

Doneraile Golf Club Club Constitution

Index

| Description | Rule No | Page No. |
|---|----------------|-----------------|
| Cover page | | 1 |
| Index | | 2 -3 |
| Mission Statement | | 4 |
| Title & Ownership | Rule 1 | 4 |
| Club Colour & Emblem | Rule 2 | 4 |
| Objects of the Club | Rule 3 | 4 |
| Club Structure | Rule 4 | 4 |
| Membership of Club | Rule 5 | 4 - 5 |
| Membership Definitions | Rule 6 | 5 -6 |
| Admittance, Transfer & With-drawl of Membership | Rule 7, 8, 9 | 6 -7 |
| Subscriptions & Levies | Rule 10 | 7 -8 |
| Trustees | Rule 11 | 8 - 9 |
| Officers | Rule 12 | 10 |
| The Management Committee | Rule 13 | 10 |
| Election of Club Officers & Members of Management Committee | Rule 14, 15 | 10 -11 |
| Function of the Management Committee | Rule 16 | 12 |
| Duties of the Management Committee | Rule 17 | 12 |
| Management Committee Meeting Proceedings | Rule 18 | 12 -14 |
| The Role of Honorary Secretary | Rule 19 | 14 |
| Duties of Honorary Secretary | Rule 20 | 14 |
| The Role of Honorary Treasurer | Rule 21 | 14 |
| Duties of Honorary Treasurer | Rule 22 | 14 -15 |
| The Role of Course Manager | Rule 23 | 15 |
| Role of Men's & Ladies Committees | Rule 24 | 15 |
| Objects of Men's & Ladies Committees | Rule 25 | 16 |
| Election of Members to Men's & Ladies Committee | Rule 26 | 16 |
| Men's Club | Rule 27 | 16 -18 |
| Ladies Club | Rule 28 | 18 -19 |
| Conduct & Discipline | Rule 29 | 19 -20 |

| | | |
|---|---------|--------|
| Complaints | Rule 30 | 20 |
| Sanctions | Rule 31 | 20 |
| Disciplinary Committee | Rule 32 | 20 |
| Suspension & Expulsion | Rule 33 | 20 -21 |
| Right of Appeal | Rule 34 | 21 |
| Effect of Suspension | Rule 35 | 21 -22 |
| Effect of Expulsion | Rule 36 | 22 |
| Voting Under this Section | Rule 37 | 22 |
| Compliance & Legislation | | |
| Health & Safety | Rule 38 | 22 |
| Safeguarding | Rule 39 | 22 |
| Data Protection | Rule 40 | 22 -23 |
| Financial & General Governance | | |
| Finance | Rule 41 | 23 |
| Dissolution of the Club | Rule 42 | 23 -24 |
| Minute Books & Records | Rule 43 | 24 |
| Special General Meeting | Rule 44 | 25 |
| Indemnity of Trustees, Officers, Committee etc, | | 26 |
| Review of Constitution | | 27 |
| References | | 28 |

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| <i>Mission Statement</i> | Doneraile Golf Club operates under a Constitution which directs the ethical approach of the club and promotes good practice among the members. The Club is fully committed to safeguarding the well being of its members, guests, visitors and staff. Individuals should, at all times show respect and understanding for the rights, safety and welfare of all others and conduct themselves in a way that reflects the principles of the Club. |
| <i>Title & Ownership</i> | <p><i>Rule 1</i></p> <p>1.1 The name of the club shall be Doneraile Golf Club hereinafter referred to as “The Club”</p> <p>1.2 The official address of the Club is: Horseclose, Doneraile, Co. Cork.</p> <p>1.3 The ownership of The Club property shall be vested in the Trustees for the time being of The Club on behalf of the Voting Members. The Voting Members only shall have control of the assets and affairs of The Club.</p> |
| <i>Club Colour & Emblem</i> | <p><i>Rule 2</i></p> <p>2.1 The Club colour shall be Wine</p> <p>2.2 The Club emblem shall be the Stag’s Head</p> |
| <i>Objects of The Club</i> | <p><i>Rule 3</i></p> <p>3.1 To provide facilities for the playing and promotion of the amateur game of golf and generally promote games and other social activities amongst its members.</p> |
| <i>Club Structure</i> | <p><i>Rule 4</i></p> <p>4.1 The Management Committee which, subject to the wishes of the Club’s Members, shall, in furtherance of the Club’s objects as outlined in Rule 3, manage and control the Club’s activities and business affairs in the manner outlined in Rule 16.1.</p> <p>4.2 The Trustees who shall have a role in relation to the legal aspects of Club matters and in overseeing the running of the Club as outlined in Rule 11.</p> <p>4.3 The two constituent Clubs shall be managed by a Men’s Committee and a Ladies Committee respectively, each with responsibility for promoting, organising and controlling the game of Golf as specified in Rule 27 & 28</p> <p>4.4 It shall be the duty of the Management Committee, Men’s Committee, Ladies’ Committee to co-operate with each other to ensure that the Club is run properly and smoothly for the overall benefit and common good of the Club’s Members. The Management Committee shall ensure that any disputes that may arise between the constituent Clubs are resolved as quickly as possible.</p> |
| <i>Membership of The Club</i> | <p><i>Rule 5</i></p> <p>Shall consist of all persons in the following categories</p> <p>a. Full Members</p> |

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| | <ul style="list-style-type: none"> b. Husband & Wife c. Honorary Life Members d. Honorary Members e. Senior Members f. Young Adult Members g. Student Members h. Junior Members i. Cadets j. Country Members k. Overseas Members l. Pavilion Members m. Temporary Members |
| <p>Membership Definitions</p> | <p>Rule 6</p> <ul style="list-style-type: none"> a. <i>Full Members:</i> shall comprise of Men and Women who having paid their subscription are deemed full members of the Club. They have full access to all Club activities. They are entitled to hold a Golf handicap and also have the rights to attend any Annual General Meeting or Extraordinary General Meeting where they have full voting rights. (AGM 2022) b. <i>Husband and Wife:</i> Shall comprise of Husband and Wife who having paid their subscription are deemed full members of the Club. They have full access to all Club activities. They are entitled to hold a Golf handicap and also have the rights to attend any Annual General Meeting or Extraordinary General Meeting where they have full voting rights. (AGM 2022) c. <i>Honorary Life Members:</i> shall be those who are elected to such membership by a General Meeting of Voting Members on the unanimous recommendation of the Management Committee because they have rendered long or exceptional service to the game of golf or the Club, or whose distinguished position merits the conferring of such honor. d. <i>Honorary Members:</i> shall be those whom the Management Committee shall decide from time to time are entitled to this honor for a subscription year. The Presidents, Captains, Honorary Secretary, Honorary Treasurer, Course Manager shall be Honorary Members during their term of office. e. <i>Senior Members:</i> are Full Members aged 65 and over and have been a member of the club for a minimum of 10 consecutive years. f. <i>Young Adult Members:</i> are Full Members aged 24 to 30 inclusive, who are not otherwise eligible for Student Membership. g. <i>Student Members:</i> Student membership is open to Members up to the age of 23. They must be in full time education or apprenticeship. They are entitled to hold a handicap and have full playing rights. They can |

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| | <p>compete and win in all adult competitions. They cannot attend or vote at the Annual General Meeting. (AGM 2022)</p> <p>h. <i>Junior Members:</i> This is open to Members under the age of 18 years. They are allowed hold a current handicap. On reaching the requirements set out by Golf Ireland they can compete in Adult Competitions. In order to be eligible to do this a Junior Boy must have a handicap of 19.9 or less and a Junior Girl must have a handicap of 39.9 or less. The Club has the right to designate 6 competitions in the year where a Junior member cannot win first or second prize. A junior Member can graduate to Student Membership only on the recommendation of the Junior Convenor. (AGM 2022)</p> <p>i. <i>Cadet:</i> This is open to kids between 8 and 10 years. They have restricted access to the course. When they have completed the basic training, they can graduate to Junior Category on the recommendation of the Junior Convenor. (AGM 2022)</p> <p>j. <i>Country Members:</i> These are members who are a fully paid- up member of another affiliated Golf Club. They must hold a current golf handicap. They have full playing rights within the Club. They are not eligible to compete in the Captain or Presidents Prizes. (AGM 2022)</p> <p>k. <i>Overseas Members:</i> shall normally reside outside the island of Ireland (32 Counties) for more than 6 months of the year.</p> <p>l. <i>Pavilion Members:</i> shall comprise of persons who wish to enjoy the facilities of the clubhouse. Such members shall not be entitled to use the course except on payment of the appropriate green fee.</p> <p>m. <i>Temporary Members:</i> are members who may be admitted to Temporary Membership on payment of such daily, weekly or monthly charges as may be determined by the Management Committee or persons authorized by it. Such Temporary Members must be introduced by a voting member or in such other manner as the Management Committee may determine. Temporary Membership shall only entitle the holder, subject to such conditions and limitations as the Management Committee may impose, to the use and enjoyment of the Club's property during the period of such Temporary Membership. The Management Committee may curtail or cancel temporary membership at any time without assigning any reason thereof.</p> <p>Only Full Members, Honorary Life Members, Honorary Members are deemed Voting Members and are entitled to convene, receive notice of, attend, speak and vote at Annual or Extraordinary / Special General Meetings.</p> |
| <p>Admittance, Transfer and Withdrawal of Membership</p> | <p>Rule 7</p> <p>Membership of the Club shall be confined to those persons who have:</p> <p>7.1 been duly proposed and seconded by Voting Members in good</p> |

- standing and
- 7.2 been approved for admission to Membership by the Management Committee and
- 7.3 paid the appropriate Subscription, Entrance Fee and Levy (if any) and
- 7.4 been admitted to Membership in the relevant category by the Management Committee.

Rule 8

- 8.1 Each applicant for admission to membership, (save Honorary or Temporary) must be personally known to the two Members who sign the Application Form for membership as proposer and seconder.
- 8.2 The Voting Members who propose or second a Candidate for membership must themselves have been Members for three preceding years.
- 8.3 Such form shall state, name, residential address, contact details, occupation and date of birth of the applicant. The Management Committee may seek further information from the proposer, such as previous golfing or sporting experience/prowess.
- 8.4 shall sign the Application Form which will be posted in the Clubhouse for at least 10 successive days before being considered for approval by the Management Committee.
- 8.5 Each admission of a candidate to membership in accordance with this Rule must be by a special majority of votes on a ballot of the Management Committee.
- 8.6 All candidates seeking membership shall be advised in writing by the Honorary Secretary as to the status of his / her application.
- 8.7 In the case of non-admission of a candidate the Management Committee shall not be required to state any reason for such non-admission.
- 8.8 Notwithstanding the previous provisions of Rule 8.1, where an Applicant is not known to any Voting Member or is known to one voting member only, the Management Committee shall, at its discretion, designate a Committee Member(s) to act as proposer and/or seconder

Rule 9

- 9.1 A Member seeking to transfer from one category of membership to another must obtain the prior approval of the Management Committee.
- 9.2 A Member of any category wishing to withdraw from membership for 1 year shall notify his or her intention of so doing in writing to the Honorary Secretary prior to the effective 1st day of January, in default of which he or she shall be liable for the appropriate subscription

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| | and/or levy for the year commencing on that date. |
| Subscriptions & Levies | <p>Rule 10</p> <p>10.1 The rates of annual subscriptions determined may only be altered by a majority at a General Meeting.</p> <p>10.2 An annual subscription shall be payable by each Member other than an Honorary Member, an Honorary Life Member or a Temporary Member and the rates for each category of Members shall be determined by the Members at a General Meeting and such rates shall remain in operation unless and until altered at a subsequent General Meeting.</p> <p>10.3 Subscriptions shall become due and payable on January 1st of each year.</p> <p>10.4 In the case of an applicant for membership, the appropriate amount (including entrance fee, subscription and levies where applicable) shall be due and payable in full prior to admission.</p> <p>10.5 In the case of Past Members applying for re-admission, the Management Committee shall decide the entrance fee and other sums, if any, to be paid.</p> <p>10.6 The subscription paid by a person admitted to membership during the month of October shall be deemed to cover the annual subscription due until December 31st of the following year, subject to any change in the rate of subscription determined by the Members at a General Meeting.</p> <p>10.7 The Management Committee shall indicate on the Club's Membership Board, and/or post in the Clubhouse, a list of those persons whose subscriptions and/or levies for the current year are paid.</p> <p>10.8 Levies, for which the prior approval of the Members at a General Meeting shall have been obtained and which must be for a specific special purpose or project only, shall be payable at such time, in such manner and for such duration as the General Meeting shall decide. Such Meeting shall also determine the amounts payable by each category of member.</p> <p>10.9 Persons who have not paid their annual subscription, levies where applicable to the Club by February 1st in any year shall be liable to have their name withdrawn from the membership board with or without notice.</p> <p>10.10 Where the said monies have not been paid by April 1st the person shall be liable to have their Membership terminated with or without notice. This includes his/her removal from the GUI register (Golf net) and Club's Handicap system. The re-admission of such a person to Membership, if at all, shall be on such terms as the Management Committee sees fit.</p> <p>10.11 Payment of a Member's annual subscription and any amounts levied</p> |

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| | <p>shall entitle the Member to the use of the Club's property, in accordance with the Rules and Bye-Laws or as determined by the Management Committee.</p> <p>10.12 A Member in good standing is one who has been admitted in accordance with these or previous Rules, has not been suspended and who, if liable to pay an entrance fee and/or levy and/or an annual subscription, has paid the same in full within the time appointed. Only such Members shall enjoy the rights and privileges appertaining to their category of membership</p> |
| Trustees | <p>Rule 11</p> <p>11.1 All freehold and leasehold property and all other assets of The Club shall be vested in not less than three and not more than six Trustees to be held by them upon trust for the Voting Members.</p> <p>11.2 The Trustees, shall be indemnified by the Voting Members against all liability and expenses incurred by them by reason of their position as Trustees in so far as the assets of the Club shall be deficient, and such shall be deemed to be a condition of membership of the Club.</p> <p>11.3 Each Trustee must be a Voting Member of the Club and shall hold office until death, or ceasing to be a member of the Club, or resignation from his/her position as Trustee or resignation from the Club or until removed from office by resolution of the members at a General Meeting of the Club.</p> <p>11.4 Should the number of Trustees fall below six, the vacancy or vacancies shall be filled at the next General Meeting.</p> <p>11.5 Should, however, the number of Trustees fall below three, the Management Committee shall have power to, and shall, without undue delay, appoint as Trustee such number of Trustees as will attain the minimum number required who shall hold office until the next General Meeting of The Club but he/she/they shall be eligible for election as Trustee or Trustees at such General Meeting.</p> <p>11.6 Trustees shall be elected by secret ballot at a General Meeting of the Club.</p> <p>11.7 The Trustees shall have power, subject to the approval of a majority of the Members at a General Meeting, as to amount and conditions, to borrow without security or on the security of all or any part of The Club's property, provided always that the Trustees shall have power to so borrow up to the sum of €25,000 (Twenty five thousand euro) without the necessity of such approval.</p> <p>11.8 If any monies which have been demanded and are legally due shall not have been paid by The Club within six months of the demand, the Trustees shall have power, subject to the prior approval of the Members in General Meeting, to sell all or any part of The Club's assets.</p> |

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| | <p>11.9 Any two Trustees may instruct the Management Committee to convene a special General Meeting should they consider that the circumstances so demand and such Meeting shall be convened forthwith.</p> <p>11.10 The Trustees, or a majority of them, shall meet with the Management Committee, or a majority of it, in the month of March in each year for the purpose of being informed of all material affairs and activities of The Club. In addition, the Trustees or a majority of them shall be entitled to a meeting with the Management Committee when and as often as they see fit.</p> <p>11.11 The Trustees shall be informed and consulted regarding any major development or expenditure proposed by the Management Committee.</p> <p>11.12 The Trustees have the power, if they consider that it is of such importance, to refer any proposed major development or expenditure to the members at a General Meeting for approval.</p> <p>11.13 Should the Members of the Management Committee resign en bloc, then, pending the election of a Management Committee at a General Meeting the powers of the Management Committee shall be vested in the Trustees.</p> |
| Officers | <p>Rule 12</p> <p>The Captain, Lady Captain, President, Lady President, Vice Captain, Lady Vice Captain, Honorary Secretary, Honorary Treasurer, each of whom shall be known as an Officer.</p> |
| The Management Committee | <p>Rule 13</p> <p>Shall comprise of; the Captain, Lady Captain, President, Lady President, Vice Captain, Lady Vice Captain, Honorary Secretary, Honorary Treasurer, Course Manager and three Committee members</p> |
| Election of Club Officers and members of the Management Committee | <p>Rule 14</p> <p>14.1 Annual General Meeting - DECEMBER</p> <p>14.2 At the Annual General Meeting (or any adjournment thereof) the existing Vice-Captain and Lady Vice Captain shall, be deemed to be elected to the position of Captain and Lady Captain respectively. Their term of office shall commence immediately on the conclusion of the meeting (or any adjournment thereof)</p> <p>14.3 At the Annual General Meeting (or any adjournment thereof) the nominees for the positions of Presidents and Vice-Captains shall, be deemed to be elected to said positions and their terms of office shall commence immediately on the conclusion of the meeting (or any adjournments thereof).</p> |

- 14.4 Such nominees shall be by way of recommendation by the current Vice Captains, Captains and Presidents and their willingness to accept said position.
- 14.5 The Management Committee shall, prior to the Annual General Meeting ratify by a simple majority the nominees for the positions of President, Lady President, Vice-Captain and Lady Vice Captain for the ensuing year.
- 14.6 The Management Committee shall put forward these nominations to the Annual General Meeting for election.

Rule 15

Election to the following positions to the Management Committee shall take place at the Annual General Meeting of The Club save as in Rule 11.13

- Honorary Secretary
- Honorary Treasurer
- Course Manager
- Three Committee Members

To be eligible for election to any of the foregoing positions the Candidate must:

- 15.1 Be a Voting Member in good standing and have been such for the 3 preceding years and be proposed and seconded by another Voting Member
- 15.2 be a Voting Member proposed and seconded by Officers
- 15.3 The names of the Candidates proposed for election shall be posted in the Clubhouse by their proposers and seconders (who have first obtained the Candidate's consent), who shall also subscribe their names, at least seven days prior to the time of the Annual General Meeting at which they are to be proposed for election.
- 15.4 Candidates who are outgoing Members of the Management Committee shall have endorsed and verified by the Honorary Secretary on their proposal paper the total number of Committee Meetings held during the year and the total number of Committee meetings attended by him/her. A copy of each such proposal shall be given to the Honorary Secretary immediately after the posting of same by delivering same to him/her personally or by leaving same at the Secretary's Office in a sealed envelope addressed to him/her.
- 15.5 Any person elected to the Management Committee as an Ordinary Member who ceases to be a Member of the Committee by resignation or otherwise, prior to the next Annual General Meeting, shall not be

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| | <p>eligible for election to the Management Committee thereat unless the Management Committee, by secret ballot, decide otherwise.</p> <p>15.6 Any Officer or Member of the Management Committee who has attended fewer than two thirds of the Management Committee Meetings during The Club year shall not be eligible for re-election for the subsequent year unless a majority of the other Members of the Management Committee, by secret ballot, otherwise decide.</p> <p>15.7 Save deemed elections, all elections at Annual General Meetings shall be by secret ballot. On the declaration of the result, certified by scrutineers, if such have been appointed the Chairperson of the Meeting shall disclose on request to any unsuccessful candidate</p> <p>15.8 the number of valid votes cast and</p> <p>15.9 the number of votes cast in his/her favour and</p> <p>15.10 the number of votes cast in favour of the elected candidate obtaining the least number of votes.</p> <p>15.11 In the event of the Club not being able to hold an Annual General Meeting due to any unforeseen circumstance the following procedure will be in place. Members are circulated requesting them to forward any Applications & Motions to Hon Secretary one week prior to date of Official handover of Committees. Seven days prior to Official Handover of Committee the Hon Secretary notifies each member of any motions and nominations for their approval. (Amended AGM 2021)</p> |
| <p><i>Function of the Management Committee</i></p> | <p><i>Rule 16</i></p> <p>16.1 The Management Committee is responsible for the business affairs of The Club and in doing so, must prepare and put in place structures, policies and procedures to meet legal and regulatory requirements. They undertake to serve the best interest of the members and key stakeholders by ensuring The Club is run efficiently and effectively for the longer term</p> |
| <p><i>Duties of the Management Committee</i></p> | <p><i>Rule 17</i></p> <p>a. Control and maintain the Course, Clubhouse and The Club's property generally.</p> <p>b. To engage, direct, develop and where necessary suspend and dismiss employees in accordance with legislation applicable at the time.</p> <p>c. To perform all duties for the regulation, management and welfare of The Club and future planning, including all matters financial, budgetary and legislative of The Club.</p> <p>d. Be authorised to spend funds for the purchase of new machinery, to enhance club facilities and undergo alterations to the course and for</p> |

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| | <p>the general purposes of The Club in accordance with the <i>Financial & General Governance Procedure</i>.</p> <ul style="list-style-type: none"> e. To ensure that all committees/sub-committees and employees carry out their respective duties and obligations in compliance with the Club Constitution, Local Rules/By-Laws and any legislation applicable at the time. f. To accept and reject applications for membership to The Club and manage all membership matters in accordance with <i>Admittance, Transfer and Withdrawal of Membership</i> g. Maintain a register of all members showing date of their admission. h. Oversee the financial matters of the Men's and Ladies Club. i. To make, alter and cancel Local Rules and By-Laws of the Club. j. Form Sub-Committees. All such Sub-Committees shall be under the control of the Management Committee who shall regulate the powers, duties and conduct thereof. A Sub-Committee shall cease its business and retire with the Management Committee that appointed it at the next Annual General Meeting. k. To ensure all grievance and complaints are dealt with in accordance with the <i>Grievance Procedure</i>. |
| <p>Management Committee Meeting Proceedings</p> | <p>Rule 18</p> <ul style="list-style-type: none"> a. The Management Committee shall meet at least once per month to regulate, monitor, control, and dispatch its duties as outlined in Rule 17 b. The quorum for the holding of a meeting of the Management Committee shall be at least five. c. At the first meeting of the Management Committee a chair shall be elected who shall preside over the meetings for the remainder of the Management Committee term. d. In the absence of the Chairman the Management Committee shall be chaired by the Club Treasurer. In the absence of both, the meeting shall appoint one of its members present to chair the meeting. e. In the case of equality of votes on any particular issue, the Chairman of each meeting shall have the casting vote at such meeting. f. Each member of the Management Committee shall be entitled to receive 7 days notice of meetings of that Committee. Such notice may be verbal or in writing and should be accompanied by the draft minutes of the previous meeting. g. Members of the Management Committee shall also be entitled to receive a copy of the Club Secretary's Report, Treasurer's Report (including Management Accounts), Course Report at least 2 days in advance of each Management Committee meeting. h. In the event that there exists any matter requiring urgent attention, a meeting of the Management Committee may be convened at shorter notice provided two thirds of the members of the Management |

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| | <p>Committee so agree.</p> <ol style="list-style-type: none"> i. Management Committee shall cause minutes to be kept and recorded in an appropriate form of its proceedings at meetings. j. These minutes shall record all decisions made and shall be circulated to the members of the Management Committee in draft form. k. A copy of the final minutes shall be circulated to members of the Management Committee. l. No member of the Management Committee shall participate in any discussion, consideration or decision of that Committee concerning <ul style="list-style-type: none"> • the awarding or granting of any contract, franchise, concession or the like by the Club to any external or third party if he/she or a spouse/partner or an immediate relative, has a business, financial or personal interest in the awarding or granting of such contract, franchise, concession, or the like. • the internal management and affairs of the Club in situations where the outcome of such discussion, consideration or decision could directly involve the member concerned personally or his/her family/relations. • A member of the Management Committee shall not, however, be precluded from participating in discussions on the internal management and affairs of the Club where any potential benefits are universal to all Members, thus being only of indirect benefit to the Committee member concerned. • Any member of the Management Committee facing a conflict of interest shall declare his/her interest at the earliest opportunity and withdraw from any meeting(s) while the matter in question is being discussed. m. The Management Committee may delegate any of its powers to a sub-committee on such terms as it shall think fit. n. In the conduct of its affairs the Management Committee may seek appropriate professional advice in the interest of the efficient and professional management of the Club. |
| <i>The role of Honorary Secretary</i> | <p><i>Rule 19</i></p> <p>The Honorary Secretary is the primary administration officer for The Club and provides the links between the Management Committee, members and outside agencies</p> |
| <i>Duties of Honorary Secretary</i> | <p><i>Rule 20</i></p> <ol style="list-style-type: none"> a. Prepare the agenda for Management Committee meetings in consultation with the Chairperson. b. Notify the Management Committee on a timely manner of meetings. |

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| | <ul style="list-style-type: none"> c. Take and distribute the minutes of all Management Committee meetings d. Manage the general correspondence for The Club and of the Management Committee except for such correspondence assigned to others. e. Maintain a register of member's names and addresses, along with the date of admission to each category of membership. f. Maintain an up-to-date copy of the club constitution/club rules and by-laws. g. Maintain files of legal documents such as insurance certificates, licenses, fire certs, employee contracts etc. h. Act as The Club representative liaising with members of the public, affiliated bodies and government agencies. i. Manage tee time bookings for Societies, Team Fixtures and Charity Days. j. Be responsible for all publicity and communication pertaining to The Club with the exception of matters assigned to the Ladies or Men's committees. |
| <i>The role of Honorary Treasurer</i> | <p>Rule 21</p> <p>The Honorary Treasurer is primary financial manager of The Club. He / She provides supervision of The Club's finances ensuring good financial governance at all times.</p> |
| <i>Duties of Honorary Treasurer</i> | <p>Rule 22</p> <ul style="list-style-type: none"> a. Management of The Club finances in accordance with the decision of the Management committee b. Collect subscriptions and all monies due to The Club c. Pay bills on behalf of The Club d. Ensure all wages due to employees are paid and that all taxes/levies (PAYE/PRSI etc.) are paid in accordance with statutory requirements. e. Maintain up to date records of all financial transactions for both income and expenditure f. Ensure all cash and cheques are promptly lodged to The Club's account. g. Prepare an annual budget in agreement with the Management Committee outlining all sources of projected income and expenditure h. Report monthly to the Management committee on the financial status of The Club. i. Prepare and present the end of year accounts to the auditor/accountant, the Management committee and the members at the Annual General Meeting. j. Annual Accounts shall be kept and made available to the Revenue Commissioner on request. Where the gross annual income exceeds €250,000 the accounts will be audited. (Amended AGM 2021) |

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| <p><i>The role of the Course Manager</i></p> | <p><i>Rule 23</i></p> <p>The Course Manager has the following responsibilities:</p> <ol style="list-style-type: none"> a. He/she is the main source of contact between the Course staff and the Management Committee. b. Report to the Management Committee on all aspects relating to the Golf Course. c. Ensure all Machinery is in good working order. d. Ensure staff adhere to Health & Safety standards while employed on the course. e. Ensure all course staff have, up to date training to perform their duties.eg Spraying etc. f. The Course Manager is the first line when dealing with staff grievances. g. Prepare a draft Annual Report in respect of the previous year for the approval of the Management Committee, for presentation to the Members at the Annual General Meeting of the Club. h. Co-Opt additional persons onto a Course Sub Committee as and when required, subject to the Management Committee approval. |
| <p><i>Role of the Men’s and Ladies Committees</i></p> | <p><i>Rule 24</i></p> <ol style="list-style-type: none"> a. The Men’s and Ladies Committees are responsible for overseeing the administration activities of their respective clubs; the control of handicaps, organisation of competitions, participation in inter-club matches and the development of junior golf. b. The Committees will be answerable to the Club Management Committee and will accept direction with regard to issues of finance and other club business other than issues relating to men’s and ladies golf, handicaps and other issues that may fall under the jurisdiction of Golf Ireland. |
| <p><i>Objects of the Men’s & Ladies’ Committees</i></p> | <p><i>Rule 25</i></p> <ol style="list-style-type: none"> a. Promote the Amateur game of golf amongst its Members b. Apply for Affiliation to Golf Ireland and undertake, in writing to accept and abide by the Constitution and Bye-Laws of the Munster Branch c. Accept and apply the Standard Scratch Score and handicapping scheme as prescribed by the Council of National Golf Unions and such rules there under as may require to be implemented from time to time by the Golfing Union of Ireland. d. Accept and apply the Standard Scratch Score and handicapping scheme as prescribed by the Irish Ladies’ Golf Union and such rules there under as may require to be implemented from time to time by such Union. e. Accept and recognise the Royal and Ancient Golf Club of St Andrews |

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| | <p>as the sole authority for prescribing and implementing the Rules of Golf and Rules of Amateur Status.</p> <p>f. Accept that the Management Committee is the overall authority for administering the affairs of both the Men's and Ladies' Clubs subject as provided in these rules.</p> |
| <i>Election of Members to Ladies and Men's Committee</i> | <p><i>Rule 26</i></p> <p>The election of Officers, and Members to the Men's and Ladies committee shall be made at the Annual General Meetings of the Men's and Ladies Clubs respectively as per Rules 27 & 28.</p> |
| <i>Men's Club</i> | <p><i>Rule 27</i></p> <p>The administration of the Men's Club shall be managed by a committee (hereinafter referred to as the Men's Committee)</p> <p>Consisting of: Captain, President, Vice Captain, Secretary, Treasurer, Handicap Secretary and Competition Secretary together with 2 other voting members of the Men's Club who shall be elected in accordance with the following procedure.</p> <p>Except as otherwise provided for in the rules (RULE XX), the following positions to the Men's Committee shall be elected annually by the Voting members present at the Annual General meeting of the Men's Club.</p> <ul style="list-style-type: none"> • Men's Secretary • Men's Treasurer • Men's Handicap Secretary • Men's Competition Secretary • 2 Committee Members <p>a) The Annual General Meeting of the Men's Club shall, save in exceptional circumstances, be held in November. The quorum for such meeting shall be twenty.</p> <p>b) A minimum of ten days notice of the Men's Annual General Meeting shall be given and such notice shall be by way of text message and or Social media <i>and a suitable notice to be posted on the notice board in the Men's locker room.</i></p> <p>c) All members of the Men's Committee to be elected at the Annual General Meeting must be nominated by two voting members of the Men's Club.</p> <p>d) The nomination form must be signed by the nominee, indicating his willingness to stand for election. Such nomination must be made in writing to the Secretary of the Men's Club, at least seven days before the date of the meeting. Notwithstanding Rule J, only those so nominated can be voted for at the Annual General Meeting of the Men's Club.</p> |

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| | <p>e) No outgoing member, who without reasonable cause, has failed to attend two thirds of the Men’s Committee Meetings, shall be eligible for re-election.</p> <p>f) A list of candidates seeking election to the Men’s Committee with the names of the proposer and seconder who shall be voting members of the Men’s Club, shall be posted on the notice board in the Men’s locker room at least seven days before an Annual General meeting of the Men’s Club.</p> <p>g) Should there be insufficient nominations for the Men’s Committee the chairman shall call for further nominations from the floor at the said Annual General meeting.</p> <p>h) The Men’s committee shall retire on conclusion of the Annual General meeting of the Men’s Club.</p> <p>i) The election of candidates for membership to the Men’s committee shall be governed by Rule 15.</p> <p>j) The Men’s committee shall have power to fill any vacancies arising on their committee between one Annual General meeting and the next such meeting. Such vacancies shall be filled by co-option. The person to be co-opted shall be elected by a majority of the members present and voting at an ordinary monthly meeting of the Men’s committee.</p> <p>k) Notice of Motions (pertaining to the Men’s Rules) must be given in writing at least seven days before the meeting to the Secretary of the Men’s club who shall post them on the notice board in the Men’s locker room. Amendments to such proposals may be accepted at the meeting without previous notice.</p> <p>l) All motions shall be decided by single majority of members present and voting. Voting shall be by a show of hands. If a majority of members present wish any motion or amendment to be put to a vote by ballot, that mode shall be adopted.</p> <p>m) The Captain shall chair the Annual General Meetings of the Men’s Club.</p> |
| Ladies Club | <p>Rule 28</p> <p>The administration of the Ladies club shall be managed by a committee (hereinafter referred to as the Ladies Committee)</p> <p>Consisting of: Lady Captain, Lady President, Lady Vice Captain, Ladies Secretary, Ladies Treasurer, Ladies Handicap Secretary and Ladies Competition Secretary together with 2 other voting members of the Ladies Club who shall be elected in accordance with the following procedure.</p> <p>Except as otherwise provided for in the rules (RULE XX), the following positions to the Ladies Committee shall be elected annually by the Voting</p> |

members present at the Annual General meeting of the Ladies Club.

- Ladies Secretary
- Ladies Treasurer
- Ladies Handicap Secretary
- Ladies Competition Secretary
- 2 Committee Members

- n) The Annual General Meeting of the Ladies Club shall, save in exceptional circumstances, be held in November. The quorum for such meeting shall be twenty.
- o) A minimum of ten days notice of the Ladies Annual General Meeting shall be given and such notice shall be by way of text message and or Social media *and a suitable notice to be posted on the notice board in the Ladies locker room.*
- p) All members of the Ladies Committee to be elected at the Annual General Meeting must be nominated by two female voting members of the Ladies Club.
- q) The nomination form must be signed by the nominee, indicating her willingness to stand for election. Such nomination must be made to the Secretary of the Ladies Club, in writing at least seven days before the date of the meeting. Notwithstanding Rule J, only those so nominated can be voted for at the Annual General Meeting of the Ladies Club.
- r) No outgoing member, who without reasonable cause, has failed to attend two thirds of the Ladies Committee Meetings, shall be eligible for re-election.
- s) A list of candidates seeking election to the Ladies Committee with the names of the proposer and seconder who shall be voting members of the Ladies Club, shall be posted on the notice board in the ladies locker room at least seven days before an Annual General meeting of the Ladies Club.
- t) Should there be insufficient nominations for the Ladies Committee the chairman shall call for further nominations from the floor at the said Annual General meeting.
- u) The Ladies committee shall retire at conclusion of the Annual General meeting of the Ladies Club.
- v) The election of candidates for membership to the Ladies' committee shall be governed by Rule 15.
- w) The Ladies committee shall have power to fill any vacancies arising on their committee between one Annual General meeting and the next such meeting. Such vacancies shall be filled by co-option. The person to be co-opted shall be elected by a majority of the members present and voting at an ordinary monthly meeting of the Ladies

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| | <p>committee.</p> <p>x) Notice of Motions (pertaining to the Ladies Rules) must be given in writing at least seven days before the meeting to the Secretary of the Ladies club who shall post them on the notice board in the ladies locker room. Amendments to such proposals may be accepted at the meeting without previous notice.</p> <p>y) All motions shall be decided by single majority of members present and voting. Voting shall be by a show of hands. If a majority of members present wish any motion or amendment to be put to a vote by ballot, that mode shall be adopted.</p> <p>z) The Lady Captain shall chair the Annual General Meetings of the Ladies Club.</p> |
| <p><i>Conduct and Discipline</i></p> | <p><i>Rule 29</i></p> <p>CONDUCT</p> <p>a) All members of the Club should at all times exhibit conduct that is befitting to the respect of their Club.</p> <p>b) All members should at all times show respect to the Officers of the Club and also respect to all other members & visitors.</p> <p>c) When representing your Club members should do so with respect and dignity.</p> <p>d) Team managers who are voluntary people should not be subjected to any form of abuse or disrespect from team members.</p> <p>e) No member shall take away from the Club premises upon any pretext whatsoever any article which is the property of the Club, a Member of the Club or a visitor to the Club.</p> <p>f) Any Member breaking or damaging the property of the Club may, at the discretion of the Committee, be called upon to make good such damage.</p> <p>g) No member shall at any time incur any debt to the Club by way of borrowing or obtaining goods of any kind whatsoever on credit.</p> <p><u>Rule 30</u></p> <p>COMPLAINTS</p> <p>a) All complaints shall be in writing to the Honorary Secretary who shall place the matter before the Management Committee.</p> <p><u>Rule 31</u></p> <p>SANCTIONS</p> <p>a) The Management Committee is empowered to impose sanctions for breaches of the Rules, bye-laws and regulations of the Club in force at the time being or for breaches of the etiquette of golf.</p> |

Rule 32

DISCIPLINARY COMMITTEE

- a) The Management Committee shall delegate authority to a Disciplinary Committee to investigate breaches of the Rules, bye-laws and regulations of the Club or any conduct injurious to the character or interest of the Club or misconduct unworthy of a gentleman or lady, as the case may be. The Disciplinary Committee shall comprise of three persons nominated by the Management Committee. These persons cannot be members of the present Management Committee.
- b) Written complaints received of misconduct by members, staff or visitors shall be placed before the Disciplinary Committee for consideration. The Disciplinary Committee shall make whatever enquiries are considered necessary to obtain all relevant details, and shall decide on the course of action to be deemed necessary.
- c) If in the opinion of the Disciplinary Committee, the conduct warrants suspension, the matter shall be referred to the Management Committee for decision.
- d) Where a matter is referred to the Management Committee for decision regarding the suspension or expulsion of a member, all members of the Management Committee, save where extraordinary excusing circumstances exist, shall be required to be present at the meeting.
- e) If the allegation is against an Officer or member of the Management Committee they shall be excused from attending the meeting while the matter is being discussed.

Rule 33

SUSPENSION & EXPULSION

- a) If, in the opinion of the Management Committee, the conduct in question may warrant suspension, by the temporary withdrawal of the privileges of Membership, or the expulsion of such member, he or she shall be informed in writing. The member shall be entitled to make an oral and/or written submission and shall have the right of representation at any subsequent meeting at which the conduct in question shall be considered. All relevant information shall be placed before the Management Committee.
- b) If after making such further enquiries as it may consider necessary, into the conduct of the member and hearing such explanation, if any, as he or she may offer, the Management Committee decides the his or her conduct has not been explained or accounted for its satisfaction but was not such as to warrant expulsion of the member, the Management Committee may instead, by a majority, suspend the member for such period as they shall see fit. If the Management

Committee decides that the conduct is such that it warrants expulsion, the Management Committee may, by a majority of not less than 75% expel a member. Should a majority of the Management Committee not be satisfied that the charges of misconduct have been proven, no further action shall be taken.

- c) If a member is a playing member, the Management Committee shall notify the Men's or Ladies committee, which elected such a member, of its decision and such Committee shall abide by that decision.

Rule 34

RIGHT OF APPEAL

- a) When the Management Committee has resolved that a member be suspended or expelled, such member shall, within seven days of the date of the decision be given notice by the Honorary Secretary of the Management Committee of the decision by registered post or by delivery of such notice to his / her last known address.
- b) Such person shall have a right to appeal against the decision within twenty one days of receiving such notification. The appeal shall be made in writing to the Honorary Secretary of the Management Committee.
- c) The member shall have the right to have their appeal heard by the Appeals Committee. The Appeals Committee shall be selected by the Management Committee. It shall consist of five persons who were past Captains or Presidents of either the Men's or Ladies club. They cannot be members of the present Management Committee. The Appeals Committee shall elect a chairperson who, in the event of a tied vote, will have the casting vote.

Rule 35

EFFECT OF SUSPENSION

- a) During the period of suspension the Member shall not be entitled:
- b) To enter upon the Club property, whether in the company of another member or otherwise save only to collect any of his or her property or for the purposes of attending any General Meeting which may be held during the period of suspension.
- c) to the refund or rebate of the whole or any part of his or her annual subscription or other sum paid or payable by him or her to the Club in respect of the year during which the suspension occurs.

Rule 36

EFFECT OF EXPULSION

- a) A person who has been expelled from Membership shall not be entitled:
- b) To enter the Club property whether in the company of another member or otherwise for the purpose of collecting and of his or her

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| | <p>property which must be removed within seven days of expulsion.</p> <p><u>Rule 37</u></p> <p>VOTING UNDER THIS SECTION</p> <p>a) All voting under this Section on Conduct and Discipline shall be by secret ballot.</p> |
| <i>Compliance & Legislation</i> | <p><u>Rule 38</u></p> <p>HEALTH & SAFETY</p> <p>Doneraile Golf Club is committed to protecting the Safety, Health & Welfare of our employees, members and public. To assist the Club with this we are governed by the following Legislation. The Safety, Health & Welfare at Work 2005 Act. We are also protected by the Safety, Health & Welfare at Work General Regulations 2007. The Club have also appointed a Health & Safety Officer who attend the Management Committee when required.</p> <p><u>Rule 39</u></p> <p>SAFEGUARDING</p> <p>Doneraile Golf Club has a duty to protect the safety of all members under the age of 18. These are governed by the National Standards for the protection of vulnerable persons. The Club has devised a Policy on how the Club is compliant with these standards. Copies of this document are available on our website. To adhere to these standards all volunteers have to be Garda Vetted.</p> <p><u>Rule 40</u></p> <p>DATA PROTECTION</p> <p>In order to be compliant with Data Protection regulation which came into Legislation in May 2018 Doneraile Golf Club has developed a policy to ensure we protect the records of all our members. The Club has to ensure there are no breaches to these Regulations.</p> |
| Financial & General Governance | <p><u>Rule 41</u></p> <p>FINANCE</p> <p>a) The Accounts of Doneraile Golf Club shall be closed and balanced as at the 31st August.</p> <p>b) The Management Committee shall appoint with the ratification of an Annual General Meeting an Auditor to audit the accounts of the Club prior to the Annual General Meeting. The Auditor cannot be a member of the Management Committee,</p> <p>c) All cheques drawn on the Bank Account of Doneraile Golf Club shall be signed by two members of the Management Committee.</p> <p>d) The Management Committee are responsible for the Annual Subscription Levy to the Golfing Union of Ireland in respect of the</p> |

Men's Club and the Annual Subscription of the Ladies Club to the Ladies Golf Union and Southern District.

- e) All expenditure must be passed for payment by the Management Committee.
- f) All Capital expenditure needs to be put out to tender. A minimum of two quotes to be secured prior to approval by the Management Committee.
- g) Any Borrowings or Overdraft need prior approval of the Trustees prior to putting in place.

Rule 42

DISSOLUTION OF THE CLUB

The Club, if solvent, may be dissolved only:

- a) If a resolution for such dissolution is passed by a special majority of the Members present and entitled to vote a Special General Meeting.
- b) Such resolution is confirmed in writing by not less than 90% of the Voting Members within 90 days of the date of it being passed..
- c) Notice of any resolution passed under sub-section a) above, shall be sent by registered post to all members of the Club entitled to vote by the Honorary Secretary within fourteen days of the date of the resolution. Any such notice shall incorporate a statement to the effect that notice of approval or rejection of such resolution must be served on the Honorary Secretary within fourteen days and failure to do so shall be deemed to be and shall be treated as approval of the said resolution and for the purpose of computing the majority.
- d) Upon the dissolution of the Club such portion of the Club property, not consisting of money, as shall be necessary shall be sold for the purpose of discharging and satisfying the lawful liabilities of the Club. The Club property then remaining shall be divided in equal shares among those voting full members in good standing who have been voting members for the five proceeding years, or may be vested in trustees for the benefit of such members, or some other method of distribution as such Voting Members shall in a General Meeting determine.
- e) If on dissolution the property and assets of the Club shall prove insufficient to meet its lawful liabilities, the deficiency shall be contributed to in equal shares by the voting full members as of December 31st immediately preceding the date of passing of resolution for dissolution.

42.f. If upon 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 the 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. (Amended AGM 2021)

Rule 43

MINUTE BOOKS AND RECORDS

- a) The Men's Club, Ladies Club, and the Management Committee shall each keep up to date and accurate Minute Records of their respective meetings.
- b) The minutes of Annual, General and Special General Meetings shall also be recorded.
- c) The respective minutes shall be read out at the next Annual, General, Special General or club meeting and when approved as being a correct record, shall be signed and dated by the chairperson.
- d) The Men's Club and Ladies Club shall submit its minute books to the Management Committee when and if required.
- e) All records of Annual General meetings, Management Meeting, Ladies & Gents Annual General Meetings as well as monthly meeting to be securely retained by the Management Committee.
- f) Minute books and records should be maintained in a safe and secure location by the Club.

Income and Property

Rule 44.

The income and property of the Club shall be applied solely towards the promotion of the main objects as set out 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 however 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 member of the Club to the Club
 - c. Reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club
 - d. Reasonable and 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 the officer may be a member holding not more than one hundredth part of the issued capital of such Company.
- (Amended AGM 2021)

Additions, Alterations or Amendments

Rule 45.

No additions, alteration or amendments 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 the clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners. (Amended AGM 2021)

Rule 46

SPECIAL GENERAL MEETINGS

Special General Meetings may be called at the request of the Management Committee, or on a requisition to the Honorary Secretary of the Management Committee signed by at least seventy-five ordinary members of the club. A

meeting called at the request of members should be held within a maximum of twenty-eight days of such requisition. At least ten days notice of such meetings must be given to every ordinary member of the club. The requisition must set out the purpose for which such meeting is called and the purpose must be stated on the notice convening the meeting and no other matters may be raised at the meeting. At such Special General Meetings fifty shall form a quorum.

Rule 47

POLICIES & PROCEDURES

All Policies & procedures of Doneraile Golf Club to be reviewed on a yearly basis. Copies of each policy / procedure to be kept in the office.

Indemnity of Trustees, Officers, Committee Members, etc.

1. Every current or former Trustee, Officer, Committee and Sub-Committee Member and any other Member who has been or had been officially requested to undertake any business or work in a voluntary capacity on behalf of the Club or its Committees or Sub-Committees, shall be indemnified out of the assets of the Club against all losses or liabilities which they, jointly or severally, may incur or sustain (or may have incurred or sustained) while properly carrying out their official duties in good faith on behalf of the Club in exercise of the powers and functions conferred on them under the Club Constitution or under the Rules and Regulations of the constituent Clubs. In the event of one of the aforementioned persons being deceased at the time a claim is made against him/her, the indemnity concerned is automatically extended to include spouses/civil partners, heirs, estates and legal representatives of such deceased person.
2. If such assets are insufficient then they shall be indemnified by the Ordinary Members of the Club jointly and severally against all such aforementioned losses or liabilities incurred or sustained on behalf of the Club provided always that each Ordinary Member shall contribute equally to such indemnification and that this indemnification shall apply to future as well as to all existing losses or liabilities so incurred or sustained and such indemnity shall be deemed to be a condition of Ordinary Membership of the Club.
3. No such person shall be liable for any loss or liability which may happen to, or be incurred by, the Club due to the execution by him/her of the aforementioned official duties in good faith on behalf of the Club unless the same shall occur through his/her own wilful fault or dishonesty or misconduct.

Review of Constitution

August 2019

Constitution compiled by Committee comprising of Frank Carey Chairman, Tadgh Heenan, John Glassett, Eleanor Coughlan, Claire Hamilton.

Approved at Emergency Annual General Meeting

Updated by Frank Carey January 2021 for grant purposes. To be sanctioned at AGM 2021

Updated Nov 2022 by Frank Carey (Motions to AGM 2021)

References

Safety Health & Welfare at Work Act 2005

Safety Health & Welfare at Work Regulations 2007

National Data Protection Regulations May 2018

Intoxication Liquor Act 2018

Childrens First Guidelines 2017 (Safeguarding)

