

# PORTADOWN GOLF CLUB CLUB CONSTITUTION RULES AND REGULATIONS

## **1. TITLE**

1.1 The name of the club shall be "PORTADOWN 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.

## **2. PREMISES**

2.1 The Club premises shall be situated at Carrickblacker in Portadown in the County of Armagh.

## **3. OBJECTIVES**

3.1 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 intercourse and recreation for the members.

## **4. MANAGEMENT**

4.1 The affairs of the Club shall be managed by a Council of Club members consisting of a President, Captain, Vice-Captain, Lady Captain, Honorary Treasurer and Honorary Secretary and Immediate Past Captain provided he/she is a member of the Club, up to five Trustees, and up to nine Councillors, one of which to be the Lady Vice Captain.

4.2 The Council shall meet at least once each month to attend to the affairs of the Club. Six to form a quorum.

## **5. PRESIDENT**

5.1 The President of the Club shall retire biennially and shall be eligible for re-election, unless removed from office by

resolution of a General Meeting of the Club, resign from office or cease to be a member of the Club.

## **6. TRUSTEES**

6.1 The property of the Club shall be vested in Trustees, not exceeding five in number, who shall deal with the said property as directed by resolution of the Council (of which an entry in the Minute Book signed by the Chairman shall be sufficient evidence). They shall be indemnified against expenses incurred by reason of their position as Trustees in so far as the assets of the Club may be deficient, by the members for the time being of the Club.

6.2 The Trustees, if so directed by the Council, shall be authorised and empowered to mortgage the property either by equitable deposit of the Title Deeds or by Legal mortgage.

6.3 The Trustees shall hold office until they resign, or cease to be a member of the Club, unless removed from office by resolution of a General Meeting of the Club.

6.4 Where by reason of the death, resignation or removal of a Trustee a new Trustee needs to be elected, or if Council deems it expedient to elect an additional Trustee or additional Trustees, the membership at the Annual General Meeting or at a Special General Meeting called for that purpose, shall by resolution nominate the person or persons to be elected the new Trustee or Trustees.

6.5 To give effect to a nomination:

(1) The Honorary Secretary is nominated as the person to appoint new Trustees of the Club within the meaning of the Trustee Act (NI) 1958 Section 35.

(2) The Honorary Secretary must by deed appoint the person or persons nominated by Council or the membership as the new Trustee or Trustees of the Club.

## **7. COUNCIL**

7.1 **Membership:** The Vice-Captain, Honorary Treasurer, Honorary Secretary, and three members of the Council shall

retire annually and shall be eligible for re-election. The Captain shall remain in office for a period of two years, the first year as Captain and second year as immediate Past Captain. The retiring members of the Council shall be those who have held office longest since last elected. In the event of a member of Council being nominated for office at an Annual General Meeting, and on subsequent election to that office, the vacancy on the Council shall not be offered for election but may be filled by co-option at the next meeting of the council after the Annual General Meeting. If, however, the member nominated for office is one of the longest serving members of Council that place will be offered for election at the next Annual General Meeting.

**7.2 Co-options:** Should a vacancy occur on the Council during the year the Council may, at its discretion, co-opt a member to fill the vacancy. The co-option of a member to Council shall be submitted to the next Annual General Meeting for approval. If the co-option is approved the co-opted member shall then be deemed to have held office since the date of the election of the member whose place has been taken, the total of the co-opted members must not exceed one-fourth of the Council.

**7.3 Chairmanship:** The Captain shall preside at all Club and Council meetings. If absent, the Vice Captain shall preside. If the Captain and Vice Captain are absent the members shall appoint one of their number to preside. The Chairperson shall have a casting vote at all meetings save as provided in Rule 7.4 (2).

**7.4 Mode of Election:** The election of Officers and ordinary members of Council shall take place in the following manner:

(1) Any member of the Club who has an entitlement to vote at General Meetings, as defined in Rule 9.5 may nominate a member or members not exceeding the number of vacancies in the Council. The name of each member so nominated shall be notified to the Honorary Secretary before the 1st day of March preceding the Annual General Meeting.

(2) A list of the nominations in alphabetical order shall be affixed to the Notice Board of the Club, seven days at least before the

Annual General Meeting. Where there are more candidates nominated than there are vacancies, the voting shall be by ballot. Balloting lists shall be prepared containing the names of the candidates and each member present at the Annual General Meeting shall be entitled to vote for any number of candidates not exceeding the number of vacancies. When there are not a sufficient number of candidates nominated in the manner provided above, the candidates duly nominated shall be deemed to be elected and the Council at the first meeting after the Annual General Meeting shall fill the remaining vacancies by co-option.

If by an equality of votes between two or more candidates a vacancy or vacancies remain undecided the meeting shall select by a second ballot from such candidates the candidate or candidates who are to be members of the Council and if there is an equal number of votes on such second ballot the vacancy or vacancies shall be decided by lot.

(3) Any member of the Council who fails to attend three successive meetings in any one year shall cease to be a member of the Council, unless an explanation in writing has been given and the Council shall deem such explanation satisfactory.

**7.5 Powers of Council:** The Council shall have full power to make such recommendations to a General Meeting of members of the Club, as it may consider necessary. The Council shall have full control of the finances of the Club, the engaging and dismissing of all servants of the Club and all such administrative powers as may be necessary for carrying out of the objects and works of the Club in accordance with these Rules. The Council shall have power to vary the ordinary members' subscription by an amount not exceeding TEN per cent of the annual subscription currently in force, with the exception of Non Playing Membership. The Council will have full power to decide the subscription rate for Non Playing members. Notice of such variation shall be displayed on the Club Notice Board not later than two months before the new subscription is due to come into force.

The Council may appoint committees from among its number and delegate to any such committee any of its powers except the election, suspension or expulsion of members. The Council shall have power to delegate to a committee such powers as may be found necessary from time to time for such committee to deal with in the interests of the Club. No Committee shall have power to incur expenses or to enter into any contract binding the Club without the sanction of Council.

**7.6 Entrance Fee:** The Council shall have power to impose an entrance fee to be payable by new members or such class of new members as the Council may think fit. The Council shall have the power to determine the amount of entrance fee payable by the class of members specified in Rule 9.1 to alter or vary the amount from time to time or to remove the entrance fee entirely.

**7.7 Bye-Laws:** The Council shall have power to make Bye-laws and Regulations for the proper management of the Club as the Council shall from time to time think fit. All rules, Bye-laws and Regulations made by the Council and the orders given by them shall be binding on every member until set aside. The Council shall post in the Club House any Regulations made by them.

**7.8 Use of Course:** The Council of the Club shall have power to allow Associate / Six Day Members, Five Day Members, Young Adult Members, Juvenile Members, Temporary Members and Senior Members the use of the course upon such terms and under such regulations as it may from time to time determine.

## **8. SPECIAL SECTIONS**

8.1 There shall be a Ladies Section and a Juvenile Section to cater for the competitive needs of their respective members. Each section may form a Committee and may transact such business as may be delegated by Council. The structure of such Committees shall be subject to the approval of Council, and they shall operate within the Rules, Regulations and Bye-laws of the Club.

## 9. SUBSCRIPTIONS

9.1 **Amount:** The current annual subscription for Ordinary Members shall be posted on the Notice board in the Clubhouse.

The following **REDUCTIONS** from the **ORDINARY** member rate will apply to **OTHER CATEGORIES** as follows:-

Ordinary Senior Member (80+)	100%
Ordinary Senior Member (65+)	£200
Associate / Six Day Member	30%
Five Day Member	45%
Juvenile Member (under 11 years) (Available to Playing Members children only)	95%
Juvenile Member (11 to 18 years)	85%
Juvenile Member (11 to 18 years) (Playing Members child)	90%
Young Adult (19 to 25 years)	65%
Young Adult (26 to 30 years)	40%
Family Membership (playing)	10% (max. £260)
*Country Membership	50%(max. £200)

\*The grades of membership marked with an asterisk above shall not be available to new members on or after 23rd May 2000.

Note 1. Members joining after 1st April 2004 will not qualify for any Senior subscription discount.

Note 2. Where age is a determining factor it shall be calculated from 1st January in the subscription year.

Note 3. Any Playing Member over the age of eighteen years joining after 1st April 2012 will be required to pay a social levy to be determined by Council.

Note 4. Any member who moves from Juvenile membership to Young Adult (19 to 25 years) and is still in full time education will receive a 50% discount on the Young Adult (19 to 25 years) rate.

Note 5. Children of parents in the Family Membership category

are entitled to free membership (insurances and Golf Ireland fees to apply if applicable).

Any new members admitted after the annual subscription date, Council is empowered to fix the level of their first year's subscription together with the entry fee if applicable.

**9.2 Payment:** All subscriptions shall be due and payable in advance on 1st April each year. No member whose subscription is in arrears at 1st May in each year can take part in any competition or vote at any meeting.

Any member whose subscription is unpaid at 1st June in each year shall automatically cease to be a member of the Club.

### **9.3 MEMBERSHIP DEFINITIONS**

(1) **ORDINARY MEMBER** shall be eighteen years of age or over, shall pay the FULL Subscription, and shall have voting rights in the affairs and management of the Club.

(2) **ORDINARY SENIOR MEMBER** shall enjoy the same benefits of membership as the Ordinary Member, shall be over the age of sixty five on 1st January in the subscription year, and who has been an Ordinary Member with unbroken membership for the preceding twenty years.

(3) **ASSOCIATE MEMBER / SIX DAY MEMBER** shall have access to the course Sunday till Friday.

(4) **FIVE DAY MEMBER** shall not have access to the course on Thursday and Saturday.

(5) **NON-PLAYING MEMBER** shall not be entitled to the use of any of the golf facilities except on the payment of the appropriate green fee and, subject to the provisions of Rule 10.7 but shall otherwise have full use of the social and other recreational facilities of the Club.

The number of Non Playing Members shall not exceed one third of the full fee paying membership. All Playing Members must pay the appropriate Golf Ireland levy and Members Insurance

fee in addition to the annual subscription. Value Added Tax to be added to subscriptions where applicable.

COUNCIL shall have power to regulate the number of members in each category of membership.

**9.4 Life Membership:** No person shall be elected as a Life Member after 14th March 1974. Each Life Membership shall be free of Golfing Union levy and locker rent, if applicable. Husband and wife taking Life Membership shall include all children up to the age of twenty-one.

**9.5 Voting Rights:** The word “member” where it refers to the right to vote at a General Meeting of the Club or serve on the Club Council shall be interpreted to mean Ordinary Member, Ordinary Senior Member, and Life Member who purchased Life Membership under Rule 9.4, Honorary Officers and Honorary Life Members elected in accordance with Rule 10.2. Associate Members, Six Day Members, Five Day Members, Young Adult Members, Juvenile Members and Non-Playing Members shall not be entitled to exercise a vote at General Meetings of the Club.

**9.6 Financial Year:** The financial year of the Club shall end on 31st December.

**9.7 Resignations:** Any member, desiring to withdraw from the Club must notify the Honorary Secretary, in writing, prior to the 31st March in any year, in default of which the subscription for the following year will be payable.



## 10. MEMBERSHIP

### 10.1 Election of New Members:

(1) Membership shall be open to both males and females. The name and address of each person proposed for membership of the Club, together with the name of the proposer and the seconder, one of whom must be a member of the Council, shall be displayed in a conspicuous place on the Club premises for at least three weeks before election.

(2) If persons other than temporary members are elected by a procedure, which does not comply with the provisions of the foregoing paragraph, they shall not be admitted to any of the privileges of membership until the expiration of at least two days from their election to membership.

(3) The election of all members (except Honorary Members) is vested solely in the Council and shall be by ballot requiring at least two thirds of the Council present or a minimum of six votes in favour of the election of the proposed new member. Only those who have rendered exceptional service to the Club or the Game of Golf or whose distinguished or influential position of public service would render their membership of special advantage to the Club shall be elected Honorary Members. They may be elected for Life or for any other defined period but unless it is otherwise stated in the Minute made on the occasion, their membership shall terminate at the close of the current year.

The Secretary and Treasurer of the Club shall also be eligible for election as Honorary Members and Officers and such membership shall terminate when they shall cease to hold office. The election of Honorary Members shall only be on a two-thirds majority of those present and voting at a General Meeting of the Club, notice of the proposal having been given in the circular convening the meeting.

(4) The Honorary Secretary shall furnish every new member with a copy of the Rules of the Club and a request for payment of the appropriate subscription which shall be payable forthwith in advance. No member newly elected shall use the course or

participate in any of the advantages and privileges of the Club until their subscription has been paid.

(5) Persons shall not be admitted in such numbers to membership not carrying rights of voting in relation to the affairs of the Club as will result in the number of members not having such rights being more than three times the numbers of members having such rights.

#### **10.2 Honorary Membership:**

(1) Honorary Members shall not pay any entrance fee or subscription.

(2) Honorary Members shall be persons appointed at an AGM for a period of 12 months. Such members shall be entitled to all the benefits and privileges of membership, except that they shall not be qualified to be Officers or Members of Council, or to vote as members, or to claim any share of the property of the Club on its dissolution.

(3) Honorary Officers shall be persons holding office within the Club who are elected at an AGM. Such members shall be entitled to have full voting rights in the affairs and management of the Club.

(4) The granting of Honorary Life membership shall be entirely at the discretion of the Club and requires a two-thirds majority of those present and voting at an Annual General Meeting. Honorary Life Members shall be persons entitled to all the privileges of membership and shall have all voting rights and affairs and management of the Club, unless he or she ceases to be a member.

#### **10.3 Expulsion:**

If any member shall act contrary to the rules and regulations of the Club and after remonstrance by the Office-bearers shall so continue to act, or if any member shall conduct themselves so as in the opinion of the Council to injure or discredit the character of the Club it shall be within the power of the Council to suspend them forthwith from membership of the Club and

to call on him or her to resign and if within seven days of such notification being dispatched they fail to comply therewith they shall be expelled.

#### **10.4 Forfeiture of Rights:**

Any person expelled in accordance with the Rules of the Club or otherwise ceasing to be a member of the Club, shall forfeit all rights to, or claim upon the Club or its property, as they would have by reason of membership.

#### **10.5 Responsibility for expenses:**

Members are required to pay all expenses they incur on their own behalf, or for visitors in the Club House before they leave.

#### **10.6 List of Members:**

An alphabetical list of names and addresses of every official and member of the Club shall be kept on the premises of the Club. The names of the office bearers and other members of Council and standing sub-committees for the year shall be posted in the Club House.

#### **10.7 Temporary Membership:**

(1) A person on payment of a green fee in respect of any day may use, on that day, such facilities as Council may from time to time determine and Rule 14.1 (2) shall not apply to that person in respect of that day.

(2) If a temporary member resides within a radius of four miles of the Club they must not take advantage of this concession more than three times in any one year. A temporary member may not introduce a visitor to the Club.

### **11. GENERAL MEETINGS**

#### **11.1 Annual General Meeting:**

The Annual General Meeting of the Club for receiving the Council's Annual Report, the Treasurer's Financial Statement, electing members of Council, revising rules and other business shall be held in the month of March each year. Any notice of motion to amend the Club Rules (except a motion proposed by

Council) shall be given to the Honorary Secretary or General/ Secretary Manager no later than twenty-eight days before the meeting.

### **11.2 Special General Meeting:**

Special General Meetings of the Club can be called at the request of Council or must be called on a requisition to the Honorary Secretary signed by at least 25 members and stating the business to be brought forward.

The Honorary Secretary MUST convene Special General Meetings, so requisitioned, within ONE calendar month from the date of receipt of the requisition, unless otherwise agreed with a majority of the signatories to the requisition.

At least seven days notice of every such meeting shall be given to each member by Email or circular specifying the time and place of the meeting and the business to be transacted. A quorum shall be 15 members.

### **11.3 Voting:**

No proxies shall be allowed and if ten members present wish any question to be put to the vote by ballot that method shall be adopted.

### **11.4 Speaking Rights at General Meetings:**

Adult playing members over the age of eighteen, shall have speaking rights at General Meetings of the Club.

## **12. COMPLAINTS**

12.1 All complaints to be made in writing to the Honorary Secretary who if unable to remove the cause shall submit them to the Council whose decision shall be final.

## **13. LITIGATION AND DEBT RECOVERY**

13.1 The Honorary Secretary for the time being shall be authorised to sue on behalf of the Club when directed by the Council to do so, and the minutes of the meeting at which direction is given shall, when confirmed, be evidence of such authority.

#### **14. REGISTRATION OF CLUBS ACT**

14.1 The Honorary Treasurer shall keep correct accounts and books showing the financial affairs of the Club and shall produce same if required, at any meeting of the Council and shall prepare and submit a full statement at the Annual General Meeting of the Club.

(1) The same person except where that person is a parent, husband, wife or child of a member shall not be admitted as a guest of a member to the Club premises on more than twenty days in any period of twelve months.

(2) A guest of a member shall not be admitted to the Club premises except in the company of the member and the member shall, immediately on the admission to the Club premises, enter their names in a book which shall be kept for that purpose and which shall show the date of each visit.

(3) Members shall be responsible for their guests strictly observing the rules and shall not leave the Club premises before their guests. A guest shall not be supplied with intoxicating liquor in the Club premises unless upon the invitation and in the company of the member.

(4) Intoxicating liquor shall not be sold or supplied on the Club premises except during the hours authorised under the Registration of Clubs legislation for Northern Ireland.

(5) Intoxicating liquor shall not be supplied for consumption outside the premises of the Club.

(6) Intoxicating liquor shall not be sold or supplied to any person under the age of 18 years or supplied to any person for consumption by a person under the age of 18 on any part of the Club premises.

(7) No official, manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquor in the Club or in the profits arising from such supply.

(8) No person shall, directly or indirectly, derive and pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club or members or guests apart from any benefit accruing to the Club as a whole.

(9) 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.

14.2 There shall be placed in a conspicuous part of the Club premises a statement printed in plain type of the hours during which intoxicating liquors may be supplied on the premises.

14.3 The Council may alter, delete from or add to the rules of the Club for the purpose of complying with the provisions of the Registration of Clubs (NI) Order 1996 or any Act which may be passed amending same and save for the purpose aforesaid no Rule of the Club shall be repealed or altered or any new Rule made except at a Special or Annual General Meeting of the Club and then only if notice of motion appears on the notice summoning the meeting and if two thirds of the members voting are in favour of repeal or alteration of any rule, or in the adoption of any new Rule. As payment of their subscription entitles each member to enjoy every privilege of the Club so it is to be considered as distinctly implying their acquiescence to its Rules.

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

## **15. RULES OF GOLF**

15.1 The Rules of Golf as they may be from time to time fixed by the Royal and Ancient Golf Club of St. Andrews shall, so far as is applicable, be the Rules of Golf for the Club.

## Portadown Golf Club

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## Portadown Golf Club

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LADIES' SECTION  
RULES AND REGULATIONS  
(Updated 1st March, 2016)

1. The Branch shall be known as the Ladies' Section of Portadown Golf Club.
2. The objects are to promote the golfing and social interest of the Section.
3. The President shall be elected for two years, commencing 2012.
4. The affairs of the Branch are to be managed by a committee composed of the President, Captain, Immediate Past Captain, three other Office-bearers and eight elected members. The Captain shall have a casting vote.
5. Elected members shall serve a term of three years and they shall not be eligible for re-election until the expiration of one year from the date of their retirement. These members shall be elected in the following manner, three elected members in year 1, three elected members in year 2, two elected members in year 3. This cycle shall be repeated ad infinitum. The officers, with the exception of the President, shall be elected at the Annual General Meeting each year and the number of elected members restored to eight.
6. A list of the nominations for the vacancies on the committee with their corresponding proposers and seconders shall be displayed on the Ladies' Section notice board for at least 14 days before the Annual General Meeting.
7. Vacancies on the elected committee occurring during the three year term of office shall be filled by co-option and verified at the following Annual General Meeting.
8. The Annual General Meeting for receiving the Secretary's Report, the Financial Statement duly audited, electing office-

bearers and members of committee, revising Rules and any other business shall be held each year on such a date as the committee may appoint, not later than the month of April.

9. At least 14 days notice with the agenda shall be given before calling the Annual General Meeting.

10. The Rules of the Branch shall only be altered by the Annual General Meeting.

11. Proposals for alterations to the Rules shall be lodged in writing with the Honorary Secretary at least 21 days before the Annual General Meeting and shall have a proposer and seconder to such amendments or alterations.

12. At the Annual General Meeting 25 Ladies shall be required to form a quorum and in committee eight members shall form a quorum.

13. A Special General Meeting of the Branch shall be convened when twenty Ladies request that this should be done, or at the discretion of the committee. The request shall be made in writing and signed by each member in favour of such a meeting.

14. Prior to meetings an agenda shall be circulated to all members of the committee giving notice of the items to be discussed. In case of the Annual General Meeting, the agenda is to be circulated to all members of the Section.

15. The existing rules formulated in committee concerning the running of golf competitions shall continue in force until such time as they may be amended or rescinded by the committee.

## AMENDMENTS

## AMENDMENTS