



**Castlecomer Golf**  
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## CONSTITUTION & RULES

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**GOLF CLUB  
CONSTITUTION AND RULES**

**1 PRELIMINARY DEFINITIONS AND INTERPRETATIONS**

- 1.1 Rules herein contained are indicated by consecutive numbers.
- 1.2 Clauses are indicated by consecutive numbers preceded by Rule Numbers.
- 1.3 Sub-Clauses are indicated by consecutive numbers preceded by Rule and Clause numbers.
- 1.4 Sub-Clause 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 Golfing Union of Ireland and to which such club is 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 is 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 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 of title “Committee” and the Officers and Members thereof, without 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 Castlecomer 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 Drumgoole, Castlecomer in the County of Kilkenny.
- 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 Members as defined by Sub-Clause 11.2.1 The Full 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 playing Members who are Full Members and other subscribing playing members as may be elected from time to time under Clause 10.2.
- 3.2 The membership of the Ladies’ Club shall consist of Female playing Members who are Full Members and other subscribing playing members as may be elected from time to time under Clause 10.2.
- 3.3 The membership of the Joint Club shall consist of all members of each of the Men’s and Ladies’ Clubs and such Pavilion Members as may be elected from time to time under clause 10.2 by the Committee of Management.

## 4 OBJECTS

- 4.1 The Men's Club shall:
- 4.1.1 Promote the Amateur Game of Golf amongst its members.
  - 4.1.2 Accept and abide by the Constitution and bye-Laws of the Golfing Union of Ireland to which the club is affiliated and the Bye Laws of the Leinster Branch of such Union in whose Province the course is situate.
    - 4.1.2.1 In compliance with the union Bye-Law 2 pay, on every 1<sup>st</sup> 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, Student and Junior/Juvenile) 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 there under 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 Accept and abide by the Constitution and Bye-Laws of the Irish Ladies Golf Union and the Bye-Laws of the district in which the course is situate.
    - 4.2.2.1 In compliance with such constitution pay on due date per capita subscription on every female playing member (except honorary) of the club at the end of its financial year.
  - 4.2.3 Accept and apply the Handicapping System as prescribed by the Irish Ladies Golf Union and such rules thereunder 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 had 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 Provision 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 Subscription and other club levies payable by Members.
- 4.3.2.4 Discharge subscriptions/levies referred to in clause 4.1.2.1 and 4.2.2.1 on appropriate invoice being produced by the Men's Club and the Ladies' Club.
- 4.3.3 Adhere to the existing rate of:
  - (i) Club Entrance Fee
  - (ii) Annual Subscription (individual and family) and Capital Levies as decided by AGM/EGM
- 4.3.4 Decide on the rate of Green Fee payable by visitors to the Club.
- 4.3.5 Generally to act in the promotion and advancement of the interest of the club and the improvement of the facilities available to members.

## **5 TRUSTEES**

### 5.1

- 5.1.1 The Trustees shall be 3 individual members of the Joint Club. Such Trustees shall be appointed by the members at a General Meeting of the Joint club.
- 5.1.2 In the Event of the number of the Trustees becoming less than three, the remaining Trustees may deal with the property of the Club pending the election of a replacement at a General Meeting of the Club.

### 5.2

- 5.2.1 Each Trustee shall hold office until resignation or removal from office by resolution of the members at a General or Extraordinary General Meeting of the Joint club.
- 5.2.2 A Trustee who ceases to be a member of the Club shall cease to be a Trustee.
- 5.2.3 The Joint Committee shall have the power, if deemed necessary to appoint a Trustee or Trustees until the election of Trustees at the next Annual General Meeting of the joint club.

### 5.3

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 shall be vested in and under the legal control of the Trustees, for the benefit of the joint Club and such Trustees shall deal with the property of a Club as directed by a resolution of the Committee of Management of which an entry in the Minute Book shall be sufficient evidence.

### 5.4

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.

### 5.5

The Trustees shall attend the meetings of the Committee of Management if so requested by said Committee.

- 5.6 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 or for which such Trustee may become liable. 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 Members of whose behalf the property and assets of the Club are held.
- 5.7 The Trustees shall have the power with the approval of the Committee of Management or with approval of an extraordinary or Annual General Meeting of the Club, to execute a Deed of Charge or Mortgage of the lands and premises belonging to the Club or to deposit the title deeds thereof to or with a bank or other lender for the purpose of securing payment by the Club to the bank or lender of any sum or sums of money which the said bank or lender may from time to time advance to the Club not exceeding for principal and interest at any one time the aggregate sum of £500,000. Except, and with the approval of an AGM/EGM only, where the purchase of land and its development is deemed necessary an aggregate sum not exceeding £1.5 million may be approved. All present and future members of the Club shall be deemed to have assented to the creation by the Trustees of any security entered into or deposit made by them by virtue of this clause.

## **6 OFFICERS**

- 6.1 The Officers of the Men's Club shall be a Captain, a Vice Captain, an Honorary Secretary, an Honorary Treasurer, an Honorary Competition Secretary, an Hon. Handicap Secretary and a Public Relations Officer.
- 6.2 The Officers of the Ladies' Club shall be a Captain, a Vice Captain, an Honorary Secretary, an Honorary Treasurer, an Honorary Competition Secretary, an Honorary Handicap Secretary and a Public Relations Officer.
- 6.3 The Officers of the joint Club shall be Chairman, Secretary, and Treasurer.

## **7 MANAGEMENT**

### **7.1 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 5 other voting members of the Men's Club elected under Sub-Clause 7.2.3.
- 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 the Officers of the Ladies' Club, the Ex-Officio Lady Captain and 4 other voting members of the Ladies' Club elected under Sub-Clause 7.2.3.

- 7.1.3 The business and affairs of the joint Club shall be under the jurisdiction and control of the committee of Management consisting of the Officers of the Joint Club and three other voting members of the joint club elected under clause 7.2.3.
- (a) The role of each of the three committee members shall be assigned at the general meeting at which they are elected.
- Roles to be filled include:-
- Course, house & social ,business development & marketing and any other roles that may be deemed necessary.
- Following election, the Chairman, Treasurer, Secretary and the three Committee Members shall remain in office for a term of 3 years. A maximum of two consecutive terms is permitted. Any candidate may run for election again following a one year break.
- (b) The Captain of the men's Club and the Captain of the ladies' Club may also attend Committee of Management meetings as non-voting members.
- 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 Meetings of the Committee of Management, four of those entitled to attend and vote shall form a quorum at meetings of the Committee of Management.
- At meetings of the men's and ladies' committees the chair shall be taken by the Captain or if absent, the Vice- Captain.
- At meetings of the Committee of management, the Chair shall be taken by the Chairperson.
- In the absence of above officers at a particular meeting, those in attendance, having votes, shall elect a Chairperson.

## **7.2 Elections – Officers and Committees**

- 7.2.1 (i) The President of the Club shall retire after two years service. (ii) The Captain of each of the Men's Club and the Ladies' Club shall retire after one year's service.
- 7.2.2 (i) The Honorary Officers of the men's club and ladies' club shall retire annually and shall be eligible for election except as provided in sub-clause 7.2.1.
- (ii) The Chairman, Secretary, Treasurer and three members of the Committee of Management shall be elected at the AGM for the term of office or when any vacancy arises. Each candidate, proposer or seconder cannot be employees of the Club and shall be voting members of the Club for the preceding three years. The applicable nomination forms must be signed by the candidate, the proposer and seconder and lodged with the Secretary at least ten days prior to the AGM. The Secretary will then post these nomination papers on the notice board in the Clubhouse at least seven days prior to the AGM.
- 7.2.3 (i) The election of the office bearers and members of the committees of the men's club and the ladies club shall be made at their respective Annual General Meeting.
- (ii) The election of the auditor shall be made at the Annual General Meeting of the Joint Club.

- 7.2.4 All Officers shall be nominated in accordance with Rule 18.
- 7.2.5 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, by the General Committee of the particular Club or by any two Full Members.
- 7.2.6 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.
- 7.2.7 A complete list of Nominees (Officers and committee) together with the names of their proposers and seconders must be posted on the club Notice Board for at least seven days prior to the date of the particular Annual General Meeting.
- 7.2.8 The respective Committees shall have power to fill vacancies in any of these offices (including Membership of its Committee) during any year. The persons so appointed shall hold office until the next Annual General Meeting of the particular club.
- 7.2.9 The office of any office bearer shall be vacated by such office bearer resigning therefrom or on ceasing to be a member of the Men's or Ladies' Club or being removed by a resolution at an annual or extraordinary general meeting of the Club

### **7.3 Committee Meetings**

- 7.3.1 Stated Meetings of the Men's and Ladies' Committees shall be held not less than 6 times per annum.
- 7.3.2 Stated meetings of the Committee of Management shall be held not less than 10 times per annum and special meetings on such dates as may be found convenient for the transaction of business on at least 3 days' notice being given by the Chairperson or Honorary Secretary of the Joint Club.
- 7.3.3 Upon a requisition signed by not less than four members of that Committee, stating the nature of the business to be transacted, the Captain, Chairperson or 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 a meeting within seven days the same may be convened by notice by four members of such committee.

### **7.4 Employment of Staff**

- 7.4.1 The Committee of Management shall have power to appoint any 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' Committees 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-Committees and to define the scope of their authority and to delegate and confer upon such Sub-Committee the powers necessary for the discharge of the function or functions for which such Sub-Committee 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.

## **8 ADMINISTRATION**

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

- 8.1.1 The Captains of the Men's Club/Ladies' Club shall be responsible for the every-day affairs of the said clubs except such duties, which are specifically assigned to another Officer of the Clubs.
- 8.1.2 The Chairperson 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
- 8.1.3 All written complaints concerning matters under the jurisdiction and control of the Committees of the Clubs shall be referred primarily to the Honorary Secretary and Captain of the relevant Club who, if unable to resolve same, shall place the complaint on the agenda for the next meeting of the Committee of Management for investigation and decision.
- 8.1.4 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 shall 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 31st October 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 28th. February following.
- 9.1.4 The Committee of Management shall determine the budget necessary for the proper running of the Joint club and shall, review same from time to time throughout the year.

9.1.5 The Committee of Management shall on request being made, pay 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 of 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 payments to the Golfing Union of Ireland of the Annual per capita subscription and Provincial Levy on members as required by the Bye-Laws of that Union. Subject to discharge of same by the joint Club.

9.2.4 The Men's Committee shall be entitled to charge all entry fees in Club and Open 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 31<sup>st</sup> October for consideration by the Men's Committee and for presentation and approval by the members at the Annual General Meeting of the Men's Club which shall be held not later than 31<sup>st</sup> December 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 Account shall be kept in the name of the Ladies' Club (and shall be clearly identified as such) in such Bank as the Ladies Committee may, in consultation with the 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, Subject to discharge of same by the joint Club.

9.3.4 The Ladies Committee shall be entitled to charge all entry fees in Club and Open competitions under is 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 31st October for consideration by the Ladies' Committee and for presentation and approval by the members at the Annual General Meeting of the Ladies' Club which shall be held not later than 31st December 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 The election of all members shall be in the hands of the Committee of Management.
- 10.2 The procedures for the election of members shall be as follows:
- 10.2.1 Each candidate for election must be proposed by one voting member of the joint Club and seconded by one other voting member of such Club.
- 10.2.2 The Committee may prescribe the minimum number of years membership required before a member is entitled to avail of the provisions of Sub-Clause 10.2.1. (Subject to a minimum of two years membership).
- 10.2.3 The name and address of such candidate shall be posted in the Clubhouse Notice Board at least 7 days before the meeting to consider the application.
- 10.2.4 Any omission from or inaccuracy in the particulars relating to any candidate shall render election voidable at the discretion of the Committee.
- 10.2.5 Notice in writing shall be dispatched to all elected candidates by the Hon. Secretary together with a copy of the Club constitution and Rules and a request to remit to the Honorary Secretary of the Joint Club within one calendar month for 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 member.
- 10.2.6 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.
- 10.2.7 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 and deeds of any person or persons 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.
- 10.2.8 No person shall be considered a member until his/her Entrance fee (if any) and subscription shall have been paid. By such payment a member.
- 10.2.8.1 shall be entitled to the rights and privileges of membership of the category of member to which he/she shall have been elected.
- 10.2.8.2 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 submission.

10.2.8.3 Any person whose annual subscription is not paid before the 1st day of March may be prevented from using the course or the Club premises and is prevented from winning a prize in any competition until such time as such subscription be paid.

## **11. CATEGORIES OF MEMBER**

11.1 The Joint Club shall decide on the categories of member which will operate within the club.

11.2 These categories must include but not be limited to the following.

### ***Voting Members:***

11.2.1 Full 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 General Special Meetings of either the Men's or the Ladies' Clubs and at all Annual General Meetings and all Special General Meetings of the Joint Club. Only Full Members shall have an interest in the Club property which interest shall cease on such member leaving this category.

### ***Non Voting Members***

11.2.2 Student/Junior Members (with handicap) shall comprise those who are students of Institutes of Learning as either a Men's or Ladies' Committee decide, and whose age on election will be at least 16 years or at discretion of management committee.

11.2.3 Juvenile Members shall comprise young persons whose ages at the date of election shall not be greater than sixteen years. Such membership shall cease on 31<sup>st</sup> December after such members 16<sup>th</sup> birthday.

11.2.4 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.

11.2.5 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 fees.

11.2.6 Country Membership i.e. persons whose main residence is 50km from Castlecomer Golf Club and an existing full member of another golf club. Competition entitlements in this category are subject to the local rules/bye-laws of the respective men's and ladies clubs as prevalent.

11.3 The following shall be the categories of member which are transferable within the membership structure:

Student, Junior and Juvenile 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.

## **12. ENTRANCE FEE**

- 12.1 On election the following categories of members shall be required to pay an Entrance Fee: Full ordinary, overseas and Pavilion
- 12.2 When a student, juvenile or junior member is obliged to relinquish either category and seek election to another category within the club the appropriate fee shall be payable on election to the new category.
- 12.3 Should an Overseas Member apply to become a member of another category the amount of the entrance fee payable shall be the appropriate amount payable at the date of election as a member of the other category less the amount of the entrance fee paid by such member on election to the previous category.
- 12.4 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 12.3 in so far as the category of member warrants.
- 12.5 The amount of the entrance fee payable by the different categories of member shall initially be fixed by the Committee of Management under Sub-Clause 4.3.3. and ratified or altered at the next Annual General Meeting of the Joint Club. Thereafter such entrance fee shall remain in operation until altered at an Annual General or Special General Meeting of the Joint Club.

## **13 ANNUAL CLUB SUBSCRIPTION**

- 13.1 All categories of member, shall be required to pay an Annual Club Subscription.
- 13.2 The amount payable by the different categories shall initially be proposed by the Committee of Management under Sub-Clause 4.3.3 and ratified or altered at the next Annual General Meeting of the Joint Club.
- 13.3 All subscriptions shall be payable after the AGM of the joint club in any year.
- 13.4 Members who fail to pay the Annual subscription by 15th April each year receive a 14-day written demand stating that payments must be received by 30th April or membership lapses. (Confirmation letter to be sent). Such members will have to reapply for membership and affiliation fee becomes payable. (Special committee to be set up to hear specific cases of hardship). Golfing year begins on 1st January and ends on 31st December.

## **14 CAPITAL LEVY**

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

## **15 REDUCTION IN ANNUAL SUBSCRIPTION**

- 15.1. Any member who has reached the age of 65 on 1<sup>st</sup> January 2017 with 15 years prior continuance membership shall be entitled to notify Committee of Management of such fact providing proof of age by way of birth certificate.
- 15.2. The subscription paid, by any such member who qualifies as per clause 15.1, is decided by the Committee of Management, subject to a maximum subscription of 75% of the appropriate annual sub.

## **16 VISITORS AND TEMPORARY MEMBERS**

- 16.1 Any Ordinary member may introduce visitors.
- 16.2 It shall be a condition precedent that the member effecting the introduction shall enter each visitor's name, address and date of visit immediately on entering the Clubhouse in a book to be kept for the purpose called a "Visitor's 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 playing visitors shall be fixed from time to time by the Committee of Management who are also empowered to make regulations for the admission of non-playing visitors.
- 16.5 Before using the facilities of the Course or the clubhouse, a playing visitor must enter his name, his club, the name of the introducing member and the date in a "Green Fees Book" and pay the appropriate fee as stipulated by the Committee of Management.
- 16.6 The Committee of Management, having made and attested the necessary entry in the Visitors Book may permit any person or group not having an introduction from a member to play on the Course and use the Clubhouse as visitors on payment of such Green Fees as the Committee from time to time decide.
- 16.7 The payment of the Green Fee shall entitle the visitor to temporary membership of the Club for the day.
- 16.8 The Committee of Management shall have power to suspend the rules permitting the introduction of visitors or temporary members at any time and refuse permission for any particular visitor or temporary member to use the Clubhouse held on the Course.
- 16.9 Competitors in club Open Competition held on the Course and extending for more than one day shall, on payment of the entry fee for the competition and on such fee 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 and for ever day during the continuance of such competition.
- 16.10 Competitors in Club Open Competitions limited to one day shall likewise be eligible for Temporary Membership status on the day of the competitions only.
- 16.11 Notwithstanding anything to the contrary in the foregoing rules contained, the Committee of Management may permit any person, team or group to play on the course and use the Clubhouse without payment of any Green Fee provided that the Committee complies with the provisions of the Registration of Clubs Act 1904/1999 and the Intoxicating Liquor Act 2000 and any amendment or extension to those Acts.

**17 REMOVAL OF MEMBER FROM THE CLUB AND SUSPENSION OF MEMBERS.**

- 17.1 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.
- 17.2 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 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.
- 17.2.1 The Member has the right to bring representation with him/her. In such event the Member must give to the Committee of Management 7 days' notice of the name and qualifications (if any) of his/her representation.
- 17.3 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, decided 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 as determined by the committee and, if the member is playing member, it shall notify the Men's or the Ladies' Committee 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.
- 17.4 If no explanation of his or her conduct shall be given by the member, or if such explanation shall be considered unsatisfactory by the Committee of Management it may, provided that not less than a majority of the members of the Committee vote for such course of action.
- 17.4.1 Recommend to the Committee concerned, if the member is a playing member, that such member be expelled by that 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 17.3
- 17.4.2 Expel the member if such member is a social or house member.
- 17.5 If on the taking of a vote under Clause 17.4 less than 5 members vote for expulsion the Committee of Management shall make a decision in accordance with Clause 17.3
- 17.6 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.

- 17.7 A properly constituted appeal under Clause 17.6 having been given, the decision shall not take effect for a period of 21 days from the date of the decision and the relevant Men's or Ladies' Committees notified of such appeal, which said appeal shall be heard by not less than 5 members of the Committee of Management.
- 17.8 During the period of suspension the member shall not be entitled:
- 17.8.1 to enter upon the club property.
- 17.8.1.1 for the purpose of attending any General Meeting which may be held during the period of suspension.
- 17.8.1.2. Whether in the company of another member or otherwise save only to collect any of his or her property.
- 17.9 A person who has been expelled from membership shall not be entitled:
- 17.9.1 to enter upon the club property, whether in the company of another member or otherwise save only to collect his or her property.
- 17.9.2 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.
- 17.10 All voting under this Rule shall be by secret ballot.
- 17.11 All meetings held under this clause are private and confidential and any breach of this rule shall be regarded as misconduct.

## **18. GENERAL MEETINGS**

### **18.1 The Men's Club**

- 18.1.1 The Annual General Meeting of the Men's Club shall save in exceptional circumstances be before the 31<sup>st</sup> December for receiving the Men's Club Committee's Annual Report and the duly audited Financial Statement for the year ended the previous 31<sup>st</sup> October for electing Office Bearers. Members of Committee, revising its rules and transacting such other business of the Men's Club as may be on the Agenda.
- 18.1.2 Seven days' notice, at least, of such annual General Meeting shall be given to the Male Full Members of the Club who the only persons are entitled to attend and vote at an Annual General Meeting of the Men's Club.
- 18.1.3 Notice of items proposed for discussion must be made to the Honorary Secretary of the Men's Club in writing 21 days prior to date of AGM.
- 18.1.4 Such notices shall be promptly posted on the notice board of the Clubhouse.
- 18.1.5 Nominations of Officers and Members of the Committee of the Men's Club shall be in accordance with Sub-Clauses 7.2.6 and 7.2.7 respectively.
- 18.1.6 Notices under clause 18.1.3 and 18.1.5 not made as required cannot be considered at the Annual General Meeting.



## **18.2 The Ladies Club**

- 18.2.1 The Annual General Meeting of the Ladies' Club shall, save in exceptional circumstances, be held before the 31<sup>st</sup> December for receiving the Ladies' Club Committee's Annual Report and the duly audited Financial Statement of the year ended the previous 31<sup>st</sup> October for electing Office Bearers, Auditors, Members of Committee, revising its rules and transacting such other business of the Ladies' Club as may be on the Agenda.
- 18.2.2 Seven days' notice, at least, of such Annual General Meeting shall be given to the Female Full Members of the Joint Club, who are the only persons entitled to attend and vote at the Annual General Meeting of the Ladies Club.
- 18.2.3 Notice of items proposed for discussion must be made to the Honorary Secretary of the Ladies' Club in writing 21 days prior to the date of the AGM.
- 18.2.4 Such notice shall be promptly posted on the notice board of the Clubhouse.
- 18.2.5 Nominations of Officers and Members of the Committee of the Ladies' Club shall be in accordance with Sub-Clauses 7.2.6 and 7.2.7 respectively.
- 18.2.6 Notices under clause 18.2.3. and 18.2.5 not made as required cannot be considered at the Annual General Meeting.

## **18.3 The Joint Club**

- 18.3.1 The Annual General Meeting of the Joint Club shall save in exceptional circumstances, be held on or before 28<sup>th</sup> February for receiving the Committee of Management's Annual Report and the duly audited Financial Statement for the year ended the previous 31<sup>st</sup> October for electing Office Bearers, Auditors, Members of the Committee of Management, revising rules and transacting such other business of the club as may be on the agenda.
- 18.3.2 Seven days' notice at least, of such Annual General Meeting shall be given to the Full Members of the Joint Club who the only persons are entitled to attend and vote at the Annual General Meeting of the Joint Club.
- 18.3.3 Notices of items proposed for discussion must be made to the Secretary in writing 21 days prior to date of AGM.
- 18.3.4 Such notices shall be promptly posted on the notice board of the Clubhouse.
- 18.3.5 Nominations of Officers and Members of the Committee of Management shall be in accordance with Sub-Clauses 7.2.6. and 7.2.7. respectively.
- 18.3.6 Notices under clause 18.3.3. and 18.3.5 not made as required cannot be considered at the Annual General Meeting except as provided in Sub-Clause 18.4.3 hereof.

## **18.4 Notification to Joint Club**

- 18.4.1 Immediately following the annual general meetings of each of the men's and ladies Clubs, their respective Honorary Secretary shall notify the Secretary of the Committee of Management of the Captain who shall represent the Club to attend Committee of Management meetings for the ensuing year.
- 18.4.2 Each Officer shall also forward to the Hon. Secretary for submission such items for discussion as such Club wished to submit for consideration at the Annual General Meeting of the Joint Club

- 18.4.3 Any such items for discussion 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.

#### **18.5 Extraordinary General Meetings**

- 18.5.1 Extraordinary General Meetings of any of the Clubs may be called at any time by direction of the Committee of that particular Club or on a requisition to the Honorary Secretary of the particular club, signed by at least 50 members entitled to vote at such meeting, stating the business to be brought forward and this matter will be the only business considered at that meeting. To call such a meeting 10 days notice is required.

#### **18.6 Quorum**

- 18.6.1 At General Meetings of the joint Club, 40 of those entitled to attend and vote shall form a quorum.
- 18.6.2 At General Meetings of the Men’s Club, 30 of those entitled to attend and vote shall form a quorum.
- 18.6.3 At General Meetings of the Ladies’ Club, 20 of those entitled to attend and vote shall form a quorum.

#### **18.7 Chairperson at General Meetings.**

- 18.7.1 The Captain shall preside at all General Meetings of the Men’s Clubs and the Ladies’ Club respectively.
- 18.7.2 The Chairperson of the Committee of Management shall preside at all General Meetings of the Joint Club.
- 18.7.3 If any of the foregoing Officers are absent or decline to preside any other Chairperson may be appointed by the meeting.

### **19 NOTICES OF GENERAL MEETINGS**

All notices calling meetings shall be given, by the Committee of management, stating venue, date and time, by notice in the Clubhouse or in the local press and/or by electronic technology or similar communication to advise members.

### **20 MODE OF VOTING AT GENERAL MEETINGS**

- 20.1 No proxies shall be allowed.
- 20.2 Voting shall be either by a show of hands or by ballot.
- 20.3 Ballot shall mean a vote on voting paper.
- 20.4 A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by some other Club rule.
- 20.5 If any member of a General Meeting proposes that the mode of voting on any particular matter should be by ballot and this is seconded by another member, the question of whether voting should be by a show of hands or by ballot shall be decided by a show of hands.
- 20.6 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.

## **21 MINUTE BOOKS**

- 21.1 The Men's Club, the Ladies' Club and the Joint Club shall each keep:
  - 21.2.2 Minute Book in which shall be recorded the Minutes of Annual General and Extraordinary General Meetings and also
  - 21.2.3 A minute Book in which shall be recorded the Minutes of the Committee Meetings held in compliance with Clause 7.3
  - 21.2.4 The respective Minutes shall be read out at the next General or Statutory or other Committee Meetings and, when approved as being a correct record, shall be signed and dated by the Chairperson.
  - 21.2.5 The Men's Committee and the Ladies' Committee shall each submit their Club Minute Books to the Committee of Management when required.

## **22 PLAYING FACILITIES**

- 22.1 The Committee of Management, in consultation with the Men's and the Ladies Committee 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.
- 22.2 It shall also decide on the facilities to be afforded to Societies or other groups subject to the proviso that the 1<sup>st</sup> tee shall be reserved for Club members on any day a Society or group outing is permitted for such periods as are considered necessary for the convenience of the members.

## **23 PERSONAL PROPERTY**

- 23.1 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.

## **24 REGISTRATION OF CLUBS ACTS 1904/1999**

### **INTOXICATING LIQUOR ACT 2000**

- 24.1 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.
- 24.2 No visitor shall be supplied with excisable liquor on club premises unless on the invitation and in the company of a member, and that member shall, upon the admission such visitor to the club premises or immediately upon his being supplied with the 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.
- 24.3 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.

- 24.4 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.
- 24.5 No excisable liquor shall be sold or supplied in the Club premises to any person under the age of eighteen years.
- 24.6 No Officer 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.
- 24.7 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 to be consumed on those premises by any person (other than such a member).
- (a) at any time on Christmas day or Good Friday; or
  - (b) on any other day outside the hours specified in respect of that day in Section 3 of the Intoxicating Liquor Act, 2000.

## **25 CHANGE OF CONSITITUTION AND RULES**

- 25.1 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 the 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, at least three weeks previous to the meeting at which same is to be considered.
- 25.2 The Honorary Secretary shall place the proposal on the Club notice board and put the item on the agenda for the next General Meeting. The Honorary Secretary shall notify each of the Members of all such proposed changes or additions to the constitution and rules which must include the wording of the existing clause or rule and full wording of proposed amendment(s).
- 25.3 Any change in the Constitution of the Club which effects Rule 10 of the Constitution of the Golfing Union of Ireland must be submitted to the Union for approval prior to adoption.
- 25.4 Any change in the rules of the Men's Club shall not be in conflict with the Constitution of the Golfing Union of Ireland.

## **26 RULES OF GOLF AND LOCAL RULES**

- 26.1 The Rules of the Game of Golf for the Men's and the Ladies' Clubs shall be the Rules of Golf as approved by the Royal and Ancient Golf Club at St. Andrews.
- 26.2 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.

## **27 BYE-LAWS**

- 27.1 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.
- 27.2 Each of the Men's and the Ladies' Committees shall have power from time to time to make such Bye-Laws as it considers necessary for matters under their respective jurisdiction but such Bye-Laws shall be subject to ratification or otherwise by the Committee of Management.

Ref: Constitution and rules for Castlecomer Golf Club