



## CONSTITUTION AND RULES OF TULLAMORE GOLF CLUB

### CONTENTS:

- 1 Preliminary
- 2 Name of Club
- 3 Definition and Interpretations
- 4 Objectives and Responsibilities
- 5 Trustees
- 6 Control and Management
- 7 Men's Committee
- 8 Ladies Committee
- 9 Membership
- 10 Election of members
- 11 Subscriptions, Levies, Fees and Other Charges
- 12 Visitors
- 13 Code of Ethics and Good Practice
- 14 The Clubhouse
- 15 Registration of the Club
- 16 General Meetings
- 17 Special General Meetings
- 18 Chairperson at General Meetings
- 19 Junior Charter

## **1. PRELIMINARY**

Rules herein are indicated by consecutive numbers.

Clauses are indicated by consecutive numbers preceded by Rule numbers.

Sub-Clauses are indicated by consecutive numbers preceded by Clause numbers.

Sub Sub-Clauses are indicated by consecutive numbers preceded by Sub-Clause numbers.

Cross-reference of Rules, Clauses and sub-Clauses herein referred to shall mean the Rules, Clauses and Sub-clauses of these Rules.

## **2. NAME OF CLUB**

2.1 The name of the Club shall be the “Tullamore Golf Club” (hereinafter called ”the Club”)

## **3. DEFINITION & INTERPRETATIONS**

3.1 The “Club” shall mean the club formed for the purpose of managing matters of common interest (other than the game of golf and its related activities, which activities will be delegated by the Management Committee to the Men’s Committee and the Ladies Committee, as the case may be) including the provision and maintenance of the facilities owned by or available for use by the members. The Club holds the property and assets of the Club in trust on behalf of the full members.

3.2 The name or title “Club”, without qualification, shall mean “Tullamore Golf Club”.

3.5 The Management Committee shall be the sole authority for the interpretation of the Rules and Byelaws of the Club and the decision of the Management Committee shall be final and binding on the members of the Club.

3.6 The Men’s Committee shall be the sole authority for the interpretation of the Rules and Byelaws of men’s golfing matters and the decision of the Men’s Committee shall be final and binding.

3.7 The Ladies’ Committee shall be the sole authority for the interpretation of the Rules and Byelaws of ladies golfing matters and the decision of the Ladies’ Committee shall be final and binding.

#### **4. OBJECTIVES & RESPONSIBILITIES**

The Club shall,

- 4.1 Provide facilities for the playing and promotion of the amateur game of golf by men and women and generally promote amateur games and other social activities amongst its members.
- 4.2 Manage matters of common interest of all its members which shall include: -
  - 4.2.1 Provision of and responsibility for the maintenance and upkeep of the course and clubhouse and their environs to the standard required by members;
  - 4.2.2 Provision of Bar and Catering facilities and all these entail;
  - 4.2.3 Setting and collecting of annual Club subscriptions, entrance fees and other Club levies payable by members. Any alteration in these rates shall be decided at an Annual General Meeting or Special General Meeting of the Club;
  - 4.2.4 Generally to act in the promotion and advancement of the interests of the Club and the improvement of the facilities available to members.

#### **5. TRUSTEES**

- 5.1 There shall be three trustees in whom the property of the Club shall be vested. The trustees will nominate one of their number to sit on the Management Committee. The trustee who sits on the Management Committee will not have a vote. There will be gender balance in the appointment of trustees. The Trustees shall remain in office for a period of 5 years unless removed by General Meeting of the Club. The Trustees shall be eligible for re-election. Appointments to vacant trusteeship shall be made by vote of General Meeting, or should the Management Committee deem it necessary, by vote of the Management Committee pending confirmation of General Meeting.
- 5.2 The Trustees of the Club are authorised and empowered to borrow from time to time such sums of money to an extent not exceeding such amount and upon such terms and conditions

and such security as may be authorised from time to time by a resolution of the Management Committee passed in accordance with the Rules of the Club.

- 5.3 The Trustees shall be indemnified out of the property and assets of Tullamore Golf Club in respect of all transactions directed by a resolution of the Management Committee and against all liabilities and expenses necessarily incurred as a result of their trusteeship and in the event of the Tullamore Golf Club property and assets being deficient, such deficiency shall be made good by the members on whose behalf the property and assets of the Club are held.
- 5.4 The Trustees shall have authority to enquire into all matters relating to the operation of the Club business including access to information and documents and be provided with all information and copies of documentation, if requested. The Chairperson will, at all times, ensure that the Trustees are fully briefed on all relevant matters/risks, including but not confined to financial matters, that may impact on the Club's reputation, viability and future.

## **6. CONTROL & MANAGEMENT**

- 6.1 The Club shall be managed by a Management Committee consisting of a Chairperson, Honorary Secretary, Honorary Treasurer, a nominee from the men's committee, a nominee from the ladies committee and six convenors.
- 6.2 The Club will strive for gender balance on the Management Committee.
- 6.3 The six convenors will:
- (a) be elected annually to the Management Committee by the members at the AGM;
  - (b) be appointed to their positions by the Management Committee on the nomination of the Chairperson;
  - (c) be chairpersons of sub-committees responsible for:
    - (i) the course;
    - (ii) bar/catering/events;
    - (iii) house;
    - (iv) marketing, communications and business development;
    - (v) membership;
    - (vi) juniors.

- 6.4 Nominations to the sub-committees referred to at 6.3 (c) will be subject to the approval of the Management Committee.
- 6.5 Roles and responsibilities of the sub-committees referred to at 6.3 (c) will be drawn up and reviewed by the Management Committee.
- 6.6 The Chairperson, or his/her nominee, shall be an ex-officio member of every committee and sub-committee of the Club, except the Disciplinary Sub- Committee.
- 6.7 The Management Committee is empowered to make and alter Rules and byelaws for the regulation of the Club, either to meet temporary emergencies or as they may consider necessary in the interests of the Club. These shall be binding until set aside by a General Meeting. Any proposal to change an existing rule shall require a majority vote of at least two thirds of the Management Committee members present. All Rules changed by Management Committee during the year shall be brought forward at the next General Meeting for ratification.
- 6.8 A copy of the Bye-laws as made or amended shall be posted on the Club's website and a hard copy made available to every member of the Club, on request. The Men's and Ladies' Committees shall have power to make such Bye-laws for the regulation of golfing matters and to amend such Bye-laws when it is considered necessary. Such Bye-laws will be posted on the Club's website. Any proposal to change an existing Bye-law shall require a majority vote of at least two thirds of the Management Committee or Committee members present. Any Bye-law changes during the year shall be brought forward to the next General Meeting for ratification.
- 6.9 The Management Committee is empowered to withdraw the use of the Clubhouse and course from any member or visitor who wilfully infringes any of the Rules or byelaws of the Club.
- 6.10 The Management Committee shall cause that correct accounts and books be kept, showing the financial affairs and receipts and disbursements of the Club. All monies paid into the funds of the Club shall be lodged in the Club's Bank in the name of the Club and under the control of the Honorary Treasurer.
- 6.11 All cheques drawn on the Club's Bank account shall be signed by any two of the following: Chairperson of the Management Committee ("the Chairperson"), Honorary Secretary or Honorary Treasurer.
- 6.12 The Accounts shall be closed and balanced on the 30<sup>th</sup> day of September each year and the Management Committee shall appoint auditors (not members of the Management Committee) to audit the Club's Accounts before the Annual General Meeting.

- 6.13 The Management Committee shall hold monthly meetings, and at such other times as may be found necessary. The Chairperson shall have a casting vote. Quorum for Management Committee meetings shall be six.
- 6.14 The Chairperson shall be selected by a sub-committee made up of the Honorary Secretary, Honorary Treasurer, one Trustee (to be nominated by the Trustees, the two Captains and the outgoing Chairman. The person selected shall be nominated by the Management Committee and elected for a period of up to three years, subject to re-election on an annual basis by a simple majority at the Annual General Meeting. All other Officers and members of the Management Committee (save for the nominees of the men's committee and ladies committee), shall be elected at the Annual General Meeting of the Club, and must be nominated by two full members of the Club and such nomination must be put on the Notice Board and / or posted to the Honorary Secretary at least seven days before the date of the meeting. These nominations must be in writing. Only those nominated beforehand can be voted for at the Annual General Meeting. The names of those going forward for election should be posted on the Clubhouse Notice Board seven days prior to the meeting.
- 6.15 The Chairperson shall take the chair at all meetings of the Management Committee. If the Chairperson is absent any other chairperson may be appointed by the meeting. Casual vacancies on the Management Committee may be filled by the Management Committee co-opting that member who obtained the highest number of votes at the previous election of Management Committee but failed to be elected. If there is no such person the Management Committee may co-opt any full member.
- 6.16 The Management Committee may form committees and appoint members to such committees and delegate to such committees any of its powers and duties provided that the decision of any Committee may be set aside and altered in any way the Management Committee think fit.
- 6.17 The Management Committee in addition to the powers hereinafter specifically conferred upon them shall have control of the finances of the Club and power to engage, control and dismiss the Club's employees and all such administrative powers as may be necessary for properly carrying out the business of the Club in accordance with these Rules.
- 6.18 If there is no election of a Chairperson at the AGM the Management Committee may appoint a person to that position and such person is deemed to be Chairperson for that year.
- 6.19 If there are not sufficient nominations to fill the positions on the Management Committee, including the positions of Honorary Secretary and Honorary Treasurer, Management Committee may co-opt member(s) to fill any vacancies.

- 6.20 No member may serve more than nine continuous years on Management Committee.
- 6.21 After a lapse of one year having served on Management Committee as a Convenor for five continuous years, a member is eligible to serve the Club again as an elected member of the Management Committee or to hold office.
- 6.22 An elected Convenor may serve up to five continuous years after which time he/she is ineligible to serve on Management Committee unless elected as Chairperson, Honorary Secretary or Honorary Treasurer, in which case that member may continue to serve on Management Committee up to a maximum of nine years.
- 6.23 A person elected to the position of Hon Secretary and/or Honorary Treasurer may not serve on Management Committee for more than nine consecutive years, including his/her term served as a Convenor.
- 6.24 After a lapse of one year having served on Management Committee as Honorary Secretary and/or Honorary Treasurer for six continuous years, a member is eligible to serve the Club again as an elected member of the Management Committee or to hold office.
- 6.25 The election of the Management Committee shall take place at the Annual General Meeting of the Club. The mode of the election shall be by ballot.

## **7. THE MEN'S COMMITTEE**

- 7.1 The Management Committee shall delegate to the Men's Captain and Men's Captain Elect and a Committee (hereinafter called "The Men's Committee") consisting of twelve male members elected by male full members matters relating to the management of men's golfing affairs to include competitions, teams and the control of handicaps. The Men's Committee shall hold monthly meetings, and at such other times as may be found necessary and the Men's Captain shall have a casting vote. Quorum for Men's Committee meetings shall be six. The Captain, or if absent the Captain-elect, shall take the chair at all meetings of the Men's Committee. If both of the foregoing is absent any other chairperson may be appointed by the meeting.
- 7.2 A General Meeting of the male full members of the Club is to be held each year not later than 31<sup>st</sup> December for receiving the Men's Committee Annual Report and a Financial Statement for the year ended the previous 30<sup>th</sup> September; for electing the Men's Captain, Men's Captain Elect and the Secretary/Treasurer of the Men's Committee and eleven other members of the Men's Committee and transacting such other business relating to golfing matters as may be on the agenda.

- 7.3 If there is no nomination for the Men's Captain-Elect at the Annual General Meeting the Men's Committee may appoint a person to that position and such person is deemed to be Captain elect for that year.
- 7.4 If there are not sufficient nominations to fill the positions on the Men's Committee, including Secretary/Treasurer, the Committee may co-opt member(s) to fill any vacancies.
- 7.5 Nominations of members of the Men's Committee must be made to the Secretary/ Treasurer of the Men's Committee in writing at least seven days before the date of such meeting. The Men's Captain shall be nominated by the Men's Committee for election at the general meeting of male full members to be held annually. The names of those going forward for election should be posted on the Clubhouse Notice Board seven days prior to the meeting.
- 7.6 Elected members of the Men's Committee may serve for up to five years after which they are ineligible except where a member is elected to the position of Secretary/Treasurer of the men's Committee in which case it would extend his service to the Men's Committee to eight years, which could include time spent as an elected member of the Men's Committee. After a lapse of one year a member is eligible to serve the Men's Committee again as an elected member of the Men's Committee or to hold the position of Secretary/ Treasurer.
- 7.7 No proxy shall be allowed and if a majority of members present wish any question under discussion to be put to a vote by ballot that mode of voting shall be adopted.
- 7.8 In the event of the Men's Committee resigning, the Management Committee will appoint such male full member as it deems appropriate ("the Appointee") to form a temporary group ("the Group") consisting of not more than 13 members of the male full members to carry out the affairs of the Men's Committee. The Appointee will be a member of the Group. The Group shall meet within 10 days from date of appointment by Management Committee and shall elect a Chairman and Secretary / Treasurer. The Chairman will be an ex-officio member of Management Committee for so long as the Group is in existence. The Group will manage all men's golfing affairs for a period of not more than 10 weeks from the date of its first meeting. During that period it shall convene a general meeting of male full members to elect a Men's Committee. The Group shall during its existence have all powers, duties and responsibilities granted to the Men's Committee under these Rules. A quorum for meetings of the Group shall be 6. The Group will retire on the election at a general meeting of male full members of Men's Committee and thereafter shall have no further function or powers.



- 7.9 Tullamore Golf Club shall promote the amateur game of golf and shall accept and abide by the constitution and bye-laws of the Golfing Union of Ireland (which expression shall include its successor) to which Tullamore Golf Club is affiliated and the bye-laws of the Leinster Branch of such Union in whose province the Club is situate;
- 7.9.1 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;
- 7.9.2 No change in the Rules of the Club shall be in conflict with the constitution of the Golfing Union of Ireland;
- 7.9.3 The Club shall, in compliance with Union Bye Law 2, pay
- A per capita subscription to the Union and
  - A per capita levy to its Provincial Council on every male playing member of the Club at the end of its last financial year in the categories prescribed by such Bye Law.
- 7.10 The Club shall 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.
- 7.11 The Club shall accept and recognize the Royal and Ancient Golf Club of St. Andrews as the sole authority prescribing and implementing the Rules of Golf and the Rules of Amateur Status.
- 7.12 The Men's Committee shall accept that Management Committee is the overall authority for administering the affairs of the Club subject as provided in these Rules.
- 7.13 The Management Committee of the Club shall have general control over the finances of the Club. The Men's Committee shall submit accounts to the Management Committee annually or when required. All monies received by the Men's Committee shall be passed to the Honorary Treasurer of the Club.

## 8. THE LADIES' COMMITTEE

- 8.1 The Management Committee shall delegate to the Ladies' Captain and Ladies' Captain Elect and a committee, hereinafter called "The Ladies' Committee" consisting of nine lady members elected by the female full members, matters relating to the management of ladies golfing affairs to include competitions, teams and control of handicaps. The Ladies' Committee shall hold monthly meetings, and at such other times as may be found necessary and the Ladies' Captain shall have a casting vote. Quorum for Ladies' Committee meetings shall be five. The Captain, or if absent the Captain-elect, shall take the chair at all meetings of the Ladies' Committee. If both of the foregoing is absent any other chairperson may be appointed by the meeting.
- 8.2 A general meeting of the female full members and lady members of the Club is to be held each year not later than 31st December for receiving the Ladies' Committee Annual Report and a Financial Statement for the year ended the previous 30th September, for electing the Ladies' Captain, Ladies Captain Elect and Secretary/Treasurer of the Ladies' Committee, and eight other members of the Ladies' Committee and transacting such business relating to golfing matters as may be on the agenda.
- 8.3 If there is no nomination for Lady Captain-elect at the Annual General Meeting the Ladies Committee may appoint a person to that position and such person is deemed to be Lady Captain elect for that year.
- 8.4 If there are not sufficient nominations to fill the positions on the Ladies' Committee, including Secretary/Treasurer, the Ladies' Committee may co-opt member(s) to fill any vacancies.
- 8.5 Nominations of members of the Ladies' Committee must be made to the Secretary/Treasurer of the Ladies' Committee in writing at least seven days before the date of such a meeting. The Ladies' Captain shall be nominated by the Ladies' committee for election at the general meeting of the female full members. The names of those going forward for election should be posted on the Clubhouse Notice Board seven days prior to the meeting.
- 8.6 Elected members of the Ladies' Committee may serve for up to three years after which they are ineligible except where a member is elected to the position of Secretary /Treasurer of the Ladies' Committee in which case it would extend her service to the Ladies' Committee to six years, which could include time spent as an elected member of the Ladies' Committee. After a lapse of one year, one is eligible to serve the Ladies' Committee again as an elected member of the Ladies' Committee or to hold the position of Secretary/Treasurer.
- 8.7 No proxy shall be allowed and if a majority of members present wish any question under discussion to be put to a vote by ballot that mode of voting shall be adopted.

- 8.8 In the event of the Ladies' Committee resigning, the Management Committee will appoint such female full member or lady member as it deems appropriate ("the Appointee") to form a temporary group ("the Group") consisting of not more than 13 female full members or lady members to carry out the affairs of the Ladies' Committee. The Appointee will be a member of the Group. The Group shall meet within 10 days from date of appointment by Management Committee and shall elect a chairperson and Secretary / Treasurer. The chairperson will be an ex-officio member of Management Committee for so long as the group is in existence. The Group will manage all ladies' golfing affairs for a period of not more than 10 weeks from the date of its first meeting. During that period it shall convene a meeting of female full members and lady members to elect a Ladies' Committee. The Group shall during its existence have all powers, duties and responsibilities granted to the Ladies' Committee under these Rules. A quorum for meetings of the Group shall be 6. The Group will retire on the election at a meeting of female full members and lady members of a Ladies' Committee and thereafter shall have no further function or powers.
- 8.9 Tullamore Golf Club shall promote the amateur game of golf and shall accept and abide by the Constitution of the Irish Ladies Golf Union (which expression shall include its successors) to which Tullamore Golf Club is affiliated and by the bye-laws of the Mid-Leinster District of such Union in whose area the Club is situated and in compliance with such Constitution pay a per capita subscription on every female playing member of the Club at the end of its last financial year in the categories prescribed by such Constitution.
- 8.10 The Club shall accept and apply the standard scratch score and handicapping scheme as prescribed by the Council of National Golf Unions (CONGU) and such rules thereunder as may be required to be implemented from time to time by the Irish Ladies Golf Union.
- 8.11 The Club shall accept and recognize the Royal and Ancient Club of St. Andrews as the sole authority prescribing and implementing the Rules of Golf and Rules of Amateur Status.
- 8.12 The Ladies' Committee shall accept that the Management Committee is the overall authority for administering the affairs of the Club subject as provided in these rules.
- 8.13 The Management Committee of the Club shall have general control over the finances of the Club. The Ladies' Committee shall submit accounts to the Management Committee annually or when required. All monies received by the Ladies' Committee shall be passed to the Honorary Treasurer of the Club.

## 9. MEMBERSHIP

9.1 Membership of the Club shall comprise the following categories: -

**Full members;**

9.2 **Associate members; viz:**

- a) Lady members;
- b) Country members;
- c) Overseas members;
- d) Intermediate members;
- e) Distance Members;
- f) Student members;
- g) Junior members;
- h) Pavilion members;
- i) Social members;
- j) Honorary members;
- k) Introductory members;
- l) Temporary members

9.3 Management Committee may admit additional members as appropriate.

9.4 **FULL MEMBERS**

Full members shall comprise those persons who, having paid the entrance fee, annual subscription and capital levy applicable to this category, shall be entitled to attend and vote at all Annual General or other Special General Meetings of the Club and enjoy all outdoor and indoor facilities of the Club. Only a member in this category shall have a voice in the management of the Club and an interest in the Club property, which interest will cease on such member leaving this category, unless the member has been elected an honorary member of the Club. No new members of the Club shall be admitted as lady members (hereinafter defined) and no member of the Club shall be allowed to convert her category of membership from full member to lady member.

#### **9.5 ASSOCIATE MEMBERS**

Associate members, other than those ladies who are ex-officio members, shall have no voice in the management of the Club, or in the election of its officers, nor shall they be entitled to attend or to vote at any Annual or Special Meeting of the Club.

#### **9.6 LADY MEMBERS**

Lady members shall comprise of women who, having paid such entrance fee, annual subscription and capital levy applicable to this category as may be fixed shall be entitled to attend and vote at all Annual General or all Special General Meetings of the Ladies Committee and enjoy all the outdoor and indoor facilities of the Club. Should a Lady Member wish to become a Full Member, the Management Committee shall on receipt of the request accompanied by payment of the annual subscription and capital levies, if appropriate and as is fixed from time to time, effect the transfer.

#### **9.7 COUNTRY MEMBERS**

Person's resident not less than 35 kilometres from the Clubhouse may be elected by the Management Committee as Country Members of the Club on payment of such entrance fee, annual subscription and capital levy applicable to this category as is fixed from time to time. A Country Member must be a full member or a lady associate member of an affiliated Golf Club.

#### **9.8 OVERSEAS MEMBERS**

Persons resident outside the island of Ireland for more than ten months of each calendar year may be elected by the Management Committee as Overseas Members of the Club on payment of such entrance fee, annual subscription and capital levy applicable to the category as is fixed from time to time.

#### **9.9 INTERMEDIATE MEMBERS**

In order to be elected to this category of membership men and women shall be 28 years or under. Eligibility to this category will cease on the 31<sup>st</sup> December in the year of their 28<sup>th</sup> birthday. Intermediate members moving to Full membership will have their subscription payment staged over a three year period i.e. year 1- over 28 years - 75% of full subscription, year 2 87% of full sub. Year 3 - full subscription.

Intermediate members having paid the annual subscription and capital levy (if any) applicable to this category as may be fixed by the Management Committee shall be entitled to attend and

vote at all Annual General or all Special General Meetings of the Club and enjoy all the outdoor and indoor facilities of the Management Committee.

#### **9.10 DISTANCE MEMBERS**

Persons resident not less than 60 kms. from the clubhouse may be elected to “Distance” membership on payment of the annual subscription and any entrance fee or capital levy applicable to the category as is fixed from time to time. Distance Members shall be entitled to attend and vote at all Annual General or all Special General Meetings of the Management Committee and enjoy all the outdoor and indoor facilities of the Club. A “Distance” Member does not have to be a full member or a lady associate member of another affiliated Golf Club.

#### **9.11 STUDENT MEMBERS**

The Management Committee shall have the power to elect student members who are over 18 years and under 29 years who are attending a second level or third level school or college as a student on a full time basis or are completing an apprenticeship or a period of compulsory training/internship on a full time basis for the purpose of qualifying for a profession or craft.

#### **9.12 JUNIOR MEMBERS**

The Management Committee shall have the power to elect Junior Members between the ages of eight and eighteen years on payment of such entrance fee, annual subscription and capital levy applicable to this category as may be fixed. The Rules governing the handicapping of Junior Members shall be fixed by the Men’s Committee or the Ladies’ Committee, whichever is appropriate. That where there is more than one Junior in a family, a scaled fee be paid for the remaining Junior members.

#### **9.13 PAVILION MEMBERS**

Pavilion Members may be elected by Management Committee on payment of such entrance fee, annual subscription and capital levy applicable to this category as may be fixed. They shall be entitled to the use of the putting green with privileges of the Clubhouse. No person under the age of twenty-five years shall be elected as a Pavilion Member. Management Committee is authorised to award life Pavilion Membership to golfing members retired from the game due to ill health or infirmity.

#### **9.14 SOCIAL MEMBER**

Social Members applies to those that are already elected to this category of membership. No new members will be accepted into this category of membership after 2012.

#### **9.15 HONORARY MEMBERS**

- 1) The Chairperson, the two Captains, the Honorary Secretary, and the Honorary Treasurer shall be honorary members of the Club during their terms of office with full membership privileges.
- 2) The President, Honorary Secretary and Honorary Treasurer of the National Executive of the GUI and the President of the ILGU and Chairman of the Board of Directors of the ILGU (or their successors) will be honorary members of Tullamore Golf Club during their term of office. Members of Tullamore Golf Club who accede to any of the above positions will retain the same rights and privileges they had before their appointment.
- 3) It shall be competent for the Management Committee to elect to Honorary Membership such ladies and gentlemen as may have distinguished themselves by public or golfing services and such members when elected shall be subject to the Rules and regulations of the Club but shall have no voice in the management of the Club.
- 4) Any member wishing to propose an individual for Honorary Membership of Tullamore Golf Club must submit the proposal in writing with the name and address of the nominee, to the Honorary Secretary of the Club, stating reasons why, in their opinion, Honorary Membership should be granted to the proposed individual. The written proposal must be signed by his/her proposer and seconder who shall be full members of the Club.
- 5) An Honorary Member shall be elected by the Management Committee, and such election shall require a two-thirds majority vote of Management Committee members present.
- 6) A member elected an Honorary Member shall retain all the rights and privileges of the category of membership to which he or she belonged before his or her election as Honorary Member.
- 7) The Management Committee may at any time withdraw the privileges of being an Honorary Member.

- 8) Members of visiting teams, playing inter-club matches at Tullamore may be elected Honorary Members of the Club for the period of the match.

#### **9.16 INTRODUCTORY MEMBERS**

The Management Committee may elect ladies or men as "Introductory members" for a period not in excess of three months subject to conditions laid down by the Management Committee. Introductory members may be elected either

(a) for a period of three months subject to the conditions laid down by the Management Committee. (During this three months period an "Introductory member" will have no say in the running of the Club. The rate of subscription for this period will be determined by Management Committee),

or

(b) Immediately, or at any time within this initial three months period, as full member with full membership rights and privileges, at half subscription for the first year of full membership. The qualifying criteria for "Introductory membership" will be determined by the Management Committee.

#### **9.17 TEMPORARY MEMBERS**

Members of affiliated Golf Clubs may be elected by the Management Committee as Temporary Members for a month, fortnight, week or day. They must be introduced by a Full Member or a Lady Member of the Club, and their names, addresses and dates of temporary membership with that of the name of the member introducing them, placed in a book (called "the temporary members book") kept for this purpose, and the appointed fee paid in advance. The rates of subscription for temporary members shall be as fixed from time to time by the Management Committee.

### **10 ELECTION OF MEMBERS**

10.1 The election of all members shall be in the hands of the Management Committee.

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

10.2.1 Each candidate for election (except in the case of Honorary Members) must be proposed and seconded by a full member of the Club

10.1.2 A full member wishing to propose a candidate for election shall obtain from the Honorary Secretary of the Club a form known as an Application for Membership Form and shall in due course return to the Honorary Secretary the completed form signed by



the proposer and seconder, and shall, in addition, forward to the Management Committee such additional information as may be required;

10.1.3 The Management Committee shall forward the full list of applicants for membership to the Secretary/Treasurer of the Men's Committee or Ladies Committee, as the case may be. The name and address of the candidate considered with the names of his/her proposer and seconder shall be signed and posted on the notice board in the Clubhouse for at least seven days by the Honorary Secretary before the meeting where the applicant is to be elected.

10.1.4 Immediately on election of a candidate to membership of the Club, the Honorary Secretary shall notify the Secretary Treasurer of Men's Committee or the Ladies' Committee, as the case may be, the name, address and category of the elected candidate.

10.3 The Honorary Secretary shall, by post, notify a person of his/her election to the Club, furnish such person with a copy of the Constitution, byelaws and Rules of the Club together with the details and terms of membership and inform such person that if the appropriate subscription, levies, fees and other charges are not paid **by the due date** it will be deemed that the person declines to accept membership.

## 11 SUBSCRIPTIONS, LEVIES, FEES AND OTHER CHARGES

11.1 The **due date** for payment of the **initial subscription**, levies, fees and other charges as appropriate shall be a date not later than four weeks from the date of notification under 10.3.

11.2 A person, on payment of the **initial** subscription, levies, fees and other charges as appropriate, submits to the Rules and Regulations of the Club.

11.3 Persons elected as members from 1<sup>st</sup> July in any year may be admitted at a reduced subscription.

11.4 The due date for payment of **annual** subscriptions, levies, fees and other charges shall be 31<sup>st</sup> January of the year in question.

- 11.5** The Management Committee may change the due date for payment where arrangements are agreed by the Management Committee for the payment of subscriptions, levies, fees and other charges under the terms of a Direct Debit Scheme or other methods of payment.
- 11.6** No person shall be a member of the Club unless the appropriate initial subscription, *levies, fees and other charges* have been paid by the due date.
- 11.7** No member may compete for a prize in any competition unless his/her current subscription, *levies, fees and other charges* for the current year have been paid as directed by Management Committee pursuant to Rule 11 hereof.
- 11.8 If a person fails to pay the appropriate subscription, levies, fees and other charges by the due date they will cease to be a member.
- 11.9** The Management Committee may, if they think fit, refund a portion of the annual subscription to a member who is obliged to resign membership during the period January to June.
- 11.10** Charges for lockers and other storage facilities shall be fixed from time to time by the Management Committee and are payable in advance at the same time as the Annual subscription.
- 11.11 Members of 25 years standing in the Club shall be entitled on reaching the age of 65 years, to a reduction in their subscription of €100 in the case of full members and €60 in the case of lady members. Members over 70 years who have not the required 25 years membership shall be entitled to the same reduction.
- 11.12 Leave of Absence**
- The Management Committee may grant leave of absence to a member for good and sufficient reason subject to such conditions as may be prescribed by the Management Committee. A member on leave of absence is subject to the leave of absence Rules of the GUI or ILGU.

## 12 VISITORS

- 12.1 Any playing member, other than a Junior, may introduce up to three visitors who are playing with them. This does not apply in the case of groups or societies. The name, address and date of visit of each visitor must be immediately entered in a book to be kept for the purpose (called “The Visitors’ Book”) and be attested by the signature of the introducing member.
- 12.1 No visitor shall be supplied with excisable liquor in the Club premises unless on the invitation of and in the company of a member of the Club who shall insert his or her name and the name of such visitor in the Visitors Book.
- 12.2 Management Committee shall regulate the use of caddies.

## 13 CODE OF ETHICS AND GOOD PRACTICE

- 13.1 All complaints must be made to the Honorary Secretary, in writing, who, if unable to resolve the complaint, will submit same to the Management Committee and their decision thereon is final.
- 13.2 Should the alleged conduct of a member in any category of membership either in the Club or elsewhere be considered by Management Committee to be likely to be injurious to the good name, character or interest of the Club, a Disciplinary Sub-Committee (“the DSC”) of the Management Committee shall, having first made known in writing the nature of the allegation to the member against whom the allegation is made, call upon such member to give an explanation in writing within seven days for any such conduct. If any such member, having been called upon, fails to give such explanation or if the explanation so given shall be deemed to be unsatisfactory, the DSC may: -
- 13.2.1 Suspend the member for a definite stated period from the use of the Course, Club facilities and privileges of the Club or
- 13.2.1 Request the member to resign and on resignation the un-expired portion of his/her annual subscription shall be refunded or,
- 13.2.2 Admonish the member.

Should the member fail to resign he/she shall stand suspended *sine die*. In that event the member will not be entitled to a refund of the un-expired portion of his/her annual subscription.

- 13.3 The DSC shall be appointed by Management Committee and shall comprise of three members, one a nominee of the Committee of the Men's Club who is approved by Management Committee, one a nominee of the Committee of the Ladies' Club who is approved by Management Committee and one who is nominated by Management Committee.
- 13.4 A member can be accompanied at the DSC by a fellow member or other representative and may request an oral hearing before the DSC.
- 13.5 An appeal against the decision or ruling of DSC under Rule 13.2 may be taken by the member concerned to a special meeting of the Management Committee which shall be called by the Honorary Secretary for a date not more than one calendar month after receipt of such appeal. The appeal must be made by way of a request in writing by the member to the Honorary Secretary within one week of the decision of DSC. A member of the DSC cannot sit as a member of the Management Committee for the hearing of the appeal. A member who appeals a decision of the DSC can request an oral hearing before the Management Committee and may, at the hearing of the appeal, be accompanied by a fellow member or other representative. Having heard the appeal the Management Committee may: -
- 13.5.1 Allow the appeal, or
  - 13.5.2 Refuse the appeal and uphold the decision of the DSC and either,
    - 13.5.2.1 Confirm the penalty imposed by the DSC, or,
    - 13.5.2.2 Impose any of the following penalties in substitution for the penalty imposed by the DSC: -
      - 13.5.2.3 Suspend the member for a definite stated period from the use of the Course, Club facilities and privileges of the Club or
      - 13.5.2.4 Request the member to resign and on resignation the un-expired portion of his / her annual subscription shall be refunded or,
      - 13.5.2.5 Admonish the member.

## **14. THE CLUBHOUSE**

- 14.1 No notice, placard or paper written or printed, shall be put in the Clubhouse without the sanction of the Honorary Secretary or the Management Committee.
- 14.1 Dogs shall not be allowed in the Clubhouse or be brought on the course at any time.
- 14.2 No member shall take away or permit to be taken away any article, which is the property of the Club. All loss or damage to Club property must be made good by the person who caused it.

- 14.3 Meals may be supplied to all persons who use Club premises at a tariff fixed by the Management Committee.
- 14.4 All members and visitors must pay every expense they incur in the Clubhouse before leaving it.
- 14.5 The Clubhouse shall be open to members until 12.00 o'clock midnight except when the Management Committee decides otherwise. On an occasion on which there is a social function the Clubhouse shall be closed to members at the normal legal hour for closing the bar and after that hour only those taking part in the social function may be present in the Clubhouse.
- 14.6 Junior Members may use the Clubhouse on such conditions as the Management Committee may from time to time prescribe.

## **15 REGISTRATION OF THE CLUB**

15.1 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 such a member): -

15.1.1 at any time on Christmas day or Good Friday or

15.1.2 on any other day, outside of the hours specified in respect of that day in Section 2(1) (b) (as substituted by Section 3 of the Intoxicating Liquor Act, 2000) of the Intoxicating Liquor Act 1927 ("the Act of 1927")

15.2 PROVIDED ALWAYS that excisable liquor may be supplied for consumption on the Club premises by any person or consumed on the premises by any person –

15.2.1 on Christmas Day, between 12.00 midday and 10.00 p.m., or

15.2.2 on any other day, for one hour after the expiration of any period in respect of that day for which it is lawful for the club, by virtue of Subsection (1) (b), of the Act of 1927, to supply any excisable liquor for consumption on the premises, if in each case the excisable liquor is –

15.2.2.1 ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and

15.2.2.2 Consumed by that person during the meal or after the meal has ended”.

- 15.3 No manager or employee employed by the Club shall have any personal interest in the sale of excisable liquor therein or in the profits arising from such sale.
- 15.4 No excisable liquor shall 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. No excisable liquor shall be sold or supplied at any time to, or be consumed on the premises by, any member or persons under 18 years of age.

## 16 GENERAL MEETINGS

16.1.1 The Annual General Meeting of the Club shall be held each year not later than 31<sup>st</sup> December. Eligible members must sign the Attendance Register, which shall be kept by the Honorary Secretary.

16.1.2 At the Annual General Meeting the following business shall be transacted: -

16.1.2.1 Confirm the minutes of the last General Meeting, which shall be circulated beforehand;

16.1.2.2 Correspondence;

16.1.2.3 Honorary Secretary's Report;

16.1.2.4 Honorary Treasurer's Statement of Accounts;

16.1.2.5 Election of Officers and Members of the Management Committee;

16.1.2.6 Consideration of proposed new Rules or changes in existing Rules;

16.1.2.7 Notices of Motion;

16.1.2.8 Any other business.

16.1.2.9 if there are not sufficient nominations to fill the positions on the Committee, including the positions of Honorary Secretary and Honorary Treasurer, Management Committee may co-opt member(s) to fill any vacancies.

16.1.3 Matters for discussion under item (16.1.2.6 and 16.1.2.7) must be given in writing to the Honorary Secretary at least twenty-eight days before the meeting. They must be signed by the proposer and seconder who shall be full members of the Club. Where such proposals are likely to have significant impact on the income or running costs of the club, they must be accompanied by a financial analysis, showing how any

shortfalls will be funded. Such proposals shall be printed on the Agenda. Amendments to such proposals may be accepted at the Meeting without prior notice.

16.1.4 Notice of the Annual General Meeting to be posted by the Honorary Secretary on the Clubhouse Notice Board six weeks prior to the Meeting.

16.1.5 Fourteen days notice, at least, of such Annual General Meeting shall be given, by email and/or text message, to full members of the Club, who are the only persons entitled to attend and vote at the Annual General Meeting of the Club. The Agenda and Notices of Motion will also be posted on the Clubhouse Notice Board at least fourteen days before the meeting, and will be available to members for collection in hardcopy together with the Minutes of previous AGM and Financial Statements.

16.1.6 When electing members of the Management Committee, other than the officers who are to be nominated and elected separately, all members voting shall vote for any number of candidates up to a maximum of six.

16.1.7 No proxy shall be allowed and if a majority of the members present wish any question under discussion to be put to a vote by ballot that mode of voting shall be adopted.

16.1.8 At Annual General Meetings fifty shall be a quorum.

16.1.9 In the event of a quorum not being present for the purpose of conducting the business of an A.G.M., the Management Committee shall summon a further meeting within a period of 21 days for the purpose of conducting the business of the A.G.M. The number of members present at the reconvened meeting shall constitute a quorum.

## **17. SPECIAL GENERAL MEETINGS**

17.1 Special General Meetings of the Club may be called at the request of the Management Committee or a requisition to the Honorary Secretary signed by at least twenty-five (25) full members of the Club. The Honorary Secretary shall convene such a meeting within twenty-eight days of receipt of such a requisition. At least ten days notice of such a meeting must be given, by email and /or text message, to every full member of the Club. The Agenda and Notice of Special General Meeting will also be posted on Clubhouse Notice Board.

17.2 In the event of a quorum not being present for the purpose of conducting the business of a Special General Meeting, the Management Committee shall summon a further meeting within a period of 21 days for the purpose of conducting the business of the Special General Meeting. The number of members present at the reconvened meeting shall constitute a quorum.

- 17.3 The requisition must set out the purpose for which the meeting is to be summoned and this purpose must be stated on the Notice convening the meeting. No business other than the business specified in the notice summoning the meeting shall be conducted at a Special General Meeting.
- 17.4 In the case of a requisition being made otherwise than by the Management Committee it must be accompanied by a fee of €127.00, which shall be forfeited to the funds of the Club if in the opinion of the meeting the purpose for which the meeting has been called is deemed to be frivolous.
- 17.5 At special general meetings of the Club one hundred shall be a quorum.

## **18. CHAIRPERSON AT GENERAL MEETINGS**

- 18.1 The Chairperson shall preside at all General Meetings of the Club or, if absent, any other Chairperson may be appointed by the Meeting.
- 18.2 The Chairperson in addition to a deliberative vote shall have and shall exercise a casting vote.

## **19. JUNIOR CHARTER**

This Club is fully committed to safeguarding the well being 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 principles of the Club and the guidelines on the Code of Ethics and Good Practice for Children's Sport in Ireland.

Updated January 2020