

BY - LAWS

OF THE

WYONG GOLF CLUB LIMITED

The following By-Laws were made and adopted by the Board of the Club on the 29th April 2000, to come into force on the 1st May 2000.

All previous By-Laws were repealed as from the 1st May 2000.

BY-LAWS OF THE WYONG GOLF CLUB LIMITED

1. (a) These By-Laws are subject to revision and alteration at the discretion of the Board. They are governed by and shall be read in conjunction with the Club's Constitution.
- (b) The Annual Program shall be read in conjunction with the By-Laws of "Wyong Golf Club Limited" and is subject to revision and alteration at the discretion of the Board.
2. Any By-Laws made under this Constitution or any alterations to or repeal of any such By-Law shall come into force and have full effect and authority and be binding upon members of the Club on being posted on the Club Notice Board.

MEMBERSHIP

(A) ELIGIBILITY

Any person of Amateur golfing status and over the age of ten (10) years shall be eligible for election to membership of the Club provided all fees and charges as laid down by the Board have been duly paid.

(B) RIGHTS OF VARIOUS CLASSES OF MEMBERSHIP

Until otherwise determined the following shall apply:

- (i) **Life Member** means a Full Playing Member, 6 Day Playing Member or Weekday Playing Member elected as such at a General Meeting of the Members in accordance with the Constitution. Shall be entitled to the use of the golf course and clubhouse facilities identical with the Full Playing Members.
- (ii) (a) **Full Playing Member** means a Member of or over the age of eighteen (18) years who has been duly elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course and clubhouse facilities within the permitted times on any day of the week.

(b) **Intermediate Playing Member** means a Full Playing Member who has not attained the age of thirty six (36) years and who elects to be an Intermediate Playing Member. Shall be entitled to use the golf course and clubhouse facilities within the permitted times on any day of the week. Intermediate Playing members shall furnish to the Club documentary proof of their age at the time of the member's subscription renewal.
- (iii) **Provisional Playing Member** means a member who is awaiting transfer to Full Playing Member, Intermediate Playing Member or Junior Playing Member. The rights and privileges of Provisional members are determined by the Board of the Club from time to time.
- (iv) **Country Playing Member** means a Playing Member of an affiliated golf club and whose usual place of residence is beyond a radius of one hundred (100) kilometres from the Wyong Golf Club and who is elected as such or transferred by the Board from another class of Ordinary membership. Country Playing members may play in members' competitions except major events as determined by the Board.

- (v) (a) **6 Day Playing Member** means a person of or over the age of eighteen (18) years who has been duly elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course within the permitted times on days other than Saturdays, except in circumstances especially authorised by the Board. The use of the clubhouse facilities is identical to that of Full Playing members.
- (b) **Intermediate 6 Day Playing Member** means an 6 Day Playing Member who has not attained the age of thirty six (36) years and who elects to be an Intermediate 6 Day Playing Member. Shall be entitled to use the golf course within the permitted times on days other than Saturdays, except in circumstances especially authorised by the Board. The use of the clubhouse facilities is identical to that of Full Playing members. Intermediate 6 Day Playing members shall furnish to the Club documentary proof of their age at the time of the member's subscription renewal.
- (vi) **Country 6 Day Playing Member** means an 6 Day Playing Member of an affiliated golf club and whose usual place of residence is beyond a radius of one hundred (100) kilometres from Wyong Golf Club and who is elected as such or transferred by the Board from another class of Ordinary membership. Country 6 Day Playing members may play in members' competitions except major events as determined by the Board.
- (vii) **Junior Playing Member** means persons under the age of eighteen (18) years who are elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course and clubhouse facilities within the permitted times as may be determined by the Board. Juniors must be approved by the Captain as meeting the handicap criteria to be eligible to play in members' competitions. Junior Playing members shall furnish to the Club documentary proof of their age at the time of the members subscription renewal.
- (vii) **Weekday Playing Member** means a person who has attained the age of eighteen (18) years who has been elected as such or transferred by the Board from another class of Ordinary membership. Shall be entitled to use the golf course within the permitted times on days other than Saturdays and Sundays, except in circumstances especially authorised by the Board. The use of the clubhouse facilities is identical to that of Full Playing members.
- (ix) **Non Playing Member** means any Full Playing Member, 6 Day Playing Member, Intermediate Playing Member, Intermediate 6 Day Playing Member, Country Playing Member, Country 6 Day Playing Member, Junior Playing Member or Weekday Playing Member who, upon application to the Board, is transferred to Non Playing membership of the Club.
- Non Playing members may after a period of twelve (12) months in that category, be readmitted to their former category of membership on application to and at the discretion of the Board, provided that on such readmission they shall be liable for the payment of any difference in subscription paid as a Non Playing Member and the subscription for the category of membership to which they are readmitted.
- (x) **Social Member** means any person who has attained the age of eighteen years and who is elected as a Social Member of the Club.
- (xi) **Occasional Playing Member** means persons who has attained the age of eighteen (18) years and who are elected as such or transferred by the Board from another class of membership.
- (xi) **Cadet Playing Member** means persons who is under the age of thirteen (13) years and who are elected as such or transferred by the Board from another class of membership. Shall be entitled to use the golf course and clubhouse facilities within the permitted times as may be determined by the Board. Cadets must be approved by the Captain as meeting the handicap criteria to be eligible to play in members' competitions. Cadet Playing members shall furnish to the Club documentary proof of their age at the time of the members subscription renewal.

- (xii) **Daylight Saving Playing Member** means persons who have attained the age of eighteen (18) years who are elected as such or transferred by the Board from another class of membership. Membership covers only the period of New South Wales Daylight Saving. Daylight Saving Playing Members can hold a club handicap and play in club competitions during the period of New South Wales Daylight Saving.
- (xiii) **Non Competition Playing Member** means persons who have attained the age of eighteen (18) Years who are elected as such or transferred by the Board from another class of membership. Are eligible to play on the golf course but not enter into any competition or retain a club Handicap.
- (xiv) **Family Playing Member** means persons who are Playing Members of any class of membership and are husband and wife living together, defacto couple living together, a parent and dependant child up to and including the age of twenty three (23) years of age.

(C) HONORARY MEMBERS

- (i) The Board at its discretion and upon such terms and conditions as it thinks fit confer the privilege of Honorary membership upon any person possessing qualifications in accordance with the Articles of Association.
- (ii) The President, Vice President, Captain, Vice Captain or Chairman of the House Committee shall have the power to make temporary appointments to Honorary membership., but each such appointment shall be confirmed at the meeting of the Board.

(D) STAFF MEMBERS

- (i) Full time permanent employees of the Club who are elected as such or transferred by the Board from another class of Ordinary membership.
- (ii) Staff members who cease to be full time permanent employees of the Club shall cease to be Staff members of the Club but may at the discretion of the Board be transferred to another class of Ordinary membership.
- (iii) Staff members shall be entitled to use the golf course and clubhouse facilities identical with Full Playing members.

(E) CONDITIONAL MEMBERS

- (i) Any person who has lodged a nomination form seeking membership of the Club and pays to the Club the entrance fee (if any) plus the subscription appropriate to the class of membership referred to in the nomination form and is awaiting the decision of the Board in relation to that application.
- (ii) Conditional members shall be entitled only to the same rights and privileges as members of the category that they have applied to join.
- (iii) Conditional members shall not be entitled to attend or vote at meetings of the Club, nominate for or be elected to the Board or any office of the Club or to participate in the management, business and affairs of the Club.

(F) NOMINATION FOR MEMBERSHIP

- (i) **Nomination Form and References.** The prescribed nomination form as adopted by the Board shall be signed by the Proposer and Seconder. The Board, at its discretion, may require any candidate to provide a reference or references in support of his/her application . Both Proposer and Seconder shall furnish the Board, with such written information as it may require concerning a candidate.
- (ii) **Posting and Objections.** Full details as to the name, address and occupation of the candidate, together with the names of the Proposer and Seconder, shall be delivered to the Secretary and shall be posted in the Clubhouse fourteen (14) days, at least, before the date of the meeting at which the application of such candidate is dealt with by the Board and the date of such posting shall be clearly indicated. Objections to the granting of membership must be made by notice in writing addressed to the Secretary within fourteen (14) days of the date of posting. Any such objections received shall be communicated immediately to the Board.
- (iii) **Procedure for Admission.** The completed nomination form shall be submitted to the Board at its next meeting, and their decision will be made known to the candidate as soon as practicable thereafter. Voting at such meetings will be on a majority basis.

(G) ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

- (i) Entrance Fees as prescribed by the Board from time to time must accompany the nomination form when it is delivered to the Secretary and the receipt thereof will be indicated on the nomination form prior to being posted in the clubhouse.
- (ii) Entrance Fees of any nomination rejected by the Board will be refunded to the nominee as soon as practical after the meeting of the Board that rejected the nomination.
- (iii) Subscriptions shall be paid annually or in half-yearly instalments and in advance. Annual Subscriptions will be due on 1st July each year and half-yearly instalments will be due on 1st July and 1st January each year. Members who elect to pay Annual Subscriptions in instalments will be required to pay at the time of the first instalment an administration charge as determined by the Board for that membership year.
- (iv) New members joining the Club during the year will be required to pay pro-rata Annual Subscriptions for that year on a monthly basis. The calculation will be based on the date that the nomination form is lodged with the Secretary.
- (v) A Full Playing Member, 6 Day Playing Member or Weekday Playing Member who, having attained the age of sixty (60) years and having been a fully paid Ordinary Member for a cumulative period of at least twenty (20) years and having maintained continuous membership of any category since his/her initial acceptance to membership, shall be entitled to pay reduced annual subscriptions according to the following formula;

<u>Age in years PLUS years of Ordinary membership.</u>	<u>Percentage of subscription for Ordinary membership.</u>
Not less than 80 nor more than 90	85%
91 or more	70%

- (vi) A Full Playing member, 6 Day Playing member or Weekday Playing member who has been a fully paid Ordinary member of the Club for a period of at least fifty (50) years and having maintained continuous membership of any category since his/her initial acceptance to membership, shall be entitled to pay reduced annual subscriptions of fifty (50) percent of subscription.

GUESTS, TEMPORARY MEMBERS

Any member shall be entitled at any time to entertain non-playing guests at the Club.

When a Temporary Member (other than a Temporary Member admitted as a Playing Member pursuant to paragraph (a) of the following conditions) first enters the Club premises on any day the following particulars shall be entered in the Club's register for Temporary Members:

the name in full of the Temporary Member;

the residential address of the Temporary Member;

the date on which the temporary membership is granted;

the signature of the Temporary Member.

Temporary Members may not introduce guests or other Temporary Members to the Club.

The following conditions shall apply to the introduction of playing guests:-

- (a) A Full Member (as defined in the Registered Clubs Act) of any registered club who, at the invitation of the Board of the Club, attends on any day at the premises of the Club for the purpose of participating in an organised sport or competition to be conducted by the Club on that day, from the time on that day when he so attends the premises of the Club until the end of the day.
- (b) Unless otherwise arranged with the President, Captain or Secretary Manager a member shall not introduce more than three (3) playing guests on any one occasion and the member extending the invitation must, unless otherwise arranged with the President, Captain or Secretary Manager, play in the same match as his or her guest or guests.
- (c) Playing guests shall not, without the sanction of the President, Captain or Secretary Manager, be introduced on days as determined by the Board from time to time (except for programmed Invitation Days) or on Public Holidays.
- (d) No person shall be introduced as guests for more than two (2) consecutive days or for more than six (6) days in any one year except by permission of the President, Captain or Secretary Manager.

A member shall not knowingly introduce as a guest any person whose name has been removed from the register of members of the Club or has been refused admission to membership of the Club or to membership of any other Golf Club or who has been expelled from membership of the Club or any other Golf Club.

It shall be the duty of any member introducing a visitor or visitors to make an appropriate entry in the Visitor's Book immediately upon arrival at the Clubhouse.

BOARD OF DIRECTORS

The regular meetings of the Board shall, unless otherwise arranged, be held on the fourth Monday of each month. The President, at any time, or the Secretary, on the requisition of three members of the Board, may summon a meeting of the Board by giving 48 hours notice or at shorter notice if agreed by a majority of Board members. The Secretary shall record in the Minutes the names of all Board members present.

The Board shall be responsible for enforcing the Constitution and the By-laws of the Club regarding the conduct of any member or any other person on the course, and in conjunction with the Secretary Manager, in the Clubhouse.

All decisions of any Committee shall be subject to ratification, alteration or revocation by the Board. When the Board adopts a rule, policy or procedure, a Committee in following that rule, policy or procedure shall subsequently report its actions to the Board for approval. A Committee shall not take any action which is at variance with a Board rule, policy or procedure without Board approval.

There shall be seven standing committees, namely:

- Women's Golf
- Finance
- Match
- Handicap
- House
- Greens
- Planning

And any such other Sub-Committee as the Board shall from time to time appoint. The Board shall have power to co-opt any member or members of the Club to any such Sub-Committee whether a member of the Board or not.

All expenditure from the Club funds shall be subject to approval of the Board.

The President shall be an ex-officio member of all Committees.

Names of members of the Board and Committees shall be kept posted in the Clubhouse.

WOMEN'S GOLF COMMITTEE

(A) ELECTION OF COMMITTEE

The Women's Golf Committee shall be elected at the Annual General Meeting of the women golfers of the Club, which shall be held in October of each year. A quorum for such meeting shall be twenty (20) women. The result of this election shall be reported to the Secretary of the Club for the information and approval of the Board.

(B) COMPOSITION OF WOMEN'S GOLF COMMITTEE

The Women's Golf Committee shall consist of President, Vice President, Captain, Vice Captain, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer, Honorary Assistant Treasurer, Handicap Manager, Recording Secretary who shall be elected annually by the women golfers of the Club.

(C) WOMEN'S GOLF COMMITTEE MEETINGS

The Women's Golf Committee shall meet at least once per month. A quorum for such meetings shall be six (6).

(D) DUTIES OF WOMEN'S GOLF COMMITTEE

- (i) The Women's Golf Committee shall cause to be prepared a report of the affairs of the women golf members of the Club which shall be submitted to:
 - (a) the Board of the Club; and when approved by the Board to
 - (b) the Annual General Meeting of the women golfers of the Club.
- (ii) To arrange and control all women's competitions and matches.

- (iii) To handicap women members in accordance with the rules of Women's Golf Australia.
- (iv) To exercise the right to call before the Women's Golf Committee any woman to explain to her any alleged breach of the rules or to inquire into any conduct alleged to be prejudicial to the interest of the Club and if in their opinion consider necessary to report thereon to the Board of the Club.
- (v) To report all proposed fixtures to the Board of the Club and to obtain approval for same.
- (vi) To appoint to the Women's Golf Committee a successor to any vacancy on that Committee to serve until the next Annual General Meeting.

(E) RECORDS AND FINANCES

- (i) The Honorary Treasurer shall keep proper records of receipts and expenditure and shall prepare and supply to the Women's Golf Committee a monthly statement of all receipts and expenditure. All payments to be made by the Women's Golf Committee shall be approved by that Committee.
- (ii) The Women's Golf Committee may cause to be opened and operated bank accounts in the name of that Committee. The President, Vice Presidents, Captain, Honorary Secretary, Honorary Treasurer and such members of the Board of the Club as are appointed by the Board of the Club from time to time shall be signatories to such bank accounts, any two (2) of whom may sign cheques on behalf of the Committee.

SUB-COMMITTEES

(A) FINANCE SUB-COMMITTEE

- (i) **Composition:**
The Finance sub-committee shall consist of the member serving as Honorary Treasurer, who shall be the Chairman of the Finance sub-committee, the President, the Chairman of the House sub-committee and the Chairman of the Greens sub-committee. Other sub-committee members may be appointed to the Finance sub-committee by the Board of the Club.
- (ii) **Duties:**
The Finance sub-committee shall watch generally over the control, collection and expenditure of the Club's funds and specifically shall;
 - (a) keep the Board fully informed from month to month of the income and expenditure of the Club and the relationship of the income and expenditure to the approved estimates.
 - (b) consider and recommend, or otherwise, any expenditure over the sum of \$500.00 required by any sub-committee.
 - (c) prepare the Annual Income and Expenditure estimates for submission to the Board of the Club each year.

(B) MATCH SUB-COMMITTEE

- (i) **Composition:**
The Match sub-committee shall consist of the Captain as Chairman, the Vice Captain and such other sub-committee members as shall be appointed by the Board of the Club.
- (ii) **Duties:**
 - (a) to arrange, manage and control play in all events held on the course.
 - (b) to organise all starting arrangements.
 - (c) to select players for all matches or competitions required for such selection.
 - (d) to arrange programmes of all matches and competitions, which shall be ratified by the Board of the Club.
 - (e) to make and vary any Local Rules and carry out recommendations of the Greens sub-committee with regard to preservation of the course.
 - (f) to arrange and supervise the Professional's duties.
 - (g) to allocate trophies for all competitions on the course.

(C) HANDICAP SUB-COMMITTEE

- (i) **Composition:**
The handicap sub-committee shall consist of a Chairman, the Captain and such other sub-committee members as shall be appointed by the Board of the Club.
- (ii) **Duties:**
To fix, adjust and review periodically the handicaps of all male members, to maintain records of such handicaps in an appropriate manner, and to ensure that these are maintained on display on handicap boards, printed documents or computer screens specifically for that purpose.

(D) HOUSE SUB-COMMITTEE

- (i) **Composition:**
The House sub-committee shall consist of a Chairman appointed by the Board and such other sub-committee members as shall be appointed by the Board of the Club.
- (ii) **Duties:**
 - (a) to arrange maintenance, cleaning and upkeep of the Clubhouse, its appointments, furnishings and equipment.
 - (b) to arrange and control all service functions of the Club, including supply of meals and refreshments.
 - (c) to arrange purchase of all goods and materials for re-sale or use in the clubhouse.
 - (d) to supervise and control through the Secretary Manager, all indoor employees of the Club, other than the Secretary Manager and the Administration staff.
 - (e) to organise and control all social arrangements and functions held in the clubhouse, subject to ratification by the Board of the Club.
 - (f) to assist the Secretary Manager in recovering and accounting for all moneys received on account of clubhouse activities.

(g) to investigate and recommend to the Finance sub-committee the purchase of plant, equipment or materials required for clubhouse maintenance and improvements.

(h) to authorise expenditure up to \$500.00 in any of the abovementioned areas of control and report all such expenditure to the Board of the Club for ratification.

(i) a minimum of two (2) written quotations shall be obtained for any major clubhouse maintenance and improvements and purchase of clubhouse equipment.

(E) GREENS SUB-COMMITTEE

(i) Composition:

The Greens sub-committee shall comprise a Chairman appointed by the Board and such other sub-committee members as shall be appointed by the Board of the Club.

(ii) Duties:

(a) to arrange for maintenance, improvements and beautification of the course and of the grounds generally, in accordance with the principles laid down by the Board of the Club.

(b) to supervise and control, in conjunction with the Secretary Manager, the Head Greenkeeper and his staff.

(c) to arrange purchase of materials for course upkeep and seeds, fertilisers etc and for services and maintenance of plant.

(d) to investigate and recommend to the Finance sub-committee the purchase of plant, equipment, tools or materials required for course maintenance and improvements.

(e) to authorise expenditure up to \$500.00 in any of the abovementioned areas of control and report all such expenditure to the Board of the Club for ratification.

(f) a minimum of two (2) written quotations shall be obtained for any major course maintenance and improvements and purchase of course equipment.

(F) PLANNING SUB-COMMITTEE

(i) Composition:

The Planning sub-committee shall consist of a Chairman appointed by the Board and such other sub-committee members as shall be appointed by the Board of the Club.

(ii) Duties:

To investigate and report to the Board of the Club on all matters pertaining to the development of the Club.

REPORTS OF SUB-COMMITTEES

All reports submitted to the Board from any sub-committee shall be written or typed and circulated among the members of the Board at least 48 hours prior to the meetings of the Board at which they are to be considered.

Expenditure of the Club's funds on items other than goods for resale by the Club or on normal maintenance of the course or property shall not be incurred without prior reference to the Finance sub-committee which shall in respect of such reference promptly submit a report to the Board as to the ways and means.

Expenditure involving the outlay on any item or items of a sum in excess of that provided in the adopted estimates covering such item or items shall not be incurred without a resolution of the Board.

AUTHORISED SIGNATORIES

All cheques, promissory notes, bills of exchange, debentures or other negotiable instruments drawn by the Club shall be signed by any member of the Finance sub-committee and countersigned by the Secretary Manager and the relevant accounts or claims shall subsequently be approved by resolution of a meeting of the Board.

The Board may at any time vary the arrangements covering the signature of cheques, promissory notes, bills of exchange, debentures or other negotiable instruments.

PRINCIPAL OFFICERS OF THE CLUB

The Principal Officers of the Club shall be:

(a) The President

The President shall be the Chairman of meetings of the Board and member's General Meetings. In the absence of the President a Vice President shall perform the duties of the President.

The President has the prime responsibility for the Club overall and for ensuring that the Board decisions are implemented.

Apart from the Chairman's responsibility of presiding at meetings he or she may be called upon to achieve a decision by way of an additional or casting vote where voting of Directors reaches a non result or equal division.

The President should be consulted in advance on any possible contentious matter relating to the Club, course or administration. This action is not to be considered a courtesy but an obligation of Directors, Administrators or Members of the Club.

The President should exercise careful supervision over the work of the Secretary Manager and other members of the Board and ensure that decisions are promptly carried out.

The President will keep all Board decisions and discussions private where appropriate and insist that members of the Board observe the same rule.

The President shall be authorised to expend up to \$500.00 for urgent or emergency circumstances and report all such expenditure to the Board for ratification.

The President shall sign the recorded Minutes of the Board of Directors meetings, as confirmed by the Board and Minutes of General Meetings as confirmed by the members.

The President will not receive any remuneration apart from the Directors total expenses as approved at the Annual General Meeting. He/she will have a designated parking position near the clubhouse.

(b) The Captain

The Captain shall have a sound knowledge of the Rules of Golf and will ensure that all competitions are played in accordance with those Rules. In the absence of the Captain the Vice Captain shall perform the duties of the Captain.

The Captain shall ensure that all functions related to the starting, playing and results of all competitions are carried out in a prompt and accurate manner.

The Captain may recommend to the Board any disciplinary action to be taken against a Member.

The Captain will not receive any remuneration apart from the Directors total expenses as approved at the Annual General Meeting. He/she will have a designated parking position near the clubhouse.

(c) The Treasurer

The Treasurer shall supervise the financial affairs of the Club and shall advise the Board on all matters relating to the financial aspects of the Club's operations.

The Treasurer shall not receive any remuneration apart from the Directors total expenses as approved at the Annual General Meeting. He/she will have a designated parking position near the clubhouse.

(d) The Secretary Manager

The Secretary Manager shall be the Chief Executive Officer of the Club, in accordance with the Registered Clubs Act.

He/she shall keep upon the Club premises a Register of Members and a Register of Guests as required by the Constitution of the Club and the Registered Clubs Act, and keep full and correct Minutes of all resolutions and proceedings at meetings of the Club and the Board, produce them at all meetings of the Club and the Board, and keep such books and records as are required by the Club's Articles of Association, the Corporations Law and the Registered Clubs Act and shall attend to the filing of such returns and documents as are required to be filed with any regulatory body.

The Secretary Manager shall receive and pay into such bank as the Board may from time to time direct, such monies as come into his/her hands on behalf of the Club and record the entries in respect thereof in the books of the Club.

In the day to day running of the routine affairs of the Club the Secretary Manager shall report directly to the President and in his/her absence to a Vice President.

The Secretary Manager should be responsible to ensure that details of meetings internal and external are recorded and filed appropriately.

The Secretary Manager shall be present at the Finance Committee meetings and such other meetings of the Board as is deemed necessary.

MANAGEMENT OF THE CLUB

The Secretary Manager and the Administration staff of the Club shall be under the control of the Finance sub-committee. All instructions of the Board of the Club shall be transmitted through the Secretary Manager or shall be given in the presence of the Secretary Manager by the President, Captain or the Chairman of the sub-committee concerned.

All complaints or requests from staff shall be made through the Secretary Manager to the President, Captain or the Chairman of the sub-committee concerned according to the circumstances.

No member of the Board or the Club shall directly instruct or reprimand any employee of the Club.

USE OF THE COURSE AND CLUBHOUSE

The Board may at its discretion impose restrictions on the use of the course or the clubhouse by any members or class of members for any period and may suspend or remove such restrictions for any period.

CLUBHOUSE RULES

(A) SERVICE

Service areas of the Club, including bars and kitchens, may be entered only by staff of the Club or Board members on duty.

The Secretary Manager or the senior employee on duty shall have the power to refuse service to any member or guest who in the opinion of the Secretary Manager or senior employee on duty is intoxicated or whose conduct is considered unbecoming of a member of the Club or a member's guest.

The Secretary Manager or the senior employee on duty shall have the power to remove from the premises of the Club any member or guest:

- (i) who is in their opinion intoxicated, or behaving in a violent, quarrelsome or indecent manner.
- (ii) whose presence on the premises of the Club may render the Club or the Secretary Manager liable to a penalty under the Registered Clubs Act.

The Secretary Manager or the senior employee on duty who has exercised his or her power to remove a member or guest from the premises of the Club shall provide a written report to the Board within seven (7) days, setting out the facts, matters and circumstances of the removal.

(B) TRADING HOURS

The clubhouse will be open at such hours and for such periods as the Board of the Club shall determine from time to time.

(C) VACATING PREMISES

Members, guests and visitors must vacate the premises in accordance with the rules and requirements of the Board of the Club having regard to the hours of trading laid down.

(D) SPECIAL FUNCTIONS

Attendance at special social functions may be restricted to members of the Club, with or without their partners, by decision of the Board.

(E) CHILDREN

- (i) No person under the age of eighteen (18) years shall be allowed in the area of any bar in the clubhouse or enter the Poker Machine Room.
- (ii) No person under the age of Eighteen (18) years shall be allowed to partake of intoxicating refreshments at any time whilst on any part of the Club premises.
- (iii) No person under the age of eighteen (18) years shall be allowed to be in the clubhouse after 8.00 p.m., except to attend the Restaurant or to attend Club functions approved by the Board of Directors.

(F) DRESS REGULATIONS

- (i) Members, guests and visitors must be suitably attired when on the course and in the clubhouse.
- (ii) Footwear must be worn at all times on the course and in the clubhouse and must be as prescribed by the Board of the Club from time to time.
- (iii) Spiked shoes may be worn in the clubhouse in areas defined as suitable for spiked shoes but not so as to damage any part of the clubhouse or its furnishings.
- (iv) Long socks and short sports socks may be worn with shorts on the course and in the clubhouse.
- (v) Golf attire will be acceptable in the clubhouse at all times unless otherwise laid down by the Board of the Club.
- (vi) Members may be permitted to enter the clubhouse in working dress that is considered clean and tidy on weekdays until 7.00 p.m.

(G) GAMBLING

Members, guests and visitors are not permitted to gamble within the precincts of the clubhouse.

(H) GAMES

Playing of any games in the clubhouse is permitted only in accordance with conditions laid down by the Board from time to time.

(I) COLLECTIONS

No collections, for charity or otherwise, or sale of tickets or soliciting for contributions shall be made in the clubhouse or on the course without sanction of the Board of the Club, nor shall any lottery or raffle be conducted thereon without such sanction.

(J) NOTICES

No notices or paper, written or printed, shall be posted in or about the clubhouse or on the course unless approved by the Secretary Manager of the Club or otherwise by authority of the Board of the Club and no member may remove any such notice or paper once it is posted.

(K) ADVERTISING

No advertising or advertising matter of any kind may be displayed or exhibited on the Club's property except with the approval of the Secretary Manager of the Club or with permission of the Board of the Club.

(L) ANIMALS

Dogs, cats and other pets are not permitted on the course or in the clubhouse.

- (M) **COMPLAINTS**
Any complaints of a member, guest or visitor shall be lodged with the Secretary Manager, who may deal summarily therewith. If the matter is one in which a summary decision or action cannot be taken, the member, guest or visitor shall submit a complaint in writing for decision by the Board of the Club.
- (N) **SUGGESTIONS**
Any member, guest or visitor wishing to make a suggestion regarding any aspect of the Club affairs shall submit such suggestion in writing to the Secretary Manager. Suggestions will be considered by the Board of the Club at its next meeting and the member advised of the decision of the Board regarding the suggestion.

COURSE RULES

- (A) **COMMENCEMENT OF PLAY**
Members and their guests are not to commence play on the golf course without the permission of the starter of the day or the Club's Professional or his representative.
- (B) **BUGGIES**
Only buggies with wide wheels are allowed on the course.
- (C) **SAND BUCKETS**
Players are required to carry a sand bucket at all times and to repair divots.
- (D) **RUBBISH**
All members and their guests are required to place empty cans and bottles and other forms of litter in the bins provided.
- (E) **GREENS STAFF**
Greens staff have right of way on the golf course at all times.
- (F) **TIME OF ROUND**
Members and their guests should complete a competition round in a maximum time of 4 hours and 30 minutes for 18 holes.
- (G) **LOWEST MARKER IN GROUPS**
The player with the lowest handicap in each group shall be considered to be the captain of the group and will be responsible for the speed of play and conduct of the group while on the course.
- (H) **PURCHASE OF GOLF BALLS**
No member or guest shall purchase any golf balls on or in the precincts of the Club's property from any person other than the Club's Professional or his representative.
- (I) **DRESS ON THE COURSE**
Players shall always be well and suitably attired in accordance with the guidelines laid down by the Board of the Club from time to time. Shorts may be worn but only with long golf socks or approved short sport socks. Sandals, scuffs, slippers and thongs are not permitted on the course.

ETIQUETTE AND CONDUCT OF PLAY

The player on the lowest handicap in any Match shall act as Captain of the Match for the purpose of ensuring that the etiquette of Golf is observed by all members of the Match particularly in regard to the time taken for Match to complete its game and to the "call through" rules. Should two (2) or more players be equally handicapped they should decide among themselves who shall act as the Captain of the Match.

Any member who has occasion to complain of the conduct of another member or any player must lodge his or her complaint with the Secretary Manager.

No member shall remove from the clubhouse or grounds, or damage, the property of the Club. Any member damaging or removing any property of the Club shall, in addition to such penalty as may be imposed upon him or her by the Board of the Club, make good any property removed and any such damage or pay for same to the satisfaction of the Board of the Club.

Any player who in the opinion of any member of the Board, the Secretary Manager or the starter is affected by alcohol shall not be permitted to play or continue to play on the course while so affected. Any member of the Club who is affected by alcohol during play shall be guilty of a breach of this By-Law and may be dealt with pursuant to the Constitution of the Club.

Members must abide by all directions shown on notices and signs regarding routes to be followed on the golf course.

A member may enter names on one (1) line only of a competition starting sheet on a first come first served basis. The right of the Captain to allocate special times is preserved.

MATCH RULES

(A) HANDICAPS

Each member is responsible for ascertaining his or her current handicap and displaying such handicap on every competition card. If in any doubt the member should refer to the Handicap sub-committee or the Secretary Manager. Any member who fails to display his or her current handicap on any competition card will automatically disqualify himself or herself from receiving any trophies or prizes allocated to handicap events for that competition.

(B) MEMBERSHIP NUMBERS

Each member is responsible to ensure that his or her membership number is displayed on all individual competition cards.

(C) TEE TIMES

- (i) A member may enter names on one (1) line only of a competition time sheet on a first come first served basis. The right of the Captain to allocate special times is preserved.
- (ii) Players must report to the starter of the day at least fifteen (15) minutes prior to their nominated tee time.
- (iii) Any player cancelling or not arriving for their nominated tee time is ineligible to play in that days competition at another time, unless approved by the Captain or his representative.

(D) DUTIES OF MARKERS

Markers should observe conscientiously their obligations under the Rules of Golf regarding the scoring and completing of cards and interpretation of the Rules of Golf.

- (E) **CARDS**
Immediately on completion of the round, all cards, even if incomplete, must be returned to the place designated for such cards.
- (F) **INTERPRETATION OF THE RULES**
Should any player or marker be in doubt concerning the application of a Rule of Golf or Local Rule to a particular incident in the course of competition play he or she must immediately on returning to the clubhouse report the facts to the Captain, or his representative, or the Secretary Manager (in writing if required) so a ruling can be given by the Match Committee. In such cases cards must not be signed until a ruling is given. Players should make themselves familiar with the Rules of Golf covering disputes or doubt as to procedures.
- (G) **PROTESTS**
Any protest in connection with play shall be delivered in writing to the Captain, or his representative, or the Secretary Manager immediately after completion of the match or round. Such protest shall be dealt with by the Match sub-committee according to the Rules of Golf as soon as possible.
- (H) **RULES - LOCAL/GOLF**
It is the duty of each member to ascertain what Local Rules apply before the commencement of the round and to understand and observe the Rules of Golf.
- (I) **PROVISIONAL MEMBERS, 6 DAY MEMBERS AND WEEKDAY MEMBERS**
Playing rights of Provisional members, 6 Day members and Weekday members are laid down by the Board of the Club from time to time. Provisional members, 6 Day members and Weekday members may not play in any competition, nor at any time, not authorised by the Board of the Club.
- (J) **TROPHIES**
The Match sub-committee shall decide the allocation of trophies for all competitions and its decision shall be final.
- (K) **ALTERATIONS TO HANDICAPS**
The Board of Directors may from time to time approve the alteration of a member's handicap if in its absolute discretion, and having regard to all of the circumstances including the member's results in any form of competition, it considers that the change is warranted under the handicap system which the club follows. The member shall have no right to make any representations to the handicapper or to the Board of Directors in relation to any proposed alteration of a member's handicap.

GAMING MACHINES

The following rules and requirements are to be observed by players using the Gaming Machines in the clubhouse:

- (a) Players must only use coins and notes of Australian currency to play the machines and only coins and notes of the denominations appropriate to a particular machine shall be used in that machine.
- (b) Players must not tilt, rock or damage machines in any way.
- (c) If a machine is able to be operated without inserting a coin or note, players must, if they have been using the machine, immediately cease using it and report the malfunction to a member of the Club's staff and if they have not been using the machine but were intending to use it shall not use it and shall immediately report the malfunction to a member of the Club's staff.

- (d) If a machine overpays or pays on a non-winning combination players:
 - (i) must report the malfunction to a member of the Club's staff; and
 - (ii) are not entitled to the pay-out so made by the machine and shall refund it to the Club.
- (e) Players must report any malfunction of a machine of a nature not otherwise mentioned in these rules and which come to their attention to a member of the Club's staff and if they are using the machine when the malfunction comes to their attention they must cease using the machine immediately.
- (f) No jackpots will be paid to any person who has pulled a jackpot off without first reporting it to a member of the Club's staff.
- (g) No jackpot or winning combination will be paid to a player after the closing time of the Club.
- (h) Any jackpot of more than \$500.00 for Ordinary members of the Club and \$200.00 for Temporary members of the Club may be paid to the player by cheque. If so paid the cheque may be collected by the player from the Secretary Manager on the day following the jackpot or the cheque may be mailed by the Club on the day following the jackpot to the player's address shown in Register of Guests or the address shown in the Club's Register of Members if the player is a Club member.
- (i) Any guest playing the Gaming Machines must provide evidence of their identity if requested by any member of the Club's staff.
- (j) It shall be the responsibility of Club members to ensure that their guests are aware of and abide by these rules.
- (k) Any guests violating these rules may be asked to leave the Club immediately by any member of the Club's staff.
- (l) It shall be an offence in respect of which disciplinary proceedings may be taken under the Articles of Association of the Club for Club members to;
 - (i) use a foreign object on, in or near a machine.
 - (ii) cause a machine to malfunction in any way.
 - (iii) introduce any guests to the Club who breach these Gaming Machine rules.
- (m) The Club reserves the right to;
 - (i) have a member of its staff pull off every jackpot, short-pay or machine refill.
 - (ii) refuse payment of any winning combination to any person who has not abided by these rules.
 - (iii) refuse any person the right to play Gaming Machines in the Club.

MOTORISED GOLF CARTS AND MOTOR BIKES

- (a) Members wishing to use their own motorised golf cart or motor bike on the Course must apply in writing to the Board of the Club and must not use it on the Course until inspected for suitability for use on the course by the appropriate person nominated by the Board of the Club and approved for use on the course by the Board of the Club.

- (b) Motorised golf carts and motor bikes:
 - (i) must not be driven onto tees or greens or between bunkers and greens.
 - (ii) must not be driven or left within ten (10) metres of greens.
 - (iii) must be parked at the sides of greens whilst putting and are not to be left unattended in front of any green.
 - (iv) must not be used on the course except whilst playing a round of golf or in carrying out Club activities.
 - (v) must not be used when the course is suffering severe wet weather conditions, at the direction of the Captain, the Course Superintendent or the Secretary Manager or their nominees.
- (c)
 - (i) Players using motorised golf carts and motor bikes must maintain their normal place in the field and shall have no special priority.
 - (ii) Players using motorised golf carts and motor bikes must ensure that use of such does not interfere with or distract other players on the golf course.
 - (iii) Users of private motorised golf carts and motor bikes must ensure that all necessary registration and insurances are in place and if required to do so furnish a copy of such registration and insurances to the Secretary Manager.
- (d) Members shall not be permitted to use motorised golf carts and motor bikes in the Club's major golf events unless they have been furnished with a Medical Certificate from a Medical Practitioner advising that the member will be unable to compete in the competition unless he or she is permitted to use motorised transport on the day or days of the event. The Medical Certificate must be submitted to the Captain or the Secretary Manager or their nominees prior to the date of the event for which the exemption is requested.
- (e) The Board of the Club may limit the competitions in which motorised golf carts and motor bikes may be used.

GENERAL PROVISIONS AS REQUIRED BY THE REGISTERED CLUBS ACT

The Club shall be registered under the Registered Clubs Act, 1976. The profits (if any) and other income of the Club shall be applied to the promotion of the purposes for which its members are associated together and the payment of any dividend or distribution of profits or income to or amongst the members of the Club is prohibited. No person other than the Club or its members shall directly or indirectly derive any profit or advantage from the fact that the Club is registered under the provisions of the Registered Clubs Act, 1976 or from any added value which may accrue because of such registration of the land upon which the Club premises are situated. No payment or part-payment to any Secretary, Manager or other Officer or servant of the Club shall be made by way of commission or allowance from or upon the receipt of the Club for liquor supplied.

The accommodation for members and their guests shall be provided and maintained from the joint funds of the Club and no person shall be entitled under the rules of the Club to derive any profit or advantage from the Club which is not shared equally by every member thereof.

No person shall be allowed to become an honorary or temporary member of the Club or to be relieved of the payment of the regular subscriptions except those possessing certain qualifications defined in the Articles or in the By-Laws of the Club and subject to the conditions and regulations prescribed therein.

The Directors and Officers of the Company shall not discriminate against members of the Club on the grounds of race, age, sex, religion or sexual preference.