

FOREWORD

The Curragh Plains have a unique and compelling landscape and character. The area of the plains is a designated National Monument and a place of special ecological interest. The Curragh of Kildare Act 1961 provides for the management and use of the lands and this is vested in the Minister for Defence. The Royal Curragh Golf Club respects this exceptional heritage and values the privilege of being permitted by the Minister to play the game of golf on this unique and historical landscape.

The footprint of history from earliest times is everywhere. Situated in the triangle between the Hill of Allen, home of the legendary Fionn MacCumhaill and ‘Na Fianna’, Dun Ailinne near Kilcullen, seat of the Kings of Leinster from pre and early Christian times, and the early Christian settlement of St Brigid in Kildare, the lands and the area of the golf course retain an enduring mystical quality. Legend and history records it as a place of royal assembly (Óenach) for both military and ritual purposes, and as a place where games were played and contests took place.

In the 1850’s the Curragh was chosen for the development of a permanent military encampment. It was from these times that the playing of golf in the Curragh has been traced. In 1851 David Ritchie came to Ireland from his native Edinburgh, where he had been a member of the ancient golf club at Musselburgh (founded 1774). On his death in 1910 The Kildare Observer reported.... *“He claimed... to be the oldest golfer in Ireland, as he had ample proof of playing with the late Mr. Alexander Love... “on the links near Donnelly’s Hollow”*. As a result of an article by Dermot Gilleece in The Irish Times on 13th July 1982, Mrs. Christina Adams, grand-daughter of David Ritchie, contacted the Club and prior to her death presented a portrait of her grandfather which hangs in a place of honour in the clubhouse. Donnelly’s Hollow remains an integral part of our course to this day; the 14th hole bears this name.

The records of the Club were not handed over when the Curragh Camp was evacuated by the British army, on 16th May 1922. Nevertheless it has been long recognised as the oldest golf course in Ireland. Through the tireless work of the club historian Col. William Gibson (Retd) it has since been established that it also the oldest golf club, with evidence found of it having been established in 1858 by the Royal Lanark Militia. The course has had to be changed many times to meet military requirements. Barracks, parade grounds, ranges and even the Water Tower, now stand where there were fairways and greens. It is known that by 1889 there was a course of eighteen holes and, by 1890 the ladies had their own nine hole course. The Club affiliated to the Golfing Union of Ireland in 1898. In 1901, Col. Hammersley and Major Close laid out a course at the east side of the current military Camp. The Club continues to play over this historic area of the Curragh plains which encompass trenches dug by soldiers preparing for the First World War, a Cavalry Camp and the Abattoir (demolished in 1996) which dated back to 1855, then named the Commissariat Butchery. Allied and German officers and men were interned on portion of the present driving range during World War 2.

On 24th September 1910 the title ‘Royal’ was conferred on the Curragh Golf Club and although still valid the title fell into disuse in 1922. Correspondence with the British Home Office confirms that the title remains valid and on 2nd December 2013 the members voted to reinstate the Royal prefix. The club is now known as Royal Curragh Golf Club (RCGC).

The Memorandum of Agreement between the Minister for Defence and the Trustees of the RCGC specifically recognises that

- a) Golf has been played on the Curragh since the 1850s
- b) The long and historic association between the Golf Club, the Minister for Defence and the Military Authorities and,
- c) The unique tradition of military and civilian participation and the voluntary nature of the Club.

The Club has maintained a happy tradition of military and civilian participation in the management of its affairs.

PREAMBLE

We, the members of Royal Curragh Golf Club, hereby agree and decide to foster, encourage and facilitate the game of amateur golf through the effective and sound management of the constituent Clubs and the sustainability, maintenance and enhancement of its facilities.

We value all members, employees and visitors equally, irrespective of their abilities or background and seek to facilitate their contribution to and enjoyment of the sport to the maximum of their talents.

All members, employees and visitors to the Royal Curragh Golf Club will:

- Conduct themselves with integrity, decorum and respect for the ethos of the game.
- Show respect to each other in the diversity of their opinions and abilities.
- Respect the unique cultural, historical, environmental and archaeological heritage of the landscape of Royal Curragh Golf Club and the Curragh Plains.

Adopted: 15th September 2014
Amended 21st November 2017
Amended 19th November 2018
Amended 20th June 2019
Amended 29th March 2021
Amended 22nd November 2021

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ROYAL CURRAGH GOLF CLUB CONSTITUTION

1. PRELIMINARY AND COMMENCEMENT

- 1.1. **Layout:** 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 and Clause numbers. Sub-Sub-Clauses are indicated by consecutive numbers preceded by Rule, Clause and Sub-Clause numbers.
- 1.2. **Effective:** This Constitution of Royal Curragh Golf Club shall be effective from 15th September 2014

2. STRUCTURE, NAME AND OWNERSHIP

- 2.1. **Club Structure:** Royal Curragh Golf Club shall be organised as follows:
 - 2.1.1. **The Club** - (this shall be the management tier)
 - 2.1.2. **Men's Club**
 - 2.1.3. **Ladies' Club**
- 2.2. **Name:** The name of the golf club shall be **Royal Curragh Golf Club** and this name shall be the common name by which The Club, the Men's and Ladies' Clubs shall be individually and collectively known.
- 2.3. **Ownership:** The ownership of the golf club property shall be vested in the Trustees of the Club for the time being on behalf of the Ordinary Members. .

3. OBJECTS

- 3.1. **The Club** shall:
 - 3.1.1. Provide facilities for the playing and promotion of the amateur game of golf by males, females and minors and generally promote games and other social activities amongst its members.
 - 3.1.2. Maintain affiliation to Golf Ireland and undertake in writing to accept and abide by its Constitution
 - 3.1.3. Accept and apply the World Handicap System Rules of Handicapping and such rules thereunder as may require to be implemented from time to time by Golf Ireland.
 - 3.1.4. Accept and recognise the R&A and USGA as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.
 - 3.1.5. Act as the administrator or the affairs of both the Men's and Ladies' Clubs.
 - 3.1.6. Decide the number of members of different categories which can be elected to the Club.
 - 3.1.7. Generally act in the promotion and advancement of the affairs of the Club and the improvement of the facilities available to members.
 - 3.1.8. The Club is fully committed to safeguarding the wellbeing of its members. Every individual in golf should at all times, show respect and understanding for members rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in Sport Ireland's and Golf Ireland's Safeguarding Policies
 - 3.1.9. In working with young people in golf our first priority is the welfare of the young people and the Club is committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.
- 3.2. The **Men's Club** shall:
 - 3.2.1. Promote the amateur game of golf among its members.
 - 3.2.2. Apply the World Handicap System Rules of Handicapping and such rules as may require to be implemented from time to time by Golf Ireland.
 - 3.2.3. Recognise the R&A and USGA as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.
 - 3.2.4. Accept that The Club is the overall authority for administering the affairs of the Men's Club as provided in these rules.

- 3.3. The **Ladies' Club** shall:
 - 3.3.1. Promote the amateur game of golf among its members.
 - 3.3.2. Apply the World Handicap System Rules of Handicapping and such rules as may require to be implemented from time to time by Golf Ireland.
 - 3.3.3. Recognise the R&A and USGA as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.
 - 3.3.4. Accept that The Club is the overall authority for administering the affairs of the Ladies' Club as provided in these rules.

4. **MEMBERSHIP**

- 4.1. **Categories:** The following shall be the categories of members:
 - 4.1.1. Ordinary Members.
 - 4.1.2. Life Honorary Members.
 - 4.1.3. Honorary members.
 - 4.1.4. Senior Ordinary Members.
 - 4.1.5. Associate Members.
 - 4.1.6. Senior Associate Members.
 - 4.1.7. Junior Members.
 - 4.1.8. Juvenile Members.
 - 4.1.9. Country Members.
 - 4.1.10. International Members
 - 4.1.11. Temporary Members.
 - 4.1.12. Pavilion Members.
- 4.2. **The Club:** The membership of the Club shall consist of all members duly elected from time to time.
- 4.3. **Men's Club:** The membership of the Men's Club shall consist of playing male members who are Ordinary Members, other subscribing male members and honorary male members.
- 4.4. **Ladies' Club:** The membership of the Ladies' Club shall consist of playing female members who are Ordinary Members, Associate Members, other subscribing female members and honorary female members.
- 4.5. **Quotas:**
 - 4.5.1. The maximum number of Ordinary Members shall be 725.
 - 4.5.2. Should membership of either gender fall below 205 then applicants from that gender shall be given priority at all subsequent membership elections until such time as the number of members of that gender equals or exceeds 205.
 - 4.5.3. The maximum number of members in all other categories shall be at the discretion of the Club Committee
- 4.6. **Ordinary Members** shall comprise men and ladies who, having paid the Entrance Fee (if any), Annual Subscription and Levy (if any), shall be entitled to attend and vote at all General Meetings of The Club and all such meetings of the Men's Club and the Ladies' Club, as the case may be, and enjoy all the facilities.
- 4.7. **Honorary Members**
 - 4.7.1. Only persons whom the Club Committee 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 may be elected to Honorary Membership.
 - 4.7.2. Election of Life Honorary Members shall be made only at a General Meeting of The Club.
 - 4.7.3. The Club President, Chairperson, Honorary Secretary and Honorary Treasurer shall, while holding office, be Honorary Members of The Club.
 - 4.7.4. The President and Captain of the Men's Club and the Ladies' Club shall, while holding office, be Honorary Members of their respective Clubs.

- 4.7.5. For the avoidance of doubt, the term “Ordinary Member” wherever it appears in this Constitution, with the exception of Clause 12, shall be taken to include a reference to Honorary Members.
- 4.8. **Associate Members** shall comprise ladies only who were, up to 31st December 1995, Associate Members of the Club. They are eligible to participate fully in the management and golfing activities of the Ladies’ Club (Clause 3.3). Associate Members are not eligible to attend General Meetings of The Club nor entitled to an interest in Club property or in the management of the domestic matters of The Club.
- 4.9. **Senior Ordinary Members/Senior Associate Members**
- 4.9.1. Current Ordinary Members, or Associate Members who have reached the age of 65 years before the 1st of March of the current subscription year and who have held Ordinary or Associate membership for 30 consecutive years shall be entitled to apply for Senior status..
- 4.9.2. With effect from the 2017 subscription year Senior Members will pay a subscription equal to two-thirds of Ordinary membership or Associate membership as applicable to the individuals.
- 4.9.3. In addition, Senior members who have reached the age of 75 years before 1st March of the current subscription year and who have held membership for 35 years shall be entitled to apply for a reduced subscription. With effect from the 2017 subscription year they will pay a subscription equal to one third of Ordinary or Associate membership as applicable.
- 4.9.4. Senior Ordinary Members and Senior Associate Members will have the same rights and privileges as Ordinary and Associate Members respectively.
- 4.9.5. Senior Members will pay in full any levy introduced on Ordinary or Associate Members pursuant to Clause 12.3 of the Constitution.
- 4.10. **Intermediate Members**
For the purpose of determining the Annual Subscription payable, Ordinary Members who will not have reached the age of 36 years on the 1st of March of the current subscription year shall be Intermediate Members and shall be entitled to pay a subscription equal to 55% of Ordinary membership
- 4.11. **Junior Members** are defined as members over the age of 18 and under the age of 26 years on the 1st of March of the current subscription year and shall be entitled to pay a subscription equal to 20% of Ordinary membership. The Committee has discretion to accept applicants for Junior membership from individuals below the age of 18. They may play in competitions as nominated by their respective Club Committee.
- 4.12. **Juvenile Members** are defined as members between the ages of 10 years of age at date of application for membership and 18 years of age on the 1st of March of the current subscription year and who have no other category of membership. The Committee has discretion to accept applications for membership from minors below the age of 10 in cases of exceptional talent. With effect from 2020, Juvenile members who are overage (19 years old) on the 1st March of the current subscription year will automatically become Junior members and pay a subscription equal to 20% of Ordinary Membership.
- 4.13. **International Members**
- 4.13.1. International Membership shall be confined to persons who:
- 4.13.1.1. are permanently domiciled outside Ireland or
- 4.13.1.2. reside outside Ireland for a minimum of 60% of each year and
- 4.13.1.3. have membership of an official golf club in their country of domicile or alternative residence
- 4.13.2. They shall have playing rights and be entitled to participate in Competitions under terms and conditions as determined by the Club Committee in conjunction with the Men’s and Ladies’ Committees.
- 4.13.3. International Members shall not be entitled to vote or have any interest in the club property.

4.14. **Country Members**

4.14.1. A person must be an Ordinary or Associate Member of an affiliated Golf Club and have a minimum of three (3) 18 Hole Acceptable Score returns at their Home Club annually to be eligible for Country Membership. (Clause 10.2.3).

4.14.2. Country Members shall have playing rights Monday/Friday and be entitled to play in mid-week Club competitions as determined by the Club Committee.

4.15. **Temporary Members**

4.15.1. Persons temporarily resident in the district may be elected to Temporary membership on payment of a subscription to be determined by the Club Committee.

4.15.2. The Club Committee may elect to Temporary membership all military personnel on courses of instruction on payment of a subscription to be determined by the Club Committee.

4.15.3. Temporary Members shall not be entitled to vote or have any interest in the club property and may not take part in any competition unless the Club Committee decides otherwise.

4.16. **Pavilion Members** are defined as persons duly elected by the Club Committee

4.16.1. Pavilion members are entitled to enjoy all facilities of the clubhouse.

4.16.2. Honorary Pavilion membership shall be afforded to past Captains and Senior members who have a minimum of 25 years membership who no longer wish to avail of the golf course.

5. **TRUSTEES**

5.1. The Trustees shall be not more than three (3) members of the Club. Such Trustees shall be appointed by the members at a General Meeting of the Club

5.2. A member shall not be eligible for appointment to the office of Trustee unless he or she has held membership of the Club for not less than fifteen (15) years prior to the date of appointment

5.3. Each Trustee shall hold office for a term not exceeding seven (7) years or until he or she resigns or is removed from office by a resolution of a General Meeting. In the event of a vacancy, the Club Committee shall co-opt a member who is eligible in accordance with Clause 5.2 as per Clause 7.2.8.

5.4. Each Trustee shall not be eligible for election as a member of the Club Committee during his or her term of office as Trustee.

5.5. The Club premises and such other property of the club, as the Club Committee 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 Committee of which an entry in the minute book shall be conclusive evidence.

5.6. Should the Trustees, or any of them, have concerns regarding the management of items under their legal control, these concerns should first be discussed at a meeting of all Trustees. If necessary, the issue(s) should then be brought to the attention of The Club Honorary Secretary and if not resolved, must then be put by the Trustee(s) to a meeting of the Club Committee, whose decision shall be final and which meeting the Trustee(s) must attend. Trustees, or any of them, are not empowered to raise any concerns with outside agencies unless specifically mandated to do so by the membership at a General Meeting.

5.7. If the Trustees, or any of them, when directed by a resolution of the Club Committee to perform a certain act, consider that the act is one of such importance that the members of the Club should be consulted, then the Trustees shall refuse to perform such act until the members of the Club have been consulted at a General Meeting and a resolution is passed at such meeting authorising the Trustees to perform such act as was originally directed by the Club Committee.

5.8. The Trustees shall be indemnified from the property and assets of the club in respect of all transactions directed by a resolution of the Club Committee and against all liabilities and expenses necessarily incurred as a result of their trusteeship and in the event of the club property and assets being deficient, such deficiency shall be made good by the Ordinary Members on whose behalf the property and assets of the club are held.

6. OFFICERS

6.1. The Club:

- 6.1.1. The Officers shall be The President, Chairperson, three (3) Vice-Presidents, of which no more than two may, at any time, be members of the Men's Club or the Ladies' Club respectively, the Honorary Secretary, Honorary Treasurer, Captain Men's Club and Captain Ladies' Club.
- 6.1.2. The President shall be the General Officer Commanding Defence Forces Training Centre.
- 6.1.3. The Chairperson shall be elected by the members at the AGM or a SGM for a period of 2/3 years. The Chairperson shall be responsible for co-ordinating/supervising the affairs of the Club Committee
- 6.1.4. At the end of each year, a Vice-President who has served for the previous three consecutive years shall resign and the election of a member for appointment to the vacant position shall be held at the Club Annual General Meeting. If, at the end of a year, no one of the three Vice-Presidents has served for the previous three consecutive years, then each of them shall be at liberty to remain in office and in the event that all three should opt to remain in office, there shall be no election. In the event of a vacancy arising during a year, the Club Committee shall co-opt a replacement as per Clause 7.2.8.

6.2. Men's Club:

- 6.2.1. The Officers shall be The President, who shall be the General Officer Commanding Defence Forces Training Centre, the Captain, Secretary and Treasurer.

6.3. Ladies' Club:

- 6.3.1. The Officers shall be The President, who shall be the spouse/partner of the General Officer Commanding Defence Forces Training Centre, the Captain, Secretary and Treasurer.

7. MANAGEMENT – COMMITTEE STRUCTURE

7.1. Allocation of Functions

- 7.1.1. The business and affairs of **The Club** shall be under the jurisdiction and control of the **Club Committee**. The Club Committee will comprise of a Strategy Group and a Management Group. The Strategy Group will comprise of the President, Chairperson, three (3) Vice-Presidents and the immediate Past Captains. The Management Group will consist of the Chairperson, Captain Men's Club, Captain Ladies Club, Honorary Secretary, Honorary Treasurer, Vice-Captains of the Men's and Ladies' Clubs and five (5) Committee members. The five (5) Committee members should include a designated Youth Development Officer and a co-ordinator of the Course sub-committee. The Management Group will be responsible for the day to day management of The Club. The full committee will meet not less than frequently than once in each quarter. The Management Group will meet as required but not less frequently than once per month.
- 7.1.2. The business and affairs of the **Men's Club** shall be under the jurisdiction and control of the **Men's Committee** consisting of the Officers of the Men's Club and ten (10) Committee members inclusive of the Immediate Past Captain and Vice-Captain of the Men's Club.
- 7.1.3. The business and affairs of the **Ladies' Club** shall be under the jurisdiction and control of the **Ladies' Committee** consisting of the Officers of the Ladies' Club and eight (8) Committee members inclusive of the Immediate Past Captain and Vice-Captain of the Ladies' Club.
- 7.1.4. Each of the aforementioned Committees may exercise its powers notwithstanding that there might be a vacancy or vacancies in its membership.
- 7.1.5. Nothing in this rule shall preclude a member of either the Men's or the Ladies' Committee being also a member of the Club Committee or vice versa.

7.2. Election – Officers and Committee

7.2.1. Committees

- 7.2.1.1. **Club Committee:** The Officers and members of the Club Committee, excluding the President, Chairperson, Vice Presidents and Vice-Captains, shall retire annually and shall be eligible for re-election provided however that no Officer or elected Committee member who has served on the committee in each consecutive year for the previous five (5) years shall be eligible for re- election. One Vice-President shall be elected annually on a rotation basis.
 - 7.2.1.2. **Men’s Committee:** The Officers and members of the Men’s Committee shall retire annually and shall be eligible for re-election provided however that no Officer or elected Committee member (excluding the President, Captain and Vice-Captain) who has served on the committee in each consecutive year for the previous five (5) years shall be eligible for re- election.
 - 7.2.1.3. **Ladies’ Committee:** The Officers and members of the Ladies’ Committee shall retire annually and shall be eligible for re-election provided however that no Officer or elected Committee member (excluding the President, Captain, and Vice-Captain) who has served on the committee in each consecutive year for the previous five (5) years shall be eligible for re- election.
- 7.2.2. The election of Office Bearers and Committee Members shall be made at the respective AGMs. The terms of office shall commence at the close of The Club AGM.
- 7.2.3. Nominations for Election
- 7.2.3.1. All nominees must be properly proposed and seconded by members of the club concerned.
 - 7.2.3.2. Nominations shall be with the consent of the nominee and made on the designated Nomination Form. This form shall be posted on the notice board of the appropriate Club by the Honorary Secretary of the Club concerned at least twenty-one (21) days prior to the Annual General Meeting. The date and time at which the Nomination Form will be removed and nominations close will be clearly indicated on the form.
 - 7.2.3.3. A complete list of nominees, together with their proposers and seconders must be posted on the club notice board for at least seven (7) days prior to the relevant Annual General Meeting.
 - 7.2.3.4. An advisory group, comprising of the current Men’s Captain, Vice-Captain and a Vice President, shall nominate the incoming Vice Men’s Captain and incoming Vice President if required.
 - 7.2.3.5. An advisory group, comprising of the current Lady Captain, Vice-Captain and a Vice President, shall nominate the incoming Vice Lady Captain and incoming Vice President if required.
 - 7.2.3.6. The Vice-Captain shall be elected at the Annual General Meeting of the Men’s Club. In the subsequent year he shall succeed the Captain subject to election by the General Meeting.
 - 7.2.3.7. The Vice-Captain shall be elected at the Annual General Meeting of the Ladies Club. In the subsequent year she shall succeed the Captain subject to election by the General Meeting
- 7.2.4. To be eligible for election to the **Club Committee** as an Officer (excluding the President) or a Committee member the nominee must be an Ordinary member and have been a member of Royal Curragh Golf Club for at least three (3) years.
- 7.2.5. To be eligible for election as an Officer (excluding the President) or Committee member of the **Men’s Committee** the nominee must have been an Ordinary member of Royal Curragh Golf Club for at least three (3) years. To be eligible for election as Vice-Captain or Captain the nominee must have served on the Men’s or Club Committee
- 7.2.6. To be eligible for election to the **Ladies’ Committee** (excluding the President) as an Officer or a Committee member the nominee must have been either an Associate member or an Ordinary member of Royal Curragh Golf Club for at least three (3) years₁₀

To be eligible for election as Vice-Captain or Captain the nominee must have served on the Ladies' or Club Committee.

- 7.2.7. A Vice-Chairperson shall be elected at the first meeting of the Club Committee from amongst the Officers of that Committee. The Club Honorary Secretary and Honorary Treasurer are not eligible for election as Vice-Chairperson.
- 7.2.8. The respective Committees shall have power to fill vacancies in any of these offices (including membership of its Committee) during any year. The persons so appointed shall hold office until the next Annual General meeting of the particular Club; such period of office shall not be counted when tabulating service for Clause 7.2.1.
- 7.2.9. The office of any office bearer shall be vacated by such office bearer resigning therefrom or on ceasing to be a member of either the Men's or the Ladies' Clubs or being removed by a resolution at a General Meeting of the appropriate Club.
- 7.2.10. For the purpose of determining "years of membership" any portion of a subscription year for which the full appropriate annual subscription has been paid will be deemed to be a full year of membership.

7.3. **Committee Meetings**

- 7.3.1. Stated meetings of the Club Committee shall be held not less than twelve (12) times per annum and special meetings on such dates as may be found convenient for the transaction of business on at least seven (7) days' notice being given by the Chairperson or Honorary Secretary of The Club.
- 7.3.2. **Stated** meetings of the Men's and the Ladies' Committees shall be held not less than twelve (12) times per annum.
- 7.3.3. Upon a requisition signed by not less than three (3) members of a Committee, stating the nature of the business to be transacted, the Captain, Chairperson or Secretary of the particular Club shall call a special meeting of such Committee for the consideration thereof. If the Officers designated above neglect or refuse to call such meeting within seven (7) days the same may be convened by notice signed by three (3) members of such Committee.

7.4. **Conduct of Committee Meetings**

- 7.4.1. At meetings of any of the foregoing Committees thirty three per cent plus one (33% + 1) of those entitled to attend and vote shall form a quorum.
- 7.4.2. At meetings of the Club Committee the chair shall be taken by the Chairperson or if absent the Vice-Chairperson. If neither is present at a particular meeting those in **attendance having votes shall elect a Chairperson.**
- 7.4.3. At meetings of the Men's Committee or the Ladies' Committee the chair shall be taken by the respective Captain or, if absent, any member of the Committee nominated shall be moved to the chair.
- 7.4.4. The Chairperson at a meeting, in addition to a deliberative vote, shall have and shall exercise a casting vote.

7.5. **Appointment of Sub-Committees**

- 7.5.1. **The** Club Committee shall have power to:
 - a) appoint sub-committees and members to act on such sub-committees in conjunction with and under the direction of the Club Chairperson and
 - b) define the scope of their authority and delegate and confer upon such sub-committees the powers necessary to discharge their function(s)
- 7.5.2. The Men's and the Ladies' Committees shall each have power to:
 - a) appoint sub-committees and appoint members of their respective clubs to act on such sub-committees and
 - b) define the scope of their authority and delegate and confer upon such sub-committees the powers necessary for the discharge of the function(s) for which such sub-committees were formed.
- 7.5.3. The authority to elect members cannot be delegated to a sub-committee.

- 7.5.4. Each sub-committee shall retire annually or when the function for which it was appointed is completed. A member's service on a sub-committee does not count when tabulating service for Clause 7.2.1.
- 7.5.5. The quorum of each sub-committee shall be defined at the time of appointment.
- 7.5.6. The Chairperson of each sub-committee, in addition to a deliberative vote, shall have and shall exercise a casting vote.
- 7.5.7. Each sub-committee shall be under the supervision and oversight of one of the Chairperson
- 7.6. **Employment of Staff:** The Club Committee shall have power to appoint a paid Secretary Manager and other employees upon such terms and conditions as the Committee may determine; to terminate such appointments, in accordance with current statutory regulations, and also to appoint substitutes from time to time, subject always to the proviso that the creation of the post of Secretary Manager must be approved by a majority of the members of the Club voting at a General Meeting convened in accordance with Rule 15. No member of the Club may be appointed as a full-time permanent employee.
- 7.7. **Management Regulations**
 - 7.7.1. The Club Committee is empowered to make, and from time to time alter, such bye- laws and regulations for the management of the Club as it may consider necessary.
 - 7.7.2. Following consultation with both the Men's and Ladies' Committees, the Club Committee is also empowered to make such local rules (provided same are not at variance with the Rules of Golf) and regulations for the use of the course as are required in the interest of all members.
 - 7.7.3. The Men's and Ladies' Club Committees are empowered to make, and from time to time, alter such bye-laws and regulation for the management of their respective Clubs as may be considered necessary. All such bye-laws and regulations are subordinate to The Club bye-laws and regulations.
 - 7.7.4. Every member of every category and every visitor or other person using the clubhouse or course shall be subject to, and must comply with, all rules, bye-laws and regulations in force.

8. **ADMINISTRATION**

- 8.1. **Day to Day Matters:** The three (3) sections of the Club shall be administered as follows:
 - 8.1.1. The Honorary Secretary of The Club shall be responsible for the everyday administrative affairs of The Club except such duties which are specifically assigned to another Officer of The Club or to a Secretary/Manager.
 - 8.1.2. There shall be an Executive Committee, comprising of the Club Chairperson, and/or Captain of the Men's or Ladies' Clubs, senior Vice-President, Honorary Secretary and Honorary Treasurer, to assist the Honorary Secretary in the day to day management of The Club.
 - 8.1.3. The Secretaries of the **Men's Club** and the **Ladies' Club** shall be responsible for the everyday affairs of their respective Clubs except such duties which are specifically assigned to another Officer of the respective Club or to a Secretary/Manager.
- 8.2. **Complaints:** All complaints must be in writing and submitted to the Honorary Secretary of The Club who, if unable to resolve same, shall place the complaint on the agenda for the next meeting of the Club Committee.
- 8.3. **Liaison between Committees:** If required, the Honorary Secretary of The Club shall also act as Liaison Officer between the Club and each of the Men's and the Ladies' Committees.

9. **FINANCE**

- 9.1. **The financial affairs of The Club shall be operated as follows:**
 - 9.1.1. **Records:** 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.

- 9.1.2. **A Banking Account** shall be kept in the name of The Club (and shall be clearly identified as such) in such bank as the Club Committee may from time to time determine. All payments shall be as authorised in accordance with the Club Expenditure Policy as approved by the Club Committee.
- 9.1.3. **Audited Statement**: The Honorary Treasurer of the Club shall issue an audited statement of the affairs of The Club for the financial year ended 30th September for consideration by the Club Committee and for presentation and approval by the members at the Annual General Meeting of The Club on the date as specified in Clause 15.1.1.
- 9.1.4. **Club Auditor**: The position of Club Auditor shall be put to tender, as a minimum, once every five (5) years.
- 9.1.5. **Club Accounts & Budgets**:
- 9.1.5.1. Monthly Management Accounts shall be presented each month at Committee meetings of The Club.
- 9.1.5.2. The Club Committee shall prepare, update and maintain a detailed 3/5 year rolling budget incorporating both operating and capital items for approval by the members at the AGM.
- 9.1.6. **Grants**: The Club Committee may make grants to each of the Men's and Ladies' Clubs from time to time, on request being made, to defray expenses incurred by the particular Committee, for special events or occasions when it is considered to be in the interest of The Club to do so.
- 9.1.7. **Payments to Golf Ireland**: The Club Committee shall be responsible for the payment of the Annual Subscription to Golf Ireland in respect of all its members.
- 9.2. **The Financial Affairs of the Men's and Ladies' Clubs shall be operated as follows**:
- 9.2.1. **Records**: The Treasurer of the Men's Club and the Ladies' Club shall each keep full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements on behalf of each Club.
- 9.2.2. **A Banking Account** shall be kept in the name of each of the Men's Club and the Ladies' Club (and shall be clearly identified as such) in such bank as each of the Men's Committee and the Ladies' Committee may, in consultation with the Club Committee, from time to time determine. All payments shall be approved as authorised by resolution of the respective Committee.
- 9.2.3. **Competition Entry Fees**: The Men's Committee and the Ladies' Committee shall be entitled to charge and retain all entry fees in Club and Open competitions under its control and management and for which it has arranged for the provision of prizes.
- 9.2.4. **Financial Statements**
- 9.2.4.1. **Men's Club**: The Treasurer of the Men's Club shall issue an externally examined statement of the affairs of the Men's Club for the financial year ended 30th September for consideration by the Men's Committee and for presentation and approval by the members at the Annual General Meeting of the Men's Club which shall be held on the date as specified in Clause 15.2.1.
- 9.2.4.2. **Ladies' Club**: The Treasurer of the Ladies' Club shall issue an externally examined statement of the affairs of the Ladies' Club for the financial year ended 30th September for consideration by the Ladies' Committee and for presentation and approval by the members at the Annual General Meeting of the Ladies' Club which shall be held on the date as specified in Clause 15.3.1.

10. ELECTION OF NEW MEMBERS

- 10.1. **Responsibility**: Subject to the agreed vacancies the election of all members shall be in the hands of The Club Committee.

10.2. **Procedure for the Election of New Members**

10.2.1. **Proposer and Seconder**: Each applicant for membership must be proposed by one Ordinary Member and seconded by another Ordinary Member which members should have been Ordinary or a combination of Associate/Ordinary Members for not less than five (5) years. Where a group (three (3) or more) apply for membership, for the purposes of their election the group will be considered as one application and can be proposed by one (1) Ordinary Member and seconded by another Ordinary Member or a combination of Associate/Ordinary Members for not less than five (5) years.

10.2.1.1. No Ordinary Member may, in any one year, submit, as Proposer or Seconder, in excess of two (2) nominations for membership.

10.2.1.2. A member on Leave of Absence at the time of elections may not propose or second an applicant for membership.

10.2.1.3. Committee members will not have the right during their term of office to propose or second applicants for membership.

10.2.2. **Applications**: The applicant must submit a fully completed application form, together with letters of proposer and seconder, (Past Captains of Royal Curragh Golf Club are not required to submit such letters) to reach The Club Honorary Secretary **NOT later than 5 pm on the first Wednesday in February** other than applicants received under 10.2.6.

10.2.3. Applicants for **Country Membership** must submit a receipt to show that they are full members of an affiliated Golf Club in the current year and a copy of their Handicap Register showing a minimum of three (3) 18H Acceptable Score returns for the year at that Club. The same shall be required each year in order to renew Country Membership.

10.2.4. **Consolidated List**: The Club Honorary Secretary shall post on the club notice board in the clubhouse, at least one (1) week before the date of the meeting at which applicants will be considered for membership, the Consolidated List of applicants. Only verified eligible applicants shall have their name and details on the Consolidated List. The list will also contain such details as name of proposer and seconder, present or past golf club membership and present and/or previous handicap.

10.2.5. Should the allotted number of vacancies for either Club remain unfilled at the annual election of members, those vacancies may be filled during the year. The regulations set out in Rule 10 for the election of members shall be strictly adhered to with exception of the time deadline in Clause 10.2.2. Vacancies remaining unfilled at the annual election may be notified on the club Notice Board and applications invited within an appropriate deadline.

10.3. **Election Process**: The election process for Ordinary Membership will be as follows:

10.3.1. Where the number of applicants from Junior for Ordinary membership exceeds one-sixth of the vacancies in the respective Club a two tier election process will take place.

10.3.2. The first tier election will be confined to all Junior applicants from whom one-sixth of the vacancies (rounded to the nearest whole number) will be filled.

10.3.3. Having completed this, the second tier election will take place where all applicants from other categories within the Club, outside applicants and the unsuccessful Juniors (from the first tier election) will compete for the remaining Ordinary vacancies within the particular Club.

11. **LEAVE OF ABSENCE (LOA)**

11.1. **Application**: LOA may be granted on receipt of a written application to the Honorary Secretary of The Club.

11.2. **Authority**: The Club Committee is empowered to grant leave of absence to members in specific circumstances (e.g. service abroad, serious long-term illness) for a minimum period of six consecutive months.

- 11.3. **Duration**: Only in very exceptional circumstances will more than three (3) years LOA be granted.
- 11.4. **Criteria**
- 11.4.1. Only in very exceptional circumstances will LOA be granted to a member with less than three (3) years membership.
- 11.4.2. LOA will apply only to Ordinary and Associate members.
- 11.5. **Financial Arrangements**: Members granted LOA will comply with the following financial arrangements:
- 11.5.1. **First Year**: Pay 10% of the annual subscription and pay all current Club levies.
- 11.5.2. **Second Year**: Pay 20% of annual subscription and pay all current Club levies.
- 11.5.3. **Subsequent Year(s)**: Pay 30% of annual subscription and pay all current Club levies.
- 11.6. **Lists**: Updated lists of members on LOA will be displayed in the clubhouse. The respective Secretaries will be notified when members are granted or return from Leave of Absence during the calendar year.

12. **SUBSCRIPTIONS**

- 12.1. **Annual Subscriptions** to the Club for the following year for Ordinary members will be as determined by the General Meeting held in November. The rates of Annual Subscription to be paid by other categories of membership shall be on a pro rata basis as determined/defined by the Club Committee.
- 12.2. **Payment of Subscriptions** must be made:
- 12.2.1. by seven (7) monthly Direct Debit payments, on the last working day of each month, commencing in August. The final payment on the last working day in February will be adjusted to take into account any changes in subscription, bar/restaurant levies and Golsure fees and all other annual fees passed at the AGM for the following year and reflect the closing balance of the member's account. **OR**
- 12.2.2. by a single payment on or before the last working day of February each year
- 12.2.3. A number of green fee vouchers, as decided by the Club Committee, will be issued to members whose subscription is paid in full by a date notified by the Committee.
- 12.3. **Levies**:
- 12.3.1. Levies, if any, shall be paid in full by all Members excluding Juvenile, Junior and Pavilion.
- 12.3.2. The Club may vote to introduce a Capital Levy to fund any additional acquisition of land or buildings, construction work or improvement to the course, equipment, clubhouse or its environs.
- 12.3.3. The amount of such levy shall be payable at the same time as the annual subscription and the same penalties shall apply. The levy shall also be payable by Ordinary Members availing of the provisions of Clause 12.4.
- 12.3.4. If the Club Committee at any time decide that a financial contribution to the Club by the members is required in order to ensure that there will be sufficient funds available to carry on the day-to-day business and affairs of the Club, they may arrange for a motion requiring this be put before the members at a Special General Meeting called for that purpose.
- 12.3.4.1. The amount of the financial contribution shall be specified in the motion and shall be an amount that is not greater than fifteen per cent (15%) of the annual subscription of an Ordinary Member for the year in which the Special General Meeting is held.
- 12.3.4.2. If the motion is carried then, subject to Clause 12.7, the specified amount shall become due and payable immediately.
- 12.3.5. The Club may vote to introduce a compulsory spending charge for bar and/or catering within the clubhouse on such categories of member as it considers appropriate.
- 12.4. A **Family Subscription** may be paid by any member. Such subscription will cover the member and his/her spouse/partner. A reduced subscription will be payable for their children who are Juvenile members.

- 12.5. **Insurance:** An additional amount to be decided by the Club Committee will be payable by all members, excluding Country and Pavilion, to cover insurance.
- 12.6. **Resignations:**
- 12.6.1. If any Ordinary or Associate member, paying their Annual Subscription by Direct Debit, tenders their resignation prior to the 1st March of the current year they shall be entitled to a full refund of all prepaid subscription monies..
- 12.6.2. Any Ordinary or Associate member who resigns from the Club:
- 12.6.2.1. In June, July or August may be granted a refund of half the annual subscription paid.
- 12.6.2.2. In September, October or November may be granted a refund of quarter of the annual subscription.
- 12.6.2.3. After November 30th will not qualify for refund
- 12.6.2.4. In order that Clause 12.6 be effective, compliance with Clause 12.7 is necessary.
- 12.7. **Payment Deadline**
- 12.7.1. Annual Subscriptions must be paid by the last working day in March of the current subscription year.
- 12.7.2. Any member, whose subscription remains unpaid at 6 p.m. on the last day of March, will have their membership suspended. **Any member whose subscription remains unpaid at 6 p.m. on the last day of April in any year shall cease to be a member.**
- 12.7.3. If a financial contribution within the meaning of Clause 12.3.3 remains unpaid by any member after sixty (60) days from the date of the Special General Meeting at which it is introduced, that Member's membership of the Club is hereby suspended until such time as the Member pays the amount due.
- 12.7.4. Any member whose membership would, but for the provisions of this sub-rule, have ceased by virtue of Clause 12.7 due to the late payment in any given year but who, within the same year, paid the subscription in full and who has paid the subscription in full for all subsequent years is deemed to be and to have continued to be a member. Nothing in this sub-rule shall be taken as permitting the late payment of the subscription by any member at any time.
- 12.7.5. A newly elected applicant who fails to pay his/her subscription within the timescale prescribed in the Honorary Treasurer's notification of his/her election shall thereby render such election null and void
- 12.7.6. A member shall notify the Club Honorary Secretary of his/her intention to terminate membership.

13. VISITORS/SOCIETIES

13.1. Introduction

- 13.1.1. Members may introduce visitors.
- 13.1.2. Each member may introduce THREE (3) visitors at any one time for the purpose of obtaining a reduced green fee as decided by the Club Committee, subject to Clause 13.1.4.
- 13.1.3. The Club Committee shall have the power to make bye-laws or regulations imposing conditions on the use of the clubhouse by visitors generally or any one or more visitors including, but not limited to, the imposition of a fee.
- 13.1.4. The Club Committee shall have the power to suspend the rules permitting the introduction of Visitors or Temporary Members at any time and to refuse permission for any particular Visitor or Temporary Member to use the clubhouse or course and the Club Committee shall not be required to assign any reason for such action.

13.2. Green Fees

- 13.2.1. **Cost:** Green fees shall be as decided by the Club Committee.
- 13.2.2. **Reduction:** Green Fees for a visitor introduced by a member shall be at a reduced rate as decided by the Club Committee.
- 13.2.3. **Times:** Green fees will not be accepted during designated Members' Times.

14. MEMBERS DISCIPLINARY POLICY

14.1. General Standards of Conduct:

14.1.1. All members of Royal Curragh Golf Club and visitors are required to conduct themselves at all times in accordance with the accepted standards of playing etiquette and generally accepted standards of behaviour established by The Club. Any member who fails to abide by these standards may be the subject of disciplinary action. The detailed Club Disciplinary Procedures are outlined at Appendix 'A' to this Constitution.

14.2. Disciplinary Matters:

- 14.2.1. It is very much expected that most issues that arise will be of a minor nature and will be dealt with informally and appropriately without the need to instigate the formal Disciplinary Procedures.
- 14.2.2. This procedure covers allegations of inappropriate conduct arising in relation to a member of Royal Curragh Golf Club possibly meriting suspension or expulsion from the club; how a charge of misconduct may be brought and heard and the associated Appeals Procedure. Such allegations may be brought by the Club Committee, another member or a member of the public.
- 14.2.3. A member may be liable to disciplinary action by the Club if he or she:
- 14.2.3.1. fails to uphold the traditions and etiquette of golf and which may bring the game of golf or The Club into disrepute
 - 14.2.3.2. displays conduct which is likely to injure or discredit the reputation of The Club or any of its members or violates or disregards the Rules or Bye Laws of The Club, Men's and Ladies' Clubs or any regulations pursuant to them;
 - 14.2.3.3. commits a serious breach of the Rules of Golf as laid down by R&A and USGA, a serious or persistent breach of Club Competition Conditions and/or Local Rules;
 - 14.2.3.4. conducts themselves in a violent, abusive, bullying, harassing or intimidating manner;
 - 14.2.3.5. has falsified any handicap, membership or entry forms;
 - 14.2.3.6. is under the influence of drink or drugs on the golf course and/or acting in an inappropriate manner in or around the club or on any Club activity
 - 14.2.3.7. failed to comply with a reasonable request from a nominated Club official/representative.
 - 14.2.3.8. makes a statement about the Club or its affairs through the media without the express permission of Royal Curragh Golf Club or has information published or broadcast without checking with The Club that it is factually correct.
- 14.2.4. Once they have become aware of it, members should report immediately to the Club Committee or Club Honorary Secretary, any violation of Club Bye Laws or any conduct likely to injure or discredit The Club.

15. GENERAL MEETINGS

15.1. The Club

- 15.1.1. The Annual General Meeting of The Club shall, save in exceptional circumstances be held at 8 p.m. not later than the 22nd day of November for receiving the Annual Report of the Club Committee; approving the duly audited Financial Statement for the year ended the previous 30th September; the 3/5 Year Rolling Budget; electing Trustees as appropriate, Office Bearers and members of the Club Committee; appointing an Auditor; revising rules and transacting such other business of The Club as may be on the agenda.
- 15.1.2. Twenty one (21) days' notice, at least, of such Annual General Meeting shall be given to the members of the Club entitled to attend and vote.
- 15.1.3. Notices of motion must be made, in writing, to the Honorary Secretary of The Club not less than fourteen (14) days before the meeting.
- 15.1.4. Such notices and the agenda shall be posted on the appropriate notice board at least seven (7) days prior to the meeting.

- 15.1.5. Nominations of Officers and members of the Club Committee shall be in accordance with Clause 7.2 and shall be posted on the appropriate notice board at least seven (7) days prior to the meeting.
- 15.1.6. Notices of Motion and nominations not made as provided in Clause 15.4.3 cannot be considered at the Annual General Meeting.
- 15.1.7. **Notification:** Notwithstanding the above, the Club Honorary Secretary will notify all voting members of the Men's and Ladies' Club of the timetable for all AGMs for that year. The notification will include the date, time and place of each meeting together with any other relevant information available at that time. This notification will be dispatched at least twenty one (21) days before the date of the first AGM.
- 15.1.8. If an Annual General Meeting is adjourned prior to the completion of the Agenda, the election of the Officers and members of the Club Committee and all motions duly passed, shall be deemed to be effective from the date of the adjourned meeting.

15.2. **Men's Club**

- 15.2.1. The Annual General Meeting of the Men's Club shall, save in exceptional circumstances, be held not later than the 25th October each year for receiving the Men's Club Committee's Annual Report, the duly examined Financial Statement for the year ended the previous 30th September and Budget for the following year; electing office bearers and members of Committee; appointing an external examiner, revising its rules and transacting such other business of the Men's Club as may be on the agenda.
- 15.2.2. Twenty one (21) days' notice, at least, of such Annual General Meeting shall be given to the male ordinary members of the Club who are the only persons entitled to attend and vote at an Annual General Meeting of the Men's Club.
- 15.2.3. Notices of Motion must be made to the Secretary of the Men's Club in writing not less than fourteen (14) days before the meeting.
- 15.2.4. Such notices and the agenda shall be posted on the appropriate notice board at least seven (7) days prior to the meeting.
- 15.2.5. Nominations of Officers and members of the Committee of the Men's Club shall be in accordance with Clause 7.2 and shall be posted on the appropriate notice board at least seven (7) days prior to the meeting.
- 15.2.6. Notices of Motion and nominations not made in accordance with Clause 15.2.3 cannot be considered at the Annual General meeting.

15.3. **Ladies' Club**

- 15.3.1. The Annual General Meeting of the Ladies' Club shall, save in exceptional circumstances, be held not later than the 25th October each year for receiving the Ladies' Club Committee's Annual Report, the duly examined Financial Statement for the year ended the previous 30th September and Budget for the following year; electing office bearers and members of committee; appointing an external examiner, revising its rules and transacting such other business of the Ladies' Club as may be on the agenda.
- 15.3.2. Twenty one (21) days' notice, at least, of such Annual General Meeting shall be given to the female ordinary and associate members of the Club who are the only persons entitled to attend and vote at an Annual General Meeting of the Ladies' Club.
- 15.3.3. Notices of Motion must be made to the Secretary of the Ladies' Club in writing not less than fourteen (14) days before the meeting.
- 15.3.4. Such notices and the agenda shall be posted on the appropriate notice board at least seven (7) days prior to the meeting.
- 15.3.5. Nominations of Officers and members of the Committee of the Ladies' Club shall be in accordance with Clause 7.2 and shall be posted on the appropriate notice board at least seven (7) days prior to the meeting.
- 15.3.6. Notices of Motion and nominations not made in accordance with Clause 15.3.3. cannot be considered at the Annual General Meeting.

15.4. **Notification to the Club Committee of certain Information and Documents**

15.4.1. **Officers and Committee**: Immediately following the Annual General Meetings of each of the Men's and Ladies' Clubs the respective Secretaries shall notify The Club Honorary Secretary of the names of the Officers and Committee members of their respective Clubs for the following year.

15.4.2. **Financial Statement**. Each Secretary shall also forward to the Club Honorary Secretary for submission to the Club Committee a copy of the Annual Report and Financial Statement approved by members at the AGM.

15.4.3. **Motions**: Such Notices of Motion or recommendations as such Club wishes to submit for consideration at the Annual General Meeting of The Club shall be submitted not less than fourteen (14) days prior to the relevant General Meeting to allow for its inclusion on the agenda for the meeting.

15.4.4. Yearly **Budgets**: The Treasurer of the Men's and Ladies' Clubs shall submit to the Club Honorary Treasurer the approved budgets of their respective Clubs immediately after the Annual General Meetings. Should either Club budget for a deficit and, should this be deemed to be fair and reasonable by the Club Committee, the Club Honorary Treasurer shall make provisions for this amount in the Club budget for approval by members at The Club Annual General Meeting.

15.5. **Agenda of The Club Annual General Meetings**

15.5.1. The minutes of the previous AGM and any subsequent SGM(s) will be read and adopted.

15.5.2. The Honorary Secretary's report will be presented.

15.5.3. The Auditor's Report will be presented. (The Financial Statements will be posted on the club Notice Board ten (10) days prior to the Annual General Meeting and a copy shall be available in the Administrative Secretary's Office at least seven (7) days prior to the meeting).

15.5.4. The Honorary Treasurer's Financial Report and Statement to members as presented to the Annual General Meeting

15.5.5. For the information of members, the actual comparative expenditure of the previous and current year (under consideration) together with the budgeted figures of the current year as presented to the previous year's meeting for approval by the members shall be presented.

15.5.6. A detailed **3/5 year Rolling Budget**, incorporating both operating and capital items, shall be presented to the Annual General Meeting for approval by the members.

15.5.7. Decisions involving major capital expenditure shall be placed in the order of business of the Club AGM before the election of the Club Committee.

15.5.8. The Club auditor for the following year will be appointed.

15.6. **Special General Meetings**

15.6.1. Special General Meetings of any of the Clubs may be called at any time

15.6.1.1. by direction of the Committee of the Club concerned or

15.6.1.2. a requisition to the Secretary of that Club signed by at least ten per cent (10%) of members entitled to vote at such meeting, stating the business to be discussed.

15.6.2. No business other than that named on the notice shall be brought before the SGM.

15.6.3. At least seven (7) days' notice of an SGM shall be given to members entitled to vote, specifying the time and place of the meeting and the business to be transacted.

15.7. **Quorums at General Meetings**

15.7.1. The quorum for The Club shall be 10% of the members entitled to vote.

15.7.2. The quorum for the Men's Club shall be 10% of the members entitled to vote.

15.7.3. The quorum for the Ladies' Club shall be 10% of the members entitled to vote.

15.8. Chairperson at General Meetings

15.8.1. The President of The Club shall preside at all General Meetings of the Club. In the absence of the President the Chairperson of the Club Committee shall preside. In the absence of the Chairperson of the Club Committee the Vice-Chairperson of the Club Committee shall preside.

15.8.2. The respective Captain shall preside at all General Meetings of the Men's Club and the Ladies' Club

15.8.3. If the foregoing are absent any .nominated member of the Committee present shall be moved to the Chair.

15.8.4. The Chairperson shall have and shall exercise a casting vote in the event of a tie.

15.9. Mode of Voting at General Meetings

15.9.1. No proxies shall be allowed.

15.9.2. Voting shall be either by a show of hands or by ballot.

15.9.3. Ballot shall mean a vote on voting paper.

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

15.9.5. In the event of a tie, the Chairperson shall have and shall exercise a casting vote as provided in Clause 15.8.4.

15.9.6. If, in the election of Officers or ordinary Committee members, there is a tie the matter shall be decided by a separate ballot of the members.

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

16. MINUTE BOOKS

16.1. The Club, Men's Club and Ladies' Club shall each keep Minute Books which shall be the property of The Club.

16.2. In one such book shall be recorded the minutes of Annual General Meetings and Special General Meetings (Rule 15). The minutes of all Committee meetings shall be recorded in a separate minutes book (Clause 7.3)

16.2.1. The respective minutes, if not made available previously, shall be read out at the next General or statutory Committee meeting and when approved as being a correct record, shall be signed and dated by the Chairperson.

16.2.2. The Men's Club and the Ladies' Club shall each submit its Minute Books to the Club Committee when required.

17. RULES OF GOLF AND LOCAL RULES

17.1. The rules of the game of golf for Men's and Ladies' Clubs shall be the Rules of Golf as approved by R&A and USGA.

17.2. In addition the Club Committee, in compliance with Clause 7.7.2 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 Golf Ireland,

18. PLAYING FACILITIES

18.1. Days and Times

18.1.1. The Club Committee shall prescribe the days and times when the members of the Men's Club or the Ladies' Club shall have the use of the course; when the course is closed or reserved for team matches or Golf Ireland Zone, Regional or National events. It shall also decide on the facilities available to Societies or other groups subject to the proviso at Rule 13.

18.1.2. The Club Committee shall also be empowered to direct the days and times when fourball, singles or other formats shall be permitted or have priority commencing play on the 1st tee and generally regulate the use of the course for the benefit of members.

19. PERSONAL PROPERTY

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

20. REGISTRATION OF CLUBS AND INTOXICATING LIQUOR ACTS

- 20.1. No person other than a member (as defined in Rule 4 hereof) shall order or pay for refreshments in the clubhouse. Payment must be made for every expense incurred in the clubhouse before the person ordering leaves the premises.
- 20.2. No visitor shall be supplied with excisable liquor on the Club premises unless on the invitation and in the company of a member and that member shall, upon the admission of such visitor to the Club premises or immediately upon his/her being supplied with such liquor, enter his or her own name and the name and address of the visitor in a book which shall be kept for the purpose and which shall show the date of such visit.
- 20.3. The Club Committee may prohibit the admission of any visitor to the Club premises and no member shall bring any person whose admission is prohibited into the Club premises.
- 20.4. No excisable liquor may 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.
- 20.5. No excisable liquor shall be sold or supplied in the Club premises to any person under the age of eighteen (18) years.
- 20.6. No Officers or members of the Club Committee and no manager employed in the Club shall have any personal interest in the sale to The Club of supplies of excisable liquor or the profits arising from such sale,
- 20.7. No member or visitor shall, without the prior approval of the Club Committee, bring any food or alcoholic beverages (e.g. wines or spirits) into the clubhouse for the purposes of consumption therein.
- 20.8. The Club shall comply at all times with the provisions of the Registration of Clubs (Ireland) Act 1904 and 2005 and all Acts introduced to amend same.
- 20.9. Similarly the Club shall comply with the Intoxicating Liquor Act 2000 and all Acts introduced to amend this Act.
- 20.10. The Club Committee is empowered to alter or add to this Constitution, where required, for the purpose of complying with these Acts.

21. CHANGES TO CONSTITUTION AND RULES

- 21.1. No Clause or Rule of Royal Curragh Golf Club Constitution shall be repealed or altered or new rule made except at a General Meeting of The Club with the exception of changes required under Rule 20 to comply with Irish Statutory Regulations.
- 21.2. The Club Committee is empowered to alter or add to this Constitution, where required, to update changes of name and/or policies under Clause 3.1.8.
- 21.3. The Club Committee is empowered to amend the numbering of Rules and/or Clauses as required or appropriate to incorporate changes approved at Club General Meetings.

APPENDIX A

ROYAL CURRAGH GOLF CLUB DISCIPLINARY PROCEDURES

A.1. INTERPRETATION AND DEFINITIONS

- A.1.1 In the interpretation of these procedures, unless the contrary intention appears:
- A.1.1.1 headings are inserted for convenience only and are not to be used to assist interpretation;
 - A.1.1.2 any gender includes all genders,
 - A.1.1.3 any reference to the singular includes the plural (and vice versa), and references to persons includes bodies corporate, unincorporated associations and partnerships (whether or not any of them have a separate legal personality).
- A.1.2 For the purpose of these procedures the following definitions apply:
- "Appeals Committee"** means an Appeals Committee appointed by the Club Committee.
 - "Anti-Doping Policy"** means the Anti-Doping Policy of Sport Ireland;
 - "Appellant"** means any member subject to a disciplinary decision who chooses to appeal it;
 - "Club Honorary Secretary"** means the elected Honorary Secretary of The Club;
 - "Club"** means Royal Curragh Golf Club;
 - "Competition"** means any competition organised by The Club, Men's or Ladies' Clubs.
 - "Complainer"** means any person making a complaint about any Member;
 - "Day"** means any day other than a Public Holiday;
 - "Disciplinary Committee"** means the Disciplinary Committee of Royal Curragh Golf Club;
 - "Member"** means any member of the club who is subject of any disciplinary investigation in accordance with these procedures;
 - "Player"** means a person who plays the game of golf;
 - "Procedures"** mean these Procedures;
 - "Rules of Golf"** means the rules of golf as defined by the R&A and USGA.

A.2. OVERVIEW

- A.2.1 These Procedures deal with hearings in respect of:
- A.2.1.1 breaches of Club Constitution/Rules, Bye Laws of The Club, Men's or Ladies' Clubs, Club Code of Conduct;
 - A.2.1.2 any complaint about any member; and
 - A.2.1.3 complaints regarding any person competing officially in any competition organised by The Club, Men's or Ladies' Committee.
- A.2.2 The Procedures apply to all members of the Club.
- A.2.3 Disciplinary action may be informal or formal. Informal disciplinary action will involve discussing the problem with the member and/or the complainer through the Club Honorary Secretary with a view to resolving the issue. Formal disciplinary action will be taken in accordance with these Procedures.

A.3. MEMBERSHIP AND POWERS OF COMMITTEES

- A.3.1 The Club Committee shall establish a Disciplinary Committee which shall have the power to act in the name of the Club and determine disciplinary proceedings coming before it.
- A.3.2 The membership of any Disciplinary Committee will be determined by the Club Committee and have a minimum of three Club members, at least one of whom must be serving on the Club Committee.

- A.3.3 The Club Committee will establish an Appeals Committee of not fewer than three Club members to consider any competent appeal. None of these members shall be members of the Disciplinary Committee.
- A.3.4 Any person who sits on either the Disciplinary Committee or the Appeals Committee shall:
 - A.3.4.1 be unbiased and have no personal interest in or involvement with the case;
 - A.3.4.2 be familiar with these procedures;
 - A.3.4.3 act within their powers under these procedures fairly, reasonably and proportionately at all times;
 - A.3.4.4 take advice where appropriate including, if necessary, appointing a solicitor or legal representative to attend and advise at hearing;
 - A.3.4.5 have consideration and respect for all parties; and
 - A.3.4.6 apply the standard of proof as the balance of probabilities.
- A.3.5 The Appeals Committee will have the full powers and authorities of the Disciplinary Committee including the power to increase, decrease or accept any such penalties already imposed and/or impose any such new penalties as outlined in these Procedures.
- A.3.6 Both the Disciplinary and Appeals Committees shall appoint a chair who will preside over each Committee. The Committees will be appointed annually.
- A.3.7 Both Committees shall take decisions, including decisions as to guilt and appropriate sanctions, on the basis of a simple majority of Committee members with the Chair holding a casting vote if no majority is reached.
- A.3.8 The Disciplinary Committee and the Appeals Committee shall have the power to abridge or extend any time limits set out in these Procedures, if in their reasonable discretion, it is considered appropriate in the circumstances.
- A.3.9 The Disciplinary Committee and the Appeals Committee shall not be entitled to introduce or consider opinion evidence other than expert opinion evidence.
- A.3.10 The Disciplinary Committee and Appeals Committee shall exercise their functions independently of The Club Committee.

A.4. INITIAL COMPLAINT HANDLING

- A.4.1 Any complaints about a Member should be made in writing by the complainer and sent to The Club Honorary Secretary and be signed and dated.
- A.4.2 Any complaint must be lodged within 7 days of the alleged incident or grounds for the complaint arising or becoming known or such further time as is reasonably allowed by The Club Honorary Secretary.
- A.4.3 The complaint must specify the details of the alleged incident or grounds for complaint including, if appropriate, which provision of the Club Constitution, Club Rules, Rules of Golf, Bye Laws of The Club, Men's and Ladies' Clubs, Club Code of Conduct etc. has been breached.
- A.4.4 The Club Honorary Secretary, after consultation with the relevant Officers of The Club, shall:
 - A.4.4.1 forward a copy of the complaint to the member in question and request a written response within 7 days;
 - A.4.4.2 undertake any further investigation he/she sees fit and/or;
 - A.4.4.3 forward the complaint, written response and any other relevant material, if applicable, to the Disciplinary Committee for consideration as set out below.
- A.4.5 Upon receiving a referral from the Club Honorary Secretary, the Chair of the Disciplinary Committee shall convene a hearing of the Disciplinary Committee.

A.5. DISCIPLINARY HEARING

- A.5.1 Any person that is subject to a disciplinary hearing shall be supplied with a copy of the original complaint and any additional material provided to the Disciplinary Committee, including notice of any witnesses to be called or their evidence;

- A.5.2 Each Member shall have the right to the following:
 - A.5.2.1 to be advised of the nature of the charge or complaint and the potential penalties that may apply;
 - A.5.2.2 to be present in person at any hearing and to be advised 14 days in advance of the date, time and place of such hearing;
 - A.5.2.3 to representation (legal or otherwise) at this hearing;
 - A.5.2.4 to state his/her case, call relevant witnesses and provide evidence at this hearing;
- A.5.3 A shorter notice period can be given if agreed with the respective parties to the hearing.
- A.5.4 Names of any witnesses being proposed by the Member should be intimated 5 days before any hearing to the Club Honorary Secretary.
- A.5.5 If the Member is unable to attend at the meeting, he/she should notify the Club Honorary Secretary in writing.
- A.5.6 If the Member elects not to attend at the meeting without good reason, the disciplinary hearing may proceed in his/her absence.
- A.5.7 Unless the Disciplinary Committee otherwise directs the procedure will be as follows:
 - A.5.7.1 the Disciplinary Committee will explain the process and advise of the rights of appeal;
 - A.5.7.2 the terms of the Complaint will be considered followed by the written or oral response, if any, provided by the Member, including representation on penalty;
 - A.5.7.3 any further evidence will be heard;
 - A.5.7.4 any other witnesses to be called will then be heard (or in the situation where the witness is unable to attend, then their signed written statement will be read out);
 - A.5.7.5 any witnesses are to be excluded from the hearing until required to give their evidence and must retire immediately after giving their evidence and answering any questions from the Disciplinary Committee;
 - A.5.7.6 questioning of the parties or any witnesses may only be directed by the Disciplinary Committee or as otherwise permitted by the Disciplinary Committee at its discretion, acting fairly and reasonably.
 - A.5.7.7 the Member will then be given the opportunity to make final submissions - including submissions on sanctions in the event that the complaint is upheld; and
 - A.5.7.8 notification of the decision, including as to any sanctions, with appropriate reasons shall be issued by The Club Honorary Secretary, in writing, to the parties within 14 days of the hearing.

A.6. APPEAL HEARING

- A.6.1 An appeal must be lodged within 14 days of the decision being notified in writing to the Member.
- A.6.2 An appeal shall be lodged when a Notice of Appeal is received by the Club Honorary Secretary (or his/her nominee). The Notice of Appeal shall be in writing, signed by the Appellant Member and shall specify:
 - A.6.2.1 the name of the Appellant Member;
 - A.6.2.2 the decision appealed against;
 - A.6.2.3 the date of the decision appealed against; and
 - A.6.2.4 the specific grounds of the appeal (including in relation to sanctions).
- A.6.3 On receipt of an appeal, the Club Honorary Secretary will automatically forward all documentation to the members of the Appeals Committee.
- A.6.4 The Chair of the Appeals Committee [or Club Honorary Secretary] shall communicate with the Appellant Member and:
 - A.6.4.1 set a time, date, and place for the hearing of the appeal
 - A.6.4.2 advise the composition of the Appeals Committee;
 - A.6.4.3 the rules within this Procedure which govern the hearing and process.

- A.6.5 The Appellant Member is entitled to, within 48 hours of notification, lodge a written objection against any member of the Appeals Committee who can be shown to have a direct personal involvement or interest in the matter. Supporting evidence should be provided in support of any such claim. Any objection will be considered by the Club Honorary Secretary (or his/her nominee) whose decision shall be final.
- A.6.6 All documentation to be used by any party at the appeal must be with all of the parties entitled to attend the appeal hearing at least 7 days prior to the appeal hearing.
- A.6.7 The Appeals Committee may, in its discretion, rehear the whole or any part of the evidence given before the Disciplinary Committee as it considers appropriate.
- A.6.8 The Appeals Committee shall be entitled to hear and receive such further evidence on appeal as it deems competent and fair.
- A.6.9 Any further evidence to be heard shall be made available to the Appellant member 7 days prior to the appeal hearing. Parties shall have the right to respond in writing to any further evidence to be presented.
- A.6.10 Where evidence is given before the Appeals Committee, there shall only be cross examination or questioning of witnesses by the Appeals Committee.
- A.6.11 Written notification of the decision of the Appeals Committee will be issued to the Appellant member within 7 days stating full reasons for the decision.
- A.6.12 In respect of Royal Curragh Golf Club the decision of the Appeals Committee is final and binding with the exception of the provision at A.8.5 below.

A.7. PENALTIES

- A.7.1 No penalty shall be imposed on any person or body in disciplinary proceedings unless the alleged misconduct against the person or body is proved on the balance of probabilities and that penalty is fair, reasonable and proportionate in the opinion of the Disciplinary or Appeals Committees.
- A.7.2 If a complaint is proved against a Member, the Disciplinary Committee and Appeals Committee shall have the power to impose the following penalties:
 - A.7.2.1 reprimand/warning;
 - A.7.2.2 suspension from Club membership for a specified period of time (including competition);
 - A.7.2.3 suspension from specified Club activities for a period of time or permanently;
 - A.7.2.4 expulsion from Club membership on a permanent basis;
 - A.7.2.5 forfeiture of any competition and/or other points as specified;
 - A.7.2.6 a penalty pursuant to [clause 7] of the World Handicapping System Rules of Handicapping.
 - A.7.2.7 a combination of any of the above.
- A.7.3 When a penalty is imposed consideration will be given to the following:
 - A.7.3.1 consistency and uniformity in the level of penalty imposed;
 - A.7.3.2 whether the penalty is reasonable and proportionate in all the circumstances; and
 - A.7.3.3 that where possible periods of suspension be imposed by reference to specific dates rather than playing days e.g. 1 April to 1 June.
- A.7.4 Any penalties imposed by the Disciplinary Committee shall be suspended, on any Notice of Appeal being received in accordance with this Policy until the outcome of the Appeal Hearing except in the following cases where they shall be upheld pending any Appeal Hearing:
 - A.7.4.1 any penalty imposed under the Sport Ireland's Anti-Doping Policy;
 - A.7.4.2 any penalty imposed under the Sport Ireland's Safe Sport and Golf Ireland's Safeguarding Policies.
 - A.7.4.3 any penalty imposed relating to the Member's handicap or right to play golf.

A.8. GENERAL PROVISIONS

- A.8.1 The hearing of proceedings by the Disciplinary Committee or the Appeals Committee shall be recorded by the taking of minutes by the Club Honorary Secretary or another nominated and appropriate person.
- A.8.2 The record of the proceedings and all papers associated with the proceedings shall be held by the Club Honorary Secretary (or his/her nominee) in a secure and appropriate manner.
- A.8.3 Copies of the record shall be made available to any person affected by the decision of the Disciplinary Committee or Appeals Committee.
- A.8.4 Any notices or correspondence to be sent to any Member or person under these procedures shall be sent by electronic mail and recorded delivery to the last known address of that Member or person. Notices and correspondence should be deemed to be delivered in relation to electronic mail and recorded delivery as the next day after sending. The relevant time period shall begin on the deemed date of receipt.
- A.8.5 Any member who receives the penalty as outlined at A.7.2.4, expulsion from Club membership on a permanent basis, will have recourse to an appeal mechanism before the general membership of the Club provided that the necessary signatures for such requisition are procured either by such member or any other Ordinary member. This SGM shall, by a simple majority of those present, decide whether the expulsion shall be confirmed or repealed. Should the signatures provided for in Royal Curragh Constitution Clause 15.6 not be obtained within twenty one (21) days from the date of the notification the Club Committee shall have the power to deem the appeal to have lapsed and to enforce the decision forthwith. The expelled member's name shall be removed from the list of members of the Club and the relevant Men's/Ladies' Club; he/she shall cease to be a member of the Club and the current year's subscription (if paid) shall be returned to the former member or retained by the Club at the absolute discretion of the Club Committee. All voting under this rule shall be by secret ballot.

APPENDIX B

ROYAL CURRAGH GOLF CLUB STANDING ORDERS

B.1 Procedures at General Meetings

- B.1.1 The decision of the Chairperson on any question shall be final. Should he/she be in doubt, the matter must be settled by the majority present.
- B.1.2 When the Chairperson stands to speak, all present will immediately be seated and remain silent.
- B.1.3 No person shall address the meeting until called upon by the Chairperson.
- B.1.4 All speeches will be addressed to the Chairperson.
- B.1.5 Interruptions, improper conduct, repetition and unseemly language are deemed as bad manners and calculated to interfere with the expeditious and satisfactory conclusion of business. The members should give the Chairperson full support for the maintenance of good order.
- B.1.6 Motions, as earlier submitted to the Honorary Secretary, will be presented by the original proposer and seconder in each case. Failure to do so will disqualify the motion from being discussed at the General Meeting.
- B.1.7 No member will be permitted to speak more than once on the same motion, except the proposer, who will have the right to reply. The proposer shall be allowed five (5) minutes and other speakers three (3) minutes.
- B.1.8 An amendment may be moved to any motion without notice being given. It shall be in writing, signed by the mover and handed to the Chairperson before the original motion is put (i.e. before the members are asked to vote).
- B.1.9 Whenever an amendment is moved to any motion, no other amendment shall be taken into consideration until the first amendment is disposed of.
- B.1.10 No member can move more than one amendment to the original motion.
- B.1.11 Amendments that are passed will be incorporated in the original motion and this substantive motion will be put to the meeting. If it is lost, the motion in its original form will not be raised again at the meeting.
- B.1.12 Motions, when put, and any other matters for decision will be decided by a show of hands. In the case of a tie, the Chairperson shall, have and shall exercise a casting vote. Elections will be by secret ballot when there is competition of appointments.

B.2 Procedures at General Meetings to cater for Zoom

- B.2.1 The decision of the Chairperson on any question shall be final. Should he/she be in doubt, the matter must be settled by the majority present.
- B.2.2 When the Chairperson stands to speak, all present will immediately be seated and remain silent.
- B.2.3 No person shall address the meeting until called upon by the Chairperson.
- B.2.4 All speeches will be addressed to the Chairperson.
- B.2.5 As the meeting is live on line, we request that you mute your device's microphone to reduce "noise" feedback.
- B.2.6 Motions, as earlier submitted to the Honorary Secretary, will be presented by the original proposer and seconder in each case. Failure to do so will disqualify the motion from being discussed at the General Meeting.
- B.2.7 No member will be permitted to speak more than once on the same motion, except the proposer, who will have the right to reply. The proposer shall be allowed five (5) minutes and other speakers three (3) minutes.

- B.2.8 An amendment may be moved to any motion without notice being given. It shall be by e-mail and sent to info@royalcurraghgolf.com and transmitted to the Chairperson before the original motion is put (i.e. before the members are asked to vote).
- B.2.9 Whenever an amendment is moved to any motion, no other amendment shall be taken into consideration until the first amendment is disposed of.
- B.2.10 No member can move more than one amendment to the original motion.
- B.2.11 Amendments that are passed will be incorporated in the original motion and this substantive motion will be put to the meeting. If it is lost, the motion in its original form will not be raised again at the meeting.
- B.2.12 Motions, when put, and any other matters for decision will be decided by a Zoom Poll of all registered attendees. Once the poll is closed, the results of the poll will be displayed onscreen. In the case of a tie, the Chairperson shall have, and shall exercise a casting vote. Elections will be by secret ballot (electronic vote) when there is competition for appointments.
- B.2.13 If the proposer's or seconder's internet connection freezes, then the Chairman will have discretion to move the meeting on and come back to the particular topic when the proposer or seconder's internet connection returns.
- B.2.14 Results of elections will be verified by the Returning Officers on the night and will be available before close of the meeting.