



PORTARLINGTON GOLF CLUB

CONSTITUTION AND RULES

Passed at Extraordinary General Meeting 27th September 2024

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1. DEFINITIONS AND INTERPRETATION

In these Rules, unless the context otherwise requires:

1. The powers set out in this Constitution shall be used only for the attainment of the main objectives of the Club and any income generated from the exercise of the said powers shall be applied for the objectives of the Club only. It shall be a matter for the members to amend this Constitution and/or the Club objectives in accordance with Clause 20.
2. In the interpretation of this Constitution the following words and expressions shall have the meanings so defined and words importing the singular shall include the plural, and vice versa, words importing the masculine include the feminine and words importing persons shall include bodies Corporate.

AGM means an annual general meeting of the Club.

Auditors means the auditors or auditor for the time being of the Club.

Ballot means a closed written vote.

Club means Portarlinton Golf Club

Constitution means this document.

Days means calendar days.

EGM means an extraordinary general meeting of the Club.

Electronic address means any address or number used for the purposes of sending or receiving documents or information by electronic means.

Electronic communication shall have the meaning given in the Electronic Commerce Act, 2000

Electronic means any process or means provided or facilitated by electronic equipment for the processing (including digital compression), storage and transmission of data, employing wires, radio, optical technologies, or any other electromagnetic means.

Electronic signature shall have the meaning given in the Electronic Commerce Act, 2000

General Meeting means an AGM or EGM as applies in this Constitution.

Honorary Secretary/Secretary means the person for the time being holding such office having been elected under the terms of this Constitution to perform the duties of Honorary Secretary/Secretary of the Club

Honorary Treasurer/Treasurer means the person for the time being holding such office having been elected/appointed thereto under the terms of this Constitution to perform the duties of Honorary Treasurer/Treasurer of the Club

Joint Captains mean the persons (male and female) for the time being holding such office having been elected under the terms of this Constitution to perform the duties of Joint Captains of the Club

Joint Vice-Captains mean the persons (male and female) for the time being holding such office having been elected under the terms of this Constitution and who shall act as Joint Captain in the absence of the relevant Joint Captain in accordance with this Constitution.

Management Committee means the Committee elected in accordance with this Constitution referred to in Rule 11 hereof.

GI means Golf Ireland

Member means persons who have been accepted into membership by the Club in accordance with the criteria set out in this Constitution

Membership means membership of the Club.

President means the person for the time being holding such office having been elected under the terms of this Constitution to perform the duties of President of the Club

Standing Orders means a set of orders and rules governing the procedures of meetings.

Sub-Committee means a sub-committee appointed in accordance with this Constitution.

The determination of the Management Committee in relation to the interpretation of these Rules shall be final and binding.

The Management Committee may decide any matter which is not covered by these Rules, where such determination is required for the proper and orderly conduct of the Club.

Communication with Members shall be done mainly by email. Members without email shall be facilitated on registration with office.

2. CLUB OVERVIEW AND BACKGROUND

- 2.1 The name of the Club is Portarlinton Golf Club.
- 2.2 The aims of the Club are:
 - 2.2.1 To establish, maintain and operate a golf club for the members of the Club (including their guests and visitors) at the Club's premises located at Garryhinch, Portarlinton, Co. Laois
 - 2.2.2 To promote the game of golf and all things incidental to the playing of golf and
 - 2.2.3 To provide usual golf facilities to members.
- 2.3 The Club shall recognise and accept 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.
- 2.4 The Club shall adopt the best practices as outlined in the Junior Golf Charter issued by Junior Golf Ireland.
- 2.5 The Club is affiliated to Golf Ireland and is organised as an unincorporated members Club with a voluntary committee composed of members of the Club who are elected by the members in accordance with the process set out in this Constitution.
- 2.6 The Management Committee acts on behalf of the members and is responsible for the overall business and operations of the Club.
- 2.7 The Club also has a number of sub-committees set up in accordance with this Constitution and has a suite of policies which help govern the Club. Copies of this Constitution and our club policies are available to members.
- 2.8 To assist in the running of the Club, the Management Committee may engage a franchisee.
- 2.9 The club shall adopt the R & A Women in Golf Charter.

3. CORE AIMS, PURPOSE AND OBJECTIVES OF THE CLUB

The main purpose and objectives of the Club are to:

- a) Promote the amateur game of golf to members
- b) Comply with all affiliation requirements of Golf Ireland
- c) Provide and maintain facilities on behalf of members
- d) Involve members in the activities of the Club
- e) Manage and control a well governed Club with appropriate legal, financial, and governance standards
- f) Comply with all statutory, legal, financial, or other rules or regulations which apply to Clubs including all Health and Safety requirements
- g) Adopt policies, rules, regulations, procedures, and standards required of members, guests, visitors and personnel at all levels including but not limited to non- discrimination, equality and child safeguarding
- h) Promote and uphold the reputation of the Club
- i) Encourage an inclusive and democratic culture within the Club
- j) Adopt a policy of non-discrimination of any kind in all Club business and activities
- k) Receive financial assistance and funding
- l) Do all such things as shall be conducive to the attainment of these objects.

4 CLUB AFFILIATION TO GOLF IRELAND

1. The Club is an affiliated member of Golf Ireland the National Governing Body for Golf in Ireland.
2. As part of this affiliation the Club confirms:
 - a) It shall be bound by the Constitution, policies, rules, bye laws, codes, rules, and regulations which apply to all members of Golf Ireland and shall comply with the ongoing conditions of affiliation as directed by Golf Ireland from time to time.
 - b) It is entitled to be represented at Golf Ireland general meetings as prescribed by Golf Ireland.
 - c) It is formed correctly and holds an annual general meeting before a specified date each year at which only members of the relevant club are entitled to vote and non-voting persons, if permitted, are in attendance.
 - d) The officers and members of the Management Committee of the Club are elected as required at the annual general meeting from among the voting members to administer the affairs of the Club in accordance with the Golf Ireland Constitution, Regulations and the Terms of Competitions of Golf Ireland.
 - e) It has an honorary secretary, and at least 3 of the following roles Joint Captains, Joint Vice-Captains, Treasurer and Competition Secretary.
 - f) It has a minimum of 50 Home Club Members.
 - g) It undertakes to pay the Membership Fee applicable to Affiliate Clubs, and to pay the Affiliation Fee to Golf Ireland as prescribed from time to time.
 - h) It abides by the Rules of Golf, the Rules of Amateur Status as approved by the R&A, the Rules of Handicapping, as approved by the R&A and USGA, the Constitution, the Regulations, and the Terms of Competition of Golf Ireland.

- i) It maintains an accurate register of all members on the Golf Ireland registration platform.
- j) It has access to and maintains access to a course of a standard which warrants the allocation of an official course rating.
- k) It has access to and maintains access to a clubhouse or premises which shall be the official address of the Club.
- l) It has a children's safeguarding statement, and a designated liaison person/club children officer appointed.
- m) It will obtain the prior written consent of Golf Ireland prior to any move to another course or links.
- n) It will make available to Golf Ireland the facilities of the course and clubhouse of the Club at reasonable intervals as may be agreed.

5 CLUB PRINCIPLES AND VALUES

1. The Management Committee shall ensure a strategic plan is developed and/or reviewed at least every five (5) years. The vision, mission and values of the Club shall be set out in the strategic plan. The Club shall continue to operate to a business plan.
2. The Club has adopted the principle of gender equality across Club activities and in how the Club operates. The Club shall promote gender equality and the 30:30:40 gender principle as advocated by Golf Ireland in its Club Officers, Management Committees and Sub-Committees.
3. The Club has adopted Golf Ireland's 9 Governance Principles
 - a) **Principle 1: Good Governance**
Governing the Club well by adopting a robust constitution and set of policies to enable adherence to standards, best practice and legislation.
 - b) **Principle 2: Controls**
Ensuring appropriate internal financial and management controls are in place.
 - c) **Principle 3: Accountability & Transparency**
Being open about the process of decision making, ensuring elections are democratic and accounting to membership regularly.
 - d) **Principle 4: Gender Equality**
Taking positive action to increase and encourage the number of women and girls playing, leading and working at the club.
 - e) **Principle 5: Safeguarding**
Adopting and implementing the Code of Ethics and Good Practice for Children's Sport and Golf Ireland's Safeguarding Policy.
 - f) **Principle 6: Inclusivity**
Developing an inclusive environment and welcoming diversity at all levels of the game.
 - g) **Principle 7: Compliance**
Complying with the R&A Rules of Golf and Amateur Status, the affiliation rules of Golf Ireland and the Rules of Handicapping.

- h) **Principle 8: Engagement**
Committing to active involvement and communication with volunteers and stakeholders.
 - i) **Principle 9: Integrity**
Being honest, fair and impartial. Acknowledging and managing conflicts of interest and loyalties appropriately.
- 4. The Club is committed to anti-discrimination and equality and has policies in place dealing with equality, anti-discrimination, harassment, and bullying. The Club shall not tolerate discriminatory behaviour or harassment of any kind.
 - 5. The Club takes safeguarding children and vulnerable adults very seriously and has appointed a Club Children's Officer and Designated Liaison Person with the required training and vetting. The Club has a welfare and safeguarding statement and policy in place which it follows and requires its members to follow without exception.

6. POWERS OF THE CLUB

- 1. The following are the main powers of the Club which powers shall be used by the Management Committee on behalf of the Club (subject to 6.2 and 6.3 below) for the attainment of the main objectives of the Club and any income applied to fulfil these main objectives.
 - a) To receive from any person or body monies for the purposes of furthering the main objectives of the Club.
 - b) To invest the money of the Club not immediately required for its purposes in or upon such investments, securities or property as may be thought fit.
 - c) To engage any firm, contractor or person for any services which may be required to be rendered to or on behalf of the Club and pay for such engagement.
 - d) To purchase, take on lease, or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Club think necessary or convenient for the attainment or advancement of its main objectives and to construct, maintain or alter any buildings or erections necessary or convenient for the work of the Club.
 - e) To sell, let, mortgage, dispose of, or turn to account, all or any of the property or assets of the Club as may be thought expedient with a view to the promotion of its main objectives.
 - f) For the purpose aforesaid to buy, acquire, hold, deal with, manage, direct the management of, sell, exchange, mortgage, charge, dispose of, grant, register or otherwise turn to account any right or interest in, over or upon any property of any kind whatsoever and in particular any intellectual property rights, copyrights, designs, trademarks, patents, licenses, franchises, concessions and the like (or rights in respect thereof) conferring a right of use or any secret or other information and/or any film, video, television, internet or broadcasting rights which may seem capable of being used for any of the purposes of the Club and to use, exercise, develop, grant licenses in respect of or otherwise turn to account any rights and information so acquired, and also to undertake any kind of trade, business or activity for the purpose of promoting, advancing or protecting the interests of persons or bodies engaged in golf.
 - g) To borrow or raise money for the purposes of the Club on such terms and on such security as may be thought fit.
 - h) To do or make any other acts and things which in the opinion of the Club may be conducive or incidental to the main objectives of the Club including operating the Club facilities and course.
 - i) To employ staff if required and remunerate employees.

2. The extent of these powers shall be subject to the financial approvals and controls set out in the Clubs Financial Controls Policy.
3. The extent of these powers shall also be subject to any member approval which may be required as set out in the Clubs Matters Reserved for Members policy.

7. MEMBERSHIP OF THE CLUB, APPLICATION AND SUBSCRIPTIONS

7.1 Membership of the Club: Amateur golfers are eligible for membership of the Club. Membership excepting Junior Members (8.2.9) and Honorary Members (8.2.3) shall be restricted to persons who have attained the age of 18 years.

7.2 Admission of New Members: The election of members shall be the responsibility of the Management Committee.

7.2.1 The Management Committee shall determine the number of vacancies and shall be entitled to limit the numbers (including in each membership category) in the Club subject to approval of a General Meeting of the Club. In the event that the Management Committee determines that there are a number of vacancies, applications for membership shall be made to the Honorary Secretary at such time as may be designated by the Management Committee. The names and addresses of applicants together with the names of the proposers and seconders shall be provided to the Honorary Secretary not less than seven days before the election meeting.

7.2.2 The applicant shall be proposed and seconded by full members of at least three years standing and elected by the Management Committee by ballot.

7.2.3 The amount of annual subscription, entrance fee and capital levy (if any) shall accompany the application form and shall be refunded in the event of the application being unsuccessful.

7.2.4 The Honorary Treasurer shall notify applicants of their election to the Club.

7.3 Subscriptions and Entrance Fees

7.3.1 An annual subscription shall be payable by each member (other than an Honorary Member, Honorary Life Member and Life Member) to the Club and shall become due on the 1st of January of each year. Each member shall be liable for the appropriate Golf Ireland affiliation fee and levies, if any.

7.3.2 The annual subscription and levies, if any, (exclusive of Golf Ireland affiliation fees and levies) for each category of membership shall be proposed by the Management Committee or by Notice of Motion and approved at the Annual General Meeting of the Club. Different levels of subscriptions (and levies) may be determined for each category of membership of the Club.

At the commencement date of this Constitution all former Associate Members shall be eligible for a 30% reduction in their annual subscription.

Any member who is over 66 years of age and has been a member of the Club for a minimum period of ten years shall be eligible for a reduction of 20% in his annual subscription.

Full members who are under the age of 29 years or 35 years respectively on 1st January shall be entitled to a reduction of 50% and 40% respectively in his annual subscription.

7.3.3 Notice of the proposed annual subscription shall be given with notice of the Annual General Meeting.

7.3.4 On and after the 1st of March of each year, any member whose subscription for the current year remains unpaid and unless arrangements to pay have been put in place with the Management Committee, shall be ineligible to play in any Club competition. Any member whose subscription is in arrears by the 31st of March shall cease to be a member of the Club.

7.3.5 An entrance fee, agreed at a General Meeting of the Club, may be charged to all new members and shall be lodged with the Honorary Treasurer.

7.3.6 Leave of Absence may be granted by Management Committee in special circumstances. The member shall apply in writing to the Management Committee on or before the 1st day of June in the current year and shall forward all documents supporting their request to the Management Committee. Leave of absence shall apply for the current year, and if so granted, does not break continuity of membership.

8. RIGHTS AND OBLIGATIONS OF MEMBERS

8.1 The members of the Club have the following obligations:

- i. To be bound and comply fully with the Club Constitution, bye-laws, rules, regulations, policies and/or codes and rules of golf or any competition or activity held under the Clubs auspices.
- ii. To be bound and comply fully with any decisions by the Club.
- iii. Not to take legal actions against the Club on any issue relating to the application of the Club Constitution, bye-laws, regulations, policies and/or codes and procedures or those of its sub-committees without first pursuing the matter through the Clubs disciplinary process and under the terms of the disciplinary policy and until such procedures have been exhausted.
- iv. Must pay all expenses they incur on their own behalf or for their guests in the clubhouse or on the course before play.
- v. Any complaints shall be made in writing to the Honorary Secretary of the Club, who, if he is unable to deal with them, must submit them to Management Committee whose decision is final.

8.2 Membership

The membership of the Club shall comprise of persons, each of whom has been elected to membership of the Club in accordance with Section 7.2 of this Constitution. Membership shall consist of the following categories:

1. Full Members
2. Family Members
3. Honorary Members and Honorary Life Members
4. Life Members
5. Pavilion Members and Social Members
6. Country Members
7. Overseas Members
8. Student Members
9. Junior Members
10. Introductory Members

8.2.1 Full Members

- (i) Shall comprise of adults who, having paid the entrance fee (if applicable), the annual subscription, Golf Ireland affiliation fee and any levies relating to this category, shall be entitled to attend and vote at Annual General Meetings, Extraordinary General Meetings and Special Meetings of the Club.
- (ii) Shall have a voice in the management of the Club and have an interest in the Club's property which interest shall cease when a member leaves this category unless the said member has been elected as Honorary Member of the Club.
- (iii) Shall be eligible to compete in and win all club competitions subject to the rules and regulations of the Club and shall represent the Club in appropriate competitions.
- (iv) Shall enjoy, subject to such controls as may be in force, the indoor and outdoor facilities of

the Club.

From the date of the Club adopting this Constitution, the Associate Members category shall be abolished and from that date such members shall become Full Members of the Club with all the entitlements under this Section.

8.2.2 Family Members shall consist of a family unit, comprising a couple, both of whom are Full Members (see Section 8.2.1) together with such of their children who fulfil the qualifications of Junior or Student membership (see Sections 8.2.9 and/or 8.2.8).

8.2.3 (i) Honorary Members shall be Full Members of the Club and shall retain such membership for their term and on the conditions for which they are proposed and in accordance with the provisions of this Constitution but shall otherwise, be subject to the rules of the Club. They shall comprise of persons who have rendered exceptional service to the Club or to the game of golf or whose distinguished position merits membership of the Club. No person shall be entitled to Honorary Membership of the Club unless he is proposed as such and is elected by a majority of the members present at an Annual General Meeting of the Club. They shall be exempt from annual membership subscriptions but shall be liable for all levies and Golf Ireland affiliation fees. The President, Joint Captains, Honorary Secretary and Honorary Treasurer, shall be deemed to be Honorary Members of the Club during their terms of office and be entitled to all benefits of Full Membership during such term.

(ii) Honorary Life Members: No person shall be entitled to Honorary Life Membership of the Club unless he is proposed as such and is elected by a two thirds majority of the members present at an Annual General Meeting of the Club. Honorary Life Members shall be full members and shall retain membership for life or until resignation but shall otherwise be subject to the rules of the Club. They shall be exempt from entrance fees or annual membership subscriptions.

8.2.4 Life Members shall comprise of members who have made a once-off lump sum contribution to the Club in lieu of the annual membership fee under such conditions as recommended by the Management Committee and agreed at an Annual General Meeting of the club. Life Membership enables such members play the course for the rest of their life or until they end their membership of the club. They shall be deemed to the Full Members and shall be liable to pay the Golf Ireland affiliation fee and any levies relating to this category. They shall (i) have a voice in the management of the Club, (ii) have an interest in the Club's property, (iii) be eligible to compete in and win all club competitions subject to the rules and regulations of the Club, (iv) shall represent the Club in appropriate competitions and (v) subject to such controls as may be in force, enjoy the indoor and outdoor facilities of the Club.

8.2.5 Pavilion Members and Social Members shall be persons who, having paid the fees relating to their respective category, shall be entitled to use the facilities of the clubhouse and use the putting green. They shall be bound by the rules, bye-laws and local rules of the Club in so far as such rules, bye-laws and local rules are applicable to the status of the Pavilion and Social Members as hereby defined. They shall not be entitled to attend or vote at Annual General, Extraordinary, or Special Meetings of the Club, shall have no interest in the property of the club and have no voice in the management of the Club.

8.2.6 Country Members shall be members comprising of persons who are full members of another fully registered Golf Ireland club. They shall, having first paid the annual subscription, any entrance fee and levies applicable to this category, be deemed to be Full Members, save that they shall have no voice in the management of the Club, shall not hold any office in the Club, have no interest in the club's property, shall not attend or vote at any Annual General Meeting, Extraordinary General Meeting and Special Meetings of the Club and shall only be eligible to participate in Club competitions under conditions determined by the Tournament/Competitions Sub-Committee but otherwise, shall enjoy the benefit of and be bound by the rules of full membership.

8.2.7 Overseas Members shall comprise of persons whose permanent residence is outside the island of Ireland. Their membership shall cease on becoming a permanent resident on the island of Ireland. They shall, having first paid the annual subscription, any entrance fee and levies applicable to this category, be deemed to be Full Members save that they shall have no voice in the management of the Club, shall not hold any office in the Club, have no interest in the club's property, shall not attend or vote at any Annual General Meeting, Extraordinary General Meeting and Special Meetings of the Club and shall only be eligible to participate in Club competitions under conditions determined by the Tournament/Competitions Sub-Committee but otherwise shall enjoy the benefit of and be bound by the rules of full membership.

8.2.8 Student Members: The Management Committee shall have the power to elect student members

who are between the ages of 18 years and 23 years and 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, trade or craft. They must produce a valid student's card or appropriate evidence of professional or technical training when paying their annual subscription. They shall be eligible to

attend and vote at Annual General Meetings, Extraordinary and Special meetings of the Club. They shall, having first paid the annual subscription, any entrance fee and levies applicable to this category, be deemed to be Full Members, save that they shall have no interest in the club's property, shall not hold any office in the Club and subject to having achieved an official golf handicap and subject to any conditions approved by the Tournament/Competition Sub-Committee shall be eligible to participate in all Club competitions including the Club's majors and represent the Club in competitions (and in the case of the Clubs' majors, they may win any prize with the exception of first and second) but otherwise shall enjoy the benefit of and be bound by the rules of full membership

8.2.9 Junior Members: The Management Committee shall have the power to elect junior members who are between ages of 8 years and 18 years. They shall, having first paid the annual subscription, any entrance fee and levies applicable to this category, have no interest in the club's property, not hold any office in the Club nor have any interest in the running of the Club, not attend or vote at any Annual General Meeting, Extraordinary General Meeting and Special Meetings of the Club and subject to having achieved an official golf handicap and subject to any conditions approved by the Tournament/Competition Sub-Committee be eligible to participate in and represent the Club in competitions (and in the case of the Clubs' majors, they may win any prize with the exception of first and second) but otherwise enjoy the benefit of and be bound by the rules of full membership.

8.2.10 Introductory Members: The Management Committee shall have the power to elect persons as Introductory Members subject to such conditions it may lay down. Such members shall have joined the Club under any Golf Ireland programme and shall be liable to pay the entrance fee applicable to the category, annual subscription any levies (if any) applicable to this category.

Introductory members:

- i. Shall be for a period defined by the Management Committee during which time an Introductory Member shall have no say in the running of the Club.
- ii. May attend but have no vote at any Annual General, Extraordinary General and Special Meetings of the Club
- iii. Shall have no interest in the property of the Club.
- iv. Subject to the Introductory Member having achieved an official golf handicap and subject to any conditions approved by the Tournament/Competition Sub-Committee, shall be eligible to participate in all Club competitions (with the exception of the Clubs' majors) and any other competition determined by the Tournament/Competition Sub-Committee as appropriate and may represent the Club in competitions.
- v. Shall avail of, subject to such controls as may be in place, the indoor and outdoor facilities of the Club.

At the end of the introductory period, Introductory Members shall become Full Members when the Club Honorary Treasurer, on receipt of a written request accompanied by the relevant entry fee and levies, shall affect the change.

8.3 Other Categories: The Management Committee shall have the right to introduce other categories of membership and shall at all times have the right to allocate such rights and privileges in relation to any new categories as it sees fit subject to approval at a General Meeting of the Club.

8.4 Guests of Members: A member may introduce guests to the privileges of the clubhouse and the course on such terms and conditions as the Management Committee may from time to time determine.

- i. Guests shall be accompanied by the member who introduces them and

- ii. The guest's name and address and the name of the introducer must be entered in the Visitors Book and the green fees paid before commencement of play.

8.5 Visitors: Any member of a recognised golf club or any person considered suitable by the Management Committee may be admitted as a visitor to such of the privileges of the clubhouse and course as the Management Committee shall from time to time determine on payment of the appropriate green fee. The green fee must be paid in advance of play.

9. DISCIPLINE, TERMINATION FROM OR CESSATION OF MEMBERSHIP

9.1 Discipline or Termination of Membership

A member shall cease to be a member or refused membership if

- i. Any circumstances connected with the conduct of a member likely to endanger the welfare and good conduct or name of the Club, or deemed to be in breach of the rules and regulations of the Club, be brought to the notice of the Management Committee, it shall be in their discretion to suspend such member or call a General Meeting and, in the event of it being voted at that meeting by two thirds of the members present, that the name of such member be removed from the Club, such individual shall immediately cease to be a member.
- ii. He fails to pay any affiliation, subscription or other contribution for which the member becomes liable whilst a member within the period laid down for any such payment.

The member against whom the complaint has been made, shall be afforded an opportunity to rebut or disprove the facts upon which such complaint is alleged and shall be afforded an opportunity to be heard in relation to such complaint in accordance with natural justice.

9.2 Cessation of Membership

A member shall cease to be a member of the Club if:

- i. He ceases to be an amateur golfer,
- ii. He ceases to be a member of the Club,
- iii. He is expelled from membership of the Club pursuant of these Rules.

9.3 Forfeiture of Membership Rights and Privileges

Any member who has been suspended or expelled in accordance with these Rules or otherwise ceases to be a member of the Club shall:

- i. Forfeit all rights to, or claim upon, the Club or its property or funds that he would have by reason of his membership,
- ii. Forfeit all privileges of membership,
- iii. Not be entitled to any return of subscription and remains liable for any subscription or other fees outstanding at that time; and
- iv. Have his handicap immediately suspended.

10. CLUB STRUCTURE AND ORGANISATION

The committees of the Club are

- a) The Management Committee
- b) The Sub-Committees (Club Business and Club Golf Sub-Committees)

Club Business Sub-Committees

- (i) Audit and Risk
- (ii) Course Committee
- (iii) Governance
- (iv) Finance
- (v) Nominations (as required)
- (vi) Disciplinary (as required)
- (vii) Membership / Marketing / Commercial
- (viii) HR and Remuneration
- (ix) House/ Facilities

Club Golf Sub-Committees

- (i) Golf
- (ii) Handicap
- (iii) Tournament/competitions
- (iv) Course
- (v) Junior

The Management Committee may set up such other Sub-Committees/Working Groups as the Management Committee deem appropriate from time to time.

Employees / Contractors

The Club shall be permitted to engage employees/contractors to manage the day to day operational and administrative affairs of the Club. The HR and Remuneration Sub-Committee is responsible for agreeing policies and salary levels of employees, subject to the agreed Club budget. The Club's-Employee Handbook shall be kept up to date with legislation.

11. CLUB MANAGEMENT COMMITTEE

1. Composition of Management Committee

The business and affairs of the Club shall be managed by the Management Committee. The Management Committee shall be made up of 13 persons including:

- (i) President
 - (ii) Joint Captains
 - (iii) Joint Vice-Captains
 - (iv) Honorary Secretary
 - (v) Honorary Treasurer
 - (vi) Six Elected Voting Members of the Club
- 2. Positions on the Committee shall consist of at least 30% women, 30% men and 40% either gender.
 - 3. Management Committee members shall sign a Code of Conduct and the specific duties and expectations for each of the roles in (1) above shall be set out in role descriptions included with the Code of Conduct.

4. The Management Committee may also directly co-opt/appoint up to 2 (two) additional persons which the Management Committee consider necessary to fill any skill set roles which may be required.
5. The Terms of Office for each member of the Management Committee shall be as follows:

President	2 Years
Secretary	3 Years
Joint Captains	1 Year
Joint Vice-Captains	1 Year
Treasurer	3 Years
Other Members	3 Years
6. Members shall serve no more than 6 (six) consecutive years or a combination of 6 (six) years on the Management Committee and shall be deemed ineligible to serve on the Management Committee unless they have stepped down for a complete 3 (three) year period whereupon they shall become eligible again.

12. MEMBERSHIP OF MANAGEMENT COMMITTEE

- 12.1 Election of Officers and Members of the Management Committee shall take place in the following manner at the Annual General Meeting of the Club
 - 12.1.1 Only full members shall be eligible for election to the Management Committee.
 - 12.1.2 Any two full members of the Club may nominate a member to serve on the Management Committee.
 - 12.1.3 The six elected voting members will:
 - (a) be elected annually to the Management Committee by the members at the Annual General Meeting on 30%/30%/40% gender balance as set out in the Women in Golf Charter; and
 - (b) be appointed to their positions by the Management Committee on the nomination of the Club Joint Captains.
- 12.2 The vote at the Annual General Meeting shall be by ballot and each voting member present may vote for any number of candidates up to and including the number of vacancies.
- 12.3 If insufficient candidates are nominated, the Management Committee may fill the remaining vacancies.
- 12.4 If two or more candidates obtain an equal number of votes, and there are insufficient seats, a further ballot shall be held between these candidates to decide the remaining seat or seats.
- 12.5 All members of the Management Committee shall retire every year at the Annual General Meeting and shall be eligible for re- election. The President shall serve for 2 years.
- 12.6 Any casual vacancy on the Management Committee may be filled by the Management Committee.

Powers and Duties of Management Committee

- 12.7 The Management Committee shall manage the business of the Club, update the members on its activities, carry out its duties and exercise its powers to achieve the objects and strategy in accordance with this Constitution and all such policies, rules and procedures approved and in compliance with all Golf Ireland requirements.

- 12.8 The Management Committee may adopt, approve and/or amend any policies, regulations, codes of conduct, protocols, membership criteria and procedures as required from time to time for the proper control and management of the Club, its members and employees/contractors which shall be binding on all members and employees/contractors. These are subject always to being compliant with the provisions set out in this Constitution and are subject to any approval which may be required by members under the Clubs Matters Reserved for the Members Policy.
- 12.9 The Management Committee shall have power to co-opt a member to be a member of the Management Committee to fill any vacancy occurring during the year. Any member so co-opted shall cease to be a member of the Management Committee at the next Annual General Meeting and must then submit to the usual election process to return to membership of the Management Committee if they wish.
- 12.10 The Management Committee may delegate any of its powers to the Club Sub-Committees and shall approve the composition and terms of reference of all Sub-Committees including the Chair for each Committee in accordance with this Constitution. Where any Sub-Committee membership consists of 4 or less persons, there shall be at least 1 (one) female and in all other cases, the 30%:30%:40% gender balance composition rule shall apply except the Tournament/Competitions and Handicap Sub-Committees where composition will be on a 50%:50% basis.
- 12.11 The Club shall have a Schedule of Reserved Matters for Members which shall set out all the decisions which must be approved by the members at a general meeting and cannot be approved by the Management Committee acting on its own.
- 12.12 The Clubs shall keep proper records of all its business, membership and financial affairs including minutes of all meetings in hard copy or digitised format and in accordance with the Clubs data protection policy.

Vacation of Office of a member of the Management Committee

- 12.13 Membership of the Management Committee shall be vacated if a majority of the Committee determine that the member:
- a) resigns in writing to the Honorary Secretary
 - b) has reached the end of his natural term of elected office,
 - c) being a co-opted or appointed member, has reached the end of his term of office in accordance with the term of appointment,
 - d) becomes an employee of the Club,
 - e) can no longer be reasonably regarded as possessing adequate decision-making capacity by reason of his health,
 - f) is convicted of an indictable offence unless the Management Committee otherwise determine, and the determination of the Management Committee is ratified at the next held general meeting of the Club,
 - g) is removed by a decision of a disciplinary committee or other management committee appointed in accordance with the relevant policy which applies, and such decision is either not appealed or is upheld on appeal,
 - h) is adjudicated insolvent or bankrupt or makes any arrangement or compromise with his creditors or being a bankrupt has not obtained a certificate of discharge in the relevant jurisdiction.

Management Committee Meetings

- 12.14 The President shall preside as Chair at meetings of the Management Committee, but if the President is not present then the members of the Management Committee present shall choose one of their number to chair the meeting.
- 12.15 The Management Committee shall meet as and when required but at least a minimum of 6 times per year.
- 12.16 The quorum for Management Committee meetings to be valid shall be 7.

- 12.17 The Management Committee shall establish a set of Standing Orders, in writing, indicating how it shall conduct its business.
- 12.18 Questions arising at any meeting of the Management Committee, except where otherwise provided for in this Constitution, shall be determined by a majority of votes of the Management Committee members present, and in case of an equality of votes the Chair shall have a casting vote.

13. TRUSTEES

- 13.1 The Trustees shall be not more than four and not less than two members of the Club in whom the property of the Club shall be vested.
- 13.2 Such Trustees shall be elected by the members at a General Meeting of the Club. There will be gender balance in the appointment of trustees, at least one of their number shall be female.
- 13.3 The Trustees shall be indemnified against all liability and expenses incurred by them by reason of their position as Trustees and, in so far as the assets of the Club may be deficient, by the members of the Club for the time being.
- 13.4 Two Trustees shall be entitled to attend Management Committee meetings and both Trustees shall not be entitled to vote. The choice of Trustees to attend any meeting shall be decided by the Trustees. In circumstances of extraordinary urgency or importance all four Trustees may attend a meeting of the Management Committee.
- 13.5 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 President shall 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.
- 13.6 If the Trustees, when directed by the Management Committee to perform a certain act, consider that the act is one of such importance that the members of the Club should be consulted, then the Trustees may refuse to perform such an act until the members of the Club have been consulted at a General Meeting and a resolution is passed at such meeting authorising or refusing to authorise the Trustees to perform such act as was originally directed by the Management Committee.
- 13.7 The Trustees shall sit on the Audit and Finance Committee. The Audit and Finance Committee shall be responsible for ensuring that appropriate financial management controls are in place and adhered to by the Management Committee.
- 13.8 The Trustees shall remain in office for a period of 5 years unless removed by vote at a General Meeting of the Club for which a two thirds majority shall be required.
- 13.9 The Trustees shall be eligible for re-election.

14. OFFICERS

The Officers of the Club shall be a President, Joint Captains (male and female), Joint Vice-Captains (male and female), Honorary Secretary and Honorary Treasurer. The President shall rotate biennially between male and female save that if rotation cannot be achieved by virtue of the unavailability of a male/female candidate then rotation need not occur.

15. HONORARY SECRETARY

- 15.1 The Honorary Secretary of the Club shall be elected at the Annual General Meeting of the Club.
- 15.2 The Honorary Secretary of the Club shall conduct the correspondence of the Club and shall have custody of all documents belonging to the Club; manage the day-to-day affairs of the Club and implement the decisions and directions of the Management Committee in relation to the Club and all matters relating thereto.

16. HONORARY TREASURER

- 16.1 The Honorary Treasurer of the Club shall be elected at Annual General Meeting of the Club.
- 16.2 The Honorary Treasurer shall keep the accounts of the Club and prepare the statement of accounts and balance sheets of the Club to the end of each financial year.
- 16.3 The accounts and balance sheets shall, after audit, be made available to all members of the Club when the notice of the Annual General meeting is given.

17. AUDIT AND FINANCE

- 17.1 The Management Committee shall engage a firm of accountants to prepare and audit the annual accounts.
- 17.2 The financial year of the Club shall commence on the 1st of November in each year and end on the 31st of October in the following year.
- 17.3 The funding of the activities of the Club shall be on the basis of annual budgets submitted by the Finance Sub-Committee to the Management Committee.
- 17.4 Disbursement of funds shall require the signatures of two authorised members of the relevant Finance Sub-Committee or Management Committee.
- 17.5 The Management Committee shall have control of the finances of the Club, power to engage, control and dismiss staff, and all administrative powers necessary to carry out the objectives of the Club properly in accordance with these Rules.
- 17.6 The Management Committee shall have the power to purchase any necessary equipment and make any alterations, additions, or repairs to the Clubhouse or its Grounds, and to expend funds for these purposes, such expenditure not to exceed 20% of members subscriptions in the previous year for any one item or project in any one year, without reference to a General Meeting.

18. GENERAL MEETINGS

Notice and Business of Club General Meetings (AGM and EGM)

- 18.1 General meetings of the Club shall be held on such date and at such time and place as may be determined by the Management Committee.
- 18.2 All general meetings shall be either Annual General Meetings (AGM) or Extraordinary General Meetings (EGM). All general meetings shall be held in the Republic of Ireland. Meetings may be

held electronically and all references in this Constitution to attendance includes attendance via any electronic platform.

18.3 An AGM shall be held once in every year, at such time (within a period of not more than fifteen calendar months after the holding of the last preceding AGM) and place as may be determined by the Management Committee.

18.4 A notice calling a general meeting shall be sent by email to every member via their email address and will also be posted on the club website. The accidental omission or the non-receipt of such an notice by any person who is eligible to attend shall not invalidate its proceedings. No other person shall be entitled to receive notice of general meetings.

18.5 Every notice calling a general meeting shall specify the place and the day and hour of the meeting. The notice shall also include the agenda and business to be transacted at the meeting. The notice shall be accompanied by the financial statements [and auditors report] and all other papers referenced in the agenda.

18.6 The business of the AGM shall include in particular:

- a) consideration of the Honorary Secretary's and Honorary Treasurer's reports
- b) the election and re-election of members of the Management Committee when applicable
- c) any matter which requires the approval of the membership at general meetings
- d) any other business properly brought before the meeting in accordance with the process set out by the Club.

18.7 The following Officers and Members of the Management Committee shall be elected at the Annual General Meeting

- 18.7.1 The President,
- 18.7.2 The Joint Captains,
- 18.7.3 The Joint Vice Captains,
- 18.7.4 The Honorary Secretary,
- 18.7.5 The Honorary Treasurer,
- 18.7.6 and six other members.

18.8 The nominations and election of the officers and members of the Management Committee shall be carried out as set out in Clauses 18.30 to 18.35 below.

18.9 An AGM shall be called by at least twenty-one days' (21) notice in writing, and an EGM shall be called by at least fourteen (14) days' notice in writing, exclusive of the day on which the notice is served or deemed to be served and of the day for which it is given.

18.10 Minutes of all general meetings shall be kept and filed for the purpose of recording:

- a) attendance at general meetings
- b) results of all elections/appointments
- c) all approvals and proceedings at general meetings.

18.11 EGM

- a) The Management Committee may convene an EGM on the written requisition, with cause stated, of/from
 - i. not less than one half of the members of the Club who have the right to vote at a general meeting; or
 - ii. one or more Members holding, or together holding, at the date of the deposit of the requisition, not less than 10 percent of the total voting rights of all the Members who have the right to vote at general meetings. Such a meeting shall be held within forty-two days of requisition.
 - iii. 30 members of the club.

- b) The Management Committee may also convene an EGM if a majority of the Management Committee agree it is necessary.
- c) Such a meeting shall be held within forty-two days of requisition.

18.12 No proxies or substitutes shall be allowed to vote at General Meetings. The Management Committee may allow non-voting observers to attend if deemed appropriate or necessary.

Quorums for General Meeting

- 18.13 No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. The quorum shall be 50 members entitled to attend and vote at a general meeting.
- 18.14 If within half an hour from the time appointed for the general meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Members present shall be a quorum.

Chair of General Meeting

- 18.15 The President shall preside as Chair at any general meeting, but if such Chair is not present then the members of the Management Committee present shall choose one of their number to preside as Chair at the meeting. In the event of a tie, the Chair of the meeting shall be chosen by lot.

Adjourning a General Meeting

- 18.16 The Chair may with the consent of the members in attendance at any general meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give any notice of any adjournment or of the business to be transacted at an adjourned meeting.

Voting at General Meeting

- 18.17 Only those members who are approved as having fulfilled the membership criteria as set out in clause 8 as entitled to vote shall cast a vote at general meetings.
- 18.18 Subject to 18.23 below, matters for approval which arise at any general meeting, shall be determined by a majority of votes of the members present, with the exception of changes to the Constitution which require a 75% majority and in case of an equality of votes the Chair of the meeting shall have a casting vote as well as any original vote he holds.
- 18.19 Elections of Members of the Management Committee shall be by secret ballot.
- 18.20 Subject to Section 18.23 below, all other voting at a general meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by (a) the Chair or (b) not less than three Members present and entitled to vote or (c) any Member or Members present and representing not less than 10 per cent of the total voting rights of all of the Members having the right to vote at the meeting.
- 18.21 On a vote by secret ballot 3 scrutineers shall be appointed by the Chair.
- 18.22 A demand for a poll may be withdrawn. Unless a poll be so demanded (and the demand withdrawn) a declaration by the Chair that a resolution has been carried, whether unanimously or by a particular majority, or lost, and an entry to that effect in the minute book shall be conclusive evidence of the fact, without proof of the number or proportion of votes recorded for or against such resolution.

- 18.23 Voting by ballot may be conducted by post in advance or electronically in advance or by electronic platform at the meeting at the discretion of the Management Committee as required and advised to the members in advance.
- 18.24 Other than for a vote for elections of members to the Management Committee, in the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a casting vote.
- 18.25 If any ballot to appoint a member to the Management Committee results in a tie between two or more candidates, a further ballot (which may be conducted by post or electronically at the discretion of the Management Committee) shall be held to elect such member solely from among such candidates. If following the second ballot the result is still tied vote between two or more candidates, the person to be appointed from among such candidates to the Management Committee shall be decided by lot.
- 18.26 No objection shall be raised as to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and any vote not disallowed shall be valid. Any such objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.
- 18.27 If any votes shall be counted which ought not to have been counted, or might have been rejected, the error shall not vitiate the resolution unless it be pointed out at the same meeting, or at an adjournment thereof, and not in that case unless it shall in the opinion of the Chair be of sufficient magnitude to vitiate the resolution.
- 18.28 If a poll is duly demanded (and the demand is not withdrawn) it shall be taken in such manner as the Chair may direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The Chair shall appoint scrutineers and may adjourn the meeting to some place and time fixed for the purpose of declaring the result of the poll.
- 18.29 A poll demanded on the election of a Chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either immediately or at such time and place as the Chair of the meeting directs, and any business other than that upon which the poll has been demanded may be proceeded with pending the taking of the poll. No notice need be given of a poll not taken immediately.

Elections – Nominations and Election Process

- 18.30 Members shall be informed when positions become vacant for election on the Club Management Committee. Nominations for election shall be forwarded to the Secretary/Nominations Committee in accordance with the timelines and manner set out in the notice from the Club.
- 18.31 The candidates in each election shall be listed on the ballot papers in alphabetical order.
- 18.32 If only one candidate is nominated for a position, the candidate shall be declared elected on receiving a vote of a majority of those voting.
- 18.33 In the event of there being more than one candidate for any position a vote shall be taken and the candidate receiving an absolute majority of valid counted votes, after an elimination process, if necessary, shall be declared elected. The meaning of an absolute majority vote in this context is the greater in number of votes. For the avoidance of doubt the candidate who has secured at least one extra vote of the valid votes cast ahead of any other candidates will be deemed elected.
- 18.34 Once all votes have been cast the votes shall be counted/reviewed and scrutinised by a representative appointed by the Chair. Any spoiled votes shall not be counted. It shall be a matter for the scrutineers to determine what a spoiled vote is.
- 18.35 When the votes have been counted and verified the result shall be advised at the AGM.
- 18.36 The Management Committee shall take office immediately after the AGM of the Club.

19. MOTIONS

- 19.1 Notices of motion for a General Meeting must be signed by a proposer and seconder and given in writing not less than 14 days before the date of the General Meeting to the Honorary Secretary. If the notice of motion cannot be included in the notice for the meeting, it shall be posted as soon as possible on the notice board.
- 19.2 The motion shall be submitted to the Governance Sub-Committee for review to ensure it has been submitted by an affiliated member in accordance with the motion process set out by the Club.
- 19.3 The Governance Committee shall be entitled to review the proposed motion and request the Honorary Secretary to include the matter with the papers for the General Meeting. The Governance Sub-Committee shall also be entitled to advise the proposer that the matter is not an appropriate matter for consideration at a General Meeting provided the reasons for its exclusion are clearly set out in writing to the proposer and the General Meeting is advised that the matter cannot be discussed for the reasons stated.
- 19.4 Amendments to any notices of motion may be proposed at a General Meeting without previous notice. Rule changes, adoption of amendments and all other motions shall be decided by a simple majority of members present. Voting shall be by a show of hands. If a majority of those present wish any motion or amendment to be put to a vote by ballot, that mode shall be adopted.
- 19.5 The quorum for a General Meeting of the Club shall be 50 members.

20. AMENDMENTS TO CONSTITUTION

- 20.1 The Governance Sub-Committee shall consider any necessary changes to the Constitution as part of their role on an annual basis.
- 20.2 Proposed alterations to the Constitution may also be submitted by members for consideration to the Governance Sub-Committee no later than 1 month in any year before the next general meeting.
- 20.3 All proposed alterations shall be considered by the Governance Sub-Committee in the first instance. The Governance Sub-Committee may contact the proposer of the changes to discuss/amend/adapt or withdraw the amendments prior to being considered at a general meeting. The Governance Sub-Committee shall send its final proposed changes to the Constitution to the Management Committee for its final review. The Governance Sub-Committee may itself also make amendments to the suggested changes in order to ensure changes are in keeping with the Constitution, club strategy and policies and good corporate governance practice. Once the Management Committee has finalised its review all proposed alterations and amendments shall be presented to the members for their consideration at a general meeting in a marked format, so all changes are clearly identified.
- 20.4 When the general meeting has considered and voted on the changes, the Chair shall announce that any changes shall take effect 30 days after the meeting.
- 20.5 The amended version of the Clubs Constitution shall be posted on the Clubs website. A version control system shall be put in place.

21. FINANCIAL AFFAIRS OF THE CLUB

Financial records and accounting

- 21.1 The Management Committee shall ensure adequate accounting records are kept relating to:
 - a) all sums of money received and expended and the matters in respect of which the

- receipt and expenditure takes place
 - b) all sales and purchases of goods
 - c) all transactions whereby services are provided or purchased; and
 - d) the assets and liabilities.
- 21.2 Adequate accounting records shall be such accounting records as are necessary to facilitate the preparation of financial statements that give a true and fair view of the state of the Club's affairs and to explain its transactions.
- 21.3 Accounting records shall be kept on file at such place as the Management Committee think fit and shall at all reasonable times be open to the inspection of the Management Committee and Trustees and provided to Auditors, Accountants, Legal Advisors and the Revenue Commissioners when required.
- 21.4 The Clubs financial controls, procedures, signatories, accounts, cards and approvals shall be incorporated into a Club Financial Controls and Administration Policy as approved by the Management Committee from time to time.
- 21.5 The Clubs Schedule of Reserved Matters for Members shall set out all the decisions and powers relating to club borrowings, loans, finances, accounts, interest rates, grants, funding or any other matter pertaining to club financial matters which must be approved by the members at a general meeting.
- 21.6 **Insurance**
The Club shall ensure it has taken out appropriate insurance and levels of cover as is required and shall ensure professional advice is taken in relation to the appropriate levels and type of insurance required and the renewal requirements on an annual basis.
- 21.7 **Assets**
All assets owned by the Club shall be detailed, managed, monitored and controlled in accordance with the Clubs Asset Management policy.

22. CLUB POLICIES

- 22.1 The Club shall operate a suite of policies which shall be available to members, and which shall be amended by the Management Committee from time to time. All members shall comply with such policies which shall be available on the Club website or on request. Breaches of such policies shall be taken seriously by the Club and may result in disciplinary action including but not limited to cessation of membership or other sanction in accordance with the Clubs disciplinary policy.
- 22.2 The Club is committed to providing a safe and healthy environment for members and personnel and shall have a Health and Safety Statement and policy in place which shall be included with its other policy documents.
- 22.3 The Club shall comply with data protection legislation and shall ensure all data and personal information under its control is held and maintained in accordance with the Club General Data Protection Policy Regulation.
- 22.4 The Club's Safeguarding policy shall be kept up to date by the Club Children's Officer and shall be subject to approval by the Management Committee. The Club's Children's Officer shall be fully trained and vetted. A Designated Liaison Person shall also be appointed who shall receive such training and education as necessary to fulfil that role. Any person with access to and/or working with Children and/or Vulnerable Adults is required to be vetted in advance in accordance with the policy.

23. CLUB NOTICES AND SERVICE OF NOTICES

- 23.1 Except as otherwise provided for in this Constitution, all notices, communications, documents or information may be given, served or delivered to the Club in writing on paper or in electronic

form in the manner as may be specified by the Management Committee from time to time for the giving, service or delivery of notices, communications, documents or information in electronic form.

- 23.2 The Management Committee may prescribe such procedures as they think fit for verifying the authenticity or integrity of any such notice, communication, document or information given, served or delivered to the Club in electronic form.
- 23.3 A notice or document to be given, served or delivered in pursuance of this Constitution may be given to, served on or delivered to any member by the Club:
- a) by handing same to the member or their authorised agent; or
 - b) by leaving the same at the members registered address; or
 - c) by sending the same by post in a pre-paid cover addressed to the member at their registered address; or
 - d) by sending the same by means of electronic mail or other means of electronic communication approved notice, communication, document or the information in electronic form to such electronic address as may from time to time be provided by the member; or
 - e) by making it available on a website (provided the Club sends to the member, to the address notified to the Club by the member the fact that the notice, communication, document or information has been placed on the website).
- 23.4 The giving, service or delivery thereof shall be deemed to have been effected at the time the same was handed to the member or their authorised agent, or left at their registered address (as the case may be), or after the expiration of twenty-four hours after the cover containing it was posted, or if sent in electronic form to an electronic address, at the expiration of twelve hours after despatch; or if made available on a website, at the time that the notification that it was placed on the website is deemed to be given, served or delivered in accordance with this Constitution.
- 23.5 If the Club receives a delivery failure notification following the sending of a notice, communication, document or other information in electronic form to an electronic address, the Club shall give, serve or deliver the notice, communication, document or information on paper or in electronic form (but not by electronic means) to the member either personally or by post or other delivery service addressed to the member at their registered address or (as applicable) by leaving it at that address.
- 23.6 A notification to a member of the publication of a notice, communication, document or information on a website as permitted by this Constitution shall state:
- a) the fact of the publication of the notice, communication, document or information on a website,
 - b) the address of the website and, where necessary, the place on that website where the notice, communication, document or information may be accessed and how it may be accessed; and
 - c) in the case of a notice of a general meeting of members that it concerns a notice of a general meeting (AGM or EGM) and includes the place, date and time of the meeting and details of any other procedures as to voting or other matters.
 - d) It shall also be published on that website, for at least a period of not less than 21 days and throughout the period beginning with the giving of that notification and ending with the conclusion of the relevant meeting.
- 23.7 Where a member has for any reason requested not to receive notice via electronic mail or other means of electronic communications such revocation shall not take effect until 7 days after written notice of the revocation is received by the Club.
- 23.8 The signature (whether electronic signature, an advanced electronic signature or otherwise) to any notice to be given by the Club may be written (in electronic form or otherwise) or printed.

24. REGISTRATION OF CLUB ACTS AND INTOXICATING LIQUOR ACTS

- 24.1 No excisable liquor shall be sold or supplied in the Club premises to any person under the age

of 18 years.

- 24.2 No member of the Club, Management Committee, Trustee, Officer, or servant employed in the Club shall have any personal interest in the sale of excisable liquor in the Clubhouse or in the profits arising from such sale.
- 24.3 A visitor shall not be supplied with excisable liquor in the Clubhouse unless on the invitation of and in the presence of a Member and such Member shall, with the admission of such visitor to the Clubhouse or immediately on his being supplied with such liquor, enter his name, and the name and address of the visitor in a book which shall be kept for that purpose and which shall indicate the date of such visit.
- 24.4 Where members of a group visit the club for the purpose of taking part in any activities or event at the Club, or organising, or taking part in the organisation of, or arrangements for, any such activity or event, intoxicating liquor may be supplied to them at the request and in the presence of an official of the Club on the occasion of the visit. An official of the Club shall enter the name of the group concerned, and the number of persons in it in a book kept for that purpose.
- 24.5 The Club may prohibit the admission of any visitor or guest to the Club premises and no Member shall bring any person whose admission is prohibited into the Club premises.
- 24.6 No excisable liquor shall be sold or supplied in the Club premises except in accordance with the Statutory Provisions effective at such time.
- 24.7 The Club's premises may open for business in accordance with the provisions of the Intoxicating Liquor Laws.
- 24.8 The Club shall comply with the requirements of the Intoxicating Liquor Acts and the Registration of Clubs Acts which may apply as they are amended and re-enacted from time to time and with all other provisions of law applicable to the sale of intoxicating liquor at or from the property of the Club.
- 24.9 In addition to the Constitution and Clause set out above, the clauses and regulations embodied in the Registration of Clubs Acts 1904-2008 and the Acts amending and extending the same shall be deemed rules of the Club.
- 24.10 The Management Committee may alter or amend whether by addition or deletion, in whole or in part, any rule or rules relating to the supply, consumption and control of intoxicating liquor, for the purpose of complying and ensuring continued compliance with any provision of law in force for the time being.

25. BYE-LAWS

- 25.1 The Management Committee is empowered to make, repeal and amend any bye-laws it may from time to time consider necessary for the well-being of the Club or on any such other applicable matter as the Committee believes necessary or appropriate.
- 25.2 Bye-laws, repeals and amendments shall have effect until otherwise determined by the Management Committee or a General Meeting of the Club.
- 25.3 No byelaw may conflict with these Rules.

26. COMPLAINTS

- 26.1 All complaints shall be made in writing to the Honorary Secretary of the Club, who, if he is unable to deal with them, must submit them to the Management Committee whose decision shall be final.

27. CLUB PROPERTY

- 27.1 No unauthorised member may take away any property of the Club under any pretext whatever or permit any property of the Club to be taken away, or damage or destroy any property of the Club or knowingly permit such property to be damaged or destroyed.

28. RULES OF GOLF AND ETIQUETTE

- 28.1 The rules of the game of golf as adopted from time to time by the Royal and Ancient Golf Club of St. Andrews, except in so far as they are modified by bye-laws of the Club, shall be observed.
- 28.2 The Management Committee shall be entitled to lay down rules concerning standards of dress and behaviour for male and female members, their guests and visitors and to ensure that the members and their guests observe the etiquette of golf.
- 28.3 No notice, paper or placard written or printed may be exhibited, put in the clubhouse or brought to the notice of members without the sanction of the Honorary Secretary.

29. PERSONAL PROPERTY

- 29.1 The Club shall not be responsible for any personal belongings of members or members' visitors brought to or kept at or left on the premises of the Club (either in the clubhouse or outside in the car park or on the course). Such personal belongings shall be at the sole risk of the owners thereof and neither the Club nor Management Committee thereof shall be responsible for any loss or damage thereto however so arising; but this Rule shall not prejudice any claims by the Club or the owners of the property against Insurance Companies in case of fire, or where otherwise covered by insurance.

30. OPERATIVE DATE/TRANSITION PROVISIONS

- 30.1 This Constitution shall become operative from the date of the General Meeting of the Club adopting the Constitution. Until the first General Meeting of the Club is held under this new constitution to elect the first Management Committee, the existing Officers and Committees shall continue to operate as heretofore under the previous Constitution.
- 30.2 Following the coming into effect of this Constitution, the Management Committee shall prepare and adopt a three-year timetable/schedule of work for the implementation of all the requirements set out under Section 12.8. Implementation of the provisions of that section shall commence in year one following the coming into effect of this Constitution and be completed by the end of year three.

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