

MONKSTOWN GOLF CLUB

BYE LAWS

July 2020

BYE LAW UPDATE - JULY 2020

1.1.1 Limits on Membership Numbers

Membership adjusted to reflect 7 and 5 day ordinary members, increase the Life Member threshold and remove the reference to Lady Associate Members

1.2.3 Five Day Ordinary Members

Modified to include use of the practice and putting greens

1.2.16 Request to Change Membership Category

Added

1.2.17 Request from Former Member to Re-join

Added

1.3.7 Social Levy

Added

BYE LAW UPDATE - DECEMBER 2019

1.2 Membership Entitlements.

Membership entitlements have been fully re written following approval at the 2019 AGM on 28th November 2019

BYE LAW REVIEW AND UPDATE - OCTOBER 2019

1.3 Entrance Fees and Subscriptions

Subscription payment options have been defined.

2.2 Course Closure and Re Opening

The authorities for closing and opening the course have been further refined.

3 President and Captains' Privileges

The President and Captain' privileges have been re defined.

7 CODE OF CONDUCT

The Management Committee drafted a Code of Conduct and it is now included in the Bye Laws.

8 RULES, REGULATIONS AND POLICIES

The Bye Laws now list various Rules, Regulations and Policies

BYE LAW REVIEW AND UPDATE - OCTOBER 2018

The Bye Laws have remained largely unchanged since 2014 and the management committee have now completed a thorough review.

The narrative below will explain the changes.

• The Content headings remain unchanged but they have been rearranged in a more logical order.

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1.1. Limits on Membership Numbers

1.1.1 Life members have been increased from 16 to 17.

1.2. Membership Entitlements

- 1.2.2 The age of unmarried children has been increased from 22 to 24 and reference to a child's 17^{th} birthday has been increased to 18.
- 1.2.3 (ii) Juvenile members have been altered from over 10 and under 17 to over 8 and under 18.
- 1.2.3 (iii) Junior members have been altered from over 17 and under 24 to over 18 and under 24.
- 1.2.3 (iv). The age limit for intermediate members has been increased to 33. (This was approved at the 2017 AGM.)
- 1.2.3 (v). Country member. The distance has been reduced from 100 miles to 100 kilometres and some superfluous text has been removed.
- 1.2.5 Honorary Life Members. This is not a new category but has been inserted as a separate section to distinguish it from Honorary Membership.
- 1.2.8 Senior Honorary Members. The minimum membership duration has been reduced from 30 to 15 years. (This was approved at the 2017 AGM.)
- 1.2.10 Overseas Membership. This category applies to both current members in addition to former members.

1.3. Entrance Fees and Subscriptions.

Entrance fees for Juvenile, Junior, Intermediate and Country Members on election to Ordinary Membership have been eliminated.

2.1 Rights on the Tee

2.1.7. This clause has been redrafted to introduce suspension if contravened.

2.2 Course Closure and Re Opening

The authorities for closing and opening the course have been re defined.

Changes to Competitions and Juvenile access to competitions

These have been removed from the Bye Laws and are now more appropriately placed with the Men's and Ladies' Competition Rules.

5. Threshold Amount for Non Budgeted Expenditure

5.1. The threshold amount has been reduced from €317,435 to €100,000

6. Visitors

Clauses 6.4, 6.5, and 6.6 have been redrafted to remove superfluous sentences.

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1. MEMBERSHIP

1.1 Limits on Membership Numbers

1.1.1 The number of members shall not exceed at any time the number shown for the following membership categories, unless altered by the members at a General Meeting.

Ordinary Members (both 7 and 5 day)	852
Pavilion Members	60
Intermediate Members	60
Corporate Members	15
Life Members	35

The number of Members in the Senior Honorary category shall be in addition to the agreed maximum numbers for Ordinary Members.

1.1.2 Notwithstanding the foregoing, the Management Committee may increase temporarily the membership limits of any category to accommodate a nomination or nominations, which they (the Management Committee) deem to be of exceptional circumstances and warrants special consideration. The first opportunity must be taken to restore the upper membership limits to the prescribed number. A maximum of three in any year will apply.

1.2 Membership Entitlements – Golfers

1.2.1 Ordinary Members

An Ordinary Member of the Club is a person who has been elected an Ordinary member of the Club and has paid the appropriate entrance fee and subscriptions due as provided for in the rules. Such members are entitled to enjoy the golfing and social activities and participate fully in all activities of the club. All Ordinary members are entitled to vote at General Meetings of the Joint Club, Men's Club or Ladies' Club as applicable.

1.2.2 Senior Ordinary Members

A Senior Ordinary Member of the Club is a person who has been an Ordinary Member of the Club and has attained the age of 80 years on the previous 30th November and has paid the appropriate subscription due as provided for in the rules. Such members are entitled to enjoy the golfing and social activities and participate fully in all activities of the club. All Senior Ordinary members are entitled to vote at General Meetings of the Joint Club, Men's Club or Ladies' Club as applicable.

1.2.3 5 Day Ordinary Members

Five day membership, introduced on 1st December 2019 is restricted to the following membership categories:

- Senior Ordinary Members as defined at 1.2.2 above
- Senior 'A', 'B', 'C' or aged 75-79 members in that category as of 30th November 2019 (no further entries into that category).
- Former Senior Lady Associates 'A', 'C' and Senior Lady Associates aged 75-79 as of 30th November 2019 (no further entries into these categories)

5 day members may only play golf from Monday to Friday and in all applicable competitions. A 5 day member may play in the President and Captains' prizes. Other than the above, a 5 day member will have no golfing rights in the club at weekends but may use the practice ground and putting greens. On payment of a green fee or a member guest rate when playing as a guest with a member, a 5 day member may play at the weekend but not in competition.

1.2.4 Life Members

An Ordinary Life Member of the Club is a person who has been elected to the Club as an Ordinary Life Member and has paid the appropriate subscription due. Ordinary Life Members shall enjoy all the privileges and facilities enjoyed by Ordinary Members. Ordinary Life Members shall be liable for any levies imposed on the Club membership. Ordinary Life Members are entitled to vote at General Meetings of the Joint Club, Men's Club or Ladies Club as applicable.

1.2.5 Intermediate Members

An Intermediate Member of the club is a person, over the age of 24 and under 33 years of age on the previous 30th November, who has been elected an Intermediate Member of the Club and has paid the appropriate entrance fee and subscriptions due as provided for in the rules. Such members are entitled to enjoy the golfing and social activities and fully participate in all activities of the club. All Intermediate Members are entitled to vote at General Meetings of the Joint Club, Men's Club or Ladies' Club as applicable.

1.2.6 Junior Members

A Junior Member of the club is a person, over the age of 18 and under 24 years of age on the previous 30th November, who has been elected to Junior Membership and has paid the appropriate subscription due as provided for in the rules. Such membership may continue until the end of the year in which they reach the age of 24. Junior Members may play in certain selected Club competitions at the discretion of the respective Men's and Ladies committees. Junior Members have no automatic rights to Intermediate or Ordinary

Membership. Junior members have no vote at General meetings of the Joint Club, Men's Club or Ladies' Club as applicable.

1.2.7 Juvenile Members

A Juvenile Member of the club is a person, over the age of 8 and under 18 years of age on the previous 30th November, who has been elected to Juvenile Membership and has paid the appropriate subscription due as provided for in the rules. Such membership will be of one year's duration and must be applied for each year. Juvenile members may play in certain selected Club competitions at the discretion of the respective Men's or Ladies Committees. Membership of this category does not guarantee automatic entry to any other category of membership. Juvenile Members have no vote at General Meetings of the Joint Club, Men's Club or Ladies' Club as applicable.

1.2.8 Country Members

Any person who is or was an Ordinary member of the Club and who in any year satisfies the Management Committee that his or her official residence has ceased to be within 100 Kilometres of the Club may be elected by the Management Committee as a Country Member of the Club on paying the appropriate subscription applicable to Country Members.

A Country Member shall be eligible to play in all Club competitions but shall have no vote in General Meetings of the Joint Club or the Men's or Ladies' Clubs as applicable.

1.2.9 Overseas Members

Any person who is or was an Ordinary member of the Club and who satisfies the Management Committee with documentary evidence that he/she has emigrated and is permanently resident in a country outside of the island of Ireland may be elected by the Management Committee as an Overseas Member of the Club on paying the appropriate subscription applicable to Overseas Members.

Members of this category are restricted to play on the course 10 days in any one year. They have full access to the pavilion. They shall not be entitled to vote or attend any general meetings of the Club. The Men's and Ladies Committees shall decide their entitlement to play in Club Competitions.

1.2.10 Honorary Life Members

Honorary Life Members are such persons nominated by the Management Committee and approved by the members at a General Meeting. The Management Committee shall have the power to nominate as Honorary Life members such persons (but only such) at a General Meeting as have rendered exceptional service to the Club or

the game of Golf or whose distinguished or influential position or public service would render their membership as a special advantage to the Club. Honorary Life Membership is personal to the individual so elected. They shall enjoy all the rights of Ordinary Members subject to the Rules herein and they shall retain membership for life or until resignation. Any Honorary Life Member who was not a member of the Club with voting rights prior to election as an Honorary Life Member shall not be entitled to vote at any General Meeting of the Club and there shall be no obligation on the Club to notify such Honorary Life Member of any General Meeting proposed by the Club.

1.2.11 Honorary Members

The Management Committee may elect as Honorary Members of the Club such persons as the Committee shall recommend for election on the grounds of special services to the Club or distinction in the name of Golf and subject to the approval and confirmation at the first General Meeting held after such election.

1.2.12 Temporary Members

Any person introduced by a member may be elected by the Management Committee as a Temporary Member without entrance fee for a period of one month or three months on such terms and upon payment of such fees for the said period as the Committee may from time to time decide. Temporary Members may not attend and have no vote at General Meetings of the Joint Club, Men's Club or Ladies Club as applicable.

1.2.13 Temporary Third Level College Members

Any person with a handicap of 12 or less attending a third level college and introduced by a member may be elected by the Management Committee as 7 day or 5 day Temporary Member without entrance fee for a period of one year on such terms and upon payment of such fees for the said period as the Management Committee may from time to time decide. Such Third Level College Membership may be renewed on a year by year basis by the Management Committee. Temporary Third Level College Members may not attend and have no vote at General Meetings of the Joint Club, Men's Club or Ladies' Club as applicable.

Membership Entitlement – non golfers

1.2.14 Senior Honorary Members

A Senior Honorary Member is a person who has been an Ordinary Member of the Club for a minimum of 15 years and has attained the age of 80 years on the previous 30th November. Senior Honorary Members shall not be required to pay an annual subscription or any

levies and may play casual golf on payment of a green fee. Senior Honorary Members shall have no vote at General Meetings of the Joint Club, Men's Club or Ladies Club as applicable.

1.2.15 Pavilion Members

A Pavilion Member is a person who has been elected a Pavilion Member of the club and has paid the appropriate entrance fee and subscriptions due. Pavilion Members may avail of the facilities of the Clubhouse and may play golf on payment of a green fee. Pavilion members may not play in club competitions. Pavilion members are not entitled to attend or vote at General Meetings of the Joint Club, Men's Club or Ladies Club as applicable.

1.2.16 Request to change Membership Category

Requests for moving from Ordinary membership to another category, e.g. Pavilion, Country or Overseas can only be approved by the Management Committee. In cases where a member wishes to take a payment break on the basis of a valid medical condition, that member will be considered as non-playing for the full year and charged the appropriate annual fee equivalent to a Pavilion member. Partial suspension for a number of months is not permitted.

1.2.17 Request from former member to re-join

Requests from former members who wish to re-join the club, will be considered for approval in accordance with the New Member Application procedure.

Re-entry fee

The entry fee for former members who are successfully re-elected and have been gone from the club for a minimum of 5 years, will be subject to the following:

- a. The current entry fee will be reduced by the unamortised balance of the original entry fee.
- b. The unamortised balance of the original entry fee is to be calculated as follows:
 - The original entry fee paid will be reduced in value (amortised) based on the number of years since it was originally paid
 - The rate of amortisation shall be in the region of 33% of the current annual charge for ordinary members.
 The amortisation rate may be modified slightly at the discretion of the Management Committee
- **c.** The applicant will only be allowed avail of a reduction in their re-entry fee once

1.3 Entrance Fees and Subscriptions

- 1.3.1 The Annual Subscription payable by a member in advance on 1st December shall be such amounts as may from time to time be decided at General Meetings of the Joint Club.
 - 1.3.1.1 Payment options shall be as follows:
 - Payment in full on 1st December and no later than 1st February of the following year or in instalments as follows:
 - One deposit on 1st December in an amount to be decided annually by the management committee and the balance in six equal instalments with the sixth instalment no later than 30th June of the following year.
- 1.3.2 The Management Committee shall have power to remit portion of the annual subscription of any member elected after 1st June in any year.
- 1.3.3 The entrance fee payable on election to Ordinary membership shall be that determined by the Management Committee from time to time. Lady Associate members can transfer to Ordinary Membership without payment of any entrance fee.
- 1.3.4 Any former Ordinary or Lady Associate Member who seeks re-election may be required to pay a re-entry fee as determined by the Management Committee and such person shall not be considered a member unless he or she first has paid that re-entry fee and subscription. The entry fee shall be as approved at time of election.
- 1.3.5 Any member whose subscription remains unpaid on the 1st day of February shall be ineligible to play in competitions until his/her subscription is paid. The Management Committee shall have the power to declare that any such person is no longer a member of the Club and has the power to re-elect any such person without entrance fee within twelve months on payment of the outstanding subscription and all other monies due to the Club. The Management Committee may also impose a fine if deemed appropriate.
- 1.3.6 No lady or gentleman shall be considered a member until her or his first annual subscription and either the entrance fee, if any, or in the case where payment of the entrance fee by instalments has been agreed by the Management Committee, the first instalment of same have been paid. On paying their entrance fee, if payable, or where agreed the first instalment thereof and subscription new members

submit themselves to the rules and regulations of the Club. After election of a candidate for admission to the Club the General Manager shall send him/her notice that he/she has been elected and of his/her subscription and entrance fee, if payable or where agreed the first instalment thereof, are not paid within one month of receiving this notification his/her election becomes void at the option of the Management Committee. If any instalment of the entrance fee of a member is not paid within two months of its due date, such member shall automatically cease to be a member of the Club provided that the Management Committee shall have the power to re-elect any such person within 12 months on payment of all outstanding instalments of the entrance fee and all other monies due to the Club and such fine, if any, as may be decided by the Management Committee.

1.3.7 Social Levy

The Social Levy applied to member's accounts on payment of their Annual Membership Subscription must be used before the 30th of November of that Membership year. The Management Committee may extend the deadline beyond 30th of November by a maximum of 4 months.

2. GOLF

2.1 Rights and Responsibilities on the Tee

- 2.1.1 The President and Captains shall have priority on the 1st Tee.
- 2.1.2 Members participating in Club Competitions shall have priority over all other players.
- 2.1.3 Members participating in Match Play Competitions shall have priority over all other players when a timesheet is not in use. If a timesheet is in use the players on the timesheet have priority on the tee.
- 2.1.4 Players on reaching the 4th Green should call on players on the 4th Tee to play their tee shots. Players on the Tee should not play until called.
- 2.1.5 Players on the 11th Green must give way to players on the 12th Tee before playing.
- 2.1.6 Players on the 18th Tee must give way to players on the 15th Tee.
- 2.1.7 Play from the 7th Tee is only allowed when one player acts as a sentry for a player driving from the Tee to warn motorists, pedestrians and other passers-by. Players are prohibited from playing from the Tee if a sentry is not present. This rule always applies. Contravention of this rule will incur immediate suspension.

2.2 Course Closure and Re-opening

Any of the following shall have the right to:

- (i) Declare the Course unplayable.
- (ii) Re-open the Course for play

Course Superintendent, Green keeping staff on duty, General Manager, Course Officer, Head Professional and Pro Shop Staff.

2.3 Practice

Practice is not allowed on the Golf Course and players playing alone may play a maximum of two golf balls at a time.

2.4 Buggies and Trolleys

- 2.4.1 The use of buggies and trolleys may be restricted by the Management Committee to protect the Course.
- 2.4.2 A member who wishes to bring a private buggy onto the Club premises must first obtain permission from the Management Committee. The Management Committee shall have absolute discretion whether to grant such permission in any case. Such permission if granted, shall be subject to the member maintaining adequate insurance at all times in respect of the vehicle.

3. PRESIDENTS AND CAPTAINS PRIVILEGES

The President and Captains during their times of office are allowed to extend the courtesy of the course to their non member guests.

4. GENERAL MANAGER'S DUTIES & RESPONSIBILITIES

- 4.1 The General Manager shall not be a member of the Club. During his/her tenure as General Manager he/she shall be afforded the right to utilise all of the facilities of the Club.
- 4.2 The General Manager will report and be responsible to the Management Committee and shall attend meetings of the Management Committee and General Meetings of the Club when requested to do so by the Chairman.
- 4.3 The General Manager shall be responsible for:
 - 4.3.1 The implementation of decisions of the Management Committee and will regularly review all activities of the Club and make recommendations as appropriate.
 - 4.3.2 The management of the day to day affairs of the Club and will keep the President and Captain of the Men's Club and Captain of the Ladies Club and Chairman of the Management Committee fully informed of all relevant matters.
 - 4.3.3 The Welfare and performance of all other staff employed temporarily or permanently by the Club.
 - 4.3.4 Informing all new members of their election to the Club.
 - 4.3.5 Keeping the Constitution and Bye-Laws governing the management of the Club up to date and incorporating therein such changes as are agreed from time to time.
 - 4.3.6 The maintenance of all minutes, legal and financial records and returns.
 - 4.3.7 The control of expenditure within the approved budget.
 - 4.3.8 Liaison with the Men's Club Committee and the Ladies Club Committee regarding course allocations.
 - 4.3.9 Ensuring compliance with all Statutory/Local Government Regulations including the Health & Safety at Work Act.
 - 4.3.10 Being available to attend at Sub Committee Meetings at the direction of the Chairman of the Management Committee.
 - 4.3.11 Other duties as shall be more specifically defined by the Management Committee.

5. THRESHOLD AMOUNT FOR NON-BUDGETED EXPENDITURE

5.1 The threshold amount of expenditure on projects, beyond which approval must be sought from the Members of the Joint Club at a General Meeting in accordance with Clause 7.1 of the Constitution, is €100,000.00.

6. VISITORS

- 6.1 Visitors may play on the course at such times and under such conditions as the Management Committee in consultation with the Men's Club Committee and the Ladies Club Committee may determine.
- 6.2 A Member may introduce to the privileges of the Club Premises and Course any person upon payment of appropriate Green Fees as determined by the Management Committee and payable in advance.
- 6.3 Visitors shall comply with the Bye-Laws and Rules of the club.
- 6.4 The Management Committee will have power to alter or suspend the Rules permitting visitors at any time or times they may deem necessary, and to refuse permission to any particular visitor to use the Course or Club Premises. Should the Management Committee refuse admittance to any person as a Member or Visitor, they will not be called upon to state the reason for such refusal.
- 6.5 The payment of the Green Fee will confer on the Visitor temporary membership the Club for the day.
- 6.6 A member introducing a visitor shall be liable for payment of any expenses which the visitor incurs and does not discharge.

7. CODE OF CONDUCT

- 7.1 The objective of this policy is to ensure an environment that is free from discrimination, harassment, abuse and violence for members, employees and visitors of the Club. The Club's goal is an environment where everyone is treated with dignity, fairness and respect and where members display integrity and honesty in their engagement and enjoyment of the club and its facilities.
- 7.2 The Club deems that upon payment of membership or guest fees, all members and guests have given their consent to be bound by this code of conduct, and all other rules and regulations set out in the club official documents see section 8.
- 7.3 Breaches of the Code of Conduct will be dealt with using the provisions as set out in the Constitution.

- 7.4 Monkstown Golf Club expects all members, member's guests and visitors to abide by this Code of Conduct whether on the golf course or utilising any of the club's facilities. It's a member's individual responsibility to make themselves aware of all the above and act accordingly.
- 7.5 Should any member wish to make a complaint regarding the misconduct of any member, employee, contractor or visitor in the first instance they should put this in writing and address it to the appropriate channel:
 - Employee, Contractor, Visitor to the General Manager
 - Member/General Manager to the Hon Secretary of the Management Committee

Complaints relating to breaches of the Rules of Golf should be addressed to the appropriate Hon Secretary of the Men's or Ladies' Clubs.

7.6 Most complaints of Misconduct would generally fall under the list below. However, this is not an exhaustive list and the Management Committee reserves the right to accept complaints on other aspects based on the following definition of misconduct;

Misconduct, for the purposes of this Code, is the improper interference, in the broadest sense, with the proper functioning or activities of the Club, or those who work or play in the Club or action which otherwise damages the Club.

Subject to the definition above the following shall constitute misconduct:

- Disruption of, or improper interference with, the administrative, sporting, social or other activities of the club, whether on club premises or elsewhere.
- Disrespecting an Officer of the Club, whether on club premises or elsewhere, directly or indirectly.
- Obstruction of or improper interference with the functions, duties or activities of any fellow member, member of staff or other employee of the club or any authorised visitor.
- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on club premises or engaged in any club activity.
- Fraud, deceit, deception or dishonesty in relation to the club or its staff or in connection with holding any office in the club or in relation to being a member of the club.
- Falsely issuing documentation purporting to be from club officers or management.
- Behaviour likely to cause injury or impair safety on club premises.

- Sexual, racial or any other form of personal harassment of any fellow member, member of staff or other employee of the club or any authorised visitor.
- The use of any unfair means in competition.
- Damage to or defacement of club property, the property of other club members caused intentionally or recklessly, or the misappropriation or misuse of such property. Misuse or unauthorised use of club premises or items of property, including inappropriate use of the club's computer hardware or software.
- Conduct which constitutes a criminal offence where that conduct:
 - takes place on club premises,
 - affects or concerns other members of the club,
 - itself constitutes misconduct within the terms of this code,
 - is an offence of dishonesty, where the member holds an office of responsibility in the club.
- Conduct, which contravenes a previously imposed penalty, requirement or undertaking under this code.
- Breaches of any of the Club's Rules, Regulations, Policies, Bye Laws, Constitution, etc.
- Approaching any member of any Club Committee on the course to make a complaint or to discuss any issue concerning disciplinary matters.

8. RULES, REGULATIONS AND POLICIES

In addition to the Code of Conduct, members and visitors are required to conform to the rules, regulations and policies in place for the Club, Course and Clubhouse. These regulations, rules and policies are published either on the club website, member's website and/or on the club noticeboard.

The following regulations, rules and policies are in place;

- Playing Golf Course Etiquette
- Dress Code Course and Club
- Ladies Club Competition Rules
- Men's Club Competition Rules
- Mixed Foursomes Competition Rules
- Telephone Use Policy Course and Club
- Pets & Dogs in the Club House
- Social Media Policy
- Juvenile Policy
- Data Protection Policy

9. CHILDREN IN BAR

The following rules apply to the presence of under 18s in the bar.

9.1 Winter Time (1st October to 30th April)

- 8.1.1 Minors aged under 18 years are not allowed in the Castle Bar.
- 8.1.2 Minors aged under 15 years are allowed in the lounge up to 9:00pm but they must be accompanied by a parent.
- 8.1.3 Minors aged over 15 years and under 18 years are allowed in the lounge up to 9:00pm unaccompanied.
- 8.1.4 Minors under 18 years can stay in the lounge after 9:00pm provided they are at a private function where a substantial meal is being served and they may stay to normal closing time providing they are accompanied by a parent.

9.2 Summer Time (1st May to 30th September)

- 8.2.1 Minors aged under 18 years are not allowed in the Castle Bar.
- 8.2.2 Minors aged under 15 years are allowed in the lounge up to 10:00pm but they must be accompanied by a parent.
- 8.2.3 Minors aged over 15 years and under 18 years are allowed in the lounge up to 10:00pm unaccompanied.
- 8.2.4 Minors under 18 years can stay in the lounge after 10:00pm provided they are at a private function where a substantial meal is being served and they may stay to normal closing time providing they are accompanied by a parent.

10. PERSONAL PROPERTY

10.1 All personal belongings of Members, Associates, Employees, Visitors and others in the Club premises shall be at the sole risk of the owners and the Club shall not be responsible for any loss or damage thereto. This Rule shall not prejudice any claim by the Club or a Member thereof or the owner against an Insurance Company for the loss or damage sustained.

11. TRESPASS

Members are forbidden to trespass on lands adjoining the Course. With the exception of Guide Dogs no other dogs are allowed on the golf course.