



CLUB CONSTITUTION





1. DEFINITIONS AND INTERPRETATION

In these Rules, unless the context otherwise requires:

1.1 CLUB

1.1.1 “Club” means Millicent Members’ Golf Club incorporating the sections of the Club known as “Millicent Members Men’s Section” (herein also referred to as the “Men’s Section”) and “Millicent Members Women’s Section” (herein also referred to as the “Women’s Section”) and “Millicent Members’ Junior Section” (herein also referred to as the “Juniors Section”)

1.2 FACILITIES

1.2.1 “Facilities” means the facilities made available to the Club by the Company for use by the Members and their guests and visitors and such other persons as shall be determined from time to time.

1.3 COMPANY

1.3.1 “Company” means Millicent Golf and Country Club PLC.

1.4 COURSE

1.4.1 “Course” means the 18-hole golf course situated at Millicent Demesne, Clane, County Kildare.

1.5 TRUSTEE

1.5.1 “Trustee” means the trustee of Millicent Members Golf Club.

1.6 EXECUTIVE COMMITTEE

1.6.1 “Executive Committee” means the Executive Committee of the Members Golf Club.

1.7 THE EXECUTIVE CHAIRPERSON

1.7.1 “The Executive Chairperson” means the Chairperson of the Executive Committee elected by the members of Millicent Members Golf Club who are eligible to vote.

1.8 THE HONORARY SECRETARY

1.8.1 “The Honorary Secretary” means the Honorary Secretary of the Millicent Members Golf Club elected by the members of Millicent Members Golf Club who are eligible to vote.

1.9 THE HONORARY TREASURER

1.9.1 “The Honorary Treasurer” means the Honorary Treasurer of the Millicent Members Golf Club elected by the members of Millicent Members Golf Club who are eligible to vote.

1.10 WOMEN’S SECTION

1.10.1 “Women’s Section” means the section of the Club known as Millicent Members Women’s Section.

1.10.2 The “Women’s Section” shall mean the group of female amateur playing golfers operating under a constitution acceptable to Golf Ireland and to which such section of the club is affiliated.

1.11 WOMEN’S COMMITTEE

1.11.1 “Women’s Section Committee” means the committee formed pursuant to Rule 9.

1.12 WOMEN’S SECTION SECRETARY

1.12.1 “Women’s Section Secretary” means the Secretary of the Women’s Section.

1.13 WOMEN'S SECTION TREASURER

1.13.1 "Women's Section Treasurer" means the Treasurer of the Women's Section.

1.14 MEN'S SECTION

1.14.1 "Men's Section" means the section of the Club known as Millicent Member's Men's Section.

1.14.2 The "Men's Section" shall mean the group of male amateur playing golfers operating under a constitution acceptable to Golf Ireland and to which such section of the club is affiliated.

1.15 MEN'S COMMITTEE

1.15.1 "Men's Section Committee" means the committee formed pursuant to Rule 9.

1.16 MEN'S SECTION SECRETARY

1.16.1 "Men's Section Secretary" means the Secretary of the Men's Section.

1.17 MEN'S SECTION TREASURER

1.17.1 "Men's Section Treasurer" means the Treasurer of the Men's Section.

1.18 JUNIOR SECTION

1.18.1 "Junior Section" means the section of the Club known as Millicent Member's Junior Section.

1.18.2 The "Junior Section" shall mean the group of male or female amateur playing golfers operating under a constitution acceptable to Golf Ireland and to which such section of the club is affiliated.

1.19 MEMBER

1.19.1 "Member" means a member in any category.

1.20 MEMBERSHIP

1.20.1 "Membership" means membership of the Club.

1.21 RULES

1.21.1 "Rules" means these rules, and as are amended from time to time.

1.22 GOLF IRELAND

1.22.1 "Golf Ireland" means the single Governing Body for golf on the island of Ireland.

1.23 REGISTER OF MEMBERS

1.23.1 "Register of Members" shall be the register maintained by the Executive Committee setting out details of the name, address and contact details of all members, together with the category of membership held by each member.

1.24 REFERENCE HEADINGS

1.24.1 The headings to these Rules are for convenience and ease of reference only and shall not be considered as part of or affect the construction or interpretation of the Rules.

1.25 DETERMINATION OF RULES

- 1.25.1 The Executive Committee determination in relation to the interpretation of these Rules shall be final and binding.
- 1.24.2 The Executive Committee may decide any matter which is not covered by these Rules, where such determination is required for the proper and orderly conduct of the Club.

1.26 ADDITIONAL MATTERS

- 1.26.1 In these Rules but save in Section 9 or where the context otherwise admits or requires, references to the masculine includes references to the feminine and vice versa.

1.27 NOMINATION SUB-COMMITTEE

- 1.27.1 "Nomination Sub-Committee" shall mean those persons appointed from time to time by the Executive Committee, acting at all times independently, who will assess and make recommendations for the appointment of Trustees or for the election of Chairperson of the Club.
- 1.27.2 The Nominations Sub-Committee may also set out criteria including skill sets which the Club may seek for particular positions, such as Trustees, Chairperson, Treasurer, Chair of Governance, Junior Convenor or Club Children's Officer/Designated Liaison Person or other positions.

1.28 ELECTRONIC ADDRESS

- 1.28.1 "Electronic Address" means any address or number used for the purposes of sending or receiving documents or information by electronic means.

1.29 POLICIES AND PROCEDURES

- 1.29.1 Policies and Procedures" shall mean all other documents covering the rules of the Club which have been approved by the Executive Committee and which are updated and amended from time to time.

2. NAME, OBJECTIVES AND VALUES

2.1 NAME OF CLUB

- 2.1.1 The name of the Club is 'Millicent Members Golf Club'.

2.2 OBJECTIVES AND MANAGEMENT OF THE CLUB

- 2.2.1 Maintain and operate a golf club for the members of the Club including their guests and visitors at the Club's premises at the Millicent Demesne, Clane, County Kildare.
- 2.2.2 Promote the game of golf and all things incidental to the playing of golf.
- 2.2.3 Provide facilities for the playing and promotion of the amateur game of golf by Men, Women and Juniors and generally promote amateur games and other social activities amongst its Members.
- 2.2.4 Manage matters of common interest of the Men's and the Women's and Junior Sections which shall include:
- 2.2.4.1 Provision of and responsibility for the maintenance and upkeep of the course and clubhouse and their environs to the standard required by club Members.
- 2.2.4.2 Collection of Annual Club Subscriptions and other Club Levies payable by Members.
- 2.2.4.3 Provision of the Pro Shop, Bar and Catering facilities and all that these entail.
- 2.2.4.4 Generally to act in the promotion and advancement of the interests of the Club and the improvement of the facilities available to Members.
- 2.2.4.5 Manage and control a well governed Club with appropriate legal, financial, and governance standards.
- 2.2.4.6 Comply with all statutory, legal, financial and other rules or regulations which apply to the Club including all Health and Safety requirements and Child Safeguarding Policies.
- 2.2.4.7 Promote and uphold the reputation of the Club.
- 2.2.5 The Club is affiliated to Golf Ireland and is organised as an unincorporated Members' Club and managed by a voluntary Executive Committee composed of Members of the Club who are elected by the Members in accordance with the process set out in this Constitution.
- 2.2.6 The Club also has a number of Sub Committees (see section 11) appointed in accordance with this Constitution and has a suite of Club Policies and Procedures which help govern the Club. Copies of this Constitution and our Club Policies and Procedures are available to all Members.

2.3 OUR VALUES

- 2.3.1 Our Core Values are important and direct the decisions we make, define our character and preserve what is special about our Golf Club. They are:
- 2.3.1.1 Respect: To promote mutual respect among Members, management, staff and visitors.
- 2.3.1.2 Culture: To foster a caring, safe, friendly, fair, diverse and inclusive club.
- 2.3.1.3 Communication: To promote transparency through clear, accurate, reliable, honest and open communication throughout our Club.

2.3.1.4 Excellence: To provide first-class facilities, service and activities to our Members and guests.

2.3.1.5 Reputation: To protect and enhance our well-deserved reputation.

2.3.1.6 Responsibility: To safeguard the club and its Members from the adverse effects of risks that can be detrimental to the success of the club.

2.4 RESPECT FOR THE INDIVIDUAL

2.4.1 Millicent Golf Club is committed to providing an environment which encourages personal growth, trust and mutual respect. These are basic principles, which will enable all of us to work and play without fear of intimidation, discrimination or harassment. We will make every reasonable effort to accommodate the particular needs of individuals and enable all Members and visitors to enjoy the facilities in order to work or play in a safe environment. All Members and visitors, guests and colleagues will be expected to comply with this policy.

2.4.2 Millicent Golf Club is fully committed to safeguarding the wellbeing of its Members and colleagues. Every Member should at all times show respect and understanding for Members and colleagues' rights, safety and welfare and conduct themselves in a way that reflects the Rules, Policies and Procedures, including our Child Safeguarding policies and the values of the Club.

2.4.3 The Executive Committee will ensure that the Policies and Procedures of the Club, including Child Safeguarding Policies will be reviewed regularly and will be maintained, will be available to all Members and Visitors and will be adhered to at all times.

2.4.4 The Executive Committee together with the Committees of the Men's, Women's and Junior Sections reserve the right to take appropriate action as deemed necessary for failure to adhere to these Rules.

2.5 RULES OF GOLF

2.5.1 The Rules of the Game of Golf for the Men's and the Women's and Junior Sections shall be the "Rules of Golf and Rules of Amateur Status" as approved by the Royal and Ancient Golf Club of St. Andrews.

2.5.2 In consultation with both the Men's Section and the Women's Section Committees the Executive Committee is also empowered to make such Local Rules and regulations for the use of the course as are required in the interest of all Members provided any such Local Rules or regulations are not at variance with the Rules of Golf.

2.6 POLICIES AND PROCEDURES

2.6.1. The Club operates a number of Policies and Procedures which have been approved by the Executive Committee and circulated to Members and which are updated and amended from time to time.

2.6.2. Members shall comply with such Policies and Procedures. 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 any other sanctions in accordance with the Club's grievance and disciplinary policy.

2.6.3 Members shall not take legal action against the Club, its Executive Committee, Trustees or any Committee or Sub-Committees on any issue relating to the application of the Club Constitution Rules, regulations, Policies and Procedures or those of its Sub-Committees without first pursuing the matter through the Clubs disciplinary process and under the terms of the disciplinary policy and until such procedures have been exhausted.

2.7 SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

2.7.1 The Club takes safeguarding children and vulnerable adults very seriously and has appointed a Club Children's Officer and Designated Liaison Person with the required training and vetting. The Club has a welfare and safeguarding statement and policy in place which it follows and requires its Members to follow without exception.

2.8 EQUALITY AND ANTI-DISCRIMINATION

2.8.1 The Club is committed to equality and has policies in place dealing with equality, anti-discrimination, harassment and bullying. The Club shall not tolerate discriminatory behaviour or harassment of any kind.

2.8.2 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.

2.8.3 The Club promotes gender equality and will promote the 30:30:40 Gender Balance principle as advocated by Golf Ireland on our Executive Committees and Sub-Committees and all other Committees.

2.9 HEALTH AND SAFETY

2.9.1 The Club is committed to providing a safe and healthy environment for Members, visitors, guests and personnel and has a Health and Safety Statement and policy in place which is included in the Policy and Procedures documents.

3. MEMBERSHIP

The Membership of the Club shall consist of the following categories who shall be properly elected in accordance with these Rules:

3.1 SEVEN-DAY MEMBER

3.1.1. A Seven-Day Member shall be a person admitted by the Executive Committee as a Seven-Day member of the Club pursuant to Rule 5 of the constitution herein and shall include Intermediate, Get into Golf and Honorary members.

3.1.2 Such Seven-Day member shall be eligible to:

3.1.2.1 play seven days a week,

3.1.2.2 participate in all competitions relative to their membership section,

3.1.2.3 vote at any AGM/EGM of the club, and

3.1.2.4 be a member of any Committee or Sub-Committee of the Club including holding an officer position of any Committee or Sub-Committee of the Club.

3.2 INTERMEDIATE MEMBER

3.2.1 Intermediate Members shall enjoy the privileges of Seven-Day members at a fee to be determined from time to time by the Executive Committee.

3.2.2 Intermediate members shall comprise of two categories of members whose ages range at the date of their (respective) election either from 23-35 years or 23-27 years or as determined from time to time by the Executive Committee.

3.2.3 The Executive Committee shall determine from time to time the numbers of members to be elected as Intermediate Members.

3.3 "GET INTO GOLF" MEMBER

3.3.1 Get into Golf Members are Members who subscribe to the Club's Get into Golf Programme and shall enjoy the privileges of Seven-Day Members of the Men's/Women's sections at an annual fee rate, to be determined from time to time by the Executive Committee and in accordance with Golf Ireland guidelines.

3.4 HONORARY MEMBER

3.4.1 An Honorary Member shall be any person appointed by the Executive Committee to be an Honorary Member of the Club, after recommendation from either of the Men's/Women's Sections of the Golf Club. A person so appointed shall continue to be an Honorary Member at the discretion of the Executive Committee and shall have all the rights and enjoy the privileges of a Seven-Day Member but shall not be liable to pay any annual subscription.

3.5 FIVE DAY MEMBER

3.5.1 A Five-Day Member shall be a person admitted by the Executive Committee to such category of membership of the Club pursuant to Rule 5.

3.5.2 A Five-Day Member shall not be;

- 3.5.2.1 entitled to play on the Course or use the playing facilities on a Saturday or a Sunday without payment of a green fee,
- 3.5.2.2 entitled to play in competitions on such days save for open competitions, or semi-open competitions for which such person is otherwise qualified to play in accordance with the conditions of such competitions and upon payment of a green fee for such competitions,
- 3.5.2.3 entitled to vote at any AGM/EGM and shall not be entitled to be an Officer of the Club or an Officer of the Men's/Women's Sections or be a member of the Executive Committee of the Club.
- 3.5.3 A Five-Day Member will be entitled to be a member of the Committees of the Men's or Women's Sections of the Club.
- 3.5.4 A Five-Day Member may enter and play in the Captain's Drive-in in accordance with the conditions of such competition without payment of a green fee.
- 3.5.5 A Five-Day Member will be eligible to play in any competition from Monday to Friday including Open Competitions and casual competitions
- 3.5.6 A Five-Day Member will be eligible to play in Inter-club Competitions in accordance with Golf Ireland rules.
- 3.5.7 Five Day members will be offered an annual fee rate to be determined from time to time by the Executive Committee.

3.6 JUNIOR AND STUDENT MEMBERS

- 3.6.1 The Executive Committee shall determine the rights and privileges of Junior Members.
- 3.6.2 Junior members shall comprise of young persons whose ages at the 1st January of that year shall not be less than 6 years or more than 18 years. Junior Members must be in full time education.
- 3.6.3 Student Members shall comprise of young persons whose ages at the 1st January of that year are over 18 years and not more than 23 years and who are in full time education.
- 3.6.4 Junior Members not in full time education when they attain 18 years of age shall be afforded the opportunity to apply for another membership category.
- 3.6.5 Junior and Student Members shall not be entitled to vote at any AGM/EGM (other than the Junior AGM/EGM) and shall not be entitled to be an Officer of the Club (other than Captain of the Junior Section) or an Officer of the Men's/Women's Sections or be a Member of the Executive Committee of the Club.

3.7 HOUSE MEMBER

- 3.7.1 House Members shall be entitled to use the clubhouse and the facilities thereof but shall not be entitled to play over the course or practice area or use any of the playing facilities of the Club without paying a green fee and shall not be entitled to play in Club competitions, be a member of any committee or subcommittee or have voting rights at any AGM /EGM.

3.8 OVERSEAS MEMBER

- 3.8.1 Persons resident outside the island of Ireland for more than seven months (not concurrent) of each calendar year may be elected by the Executive Committee as an Overseas Members of the Club on payment of such entrance fee, annual subscription and capital levy (if any) applicable to the category as fixed by the Executive Committee from time to time.
- 3.8.2 The Executive Committee shall determine from time to time the numbers of Members to be elected as Overseas Members.
- 3.8.3 Overseas Members shall be eligible to play in, but not be eligible to win, the Captain's prize, The President's Prize, and those competitions (including medal competitions) which qualify for Golfer of the Year points. Overseas Members shall not be eligible to play in the club match-play competition.
- 3.8.4 Overseas Members shall not be entitled to vote at any AGM/EGM and shall not be entitled to be an Officer of the Club or an Officer of the Men's/Women's Sections or be a Member of the Executive Committee of the Club.
- 3.8.5 An Overseas Member will be entitled to be a member of the Committees of the Men's or Women's Section of the Club.
- 3.8.6 An Overseas Member will be eligible to play in Inter-Club Competitions in accordance with Golf Ireland rules.
- 3.8.7 An Overseas Member will be offered an annual fee rate to be determined from time to time by the Executive Committee.

4. MEMBERSHIP RIGHTS/CONDITIONS

4.1 MEMBERSHIP NUMBERS

4.1.1 The Executive Committee shall have the power to determine from time to time the maximum number of Members of the Club and the maximum number of Members in each category of membership. .

4.2 MEMBERSHIP ELIGIBILITY

4.2.1 Amateur golfers of either gender are eligible for membership of the Club.

4.2.2 Notwithstanding the provisions of Rule 4.2.1 the Club may offer an Honorary Membership to non-amateur players subject to terms and privileges as may be determined by the Executive Committee.

4.2.3 Membership of the Club shall be restricted to persons who have attained the age of 18 unless a member of the Junior or Student Section or otherwise agreed by the Executive Committee.

4.3 MEMBERSHIP RIGHTS

4.3.1 Annual Membership rights (including playing rights) may not be transferred.

4.3.2 A transfer of a 5-year membership to a named individual, may be permitted subject to the approval of the Executive Committee.

4.4 MEMBERSHIP UPGRADE

4.4.1 A Member, subject to acceptance to these Rules, can apply for upgrade to a different membership category.

4.4.2 The upgrade is subject to the following conditions:

4.4.2.1 The Member is in compliance with these Rules, and

4.4.2.2 The Member's entrance fee, subscriptions/levies and the like are not in arrears..

4.5 PROPERTY & FACILITIES

4.5.1 Subject to the provisions of these Rules, Members of the Club shall be entitled to use the Club's property and facilities and shall be entitled to such further rights and privileges as these Rules provide.

4.6 ABIDANCE

4.6.1 Each Member of the Club undertakes to abide by the:

4.6.1.1 Constitution Rules, Policies and Procedures of the Club and the rules as laid down by the R & A and Golf Ireland.

4.6.1.2 Terms and Conditions of Competition as laid down by the Club,

4.6.1.3 Club's Safeguarding Policy with regard to minors, and

4.6.1.4 Policies and Procedures and any other rules as determined by the Executive Committee from time to time,

4.6.1.5 Abide by and resolve disputes in a timely manner in accordance with the Clubs complaints and disciplinary policies and not to take legal action without first exhausting the internal complaints and disciplinary process..

4.7 CLUB MEMBERSHIP

- 4.7.1 All male Members of the Club shall be Members of the Men's Section affiliated to Golf Ireland.
- 4.7.2 All female Members of the Club shall be Members of the Women's Section affiliated to Golf Ireland.
- 4.7.3 All Junior Members of the Club shall be Members of the Junior Section affiliated to Golf Ireland.
- 4.7.4 All Members shall participate in the Club's insurance policy for Members.

5. NOMINATION/APPLICATION PROCESS

5.1 NOMINATION

- 5.1.1 Applications for Membership of the Club shall be considered by the Executive Committee from time to time.
- 5.1.2 Every candidate for election to membership of the Club as a Member shall be proposed and seconded by Two Seven-Day Members of the Club of at least 2 years standing.

5.2 PROPOSAL FORM

- 5.2.1 Proposal forms shall be in the format determined by the Executive Committee and must be signed by the proposer and the seconder and lodged with the Honorary Secretary. The proposal form must also be signed by the candidate, together with an undertaking to be bound by the Constitution Rules, Policies & Procedures of the Club, if the candidate is elected.

5.3 REGISTER OF MEMBERS

- 5.3.1 A register of members (the Members' Register) who have been elected to each category of membership shall be maintained by the Club.
- 5.3.2 The register shall contain the date of each application; the applicant's full name; date of birth; address and e-mail address, and the names of the applicant's proposer and seconder.
- 5.3.3 The Club shall ensure all data and personal information under the control of our Club shall be held and maintained in accordance with our Data Protection Policy and relevant General Data Protection Regulation (GDPR) legislation and the personal details of all Members will be kept secured and accessible only to those who are authorised to do so.

5.4 ADDRESSES OF MEMBERS TO BE REGISTERED

- 5.4.1 Every Member must communicate any changes to their address or contact details to the Honorary Secretary.
- 5.4.2 Members contact details shall be maintained in the Members Register.

6. TRUSTEES

6.1 NOMINATION

- 6.1.1 The Trustees shall deal with the Club property, as directed by the Executive Committee, and subject to the approval of the Executive Committee shall:
- (a) Have the power to make investment of Club funds, and
 - (b) Take such other measures as, in the opinion of the Executive Committee, may be necessary or in the interests of Millicent Members Golf Club.
- 6.1.2 The Trustees when directed by the Executive Committee to perform certain acts, may consider the act of such importance or not in the interests of the Members, that the Members of the Club should be consulted. The Trustees may refuse to perform such an act until the Members of the Club have been consulted and a resolution passed at a General Meeting authorising or refusing to authorise the Trustees to perform such an act as was originally directed by the Executive Committee.
- 6.1.3 A majority of one shall be sufficient to decide any question under discussion by the Trustees.
- 6.1.4 A Trustee will not be entitled to be an Officer of the Club or of the Women's Section or of the Men's Section or a member of the Executive Committee.
- 6.1.5 All assets, if any, of Millicent Members Golf Club will be vested in the Trustees on behalf of the Members.
- 6.1.6 The number of Trustees shall normally be no less than three Members of Millicent Members Golf Club. The Trustees should comprise of a minimum of 30% women and 30% men.
- 6.1.7 Trustees shall be a Seven-Day Member of Millicent Members Golf Club and nominations will be sought from the Members of the Club.
- 6.1.8 Trustees shall be appointed by the Executive Committee following the review and recommendation by the Club's specially convened Nomination Sub-Committee (it having been convened by the Executive Committee) and ratified by the Members at a General Meeting.
- 6.1.9 The Nomination Sub-Committee shall comprise a minimum of four persons, to include at least one member from the Executive Committee and shall interview the nominees and assess their responses against the prescribed and advertised criteria.
- 6.1.10 The Executive Committee shall have the power to fill any Trustees vacancies that arise during the year in accordance with the terms of Rule 6.1.7. The person so appointed shall hold office until ratified at the next General Meeting. All decisions made by the Trustees prior to ratification by the members, shall not be invalidated and the maximum period the Trustee will be permitted to serve will commence from the date of such appointment.
- 6.1.11 No personal liability shall attach, except for unlawful acts, to any Trustee except to the extent of funds or property of the club actually received by them. The Members Club shall provide Trustee Indemnity Insurance which, subject to the terms and conditions of that insurance policy, will indemnify the Trustees for acts authorised by the Executive Committee. Such Trustee Indemnity Insurance will be limited to the policy of insurance cover that the Club has in place.

- 6.1.12 Each Trustee shall hold office for a maximum of five years or until they resign or cease to be a Member.
- 6.1.13 A Trustee may be removed from office by a resolution passed (after due notice of motion) by a simple majority of the eligible voting Members present and voting at any General Meeting of the Members Club.
- 6.1.14 Whenever the number of Trustees falls below three, the resulting vacancy shall be filled as soon as practicable by the Executive Committee. Pending the filling of such vacancy the remaining Trustees shall have vested in them the powers and duties applicable to the full body of the Trustees.
- 6.1.15 The Trustees may attend meetings of the Executive Committee or any other Committee without voting rights in their capacity as Trustees.
- 6.1.16 Trustees can request to attend an Executive Committee meeting to discuss specific issues.
- 6.1.17 Minutes of all Executive Committee meetings shall be forwarded to the Trustees.
- 6.1.18 The Trustees shall not have any proprietary rights to or claim upon the Club, its property or funds.

7. OFFICERS

7.1 EXECUTIVE COMMITTEE

- 7.1.1 The Executive Committee shall comprise of the Chairperson, Honorary Secretary, Honorary Treasurer, The Men's Section Captain and Vice-Captain, The Women's Section Captain and Vice- Captain, The Junior Convenor and four other officers.
- 7.1.2 Elected officers shall retire but will be allowed to stand for re-election at the Annual General Meeting. The length of the terms of office for members of the Executive Committee shall be as detailed in Appendix A.

7.2 CHAIRPERSON

- 7.2.1 The Executive Committee Chairperson shall be a Seven-Day Member and shall be the principal officer of the Executive Committee and shall have such rights, privileges and duties as the Executive Committee may from time to time determine.
- 7.2.2 The Executive Chairperson shall:
- 7.2.2.1 chair Executive Committee meetings and shall also chair the Annual General Meeting or any Extraordinary General Meeting of the Members Club,
 - 7.2.2.2 not be a member of the Committee of the Men's or Women's Sections,
 - 7.2.2.3 ensure the Club operates within all legal and financial regulations in force, including any applicable company law, employment law, equality legislation and promote good governance practice,
 - 7.2.2.4 carry out the roles and responsibilities as outlined in the relevant section of the Club's Policies & Procedures manual which defines such roles and responsibilities, and
 - 7.2.2.5 represent the Members' Club at meetings and events organised by their counterparts in other Clubs.

7.3 HONORARY TREASURER

- 7.3.1 The Honorary Treasurer of the Club shall have responsibility for the keeping of full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Member's Club and the Men's, Women's and Junior Sections. The Men's, Women's and Junior Sections financial year will end on 30th September each year.
- 7.3.2 A bank account shall be kept in the name of the Members Club and shall be clearly identified as such, in a Bank as the Executive Committee from time to time may determine. The said account shall always be maintained in credit and the Executive Committee shall not without the prior written consent of the Trustees operate an overdraft or loan account with any bank.
- 7.3.3 The income and property of the Members' Club shall be applied towards the objectives of the Members' Club and any remaining portion thereof shall form part of the overall funds of the Members' Club.
- 7.3.4 The Honorary Treasurer shall issue a statement of affairs of the Members Club, and Men's and Women's and Junior Sections for the financial year ended 30th September each year for consideration by the Men's and Women's Committee and for presentation and approval by the members of the Members' Club entitled to attend at the Annual General Meeting of the Members' Club, which shall be held not later than four months after the financial year end.
- 7.3.5 The Honorary Treasurer shall carry out the roles and responsibilities as outlined in the relevant section of the Club's Policies & Procedures manual which defines such roles and responsibilities.

7.4 THE CLUB HONORARY SECRETARY

- 7.4.1 The Honorary Secretary of the Club shall be a Seven-Day Member and shall conduct the correspondence relating solely to the affairs of the Members' Club and have custody of all documents and correspondence including all digital correspondence which relate solely to the Members' Club.
- 7.4.2 Keep full and correct minutes of all proceedings, and records of all correspondence of the Members Club and Executive Committee.
- 7.4.3 Be responsible for convening meetings of the Executive Committee and the Members' Club.
- 7.4.4 Be responsible for the preparation of the Annual Report of the Members' Club; manage the day-to-day affairs of the Members' Club and shall oversee the implementation of the directions and decisions of the Executive Committee in relation to the Members' Club and all matters relating thereto.
- 7.4.5 The Honorary Secretary will furnish through the Secretaries of the Men's/Women's Sections any correspondence which they believe to be relevant to the running of the Men's/Women's Sections of the Golf Club.

7.5 PRESIDENT

- 7.5.1 The President of the Club shall be appointed by the Executive Committee after considering nominations from any of the following – the Men's Section, Women's Section, Executive Committee and outgoing President, and shall hold office for a period of one year. When a vacancy occurs at any time the Executive Committee shall be entitled to appoint a new President to fill such a vacancy.
- 7.5.2 The President shall not be a member of the Executive Committee. The President may attend but not vote at all meetings of the Executive Committee. The President may attend but not vote at all meetings of the Men's/Women's Sections Committee meetings.
- 7.5.3 The President cannot be re-appointed within ten years of completing their role as President.
- 7.5.4 After each term of office the role of President shall alternate between male and female Members of the Club.

7.6 MEN'S AND WOMEN'S CAPTAINS

- 7.6.1 The Captains of each of the Men's & Women's Sections shall propose their respective Vice-Captains for the following year at each AGM who shall assume the role of Captain the following year.

7.7 OTHER OFFICERS

- 7.7.1 From time to time the Executive Committee may determine and appoint non-Executive officers, advisors or any other such support as may be required in the management of the Club's affairs.
- 7.7.2 The term of office for appointment to any such role shall be determined by the Executive Committee.

8. THE EXECUTIVE COMMITTEE AND ANNUAL GENERAL MEETING

8.1 MATTERS FOR EXECUTIVE COMMITTEE

- 8.1.1 All matters concerning the Club and its Members not otherwise vested by these Rules as outlined in Section 9 and as moreover outlined in the relevant section of the Club's Policies & Procedures manual, (which itself defines the Role and Responsibilities of the Executive Committee) shall be vested in the Executive Committee.

8.2 THE EXECUTIVE COMMITTEE

- 8.2.1 The Executive Committee shall consist of both the Men's and Women's Captains and Men's and Women's Vice Captains. The remaining positions on the Committee shall consist of at least 30% women, 30% men and 40% either gender. 30:30:40
- 8.2.2 Except for the Men's & Women's Captains and Men's and Women's Vice Captains, no member shall be entitled to be a member of both the Executive Committee and the Committees of the Men's/Women's Sections of the Club, with the exception that one or more roles are not fulfilled on the Executive Committee. The Executive Committee can co-opt members of the Men's and/or Women's committee.
- 8.2.3 The Executive Committee, in addition to the powers specifically conferred on it by these Rules shall have the control of the finances of the Club, the power to engage, manage and dismiss the Club staff, and shall have all the administrative powers necessary to carry out the objectives of the Club properly in accordance with these Rules and those of the Club's Policies and Procedures manuals.

8.3 EXECUTIVE COMMITTEE MEETINGS

- 8.3.1 The Chairperson shall automatically chair all the meetings of the Executive Committee and shall abide by these Rules and all other rules and standing orders that the Executive Committee may adopt for such purpose. If they are absent from a meeting, then the meeting will be chaired by either the Honorary Secretary or Honorary Treasurer.
- 8.3.2 Where it is determined that a decision of the Executive Committee requires a formal vote then a simple majority shall suffice to pass such decision.
- 8.3.3 In the case of a tie, the Chairperson of the Executive Committee shall have a casting vote.
- 8.3.4 Meetings of the Executive Committee shall be held at least monthly or where reasonable notice is given by the Honorary Secretary to the members of the Executive Committee at such times as are required.
- 8.3.4.1 Minutes shall be taken of all proceedings of the Executive Committee and of any Sub-Committee of the Executive Committee. Minutes shall be agreed and adopted at the subsequent Executive meeting and shall be conclusive evidence without any further proof of the facts stated therein.
- 8.3.5 Where possible notice in writing shall be given to all members of the Executive Committee at least one week in advance of each meeting. Should any matter arise requiring urgent attention a meeting may be convened at shorter notice. A quorum of five shall be required to attend any Executive Committee meeting.
- 8.3.6 A member of the Executive Committee may not appoint a fellow member to vote on their behalf if absent. Members may only vote if present.
- 8.3.7 The Executive Committee may appoint Sub-Committees from its number or such other persons as it shall select and depute to them such powers and duties as it may determine..

8.4 NOMINATIONS SUB-COMMITTEE

- 8.4.1 The Nominations Sub-Committee shall determine the nominations process and deadlines for nominations for each upcoming election and such information shall be issued to the membership in advance of the AGM.
- 8.4.2 The Nominations Sub-Committee may also set out criteria including skill sets which the club may be seeking for particular positions such as Chairperson, Treasurer, Governance, Junior Convenor or Club Children's Officer/Designated Liaison Person or other positions.
- 8.4.3 The Nominations Sub-Committee may also actively encourage nominations for election from members who may represent diverse or minority membership and take positive inclusive measures to encourage further inclusiveness within the Club.
- 8.4.4 The Nominations Committee shall comply with its Terms of Reference in conducting its business.
- 8.4.5 With regards to the positions of Chairperson, Treasurer, Governance and Junior Convenor of the Club, the Nomination Sub-Committee will propose those nominees who have satisfactorily completed an assessment process and who may then proceed to election by Members at the Annual General Meeting.
- 8.4.6 Members of the Executive Committee shall not be members of the Nomination Sub-Committee, in respect of the selection and nomination process for the position of Chairperson of the Club.

8.5 ANNUAL GENERAL MEETING

- 8.5.1 An Annual Meeting of the Members Club shall be held in each year at the time and place determined by the Executive Committee between 1st November and 31st January. A quorum of 25 will be required to attend.
- 8.5.2 Notice of the Annual General Meeting shall be accompanied by a request for nominations to the Executive Committee from Seven-Day members and in addition, a request from all members for valid Notices of Motions for consideration by the Members' Club Annual General Meeting.
- 8.5.3 The nominations for officers and membership of the Executive Committee other than the Chairperson, Treasurer, Chair of Governance, and Junior Convenor (see 8.5.7) and valid Notices of Motion for consideration by the Members' Club Annual General Meeting shall be set out in writing in the prescribed format and shall be sent to the Honorary Secretary not later than twenty-one days before the date of the Annual General Meeting.
- 8.5.4 The Governance Committee shall be entitled to review the validity or otherwise of any proposed motion and request the Secretary to include only valid proposals with the papers for the General Meeting. In the event that the Governance Committee do not determine that a proposal is valid, it shall advise the proposer of any invalid proposal and that the matter is not an appropriate or a valid matter for consideration at a General Meeting, provided the reasons for its exclusion are clearly set out in writing to the proposer and the General Meeting is advised that the matter cannot be discussed for the reasons stated.
- 8.5.5 Nominations from amongst the Seven-Day Members for election to the Executive Committee must be made by two Seven-Day Members of the Members Club in the format prescribed.

- 8.5.6 In accordance with Rule 7.1.2 officers of the Executive Committee shall be elected at each Annual General Meeting of the Members' Club
- 8.5.7 The positions of Chairperson, Treasurer, Chair of Governance, and Junior Convenor shall be advertised 45 days in advance of the Annual General Meeting clearly setting out the requirements needed for the relevant position.
- 8.5.7.1 Nominations for the position of Chairperson, Treasurer, Chair of Governance and Junior Convenor shall be set out in writing in the prescribed format and shall be sent to the Honorary Secretary not later than 30 days before the date of the Annual General Meeting.
- 8.5.7.2 In respect of the position of Chairperson a specially convened Nomination Sub-Committee comprising a minimum of four persons, two of which should be external to the Club, and two of which shall be either Trustees or Ex-Officers of the Club, shall interview the nominees, and assess their responses against the prescribed and advertised criteria. Only those nominees who satisfactorily complete the Nomination Sub-Committee process shall be proposed by them for election as Chairperson of the Club at the Annual General Meeting.
- 8.5.7.3 In respect of the positions of Treasurer, Chair of Governance and Junior Convenor a specially convened Nomination Sub-Committee comprising a minimum of four persons, to include at least one member from the Executive Committee shall interview the nominees and assess their responses against the prescribed and advertised criteria. Only those nominees who satisfactorily complete the Nomination Sub-Committee process shall be proposed by them for election as Treasurer, Chair of Governance or Junior Convenor of the Club at the Annual General Meeting
- 8.5.8 At least fourteen days' notice of any General Meeting shall be issued to the Members specifying the business to be transacted. Such notice shall include:
- 8.5.8.1 any valid motions received as outlined in 8.5.3.
- 8.5.8.2 the day, place and hour of the meeting and,
- 8.5.8.3 must either be sent to every member of the Men's and Women's Sections by letter or by e-mail, to the address or electronic address as held in the Register of Members and shall be posted prominently in the Club House.
- 8.5.9 The Executive Committee shall cause its annual report and financial statements, along with nominations for the Executive Committee to be issued in advance and presented to the Annual General Meeting of the Members Club.
- 8.5.10 The right to attend and address (subject to standing orders) an AGM/EGM is extended to all Members of the Members' Club, but only Seven-Day Members shall be entitled to vote thereat.
- 8.5.11 In the event of an Executive Committee member retiring before the end of their term, the Executive Committee will appoint an officer who shall remain in office until the next Annual General meeting when the provisions of Rule 8.5.6 shall apply.

9. MEN'S AND WOMEN'S SECTIONS

9.1 GENERAL

- 9.1.1 The section of the Club which shall be responsible for the organisation and administration of golf, including liaison with Golf Ireland for male playing Members shall be known as Millicent Members Men's Section.
- 9.1.2 The section of the Club which shall be responsible for the organisation and administration of golf, including liaison with Golf Ireland for female playing Members shall be known as Millicent Members Women's Section.
- 9.1.3 The Men's Section and the Women's Section shall each be a Section of the Club.
- 9.1.4 The objective of the Men's Section and the Women's Section shall be the efficient administration and organisation of all matters directly relating to the playing of golf and the promotion of the amateur game of golf among their Members at the Club.
- 9.1.5 The Men's Section and the Women's Section shall accept and recognise the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the rules of golf and the rules of amateur status. In addition, the Men's Section and the Women's Section shall also adhere to the rules of Golf Ireland.
- 9.1.6 The members of the Men's Section shall be the male Members of the Club as admitted to the Club in accordance with these Rules and shall be distinguished by their membership category.
- 9.1.7 The members of the Women's Section shall be the female Members of the Club as admitted to the Club in accordance with these rules and shall be distinguished by their membership category.
- 9.1.8 The Men's and the Women's Sections shall keep an accurate record of their Members on such system as may be used by the Club.
- 9.1.9 In this section the term Section, or Sections shall refer to both the Men's Section and the Women's Section.

9.2 ANNUAL GENERAL MEETING

- 9.2.1 Prior to the Member's Club AGM, an Annual Meeting of the Men's and Women's Sections shall be held in each year at the time and place determined by the Section Committee between 1st November and 31st January. The quorum for the meeting shall be 25 Members for each respective Section.
- 9.2.2 Notices of the respective Annual General Meetings shall include a request for valid Notices of Motions for consideration by members at each Section's Annual General Meeting along with nominations (with the consent of the nominee) for the position of officers or members of the respective committees as may be required.
- 9.2.3 The nominations for officers (other than Captain and Vice-Captain) and membership of the Committee and valid Notices of Motion for consideration by the members of each Section's Annual General Meeting shall be set out in writing and shall be sent to the Honorary Secretary not later than twenty-one days before the date of the Annual General Meeting.
- 9.2.4 Nominations from amongst the Members (with the consent of the nominee) for election to the relevant Committees may be made by two Seven-Day Members of the respective Section.

- 9.2.5 Notices of Motion shall be confined to areas of exclusive concern of the relevant Section of the Club.
- 9.2.6 At least fourteen days' notice shall be sent to all Members of any General Meeting specifying the business to be transacted and the day, place and hour of the meeting. This notice shall include any valid Notices of Motions in accordance with Rule 9.5.4 and Nominations for election to the relevant Committees Sections. The Notice should be sent by letter to the address as given in the Register of Members or by email to the electronic address provided by the member and in addition posted prominently in the Club House.
- 9.2.7 The respective Committees shall cause its annual report and financial statements to be presented at the Annual General Meetings of the respective Sections.
- 9.2.8 The officers and members of the Committees shall be elected at the respective Annual General Meetings of each Section and shall retire at the next Annual General Meeting.
- 9.2.9 The right to attend and address (subject to standing orders) an AGM/EGM is extended to all members of each Section.

9.3 SECTION COMMITTEES

- 9.3.1 Each Section's Committee shall be made up of not more than ten Members which will include the following:
 - 9.3.1.1 the Captain of the Section,
 - 9.3.1.2 the Vice-Captain of the Section,
 - 9.3.1.3 the Secretary of the Section,
 - 9.3.1.4 the Treasurer of the Section,
 - 9.3.1.5 the Out-Going Captain of the Section (optional), and
 - 9.3.1.6 Other Members.
- 9.3.2 The affairs and administration of each Section shall be under the control of the Committee. The Committee shall be responsible for,
 - 9.3.2.1 the maintenance of proper liaison with Golf Ireland including the management of all or any Interclub Competitions,
 - 9.3.2.2 the proper administration and monitoring of the World Handicap System for members and such rules as may require to be implemented by Golf Ireland from time to time, and
 - 9.3.2.3 any decisions taken from time to time in conjunction with the Competition Sub-Committee with regards to the scheduling of the Men's and Women's Club Competitions.

9.4 COMMITTEE MEETINGS

- 9.4.1 Meetings of each Committee shall be held not less than 8 times per year. A quorum at a meeting shall be five. The Committee shall have the power to fill any vacancy in its number (in line with the conditions laid down in these Rules). At a meeting of the Committee the Chairperson shall be the Captain and in the event of a tie in votes the Captain shall have a casting vote.

9.5 CAPTAINS OF EACH SECTION

9.5.1 The Captain of each Section shall be a Seven-Day Member and shall be the principal officer of each relevant Section and shall have such rights, privileges and duties as the Executive Committee may from time to time determine.

The Captain of each Section shall,

9.5.1.1 Chair the Committee and shall also chair the Annual General Meeting of the Section,

9.5.1.2 Be a member of the Executive Committee of the Club, and

9.5.1.3 Represent the relevant Section at meetings and events organised by their counterparts in other Clubs.

9.6 VICE-CAPTAINS OF EACH SECTIONS

9.6.1 The Vice-Captain of each Section shall.

9.6.1.1 be a Seven-Day Member nominated by the Captain of the Section,

9.6.1.2 deputise for the Captain of the Section at the Captain's express request or in the Captain's absence, and

9.6.1.3 be a member of the Executive Committee of the Club

9.7 THE SECRETARY OF EACH SECTION

9.7.1 The relevant Section Secretary shall.

9.7.1.1 be a Seven-Day Member and shall conduct the correspondence relating solely to the affairs of the Section and have custody of the documents which relate solely to the relevant Section,

9.7.1.2 keep full and correct minutes of all proceedings, and records of all correspondence of the Section,

9.7.1.3 be responsible for convening meetings of the Section for the preparation of the Annual Report of the Section; manage the day-to-day affairs of the Section and shall present the directions and decisions of the Executive Committee in relation to the Section and all matters relating thereto, and

9.7.1.4 furnish the Honorary Secretary of the Executive Committee with any correspondence which they believe to be relevant to the running of the Millicent Members Golf Club.

10. JUNIOR SECTION

10.1 GENERAL

- 10.1.1 The section of the Club which shall be responsible for the organisation and administration of golf, including liaison with Golf Ireland for Junior playing members shall be known as Millicent Members' Junior Section and for convenience may and is herein referred to as the Junior Section.
- 10.1.2 The Junior Section shall be a section of the Members' Club but not a separate entity to the Members' Club.
- 10.1.3 The objective of the Junior Section shall be the efficient administration and organisation of all matters directly relating to the playing of golf and the promotion of the amateur game of golf among its members at the Club subject always to the Rules of the Club. The Junior Section shall also adhere to the rules of Golf Ireland and the Safeguarding Policies and Procedures of the Club.
- 10.1.4 The Junior Section shall accept and recognise the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the rules of golf and the rules of amateur status.
- 10.1.5 The members of the Junior Section shall be Members of the Club as admitted to the Club in accordance with these Rules and shall be distinguished by their membership category.

10.2 JUNIOR COMMITTEE

- 10.2.1 Ideally the Junior Committee shall be made up of a minimum of 6 persons to include the following.
 - 10.2.1.1 the Junior Convenor,
 - 10.2.1.2 the Club Children's Officer,
 - 10.2.1.3 representatives of the Men's/Women's Section who will fulfil any officer roles as required,
 - 10.2.1.4 representatives of the Men's/Women's committees,
 - 10.2.1.5 the Club PGA Professional, and
 - 10.2.1.6 in addition to the above, up to four parent/guardian/relation of Junior Members (two of which must be Members of the club). Non-members of the Club will not have any voting rights at any committee meeting of the Junior Section.

10.3 ROLE OF THE JUNIOR CONVENOR

The Junior Convenor shall:

- 10.3.1 Chair the Junior Committee,
- 10.3.2 Be a member of the Executive Committee and report on all matters relating to the Junior Section,
- 10.3.3 Recruit appropriate Junior leaders and organise a sufficient leader rota for junior golf activities,
- 10.3.4 Manage the day-to-day affairs of the Junior Section and shall implement the directions and decisions of the Executive Committee in relation to the Junior Section and all matters relating thereto,
- 10.3.5 Co-ordinate the Junior Section's activity on the golf course, to include organised golfing activities, coaching and any special training or competitions throughout the year, and
- 10.3.6 The Junior Convenor shall play a key role in the development of the Junior Section so that it integrates fully within the club.

10.4 ROLE OF THE CLUB CHILDREN'S OFFICER

10.4.1 The role of the Club Children's Officer shall be to;

10.4.1.1 Promote awareness of the Club's Safeguarding Policy, among young members and their parents/ guardians. This could be achieved by the distribution of information leaflets, regular information meetings for the young people and their parents or guardians,

10.4.1.2 Review and maintain the Club's Safeguarding Policy,

10.4.1.3 Influence policy and practice within the golf club to prioritise children's needs,

10.4.1.4 Maintain contact with the National Children's Officer in Golf Ireland,

10.4.1.5 Ensure that children know how to make concerns known to appropriate adults or agencies,

10.4.1.6 Encourage the appropriate involvement of parents/ guardians in the club activities,

10.4.1.7 Ensure that the children have a voice in the running of their golf club and ensure that there are steps young people can take to express concerns about their golf activities/experiences, and

10.4.1.8 Keep records of each Junior Member on file including contact details and any special needs a child may have that should be known to leaders.

10.5 ROLE OF THE JUNIOR SECTION SECRETARY

10.5.1 The Junior Section Secretary shall conduct the correspondence relating solely to the affairs of the Junior Section.

10.5.2 Keep full and correct minutes of all proceedings of the Junior Section.

10.5.3 In conjunction with the Junior Convenor, be responsible for convening meetings of the Junior Section and for the preparation of the Annual Report of the Junior Section.

10.5.4 The Junior Club Secretary will furnish the Honorary Secretary of the Executive Committee any correspondence which they or the Executive Committee believe to be relevant to the running of the Millicent Members Golf Club.

10.5.5 The Junior Club Secretary in conjunction with the Junior Convenor shall be responsible for proper liaison with Golf Ireland.

10.6 JUNIOR CAPTAIN

10.6.1 The Junior Captain shall be an Junior Member and shall have such rights, privileges and duties as the Executive Committee may from time to time determine.

10.6.2 The Junior Captain shall be selected by the Junior Committee. Rotation of the Junior Captain must take into consideration the gender balance within the Junior Section. In every three-year period at least one Junior Captain must be male, and one Junior Captain must be female.

10.7 ADMINISTRATION OF JUNIOR SECTION

- 10.7.1 The following affairs and administration of the Junior Section shall be under the control of the Club administration and the Executive Committee,
- 10.7.1.1 the application for and fulfilment of the requirements for affiliation of Golf Ireland including the making of an undertaking in writing to Golf Ireland to accept and abide by the Constitution and Bye-Laws of Golf Ireland and the Bye-Laws of the Leinster Branch of Golf Ireland,
 - 10.7.1.2 the levying and forwarding to Golf Ireland by way of per-capita subscription or otherwise of all levies due to Golf Ireland in accordance with the Golf Ireland Constitution,
 - 10.7.1.3 the proper administration of such standard scratch score and handicapping system as prescribed by the World Handicap System and such rules there under as may require to be implemented by the Golf Ireland from time to time, and
 - 10.7.1.4 the monitoring of compliance by the members of the Junior Club with the handicapping system.

10.8 COMMITTEE MEETINGS

- 10.8.1 Meetings of the Junior Committee shall be held not less than 8 times per year. A quorum at a meeting shall be 3 members of the Junior Committee. The Junior Committee shall have the power to fill any vacancy in its number in accordance with Rule 10.2.
- 10.8.2. The Chairperson of the Committee meeting shall be the Junior Convenor. If the Junior Convenor is unavailable, the Junior Convenor shall appoint a member of the Junior Committee to act in the role of Chairperson. In the event of a tie in votes the Chairperson shall have a casting vote.

10.9 ANNUAL GENERAL MEETING OF JUNIOR SECTION

- 10.9.1 An Annual Meeting of the Junior Club shall be held in each year at the time and place determined by the Executive Committee between 1st November and 31st January. A quorum of 15 will be required to attend.
- 10.9.2 Notice of the Annual General Meeting shall be accompanied by a copy of the Junior Committee Annual Report.
- 10.9.3 At least fourteen days' notice of any General Meeting specifying the business to be transacted and the day, place and hour of the meeting must either be sent to the parental or guardian contact of every member of the Junior Club by e-mail to the electronic address or by letter to the address, as provided in the Register of Members and in addition be posted prominently in the Club House.
- 10.9.4 The Junior Committee shall cause its annual report to be presented to the Annual General Meeting of the Junior Club.
- 10.9.5 Selection from amongst the Members of the Club or from the parents of the Junior members (with the consent of the nominee) for election to the Junior Committee may be made by either:
- 10.9.5.1 the Junior Convenor, or
 - 10.9.5.2 the Junior Committee of the Junior Club
- 10.9.6 Such nominees to the Junior Committee shall be subject to ratification by the Executive Committee.

10.9.7 Valid Notices of Motion relating to the Junior Member's Section for consideration at the Annual General Meeting of the Junior Club, shall be set out in writing and shall be sent to the Honorary Secretary not later than twenty-one days before the date of the Annual General Meeting.

10.9.8 Notices of Motion shall be confined to areas of exclusive concern of the Junior Club and may be made by:

10.9.8.1 the Junior Committee,

10.9.8.2 the Executive Committee, or

10.9.8.3 a member of the Junior Club. .

10.10 ANNUAL GENERAL MEETING OF MEMBER'S CLUB

10.10.1 The Junior Convenor shall be elected at the Annual General Meeting of the Member's Club and shall retire in accordance with the provisions of clause 7.1.2 of this Constitution.

10.10.2 Valid Notices of Motion relating to the Junior Member's Section for consideration at the Annual General Meeting of the Members Club, shall be set out in writing and shall be sent to the Honorary Secretary not later than twenty-one days before the date of the Annual General Meeting.

11. EXECUTIVE SUB-COMMITTEES AND WORKING GROUPS

11.1 APPOINTMENT OF SUB-COMMITTEES OR WORKING GROUPS

11.1.1 The Executive Committee may delegate any of their powers to sub-committees or working groups, which may consist of members of the Executive Committee or such other persons as the Executive Committee may deem appropriate. Any sub-committee so formed shall in the exercise of its powers of delegation, conform to their terms of reference as determined from time to time by the Executive Committee.

11.1.2 The Executive Committee shall establish subcommittees such as:

1. Finance
2. Communications / PR / Marketing
3. Franchising of Bar/Restaurant
4. Governance/Risk & Audit
5. Course, Grounds and Club Maintenance
6. Funding
7. Membership
8. Junior Members' Section
9. Other subcommittees or working groups as may be required

11.2 EMPLOYEES / CONTRACTORS

11.2.1 The Club may engage employees/contractors to carry out the day to day operational, administrative and management affairs of the Club.

11.2.1 The Club has an Employee Handbook which may be amended from time to time by the Executive Committee.

12. FINANCE AND AUDITORS

12.1 FINANCE

12.1.1 The financial affairs of the Club shall be managed in accordance with proper accounting and legislative requirements.

12.1.2 A financial policy shall be agreed by the Executive Committee from time to time and shall be managed by the Honorary Treasurer. Annual audited accounts shall be kept and made available to the members at each Annual General Meeting

12.2 APPOINTMENT OF AUDITORS

12.2.1 The Executive Committee must engage a firm of Registered Auditors to prepare and audit the annual accounts of Millicent Members Golf Club.

12.2.2 The Registered Auditors can be removed and replaced by another Registered Auditor by simple majority at an Annual General Meeting.

13. ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

13.1 ENTRANCE FEE

13.1.1 An entrance fee may be payable by a new member to the Golf Club as the Executive Committee shall decide.

13.2 ANNUAL SUBSCRIPTION

13.2.1 An annual subscription shall be payable by each Member (other than an Honorary Member) to Millicent Members Golf Club.

13.2.2 The annual subscription of each different category of Membership shall be decided by the Executive Committee in consultation with the Committees of the Men's/Women's Sections and ratified by the Members present and voting at the Annual General meeting.

13.2.3 The financial year of the Club shall end on 30th September in each year or as determined by the Executive Committee.

13.2.4 The subscription year shall be the calendar year from 1st January to 31st December.

13.2.5 Notice of the proposed annual subscription shall be given with notice of the Annual General Meeting.

13.2.6 All annual subscriptions shall be payable (or instalment arrangements agreed) within 30 days in which the subscription year commences.

13.2.7 It is the sole responsibility of the member to ensure that their membership subscription and all associated fees/levies are fully paid in accordance with the provisions of 13.2.6.

13.3 ADDITIONAL PROVISIONS RELATING TO ENTRANCE FEES/ANNUAL SUBSCRIPTIONS

13.3.1 No Member whose Entrance Fee (whether payable by a single payment or by instalments), annual subscription, and/or other annual payments of any kind are in arrears, may compete for any Club Prize or vote at any meeting or be eligible to stand for any Office of the Club or of the Men's/Women's Section.

13.3.2 A Member whose Entrance Fee (whether payable by a single payment or by instalments) and/or subscription and/or any other annual levies or payments of any kind are unpaid 60 days after the due date for payment shall, subject to a contrary decision by the Executive Committee, be suspended as a Member of the Club and cease to be entitled to play on the course or enjoy the rights and privileges of membership until payment in full is made.

13.3.3 The Honorary Secretary of the Executive Committee, acting at the direction of the Executive Committee may give notice in writing to a party who has been suspended from membership in accordance with Rule 13.3.2, either sent by Electronic Mail or posted by ordinary post to the Member, at his/her address in the register of members, stating that unless the unpaid Entrance Fee, subscription, levy or other payment is paid in full within a further period of 30 days, that his/her membership of the Club will be forfeited and accordingly cease and terminate.

13.3.4 If the Member's Entrance Fee, subscription, levies or other payments as aforesaid remain unpaid for 15 days after service of notice in accordance with Rule 13.3.3, then their membership shall be forfeited and the Member shall cease permanently to be a Member of the Club and their name shall be erased from the register of members.

14. TEMPORARY SUSPENSION & EXPULSION & CESSATION OF MEMBERSHIP

14.1 TEMPORARY SUSPENSION

- 14.1.1 A Member may be suspended, by the Executive Committee, acting on its own motion or on foot of a complaint sent to the Honorary Secretary and signed by three members setting out the circumstances which give rise to the notice.
- 14.1.2 Before a Member may be suspended, the Executive Committee shall furnish them with details in writing of the breach or misconduct in question and afford them an opportunity to be heard in relation to it.
- 14.1.3 A Member who has breached these Rules or any rule or regulation of the Club or has been, in the opinion of the Executive Committee guilty of conduct unbecoming a Member of the Club, may be suspended by the Executive Committee from the privileges of membership for such a period and on such terms as the Executive Committee may decide and shall not be entitled to admission to the course or use any of the facilities of the Club whether as a playing guest, social guest or otherwise.

14.2 EXPULSION

- 14.2.1 A Member who in the opinion of the Executive Committee, has committed a serious breach of the Rules and regulations of the Club or is guilty of serious misconduct, prejudicial to the interest of the Club may be expelled from membership of the Club in accordance with the Rules and in conjunction with the Policies and Procedures of the Club.
- 14.2.2 A Member may be expelled on foot of a complaint laid by the Executive Committee acting on its motion, or on foot of a complaint made and signed by 5 Members, addressed to the Honorary Secretary, setting out the circumstances which give rise to the complaint.
- 14.2.3 The Honorary Secretary shall furnish details of the complaint in writing to the Member in question (so that they may have the opportunity of explaining, or resigning from the Club), and shall call a meeting of the Executive Committee, which shall decide the matter of the Member's expulsion.
- 14.2.4 The Member against whom a complaint has been made, shall be afforded an opportunity to rebut or disprove the facts upon which such complaint is alleged and shall be afforded an opportunity to be heard in relation to such complaint in accordance with the policies and procedures of the club.
- 14.2.5 An Executive Committee resolution to expel shall be passed by not less than 75% of the members of the Executive Committee present in person and entitled to vote.
- 14.2.6 Any Member expelled may appeal the expulsion decision in accordance with the terms of the Club's Policies and Procedures by notice in writing given to the Honorary Secretary within 14 days of expulsion.
- 14.2.7 If the expulsion is not confirmed, the Member must be reinstated.
- 14.2.8 Neither the Trustees, Executive Committee, servants or agents, nor the Men's/Women's Sections' Committees, nor any member thereof shall have liability to the expelled Member arising out of the actions or decisions of the Executive Committee.

14.3 CESSATION OF MEMBERSHIP

14.3.1 A Member shall cease to be a Member of the Club and the Men's Club/Women's Section as the case may befit:

- (a) when he or she ceases to be an amateur golfer;
- (b) when he or she ceases to be a Member of the Club;
- (c) when he or she is 90 days or more in arrears on any subscriptions or levies in accordance with Rules 13.3.2 and 13.3.4
- (d) when he or she is suspended from membership of the Club pursuant to these Rules (for the term of such suspension);
- (e) when he or she is expelled from membership of the Club pursuant to these Rules.

14.3.2 Any Member who has been suspended or expelled in accordance with the Rules or the Policies & Procedures of the Club or otherwise ceases to be a Member of the Club shall:

- (a) forfeit all rights to, or claim upon, the Club or its property or funds that he would have because of his membership;
- (b) forfeit of all privileges of membership;
- (c) be entitled to a pro - rata return of subscription;
- (d) remain liable at the discretion of the Executive for any Entrance Fees, subscriptions/levies or other fees outstanding at that time.

15. MEMBERS' GUESTS AND VISITORS

15.1 PLAYING GUESTS OF MEMBERS

- 15.1.1 Subject to compliance with all applicable Rules, a Member may introduce guests to the privileges of the Clubhouse and the Course on such terms and conditions as the Executive Committee may from time to time determine (including without limitation the amount of green fee payable by such guest).
- 15.1.2 Guests shall be accompanied by the Member who introduces them.
- 15.1.3 The guest's name and the name of their introducer must be entered on the relevant booking system, and payment made to the club pro shop or other designated person before commencement of play.

15.2 VISITORS

- 15.2.1 Any member of a recognised golf club or any person considered suitable by the Executive Committee may be admitted as a visitor of the Clubhouse and Course on payment of the appropriate green fee as determined by the Executive Committee.
- 15.2.2 The Visitor's name must be entered on the relevant booking system, and payment made to the Club Pro-Shop or other designated facility before commencement of play.

16. EXTRAORDINARY GENERAL MEETING

16.1 EXTRAORDINARY GENERAL MEETING

- 16.1.1 The Executive Committee may at any time call an Extraordinary General Meeting when any question of urgent importance arises.
- 16.1.2 The Executive Committee must consider calling an Extraordinary General Meeting on receiving a requisition signed by 25 Seven-Day Members of the Club.
- 16.1.3 At least 14 days' notice setting out the business to be considered shall be sent to every Member at the contact details set out in the Register of members, and prominently posted in the Clubhouse. A quorum of 25 will be required to attend.

16.2 ALTERATION OF RULES

- 16.2.1 The Executive Committee may alter or add to the Rules for the purpose of complying with the provisions of any legislation enacted by the Government of the Republic of Ireland
- 16.2.2 Save as provided in Rule 16.2.1, no Rule of this Constitution may be repealed revoked or altered, and no new Rule may be made, save by resolution of a majority of those present in person entitled to vote at the Member's Annual General Meeting or Extraordinary General Meeting.

16.3 AMENDMENTS TO CONSTITUTION

- 16.3.1 The Governance Committee shall consider any necessary changes to the Constitution as part of their role on an annual basis.
- 16.3.2 Proposed alterations to the Constitution may also be submitted by members for consideration to the Governance Committee in any year for consideration before the next General Meeting.
- 16.3.3 No resolution to introduce a new Rule or amend the existing Rules of the Club (other than a Rule emanating from the Executive Committee) shall be brought to an Annual General Meeting or Extraordinary General Meeting unless notice thereof in writing shall have been delivered to the Honorary Secretary at least 40 days before the date of such meeting or as otherwise prescribed.
- 16.3.4. All proposed amendments shall be debated and considered by the Governance Sub-Committee in the first instance. The Governance Sub-Committee may contact the proposer of the amendments to discuss/amend/adapt or withdraw the proposed amendments prior to being considered at a General Meeting. The Governance Committee shall send its final proposed changes of the Constitution to the Executive Committee for its final review. Where a proposal has been defeated at an AGM/ EGM a minimum of 18 months must elapse before the motion can be re-submitted for consideration by the Members.
- 16.3.5 The Governance Sub-Committee may itself also make amendments to the suggested changes in order to ensure changes are in keeping with the Constitution, Club strategy, Policies and Procedures and good corporate governance practice. Once the Governance Sub-Committee has finalised its review, all proposed alterations and amendments shall be presented to the Members for their consideration at a General Meeting.

17. GRIEVANCES AND DISCIPLINARY PROCEDURES

- 17.1 The Club operates a Disciplinary and Grievance Policy which sets out how the Club will handle any disciplinary action which is required to be taken and how complaints and grievances will be dealt with. The full terms of the Club's Grievance and Disciplinary Procedures are outlined in the Club's Policies and Procedures manual.
- 17.2 All grievances or complaints regarding golfing issues shall be made in writing to the Secretary of the Men's or Women's Section who, if they are unable to deal with them, must submit them to the Executive Committee for consideration.
- 17.3 Any grievances or complaints relating to any matters other than golfing issues should be sent in writing to the Honorary Secretary of the Executive Committee.
- 17.4 In no instance may any member take a grievance or make a complaint directly to any staff member of the Club, Franchisee's Staff members, Trustee, Executive Committee Member or any Club Committee member.
- 17.5 Failure to adhere to the provisions of clause 17.4 may result in sanctions. The decision of the Executive Committee is final in matters dealt with under this section.

18. CLUB PROPERTY & LOGO

18.1 CLUB PROPERTY

18.1.1 No Member may take away any property of the Club from the Clubhouse under any pretext whatsoever or permit any property of the Club to be taken away, or damage or destroy any property of the Club or permit it to be damaged or destroyed.

18.2 CLUB LOGO

18.2.1 The logo of the Club shall be as decided by the Executive Committee and all intellectual and other property rights in the Club logo shall belong to the Club and no other logo shall be used by any Section or Committee or Sub-Committee of the Club.

19. MISCELLANEOUS

19.1 PURCHASE OF INTOXICATING LIQUOR

19.1.1 The Club and all Members shall comply with the requirements of the Intoxicating Liquor Acts which may apply as they are amended and re-enacted from time to time and with all other provisions of law applicable to the sale of intoxicating liquor at or from the property of the Club.

19.2 RULES OF GOLF AND ETIQUETTE

19.2.1 The Club is bound by the rules of the game of golf and the rules of amateur status as approved from time to time by the Royal and Ancient Golf Club of St Andrews.

19.2.2 The Executive Committee shall be entitled to lay down rules concerning standards of dress for Members, their guests and visitors and ensure that the Members and their guests observe the etiquette of golf.

19.3 CLUB NOTICES AND SERVICE OF NOTICES

19.3.1. Except as otherwise provided for in this Constitution, all notices, communications, documents or information may be given, served or delivered to the Club in writing on paper or in electronic form in the manner as may have been specified by the Executive Committee from time to time for the giving, service or delivery of notices, communications, documents or information in electronic form.

19.3.2 The Executive Committee may prescribe such procedures as they think fit for verifying the authenticity or integrity of any such notice, communication, document or information given, served or delivered to the Club in electronic form.

19.3.3 A notice or document to be given, served or delivered in pursuance of this Constitution may be given to, served on or delivered to any Member of the Club:

- a) by handing same to the Member or their authorised agent, or
- b) by leaving the same at the Members registered address, or
- c) by sending the same by post in a pre-paid cover addressed to the member at their registered address, or
- d) by sending the same by means of electronic mail or other means of electronic communication approved notice, communication, document to such electronic address as may from time to time be provided by the member, or
- e) by making it available on the Club's website (provided the Club sends to the Member, at the address notified to the Club by the Member, a notification that the notice, communication, document or information has been placed on the Club's website).

19.3.4 The giving, service or delivery thereof shall be deemed to have been effected at the time that same was handed to the Member or their authorised agent, or left at their registered address (as the case may be), or after the expiration of twenty-four hours after the cover containing it was posted, or if sent in electronic form to an electronic address, at the expiration of twelve hours after despatch, or if made available on a website, at the time that the notification that it was placed on the website is deemed to be given, served or delivered in accordance with this Constitution.

- 19.3.5 If the Club receives a delivery failure notification following the sending of a notice, communication, document or other information in electronic form to an electronic address, the Club shall give, serve or deliver the notice, communication, document or information on paper or in electronic form (but not by electronic means) to the Member either personally or by post or other delivery service addressed to the Member at their registered address or (as applicable) by leaving it at that address.
- 19.3.6 Where a Member has for any reason requested not to receive notice via electronic mail or other means of electronic communications such revocation shall not take effect until 7 days after written notice of the revocation is received by the Club.
- 19.3.7 The signature (whether electronic signature, an advanced electronic signature or otherwise) to any notice to be given by the Club may be written (in electronic form or otherwise) or printed.

19.4 PLAYING FACILITIES AND GREEN FEES

- 19.4.1 The Executive Committee shall decide the days and times when the Men's and Women's and Junior Sections shall have use of the course.
- 19.4.2 The Executive Committee may upon consultation with any relevant committee in their absolute discretion close the Course or any part thereof or any facilities of the Club for any period or for any purpose which they consider desirable or necessary.
- 19.4.3 No Member shall be entitled to a refund of annual subscriptions or any other compensation in the event of the closure of the course or the facilities for any reason.
- 19.4.4 The Executive Committee upon consultation with the Men's/Women's committee, (taking consideration to ensure that members have fair and reasonable playing time), shall make the Club available to green fee players, guests at the Millicent Golf and Country Club, golf societies, companies, tournaments, competitions and for other events as the Executive Committee shall in its sole discretion determine.
- 19.4.5 Any franchisee will be entitled to control of their relevant areas as outlined in their franchise agreements with Millicent Members Golf Club. Any agreement by Millicent Members Golf Club with franchisees must take into consideration entitlements of Members to ensure that Members have fair and reasonable access and use of the clubhouse facilities.
- 19.4.6 The facilities of the course and part of the Club House shall be made available to Golf Ireland at reasonable intervals as may be agreed between the parties.

19.5 PERSONAL PROPERTY

- 19.5.1 Neither the Club, the Trustees, members of the Executive Committee and any other committee members or any officers of the Club shall be responsible for any personal property of Members or Members' visitors, brought to or kept at or left on the premises of the Club (either in the Club House or outside in the car park or on the Course).
- 19.5.2 Such personal property shall be at the sole risk of the owners thereof and neither the Club, the Trustees, the Executive Committee nor any of the Club's committees, representatives or employees shall be responsible for any loss or damage thereto howsoever arising; but this Rule shall not prejudice the rights of any member in respect of any claims made by them against the Member's Insurance Policy in case of loss or damage.

19.5.3 In addition, with regards to personal property, the Members shall have due regard for any relevant conditions imposed by the Trustees/Executive Committee as protectors of the course and Club.

19.5.4 The storage of personal belongings, including Golf Equipment, at the Club is at the discretion of the Executive Committee and remains at all times at the sole risk of the owners thereof in accordance with Rule

19.6 OPERATIVE DATE

19.6.1 These Rules, and any amendments thereto, shall come into effect immediately on the date upon which they are adopted by the Members of Millicent Members Golf Club present and voting at an Annual General Meeting or Extraordinary General Meeting.

APPENDIX A

Role	Maximum Ordinary Term Length	Maximum Number of Terms	Maximum number of years in same position	Maximum years serving
Chair	2	3	6	6
Captain and Vice-Captain	1			
Honorary Secretary	2	3	6	6
Honorary Treasurer	2	3	6	6
Junior Convenor	2	3	6	6
Ordinary Members	2	3	6	6
A member stepping up as Chair	Up to 2 years	Remaining Balance of above 3 Chair terms but with cap of 6 years in total	Maximum 6 years both positions combined. service	

Note 1: 6 years does not extend to the persons nominated and who have accepted the Vice-Captain or Captain positions.

Note 2: Step down for 3 years required for all positions once 6 year max has been reached.

Note 3: For President see Rule 7.5

Note 4: The 6-year maximum period commences with either the date of election to the role or date of appointment to the role whichever comes first.



