

Skibbereen
&
West Carbery
Golf Club

RULES

Rule 1 TITLE

The name of the club shall be The Skibbereen and West Carbery Golf Club and this name shall be the common name by which the men's club, the ladies' club and the parent club shall be individually and collectively known.

Rule 2 MEMBERSHIP

- 2.1 The membership of the men's club shall consist of male members who are honorary members, ordinary members, family members, country members, country family members, overseas members, beginner members, student members, junior members, juvenile members, cadet members and pavilion members.
- 2.2 The membership of the ladies club shall consist of female members who are honorary members, ordinary members, family members, country members, country family members, overseas members, beginner members, student members, junior members, juvenile members, cadet members and pavilion members.
- 2.3 The membership of the parent club shall consist of all members of each of the men's and ladies' sections.

Rule 3 PATRON

The patron of the club shall be elected annually at the annual general meeting of the club.

Rule 4 OBJECTS

- 4.1 The men's club shall:
 - 4.1.1 Promote the amateur game of golf amongst its members.
 - 4.1.2 Apply for affiliation to the Golfing Union of Ireland and undertake to accept and abide by the constitution and bye-laws of such Union and the bye-laws of the Munster Branch of the Golfing Union of Ireland.
 - 4.1.3 Accept and apply the standard scratch score and handi-

capping schemes as prescribed by the Council of National Golf Unions and such rules thereunder as may require to be implemented from time to time by the Golfing Union of Ireland.

4.1.4 Accept and recognise the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur status.

4.1.5. Accept that the parent club is the overall authority for administering the affairs of both the men's and ladies' clubs subject as provided in these rules.

4.2 The Ladies' Club shall:

4.2.1. Promote the amateur game of golf amongst its members.

4.2.2. Apply for affiliation to the Irish Ladies Golf union and undertake to accept and abide by the constitution and bye-laws of such union and the bye-laws of the district in which the club is situated.

4.2.3 Accept and apply the handicapping system as prescribed by the Irish Ladies' Golf Union and such rules thereunder as may require to be implemented from time to time by such union.

4.2.4 Accept and recognise the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of amateur status.

4.2.5. Accept that the Parent Club is the overall authority for administering the affairs of both the men's and ladies' sections subject as provided in these rules.

4.3 The Parent Club shall:

4.3.1 Provide facilities for the playing and promotion of the amateur game of golf by men, women and juveniles and

- generally promote games and other social activities amongst its members.
- 4.3.2. Act as administrator of the affairs (other than golf competitions) of both the men's and the ladies' clubs.
 - 4.3.3. When it deems necessary, in consultation with the committees of both the men's and ladies' clubs, decide the maximum number of members of different categories which can be elected to each of the sections.
 - 4.3.4. Decide the rate of entry fee or subscription at an annual general or an extraordinary general meeting of the Parent Club.
 - 4.3.5. Decide the rates of green fees to be payable by visitors to the club, at an annual general or an extraordinary general meeting of the Parent Club.
 - 4.3.6. Generally to act in the promotion and advancement of the affairs of the club and the improvement of the facilities available to members.
 - 4.4. The Social Committee shall organise, promote and execute social functions and entertainments for the enjoyment of members and their guests.

Rule 5 TRUSTEES

The property of the club shall be vested in the Trustees, who shall deal with property as directed by resolution of the committee of management (of which an entry in the minute book shall be deemed sufficient evidence), and they shall be indemnified against all liability and expense incurred by them by reason of their position as Trustees, in so far as the assets of the club may be deficient, by the members for the time being of the club. For so long as any bank guarantee remains in force to recover an overdraft in the Club's bank account, the guarantors of the overdraft shall be the Trustees of the Club. If there is no bank guarantee in force in respect of the

Club's bank account, the Trustees shall be elected annually at the annual general meeting and shall be not less than three in number. Only members of the Club shall be eligible to be elected Trustee. A person shall be deemed to have resigned his /her position as a Trustee if he/she ceases to be member of the Club and shall sign such documentation as may be produced to him/her by the Committee of Management to formally effect such resignation.

Rule 6 OFFICERS

- 6.1 The officers of the men's club shall be a president, a captain, a vice-captain and honorary secretary, an honorary treasurer and honorary competition secretary and an honorary handicap secretary.
- 6.2 The officers of the ladies' club shall be a president, a captain, a vice-captain, an honorary secretary, and honorary treasurer, an honorary competition secretary and an honorary handicap secretary.
- 6.3 The officers of the Parent Club shall be a chairperson, a vice chairperson, an honorary secretary, an honorary treasurer, an honorary clubhouse secretary and an honorary PRO.

Rule 7 MANAGEMENT

- 7.1 The allocation of functions:
 - 7.1.1 The business and affairs of the men's club shall be under the jurisdiction and control of a committee (hereinafter referred to as "the men's committee") consisting of the officers of the men's sections and eight (8) other members of the men's section elected under Rules 7.2.1. and 21.7.
 - 7.1.2 The business and affairs of the ladies' club shall be under the jurisdiction and control of a committee (hereinafter referred to as "the ladies" committee") consisting of the

officers of the ladies' section and eight (8) other members of the ladies' section elected under Rules 7.2.1. and 21.7.

- 7.1.3 The business and affairs of the Parent Club shall be under the jurisdiction and control of a committee of management consisting of the President, Captain and vice captain of the men's section, the President Captain and vice captain of the ladies section, Captain of the Senior's Section, an honorary secretary, an honorary treasurer, an honorary Clubhouse secretary, an honorary PRO and four (4) other members of the club to be elected under rules 7.2.1 and 21.7.

The chairperson of the committee of management shall be either the men's captain or the ladies' captain, this to be decided by a vote of the members of the committee of management at that committee's first meeting after the annual general meeting of the Parent Club. The person not elected shall have the option of being vice-chairperson. Should that person choose not to accept the position of vice-chairperson, that position shall be filled by a vote of the members of the committee of management.

- 7.1.4 Each of the aforementioned committees may exercise its power notwithstanding that there might be a vacancy or vacancies in its membership.
- 7.1.5 Nothing in this rule shall preclude a member of either the men's or ladies' committee being also a member of the committee of management or vice versa.
- 7.1.6 At meetings of any of the foregoing committees eight (8) of those entitled to attend and vote shall form a quorum.
- 7.1.7 At meetings of the men's and ladies' committees, the chair shall be taken by the captain or, if absent, by the vice-captain of the club concerned. At meetings of the

committee of management the chair shall be taken by the chairperson or, if absent, by the vice- chairperson. In the absence of the above officers at a particular meeting, those in attendance having votes shall elect a chairperson.

7.1.8 The chairperson at a meeting shall, in addition to a deliberate vote, have, and shall exercise, a casting vote.

7.1.9 The Social Committee shall consist of three male ordinary members and three female ordinary members to be elected at the Annual General Meetings of the respective clubs under Rule 21.7. Nothing shall preclude a member of the Social Committee being also a member of any other committee of the Club or vice-versa.

7.2

7.2.1 The elections of the office bearers, auditors and members of committee shall be made at the respective annual general meetings.

7.2.2 The respective committee shall have power to fill vacancies in any of these offices (including membership of its committee) during any year. The persons so appointed shall hold office until the next annual general meeting of the particular club.

7.2.3 The office of any office bearer shall be vacated by such office bearer resigning therefrom or on ceasing to be a member of the Parent Club or being removed by a resolution at an annual general meeting or an extraordinary general meeting of the appropriate club.

7.2.4 A member not present at a general meeting and furnish- ing a written explanation, acceptable to the meeting, may be elected to any committee.

7.2.5 No paid employee of the Club may serve in any Officership or on any Committee of the Club.

7.3

7.3.1 Stated meetings of the men's and the ladies' committees shall be held once in every month between February and September and not less than once in every two months between October and January.

7.3.2 Stated meetings of the committee of management shall be held once in every month and special meetings on such dates as may be found convenient for the transaction of business on at least three (3) days notice being given by the chairperson or honorary secretary of the Parent Club.

7.3.3 Upon requisition signed by not less than three (3) members of a committee, stating the nature of the business to be transacted, the captain, chairperson, or honorary secretary of the committee concerned shall call a special meeting of such committee for the consideration thereof; and if the officers designated above neglect or refuse to call such meeting within seven days the same may be convened by notice signed by eight (8) members of such committee.

7.3.4 Any member of a committee who is absent for three consecutive meetings, or five in all, without an acceptable reason shall be deemed to have resigned from that committee and vacancy shall be filled under sub. clause 7.2.2.

7.4

7.4.1 The committee of management shall have power to appoint a paid administrator and other employees upon such terms and conditions as the committee may determine, to terminate such appointments and also to appoint substitutes from time to time

7.4.2 The administrator shall carry out such duties as required and specified by the committee of management.

7.5

7.5.1 The committee of management shall have power to frame and adopt any bye-laws necessary for the working of the club, provided that none of such bye-laws shall infringe in any particular the rules herein contained. All such bye-laws shall remain in force until (1) withdrawn by the committee, or (2) set aside by a general meeting.

7.5.2 In consultation with both the men's and ladies' committees, the committee of management is also empowered to make such local rules (provided same are not at variance with the rules of golf) and regulations for the use of the course as are required in the interest of all members.

7.5.3 Every member of every category and every visitor or other person using the clubhouse or course shall be subject to and must comply with all rules, bye-laws and regulations in force.

7.6

7.6.1 The men's and ladies committees and the committee of management shall each have power to appoint sub-committees and to appoint members of their respective clubs, to act on such sub-committees and to define the scope of their authority and to delegate and confer upon such sub-committees the powers necessary for the discharge of the function or functions for which such sub-committees were formed.

7.6.2 Each sub-committee shall retire annually on the date of the annual general meeting of its respective club or when the function for which it was appointed is completed, provided that the committee of management for the time being agrees. 7.6.3 The quorum of each sub-committee shall be defined at the time of appointment, The chairperson of each sub-committee shall, in addition to a deliberative vote have, and shall exercise a casting vote.

Rule 8 ADMINISTRATION

- 8.1 The honorary secretary or each committee shall keep a correct record of all business transacted at meetings of that committee.
- 8.2 All written complaints concerning matters under the jurisdiction and control of the committee of the club concerned shall be referred primarily to the honorary secretary of that club who shall place the complaint on the agenda for the next meeting of the committee of such club for investigation and decision. The honorary secretary shall communicate the decision of the meeting to the complainant in writing.
- 8.3. The honorary secretary of the Parent Club shall also act as liaison officer between the committee of management and each of the men's and ladies' committees.

RULE 9 FINANCE

- 9.1. The financial affairs of the Parent Club shall be operated as follows:
 - 9.1.1 The honorary treasurer of Parent Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Parent Club.
 - 9.1.2. The banking account shall be kept in the name of the Parent Club (and shall be clearly identified as such) in such bank as the committee of management may from time to time determine. All cheques shall be signed by the honorary treasurer and by one other authorised officer or an authorised signatory.
 - 9.1.3 The honorary treasurer of the Parent Club shall issue a certified statement of affairs of the Parent Club for the financial year ended 31st October for consideration by the committee of management and for presentation and approval by the members at the annual general

meeting of the Parent Club which shall be held not later than 31st December following.

- 9.1.4. The committee of management shall make grants to each of the men's and the ladies' clubs from time to time, on request being made, to defray the expenses incurred by the committee concerned when entertaining visiting teams and officials in home matches and expenses incurred in away matches by team members and officials when representing the club, and for such other events or occasions when it is considered to be in the interest of the club to do so.
- 9.1.5. The committee of management shall pay to the men's committee not later than 31st of March in each year a sum of agreed by the committee of management to be used for the general finances of said club.
- 9.1.6. The committee of management shall pay to the ladies' committee not later than 31st March in each year a sum agreed by the committee of management to be used for the general finances of said club.
- 9.1.7. The committee or management shall be responsible for the payment of the annual subscription and the provincial levy payable to the Golfing Union of Ireland in respect of the members of the men's club and the annual subscription payable to the Irish Ladies Golf Union in respect of the members of the Ladies' Club.

- 9.2 The financial affairs of the men's club shall be operated as follows:
 - 9.2.1. The honorary treasurer of the men's club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the men's club.
 - 9.2.2. The banking account shall be kept in the name of the men's club (and shall be clearly identified as such) in

such bank as the men's committee may, with the authority of the committee of management, from time to time determine. All cheques shall be signed by any two of the following - the honorary secretary, the honorary treasurer and one other authorised signatory.

9.2.3. The men's committee shall be entitled to charge and retain all entry fees in club and open competitions under its control and management and for which it has arranged for the provision of prizes.

9.2.4. The honorary treasurer of the Men's Club shall issue a certified statement of the affairs of the men's club for the financial year ended 31st October for consideration by the men's committee and for presentation and approval by the members at the annual general meeting of the men's club which shall be held not later than 30th November following.

9.2.5. Following the meeting of the Men's Committee at which certified accounts are considered the honorary treasurer shall immediately forward a copy of the certified accounts to the honorary treasurer of the committee of management for information.

9.2.6. Monies in the Men's Club account shall be transferred to the Parent Club account not later than 31st October.

9.3 The financial affairs of the Ladies' Club shall be operated as follows

9.3.1. The honorary treasurer of the ladies' club shall keep full and detailed accounts, books and records showing the financial affairs, receipts and disbursements of ladies' club.

9.3.2. The banking account shall be kept in the name of the ladies' club (and shall be clearly identified as such) in such bank as the ladies' committee may, with the authority of the committee of management, from time to time determine. All cheques shall be signed by any two of the

following, the honorary secretary, the honorary treasurer and one other authorised signatory

- 9.3.3. The ladies' committee shall be entitled to charge and retain all entry fees in club and open competitions under its control and management and for which it has arranged for the provision of prizes.
- 9.3.4. The honorary treasurer of the Ladies Club shall issue a certified Statement of the affairs of the ladies' club for the financial year ended 31st October for consideration by the ladies' committee and for presentation and approval by the members at the annual general meeting of the ladies' club which shall be held not later than 30th of November following.
- 9.3.5. Following the meeting of the Ladies Committee at which certified accounts are considered the honorary treasurer shall immediately forward a copy of the audited accounts to the honorary treasurer of the committee of management for information.
- 9.3.6. Monies in the ladies club account shall be transferred to the parent club account not later than 31st October.

Rule 10 ELECTION OF MEMBERS

- 10.1 The election of all members shall be in the hands of the committee of management. Each applicant for membership shall be proposed and seconded by two ordinary members of the club of at least one year standing. The names and addresses of persons proposed as members of the club shall be displayed in a conspicuous place in the club premises for at least a week before their election and an interval of not less than two weeks shall elapse between nominations and election of members. After a candidate has paid the subscription and any entrance fee and levies applicable, he or she shall be permitted to use the club house and course without

green fees. Failing payment of subscription, within one month of notification of election by the honorary treasurer of the Parent Club the committee of management may declare the election void, and the candidate shall be rejected if the majority of the votes recorded be against admission. The method of election shall be determined by the committee of management.

- 10.2 Any omission from or inaccuracy in the particulars relating to any candidate shall render election voidable at the discretion of the committee of management.
- 10.3 If a candidate is not elected to membership and at a later date wishes to make a further application for membership, the same procedure as set out above must be followed on any subsequent application.

Rule 11 CATEGORIES OF MEMBER

- 11.1. The following shall be the categories of member which may be elected to the club:
 - 11.1.1 Ordinary members shall comprise of men and women who, having paid the entrance fee, annual subscription and capital levy (if any) applicable to this category, shall be entitled to attend and vote at all annual general or all special general meetings of the Parent Club and enjoy all outdoor and indoor facilities prescribed by sub-clause 4.3.1. hereof. Only a member in this category shall have an interest in the club property which interest will cease on such member leaving this category unless the member has been elected an honorary member of the club. Ordinary members are often known and referred to as full members and only such members are eligible for election as officers or members of committees.
 - 11.1.2. Student members shall comprise of full time students of third level colleges and of such other institutes of learning as the Parent Committee shall decide. Applicants for

student membership must submit a copy of their Third Level/ Institute of Learning student identification and expected graduation date. Such membership shall cease on 31st December following graduation or qualification or on 31st December six years after the date of election whichever period shall be the shorter. Student members shall be excluded from competing in the captains prize and in such other competitions as the men's or ladies' committees decide within each club.

- 11.1.3 Junior members shall comprise young persons whose ages at the date of election shall not be less than eighteen years or more than twenty-one years. Such membership shall cease on 31st of December next after such junior has attained the age of twenty one years. Junior members shall be excluded from competing in the captain's prize and in such other competitions as the men's or ladies committees decide within each club.
- 11.1.4 Juvenile members shall comprise of young persons whose ages at the date of election shall not be less than 12 years or more than 18 years They may also be children of family members. They shall remain in this category until December 31st next following their 18th birthday. Juvenile members may apply to the relevant committee for a handicap, and may take part in such club competitions as the relevant committee may decide. Juvenile members shall be excluded from competing in the captains prize or and in such other competitions as the men's or ladies' committees decide within each club.
- 11.1.5 Country members shall comprise persons whose permanent residence is eight miles distant from the club provided each applicant for this category is already a voting member of another golf club which is affiliated to the union. Such membership shall terminate as and when

the member comes to reside permanently within a radius of eight miles of the club or ceases to be a voting member of another affiliated club. Country members shall be excluded from competing in the captain's prize and in such other competitions as the men's or ladies' committees decide within each club,

- 11.1.6 Pavilion members shall comprise persons who wish to enjoy facilities of the clubhouse. Pavilion members shall not be entitled to use the course without payment of the appropriate green fee.
- 11.1.7 Student members and junior members on ceasing to be eligible for these categories and wishing to be elected to another category shall be treated with priority at the next election. Any other category of member wishing to become an ordinary member shall likewise be treated with priority at the next election.
- 11.1.8 Honorary members shall comprise persons whom either the men's or ladies' committees wish 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.
- 11.1.9. Family membership shall cover a husband and wife and their children under eighteen years of age at the commencement of the club year, but no other members of that household. The husband and wife shall enjoy the status of ordinary member.
- 11.1.10 Country family membership shall cover a family as defined in rule 11.1.9. except that the husband and wife shall both satisfy the conditions for country membership as laid down in Rule 11.1.5. Each shall enjoy the status of country membership.
- 11.1.11 Beginner membership shall comprise men and women who permanently reside within 20 miles radius of the

club and who have not previously been members of another golf club. Such membership shall cease at the subsequent AGM of the Parent Body. Thereafter any such member shall be classed as an ordinary member.

- 11.1.12 Cadet members shall comprise boys and girls below the age of 12 who must be accompanied at all times in the club and on the course by a member who has a recognised handicap or a qualified golf instructor.
- 11.1.13 Overseas members shall be members whose home clubs are not governed by the Council Of National Golf Unions.

Rule 12 ENTRANCE FEE

- 12.1 On election, the following categories of member shall be required to pay an entrance fee. Ordinary, family, country and country family.
- 12.2 Student, Junior, Cadet and Juvenile members shall not be required to pay an entrance fee.
- 12.3 When a student or junior member is obliged to relinquish either category and seeks election to any other category within the club, the appropriate entrance fee shall be payable on election at the discretion of the Parent Club.
- 12.4 Should a country, country family or pavilion member apply to become an ordinary member the amount of the entrance fee payable shall be the appropriate amount payable at the date of election as an ordinary member less the amount of entrance fee paid by such member on election to the other category.
- 12.5 The amount of the entrance fee shall be fixed at an annual general or extraordinary general meeting of the Parent Club.

Rule 13 ANNUAL SUBSCRIPTION

- 13.1 All categories of member, except honorary member, shall be required to pay on annual subscription.
- 13.2 The amount payable by the different categories shall be fixed at an annual general or extraordinary general meeting of the Parent Club.
- 13.3 All subscriptions shall be payable on 1st January in any year except as in Rule 15.6.
- 13.4 Any member whose subscription shall be unpaid on 1st March in any year shall cease to be a member of the club, but the committee concerned may re-elect such member without entrance fee, re-nomination or re-posting, within five months from the date when the subscription became due, on payment of all subscriptions and other monies due to the club.
- 13.5 The Committee of Management shall be empowered on receiving a written request from a member, to offer to such members or categories of members, a specified method of annual subscription other than that as described in 13.4
- 13.6 The Committee of Management may be empowered by an Annual General or Extraordinary General Meeting to offer to designated members or categories of member a specified method of subscription other than annual subscription.

Rule 14 CAPITAL LEVY

- 14.1 An annual general meeting or an extraordinary general meeting of the Parent Club shall be empowered to impose a capital levy on members to fund any additional acquisition of land or buildings, construction work or improvement to the course, clubhouse or its environs.
- 14.2 The amount of such levy shall be payable at the same

time as the annual subscription and the same penalties shall apply.

Rule 15 FREEZING OF ANNUAL SUBSCRIPTIONS

- 15.1 On reaching the age of 65 and having completed 5 years as a full member, any subscribing member shall be entitled to notify the Committee of Management of such facts.
- 15.2 Thereafter the subscription payable by such member shall remain the same as that paid in the year of such notification.
- 15.3 The committee of management shall also be empowered to grant similar facilities to members who are widows irrespective of age.
- 15.4. Ordinary members whose subscriptions are frozen shall thereafter not be liable for payment of any capital levy.
- 15.5 Any member covered by this Rule 15 shall have the option of paying the annual subscription in two equal installments, the first payable not later 1st March and the second payable not later than 1st July.

Rule 16 VISITORS AND TEMPORARY MEMBERS

- 16.1 Any member may introduce visitors.
- 16.2 It shall be a condition precedent that the member effecting the introduction shall enter each visitors name, address and date of visit immediately on entering the clubhouse in a book to be kept for the purpose called a "Visitors Book" and such entry must be attested by the signature of the introducing member.
- 16.3 No visitor shall be supplied with excisable liquor in the club premises unless on the invitation of and in the company of the Introducing member.
- 16.4 The charge for visitors shall be fixed from time to time by the annual general meeting or on extraordinary general meeting of the Parent Club, under sub-clause 4.3.5 who

are also empowered to make regulations for the admission of non-playing visitors.

- 16.5 Every playing visitor must procure a numbered Green Fee Voucher bearing the visitors name and date on which the visitor can use the facilities of the course and clubhouse.
- 16.6 On the issue of each Green Fee Voucher the name of the visitor, the number and amount of the Green Fee Voucher and the name of the introducing member must be immediately entered in a 'Green Fee Book'.
- 16.7 In addition the bar steward or his representative or any past or present member of either the men's or ladies' committees or of the committee of management, having made and attested the necessary entry in the Visitor's Book, may permit a person or group not having an Introduction from a member, to play on the course and use the clubhouse as a visitor on payment of the current Green Fee.
- 16.8 The payment of the Green Fee shall entitle the Visitor to temporary membership of the club for the day.
- 16.9. A member who fails to enter a visitor's name in the Visitor's Book shall be liable to a fine not exceeding ten euro and should be personally responsible for the payment of the appropriate Green Fee where applicable.
- 16.10 The committee of management shall have power to suspend the rules permitting the introduction of visitors or temporary members at any time and refuse permission for any particular visitor or temporary member to use the clubhouse or course.
- 16.11 Competitors in club open competitions held on the course and extending for more than one day shall, on payment of the entrance fee for the competition and on such fee being accepted by the committee in charge of the competition, be eligible to use the course and club-

house, without further payment (other than any re-entry fee required for the competition concerned.) or nomination for election, as Temporary Members for that day of the competition only.

- 16.12 Competitors in club competitions limited to one day shall likewise be eligible for Temporary Membership status on the day of the competition only.
- 16.13 Any office bearer or any two members of the committee of management may (and without assigning any cause if they so think right) cancel the admission of any Day Visitor or Temporary Member whose admission may be irregular or whose presence or conduct they may deem objectionable, or who deliberately breaks any of the rules, bye-laws or regulations of the club.
- 16.14 The fee paid by such Visitor or Temporary Member may, at the discretion of the committee of management, be either forfeited or refunded.

Rule 17 FINES AND SUSPENSIONS

- 17.1 The committee of management is empowered to impose fines for breaches of the rules, bye-laws and regulations of the Parent Club in force for the time being or for breaches of the etiquette of golf, and may also at any time (either instead of, or in addition to, fines) temporarily withdraw the use of the clubhouse and course from any member whose conduct or breaches of the rules, bye-laws or regulations may, in the opinion of the committee of management, justify this course.
- 17.2 Any member refusing or failing to pay a fine so imposed within one month after notification thereof, shall be suspended from the use of the clubhouse and course until such fine shall be paid.
- 17.3 Each of the men's and ladies' committees shall report any member of their club to the committee of management

for investigation and penalty under this rule if they, in their absolute discretion, consider the breach warrants it.

Rule 18 TERMINATION OF MEMBERSHIP

- 18.1 The committee of management, with the authority of the men's or ladies' committee concerned shall have the power, to be exercised only in accordance with the provisions of this rule, to deprive a member of membership of the club.
- 18.2 The committee may, by a majority of not less than two thirds of its members then present at a committee meeting, decide that it is in the interest of the club that a member should be called on to resign membership of the club.
- 18.3 The committee shall fix a date for the committee meeting at which the matter of the member's resignation shall be considered. The member shall be given two weeks previous notice of the date and place of the meeting.
- 18.4 The notice shall be in writing and shall inform the member of the committees' decision and of the reasons why the member is being called on to resign. It shall incorporate a copy of this rule.
- 18.5 It shall be deemed to have been duly given if sent by pre-paid post to the member's last known postal address or to the member's last address appearing in the records of the club.
- 18.6 The member may give notice to the honorary secretary of the Parent Club of intention to attend the meeting.
- 18.7 If the member attends the meeting, the committee, having heard what the member may have to offer, shall deal with the matter itself.

- 18.8 The committee of management shall have power, by a majority of not less than two-thirds of its members then present at a committee meeting, to remove the member's name from the list of members of the club.
- 18.9 Where in accordance with the provisions of this rule, the committee remove the name of the member from the list of members of the club such person shall thereupon cease to be a member of the club and shall be notified accordingly in writing.
- 18.10 Any category of member may be deprived of membership in accordance with the provisions of this rule.

Rule 19 GENERAL MEETINGS

- 19.1 The men's club
- 19.1.1 The annual general meeting of the men's club shall save in exceptional circumstances, be held before December 31st for receiving the men's club committee's Annual Report and the Financial Statement for the year ended the previous 31st October, for electing office bearers, member of the committee, revising (subject to approval of Parent Club) its rules and transacting such other business of the men's club as may be on the agenda.
- 19.1.2 Seven days notice, at least, of such annual general meeting shall be given to the male ordinary members of the club who are the only persons entitled to attend and vote at an annual general meeting of the men's club.
- 19.1.3 Such notice shall be published in one daily and one weekly issue of a newspaper circulating in the locality of the club stating the time and place of the meeting, and in the case of an AGM, shall be accompanied by the Financial Statement.
- 19.1.4 Notices of motion must be made to the honorary secretary in writing at least four days before the date of such meeting.

19.1.5. Such notices shall be promptly posted in main entrance hall of the clubhouse.

19.1.6. Notices of motion not made as required cannot be considered at the annual general meeting,

19.2 - The Ladies' Club

19.2.1. The annual general meeting of the ladies' club shall, save, in exceptional circumstances, be held before December 31st for receiving the ladies' club committee's Annual Report and the Financial Statement for the year ended the previous 31st October for electing office bearers, members of committee, revising (subject to the approval of the Parent Club) its rules and transacting such other business of the ladies' club as may be on the agenda.

19.2.2. Seven days notice, at least, of such annual general meeting shall be given to the female ordinary members of the club who are the only persons entitled to attend and vote at the annual general meeting of the ladies' club.

19.2.3. Such notice shall be published in one daily and one weekly issue of a newspaper circulating in the locality of the club stating the time and place of the meeting, and in the case of an AGM, shall be accompanied by the Financial Statement.

19.2.4. Notices of motion must be made to the honorary secretary in writing at least four days before the date of such meeting.

19.2.5. Such notices shall be promptly posted in the main entrance hall of the clubhouse.

19.2.6. Notices of motion not made as required cannot be considered at the annual general meeting.

19.3 The Parent Club

19.3.1 The annual general meeting of the Parent Club shall, save in exceptional circumstances, be held in the month

of December for receiving the committee of management's Annual Report and the Financial Statement for the year ended the previous 31st October, for electing office bearers, auditors, members of committee, revising rules and transacting such other business of the club as may be on the agenda.

- 19.3.2. Seven days notice at least of such annual general meeting shall be given to the members of the club entitled to attend and vote. Such notice shall be accompanied by a copy of the report and duly audited Financial Statement.
- 19.3.3. Notices of motion must be made to the honorary secretary in writing at least four days before the date of such meeting.
- 19.3.4. Such notices shall be promptly posted in the main entrance hall of the clubhouse.
- 19.3.5. Notices of motion not made as required cannot be considered at the annual general meeting except as provided in clause 19.4 hereof.

19.4 Notification to Parent Club

- 19.4.1. Immediately following the annual general meetings of each of the men's and ladies' clubs the respective honorary secretaries shall notify the honorary secretary of the Parent Club of the names of the president, captain and vice-captain of their club who shall represent that club on the committee of management for the ensuing year. 19.4.2 Each officer shall also forward to the honorary secretary of the Parent Club for submission such Notices of Motion or recommendations as such club wishes to submit for consideration at the annual general meeting of the Parent Club.
- 19.4.3 Any such Notice of Motion or Recommendation may be discussed at the discretion of the Presiding Chairman, under the heading of any other business at such meet-

ing if it is not received in time for inclusion on the agenda for the meeting.

19.5 Extraordinary General Meetings

19.5.1. Extraordinary General Meetings of any of the clubs may be called at any time by direction of the committee of the club concerned or on requisition to the honorary secretary of the club concerned, signed by at least fifteen members entitled to vote at such meeting, stating the business to be brought forward.

19.5.2. On receipt of such requisition it shall be the duty of the committee of such club to have a general meeting called without delay and failing notice calling such meeting being issued by direction of the committee concerned within fourteen days after receipt of the requisition by the honorary secretary, the fifteen members who have signed the requisition may issue notice of a general meeting, which notice shall be sufficient if published in one issue of a newspaper circulating in the locality of the club at least seven days before the date fixed for such meeting.

19.6 - Chairperson at General Meetings

19.6.1. The President, or if absent, the captain shall preside at all General Meetings of the men's club and the ladies' club respectively.

19.6.2. The chairperson of the committee of management shall preside at all general meetings of the Parent Club.

19.6.3. If any of the foregoing officers are absent or decline to preside any other chairperson may be appointed by the meeting.

19.6.4. The chairperson in addition to a deliberative vote, shall have and shall exercise a casting vote.

Rule 20 NOTICES OF GENERAL MEETINGS

- 20.1 Seven days notice of annual general meetings or extraordinary general meetings shall be given to the members entitled to vote and such notice shall specify the time and place of such meeting and the business to be transacted.
- 20.2 All notices of annual general meetings or extraordinary general meetings shall be published in one daily and one weekly issue of a newspaper circulating in the locality of the Club, stating the time and place of the meeting. In addition such notice shall be posted in the clubhouse, stating the business of the meeting, and in the case of an AGM, shall be accompanied by the Financial Statement.

Rule 21 MODE OF VOTING AT GENERAL MEETINGS

- 21.1 No proxies shall be allowed.
- 21.2 Voting shall be either by a show of hands or by ballot.
- 21.3 Ballot shall mean a vote on voting paper.
- 21.4 A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by some other club rule.
- 21.5 In the event of a tie the chairperson shall have and shall exercise a casting vote as provided in sub-clause 19.6.4.
- 21.6 If any member at a general meeting proposes that the mode of voting on any particular matter should be by ballot and this is seconded by another member, and supported by at least three other members, then the matter shall be decided by ballot.
- 21.7 An election of candidates for membership of the committee of either the men's or ladies' club or for membership of the committee of management or for membership of the social committee shall be by ballot and all members voting must vote for the full number of candi-

dates for whom there are vacancies otherwise such voting paper is invalid.

Rule 22 MINUTE BOOKS

- 22.1 The men's club, the ladies' club and the Parent Club shall each keep:
 - 22.1.1. A minute book in which shall be recorded the minutes of annual general and special general meetings and also
 - 22.1.2. A minute book in which shall be recorded the minutes of all committee meetings held in compliance with clause 7.3.
 - 22.1.3 The respective minutes shall be read out at the next general or statutory committee meeting and, when approved as being a correct record, shall be signed and dated by the chairperson.
 - 22.1.4 The men's club and ladies' club shall each submit its minute books to the committee of management when required.
 - 22.1.5. Custody of minute books shall be the responsibility of the respective hon. secretaries and filing of used minute books shall be at discretion of respective committees.

Rule 23 PLAYING FACILITIES

- 23.1 The committee of management, in consultation with the men's and ladies' committee, shall prescribe the days and times when the members of the men's club or the ladies' club shall have the use of the course for competitions or when the course is reserved for team matches or union, branch or district events.
- 23.2. It shall also decide on the facilities to be afforded to societies.
- 23.3. The committee shall also be empowered to direct the days and times when fourballs, threeballs, or singles shall have priority and generally regulate the use of the course for the benefit of members.

Rule 24 PERSONAL PROPERTY

- 24.1. Any personal belongings of members, visitors and others, brought to, or kept at, or left on the premises of the club (either in the clubhouse or outside in the car park or on the course) shall be at the sole risk of the owners, and neither the club nor any committee shall be responsible for any loss or damage thereto however arising, but this rule shall not prejudice any claims by the club or the owners against insurance companies in case of fire, or when otherwise covered by insurance.

Rule 25. - REGISTRATION OF CLUBS ACTS 1904 TO 2000 LICENSING ACTS 1833 TO 2000

- 25.1 No person other than a member (as defined in clause 3.3 hereof) shall order or pay for refreshments in the clubhouse. Cash must be paid for every expense incurred in the clubhouse before the person ordering leaves the premises.
- 25.2 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 being supplied with such liquor, enter his or her 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 each visitor.
- 25.3 The 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.
- 25.4. No excisable liquors shall be sold or supplied for consumption outside the premises of the club, except to members of the club, between the hours of eight o'clock

- in the morning and ten o'clock at night.
- 25.5 No excisable liquor shall be sold or supplied in the club premises to any person under the age of eighteen years.
- 25.6 No member of the committee or officer, and no manager or servant employed by the club shall have any personal interest in the sale to the club of supplies of excisable liquor, or in the profits arising from such sale.
- 25.7 Subject to the exceptions contained in rule 25.8 no excisable liquor shall be supplied for consumption on the club premises to any person (other than a club member lodging in the club premises) or to be consumed on the club premises by any person (other than such a member), (a) At any time on Christmas Day or Good Friday, or (b) on any other day, outside the hours specified in respect of that day in section 2 (1) (b) (as substituted by section 3 of the Intoxicating Liquor Act 2000) of the Intoxicating Liquor Act 1927.
- 25.8 Nothing contained in the registration of Clubs Acts, 1904-1999, or contained by virtue only of the operation of clause 25.7 hereof, in the rules of a club registered under those acts shall operate to prohibit the supplying for consumption on the club premises of excisable liquor to any person or the consumption of excisable liquor on those premises by any person (a) on Christmas Day, between 12.00 midday and 10.00pm or (b) on any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the club, by virtue of rule 25.7(b) to supply any excisable liquor for consumption on the club premises. If in each case the excisable liquor is (i) ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and (ii) consumed by that person during the meal or after the meal has ended.

Rule 26 CHANGE OF CONSTITUTION AND RULES

- 26.1 No rule of either the men's club or the ladies' club shall be repealed or altered or new rule made except at a general meeting of such club and by the consent of at least two thirds of the members present and entitled to vote at such meeting and written notice of the proposed change must be sent to the honorary secretary with the names of the proposer and seconder attached, at least four days previous to the meeting at which same is to be considered.
- 26.2 Any change in the rules of the men's club must be submitted to the Golfing Union of Ireland for approval prior to adoption.
- 26.3 The honorary secretary shall place the notice on the agenda of the club concerned and acquaint the committee of management of same.
- 26.4 Any repeal, alteration or new rule so passed is subject to approval of the Committee of Management of the Parent Club.
- 26.5 No rule of the Parent Club shall be repealed or altered or new rule made except at a general meeting and by the consent of at least two thirds of the members present and entitled to vote at such meeting and written notice of the proposed change must be sent to the honorary secretary with the names of the proposer and seconder attached, at least four days previous to the meeting at which it is to be considered.
- 26.6 Any change in the constitution which effects the rules of the men's clubs must be submitted to the Golfing Union of Ireland for approval prior to adoption.
- 26.7 The honorary secretary shall place the notice on the agenda.
- 26.8 Proposals to repeal, alter or make a new rule of either the Men's Club, the Ladies' Club or the Parent Club shall, on

receipt by the relevant Honorary Secretary, be promptly posted in the main entrance-hall of the Clubhouse.

Rule 27 RULES OF GOLF & LOCAL RULES

- 27.1 The rules of the game of golf for the men's and ladies' clubs shall be the rules of golf as approved by the Royal & Ancient Golf Club of St. Andrews.
- 27.2 In addition to the committee of management, in consultation with the men's and ladies' committees in compliance with sub-clause 7.5.2 shall from time to time prescribe such local rules as it considers necessary having regard to the nature of the course or otherwise provide such local rules are not contrary to or at variance with the rules of golf or directives issued by the respective union to which the men's or ladies' club is affiliated.

Rule 28 BYE LAWS

- 28.1 The committee of management shall have power from time to time in compliance with sub-clause 7.5.1. to make such bye-laws as it considers necessary and to alter and repeal same.
- 28.2 Each of the men's and ladies' clubs shall have power from time to time to make such bye laws as it considers necessary for matters under its jurisdiction but every such bye law shall be subject to ratification by the committee of management.

Rule 29 NUISANCE

No animals shall be allowed on the course,

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