



The Constitution of

Carlow Golf Club

(As of 8-12-2007)

CONTENTS

1. Preliminary, Definitions, and Interpretations.
2. Title and Ownership.
3. Membership.
4. Objects:
 - 4.1 Men's Club.
 - 4.2 Ladies' Club.
 - 4.3 Joint Club.
5. Trustees.
6. Officers and Chairpersons:
 - 6.1 Officers of Men's Club.
 - 6.2 Chair at Meetings of Men's Club.
 - 6.3 Officers of Ladies' Club.
 - 6.4 Chair at Meetings of Ladies' Club.
 - 6.5 Officers of Joint Club & Committee of Management
 - 6.6 Chair at Meeting of Joint Club & Committee of Management
7. Casting Vote.
8. President of Club.
9. Committees:
 - 9.1 Men's Club.
 - 9.2 Ladies Club.
 - 9.3 Joint Club.
 - 9.4 Administration.
10. Finance:
 - 10.1 The Joint Club.
 - 10.2 The Men's Club.
 - 10.3 The Ladies Club.
11. Election of Members.
12. Categories of Members.
13. Entrance Fee.
14. Annual Club Subscription.
15. Capital Levy.
16. Freezing of Annual Club Subscriptions.
17. Visitors and Temporary Members.

Constitution of Carlow Golf Club 8-12-2007


19. Disciplinary Procedures (Misconduct by Member)
20. General Meetings:
 - 20.1 The Men's Club.
 - 20.2 The Ladies' Club.
 - 20.3 The Joint Club.
21. Change to Articles of the Constitution and Rules of the Clubs
22. Leave of Absence.
23. Minute Books.
24. Personal Property.
25. Playing Facilities.
28. Rules of Golf and Local Rules.
29. Bye-Laws.
30. Standing Orders for Joint Club & Men's Club A.G.M.'s / S.G.M.'s.
31. Standing Orders for Ladies A.G.M.'s / S.G.M.'s.

CARLOW GOLF CLUB

(or Golf Chumann Cheatharlacha)

Constitution & Rules

1. Preliminary Definitions & Interpretations:

- 1.1 Articles herein contained are indicated by consecutive numbers.
- 1.2 Clauses are indicated by consecutive numbers preceded by Article number.
- 1.3 Sub-clauses are indicated by consecutive numbers preceded by article, clause and sub clause numbers. Sub clauses are indicated by consecutive numbers preceded by article and clause numbers.
- 1.4 Sub-sub-clauses are indicated by consecutive numbers preceded by article, clause and sub-clause numbers.
- 1.5 The Men's committee shall mean the committee referred to in article 9, sub-clause 9.1.1.
- 1.6 The Ladies' committee shall mean the committee referred to in article 9, sub-clause 9.2.1.
- 1.7 The Committee of Management shall mean the committee referred to in article 9, sub-clause 9.3.1.
- 1.8 The name or title "Club", without qualification, shall mean the Men's Club, the Ladies' Club or the Joint Club where the context so admits or requires.
- 1.9 The name or title "Committee" and the Officers and Members thereof, without qualification, shall mean the Men's Committee, the Ladies' Committee or the Committee of Management or each of their Officers and Members where the context so admits or requires.
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2. Title & Ownership:

- 2.1 The name of the Club shall be Carlow Golf Club or Cumann Gailf Cheatharlacha and this name shall be the common name by which the Men's Club, the Ladies' Club and the Joint Club shall be individually and collectively known.
- 2.2 The official address of the Club is Deerpark, Carlow.

Constitution of Carlow Golf Club 8-12-2007

2.3 The ownership of the Club property shall be vested in the Trustees for the time being of the Club on behalf of the Full Members as defined by Sub-Clause 12.1.1. The Full Members only shall have control of the affairs of the club.

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

- a) reasonable and proper remuneration to any member or officer of the organisation for any services rendered to the organisation (other than as an officer);
- b) reasonable and proper remuneration, to any company of which a member or officer of the organisation is a director or share holder, for any services rendered to the organisation;
- c) interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the organisation to the organisation;
- d) reasonable and proper rent for premises demised and let by any member of the organisation (including any Officer) to the organisation;
- e) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the organisation;
- f) fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

2.5 If upon the winding up or dissolution of the organisation there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the organisation. Instead such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the organisation. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the organisation under or by virtue of Clause 2.4 hereof. Members of the organisation 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."

2.6 No addition, alteration or amendment shall be made to or in the provisions of the Main Object(s), Income and Property and the Winding-Up Clauses in this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

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



3. Membership:

- 3.1 The membership of the Men's club shall consist of male playing members.
- 3.2 The membership of the Ladies' club shall consist of female playing members.
- 3.3 The membership of the Joint Club shall consist of all members of each of the Men's and the Ladies' Clubs and Pavilion Members.

4. Objects:

- 4.1 The Men's Club shall: -
 - 4.1.1 Promote the Amateur Game of Golf amongst its members.
 - 4.1.2 Accept and abide by the Constitution and Bye-Laws of the Golfing Union of Ireland to which the club is affiliated and Bye-Laws of the Leinster Branch of such Union in whose Province the course is located.
 - 4.1.3 Accept and apply the Handicapping System as currently 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 R & A Rules Ltd. as the sole authority of prescribing and implementing the Rules of Golf and The Rules of Amateur Status.
 - 4.1.5 Authorise the Joint Club to manage matters of common interest (other than the game of golf and its related activities) which the Men's Club has with the Ladies' Club subject to and 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 Accept and abide by the Constitution and Bye-Laws of the Irish Ladies Golf Union and the Bye-Laws of the Midland District in which the course is located.
 - 4.2.3 Accept and apply the Handicapping System as currently 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 R & A Rules Ltd. as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.
 - 4.2.5 Authorise the Joint Club to manage matters of common interest (other than the game of Golf and its related activities) which the Ladies' Club has with the Men's Club subject to and as provided in these rules.

Constitution of Carlow Golf Club 8-12-2007

4.3 The Joint Club shall: -

4.3.1 Provide facilities for the playing and promotion of the Amateur game of golf by men, women, students and juveniles and generally promote amateur games and other social activities amongst its members.

4.3.2 Manage matters of common interest of both the Men's and the Ladies' Clubs which shall include: -

4.3.2.1 Provision of and responsibility for the maintenance and upkeep of the course and clubhouse and their environs to the standard required by club members.

4.3.2.2 Provision of Bar and Catering facilities and all these entail.

4.3.2.3 Collection of Annual Subscriptions and other Club Levies payable by Members.

4.3.4 Determine annually:

4.3.4.1 Club Entrance Fee.

4.3.4.2 Annual Subscription.

4.3.4.3 Capital Levy.

To be paid by members of different categories of playing member in each of the Men's and Ladies' Clubs.

4.3.5 Determine the annual subscription to be paid by Pavilion Members in the Joint Club.

4.3.6 Any alteration in any of the sub clauses 4.3.4 & 4.3.5 shall be decided at an A.G.M. or S.G.M. of the Joint Club

4.3.7 Determine the rate of Green Fee payable by visitors to the Club.

4.3.8 Generally to act in the promotion and advancement of the interests of the Club and the improvement of the facilities available to Members.

4.3.9 The aforementioned functions shall be carried out on behalf of the Joint Club by the Committee of Management as forming part of the business and affairs of the Joint Club as provided for in sub-clause 9.3.1.

5. *Trustees:*

5.1 The Trustees shall be not more than 3 and not less than 2 in number and shall be full members or Honorary members who were previously full members of the Joint Club.

Constitution of Carlow Golf Club 8-12-2007

5.2 The Trustees shall hold office for a period of six years or until they resign, cease to be Full Members or Honorary members or are removed from office by resolution of a General Meeting of The Joint Club. Trustees shall retire, in rotation, one every two years, and will be ineligible for reappointment. Nominations for trustees shall be proposed and seconded by full members of the Club. The list of nominations shall be posted on the Club noticeboard at least 14 days prior to the A.G.M. of the Club. The list of nominations shall close at 5.00 p.m. three days before the A.G.M. A copy of the list of nominations shall be available to each member who attends the A.G.M., said list shall act as a ballot paper.

5.2.1 To be eligible for election as a trustee of the Club, the nominee must be a full member or an honorary member of the Club for at least fifteen years and may not be elected as a member of the Joint Committee during his/her term of office.

5.2.2 The Joint Committee shall have the authority to fill any vacancy among the trustees during the year. Such appointees shall hold office until the next A.G.M. Such period of office shall not count when calculating service for Article 5.2.

5.2.3 The office of any trustee shall be vacated by such trustee resigning there from, or on ceasing to be a member of the Club, or on being removed from office by a resolution at an A.G.M. or S.G.M. of the Joint Club.

5.3 The Club premises and such other property of the Club as the Committee of Management shall determine shall be vested in and under the legal control of the Trustees, and such Trustees shall deal with the property of the club as directed by a resolution of the Committee of Management of which an entry in the minute book of that Committee shall be sufficient evidence.

5.4 If the Trustees, when directed by a resolution of the Committee of Management to perform a certain act, consider that the performance of such act is one of such importance that they consider that the members of the Joint Club should be consulted, then the Trustees may refuse to perform such act until the members of the Joint Club have been consulted at an Annual General Meeting or Special General meeting and a resolution is passed at such meeting authorising or refusing to authorise the Trustees to perform such act as was originally directed by the committee of Management.

5.5 One trustee shall normally represent the trustees as observer to the Committee of Management. If they so wish, all trustees may attend management meetings. The trustee shall not have a vote.

5.6 The Trustees shall be indemnified out of the Joint Club property and assets in respect of all transactions directed by a resolution of the Committee of Management and against all liabilities and expenses necessarily incurred as a result of their Trusteeship and in the event of the Joint Club property and assets being deficient, such deficiency shall be made good by the Full Members on whose behalf the property and assets of the Club are held.

6. *Officers & Chairpersons:*

6.1 Officers Of The Men's Club:

Constitution of Carlow Golf Club 8-12-2007

The Officers of the Men's club shall be a Captain, a vice Captain, an Honorary Competitions Secretary, and a Handicap Secretary, all of whom shall be full members and shall have been proposed, seconded and ratified by those present at the A.G.M. in accordance with the Constitution.

6.1.1. The vice Captain will have served for a minimum of two years on either the Management and/or the Men's club committee prior to his appointment to the position.

6.2 Chair At Meeting Of Men's Club:

6.2.1 At meetings of the Men's Committee, the chair shall be taken by the Captain or, if absent, by the Vice Captain. In the absence of both or if both elect not to take the chair, any member of the Committee nominated by it shall be moved to the chair.

6.2.2 The Captain shall take the chair at Annual General Meetings or Special General Meetings of the Men's Club. In the Captain's absence or at the Captain's request, the Vice-Captain shall take the chair. In the absence of both or if both elect not to take the chair, any member of the Men's committee nominated by the meeting shall be moved to the chair.

6.3 Officers Of The Ladies' Club:

The Officers of the Ladies' club shall be a Captain, a vice Captain, an Honorary Secretary, an Honorary Treasurer, an Honorary Competitions Secretary and an Honorary Handicapping Secretary and shall have been proposed, seconded and ratified by those present at the A.G.M. in accordance with the Constitution. The vice Captain will have served for a minimum of two years on either the management committee or the Ladies Club committee prior to her appointment to the position and shall be a full member of the club.

6.4 Chair At Meetings Of The Ladies' Club:

6.4.1 At meetings of the Ladies' Committee, the chair shall be taken by the Captain or, if absent, by the Vice Captain. In the absence of both or if both elect not to take the chair, any member of the Committee nominated by it shall be moved to the chair.

6.4.2 The Captain shall take the chair at Annual General Meetings or Special General meetings of the Ladies' club. In the Captain's absence or at the Captain's request, the Vice-Captain shall take the chair. In the absence of both or if both elect not to take the chair, any member of the Ladies' committee nominated by the meeting shall be moved to the chair.

6.5 Officers of the Joint Club and Committee of Management.

6.5.1 The Officers of the Joint Club shall be the President, the Captains of the Men's and Ladies clubs, the Vice-Captains of the Men's and Ladies clubs, an Hon. Secretary, and an Hon. Treasurer, all of whom shall be full members and shall have been proposed, seconded and ratified by those present at the A.G.M. in accordance with the Constitution.

Constitution of Carlow Golf Club 8-12-2007

6.5.2. At it's first meeting each year, the Joint Club committee shall elect it's Chairperson (who shall be either the Captain of the Men's club or the Captain of the Ladies' club), and it's Vice Chairperson.

6.6 Chair at meetings of the Joint Club and Committee of Management.

6.6.1 If the Chairperson and Vice Chairperson are absent from a Joint Club committee meeting then the members present shall appoint one of their number to the chair.

6.6.2 The President of the Joint club shall take the chair at Annual General Meetings or Special General meetings of the Joint Club. In the President's absence, the Chairman of the Joint club shall be moved to the chair. In the absence of both the President and the Chairman of the Joint club, any committee member may be moved to the chair.

7. *Casting Vote:*

7.1 With the exception of clause 19.5, at all meetings the Chairperson shall, in addition to a personal vote also have a casting vote which he/she may exercise in the event of there being an equality of votes for and against any matter which is to be decided by vote at the meeting.

8. *President of (Joint) Club:*

8.1 The President of the club shall be elected annually and shall be ineligible for re-election. In even years, the President will be a member of the Ladies club. In odd years, the President will be a member of the Men's club. The President shall be a full member of the club.

9. *Committees:*

9.1 Mens Club:

9.1.1 The business and affairs of the Men's club shall be managed by a committee (hereinafter referred to as the Men's committee) consisting of the four officers of the Men's club together with five other full members of the Men's club who shall be elected in accordance with the following procedure. Except as otherwise provided for in the rules, the Men's Committee shall:

9.1.1.1 Be elected annually by the full and honorary members present at the Annual General meeting of the Men's club.

9.1.1.2 Retire at the next subsequent Annual General meeting of the Men's club after their election, but they shall be eligible for re-election.

Constitution of Carlow Golf Club 8-12-2007

9.1.1.3 The officers and members of the Men's committee will retire annually and will be eligible for re election.

9.1.1.4 The election of candidates for membership of the Committee of the Men's Club shall be by secret ballot. In the event of a tie, the selection of the Committee shall be decided by lot, in a manner to be determined and carried out by the Chairperson, in the course of the meeting".

9.1.2. The committee shall have power to fill vacancies occurring in their number 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 proposed and seconded and elected by a majority of the members present and voting at an ordinary monthly meeting of the committee.

9.1.2.A The committee shall have the authority to appoint an acting officer in the event of the demise or retirement of an officer during his term of office. Such acting officer need not be an existing member of the committee. Such acting officer shall have a vote at committee meetings.

9.1.3 A list of candidates for the Men's committee with names of proposers and seconders who shall be full members of the Men's club shall be posted on the notice board in the club house at least fourteen days before an Annual General meeting of the Men's club. Such list shall close at 5.00 p.m. three days before the said Annual General meeting. The Vice-Captain of the Men's club shall have a copy of the said list available for each member who attends the said Annual General meeting and same shall act as members' ballot papers. Should there be insufficient nominations, for the committee on the said list, the chairman shall call for further nominations at the said Annual General meeting.

9.1.4 The Men's committee shall meet, at least eight times in a year. Five members shall form a quorum.

9.1.5 The Men's committee shall have power to appoint sub-committees, to define the scope and terms of the authority of such sub-committees and to delegate to and confer upon them the powers necessary for the discharge of their respective functions. All classes of members of the Men's club may act on sub-committees. A sub-committee shall retire when the function for which it was appointed is completed but it's term shall not extend beyond the term of the committee which appointed it. A sub-committee shall report it's activities monthly to the committee which appointed it or as directed by that committee. No sub-committee may be appointed to elect members.

9.2 Ladies' Club:

9.2.1 The business and affairs of the Ladies' club shall be managed by a committee (hereinafter referred to as the Ladies' committee) consisting of the six officers of the Ladies' club together with six other members of the Ladies' club who shall be elected in accordance with the following procedure. Except as otherwise provided for in the rules, the Ladies' committee shall:

9.2.1.1 Be elected annually by the members present at the Annual General meeting of the Ladies club.

9.2.1.2 Retire at the next subsequent Annual General meeting of the Ladies' club after their election, but they shall be eligible for re-election.

Constitution of Carlow Golf Club 8-12-2007

9.2.2. The election of candidates for membership of the Committee of the Ladies Club shall be by secret ballot. In the event of a tie, the selection of the Committee shall be decided by lot, in a manner to be determined and carried out by the Chairperson, in the course of the meeting.

9.2.2.A The committee shall have power to fill vacancies occurring in their number 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 proposed and seconded and elected by a majority of the members present and voting at a monthly meeting of the committee.

9.2.2.B The committee shall have the authority to appoint an acting officer in the event of the demise or retirement of an officer during her term of office. Such acting officer need not be an existing member of the committee. Such acting officer shall have a vote at committee meetings.

9.2.3 A list of candidates for the Ladies' committee with names of proposers and seconders who shall be members of the Ladies' club shall be posted on the notice board in the club house at least, fourteen days before an Annual General meeting of the Ladies' club. Such list shall close at 5.00 p.m. three days before the said Annual General meeting. The Honorary Secretary of the Ladies' club shall have a copy of the said list available for each member who attends the said Annual General meeting and same shall act as members' ballot papers. Should there be insufficient nominations, for the committee on the said list, the Chairperson shall call for further nominations at the said Annual General meeting.

9.2.4 The Ladies' committee shall meet at least once in each calendar month. Seven members shall form a quorum.

9.2.5 The Ladies' committee shall have power to appoint sub-committees, to define the scope and terms of the authority of such sub-committees and to delegate to and confer upon them the powers necessary for the discharge of their respective functions. All classes of members of the Ladies' club may act on sub-committees. A sub-committee shall retire when the function for which it was appointed is completed, but its term shall not extend beyond the term of the committee which appointed it. A sub-committee shall report its activities monthly to the committee which appointed it or as directed by that committee. No sub-committee may be appointed to elect members.

9.3 Joint Club:

9.3.1 The business and affairs of the Joint Club shall be managed by a Committee of Management consisting of seven officers of the Joint Club and eight other full members of the club.

9.3.2 The fifteen full members of the Joint Club committee shall be elected annually:

9.3.2.1 The Captain and vice-Captain of the Men's Club, the Captain and vice Captain of the Ladies' club who are automatically deemed elected.

9.3.2.2 The President, an Hon. Secretary, and an Hon. Treasurer, to be elected at the Annual General meeting of the Joint Club.

Constitution of Carlow Golf Club 8-12-2007

9.3.2.3 Eight full members elected from the floor at the Annual General Meeting of the Joint Club having been proposed and seconded in the correct manner. Members so elected will retire annually.

9.3.2.3.A A list for nominations of candidates for the Joint Committee with names of proposers and seconders who shall be full members of the Joint Club shall be posted on the notice board in the clubhouse at least fourteen day before an Annual General Meeting of the Joint Club. Such a list shall close at 5.00 p.m. three days before the said Annual general meeting. The Honorary Secretary of the Joint Club shall have a copy of the said list available for each member who attends the said Annual General meeting and same shall act as members' ballot papers. Should there be insufficient nominations for the committee on the said list, the Chairperson shall call for further nominations at the said Annual General meeting.

9.3.2.8 Election of candidates for membership of the committee of the Joint Club shall be by secret ballot. In the event of a tie, the selection of the Committee shall be decided by lot, in a manner to be determined and carried out by the Chairperson, in the course of the meeting.

9.3.2.8.A The committee shall have the authority to appoint an acting officer in the event of the demise or retirement of an officer during his/her term of office. Such acting officer need not be a member of the management committee. Such acting officer shall have a vote at management committee meetings.

9.3.2.9 The Honorary Secretary shall chair the first meeting of the Joint Club until a new Chairperson is elected. At the first meeting, the election of a Chairperson shall be the first item on the agenda. In the absence of the Honorary Secretary, any member may be moved to the chair.

9.3.3 The members of the committee of management shall take office immediately after an Annual General Meeting of the Joint Club and serve until the next Annual General Meeting of the Joint Club has been declared closed by the chairman.

9.3.4 The committee of management shall meet at least once each calendar month. Eight members shall form a quorum.

9.3.5 The committee of management shall have power to appoint such management and staff upon such terms and conditions as the committee of management may determine and to terminate such appointments and also have power to appoint substitutes as may be required.

9.3.6 The Committee of Management shall have power from time to time to borrow for the purposes of Carlow Golf Club such sum or sums of money as it shall think fit, and the Trustees, on being instructed by the committee of management shall secure the repayment of any money so borrowed, raised or owing by mortgage, deposit of title deeds or securities, charge, lien or otherwise upon the whole or any part of the club's property.

9.3.7 The Committee of Management shall have power to appoint sub-committees, to define the scope and terms of the authority of such sub-committees and to delegate to and confer upon them the powers necessary for the discharge of their respective functions. All classes of members may act on sub-committees. A sub-committee shall retire when the function for which it was appointed is completed, but its term shall not extend beyond the term of the committee which appointed it. A sub-committee shall report its activities monthly to the committee which appointed it, or as directed by that committee.

Constitution of Carlow Golf Club 8-12-2007

9.3.8 The Committee of Management shall be authorised to fix admission charges for dances or other special functions held in the club house. They shall have power to refuse permission for any particular visitor to use the club house or course.

9.3.9 The Committee of Management shall have power to engage a professional and determine his retainer, duties and conditions of employment and the fees to be paid to him by members for his service. A list of fees payable shall be posted in the pavilion.

9.3.10 The committee of management shall be empowered to make such bye-laws and regulations for the management of the club as they may consider necessary but which shall not be inconsistent with or in contravention of these rules.

9.3.11 Every person using the pavilion or course shall be subject to and must comply with all rules, bye-laws and regulations in force.

9.3.12 Notice of new bye-laws shall be posted on the notice board in the pavilion.

9.4 Administration:

9.4.1 The Vice-Captain of the Men's club shall be responsible for the every day affairs of that club except such duties which are specifically assigned to another officer of the Men's club or to the General Manager.

9.4.2 The Honorary Secretary of the Ladies' club shall be responsible for the every day affairs of that club except such duties which are specifically assigned to another officer of the Ladies' club or to the General Manager.

9.4.3 The Honorary Secretary of the Joint Club shall be responsible for the every day affairs of that club except such duties which are specifically assigned to another officer of the Joint Club or to the General Manager.

9.4.4 All written complaints concerning matters under the jurisdiction and control of the committee of any of the clubs mentioned in sub-clauses 9.4.1, 9.4.2 and 9.4.3 shall be referred primarily to the Secretary of that club (or, in the case of the Men's club, the Vice-Captain) who, if unable to resolve the matter complained of, shall place the complaint on the agenda for the next meeting of the committee of such club for investigation and decision.

9.4.5 The Honorary Secretary of the Joint Club shall also act as liaison officer between the Committee of Management and each of the Men's and the Ladies' committees.

10. Finance:

10.1 The financial affairs of the Joint Club shall be operated as follows:

10.1.1 The Honorary Treasurer of the Joint Club shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Joint Club.

10.1.2 The banking account shall be kept in the name of the Joint 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 as authorised by resolution of the committee of management.

10.1.3 The Honorary Treasurer of the Joint Club shall issue an audited statement of the affairs of the Joint Club for the financial year ended 30th September for consideration by the committee of management and for presentation and approval by the members at the Annual General meeting of the Joint Club which shall be held not later than the first Friday of the following December.

10.1.4 The committee of management shall make grants to each of the Men's and Ladies' clubs from time to time on request being made by the Men's committee or the Ladies' committee, in order to defray the expenses incurred by the particular committee including monies for payment to the golfing union of Ireland of the annual per capita subscription and provincial levy on members as required by the bye-laws of that union and for payment to the Irish Ladies' golfing union of the annual per capita subscription in respect of members as required by that union and as collected from the members in accordance with rule 14.1

10.2 The financial affairs of the Men's club shall be operated as follows:

10.2.1 The Vice-Captain 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.

10.2.2 The Men's committee shall be responsible for the payment to the golfing union of Ireland of the annual per capita subscription and provincial levy on members as required by the bye-laws of that union.

10.2.3 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.

10.2.4 The Vice-Captain of the Men's club shall issue a financial statement of the affairs of the Men's club for the year ended 30th September for consideration by the Men's committee and for presentation and approval by the members at the next Annual General meeting of the Men's club which shall be held not later than the last Friday in November.

10.2.5 Following the Annual General meeting of the Men's club at which the financial statement is considered, the Vice-Captain shall immediately forward a copy of the approved financial statement to the Honorary Treasurer of the committee of management.

10.3 The financial affairs of the Ladies' club shall be operated as follows:

Constitution of Carlow Golf Club 8-12-2007

10.3.1 The Honorary Treasurer of the Ladies club shall keep full and detailed accounts, books and records showing the financial affairs, receipts and disbursements of the Ladies' club.

10.3.2 The Ladies' committee shall be responsible for the payment to the Irish Ladies golf union of Ireland of the annual per capita subscription on members as required by the constitution of that union.

10.3.3 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.

10.3.4 The Honorary Treasurer of the Ladies' club shall issue a financial statement of the affairs of the Ladies' club for the year ended 30th September 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 the last Wednesday in November following.

10.3.5 Following the Annual General meeting of the Ladies' committee at which the financial statement is considered, the Honorary Treasurer shall immediately forward a copy of the approved financial statement to the Honorary Treasurer of the committee of management.

10.4 All bank accounts of the three clubs shall be maintained in the same bank as determined by the committee of management.

11. Election of Members:

11.1 Subject to the agreed limitation by the committee of management as to the number of members electable to the different categories of member:

11.1.1 The election of all male playing members shall be in the hands of the Men's committee.

11.1.2 The election of all female playing members shall be in the hands of the Ladies committee.

11.1.3 The election of all pavilion members shall be in the hands of the committee of management.

11.1.4 The election of Honorary members shall be in the hands of the committee of management who shall forward the names of suitable persons to the Vice Captain Secretary of the Men's club or the Honorary Secretary of the Ladies' club as may be appropriate, for inclusion in the agenda of an appropriate general meeting.

11.1.5 The committee of management can decide to open membership for an individual who has demonstrated exceptional ability in playing golf, and shall forward the names of such suitable persons to the Secretary of the Men's club or the Honorary Secretary of the Ladies club as may be appropriate.

11.1.6 The maximum number of members of the Men's Club shall not exceed 800, other than to accommodate upgrading student members.

Constitution of Carlow Golf Club 8-12-2007

11.1.7 The maximum number of members of the Ladies' Club shall not exceed 300, other than to accommodate upgrading student members.

11.2 The procedure for the election of members shall be as follows:

11.2.1 Each candidate for election (except in the case of the Honorary members) must be proposed by one full member and seconded by another full member. Members of the committee of management, the Men's committee or the Ladies' committee shall not propose or second a candidate for election.

11.2.2 The proposer and seconder must each know their candidate personally.

11.2.4 If the committee of management decide that the name of the candidate for election should go forward for consideration, it shall forward the name and address of the candidate to the Vice-Captain of the Men's club or the Honorary Secretary of the Ladies' club as may be appropriate and the Men's committee or the Ladies' committee as appropriate shall then make a final decision as provided for in clause 11.1. The name and address of such candidate shall be posted on the club house notice board at least fourteen days before the meeting of the Men's committee or the Ladies' committee at which the application will be considered.

11.2.5 Any omission from or inaccuracy in the particulars relating to any candidate shall render election voidable at the discretion of the committee.

11.2.6 Immediately on election of the candidate to membership of the Men's or the Ladies' club such club shall notify the committee of management of the name, address and category of the elected candidate. Notice in writing shall be dispatched to all elected candidates by the Honorary Secretary of the Joint Club together with a copy of the club constitution and rules and a request to remit to the Honorary Secretary of the Joint Club or its bankers within one calendar month from the date of such request the amount of the entrance fee, capital levy and first subscription and any other charges payable by the category of member to which the candidate has been elected.

11.2.7 Should the requested payment not be made within one calendar month of the date of such request as aforesaid, the election shall be void.

11.2.8 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.

11.2.9 It shall be the duty of every elected member to acquaint himself/herself with the constitution, rules and bye-laws of the club and each such member shall be bound by same and by all acts and deeds of any person or persons acting for or on behalf of the club under any power, authority or discretion conferred by or pursuant to such constitution, rules or bye-laws.

11.2.10 No person shall be considered a member until his/her entrance fee as per rules 13.1 or 13.3, capital levy, subscription and any other charges payable shall have been paid.

By such payment a member:

11.2.10.1 Shall be entitled to the rights and privileges of membership of the category of member to which he/she shall have been elected.

Constitution of Carlow Golf Club 8-12-2007

11.2.10.2 Acknowledges that he/she submits to and is bound by the constitution, rules and bye-laws of the club and every renewal of subscription by him/her shall be deemed to be a similar submission.

11.3 With the exception of juveniles and students, a person who wishes to change from one category of membership to another must comply with the provisions of this rule.

11.4 Juveniles will upgrade to student member automatically on the first of January in the year following their 19th birthday.

11.5 Students will upgrade to full member automatically, without the need of submitting an application form, on the first of January in the year following their 23rd birthday.

11.6 Students continuing in full-time education beyond their 23rd year may apply annually to the Management Committee to remain in this membership grade. The Management Committee will set the requirements of proof of entitlement for continuation as student member.

12. Categories of Member:

12.2 The following shall be the categories of member which may be elected to the club:

Voting members:

12.2.1 Full members: This category shall comprise men and women who pay the annual subscription and levies applicable for Full Membership.

12.2.2 Honorary members: This category shall comprise men and women who have been elected Honorary Members at an Annual General Meeting.

12.2.4 Only voting members shall have an interest in the club property which interest shall cease on such member leaving this category.

Non-voting members:

12.2.5 Lady Associates: This category of membership is now closed. Existing lady associates may remain until such time as they resign or are elected to another category.

12.2.6 Student members: This category shall comprise members complying with clause 11.5.

12.2.7 Juveniles members: This category shall comprise of children 19 years of age and under. The minimum age for juvenile membership is 10 years as of the closing date for application. They will be members of either the Men's or Ladies club and elected by their respective club.

12.2.9 Overseas members: This category shall comprise men and women whose permanent residence is outside Ireland. Such applicants for membership must be members of an affiliated

Constitution of Carlow Golf Club 8-12-2007

golf club in their country of residence, and proof of membership must be furnished with the application. Membership shall terminate as and when the member comes to reside permanently in Ireland.

12.2.10 Pavilion members:

This category shall comprise of men and women who wish to enjoy the facilities of the clubhouse and other non-golfing facilities. Candidates for this category must be a minimum of 18 years of age.

12.3 Redundant Categories: The categories of Family Member, Country Member, Associate, and Commercial Traveller are now redundant, and election to membership to these categories is prohibited. These categories of membership are closed. Existing members may remain until such time as they resign or are elected to another category.

13. Entrance Fee:

13.1 Entrance fees for each category of membership shall be determined annually by the committee of management and shall be subject to ratification at the next A.G.M. Or S.G.M.

13.3 Lady associates upgrading to full membership shall not be required to pay an entrance fee.

13.4 Candidates applying for full membership, having previously been a full member shall be credited with the amount of entrance fee paid previously against the current entrance fee.

13.5 Juvenile or student members who are being upgraded to full membership with less than 3 years in membership shall pay 70% of the entrance fee applying on the date of upgrade, reducing by 10% for each additional year to a minimum of 10% for 9 years or greater. Juveniles upgrading to student category would be exempt from entrance fee.

14. Annual Club Subscription:

14.1 All categories of member except Honorary member shall be required to pay an annual club subscription the amount of which will be determined from time to time by the committee of management and be subject to ratification at the next A.G.M. or S.G.M. In addition to subscriptions the various categories of members shall pay such capitation fees or other annual contributions as may from time to time be levied by any recognised and properly constituted golfing authority.

14.2 All subscriptions including levies fall due on 1st February and must be paid in full no later than 28th February.

Constitution of Carlow Golf Club 8-12-2007

14.3 Any member whose subscription shall be unpaid on 1st March in any year shall immediately have their playing rights suspended and be subject to a late-payment fee equal to 25% of their annual subscription, and if their subscription is still unpaid by 1st April that person shall cease to be a member, and must apply in writing to the management committee if they wish to be considered for readmission.

14.4 The initial annual subscription appropriate to any category of membership shall be that which is current at the date upon which the applicant is notified in accordance with sub-clause 11.2.6 that he/she has been elected to membership.

15. Capital Levy:

15.1 The Joint Club may vote to introduce a capital levy on full members and other categories to fund any additional acquisition of land or buildings, construction work or improvement to or extension of the course, clubhouse, playing facilities or its environs.

15.2 The amount of such levy shall be payable at the same time as the annual subscription.

15.3 The capital levies to be paid by the various categories of membership shall be those adopted by previous annual or special general meetings of Carlow Golf Club in accordance with the constitution and rules then existing and they shall remain in force until their terms have expired.

16. Freezing of Annual Subscription:

16.1 The committee of management shall freeze the rate of subscription payable by any member who reaches the age of 65 years provided the member has 25 years unbroken full/associate membership of Carlow Golf Club.

16.2 Thereafter, the club subscription payable by such member shall remain the same as that paid in the subscription year in which such member advised the Committee of Management in writing of qualification under 16.1.

16.3 Members whose subscriptions are frozen shall thereafter be liable for payment of any capital levy.

17. Visitors and Temporary Members:

17.1 Any member may introduce a pavilion visitor, subject to rule 17.10.

Constitution of Carlow Golf Club 8-12-2007

17.2 It shall be a condition precedent that a member effecting the introduction shall enter each visitor's 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.

17.3 No visitor shall be supplied with excisable liquor on the club premises unless on the invitation of and in the company of the introducing member.

17.4 The green fee charge for visitors shall be fixed from time to time by the committee of management who are also empowered to make regulations for non-playing visitors.

17.5 Every playing visitor must procure a green fee voucher.

17.6 On the issue of each green fee voucher, the name of the visitor, the number and amount of the green fee and the name of the introducing member must be immediately entered in the "green fee book".

17.7 In addition, the Honorary Secretary of the Joint Club or his/her representative, having made and attested the necessary entry in the visitors' 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.

17.8 The payment of the green fee shall entitle the visitor to temporary membership of the club for the day.

17.9 A member who fails to enter a visitor's name in the visitors book shall be personally responsible for the payment of the appropriate green fee where applicable.

17.10 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 course or clubhouse.

17.11 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 deem objectionable or who deliberately breaks any of the rules, by-laws or regulations of the club.

17.12 The fee paid by any such visitor or temporary member may, at the discretion of the committee of management, be either forfeited or refunded.

19. Disciplinary Procedures (Misconduct by Member)

19.1 Any allegation of misconduct by a member must be submitted in writing to the Honorary Secretary of the Joint Club. The Honorary Secretary shall consult with the Chairperson of the Committee of Management to determine whether the allegation is serious enough to initiate the disciplinary procedures outlined in Article 19, and if it is so deemed, a disciplinary committee, composed of the President, Captain and Lady Captain, and two trustees, shall make such enquiries as are practical to obtain all relevant details. (In the event that the complaint is made by

Constitution of Carlow Golf Club 8-12-2007

or against any of the above, that person shall step aside and an officer of the Joint club shall be co-opted in his/her place). The Honorary Secretary shall be responsible for reporting and for ensuring that correct procedure is followed, but shall not be a member of the disciplinary committee.

19.2 The member shall have the right to have representation, and to speak at and/or to make a written submission, at any subsequent meeting of the disciplinary committee or management committee meeting at which the member is required to attend in relation to the conduct in question. All related information shall be placed before the committee.

19.3 The disciplinary committee and the management committee reserve the right to legal representation at their own discretion at any meeting concerning the matter.

19.4 Having investigated the matter, the disciplinary committee shall recommend to the management committee in writing, outlining the reasons for the recommendation, the action to be taken.

19.5 The management committee shall then decide whether or not to act on the recommendation of the disciplinary committee. Having considered the recommendation of the disciplinary committee, the management committee shall take whatever action it deems necessary, including: (a) by a simple majority vote, suspend the member or, (b) by a two-thirds majority, expel the member or (c) take whatever other action it deems appropriate. For the purposes of this clause, the Chairperson shall not have a casting vote. The member shall be informed of the management committee's decision, in writing.

19.6 If the decision is to suspend the member, and, if the member is a playing member, the management committee shall inform the Men's or the Ladies' committee which elected the member of its decision with which such committee shall abide.

19.7 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 informed in writing by the Honorary Secretary of the management committee, by registered post or by delivery of such notice to his or her last known address. The member shall have the right of appeal against the decision, within fourteen days of the date of notification. The appeal shall be made in writing to the Honorary Secretary of the committee of management, outlining the grounds for appeal. If the grounds for appeal are accepted, the member shall have the right to appear in person before the management committee to put his/her case. The appeal shall be heard before a full meeting of the management committee, at which the appeal shall be the only item on the agenda.

19.8 The member shall have the right to have the appeal heard at an extraordinary general meeting requisitioned under sub-clause 20.3.5 provided that the necessary signatures for such requisition are procured either by the member in question or by any other full ordinary member. This meeting shall, by a majority, decide whether the action shall be confirmed or repealed or in the case of suspension, whether the period of suspension shall be confirmed, reduced or repealed. Should the signatures provided for in sub-clause 20.3.5 not be obtained within twenty one days from the date of the notification, the committee of management shall have power to deem the appeal to have lapsed and to enforce the decision forthwith, or to allow an additional appeal period should it decide, by a simple majority, that the circumstances warrant it.

19.9 During the period of suspension, the member shall not be entitled to enter upon the club property:

Constitution of Carlow Golf Club 8-12-2007

19.9.1 for the purpose of attending any general meeting which may be held during the period of suspension;

19.9.2 whether in the company of another member or otherwise save only to collect any of his or her property.

19.10 A person who has been expelled from membership shall not be entitled:

19.10.1 to enter upon the club property, whether in the company of another member or otherwise save only to collect his or her property.

19.10.2 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 expulsion occurs.

19.11 All voting under this rule shall be by secret ballot.

20. General Meetings:

20.1 Men's club:

20.1.1 The Annual General meeting of the Men's club shall take place not later than the last Friday in November each year for the purpose of electing office bearers, members of the committee, considering motions and transacting other business of the club incidental to such meetings.

20.1.2 Fourteen days notice of every general meeting of the Men's club shall be given by the Honorary Secretary by circular addressed to each member at his last known address or by e-mail to the last e-mail address submitted to the club office by the member. Such notice shall specify the time, place of meeting and the business to be transacted, and inform the members that notice of motion must be received by the Honorary Secretary in writing, signed by the proposer and seconder at least seven days before the date of the meeting. Such notices of motion shall be posted upon the club notice board not later than the day after receipt.

20.1.3 Procedure for alteration of rules is governed by rule 21.

20.1.4 Procedure for election of office bearers and committee is governed by rules 6, 8 and 9.

20.1.5 The Vice-Captain of the Men's club shall, at any time, summon a special general meeting of the Men's club by the direction of the committee of that club or on a requisition signed by at least 100 members of the Men's club entitled to vote, specifying the object of the special general meeting. Such requisition shall be handed personally to either the Vice-Captain or Captain. Such a special general meeting shall be held within four weeks of the receipt of the requisition by the Vice-Captain or Captain.

20.1.6 Fifty members shall form a quorum at general or special general meetings of the Men's club.

Constitution of Carlow Golf Club 8-12-2007

20.1.7 Only Full and Honorary members may attend Annual General Meetings of the Men's club.

20.2 Ladies club:

20.2.1 The Annual General meeting of the Ladies club shall take place not later than the last Wednesday in November each year for the purpose of electing office bearers, members of the committee, considering motions and transacting other business of the club incidental to such meetings.

20.2.2 Fourteen days notice of every general meeting of the Ladies' club shall be given by the Honorary Secretary by circular addressed to each member at her last known address or by e-mail to the last e-mail address submitted to the club office by the member. Such notice shall specify the time, place of meeting and the business to be transacted, and inform the members that notice of motion must be received by the Honorary Secretary in writing, signed by the proposer and seconder at least seven days before the date of the meeting. Such notices of motion shall be posted upon the club notice board not later than the day after receipt.

20.2.3 Procedure for alteration of rules is governed by rule 21.

20.2.4 Procedure for election of office bearers and committee is governed by rules 6, 8 and 9.

20.2.5 The Honorary Secretary of the Ladies' club shall at any time, summon a special general meeting of the Ladies' club by the direction of the committee of that club or on a requisition signed by at least fifty members of the Ladies' club entitled to vote, specifying the object of the special general meeting. Such requisition shall be handed personally to either the Honorary Secretary or Captain. Such a special general meeting shall be held within four weeks of the receipt of the requisition by the Honorary Secretary or Captain.

20.2.6 Fifty members shall form a quorum at general or Special General meetings of the Ladies' club.

20.2.7 Only Full and Honorary members may attend Annual General Meetings of the Ladies' club.

20.3 Joint Club:

20.3.1 The Annual General meeting of the Joint Club shall take place on or before the first Friday in December each year for the purpose of considering motions and transacting other business of the club incidental to such meetings and also of electing office bearers and members of the committee.

20.3.2 Fourteen days notice of every general meeting of the Joint Club shall be given by the Honorary Secretary by circular addressed to each member at his/her last known address, or by e-mail to the last e-mail address submitted to the club office by the member. Such notice shall specify the time, place of meeting and the business to be transacted, and inform the members that notice of motion must be received by the Honorary Secretary in writing, signed by the proposer

Constitution of Carlow Golf Club 8-12-2007

and seconder at least seven days before the date of the meeting. Such notices of motion shall be posted upon the club notice board not later than the day after receipt.

20.3.3 Procedure for alteration of rules is governed by rule 21.

20.3.4 Procedure for election of office bearers and committee is governed by rules 6, 8 and 9.

20.3.5 The Honorary Secretary of the Joint Club shall, at any time, summon a special general meeting of the Joint Club by the direction of the committee of management, or on a requisition signed by at least one hundred members entitled to vote, specifying the object of the special general meeting. Such requisition shall be handed personally to either the Honorary Secretary or Chairperson of the committee of management. Such a special general meeting shall be held within four weeks of the receipt of the requisition by the Honorary Secretary or Chairperson.

20.3.6 One hundred members shall form a quorum at general or special general meetings of the Joint Club

20.3.7 Only Full and Honorary members may attend Annual General Meetings of the Joint club.

20.4 Mode of voting at General Meetings:

20.4.1 No proxies shall be allowed.

20.4.2 Voting shall be either by a show of hands or by ballot, as determined by the members attending the meeting.

20.4.3 Ballot shall mean a vote on voting paper.

20.4.4 A majority of one shall be sufficient to decide any question under discussion, except where the discussion is related to sale of club property. In such cases a two-thirds majority shall be required.

20.4.5 In the event of a tie, the Chairperson shall have a casting vote as provided in rule 7.

21. Change to Articles of the Constitution and Rules of the Clubs

21.1 No rule of the Men's club, the Ladies' club or the Joint Club shall be repealed or altered, and no new rules shall be made except at a general meeting of such club and by consent of the majority of the members present and entitled to vote at such meeting. Written notice of any proposed new rules or any proposed changes to existing rules must be sent to the Honorary Secretary with the names of the proposer and the seconder attached thereto, at least four weeks prior to the meeting at which the proposal is to be considered.

21.2 The Club shall comply at all times with the provisions of the registrations of clubs (Ireland) act 1904 and all acts introduced to amend same. Similarly, the Club shall comply with the intoxicating liquor act 2000, and all acts introduced to amend this act. The management

Constitution of Carlow Golf Club 8-12-2007

committee is empowered to alter or add to this constitution, where required, for the purpose of complying with these acts.

21.3 The Honorary Secretary shall place the proposal on the club notice board and put the item on the agenda for the next Annual General meeting or special general meeting of the club concerned.

21.4 Any change in the constitution of the club which affects rule 10 of the constitution of the golfing union of Ireland must be submitted to the union for approval prior to adoption.

21.5 Any change in the rules of the Men's club shall not be in conflict with the constitution of the golfing union of Ireland.

21.6 Any change in the rules of the Ladies' club shall not be in conflict with the constitution of the Irish Ladies' golfing union.

22. *Leave of Absence:*

22.1 The committee of management shall have power to grant leave of absence to members only in the case of certified sick leave or if the member is temporarily residing overseas for one year during which period such members shall be relieved of the responsibility of paying an annual subscription and shall not be entitled to exercise any privileges of membership. Such leave of absence may be extended by the committee. All other capital levies or charges shall be payable during the period of absence.

22.2 Application for leave of absence under this rule giving the reasons there for, must be made in writing to the Honorary Secretary of the Joint Club before the said subscription falls due.

23. *Minute Book:*

23.1 The Men's club, the Ladies' club and the Joint Club shall each keep:

23.1.1 A minute book in which shall be recorded the minutes of Annual General meeting and special general meetings and also


23.1.2 A minute book in which shall be recorded the minutes of all committee meetings held in compliance with clauses 9.1.4, 9.2.4 and 9.3.4.

23.1.3 The Men's committee and the Ladies' committee shall each submit their club minute books to the Committee of Management when required.

24. *Personal Property:*


24.1 All personal belongings of members, visitors, employees and others on or in the premises of the club (either in the pavilion or outside) shall be at the sole risk of the owner. The club or committee shall not be responsible for any loss or damage thereto.

24.2 This rule shall not prejudice any claim by the club or the owner against any insurance company for the loss or damage sustained.



25. *Playing Facilities:*


25.1 The committee of management shall prescribe the days and times when the Men's club and Ladies' club have the use of the course for competitions or when the course is reserved for team matches or union, branch or district events or society outings or similar events and generally regulate the course for the benefit of members. Outside these times, all full members shall have equal rights on the first tee.



28. *Rules of Golf and Local Rules:*

28.1 The rules of the game of golf for the Men's and the Ladies' club shall be the rules of golf as approved by R & A Rules Limited.


28.2 In addition the Committee of Management, in consultation with the Men's and the Ladies' committees, in compliance with sub-clause 9.3.10 shall from time to time prescribe such local rules as it considers necessary having regard to the nature of the course or otherwise provided such local rules are not contrary to or at variance with the rules of golf or directives issued by the respective union to which the Men's club or the Ladies' club is affiliated.



29. *Bye-laws:*

29.1 The committee of Management shall have power from time to time in compliance with sub-clause 9.3.10 to make such bye-laws as it considers necessary and to alter and repeal same.

29.2 Each of the Men's and Ladies' committees shall have power from time to time to make such bye-laws as it considers necessary for matters under their respective jurisdiction.



30. *Standing Orders for Joint Club & Men's Club A.G.M./S.G.M.*

30.1. A quorum for a general meeting of each club shall be:

The Joint Club:- 100 members

The Men's club:- 50 members

30.2. The proposer or seconder of any motion or amendment shall be allowed not more than 10 minutes and 3 minutes respectively in which to speak on the motion or amendment, and each succeeding speaker not more than 3 minutes.

30.3. At any time during the discussion of a resolution, it shall be open to any member to move verbally "that the question be now put", the acceptance of such motion shall be at discretion of the chairman. If such a motion is accepted, the mover thereof only shall be entitled to speak thereon, and if, on a show of hands it appears that a majority of members are in favour of terminating the discussion, the original resolution shall then be voted on. No such motion shall be moved unless an opportunity has been given for the expression of both a pro and contra view of the resolution.

30.4. No member shall be allowed to speak more than once on the same proposition, except the proposer of the motion, who shall have the right of reply. When taking the microphone members must identify themselves to the chair.

30.5. Every motion shall be put to a vote. No recount shall be taken unless the vote, as announced by the chairman, be challenged by not less than 10 members.

30.6. Any amendment to a motion which is accepted by the chairman, shall be voted on before another amendment shall be taken. If the amendment is rejected, the original motion stands before the house. If the amendment is accepted, then the amended motion is now before the house.

30.7. Only matters ruled in order by the chairman shall be accepted under any other business.

30.8. A motion to suspend standing orders must be submitted to the chairman in writing by the proposer and seconder before the commencement of the meeting. It shall specify the standing order or orders to be suspended and the period of such suspension. It shall state the reasons of importance and urgency justifying such suspension. The chairman shall put such motion to a vote at the meeting. The motion shall not be adopted except with the consent of two thirds of the members and voting at the meeting.

31. *Standing Orders for Ladies' Club A.G.M./S.G.M.*

31.1. A quorum for a general meeting of the Ladies' club shall be 50 members

31.2. The proposer or seconder of any motion or amendment shall be allowed not more than 10 minutes and 3 minutes respectively in which to speak on the motion or amendment, and each succeeding speaker not more than 3 minutes.

Constitution of Carlow Golf Club 8-12-2007

31.3. At any time during the discussion of a resolution, it shall be open to any member to move verbally "that the question be now put", the acceptance of such motion shall be at discretion of the chairman. If such a motion is accepted, the mover thereof only shall be entitled to speak thereon, and if, on a show of hands it appears that a majority of members are in favour of terminating the discussion, the original resolution shall then be voted on. No such motion shall be moved unless an opportunity has been given for the expression of both a pro and contra view of the resolution.

31.4. All members shall be allowed to speak more than once on the same proposition including the Proposer of the motion who shall always have the right of reply. When taking the microphone members must identify themselves to the chair.

31.5. Format of voting to be decided at the start of the meeting by the members present by a show of hands. The voting format is to be either secret ballot or show of hands.

31.6. Any amendment to a motion which is accepted by the chairman, shall be voted on before another amendment shall be taken. If the amendment is rejected, the original motion stands before the house. If the amendment is accepted, then the amended motion is now before the house.

31.7. Only matters ruled in order by the chairman shall be accepted under any other business.

31.8. A motion to suspend standing orders must be submitted to the chairman in writing by the proposer and seconder before the commencement of the meeting. It shall specify the standing order or orders to be suspended and the period of such suspension. It shall state the reasons of importance and urgency justifying such suspension. The chairman shall put such motion to a vote at the meeting. The motion shall not be adopted except with the consent of two thirds of the members and voting at the meeting.

