

County Armagh Golf Club

# Rules

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## **A. GENERAL**

### **Title**

- 1.1 The name of the club shall be COUNTY ARMAGH GOLF CLUB.
- 1.2 The Club shall not be conducted for profit and any surplus of income over expenditure shall be used to maintain or improve the Club facilities.
- 1.3 No profit or surplus will be distributed other than to another non-profit making body or to Members on winding up or dissolution of the Club.

### **Premises**

- 1.4 The Club premises shall be situated at 7 Newry Road in Armagh in the County of Armagh.

### **Objects**

- 1.5 The objects of the Club shall be to promote the game of golf and such other games as the Council of the Club may, from time to time, decide and to provide facilities for social activities and recreation for the members.

### **Definitions**

- 1.6 In these Rules:
  - the "Club" shall mean County Armagh Golf Club.
  - the "Council" shall mean the Council of County Armagh Golf Club.
  - "General Meeting" shall mean an Annual General Meeting or a Special General Meeting.
  - the "Order" shall mean the Registration of Clubs (NI) Order 1996 .and/or any amending legislation.
  - the "Lease" shall mean the current lease between the Club and the Lessor, the Church of Ireland, and any renewal or replacement thereof.
  - the "Regulations" shall mean the Accounts Regulations 1997.

## **B. MANAGEMENT OF THE CLUB**

### **2. The Executive Committee**

- 2.1 The President, The Captain, the Vice Captain, the Immediate Past Captain, the Honorary Secretary, the Honorary Treasurer shall be referred to as "The Officers".
- 2.2 The Executive Committee shall consist of "the Officers" of the Club.
- 2.3 Only matters of an urgent nature, which arise between Council meetings, may be dealt with by the Executive Committee. Such matters must be referred for consideration to the next meeting of Council.
- 2.4 The President, the Captain, the immediate Past-Captain, the Honorary Secretary and the Honorary Treasurer shall be exempted from payment of their subscription.

### **3. Appointment of Officers**

- 3.1 The President of the club shall be appointed at the Annual General for a term of two years in accordance with procedures determined by Council.
- 3.2 The Captain shall be appointed at the Annual General Meeting for a period of one year in accordance with procedures which shall be determined by Council and shall be entitled to attend all meetings of the Club.
- 3.3 The Vice Captain shall be appointed at the Annual General Meeting for a period of one year in accordance with procedures which shall be determined by Council.
- 3.4 The Captain, in the year following his captaincy if he is still a full member of the Club, shall become the Past Captain for that year.
- 3.5 The Honorary Secretary and the Honorary Treasurer shall retire annually at the AGM and shall be eligible for re-election.

- 3.6 Nominations for the positions of Honorary Secretary and Honorary Treasurer shall be received by the Honorary Secretary, duly proposed and seconded by two members of the club who have voting rights, at least 14 days before the Annual General Meeting.
- 3.7 The Honorary Secretary shall put up a notice on the members' notice board in the club premises, at least two clear days before the Annual General Meeting at which the election takes place, setting out the names and addresses of such candidates.
- 3.8 If no such nominations are received, Council shall ensure that there are candidates to enable the Annual General Meeting to fill the position.
- 3.9 The President, the Captain, the Vice Captain, the Honorary Secretary and the Honorary Secretary shall take up office on 1st January following the Annual General Meeting at which they are appointed and their period of office shall run from such date.

#### **4. The Council**

- 4.1 The business and affairs of the club shall be managed by Council, which shall consist of the Officers of the Club and 12 councillors.
- 4.2 Regular terms of office for Councillors shall be three years and shall be so arranged that 4 councillors shall retire annually and shall be eligible for re-election. Casual vacancies should be filled at the annual General Meeting or a Special General Meeting and shall be for the duration of the vacancy being filled.
- 4.3 A candidate for election to the Council shall be nominated by being proposed and seconded in writing by two members of the club who have voting rights. Such proposal or nomination shall be received by the Honorary Secretary at least three clear days before the Annual General Meeting, and the Honorary Secretary shall put up on the members notice board in the club premises at least two clear days before the Annual General Meeting a notice setting out the names and addresses of such candidate or candidates.

- 4.4 The Council shall meet regularly.
- 4.5 A Councillor who has not attended at least one-half of the meetings held during the year shall retire annually and shall be eligible for re-election.
- 4.6 The Captain, or in his absence the Vice-Captain or such other Councillor as shall be elected by Council, shall act as Chairman and shall have a casting vote.
- 4.7 The number required for a quorum shall be eight.
- 4.8 The Council shall have power to make, implement and enforce from time to time such bye-laws and regulations (consistent with these rules) as it may think necessary for the well-being of the club, including power to appoint sub-committees and delegate such powers as it thinks fit to such sub-committees.
- 4.9 The Council shall, through an appropriate sub-committee, be responsible for the property maintenance and upkeep of the course including its on going development. However, it should seek the approval of members for any major development at a general meeting.
- 4.10 The Council shall, through an appropriate sub-committee, be responsible for the organisation of competitions for participation by the members but also, as it thinks fit, for members and visitors by way of open competitions.
- 4.11 The Council shall, through an appropriate committee, be responsible for the allocation, review and maintenance of handicaps for members in line with the current Standard Scratch Handicapping Scheme as issued by the Golfing Union of Ireland.
- 4.12 The Council shall, through an appropriate sub-committee, be responsible for entering club terms in whatever competition it deems necessary and for appointing appropriate captains.
- 4.13 The Council shall, through an appropriate sub-committee, be, responsible for the proper maintenance and upkeep of the clubhouse including its on-going development.

However, it should seek the approval of members for any major development at a general meeting.

- 4.14 The Council shall, through an appropriate sub-committee, be responsible for the provision of the services of a professional, including the shop and teaching and any other matters it considers pertinent.
- 4.15 The Council shall, through an appropriate sub-committee, be responsible for the provision of the catering services in the club.
- 4.16 The Council shall, through an appropriate sub-committee, be responsible for the provision of the entertainment for members in the club.
- 4.17 All acts or things done by Council shall be valid and binding unless and until set aside at an Annual General Meeting or Special General Meeting of the Club.
- 4.18 No employee of the club in any capacity shall be eligible for: election to the Council and any member of the Council who becomes an employee of the Club in any capacity shall automatically cease to be a member of the Council.
- 4.19 No member of the Council and no Manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquors to the Club.

## **5. The Honorary Secretary**

- 5.1 The Honorary Secretary, being the executive officer, shall be accountable to Council for the day to day administration of the Club, shall conduct all the correspondence of the Club and shall have custody of all documents belonging to the Club.
- 5.2 The Honorary Secretary shall maintain full and correct minutes of all Council Meetings, Annual General Meetings and Special General Meetings.
- 5.3 The Honorary Secretary shall oversee the implementation of such policies as may be determined by Council or by General Meetings of the Club.

- 5.4 The Honorary Secretary shall be responsible for convening General Meetings of the Club in accordance with the Rules.
- 5.5 The Honorary Secretary shall be responsible for convening Council Meetings.
- 5.6 The Honorary Secretary shall be responsible for setting the agenda for Council Meetings including the approval of the minutes of previous meetings, dealing with correspondence, the finance report, the acceptance and resignation of members, committee reports and any other relevant business.
- 5.7 The Honorary Secretary shall be responsible for the preparation and submission of the Annual Report to the Annual General Meeting.
- 5.8 The Honorary Secretary shall be responsible for all matters in relation to membership, including the collection of subscriptions and for ensuring that the register of club members is kept on the premises.
- 5.9 The Honorary Secretary is entitled to attend any meeting of any committee or sub-committee.
- 5.10 The Honorary Secretary shall ensure, on behalf of Council, the safe custody of the trophies of the Club in line with such policy as determined by Council.
- 5.11 The Honorary Secretary shall advise Captain and Council on all matters related to rules, law and procedure.
- 5.12 The Honorary Secretary shall be the nominated person within the Club who has the responsibility for, on behalf of Council, all staff in the Club and all personnel matters relating thereto including without limitation the issue of staff contracts of employment.
- 5.13 The Honorary Secretary shall be responsible for ensuring that there is adequate insurance to ensure appropriate cover on all aspects of Club activity.

5.14 The Honorary Secretary shall be responsible for dealing with the renewal of the registration of the Club in compliance with the Registration of Clubs (NI) Order 1996 or any statutory amendment thereof.

## **6. The Honorary Treasurer & The Finance Committee**

6.1 Council is solely responsible for the financial affairs of the Club.

6.2 The Honorary Treasurer shall be accountable to Council for the administration of the financial affairs of the Club

6.3 Council shall appoint a Finance Committee to assist in this administration in an advisory capacity.

6.4 The Finance Committee shall consist of the Honorary Treasurer and not less than two and not more than four other members. The Honorary Treasurer, or in his absence, another member appointed by the Committee, shall act as Chairperson.

6.5 The Honorary Treasurer shall:

- keep vouchers in relation to its transactions, assets and liabilities;
- set up and operate a system of control of its accounts, cash holdings, receipts and remittances;
- prepare an annual statement of accounts;
- ensure those accounts are audited;
- produce any record, document, etc., which the auditor reasonably requires to inspect;
- send a copy of the accounts to the local sub-divisional commander of the police within 3 months of the end of the financial year to which they relate;
- send, free of charge, a copy of a summary of its accounts and the auditor's report to any member requesting them;
- display, in a conspicuous part of its premises for 4 weeks ending on the date of the annual general meeting, a copy of the summary of accounts and the auditors report;
- keep all documentation relating to its accounts for a period of 6 years; and



- write to the local sub-divisional commander of the police indicating the address or addresses at which all books, documents, etc., are kept.
- 6.6 The Honorary Treasurer shall be responsible for banking all monies on behalf of the club and for reconciling the bank statements with the books of account.
- 6.7 The Honorary Treasurer is responsible for dealing with VAT of the Club in accordance with the regulations and for meeting the club accountant and the VAT inspector.
- 6.8 The Honorary Treasurer must organise the payment of staff wages and ensure that PAYE regulations are adhered to.
- 6.9 The Honorary Treasurer shall ensure the Accounts of the Club shall be audited in compliance with Regulation 5 of the Registration of Clubs (Accounts) Regulations (NI) 1997 or any amendment thereof as soon as practicable after the end of the financial year.
- 6.10 The auditor must be appointed at each Annual General Meeting and must not be a member of the Club or related to a member of the Club. (this is law)
- 6.11 The role of the Finance Committee shall be:
- (a) to keep Council informed of the financial affairs of the Club;
  - (b) to prepare monthly budgets for Council based on agreed estimates and actual expenditure;
  - (c) to monitor income and expenditure and alert Council of adverse trends;
  - (d) to scrutinise monthly accounts before presentation to Council for payment;
  - (e) each year, to prepare estimates of income and expenditure for the following year based on estimates of expenditure submitted to it by convenors of Council sub-committees;
  - (f) to present Council with Annual Audited Accounts;
  - (g) to advise Council on levels of membership for the incoming year based on the income and expenditure estimates.

## **7. The Trustees**

- 7.1 The property of the Club shall be vested in Trustees appointed at an Annual or Special General Meeting of the Club from amongst the members entitled to vote and of whom there shall be no less than three and no more than seven.
- 7.2 A Trustee shall not be a member of the Council whilst acting as Trustee.
- 7.3 Trustees hold office until death, resignation or removed by Council, pursuant to a resolution at an Annual or Special General Meeting.
- 7.4 In the event of a Trustee dying or ceasing to hold the office, the Club, at an Annual or Special General Meeting, shall have power to appoint a new Trustee to fill the vacancy.
- 7.5 To give effect to an appointment of New Trustees in accordance with Rule 7.4 hereof, the Honorary Secretary is hereby nominated to make such appointment pursuant to section 35 Trustee Act (NI) 1958 or any statutory amendment thereof.
- 7.6 The Council shall, if requested by the Trustees in any year, appropriate and set aside as a first priority out of the funds or income of the Club sufficient monies to defray the current rent.
- 7.7 The Club shall make available to the Trustees upon request all financial records at all times as appropriate and promptly advise the Trustees of all proposals of the Club which might affect the Club's financial standing or liability.
- 7.8 The Trustees shall be effectually indemnified by the Committee or Council out of the assets of the Club from and against any liability, cost, expense and payments whatsoever which may be properly incurred or made by them in the exercise of their duties, or in relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relates directly or indirectly to the performance of the functions of the Trustees of the Club.

7.9 The liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club.

## **C. MEMBERSHIP**

### **8. General**

8.1 A candidate for membership of the club, other than a Temporary member, shall be nominated by being proposed and seconded in writing by two members of the club who have voting rights, both of whom must be personally acquainted with the candidate and responsible for the candidate's eligibility. Such proposal form, together with the appropriate subscription and entrance fee (if any), must be delivered to the Honorary Secretary at least eighteen days before the meeting of the Council at which it is proposed to consider the Member's election. The Honorary Secretary shall display, on the members notice board in the club premises for at least seven days before election, the names and addresses of all persons proposed as Ordinary Members of the club and in all cases an interval of at least fourteen days shall elapse between the nomination and the election of Ordinary Members.

8.2 All members, other than temporary members (as defined in Section F hereof) shall be elected by the Council, and if persons, other than such temporary members as aforesaid, are elected as members by a procedure which does not comply with the provision of Rule C.8.1 hereof, they shall not be admitted to any of the privileges of membership until the expiration of a period of at least two days from their election to membership.

8.3 On the election of a member, the Honorary Secretary shall notify him/her in writing of his/her election and inform him/her of the existence of the Club Rules which can be viewed on the club website or in the bar.

8.4 All new members, before taking up membership, may be inducted into the Club by meeting with a group appointed by Council for that purpose.

8.5 All complaints shall be made in writing to the Honorary Secretary, who shall submit them to Council, whose decision shall be final.

- 8.6 An alphabetical list of the names and addresses of every Officer and every member shall be kept on the Club premises.
- 8.7 In the event of any member wilfully acting contrary to the Rules, Regulations or Bye-Laws of the Club, that member shall be dealt with according to the club's Disciplinary Procedure as drawn up by Council (as per Section E).

## **9. CLASSES OF MEMBERSHIP**

- 9.1 The classes of Membership shall be as follows, the subscription for which shall be determined at an Annual or Special General Meeting.

### **9.1.1 Honorary Member**

The following may be elected as Honorary Members at an Annual or Special General Meeting:

- (a) persons who have rendered special services to the Club or in the advancement of the game;
- (b) prominent golfers;
- (c) persons who are distinguished in public life;
- (d) clergymen of any denomination.

Such election may be for life or for such other period as the Meeting may decide.

Persons so elected shall be subject to all the Rules and Regulations of the Club, but shall not be admitted to membership until the expiration of a period of at least two weeks from their election.

### **9.1.2 Ordinary Member**

An Ordinary Member is a male member who does not fall within any of the other classes of membership.

### **9.1.3 Senior Member**

A Senior Member is a male member who, on the first day of January in the current year, has attained the age of 65 years and has been an Ordinary Member for a

minimum period of ten consecutive years at time of application for Senior Membership.

9.1.4 Lady Associate Member

A Lady Associate Member is a lady member who does not fall within any of the other classes of membership.

9.1.5 Senior Lady Associate Member

A Senior Lady Associate Member is a female member, who on the first day of January in the current year, has attained the age of 65 years and has been a Lady Associate Member for a minimum period of ten consecutive years at time of application for Senior Lady Associate Membership.

9.1.6 Member 18 to 24 years.

Is a member who, on the first day of January in the current year, has attained the age of 18 years and not older than 24 years of age.

Member 25 to 30 years.

Is a member who, on the first day of January in the current year, has attained the age of 25 years and not older than 30 years.

9.1.7 Juvenile Member

A Juvenile Member is a member who, on the first day of January in the current year, has not attained the age of 18 years. On attaining an adult handicap of 12 or better, a juvenile may be classed as a "Senior Juvenile" and be eligible to compete in the monthly medals and open competitions. In addition, upon attaining a single-figure adult handicap a juvenile member may compete in competitions as approved by Council. Juveniles are entitled to use the course only at times specified by Council.

9.1.8 Country Member

Persons residing more than ten miles from the Club may be admitted as Country members, provided that they are already members of a recognised Golf Club (excluding Country Membership of that Club).

#### 9.1.9 Overseas Member

An overseas member is a former Ordinary, Lady Associate or Student member who permanently resides outside the island of Ireland and who wishes to retain links with the Club.

#### 9.1.10 House Member

A House member is a member entitled to the amenities of the Club with the exception of the course.

#### 9.1.11 Section Member

A Section member is a member who participates in the activities of any one section of the House membership, which promotes any pastime, game, sport, recreational or other activity. A Section member may only use the Club House and the facilities of his section on such days and during such hours as the Council may from time to time decide. .

#### 9.1.12 Courtesy Member

Council may, from time to time, offer Courtesy Membership to the following:

- (a) long-serving members of the Club as a gesture of goodwill;
- (b) prominent golfers;
- (c) persons distinguished in public life;
- (d) clergymen of any denomination.

Courtesy Members may be entitled to use the facilities of the course and clubhouse. They shall be exempt from payment of a subscription but shall be subject to all the rules and regulations of the Club.

### **10. Rules Governing Membership**

10.1 All members shall carry membership cards while on the premises of the Club.

- 10.2 Persons shall not be admitted in such numbers to membership not carrying right of voting in relation to the affairs of the Club as will result in the numbers of members not having such rights being more than three times the members having such rights.
- 10.3 All subscriptions shall be payable in advance and shall be due on the first day of January of each year.
- 10.4 After the first day of March in any year, no member of any class shall be entitled to the use of the Course or the Club premises unless his subscription for the current year has been paid. Any subscription unpaid after the first day of March in any year shall be liable for a penalty charge as set by Council and this penalty charge must be paid, together with the annual subscription, before membership can be renewed.
- 10.5 The Council may delete from the list of members the name of any member whose subscription is unpaid before the thirty first day of March in any year, and thereupon such person shall cease to be a Member.
- 10.6 Any person whose name has been deleted from the list of members shall not be permitted to use any of the facilities of the Club.
- 10.7 Any member wishing to withdraw from the Club shall notify, in writing to the Honorary Secretary, his intention prior to the thirty first day of March in any year.
- 10.8 The Council shall have power from time to time to introduce, suspend or remove such entrance fee as it thinks fit.
- 10.9 The Council shall have the power to defer the membership of a Member who, because of illness or infirmity, may not be able to participate in golf in a particular year. Such a deferment would usually be for one year only.
- 10.10 In the event of a person joining the Club in or after August in any given year, the subscription for that particular year may be reduced pro—rata for that year. However, any such entrance fee in force would be required to be paid in full.

- 10.11 Except as otherwise provided in these Rules, no person shall be allowed to become an Honorary or Temporary member of the club or to be relieved of the payment of the subscription appropriate to that person's membership.
- 10.12 All members, and visitors, are required to be suitably and acceptably attired as directed by Council from time to time.
- 10.13 All members are required to display membership labels on their golf bags to indicate that they are fully paid up members for the current year.
- 10.14 The Club accepts no responsibility for any thefts, loss or damage to the property of any member, visitor or guest while in the club environs.

#### **D. GENERAL MEETING**

##### **11 General**

- 11.1 The Annual General Meeting of the Club, for receiving the Council's Annual Report, Finance Statement, Electing Office—bearers, revising Rules and other business, shall be held in each year at such times as the Council shall determine.
- 11.2 The Captain or, in his absence (firstly) the Vice-Captain or (secondly) the Past Captain or (thirdly) any such other Councillor or (lastly) a member as shall be selected by the Meeting, shall act as Chairman and shall have a casting vote.
- 11.3 The number of members to form a quorum shall be twenty (20).
- 11.4 Only Honorary, Ordinary, 25 to 30 members and senior members of the Club shall have voting rights.
- 11.5 Only members with voting rights shall be entitled to attend an Annual or Special General Meeting.
- 11.6 Only members with voting rights shall be elected to Council.



- 11.7 At least seven days' notice of any Annual or Special General Meeting shall be given to any member having voting rights, specifying the time and place of the meeting and the business to be transacted. Such notice will be served by the placing of notices in the clubhouse and by publishing the relevant details on the website or by email.
- 11.8 The date of the end of the financial year of the Club shall be 30 September but the subscriptions year should run from January to December.

## **12. Conduct and Content**

- 12.1 No proxy voting shall be allowed at the meeting.
- 12.2 Voting shall be by a show of hands but, should a majority of the members present wish any question under discussion to be put to a vote by ballot, that mode shall be adopted.
- 12.3 No rules of the Club shall be repealed or altered or any new rule made except at an Annual or Special General Meeting and no rule shall be made or altered as to infringe the provision of the Order.
- 12.4 No alteration or amendment shall be made to Rule 7.6 (the right of the Trustees to set aside enough money to pay the rent) except by a 90% majority of the members present.
- 12.5 All other matters shall be decided by simple majority of the members present, the Chairman in all cases having the casting vote.
- 12.6 No motion shall be considered at any Annual General Meeting unless notice thereof specifying the names of the proposer and seconder shall have been given to the Honorary Secretary three weeks prior to the Annual General Meeting.
- 12.7 The Honorary Secretary shall report annually at the Annual General Meeting on the business of the Club.

- 12.8 The Honorary Secretary shall table the minutes of the previous Annual General Meeting (plus the minutes of all General Meetings held in the meantime) and they should be passed as a correct record by the meeting on the proposal and seconding by two members present and voting.
- 12.9 Correct accounts and books shall be kept showing the financial affairs and receipts and disbursements of the Club. An audited financial statement shall be submitted at each Annual General Meeting by the Honorary Treasurer.
- 12.10 Estimates should be submitted by the Honorary Treasurer and Council should ensure that these are adequate for the Meeting to approve appropriate subscriptions for the ensuing year.
- 12.11 The Meeting shall elect, in the method laid down in these rules, the President, the Captain, the Vice Captain, The Honorary Secretary, The Honorary Treasurer and the councillors who are eligible for election.
- 12.12 The Honorary Secretary shall take minutes of any General Meeting. These minutes shall, at a minimum, record the proceedings and decisions taken at the meeting and the numbers voting for and against each motion.
- 12.13 The Minutes of the Meeting shall be written up not later than one month from the date of the meeting and shall be available for inspection by members entitled to vote on request.

### **13. Special General Meetings**

- 13.1 Special General Meetings of the Club may be called by Council.
- 13.2 On request to the Honorary Secretary signed by at least 30 Members with voting rights stating the nature of the business to be brought forward, a Special General Meeting shall be called.

- 13.3 The rules governing convening, attendance and business at a Special General Meeting shall be the same as for an Annual General Meeting and the quorum shall be 20.

## **E DISCIPLINARY CODE**

### **14 Introduction**

This Code sets out the disciplinary process and the potential penalties which might be applied for particular acts of indiscipline. Each case will be dealt with on its merits and will be decided on the basis of the facts known to the Disciplinary Committee. The Disciplinary Committee is unable to deal with complaints which have not been reported in writing.

#### **Discipline of Members**

1. The Disciplinary Committee may, from time to time, make and amend rules of behaviour and discipline for members ("The Disciplinary Code") as it thinks necessary for the management and well being of the Club and may impose reasonable penalties for breach of any of the Disciplinary Rules.
2. When a complaint or allegation has been reported in writing, the Chairman or his nominee or a sub-committee of the Disciplinary Committee shall carry out a preliminary investigation into any allegations of misconduct (except in the case of child protection issues).
3. On completion of the investigation, the Disciplinary Committee will decide on one of the following options:
  - (i) no further action;
  - (ii) informal procedure; or
  - (iii) formal procedure.

#### **Informal Procedure**

- 4(i) If a decision is that formal disciplinary action is not appropriate and that it is sufficient to talk the matter over with another member, the difference between informal discussion of this kind and a verbal warning issued as part of the formal procedure shall be made clear and the member should be left in no doubt as to what sort of action has been taken.
  - (ii) The aim of such discussion is to review the issues involved and to seek ways of improving the situation, without recourse to the formal procedure.
  - (iii) A record of the reported incident and outcome shall be held for a period of six months. After six months the record shall be anonymised.

## **Formal Procedure**

5. When informal action does not bring about an improvement, or where the misconduct is considered to be too serious to warrant informal action, the Disciplinary Committee shall invoke the formal procedure and a disciplinary hearing shall be held.
6. The Chairman of the Disciplinary Committee (Club Vice Captain) must inform the member in question of the time and place of the said disciplinary hearing and the nature of the complaints against him in sufficient time to afford him a proper opportunity of offering his explanation (within seven days).
7. If a majority of the Disciplinary Committee agree, the member(s) may be suspended from both the clubhouse and course pending the outcome of the hearing.
8. At the hearing, the member must be allowed to offer an explanation of his conduct in writing and/or verbally to the Disciplinary Committee. A member under investigation is entitled to be accompanied to the hearing by another full member of County Armagh Golf Club. No external representation is permitted.
9. Following the hearing, the Disciplinary Committee may apply one or more of the sanctions listed below. The Disciplinary Committee may expel, or suspend from both the clubhouse and course, the privileges of membership for such period as they may decide, any member who, in the opinion of the Disciplinary Committee has acted in contravention of the Disciplinary Rules or the Rules of the Club or in a manner detrimental to the interests of the Club.
10. The decision of the Disciplinary Committee must receive the approval of the majority of those present at the disciplinary hearing. Having considered the allegations, witness statements where available and any items offered in mitigation, the Disciplinary Committee will come to a conclusion on the matter and the Chairman will inform the member by telephone on the evening in question (if this is possible), with confirmation by letter within seven days of the decision. If a member is suspended and the suspension is appealed, the member stays suspended until the case is finally settled.
11. Any member considering himself aggrieved by the decision taken shall have the right to appeal to the full Council of the Club (minus the members of the Disciplinary Committee), whose decision shall be final. Any such appeal must be made in writing to the Honorary Secretary of the Council within seven days of the decision of the Disciplinary Committee being notified to the member and the appeal shall be heard as soon as is reasonably practicable.
12. On ceasing to be a member of the Club a person forfeits all rights to and claims upon the Club and its property and funds.
13. Any member who is suspended or expelled shall not be entitled to be a visitor or a guest in the Club and shall forfeit all his rights and privileges under

these rules, but if suspended shall remain liable to pay his subscription during his suspension. No reimbursement of subscription or other fees is available to a member who resigns or is expelled. If in office or on Council, he shall vacate his office forthwith.

(Note: Three members in attendance will render the Disciplinary Committee quorate.)

### **Types of misconduct**

#### **1. Serious misconduct**

- persistent minor misconduct;
- verbal abuse of staff or fellow members and members of Council.

#### **2. Gross misconduct**

- physical assault of fellow members, guests or staff;
- theft;
- wilful damage to Club furnishings, Club property or the fabric of the clubhouse;
- wilful damage to the course;
- wilful damage to the property of fellow members or property adjoining the course;
- wilful disregard of Health and Safety rules.

Sanctions which may be imposed by the Disciplinary Committee:

- a verbal warning for up to six months;
- a written warning for up to one year;
- a final written warning for up to two years;
- disqualification from any Club team for up to three years;
- suspension from both course and clubhouse for up to one year;
- requesting a member to resign his membership;
- non-renewal of a membership;
- expulsion of a member;
- any combination of the above.

Previous acts of misconduct will be taken into consideration where known to the Disciplinary Committee.

In exceptional circumstances, the Disciplinary Committee may impose an expulsion penalty without offering the member of the option of resigning.

## **F. VISITORS & TEMPORARY MEMBERS**

### **17. Visitors**

- 17.1 A guest of a member shall not be admitted to the club premises except in the company of a member and the member shall, immediately on the admission of his guest to the club premises, enter his name and address and the name and address of his guest in the book which shall be kept for that purpose and which shall show the date of each visit.
- 17.2 A member shall be responsible for his guest strictly observing the Rules and shall not leave the club premises before his guest and the guest of a member shall not be supplied with intoxicating liquor on the club premises unless upon the invitation of that member.
- 17.3 The same person, except where that person is a parent, husband, wife or child of a member, shall not be admitted as a visitor to the Club premises unless upon the invitation of that member.
- 17.4 Apart from the persons mentioned in Rule F17.3 (parent, husband, wife or child of a member) and F12.1 (Temporary members), no person shall be admitted as a visitor to the Club premises (excepting where the visitor is a partner, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, uncle, aunt or fiancée of a member) except that such person is normally resident more than 10 miles from the Club, unless for special reasons and on special occasions the Council in its absolute discretion decides to relax this rule.

## **18. Temporary Members**

- 18.1 A visiting golfer, on payment of a green fee in respect of any day may become a Temporary Member and may use on that day such facilities as the Council may determine and need not be signed in as visitors to the Clubhouse.
- 18.2 A temporary member is a person:
- (a) whose name has been entered in the Visitor's Book in the Club House and in respect of whom Green Fees as prescribed by Council from time to time have been paid;
  - (b) who is playing or assisting in or practising during permitted periods for a competition or match approved by Council;
  - (c) who is playing on the course with the Club Professional or having tuition from him without paying a Green Fee.

## **19. Societies**

- 19.1 The Club shall accommodate visiting recognised societies of golfers at Green Fees and times and conditions determined from time to time by Council.
- 19.2 Societies must consist of players who meet the same criteria set out in the rule relating to Temporary Members in that they must be members of recognised golf clubs.

## **20. Admission of Visiting Teams & Societies**

- 20.1 Where a team or other body of persons who are, as members of another club (whether registered or not), society or organisation, visiting a registered club for the purpose of taking part in or in the organisation of or arrangements for, any pastime, sport, game or recreation at the registered club, an official of the club being vested

may enter in the visitors' book the name of the club, society or organisation visiting that club and the number of such persons without specifying their names and addresses and intoxicating liquor may be supplied to such persons at the request and in the presence of an official of the registered club being visited on the occasion of that visit.

## **G. SALE OF INTOXICATING LIQUOR**

### **21. Sale**

21.1 Intoxicating liquor shall not be supplied to:

- (a) persons who are not members of the Club for consumption outside the premises of the Club;
- (b) to members of the Club for consumption outside the premises of the Club, except where the liquor is supplied in such quantities and during such hours, being within the permitted hours, and on such days as the Sub-Divisional Commander for Armagh of the Police Service of Northern Ireland may authorise in writing.

21.2 Intoxicating liquor shall not be supplied to any person under the age of eighteen (18) years.

21.3 Intoxicating liquor may be supplied on the premises of the Club between the hours as follows:

- (a) Monday — Saturday (other than Good Friday or Christmas Day) 11.30 a.m. - 11.00 pm
- (b) Good Friday 5.00 p.m. — 11.00 p.m.
- (c) Sunday or Christmas Day 12.30 p.m. - 10.00 p.m.

The Council shall have the power to amend this rule from time to time subject throughout to the provision of the Registration of Clubs (NI) Order 1996 or any amendment thereof.



21.4 A statement in plain type of the hours during which intoxicating liquor may be supplied on the premises of the Club shall be exhibited in a conspicuous part of the Club premises.

21.5 The Order allows the Club to apply for extended hours on 52 occasions per year.

## **22. Pecuniary Interest**

22.1 No official and no management or servant of the Club shall have any personal interest in the supply of intoxicating liquor in the club or in the profits arising from such supply.

22.2 No person shall be paid at the expense of the club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the club.

22.3 No person shall, directly or indirectly, derive any pecuniary benefit from, the supply of intoxicating liquor by or on behalf of the Club or member or guest, apart from any benefit accruing to the Club as a whole.

22.4 Intoxicating Liquor shall not be supplied for consumption outside the premises of the club.

22.5 If these rules in any way conflict with the provisions of the Registration of Clubs (NI) Order 1996, or any legislation amending the same or any legislation for the time being governing the conduct of Clubs in Northern Ireland, then and in every such case, the rules shall be read and interpreted in such manner as to comply with and not to be in conflict with such legislation. In so far as these rules or any of them conflict with or contravene any of the said legislation, such rule or rules shall be null and void.

## **H. MISCELLANEOUS**

### **23. Other**

23.1 No advertisement, notice, placard or paper shall be put up on the Club premises without the sanction of the Honorary Secretary who shall allow such notices to be erected only in line with Council policy on this matter.

23.2 No notice, placard or paper displayed on Club premises shall be defaced or interfered with in any way by any member or visitor, and a breach of this rule shall be subject to disciplinary action by Council.

23.3 No raffle, draw or any other type of fundraising shall be carried out on the Club premises without the sanction of the Honorary Secretary who shall allow such notices to be erected only in line with Council policy on this matter.

### **24. Dissolution**

24.1 Any motion to dissolve the Club must be the subject matter of a Special General Meeting.

24.2 A Special General Meeting to dissolve the Club can be called by 30 members entitled to vote or by Council and the quorum shall be 20.

24.3 To be carried, any motion to dissolve the club shall require the votes of three-quarters of the members present at the meeting and entitled to vote.