

**THE CONSTITUTION AND BYE LAWS
OF
OUGHTERARD GOLF CLUB**



CONTENTS

- PART 1** The Club Pages
- PART 2** The Mens Club Pages
- PART 3** The Ladies Club Pages

Standing Order Pages 21

August 2022

OUGHTERARD GOLF CLUB CONSTITUTION

PART 1

1.

(a) The name of the Club shall be OUGHTERARD GOLF CLUB (hereinafter called the Club).

(b) The Club is an affiliated member of Golf Ireland and confirms on an annual basis

- (i) it is formed and has held an Annual General Meeting at which an Honorary Secretary, and at least three of the following roles were appointed: Chairperson, Vice Chairperson, Treasurer who are responsible for the administration of golf in accordance with the Golf Ireland Constitution, Regulations and the Terms of Competitions of Golf Ireland
- (ii) it has a minimum of 50 Home Club Members
- (iii) it has access to a course or links of a standard which warrants the allocation of an official course rating
- (iv) it undertakes to pay the Membership Fee applicable to Affiliate Clubs, and to pay the Affiliation Fee by 31 March annually
- (v) it has access to a clubhouse or premises which shall be the official address of the club
- (vi) it has a children's safeguarding statement and a designated liason person/club Children's Officer appointed
- (vii) the owner, if any, of a proprietary facility or a company formed by or on behalf of such owner of the lands on which the course or links has been constructed or is subsequently constructed exercises no control over the affairs of the club
- (viii) it abides by the Rules of Golf, the Rules of Amateur Status as approved by the R & A, the Rules of Congu, the Golf Ireland Constitution, the Regulations and the Terms of Competition of Golf Ireland
- (ix) maintain an accurate register of all members on the CDH
- (x) submit all proposed alterations or amendments in the constitution to Golf Ireland for prior approval
- (xi) make available to Golf Ireland the facilities of the course and clubhouse at reasonable intervals as me agreed
- (xii) submit in confidence to, and obtain the prior written consent of the Directors prior to any move to another course or links

(c) The object 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 to promote amateur games and other social activities amongst its Members.

2. Equality and Anti-discrimination

- (i) The Club will strive to ensure that no gender, race, religious, political or other kind of unfair discrimination exists or is allowed to develop in the Club, in any form and that all may participate regardless of their gender, race, civil status, family status, age, disability, sexual orientation membership of the traveller community, political views or any other such irrelevant factor.
- (ii) The club shall not tolerate harassment or other discriminatory behaviour including bullying, whether physical or verbal of any kind and shall work to ensure that such behaviour is met with appropriate disciplinary action in whatever context it occurs.
- (iii) The club has policies and procedures in place to safeguard against such behaviour and sets out a complaint mechanism for breach of these principles.
- (iv) The Club shall promote gender equality by promoting the 30/30/40 Gender principle as advocated by Golf Ireland for all Club committees.

3.

The Club Council shall consist of 9 persons i.e. Chairperson, Hon. Secretary, (Vice Chairperson), Hon. Treasurer, representative from both Men's Club and Ladies Club plus 4 other Ordinary Members elected on a 30/30/40 gender ratio in line with Golf Ireland Gender Equality protocol for Committee structure.

TERM OF OFFICE AND ELECTION OF THE CLUB COUNCIL

4.

- (a) The Chair and other officers of the Council (new with no prior service) shall serve a Maximum Ordinary Term Length of 3 years with a Maximum Number of Terms being 2. This amounts to a Maximum Number of 6 years in the same position.
- (b) Ordinary members of the Council shall serve a Maximum Ordinary Term Length of 2 or 3 years with a Maximum Number of years being 6. A step away period of 3 years is recommended for all positions once a six year maximum has been reached.
- (c) It is recommended that a staggered retirement of Council members including officers, takes place to prevent/minimise a radical change of personnel in any single administrative year.

5.

- (a) The election of the Club Council is to take place at the Annual General Meeting of the Club. Balloting to take place prior to the A.G.M. and during the hours specified by the Club Council.

- (b) During its year of office the Club Council shall have power to fill by co-option any vacancy, which occurs, provided that a 30/30/40 gender ratio is maintained in line with Golf Ireland Gender Equality protocol for Committee structure.
- (c) The Club Council shall be elected from those who have been Ordinary members of the Club for not less than one year_and_who have been nominated in writing by a proposer and seconder who are also Ordinary Members.. Every Ordinary Member shall be eligible for election to any of the Offices of the Club, and to serve on any duly constituted Committee of the Club, to vote at General meetings, to use the course for playing golf, and to enjoy the privileges of the Clubhouse.
- (d) Each such nomination shall be submitted to the Honorary Secretary of the Club Council, not later than eight days prior to the A.G.M.
- (e) Notice of all valid nominations shall be posted on the Clubs' Notice Board not later than seven days prior to the Annual General Meeting.
- (f) A candidate's nomination may be withdrawn by giving notice in writing or by email to the Honorary Secretary of the Club Council at any time before the commencement of the meeting.
- (g) Voting for Officers shall be by secret ballot.
- (h) Voting for other members of the Club Council shall also be by secret ballot. Each voter shall vote for four Ordinary Members from amongst those duly nominated for election. The four candidates receiving the highest number of votes shall be declared elected provided that the 30/30/40 gender ratio is in line with Golf Ireland Gender Equality protocol for Committee structure.
- (i) In the event of two or more candidates receiving the same number of votes for the last place or places on the Club Council, the presiding chairperson shall decide by lottery which candidate or candidates shall be elected.

POWERS AND FUNCTIONS OF THE CLUB COUNCIL

6.

- (a) At meetings of the Club Council, five shall form a quorum.
- (b) The Chairperson shall have a casting vote in addition to his/her ordinary vote.
- (c) The Club Council shall meet at least once a month.

7.

Minutes recording all decisions of the Club Council shall be kept. Every minute signed by the Chairperson shall be sufficient evidence of the facts contained therein.

8.

- (a) The Club Council shall have access to and shall control of the Club Finances and all accounts held in the Club's name. 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. All

Council financial transactions will be approved by any two of the following: Chairperson, Honorary Treasurer or Honorary Secretary. Copies of all correspondence shall be made available to the Chairperson and Members of the Club Council.

- (b) The Club Council shall have power to borrow for the purpose of the Club, by way of Term Loan, Overdraft, Loan account or otherwise from the Club's bank with interest, in the category of the account granted, such amount of money, either at one time, or from time to time, as they deem proper, provided always that such borrowings do not require security by way of Mortgage or charge on the property or of any part of the property of the Club. Where such security is necessary, or where the Club Council wishes to enter into Hire Purchase and / or Leasing agreements, then the Club Council must first convene a meeting with the Trustees stating the reasons for, and the nature of the borrowings.
- (c) The Club Council shall make available to the Committees of the Men's and Ladies' Clubs such amounts of money as may be necessary for the effective administration of those clubs. At the end of the financial year, the balance of the Men's, Ladies, Juniors or any other accounts minus a "working float" shall be transferred to the Council (See Rule 13 c)
- (d) The Club Council shall accept responsibility for all monies collected, as Green Fees including such part as may be included in Open Competition Fees.

9.

The Club Council shall have all administrative powers as may be necessary for the carrying out 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 of the Men's ,Ladies' and Junior Clubs (See Rule 6, Parts 2&3).

10.

- (i) The Club Council shall have power to appoint Sub Committees, as it deems advisable in the interest of the Club. Each such Sub Committee shall meet and report to the Club Council at its regular meetings. All such reports shall be considered by the Club Council and until adopted by the Club Council shall have no effect.
- (ii) All sub committees shall have a minimum of 3 persons and shall comply with the Golf Ireland gender balance of 30/30/40.

11.

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 and Local Rules. Any such decision by the Club Council may be set aside at a General Meeting. The Club Council may not adopt any rule, which is in conflict with the constitution of Golf Ireland.

MANAGEMENT OF CLUB PROPERTY

12.

- (a) The Golf Clubs lands and Buildings are owned by “Gurthreeva Golf Course Ltd.”
- (b) The Club through its shareholding, controls “Golf Course Ltd.”
- (c) The Chairperson of the Club, the Hon Secretary and the Hon.Treasurer shall be the directors of Gurthreeva Golf Course Ltd.
- (d) The Club Council may appoint up to three other Ordinary Club members as Directors of “Gurthreeva Golf Course Ltd”. Such appointment shall be for that Club Year only but may be renewed by the oncoming Council
- (e) The Directors shall carry out Club Policy as directed by the Club Council, in the Management of “Gurthreeva Golf Course Ltd.”
- (f) The Club Council shall allot “Gurthreeva Golf Course Ltd.” such monies as may be necessary to carry out Club Policy.
- (g) The Honorary Secretary of the Club Council shall also act as Secretary of “Gurthreeva Golf Course Ltd.” as part of his/her duties

TRUSTEES

13.

- (a) The Property of the Club is vested in the Trustees of the Club on behalf of the members of the club. The Trustees shall have power to enter into agreements or Deeds by direction of the Club Council and shall also be entitled to sue and be sued on behalf of the Club, the Club being bound to indemnify the Trustees against all costs, charges and expenses, which they may have to incur in consequence.
- (b) Any Ordinary Member of the Club of long standing and of high esteem may be to hold the office of Trustee. Only a person or persons nominated at a General Meeting of the Club shall be eligible to be appointed a Trustee of the Club by the surviving or continuing Trustees or Trustees for the time being or the personal representative of the last continuing or surviving Trustee. The number of Trustees shall not at any time be more than five. If any vacancy occurs in the number of Trustees, the person or persons to be appointed as a new or substituted Trustee

shall be nominated at the next Annual General Meeting of the Club. The Gender Policy of Golf Ireland will be adhered to when appointing Trustees in the future. A Trustee on ceasing to hold office for any reason shall execute all necessary documents and take all steps necessary to vest in the Trustees for the time being of the Club all the funds and the property of the club.

- (c) The Trustees shall deal with the property as directed by a motion passed by the Club Council (of which an entry signed by the Chairperson shall be sufficient evidence) provided that the Club Council have given a satisfactory explanation for their proposals, and that such proposals conform to Club Policy (See 8(b)).
- (d) The Trustees shall ensure that all future development of the property is in accordance with Club Policy as decided at General meetings. They will enjoy the following rights therefore: -
 - (1) All books and accounts shall be open to inspection by Trustees.
 - (2) The Club Council shall advise and consult with the Trustees prior to implementation of major new works or alterations to Club property or major changes in Club Policy and Facilities.
 - (3) The Trustees may call Special General Meetings in accordance with Rule 27(c).

MEMBERSHIP

- 14. (a) The Membership of the Club shall consist of all the Members of the Men's and Ladies' Club as well as Pavilion Members as may be elected by the Club Committee.
- (b) The members of the Club have the following primary obligations:-
 - (i) To be bound and comply fully with the Club Constitution, bye-laws, rules, regulations, policies and/or codes and the rules of golf or any competition or activity held under the Club's auspices
 - (ii) To be bound and comply fully with any decisions made by the Club
 - (iii) Not to take legal action against any issue relating to the application of the Club Constitution, bye-laws, rules, regulations, policies and/or codes and procedures or those of its sub-committees without first pursuing the matter through the Club's disciplinary process and under the terms of the disciplinary policy and until such procedures have been exhausted.
- (c) The categories of Members shall be as follows:
 - Ordinary
 - Family
 - Life
 - Junior Student
 - Mature student
 - New to / Returning to Golf
 - Young Adult

Country
Corporate
Overseas
Honorary
Pavilion
Temporary

Definition of Membership types:

- (d) An Ordinary Member shall be a member paying the Ordinary Club membership Subscription rate. A Senior Member is considered to be an Ordinary member.
- (e) A Family member shall consist of an Ordinary Male and an Ordinary Female member and their Children under 21 years of age. (discontinued 1989)
- (f) A Husband and Wife Member shall consist of an Ordinary Member and Spouse, as an Ordinary Member (discontinued)
- (g)
 - (i) A Life Member shall be an Ordinary Member to whom the Club has granted Life Membership.
 - (ii) Life Membership shall not be granted by the Club except with the prior approval of a majority of the members present at a properly constituted General Meeting of the Club.
 - (iii) Notwithstanding the provisions of Rule 14 g(ii), the Club Council may grant Life Membership to an Ordinary Member or Members of the Club ,not exceeding ten in number), (having of not less than ten years continuous membership of the club, in the year 2014, on such terms and conditions as may have received the prior approval of a majority of the members present at a properly constituted General Meeting of the Club.
- (h)
 - (i) A Junior member shall be a boy or girl aged over 8 years and a full time student in primary or secondary school. A junior member under 10 years must be supervised by a parent or guardian or other adult. Unless such parent, guardian or other adult is a member of the Club, the playing of golf is prohibited while supervising the junior.
 - (ii) A Student Member shall be a person under 25 years of age and who is in full time attendance at a third level college and who is not in full time employment.
 - (iii) A Mature Student shall be a full member who is aged 25 years or older and who embarks on a course of full time third level education and who is not in full time employment and whose main source of income is grant assisted or support from the Department of Social Protection..

- (i) An Overseas Member shall comprise of persons whose permanent residence is outside Ireland. Such membership shall cease as and when the Member comes to reside permanently in Ireland.
 - (j) 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 a definite period. The Number of Life Honorary Members at any one time shall not exceed 3.
 - (k) A Pavilion Member shall be a person over 21 years who does not play Golf. Such a Member shall have use of the Clubhouse and facilities but not the Course. Pavilion members shall not be entitled to attend or vote at meetings.
 - (l) A Temporary Member shall be a person in respect of whom a Green Fee and / or an Open Competition fee has been paid. Such fees remain the property of the Club (See Rule 7d).
 - (m) New to or Returning to Golf members shall be persons who are beginners at golf or persons who have played golf in the past and are returning to the sport after an absence of 3 years or more at the date of application for membership.
 - (n) (i) Young Adult (A) members shall be persons who are aged Under 35 years of age and who do not qualify as Junior or Student members.
(ii) Young Adult (B) members shall be persons aged between 36 and 45 years of age and who do not qualify as Junior or Student members.
 - (o) A Country Membership is available to a person whose normal place of residence is located more than 100km (60 Miles) from Oughterard Golf Club and who is a full Ordinary member of another Golf Ireland Affiliated golf club.
 - (p) A Corporate Membership maybe granted to a corporate entity or organisation subject to approval of the terms and conditions of such a membership by the Club Council.
- 15.** (a) The Annual Subscription rate and the Bar/Restaurant prepaid voucher may vary from time to time. In order to change the Bar/Restaurant prepaid voucher and the Sub Rates of the following categories: - Ordinary members, Ordinary Senior Members, New to/Returning to Golf , Corporate and Overseas members - a motion will need to be submitted to a General Meeting of the Club. Other Category Subscription rates will be determined by the Club Council from time to time.
- (b) (i) Ordinary members who have reached the age of 66 years of age and who have been members of the club for not less than 20 years shall be entitled, on application to the Club Council to a reduction of €100. This reduction applies to the Ordinary Single Annual Membership rate. Ordinary members who have reached the age of 80 years of age shall be entitled, on

application to the Club Council to a reduction of €200. This reduction applies to the Ordinary Single Annual Membership rate.

(c) Rule 15 b (1) does not apply to any member who joined the Club since 1st January 2010.

16.

The Club Council shall nominate the candidates who shall be put forward for consideration for election to membership of the Men's or Ladies' Clubs. Male/Female Ordinary, Overseas, Junior, Student and Honorary members shall be elected by the Committees of their respective Clubs. (See Rules 6c), Parts 2 & 3 and 10(b) Parts 2 & 3).

17.

(a) The Club Council may grant Leave Of Absence to any category of Member on receipt of written request, and supporting documentation and on payment of such fees as may be determined by the Club Council from time to time.

(b) Leave of absence is granted for a maximum of three years.

(c) On application, a member on leave of absence shall automatically be readmitted to the category of membership previously held, provided a vacancy exists in that particular category, otherwise his/her name is retained on the waiting list until such a vacancy arises.

Safeguarding Children and Vulnerable Persons

18.

(a) The Club shall appoint a Children's officer who shall be the Delegated Liaison Person in accordance with legislation. This person shall receive such training and education as necessary to fulfill the role and be vetted.

(b) The Children's Officer shall be responsible for formulating the child welfare and safeguarding policy for children and vulnerable adults. The policy shall include shall include procedures in relation to stand down orders and vetting procedures and any other matters pertaining to child welfare.

(c) Any person in the Club appointed to hold such a position with access to children and/or vulnerable persons must have complied with the Garda Vetting procedure.

ADMISSION OF MEMBERS

19

(a) Each candidate for admission to the Club shall be proposed and seconded by Ordinary Members of not less than 12 Months standing.

(b) Candidates for election must have completed the "Application for Membership" form approved by the Club Council.

20.

Each candidate shall lodge his/her Annual Subscription, levy and entrance Fee (if applicable) with the Honorary Treasurer of the Club, within 21 calendar days after having received notice of election. Otherwise the election shall be declared void.

ANNUAL SUBSCRIPTION, LEVY AND ENTRANCE FEE

21 (a) The Annual subscription, levy and entrance fee for each class of member shall be determined from time to time by the members present at a General Meeting of the Club (see rule 15).

(b) The per capita subscription and Golf Ireland levy due by the members of the affiliated Men's and Ladies' Clubs shall be charged separately and shall be payable at the same time as the subscription.

22. All subscriptions, levies, Prepaid Restaurant/Bar Vouchers payments (and locker rent, if applicable) i.e "the annual payment" are due on the 1st day of February of each year.

23. (a) Any person whose annual payment remains unpaid and who has not entered into a payment agreement plan on the last day of February in each year shall cease to be a Member of the Club.

(b) The Council at its discretion may re-admit a person to membership, on receipt of the annual payment.

24. A person ceasing to be a member before the 1st of March shall be entitled to a refund of half the subscription. After that date no refund shall be made.

SALE OF INTOXICATING LIQUOR

25. (a) The Licensing Laws of the Country must be strictly obeyed in the sale of excisable liquors in the Club.

(b) No person employed by the Club shall have any personal interest in the sale of excisable liquor therein or in the profits arising from such sale.

(c) No excisable liquor shall be sold or supplied in the Club premises to any person under the age of eighteen years

GENERAL MEETING OF THE CLUB

26. (a) The Annual General Meeting of the Club shall be held on or before the 1st of December each year on a day to be fixed by the Club Council for receiving the Club Council's Annual Report and the financial Statement for the year ending 30th September, for electing Officers and Members of the Club Council, revising Rules and transacting other business of the Club.
- (b) Two weeks notice, at least, of such General Meeting shall be given to each member 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. Notice of the General Meeting together with the Annual Report and Financial statement may be forwarded to members by way of email.
- (c) The notice shall also be accompanied by the report and Financial Statement of "Gurthreeva Golf Course Ltd", duly audited by a member of a recognised society or association of Accountancy.
- (d) Notices of Motion, duly signed by a proposer and seconder, (electronic /manual) must be made to the Honorary Secretary of the Club Council, at least 8 days before the date of the meeting.
27. (a) Special General Meetings may be called at the request of the Club Council
Or
(b) on a requisition to the Honorary Secretary of the Club Council, signed by at least 40 Ordinary Members, and stating the business to be brought forward
Or
(c) on a requisition to the Honorary Secretary of the Club Council, signed by at least 3 Trustees, and stating the business to be brought forward. (see Rule 13(d)(3)).
28. Seven Days notice of every Special General Meeting of the Club shall be given to each Ordinary Member by circular, specifying the time and place of the meeting and the business to be transacted.
29. The Members in a properly constituted General Meeting of the Club have sole authority to authorise major new works or alterations to the course, Clubhouse and Buildings, and major changes in Club Policy and Facilities.
30. At General Meetings of the Club, the Chair shall be taken by the Chairperson or in his /her absence by the Vice Chairperson. If both Chairperson and Vice Chairperson are absent, then the Members present shall elect a Chairperson for that meeting.
31. (a) No rule of the Club shall be repealed or altered, or new rule made, except at a General Meeting. Notice of all proposed changes of Rules must be sent to the Hon Secretary of the Club Council and posted on the Club's notice for a least eight days prior to the General Meeting called for its consideration.
- (b) The Club shall not adopt any Rule, which is in conflict with the Constitution of Golf Ireland.

32. The only persons entitled to attend and vote at General Meetings shall be Ordinary Members. No Proxies shall be allowed. Should a majority of members present wish any question under discussion to be put to a vote by ballot, then that mode of voting should be adopted.
33. A two-thirds majority of Members present at a General Meeting shall be required, before any Rule is repealed or any new Rule added.

STANDING ORDERS FOR GENERAL MEETINGS OF:

(1) THE CLUB

(2) THE MEN'S CLUB

(3) THE LADIES' CLUB

1. A quorum shall consist of 40 Members for the Club. A quorum shall consist of 30 for the Men's and the Ladies' Club
2. The proposer and seconder of any motion or amendment shall be allowed not more than ten minutes and three minutes respectively, in which to speak on the motion or amendment, and each succeeding speaker not more than three minutes.
3. At any time during the discussion of a resolution it shall be open to move verbally "that the question be now put". The acceptance of such motion shall be at the discretion of the presiding Chairperson. 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 the majority of the members present are in favour of terminating the discussion, the proposer of the original resolution shall then be voted on. No such motion shall be moved unless an opportunity has been given for the expression of both a pro and 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 to reply.
5. Every motion shall be put to a vote. No recount shall be taken unless the vote as announced by the Chairperson, be challenged by not less than ten Members.
6. Any amendment to a motion, which is accepted by the Chair, must be voted on before another amendment can 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 Chairperson shall be accepted under any other business.
8. A motion to suspend Standing Orders must be submitted to the Chairperson in writing by a proposer and seconder. It must specify the Standing Order or Orders to be suspended and the period of such suspension. It must state the reasons of importance and urgency justifying such suspension. The Chairperson shall then put

the motion to a vote of the meeting. The motion be adopted with the consent of two thirds of the members present and voting at the meeting.

CLUB BYE LAWS

1. (a) The Club Council in consultation with the Men's, Ladies' Clubs and Junior section shall allot sufficient times for their Competitions on Allocated/"Preferred" days as agreed on an annual basis, and any other days as may be requested. It shall be incumbent on the Club Council to provide on such days, where possible, certain specific times, clearly marked on the timesheet, for Non Competitors, including Male and Female Ordinary Members and Temporary Members. On the day of a competition, any Member shall be entitled to request any free or un-booked lines as may be on the Timesheet.

(b) The Club Council shall be responsible for the allocation of Tee Times for visiting Societies, and shall ensure, whenever possible, that sufficient times are made available for Ordinary Members, not involved with the society.
2. Members shall abide by the "Dress Codes" as per Club's "Code of Behaviour"
3. All Players shall accept and abide by the advice and direction of the Course Ranger /s and Starter if on Duty.
4. Divots must be carefully replaced at once; plugmarks on the greens should be repaired on arriving on the green. Sand (provided in sand bags) should be used to fill divots on a regular basis during a round of golf.
5. Members, other than Junior/Juvenile/Temporary categories, shall have the privilege of introducing friends for the purpose of playing Golf, at a special rate and under certain conditions as determined by the Club Committee from time to time.
6. The Club Council may close the clubhouse or any part thereof, or the course or any part thereof, to Members either to meet temporary emergencies or as it may determine in the interests of the Club.
7. The Club Council may temporarily ban or restrict the use of Golf Carts or motorised Caddy Carts in the interests of the course. All players must abide by any such direction.
8. Dogs, either leashed or unleashed are forbidden on any part of the Course, or Clubhouse.
9. The Club Council may grant a licence to a caterer on a franchise basis. Such arrangements may be reviewed from time to time
10. The Club Council will not accept responsibility for the theft or damage to property left in the Clubhouse, Course or Car park.

11. The Club Council is empowered to amend Standing Orders as they find necessary from time to time and that such amendment be displayed on the Club Notice Board for one Month.
12. Parents are responsible for their children whilst on Club property and children will only be admitted to the Clubhouse on the understanding that they will be properly supervised.
13. The sale of all Commercial Golf Equipment and accessories within the Club shall rest exclusively with the Club Professional.

Club Policies

1. The club operates a number of policies which have been approved by the Club Council and which are updated and amended from time to time. Copies of these policies are available in the Office or from the Hon. Secretary on request.
2. All members shall comply with such policies. Breaches of such policies shall be taken seriously by the Club and may result in disciplinary action including but not limited to cessation of membership or other sanction in accordance with the Club's Disciplinary Policy.
3. These policies cover the expectations of the Club Council, the Committees and those that serve Oughterard Golf Club in relation to member/guest activities on the course and in the Clubhouse.
4. These include;
 - (a) Code of Behaviour on the Course
 - (b) Code of Behaviour in the Clubhouse
 - (c) Dress Code
 - (d) Disciplinary and Grievance Policy

Policies extraneous to Club Constitution

Code of Behaviour

1. The code sets out the culture and environment under which the club summarises the expectations of those that serve the club.

This code outlines what the Club expects from individuals in terms of respect, behaviour and courtesy on the Course and in the Clubhouse.

Bad or profane language will not be tolerated either on the Course or in the Clubhouse.

- (i) In taking practice swings players should avoid causing damage to the course, particularly the tees, by taking divots. Before leaving a bunker, a player should carefully fill up and smooth over all holes and footprints made by him/her therein.
- (ii) Through the green, a player should ensure that any turf displaced by him/her is replaced by sand (use of divot sand bags is strongly recommended and that any damage to the putting green made by the ball/player is carefully repaired. Players should ensure that no damage is done to the green/cup of the hole.
- (iii) In the interests of all, players should play without delay as slow play shows lack of consideration for players. No player should play until players in front are out of range. When play of a hole has been completed, players should immediately leave the green.
- (iv) Temporary members shall pay Green Fees as laid down by the Council from time to time. A member in any category **other** than Juvenile/Junior/Temporary may bring guests into the Clubhouse or onto the course on the understanding that (s)he shall be personally responsible for them and their expenses.
- (v) A member may introduce and play with up to three visitors per day on the course at the appropriate reduced green fee.
- (vi) Players competing in matches/competitions other than those confined to members shall be deemed to be temporary members for the period of such matches or in the case of competitions upon payment of the appropriate fee.
- (vii) This Club operates under a culture of respect and under an environment whereby everyone feels welcome on the course and in the Clubhouse.
- (viii) All members and their guests must show courtesy to fellow members and guests while in the Clubhouse. Likewise, courtesy must be shown to staff at all times. All house rules, staff directions, health and safety rules must be followed at all times.

Dress Code Rules

All members (including Juveniles and Juniors) guests and visitors are required to adhere to the following rules.

1. Members should be suitably attired (see below) on the course and in the clubhouse at all times. It is the responsibility of the members to ensure that their guests conform to the regulations of the club.

(a) On the Course

Shirts should have collars. Vests, tee-shirts without collars, football shirts and shorts, runners, tracksuits (top or pants) are not permitted. Trousers and shorts should be tailored.

(b) Club House

Any type of footwear/headwear (caps) worn on the course are not allowed in the Clubhouse.

Disciplinary and Grievance Policy

The Club operates a Disciplinary and Grievance Policy which sets out how the Club will handle any disciplinary actions which are required to be taken and how complaints and grievances will be dealt with.

It cites how complaints and disputes or breaches of the Club's Policies will be handled.

The principles of natural justice and fairness must be to the forefront when the Club is engaged in these matters

Procedures for Raising a Complaint

A person can raise concern re the conduct of another by following the Complaints Procedure outlined below. The Club Council ensures the implementation of the Code of Behaviour and will impose any sanctions that may arise when it is not followed.

Complaints Procedure

Procedures are necessary to ensure fair treatment for all in the club. Acceptable procedures are published by the Club Council and should be observed by all in the interest of good harmony in the club environment. Such procedures are put in place:-

- (a) To provide a fair, consistent and equitable mechanism for processing complaints by members or by parents/guardians of Junior Members under the age of 18.
- (b) To do so in a manner that affords all concerned full rights in accordance with natural justice
- (c) To outline the procedures that should be followed by all (members, sub-committees, club council members in the event of complaints being made).

Procedure Exclusions

- (a) When complaints are deemed by the Club Council to be frivolous, vexatious
- (b) Anonymous complaints
- (c) Complaints in which either party has had recourse to Law or another standard procedure

Verbal Complaints

Verbal Complaints may be processed informally through Stage I of the procedure. Where the complaint is made in writing initially, the complaint should be processed through Stage I but a copy of the letter should be given to the member. Only those complaints which are written and

signed by the complainants may be investigated through Stage II and Stage III of the Procedure.

In any complaint involving a Junior under 18 years of age, the junior will be accompanied by a parent or guardian.

Stage I

1.1 A person who wishes to make a complaint should make an appointment and discuss the matter with the Hon. Secretary of the Club with a view to resolving the complaint.

1.2 The Hon. Secretary should then convene an informal meeting of the Club Etiquette Sub. Committee and the party to which the complaint concerns with a view to resolving the complaint.

The defendant may bring a friend to this informal meeting, who, with the Club Etiquette Sub. Committee's permission, may act in the role of mediator with a view to resolving the issue.

The resolution of Stages 1.1 and 1.2 should be communicated verbally to both parties and to the Club Council (without names mentioned).

If after Stage 1.2 the complaint is still unresolved, the complainant should be advised that they may raise the matter formally with the Club Council with a view to resolving it.

Stage II

2.1 If the issue is not resolved at Stage I then the complaint should be lodged in writing with the Club Council. The Council should acknowledge receipt of the complaint, note it formally and appoint authorised representatives of the Etiquette Sub-Committee to deal formally with the matter.

2.2 The Etiquette Sub-Committee should

Supply the member with a copy of the written complaint and arrange a meeting with the complainant and the member with a view to resolving the complaint.

2.3 Such a meeting should take place within 10 working days of receipt of the written complaint as specified at 2.1 The member may be accompanied by a friend.

2.4 The Etiquette Sub Committee will compile a report of the discussions for the Club Council.

2.5 The Club Council will consider the report, make a determination and if relevant impose sanction(s). The Club Council will indicate the outcome in writing to both parties.

Stage III

3.1 If the Council consider that the complaint is not substantiated the member and complainant should be so informed within 3 days of the Council Meeting.

3.2 if the Council considers that the complaint warrants further investigation it should proceed as follows:

(a) the member should be informed that the investigation is proceeding to the next stage

(b) the member should be supplied with a copy of any written evidence relevant to the complaint

(c) The member should be requested to supply a written statement to the Council in response to the complaint

(d) The member should be afforded an opportunity to make a formal presentation of his/her case to the Council. The member can be accompanied and assisted by a friend at such a meeting

(e) The Council may arrange to meet the complainant. The complainant may be accompanied and assisted by a friend at such a meeting.

3.2 (e) will take place within 15 days of the meeting referred to in 2.3

When the Club Council has completed its investigation, its decision should be conveyed in writing to both parties within 5 working days of the decision being taken. The decision of the Council is final. In the case of a complaint which is upheld, the Council may impose such sanction(s) as it sees fit.

Sanctions

If, in the opinion of the Club Council (a majority of members convened at a meeting must have agreed this), the allegation of misconduct in question is upheld and all internal procedures as above) have been exhausted, a number of options are open to Council to impose:

- A warning
- A fine
- Temporarily withdraw the use of the Course
- Temporarily withdraw the use of the Clubhouse
- Suspension of the member for a period of time not exceeding 3 months i.e. temporarily withdraw the use of both the Course and the Clubhouse
- Expulsion of the member...Should the Council act on this recommendation it may only do so provided that not less than 2/3s majority of the Council vote in favour of expulsion

All voting is by secret ballot.

When the Council has resolved that a sanction be imposed on a member, such member shall within 7 days of the date of the decision be given notice by the Honorary Secretary, or other authorised officer, by registered post or by delivery of such notice to his or her last known address.

During the period of a suspension the member shall not be entitled to

- (i) Enter upon Club Property, whether in the company of a member or otherwise save only to collect his/her property

A person who has been expelled from Membership shall not be entitled:

- (ii) To enter upon Club Property whether in the company of another Member or otherwise save only to collect his/her property
- (iii) To a refund or a rebate of whole or part of his or her annual subscription or other sum paid or payable by him or her to the Club in respect of the year in which the expulsion occurs.

Any member expelled by the Men's Club or Ladies' Club shall automatically cease to be a member of the Club

