

CONSTITUTION OF SWINFORD GOLF CLUB
(Adopted by the members on 11 day of November
2022)

1. INTERPRETATION AND DEFINITIONS

1. The powers set out in this Constitution are to be used only for the attainment of the main objects of the Club and any income generated from the exercise of the said powers is to be applied for the objects of the Club only. It shall be a matter for the members to amend this Constitution and/or the Club objects in accordance with Clause 3.
2. In the interpretation of this Constitution the following words and expressions shall have the meanings so defined and words importing the singular shall include the plural, and vice versa, words importing the masculine include the feminine and words importing persons shall include bodies Corporate.

AGM means an annual general meeting of the Club;

Auditors means the auditors or auditor for the time being of the Club;

Captain means the person for the time being holding such office having been elected under the terms of the Constitution to perform the duties of Captain of the Club;

Chair means the person for the time being holding such office having been elected under the terms of the Constitution to perform the duties of Chair of the Club;

Constitution means this document;

Days means calendar days;

EGM means an extraordinary general meeting of the Club;

Electronic address means any address or number used for the purposes of sending or receiving documents or information by electronic means;

Electronic communication shall have the meaning given in the Electronic Commerce Act, 2000;

Electronic means any process or means provided or facilitated by electronic equipment for the processing (including digital compression), storage and transmission of data, employing wires, radio, optical technologies, or any other electromagnetic means;

Electronic signature shall have the meaning given in the Electronic Commerce Act, 2000;

General Meeting means an AGM or EGM as applies in the Constitution

Home Club Member means a Club Member whose World Handicap System is held at that club

Honorary Secretary means the person for the time being holding such office, having been elected under the terms of the Constitution to perform the duties of Honorary Secretary of the Club;

Honorary Treasurer means the person for the time being holding such office, having been elected under the terms of the Constitution to perform the duties of Honorary Treasurer of the Club;

Committee means the Club Committee elected in accordance with the Constitution.

President means the person for the time being holding such office, having been elected under the terms of the Constitution to perform the duties of President of the Club;

Standing Orders means a set of orders and rules governing the procedures of meetings;

Sub-Committee means a sub-committee elected in accordance with the Constitution;

Vice-Captain means the Vice-Captain for the time being who shall also act as Captain in the absence of the Captain in accordance with the Constitution

2. CLUB OVERVIEW AND BACKGROUND

1. The name and address of the Club is Swinford Golf Club, Brabazon Park, Swinford, Co. Mayo.
2. The Club has been in existence since 1922
3. The Club is affiliated to Golf Ireland and is organised as a members owned club.
4. The Club is run by a voluntary committee composed of members of the Club who are elected by the members in accordance with this Constitution.
5. The Committee acts on behalf of the members and is responsible for maintaining affiliation with Golf Ireland, managing handicaps in line with WHS, administering competitions and maintaining the course and clubhouse to the best possible standards.
6. The Club also has a number of sub committees set up in accordance with this Constitution and has a suite of club policies; which help govern the Club. Copies of this Constitution and our club policies are available to all members.
7. The ownership of the Club property shall be vested in Swinford Golf Club Limited (a company limited by Guarantee), on behalf of the voting members, as defined in section 7.1. The voting members only shall have control of the affairs of the club.

3. CORE AIMS, PURPOSE AND OBJECTS OF THE CLUB

1. The main purpose and objects of the Club are to;
 - a) Promote the amateur game of golf to members;
 - b) Comply with all affiliation requirements of Golf Ireland;
 - c) Involve members in the activities of the Club;
 - d) Manage and control a well governed Club with appropriate legal, financial, and governance standards; and in accordance with the access agreement.
 - e) Comply with all statutory, legal, financial or other rules or regulations which apply to Clubs including all Health and Safety requirements;
 - f) Adopt policies, rules, regulations, procedures and standards required of members, and personnel at Committee level including but not limited to non-discrimination, equality and child safeguarding;
 - g) Promote and uphold the reputation of the Club;
 - h) Encourage an inclusive and democratic culture within the Club;
 - i) Adopt a policy of non-discrimination of any kind in all Club business and activities;
 - j) Receive financial assistance and funding
 - k) Do all such things as shall be conducive to the attainment of these objects
 - l) Adopt the R & A Women in Golf Charter

4. CLUB AFFILIATION TO GOLF IRELAND

1. The Club is an affiliated member of Golf Ireland the National Governing Body for Golf in Ireland.
2. As part of this affiliation the 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) Is formed correctly and holds an annual general meeting before a specified date each year at which only members of the relevant club are entitled to vote and non-voting persons, if permitted, are in attendance.
 - d) The officers and members of the committee 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.
 - e) Has an honorary secretary, and at least 3 of the following roles Captain, Vice-Captain, Treasurer and Competition / Tournament secretary,
 - f) Has a minimum of 50 Home Club Members, [OR is a Club with less than 50 Home Club Members but has been approved by Golf Ireland]
 - g) 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) 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) Maintains an accurate register of all members on the Golf Ireland registration platform;
 - j) 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) Will obtain the prior written consent of Golf Ireland prior to any move to another course or links;

5. CLUB PRINCIPLES AND VALUES

1. The Committee shall ensure a club plan is developed and/or reviewed at least every 3 years. The vision, mission and values of the Club are set out in the club plan.
2. The Club has adopted the principle of gender equality across Club activities and in how the Club operates. The Club shall promote gender equality and the 30:30:40 gender principle as advocated by Golf Ireland in its Club Officers, Management Committees and Sub Committees.
3. The Club has adopted Golf Ireland's 9 Governance Principles
 - a) Principle 1: Good Governance
Governing the Club well by adopting a robust constitution and set of policies to enable adherence to standards, best practice and legislation.
 - b) Principle 2: Controls
Ensuring appropriate internal financial and management controls are in place.
 - c) Principle 3: Accountability & Transparency
Being open about the process of decision making, ensuring elections are democratic and accounting to membership regularly.
 - d) Principle 4: Gender Equality
Taking positive action to increase and encourage the number of women and girls playing, leading and working at the club.
 - e) Principle 5: Safeguarding
Adopting and implementing the Code of Ethics and Good Practice for Children's Sport and Golf Ireland's Safeguarding Policy.
 - f) Principle 6: Inclusivity
Developing an inclusive environment and welcoming diversity at all levels of the game.
 - g) Principle 7: Compliance
Complying with The R&A Rules of Golf and Amateur Status, the affiliation rules of Golf Ireland and the Rules of Handicapping.
 - h) Principle 8: Engagement
Committing to active involvement and communication with volunteers and stakeholders
 - i) Principle 9: Integrity
Being honest, fair and impartial. Acknowledging and managing conflicts of interest and loyalties appropriately.
4. The Club is committed to anti-discrimination and equality and has policies in place dealing with equality, anti-discrimination, harassment and bullying. The Club shall not tolerate discriminatory behaviour or harassment of any kind
5. The Club takes safeguarding children and vulnerable adults very seriously and has appointed a Club Children's Officer and Designated Liaison Person with the required training and vetting. The Club has a welfare and safeguarding statement and policy in place which it follows and requires its members to follow without exception.

6. POWERS OF THE CLUB

1. The following are the main powers of the Club which powers shall be used by the Committee on behalf of the Club (subject to 6.2 and 6.3 below) for the attainment of the main objects of the Club;
 - a) To receive from members, a membership fee for the purposes of furthering the main objects of the Club.
 - b) To collect the fees required by Golf Ireland.
 - c) To organise and administer competitions.
 - d) To organise, maintain and administer handicaps in line with WHS requirements.
 - e) To set a code of conduct for all members
 - f) To maintain the golf course, clubhouse and all properties of the club.
2. The extent of these powers are subject to the financial approvals and controls set out in the Clubs Financial Controls Policy.
3. The extent of these powers are also subject to any member approval which may be required as set out in the Clubs Matters Reserved for Members policy.
4. To employ staff if required and remunerate employees

7. MEMBERSHIP OF THE CLUB – APPLICATION AND SUBSCRIPTIONS

1. The Club has the following categories of membership;
 - (i) Ordinary member
 - (ii) Senior Ordinary member; (Ordinary members who have reached the age of 70 years are entitled to have their membership rate frozen at that amount for the remainder of time they are a member, but are subject to capital levies, which the management committee may deem necessary)
 - (iii) Student member; (those attending a recognised educational institution, as deemed by the management committee and over the age of 18 years old)
 - (iv) Distance member; (individuals who ordinarily reside more than 50 km from the club)
 - (v) Country member; (individuals who are members of another Golf Ireland affiliated club, and hold a WHI with that club)
 - (vi) Beginner;(individuals who are a member of the club for less than 2 years)
 - (vii) Junior Member; (an individual under the age of 18 at the beginning of the year of membership). A junior member does not have voting rights at General Meetings
 - (viii) Family Membership may be offered by the management committee as requirement arises
 - (ix) Special membership categories as deemed by the management committee
2. Members of the Club are individuals who have joined and paid their subscription fee to Swinford Golf Club and have been admitted to membership of the Club in accordance with the membership application process as set out in the Club Membership Policy decided by the management committee.

3. No person shall be considered a member of the Club until their membership fee has been paid in full and they have fully completed the membership application process and/or they are up to date with the relevant monthly payments, as the management committee has determined.
4. The annual subscription shall be determined by the management committee annually and advised to the membership.
5. The membership subscriptions are due and payable on the 31 March each year.

8. RIGHTS AND OBLIGATIONS OF MEMBERS

Members of Club have the following rights and obligations;

- a) To participate in Club activities and competitions
- b) To pay membership subscriptions
- c) To attend, participate and vote (where such voting rights exist) at the Club general meeting
- d) To be bound and comply fully with the constitution, rules, policies, codes and regulations of the Club which apply to Members
- e) To be bound by and comply fully with the decisions of the Club which are final unless such decisions are matters which are subject to any right to appeal
- f) To be bound by and comply fully with the statutes, constitution, bye-laws, rules, regulations and codes of Golf Ireland and the R & A
- g) To resolve disputes in a timely manner in accordance with the Club's complaints and disciplinary policies, as set out by the management committee, and not to take legal action without first exhausting the internal complaints and disciplinary process
- h) The rights and privileges of a member shall not be transferable and shall cease on termination by death or under any of the termination circumstances set out in this constitution
- i) Members may invite visitors/guests to the Club in accordance with the terms of the Clubs Visitors/Guest policy. Members Visitors/Guests shall also be subject to all the rules and polices of the Club.

9. TERMINATION FROM OR CESSATION OF MEMBERSHIP

1. A member may at any time withdraw from membership by giving notice but shall remain liable for their membership subscription for the then current year. Every such notice, unless otherwise expressed, shall be deemed to take effect immediately following the receipt thereof and the member shall thereupon cease to be a member.
2. A member shall automatically cease to be a member if:
 - a) a member fails to pay any membership subscription for which the member becomes liable whilst a member within the period laid down for any such payment;
 - b) a member becomes automatically disqualified from membership for any reason as set out in any Club or policy or this Constitution;

- c) the cessation of membership is one on which the Management Committee has authority to make a determination in accordance with a Club policy or this Constitution.
 - d) the outcome of a disciplinary hearing has determined that membership should cease;
 - e) a member is the subject of an investigation and/or has been requested to step aside and/or stand down or has been suspended (temporarily or otherwise) as a result of an investigation and/or complaint (by any person including the Club, Statutory Authority or as a result of any disciplinary case pending) which relates to any matter pertaining to the welfare or wellbeing of a child or vulnerable adult notwithstanding that the matter may not yet have been adjudicated upon.
3. The procedures to suspend/remove a member from the Club, shall be conducted in accordance with the Club's disciplinary policy as determined by the management committee unless the removal is one of the automatic cessation criteria set out above.
 4. A member may also be suspended from membership for a period of time; and thereafter reinstated once the matter has been resolved to the Club's satisfaction. Such suspension may arise either as stipulated in the decision of a disciplinary committee or as agreed by the Committee if the Committee is the body with authority to determine the matter in accordance with the Club policies.
 5. A member shall not compete in or take part in any activity or competition under the auspices of the Club while suspended and/or removed from membership.
 6. A former member shall remain liable for all membership subscriptions(if any); and contributions due or imposed on them up to the date on which they shall cease to be a member; and for any sums due by them to the Club and shall forfeit all claims to a return of any money paid by them on their admission as a member.

10. CLUB STRUCTURE AND ORGANISATION

The committees of the Club are;

- a) The Management Committee;
- b) The Golf Committee;
- c) The Clubhouse Committee
- d) The Course Management Committee;

a) Please refer to Section 11

b) Golf Committee

The Club Captain shall be the chair. The golf committee will be responsible for all the golf activity within the club, which includes the administration of golf affairs, running adult and junior competitions/fixtures, overseeing WHS/handicapping activities,

interclub teams and junior and beginners' golf. The committee may co-opt members for particular specialist roles.

Members of this committee should include:

- (i) Club Captain;
- (ii) Club Vice Captain
- (iii) Handicap Secretary/ Assistant Handicap Secretary;
- (iv) Competition Secretary/ Assistant Competition Secretary;
- (v) PRO
- (vi) Junior Golf Convenor
- (vii) Interclub Golf Convenor

c) The Clubhouse Committee

The Clubhouse Convenor is chair of this committee. The committee is responsible for the effective running of the clubhouse, including the bar, catering, room hire, locker rooms and once off events. The convenor shall appoint members to the committee as they see fit.

d) The Course Committee

The Course Convenor is the chair of this committee. The committee is responsible for the upkeep and development of the golfing facilities of the club, including the course, practice area, machinery buildings and auxiliary facilities. The committee are expected to develop a strategic plan for the ongoing development of the golfing facilities. The committee shall work with the Greenkeeper to ensure an effective plan of works to be carried out through the year. The convenor shall appoint members to the committee as they see fit.

11. CLUB MANAGEMENT COMMITTEE

1. Composition of Club Committee

a) The Management Committee shall be made up of 9 persons including

- (i) Chair
- (ii) Captain
- (iii) Vice-Captain
- (iv) President
- (v) Honorary Secretary
- (vi) Honorary Treasurer
- (vii) Course Convenor
- (viii) Club House Convenor
- (ix) Company Director

2. Positions on the Committee shall consist of at least 30% women, 30% men and 40% either gender.

3. Management Committee members shall sign a Code of Conduct and the specific duties and expectations for each of the roles in (1) above are set out in role descriptions included with the Code of Conduct.

4. The Management Committee may also directly co-opt/appoint up to an additional 3 persons which the Management Committee consider necessary to fill any skill set roles which may be required.
5. The Management Committee members are elected at the AGM of the Club.
6. The Terms of Office for each term of the Management Committee shall be as follows:

a) Chair	3 Years
b) Secretary	3 Years
c) Captain(s)	1 Year
d) Vice-Captain	1 Year
e) Treasurer	3 Years
f) President	1 Year
g) Other Members	2 Years
7. Members shall serve no more than 6 (six) consecutive years or a combination of 6 (six) years on the Management Committee and shall be deemed ineligible to serve on the Management Committee unless they have stepped down for a complete 3 (three) year period whereupon they shall become eligible again.
8. The Management Committee may set up such other Sub Committees/Working groups as the Committee deem appropriate from time to time.

Powers and Duties of The Management Committee

9. The Committee shall manage the business of the Club, update the members on its activities and carry out its duties and exercise its powers to achieve the objects and strategy in accordance with this Constitution and all such policies, rules and procedures approved and in compliance with all Golf Ireland requirements.
10. The Committee may adopt, approve and/or amend any policies, regulations, codes of conduct, protocols, membership criteria and procedures as required from time to time for the proper control and management of the Club, its members and employees which shall be binding on all members and employees. These are subject always to being compliant with the provisions set out in this Constitution and are subject to any approval which may be required by members under the Clubs Matters Reserved for the Members Policy.
11. The Committee shall have power, if required to co-opt a member to be a member of the Committee to fill any vacancy occurring during the year. Any member so co-opted shall cease to be a member of the Committee at the next Annual General Meeting and must then submit to the usual election process to return to membership of the Committee if they wish.
12. The Committee may delegate any of its powers to the Club Sub Committees and shall approve the composition and terms of reference of all Sub Committees including the Chair for each Committee in accordance with this Constitution.
13. The Club has a Schedule of Reserved Matters for Members which sets out all the decisions which must be approved by the members at a general meeting and cannot be approved by the Management Committee acting on its own.

14. The Clubs shall keep proper records of all its business, membership and financial affairs including minutes of all meetings and in accordance with the Clubs data protection policy.
15. The Management Committee may set up such other Sub Committees/Working groups as the Committee deem appropriate from time to time.

Vacation of Office of a member of the Management Committee

16. Membership of the Management Committee shall be vacated if he or she:
 - a) resigns in writing to the Honorary Secretary;
 - b) has reached the end of their natural term of elected office;
 - c) being a co-opted or appointed member, has reached the end of their term of office in accordance with the term of appointment;
 - d) becomes an employee of the Club, a paid consultant or adviser to the Club or provides for profit any other services to the Club;
 - e) can no longer be reasonably regarded as possessing adequate decision-making capacity by reason of his or her health;
 - f) is convicted of an indictable offence unless the Management Committee otherwise determine and the determination of the Management Committee is ratified at the next held general meeting of the Club;
 - g) is removed by a decision of a disciplinary committee or other management committee appointed in accordance with the relevant policy which applies and such decision is either, not appealed, or is upheld on appeal.
 - h) fails to comply with any provision of their Code of Conduct as a Management Committee member including failure to attend the requisite number of management committee meetings.

Committee Meetings

17. The Management Committee shall meet as and when required but at least a minimum of 6 times per year
18. The quorum for Management Committee meetings to be valid shall be 5.
19. The Management Committee shall establish a set of Standing Orders, in writing, indicating how it shall conduct its business.
20. Questions arising at any meeting of the Committee, except where otherwise provided for in this Constitution, shall be determined by a majority of votes of the Committee members present, and in case of an equality of votes the Chair of the meeting shall have a casting vote.

Committee records and minutes

21. Minutes shall be kept of all Committee and of its sub-committee meetings including the names of the members attending, the business discussed and any decisions made.
22. The Club shall ensure all its records, (including financial records) and minutes are safely stored and controlled in accordance with the Clubs data protection policy and in

compliance with legal and financial requirements. Such records shall be handed over and made available to incoming Committees

Committee Insurance and Indemnity

23. Where insurance has been put in place every member of the Committee or any sub-committee thereof or any Trustees shall be indemnified out of the assets of the Club against all losses or liabilities which that person may sustain or incur in or about the execution of the duties of office or otherwise in relation thereto, including any liability incurred by such person in defending any proceedings, whether civil or criminal, in which judgement is given in such person's favour or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part, or in which such person is acquitted and no such person shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Club in the execution of the duties of the office or in relation thereto.
24. Any legal or professional fees as well as costs, charges, losses, expenses or liabilities incurred by or for an individual member and paid by the Management Committee shall become repayable, where he or she is not entitled to be indemnified or where circumstances later occur that disentitles him or her to the indemnity.

12. GENERAL MEETINGS

Notice and Business of Club General Meetings (AGM and EGM)

1. General meetings shall be held on such date and at such time and place as may be determined by the Management Committee
2. All general meetings shall be either Annual General Meetings (AGM) or Extraordinary General Meetings (EGM). All general meetings shall be held in the Republic of Ireland. Meetings may be held electronically and all references in this Constitution to attendance includes attendance via any electronic platform.
3. An AGM shall be held once in every year, at such time (within a period of not more than fifteen calendar months after the holding of the last preceding AGM) and place as may be determined by the Management Committee.
4. A notice calling a general meeting shall be sent by email to every member via their email address and will also be posted on the club's social media accounts. The accidental omission or the non-receipt of such notice by any person who is eligible to attend shall not invalidate its proceedings. No other person shall be entitled to receive notice of general meetings.
5. Every notice calling a general meeting shall specify the place and the day and hour of the meeting. The notice shall also include the agenda and business to be transacted at the meeting.
6. The business of the AGM shall include, in particular:

- a) consideration of the clubs financial statements and report from the auditors;
 - b) a review of the Clubs affairs including any Management Committee updates or reports;
 - c) the election and re-election of members of the Management Committee when applicable;
 - d) any matter which requires the approval of the membership in general meeting;
 - e) the appointment and/or reappointment of auditors;
 - f) the authorisation for the Management Committee to approve the remuneration of the auditors;
 - g) any other business properly brought before the meeting in accordance with the process set out by the Club.
7. An AGM shall be called by twenty one days' (21) notice in writing at the least, and an EGM shall be called by fourteen (14) days' notice in writing at the least, exclusive of the day on which the notice is served or deemed to be served and of the day for which it is given.
8. Minutes of all general meetings shall be kept and filed for the purpose of recording:-
- a) attendance at general meetings
 - b) results of all elections/appointments;
 - c) all approvals and proceedings at all general meetings

9. EGM

- a) The Management Committee may convene an EGM on the written requisition, with cause stated, of;
 - i. not less than one half of the members of the Club who have the right to vote at a general meeting; or
 - ii. one or more Members holding, or together holding, at the date of the deposit of the requisition, not less than 10 percent of the total voting rights of all the Members who have the right to vote at general meetings. Such a meeting shall be held within forty-two days of requisition.
 - b) The Management Committee may also convene an EGM if a majority of the Management Committee agree it is necessary.
 - c) Such a meeting shall be held within forty-two days of requisition.
10. No proxies or substitutes shall be allowed to vote at General Meetings. The Management Committee may allow non-voting observers to attend if deemed appropriate or necessary.

Quorum for general meeting

11. No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. The quorum shall be 21 members entitled to attend and vote at a general meeting.
12. If within half an hour from the time appointed for the general meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week at the

same time and place, or to such other day and such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Members present shall be a quorum.

Chair of general meeting

13. The Chair of the Management Committee shall preside as Chair at any general meeting, but if such Chair is not present then the Club Captain may preside as Chair of the meeting. If neither the Chair nor the Club Captain are present then the members of the Management Committee present shall choose one of their number to preside as Chair at the meeting. In the event of a tie, the Chair of the meeting shall be chosen by lot.

Adjourning a general meeting

14. The Chair may, with the consent of the members in attendance at any general meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give any notice of any adjournment or of the business to be transacted at an adjourned meeting.

Voting at general meeting

15. Only those members who are approved as having fulfilled the membership are entitled to vote shall cast a vote at general meetings.
16. Matters for approval which arise at any general meeting, shall be determined by a majority of votes of the members present, with the exception of changes to the Constitution which require a 75% majority and in case of an equality of votes the Chair of the meeting shall have a casting vote as well as any original vote they hold.
17. Elections of members of the Management Committee shall be by secret ballot.
18. All other voting at a general meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by (a) the Chair or (b) not less than three Members present and entitled to vote or (c) any Member or Members present and representing not less than 10 per cent of the total voting rights of all of the Members having the right to vote at the meeting.
19. On a vote by secret ballot 3 scrutineers may be appointed by the Chair.
20. A demand for a poll may be withdrawn. Unless a poll be so demanded (and the demand withdrawn) a declaration by the Chair that a resolution has been carried, whether unanimously or by a particular majority, or lost, and an entry to that effect in the minute book shall be conclusive evidence of the fact, without proof of the number or proportion of votes recorded for or against such resolution.

21. Voting by ballot may be conducted by post in advance or electronically in advance or by electronic platform at the meeting at the discretion of the Management Committee as required and advised to the members in advance.
22. Other than for a vote for elections of members to the Management Committee, in the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a casting vote.
23. If any ballot to appoint a member to the Management Committee results in a tie between two or more candidates, a further ballot (which may be conducted by post or electronically at the discretion of the Management Committee) shall be held to elect such member solely from among such candidates. If following the second ballot the result is still tied vote between two or more candidates, the person to be appointed from among such candidates to the Management Committee shall be decided by lot.
24. No objection shall be raised as to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and any vote not disallowed shall be valid. Any such objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.
25. If any votes shall be counted which ought not to have been counted, or might have been rejected, the error shall not vitiate the resolution unless it be pointed out at the same meeting, or at an adjournment thereof, and not in that case unless it shall in the opinion of the Chair be of sufficient magnitude to vitiate the resolution.
26. If a poll is duly demanded (and the demand is not withdrawn) it shall be taken in such manner as the Chair may direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The Chair may appoint scrutineers and may adjourn the meeting to some place and time fixed for the purpose of declaring the result of the poll.
27. A poll demanded on the election of a Chair or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either immediately or at such time and place as the Chair of the meeting directs, and any business other than that upon which the poll has been demanded may be proceeded with pending the taking of the poll. No notice need be given of a poll not taken immediately.

Elections – nominations and election process

28. Members shall be informed when positions become vacant for election on the Club committees. Nominations for election shall be forwarded to the Secretary in accordance with the timelines and manner set out in the notice from the Club
29. The candidates in each election shall be listed on the ballot papers in alphabetical order.
30. If only one candidate is nominated for a position, the candidate shall be declared elected on receiving a vote of the majority of those voting.
31. In the event of there being more than one candidate for any position a vote shall be taken and the candidate receiving an absolute majority of valid counted votes, after an elimination process, if necessary, shall be declared elected. The meaning of an absolute majority vote in this context is the greater in number of votes. For the

avoidance of doubt the candidate who has secured at least one extra vote of the valid votes cast ahead of any other candidate will be deemed elected.

32. Once all votes have been cast the votes shall be counted/reviewed and scrutinised by a representative appointed by the Chair. Any spoiled votes shall not be counted. It shall be a matter for the scrutineers to determine what a spoiled vote is.
33. When the votes have been counted and verified the result shall be advised at the AGM.

13. Motions

1. Any member seeking to raise a matter at a General Meeting should write to the Club Secretary at least 2 weeks before, with a copy of the proposed motion.
2. The motion shall be submitted to the Governance Committee for review to ensure it has been submitted by an affiliated member, in accordance with the motion process set out by the Club.
3. The Governance Committee shall be entitled to review the proposed motion and request the secretary to include the matter with the papers for the General Meeting. The Governance Committee shall also be entitled to advise the proposer that the matter is not an appropriate matter for consideration at a General Meeting provided the reasons for its exclusion are clearly set out in writing to the proposer and the General Meeting is advised that the matter cannot be discussed for the reasons stated.

14. AMENDMENTS TO CONSTITUTION

1. Proposed alterations to the Constitution may also be submitted by members for consideration to the Governance Committee no later than 2 months before the AGM, in any year for consideration before the next general meeting.
2. All proposed alterations shall be debated and considered by the Governance Committee in the first instance. The Governance Committee may contact the proposer of the changes to discuss/amend/adapt or withdraw the amendments prior to being considered at a general meeting. The Governance Committee shall send its final proposed changes of the Constitution to the Management Committee for its final review. The Committee may itself also make amendments to the suggested changes in order to ensure changes are in keeping with the constitution, club strategy and policies and good corporate governance practice. Once the Committee has finalised its review all proposed alterations and amendments shall be presented to the members for their consideration at a general meeting in a marked format so all changes are clearly identified.
3. When the general meeting has considered and voted on the changes, the Chair shall announce that any changes shall take effect 10 days after the meeting

15. FINANCIAL AFFAIRS OF THE CLUB

Financial records and accounting

1. The Committee shall ensure adequate accounting records are kept relating to:
 - a) all sums of money received and expended and the matters in respect of which the receipt and expenditure takes place;
 - b) all sales and purchases of goods;
 - c) all transactions whereby services are provided or purchased; and
 - d) the assets and liabilities.
2. Adequate accounting records shall be such accounting records as are necessary to facilitate the preparation of financial statements that give a true and fair view of the state of the Club's affairs and to explain its transactions.
3. Accounting records shall be kept on file at such place as the Committee think fit, and shall at all reasonable times be open to the inspection of the Management Committee and provided to Auditors, Accountants, Legal Advisors and the Revenue Commissioners when required
4. The Clubs financial controls, procedures, signatories, accounts, cards and approvals shall be incorporated into a Club Financial Controls and Administration Policy as approved by the Management Committee from time to time.
5. The Clubs Schedule of Reserved Matters for Members sets out all the decisions and powers relating to club borrowings, loans, finances, accounts, interest rates, grants, funding or any other matter pertaining to club financial matters which must be approved by the members at a general meeting.

6. Audit

- a) The Club shall appoint Auditors to produce annual audited accounts.
- b) The appointment or reappointment of the Auditors shall be agreed by the Management Committee and approved by the AGM.
- c) Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

7. Expenses

Reasonable expenses incurred in the course of their duties may be reimbursed in accordance with the provisions of the Club Expenses Policy which shall be approved and amended by the Management Committee from time to time.

8. Insurance

The Club shall ensure it has taken out appropriate insurance and levels of cover as is required and shall ensure professional advice is taken in relation to the appropriate levels and type of insurance required and the renewal requirements on an annual basis.

9. Assets

All assets owned by the Club are detailed, managed, monitored and controlled in accordance with the Asset Management policy.

16. CLUB POLICIES

1. The Club operates a suite of policies which are available to members, and which are amended by the Committee from time to time. All members shall comply with such policies which are available on the Club website or on request. Breaches of such policies shall be taken seriously by the Club and may result in disciplinary action including but not limited to cessation of membership or other sanction in accordance with the Clubs disciplinary policy.
2. The Club is committed to providing a safe and healthy environment for members and personnel and has a Health and Safety Statement and policy in place which is included with its other policy documents
3. The Club complies with data protection legislation and ensures all data and personal information under its control is held and maintained in accordance with the Club General Data Protection Policy Regulation.
4. The Club's Safeguarding policy is kept up to date by the Club Children's Officer and is subject to approval by the Management Committee. The Club's Children's Officer shall be fully trained and vetted. A Designated Liaison Person shall also be appointed who shall receive such training and education as necessary to fulfil that role. Any person with access to and/or working with Children and/or Vulnerable Adults is required to be vetted in advance in accordance with the policy.

17. CLUB NOTICES AND SERVICE OF NOTICES

1. Except as otherwise provided for in this Constitution, all notices, communications, documents or information may be given, served or delivered to the Club in writing on paper or in electronic form in the manner as may have been specified by the Committee from time to time for the giving, service or delivery of notices, communications, documents or information in electronic form.
2. The Committee may prescribe such procedures as they think fit for verifying the authenticity or integrity of any such notice, communication, document or information given, served or delivered to the Club in electronic form.
3. A notice or document to be given, served or delivered in pursuance of this constitution may be given to, served on or delivered to any member by the Club:
 - a) by handing same to the member or their authorised agent; or
 - b) by leaving the same at the members registered address; or
 - c) by sending the same by post in a pre-paid cover addressed to the member at their registered address; or
 - d) by sending the same by means of electronic mail or other means of electronic communication approved notice, communication, document or the information in electronic form to such electronic address as may from time to time be provided by the member; or
 - e) by making it available on a website (provided the Club sends to the member, to the address notified to the Club by the member the fact that the notice, communication, document or information has been placed on the website).

4. The giving, service or delivery thereof shall be deemed to have been effected at the time the same was handed to the member or their authorised agent, or left at their registered address (as the case may be), or after the expiration of twenty-four hours after the cover containing it was posted, or if sent in electronic form to an electronic address, at the expiration of twelve hours after despatch; or if made available on a website, at the time that the notification that it was placed on the website is deemed to be given, served or delivered in accordance with this Constitution.
5. If the Club receives a delivery failure notification following the sending of a notice, communication, document or other information in electronic form to an electronic address, the Club shall give, serve or deliver the notice, communication, document or information on paper or in electronic form (but not by electronic means) to the member either personally or by post or other delivery service addressed to the member at their registered address or (as applicable) by leaving it at that address.
6. A notification to a member of the publication of a notice, communication, document or information on a website as permitted by this constitution shall state:
 - a) the fact of the publication of the notice, communication, document or information on a website;
 - b) the address of the website and, where necessary, the place on that website where the notice, communication, document or information may be accessed and how it may be accessed; and
 - c) in the case of a notice of a general meeting of members that it concerns a notice of a general meeting (AGM or EGM) and includes the place, date and time of the meeting and details of any other procedures as to voting or other matters.
7. Where a member has for any reason requested not to receive notice via electronic mail or other means of electronic communications such revocation shall not take effect until 7 days after written notice of the revocation is received by the Club.
8. The signature (whether electronic signature, an advanced electronic signature or otherwise) to any notice to be given by the Club may be written (in electronic form or otherwise) or printed.

18. REGISTRATION OF CLUB ACTS AND INTOXICATING LIQUOR ACTS

1. No excisable liquor shall be sold or supplied in the Club premises to any person under the age of 18 years.
2. No member of the Club, Management Committee, and Trustee, Officer, manager or servant employed in the Club shall have any personal interest in the sale of excisable liquor in the Clubhouse or in the profits arising from such sale.
3. A visitor shall not be supplied with excisable liquor in the Clubhouse unless on the invitation and in the Club of a Member and such Member shall, with the admission of such visitor to the Clubhouse or immediately on his being supplied with such liquor, enter his name, and the name and address of the visitor in a book which shall be kept for that purpose and which shall show the date of such visit.
4. Where members of a group visit the club for the purpose of taking part in any activities or event at the Club, or organising, or taking part in the organisation of, or arrangements for, any such activity or event, intoxicating liquor may be supplied to

them at the request and in the presence of an official of the 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 a book kept for that purpose.

5. The Club may prohibit the admission of any visitor or guest to the Club premises and no Member shall bring any person whose admission is prohibited into the Club premises.
6. In addition to the Constitution and Clause set out above, the clauses and regulations embodied in the Registration of Clubs Acts 1904-2008 and the Acts amending and extending the same shall be deemed rules of the Club.