint Club as it may consider necessary.
 - 7.5.2 In consultation with both the Men's and the Ladies' Committees the Committee of Management is also empowered to make such Local Rules (provided same are not at variance with the Rules of Golf) and regulations for the use of the course as are required in the interest of all members.
 - 7.5.3 Every member of every category and every visitor or other person using the clubhouse or course shall be subject to, and must comply with, all Rules, Bye-Laws and Regulations in force.

- 7.6 Appointment of Sub-Committee
- 7.6.1 The Men's and the Ladies' Committee and the Committee of Management shall each have power to appoint Sub-Committees and to appoint members of their respective Clubs to act on such Sub-Committee and to define the scope of their authority and to delegate and confer upon such Sub-Committees the powers necessary for the discharge of the function or functions for which such Sub Committees were formed. No Sub-Committee may be appointed to elect members.(See Clause 10.1).
- 7.6.2 Each Sub-Committee shall retire annually on the date of the Annual General Meeting of its respective Club or when the function for which it was appointed is completed.
- 7.6.3 The quorum of each Sub-Committee shall be defined at the time of appointment.
- 7.6.4 The Chairperson of each Sub-Committee shall, in addition to a deliberative vote, have, and shall exercise a casting vote.

8 ADMINISTRATION

- 8.1 The three sections of the Club shall be administered as follows:
- 8.1.1 The Honorary Secretary of the Men's Club shall be responsible for the every- day affairs of that Club except such duties which are specifically assigned to another Officer of the Men's Club or to the Secretary/Manager.
- 8.1.2 The Honorary Secretary of the Ladies' Club shall be responsible for the every- day affairs of that Club except such duties which are specifically assigned to another Officer of the Ladies' Club or to the Secretary/Manager.
- 8.1.3 The Honorary Secretary of the Joint Club shall be responsible for the every-day affairs of that Club except such duties which are specifically assigned to another Officer of the Joint Club or to the Secretary/Manager.
- 8.1.4 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 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.
- 8.1.5 The Honorary Secretary of the Joint Club shall also act as Liaison Officer between the Committee of Management and each of the Men's and the Ladies' Committees.

9 FINANCE

- 9.1 The financial affairs of the Joint Club will be operated as follows:
- 9.1.1 The Honorary Treasurer of the Joint Club shall keep full and detailed accounts books and records, showing the financial affairs, receipts and disbursements of the Joint Club.
- 9.1.2 The Banking Account shall be kept in the name of the Joint Club (and shall be clearly identified as such) in such Bank as the Committee of Management may from time to time determine. All cheques shall be signed as authorised by resolution of the Committee of Management.
- 9.1.3 The Honorary Treasurer of the Joint Club shall issue an audited statement of the affairs of the Joint Club for the financial year ended 30 September for consideration by the Committee and for presentation and approval by the members at the Annual General Meeting of the Joint Club which shall be held not later than 31 December following. The annual audit of the Joint Club shall incorporate a census, by total number, of all fully paid up Members of each category of Membership of the Club and also, by number, of all categories of Honorary Members of the Club.

- 9.1.4 The Committee of Management shall pay to the Men's Committee not later than March each year a sum to be used for the general finances of the Men's Club.
 - 9.1.5 The Committee of Management shall pay to the Ladies Committee not later than March each year a sum to be used for the general finances of the Ladies' Club.
 - 9.1.6 The Committee of Management may also make grants to each of the Men's and the Ladies' Clubs from time to time, on request being made, to defray the expenses incurred by the particular Committee when entertaining visiting teams and Officials in Home Matches and expenses incurred in Away Matches by team members and Officials when representing the Club, and for such other events or occasions when it is considered to be in the interest of the Club to do so.
- 9.2 The financial affairs of the Men's Club shall be operated as follows:
- 9.2.1 The Honorary Treasurer of the Men's Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Men's Club.
 - 9.2.2 The Banking Account shall be kept in the name of the Men's Club (and shall be clearly identified as such) in such Bank as the Men's Committee may in consultation with the Committee of Management, from time to time determine. All cheques shall be signed as authorised by resolution of the Committee.
 - 9.2.3 The Men's Committee shall be responsible for the payment to the Golfing Union of Ireland of the annual per capita subscription and Provincial Levy on members as required by the Bye-Laws of the Union.
 - 9.2.4 The Men's Committee shall be entitled to charge and retain all entry fees in Club competitions under its control and management and for which it has arranged for the provision of prizes.
 - 9.2.5 The Honorary Treasurer of the Men's Club shall issue an audited statement of the affairs of the Men's Club for the financial year ended 30 September for consideration by the Men's Committee and for presentation and approval by the members at the Annual General Meeting of the Men's Club which shall be held not later than 30 November following.
 - 9.2.6 Following the meeting of the Men's Committee at which the audited accounts are considered the Honorary Treasurer shall immediately forward a copy of the audited accounts to the Honorary Treasurer of the committee of Management for information.
- 9.3 The financial affairs of the Ladies' Club shall be operated as follows:
- 9.3.1 The Honorary Treasurer of the Ladies' Club shall keep full and detailed accounts, books and records showing the financial affairs, receipts and disbursements of the Ladies' Club.
 - 9.3.2 The Banking Accounts shall be kept in the name of the Ladies' Club (and shall be clearly identified as such) in such Bank as the Ladies' Committee may, in consultation with the Committee of Management, from time to time determine. All cheques shall be signed as authorised by resolution of the Committee.
 - 9.3.3 The Ladies' Committee shall be responsible for the payment to the Irish Ladies Golf Union of the annual per capita subscription on members as required by the Constitution of that Union.
 - 9.3.4 The Ladies' Committee shall be entitled to charge and retain all entry fees in Club competitions under its control and management and for which it has arranged for the provision of prizes.
 - 9.3.5 The Honorary Treasurer of the Ladies' Club shall issue an audited statement of the affairs of the Ladies' Club for the financial year ended 30 September for

consideration by the Ladies' Committee and for presentation and approval by the members at the Annual General Meeting of the Ladies' Club which shall be held not later than 30 November following.

- 9.3.6 Following the Meeting of the Ladies' Committee at which the audited accounts are considered the Honorary Treasurer shall immediately forward a copy of the audited accounts to the Honorary Treasurer of the Committee of Management for information.

10. ELECTION OF MEMBERS

- 10.1 Subject to the agreed limitation as to the number of members electable to the different categories of member.

10.1.1 The election of all Male Members shall be in the hands of the Men's Committee. The election of all Male Honorary Members and Life Members shall be in accordance with Sub-Section 10.3 hereof.

10.1.2 The election of all Female Members shall be in the hands of the Ladies' Committee. The election of all Female Honorary Members and Life Members shall be in accordance with Sub-Section 10.3 hereof.

10.1.3 The Committee of Management shall elect all members of each of the Men's Club and the Ladies' Club to the Joint Club other than for Honorary Members and Life Members which shall be in accordance with Sub-Section 10.3 hereof.

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

10.2.1 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 two other voting members of such Club.

10.2.2 In each Club the Committee may prescribe the minimum number of year's membership required before a member is entitled to avail of the provisions of Sub-Clause 10.2.1.

10.2.3 The proposer and seconder(s) must each know their candidate personally and shall write a letter addressed to their Committee stating their personal knowledge of their candidate.

10.2.4 A voting member of either the Men's or the Ladies' Club wishing to propose a candidate for election shall obtain from the Honorary Secretary of the Committee of Management a form known as an Application for Membership form and shall in due course return to the same Honorary Secretary such form duly completed and signed by the proposer and seconder(s) together with the letters required under Sub-Clause 10.2.3 above and shall, in addition, forward to the Committee of Management such additional information as might be required.

10.2.5 If the Committee of Management decide that the name of the candidate for election should go forward for consideration it shall forward the name and address to the Honorary Secretary of the appropriate Club whose Committee shall make the final decision as provided in Clause 10.1. The name and address of such candidate shall be posted on the Clubhouse Notice Board at least 7 days before the meeting to consider the application.

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

10.2.7 Immediately on election of a candidate to membership of the Men's or the Ladies' Clubs such Club shall notify the Committee of Management of the name, address and category of the elected candidate. Notice in writing shall be despatched to all elected candidates by the Secretary Manager together with a copy of the Club Constitution and Rules and a request to remit to the Honorary Secretary of the Joint Club or its Bankers within one calendar month from the date of such request the amount of the Entrance Fee, Capital Levy (if any) and

first subscription and any other charges payable by the category of member to which the candidate has been elected.

- 10.2.8 Should the requested payment not be made within one calendar month of the date of such request as aforesaid, the election shall be void unless the candidate shall satisfy the Committee that the delay in payment was due to some unavoidable cause.
- 10.2.9 If a candidate is not elected to membership and at a later date wishes to make a further application for membership, the same procedure as set out above must be followed on any subsequent application.
- 10.2.10 It shall be the duty of every elected member to acquaint himself/herself of the Constitution, Rules and Bye-Laws of the Club and each such member shall be bound by same and by all acts or deeds of any person acting for or on behalf of the Club under any power, authority or discretion conferred by or pursuant to such Constitution, Rules or Bye-Laws.
- 10.2.11 No person shall be considered a member (except Honorary) until his/her Entrance Fee (if any) shall have been paid. By such payment a member
 - 10.2.11.1 shall be entitled to the rights and privileges of membership of the category of member to which he/she shall have been elected
 - 10.2.11.2 acknowledges that he/she submits and is bound by the Constitution, Rules and Bye-Laws of the Club and every renewal of subscription by him/her shall be deemed to be a similar acknowledgement.
- 10.3 The procedure for the election of Honorary Memberships and Life Memberships shall be as follows:
 - 10.3.1 Candidates for election to Honorary Membership and Life Membership shall be proposed by Notice of Motion to the Annual General Meeting of the Men's or Ladies' Clubs as appropriate for approval by simple majority.
 - 10.3.2 If approved then by Notice of Motion to the Annual General Meeting of the Joint Club for election by simple majority.

11. CATEGORIES OF MEMBER

- 11.1 The Joint Club shall, at Annual General Meeting, decide on the categories of member which will operate within the Club.
- 11.2 The following shall be the categories of member which may be elected to the Club.
 - Voting Members
 - 11.2.1 Full Ordinary Members shall comprise Men and Women who, having paid the Entrance Fee, Annual Subscription and Capital Levy (if any) applicable to this category, shall be entitled to attend and vote at all Annual General and all Special General Meetings of either the Men's or the Ladies' Clubs of which each such member has been elected a voting member and at all Annual General and all Special General Meetings of the Joint Club. Only a member of this category shall have an interest in the Club property which interest shall cease on such member leaving this category unless the member has been elected an Honorary Member of the Club.
 - Non-Voting Members
 - 11.2.2 Five Day Members shall comprise persons who wish to enjoy the facilities of the course from Monday to Friday only each week. Their use of the clubhouse extends to weekends.
 - 11.2.3 Intermediate Members shall be over 18 years of age and under 23 years of age at time of joining who are in fulltime education or serving an apprenticeship. Students or apprenticeship members must submit certified proof of their fulltime student status or apprenticeship each year. They must re-apply each year, by completing a special questionnaire in full at the time requested by the appropriate committee, for membership of this category. Such membership shall cease on the 31 December after the student or apprenticeship member has

- reached 23 years of age when their next application must be for Full or 5 Day Membership.
- 11.2.4 Juvenile Members shall be over 12 years and under 18 years of age at the time of joining. They must re-apply each year, by completing a special questionnaire in full at a time requested by the appropriate committee, for membership of this category. Such membership shall cease on the 31 December after the juvenile has reached 18 years of age when their next application must be for Intermediate, Full or Five-day Membership.
- 11.2.5 Country Members shall comprise persons whose permanent residence is 60 miles distant from the course provided each applicant for this category is already a voting member of another golf Club which is affiliated to either Union. Such membership shall terminate as and when the member comes to reside permanently within 60 miles of the course or ceases to be a voting member of another affiliated golf Club.
- 11.2.6 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.
- 11.2.7 Social or House 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.
- 11.2.8 Honorary Members shall comprise persons who 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.
- 11.2.9 Beaver Members shall be between 10 and 12 years of age at the time of joining. They must re-apply each year, by completing a special questionnaire in full at the time requested by the appropriate committee, for membership of this category. Such membership shall cease on 31 December after the Beaver Member has reached 12 years of age when their next application must be for Juvenile, Full or Five-day Membership.
- 11.3 The following shall be the categories of member which are transferable within the membership structure.
- 11.3.1 Junior 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.
- 11.3.2 Five Day Members wishing to be elected to another category shall be treated with priority at the next election meeting.
- 11.3.3 Family Membership: Any husband and wife who are elected voting members shall be entitled to apply to the Committee of Management to become family members which will provide the following rights.
- 11.3.3.1 The husband and wife shall continue to enjoy the rights of their respective categories.
- 11.3.3.2 Each son and daughter over 10 years of age shall enjoy the rights of Junior Members.
- 11.3.3.3 Children under 14 years of age must be accompanied by an adult.
- 11.3.3.4 Children no longer dependent on their parents shall cease to be Family Members at 31 December following but shall be eligible for the benefits of Sub-Clause 11.3.2.
- 11.3.3.5 The Committee of Management shall decide on the inclusive annual subscription to cover the two voting members in Sub-Clause 11.3.3.4 to be payable by the head of the family to cover all members of the family instead of the individual annual subscription payable.

11.3.3.6 Where the spouse of a member in this category is elected a Social or House Member the Committee of Management shall also decide on an inclusive annual subscription payable by the head of the family to enable such family to avail of the rights under this Sub-Clause.

11.3.3.7 Clergy: Local clergy of all denominations may be granted full honorary membership of the Club whilst administering and residing in the area. The Management Committee may in exceptional circumstances i.e. where it considers the membership of a particular member of the clergy would be advantageous to the Club, decide to waive the Entry Fee and adjust the annual subscription as it deems appropriate.

11.3.3.8 Junior to Full Membership

Upgrading from Junior to Full Membership is not automatic. It will require a majority vote of approval from the appropriate adult Club Committee at the time of applying to upgrade. A Junior may apply for Full Membership by seeking approval from the appropriate adult Club Committee and by paying the full membership entry fee that was applicable in the original year of them joining the Club. The onus is on the Junior to show proof of the original year of joining. It is also subject to the Junior having been an active golfing member for at least the 3 years previous before making the application to upgrade. An active Junior Member is defined as having taken part in at least 3 junior competitions each year in the immediate past 3 years. This membership cannot be sold or transferred at a later date.

Junior to Five-day Membership

Upgrading from Junior to Five-day Membership is not automatic. It will require a majority vote of approval from the appropriate adult Club Committee at the time of applying to upgrade. A Junior may apply for Five-day Membership by seeking approval from the appropriate adult Club Committee and by paying the Five-day Membership entry fee that was applicable in the original year of them joining the Club. The onus is on the Junior to show proof of the original year of joining. It is also subject to the Junior having been an active golfing member for at least the 3 years previous before making the application to upgrade. An active Junior Member is defined as having taken part in at least 3 junior competitions each year in the immediate past 3 years. This membership cannot be sold or transferred at a later date.

12. ENTRANCE FEE

- 12.1 On election the following categories of member shall be required to pay an Entrance Fee: Full Ordinary, Five Day, Country, Overseas and Social or House.
- 12.2 Junior Members shall not be required to pay an Entrance Fee.
- 12.3 When a Junior Member is obliged to relinquish either category and seeks election to another category within the Club the appropriate entrance fee shall be payable on election to the new category.
- 12.4 Should a Five Day, Country or Overseas Member apply to become a member of another category the amount of the entrance fee payable shall be the appropriate amount payable at the date of election as a member of the other category less the amount of the entrance fee paid by such member on election to the previous category.
- 12.5 Should a Social or House Member wish to apply for election as a playing member under either of Clauses 3.1 or 3.2 such member must have an application submitted in

compliance with Clause 10.2 and as and when elected the applicant shall receive the benefit of Clause 12.4 in so far as the category of member warrants.

- 12.6 The amount of the entrance fee payable by the different categories of member shall be fixed by the Committee of Management.

13. ANNUAL CLUB SUBSCRIPTION

- 13.1 All categories of member, except Honorary member, shall be required to pay an Annual Club Subscription.
- 13.2 The amount payable by the different categories shall initially be fixed by the Committee of Management under Sub-Clause 4.3.4 and ratified or altered at the next Annual General Meeting of the Joint Club. Thereafter such subscriptions shall remain in operation until altered at an Annual General or Special General Meeting of the Joint Club,.
- 13.3 All subscriptions shall be payable on 1 January in any year.
- 13.4 Any member whose subscription shall be unpaid on 31 January in any year shall cease to be a member of the Club, but the Committee concerned may re-elect such member without entrance fee, re-nomination or re-posting, within 2 months from the date when the subscription became due, on payment of all subscriptions and other monies due to the Club, and in addition a fine of €100.00.
- 13.5 The Secretary Manager shall notify the Honorary Secretary of the Men's Club or the Ladies' Club of the name of any such member and the Committee concerned shall not be entitled to allow such member to compete in any Club or Open Competition under its control.

14. CAPITAL LEVY

- 14.1 The Joint Club may vote to introduce a Capital Levy on Full Ordinary Members and Five-day Members to fund any additional acquisition of land or buildings, construction work or improvement to the course, clubhouse or its environs.
- 14.2 The amount of such levy shall be payable at the same time as the Annual subscription and the same penalties shall apply.
- 14.3 The Levy shall also be made payable by Full Ordinary members availing of the provisions of Sub-Clause 11.3.3.4.

15. FREEZING OF ANNUAL CLUB SUBSCRIPTION

- 15.1 The Committee of Management shall freeze the rate of subscription payable by any member who reaches the age of 65 years provided the member:
- 15.1.1 has retired from business or profession and
 - 15.1.2 is no longer engaged in full time gainful employment or
 - 15.1.3 is mainly engaged in household duties and
 - [15.1.4 became a member of the Club on or before the 31 December 2006 or](#)
 - [15.1.5 became a member of the Club on or after the 1 January 2007 and has been a member of the Club for a period of ten consecutive years](#)
- 15.2 Thereafter the Club subscription payable by such member shall remain the same as that paid in the year such member advises the Committee of Management of qualification under Sub-Clause 15.1
- 15.3 Full Ordinary Members and Five-day Members whose subscriptions are frozen shall thereafter not be liable for payment of any Capital Levy.

16. VISITORS AND TEMPORARY MEMBERS

- 16.1 Any member may introduce visitors.
- 16.2 It shall be a condition precedent that the member effecting the introduction shall enter each visitors name, address and date of visit immediately on entering the clubhouse in a book to

- be kept for the purpose called a "Visitors Book" and such entry must be attested by the signature of the introducing member.
- 16.3 No visitor shall be supplied with excisable liquor in the Club premises unless on the invitation of and in the company of the introducing member.
 - 16.4 The charge for visitors shall be fixed from time to time by the Committee of Management under Sub-Clause 4.3.5 who are also empowered to make regulations for non-playing visitors.
 - 16.5 Every playing visitor must procure a Green Fee Voucher.
 - 16.6 On the issue of each Green Fee Voucher the name of the visitor, the number and amount of the green fee and the name of the introducing member must be immediately entered in the "Green Fee Book".
 - 16.7 In addition the Secretary Manager or his representative, having made and attested the necessary entry in the Visitor's Book, may permit a person or group not having an introduction from a member, to play on the course and use the clubhouse as a Visitor on payment of the current Green Fee.
 - 16.8 The payment of the Green Fee shall entitle the Visitor to Temporary Membership of the Club for the day.
 - 16.9 A member who fails to enter a visitor's name in the Visitors Book shall be liable to a fine not exceeding €25.39 and shall be personally responsible for the payment of the appropriate Green Fee where applicable.
 - 16.10 The Committee of Management shall have power to suspend the rule permitting the introduction of Visitors or Temporary Members at any time and refuse permission for any particular Visitor or Temporary Member to use the course or clubhouse.
 - 16.11 Competitions in Club open competitions held on the course and extending for more than one day shall, on payment of the entry fee and green fee (if chargeable) for the competition and on such fee(s) being accepted by the Committee in charge of the competition, be eligible to use the course and clubhouse, without further payment or nomination for election as Temporary Members for a period not exceeding one day prior to the date fixed for such competition, and for every day during the continuance of such competition.
 - 16.12 Competitors in Open competitions limited to one day shall likewise be eligible for Temporary Membership status on the day of the competition only.
 - 16.13 The Committee of Management may (and without assigning any cause if they so think right) cancel the admission of any Day Visitor or Temporary Member whose admission may be irregular or whose presence or conduct they deem objectionable, or who deliberately breaks any of the Rules, Bye-Laws or Regulations of the Club.
 - 16.14 The fee paid by any such Visitor or Temporary Member may, at the discretion of the Committee of Management, be either forfeited or refunded.

17. FINES

- 17.1 The Committee of Management is empowered to impose fines for breaches of the Rules, Bye-Laws and Regulations of the Joint Club in force for the time being or for breaches of the etiquette of golf, and may also at any time (either instead of, or in addition to, fines) temporarily withdraw the use of the clubhouse and course from any member whose conduct or breaches of the Rules, Bye-Laws and Regulations may, in the opinion of the Committee of Management, justify this course.
- 17.2 Any member refusing or failing to pay a fine so imposed within 4 weeks after notification thereof, shall not be permitted to use the clubhouse or course until such fine has been paid.
- 17.3 Each of the Men's and the Ladies' Committee shall report any member of their Club to the Committee of Management for investigation and penalty under this rule if they, in their absolute discretion, consider the breach warrants it.

18. REMOVAL OF MEMBER FROM THE CLUB AND SUSPENSION OF MEMBERS

- 18.1 If any allegation of misconduct by a member be submitted to an Officer, in writing, any Officer shall make such enquiries as are considered necessary to obtain all relevant details. Such information shall be placed before the Committee of Management which shall, in meeting, enquire into such conduct.
- 18.2 If in the opinion of the Committee of Management the conduct in question may warrant the suspension (by the temporary withdrawal of the privileges of membership) or expulsion of such member he or she shall be so informed in writing. The member shall have the right to appear and speak at and/or to make a written submission which shall be read at any subsequent meeting at which the conduct in question shall be considered and all related information shall be placed before the Committee of Management.
- 18.3 If after making such further enquiries as it considers necessary into the conduct of the member and hearing such explanation, if any, as he or she may offer, the Committee of Management, decides that his or her conduct has not been explained or accounted for to its satisfaction but was not such as to warrant expulsion of the member, such Committee may instead, by a majority, suspend the member for a period not exceeding three months and, it shall notify the Men's or Ladies' Committee which elected such member of its decision with which such Committee shall abide. Should a majority of the Committee of Management not be satisfied that the charges of misconduct have been proved no further action shall be taken.
- 18.4 If no explanation of his or her conduct shall be given by the member or in such explanation shall be considered unsatisfactory by the Committee of Management it may, provided that not less than a majority of the members of the Committee vote for such a course of action
 - 18.4.1 recommend to the Committee concerned, that such member be expelled by the Committee which may, in its absolute discretion, decide to act on or reject such recommendation. The Committee shall notify the Committee of Management of its decision and, if it rejects the recommendation it shall request the Committee of Management to proceed in accordance with Clause 18.
- 18.5 If on the taking of a vote under Clause 18.4 less than 70% members vote for expulsion the Committee of Management shall make a decision in accordance with Clause 18.3.
- 18.6 When the Committee concerned has resolved that a member be suspended or expelled, such member shall, within seven days of the date of the decision, be given notice, in writing, by the Honorary Secretary, or other authorised Officer, of his or her Club of the decision, by registered post or by delivery of such notice to his or her last known address. Such person shall have the right of appeal against the decision, within fourteen days of the date of decision. The appeal shall be made, in writing, to the Honorary Secretary of the Committee of Management.
- 18.7 Notice of an appeal under Clause 18.6 having been given, the decision shall not take effect for a period of twenty one days from the date of the decision and the relevant Men's or Ladies' Committees, notified of such appeal.
- 18.8 The member shall have the right to have the appeal heard at an Extraordinary General Meeting requisitioned under Sub-Clause 19.5.1 provided that the necessary signatures for such requisition are procured either by the member in question or by any other Full Ordinary Member. This meeting shall, by a majority, decide whether the expulsion shall be confirmed or repealed, or whether the period of suspension shall be confirmed, reduced or repealed. Should the signatures provided for in Sub-Clause 19.5.1 not be obtained within twenty one days from the date of the decision, the Committee of Management shall have power to deem the appeal to have lapsed and to enforce the decision forthwith, or to allow an additional appeal period should it decide, by a simple majority, that the circumstances warrant it.
- 18.9 A decision by the Committee of Management under this Rule shall stand unless and until an appeal is received, by an Officer of the Committee of Management, against it. Provided

an appeal has been received, and an Extraordinary General Meeting duly requisitioned, the expulsion or suspension shall not then take effect, pending the holding of the Extraordinary General Meeting.

- 18.10 During the period of suspension the member shall not be entitled:
 - 18.10.1 to enter upon the Club property, whether in the company of another member or otherwise save only to collect any of his or her property or, for the purposes of attending any General Meeting which may be held during the period of suspension.
 - 18.10.2 to the refund or rebate of the whole or any part of his or her annual subscription or other sum paid or payable by him or her to the Club in respect of the year during which the suspension occurs.
- 18.11 A person who has been expelled from membership shall not be entitled:
 - 18.11.1 to enter upon the Club property, whether in the company of another member or otherwise save only to collect his or her property.
 - 18.11.2 to the refund or rebate of the whole or any part of his or her annual subscription or other sum paid or payable by him or her to the Club in respect of the year during which the expulsion occurs.
- 18.12 All voting under this Rule shall be by secret ballot.

19. GENERAL MEETINGS

- 19.1 The Men's Club
 - 19.1.1 The Annual General Meeting of the Men's Club shall, save in exceptional circumstances, be held not later than 30 November for receiving the Men's Club Committee's Annual Report and the Financial Statement for the year ended the previous September; for electing Office Bearers, Members of Committee and Auditors, revising its rules and transacting such other business of the Men's Club as may be on the Agenda.
 - 19.1.2 Twenty one days notice, at least, of such Annual General Meeting shall be given to the Male Full Ordinary Members of the Club who are the only persons entitled to attend and vote at an Annual General Meeting of the Men's Club but subject to the provisions of Sub-Clause 19.7 below.
 - 19.1.3 Such notice shall be accompanied by a copy of the Report and duly audited financial statement.
 - 19.1.4 Notices of Motion and nominations of Officers and Members of the Committee of the Men's Club must be made to the Honorary Secretary of the Club, in writing, at least fourteen days before the date of such meeting.
 - 19.1.5 Such notices and nominations shall be promptly posted on the Club Notice Board.
 - 19.1.6 Notice of Motion and nominations not made as required cannot be considered at the Annual General Meeting.
- 19.2 The Ladies Club
 - 19.2.1 The Annual General Meeting of the Ladies' Club shall, save in exceptional circumstances, be held not later than 30 November for receiving the Ladies' Club Committee's Annual Report and the Financial Statement for the year ended the previous September, for electing Office Bearers, Members of Committee and Auditors, revising its Rules and transacting such other business of the Ladies' Club as may be on the Agenda.
 - 19.2.2 Twenty one days notice, at least, of such Annual General Meeting shall be given to the Female Full Ordinary Members of the Club who are the only persons entitled to attend and vote at an Annual General Meeting of the Ladies' Club but subject to the provisions of Sub-Clause 19.7 below.
 - 19.2.3 Such notice shall be accompanied by a copy of the Report and duly audited financial statement.

- 19.2.4 Notices of Motion and nominations of Officers and Members of the Committee of the Ladies' Club shall be made to the Honorary Secretary of the Club, in writing, at least fourteen days before the date of such meeting.
- 19.2.5 Such notices and nominations shall be promptly posted on the Club Notice Board.
- 19.2.6 Notice of Motion and nominations not made as required cannot be considered at the Annual General Meeting.
- 19.3 The Joint Club
 - 19.3.1 The Annual General Meeting of the Joint Club shall, save in exceptional circumstances, be held not later than 30 November for receiving the Committee of Management's Annual Report and the Financial Statement for the year ended the previous September; for electing Office Bearers, Members of Committee of Management and Auditors, revising rules and transacting such other business of the Club as may be on the Agenda.
 - 19.3.2 Twenty one days notice at least of such Annual General Meeting shall be given to the Full Ordinary Members of the Joint Club who are the only persons entitled to attend and vote at the Annual General Meeting of the Joint Club but subject to the provisions of Sub-Clause 19.7 below..
 - 19.3.3 Such notice shall be accompanied by a copy of the Report and duly audited financial statement.
 - 19.3.4 Notices of Motion and nomination of Officers and Members of the Committee of Management must be made to the Honorary Secretary, in writing, at least fourteen days before the date of such meeting.
 - 19.3.5 Such notices and nominations shall be promptly posted on the Club Notice Board.
 - 19.3.6 Notices of Motion and nominations not made as required cannot be considered at the Annual General Meeting except as provided in Clause 19.4 hereof.
- 19.4 Notification to Joint Club
 - 19.4.1 Immediately following the Annual General Meetings of each of the Men's and the Ladies' Clubs the respective Honorary Secretaries shall notify the Secretary Manager of the names of the Captain and Vice Captain of their Club who shall represent that Club on the Committee of Management for the ensuing year
 - 19.4.2 Each Officer shall also forward to the Honorary Secretary for submission such Notices of Motion or recommendation as such Club wishes to submit for consideration at the Annual General Meeting of the Joint Club.
 - 19.4.3 Any such Notice of Motion or Recommendation shall be discussed, if necessary, under the heading of "Any other business" at such Meeting if it is not received in time for inclusion on the Agenda of the Meeting.
- 19.5 Special and/or Extraordinary General Meetings
 - 19.5.1 Special General Meetings of any of the Clubs may be called at any time by direction of the Committee of that particular Club or an requisition to the Honorary Secretary of that particular Club, signed by at least 25 members entitled to vote at such meeting, stating the business to be brought forward and this matter will be only business considered at that meeting.
 - 19.5.2 On receipt of such requisition it shall be the duty of the Committee of such Club to have a General Meeting called without delay and failing notice calling such meeting being issued by direction of the Committee concerned within fourteen days after receipt of the requisition by the Honorary Secretary, any 25 members who have signed the requisition may issue notice of a General Meeting, which notice shall be sufficient if published in three consecutive issues of a daily newspaper circulating in the locality of the Club at least ten days before the date fixed for such meeting.
- 19.6 Chairperson at General Meetings
 - 19.6.1 The Captain, or if absent the Vice Captain, shall preside at all General Meetings of the Men's Club and the Ladies' Club respectively.

- 19.6.2 The Chairperson, or if absent, the Vice Chairman of the Committee of Management shall preside at all General Meetings of the Joint Club.
- 19.6.3 If any of the foregoing Officers are absent or decline to preside any other Chairperson may be appointed by the Meeting.
- 19.6.4 Each Chairperson in addition to a deliberative vote shall have and shall exercise a casting vote.

19.7 *The appointed Auditors of the Club shall attend all Annual General Meetings, and all Special or Extraordinary General Meetings of the Men’s Club, Ladies Club or Joint Club involving financial matters.*

20. NOTICE OF GENERAL MEETING

- 20.1 Fourteen days notice of every General Meeting convened by order of a Committee (except Meetings called under Clause 19.5 when ten days notice is required) shall be given to the members entitled to attend and vote at such meetings by a circular specifying the time and place of such meeting and the business to be transacted.
- 20.2 All notices calling meetings may be sent by post and addressed to members at such addresses as recorded in the Club books.

21. MODE OF VOTING AT GENERAL MEETINGS

- 21.1 No proxies shall be allowed.
- 21.2 Voting shall be either by a show of hands or by ballot.
- 21.3 Ballot shall mean a vote on voting paper.
- 21.4 A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by some other Club rule.
- 21.5 In the event of a tie the Chairperson shall have and shall exercise a casting vote as provided in Sub-Clause 19.6.4.
- 21.6 If any member at a General Meeting proposes that the mode of voting on any particular matter should be by ballot and this is seconded by another member, then the question of whether voting should be by a show of hands or by ballot shall be decided by a show of hands.
- 21.7 An election of candidates for membership of the Committee of either the Men’s or the Ladies’ Club or for membership of the Committee of Management 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. MINUTE BOOKS

- 22.1 The Men’s Club, the Ladies’ Club and the Joint Club shall each keep:
 - 22.1.1 a Minute Book in which shall be recorded the Minutes of Annual General and Special General Meetings and also
 - 22.1.2 a Minute Book in which shall be recorded the Minutes of all Committee Meetings held in compliance with Clause 7.3
- 22.2 The respective Minutes shall be read out at the next General or Statutory or other Committee Meeting and, when approved as being a correct record, shall be signed and dated by the Chairperson.
- 22.3 The Men’s Committee and the Ladies’ Committee shall each submit their Club Minute Books to the Committee of Management when required.

23. PLAYING FACILITIES

- 23.1 The Committee of Management, in consultation with the Men’s and the Ladies’ Committees shall prescribe the days and times when members of the Men’s Club or the Ladies’ Club shall have the use of the course for competitions or when the course is reserved for team matches, Union, Branch or District events.

- 23.2 It shall also decide on the facilities to be afforded to Societies in consultation with the Men's and the Ladies' Committees.
- 23.3 The Committee of Management shall also be empowered to direct the days and times when fourballs or singles shall have priority commencing playing on the 1st or 10th tees and generally regulate the use of the course for the benefit of members.

24. PERSONAL PROPERTY

- 24.1 Any personal belonging 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, 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 against Insurance Companies in case of fire, or when otherwise covered by insurance.

25. REGISTRATION OF CLUBS ACTS AND INTOXICATING LIQUOR ACTS 1904/2003

- 25.1 No person other than a member (as defined in Clause 3.3 hereof) shall order or pay for refreshments in the clubhouse. Cash must be paid for every expense incurred in the clubhouse before the person ordering leaves the premises.
- 25.2 No visitor shall be supplied with excisable liquor on the club premises unless on the invitation and in the company of a member, and that member shall upon the admission of such visitor to the Club premises or immediately upon his being supplied with such liquor, enter his or her own name and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of such visit.
- 25.3 The Committee of Management may prohibit the admission of any visitor to the Club premises and no member shall bring any person whose admission is prohibited into the Club premises.
- 25.4 No excisable liquor may be sold or supplied for consumption outside the premises of the Club, except to members of the Club between the hours of eight o'clock in the morning and ten o'clock at night.
- 25.5 No excisable liquor shall be sold or supplied in the Club premises to any person under the age of eighteen years.
 - 25.5.1 No person under the age of eighteen years will be allowed into the licensed area of the Club after nine o'clock in the evening. However, a child who is accompanied by his parents or guardian may be allowed in to the licensed area between the hours of ten o'clock in the morning (half past twelve in the afternoon on Sunday) and nine o'clock in the evening.
 - 25.5.2 A child who is aged at least fifteen years but under the age of eighteen years and who is accompanied by his parent or guardian may be allowed into the licensed area of the Club on the occasion of a private function at which a substantial meal is served to persons attending the function.
- 25.6 No Officers or Member of the Committee of Management, and no manager or servant employed by the Club, shall have any personal interest in the sale to the Club of supplies of excisable liquor, or the profits arising from such sale.
- 25.7 Subject to the exceptions contained in Clause 25.8 no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging in the Club premises) or be consumed on the Club premises by any person (other than a member of the Club lodging in the Club premises):
 - 25.7.1 On any weekday before the hour of half past ten o'clock in the morning, or
 - 25.7.2 On any Monday, Tuesday, Wednesday or Thursday after the hour of half past eleven o'clock in the evening, or
 - 25.7.3 On any Friday or Saturday after the hour of half past twelve o'clock in the morning on the following day, or

- 25.7.4 On any Sunday (except St. Patrick's Day which falls on a Sunday) before the hour of half past twelve o'clock in the afternoon or after the hour of eleven o'clock in the evening, or
- 25.7.5 On St. Patrick's Day before the hour of half past twelve o'clock in the afternoon or after the hour of half past twelve o'clock in the morning on the following day, or
- 25.7.6 On Christmas Eve and the Eve of Good Friday before the hour of half past 10 o'clock in the morning or after the hour of half past eleven o'clock in the evening, or
- 25.7.7 At any time on Christmas Day or Good Friday.

25.8 Nothing contained in the Registration of Clubs Acts 1904 - 2003 or imposed only by virtue of the operation of Clause 25.7 hereof, shall operate to prohibit the supplying for consumption on the Club premises of excisable liquor to any person or the consumption of excisable liquor on those premises by any person:

25.8.1 On Christmas Day between twelve o'clock midday and ten o'clock in the evening or,

25.8.2 On any other day for one hour after the expiration of any period in respect of that day during which it is lawful for the Club by virtue of this Constitution to supply any excisable liquor for consumption on the Club premises, if in each case the excisable liquor is:

- (1) Ordered by that person at the same time as a substantial meal is ordered by him.
- (2) Consumed at the same time as and with the meal.
- (3) Supplied and consumed in the portion of the Club premises usually set aside for the supply of meals.
- (4) Paid for at the same time as the meal is paid for.

25.9 In Clauses 25.7 and 25.8 hereof, "weekday" and "Sunday" have the meanings assigned to them by Section 1 of the intoxicating Liquor Act 1988.

25.10 In order to enable the Joint Club to comply with the provisions of the Registration of Club Acts and obtain (or renew) a Certificate to supply intoxicating liquor the Committee of Management must elect all members of each of the Men's Club and the Ladies Club to the Joint Club.

25.11 The Management Committee may alter or add to such Rule or Rules dealing with the supply or consumption of excisable liquor for the purpose of complying with the Licensing Laws for the time being in force, or for the purpose of satisfying the requirements of the members in accordance with such laws.

25.12 In addition to the foregoing Rules and clauses thereof the clauses and Regulations embodied in the Registration of Clubs Acts 1904-2003 and the Acts extending and amending the same shall be deemed Rules of the Club.

26 CHANGE OF CONSTITUTION AND RULES

26.1 No rule of either the Men's Club or the Ladies' Club shall be repealed or altered or new rule made except at a General Meeting of such Club and by consent of at least two thirds of the members present and entitled to vote at such meeting and written notice of the proposed changes must be sent to the Honorary Secretary with the names of the proposer and seconder attached, on or before the 30 September previous to the meeting at which same is to be considered.

26.2 No rule of the Joint Club shall be repealed or altered or new rule made except at a General Meeting and by consent of at least two thirds of members present and entitled to vote at such meeting and written notice of the proposed changes must be sent to the Honorary Secretary of

the Joint Club with the names of the proposer and seconder attached, *on or* before the 30 September previous to the meeting at which same is to be considered.

26.3 The Honorary Secretary shall place the proposal on the Club Notice Board and circulate the proposed changes to the members with the annual accounts of the relevant Club and put the item on the agenda for the next General Meeting of the Club concerned.

26.4 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 adoption.

26.5 Any change in the rules of the Men's Club shall not be in conflict with the Constitution of the Golfing Union of Ireland or similar rule of the I.L.G.U.

26.6 Any changes in the rules of the Ladies Club shall not be in conflict with the Constitution of the Irish Ladies Golf Union.

27 RULES OF GOLF AND LOCAL RULES

27.2 The Rules of the Game of Golf for the Men's and the Ladies' Clubs shall be the Rules of Golf as approved by the Royal and Ancient Golf Club of St. Andrews.

27.3 In addition the Committee of Management, in consultation with the Men's and the Ladies' Committees in compliance with Sub-Clause 7.5.2. shall from time to time prescribe such Local Rules as it considers necessary having regard to the nature of the course or otherwise provided such Local Rules are not contrary to or at variance with the Rules of Golf or directives issued by the respective Union to which the Men's Club or the Ladies' Club is affiliated.

28 BYE-LAWS

28.2 The Committee of Management shall have power from time to time in compliance with Sub Clause 7.5.1. to make such Bye-Laws as it considers necessary and to alter and repeal same.

28.3 Each of the Men's and the Ladies' Committees shall have power from time to time to make such Bye-Laws as it considers necessary for matters under their respective jurisdiction

29 TRANSFER OF MEMBERSHIP

29.2 Membership of the Club confers upon a member the rights, entitlements and benefits and obliges a member to comply with the obligations and liabilities, which are set out in the Constitution and Rules (the "Rules"). Membership of the Club may only be transferred in the manner set out in Clause 29.

29.3 The Transfer Commencement Date, as declared by the Committee of Management (the "Committee"), is 30 May 2002.

29.4 A membership may only be transferred once and therefore only those persons who are members of the Club on the Transfer Commencement Date, 30 May 2002, and who on that date held transferable memberships may transfer their membership.

29.5 Notwithstanding the provisions of sub-clauses 29.2 and 29.3, membership of the Club may be transmitted before or after the Transfer Commencement Date by operation of law from a deceased member to any beneficiary under a will or under the Rules of Intestacy (provided that such beneficiary shall be elected to the Club in the manner provided for in Clause 10) and the Committee shall not be entitled to levy an administration fee in respect of such transmission.

29.6 Membership of the Club may be transferred after the Transfer Commencement Date by way of gift from a member to a spouse, child, brother, sister or parent of the member, (a "Close Family Member"), (provided that such Close Family Member shall be elected to the Club in the manner provided for in Clause 10) and the Committee shall not be entitled to levy an administration fee in respect of such transfer. Any member who wishes to transfer his membership to a Close Family Member shall serve a notice in writing on the Committee (a "Gift Notice") advising the Committee that he wishes to transfer his membership by way of gift to a Close Family Member designated in the Gift Notice and confirming that he has received no payment in respect of such transfer. After the election to the Club of the Close Family Member in the manner provided for in Clause 10, such member shall cease to be a member of the Club and the close Family Member specified in the Gift Notice shall

immediately become a member of the Club. No membership may be gifted to any person other than a Close Family Member.

- 29.6 (a) A member who wishes to sell his membership (the “Transferor”) must serve a notice in writing on the Committee (the “Transfer Notice”) advising the Committee that he wishes to sell his membership and specifying the person to whom such membership is to be sold (the “Transferee”). The Transfer Notice shall also set out details of the payment the Transferee has agreed to make in respect of the Transferor’s membership (the “Transfer payment”). Within a period of thirty days after the date of receipt by the Committee of the Transfer Notice, the Committee shall advise the Transferor, by notice in writing, whether it is prepared to sanction the proposed sale of membership to the Transferee (the “Transfer Response Notice”). The Committee may determine in its absolute discretion whether to sanction the proposed transfer and may refuse to sanction such sale without specifying any reason for such refusal.
- (b) If the Committee refuses to sanction the proposed sale of membership by the Transferor to the Transferee, no further action shall be required by the Committee and the Transferor shall not be entitled to sell his membership to the Transferee.
- (c) If the Committee advises the Transferor or in the Transfer Response Notice that it is prepared to sanction the transfer of membership to the Transferee, the Transferee shall be proposed for election as a member of the Club in the manner provided for in Clause 10. If he is not so elected to the Club, the Transferor shall not be entitled to transfer his membership to the Transferee and no further action shall be required by the Committee.
- (d) If he is so elected to the Club the Transferee, within a period of five days after his election, shall (subject to sub-paragraph 29(f) make payment to the Club of an administration fee equal to 15% of the Transfer Payment (the “Administration Fee”) and a subscription fee determined by the Committee and make payment to the Transferor of the Transfer Payment (reduced by the amount of the Administration Fee). Upon the payment of such administration and subscription fees to the Club and Transfer Payment to the Transferor (as reduced as aforesaid), the Transferor shall be deemed to have surrendered his membership to the Club and the Club shall be deemed to have accepted the Transferee as a new members.
- (e) Within a period of ten days after the date of such surrender and acceptance, the Committee shall refund to the Transferor a proportion of his subscription fee equal to the proportion of the number of days in the remainder of the subscription period in which the transfer occurs bears to the entire of such subscription period.
- (f) The Club shall not be entitled to levy an Administration Fee in circumstances where the amount of the Transfer Payment payable to the Transferor shall equal or be less than the amount of the Entrance Fee paid by the Transferor to the Club (or to Carrickrose Limited) on the date the Transferor originally became a member of the Club (the “Entrance Fee”). If the amount of the Transfer Payment shall be greater than the amount of the Entrance Fee and the levying of the Administration Fee by the Club would cause the Transferor to receive from the Transferee a net amount less than the amount of the Entrance Fee, the Administration Fee shall be reduced to an amount which ensures that the net amount so receivable shall equal the amount of the Entrance Fee.
- (g) The Committee shall keep a list of all persons who have expressed an interest in joining the Club (the “Prospective Members”) and shall provide, on request, to any member who wishes to dispose of his membership a list of the Prospective Members.
- 29.7 In exceptional circumstances where the best interests of the Club will be served, or if it would cause undue hardship to a member to comply with the provisions of Clause 29 the Committee may allow a member to transfer his membership otherwise than in accordance with the provisions of Clause 29.

29.8 For the avoidance of doubt, it is confirmed that no person may acquire a membership pursuant to the provisions of this Clause if he is not entitled to become a member of the category of membership proposed to be so acquired. However, the Committee shall be entitled to re-designate any membership so proposed to be acquired into a category of membership to which the person proposing to acquire such membership shall be entitled to become a member.

ADDENDUM TO THE CONSTITUTION

CHANGES TO THE COURSE

The course shall be designated as having been completed in its construction on 1 October 1996.

A change to the course is any development work carried out which will affect the way in which any hole on the course is played.

This would include things such as new bunkers, or hazards, extension or enlargement of current bunkers or hazards, extension or enlargement of current plantations of trees or shrubs, planting of new plantations, alterations to the size or shape of the greens and any other modification which might come into play or affect the index on any hole on the course.

This would include things which are part of the maintenance of the current course, such as, shaping of fairways, cutting of rough, amount of sand in the bunkers, trimming of trees and shrubs cutting, pole-forking or scarifying of greens and any other of the normal duties required for the maintaining of the current course.

No change can be made to the course as defined above, without first having been ratified by the Men's Club, Ladies' Club and Parent Club. If the three Clubs cannot reach a unanimous decision on a proposed change, it be decided at the next AGM or at a specially convened EGM.

Any proposed changes must be posted on the notice boards in the Club at least 8 weeks prior to a decision being made by the relevant Clubs, detailing the proposed change and an estimate of the costs involved.

The work needed to complete any proposed change which is ratified by the relevant Clubs must be completed within 5 years of its acceptance. If it is not completed within this time frame, the proposed change must be ratified again by the relevant Clubs in the same manner as its first submission.

Record of Amendments

The following is a brief history of the amendments made to the Constitution and Rules of the Club, the year of the AGM or EGM at which each amendment was passed, together with the Clauses and Sub Clauses affected.

<i>Number</i>	<i>Date</i>	<i>Description</i>	<i>Clauses/Sub-Clauses</i>
1	1996	<i>An Addendum to the Constitution introduces rules for the making of changes to the golf course</i>	<i>New Addendum</i>
2	1996	<i>An Addendum to the Constitution introduces rules for Juvenile and Intermediate Members</i>	<i>New Addendum</i>
3	Feb 1998	<i>The final date for payment of Subs is 31 January each year. It was 31 March.</i>	<i>13.4</i>
4	1999	<i>The Vice Captains become voting members of the Committee of Management</i>	<i>7.1.3</i>
5	2000	<i>Amendments are made to comply with changes in the Registration of Clubs and Intoxicating Liquor Acts</i>	<i>25</i>
6	2001	<i>The Presidents become voting members of the Committee of Management</i>	<i>7.1.3</i>
7	2001	<i>Amendments are made regarding the rules for Junior/Student Member upgrading to Full Membership</i>	<i>11.3.3.8</i>
8	2001	<i>Clubhouse facilities are made available at weekends to Five-Day Members</i>	<i>11.2.2</i>
9	2001	<i>Various changes are made to the working of Junior/Student Membership</i>	<i>11.2.3, 11.2.4, 11.3.1 11.3.3.2/3/4/5</i>
10	2001	<i>Junior Section Addendum paragraphs 4 and 5 are deleted as they are duplicated in amendments made in '9' above to Sub-Clauses 11.2.3 and 11.2.4</i>	<i>Addendum</i>
11	2001	<i>Five-Day members pay Capital Levies</i>	<i>14.1</i>
12	2001	<i>Five-Day members are brought in line with Full members i.e. not liable to pay any Capital Levies</i>	<i>15.3</i>
13	2002	<i>The Captain of the Club not having the majority of voting members becomes an Officer of the Joint Club</i>	<i>6.3</i>
14	2003	<i>A Census of membership by category is included in the Annual Audit of the Accounts</i>	<i>9.1.3</i>
15	2003	<i>University Members, including students, are redefined as 'Intermediate' members</i>	<i>11.2.3</i>
16	2003	<i>Junior Members are redefined as 'Juvenile' Members</i>	<i>11.2.4</i>
17	2003	<i>A new category of Beaver Members is introduced</i>	<i>New Sub-Clause 11.2.9</i>
18	2003	<i>Members of the Junior Section wishing to upgrade to Full or Five-Day Membership are required to have been 'active' members, which is defined</i>	<i>11.3.8</i>
20	2006	<i>Remaining references to 'University' and 'Student' members are removed</i>	<i>4.1.2.1, 11.3.1, 11.3.3.2, 12.2, 12.3</i>
21	2006	<i>All categories within the Junior Membership complete annual questionnaires</i>	<i>11.2.3, 11.2.4, 11.2.9</i>
22	2006	<i>The Club complies with the 'Junior Golf Charter' and a new Sub-Clause is introduced reflecting this</i>	<i>New Sub-Clause 4.4</i>
23	2006	<i>Members of the Junior Section wishing to upgrade to Full or Five-Day Membership are required to have played in at least 3 junior competitions each year. The fee payable is clarified</i>	<i>11.3.3.8, 12.3</i>
24	2006	<i>Amendments are made to comply with changes in the Registration of Clubs and Intoxicating Liquor Acts</i>	<i>25</i>
25	2006	<i>The declared 'Transfer Commencement Date' 30 May 2002 is included</i>	<i>29.2, 29.3</i>
26	2006	<i>Members joining on or after 1 January 2007 will require to have had 10 years consecutive membership to qualify for freezing of their subscriptions</i>	<i>New Sub-Clauses 15.1.4, 15.1.5</i>

<i>Number</i>	<i>Date</i>	<i>Description</i>	<i>Clauses/Sub-Clauses</i>
27	2006	<i>The granting of Honorary or Life Memberships will be by motion to the appropriate Men's or Ladies Club AGM and approval by motion to the AGM of the Parent Club</i>	<i>3.1, 3.2, 10.1 and new Sub-Clause 10.3</i>
28	2006	<i>The Management Committee is reduced to 11 by removing the Presidents, Ex-officio Captains, Secretaries of both Men's and Ladies' Clubs and one ordinary member of the committee. The electable positions of Course Chairperson and Clubhouse Chairperson are created</i>	<i>6.4 deleted, 7.13</i>
29	2006	<i>The date by which the AGM of the Ladies Club must be held is changed from 15 November to 30 November</i>	<i>9.3.5</i>
30	2007	<i>The Auditors in attendance at General Meetings at the request of appropriate committees</i>	<i>19.1.2, 19.2.2, 19.3.2 & new Sub-Clause 19.7</i>
31	2007	<i>Ladies Club Committee is reduced from 11 to 9 by removing 2 of the 4 voting members</i>	<i>7.1.2</i>
32	2007	<i>The final date for submission of motions for changes to the Constitution and Rules for consideration at AGM is amended from 'three weeks' prior to the 30th September each year</i>	<i>26.1, 26.2, 26.3</i>
33	2007	<i>Fine for late payment of annual sub increased to €100 and period in which to be accepted reduced to 2 months from 6 months</i>	<i>13.4</i>
34	2009	<i>The Auditors will attend all General Meetings involving financial matters</i>	<i>19.7</i>
35	2009	<i>The Trustees – Various changes and additions</i>	<i>Section 5 replaced</i>