Stackallen Tennis and Pitch and Putt Club

Constitution

1. NAME AND ADDRESS

1.1 The name of the Club shall be "Stackallen Tennis and Pitch and Putt Club" and shall be referred to hereinafter as "the Club".

1.2 The registered address of the Club shall be Pighill, Stackallen, Navan, Co. Meath, C15 W6PW.

2. PURPOSE

The Club is formed for the purpose of providing facilities for playing lawn tennis and pitch and putt, and to enable the members to meet one another and entertain their friends and the members of other clubs engaging in similar pastimes.

3. MEMBERSHIP CATEGORIES

3.1 The Club shall consist of the following types of members:

Junior – shall be members who have not reached their eighteenth (18th) birthday on 1st of January of the (then) current membership year.

Family - is defined as a social unit consisting of one adult or two adults living together in one household, with or without children. The children must be under the age of eighteen (18) or engaged in full-time education up to the age of twenty-three (23). Children over the age of eighteen who are employed are not included in Family Membership. This definition excludes any other types of groupings, such as friends or siblings.

Student - aged eighteen (18) years or over and in full-time education.

Adult - over 18 years of age.

Senior - over 65 years of age.

Life membership - No person shall be admitted to Life membership unless elected at the Annual General Meeting and on the recommendation of the Executive Committee.

Internal Use Only

Honorary membership - No person shall be admitted to Honorary membership unless elected at the Annual General Meeting and on the recommendation of the Executive Committee.

The number of Life and Honorary members shall not exceed 2% of the total membership at the time of their proposal.

No person shall be eligible for election as a Life or Honorary member unless, in the opinion of the Executive Committee, such person possesses one or more of the following qualifications:

(a) Such person shall have rendered exceptional services to the game of lawn tennis or pitch and putt, or
(b) Such person shall have rendered exceptional services to the Club.
(c) Life and Honorary members shall be relieved of payment of the annual subscription.

Full membership shall be defined as membership held by persons who:

i. are aged eighteen (18) years or over on 1 January of the current membership year; and
ii. have paid the applicable annual subscription to the Club, except where no subscription is payable.

Junior and Honorary members shall not be entitled to vote at any meeting except where such member has been elected a member of the Executive Committee.

3.2 All other memberships shall be limited to a maximum of 600. This limit will be reviewed periodically in line with the extension to the club facilities.

3.3 The Executive Committee shall decide the hours during which junior members may avail of the amenities of the Club.

3.4 The Executive Committee reserves the right of admission to the Club's grounds and /or premises.

4. ANNUAL SUBSCRIPTION & YEAR END

4.1 The annual Club subscription falls due on the 1st day of January each year. It must be paid before the 1st of March each year. Members who fail to pay their annual subscription will, after due notice, lose access to the Club facilities.

4.2 The amount of the subscription, together with the entry fee for new members, is to be decided by a simple majority at the Annual General Meeting.

4.3 The Executive Committee shall have responsibility for accepting new members. The Executive Committee reserves the right to refuse membership, where it reasonably considers such refusal to be in the best interests of the Club, provided that any such decision is made fairly, objectively and without unlawful discrimination.

4.4 The names of the new members shall be proposed to the Executive Committee by one current member. A completed application form must be submitted for consideration by all persons proposed as members of the Club. In the case of Family membership, the application form should contain the required details of all persons being proposed for membership, including children under the age of 18.

4.5 The Club's financial year shall run from 1st October to 30th September in the following year.

5. GREEN FEES

5.1 Green fees and Court fees must be paid by non-members before commencing to play. Such fees shall be fixed by the Executive Committee.

5.2 The Executive Committee may change such fees as it may deem expedient in the interest of the Club.

6. EXECUTIVE COMMITTEE

6.1 Composition and Election

i. The officers of the Club shall be as follows: an Honorary President, a Chairperson, a Vice Chairperson, an Honorary Secretary, a Treasurer, Ladies and Gentlemen's Captains in Tennis and Ladies and Gentlemen's Captains in Pitch and Putt.

ii. The affairs of the Club shall be vested in the Executive Committee composed of a Chairperson, Vice Chairperson, Honorary Secretary, Treasurer, Ladies and Gentlemen's Captains in Pitch and Putt and Ladies and Gentlemen's Captains in Tennis and not fewer than two (2) and not more than four (4) additional Full Members.

iii. Such additional members shall serve in roles designated by the Executive Committee as necessary for the administration and maintenance of the club.

iv. All members of the Executive Committee shall be elected at the Annual General Meeting. The Chairperson shall not hold the same office for more than two consecutive years and shall be succeeded by the Vice Chairperson. The Honorary Secretary shall not hold the same office for more than three consecutive years. The Treasurer shall not hold the same office for more than four consecutive years. The Executive may co-opt a member to fill a vacancy on the Committee.

v. In the event that the members fail to elect a Chairperson at the Annual General Meeting and the outgoing Chairperson has held the same office for two consecutive years, the outgoing Chairperson may be reinstated by a two-thirds majority. The Chairperson shall not hold the same office for more than four consecutive years.

vi. Any member intending to stand for election to the Executive Committee for the forthcoming year must formally declare their intention to the Honorary Secretary no later than 15th October each year. The communication shall include notification by email. Only members who have submitted such a declaration by the stated deadline shall be eligible to be nominated for election at the Annual General Meeting.

6.2 Quorum

At a meeting of the Executive Committee, five members shall form a quorum. The Chairperson shall have a casting vote in addition to his / her own.

6.3 Proceedings of the Executive Committee

i. The Executive Committee shall hold at least one meeting each month.

ii. The Chairperson shall preside at all meetings of the Club and of the Executive Committee. In his/her absence, the Vice Chairperson shall preside. In their absence, a Chairperson shall be elected from those present at the meeting.

iii. The Chairperson or the Honorary Secretary shall convene all meetings of the Club and of the Executive Committee.

iv. The Honorary Secretary shall keep a record of all such meeting minutes.

v. The Honorary Secretary shall conduct the correspondence of the Club.

vi. The Treasurer shall keep current books and accounts showing the financial position of the Club, and shall furnish the Executive Committee with particulars of the same from time to time as may be required by the Executive Committee. Annual financial statements shall be presented to the Annual General Meeting. The Executive

Committee may appoint an independent person to review or audit the accounts as deemed appropriate.

7. GENERAL MEETINGS & VOTING RIGHTS

7.1 Annual General Meeting

i. The Annual General Meeting shall be held in the month of November, and at least ten days' written notice shall be given to all members. The notice shall include complete details of any proposed changes to the subscription amount and new membership entry conditions.

ii. The Honorary Secretary shall submit a report of all Annual General Meetings.

7.2 Extraordinary General Meeting

An Extraordinary General Meeting shall be held whenever the Executive Committee may deem such a meeting expedient or whenever a request in writing is delivered to the Honorary Secretary signed by at least twenty (20) full members and accompanied by a statement of the reason for which such a meeting is required. Such a meeting must be held within fourteen 14 days of the receipt of such a request, and seven 7 days' notice must be given to all members of the business to be brought forward at such an Extraordinary General Meeting.

7.3 Voting Rights

i. Only Full Members shall have a right to vote at meetings of the Club. Each Individual Full Member shall have one vote. Family Memberships with two adults (meaning the parents/partners) shall be entitled to two votes regardless of the number of persons comprised in the Family Membership. Family memberships with one adult (meaning the parent) shall be entitled to one vote.

ii. For subscription and membership administration purposes, a Family Membership shall be regarded as one membership. Each adult within a Family Membership who otherwise meets the definition of a Full Member shall be individually eligible to vote and stand for election to the Executive Committee.

iii. No member shall be entitled to vote at any General Meeting unless all monies payable by that member to the Club have been paid, unless the Executive Committee, acting by way of a two-thirds majority, decides otherwise.

iv. Any objection as to the entitlement of a member to vote at a meeting must be made at that meeting and referred to the Chairperson of the meeting, whose decision shall be final and decisive.

8. COMPLAINTS

8.1 Any member lodging a complaint or protest to the Executive Committee must do so in writing. Such a letter or complaint must bear the signature of the writer and the signature of all or any other persons associating themselves with the complaint or protest. Such a complaint or protest must be delivered to the Honorary Secretary.

8.2 The complaint shall be considered by the Executive Committee, or such persons as the Executive Committee may designate, and further information shall be sought where deemed necessary. Complaints shall be handled with appropriate confidentiality.

8.3 The complainant(s) shall receive an acknowledgement of the receipt of the complaint within seven (7) days and be notified of any actions arising from the discussion of the said complaint.

8.4 For the purposes of carrying out their powers and duties, the Executive Committee are authorised to make regulations, not inconsistent with these rules. Where the general membership, or any class of member, or any individual member, is expected to abide by a regulation, then notice of all such regulations shall either be sent to all members in writing or published in a prominent place in the clubhouse to which all members have access prior to implementation.

9. DISCIPLINARY ACTIONS

9.1 The Club shall comply with the disciplinary, complaints, appeals and conduct procedures applicable to each sport for which the Club is affiliated.

9.2 In respect of Tennis activities, members shall be subject to the rules, regulations and disciplinary procedures of Tennis Ireland, as amended from time to time.

9.3 In respect of Pitch and Putt activities, members shall be subject to the rules, regulations and disciplinary procedures of Pitch and Putt Ireland and the relevant County Board, as amended from time to time.

9.4 Nothing in this Constitution shall prevent the Club from applying its own internal complaints, disciplinary or safeguarding procedures in relation to Club membership, governance, facilities, events or conduct, provided that such procedures are consistent with this Constitution and the requirements of the relevant governing body.

9.5 Where a matter falls within the jurisdiction of a relevant National Governing Body, its applicable mandatory rules and procedures shall prevail to the extent of any inconsistency. Matters concerning Club membership, Club governance, facilities, property, employment or

activities outside the jurisdiction of the governing body may be dealt with under the Club's internal procedures.

10. PROPERTY OF THE CLUB AND TRUSTEES

10.1. The property of the Club shall be vested in the Trustees in their capacity as Trustees of the Club and shall be held by them on behalf of the Club. The Trustees shall deal with the Club's property in accordance with resolutions of the Executive Committee. The Trustees shall be indemnified out of the assets of the Club against all liabilities and expenses properly incurred by them in the execution of their duties as Trustees of the Club, except where such liabilities arise from their own wilful default or fraud.

10.2 The Club shall elect Trustees, of whom there shall be not more than five and not less than three.

10.3 The Trustees shall be elected at a General Meeting of the Club. No person shall be elected as a Trustee without first confirming their willingness to act in that capacity.

10.4 They shall hold office as Trustees until death or resignation unless removed from office by an ordinary resolution of a General Meeting of the Club. Where a Trustee dies, resigns or is removed from office, a replacement Trustee may be elected at a General Meeting of the Club. The continuing Trustees and any retiring Trustee shall execute all documents and take all steps necessary to vest the property of the Club in the newly appointed Trustee and the continuing Trustees.

10.5 The Trustees shall be eligible as officers or ordinary members of the Executive Committee.

10.6 In such circumstances where one or all the Trustees are not members of the Executive Committee, they shall be entitled to attend all meetings of the Club and of the Executive Committee, if they so desire. They shall be obliged to attend Executive Committee meetings if requested to do so by that Committee.

10.7 The Executive Committee may pass resolutions to borrow for the purpose of the Club, such amounts of money, either at one time or from time to time and at such rates of interest and in such form and manner and upon such security as shall be specified by the Executive Committee. Thereupon, the Trustees shall, at the direction of the Executive Committee, make all such depositions of the Club's property or any part thereof and enter into such agreements in relation thereto as the Executive Committee shall deem proper for giving security for such loans and interest. All members of the Club, whether voting on such resolution or not, and all persons becoming members of the Club after passing of such resolutions shall be deemed to have assented to the same as if they had voted in favour of such resolutions.

10.8 The Club's Solicitor shall be appointed by the Executive Committee.

11. CLUB'S FACILITIES

11.1 The Executive Committee is empowered to temporarily or permanently withdraw the facilities of the Club from any member or visitor who infringes any of the provisions of this Constitution, the Club Rules, Codes of Conduct, Policies or Procedures of the Club.

11.2 The Executive Committee may choose either:

11.2.1 to impose a period of suspension for a defined length of time or
11.2.2 to terminate the membership of the person.
11.2.3 A member subject to suspension or termination shall be notified in writing of the decision, the reasons for the decision and their right to appeal in accordance with the applicable disciplinary procedure.

11.3 All personal belongings of the members, associates, visitors or others, brought to or left at the premises of the Club (either in the Clubhouse or outside) shall be at the sole risk of the owners, and the Club or committee or Trustees shall not be responsible for any loss or damage thereto, however arising; but this rule shall not prejudice any claim by the Club or the owners against Insurance Companies in the case of fire or when otherwise covered by insurance.

11.4 The Executive shall ensure that goods and services are supplied to the Club at competitive rates.

11.5 Members of visiting teams or Clubs, taking part in competitions either as players or officials, on the Club grounds, shall, for the day, be temporary members of the Club and shall be relieved of the payment of fees other than the entrance fee, if any, to take part in the competition.

11.6 Any suspension, withdrawal of privileges or termination of membership under this section shall be carried out in accordance with the disciplinary procedures set out in Section 9 of this Constitution.

12. COMPLIANCE WITH CODES

12.1 The Club is fully committed to safeguarding the well-being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland.

12.2 To ensure that best practice is followed, the Club will work closely with the relevant National Governing Bodies and shall comply with the Code of Ethics and Good Practice for Children's Sport in Ireland and any successor safeguarding standards.

13. EQUALITY, DIVERSITY AND INCLUSION

13.1 The Club is committed to promoting an environment in which all individuals are treated with dignity and respect. Every member, participant, volunteer, and visitor shall have an equal opportunity to participate in, contribute to, and enjoy all Club activities and facilities.

13.2 The Club will not tolerate any form of discrimination, whether direct or indirect, based on race, colour, nationality, ethnic origin, gender, gender identity, sexual orientation, disability, age, marital status, religion, belief, or socio-economic background.

13.3 The Club will actively prevent and address all forms of discrimination, harassment, bullying, or exclusion and will encourage reporting of inappropriate behaviour through open, safe, and confidential channels. We will take prompt and proportionate action where breaches occur.

13.4 All members are expected to uphold these principles and contribute to a welcoming, inclusive, and respectful environment.

13.5 Nothing in this Constitution shall be interpreted in a manner that permits unlawful discrimination under the Equal Status Acts 2000–2018.

14. DATA PROTECTION

The Club shall process personal data in accordance with applicable data protection law, including the GDPR and the Data Protection Act 2018. The Executive Committee shall maintain and publish an appropriate Privacy Notice and shall approve policies governing retention, access, security, data breaches and the handling of data-subject requests.

15. ADDITIONS, ALTERATIONS OR AMENDMENTS

15.1 No amendment, alteration or addition shall be made to this Constitution except by resolution of a General Meeting, provided that notice of the proposed amendment has been circulated to members with the notice convening the meeting, and the resolution is carried by a two-thirds majority of those present and entitled to vote.

15.2 The Executive Committee may amend Club Rules, Codes, Policies and Procedures from time to time, provided that such amendments are not inconsistent with this Constitution.

16. CLUB RULES AND REGULATIONS

16.1 The Executive Committee shall maintain and publish Club Rules governing the use of Club facilities, member conduct, competitions, safeguarding, health and safety, booking

systems, clubhouse operations, bar operations and other matters necessary for the proper management of the Club.

16.2 The Club Rules shall be maintained separately from this Constitution and shall form part of the Club's governance framework. The current version of the Club Rules shall be approved by the Executive Committee and made available to members through the Club website, Club noticeboard, or other official communication channels.

16.3 The Executive Committee may amend the Club Rules from time to time by resolution of the Executive Committee, provided that such amendments are not inconsistent with this Constitution or applicable law.

16.4 In the event of any conflict between this Constitution and the Club Rules, the Constitution shall prevail.

Stackallen Tennis and Pitch and Putt Club
Rules and Regulations

Adopted by the Executive Committee pursuant to Section 16 of the Club Constitution.

DISTRIBUTION OF INTOXICATING LIQUOR

A visitor shall not be supplied with excisable liquor on the Club premises unless on the invitation and in the company of a member, and the member shall, upon the admission of such visitor to the Club premises, or immediately upon the visitor being supplied with such liquor, enter the member's name and the name and address of the visitor in a book kept for that purpose, which shall show the date of each visit.

No excisable liquor shall be sold or supplied for consumption outside the premises of the Club, except to members of the Club between the hours of eight o'clock in the morning and ten o'clock at night.

No excisable liquor shall be sold or supplied to any person under eighteen years of age. The Club reserves the right to require satisfactory proof of age and identity.

Subject to the exceptions specified in the Registration of Clubs Acts and the Intoxicating Liquor Acts as amended from time to time, no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging on the Club premises) or be consumed on the Club premises by any person (other than a member of the Club lodging on the Club premises):

a. at any time on Christmas Day.
b. on any other day, outside the hours specified below:

1. **Saint Patrick's Day:** between 12:30 p.m. and 12:30 a.m. on the following day;
2. **23 December, where it falls on a Sunday:** between 10:30 a.m. and 11:30 p.m.;
3. **Christmas Eve:** between 10:30 a.m. and 11:30 p.m.;
4. **the eve of any public holiday, other than Christmas Eve:**
    - where the eve falls on a weekday, between 10:30 a.m. and 12:30 a.m. on the following day; or
    - where it falls on a Sunday, between 12:30 p.m. and 12:30 a.m. on the following day;
5. **any other Sunday**, except Saint Patrick's Day falling on a Sunday: between 12:30 p.m. and 11:00 p.m.;
6. **any other Monday, Tuesday or Wednesday:** between 10:30 a.m. and 11:30 p.m.; and

7. **any other Thursday, Friday or Saturday:** between 10:30 a.m. and 12:30 a.m. on the following day

Nothing in the Registration of Clubs Acts, or contained by virtue of the foregoing provisions in the 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 the Club premises by any person:
(a) on Christmas Day, between **12:00 midday and 10:00 p.m.**; or
(b) on any other day, for **one hour after the expiration of any period** during which it is lawful for the Club to supply excisable liquor for consumption on the Club premises, provided, in each case, that the excisable liquor is:

1. ordered by or on behalf of that person at the same time as a **substantial meal** is ordered; and
2. consumed by that person during the meal or after the meal has ended.

INTEREST IN THE SALE OF INTOXICATING LIQUOR

No member of the Executive Committee and no manager, employee or other person employed by the Club shall have any personal interest in the sale of excisable liquor on the Club premises or in the profits arising from such sale.