

BALTINGLASS GOLF CLUB

Club's Constitution



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(Honorary Secretary)

Date: December 5th 2023

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BALTINGLASS GOLF CLUB

CONSTITUTION

1 PRELIMINARY DEFINITIONS AND INTERPRETATIONS

In these Rules, unless the context otherwise requires:- *Shall Mean*

- | | | |
|------|------------------|---|
| 1.1 | COMMITTEE | Management Committee of Baltinglass Golf Club |
| 1.2 | CLUB OFFICERS | Captains, Honorary Secretary & Honorary Treasurer |
| 1.3 | MEN'S SECTION | Male Members |
| 1.4 | LADIES' SECTION | Female Members |
| 1.5 | ORDINARY | As defined under Rule 4 |
| 1.6 | MEMBER | A person elected as a Member in any category |
| 1.7 | THE TRUSTEES | Currently elected and serving Trustees |
| 1.8 | AGM | Annual General Meeting |
| 1.9 | SGM | Special General Meeting |
| 1.10 | GENERAL MEETINGS | AGMs and SGMs |
| 1.11 | BALLOT | A written ballot paper. |
| 1.12 | CLUB PROPERTY | Course, premises, furnishings, and other assets owned, leased, used or hired by The Club. |
| 1.13 | SECTIONS | Men's or Ladies' Sections or both |
- 1.14 Rules herein are indicated by consecutive numbers.
- 1.15 Clauses are indicated by consecutive numbers preceded by Rule numbers.
- 1.16 Sub-Clauses are indicated by consecutive numbers preceded by Rule and Clause numbers.
- 1.17 Subsub-Clauses are indicated by consecutive numbers preceded by Rule, Clause and Sub Clause numbers.
- 1.18 The Men's Section shall mean the group of male amateur golfers operating under a Constitution acceptable to Golf Ireland.
- 1.19 The Ladies' Section shall mean the group of female amateur golfers operating under a Constitution acceptable to Golf Ireland.
- 1.20 The Club shall mean the Club formed through the amalgamation of the two groups of amateur golfers defined in Rules 1.18 and 1.19 above for the purpose of administering the affairs (other than the game of golf and its related activities), of both the Men's and Ladies' Sections including the provision and maintenance of the facilities owned by or available for use by the Members.
- 1.21 Effective: This Constitution of the Baltinglass Golf Club shall be effective from the 5th day of December 2023.

2. TITLE AND OWNERSHIP

- 2.1 The name of The Club shall be Baltinglass Golf Club.
- 2.2 The official address of The Club is Stratford Lodge, Baltinglass, Co Wicklow, W91 PE04.
- 2.3 The ownership of the Club property shall be vested in the Trustees for the time being of The Club on behalf of the Ordinary Members as defined in Rule 4.3. The Ordinary Members and other members with the same rights and privileges as Ordinary Members shall have control of the affairs of The Club.

2.4 **Income and Property**

The income and property of The Club shall be applied solely towards the promotion of the main object(s) as set forth in this Constitution. No portion of the club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever by way of profit to members of The Club. No officer shall be appointed to any office of The Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from The Club. However, nothing shall prevent any payment in good faith by The Club of:

- a) reasonable and proper remuneration to any member or servant of The Club (not being an officer) for any services rendered to The Club;
- b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (EURIBOR) per annum on money lent by an officer or other members of The Club to The Club;
- c) reasonable and proper rent for premises demised and let by any member of The Club (including an officer) to The Club;
- d) reasonable and proper out of pocket expenses incurred by any officer in connection with their attendance to any matter affecting The Club;
- e) fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such Company.

2.5 **Winding Up**

If on the winding up or dissolution of The Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of The Club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of The Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on The Club under or by virtue of the Income and Property clause hereof. Members of The Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

2.6 **Additions, Alterations or Amendments**

No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

2.7 **Keeping of accounts**

Annual accounts shall be kept and made available to the Revenue Commissioners on request.

3. **OBJECTIVES**

Objectives of The Club:-

- 3.1 The Main Objective of The Club shall be to promote the Amateur Game of Golf amongst its members. In furtherance of its main objective The Club shall have the following subsidiary objectives:
 - 3.1.1 To provide facilities for the playing of and promotion of the Amateur Game of Golf and generally promote other social activities amongst its members.
 - 3.1.2 To act in the promotion and advancement of the interests of The Club and the improvement of the facilities available to members.

- 3.1.3 To act in the administration of the affairs of both Sections which shall include:
 - 3.1.3.1 Collection of and adherence to the existing rates of Annual Subscription.
 - 3.1.3.2 Responsibility for the provision of the maintenance and upkeep of the Course and Clubhouse and their environs to a standard desired by Club Members;
- 3.1.4 To be fully committed to the safety and well-being of its Members. Every individual in The Club shall, at all times, be aware of their rights, responsibilities and conduct themselves in a way that reflects the Objectives of The Club.
- 3.1.5 Office Holders, should be shown due respect in the cause of their duties.

4 MEMBERSHIP

- 4.1 Categories: the following shall be categories of members:
 - 4.1.1 Ordinary Members
 - 4.1.2 Life Honorary Members
 - 4.1.3 Honorary Members
 - 4.1.4 Community Membership
 - 4.1.5 Junior Members
 - 4.1.6 Juvenile Members
 - 4.1.7 Pavilion Members
 - 4.1.8 Corporate Members
 - 4.1.9 Temporary Members
- 4.2 The Club: The Membership of The Club shall consist of all members and all other members duly elected from time to time.
- 4.3 Ordinary Members shall be persons who, having paid the Entrance Fee, if any, Annual Subscription and Levy (if any), shall be entitled to attend and vote at all General Meetings of The Club and enjoy all the facilities.
- 4.4 Election of Life Honorary Members shall be made only at a General Meeting of The Club. Life Honorary Members will have the same rights and privileges as Ordinary Members.
- 4.5 Honorary Members shall be persons or members whom The Management Committee wishes to acknowledge as having rendered exceptional service to The Club or to the game of golf or whose distinguished position or public service would render their membership of special advantage to The Club. Their election shall terminate at the close of the current year, or the defined period as stated in the minutes, for a maximum of five (5) years, made on the occasion of their election. Honorary Members shall have the same rights and privileges as ordinary Members.
- 4.6 Community Memberships are elected from time to time by The Management Committee.
- 4.7 Junior Members shall comprise of undergraduates, students and apprentices of any recognised Third Level Educational Institution, as The Management Committee decides. Such membership shall cease on the 1st January following graduation or qualification or on the 1st January, following their 26th birthday. Junior members shall be eligible to play in such club competitions, and at such times, as The Management Committee may decide. Members in this category will be required to provide certification of their eligibility annually.
- 4.8 Juvenile members are defined as members under 18 years of age on the 1st January in the current year and who have no other category of membership. The hours, during which Juveniles may play on the

course shall be determined by The Management Committee. Juveniles with a club handicap issued in accordance with the World Handicap System shall be eligible to play in such club competitions and at such times as the relevant sections may decide.

- 4.9 Pavilion Members shall be persons over twenty–one years who wish to enjoy the facilities of the Clubhouse. They shall not be entitled to use the course without the appropriate Green Fee.
- 4.10 The Management Committee shall have the power to admit to Corporate Membership of The Club nominated personnel from Commercial Undertakings who may avail of facilities as determined by The Management Committee.
- 4.11 The Management Committee may introduce, amend or terminate categories of membership as deemed appropriate from time to time.

Membership of The Club

- 4.12 The membership of The Club shall consist of all categories of membership of the Sections, each member of which Section has been elected to membership of the respective Section in accordance with the provisions of this or any earlier Constitution of The Club.

Membership of the Sections.

- 4.13 The membership of the Men’s Section shall consist of Male Members and membership of the Ladies’ Section shall consist of Female Members who are Ordinary Members, Life Honorary or Honorary Members, each of whom has been elected to membership by The Management Committee in accordance with the provisions of this or any earlier Constitution of the Club.

Entitlements of Members of The Club

- 4.14 All categories, having the rights and privileges of Ordinary Members, shall be entitled to:
 - 4.14.1 Attend and vote at all General Meetings of The Club;
 - 4.14.2 Nomination for and election to Membership of The Management Committee
 - 4.14.3 Nominate or second nominations of candidates for election to membership of The Management Committee;
 - 4.14.4 Propose or second notices of motion for General Meetings of The Club;
 - 4.14.5 Propose or second candidates for election to any category of membership.
 - 4.14.6 Members shall have the same rights and entitlements in their respective Sections.

5 TRUSTEES

5.1 The Trustees shall be not less than three (3) and not more than five (5) members of The Club, with at least one (1) Trustee from each of the Club’s Men’s Section and Ladies’ Section and shall be elected by the members at a General Meeting of The Club.

5.2 Nomination (with the consent of the nominee), for the election of Trustees shall be posted to the Club notice board at least 14 days prior to the General Meeting of The Club. All nominees must be properly proposed and seconded by members of The Club.

5.2,1 To be eligible for election as a Trustee of The Club the nominee must hold the same rights and privileges as an Ordinary Member of Baltinglass Golf Club for at least five (5) years.

- 5.2.2 The Management Committee shall have the power to fill any Trustee vacancy during any year. The persons so appointed shall hold office until the AGM of that year.
- 5.2.3 The office of any Trustee shall be vacated by a Trustee resigning from such, or on ceasing to be a member of The Club, or being removed by a resolution at the AGM or an EGM of The Club, or in the opinion of a qualified medical practitioner, becoming incapable of performing the duties of a Trustee. Each Trustee shall retire at the end of the fifth year following election but may be elected at a General Meeting for one (1) only further period of 5 years.
- 5.2.4 The Trustees shall appoint a chairperson from one of their number and one (1) Trustee must serve as their observer on The Management Committee. When the nominated Trustee is unable to attend a Management Committee meeting, another Trustee should deputise.
- 5.3 The Club premises and all other property of The Club shall be vested in and under the legal control of the Trustees and such Trustees shall deal with the property of The Club as directed by a resolution of The Management Committee of which an entry in the minute book shall be conclusive evidence. From time-to-time, for the benefit of the club, The Management Committee may request the Trustees to examine matters pertaining to Club borrowings, leasing, investment, dealing with land issues, land registry, Club boundaries, rights of way, adequacy of Club insurance, Club debts or other relevant financial matters.
- 5.4 If the Trustees, when directed by a resolution of The Management Committee to perform a certain act, consider that the performance of such act is one of such importance that they consider that the members of The Club should be consulted, then the Trustees may refuse to perform such act until the members of The Club have been consulted at a General Meeting and a resolution is passed at such meeting authorising or refusing to authorise the Trustees to perform such act as was originally directed by The Management Committee.
- 5.5 A majority of one shall be sufficient to decide any question under discussion by the Trustees and the chairperson shall have a casting vote if necessary.
- 5.6 The Trustees shall be indemnified from the property and assets of The 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 Club property and assets being deficient, such deficiency shall be made good by the Ordinary Members on whose behalf the property and assets of The Club are held.
- 5.7 The Trustees for the time being of The Club be and are hereby authorised to borrow in their own names on behalf of The Club such sums of money to an extent not exceeding such amount as may be authorised from time to time by The Management Committee and on such terms and conditions as may be authorised by The Management Committee. As security for the aforementioned borrowings the Trustees are authorised to give such security over the assets and lands of The Club as may be authorised by The Management Committee from time-to-time.

6 Management:-

Allocation of Functions:

- 6.1 The business and affairs of The Club shall be under the jurisdiction and control of a Committee consisting of Captain, Vice-Captain and one elected Representative, who may be the President if they so wish, of each Section, Immediate Past Club Captain, Honorary Secretary, Honorary Treasurer and four (4) of which at least one (1) must be from each Section, elected at the AGM in accordance with Rule 7.

- 6.1.1 The Club's Management Committee may appoint an assistant Secretary and an assistant Treasurer from within the Management Committee, if they deem it to be necessary.
- 6.2 The business and affairs of each Section shall be under the jurisdiction and control of a Committee, consisting of Office Holders of the relevant Section (President, Captain, Vice-Captain, Section Secretary and Competition Secretary) and four (4) other Members of the Section, elected in accordance with Rule 7.
- 6.3 The Management Committee, and respective Section Committees, may each exercise its powers notwithstanding that there might be a vacancy or vacancies in its membership.
- 6.4 Nothing in this Rule shall preclude a Member of either Section Committee, with the same rights and privileges as an Ordinary Member, being also a Member of The Management Committee, or vice-versa.

7. Election of Office Holders and Members of Committees

- 7.1. Nominations to any position, (with the consent of the nominee), for election of Members of The Management Committee and Section Committees shall be posted to The Club's notice board at least seven (7) days prior to the relevant AGM. All nominees must be properly proposed and seconded by Ordinary members or those with the same rights and privileges as an Ordinary member.
- 7.2 The election of Members and Office Holders of The Management Committee and Section Committees shall take place at the respective AGM of The Club, the Men's Section and the Ladies' Section. The term of office shall commence on the first working day following The Club AGM.
- 7.3 The Management Committee or Section Committees concerned shall have power to fill vacancies arising by co-option in any of the membership positions during any year. The persons so appointed shall hold the office until the following AGM or until their resignation or removal from the relevant Committee.
- 7.4 **The Management Committees.**
All Members of The Management Committees and Section Committees shall retire annually and shall be eligible for re-election.
- 7.5 The Club Captain shall be the Chairperson of The Management Committee, or in his/her absence, the Captains or Vice Captains of the Sections. The Club Honorary Secretary and Honorary Treasurer are not eligible to be elected as Chairperson.
- 7.6 The position of any Committee or relevant Section Committee Member shall be vacated by such Committee member resigning therefrom or ceasing to be a member of The Club, or being removed by a resolution at the AGM, or a SGM. of The Club.

8. Club and Section Committee Meetings

- 8.1 Meetings of The Management Committee shall be held at least twelve (12) times per annum. Meetings of the Men's Section and the Ladies' Section shall be held not less than nine (9) times a year.
- 8.1.1 Any Member of any Committee who is absent for three consecutive meetings, or five in all, without acceptable reason, may be deemed to have resigned, (at the discretion of the Committee concerned), from that Committee and the vacancy may be filled by co-option.
- 8.1.2 Upon a requisition signed by not less than five (5) members of The Management Committee, stating the nature of the business to be transacted, the Captain or Honorary Secretary of The Club shall call a special meeting of The Management Committee for the consideration thereof. If the Officers designated above neglect or refuse to call such meeting within seven (7) days, the same may be convened by notice signed by five (5) members of The Management Committee.

8.2 Conduct of Club and Section Committee Meetings

- 8.2.1 At meetings of The Club and Section Committees, fifty per cent plus one (1) member of those entitled to attend and vote shall form a quorum.
- 8.2.2 The Chairperson at a meeting shall in addition to a deliberative vote have and shall exercise a casting vote.

8.3 Appointment of Club Sub-Committees.

- 8.3.1 The Management Committee shall have power to appoint Sub-Committees and to define the scope of their authority and to delegate and confer upon such Sub-Committees the powers necessary for the discharge of the function(s) for which such Sub-Committees were formed. Each Sub-Committee may co-opt not more than three (3) non-Management Committee Members, and such co-options must be approved by The Management Committee. All such Sub-Committees must have at least 30% of their members from each Section. All Sub-Committees must report to The Management Committee.
- 8.3.2 The incoming Club Captain shall nominate the Sub-Committee Chairpersons from within The Management Committee for approval at a meeting of The Management Committee.
- 8.3.3 Each Sub-Committee shall retire at the AGM or when the function, for which it was appointed, is completed.
- 8.3.4 The quorum of each Sub-Committee shall be defined at the time of appointment.
- 8.3.5 Not more than forty per cent (40%) of the Management Committee Members may sit on any one Sub-Committee.

8.4 Employment of Staff

- 8.4.1 Only The Management Committee shall have power to appoint a paid Secretary Manager, other Staff and lessees upon such terms and conditions as may be determined, to terminate such appointments and also to appoint substitutes from time-to-time.

8.5 Management Regulations

- 8.5.1 The Management Committee is empowered to make, and from time-to-time alter, such Bye-Laws and regulations for the management of The Club as it may consider necessary.
- 8.5.2 The Management Committee is also empowered to make such local rules (provided same are not at variance with the Rules of Golf) and regulations for the use of the course as are required in the interests of members.
- 8.5.3 Every member of every category and every visitor or other person using the clubhouse or course shall be subject to, and must comply with, all rules, Bye-Laws and regulations in force.

8.6 Administration

- 8.6.1 The Honorary Secretary of The Club shall be responsible for overseeing the day-to-day affairs of The Club except such duties which are specifically assigned to another Office Holder of The Club or to a Secretary/Manager.
- 8.6.2 **Complaints.** All complaints shall be in writing. All written complaints concerning matters under the jurisdiction and control of The Management Committee shall be referred primarily to the Honorary Secretary, who if unable to resolve same, shall place the complaint on the agenda for the next meeting

of The Management Committee whose decision shall be final (Rules 14 and 15). The Honorary Secretary shall acknowledge the receipt of the written complaint in writing.

8.6.3 The Management Committee has at all times the right to examine, withdraw or confiscate all property or documentation relating to any club business.

9. FINANCE

9.1 The financial affairs of The Club shall be operated as follows:

9.2 Records. The Honorary Treasurer of The Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of The Club. The books and records remain the property of The Club.

9.3 Bank Account(s) shall be kept in the name of The Club or the Trustees of The Club (and shall be clearly identified as such) in such banks as The Management Committee may from time to time determine. All debits shall be authorised in accordance with a resolution of The Management Committee. All Club financial debits/payments shall be the responsibility of the Honorary Treasurer of The Club who shall act in accordance with a resolution of The Management Committee.

9.4 The Honorary Treasurer of The Club shall issue a financial statement which shall include income and expenditure account, balance sheet and cash flow statement of the affairs of The Club, reviewed by Management Committee appointees for the financial year ended the 30th day of September for consideration by The Management Committee and for presentation and approval by the members at the Annual General Meeting of The Club on the date as specified in Clause 16.1.1.

9.5 Payments to Golf Ireland. The Management Committee shall be responsible for the payment of the Annual Subscription to Golf Ireland. in respect of the members of the relevant Sections.

10. Election of new Members

10.1 The election of all members shall be decided by The Management Committee.

10.2 Procedure for the Election of New Members.

10.2.1 Proposer and Secunder. Each candidate for election must be proposed by one member and seconded by another member, which members must be an Ordinary Member of The Club.

10.2.2 Applications. The applicant will submit a fully completed application form to reach The Club's Honorary Secretary to be considered at the next Committee Meeting. Such applicants' names to be posted to The Club's Notice Board before the next meeting.

11. LEAVE OF ABSENCE (LOA)

11.1 Leave of Absence shall be at the discretion of The Management Committee.

12. SUBSCRIPTIONS

12.1 Annual Subscriptions to The Club for the following year for all classes of members, will be determined by a Club General Meeting.

12.2 An Entrance Fee may be introduced by The Management Committee from time-to-time.

12.3 **Levy.**

- 12.3.1 The Club may vote to introduce a levy on members. The amount of such levy shall be payable at the same time as the Annual Subscription or such other time as may be determined.
- 12.3.2 The Club may vote to introduce a compulsory spending charge for bar and/or catering within the Clubhouse on such categories of member as it considers appropriate.
- 12.4 Golf Ireland Levies. An additional charge to meet the Annual Subscriptions to Golf Ireland may be made against all classes of members, as appropriate, in accordance with the Rules of Golf Ireland.
- 12.5 Insurance. An additional amount to be decided by The Management Committee may be charged to all members to cover insurance.
- 12.6 Payment Deadline.
- 12.6.1 The Club year starts on the 1st of January each year. Subscriptions decided at the Annual General Meeting are payable on the 1st of January. Payment for the full amount is determined at the aforementioned meeting. After the 31st January each year, members whose subscriptions for the current year remain unpaid, or have not signed an arrangement for payment by standing order, shall be ineligible for any competition prize, or to represent The Club until all liabilities have been discharged, nor shall members in arrears be entitled to vote at any meeting of The Management Committee or Club Sections.
- 12.6.2 Payment by standing order is by prior agreement of the Club's Honorary Treasurer. Payments by standing order in equal amounts, must be processed by the 30th of each month. Full liabilities, for those paying by standing order, must be discharged by the 30th June. Any member, paying by standing order who has not discharged his/her liability by 30th June, will have his/her membership suspended until all liabilities are discharged.
- 12.6.3 Members, who have not applied to The Management Committee in writing for either a postponement or for a standing order payment process and whose subscription, penalty and/or levy remain unpaid at 31st March following the Annual General Meeting, will be deemed to have resigned their membership but may be re-elected without entrance fee, re-nomination or re-posting within six (6) months from the date the subscription became due, provided all liabilities are discharged within two (2) weeks of notification or a signed arrangement for payment by standing order has been entered into to discharge all liabilities by 30th June.
- 12.6.4 The Management Committee has the power to set penalty payments which will be levied on members who have not paid or arranged payment of their subscriptions, or levies in full, on or before January 31st each year, or such other time as may be decided.
- 12.6.5 A newly elected applicant who fails to pay his/her entry fee or subscription, or has not signed an arrangement for payment by standing order to discharge all liabilities by 30th June, within one (1) calendar month from the date of the Honorary Secretary's notification of his/her election, shall thereby render such election null and void.
- 12.6.6 A member must notify the Honorary Secretary in writing of his/her intention to terminate membership, failing this, that person shall be liable for their subscription.

13. VISITORS/SOCIETIES

- 13.1 Introduction.
- 13.1.1 Members may introduce visitors.
- 13.1.2 Green fee rates and times of play for visitors/societies shall be determined by The Management Committee. Such conditions must be posted in the clubhouse.

- 13.2 The Management Committee shall have authority to suspend the rules permitting the introduction of visitors at any time, and to refuse permission for any particular visitor to use the clubhouse or course, and The Management Committee shall not be required to assign any reason for such action.

14. FINES AND SUSPENSIONS

- 14.1 The Management Committee may impose fines and/or suspensions for breaches of any of Rules or Bye-Laws of The Club, or for breaches of the etiquette of golf and may also at any time temporarily withdraw the use of the clubhouse and course from any member whose breaches of the Rules or Bye-Laws may, in the opinion of The Management Committee, justify this course of action.
- 14.2 Any member about whom an allegation has been made regarding a breach of the Rules or Bye-Laws of The Club, or for breaches of the etiquette of golf, will receive written notification of the allegation and be given sufficient time to reply and make such case to The Management Committee, as he/she thinks fit, before The Management Committee makes its decision.
- 14.3 Any member failing to pay a fine within one (1) calendar month after notification thereof shall be suspended from the use of the clubhouse and course until such fine shall have been paid.

15. TERMINATION OF MEMBERSHIP

- 15.1 The Management Committee shall have the power, to be exercised only in accordance with the provision of this rule, to deprive a member of membership of The Club.
- 15.2 The Management Committee may, by a majority of not less than two thirds of its members then present at The Management Committee meeting, decide that a member shall be called on to resign membership of The Club, when in the opinion of The Management Committee the conduct of the member, either inside or outside The Club shall be injurious to the character and interests of The Club.
- 15.3 If the member resigns, at the request of The Management Committee, his/her subscription for the current year (if paid) may be returned, in part or in full, at the discretion of the Management Committee.
- 15.4 Upon receipt of a complaint requesting, or deemed serious enough to warrant a member being deprived of membership of The Club, the Honorary Secretary must convene a meeting of The Management Committee to discuss same. Such meeting must be held within five (5) days of receipt of the complaint.
- 15.4.1 Each member of The Management Committee must be given an outline of the issue to be discussed with the notification of the meeting.
- 15.4.2 At the same time a copy of the outline and notification must be sent to the member(s) concerned.
- 15.4.3 The member may request to be allowed to appear before The Management Committee in person or for a written reply to be read on his/her behalf.
- 15.4.4. If the member fails to exercise his/her rights as outlined in 15.4.3. The Management Committee may interpret this as they see fit.
- 15.5 The Management Committee may set up a Special Body consisting of an Office Holder and two (2) other Ordinary Members, one of whom may be nominated by the member in question, to enquire into all relevant aspects of the case and to make a recommendation to The Management Committee. The member may make an oral presentation of his/her case to a meeting of the Special Body. At least seven (7) days' notice will be given to the member to attend that meeting and he/she shall have the right to call such evidence and make such case as he/she sees fit.

- 15.5.1 The Management Committee, having considered the report and recommendations of the Special Body shall have the power, by majority of not less than two thirds of those present at the meeting to implement Clause 15.6.
- 15.6 The Management Committee may implement any of the following:
- 15.6.1 Withdraw the notification requesting the member to resign, in which case no further action shall be taken or
- 15.6.2 Impose a fine and/or
- 15.6.3 Suspend the member for a specified period or
- 15.6.4 Terminate membership.
- 15.7 Within seven (7) days of the decision of The Management Committee the member shall be given notice of the decision, in writing, by the Club Honorary Secretary. Such member shall have the right to appeal against the decision within seven (7) days of the date of notification. If the decision of The Management Committee is the expulsion of the member such member shall have the right to have the appeal heard at a Special General Meeting requisitioned under Clause 16.3.1 provided that the necessary signatures for such requisition are procured either by such member or any other Ordinary member. This SGM shall by a simple majority of those present, decide whether the expulsion shall be confirmed or repealed. Should the signatures provided for in Clause 16.3.1 not be obtained within fourteen (14) days from the date of the notification The Management Committee shall have the power to deem the appeal to be lapsed and to enforce the decision forthwith. The expelled member's name shall be removed from the list of members of The Club, he/she shall cease to be a member of The Club and the current year's subscription (if paid) may be returned, in part or in full, to the former member or retained by The Club at the absolute discretion of The Management Committee.
- 15.8 All voting under this rule shall be by secret ballot.
- 15.9 Notice: Notice shall be deemed to be duly given if sent by prepaid registered post to the member's last address appearing in the records of The Club.

16. GENERAL MEETINGS

- 16.1 The Club.
- 16.1.1 The Annual General Meeting of The Club shall, save in exceptional circumstances be held at 6 p.m. on the first Sunday of December for receiving the annual Report of the Honorary Secretary and the Financial Statement, in accordance with clause 9.4, for the year ended the previous 30th day of September, for electing Office Holders, Committee Members, for revising Rules and transacting such other business of The Club as may be on the Agenda.
- 16.1.2 Fourteen (14) days' notice, at least, of such Annual General Meeting shall be given to the members of The Club, entitled to attend and vote if the date or time specified in clause 16.1.1 is altered. Such notice shall be deemed to be given by posting on the club notice board, email, text messaging and posting on the club website.
- 16.1.3 Notice of Motion must be made to the Honorary Secretary of The Club in writing not less than fourteen (14) days before the meeting.
- 16.1.4 Such notice referred to in 16.1.3 shall be posted on the club notice board at least ten (10) days prior to the meeting.
- 16.1.5 Amendments to such motions, (with proposer's and seconder's names attached), may be posted on the club notice board five (5) days prior to the meeting.
- 16.1.6 All motions so posted cannot be withdrawn and must be discussed at the Annual General Meeting. The chairperson may, if he/she wishes, allow one amendment and one only, to any motion.

16.1.7 Nomination of Office Holders and Members of The Management Committee shall be in accordance with Rule 7 and must be posted on the club notice board at least seven (7) days prior to the meeting.

16.2 **Agenda of Annual General Meeting.**

16.2.1 **The Minutes** of the previous AGM and any subsequent SGM(s) will be read and adopted.

16.2.2 **The Club Captain's address**

16.2.3 **The Honorary Secretary's** report will be presented.

16.2.4 **The Financial Statement**, to be presented to the AG.M. in accordance with Clause 9.4, will be available from the Honorary Secretary five (5) days prior to the meeting.

16.2.5 The income and expenditure account of the Club as presented to the Annual General Meeting shall include a projection of income and expenditure for the following year for approval by the meeting. This report shall include, for the information of members, the actual comparative income and comparative expenditure of the previous and current year together with the budgeted figures of the current year as presented to the previous year's meeting.

16.2.6 Decisions involving major essential expenditure not presented in Sub-clause 16.2.5 must be sanctioned by the Trustees.

16.3 **Special General Meetings. (SGM)**

16.3.1 Special General Meetings of The Club may be called at any time by direction of The Management Committee or on a requisition to the Honorary Secretary signed by at least twenty per cent (20%) of members entitled to vote at such meeting and stating the business to be transacted.

16.3.2 No business other than that proposed on the Notice shall be brought before the SGM.

16.3.3 Save in circumstances deemed to be exceptional by The Management Committee at least fourteen (14) days notice of an SGM shall be given to Members entitled to vote, specifying the time and place of the Meeting and the business to be transacted. Such notice shall be deemed to be given by posting on the club notice board, email, text messaging, and posting on the club website.

16.4 **Quorums at General Meetings.**

16.4.1 The quorum for The Club shall be 10% of the members entitled to vote.

16.5 **Chairperson at General Meetings.**

16.5.1 The Captain shall be Chairperson of the General Meetings of The Club, or in his/her absence, a Section Captain or Vice-Captain can act as chairperson. The Club's Honorary Secretary and Honorary Treasurer are not eligible to be elected as Chairperson.

16.5.2 If all of the foregoing Office Holders are absent a Chairperson shall be elected by the meeting.

16.5.3 The Chairperson shall, in addition to a deliberative vote, have and exercise a casting vote.

16.6 **Mode of voting at General Meetings.**

16.6.1 No proxies shall be allowed.

16.6.2 Voting shall either be by a show of hands or a ballot.

16.6.3 Ballot shall mean a vote on voting paper.

16.6.4 Elections will be by ballot when there is competition for appointments.

16.6.5 A cast ballot must have an equal number of votes as vacancies. A ballot paper containing a greater or lesser number of votes than the number of vacancies shall be deemed invalid.

16.6.6 A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by some other Club Rule.

16.6.7 If in the election of Office Holders or Committee Members there is a tie the tie shall be decided by a separate ballot of members.

16.6.8 If any member at a General Meeting proposes that the mode of voting on any particular matter shall be by ballot and this is seconded by another member, then the question of whether voting should be by a show of hands or by ballot shall be decided by a show of hands.

17. MINUTE BOOKS

17.1 The Club shall keep:

17.1.1 Minute Books which shall be the property of The Club. In one such book shall be recorded the minutes of Annual General Meetings and Special General Meetings (Rule 16). The minutes of all Management Committee meetings shall be recorded in a separate minute book (Rule 8).

17.1.2 The minutes shall be read out at the next Annual General Meeting. The Management Committee meeting minutes may be taken as read. When minutes are approved as being a correct record, they shall be signed and dated by the Chairperson.

18. RULES OF GOLF AND LOCAL RULES

18.1 The Rules of the game of golf for The Club shall be the Rules of Golf as approved by the Royal and Ancient Golf Club of St. Andrews.

18.2 In addition, The Management Committee, in compliance with Clause 8.5.2, shall from time-to-time prescribe such Local Rules as it considers necessary having regard to the nature of the course or otherwise, provided such Local Rules are not contrary to or at variance with the Rules of Golf or directives issued by Golf Ireland to which The Club is affiliated.

19. PLAYING FACILITIES

19.1 Days and Times.

19.1.1 The Management Committee shall prescribe the days and times when the members of The Club shall have the use of the course or when the course is closed or reserved for team matches or Golf Ireland events. It shall also decide on the facilities available to Societies or other groups subject to the provision at Rule 13.

19.1.2 The Management Committee shall also be empowered to direct the days and times when four-ball, singles or other formats shall have priority commencing play and generally regulate the use of the course for the benefit of members.

20 PERSONAL PROPERTY

20.1 Any personal belongings of members, visitors, and others, brought to, kept at, or left on the premises of The Club (either in the clubhouse or outside in the car park or on the course) shall be at the sole risk of the owners, and neither The Club nor any committee shall be responsible for any loss or damage

thereto however arising; but this Clause shall not prejudice any claims by The Club or the owners against insurance companies in case of fire, or when otherwise covered by insurance.

21 REGISTRATION OF CLUBS ACTS AND INTOXICATING LIQUOR ACT

- 21.1 No person other than a member (as defined in Rule 4 hereof) shall order or pay for refreshments in the clubhouse. Payment must be made for every expense incurred in the clubhouse before the person ordering leaves the premises.
- 21.2.1 No visitor shall be supplied with excisable liquor on The Club premises, unless on the invitation and in the company of a member, and that member shall, upon the admission of such visitor to The Club premises or immediately upon his/her being supplied with such liquor, enter his or her own name and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of such visit.
- 21.3 The Management Committee may prohibit the admission of any visitor to The Club premises and no member shall bring any person whose admission is prohibited into The Club premises.
- 21.4 The Club and or lessee shall comply at all times with the Intoxicating Liquor Acts and the Registration of Clubs Acts as amended in all respects.
- 21.5 Any amendments to the Registration of Clubs Acts and/or the Intoxicating Liquor Acts, which necessitate amendments to the Rules of The Club, can be made by The Management Committee and do not require a SGM.

22. CHANGE TO CONSTITUTION AND RULES

- 22.1 No Rule or Clause of the Baltinglass Golf Club Constitution shall be repealed or altered or new rule made except at a General Meeting of The Club, by a two thirds majority (except in accordance with Rule 21.5)
- 22.2 The Management Committee's decision on the interpretation of the Constitution of The Club shall be accepted unless altered at an AGM or SGM.

STANDING ORDERS

SO1. Procedures at General Meetings.

- 1.1 The decision of the Chairperson on any question shall be final. Should he/she be in doubt, the matter must be settled by the majority present.
- 1.2 When the Chairperson stands to speak, all present will immediately be seated and remain silent.
- 1.3 No person shall address the meeting until called upon by the Chairperson.
- 1.4 All remarks will be addressed to the Chairperson.
- 1.5 Interruptions, improper conduct, repetition and unseemly language are deemed as bad manners and are calculated to interfere with the expeditious and satisfactory conclusion of business. The members should give the Chairperson full support for the maintenance of good order.
- 1.6 No member will be permitted to speak more than once on the same motion, except the proposer, who will have the right to reply. The proposer shall be allowed four (4) minutes and other speakers two (2) minutes.
- 1.7 Whenever an amendment is moved to any motion in accordance with 16.1.5 no other amendment shall be taken into consideration until this amendment is disposed of.

- 1.8 An amendment may be moved to any motion without notice being given. It shall be in writing, signed by the mover and seconder and handed to the Chairperson before the original motion is put (i.e. before the members are asked to vote). The Chairperson may, if he/she wishes, allow one amendment and one only, to any motion. No member can move more than one amendment to the original motion.
- 1.9 Amendments that are passed will be incorporated in the original motion and this substantive motion will be put to the meeting. If it is lost, the motion in its original form will not be raised again at the meeting.
- 1.10 Motions, when put, and any other matters for decision will be decided by a show of hands. In the case of a tie, the Chairperson shall, in addition to a deliberative vote, have and exercise a casting vote.
- 1.11 Elections will be by secret ballot when there is competition for appointments.