



# Carrickmines Croquet and Lawn Tennis Club

## Club Constitution & Rules 2024

### **Name of Club**

1. The name of the Club shall be “CARRICKMINES CROQUET & LAWN TENNIS CLUB” and its primary objective shall be to promote and encourage the amateur playing of the games of croquet and lawn tennis amongst its members. The Club may also provide such ancillary and supplemental outdoor and indoor games, activities and social functions as might be considered desirable from time to time. The colours of the Club shall be navy blue and green. The crest of the Club shall be a croquet mallet and tennis racquet crossed.

### **Constitution of the Club**

2. The club shall consist of Honorary, Life, Family Life, Ordinary Life, Family, Ordinary, Intermediate, Pavilion, Student, Junior, Country, Overseas and Temporary members. The management of the Club shall be in the hands of a Committee.
3. (a) The property and assets of the Club shall be vested in the hands of Trustees and shall at all times be used in furtherance of the objects of the Club as set forth in these Rules and Bye-Laws in such manner as the Committee may by Resolution from time to time determine and they, the Trustees, shall always be indemnified against risk and expense out of the Club property and by the general body of members for the time being. Trustees appointed before the 1st January, 2011, shall remain in office until death or resignation or until removed by Resolution of a General Meeting. Trustees appointed after the 1st January, 2011, shall remain in office for seven years or resignation or until removed by Resolution of a General Meeting. The Trustees shall be nominated by the Committee from amongst the members of the Club and approved by the subsequent Annual General Meeting. On a vacancy occurring a new Trustee shall be

appointed in the same way. The Trustees shall each be, and remain, resident within the State. Any Trustee who shall cease to be a member of the Club or who shall cease to be resident within the State for a continuous period in excess of 6 months shall be deemed to have vacated and resigned his/her Trusteeship and the Committee may forthwith nominate another in his/her place. The number of Trustees may be increased if the Committee thinks fit but the number must not be less than three.

(b) No member shall be eligible for appointment as a Trustee while serving as an officer of the Club or as a member of the Committee.

(c) All Club Committee decisions involving the disposal or pledging of the property or assets of the Club must be approved by the Trustees before taking effect. The Trustees shall have the power to refer any such decision back to the Committee for further consideration. If the Trustees are still dissatisfied with the Committee's decision or, where the proposed decision involves the disposal or pledging of land, property or buildings of the Club with a value in excess of €50,000, they shall require the Committee to call a Special General Meeting and the decision in question shall not be given effect unless approved by a majority of 2/3rds of the members present and voting at such Special General Meeting, properly convened.

(d) The Trustees shall not be members of the Club Committee. However, the Committee may invite them to be present in an advisory capacity at Committee meetings.

(e) Neither the Trustees nor individuals of any of the Committees of the Club nor the collective members of the various Committees of the Club shall be liable in their respective personal capacities in respect of any claim arising out of a course of action which occurred on or about or in the Club premises resulting in damage or personal injury being caused or occasioned to any person or persons while on or in the Club premises.

(f) The Trustees of the Club and the individual and collective members of all the various Committees of the Club shall at all times be indemnified in respect of any cause of action arising on or about the Club premises whether due to any negligence, nuisance or otherwise of any Committee or any member of a Committee of the Club or otherwise by the general body of members for the time being of the Club.

(g) The income and property of the Club shall be applied solely towards the promotion of its main objects as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Club. No Officer appointed to any office of the

Club shall be paid any salary or fees, or receive any remuneration or other benefit in money or monies worth from the Club. However, nothing shall prevent any remuneration in good faith by the Club of:-

- i. Reasonable and proper remuneration to any member of the Club (not being an Officer) for any services rendered to the Club;
- i. Interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Club to the Club;
- ii. Reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
- iv. Reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;
- v. Fees, remuneration or other benefit in money or monies worth to any company of which any Officer may be a member holding not more than one hundredth part of the issued capital of such company.

## **Officials & Committee**

4. The business and affairs of the club shall be managed collectively by a committee which shall consist of the President, Vice President, Hon. Secretary, Hon. Treasurer, Men's Tennis Captain, Ladies Tennis Captain, Croquet Captain (known as the Officers of the Club) and four other members of the Club elected from amongst the Honorary, Life, Family Life Members, Ordinary Life Members, Family, Ordinary, Intermediate, Student and Pavilion members over the age of 18 on the 1st January in the previous subscription year, of whom not more than two may be under the age of 23. In addition, the outgoing President may choose to remain on the Committee for a period of up to one year from when they cease to be President.

The officers and other members of the Committee shall be elected by the Annual General Meeting (AGM).

- The President shall be elected for a term of two years and shall be ineligible for re-election.
- The Vice President shall be elected for a term of two years and shall be ineligible for re-election.
- The Hon. Secretary and Hon. Treasurer shall be elected for a term of three years and shall be eligible for re-election, once only.
- The Men's Tennis Captain and the Ladies' Tennis Captain shall be elected for a term of two years and shall be eligible for re-election, once only.

- The Croquet Captain shall be elected for a term of one year and shall be eligible for re-election, three times.
- The Ordinary Committee Members shall be elected for a term of one year and shall be eligible for re-election.
- With the following exceptions the maximum length of time for which any member of the Club may serve on the Committee (whether as an Officer or Ordinary Member) shall be six years. The exceptions are:
  - (a) A member may serve on the Committee for a further two years as Vice President and two years as President.
  - (b) Where a member has served six years on the Committee, they may, after a further period of at least three consecutive years during which time they have not served on the Committee, offer themselves for election to any position on the Committee.
- A member may only serve one term as Vice President and one term as President.

Nominations from the membership must have the signature of assent of the nominee(s) and must be received by the Secretary in writing, with the names of the proposer and seconder, not less than 14 days before the date of the AGM. The Secretary shall display these names on the Club notice board, together with the names of the proposers and seconders.

If there are more candidates than vacancies for any of the officer positions, or for ordinary membership of the Committee, a written ballot shall be held at the AGM.

In order to ensure an annual turnover in the ordinary membership of the Committee, the longest serving ordinary member of the Committee shall not stand for re-election for the current AGM as an Ordinary Committee Member. Any decision between two or more members with the same length of service shall be decided by lot.

In order to qualify for nomination as President, a person must hold the position of Vice President and have completed seven consecutive years as an Ordinary, Life, Family Life Member, Ordinary Life Member, or Adult Family Member of the Club. In the event that the President is unable to complete his / her term of office the Vice President shall assume the role of President until the next AGM and therefrom for a further term of two years. To qualify for election to any of the other officer positions on the Committee, a member must have completed a minimum of five years as a member of the Club

The Committee shall have the power to co-opt some other member of the club to fill any vacancy in the Officers of the Club, or in the Committee which occurs during its term of office. Names of co-opted Committee members shall be displayed in the Clubhouse within seven days of approval by the Committee. A co-opted member

may only serve on the Committee until the next AGM, at which point they must stand for election to the Committee

The Committee shall have the power to co-opt not more than four additional members to the committee and such persons shall have a vote on the committee as though they were elected members. Names of such co-opted members shall

be displayed in the Clubhouse within seven days of appointment to the Committee.

5. No member of the Committee and no manager or servant employed in the Club shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such a sale.

6. The committee shall hold at least eight meetings in the year. The Honorary Secretary must make every endeavour to contact each member of the Committee, in writing, if possible, regarding any meeting that is called without having been previously agreed at a committee meeting. Any five members of the Committee shall form a quorum.

7. Subject to the approval of the Trustees, the Committee is empowered to suspend any Rule from time to time provided that any suspended Rules shall be presented for confirmation at the next Annual General Meeting of the Club subsequent to the suspension thereof, and provided also that such suspended Rule shall be posted in the Club. The suspension shall be effective until rejected at such a meeting.

8. The Committee may appoint from among their number and/or other members of the Club the following Sub-Committees, and any other Sub-Committees that they may deem necessary or expedient at the time and may depute or refer to them such of the powers and duties of the Committee as the Committee may determine.

- Tennis Sub-Committee
- Croquet Sub-Committee
- Bar, Housekeeping & Social Events Sub-Committee
- Clubhouse & Grounds Sub-Committee
- Open Tournament Sub-Committee
- Junior Tennis Sub-Committee

The Chairperson of each Sub-Committee or an agreed representative of the Sub-Committee shall report Sub-Committee proceedings to the Club Committee and shall ensure that business is conducted in accordance with the directions of the Club Committee. The President and the Honorary Secretary of the Club, for the time being, shall be ex-officio members of any such Sub-Committee.

The names of the Chairpersons and membership of all sub-Committees shall be posted on the Club notice board. The Club Committee may depute or refer to these Sub-Committees such of the powers and duties of the Club Committee as the Club Committee may determine.

9. (a) The Committee shall not be empowered to spend or borrow or guarantee the payment of a sum in excess of €100,000 for any particular or individual project or purpose of the Club unless a resolution authorising the Committee to do so has been passed in General Meeting of the Club. If at any time the Club in General Meeting shall pass such a resolution, the Committee shall thereupon be empowered to spend, and/or borrow and/or guarantee the payment of such money for the purposes of the Club.

The Committee shall be entitled to spend and/or borrow and/or guarantee the payment of such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the Trustees shall at the discretion of the Club Committee make such dispositions of the Club property or any part thereof and enter into such agreement in relation thereto as the Committee deems proper for giving such security for such loan or guarantee and interest. All the members of the Club, whether voting on such a resolution or not, and all persons becoming members of the Club after the passing of such a resolution, shall be deemed to have assented to the same as if they had voted in favour of such a resolution.

(b) The Committee may for the purposes of financing capital expenditure not normally met out of current revenue with the sanction of the Club in General Meeting, impose a capital levy upon the members of the Club in such manner and upon such terms and in such amounts as the Club shall in General Meeting authorise. In the case of all Ordinary or Family Life Members, no levies shall be payable by such Life Members in respect of the 1998 Development Plan or for a period of seven years from the date on which they shall become Ordinary or Family Life Members provided, however, that such Life Members shall be liable to pay such capitation fees as may be due from year to year. Non payment of levies by such Ordinary or Family Life Members which may become due after the expiration of the seven years, from the date of election, shall result in loss of membership.

(c) The Honorary Secretary shall be the person appointed by the Club to complete such Declarations as may be required by the Revenue Commissioners for the purposes of ensuring continuation of tax exempt status for the Club under the relevant Revenue legislation and Guidelines.

(d) The Committee may appoint a Club Manager. Any duties and responsibilities of this person relating to the Constitution and Rules of the Club shall be specified in the Constitution and Rules.

### **General Meetings of the Club**

10. The Committee may at any time for special purposes call a Special General Meeting. They shall also do so forthwith upon the requisition in writing of any forty members of the Club having voting rights stating the purpose for which the meeting is required.

11. Twenty-one days at least before the Annual General Meeting (which shall be held not later than the 31st day of March in each year) or any Special General Meeting, a notice of such meeting and of the business to be transacted there shall be posted in the Club and posted or emailed to each member, and no matter other than that of which notice has been given shall be brought forward at such meeting. The Balance Sheet and Statement of Accounts shall be posted or emailed to members twenty-one days before the Annual General Meeting.

12. At all General meetings forty members entitled to vote shall form a quorum.

13. No amendment (other than a motion for adjournment) shall be moved to any resolution proposed at a Special General Meeting.

14. No new resolutions or amendments (other than a motion for an adjournment) shall be accepted to any resolution circulated for consideration at any Annual General Meeting unless written notice thereof shall have been sent to the Hon. Secretary not less than fourteen days prior to the meeting and shall have been forthwith posted in the Clubhouse. Such new resolution or amendment of which written notice has been given shall be circulated to members at the discretion of the Committee.

### **Admission of Members/Condition of Membership**

15. (a) The names of prospective members duly proposed and seconded on the approved Club form must be sent in writing to the Club Manager by the



proposer. Both proposer and seconder must be members of the Club in good standing. The proposer and seconder must not be of the same Family Membership. The candidate, or in the case of an application for Family Membership at least one of the adult candidates, must be personally known to them. Any personal letter of recommendation from the proposer accompanying the application will be given due consideration by the Committee.

There shall be no limit on the number of candidates for membership proposed or seconded by a member in good standing.

In circumstances where a prospective member is not known to a proposer and seconder member, they will be interviewed by two representatives from the committee, one of whom must be an officer of the club, for the purpose of putting that application forward to the committee for a ballot on admission to the membership of the club. Those with a proposer and seconder within the club, will have precedence in the consideration of their applications for membership of the club.

Candidates for membership shall be balloted for by the Committee (excluding the proposer and seconder of the application), and one adverse vote in three shall exclude, and when passed their name(s) must be posted on the Club notice board for at least fourteen days and in the absence of any objection being lodged with the Hon. Secretary such election shall be deemed to have been confirmed.

The Committee shall have the right to interview any candidate proposed for membership.

15. (b) Support for the Club's Child Protection Policy at the time (set out on the club website) is a condition of membership of the club.

### **Entrance Fee and Subscription**

16. (a) The Entrance Fee, Annual Subscription and Subscription Instalments shall be determined at the Annual General Meeting.

(b) The Committee may reduce or waive payment of subscriptions in respect of members or prospective members where in the opinion of the Committee, he or she has achieved an exceptional standard in tennis or croquet. These special terms shall be for one year only but may be extended for a further period at the discretion of the Committee.

The combined number of such members receiving this benefit at any one time may not exceed ten.

Any member to whom such reduction or waiver is applied shall not have any interest in the property of the Club, nor be entitled to attend or vote at any General Meeting.

## **Categories of Membership**

17. Persons elected as members of the Club shall be in one of the following categories:

- a) Honorary – Persons elected by the Committee in recognition of their services to Croquet, Lawn Tennis, or the Club. The names of Honorary Members under this rule must be posted on the Club notice board.
  
- b) Life – There shall be three categories of Life Members, namely:-
  - i. Life Members existing at the date of adoption of this amendment to the Rules on the 30th day of March 1998 and who shall be deemed to be Family Members of the Club, without payment of any annual subscriptions or levies.
  
  - ii. Family Life Members being the parents and children of their family under the age of 30 on the 1<sup>st</sup> January in the previous subscription year. On attaining the age of 30 as aforesaid, they shall cease to be part of the Family Life Membership but shall have the same rights, as now exist, to become Ordinary Members on the terms and conditions then applying to such Membership.
  
  - iii. Ordinary Life Members. The spouse or partner or any child of an Ordinary Life Member shall have no rights or claims to Family Life Membership but may be considered for the particular type of Membership for which they might ordinarily apply.

The Committee will consider all applications for Life Membership but may in their discretion give preference to Members of long standing in the Club or Members who have, in the view of the Committee, rendered outstanding service to the Club.

The combined number of such memberships shall not exceed twenty (20) unless an increase be authorized by the Members in General Meeting.

(c) Family – The parents and all children of a family unit under the age of 30 on the 1<sup>st</sup> January in the previous subscription year.

(d) Pavilion – Persons as shall be elected as non-tennis and non-croquet playing members.

(e) Country – Persons whose principal residence is not within a radius of 50 kilometres of the Club House.

(f) Ordinary – Persons over the age of 35 on the 1<sup>st</sup> January in the previous subscription year who are not covered by any of the above categories of membership.

(g) Intermediate – Persons who on the 1<sup>st</sup> January in the previous subscription year are between the ages of 27 and 35 (inclusive).

(h) Student – Persons who on the 1<sup>st</sup> January in the previous subscription year are between the ages of 19 and 26 (inclusive).

(i) Junior – Persons who on the 1<sup>st</sup> January of the year of joining are between the ages of 7 and 18 (inclusive).

(j) Overseas – Any member residing abroad for at least one subscription year who applies for this category of membership.

(k) Temporary – Membership as defined in Rules 23 (a), 23 (b) and 24.

(l) Embassy members – those persons nominated by an Embassy or Consulate located in and accredited to Ireland and listed on the Diplomatic List of the Department of Foreign Affairs and Trade and subject to such terms as the Committee shall apply, as authorized by the Members.

(m) Student Country – Student whose principal residence is not within a radius of 50 kilometers of the Clubhouse.

(n) Junior Country – Junior whose principal residence is not within a radius of 50 kilometers of the Clubhouse.

In the event of a member wishing to transfer from one category of membership to another, such member on giving notice in writing to the Secretary may in the sole discretion of the Committee be permitted to do so on payment of any difference in the entrance fee, capital levy and subscription for the time being in force. But, the Committee may in its discretion forego any part, or the entire, of such capital levy or entrance fee.

Members are not permitted to change from their category on a temporary basis. New members are not permitted to change their category until they have completed two years of membership.

Sons and daughters of family members who reach the age of 30 before the 1<sup>st</sup> January shall cease to be members of the Club at the end of the subscription year. They may become Intermediate members provided that they write to the Club Manager at the beginning of the following subscription year requesting Intermediate membership. On receipt of such written notice the Hon. Secretary may in the sole discretion of the Committee admit such applicant to Intermediate membership. No entrance fee will be charged in such cases.

18. The Committee shall have power to declare at any time the membership of the club to be full and to suspend the election of future members accordingly.

### **Voting**

19. For the purpose of all General Meetings, Honorary Members, Life Members, Ordinary Life Members, Ordinary Members, Intermediate Members, Pavilion Members and Student Members over the age of 18 on the previous 1st January, present at such meetings shall be entitled to exercise one vote each. Family Members and Family Life Members who are over the age of 18 on the previous 1st January, present at such meetings, shall be entitled one vote each. In the case of a tie of votes the chairperson shall have a casting vote. Proxy voting shall not be permitted.

### **Retiring Members**

20. Retiring members must notify, in writing to the Hon. Secretary, their intention to withdraw, one calendar month before the date on which their next Annual Subscription becomes due, otherwise they will be liable for the usual subscription for the ensuing year.

## **Overseas Members**

21. Any member residing abroad for at least one full subscription year, may apply in writing in advance to the Hon. Secretary to be placed by the Committee on the Overseas List and shall be liable to pay an Annual Subscription at the rate of one sixth of the Annual Subscription until his/her return to Ireland. On his/her return he/she must notify the Hon. Secretary in writing who will restore him/her on the membership roll of the Club. The returning member will be liable for the appropriate Annual Subscription for the current year. Such member shall always be liable to pay the capital levy appropriate to his/her category of membership, but the Committee may in its absolute discretion extend the period over which the same must be paid or reduce the same according to the circumstances of the case.

Any Overseas Member on a temporary visit to Ireland may use the Club facilities for one month in each year without being liable to pay any additional subscription.

## **Leave of Absence**

22. In certain circumstances the Committee may in its absolute discretion grant leave of absence to a member.

## **Temporary Members**

23. (a) Any person who is introduced by a member of the Club, who must furnish the Hon. Secretary with the Candidate's full name and permanent address, may be elected by the Committee a "Temporary Member" of the Club for a period not exceeding four weeks in any one year. For the purpose of this Rule any officer of the Club with one other member of the Committee shall form a quorum. Temporary Members may play in the Club Tournament and competitions, but shall have no voice in the management and affairs of the Club. The introducing member shall be responsible for the payment of such temporary member's subscription as shall be fixed by the committee from time to time.

(b) Any person who, in the opinion of the Committee, is resident in Ireland for a temporary period, may be elected a "Temporary Annual Member". At the expiration of each subscription year such person may apply to the Secretary for re-election for a further year and, at the discretion of the Committee, may be re-elected to this category subject to a maximum of three years in all.

The provisions of Rule 15 will apply to the admission of members in this category. The number of temporary annual members may not exceed six at any one time and they shall have no voice in the management and affairs of the Club.

The subscriptions payable by temporary annual members shall be fixed by the Committee from time to time at a figure not less than the appropriate current annual subscription.

### **Temporary Associate Members**

24. The Committee has power to elect Temporary Associate Members for periods not exceeding twelve months. Candidates must be between the ages of 10 and 25 years.

Candidates shall be balloted for by the Committee and one adverse vote in three shall exclude, and when passed their name(s) must be posted on the Club notice board for at least fourteen days before such election shall be deemed to have been confirmed.

The subscription payable by Temporary Associate Members shall be fixed by the Committee from time to time.

The Committee may also impose any special conditions in regard to the rights and privileges of such members which it thinks desirable. Subject to any such conditions Temporary Associate Members shall have the same rights and privileges as Student Members with the exception of voting at General Meetings of the Club and taking part in the management of the Club.

Any member who has been in this category for one year may apply for a transfer to full membership in an appropriate category. Such member may at the discretion of the Committee be permitted to do so on payment of the appropriate entrance fee, capital levy, if any, and subscription for the time being in force, subject to his or her name being posted on the Club notice board for fourteen days.

### **Use of Club – Visitors & Temporary Members**

25. The Committee shall have the power to suspend the Rules permitting the introduction of visitors and temporary members and to refuse the use of grounds and the Clubhouse to any teams or particular visitor and to cancel, annul or refuse the renewal of the temporary membership of any person under the foregoing Rules.

Every competitor in an open or semi-open tournament shall, on his/her entry being accepted by the Hon. Secretary, be deemed to be an Honorary Member of the Club for the period of such tournament. Any Croquet or Lawn Tennis teams invited by the Club to play matches shall be deemed to be Honorary Members for the day or days of such match.

## **Payment of Subscriptions**

26. (a) On election each member shall receive a demand for the entrance fee and subscription appropriate to the category of membership. The Committee shall have power, if it thinks fit, to grant a concession whereby new members can elect to pay their entrance fees in agreed instalments commencing at the beginning of the next subscription year following their election. The instalments should not exceed four years.

Any person who rejoins the Club after a period of authorised leave of absence will be required to pay an administration fee agreed by the Committee from time to time, providing that an entrance fee had been paid for the original membership. If the new category is of a higher level than the original the full difference in entry fee should also be paid.

The Committee shall have power, if it thinks fit, to reinstate any former member, for good and sufficient reason, on payment of an administration fee similar to leave of absence above.

(b) All Annual Subscriptions shall be due and payable on or before 1<sup>st</sup> April each year unless valid election has been made for instalment payments on terms fixed by the Annual General Meeting. For new members joining the Club the following arrangements will apply:

- i. Joining between 1<sup>st</sup> April and 30<sup>th</sup> June – entrance fee, full annual subscription, capitation fee and social levy to be paid
- ii. Joining between 1<sup>st</sup> July and 31<sup>st</sup> December – entrance fee and pro rata annual subscription, capitation fee and social levy to be paid
- iii. Joining between 1<sup>st</sup> January and 31<sup>st</sup> March – entrance fee and full annual subscription, capitation fee and social levy to be paid, providing membership until 31<sup>st</sup> March of the following year.

The Committee shall have power to grant concessions whereby members may elect to discharge their subscriptions or entrance fees or entrance fee annual instalments by an agreed number of monthly instalments subject to certain conditions laid down by the Committee from time to time.

All members whose subscription or subscription instalments or levies or entrance fee instalments remain unpaid after the expiration of one month from the date on which same shall have become due shall forthwith cease to be members of the



Club. The Committee, however, shall have the power to reinstate such a member on his/her affording a satisfactory explanation. However, if a member is reinstated under this Rule, a surcharge of 2.5% per month will be added to the subscription or instalment payable for each calendar month or part thereof outstanding after the 30<sup>th</sup> April or the appropriate date for payment of an instalment. The Committee shall have the power to post on the Club notice board the names of persons suspended under this rule.

(c) An Ordinary or Pavilion member who has been a member of the Club for a period of at least 15 of the preceding 20 years, and is 70 or more years old, may continue their membership for subsequent subscription years on payment of half the appropriate subscription each year. All members will cease to be liable for any special capital levies on reaching the age of 75.

### **Accounts**

27. Correct accounts and books shall be kept showing the financial affairs and receipts and disbursements of the Club, and the Balance Sheet and Financial Statements of the Club shall be made up to the end of December in each year. The financial statements shall be compiled by the appointed Accountants in accordance with M14 (Revised) "Compiling and reporting on financial statements not subject to audit" from the accounting records and information and explanations supplied by the Committee members and in compliance with the relevant ethical guidelines. The Accountants shall be elected at the Annual General Meeting. The Club's books and accounts shall be made available to the Revenue Commissioners for inspection on request.

The Committee shall document and maintain such internal financial controls as it deems necessary to ensure the good governance of the financial matters of the Club; these internal financial controls shall be as recommended and overseen by the Honorary Treasurer and as reviewed by the Club's appointed Accountants.

### **Supply & Consumption of Excisable Liquor**

28. No person shall be supplied excisable liquor upon the Club premises save in accordance with the terms of the Intoxicating Liquor Acts 1904 - 2000 and as may be amended from time to time and in particular the following shall apply:-

- 1) Subject to the exceptions specified in sub-paragraph 4) of this Rule, no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a Member of the Club lodging in the Club premises) or be consumed on the Club premises by any person (other

than a Member of the Club lodging in the Club premises):

a) at any time on Christmas Day or Good Friday, or

b) on any other day, as specified hereunder, outside the times so specified in respect of it –

- i. St. Patrick's Day: between 12.30 p.m. and 12.30 a.m. on the following day.
- ii. The 23<sup>rd</sup> December: if it falls on a Sunday, between 10.30 a.m. and 11.30 p.m.
- iii. Christmas Eve and the Eve of Good Friday: between 10.30 a.m. and 11.30 p.m.
- iv. The Eve of any public holiday (other than Christmas Eve):
  - I. If the eve falls on a weekday, between 10.30 a.m. and 12.30 a.m. on the following day, or
  - II. If it falls on a Sunday, between 12.30 p.m. and 12.30 a.m. on the following day;
- v. any other Sunday (except a St. Patrick's Day which falls on a Sunday): between 12.30 p.m. and 11 p.m.
- vi. any other Monday, Tuesday, Wednesday or Thursday between 10.30 a.m. and 11.30 p.m.;
- vii. any other Friday or Saturday: between 10.30 a.m. and 12.30 a.m. on the following day.

2) The hours specified in 1) b) above in respect of any day specified in that paragraph are in addition to the period between midnight and 12.30 a.m. on that day, when that period is included in the hours so specified in respect of the eve of that day.

3) "Public Holiday" has the meaning given to it by the Organization of Working Time Act, 1997.

4) Nothing contained in the Registration of Clubs Acts, 1904 to 1999, or contained in the above Rules of the Club shall operate to prohibit the

supplying for consumption on the Club premises of excisable liquor to any person, or the consumption of excisable liquor on those premises by any person-

- a) on Christmas Day, between 12 midday and 10 p.m., or
- b) on any other day, for one hour after the expiration of any period in respect of that day during which it is lawful for the Club, by virtue of the provisions of subsection (1) (b) of Section 56 of the Intoxicating Liquor Act 1927 as amended by section 7 of the Intoxicating Liquor Act 2000 (as set out in sub-paragraph 1) b) above of this Rule) to supply any excisable liquor for consumption on the Club Premises, if in each case the excisable liquor is:-
  - i. ordered by or on behalf of that person at the same time as a substantial meal is so ordered, and
  - ii. consumed by that person during the meal or after the meal has ended.

5) No excisable liquor shall be sold or supplied for consumption outside the Club Premises, except to Members of the Club, between the hours of 8.00 a.m. and 10.00 p.m.

- a) No excisable liquor shall be sold or supplied to any person under 18 years of age and evidence of age may be requested.
- b) No person under the age of 18 years may consume excisable liquor on the Club premises.

29. No visitor shall be supplied with excisable liquor on the Club premises unless on the invitation and in the company of a Member, and such Member shall, upon the admission of such visitors to the Club premises, or immediately on his being supplied with such liquor, enter his own name and the name of the visitor in a book which shall be kept for the purpose, and which shall show the date of each visit.

## **Change of Rules**

The Committee from time to time may alter or add to the Rules for the purposes of complying with the provisions of the Registration of Clubs (Ireland) Acts, 1904-2000, or of any Statute amending the same and, save for the purpose aforesaid, no Rule of the Club shall be appealed or altered nor new Rules made except at a General Meeting. No change to the Rules of the Club concerning its main objects and/or the application of its income or property clauses shall be made unless such changes have been previously submitted to and approved in writing by the Revenue Commissioners.

## **Removal or Suspension of a Member**

30. If any circumstances connected with the conduct of a member and likely to endanger the welfare or good order of the Club, or the welfare of one of the Club's employees or members, be brought to the notice of the Committee, it shall be in their discretion to call a Special Committee Meeting. Such a meeting shall have power to consider the conduct of the member in question, to approve or censure it, or, if two thirds of a majority of those present and voting be obtained, to terminate his/her membership provided that, before expelling a member or imposing any lesser penalty, the Committee shall call upon such a member for a written explanation of the member's conduct and shall give the member full opportunity of making explanation or of resigning. Voting shall be by secret ballot.

A Member expelled by the Committee shall have the right to appeal to the next General Meeting of the Club, but until such meeting takes place, all rights and privileges of the Club shall be withdrawn. A member expelled shall ipso facto forfeit all rights and claims upon the Club or its property or its funds.

The Committee, at a Committee Meeting specially convened for the purpose and consisting of not less than seven members, may by a two thirds majority of those present suspend from the use of the Club for a period not exceeding three months any member whose conduct in their opinion makes such a course desirable.

## **Bye-Laws**

31. (a) The Committee are empowered to make and from time to time alter such Bye-Laws as they consider necessary for the management of the Club. Every member, visitor or other person using the Club premises shall be subject to and must comply with all Bye-Laws currently in force.

(b) Bye-Laws shall be enforced as soon as they have been posted on the Club Notice Board.

32. Any questions pertaining to the Rules or Bye-Laws shall be as interpreted by the Committee. In the event of there being any conflict between the Rules and the Bye-Laws the Rules shall prevail.

### **Winding Up**

33. If upon the winding-up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as imposed on the Club under and by virtue of Clause 3 hereof, such institution or institutions to be determined by the members of the Club at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some charitable object.

# **CARRICKMINES CROQUET & LAWN TENNIS CLUB BYELAWS 2021**

## **Preliminary**

- a. The Club has adopted and will implement the Code of Ethics and Good Practice for Children's Sport as an integral part of club policy.
- b. The Club has adopted and will implement Data Protection practices as an integral part of club policies as per the Data Protection Acts 1988 and 2003 and the General Data Protection Regulation.
- c. The Club has adopted and will implement the Complaint, Objection & Disciplinary Rules and Procedures for Irish Tennis as an integral part of club policy.

## **1. General Byelaws**

**1.1.** The Clubhouse shall open and close at such hours as the Committee shall appoint.

**1.2.** No notice shall be put up in the premises without the prior permission of the Club Manager.

**1.3.** All members shall pay for every expense incurred by them in the Club whether for themselves or for guests or visitors introduced by them, before leaving.

**1.4.** No unlawful games of chance or hazard shall be played nor shall dice be used in the Club.

**1.5.** No member shall take away from the Club any articles belonging to or hired by the Club.

**1.6.** Any member willfully or negligently damaging any of the Club property shall make good the same at his/her own cost but, for all accidental damages, the cost shall be covered by the Club funds if the Committee are satisfied that no blame attaches to the member by whom the damage was done.

**1.7.** Dogs shall only be allowed on the grounds of the Club if they are on a lead. With the exception of guide dogs, no dogs shall be allowed in the Clubhouse.

**1.8.** Subject to the approval of the Committee, the Club premises may be made available to members for the purpose of private functions on terms and conditions to be determined from time to time by the Committee. Applications should be made in writing to the Club Manager.

**1.9.** Children under the age of 18 are not permitted in the bar area after 9 .00pm. Unaccompanied children under the age of 18 are not permitted in the bar area after 6.00pm.

**1.10.** Use of mobile phones is not permitted on the tennis courts, croquet lawns, in the bar, in the dining room or in changing rooms.

**1.11.** All complaints shall be addressed in writing to the Hon. Secretary.

**1.12.** Only alcohol purchased on the premises may be consumed on the grounds or in the Clubhouse.

**1.13.** Smoking and vaping are not permitted in the Clubhouse.

**1.14.** Chewing gum must not be used or discarded anywhere on the premises.

**1.15.** The Byelaws may be amended, altered or added to at any time by the Committee.

## **2. Visitors and Guests**

**2.1. All Guest Visitors.** Members are reminded of Club Rule 25 regarding visitors. Members introducing a playing or non-playing visitor into the Club must enter their name in the Visitors Book.

**2.2. Playing Guest Visitors.** Members must:

- Pay the appropriate green fee.
- Members must not introduce the same person more than once per calendar month. The same playing visitor may not be introduced more than six times during a calendar year.

**2.3. Non-Playing Guest Visitors.** Each member shall be allowed to bring three non-playing visitors into the Club after entering their names in the Visitors Book. Such guests shall not remain in the Club after the Member by whom they were introduced has left the premises.

**2.4. President's Visitors.** The President, with the authority of the Committee, may invite visitors to use the Club's facilities over a specified period of time.



"President's Visitors" shall, in lieu of green fees, pay such fee as shall be fixed by the Committee.

### **3. Membership Applications**

**3.1.** Membership applications should incorporate some information regarding the tennis and/or croquet activities of the candidate and confirm whether they are willing to represent the club if selected. (Refer to Rule 15)

**3.2.** Proposers are expected to acquaint prospective members with the Rules and Byelaws of the Club (obtainable from the Club Manager and on the Club website). They should also seek to help the proposed member integrate in the Club's activities and to support the Club by using the bar and attending functions.

### **4. Clubhouse and Car Park**

#### **4.1. First Floor Reception, Dining, Bar Areas.**

General briefcases, sporting equipment (including clothing), carrier bags, or any other item of luggage should be stored in areas provided.

#### **4.2. Saunas.**

No one under the age of 16 years may use the sauna.

#### **4.3. Kitchen.**

Members must obtain special permission from the Club Manager to use the kitchen. Health and Safety Regulations apply at all times.

#### **4.4. Car Park**

The Car Park shall be available for the use of members and visitors using the club facilities. Members should avoid distracting players by shining strong lights over courts. Speed should be kept to a minimum to avoid injuries and accidents. Bicycles and motorcycles shall be parked only in the areas reserved for them.

#### **4.5. Gymnasium**

Use of the gymnasium and gymnasium equipment is restricted to members only, over the age of 16 years.

Members must wear clothing and shoes of a suitable standard and in clean condition in the gymnasium. Outdoor shoes must not be worn in the gymnasium.

The Club Manager may, in special circumstances, prohibit any person from using the gymnasium or any specific items of equipment.

The rules for the gymnasium displayed outside the gymnasium are to be observed at all times.

## **5. Tennis Byelaws**

### **5.1. General**

All tennis activities are under the supervision and direction of the Tennis Committee and the Tennis Director.

### **5.2. Tennis Attire**

There is a whites rule in operation and it is to be respected. The rule applies to all tennis players playing on both indoor and outdoor courts:

- Tennis wear must be predominantly white.
- Shorts, t-shirts, polo shirts, skirts and dresses must be predominantly white (80% white to be taken as a guide).
- Shirts may carry a discreet logo, but not a slogan of any description.
- Tracksuits of any colour are permitted but whites must be worn underneath tracksuits.
- Leggings are acceptable only when worn under white skirts or white shorts. Multi-coloured leggings are not permitted.
- Playing guest visitors to the club (excluding visiting league teams) should be asked by their host members to abide by the rules.

### **5.3. Booking Procedures**

The Tennis Committee will determine booking procedures and the booking system. Information on booking procedures is provided in the booking system. The following points are noted in particular:

- A member may only book one court per day.
- Courts may only be booked for 1 hour.

- Bookings which are not taken up within 10 minutes of the scheduled starting time will be deemed to have lapsed.
- A minimum of 2 players is required to occupy a booked court, save for use – within permitted times as determined by the Tennis Director – of any ball machine or practice wall associated with a court.
- If members do not use booked courts, a fine may be imposed unless cancelled 24 hours in advance. Inappropriate use of the booking system may result in court booking privileges being revoked for a period of time.

## **5.4 Court Occupancy and Etiquette**

**5.4.1.** A notice is displayed in the Clubhouse setting out court rights and priorities as determined from time to time by the Committee.

**5.4.2.** Tennis courts may only be used for tennis, as directed by the Tennis Committee.

**5.4.3.** If members do not use booked courts, a fine may be imposed unless cancelled 24 hours in advance. Inappropriate use of the booking system may result in court booking privileges being revoked for a period of time.

**5.4.4.** Never disturb a game in progress by:

- Opening a gate to gain access to courts
- Crossing behind courts
- Retrieving a ball
- Calling for ball in transit

**5.4.5.** Promptly return any balls that stray onto your court.

**5.4.6.** Always offer “Take two!” in the event of confusion or a disturbance

**5.4.7.** Players must keep the level of noise reasonable

**5.4.8.** A player who wishes to have the dividing nets open between indoor courts shall have precedence over a player who wishes to have the nets closed.

**5.4.9.** Spectators are not allowed on courts and must not interfere in matches

**5.4.10.** Unsportsmanlike behavior is unacceptable.

**5.4.11.** No glass containers shall be brought onto the tennis courts.

## **5.5. Coaching**

**5.5.1.** Coaching is under the sole direction of the Tennis Director as directed by

the Club Committee from time to time. For control and safety reasons, children under the age of 7 must have parental supervision at all times.

**5.5.2.** Court 4 will be at the disposal of the Tennis Director or a nominated coach during agreed times. If more courts are required, a notice will be displayed in the Clubhouse and information provided through the court booking system.

## **5.6. Juniors**

**5.6.1.** Juniors have specific court rights set out in a notice displayed in the Clubhouse. This should be respected by members.

**5.6.2.** Adults have strict priority on all courts after 6pm. Juniors are not allowed to book courts starting after 6pm. However, if courts are free after 6pm, juniors may use them. Juniors who represent the Club in the DLTC leagues have full booking privileges.

**5.6.3.** Club property should be treated with respect at all times. There will be serious repercussions in the event of reports of abuse of club property.

**5.6.4.** Mutual respect between all club members is expected at all times.

## **5.7. Leagues and Competitions**

**5.7.1.** Court bookings for League matches are under the direction and discretion of the Tennis Director

**5.7.2.** League matches have priority in use of the courts until the conclusion of the match.

**5.7.3.** Club Competitions, Club Nights and Team Tennis have priority over non- competitive matches.

## **6. Croquet Bye-Laws**

**6.1.** Flat shoes without spikes must be worn at all times on the lawns.

**6.2.** Croquet equipment must be returned to its place in the Equipment Room after use.

**6.3.** Players must observe proper double banking etiquette at all times.

## **7. Bridge Bye-Laws**

**7.1.** Members wishing to introduce a playing guest must advise the bridge organiser. The right to introduce a playing guest may be temporarily suspended by the bridge organiser.

**7.2.** No guests are permitted to participate in Club Tournaments.