



# **GALWAY GOLF CLUB**

**RULES AND BYE-LAWS**  
**(UPTO & INCLUDING AGM OF 2018)**

## **PART 1: GALWAY GOLF CLUB**

- 1A. The name of the Club shall be Galway Golf Club. (Hereinafter called the Club).
- 1B. The objective of the Club shall be to provide facilities for the playing and promotion of the amateur game of golf by men, women and juniors and promote amateur games and other social activities amongst its members.
- 1C. The Club shall be fully committed to safeguarding the well-being of its members. Every individual in the Club shall at all times show respect and understanding for the rights, safety and welfare of all and shall conduct themselves in a way that reflects the principles of the Club and the current relevant safeguarding guidelines and / or legislation of the time.
- 2A. There shall be a Club Council to manage and control the business and financial affairs of the Club other than golf competitions. (The administration of golf competitions and related activities is described separately in Parts 2 and 3 of this document).
- 2B. The Club Council shall consist of the Club Officers: viz. President, Vice-President, Captain and Vice-Captain of the Men's Club, Captain and Vice-Captain of the Ladies' Club, Honorary Treasurer, Honorary Secretary as well as nine Ordinary members, (of which not less than three places shall be reserved for Female Ordinary Members) and a Junior Convenor who shall be appointed from within the elected body or by co-option, and who will form a Junior Council.
- 2C. There shall be a Junior Council to manage the golf activities of under-age members, subject to and responsible, to the Club Council.

### **TERM OF OFFICE / ELECTION OF THE CLUB COUNCIL**

- 3A. The President and vice-President shall hold office for one year.
- 3B. The Captains and Vice-Captains shall hold office for one year.
- 3C. Members of the Club Council shall be eligible for election annually on successive years. Members of the Club Council shall not hold office for a period exceeding 3 successive years, with exception of time spent as an officer of the Club.
- 3D. The Honorary Secretary and the Honorary Treasurer shall be eligible for election annually and shall not hold office exceeding 5 successive years.
- 3E. The Vice-President shall succeed the President.
- 3F. The office of President and Vice-President shall rotate annually between male and female ordinary members.
- 4A. The election of the Club Council, with the exception of the Captains and vice-Captains of the Men's and Ladies' Clubs shall take place at the Annual General Meeting of the Club, balloting to take place on the day of the AGM in the hours

specified by the Club Council. In the event of the vice-President being unable to succeed the President then the members of the AGM shall vote to fill the position. Note: The Captain and Vice-Captains of the Men's and Ladies' Clubs shall be elected at the AGM's of their Clubs. (See parts 2 and 3).

- 4B. During its year of office, the Clubs Council shall fill by co-option any vacancy, which occurs in the Officers of the club subject to 4(a) above. Any other vacancy shall be offered to the member who received the highest number of votes at the election for Club Council but who failed to be elected. If he/she declines, the offer shall go to the next candidate and so on until the post is filled. In the event of a tie, The Chairman shall decide by lot which of the candidates shall be elected subject to rule 2(b). The Clubs Council shall fill by co-option vacancies to the Club Council other than Officers of the club subject to 4(a) above, where no candidates failed to be elected at the AGM.
- 4C. The Club Council shall be elected from those who are Ordinary Members of the Club for not less than five years and who have been nominated in writing by a proposer and seconder who are also Ordinary Members. The Club Council shall also include the Captain and Vice-Captain of the Men's Club and the Captain and Vice-Captain of the Ladies' Club.
- 4D. Each such nominations shall be submitted to the General Manager of the Club not later than eight days before the holding of the next AGM.
- 4E. It shall be incumbent on the General Manager to ensure that notice of all valid nominations shall be posted on the Notice Board in the Clubhouse not later than seven days before the holding of the AGM.
- 4F. A candidate's nomination may be withdrawn by the candidate by giving notice in writing to the General Manager anytime before the commencement of voting.
- 4G. Voting for Officers shall be by secret ballot.
- 4H. Voting for other members of the Club Council shall be by secret ballot. Each voter shall vote for six Ordinary members from among those duly nominated for election. The nine candidates with the highest number of votes shall be declared elected subject to Rule 2(b).
- 4I. In the event that two or more candidates receive the same number of votes for the last place or places on the Club Council, the presiding Chairman shall decide by lot which candidate shall be elected.

#### **POWERS AND FUNCTIONS OF THE CLUB COUNCIL**

- 5A. At meetings of the Club Council, nine shall form a quorum. The Club Council, at its first meeting after the AGM shall elect one of the Captains as Chairman the other as Vice-Chairman. If, at any subsequent meeting both Chairman and Vice-Chairman are absent, the Club council members present shall elect a Chairman.

- 5B. The Chairman shall have a casting vote in addition to his/her Ordinary vote. The Club Council shall meet at least 10 times during its term of office.
- 5C. Upon a requisition signed by not less than six members of the Club Council, stating the nature of the business to be transacted, a special meeting of the Club Council shall be convened by the General Manager within seven days of receipt by him of such requisition, for the consideration of the business stated.
6. Minutes shall record the items for discussion and all decisions of the Club Council and shall be kept; every minute proposed and seconded at the following meeting shall be sufficient evidence of the facts contained therein.
7. The Club Council shall have control of the finances of the Club and shall authorize the Club General Manager to undertake all banking transactions on behalf of the Club in line with the purchasing policy agreed at Club Council on Feb 10<sup>th</sup> 2016 or any updated version thereof. Books and accounts shall be kept showing the financial affairs, disbursements and receipts of the Club. The Banking account shall be kept in the name of the Club at such Bank as the Club Council decides. Correspondence received by the Chairman, Honorary Secretary or General Manager, shall be made available to each for review and those items deemed to be of importance to the Club Council shall be brought forward to its next meeting.
8. The Club Council shall have all administrative powers as may be necessary for the carrying out of the business and objects of the Club including the power to engage and dismiss employees and to define their duties. Also, with the exception of golf competitions and related activities, the Club Council shall, as authorised, administer the affairs, including the finances of the Men's and Ladies' Clubs see rule 6(a) parts 2 and 3.
- 9A. The Club Council shall have power to appoint the convenors of Sub- Committees, as they deem appropriate in the interests of the Club. The convenors may nominate their sub-committees subject to ratification by the Club Council. Each Sub-Committee shall meet and report to the Club Council at their regular meetings. All such reports shall be considered by the Club Council and until adopted by them shall have no effect.
- 9B. No convenor of a sub-committee shall hold office for more than 5 successive years.
10. The Club Council shall have power, following consultation with the Committees of the Men's and Ladies' Clubs, to make, alter or repeal Bye-Laws, Local Rules and Standing Orders for General Meetings. A General Meeting may set any such decision by the Club Council aside. (see also Rule 34).
- 11A. The Club Council, via a specially convened disciplinary sub-committee of not more than 5 Council Members, shall have power to impose penalties on any member of the club, upto and including their removal as a member, for breaches of discipline. Such penalties and the process at which they are arrived at will be fair and will follow best practice guidelines and an agreed policy in this area. The Club Council may initiate such a process at its own discretion or request the relevant Men's or Ladies Committee or Junior Council to do so. The Club Council will only act on foot of a

detailed report and recommendation on the matter at hand from the relevant committee of the club of whom the member in question is a member.

In summary the relevant committee investigates any breach of discipline of one of its members and reports same to Council, along with a recommendation of action to be taken and Council is responsible, via the specially convened disciplinary sub-committee, for adjudicating on that recommendation and disciplining the member, except in the case of a matter relating to competitions or handicapping when the relevant committee of the club shall investigate and adjudicate.

- 11B. A member may be removed from membership from the club should two-thirds of the members present decide so at a meeting of the Club Council.
- 11E. Prior to making its decision on such matter; the Club Council shall give the Member due opportunity to present his/her case.
12. The Club Council shall have power to appoint a General Manager at such salary and on such terms and with such powers as they may from time to time determine.
13. The Club Council shall have power, following consultation with the Committee of either the Men's or Ladies' Club as appropriate, to grant leave of absence for 1 year or part thereof as follows:
  - To a Student or Ordinary Member who is unable to play golf / unable to play golf at Galway Golf Club:
  - *due to illness (doctor's certificate required),*
  - *if the member moves abroad for a limited period (written proof of address abroad required by way of utility bill or similar ) Or*
  - *secondment / industrial placement or similar away from Galway (written proof required) Or*
  - *in limited cases a reason deemed acceptable by Club Council (written proof may be requested)*

The number of such successful applications, per member, shall not exceed 5 years in any 15 year rolling period. Leave of absence granted prior to the adoption of this amended rule will count in the calculation of the 5 in 15 period.

An Ordinary member on leave of absence shall pay an annual subscription equivalent to that of a Pavilion Member plus any levy that is payable at the time, plus any mandatory members Insurance that is payable at the time and shall be subject to minimum fee of €250. A Student member on leave of absence shall pay an annual subscription of not less than €100 plus any mandatory members Insurance that is payable at the time.

LOA must be applied for on or before March 31<sup>st</sup> annually and if granted will be valid to 31<sup>st</sup> December of that year. In that case refunds of membership fees paid will be calculated on a pro-rata basis with relevant refund being issued to the member. The granting of LOA for any part of a year counts as 1 full year for the calculation of the 5 in 15 year period above.

Members on LOA can apply to Council, via the General Manager, to be re-instated upon payment of any fees owing to cover Membership to end of December on a pro rata basis.

The names of all members on Leave of Absence shall be posted alongside list of membership in the Clubhouse.

Members on LOA may play Casual golf by paying the relevant full green fee to the Club. As their handicap is suspended by the ILGU/GUI during the term of their LOA they cannot play in Open Competitions @ home or away.

In exceptional circumstances the club reserves the right to limit the number of LOA applications that can be granted in any one year and in this case requests will be dealt with in order of date of application.”

## **MEMBERSHIP**

- 14A. The membership of the Club shall consist of all the members of the Men’s and Ladies’ Clubs and Pavilion members elected under Rule 16(a).  
The categories of members shall be as follows:
- Ordinary.
  - Country
  - Junior.
  - Juvenile Temporary.
  - Student.
  - Honorary.
  - Pavilion.
  - Temporary.
  - Long Serving.
  - Junior Membership Special Category.
- 14B. An Ordinary Member shall be a male or female 21 years and over, subject to Rule 17(b) and 17(c).
- 14C. A Country Member shall be a person whose permanent residence is 50 miles or more from the club who is an Ordinary Member of another affiliated Golf Club. Such membership shall terminate as and when the member comes to reside permanently within a 50-mile radius of the club or ceases to be an Ordinary member of another affiliated Golf Club.
- 14D. A Junior Member shall be a boy or girl between the ages of 10 and 18 years of age. Junior Members will be on probation from the date of acceptance until the age of 18 during which time participation in Junior Club activities will be assessed in accordance with the Rules and Regulations as set out by the Junior Council, The Club reserves the right to continue to grant status of Junior Member and to refuse same to those who have not met the criteria as laid down by the Club Council. The decision of the Club in these matters will be final.
- 14D1. A Student Member shall be a boy or girl who has reached the age of 18 or over on the 1st January of the relevant golfing year and registered as a full-time student at any

Second or Third level Institution. Such boy or girl shall be eligible to apply to the Club for Student Membership providing that he/she complies with the criteria for Student Membership laid down by the Club Council. The Club in consultation with the Junior Council shall reserve the right to allow progress to Student Membership to those who have not met the criteria of Junior Membership laid down by the Club Council. Student Membership shall cease on December 31st after graduation or on December 31st after the student reaches 26 years of age, whichever is the earlier.

- 14E. A Juvenile Temporary Member – Temporary Juvenile Membership will be offered annually, subject to application, to the children and grandchildren of members between the ages of 9 and 12 years, to a maximum of 60 in any one year. The maximum of 60 to include not more than 3 grandchildren of members, unless space allows after satisfying demand from the children of members. Such a member is restricted to playing the course under supervision of a full member. An annual registration and reduced green fee system, as determined by the Club Council will apply.
- 14F. Junior Membership Special Category - children of those who were family Members, immediately prior to the adoption of the 1993 Constitution shall continue to be Junior Members on payment of an annual subscription to be determined by the Member at the AGM of the Club. Those under 9 years of age shall be eligible for Junior Membership on reaching that age.
- 14H. A Pavilion Member shall be a male or female over 21 years. Such a member shall have use of the Clubhouse and facilities but not the Course. The spouses of Ordinary Members and Ordinary Members over 75 years who have been members of the club for more than 40 years (and are no longer Ordinary members) shall be Pavilion Members. Such Pavilion Members shall not be liable for an entrance fee, levy or annual subscription. Pavilion Members shall not be entitled to attend or vote at meetings.
- 14I. A Temporary Member shall be a person in respect of whom a green fee has been paid or the courtesy of the course has been offered.
- 14J. An Honorary member - The Committee of the Men's and Ladies' Clubs shall have power, following consultation with the Club Council, to elect any person who has rendered exceptional service to the Club or to the game of golf or who has achieved outstanding success in the game of golf to Honorary Membership. Such election may be for life or for any defined period. The number of Honorary Members at any time shall not exceed five.
- 14K. The Captain and Lady Captain of the Men's and Ladies' clubs may grant Temporary Guest Membership of the club for the duration of their year in office to a maximum of 3 each as agreed with the Club Council.
- 14L. A Long Serving Member - The Committee of the Men's and Ladies' Clubs shall have power, on the nomination of the Club Council, to elect Ordinary Members who are over 75 years and have been Ordinary members of the Club for not less than 40 years to Long Service Membership. Such election shall be for life and subject to a deduction of 70% of the Ordinary Membership subscription. Members in this

category are not liable for club levies and will have the same rights afforded to Ordinary Members.

- 15A. The maximum number of Ordinary members as from February 1<sup>st</sup>, 2002, shall remain as a Base Number of 1140 and subject to rules 14(g), 15(d), 17(b) & 17(c).

The maximum number of members in the following categories will apply:

Country	40		
Junior Category	130		
Student Category	90		
Juvenile Temporary	60		
Honorary	5		
Long Service	No Limit	Pavilion	No Limit

- 15B. The Club Council shall have the power to nominate to the Men's and Ladies' Clubs new members as vacancies arise in each club.

- 15C. Each year, the Club Council may put forward for consideration for election to the Men's/Ladies' Clubs a maximum of three applicants in total who, in the opinion of the Club Council, would render exceptional golfing services to the club.

Each year the Club Council may put forward for consideration for election to Junior Membership a maximum of 3 applicants in total who, in the opinion of the Club Council show promise or who Club Council deem worthy for election to membership of the Junior Section. Any individuals so elected are to be considered in addition to and not included in the numbers set out in Rule 15A, in the year of their election.

- 15D. The names of members shall be on public display in the clubhouse.

- 16A. The mode of election to Pavilion Membership shall be a ballot at a Club Council Meeting at which not less than seven members shall vote and not more than two dissenting.

- 16B. The Men's & Ladies Clubs shall consider applications for membership of their respective clubs and may accept or reject such applications. Applications which are accepted shall then be nominated to the Club Council who shall either approve, reject or request clarifications on those candidates applications taking into consideration overall club numbers and any other criteria they may deem necessary to apply.

- 17A. Each candidate for admission to the Club shall be proposed and seconded by Ordinary Members of not less than 36 months standing. A member may propose or second not more than two candidates for election to membership in any year. The candidate's name and address together with the names of his/her proposer and seconder shall be posted on the notice board in the clubhouse for at least seven days before the date of election.

- 17B. Junior Members who wish to join the Club must apply for election to Ordinary Membership in the calendar year after attaining their 19th birthday or before their 19th birthday on taking up full time employment, subject to rule 17D.

- 17C. Student members who wish to join the Club must apply for election to Ordinary



Membership in the calendar year after graduation from or attaining their 26th birthday, whichever is earlier, subject to rule 17D.

- 17D. Candidates for election must complete the “Application for Membership” form approved by and subject to the criteria for election as set by the Club Council. The Club Council reserves the right to prevent progression to ordinary membership category should the criteria laid down not be met.
- 18A. Each approved candidate shall lodge his/her annual subscription, entrance fee and levies with the General Manager within 4 weeks after having received notice of his/her election, otherwise the election shall be declared void.
- 18B. Children of ordinary members shall have precedence up to 50% of places for junior membership, subject to rule 14(d).

### **ENTRANCE FEE**

19. An entrance fee, which shall be determined by the Club Council, shall be charged to all new members subject to Rule 20 below and shall be lodged with the General Manager.
20. Junior Members applying for and Junior Special Category Members transferring to Ordinary Membership shall not be liable to an entrance fee.

Student Members applying for Ordinary Membership, and who have been a Junior Member, shall not be liable to an entrance fee.

A Student member transferring to Ordinary Membership, and who has not previously been a member of the Junior Section, shall be liable to an entrance fee equal to:

- 50% of the relevant entrance fee applicable to external applicants together with the appropriate annual subscription if less than 2 years a Student Member of the club.
- 30% of the relevant entrance fee applicable to external applicants together with the appropriate annual subscription if more than 2 years and less than 4 years a Student Member of the club.
- 10% of the relevant entrance fee applicable to external applicants together with the appropriate annual subscription if more than 4 years a Student Member of the club.

### **ANNUAL SUBSCRIPTION**

- 21A. The annual subscription and levies for each class of member shall be determined at the General Meeting.
- 21B. The per capita subscription and provincial levy due by the Members of the Affiliated Men’s Club to the Golfing Union of Ireland shall be charged separately and shall be payable at the same time as the Annual Subscription.
- 21C. The per capita subscription due by the members of the affiliated Ladies Club to the

Irish Ladies Golf Union shall be charged separately and shall be payable at the same time as the Annual Subscription.

22. All subscriptions, levies and locker rents are due on the 1st of January each year.
23. Any member whose subscription, levy and locker rent remains unpaid by the 31st January shall cease to be a member of the Club. The Club Council may re-admit such a person to membership on payment of a re-entrance fee. The amount of such fee shall be determined by the Club Council.
24. A person ceasing to be a member before 1st of March shall be entitled to a refund of half the annual subscription and levy. After that date no refund shall be made.
25. ‘Ordinary members over 65 years of age who have been ordinary members of the club for not less than 20 years shall be entitled on application to the club council to a reduction in annual subscription. This reduction in annual subscription will not apply to any member elected to membership of the club after January the 1<sup>st</sup> 2010. This reduction in annual subscription is to be decreased annually by 10% over the following 10 years 2014 to 2023 inclusive, when this reduction in annual subscription will no longer apply to ordinary members. This reduction in annual subscription will continue to be made available to all eligible ordinary members from January the 1<sup>st</sup> 2014 until the reduction finishes in 2023.’
26. Any ordinary member who at the time of the adoption of the 1993 constitution is receiving a reduction of 50% in annual subscription shall continue to enjoy this privilege but will be subject to the additional 10% decrease of the present 50% reduction in annual subscription for the following 10 years, 2014 to 2023 inclusive as pertaining to Rule 25 or until a general meeting of the members decide otherwise. Ordinary members availing of the reduction in annual subscription for the first time in 2014 will be subject to the amended decrease as per Rule 25.’
27. Every Ordinary Member, who has paid the Annual Subscription shall, subject to Rules 3, 4 and 16(b), be eligible for election to any of the Offices of the Club and to serve on any duly constituted Committee or Council of the Club, to vote at the General Meeting, to use the Course for playing golf, and to enjoy the privileges of the Clubhouse.

### **SALE OF INTOXICATING LIQUOR**

- 28A. The Bar shall open and close in accordance with the provision of the Registration of Clubs Acts 1904 to 1999 and the Intoxicating Liquor Acts 1924 to 2000, or any amendments thereto
- 28B. No visitor shall avail of the facilities of the Club premises unless on the invitation of and in the company of a club member, and shall, on entering the premises, sign his/her name and address in the register, which shall be kept for such purpose, and which shall show the date of each visit.
- 28C. No member of the Club Council and no Manager or servant employed in the Club shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such sale.

- 28D. No excisable liquors shall be sold or supplied to any person under the age of eighteen years.

### **GENERAL MEETING**

- 29A. The Annual General Meeting shall be held in November or December each year, on a day to be fixed by the Club Council, for receiving the Club Council's Annual Report and the audited Financial Statement, for electing the Auditor, and Officers and Members of the Club Council for revising Rules and transacting other business of the Club. The Annual General Meeting of the Club shall take place on a date later than the dates of the Annual General Meetings of the Men's Club and Ladies' Club.
- 29B. Two weeks-notice, at least, of such Annual General Meeting shall be made available to Ordinary Members of the Club by the following means (e-mail, club website & club office) and shall be accompanied by the Report and Financial Statement duly audited by a member of a recognised Society or Association of Accountancy.
- 29C. Notices of Motion must be made to the General Manager in writing at least 14 days before the date of the meeting.
30. Special General Meetings may be called: at the request of the Club Council or on a requisition to the General Manager, signed by at least 60 members and stating the business to be brought forward.
31. Seven day notice of every Special General Meeting of the Club shall be given to each Ordinary Member by the following means (email, club website, club office & noticeboards), specifying the time and place of meeting and the business to be transacted.
- 32A. At General Meetings of the Club, the chair shall be taken by the President or in his/her absence the Vice-President. In the absence of both officers the meetings shall appoint a Chairman.
- 32B. Minutes of all decisions shall be kept, every minute signed by the Chairman shall be sufficient evidence of the facts contained therein.
33. The only persons entitled to attend and vote at General Meetings shall be Ordinary Members. No proxies shall be allowed. If a majority of members present wish the question under discussion to be put to a vote by ballot then that mode of voting shall be adopted.
- 34A. No rule of the Club shall be repealed or altered or new rule made, except at a General Meeting of the club. Notice of any proposed change of rules must be sent to the General Manager, and posted up in the Clubhouse for at least 28 days prior to the General Meeting called for its consideration.
- 34B. The Club shall not adopt any rule, which is in conflict with the Constitution of the Golfing Union of Ireland or the Irish Ladies Golf Union.

## **TRUSTEES**

- 35A. The ownership of the property of the Club, on behalf of the Ordinary Members, shall be vested in the Trustees who shall number not more than five and who shall be Ordinary Members of the Club. The Members at a General Meeting of the Club shall appoint them. Each Trustee shall hold Office for not more than 10 years and shall not be eligible for re-election. They shall retire on reaching the age of seventy years. Any vacancy, which occurs, shall be filled at the next AGM of the Club.
  
- 35B. The Trustees shall deal with the property as directed by a motion passed by the Club Council (of which an entry in the minute book signed by the Chairman shall be sufficient evidence).
  
- 35C. If the Trustees, when directed by a resolution of the Club Council to perform a certain act, consider that the performance of such an act is of such importance that they consider that the members should be consulted, they may refuse to perform such act until the members have been consulted at a General meeting and a resolution passed authorising or refusing to authorise them to perform such as was originally directed by the Club Council.
  
- 35D. The Trustees shall be indemnified by the Club against all expenses and liabilities incurred by them by reason of their positions as Trustees.

## **PART 2: MEN'S CLUB**

- 1A. The name of the Club shall be the Men's Club/Galway Golf Club (hereinafter called the Men's Club).
- 1B. There shall be a Men's Committee to administer the affairs of the Men's Club.
- 1C. The Men's Committee shall consist of the Officers viz. the Captain, the Vice-Captain, President or Vice President of the Club in his year of office and the Handicapping Secretary and the Competitions Secretary and the Honorary Secretary as well as 4 (four) Male Ordinary Members
- 1D. Members of the committee shall be eligible for election on successive years but, excluding the Captain, Vice-Captain and Officers, shall not remain on committee for more than 3 consecutive years. An officer may be re-elected to his officer's role provided his total number of consecutive years in that officer's role does not exceed 3 years.

### **TERM OF OFFICE AND ELECTION OF MEN'S COMMITTEE**

- 2A. The Captain and Vice-Captain shall hold office for one year.
- 2B. The Vice-Captain shall succeed the Captain.
- 2C. Other members of the Committee shall be eligible for election on successive years.
- 2D. The Captain and Vice-Captain shall be members of the Club Council.
- 3A. The election of officers and members of the Committee shall take place at the AGM of the Men's Club, balloting to take place in the hours specified by the Men's Committee. In the event of the Vice-Captain being unable to succeed the Captain, the position of Captain shall be filled at the next AGM of the Men's Club.
- 3B. During its year of office, the Committee shall fill by co-option any vacancy, which occurs in the Officers of the Club. Any other vacancy shall be offered to the member who received the highest number of votes at the election for Committee but who failed to be elected. If he declines, the offer shall go to the next candidate and so on until the post is filled. In the event of a tie, the Chairman shall decide by lot which of the candidates shall be elected. The Committee shall fill by co-option vacancies to the Club other than Officers of the Club, where no candidates failed to be elected at the Men's Club AGM.
- 3C. The Committee, including Officers, shall be elected from those who have been Male Ordinary Members of the Men's Club for not less than 5 years and who have been nominated in writing by a proposer and seconder, who are also male members.
- 3D. Each such nomination shall be submitted to the General Manager of the Club not later than eight days before the holding of the next AGM.

- 3E. It shall be incumbent on the General Manager to ensure that notice of all valid nominations shall be posted on the Notice Board in the Clubhouse not later than seven days before the holding of the AGM.
- 3F. A candidate's nomination may be withdrawn by the candidate by giving notice in writing to the General Manager any time before the commencement of voting.
- 3G. Voting for Officers shall be by secret ballot.
- 3H. Voting for other Members of the Committee shall also be by secret ballot. Each voter shall vote for 4 Male Ordinary Members from those duly nominated for election. The 4 candidates with the highest number of votes shall be declared elected.
- 3I. In the event that two or more candidates receive the same number of votes for the last place or places on the Committee, the Presiding Chairman shall decide by lot, which candidate shall be elected.

### **POWERS AND FUNCTIONS OF THE COMMITTEE**

- 4A. At meetings of the Men's Committee, 4 shall form a quorum. Either the Captain or Vice-Captain or one other nominated member of the Committee shall take the chair.
- 4B. The Chairman shall have a casting vote in addition to his ordinary vote. The Committee shall meet at least 6 times in its year of office
- 4C. Upon a requisition signed by not less than 4 members of the Committee, stating the nature of the business to be transacted, a special meeting of the Committee shall be convened by the General Manager within seven days of receipt by him/her of such requisition, for the consideration of the business stated.
- 5. Minutes shall record the items for discussion and all decisions of the Men's Committee and shall be kept; every minute proposed and seconded at the following meeting shall be sufficient evidence of the facts contained therein.
- 6A. The Men's Committee shall authorise the Club Council to act in the administration of the affairs (other than golf competitions and related activities) of the Men's Club. The finances shall be accounted for separately and shall be audited at the end of the financial year for presentation to the Club Council and the AGM of the Men's Club.
- 6B. The Men's Committee shall administer all the golfing activities of the Men's Club, subject to rules 6(a), 7, 8 and 9.
- 6C. The Men's Committee shall have the power to elect to membership of the Men's Club only those applicants who have been accepted for membership by the Men's Committee & Club Council. (see Rule 16(b) part 1).
- 6D. The Men's Committee, following consultation with the Club Council shall have power to elect such male Honorary Members as it considers would be in the best interests of the Men's Club. See rule 14(i) part 1.

- 6E. The Men's Committee shall authorise the Club Council to pay the per capita subscription and provincial levy to the Golfing Union of Ireland within the time scale specified by the Union (see Rule 21(b) Part 1).
- 7A. The Men's Club shall promote the amateur game of golf among its members.
- 7B. The Men's Club shall be affiliated to the Golfing Union of Ireland and shall accept and abide by the Constitution and Bye-Laws of the Union as well as the Bye-Laws of the Connacht branch of the Union.
- 8. The Men's Club shall accept and apply the Standard Scratch Score and Handicapping scheme as prescribed by the Council of the National Golf Unions and such rules thereunder as may require to be implemented from time to time by the Golfing Union of Ireland.
- 9. The Men's Club shall accept and recognise the Royal and Ancient Club of St. Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of amateur status.
- 9A. The Men's Committee shall act fairly in the adjudication of all complaints made to it on the grounds of, but not limited to, member behavior / etiquette and misconduct. The men's committee may also initiate such a process at its own discretion. The Men's Committee will follow an agreed complaints & grievance procedure and will furnish a report on same to the Club Council for their consideration of any proposed sanction to be applied. All complaints shall be made in writing to the Men's Club stating clearly the facts of the case. It is the function of Club Council under Rule 11A (Part 1) to impose any sanction, except in the case of a matter relating to competitions or handicapping when the men's committee shall investigate and adjudicate.

### **MEMBERSHIP**

- 10A. The membership of the Men's Club shall consist of the male Ordinary, Country, Long Serving, Junior, Student, Juvenile Temporary, Honorary and Temporary Members of the Club.
- 10B. The Men's Committee shall consider applications for membership of the Men's Club and may accept or reject or seek clarity on such applications. The mode of election to membership of the men's club shall be by ballot of the Men's Committee in which not less than five members shall vote and not more than one dissenting, followed by approval of the membership application at Club Council (See rule 16(b) Part 1).

### **GENERAL MEETING**

- 11. The Annual General Meeting of the Men's Club shall be held in November or December each year on a day to be fixed by the Men's Committee for receiving the Annual Report of the Men's Committee and the Auditors Financial Report for the year, for electing Officers and Members of the Committee and transacting such other business as may be appropriate for the Men's Club.

12. Two weeks notice, at least, of such Annual Meeting shall be given to the Male Ordinary Members of the club, and shall be accompanied by the Report and Financial Statement, duly audited by a member of a recognised society or association of Accountancy.
13. Notices of Motion must be made to the General Manager in writing at least 14 days before the date of the Meeting.
14. Special Meetings may be called (A) at the request of the Men's Committee or (B) on a requisition to the Captain, signed by at least 50 members stating the business to be brought forward.
15. 7 days notice, at least, of every Special General Meeting shall be given to each Male Ordinary Member by the following means (email, club website, club office & noticeboards), stating the time and place of the meeting and the business to be brought forward.
16. At General Meetings of the Men's Club, the chair shall be taken by the Captain, or in his absence, the Vice Captain.
17. The only persons entitled to vote at General Meetings of the Men's Club shall be Male Ordinary members. No proxies shall be allowed. If a majority of the members present wish a question under discussion to be put to a vote by ballot, then that mode of voting shall be adopted.
- 18A. No Rule of the Men's Club shall be repealed or altered, or a new rule made except at a General Meeting of the Men's Club. Notice of any proposed change of rules must be sent to the General Manager and posted up in the Clubhouse for at least 28 days prior to the meeting called for its consideration.
- 18B. Any change in these rules, which affects the Constitution of the Golfing Union of Ireland, shall be submitted to the Union for approval prior to adoption.



### **PART 3: LADIES CLUB**

- 1A. The name of the Club shall be the Ladies Club, Galway Golf Club (hereinafter called the Ladies' Club).
- 1B. There shall be a Ladies' Committee to administer the affairs of the Ladies' Club.
- 1C. The Ladies' Committee shall consist of the Officer viz. The Lady Captain, The Vice-Captain, Honorary Secretary, Honorary Treasurer, Honorary Handicapping Secretary, Outgoing Past Captain and 9 female Ordinary Members.

#### **TERM OF OFFICE AND ELECTION OF LADIES' COMMITTEE**

- 2A. The Captain and Vice-Captain shall hold office for one year
- 2B. The Vice-Captain shall succeed the Captain.
- 2C. Other members of the Committee shall be eligible for election on successive years. No member, excluding the Lady Captain, Vice-Captain and Officers, shall remain on committee for more than 3 consecutive years. An officer may be re-elected to an officer's role provided her total number of consecutive years in an officer's role does not exceed 3 years.
- 2D. The Captain and Vice-Captain shall be members of the Club Council.
- 3A. The election of Officers and members of the Committee shall take place at the AGM of the Ladies' Club, balloting to take place in the hours specified by the Committee. In the event of the Vice-Captain being unable to succeed the Captain, the position of the Captain shall be filled at the next AGM of the Ladies' Club.
- 3B. During its year of office, the Committee shall fill by co-option any vacancy, which occurs in the Officers of the club. Any other vacancy shall be offered to the member who received the highest number of votes at the election for Committee but who failed to be elected. If she declines, the offer shall go to the next candidate and so on until the post is filled. In the event of a tie, The Chairman shall decide by lot which of the candidates shall be elected. The Committee shall fill by co-option vacancies to the club other than Officers of the club, where no candidates failed to be elected at the Ladies' Club AGM.
- 3C. The Committee, including Officers, shall be elected from those who have been female Ordinary Members of the Ladies' Club for not less than 5 years. All Officers must have served on Committee and be nominated in writing by a proposer and seconder, who are also female members.
- 3D. Each such nomination shall be submitted to the General Manager of the Club not later than eight days before the holding of the next

## **AGM.**

- 3E. Notice of all valid nominations shall be posted on the Notice Board by the General Manager of the Club not later than 7 days before the date of the holding of the next AGM.
- 3F. A Candidate's nomination may be withdrawn by the candidate by giving notice in writing to the General Manager at any time before the commencement of voting.
- 3G. Voting for Officers shall be by secret ballot.
- 3H. Voting for other members of the Committee shall also be by secret ballot. Each voter shall vote for 9 female Ordinary Members, the 9 Ordinary Members with the highest number of votes shall be declared elected.
- 3I. In the event that two or more candidates receive the same number of votes for the last place or places on the Committee, the presiding Chairman shall decide by lot which candidates shall be elected.

## **POWERS AND FUNCTIONS OF THE LADIES COMMITTEE**

- 4A. At meetings of the Ladies' Committee, 7 shall form a quorum, the chair shall be taken by either the Captain or Vice-Captain or one other nominated member of the Committee.
- 4B. The Chairman shall have a casting vote. The Committee shall meet once a month.
- 4C. Upon a requisition, signed by not less than six members of the Committee, stating the nature of the business to be transacted, a special meeting of the Committee shall be convened by the General Manager within seven days of receipt by him/her of such requisition, for the consideration of the business stated.
- 5. Minutes shall record the items for discussion and all decisions of the Ladies Committee and shall be kept; every minute proposed and seconded at the following meeting shall be sufficient evidence of the facts contained therein.
- 6A. The Ladies' Committee shall authorise the Club Council to act in the administration of the affairs (other than golf competitions and related activities) of the Ladies' Club. The finances shall be accounted for, separately and shall be audited at the end of the financial year for presentation to the Club Council and the AGM of the Ladies' Club.
- 6B. The Ladies' Committee shall administer all the golfing activities of the Ladies' Club, subject to rules 6(a), 7, 8 and 9.
- 6C. The Ladies Committee shall have the power to elect the members of the Ladies Club having had those candidates accepted by the Ladies Committee & Club Council (see Rule 16(b) part 1).

- 6D. The Ladies' Club, following consultation with the Club Council, shall have power to elect such Honorary Members as it considers would be in the best interests of the Ladies' Club. See Rule 14(i) Part 1.
- 6E. The Ladies Committee shall authorise the Club Council to pay the per capita subscription to the Irish Ladies Golfing Union and district within the time scale specified by the Union.
- 6F. The Ladies Committee shall act fairly in the adjudication of all complaints made to it on the grounds of, but not limited to, member behavior / etiquette and misconduct. The Ladies Committee may also initiate such a process at its own discretion. The Ladies Club will follow an agreed complaints & grievance procedure and will furnish a report on same to the Club Council for their consideration of any proposed sanction to be applied. All complaints shall be made in writing to the Ladies Committee stating clearly the facts of the case. It is the function of Club Council under Rule 11A (Part 1) to impose any sanction except in the case of a matter relating to competitions or handicapping when the ladies committee shall investigate and adjudicate.

### **OBJECTS**

- 7A. The Ladies' Club shall promote the amateur game of golf amongst its members.
- 7B. The Ladies' Club shall be affiliated to the Irish Ladies' Golf Union and shall accept and abide by the Constitution of the Union as well as the Bye-Laws of the Western District of the Union.
8. The Ladies' Club shall accept and apply the Handicapping system as prescribed by the Irish Ladies' Golf Union and such rules thereunder as may require to be implemented from time to time by such Union.
9. The Ladies' Club shall accept and recognise the Royal and Ancient Club of St.Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of amateur status.

### **MEMBERSHIP**

- 10A. The Membership of the Ladies' Club shall consist of the Female Ordinary, Country, Junior, Student, Long Serving, Honorary and Temporary Members of the Club.
- 10B. The Ladies Committee shall consider applications for membership of the ladies club and may accept or reject or seek clarity on such applications. The mode of election to membership of the Ladies club shall be by ballot of the Ladies Committee in which not less than seven members shall vote and not more than two dissenting, followed by approval of the membership application at Club Council (See rule 16(b) Part 1).

## GENERAL MEETING

11. The Annual General Meeting of the Ladies' Club shall be held in November or December each year on a day to be fixed by the Ladies' Committee for receiving the Annual Report of the Ladies' Committee and the Auditor's Financial Report for the year, for electing Officers and Members of the Committee and transacting such other business as may be appropriate for the Ladies' Club.
12. Two weeks notice, at least, of such annual Meeting shall be given to the Female Ordinary Members of the Club (by email, club website, club office & noticeboards), and shall be accompanied by the Report and Financial Statement, duly audited by a member of a recognised Society or Association of Accountancy.
13. Notices of Motion must be made to the General Manager in writing, at least 8 days before the date of the Meeting.
14. Special meeting may be called (A) At the request of the Ladies' Committee or (B) On a requisition to the Captain, signed by at least 30 Lady members, stating the business to be brought forward.
15. 7 days notice, at least, of every Special General Meeting shall be given to each Female Ordinary Member by the following means (email, club website, club office & noticeboards), stating the time and place of the meeting and the business to be brought forward.
16. At General Meetings of the Ladies' Club, the chair shall be taken by the Captain, or in her absence, the Vice-Captain.
17. The only persons entitled to vote at General Meetings of the Ladies' Club shall be female Ordinary Members. No proxies shall be allowed. If a majority of the members present wish a question under discussion to be put to a vote by ballot, then that mode of voting shall be adopted.
- 18A. No rule of the Ladies' Club shall be repealed or altered, or a new rule made except at a General Meeting of the Ladies' Club. Notice of any proposed change of rules must be sent to the Secretary and posted up in the Clubhouse for at least 28 days prior to the meeting called for its consideration.
- 18B. Any change in these rules, which affects the Constitution of Irish Ladies' Golf Union, shall be submitted to the Union for approval, prior to adoption.

#### **PART 4: CLUB BYE-LAWS**

1. When a timesheet is in operation for a competition, only those players whose names are on the timesheet shall be eligible to play. Players in match-play competition shall play at the time specified by the Committee of the Club concerned.
2. A competitor shall be disqualified in any competition unless he/she has previously paid his/her entrance fee for such competition and is a paid up Member of the Club. The acceptance by the General Manager or other servant of the Club of an entrance fee for a competition does not make the person paying such fee eligible for the competition if he/she is not a Member of the Club.
3. In the event of a competitor being unable to find a partner in the competition, those in charge of running the event may appoint a special marker.
4. Members taking part in any Club competition shall comply with the rules in force under the Handicapping system.
5. Turf cut or displaced by a stroke shall be replaced. If this is impossible, the cut shall be firmly pressed down with the foot. It is the duty of every Member to see that all players observe this By-Law and to call a player's attention to any neglect thereof. A player wilfully or persistently neglecting to replace divots should be reported to the Committee, who may impose a fine.
- 6A. All matters in connection with competitions shall rest with the Competitions Sub-Committee of the Club concerned, who shall have power to deal with any dispute or breach of the rules of golf.
- 6B. If it should come to the notice of the Sub-Committee, that a breach of rules has occurred in any competition, they may enquire into such breach without any formal complaint or objection having being made.
- 6C. All matters in connection with handicaps shall rest with the Handicap Sub-committee of the club concerned, who shall have power to deal with any such matters subject to the SSS Handicap Scheme.
7. A Member taking part in any competition shall return his/her card; otherwise his/her handicap may be reduced.
8. In a mixed foursomes competition, the man shall drive from the 1st tee.
9. No notice, placard or paper shall be posted on the Notice Board in the Clubhouse without approval from the General Manager, Honorary Secretary or the Club Council of the Club.
10. Upto date copies of the rules and bye-laws shall be available in the General Manager's office.

11. The Costello Cup shall be a match-play competition, with an upper handicap limit of eighteen. In all other Men's Singles competitions, a player shall be entitled to his full handicap.
12. All competitions shall be confined to Members of the Club except those, which are stated in the calendar to be "Open Competitions".
13. Ordinary Members shall be entitled to introduce visitors for the purpose of playing golf. Such visitors shall be entitled to a reduction in green fees, the amount to be determined by the Club Council, provided the Member signs the Temporary Member's Book, and plays with the visitor.
14. Complaints shall be made in writing to the General Manager who, if unable to remove the cause, shall refer them to the Club Council, whose decision shall be final.
15. Members shall be suitably attired while on the Course and in the Clubhouse as per the House Rules.
16. Club lockers shall be assigned to claimants in order of seniority of membership. The rest of the lockers shall be determined by the Club Council and shall be payable in advance.
17. Children under 9 years of age shall not be allowed to play over the course.
18. Dogs, with the exception of guide dogs, shall not be allowed on the course or in the clubhouse. The committee may impose a fine for breach of this rule.
19. Order of Play:
  - (1) Equal rights at all times for male and female Ordinary Members except as follows:  
**SUNDAY:** The Course shall be reserved for male members during hours to be specified by the Club Council following consultation with the Committee of the Men's Club.  
**TUESDAY:** The Course shall be reserved for female members during hours to be specified by the Club Council following consultation with the Committee of the Ladies' Club.
  - (2) Junior Members may commence play at the following times.  
 Mondays (junior boys & girls) 8am to 9.30am  
 (June- August)  
 Thursdays (junior boys & girls) 8am to 10am  
 (June- August)  
 Saturdays (juniors boys & girls) 3:30pm to 5:00pm

The following rules would apply to junior members at all other times.

<b>CATEGORY</b>	<b>HANDICAP</b>	<b>BOYS</b>	<b>GIRLS</b>
Category 1	GUI/ILGU H'Cap	Scratch to 12	Scratch to 24
Category 2	GUI/ILGU H'Cap	13 Upward	25 – 36
Category 3	Junior Handicaps		
Category 4	Juvenile Temporary		
Category 1 & 2:	Any time the course is free, but <i>must</i> give way to Ordinary Members.		

- Category 1 & 2: may play in all Club and Open Competitions provided they play in the company of an *adult member*.
- Category 1 ONLY: May play on Saturday during member's time but *must* play with an adult member.
- Category 2: May play on Saturday outside member's time, but *must* give way to Ordinary Members.
- Category 3: May play the course before 9.00am on Wednesday and Friday and after 6.00pm on Sunday, but *must* give way to Ordinary Members.
- Category 4: See Part 1 Rule 14E.

## PART FIVE : STANDINGS ORDER FOR A.G.M. /S.G.M.

1. A Quorum for a General Meeting of each Club shall be:  
The Club 40 Members  
The Men's Club 20 Members  
The Ladies Club 20 Members
2. The proposer or seconder of any motion or amendment shall be allowed not more than 10 minutes and 3 minutes respectively in which to speak on the motion or amendment, and each succeeding speaker not more than 3 minutes.
3. At any time during the discussion of a resolution, it shall be open to any Member to move verbally "that the question be now put: the acceptance of such motion shall be at the discretion of the Chairman. If such a motion is accepted, the mover thereof only shall be entitled to speak thereon, and if, on a show of hands it appears that a majority of Members are in favour of terminating the discussion, the original resolution shall then be voted on. No such motion shall be moved unless an opportunity has been given for both a pro and a contra view of the resolution.
4. No member shall be allowed to speak more than once on the same proposition, except the proposer of the motion, who shall have the right of reply.
5. Every motion shall be put to a vote. No recount shall be taken unless not less than 10 Members, as announced by the Chairman, challenge the vote.
6. Any amendment to a motion, which is accepted by the Chairman, shall be voted on before another amendment shall be taken. If the amendment is rejected, the original motion stands before the house. If the amendment is accepted, then the amended motion is now before the house.
7. Only matters ruled in order by the Chairman shall be accepted under any other business.
8. A motion to suspend standing orders must be submitted to the Chairman in writing by the proposer and seconder before the commencement of the meeting. It shall specify the standing order or orders to be suspended and the period of such suspension. It shall state the reasons of importance and urgency justifying such suspension. The Chairman shall put such motion to a vote of the meeting. The motion shall not be adopted except with the consent of two thirds of the Members and voting at the meeting.