HIGHFIELD GOLF CLUB

Ladies' and Men's Constitution

Revised 5th November 2025

CONSTITUTION FOR HIGHFIELD GOLF CLUB

1. PRELIMINARY

1.1 Rules herein contained are indicated by consecutive numbers.
1.2 Clauses are indicated by consecutive numbers preceded by Rule numbers.
1.3 Sub-clauses are indicated by consecutive numbers preceded by Rule and Clause numbers.
1.4 Sub-Sub-Clauses are indicated by consecutive numbers preceded by Rule, Clause, sub-Clause and sub-sub-Clause numbers.
1.5 The name or title "Committee" and the officers and members thereof, without qualification, shall mean either the Men's Committee or the Ladies' Committee or their Officers of Members where the context so admits or requires.
1.6 The name or title "Club", without qualification, shall mean the Men's Club, or the Ladies' Club where the context so admits or requires.

2. TITLE

2.1 The name of the Club shall be Highfield Golf Club. This name shall be the common name by which the
2.1.1. Highfield Men's Golf Club (hereinafter called 'The Men's Club') and the
2.1.2. Highfield Ladies' Golf Club (hereinafter called The Ladies' Club) shall be individually and collectively known
2.2 The official address of the Club is Carbury in the County of Kildare.
2.3 The Club accepts that the name and Logo is exclusively reserved for a Club Licensed to use the Facilities.

3. LICENCE

The Club shall have the power to enter into a License Agreement for the use of the Golf Course with the owners of Highfield Golf Course, Carbury, County Kildare, such License to be taken in the name of the trustees on behalf of the Club.

4. MEMBERSHIP Licensed to use the facilities.

4.1 The membership of the Men's Club shall consist of male amateur golfers who are:

4.1.1	Ordinary Members (Full 7 Day members).	500
4.1.2	5 Day Members.	200
4.1.3	Country Members.	100
4.1.4	Honorary Members.	10
4.1.5	Overseas Members.	50
4.1.6	Pavilion Members.	10
4.1.7	Junior Members	150
4.1.8	Distance Members	1200
4.1.9	Corporate Memberships.	10
4.1.10	Family Members.	10
4.1.11	Flexi Members	100
4.1.12	Long Term (10 years) Members.	100

4.2 The membership of the Ladies' Club shall consist of female amateur golfers who are:

4.2.1	Ordinary Members (Full 7-day members).	100
4.2.2	5 Day Members.	50
4.2.3	Country Members	25
4.2.4	Honorary Members.	10
4.2.5	Overseas Members.	50
4.2.6	Pavilion Members.	10
4.2.7	Junior Members.	50
4.2.8	Distance Members.	300
4.2.9	Corporate Memberships	10
4.2.10	Family Members	10
4.2.11	Flexi Members	50
4.2.12	Long Term (10 years) Members	20

4.3 All members shall be entitled to attend at all Annual, General and Special General Meetings
4.3.1 All membership types in the club can sit on the committees
4.4 Only Ordinary Members shall be:
4.4.1 Entitled to vote at all Annual General and Special General Meetings
4.4.2 Entitled to nomination for and election to Office and General Committee in the respective Clubs of which they are such members.

5. OBJECTS

5.1 The Men's Club shall

5.1.1 Promote the amateur game of golf amongst its members.

5.1.2 Apply for affiliation with Golf Ireland and undertake, in writing, to accept and abide by the Constitution and Byelaws of Golf Ireland and the Byelaws of the region in whose Province the Club is situated.

5.1.2.1 In compliance with Golf Ireland regulations, pay a per capita subscription on every male playing member (except Honorary) of the club at the end of the financial year .

5.1.3 Accept and apply the Standard Scratch Score and Handicapping Scheme as prescribed by Golf Ireland and such rules there-under as may require to be implemented from time to time by Golf Ireland.

5.1.4 Accept and recognize the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.

5.2 The Ladies' Club shall:

5.2.1 Promote the amateur game of golf amongst its members

5.2.2 Apply for affiliation to Golf Ireland and undertake, in writing, to accept and abide by the Constitution and Byelaws of Golf Ireland and the Byelaws of the region in which the Club is situated.

5.2.2.1 In compliance with Golf Ireland regulations pay a per capita subscription on every female playing member (except Honorary) of the Club at the end of the financial year.

5.2.3 Accept and apply the Handicapping System as prescribed by Golf Ireland and such rules there-under as may require to be implemented from time to time by Golf Ireland.

5.2.4 Accept and recognize the Royal and Ancient Golf Club of St. Andrews as the sole authority for prescribing and implementing the Rules of Golf and the Rules of Amateur Status.

6. TRUSTEES

6.1 The Men's and the Ladies' Clubs (as represented by the committee) shall appoint trustees as circumstances require.

6.2 Each Trustee shall hold office until resignation or removal from office by resolution of the Men's and Ladies' committees.

7. OFFICERS

7.1 The Officers of the Men's Club shall be Captain, Vice Captain, Secretary, Treasurer, Handicap Secretary, Competition Secretary and President.

7.2 The Officers of the Ladies' Club shall be Captain, Vice Captain, Secretary, Treasurer, Handicap Secretary and Competition secretary.

8. MANAGEMENT

8.1 Allocation of Functions

8.1.1 The business and affairs of the Men's Club shall be under the jurisdiction control of a General Committee (hereinafter referred to as the Men's Committee) consisting of the Officers of the Men's Club and sufficient other members of the Men's Club elected under Sub-Clause 8.2.4 and Clause 18.7, so that the Men's Committee consists of a maximum of twelve people.

8.1.2 The business and affairs of the Ladies' Club shall be under the jurisdiction and control of a General Committee (hereinafter referred to as "The Ladies' Committee") consisting of the Officers of the Ladies' Club and three other members of the Ladies' Club elected under Sub Clause 8.2.4 and clause 18.7

8.1.3 Each of the aforementioned Committees may exercise its powers notwithstanding that there might be a vacancy in its membership

8.1.4 At Meetings of the foregoing Committee:-

8.1.4.1 Of the Men's Club, five of those entitled to attend and vote shall form a quorum.

8.1.4.2 Of the Ladies' Club, half of those entitled to attend and vote shall form a quorum

8.1.5 At meetings of such Committees the Chair shall be taken by the captain or a member of the Committee nominated by the captain. In the absence of the captain the chair shall be taken by the Vice Captain or a member of the Committee nominated by the Vice Captain. If both the Captain and Vice Captain are absent, the Officers in attendance shall elect a Chairperson.

8.1.6 The Chairperson at a Meeting shall, in addition to a deliberative vote, have and shall exercise, a casting vote.

8.2 Elections, Officers and Committees

8.2.1 The Captain of the Men's and the Captain of the Ladies' Clubs shall retire after one year's service, always provided that the members at Annual Meeting may vote that the outgoing Captain should serve in that capacity for a longer period.

8.2.2 The Officers of each Club and the Ordinary Members of Committee of each Club shall retire annually and shall be eligible for re-election.

8.2.3 The election of Office Bearers, Members of the General Committee and Auditors of both Clubs shall be made initially at Special General and subsequently at Annual General Meetings.

8.2.4 Nominations (with the consent of the Nominee) for election to any Honorary office or as an Ordinary Member of Committee shall be made:-

8.2.4.1 By the General Committee of the Club concerned, or

8.2.4.2 By any two Ordinary Members of the Club concerned.

8.2.5 All Nominations shall be given to the Honorary Secretary of the Club at least 14 days prior to the Annual General Meeting of the Club.

8.2.6 A complete list of Nominees (Officers and Committee) together with their proposers and seconders must be posted on the Club Notice Board for at least seven days prior to the date of the particular Annual General Meeting

8.2.7 The respective Committees shall have power to fill vacancies in any of these offices (including membership of its committee, during any year. The persons so appointed shall hold office until the next Annual General Meeting of the particular Club.

8.2.8 At any General Meeting, if the election of a continuing member of the Committee to a position as an Office Bearer will leave a vacancy on the Committee, then such vacancy shall be filled at that Annual General Meeting from candidates already nominated for membership of the Committee.

8.2.9 The office of any office Bearer shall be vacated by such Office Bearer resigning there from, or, on ceasing to be a member of either the Men's Club or the Ladies' Club or being removed by a resolution at an Annual General Meeting of the appropriate Club.

8.2.10 Outgoing Captains are to serve one-year ex-officio after stepping down from office.

8.3 Committee Meetings

8.3.1 Stated Meetings of the Men's Committee shall be held not less than six times per annum.

8.3.2 Stated Meetings of the Ladies' Committee shall be held not less than four times per annum.

8.3.3 Upon a requisition signed by not less than three members of a committee stating the nature of the business to be transacted, the Captain or Honorary Secretary of the Club shall call a Special Meeting of such Committee for the consideration thereof, and if the Officers designated above neglect or refuse to call such Meeting within seven days the same may be convened by notice signed by four members of such Committee.

8.4 Owner's Staff

8.4.1 The Committee of the Men's and of the Ladies' Clubs shall co-operate with such staff as are employed by the owner in the maintenance, service and upkeep of the Course and shall direct their members to facilitate such staff in the execution of their duties in the interest of both the owner and the Club.

8.5 Liaison Committee

8.5.1 The requirements of Sub-Sub-Clauses 8.5.2.1 and 8.5.2.2.shall be implemented by a Liaison Committee the members of which shall comprise three nominees from each of the Men's and the Ladies' Committees and the Secretary/Manager.

8.5.2 The Liaison Committee shall:-

8.5.2.1 make, and from time to time alter, such Byelaws and regulations as are considered necessary in the interest of the members of both Clubs.

8.5.2.2 make such Local Rules (Provided they are not at variance with the Rules of Golf) and regulations for the use of the Course as are required.

8.5.3 Every member of every category and every visitor introduced by a member shall be subject to, and must comply with, all Rules, Byelaws and Regulations in force.

8.6 Appointment of Sub-Committees

8.6.1 The Men's and the Ladies' Committees shall each have power to appoint Sub-Committees and to define the scope of their authority and to delegate and confer on such Committees the powers necessary for the discharge of the function or functions for which such Sub-Committee was formed.

8.6.2 Each Sub-Committee shall retire annually on the date of the Annual General Meeting of its respective Club or when the function for which it was appointed is completed.

8.6.3 The quorum of each Sub-Committee shall be defined at the time of appointment. Procedure as set out above must be followed on any subsequent application.

8.6.4 The Chairperson of each Sub-Committee shall, in addition to a deliberative vote, have, and shall exercise a casting vote.

9. ADMINISTRATION

9.1 The Men's Club and the Ladies' Club shall each be administered as follows:-

9.1.1 The Honorary Secretary of the Men's Club shall be responsible for the everyday affairs of that Club except for such duties which are specially assigned to another Officer of the Men's Club or to the Secretary/Manager.

9.1.2 The Honorary Secretary of the Ladies' Club shall be responsible for the everyday affairs of that Club except for such duties which are specially assigned to another Officer of the Ladies' Club or to the Secretary/Manager.

9.1.3 All written complaints concerning matters under the jurisdiction and control of the Committee of the club concerned shall be primarily referred to the Honorary Secretary of that Club who, if unable to resolve same, shall place the complaint on the agenda for the next Meeting of the Committee of such Club for investigation and decision. (See Clause 15).

10. FINANCE

10.1 The Financial affairs of the Men's Club shall be administered as follows:

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

10.1.2 The Banking account shall be kept in the name of the Men's Club (and be clearly identified as such) in such Bank as the Men's Committee may, from time to time determine. All cheques shall be signed as authorized by resolution of the Committee.

10.1.3 The Men's Committee shall remit to the Golf Ireland the annual per capita subscriptions and Provincial Levies on members as required by the Byelaws of Golf Ireland.

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

10.1.5 The Honorary Treasurer shall issue an audited statement of the affairs of the Club for the financial year ended 30th September for consideration by the Committee and for presentation and approval by the members at the Annual General Meeting which shall be held not later than six months following.

10.2 The Financial affairs of the Ladies' Club shall be administered as follows:-

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

10.2.2 The Banking account shall be kept in the name of the Ladies' Club (and be clearly identified as such) in such Bank as the Ladies' Committee may, from time to time determine. All cheques shall be signed as authorized by resolution of the Committee.

10.2.3 The Ladies' Committee shall remit to Golf Ireland the annual per capita subscriptions and Provincial Levies on members as required by the Byelaws of Golf Ireland.

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

10.2.5 The Treasurer shall issue a statement of the affairs of the Club for the financial year ended 30th September for consideration by the Committee and for the presentation and approval by the members at the Annual General Meetings which shall be held not later than six months following.

11. ELECTION OF MEMBER.

11.1 Subject to the agreed limitation as to the number of members electable to the different categories of member.

11.1.1 The election of all male members shall be in the hands of the Men's Committee.

11.1.2 The election of all female members shall be in the hands of the Ladies' Committee.

11.1.3 The procedure for the election of members in each Club shall be as follows:-

11.1.4 Each candidate for election (except in the case of Honorary Members) must apply to the Management for membership.

11.1.5 In each club the committee must approve membership at their next meeting and the names should be published on the noticeboard.

11.1.6 Any omission from or inaccuracy in the particulars relating to any applicant shall render election voidable at the discretion of the Committee.

11.2.4 Notice shall be dispatched to all elected candidates by the Honorary Secretary or another Official of the Club by letter or electronic mail.

11.2.5 If a candidate is not elected to membership and at a later date wishes to make a further application for membership, the same procedure as set out above must be followed on any subsequent application.

12. CATEGORIES OF MEMBER

12.1 Voting and non-voting members may be elected to the Men's Club and to the Ladies' Club.

12.2 The following shall be voting members:-

12.2.1 ORDINARY MEMBERS who shall comprise

12.2.1.1 Male Members who, having paid the Entrance Fee, if any, and Annual Subscription applicable to this category shall be entitled to attend and vote at all Annual General and all Special General Meetings of the men's Club.

12.2.1.2 Female members who, having paid the Entrance Fee, if any, and Annual Subscription applicable to this category shall be entitled to attend and vote at all Annual General and all Special General Meetings of the Ladies' Club.

12.3 The following, of either gender, shall be non-voting members of their respective Clubs and shall be subject to Competition rules for their category for the current year.

12.3.1 FIVE DAY. MEMBERS shall comprise persons who wish to enjoy the facilities of the Course from Monday to Friday at the discretion of the Committee.

12.3.2 COUNTRY MEMBERS. Each applicant for this category must already be a voting member of another Golf Club affiliated to Golf Ireland .
Such membership shall terminate as and when the member ceases to be a voting member of another affiliated Golf Club.

12.3.3 HONORARY MEMBERS shall comprise persons who either the Men's or the Ladies' Committees wish to acknowledge as having rendered exceptional service to the Club or to the game of golf or whose distinguished position or public service would render their membership of special advantage to the Club.

12.3.4 OVERSEAS MEMBERS shall comprise persons whose permanent residence is outside Ireland. Such membership shall terminate as and when the member comes to reside permanently in Ireland.

12.3.5 PAVILION MEMBERS shall comprise persons who wish to enjoy the facilities of the Clubhouse only.

12.3.6 JUNIOR MEMBERS shall comprise persons who are aged 17 years or less on the 1st January of the current year of membership.

12.3.7 CORPORATE MEMBERSHIP by arrangement with the individual corporation. Maximum of five Members to each Corporation.

12.3.8 FAMILY MEMBERS shall enjoy the same rights as Ordinary members or Junior members depending on which category they represent.

12.3.9 DISTANCE MEMBERS shall comprise persons who are offered a reduced membership rate by the Management due to the distance that they live away from the Club.

12.3.10 FLEXI MEMBERS shall comprise persons who are offered a reduced rate based on an agreed number of playing vouchers, they may purchase extra vouchers at any time.

13. ANNUAL SUBSCRIPTION

13.1 All categories of members, except Honorary, shall be obliged to pay an annual subscription.

13.2 All subscriptions shall be payable on 1st April each year.

13.3 Any member whose subscription shall be unpaid on 1st May in any year shall cease to be a member of the Club until such member has paid their subscription or has come to an agreement with the Management as to how their subscription will be paid.

13.4 Any member whose subscription is unpaid by the 1st of May shall be ineligible to compete in Club or Open competitions or Tournaments or to represent the Club until such time as their subscription has been paid or they come to an agreement with the Management as to how their subscription will be paid .

14. VISITORS

14.1 Prior to playing on the Course a visitor introduced by a member shall pay the Green Fee.

15. REMOVAL OF MEMBERS FROM THE CLUB AND SUSPENSION OF MEMBERS

15.1 If any allegation of misconduct by a Member of either Club is submitted to an Officer, in writing, any Officer shall make such enquiries as are considered necessary to obtain all relevant details. Such information shall be placed before the Committee, which shall, in meeting, enquire into such conduct.

15.2 If, in the opinion of the Committee, the conduct in question may warrant the suspension (by the temporary withdrawal of the privileges of Membership) or expulsion of such Member, he or she shall be so informed in writing. The Member shall have the right to appear and speak at and/or make a written submission which shall be read at any subsequent Meeting at which the conduct in question shall be considered and all related information shall be placed before the Committee.

15.3 If after making such further enquiries as it considers necessary into the conduct of the member and hearing such explanation, if any, as he or she may offer, the Committee decides that his or her conduct has not been explained or accounted for to its satisfaction but was not such as to warrant the expulsion of the Member, the Committee may

Instead, by a simple majority, suspend the Member for a period not exceeding three months. Should a majority of the Committee not be satisfied that the charges of misconduct have been proved no further action shall be taken.

15.4 If no explanation of his or her conduct shall be given by the Member, or if such explanation shall be considered unsatisfactory by the Committee it may expel the Member, provided that not less than a simple majority of the Members of the Committee vote for such a course of action.

15.5 If on the taking of a vote under Clause 15.4 less than 50% Members vote for expulsion the Committee shall make a decision in accordance with the provisions of Clause 15.3.

15.6 When the Committee has resolved that a Member be suspended or expelled, such Member shall, within seven days of the date of decision, be given notice, in writing, by the Honorary Secretary of the decision of the Committee, by registered post or by delivery of such notice, to his or her last known address and/or by electronic mail. Such person shall have the right of appeal against the decision, within fourteen days of the date of the decision. The appeal shall be made, in writing, to the Honorary Secretary.

15.7 Notice of an appeal under Clause 15.6 having been given, the decision shall not take effect for a period of twenty-one days from the date of the decision and the Member shall have the right to have his/her appeal heard at an Extraordinary General Meeting requisitioned raider Sub-Clause 16.3.1 provided that the necessary signatures for such requisition are procured either by the Member in question or any other Voting Member. This Meeting shall, by a simple majority, decide whether the expulsion shall be confirmed or repealed. - Should the signatures provided for in Sub-Clause 16.3.1 not be obtained with twenty-one days from the date of the decision, the Committee shall have power to deem the appeal to have lapsed and to enforce the decision forthwith or to allow an additional appeal period should it decide by a simple majority, that the circumstances warrant it.

15.8 A decision of the Committee under this Rule shall stand unless and until an appeal is received, by an Officer of the Club, against it. Provided an appeal has been received, and an Extraordinary General Meeting duly requisitioned, the expulsion shall not then take effect, pending the holding of the Extraordinary General Meeting.

15.9 During the period of suspension the Member shall not be entitled:

15.9.1 To the refund or rebate of the whole or any part of his or her annual subscription or other sum paid by him or her to the Club in respect of the year during which the suspension occurs.

15.10 A person who has been expelled from Membership shall not be entitled to a refund or rebate of the whole or any part of his or her annual subscription or other sum paid or payable by him or her to the Club in respect of the year during which the expulsion occurs.

15.11 All voting under this Rule shall be by direct ballot.

16 GENERAL MEETINGS

16.1 The Men's Club

16.1.1 The Annual General Meeting of the Men's Club shall, save in exceptional circumstances, be held each year on a date to be decided by the Committee, for receiving the Men's Club Committee's Annual Report and the Financial Statement for the year ended the previous September 30th, electing Office Bearers, Members of Committee and Auditors, revising its rules and transacting such other business of the Men's Club as may be on the agenda.

16.1.2 Twenty-one days notice, at least, of such Annual General Meeting shall be given to all male Members entitled to attend. Only Male Ordinary Members may vote at an Annual General Meeting of the Men's Club.

16.1.3 Notices of Motion and Nominations of Officers and Members of the General Committee of the Men's Club must be made to the Honorary Secretary in writing at least fourteen days before the date of such meeting

16.1.4 Such Notices and Nominations shall be promptly posted in the main entrance hall of the Clubhouse.

16.1.5 Notices of Motion and Nominations not made as required cannot be considered at the Annual General Meeting.

16.2 The Ladies' Club

16.2.1 The Annual General Meeting of the Ladies' Club shall, save in exceptional circumstances, be held on a date to be decided by the Committee for receiving the Ladies' Club Committees Annual Report and the Financial Statement for the year ended the previous 30th September .Electing Office Bearers, Members on Committee and Auditors, revising its rules and transacting, such other business of the Ladies' Club as may be on the agenda.

16.2.2 Twenty-one days notice, at least, of such Annual General Meeting shall be given to all female members entitled to attend. Only female Ordinary Members may vote at an Annual General Meeting of the Ladies' Club.

16.2.3 Notice of Motion and Nominations of Officers and Members of the General Committee of the Ladies' Club must be made to the Honorary Secretary in writing at least fourteen days before the date of such Meeting.

16.2.4 Such Notice and Nominations shall be promptly posted in the main entrance hall of the Clubhouse

16.2.5 Notices of Motion and Nominations not made as required cannot be considered at the Annual Meeting.

16.3 Special General Meetings

16.3.1 Special General Meetings of either Club may be called at any time by direction of the Club or on a requisition to the Honorary Secretary signed by at least one third of the members entitled to attend at such Meeting, stating the business to be bought forward and this matter will be the only business considered at that meeting.

16.3.2 On receipt of such requisition it shall be the duty of the Committee of the Club to have a General Meeting called without delay and failing notice calling such Meeting being issued by direction of the Committee within fourteen days after receipt of the requisition by the Honorary Secretary, any of the 1/3 members who have signed the requisition may issue notice of a General Meeting, which notice shall be sufficient if published in

three successive issues of a daily newspaper circulating in the locality of the Club at least ten days before the date fixed for such Meeting.

16.4 Chairperson at General Meetings

16.4.1 The Captain, or if absent, the Vice Captain shall preside at all General Meetings of the Men's Club and the Ladies' Club respectively.

16.4.2 If any of the foregoing Officers are absent or decline to preside any other Chairperson may be appointed by the Meeting.

16.4.3 Each Chairperson in addition to a deliberative vote, shall have and shall exercise a casting vote.

17. NOTICES OF GENERAL MEETINGS

17.1 Twenty-one days' notice of every general meeting convened by order of a committee (except meetings called under Clause 16.3 when ten days notice is required) shall be given to members by a circular specifying the time and place of such Meeting and the business to be transacted.

17.2 All notices calling Meetings may be sent by post and addressed to members at such addresses as may be recorded in the Club books or sent by email and/or SMS.

18. MODE OF VOTING AT GENERAL MEETINGS OF EACH CLUB

18.1 No proxies shall be allowed.

18.2 Voting shall be either by show of hands or by ballot

18.3 Ballot shall mean a vote on voting paper.

18.4 A Majority of one shall be sufficient to decide any question under discussion unless a greater majority is required by some club rule.

18.5 In the event of a tie the Chairperson shall have and shall exercise a casting vote as provided in Sub-Clause 16.4.3.

18.6 If any member at a General Meeting proposes that the mode of voting on any particular matter should be by ballot and this is seconded by another member, then the question of whether voting should be by a show of hands or by ballot shall be decided by a show of hands.

18.7 An election of candidates for membership of the committee of either the Men's Club or the Ladies' Club shall be by ballot and all members voting must vote for the full number of candidates for whom there are vacancies otherwise such voting paper is invalid.

19. MINUTE BOOKS AND/OR TYPEWRITTEN RECORDS

19.1 The Men's Club and the Ladies' Club shall each keep:-

19.1.1 A Minute Book and/or a typewritten record in which shall he recorded the Minutes of Annual General and Special General Meetings, stored in a folder .

19.1.2 A Minute Book and/or a typewritten record in which shall be recorded the Minutes of all Committee Meetings - stored in a folder and held in compliance .

19.1.3 The respective Minutes shall be read out at the next General, Statutory or other Committee Meeting and when approved as being a correct record, shall be signed and dated by the chairperson.

20. PLAYING FACILITIES

20.1 The Men's and the Ladies' Clubs shall agree mutually agreeable terms with the owners of Highfield Golf Course regarding playing facilities.

21. PERSONAL PROPERTY

21.1 Neither the Men's nor the Ladies' Clubs shall be responsible for any personal belongings of members or members' visitors brought to, kept at or left on the premises of the Club (either in the Clubhouse or outside in the Car Park or on the Course). Such personal belongings shall be at the sole risk of the owners thereof and neither the Club nor the Committee thereof shall be responsible for any loss or damage thereto howsoever arising, but this rule shall not prejudice any claim by the Club or the owners of the Property against Insurance Companies in case of fire or when otherwise covered by Insurance.

22. CHANGE OF CONSTITUTION AND RULES

22.1 No rule of either the Men's Club or the Ladies' Club shall be repealed or altered or new rule made except at a General Meeting of such Club and by consent of at least two thirds of the members present and entitled to vote at such Meeting and written notice of the proposed changes must be sent to the Honorary Secretary with the names of the proposer and seconder attached, at least two weeks previous to the Meeting at which same is to be considered.

22.2 The Honorary Secretary shall place the proposal on the Club Notice Board and put the item on the agenda for the next Meeting of the Club.

22.3 Any change in the Rules of the Men's Club shall not be in conflict with the Constitution of Golf Ireland.

23. RULES OF GOLF AND LOCAL RULES

23.1 The Rules of the game of golf for the Men's and the Ladies' Clubs shall be the Rules of Golf as approved by the Royal and Ancient Golf Club of St. Andrews.

23.2 The liaison Committee shall, in compliance with Sub-Sub-Clause **8.5.2.2** from time to time prescribe such Local Rules as it considers necessary having regard to the nature of the Course or otherwise, provided such Local Rules are not contrary to or at variance with the Rules of Golf or directives issued by the respective Union to which the Men's Club or the Ladies' Club is affiliated.

24. BYE-LAWS

24.1 The Liaison Committee shall have power from time to time in compliance with Sub-Sub-Clause **8.5.2.1** to make such Byelaws as it considers necessary and to alter and repeal same.

25. The Club shall have power to enter into a lease or letting of all or part of the club house premises located at Highfield, Carbury, County Kildare for the purposes of an application for issue of a certificate of registration under the Registration of Clubs Acts 1904 to 1995.

26. INTERPRETATION OF CLUB RULES

The Committee shall be the sole authority for the interpretation of these Club Rules and of any bye-laws and regulations made there-under; and the decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these Club Rules or by the bye-laws and regulations made there-under shall be final and binding on the members subject to appeal to a General Meeting, and shall not under any circumstances be the subject to appeal to any Court of Law.

J.F.