

# Crossgar Golf Club



## Constitution

Adopted by Special Resolution passed at AGM on 29 February 2024



## Amendment Record

<b>Version No</b>	<b>Incorporated by (Name)</b>	<b>Reason</b>	<b>Date</b>
1	Tony Moore (Sec)	Rewrite	Feb 24
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## **Section 1**

### **Constitution**

#### **1 Name, Ownership and Lease**

- 1.1 The name of the Club shall be Crossgar Golf Club, herein referred to as the Club.
- 1.2 The Club has been in existence since 1993, and its club colours are; blue jumper with official Club crest, white or blue polo-shirt with official Club crest.
- 1.3 The official address of the Club is Derryboye Road, Crossgar, County Down, Downpatrick, BT30 9DL.
- 1.4 The land on which the Golf Course and Clubhouse has been constructed is primarily owned by Mr John Cuffey, whose address is 231 Derryboye Road, Crossgar, County Down, Downpatrick, BT30 9DL, herein referred to as the Owner, which expression shall include his successors and assigns.
- 1.5 The Club use the facilities under a fixed term lease from the Owner. In the event of the lease not being renewed, the Club's Committee, hereinafter referred to as the Committee, is responsible for notifying staff, members and volunteers forthwith.
- 1.6 The Club accepts that the lease granted by the Owner to use the facilities will not entitle the Club to any legal interest in the property.
- 1.7 The lease shall stand in the name of the Owner and the Club.

#### **2 Objectives**

- 2.1 The main objectives for which the Club is established are:
- a. To affiliate to Golf Ireland;
  - b. To promote the amateur game of golf to members;
  - c. To provide for the members, a golf course for recreation and social use;
  - d. To strive to involve members in the activities of the Club;
  - e. To promote and encourage the game of golf in the community;
  - f. To manage and control a well governed Club on behalf of members and in accordance with this Constitution;
  - g. To agree and adopt rules, policies and procedures on behalf of the Club;
  - h. To encourage an inclusive and democratic culture within the Club;
  - i. To abide by the Constitution of Golf Ireland and any rules, bye-laws, policies, or directions Golf Ireland apply to its member Clubs;

- j. To comply with the Rules of Golf as set out by the Royal and Ancient (R&A) Golf Club of St Andrews;
- k. To comply with all statutory, legal, financial or other rules or regulations which apply to Golf Clubs;
- l. To set and maintain the standards required of Club members, visitors and personnel at all levels;
- m. To appeal for, collect and receive money on behalf of the Club;
- n. To promote the Club; and
- o. To do all such things as shall be conducive to the attainment of these objectives.

### **3 Affiliation to Golf Ireland**

3.1 The Club is an affiliated member of Golf Ireland, the National Governing Body for Golf in Ireland.

3.2 As part of this affiliation the Club confirms:

- a. It shall be bound by the constitution, policies, rules, bye-laws, codes, rules and regulations which apply to all members of Golf Ireland and shall comply with the ongoing conditions of affiliation as directed by Golf Ireland from time to time;
- b. It is entitled to be represented at Golf Ireland general meetings as prescribed by Golf Ireland;
- c. Is formed correctly and holds an AGM before a specified date each year at which only members of the Club are entitled to vote;
- d. The Club's Committee are elected as required at an AGM from among the voting members to administer the affairs of the Club in accordance with Golf Ireland's Constitution, Regulations and the Terms of Competitions of Golf Ireland;
- e. Undertakes to pay the Affiliation Fee to Golf Ireland as prescribed from time to time;
- f. Maintains an accurate register of all members on the Golf Ireland registration platform;
- g. Has access and maintains access to a course of a standard which warrants the allocation of an official course rating;
- h. It has access to and maintains access to a clubhouse or premises which shall be the official address of the Club;
- i. It has a children's safeguarding statement and a designated liaison person/club children officer appointed;

- j. Will make available to Golf Ireland the facilities of the course and clubhouse of the Club as may be agreed for informative presentations; and
- k. Abides by the Rules of Golf, the Rules of Amateur Status as approved by the R&A, the Rules of Handicapping, as approved by the R&A, the Constitution, the Regulations and the Terms of Competition of Golf Ireland.

## 4 Governance

4.1 The Club undertakes to adhere to all its legal responsibilities as laid out in UK Statutory Laws and follow all guidance recommended by Golf Ireland. These responsibilities encompass staff, members and visitors.

4.2 The Club has adopted the principle of gender equality across all Club activities and in how the Club operates. The Club shall promote gender equality as advocated by Golf Ireland in its Club Officers, Committee and Sub-Committees.

4.3 The Club is committed to anti-discrimination and 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.

4.4 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.

## 5 Club Rules, Bye-Laws and Policy Statements

5.1 The Committee shall have full authority to make, alter and publish Rules, Bye-Laws and Policy Statements on matters falling within its responsibility for the purpose of the management of the Club, provided that all such Rules, Bye-Laws and Policy Statements do not seek to materially change or conflict with the Club's Constitution. The Club's Rules and Bye-Laws are set out in Section 2. The Club's Policy Statements are set out in Section 3.

5.2 Every member of the Club shall be deemed to be familiar with and shall be bound by the Constitution, Club Rules, Bye-Laws and Policy Statements.

## 6 Core Values

6.1 Staff, members, visitors and volunteers are required to conduct themselves in accordance with the Club's core values:

- a. Being **excellent**; continuously improving and setting high standards;
- b. Being **honest**; conducting ourselves with honesty, integrity and fairness to all;
- c. Being **inclusive**; welcoming and encouraging inclusion and participation;
- d. Being **responsible**; being committed and passionate about golf; and
- e. Being **supportive**; working together to make golf better for everyone.

## **7 Membership and Subscriptions**

7.1 The Club has the following categories of membership:

- a. Adult full subscription paying members, who will be aged 18 or over. These members shall be eligible to vote at an AGM or at an Extraordinary General Meetings (EGM), and they can be elected as office bearers to the Committee;
- b. Adult five-day members, who will be aged 18 or over. These members will be entitled to use the Club's facilities whenever they are open from Monday to Friday, including mid-week Bank Holidays. These members shall be eligible to vote at an AGM and at an EGM, and they can be elected as office bearers to the Committee;
- c. Life members, who have been recommended to a general meeting of the members for life membership in recognition of valuable service to the Club over a period of at least ten years. Life members will not be required to pay an annual subscription and will enjoy the rights and privileges of full membership;
- d. Honorary members, who have been elected in accordance with the Club's Constitution, shall not be required to pay a subscription, shall have full use of the Club's facilities, and those who were Members at the time of their election will retain all rights to which they were then entitled; and
- e. Junior members, who will not be less than 8 or over the age of 18 on 1 April, when paying their annual subscription. These members shall not be eligible to vote at meetings of the Club and cannot be elected as office bearers to the Committee.

7.2 Every member of the Club shall be deemed to be familiar with, and shall be bound by the Club's Constitution, Club Rules, Bye-Laws and Policy Statements.

7.3 All categories of membership, except for life and honorary members, shall be obliged to pay an annual subscription.

7.4 The annual subscription for all membership categories shall only be altered at an AGM, or in exceptional circumstances at an EGM. The Committee shall review and determine the subscription for all membership categories annually.

7.5 The Club's subscription year shall run from 1 April to 31 March.

7.6 Membership fees shall be determined by the Committee annually and advised to the membership.

7.7 Subscriptions are payable on the 1 April annually, and may be paid in full by 1 April, or by three instalments on 1 April, 1 May and 1 June at the discretion of the Committee.

7.8 A new member joining after 1 April, shall pay a pro-rated amount of the annual subscription from the commencement of the date that they join as agreed by the Committee.

7.9 No person shall be considered a member of the Club until their membership fee has been paid in full or they are up to date with the relevant monthly payments as the Committee has determined.

7.10 Any member who has not paid their subscription in full by 1 April, or who has not paid the first instalment of their subscription by 1 April, shall cease to be a Member of the Club and will not be entitled to use any of the Club's facilities.

7.11 A member may resign their membership at any time during the year by writing to the Honorary Secretary. A refund of subscription will only be considered in exceptional circumstances. Any refund will be on a pro-rata basis at the discretion of the Committee.

## **8 Rights and Obligations of Members**

8.1 Members of the Club have the following rights and obligations:

- a. To participate in Club activities and competitions;
- b. To pay membership fees;
- c. To attend, participate and vote at an AGM or EGM and any other such meetings that members are invited to;
- d. To be bound and comply fully with the constitution, rules, bye-laws and policies of the Club;
- e. To be bound by and comply fully with the decisions of the Club which are final unless such decisions are matters which are subject to any right to appeal;
- f. To be bound by and comply fully with the statutes, constitution, bye-laws, rules, regulations and codes of Golf Ireland and the R&A;
- g. To 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;
- h. The rights and privileges of a member shall not be transferable and shall cease on termination by death or under any of the termination circumstances set out in this constitution; and
- i. Members may invite visitors or guests to the Club in accordance with the terms of the Clubs Visitors/Guest policy. Visitors and guests shall also be subject to all the rules and polices of the Club.

## **9 Termination from or Cessation of Membership**

9.1 A member may at any time withdraw from membership by giving notice, but shall remain liable for their membership fee for the then current year. Only in exceptional circumstances, shall the Committee consider any refund of subscription.

9.2 Every such notice, unless otherwise expressed, shall be deemed to take effect immediately following the receipt thereof and the member shall thereupon cease to be a member.



9.3 Membership of the Club shall **automatically cease** if:

- a. A member fails to pay any membership fees for which they are liable;
- b. A member becomes automatically disqualified from membership for any reason as set out in any Club policy or this Constitution;
- c. The cessation of membership is one on which the Committee has authority to make a determination in accordance with a Club policy or this Constitution;
- d. The outcome of a disciplinary hearing has determined that membership should cease;
- e. A member is the subject of an investigation or has been suspended (temporarily or otherwise) as a result of an investigation or complaint by any person including the Club; and
- f. A member is convicted of a criminal offence other than an offence under the Road Traffic Acts.

9.4 The procedures to suspend/remove a member from the Club, shall be conducted in accordance with the Clubs disciplinary policy unless the removal is one of the automatic cessation criteria set out above.

9.5 A member may also be suspended from membership for a period of time and thereafter reinstated once the matter has been resolved to the Club's satisfaction.

9.6 Such suspension may arise either as stipulated in the decision of a disciplinary committee or as agreed by the Committee if the Committee is the body with authority to determine the matter in accordance with the Club policies.

9.7 A member shall not compete in or take part in any activity or competition under the auspices of the Club while suspended and/or removed from membership.

## **10 Visitors**

10.1 Any Member may invite a guest to use the Club's facilities. Members are responsible for the behaviour of their invited guest(s) and are also responsible for ensuring that the appropriate Green Fees are paid.

10.2 Visitors are not entitled to play in Club competitions.

10.3 The Green Fee charge for visitors shall be fixed from time to time by the Committee, who are also empowered to make regulations for non-playing visitors.

10.4 The payment of the Green Fee shall entitle the visitor to temporary membership of the Club for the day and as such shall abide by all Club Rules.

## **11 Club Structure and Organisation**

11.1 For the purposes of Section 12 of this Constitution, a year shall be deemed as the period from one AGM to the next.

11.2 Within Section 12, it must be noted that the Club is an Equal Opportunities and non-discriminatory club; as such, any references to positions which could be regarded as gender specific are illustrative and does not imply any discrimination; for example, the position of Captain is not gender specific.

11.3 The Officers of the Club shall be; President, Captain, Vice-Captain, Lady Captain, Lady-Vice Captain, Honorary Secretary, Honorary Treasurer and Honorary Match & Handicap Secretary.

11.4 All Officers are entitled to attend any scheduled Committee meeting.

11.5 The Officers of the Club are elected as follows:

a. **President.** The Committee shall nominate a candidate to be President, who shall be elected for one year by a simple majority of members present and eligible to vote at the AGM. The President shall retire automatically at the end of this period but shall be eligible for re-election;

b. **Captain.** The Committee shall nominate a Captain and Vice-Captain, who shall be elected by a simple majority of members present and eligible to vote at the AGM. The Captain shall retire after one year's service and shall be succeeded by the Vice-Captain. Should the members at the AGM vote that the outgoing Captain should serve for a longer period, the tenure of office of the Vice-Captain shall be extended for a similar period providing they both consent;

c. **Lady Captain.** The Lady Captain and Lady Vice-Captain shall be elected by the Ladies Section and endorsed at the Club's AGM. Should the members at the AGM vote that the outgoing Lady Captain should serve for a longer period, the tenure of office of the Lady Vice-Captain shall be extended for a similar period providing they both consent;

d. **Honorary Secretary.** The Committee shall nominate a candidate to be Honorary Secretary, who shall be elected for one year by a simple majority of members present and eligible to vote at the AGM. The Honorary Secretary shall retire automatically at the end of this period but shall be eligible for re-election;

e. **Honorary Treasurer.** The Committee shall nominate a candidate to be Honorary Treasurer, who shall be elected for one year by a simple majority of members present and eligible to vote at the AGM. The Honorary Treasurer shall retire automatically at the end of this period but shall be eligible for re-election; and

f. **Honorary Match & Handicap Secretary.** The Committee shall nominate a candidate to be Honorary Match & Handicap Secretary, who shall be elected for one year by a simple majority of members present and eligible to vote at the AGM. The Honorary Match & Handicap Secretary shall retire automatically at the end of this period but shall be eligible for re-election.

## **12 Committee(s)**

### **Election**

12.1 The Captain and Vice-Captain shall be elected annually at the AGM. The other members of the Committee shall also be elected at the AGM and shall serve for a term of one year and shall be eligible for re-election.

12.2 The Lady Captain and Lady Vice-Captain shall be elected by the Ladies Section and endorsed at the Club's AGM.

12.3 Any member standing for election to the Committee shall be proposed and seconded in writing by two full playing members over the age of eighteen. All such nominations must be lodged with the Honorary Secretary at least one month prior to the date of the AGM, and displayed on the Club noticeboard for at least 14 days prior to that particular AGM.

12.4 In the event of a contested election, voting shall take place by secret ballot. If two or more candidates obtain an equal number of votes for the last place or places, a further ballot shall be held for those candidates.

### **Powers and Duties**

12.5 The Committee shall manage the business of the Club, update the members on its activities and carry out its duties and exercise its powers to achieve the objectives and strategy in accordance with this Constitution, Rules, Bye-Laws and all such policies, and in compliance with all Golf Ireland requirements.

12.6 The Committee shall comprise the President, Captain (Chairperson), Vice-Captain, Lady Captain, Lady Vice-Captain, Honorary Secretary, Honorary Treasurer, Honorary Match and Handicap Secretary and between five and six elected members, all of whom shall be full voting members of the Club.

12.7 The Committee may adopt, approve and/or amend any policies, regulations, codes of conduct, protocols, membership criteria and procedures as required from time to time for the proper control and management of the Club, its employees, members, volunteers and visitors.

12.8 The Committee shall have power to co-opt a member to be a member of the Committee to fill any vacancy occurring during the year. Any member so co-opted shall cease to be a member of the Committee at the next AGM and must then submit to the usual election/appointment process to return to membership of the Committee if they wish.

12.9 The Committee may delegate any of its powers to the Club's Sub-Committees and shall approve the composition and terms of reference of all Sub-Committees including the Chair for each Sub-Committee in accordance with this Constitution.

12.10 The Club shall keep proper records of all its business, membership and financial affairs including minutes of all meetings in hard copy and/or digitised format, and in accordance with the Clubs data protection policy.

## **Sub-Committee(s)**

12.11 **Handicap Sub-Committee.** The Honorary Match & Handicap Secretary (Chairperson) shall nominate a minimum of 3 Members, including 2 Members from the Ladies Section, to serve on the Handicap Sub-Committee during their term of office. The Handicap Sub-Committee shall oversee the golfing activities within the Club.

12.12 **Ladies Sub-Committee.** The Lady Captain (Chairperson) shall nominate a minimum of 3 Members from the Ladies Section to serve on the Ladies Sub-Committee during their term of office. The Ladies Sub-Committee shall oversee the golfing activities of the Ladies within the Club.

12.13 Each Sub-Committee shall retire annually on the date of the AGM of the Club or when the function for which it was appointed is completed.

## **Vacation of Office of a member of the Committee**

12.14 Membership of the Committee shall be vacated if:

- a. The member resigns in writing to the Honorary Secretary;
- b. The member has reached the end of their natural term of elected office;
- c. The member can no longer be reasonably regarded as possessing adequate decision-making capacity by reason of their health;
- d. The member is convicted of an indictable offence unless the Committee otherwise determine and the determination of the Committee is ratified at the next held AGM of the Club;
- e. The member is removed by a decision of a disciplinary committee or other Committee appointed in accordance with the relevant policy which applies and such decision is either, not appealed, or is upheld on appeal;
- f. The member fails to comply with any provision of their Code of Conduct as a Committee member including failure to attend the requisite number of Committee meetings; and
- g. The member is adjudicated insolvent or bankrupt or makes any arrangement or compromise with their creditors or being a bankrupt has not obtained a certificate of discharge in the relevant jurisdiction.

## **Committee Meetings**

12.15 The Committee shall meet as and when required but at least a minimum of six times per year

12.16 The Captain, or President in his absence, shall Chair the Committee meetings.

12.17 Two thirds of the members are required to constitute a quorum.

12.18 Questions arising at Committee meetings, except where otherwise provided for in this Constitution, shall be determined by a majority of votes of the Committee members present, and in case of an equality of votes the Chair of the meeting shall have a casting vote.

12.19 Minutes shall be kept of all Committee and Sub-Committee meetings including the names of the members attending, the business discussed and any decisions made.

12.20 The Club shall ensure all its records, (including financial records) and minutes are safely stored and controlled in accordance with the Clubs data protection policy and in compliance with legal and financial requirements. Such records shall be handed over and made available to incoming Committee.

### **Honorary Secretary**

12.21 The Honorary Secretary shall be responsible for the everyday affairs of the Club, except such duties which are specifically assigned to another Officer of the Club.

12.22 All written complaints concerning matters under the jurisdiction and control of the Committee shall be referred primarily to the Honorary Secretary, who, if unable to resolve same, shall place the complaint on the agenda for the next meeting of the Committee for them to investigate and resolve.

12.23 All suggestions and requests from the Club's membership must go through the Honorary Secretary.

### **Honorary Treasurer**

12.24 The Treasurer shall keep full and detailed accounts, books and records showing the financial affairs, receipts and disbursements of the Club.

12.25 The banking account shall be kept in the name of the Club and in such bank as the Committee may, from time to time determine. All cheques shall be signed as authorised by resolution of the Committee.

12.26 The Committee shall be responsible for the payment of annual levy subscriptions to Golf Ireland as required by their Constitution and Bye-Laws.

12.27 The Committee shall be entitled to charge and retain all entry fees in Club and Open competitions under its control and management and for which it has arranged for the provision of prizes.

12.28 The Honorary Treasurer shall issue an audited statement of the affairs of the Club for the financial year ending January for consideration by the Committee, and for presentation and approval by members attending the AGM, which normally shall be held no later than March following.

### 13 General Meetings

13.1 General meetings shall be held on such date and at such time and place as may be determined by the Committee. All general meetings shall be either an AGM or EGM.

13.2 An AGM shall be held once in every year, normally February, at such time and place as may be determined by the Committee.

13.3 A notice calling a general meeting shall be sent by email to every member entitled to attend the meeting via their email address at least 14 days before the meeting. The notice will also be posted on the Club website and Club noticeboard.

13.4 The accidental omission or the non-receipt of such notice by any person who is eligible to attend **shall not** invalidate its proceedings. No other person shall be entitled to receive notice of general meetings.

13.5 Every notice calling a general meeting shall specify the place and the day and hour of the meeting. The notice shall also include the agenda and business to be transacted at the meeting and, if any resolution is to be proposed as a special resolution, the notice shall contain the text or substance of that proposed special resolution.

13.6 The business of the AGM shall include, but is not limited to:

- a. Consideration of the Club's financial statements and the annual report of the Committee;
- b. A review of the Club's affairs including any Committee updates or reports;
- c. The election and re-election of members of the Committee when applicable;
- d. Any matter which requires the approval of the membership at an AGM; and
- e. Any other business properly brought before the meeting in accordance with the process set out by the Club.

13.7 Any proposed alteration or addition to motions must be sent, in writing, to the Honorary Secretary along with the names of the proposer and seconder, not less than 14 clear days before the AGM. Such proposals shall be posted on the Club's noticeboard and, if time allows, be printed on the agenda.

13.8 Proposals or amendments to motions that have not been sent in writing to the Honorary Secretary **will not be** accepted or considered at the AGM.

13.9 Minutes of all general meetings shall be kept and filed for the purpose of recording:

- a. Attendance at general meetings;
- b. results of all elections/appointments; and
- c. all approvals and proceedings at all general meetings

### **Quorum for general meeting**

13.10 No business shall be transacted at any general meeting unless a quorum is present when the meeting proceeds to business. The quorum shall be 10% of members entitled to attend and vote at a general meeting.

13.11 If within half an hour from the time appointed for the general meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and such other time and place as the Committee may determine.

### **Chair of general meeting**

13.12 The President shall preside as Chair at any AGM, but if the President is not present then the Captain may preside as Chair of the meeting. If neither the President or Captain are present then the members of the Committee present shall choose one of their number to preside as Chair at the meeting. In the event of a tie, the Chair of the meeting shall be chosen by lot.

### **Adjourning a general meeting**

13.13 The Chair may with the consent of the members in attendance at any AGM at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. It shall not be necessary to give any notice of any adjournment or of the business to be transacted at an adjourned meeting.

### **Voting at a general meeting**

13.14 Only those members who are approved as having fulfilled the membership criteria as set out in paragraph eight are entitled to vote at general meetings.

13.15 Matters for approval which arise at any general meeting, shall be determined by a majority of votes of the members present.

13.16 All voting at a general meeting shall be decided on a show of hands unless a poll is demanded by the Chair or not less than three Members present and entitled to vote.

13.17 A member who is unable to attend a general meeting **may not** delegate their voting power to another member.

### **Elections – nominations and election process**

13.18 Members shall be informed when positions become vacant for election on the Committee. Nominations for election shall be forwarded to the Honorary Secretary at least 14 days prior to the AGM.

13.19 The Committee may set out criteria including skill sets which the Club may be seeking for particular positions such as Secretary, Treasurer or Club Children's Officer. The 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.

13.20 A list of nominees (Officers and Members) together with their proposers and seconders must be posted on the Club noticeboard for a least seven days prior to the date of the particular Annual General Meeting.

13.21 If only one candidate is nominated for a position, the candidate shall be declared elected on receiving a vote of the majority of those voting.

13.22 In the event of there being more than one candidate for any position a vote shall be taken and the candidate receiving an absolute majority of valid counted votes, after an elimination process, if necessary, shall be declared elected.

## **14 Amendments to Constitution**

14.1 The Committee shall consider any necessary changes to the Constitution as part of their role on an annual basis.

14.2 Proposed alterations to the Constitution may also be submitted by members for consideration to the Committee no later than 56 days in any year for consideration before the next general meeting.

14.3 All proposed alterations to the Constitution shall be debated and considered by the Committee in the first instance. The Committee may contact the proposer of the changes to discuss/amend/adapt or withdraw the amendments prior to being considered at an AGM.

14.4 The Committee may itself also make amendments to the suggested changes in order to ensure changes are in keeping with the Constitution, Rules, Bye-Laws and Policies. Once the Committee has finalised its review all proposed alterations and amendments shall be presented to the members for their consideration at an AGM in a marked format, so all changes are clearly identified.

14.5 The Honorary Secretary shall post any such proposals on the Club noticeboard and put the item on the agenda for the next AGM.

14.6 All amendments to the Constitution shall become effective only if voted for by two-thirds of the Club members voting at the AGM.

14.7 All amendments to the Constitution shall not be in conflict with the Constitution of Golf Ireland.

14.8 When the AGM has considered and voted on the changes, the Chair shall announce that any changes shall take effect seven days after the meeting.



## 15 Finance

15.1 The Honorary Treasurer shall ensure that adequate accounting records are kept relating to:

- a. All sums of money received and expended and the matters in respect of which the receipt and expenditure takes place;
- b. All sales and purchases of goods;
- c. All transactions whereby services are provided or purchased; and
- d. The Club's assets and liabilities.

15.2 Adequate accounting records shall be such accounting records as are necessary to facilitate the preparation of financial statements that give a true and fair view of the state of the Club's affairs and to explain its transactions.

15.3 Accounting records shall be kept on file at such place as the Committee think fit, and shall at all reasonable times be open to the inspection of the Committee and provided to auditors, accountants, legal advisors and the Revenue Commissioners if required.

15.4 A copy of the financial statements (including every document required by law to be annexed thereto) is to be laid before the AGM of the Club together with a copy of the Honorary Treasurer's report.

15.5 The Clubs financial controls, procedures, signatories, accounts, cards and approvals shall be reviewed by the Committee from time to time.

15.6 The Club has an expenses policy for Inter-Club and Inter-Provincial competitions. Reasonable expenses incurred in the course of their duties **may be** reimbursed in accordance with the provisions of the Club's Expenses Policy which shall be approved and amended by the Committee from time to time.

15.7 The Club shall ensure it has taken out appropriate insurance and levels of cover as is required and shall ensure professional advice is taken in relation to the appropriate levels and type of insurance required and the renewal requirements on an annual basis.

## 16 Complaints, Grievance and Discipline

16.1 From time-to-time, it may be necessary for the Committee to appoint a Complaints, Grievance or Discipline Committee. Further guidance on the Club's complaints and disciplinary policy are set out in Section 3.

## 17 Club Policies

17.1 The Club operates a suite of policies which are available on the Club's website, and which are amended by the Committee from time to time. All members **shall comply** with such polices. Breaches of such policies shall be taken seriously by the Club and may result in disciplinary action including, but not limited to, cessation of membership or other sanction in accordance with the Club's disciplinary policy.

17.2 The Club is committed to providing a safe and healthy environment for members and personnel and has a Health and Safety Statement and policy in place which is included with its other policy documents.

17.3 The Club complies with data protection legislation and ensures all data and personal information under its control is held and maintained in accordance with data protection regulations.

17.4 The Club's Safeguarding policy is kept up to date by the Club's Children's Officer and is subject to approval by the Committee. The Club's Children's Officer shall be fully trained and vetted. A designated liaison person shall also be appointed who shall receive such training and education as necessary to fulfil that role. Any person with access to and/or working with children and/or vulnerable adults is required to be vetted in advance in accordance with the policy.

## **18 Force Majeure**

18.1 The Committee reserves the right to invoke Force Majeure when an extraordinary event or circumstances beyond their control prevents them from fulfilling their obligations within this Constitution. Such unforeseeable events include, but are not limited to:

- a. Flood, drought or other natural disaster;
- b. Collapse of buildings, fire, explosion or accident;
- c. Epidemic or pandemic; and
- d. Any action taken by a government or public authority impacting the Club.

18.2 As soon as reasonably practicable, after the start of the Force Majeure event, but no later than seven days from its start, the Committee shall notify the Club of the rationale for the Force Majeure. This shall include the day and date at which it started, its likely duration and the effect of the Force Majeure event on its ability to perform any of its obligations contained within this Constitution.