



# GREENCASTLE GOLF CLUB

Founded 1892

## CONSTITUTION

## RULES and REGULATIONS

- 1. NAME OF CLUB**
- 2. OBJECTIVES AND GOVERNANCE**
- 3. MEMBERSHIP**
- 4. GENERAL MEETINGS**
- 5. ELIGIBILITY**
- 6. NOMINATIONS**
- 7. ELECTIONS & VOTING AT GENERAL MEETINGS**
- 8. ALTERATION TO RULES**
- 9. RULES AND ORDERS OF COUNCIL**
- 10. ELECTION OF COUNCIL**
- 11. VACANCY ON COUNCIL**
- 12. OFFICE BEARERS**
- 13. COUNCIL MEETINGS**
- 14. NOTICE OF COUNCIL MEETINGS**
- 15. PAID OFFICERS AND EMPLOYEES**
- 16. TRUSTEES**
- 17. PROPERTY AND FINANCE**
- 18. ACCOUNTS AND EXPENDITURE**
- 19. ANNUAL SUBSCRIPTIONS**
- 20. EXEMPTION STATUS & DISCOUNTS**
- 21. ADMISSION OF NEW MEMBERS**
- 22. RESIGNATION**
- 23. HONORARY MEMBERS**
- 24. TEMPORARY MEMBERS AND VISITORS**
- 25. COMPLAINTS**
- 26. DATA PROTECTION**
- 27. EXCISABLE LIQUOR**

## **1. NAME OF CLUB**

1.1 The name of the Club is **Greencastle Golf Club**.

1.2 The official address is: Greencastle Golf Club 11 Ballyboes Greencastle Co Donegal F93 FH36

## **2. OBJECTIVES AND GOVERNANCE**

2.1 The objective of the Club is the promotion of facilities for the playing of amateur games of golf by men, women, and juveniles and generally to promote amateur games and social discourse among its members.

2.2 The Club is an affiliated member of Golf Ireland, the National Governing Body for Golf in Ireland. As part of this affiliation Greencastle Golf Club confirms:

- a) It shall be bound by the constitution, policies, rules, bye-laws, codes, rules, and regulations which apply to all members of Golf Ireland and shall comply with the ongoing conditions of affiliation as directed by Golf Ireland from time to time.
- b) It is entitled to be represented at Golf Ireland general meetings as prescribed by Golf Ireland.
- c) It has formed an elected Council which holds an annual general meeting before a specified date each year at which only Full members of the club are entitled to vote and non-voting persons, if permitted, may be in attendance.
- d) That officers and members of the Council of the Club are elected as required at the Annual General Meeting from among the voting members to administer the affairs of the Club in accordance with the Golf Ireland Constitution, Regulations, and the Terms of Competitions of Golf Ireland and as set out in this Constitution.
- e) It has an Honorary Secretary, and at least three of the following roles Captain, Vice-Captain, Treasurer and Competition / Tournament secretary,
- f) It has a minimum of 50 Home Club Members,
- g) It undertakes to pay the Membership Fee applicable to Affiliate Clubs, and to pay the Affiliation Fee to Golf Ireland as prescribed from time to time
- h) It abides by the Rules of Golf, the Rules of Amateur Status as approved by the R&A, the Rules of Handicapping, as approved by the R&A and USGA, the Constitution, the Regulations, and the Terms of Competition of Golf Ireland.

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

2.3 The Club shall adhere to good governance practice and follow Golf Ireland's guidance on good Club Governance. It has a range of policies and practices which the membership is required to comply with, any breaches of these will be dealt with as appropriate.

2.4 The Club has adopted Golf Ireland's 9 Governance Principles as follows:

**Principle 1: Good Governance**

A robust constitution and set of policies to enable adherence to standards, best practice, and legislation, has been adopted.

**Principle 2: Controls**

Appropriate internal financial and management controls are in place.

**Principle 3: Accountability & Transparency**

The process of decision making, and elections are democratic and will be accountable to the membership on a regular basis.

**Principle 4: Gender Equality**

Positive action to increase and encourage the number of women and girls playing, leading, and working at the club shall be taken at all times.

**Principle 5: Safeguarding**

Adoption and implementation of the Code of Ethics and Good Practice for Children's Sport and Golf Ireland's Safeguarding Policy shall be applied.

#### Principle 6: Inclusivity

An inclusive environment and a welcome of diversity at all levels of the game shall be observed.

#### Principle 7: Compliance

The Club shall comply with the R&A Rules of Golf and Amateur Status, the affiliation rules of Golf Ireland and the Rules of Handicapping.

#### Principle 8: Engagement

The Club commits to active involvement and communication with volunteers and stakeholders at all times.

#### Principle 9: Integrity

The Club shall act with honesty, fairness, and impartiality. Conflicts of interest and any disputes shall be managed in accordance with these principles.

### **Equality and Anti-Discrimination**

2.5 The Club shall strive to ensure that no gender, race, religious, political or other kind of discrimination exists or is allowed to develop in the Club in any form, and that all may participate regardless of their gender, race, civil status, family status, age, disability, sexual orientation or political views.

2.6 The Club shall not tolerate harassment or other discriminatory behaviour (including bullying, whether physical or verbal of any kind) and shall work to ensure that such behaviour is met with appropriate disciplinary action in whatever context it occurs.

2.7 The Club shall have in effect such policies and procedures to safeguard against such behaviour and a complaint mechanism for breach of these principles is in place.

2.8 The Club shall promote gender equality and will promote the 30:30:40 Gender principle as advocated by Golf Ireland on Management Committees and Sub-Committees. ( see 12.2 below)

### **Safeguarding Children and Vulnerable Adults**

2.9 The Club shall appoint a Children's Officer who shall be the Designated Liaison Officer in accordance with legislation. This person shall receive such training and education as necessary to fulfil the role and be vetted.

2.10 The Children's Officer shall be responsible for formulating a child welfare and safeguarding policy for children and vulnerable adults. The Policy shall set out the policy of the Club including procedures in relation to stand down orders and vetting procedures and any other matters pertaining to child welfare.

2.11 Any member appointed to hold a position with access to children and/or vulnerable persons must have complied with the Garda/Access N.I. Vetting procedure.

### **3. MEMBERSHIP**

3.1 The Club shall consist of the following categories of membership:

- a) **Full**  
Persons over 18 years of age paying full subscription and persons leaving Student membership paying one third in year one, two thirds in year two and the full relevant subscription in the third and subsequent years.
- b) **Honorary:** It shall be competent for Council to elect Honorary members. No one shall be elected an Honorary member unless two-thirds of the entire Council record their votes in favour.
- c) **Distance:** persons living outside a distance of fifty miles by road from Greencastle Golf Club.
- d) **Overseas:** persons living outside the island of Ireland.
- e) **Junior:** persons under 18 years of age.
- f) **Student:** persons in full-time education or training up to the age of twenty-five.
- g) **35 And Under:** persons aged thirty-five and under.
- h) **House:** persons wishing to have use of the clubhouse and its facilities.

3.2 Members wishing to retain membership without playing golf either through illness or other reason can retain their membership by paying the equivalent of House Membership.

3.3 Any member who has at least 25 years continuous membership and is aged sixty-five or over shall be entitled to membership at 75% of the current subscription for their relevant category.

3.4 All members aged 80 years and over shall be entitled to membership at 50% of the current subscription for their relevant category.

3.5 Partners and any of their dependants under 18 years of age shall be entitled to a Family discount of 25% of their subscriptions.

## **MEMBERS' OBLIGATIONS**

3.6 The members of the Club have the following primary obligations;

- a) To be bound and comply fully with the Club Constitution, bye-laws, rules, regulations, polices and /or codes and the rules of golf or any competition or activity held under the Clubs auspices.
- b) To be bound and comply fully with any decisions by the Club.
- c) Not to take legal action against the club on any issue relating to the application of the Club Constitution, bye-laws, rules, regulations, policies and/or codes and procedures or those of its sub-committees without first pursuing the matter through the Clubs disciplinary process and under the terms of the disciplinary policy and until such procedures have been exhausted,

## **REMOVAL AND CESSATION OF MEMBERSHIP**

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

- a) The Council resolves by not less than two thirds that membership of a member be suspended or terminated in accordance with the provisions of the Constitution;
- b) A member fails to pay any affiliation, subscription, or other contribution for which the member becomes liable whilst a member within the period laid down for any such payment;
- c) A member is found in breach of Club Constitution, byelaws, rules, regulations, policies and/or codes and procedures and removal or cessation of membership is considered the appropriate sanction.

## **DISCIPLINARY AND GRIEVANCE**

3.8 The Club operates a Disciplinary and Grievance Policy which sets out how the Club will manage any disciplinary action which is required to be taken and how complaints and grievances shall be dealt with.

## **4. GENERAL MEETINGS**

4.1 The Annual General Meeting shall be held on a date and at a venue to be determined by Council.

4.2 Special General Meetings may be called at the request of Council or on a requisition to the Honorary Secretary signed by at least thirty members of the club.

4.3 Motions for consideration at General Meetings must be delivered to the Honorary Secretary by the date given for close of motions.

4.4 The Notice convening a Special General Meeting shall state the purpose of the Meeting. A Special General Meeting will only discuss the business for which it was convened.

4.5 At least fourteen days' notice will be given of all General Meetings.

4.6 The President will preside as Chairperson at all General Meetings of the Club.

4.7 The President, Captain or whoever occupies the chair in their absence shall have the casting vote at all meetings

4.8 The business of the meeting shall include:

- a) Consideration of Council's Annual Reports.
- b) Consideration of the Annual Accounts and Honorary Treasurer's report.
- c) Auditor's Report  
After the Auditor's Report, the persons acting as tellers will inform the Chairman of the number of members in attendance and eligible to vote.
- d) Determination of the annual subscription and entrance fee for the coming year.
- e) Consideration of such motions and amendments as submitted by Council or members.

***President-elect and Captains-elect will assume their new positions at this point.***

- f) Election of Officers and Council.
- g) Election of an auditor.



4.9 The meeting shall not consider any motions that are not on the agenda.

## **5. ELIGIBILITY TO ATTEND AND VOTE AT GENERAL MEETINGS**

5.1 Only Honorary and Full members whose subscriptions are fully paid, or who are paying by instalments as agreed with the Honorary Treasurer, and who have been a Full member for at least three months prior to the date of the meeting, shall be entitled to attend General Meetings of the Club, nominate candidates for election, stand for office or vote in any ballot.

5.2 Except where ballot papers are issued, the method of voting at all General Meetings shall be by show of hands. No proxy voting shall be allowed.

5.3 Forty members shall form a quorum at a General Meeting.

## **6. NOMINATIONS FOR COUNCIL**

6.1 All nominations for Office Bearers and Council must be in writing and must state the name of the candidate and the office for which they are seeking election and must be signed by the prospective candidate and their proposer and seconder.

6.2 All nominations must reach the Honorary Secretary by the date given for close of nominations.

6.3 Where more than the required number of candidates are nominated the Honorary Secretary shall prepare ballot papers for distribution at the meeting.

6.4 Where the required number of candidates are not nominated under the above paragraph then those so nominated shall be deemed elected. Nominations can be then taken at the meeting and entered on a ballot paper to fill the remaining number of vacancies.

## **7. ELECTIONS & VOTING AT GENERAL MEETINGS**

7.1 Council shall appoint two persons to act as tellers to:

- a) Ensure that only those entitled to attend the Meeting are present.
- b) Issue ballot papers.

7.2 The Honorary Treasurer, the auditor of the Club, and three Full members selected by the Men's Captain, Lady Captain or the President shall act as tellers. In the absence of any of the aforementioned, the Chairperson shall select replacement tellers. The tellers shall be responsible for:

- a) Checking that the number of ballot papers returned does not exceed the number of members attending the meeting.
- b) Counting the votes cast for each candidate.
- c) Informing the Chairperson of the results.

7.3 The Chairperson shall declare the number of votes cast for each candidate.

## **8. ALTERATION TO CONSTITUTION OR RULES**

8.1 No amendment to the Constitution and no rule of the Club shall be altered or repealed, and no new rule shall be made unless approved at the Annual General Meeting or a Special General Meeting convened for that purpose. No rule will be altered except where two-thirds of votes are cast in favour.

8.2 Written or digital notice of any new rule or proposed alteration of a rule or amendment of the Constitution must be sent to each member of the Club at least fourteen days prior to the Annual General Meeting or the Special General Meeting at which it will be considered.

8.3 Motions for alterations to the rules must be lodged with the Honorary Secretary at least 21 days before the General Meeting.

8.4 Notwithstanding the provisions as to alteration of the Constitution or Rules of the Club hereinbefore contained, Council may amend the Constitution or Rules for the purposes of complying with the provisions of legislation regarding the provision of intoxicating Liquor.

## **9. RULES AND ORDERS OF COUNCIL**

9.1 Council shall have the power to make such orders, byelaws, or regulations as it deems necessary to deal with matters not specifically covered by the Rules. These orders, byelaws or regulations shall be posted on the Club's Notice Board. All regulations and orders of Council, any decision of Council as to the proper interpretation of any Rule and action to be taken, consequent to any breaches of Rules, regulations, byelaws, or orders shall be binding on all members.

9.2 Council is empowered to withdraw the use of the course and Clubhouse from any member or visitor who is found to have infringed any of the rules or byelaws of the Club.

9.3 All forms of gambling machines shall be banned from all the Club premises. Council shall have the right to fix any fees and charges not provided for in the Rules.

## **10. ELECTION OF COUNCIL**

10.1 Members of Council shall retire annually but are eligible for re-election.

## **11. VACANCY ON COUNCIL**

11.1 In the case of a vacancy, Council may, at its discretion, appoint a successor to fill the vacancy.

## **12. OFFICE BEARERS**

12.1 The business and affairs of the Club shall be managed by a Council consisting of a President, a President-elect, the immediate Past President, the Men's and Women's Captains, the Men's and Women's Captains-elect, the immediate Past Captains, an Honorary Secretary, an Honorary Treasurer, nine other members elected at the Annual General Meeting, and Trustees appointed as provided by Rule 16. All of these persons must be Full members of the Club.

### **Gender Balance**

12.2 The Club Council shall consist of both the men's and women's Captains and Captains Elect. The remaining positions on the Council [whether appointed or elected] shall consist of at least 30% women, 30% men and 40% either gender. 30:30:40 Gender Balance means 30% male representation, 30% female representation and 40% representation from either gender.

### **Sub-Committees**

12.3 The Club Council may delegate any of their powers to sub-committees, which may consist of members of the Club Council or such other persons as the Council deems appropriate. Any sub-committee so formed shall, in the exercise of its powers of delegation, conform to their terms of reference as determined from time to time by the Club Council.

12.4 As a minimum the Club Council shall establish the following subcommittees, each having such terms of reference as the Club Council approve:

- a) Audit, Risk & Governance
- b) Finance
- c) Greens

- d) Handicaps
- e) Competitions
- f) House
- g) Juniors

12.5 The Club Council may establish such other sub-committees or working groups as may be required from time to time.

12.6 The President-elect and the Captains-elect shall automatically assume the offices of President and Captains at the next Annual General Meeting. If for any reason the office of President-elect or Captain-elect becomes vacant Council shall have the authority to appoint a successor by a majority vote.

12.7 The Captains, Honorary Secretary and Honorary Treasurer shall be ex-officio members of all sub-committees. All sub-committees shall be responsible to Council and shall report back to Council at its monthly meeting.

### **13. COUNCIL MEETINGS**

13.1 Council shall normally hold monthly meetings to attend to Club business. Other meetings shall be held on such occasions as shall be deemed necessary.

13.2 A special Council meeting may be called by a requisition signed by six members of Council stating the business to be brought forward.

13.3 Six members shall form a quorum at a Council meeting.

13.4 Minutes shall be kept of every meeting and recorded in a minute book or online secure folder kept for that purpose.

### **14. NOTICE OF COUNCIL MEETINGS**

14.1 Except for an Emergency meeting, seven clear days' notice of a Council meeting shall be given to each member, specifying the time and place of the meeting and the business to be considered.

### **15. PAID OFFICERS AND EMPLOYEES**

15.1 Council shall have the power to appoint such paid officers and employees as it may consider necessary for the proper management of the Club, to define the scope of their authority, and to confer on them the powers necessary for the discharge of their duties.

## **16. TRUSTEES**

16.1 Council shall elect six members to act as Trustees. In the event of a vacancy occurring Council shall have the power to co-opt a successor from the remaining members of the Club.

16.2 A Trustee shall retain office for life, or until s/he resigns or is removed from office by a two-thirds majority of the members present and voting at a General Meeting convened specifically for that purpose.

16.3 Trustees shall elect two voting members to serve on Council and inform the Honorary Secretary 14 days before the date of the Annual General Meeting of the names of the Trustees so elected. Trustees not so elected shall be entitled to attend Council meetings and participate in discussions pertaining to the business of the Club and to the affairs of the Club only.

## **17. PROPERTY AND FINANCE**

17.1 The property of the Club shall be vested in the Trustees who shall be indemnified by the members of the Club for the time being against liability for any debt or loss incurred by the Club.

17.2 Council shall have the power to invest the Club's funds or to borrow such amounts of money, from a lending institution approved by the Bank of Ireland as may be deemed necessary for the proper running of the Club in a reasonable manner.

## **18. ACCOUNTS AND EXPENDITURE**

18.1 The Honorary Treasurer shall control the funds of the Club and shall deposit same in such banks as may be approved by Council. All monies shall be returned to, and all disbursements shall be made by the Honorary Treasurer.

18.2 The Honorary Treasurer shall keep correct accounts showing the financial affairs, receipts and disbursements of the Club and shall provide to Council an annual statement duly audited by the Club's auditors, prior to submission to the Annual General Meeting.

18.3 Council shall have the sole right to authorise expenditure. However, it may delegate to the Honorary Secretary or any other person authority to purchase goods or other articles as may be required for the day-to-day running of the Club.

## **19. ANNUAL SUBSCRIPTIONS**

19.1 Subscriptions shall be due and payable on the day following the Annual General Meeting in each year.

19.2 A member whose subscription is unpaid by 1st May shall not be eligible to compete in any Club competition.

19.3 A member whose subscription remains unpaid by 1st June may be notified by the Honorary Treasurer that, unless the subscription is paid within seven days that person shall cease to be a member of the Club.

19.4 It shall be competent for Council to re-elect such person on payment of all arrears before 31st October without recourse to the provisions of Rule 21.

19.5 New members admitted to the Club between January 1st and August 31st shall be required to pay 100% of the appropriate subscription. New members admitted to the Club between September 1st and December 31st shall be required to pay 100% of the appropriate subscription and shall receive a credit for that amount against the following year's subscription.

## **20. EXEMPTION STATUS AND DISCOUNTS**

20.1 During their year of office, the President, Captains, Honorary Secretary, Honorary Treasurer, Committee Convenors, and their partners shall be exempt from payment of their annual subscriptions.

20.2 Council shall be empowered to grant similar exemption and discounts to other members, in part or in whole, whom it considers consistently provide a valued contribution to the operation of the Club or for any other bona fide reason. Any differences between such members' category fees and such discounts will be payable.

## **21. ADMISSION OF NEW MEMBERS**

21.1 All applicants for membership of the Club shall complete the standard application form duly signed by a proposer and seconder who must be Full members.

21.2 The application must be accompanied by the relevant application or entry fee. The application form must contain the name and address of the person applying for membership.

21.3 The Honorary Secretary shall post the application form on the Club Notice Board at least one fortnight before the meeting of Council at which the application is to be considered.

21.4 The election is to be by ballot of Council with one adverse vote in five to exclude.

21.5 When an application for membership is approved by Council the Honorary Secretary shall notify the applicant of the fact and advise him/her of the subscription due. An applicant shall not be considered a member of the Club until he/she has paid the subscription or has agreed an instalment arrangement with the Honorary Treasurer.

21.6 The Honorary Secretary shall supply the new member with a copy of the Rules.

21.7 Applicants that have been refused admission shall not be considered for membership within a twelve-month period of refusal.

## **22. RESIGNATION**

22.1 A member wishing to withdraw from membership of the Club shall notify his intention in writing to the Honorary Secretary before the date of the Annual General Meeting. Failing this he/she shall be liable for the subscription for the year commencing on that date.

## **23. HONORARY MEMBERS**

23.1 It shall be competent for Council to elect Honorary members. No one shall be elected an Honorary member unless two-thirds of the entire Council record their votes in favour.

## **24. TEMPORARY MEMBERS AND VISITORS**

24.1 The introduction of Temporary members and Visitors shall be as prescribed within the byelaws of the Club.

## **25. COMPLAINTS**

25.1 Any complaint shall be made in writing to the Honorary Secretary who, if unable to resolve the issue, shall submit the complaint to Council whose decision shall be final. If the Hon Secretary is conflicted in any way Council shall nominate a Council member to deal with the complaint. Any complaint must be in writing and signed by the complainant. No witness evidence shall be entertained unless evidenced by a statement in writing duly signed by the witness.

## **26. DATA PROTECTION**

26.1 The Club shall ensure all data and personal information under the control of the Club shall be held and maintained in accordance with the Club's Data Protection Policy (GDPR) and relevant General Data Protection Regulation (GDPR) legislation.

## **27. EXCISABLE LIQUOR**

27.1 The Club shall observe whatsoever Legislation is in effect at any given time in relation to the Registration of Clubs and Intoxicating Liquor.