



Ballyhaunis Golf Club

Constitution

Adopted by Members on the _____

Contents

Section 1

1.0 General

- Changes to constitution
- Rationale
- Title and ownership
- Club Officers

Section 2

2.0 Affiliation to Golf Ireland

- Obligations of club as affiliated club
- Mandatory clauses for Golf Ireland affiliation
- Club attendance at Golf Ireland meetings
- Voting at Golf Ireland meetings

Section 3

3.0 One Club Model.

Section 4

4.0 Trustees

Section 5

5.0 Management Structure

- Committee of Management Roles
- Legal Aspect
- Governance
- Chairperson
- Sub committee roles and responsibilities
- Gender balance on committee

Section 6

6.0 Membership

- Categories
- Admissions of new members
- Annual Subscription
- Fines and Sanctions
- Termination of membershi

Section 7

7.0 Meetings

- Meetings, Voting & Terms of Office
- Sub-committee meetings

Committee of Management meetings
A.G.M. & E.G.M.
Motions/ Recommendations
Voting procedures
Voting at Golf Ireland meetings

Section 8

8.0 Finance

Roles and Responsibilities
Role of Treasurer / Financial controller
Fundraising

Section 9

9.0 Policy formation

Section 10

10.0 Rules & Playing facilities.

Section 11

11.0 Club vision/plan

Section 1

1.0 General

A constitution is a set of rules, policies and clauses enforced by the committee assisted by the various sub-committees for the possible governance of the club. The constitution sets out how the club is run from the top with roles of management and sub-committees clearly outlined. Having the correct structures in place will make it easier for all committees to function properly and will keep Ordinary Members informed of what is happening in the club. Our constitution will be subdivided into sections with the spirit of volunteerism central to the success criteria e.g. people with specific skills will be expected to assist the committee in whatever way is deemed necessary by joining a relevant sub-committee and using their expertise to achieve certain goals to be approved by the Committee of Management

Changes to constitution:

- Replacing men's and women's committees with a single committee
- Men's and women's committees will now become sub-committees of Committee of Management and will be represented at Management by one member from each sub-committee, give a short report and return to their respective sub-committee with a response to any recommendations from the sub-committees.
- No need for separate men's and women's AGMs. Instead the men's and women's sub-committees will organise an end of year meeting where they will propose a Men' Captain and Lady Captain
- Both sub-committees will also discuss matters pertaining to their section only e.g.
 - a) Inter-club competitions
 - b) Competition conditions for Captain, Lady Captain and President prizes
 - c) Social events

Rationale

The need to create a new constitution arose due to the amalgamation of the I.L.G.U. and G.U.I. into one organisation named Golf Ireland in 2019. Golf Ireland's advice is to use this opportunity to have a fresh look at the club's structures and current constitution embracing the spirit of equality and inclusiveness central to the decision to form one body to look after men's and women's golf.

Title and ownership

Throughout this document the term “club” will refer to Ballyhaunis Golf Club. Ownership of the club will be vested in the Trustees

Club Officers

The officers of the Committee of Management will be President, Vice - President, Honorary Secretary, Registrar, Honorary Treasurer, Competitions Secretary, Captains and Vice Captains. They will be proposed at AGM by committee for ratification. The terms of office of the club officers will be explained in the attached Appendix.

One Club Model

Section 2

2.0 Affiliation to Golf Ireland

- Ballyhaunis Golf Club is an affiliated member of Golf Ireland the National Governing Body for Golf in Ireland.
- The club will be bound by the constitution, policies, bye-laws, codes, rules and regulations which apply to all members of Golf Ireland and shall comply with the ongoing conditions of affiliation as may be directed by Golf Ireland.
- It is entitled to be represented at Golf Ireland general meetings as prescribed by Golf Ireland.
- The club structure is formed correctly and holds an AGM before a specified date annually at which full members of the club are entitled and other member types not entitled to vote are invited to attend.
- The club shall undertake to pay the membership fee applicable to affiliate clubs and to pay the affiliation fee to Golf Ireland as required.
- Abides by the Rules of Golf, the Rules of Amateur Status as approved by the R&A, the rules of Handicapping as approved by the R&A and USGA, the Constitution, the Regulations and terms of competition of Golf Ireland.
- Maintains an accurate register of all members in the various category types.
- Has a Children’s Safeguarding policy and Designated Liaison persons, one male and one female appointed.
- Will make available to Golf Ireland the facilities of the course and clubhouse at reasonable intervals suitable to both club and Golf Ireland.

Section 3

3.0 One Club Model

The One Club Model voted by Ordinary Members brings together the men's and women's section to form a single administration structure ensuring both games are treated equally and fairly. This guarantees the rights and entitlements of members are determined by membership category and not by gender. Ballyhaunis Golf Club voted to adopt the One Club Model as it best suited our current needs. It is hoped that the One Club Model will foster a stronger culture of inclusivity, equality, and collaborative working to promote and develop the game in the surrounding areas.

- One Club Model meaning that the administration of men's and women's golf moved closer together.
- The One Club Model will result in maintaining the men's and women's committees as sub-committees of the management committee.
- The organisational structure of the running of the club by using the Committee system with a chairperson, a Committee of Management (COM) and various sub-committees with specific roles and responsibilities, the most important of which would be to bring proposals to COM, the members of which having the final say on all matters to do with the club.

Section 4

Trustees

- The trustees of the club hold the property and assets of the club in trust on behalf of the Ordinary Members.
- Trustees empower the running of the club to the committee of Management.
- Trustees provide guidance but do not dictate to the Committee of Management.
- The trustees, on behalf of the Committee of Management become the 1st port of call when issues arise with our lenders (banks) benefactors, solicitors etc.
- Trustees should aim to have a quarterly meeting with the chosen Chairperson from the Committee of Management. Any issues from said meeting will be reported back to the Committee of Management by the Chairperson for further discussion and action, if necessary, with a report by the Chairperson to the trustees to verify if concerns have been dealt with.
- Trustees will be entitled to attend Committee of Management meetings without voting rights.
- Trustees have the right to hold an EGM if they are of the view if they feel the Committee of Management is bringing the club into disrepute financially or otherwise.
- Trustees shall be indemnified from the club's assets and property in respect of all transactions directed by a decision of Management and against all liabilities with expenses incurred as a result of their trusteeship.

- In the event of the club's assets being deficient, the deficiency shall be made up by the membership on a pro-rata basis according to membership category.
- The trustees will be not more than 5 and not less than 3 individual members of the club.
- Trustees shall hold office until resignation or removal from office by resolution of numbers at a general management meeting.

Section 5

5.0 Management Structure

The club is structured adhering to the constitution regulations. The club uses committee of management and several sub-committees to run the club. The committee of management has the final say in all matters recommended by the sub-committees.

- The club will be managed by a Committee of Management (COM) with certain roles assigned to a variety of sub-committees.
- One sub-committee member must attend Committee of Management meeting with report or recommendations to be discussed, approved, or rejected. Responsibility of chairperson of each sub-committee to ensure it is represented at Committee of Management meetings.
- Committee of Management may ask for expert advice to assist with informed decision making. The use of expert opinion does not relieve from the obligation of exercising their own judgement.
- Monitor the strategic plan of the club which chiefly deals with course development, clubhouse and game/competition development reviewing the performance of the various sub-committees against the measurements defined in the strategic plan at least annually.
- Ensure there is an agreed succession plan in place in respect of each position that constitute the management of the club.
- Reviewing at least annually all aspects of the risk management policy and take necessary steps to address its contents.
- Update at least annually the plan/policies in place and policies of the club.
- Regular review of the club accounts and report findings/concerns to members at AGM
- Committee of Management may delegate certain responsibilities to relevant sub-committee while reserving some powers to itself.
- Proposing changes to club rules whether deletions, additions or amendments for consideration and approval to propose at AGM.
- Committee of Management will nominate for election the President, Vice President, Honorary Secretary, Registrar, Treasurer and Competitions Secretary for AGM.
- Only one of Honorary Secretary, Treasurer and Registrar may retire in any given year. COM will nominate an Honorary Secretary, Treasurer/Financial Controller, Registrar and Competition Secretary for the following year.

- Two vice-captains are invited to COM meetings without voting rights. The President is an honorary position and, as such, is invited to COM meetings at the club's discretion. The President, if present, does not have voting rights.
- Gender balance must be applied as far as possible by the Chairperson of the sub-committee and evidence must be produced if the Chairperson of sub-committee is having trouble maintaining gender balance on that sub-committee.
- Committee of Management shall hold at least 10 meetings in a calendar year.
- A Committee of Management meeting must be held within 20 days after the club AGM in order to appoint the chairpersons of the COM and each sub-committee.
- Committee of Management must strive to improve club governance.
- There shall be no co-options onto any committee until all elected members have received a role from management. Gender equality to be observed as far as is feasible.
- Committee of Management will begin the application of Golf Ireland constitution from January 1st 2024.
- A temporary chairperson may be appointed to chair a meeting due to the unavoidable absence of the chairperson.
- Committee of Management has the power to invite/encourage members with skills and who are not on any sub-committees to volunteer their services free of charge for the betterment of the clubhouse and course.
- Items of expenditure must be approved by management.

Legal Aspect

- Ballyhaunis Golf Club will comply with the liquor laws of the land and any amendments that may be added in the future.
- Alcohol will not be served to anyone under 18 years of age. The bar staff will be instructed to seek proof of age if the situation arises.
- Bar licence to be renewed annually.
- Quorum at Management meetings will be 50% plus 1
- Club must seek legal advice if unsure if any Act passed since last review of constitution.
- Golf specific rules must be adhered to rigidly. Need for Competitions Committee to produce a policy to deal with complaints of alleged cheating, reporting situation which may lead to disqualification or other sanctions depending on severity of breach.
- The Committee of Management will be accountable to third parties such as government agencies, creditors, employees and others.
- Committee of Management will ensure all mandatory policies are up to date and are in line with the laws of the land. Health & Safety, Child Protection, Whistleblowing, Code of Conduct

Governance

- Management Committee selected a five-person committee to be known as the Governance Committee. The gender balance of 50:50 could not be achieved so we settled on 60% male and 40% female.
- Governance means the process and systems of how a club is always run and ensures best practice by members.
- A member of committee is elected chairperson of Governance.
- Governance committee examine all aspects of the constitution and make recommendations to COM.
- The purpose of the Governance Committee is to provide advice and guidance to the Management Committee to ensure that:
 - a) robust and effective governance policies, procedures and proper controls are in place and
 - b) the Board/Management Committee fulfils its legal, ethical and governance responsibilities.

The Chairperson

- At the 1st meeting of COM, a chairperson is elected for one year with the option of going forward for year 2 and year 3 subject to suitability. The Chairperson shall not serve more than three consecutive years A Vice-chairperson to be appointed depending on the term of the office of Chair and this will happen before June 30th of each year. This position is open to male or female members of committee. Details of the Role of Chair are outlined in an Appendix.

Sub committees

The following committees and individuals have been chosen to assist management in the smooth running of the club:

| | |
|--|---|
| <ul style="list-style-type: none">• Chairperson• Finance• Pro/Marketing• Men's Captain• Men's Vice Captain• Lady Captain• Lady Vice-Captain• Honorary Secretary• Junior Golf Convenor• Bar/Social | <ul style="list-style-type: none">• Governance• Treasurer/ Financial Controller• New members• Course• Competitions• Handicap secretaries• Fundraising• Beginners• Society |
|--|---|

- A list of suggested roles for various sub-committees are listed as Appendices at the end of this document.
- Matters that can only be approved by COM are:
 - Strategy/implementation plans

- Annual budgets
- Grant/ other resource allocations and committee will review criteria for grant allocation and ensure club applies if deemed advantageous.

Gender Balance

Policy required to comply with existing legislation to guarantee there is no discrimination against any individual or group. The club is legally bound by the Equal Status Act.

- Ballyhaunis Golf Club is an equal opportunities club and its policies are based on principles of equal opportunity for all in relation to positions and access to the club.
- The Equal Status Acts 2000-2018 ('the Acts') prohibit discrimination in the provision of goods and services, accommodation and education. They cover the nine grounds of gender, marital status, family status, age disability, sexual orientation, race, religion, and membership of the Traveller community. In addition, the Acts prohibit discrimination in the provision of accommodation services against people who are in receipt of rent supplement, housing assistance, or social welfare payments. The Acts prohibit discrimination subject to some exemptions, in access to and use of goods and service, including indirect discrimination and discrimination by Club, sexual harassment and harassment, and victimisation. The Acts allow positive action to promote equality for disadvantaged persons or to cater for the special needs of persons. Discriminatory advertising is also prohibited. It is prohibited to publish, display or cause to be published or displayed, an advertisement which indicates an intention to discriminate, harass or sexually harass or might reasonably be understood as indicating such an intention.
- Ballyhaunis Golf Club will ensure that matters relating to the equality policy are examined annually by the Governance Committee and any issues or concerns around equality are immediately advised to the Management Committee for review and action.
- The position of chairperson is open to both male and female candidates.
- Ballyhaunis Golf Club will endeavour to have a gender balance in as far as is feasible taking the current membership numbers into account.
- The precise roles should be fully explained to both genders before agreement to put names forward for committees.
- Discrimination is defined in the Employment Equality Act (2000—2018) as treating a person less favourably than another is, has been or would be treated. Discrimination may occur with job applications where a candidate is treated less favourably than another for one or more of the following reasons:
 - a) Gender
 - b) Marital status
 - c) Family status
 - d) Religion
 - e) Disability
 - f) Sexual orientation
 - g) Age
 - h) Race
 - i) Member of the travelling community

- Ballyhaunis Golf Club will treat everybody fairly during interview procedures and selection based on performance and skills set and nothing else.
- Pay includes weekly pay, bonuses, commission, sick pay, redundancy but excludes pensions. Procedures led by financial controller will be established to ensure all are treated fairly which does not mean an employer i.e. Ballyhaunis Golf Club cannot pay different rates of remuneration to different employees.
- Career development. Access to career development e.g. course management displayed on noticeboard and is open to all to register interest.

Section 6

Membership

The categories of membership from the year 2023 are as follows: They are liable to change year to year.

- a) 7-day full member
- b) 7-day full members ----- husband and wife or cohabitators
- c) 7-day full membership under the age of 30 years
- d) 7-day full membership under the age of 40 years]
- e) Senior membership—reduction in rate for members eligible for the state pension
- f) Country member ---- must be full member in another club.
- g) Pavilion member ---- to include bar and use of practice facilities.
- h) Distance member ----- a member living outside 50km from Ballyhaunis Golf Club and on the island of Ireland.
- i) 7 day non-competitive
- j) Temporary membership
- k) Student membership
- l) Junior membership

Terms and Conditions will apply to all of the above categories.

Admission of members.

- The acceptance of membership shall be the responsibility of the Committee of Management under the guidance of the Club Registrar.
- The registrar shall keep a record of and report at Committee of Management meetings on the numbers in each category highlighting areas of concern and using strategies suggested by management to encourage existing members to join as soon as possible after January of that year.
- Applicants seeking membership must complete an application form and be proposed and seconded by two members of the club. The completed form will be on display in the main hallway until the next management meeting when a decision will be made on acceptance or non-acceptance.
- The registrar may if he/she deems it necessary to seek further information to that on the application by requesting Birth Certificate, utility bills or a driving licence/ passport etc.

Annual subscription.

- With each application, applicants will be asked to pay the category fee plus the completed membership application form.
- The annual subscription fee will be reviewed annually by the Financial Committee and Management Committee.
- Annual membership fees are from January 1st to December 31st of that year.
- From February 1st of the year in question any member who has not paid the annual fee shall be removed from ClubNet and cannot compete in club competitions.
- Any member whose subscription is unpaid shall cease to be a member of the club and shall be required to pay the daily green fee as a visitor.
- A levy can only be imposed by resolution of a General Meeting of the management committee. The amount of the levy shall be payable at such times and in such manner as the General meeting decides.
- On reaching the age of the state pension full members of Ballyhaunis Golf Club with five years continuous full membership at that date shall be entitled to notify the Committee of Management of such fact providing proof of age by way of Birth Certificate. Thereafter, the subscription payable by such members will be 75% of 7 Day full membership only. Such members will still be liable for bar vouchers, levies where applicable.
- Temporary members are members for a day or a short period of time. The payment of the green fee shall entitle the visitor to temporary membership for the day.
- People playing in Open Competition, societies, inter-club matches will be regarded as temporary members for the day
- Before using the facilities of Ballyhaunis club and clubhouse, name, home club, contact details and required fee must be placed in the entry fee box
- A member who plays with a visitor and either fail to pay Green Fee or complete the Visitor Book, the member shall be personally responsible for payment of the Green Fee.
- Any club officer or two members of Management may cancel the admission of a day visitor or temporary member whose admission maybe irregular or whose presence they may deem objectionable or who deliberately break the rules, bye laws or regulations of the club. The Committee of Management has the discretion to either retain or refund the Green Fee.

Termination of membership

A member may be required to resign his/her membership of Ballyhaunis Golf Club for any one of the following reasons:

- Breach of the Code of Ethics of the Club
- Bringing the club into disrepute
- Deliberate damage to the course or club property
- Verbal or Physical abuse of another member of the club, on club property

Notwithstanding an extremely serious situation, which any require immediate action, the following shall be the process for the dismissal of a member.

A verbal warning shall be given to the member by at least two Officers of the club. This verbal warning shall be followed by a written warning should the situation not improve within an agreed period.

Should the situation continue the Committee of Management may, by a majority of not less than two thirds of its members then present at a Committee Meeting, decide that it is in the interests of the Club that a member should be called on to resign membership of the Club.

The Committee of Management shall fix a date for the Committee Meeting which the matter of the member's resignation shall be considered. The member shall be given three weeks previous notice of the date and place the meeting.

The notice shall be in writing and shall inform the member of the Committee decision and of the reasons why the member is being called on to resign. It shall incorporate a copy of this rule.

The notice shall be deemed to have been duly given if sent by prepaid registered post to the member's last known postal address or to the member's last address appearing in the records of the Club.

The member may give notice to the Honorary Secretary of the Committee Management of intention to attend the Meeting and if the member intends to be accompanied by another person and who that person is. A maximum of two accompanying representatives is allowed.

Fines and Sanctions.

Committee of Management is empowered to impose fines/sanctions for breaches of rules, bye-laws and club policies or for breaches of the etiquette of golf and may at any time temporarily withdraw the use of the clubhouse and course from any member if the committee feels that such action is reasonable and protects the rights of all members and is fully explained.

Section 7

7.0 Meetings

Our club strives to have a fair and transparent procedures set out for the election of members to Committee of Management or to any sub-committee. The following will comprise of the eligibility criteria a prospective candidate will need to understand before allowing their names to go forward for election.

- a) Skills required to assist with the project underhand
 - b) Roles and responsibilities
 - c) Terms of Office
 - d) Likely number of meetings per year.
 - e) Job of Committee of Management to identify suitable candidate
- The COM shall appoint a Nominations Committee annually should the need arise.
 - Officers will retire annually and will be eligible for re-election.

- Chairperson will chair at all general meetings. Vice-chairperson will assume the role in the absence of the chairperson
- The chairperson in addition to a personal vote will exercise a casting vote if necessary.
- There shall be no proxies allowed during voting at AGM or EGM
- Voting by a show of hands or if members require a secret ballot, and this is seconded by another member, the question of a show of hands or secret ballot shall be decided by secret ballot. Ballot means voting on paper.
- The AGM. of the club will be held Annually. Two weeks' notice will be given to full members for this meeting. Notice will be given by text, email and the Club's Noticeboard WhatsApp.
- Motions for the AGM given to the Honorary Secretary seven days before the AGM posted in the main hall.
- The Officers including Captain, Vice -Captain proposed at men's club sub- committee and women's sub-committee end of year meeting will be ratified at AGM.
- The Captains, Honorary Secretary and finance committee will arrange the agenda for the AGM.
- Typical agenda includes minutes of the previous meeting, sub-committee reports, finance, course/competition issues. Employees issues.
- The finance committee will produce an audited financial statement and accept questions from members at the AGM
- Any Notice of Motion or recommendations not received on time for inclusion on the agenda for the meeting shall be dealt with under the heading AOB as a discussion item only.
- Any major items raised under AOB shall be noted and become part of the agenda for the next meeting.
- Honorary Secretary notes attendance and members must give apologies if unable to attend.
- Chairperson should discuss repeated failure to attend with the relevant member.
- Honorary Secretary shall take minutes of all meetings and discusses with Chairperson at end of meeting before final draft is typed and prepared for next committee meeting.

Section 8.0

Finance

The viability of any organisation relies on the Management Committee of that organisation having strong financial Policies, Processes and Procedures in place.

The financial structure of Ballyhaunis Golf Club shall be as follows:

- A Treasurer who shall be responsible for the reconciliation of the club accounts and reporting his/her findings to club members on an annual basis. He/she shall be responsible for the payment of staff salaries and related tax obligations. The Treasurer shall advise the Financial Controller on the management of the clubs' income and expenditure and how best to maximise the funds generated by the club.

- The Financial Controller shall be appointed at the first Management Committee meeting following an AGM. He/she shall form a committee from within the membership of the club and together they shall manage the day-to-day finances of the club. The Financial Controller shall operate within the Terms of Reference laid down by the Management Committee. (Appendix)
- Fundraising shall be the responsibility of the of Financial Controller who shall delegate this function to a member of his/her committee or a member of the club outside of that committee with the necessary skill set.
- The Fundraising Committee shall assist the Competitions Committee in identifying for the club competitions and they shall delegate the collection of these sponsorship funds to both the Men's and Ladies Committees.

Section 9

Policy Formation

The following Policies shall be mandatory:

- Health and Safety
- Code of Conduct and Ethical Behaviour
- Child Safeguarding
- Data Protection

Other policies deemed necessary by COM shall be added to the Policy Register.

Section 10

Rules and Playing facilities.

- The rules of the game of golf shall be the rules of the Royal and Ancient Golf Club at Saint Andrews
- Deliberate breach of any golf rules shall lead to a sanction the severity of which will determine the sanction.
- The Committee of Management may, from time to time, deem it necessary to apply some Local Rules as it considers necessary for the condition of the course provided such rules are not at variance with the Rules of Golf.
- The competitions committee using the guidance of the committee of management will prescribe the days and times when members will have precedence for the use of the course for club/weekend competitions or when the course is reserved for inter-club matches. This will be organised as soon as possible so members are aware of times, competition, conditions etc.
- Committee of Management shall decide on the facilities available to societies or other groups subject to the proviso that the 1st tee be reserved for club members on any day a society is permitted for such periods are considered necessary and reasonable for both groups.

- The course and clubhouse shall be made available to Golf Ireland at reasonable intervals when its presence does not interfere with weekend competitions or any arrangements which could leave the club with expenses not planned.

Personal property.

- All personal belongings brought into the clubhouse or onto the course, car park shall be at the sole risk of the owners and neither the Club or any Committee shall be responsible for any loss or damage however arising. This rule shall not prejudice and claims by the club against Insurance companies in case of a fire etc.

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Compliance:

- Management will ensure that the clubhouse and bar operate in accordance with the laws of the land. Alcohol will not be served to persons under the age of 18 years.

Section 11

Club Strategic Planning & Risk Management.

- It is most beneficial for our club to have an overall plan which includes targets to be achieved or, at a minimum, investigated to determine their feasibility at this time. A plan helps to
 - a) Justify plans and actions.
 - b) Involves members with various skills and promotes gender equality.
 - c) Demonstrates commitment to the club.
- A Strategic Plan shall outline the development of the club to include membership growth, course development and financial stability over a rolling three-year period,
- Risk Management shall involve the Committee of Management identifying the top ten risks to the club at any given time and mitigating those risks in the best interest of its members.

