Castlebar Golf Club

Constitution And Rule Book

This document is obsolete when printed.

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A. PRELIMINARY

1. The following constitution has been presented to the members for approval following on from the adoption of a Club Management Council at an Extraordinary General Meeting of October 29th, 2019. The Constitution was adopted at an Extraordinary General Meeting to be held in Breaffy GAA Clubhouse on July 20th,

2020.

2. Rules herein contained are indicated by consecutive numbers. Clauses are indicated by consecutive numbers, preceded by Rule numbers. Sub-clauses are indicated by consecutive numbers, preceded by Rule numbers.

3. The constitution of Castlebar Golf Club as set out in this document shall not be amended other than by a two thirds majority of club members present and voting at an Annual General Meeting (A.G.M.) or at an Extraordinary General Meeting (E.G.M.) called for the said purpose and, following 14 days notice to the members, for the proposed amendment.

1. TITLE AND OWNERSHIP

1. The name of the Club shall be Castlebar Golf Club having its address at Rocklands, Castlebar, Co Mayo, (F23AD92) and this name shall be the common name by which the Men's Section, the Ladies' Section and the Club shall be individually and collectively known.

2. The ownership of the club property shall be vested in the Trustees for the time being, who shall deal with such property as directed by the Club Management Council on behalf of the Voting Members as defined on Rules 5.3. In the absence of one or two Trustees to deal with such property a minimum of 3 trustees shall suffice.

3. The Voting members only shall have control of the affairs of the club.

2. INCOME AND PROPERTY

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

a) reasonable and proper remuneration to any member or servant of the Club (not being a Club trustee) for any services rendered to the Club;

b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by Club trustees or other members of the Club to the Club;

c) reasonable and proper rent for premises demised and let by any member of the Club (including any trustee) to the Club;

d) reasonable and proper out-of-pocket expenses incurred by any Club trustee in connection with their attendance to any matter affecting the Club;

e) fees, remuneration or other benefit in money or money's worth to any Company of which a Club trustee may be a member holding not more than one hundredth part of the issued capital of such Company;

f) Nothing shall prevent any payment by the Club to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act, 2009 (as for the time being amended, extended or replaced).

2.1. Keeping of Accounts

Amendments to this constitution requires the prior approval of the Revenue Commissioners, advance notice in writing of the proposed changes must be given to the Revenue Commissioners for approval, and the amendment shall not take effect until such approval is received.

2.2. Keeping of Accounts

Annual accounts shall be maintained and made available to the Revenue Commissioners on request. Where the gross annual income exceeds €250,000 the Accounts will be audited.

2.3. Winding-up

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

3. MEMBERSHIP

3.1. The Membership of the Club shall consist of all members of each of the Men's and Ladies' Sections.

3.2. The membership of the Men's Section shall consist of Male Members who are Life members, Ordinary Members and other subscribing members and such Honorary Members as may be elected from time to time under Rule 3.4.

3.3. The membership of the Ladies' Section shall consist of Female members who are Life members, Ordinary members and such subscribing members and Honorary members as may be elected from time to time under Rule 3.4

3.4. The Membership of the Club shall consist of all members of each of the Men's and Ladies' Section

3.5. Election of all categories of membership shall be the function of the Club Council. Each applicant shall be proposed by one member and seconded by another member on the prescribed form, and submitted to the Honorary Secretary and Club Council for consideration. Where applicable every application must be accompanied by the entrance fee. The mode of election shall be by ballot and the candidate must have the support of the majority of those present at the meeting. No application, or member, shall be discriminated against on the grounds of gender, marital status, family status, age, disability, sexual orientation, race, religion, or membership of the Travelling community.

4. OBJECTIVESS

4.1. THE MEN'S SECTION shall

4.1.1. The sole object of the club is to promote the amateur game Golf amongst its members.

4.1.2. Accept and abide by the Constitution and Bye-Laws of the Golfing Union of Ireland (or for the purposes of this document Golf Ireland, whichever is relevant) to which the club is affiliated, and Bye-Laws of the Connacht Branch of such Union in whose Province the course is located. Apply for Affiliation of the Golfing Union of Ireland and undertake, in writing to accept and abide by the Constitution and Bye-Laws of such Union and the Bye-Laws of the Branch in whose Province the club is situated.

4.1.3. Pay annually the per capita subscription to the Golfing Union of Ireland/Golf Ireland.

4.1.4. Accept and recognise the Royal and Ancient Golf Club of St. Andrew's as the sole authority for prescribing and implementing the Rules of Golf and Rules

of Amateur Status.

4.1.5. Accept that the Club Council is the overall authority for administering the affairs of both the Men's' and Ladies' Sections subject as provided in these rules.

4.1.6. Authorise the Club Council to manage matters of common interest (other than the Game of Golf and related matters) which the Men's Section and the Ladies Section have agreed to be subject to, and as provided by these rules.

8. Hold each year a Men's Section Annual General Meeting, where such officers as are necessary to run the Men's Section of Castlebar Golf Club shall be elected. These shall normally be the President, Captain, Vice Captain, Secretary, Handicap Secretary, Competition Secretary, and 5 or more other male Members, plus the immediate Men's past Captain as Ex- Officio. The Captain, or in his absence the Vice-Captain, shall normally Chair all meetings of the Men's Section.

9. Appoint each year a handicap committee, comprising of at least 3 members who will accept and apply the Standard Scratch Score and Handicapping Scheme as prescribed by the Council of National Golf Unions, the World Handicapping system, and such other rules as may be implemented from time to time by the Golfing Union of Ireland or Golf Ireland.

1. A Competition Secretary is appointed by the Men's Committee and shall be responsible for and in charge of all Men's competitions, and in collaboration with the Ladies Section, all Club Competitions. No results are ratified/ sanctioned until they are checked and certified by him or his deputy. The said certified results are to be displayed on the Clubhouse notice board. On verification of the competition results the Competition Secretary shall inform the Men's Captain, Secretary and the P.R.O. of the said results. He shall maintain and display a folder containing the Club Competition results for the current year. The Competition Secretary in consultation with the Captain has the authority to cancel or postpone or call off a club competition. The Competition Secretary may hold the position for a maximum of three consecutive years but subject to Rule 4.1.8 above.

2. The Men's Handicap Secretary is appointed by the Men's Section Committees and shall be responsible for the handicaps of members whose handicap is controlled by Castlebar Golf Club. He shall hold a minimum of one handicap meeting in each quarter or as required. He shall provide inter-club team captains with a list of current and previous years' handicaps to enable selection of inter-club teams. He will be assisted in his duties by a Handicap Committee appointed by the Men's Captain. He shall make available a list of current handicaps for members updated on a monthly basis.

4.2. THE LADIES' SECTION shall:

4.2.1. The sole object of the club is to promote the amateur game Golf amongst its members.

4.2.2. Accept and abide by the Constitution and Bye-Laws of the Irish Ladies Golfing Union of Ireland (or Golf Ireland) to which the club is affiliated, and Bye-Laws of the Connacht Branch of such Union in whose Province the course is located. Apply for Affiliation of the Golfing Union of Ireland (or Golf Ireland) and undertake, in writing to accept and abide by the Constitution and Bye-Laws of such Union and the Bye-Laws of the Branch in whose Province the club is situated.

4.2.3. Pay annually the per capita subscription to the Irish Ladies Golfing Union of Ireland/Golf Ireland.

4.2.4. Accept and recognise the Royal and Ancient Golf Club of St. Andrew's as the sole authority for prescribing and implementing the Rules of Golf and Rules of Amateur Status.

4. Accept that the Club Council is the overall authority for administering the affairs of both the Men's' and Ladies' Clubs subject as provided in these rules.

5. Authorise the Club Council to manage matters of common interest (other than the Game of Golf and related matters) which the Ladies Section have agreed to be subject to, and as provided by these rules.

6. Hold each year a Ladies Section Annual General Meeting, where such officers as are necessary to run the Ladies Section of Castlebar Golf Club shall be elected. These shall normally be the President, Captain, Vice-Captain, Honorary Secretary, Competition Secretary, and 5 or more other female Members, plus the immediate Ladies past Captain as Ex-Officio. The Captain, or in her absence the Vice-Captain, shall normally Chair all meetings of the Ladies Section.

9. The Lady Honorary Secretary (or if a Competition Secretary if appointed by the Ladies Committee), shall be responsible for and in charge of all Ladies competitions, and in collaboration with the Men's Section, all Club Competitions. No results are ratified/sanctioned until they are checked and certified by her or her deputy. The said certified results are to be displayed in the Ladies' locker-room. On verification of the competition results the Competition Secretary shall inform the Lady Captain, Secretary and the P.R.O. of the said results. She shall maintain and display a folder containing the Club Competition results for the current year. The Competition Secretary in consultation with the Captain has the authority to cancel or postpone or call off a club competition. The Competition Secretary may hold the position for a maximum of three consecutive years but subject to Rule 4.3.6 above.

10. The Ladies Handicap Secretary is appointed by the Ladies' Section Committee and shall be responsible for the handicaps of members whose handicap is

controlled by Castlebar Golf Club. She shall hold a minimum of one handicap meeting and as required. She shall provide inter-club team captains with a list of current and previous years' handicaps to enable selection of inter-club teams. She will be assisted in her duties by a Handicap Committee appointed by the Lady Captain. She shall make available a list of current handicaps for members updated on a monthly basis and display same in locker room.

7. Appoint each year a handicap committee, comprising of at least 3 members who will accept and apply the Standard Scratch Score and Handicapping Scheme as prescribed by the Council of National Golf Unions, the World Handicapping system and such other rules as may be implemented from time to time by the ILGU or Golf Ireland.

4. THE CLUB, Through the Club Council shall:

1. Provide facilities for the playing and promotion of the amateur game of golf by Men, Women and Juveniles and generally promote the game, and other social activities, amongst its members.

4.4.2 Act as administrator of the affairs (other than golf competitions) of both Men's and Lady's Sections.

4.4.4 Generally, to act in the promotion and advancement of the affairs of the Club and the improvement of the facilities available to Members.

5. TRUSTEES

5.1. Trustees shall not be more than 5 and not less than 3 individual members of Castlebar Golf Club. Hereafter Trustees shall be shall nominated by other Trustees, and appointed by members at an AGM or an EGM of Castlebar Golf Club.

5.2. Each Trustee shall hold Office until resignation or removal from office by resolution of the members at a General meeting of the Club.

5.3. The club premises and such other property of the Club as the Management Council 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 Club Management Council of which an entry in the Minute Book shall be conclusive evidence.

5.4. The Trustees shall have the power to borrow money from any person or institution, on such terms and conditions as the Trustees in their absolute

discretion think fit, and may secure the repayment of any borrowed money by mortgaging, charging or otherwise encumbering any part or all of the Club property, provided that any borrowings or grant of security over any Club assets are approved in advance by the Club Management Council. The Club Management Council will set the parameters of any borrowing power as voted by the members of the Club at Annual General Meeting, or Extraordinary General Meeting convened to alter these parameters.

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

5.6. If the Club Management Council consider that a direction to the Trustees is being thwarted unreasonably, then the Club Management Council may refer this matter to the Club Members at an Extraordinary General Meeting called for that purpose, and the Trustees shall adhere to the decision of this EGM.

5.7. One representative of the Trustees shall be entitled to attend meetings of the Management Council.

5.8. The Trustees shall be indemnified out of the Parent Club property and assets in respect of all transactions, directed by resolution of the Management Council and against all liabilities and expenses necessarily incurred as a result of their trusteeship, and in the event of the Parent Club property and assets being deficient, the deficiency shall be made up by members of the Club on a pro-rata basis according to the membership category

6. ADMINISTRATION

1. THE CLUB, Through the Club Council shall:

1.1. The Club Management Council Chairperson shall be responsible for the every-day affairs of the Club except such duties which are specifically assigned to another Officer of the Club.

1.2. The Mens Captain shall be responsible for the every-day affairs of the Men's Section except such duties which are specifically assigned to another Officer of the Men's Section.

1.3. The Lady Captain shall be responsible for the every-day affairs of the Ladies Section except such duties which are specifically assigned to another Officer of the Ladies' Club.

1.4. The Honorary Secretary of the Club shall be responsible for the every-day affairs of the Club except such duties which are specifically assigned to another Officer of the Club.

1.5. Members requiring any matters or complaints to be considered by the Committee must send their request or complaint in writing to the Hon. Secretary who shall place it on the agenda for the next meeting of the relevant Committee or Club Council for investigation and decision.

1.6. The Hon. Secretary of the Club shall act as liaison Officer between the Council of the Management and each of the Men's' and Ladies' Committees.

1.7. The Hon. Secretary shall keep the Council Chairperson and both the Men's and Ladies Captain's informed of all matters pertaining to Castlebar Golf Club. He/she shall also submit a yearly Secretary's report to the club's AGM.

1.8. The Honorary Treasurer shall keep the Council Chairperson and the Honorary Secretary informed of all financial matters pertaining to Castlebar Golf Club. The Honorary Treasurer shall keep full and detailed accounts, books and records showing the financial affairs, receipts and disbursements of the Club. He/she shall present a financial statement of the affairs of the Club to each Committee meeting. He/she shall also submit a yearly financial report to the club's A.G.M. The Club bank account shall be kept in the name of Castlebar Golf Club and at such bank as the Club Council may from time to time determine. The Honorary Treasurer along with the Club Chairperson or a nominee will sign all cheques on behalf of the Club and all cheques issued will require two (2) signatures.

1.9. Ladies and Mens vice captains will also sit on the club council to get a understanding how this works for the incoming year but will not receive a vote within the club council

7. MANAGEMENT

7.1. Meetings

7.1.1. The business and affairs of the Club shall be under the jurisdiction and control of a Management Council. At least six (6) Management Council meetings shall be held annually on such dates as may be found convenient for the transaction of business. At least 7 days' notice will be given to council members by the Chairperson or Honorary Secretary. A Council meeting shall require a minimum of 6 members to form a quorum. At meetings of the Council, the Chairperson or, in his/her absence the Men's Captain or Ladies Captain, as agreed, shall preside. In the absence of all of the above, the Council members present may select a member to take the chair. The chairperson, or acting Chairperson, of the Council shall have one ordinary (deliberate) vote, and if necessary, one casting vote. (a casting vote in addition to his ordinary vote).

7.1.2. **Management Council**

A) The Council shall have power to appoint sub committees, to define the scope of their authority, and to confer on them the powers necessary to discharge their functions. All officers of the Council shall be *ex officio* members of all sub committees. All Sub Committees will report regularly to the Council on matters pertaining to the efficient management of the Club. Each Sub-Committee shall retire annually on the date of the Annual General Meeting or when the function for which it was appointed is completed.

B) The Council is empowered to make, alter and cancel Local Rules, as it considers necessary having regard to the nature of the Golf Course or otherwise, provided such Local Rules are not contrary to or at variance with the Rules of Golf. The Council shall impose local Rules passed at an A.G.M for the regulation, management and use by members' and others of the golf course and the Clubhouse.

C) The business and affairs of the Men's Section shall be under the jurisdiction and control of a General Committee (hereinafter referred to as the Men's Committee) consisting of the Officers of the Men's Section and such other members of the Men's Club elected under Rules 7.2.5 as the A.G.M. of the Men's Section shall determine.

D) The business and affairs of the Ladies Section shall be under the jurisdiction and control of a General Committee (hereinafter referred to as "The Ladies Committee") consisting of the Officers of the Ladies Section and such other members of the Ladies Club elected under Rules 7.2.5. as the AGM of the Ladies shall determine.

E) Nothing in this rule shall preclude a member of either the Men's or the Ladies' Committee being also a member of the Management Council or vice versa.

F) At meeting of any of the foregoing Committees fifty per cent plus one of those entitled to attend and vote shall form a quorum.

7.2. Roles and responsibilities of Officers & Council Members

All Officers and Council positions of Castlebar Golf Club are held on a voluntary and non-payment basis. No member of Castlebar Golf Club shall hold more than one (1) Council Officer position during the same year.

7.2.1. Men's President

The Men's Section President is an Honorary position. The incumbent may hold the position for a period of one (1) year. The Men's President will normally be proposed to the AGM by the outgoing Men's President, and installed at the clubs A.G.M. He shall hold and run a Presidents Prize during his year.

7.2.2. **Lady President**

The Lady President is an Honorary position. The incumbent may hold the position for a period of one (1) year. The Ladies President will normally be proposed to the AGM by the outgoing Lady President, and installed at the clubs A.G.M. She shall hold and run a Presidents Prize during her year.

7.2.3. Chairperson.

A) The chairperson of the management council will be appointed at the Annual General Meeting, or a Special General meeting of the Members, and will be elected for a period of up to three (3) years, subject to annual ratification at the Club AGM. The chairperson is responsible for chairing council meetings and shall be familiar with all matters pertaining to the club governance.

B) He/she, in consultation with the club competition secretary may cancel or defer club competitions.

C) Counter sign all club Cheques and oversee expenditure.

D) Exercise the casting vote when and if required at Club Council meetings.

E) Ensure that the club constitution is up to date and adhered to.

F) In conjunction with the management council shall manage all employees of

the club.

G) Shall confirm persons for Sub-Committees, for consideration of the Management Council.

7.2.4. The Men's Captain

A) The Men's Captain is an honorary position and he may hold the position for one(1) year only.

B) The Men's section Secretary shall inform the Honorary Club Secretary of the election of the incoming Men's Captain to be included in installations for the upcoming A.G.M.

C) He may nominate the men's vice-captain for the year after the coming year ie. 12 months after leaving office

D) He shall chair all Men's section meetings and may exercise a casting vote when and if required.

E) He is responsible for all matters relating to men's golf

F) The Men's Captain shall hold and run a Men's Captain's Prize Competition during his year of office.

7.2.5. The Lady Captain

A) The Ladies Captain is an honorary position and she may hold the position for one (1) year only.

B) The Ladies section Secretary shall inform the Honorary Club Secretary of the election of the incoming Ladies Captain to be included in installations for the upcoming A.G.M.

C) She may nominate the ladies vice-captain for the year after the coming year ie. 12 months after leaving office.

D) She shall chair all ladies' section meetings and may exercise a casting vote when and if required.

E) She is responsible for all matters relating to ladies' golf.

F) The Lady Captain shall hold and run a Lady Captain's Prize Competition during her year of office.

7.2.6. Men's Vice-Captain

A) The Vice-Captain is nominated and elected to the position at the Men's Section A.G.M. and may hold the position for a maximum period of one year after which time he shall be elevated to the position of Men's Captain.

B) When the Men's Captain is unavailable the Vice-Captain shall assume the role of Men's Captain and shall act as Chairperson at all Men's Section committee meetings and shall have a casting vote when required.

7.2.7. Ladies Vice-Captain

A) The Ladies Vice-Captain is nominated and elected to the position at the Ladies Section A.G.M. and may hold the position for a maximum period of one year after which time she shall be elevated to the position of Ladies Captain.

B) When the Lady Captain is unavailable the Lady Vice-Captain shall assume the role of Lady Captain and shall act as Chairperson at all Ladies Section committee meetings and shall have a casting vote when required.

7.2.8. The Honorary Secretary

A) The Honorary Secretary will be elected each year at an AGM and will serve for a maximum period of three years, subject to annual ratification at the Club AGM, but may serve for one extra year in exceptional circumstances. He/ She may not immediately hold any other Honorary Officer role, but are eligible for nomination as Vice Captain, or Lady Vice Captain.

B) He/she shall keep the Club Chairperson informed of all matters pertaining to Castlebar Golf Club.

C) He/ She shall keep Minutes of A.G.M's, E.G.M.'s, Council Meetings, and any other meetings that are deemed appropriate by the Council. These minutes will be the official record of such meetings, and after being read to subsequent meetings, shall be verified by confirmation signatures of the meeting Chair and the Honorary Secretary, or other approved members. Minutes are sufficient evidence of any decisions made.

D) He/she shall submit an annual Secretaries report to the AGM.

E) No correspondence or item shall be forwarded to club members or displayed in the Clubhouse without the knowledge of the Club Chairman or in his stead the Honorary Club Secretary.

F) He/she in consultation with the club chairperson shall draw up the agenda for club council meetings and shall keep minutes of such meetings, including A.G.M.'s and E.G.M's.

G) The respective Minutes shall be read out at the next A.G.M. or E.G.M and when approved and seconded as being a correct record, shall be signed and dated by the Club Chairperson.

7.2.8 HONORARY CLUB TREASURER

A) The Honorary Club Treasurer will be elected each year at an AGM and will serve for a maximum period of three (3) years subject to annual ratification at the Club AGM. They may not immediately hold any other Honorary Officer role, but are eligible for nomination as Vice Captain, or Lady Vice Captain.

B) He/she must keep the Chairperson and Secretary informed of all financial matters pertaining to the club.

C) He/she shall present a financial report to each club council meeting.

D) He/she shall keep full and detailed accounts, books and records showing the financial affairs, receipts and disbursements of the Club.

E) He/she shall submit a yearly financial report to the Club AGM.

F) He/she along with the Club Chairperson or a nominee will sign all cheques on behalf of the Club and all cheques issued will require two (2) signatures.

G) He/she may form a sub-committee to assist in the role.

7.3. Club Convenors and their Sub Committees

A) Convenors shall be nominated for, and elected at the Annual General Meeting, under the rules of the AGM.

B) They shall be confirmed to their positions by the Management Council on the nomination of the Chairperson.

C) They may hold the roles for up to 3 years subject to annual ratification by members at AGM.

D) Each Convenor is empowered to select committee members from qualifying Club membership with appropriate skills to assist in their role, in consultation with the chairperson.

E) All sub-committee members are subject to ratification by the club council.

F) They shall report to the chairperson and the Management Council

G) The Chairperson of the Management Council, or his/her nominee, will be an

ex officio member of each sub-committee.

7.4. House Convenor

Their function will be the orderly management and safe working of the Club House, its staff, club house maintenance, staff training, HACCP and social and recreational affairs all of which must be agreed periodically with the Club Council.

7.5. Membership, Marketing & Business Development Convenor

They shall Co-ordinate/drive fund-raising, corporate & sponsorship activities towards funding specific projects and boosting non-membership & visitor income streams. Develop and implement membership development programs (i.e. recruitment & retention) with assistance from both the Men's & Ladies Sections. They shall develop a membership marketing plan with the focus on identifying the needs of new or lapsed members, and then delivering a range of realistic promotional initiatives to try and achieve a net membership growth position year on year.

7.6. Communications, Information Technology, & Social Media Convenor (Club PRO)

They are responsible for the Delivery of regular & consistent internal & external communications via a Communications Plan. The CIT&SM convenor will be primarily involved in promoting Castlebar Golf Club through various means of external communication, imparting regular and consistent information to members and the public with an emphasis of raising the profile of CGC, and making information easily accessible to all, maintaining and updating information technology and devices within the club, and increasing efficiencies in all areas where electronic devices may do so. They shall manage the club website, digital marketing and all social media channels to enhance the membership & visitor experiences. They will work closely with the membership & marketing convenor and house & social convenor in particular to ensure a consistent and positive support structure around marketing, communications and social activities.

7.7. Course Convenor

The Course Convenor's functions will primarily revolve around the orderly management and safe running of the Golf Course and its staff, and the maintenance and development of same, as agreed periodically with the Club Council.

8. EMPLOYMENT OF STAFF

8.1.The Council shall have power to appoint all staff employed by Castlebar Golf Club.

8.2. Employment to the positions shall be by written application resulting from public advertisement. Selection of suitable applicants shall be by interviews conducted by an Interview Board selected by the Club Council. No member of the Interview Board may apply for the positions.

8.3.No full-time employees may serve on the council of the club.

9. FINANCE

1. The financial affairs of the Club shall operate as follows:

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

1.2. The Club shall retain the services of a Qualified Accountant, who shall audit the Clubs accounts and records at the end of the financial year. The Clubs auditors will be nominated and approved at each A.G.M.

1.3. The Banking account shall be kept in the name of the Club (and shall be clearly identified as such) in such Bank as the Management Council may from time to time determine.

1.4. All cheques shall be signed by the Hon. Treasurer and by one other authorised Officer or authorised member of the Club Management Council.

1.5. The Honorary Treasurer of the Club shall issue an audited statement of the affairs of the Club for the financial year ended 31st October for consideration by the Management Council and for presentation and approval by the members at the AGM of the Club.

1.6. The Management Council shall be responsible for the payment of the Annual Subscription and the Provincial Levy payable to the Golfing Union of Ireland, or Golf Ireland in respect of the members of the Men's Club and Annual Subscription payable to the Irish Ladies' Golf Union in respect of the members of the Ladies' Club, or to Golf Ireland.

1.7. Committees shall be entitled to charge and retain Income from all Club & Open competitions under its control and management, and for which they have arranged for the provision of prizes, with the approval of the Club Management Council.

2. The financial affairs of the Ladies' Section shall operate as follows:

2.1. The Hon Treasurer of the Ladies' Section shall keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Ladies' Section.

2.2. The Banking account shall be kept in the name of the Ladies' Section (and shall be clearly identified as such) in such Bank as the Ladies Committee may, with the authority of the Management Council from time to time determine. All cheques shall be signed by any two of the following: The Hon. Sec., the Hon Treasurer and one other authorised member of the Ladies Committee.

2.3. 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.

2.4. The Hon Treasurer of the Ladies Section shall issue a statement of the affairs of the Ladies' Section for the financial year ended 31st October for consideration by the Ladies Committee and for presentation and approval by the members at the AGM of the Ladies Club which shall be held not later than 30th November following. or at least 2 weeks prior to the Club's AGM.

2.5. Following the meeting of the Ladies Committee at which the accounts are considered the Hon. Treasurer shall immediately forward a copy of the accounts to the Hon. Treasurer of the Management Council for information.

3. Fundraising

All fundraising in the name of Castlebar Golf Club, or any section of the club, must be sanctioned by the Club Council and must be to the benefit of the club as a whole.

4. Spending Powers

The Club Council cannot approve any single item of expenditure exceeding €100,000. Expenditure of any single item above €100,000 must be approved by an AGM or EGM of the Club Council.

10. CLUB COMPETITIONS

"Club Competitions will be organized and controlled by the relevant Ladies or Men's Committe, with rules and conditions determined and documented in the relevant 'Conditions of Competition'.

11. MEMBERSHIP

Categories of members shall consist of;

(a) **Full Ordinary Members** - persons 18 years and over. Partners of Ordinary members shall be granted a 25% reduction from the Ordinary subscription entitling the member to full voting, facilities, and handicapping rights. Children of these members, less than 18 years, may enjoy the rights of membership according to their age.

(b) **Seniors members** – must be 70 years or over on the 1st January of that year and must produce a birth certificate as evidence of same. Partners of Senior members, defined in accordance with Senior status above, shall be granted a reduction of 25% from Senior Subscription. They shall have full voting rights.

(c) **35 years and Under**. This Category is open to persons of 35 years of age and under on the first of January of the relevant Membership year. They shall be entitled to full rights of ordinary members, and shall pay a subscription as agreed at the A.G.M. They shall have full voting rights.

(d) **Student members** - shall be open to persons over the age of 18 years and who are full time registered students in second or third level institutions of education *and are not in receipt of salary, statutory benefit, sponsorship or any other income source*. They may play in major competitions at the discretion of the Men's or Ladies Committee but are not eligible to accept 1st, 2nd or 3rd prizes in the Captains or Presidents Competitions.

(e) **Country member** - shall be open to persons who are full members of another golf club and who reside more than 10 miles from Castlebar Golf Club. They shall have full voting rights but may not win 1st, 2nd or 3rd prizes in the Captain's or President's competitions. They shall have full voting rights.

(f) **Junior member** – shall be open to persons between the age of 14 and 18 years. Evidence of date of birth must be provided upon application for membership. Juniors shall be permitted to play the course only at times agreed between the junior convenor and the Management Council. Juniors may play in major competitions at the discretion of the committee but may not win 1st, 2nd, or 3rd prizes in Captains or Presidents competitions. On reaching the age of 18 years, no entrance fee will be charged if the Junior has been a member for one year.

(g) **Juvenile member** – shall be open to persons under the age of 14 years. Evidence of date of birth must be provided upon application for membership. They shall be permitted to play the course only at times agreed between the junior convenor and the Management Council. Juveniles may play in competitions organized by the junior convenor only.

(h) **Honorary member** – The following officers shall have Honorary membership of the club: The Chairperson, Men's President, Ladies President, Men's

Captain, Ladies Captain, Honorary Club Secretary, Honorary Club Treasurer, Competition Secretary and Ladies Secretary.

(i) **Honorary Life Member** - shall comprise persons whom the Management Council wishes to acknowledge as having rendered exceptional service to the Club or to the game of golf or whose distinguished position or public service would render their membership of special advantage to the Club. No one shall be appointed as an Honorary Life member unless firstly, being recommended to the Management Council, and ratified by at least two thirds of the entire Management Council, voting in secret ballot if requested by any member of the Council. Honorary Life Members have all the entitlements of an ordinary member.

(j) **Distant** member (outside Connaught) - shall be open to persons permanently residing outside Connaught. They may play in all Club competitions but are not eligible to accept 1st, 2nd or 3rd prizes in the Captain's or President's competitions. They shall have full voting rights.

(k) **Intermediate Membership** - Intermediate category I is open to persons aged 18-20 years of age. Intermediate category II be open to persons aged 21 - 25 years of age. They shall be entitled to full rights of ordinary members, and shall pay a subscription as agreed at the A.G.M. They shall have full voting rights.

(l) **Beginner member** – shall be open to beginner golfers who have never held an official G.U.I./ I.L.G.U./ Golf Ireland handicap. It can be availed of once only and shall be for a 2-year period. This category shall not be eligible for an official G.U.I. / I.L.G.U./ Golf Ireland handicap. It may be upgraded to full membership at any time. After two years players can enter the category of 3rd year beginner. These shall be entitled to an official G.U.I./ I.L.G.U./ Golf Ireland handicap on payment of the agreed fees.

(m) **Pavilion member** - shall be open to persons, over 18 years of age, who wish to avail of the Clubhouse facilities only.

Only the following categories of members have the right to vote and attend at meetings of the Club or to be selected to any office of the Club:-
Ordinary; Senior; Honorary; Distant, Country; Intermediate; Under 35s

12. ANNUAL SUBSCRIPTION

12.1 All categories of member, except Honorary Member, shall be required to pay an Annual Subscription.

2. Annual Membership Fees / Subscriptions shall be set by the Annual General Meeting (A.G.M.) or at an Extraordinary General Meeting (E.G.M.) called for that purpose. Thereafter such subscription shall remain in operation until altered at an Annual General or Special General meeting of the Club.

3. All Subscriptions shall be payable immediately after the AGM.

4. Any member whose subscription is unpaid on the 15th March in any year shall cease to be members, not be entitled to use the facilities of the club until such time as their Subscription is paid. They shall be notified by the club that their membership has not been paid, and advised that termination of membership and Handicap will result.

5. The Treasurer shall notify the Secretary of the Men's Section and Ladies' Section of the name of any such member and the Committee concerned shall not be entitled to allow such member to compete in any Club or Open Competition under its control. Membership fee/subscriptions become due from the day after the Club's A.G.M.

6. An up-to date list of fully paid up members, including those members who have signed up to a direct debit procedure, or made other arrangements, shall be displayed in the clubhouse.

13. VISITORS AND TEMPOARY MEMBERS

1. A member may introduce visitors.

2. It shall be a condition precedent that the member effecting the introduction shall enter each visitors name, address, and date of visit immediately on entering the clubhouse in a book to be kept for the purpose called a "Visitor's Book".

3. The payment of the Green Fee shall entitle the visitor to temporary membership of the club for that day.

4. No visitor shall be supplied with excisable liquor in the Club premises unless on the invitation of and in the company of the introducing member who shall purchase such excisable liquor.

5. Every playing visitor must pay required green fee for the day and must enter their name on green fee book and date on which they are using Course and Club facilities.

6. The Management Council shall have power to suspend the rules permitting the introduction of visitors or temporary members at any time and refuse permission for any particular visitor or temporary member to

use the Clubhouse or Course.

7. Competitors in Open Club Competitions limited to one day shall be eligible for Temporary Membership status on the day of the Competition only.

14. COMPLAINTS AND DISCIPLINARY PROCEDURES

1. The Management Council shall have jurisdiction over all complaints and disciplinary matters within the Club. The Management Council shall set down such procedures and provide such assistance as is appropriate, bearing in mind the principles of natural justice.
2. All complaints or allegations of misconduct must be made in writing to the Honorary Secretary, or if appropriate the Chairperson, of the Club, who, if unable to remedy the matter, shall submit same to the Management Council for its consideration.
3. Each of the Men's and Ladies' Committees may report any member of their section to the Management Council for investigation.
4. The Management Council may delegate the investigation of complaints or allegations relating to golf and handicapping to the Committees of the Men's or Ladies' Section or such other committees as is appropriate.
5. The Management Council may appoint a sub committee to investigate the complaints or allegations of misconduct.
6. The Management Council may appoint a disciplinary committee which may take disciplinary action against a member who, in its opinion, has acted contrary to the Rules and Regulations of the Club, or conducted himself or herself, whether inside or outside the Club property, so as to injure or discredit the character of the Club.
7. Disciplinary action shall not be taken until the person concerned has been advised of the allegations made against him or her and been afforded the opportunity to being heard. There should be an opportunity to respond at investigation and disciplinary stages.
8. Disciplinary action may include but is not confined to;
   - Expulsion.
   - Suspension from membership for a specified period or until stated conditions are met.
   - Other specified limitations on activity within the Club.
   - Financial penalties

9. The Management Council is empowered to impose fines for breaches of the Rules, Bye-Laws and Regulations of the Club in force for the time being or for breaches of the etiquette of golf, and may also at any time (either instead of, or in addition to fines) temporarily withdraw the use of the Club House and Course from any member whose conduct or breaches of the Rules, Bye-laws

or Regulations may, in the opinion of the Management Council justify this course of action

10. Any member refusing or failing to pay a fine so imposed within 1 month after notification thereof, shall be suspended from the use of the Club House and Course until such fines shall be paid.

11. Each of the Men's and Ladies' Committee shall report any member of their Club to the Management Council for investigation and penalty under this Rule if they, in their absolute discretion, consider the breach warrants it.

15. TERMINATION OF MEMBERSHIP

1. If conduct, or failure to comply with a club rule, by any member is brought to the attention of the Management Council, and is considered likely to endanger the welfare of members, or good order of the Club (including Breaches to the Rules of Golf, and including Etiquette indicated in the Rules of Golf) and having given the member against whom the complaint is made an opportunity of refuting or explaining the allegations in person, and having considered any evidence he/she may wish to tender, and any other relevant evidence, and having fully considered the matter, the Management Council shall be empowered to take action as they deem fit including the expulsion of the member from the Club.

2. No member shall be expelled under this Rule unless at least 9 members of the Management Council are present and two thirds of those present vote in favour of the expulsion of the member.

3. Any member expelled under this rule shall immediately cease to be a member and shall forfeit his or her subscription. Voting on the question of expulsion of a member shall be by secret ballot.

4. When the Council has resolved that a club member be suspended or expelled, such member shall, within seven (7) days of the date of decision, be given notice, in writing by the Honorary Secretary. This written notice shall be by registered post or by delivery of such notice to his or her last known address, or by hand. Such person shall have the right of appeal against the decision within fourteen (14) days of the Council's decision. The appeal shall be made in writing to the Honorary Club Secretary.

5. Notice of the appeal under this rule having been given, the decision shall not take effect for a period of twenty-one (21) days from the date of the Council decision. The member shall have the right to have his or her appeal heard again by the Council who will decide the expulsion shall be confirmed or repealed or the period of suspension shall be confirmed reduced or

repealed.

6. During the period of suspension the member shall not be entitled:

(a) To enter upon the Clubhouse or Club property, whether in the company of another member or otherwise save only to collect any of his or her property or, for the purpose of attending any Council Meeting, or Extraordinary General Meeting which may be held during the period of such suspension, by arrangement with the Council.

(b) To the refund or rebate of the whole or any part of his/her annual subscription or other sum paid or payable by him/her to the Club in respect of the year during which the suspension occurs.

15.6 A person who has been expelled from Membership of the Club shall not be entitled:

(a) To enter upon the Clubhouse or Club property, whether in the company of another member or otherwise save only to collect any of his or her property by arrangement with the Council.

(b) 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.

16. MEETINGS

The Annual General Meeting

1. The Annual Meeting of Castlebar Golf Club shall, save in exceptional circumstances, will be held in the month of November, after receiving the Management Council's Annual Report and the Financial Statement for the year ended the 30th September.

2. The Chairperson, or in their absence either the Men's Captain, or the Ladies Captain, by agreement, shall chair the meeting. In the absence of all three, a chair will be agreed by the members attending.

3. Any decision by way of resolution of an A.G.M shall be binding on the Club Council, Men's Committee, or Ladies Committee, as appropriate.

4. No proxies shall be allowed at A.G.M.

5. Fourteen (14) days notice at least of such AGM shall be posted in the clubhouse, and notice given to the members of the Club entitled to attend and vote.

6. A copy of the Audited Financial Statement shall be available to the members

7 days prior to the AGM.

7. Any member wishing to submit a Notice of Motion to change any part of the Constitution, must submit a copy of the Motion to the Honorary Secretary not later than the 1st of November. To change, repeal or alter a rule of the Constitution, two thirds (2/3) majority of those present and entitled to vote must agree.

8. A making of a new Club Rule shall require a simple majority.

9. The Honorary Secretary will, one month in advance of such A.G.M. invite Nominations of Officers by posting a notice to this effect in the Clubhouse, Each candidate for election, except incoming Captain, must be proposed by one member of the club, and seconded by a second member, who are known to the candidate personally. Nominations shall be given to the Honorary Secretary 10 days in advance of the A.G.M. A complete list of nominees, proposers & seconders shall be posted in the clubhouse at least seven (7) days prior to the A.G.M. In the event of a vote for positions where more than one person is nominated, it shall be by secret ballot.

10. Any club member willing to allow their name to be put forward for a position on Club Council or Committees, but is unable to attend the A.G.M. can have their nomination put forward in their absence if they inform the Honorary Secretary of their willingness to serve.

11. In the event of a tied vote, the Chairperson shall have and shall exercise a casting vote in addition to his ordinary vote.

12. 30 members eligible to vote, shall form a Quorum for the A.G.M

13. A majority of one (1) is sufficient to decide any topics under discussion at A.G.M.

The order of the business at the A.G.M shall be: -

1)Notice convening the meeting.
2)Minutes of the previous A.G.M.
3)The Honorary Secretary's / report for the previous twelve months.
4)The Honorary Treasurer's report for the previous twelve months.
5)Chairpersons address.
6)Election of Chairperson.
7)Installation of Incoming Men's Captain for coming year.
8)Installation of Incoming Ladies Captain for coming year-
9)Installation of Men's President.
10)Installation of Ladies President.

11)Election of Honorary Club Secretary.
12)Election of Honorary Club Treasurer.
13)Election to the Council of one trustee nominated by fellow trustees.
14)Election of Golf Course Convenor
15)Election of House Convenor
16)Election of Membership, Marketing & Business Convenor
17)Election of Communications, I.T, & Social Media Convenor
18)Election of Ladies Section Committee Nominee.
19)Election of Men's Section Committee Nominee.
20)Election of Club Auditors.
21)Determination of Borrowing Powers.
22)Setting of Annual Subscription & Green Fee Rates for Upcoming Year.
23)Written Motions Submitted for Discussion.
24)Any Other Business with the permission of the Chairperson.

2. THE MEN'S SECTION

1. The Annual General Meeting of the Men's Section shall, save in exceptional circumstances, be held in the month of October.

2. Officers, and Members of the Men's Committee shall be elected.

3. Discussion on Revision of Rules and Conditions of Competition (subject to conditions laid down by the Club Council) shall take place, and any other relevant business pertinent to the Men's Section as may be on the Agenda.

4. Fourteen (14) day's notice, at least, of such Annual General Meeting shall be given to the Male Members of the Club who are the only persons entitled to attend and vote at an Annual General Meeting of the Men's Section.

5. Notices of Motion and nominations of Officers and members of the Committee of the Men's Section shall be made to the Men's Secretary in writing at least 10 days before the date of such Meeting.

6. Such notices and nomination shall be posted 7 days in advance of such meeting in the main entrance hall of the Club House.

7. In the event of failure to nominate sufficient Officers or Committee in advance of the meeting, nominations may be taken from the floor of the AGM with the agreement of the meeting.

2. THE LADIES' SECTION

2.1. The Annual General Meeting of the Ladies' section shall, save in exceptional circumstances, be held in the month of October. The Ladies' Section Committee Annual Report and Financial Statement for the year ended the previous 30th September shall be discussed and any other business of the Ladies' Club as may be on the Agenda.

2.2. Fourteen(14) days notice, at least, of such Annual General Meeting shall be given to the Lady Ordinary Members of the Club who are the only persons entitled to attend and vote at an Annual General Meeting of the Ladies' Club.

2.3. The Financial Report shall be available 7 days prior to AGM.

2.4. Notices of Motion and nominations of Officers and members of the Committee of the Ladies' Club shall be made to the Secretary in writing at least 10 days before the date of such Meeting.

2.5. Such notices and nomination shall be posted 7 days in advance of such meeting in the Club House.

2.6. In the event of failure to nominate sufficient Officers or Committee members as per 18.1.4 those nominated prior to the AGM are deemed elected and nominations may be taken from the floor of the AGM for the unfilled posts.

3. EXTRAORDINARY GENERAL MEETINGS

3.1. Extraordinary General Meetings of the Club, or Men's or Ladies Sections, may be called at any time by direction of the Management Council of the Club, the relevant Committee, or at the written request of 15 members entitled to vote at such meeting, delivered to the Section Secretary, or in the instance of a Club EGM, the Club Honorary Secretary, stating the business to be brought forward.

3.2. On receipt of such requisition it shall be the duty of the Management Council of the Club, or Committee of such section, to have an Extraordinary General Meeting called within 21 days

3.3. If the Management Council, or Committee, fail to call an EGM within 14 days after receipt of the requisition by the Secretary, the members who have signed the requisition may issue notice of an Extraordinary General Meeting, of which notice shall be sufficient if posted on the notice Board in the Club House at least 10 days before the date fixed for such meeting, stating the purpose of the meeting, and signed by two of the members .

3.4. Fourteen (14) days notice of an Extraordinary General Meeting shall be given to the Club members, the said notice to state the purpose of the meeting, by placing a notice in the clubhouse, and by notifying members.

3.5. No proxies shall be allowed at an Extraordinary General Meeting.

3.6. The Chairperson, or in their absence the Lady Captain or Men's Captain by agreement, and in the absence of the above, such member as a majority of those present shall elect, shall preside at the Extraordinary General Meeting.

3.7. 30 members eligible to vote, shall form a Quorum for the A.G.M. Any decision by way of resolution of an E.G.M shall be binding on the Club Council, Men's Committee, or Ladies Committee, as appropriate.

4. MODE OF VOTING AT GENERAL MEETINGS

4.1. No proxies shall be allowed.

4.2. Voting shall be either by a show of hands or by ballot, unless specified by other club rule.

4.3. Ballot shall mean a secret vote on voting paper

4.4. A majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by other club rule.

4.5. In the event of a tie the Chairperson shall have and shall exercise a casting vote as provided in Rule 7.1.

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

4.7. An election of candidates for membership of the Committee of either the Men's Section or Ladies' Section, or for membership of the Management Council. shall be by ballot, and all members voting must vote for the full number of candidates for whom there are vacancies, otherwise such voting paper is invalid.

5. MINUTES

5.1. Minutes are the official record of club activities.

5.2. The Men's Section, the Ladies' Section and the Club shall each keep minutes of each section meeting.

5.3. Minutes shall be taken at Annual General Meeting's, and Extraordinary General Meetings and all Committee Meetings held.

5.4. The Respective Minutes shall be read at the next General or Statutory Committee Meeting and, when approved as being a correct record, shall be signed and dated by the Chairperson and relevant Secretary, or other nominated by the meeting.

5.5. The Men's Section and the Ladies' Section shall each submit it's Minute Books to the Management Council when required.

17. RULES OF GOLF AND LOCAL RULES

17.1. The Rules of the game of golf for the Men's and Ladies' Sections shall be the Rules of Golf as approved by the Royal and Ancient Golf Club of St. Andrew's.

17.2. In addition, the Management Council, in consultation with the Men's and Ladies' Committee, 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 or Ladies' Section is affiliated.

18. PLAYING FACILITES

18.1. The Management Council, in consultation with the Men's and the Ladies' Committee, shall prescribe the days and times when the members of the Men's Section and Ladies' Section have the use of the Course for competitions or when the Course is reserved for team matches or other events.

18.2. It shall also decide on the facilities to be afforded to Societies subject to the provision that the 1st tee shall be reserved for Club members on any day a Society Outing is permitted for such periods as are considered necessary for the convenience of the members.

18.3. The Management Council shall also be empowered to direct the days and times when Juniors shall have the use of the Course and generally regulate the use of the Course for the benefit of members.

19. PERSONAL BELONGINGS

Any personal belongings of members, visitors and others, brought to, or kept at, or left on the premises of the Club (either in the Club House, in the Car Park or on the Course) shall be at the sole risk of the owners. The Club or any Committee shall not be responsible for any loss or damage thereto arising. This shall not prejudice any claims by the Club or the owners against Insurance Companies in case of fie, or when otherwise covered by Insurance.

20. HEALTH AND SAFETY

1. Castlebar Golf Club operates an open Health, Safety and Welfare Policy. The Club would appreciate if any Member or Green Fee Visitor or Club Guest would bring any failure in this regard to any Member, Officer, or in writing to the attention of the Club Honorary Secretary.

2. Castlebar Golf Club has completed and is fully compliant with the Safeguarding Contract Form.

3. A Child safeguarding policy is posted in a prominent position in the club house and Castlebar Golf Club is fully committed to safeguarding the wellbeing of juniors and all members. The junior convenor is responsible for all matters relating to junior golf.

4. The club Designated Liaison Officer must be notified of any incident relating to child safety.

21. CHANGE OF RULES

21.1. No rule of either the Men's Section or the Ladies' Section shall be repealed, or altered, or a new rule made, except at a General Meeting of such Club Section and by a vote of the majority of those present and voting at such Meeting. Written notice of the proposed change must be received by the Secretary of the Section concerned, with the names of the proposer and seconder attached, at least 10 days previous to the Meeting at which same is to be considered. 7 day's notice of such proposals must be given to the relevant members, by posting the proposal in the Clubhouse, with name of proposer and seconder attached, and by notifying the members.

21.2. The Secretary shall place the notice on the Agenda of the Section concerned, acquaint the Management Council of same, and post notice in Club House.

21.3. Any repeal, alteration or new rule so passed is subject to Confirmation by the Management Council.

22 REGISTRATION OF CLUBS ACTS & INTOXICATING LIQUOR ACTS

The following sections regarding the Registrations of Clubs Acts have been presented to the District Court Held in Castlebar Court House on December 5th, 2012, The Honourable Judge Mary Devins Presiding. Consequently, with regard to updating the Club Constitution, no changes will be made to these sections. It should be accepted that the responsibilities of Club Captain have been succeeded by the Club Chairperson, and the responsibility of Club Committee has been succeeded by the authority of the Club Management Council.

REGISTRATION OF CLUBS ACTS & INTOXICATING LIQUOR ACTS

1. The Club must comply with the requirements of the Registration of Clubs Acts 1904 to 2003, the Intoxicating Liquor Acts 1833 to 2008, and any other Act/s which may be passed amending same.

2. No Officer or Member of the Men's Committee or the Ladies Committee and no manager or servant employed by the Club shall have any personal interest in the sale of excisable liquors or in the profits arising from such sale.

3. No person who is not a member shall order or pay for refreshments in the Clubhouse.

4. A visitor shall not be supplied with excisable liquor on the Club premises unless on the invitation and in the company of a member, and that member shall, upon the admission of such visitor to the Club premises, or immediately upon he/she being supplied with liquor, enter his/her own name and the name and address of the visitor in a book which shall be kept for the purpose and shall show the date of such visit.
Notwithstanding this provision, and as provided for by Section 30 of the Intoxicating Liquor Act, 2000, where members of a group (a club whether registered or unregistered, society or organisation) are visiting the Club for the purpose of:-

(i): taking part in any pastime, sport, game or recreation at the Club; or

(ii): organising or taking part in the organisation of, or arrangements for, any such activity, intoxicating liquor may be supplied to them at the request and in the presence of an official of the Castlebar Club on the occasion of the visit. An official of the Club shall enter the name of the group concerned and the number of persons in it, in the Visitors Book.

5. The Committee may prohibit the admission of any visitor to the Club premises and course and no member or visitor shall bring any person whose admission is prohibited into the Club premises.

6. No excisable liquor shall be sold or supplied to any person under eighteen years of age.

7. Subject to sub-sections 99.8 to 100.02, no person under the age of 18 years shall be allowed in the Bar at any time.

8. A child who is accompanied by his or her parent or guardian may be in the Bar between 10.30 a.m. (12.30 p.m. on Sundays) and 9.00 p.m.

9. Paragraph 99.8 above does not apply where it appears that the child's presence in the Bar could reasonably be regarded as injurious to his or her health, safety or welfare.

1. It shall not be unlawful to allow a person who is aged at least 15 years, but under the age of 18 years, to be in the Bar between 10.30 a.m. (12.30 p.m. on Sundays) and 9.00 p.m.

2. It shall not be unlawful for a child who is accompanied by his or her parent or guardian, or a person who is at least 15 years, but under the age of 18 years, to be in the Bar on the occasion of a private function at which a substantial meal is served to persons attending the function.

3. Rule 99.7 does not apply in relation to a person under the age of 18 years who is (a) passing through the Bar solely for the purpose of entering or leaving another part of the premises, or, (b) is employed in the bar.

4. Persons between the ages of 18 and 21 years are not allowed to be in the Bar between 9.00 p.m. and 10.30 a.m. on the following day (12.30

p.m. if the following day is a Sunday) if the person does not produce an age document:
The following are acceptable age documents:
(a): An age card as described in the Act
(b): A valid passport
(c): An EU identity card
(d): A driving licence
(e): A document issued by a body and in a form prescribed by the Minister

5. Intoxicating liquor shall not be supplied on the premises at a reduced price during a limited period on any day.

6. No excisable liquor shall be sold or supplied for consumption outside the premises of the Club, except to members of the Club, between the hours of eight o'clock in the morning and ten o'clock at night.

7. No excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging in the Club premises) or be consumed on the premises by any person (other than a member of the Club lodging in the Club premises):-

(a): At any time on Christmas Day or Good Friday, or
(b): On any other day, as specified hereunder, outside the times so specified in respect of it:-
(i): Saint Patrick's Day: between 12.30 p.m. and 12.30 a.m. on the following day
(ii) : The 23rd December: if it falls on a Sunday, between 10.30 a.m. and 11.30 p.m.;
(iii) : Christmas Eve and the eve of Good Friday: between 10.30 a.m. and 11.30 p.m.;
(iv) : The eve of any public holiday (other than Christmas Eve):

(I) : If the eve falls on a weekday, between 10.30 a.m. and 12.30 a.m. on the following day, or
(II) : If it falls on a Sunday, between 12.30 p.m. and 12.30 a.m. on the following day;
(v) : Any other Sunday (except a Saint Patrick's Day which falls on a Sunday): between 12.30 p.m. and 11.00 p.m.;
(vi) : Any other Monday, Tuesday, Wednesday or Thursday: between 10.30 a.m. and 11.30 p.m.; and
(vii) : Any other Friday or Saturday: between 10.30 a.m. and 12.30 a.m. on the following day.

The hours specified in paragraph (b) above in respect of any day specified in that paragraph are in addition to the period between midnight and 12.30 a.m. on that day where that period is included in the hours so specified in respect of the eve of that day.

8. Nothing in the Registration of the Clubs Acts, 1904 to 2003 shall operate to
prohibit the supplying for consumption on the Club premises of excisable liquor to any person or the consumption of excisable liquor on those premises by any person:-

(a): On Christmas Day, between 12.00 midday and 10.00 p.m., or

(b): On any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the Club, by virtue of Clause 100.6 (b) to supply any excisable liquor for consumption on the Club premises, if in each case the excisable liquor is –

(i): Ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and

(ii): Consumed by that person during the meal or after the meal has ended.

Appendix I – TRUSTEES

Name

Margaret Tighe
Denis Gallagher
Pat Staunton
John McHugh

Appendix II – Document History

Date	Version	Comment	Origin
1/1/2024	1.0	Updated bullet points & added rules to appendix	Eddie Grogan
25/08/2025	1.1	Amended section 5.4 in accordance with motion passed at EGM on August 12, 2025.	Eddie Grogan
17/09/2025	1.2	Removed rules from appendix at request of chairman	Eddie Grogan
17/09/2025	1.3	Updated Trustee Appendix	Eddie Grogan