

LEONGATHA GOLF CLUB INC.

A0006814B

RULES

(Redrafted and passed by the Members at the AGM on 20th August 2023 in accordance with the Associations Incorporation Reform Act 2012)

AS AT 20th AUGUST 2023

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PART 1 PRELIMINARY

1 Name

The name of the Incorporated Association is the Leongatha Golf Club Incorporated, Registration number A000 6814B, herein known as 'the Club.'

2 Purposes of the Club

(1) The purposes for which the Club is formed are: -

- a) To provide the game of golf and athletic sports or pastimes.
- b) To provide a golf course, greens and club house and all things incidental to the playing of golf.
- c) To supply refreshments for Members and guests and to apply for, hold and/or renew from time to time any licences, permits or other provisions for the sale of and disposal of Liquor within the meaning of the Liquor Control Reform Act 1998 (as amended) or any act passed in substitution therefore or amending the same.
- d) To acquire by purchase, lease or otherwise golf course and grounds and to lay out, prepare and maintain the same for golf or other athletic sports or pastimes, and to build or otherwise provide a club house, workshops and other conveniences in connection therewith, and alter, enlarge, repair and uphold and maintain the same and to furnish and from time to time to refurnish the same.
- e) To purchase, take on lease in exchange or otherwise acquire any land, buildings, easements or property, real or personal including any trading name or names and/or business name which may be required for the purpose of or conveniently used in conjunction with any of the objects of the Club, and to sell, demise, mortgage, give in exchange to or otherwise dispose of the same or any part or parts thereof from time to time, and to grant easements in, through, over or upon any land and/or to acquire easements or other rights of any kind or nature over any other real estate or personal property.
- f) To purchase, hire, make or provide and maintain and/or to sell and deal in all kinds of furniture, plate, linen, golf clubs and balls, of all kinds of liquors, provisions and refreshments and/or personal property required or used by the Club and Members thereof and all apparatus which may be conveniently used in connection with the course and grounds, club house and other premises of the Club.
- g) The Club is authorised to trade under the Associations Incorporations Reform Act 2012.
- h) To provide and maintain its facilities from the joint funds of the Club.

- i) The income and property of the Club whencesoever derived shall be applied solely towards the promotion of the objects of the Club as set forth in this statement and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any persons who at any time are or have been Members of the Club or to any of them or to any person claiming through any of them. Provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Club or to any Member thereof or to any other person in return for any services actually rendered to the Club or the repayment of any money advanced by any Member or person to or for the purposes of the Club or any of them or the payment of any interest on money lent to the Club. Provided further that no person shall receive a greater profit benefit or advantage from the Club other than a remuneration or honorarium approved by the Liquor Control Commission for the work done by the Secretary, Treasurer or other Officer of the Club or salary or wages paid to employees, and in the event of the dissolution of the Club, the assets of the Club shall only be distributed to a body that has similar purposes to the Club and which is not carried on for the profit or gain of its individual Members.
- j) To borrow or raise or secure the payment of money in such a manner as the Club shall think fit and in particular (but without limiting the generality of the foregoing) by the issue of debentures or debenture stock perpetual or otherwise charged upon all or any of the Club's property (both present and future) or without any such security and upon such terms as the Club shall think fit and to purchase, redeem or pay off such securities at such times and in such manner and on such terms and conditions as the Club may from time to time consider desirable.
- k) To make rules, regulations and by-laws for the proper government of the Club and to do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.
- l) To register and/or acquire a business name or business names as the property of the Club to enable an activity or various activities of the Club to be separately identified, accounted for and promoted for the overall benefit of the Club to attain the above objects or any of them.

3 Financial Year

The financial year of the Club is each period of twelve months ending on the 30th of June.

4 Definitions

(1) In these Rules unless the contrary intention appears,

- 'General Meeting' means a General Meeting of the Members convened in accordance with Clauses 32 and 33 and includes an Annual General Meeting and a Special General Meeting; 'Member' means a Member of the Club.
- 'Ordinary Member of the Board' means a Member of the Board who is not an Officer of the Club.
- 'The Act' means the Associations Incorporations Reform Act 2012. 'The Regulations' means the Regulations under the Act.
- 'The Club' means the above-mentioned Incorporated Association. 'Month' means a calendar month.
- 'Weekdays' means Monday to Friday (both inclusive.) 'Board' means the Board of Management of the Club.
- 'Chairperson of a General Meeting or Board Meeting' means the person chairing the meeting under Rule 40.
- 'Board Meeting' means a meeting of the Board of Management held in accordance with these Rules.
- 'Disciplinary Appeal Meeting' means a meeting of the Members of the Club convened for the purposes of Rule 25.
- 'Special Resolution' means a resolution that requires not less than three-quarters of the Members voting at a General Meeting, whether in person or by proxy, to vote in favour of the resolution. 'The Registrar' means the Registrar of Incorporated Associations.

(2) In these Rules, a reference to the Secretary of the Club is a reference to the person who holds that office and is also therefore responsible for all Club returns to the Registrar.

PART 2– MEMBERSHIP AND DISCIPLINARY PROCEDURES AND GRIEVANCES

Division 1 Membership

5 Minimum number of Members

The Club must have at least 5 Members

6 Application for Membership

- (1) A person who is nominated and approved for membership as provided in these Rules is eligible to be a Member of the Club on payment of the membership fee which applies to the category of membership they select and completion of the stipulated probationary period.
- (2) Nomination – A nomination of a person for membership of the Club shall be made in writing on form/s decided by the Board from time to time and shall be lodged with the Membership Manager of the Club.
- (3) As soon as practicable after the receipt of a nomination, the Membership Manager shall display it on the Club noticeboard for a period of 7 days.
- (4) After the period of display on the Club noticeboard, the Membership Manager shall refer the nomination to the Board.

7 Consideration of Application

- (1) Upon a nomination being referred to the Board, the Board shall determine whether to approve or reject the nomination.
- (2) Once a nomination has been approved by the Board and noted in the Minutes of the Meeting, the Secretary shall advise the Membership Manager accordingly, who shall, with as little delay as possible, then notify the nominee in writing that they have been approved for membership of the Club and request that payment of the set fees be made within 28 days after the receipt of the notification of acceptance.
- (3) If the Board should reject the application, any monies accompanying the application must be returned as soon as possible.
- (4) No reason need be given for the rejection of the application.
- (5) All nominations and their acceptance or rejection must be recorded in the Minutes of the Board Meeting.
- (6) All new Members are initially accepted on a probationary period of six months.

8 New Membership

- (1) Upon completion of the membership application, the Membership Manager shall enter the nominee's name in the register of Members. If the membership application is rejected by the Board, or the relevant fees are not paid by the due date, the nominee will be promptly removed from the register of members.
- (2) Upon approval of the membership application by the Board and payment of the relevant fees, the nominee becomes a Member of the Club after completion of the probationary period referred to in Clause 7(6).

9 Annual Subscriptions and Other Fees

- a) The Club may set the Annual fee subscription to be paid each year at a time that is agreed by the Board. If the date changes from the previous year, members will be notified of the proposed change in writing **45 days** in advance with equitable monthly adjustment applied.
- b) The amount of entrance fees and annual subscriptions applicable to every class of membership shall be fixed from time to time by the Board, but the subscription shall not be less than that specified by the Liquor Control Reform Act of 1998.
- c) If a Member fails to pay their subscription within 14 days after the due date, their membership shall be suspended. While the membership of any person is suspended, they shall not be entitled to use any of the premises, course, or privileges of the Club.
- d) A member may apply in writing to the Board of the golf club if they find themselves subject to hardship and unable to pay by the due date. Written request must be received within 14 days of the due date of membership.
- e) The Board shall send to every Member of the Club at the address appearing in the Club Register a notice by post, or by electronic means or personally that their subscription is due under Clause 9(a) above and such notice shall be given at least 14 days before such subscription becomes due and payable.
- f) Arrears - the Board shall send to any Member whose subscription is in arrears 14 days after the due date in any year a notice by post, or electronically or personally, requesting payment of such subscription and informing the Member of the provisions of Clause 9(c) above.
- g) Levy - the Board has the power to make a levy on all or any of the Members of the Club of an amount not exceeding one half of the amount of the annual subscription payable in respect of the relevant class of membership by any Member in any financial year. The amount of such a levy shall be due and payable at such time and under such conditions as the Board shall determine.

10 General Rights of Members

- (1) A Member of the Club who is entitled to vote has the right to receive notice of General Meetings and proposed special resolutions in the manner and time prescribed in these Rules; and
- a) submit items of business for consideration at a General Meeting; and
 - b) attend and be heard; and
 - c) vote at a General Meeting; and
 - d) to have access to the minutes of General Meetings and other documents of the Club as provided under these Rules; and
 - e) inspect the register of Members; and
 - f) subject to the provisions of these Rules and to any by-laws in force at the time, all Members of the Club shall be entitled to be supplied with such meals and refreshments and things that are provided by the Club, at such charges as determined by the Board; and
 - g) no Member of the Club shall be entitled to derive any profit, benefit or advantage from the Club which is not shared equally by every Member, save as provided in Clause 2 (i) of these Rules; and
 - h) every amateur golfer shall be qualified to be elected a Member of the Club; and
 - i) all classes of membership are open to all genders; and
 - j) words importing gender include all other genders.
- (2) Visitors
- A Member may introduce visitors to the privileges of the golf course playing facilities and any other amenities of the Club upon the payment of the fees determined by the Board which apply to Members' guests.

11 Rights not transferable

The rights of a Member are not transferable.

12 Ceasing Membership

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a Member of the Club, the Membership Manager must, as soon as practicable, enter the date the person ceased to be a Member in the register of Members.
- (3) When a Member ceases membership of the Club, no monies previously paid on account of membership fees will be refunded, nor are they transferrable to another Member's account, unless otherwise approved by the Board.

13 Resigning as a Member

- (1) A Member who has paid all monies due and payable by the Member to the Club may resign from the Club by giving notice to the Membership Manager. Upon receipt of the notice, the Member ceases to be a Member.
- (2) A Member is taken to have resigned if their membership is in arrears on July 31st in the year the subscription was due and payable.

14 Register of Members

- (1) The Club will maintain a Register of all Members that includes the names, address for notices, telephone, and mobile phone numbers, email addresses, date of becoming a Member, category of membership held, among any other information required by the Board for each Member.
- (2) Any Member may, at a reasonable time and in keeping with privacy requirements under law, inspect the Register of Members.

15 General Body of the Members and Categories

- A. Category
 - (i) Honorary Life Member
 - (ii) Full Member
 - (iii) Senior Member
 - (iv) Junior Member (17 years and under)
 - (v) Full Member (age 18 to 24 years)
 - (vi) Full Member (age 25 to 30 years)
 - (vii) 5 Day Member
 - (viii) Honorary Member
 - (ix) Honorary Member (Non-playing)
- B. Amendments to the categories of Members may be approved from time to time at the Board's discretion.
- C. The general body of the Members shall be those referred to in Clause 15A. They shall have the full rights and privileges to those parts of the Club premises licensed under the Liquor Reform Control Act 1998, ('The Licensed Premises'), subject to any restrictions imposed on Junior Members under this Act.
- D. In addition to the above membership categories, the Club may also provide arrangements whereby, for an annual lump sum pre-payment, (the amount of which shall be determined by the Board), together with payment of a further sum on account of discounted green fees, persons will be allowed access to the Club, including the course. This arrangement is titled "Pay and Play".

16 Voting Rights of Members

Honorary Life Members, Full Members, Senior Members and 5 Day Members have the right to elect Officers of the Club and Ordinary Board Members to manage the business and the affairs of the Club, and to vote on all matters put to the Membership at the Annual General Meetings and such Special General or Disciplinary Appeal Meetings as may be convened from time to time.

17 Playing Rights of Members

Unless otherwise approved by the Board, only Honorary Life Members, Full Members (all categories), Senior Members, Junior Members and Honorary Members are eligible to play in all Board Events and Club Championships.

18 Definitions of Membership Categories

- a) Honorary Life Member
 - i) On the recommendation of the Board, any Member of the Club may be elected an Honorary Life Member by two thirds majority of the Members present and entitled to vote at a General Meeting of the Club.
 - ii) A Member may be elected an Honorary Life Member posthumously.
 - iii) Any Member may submit a written proposal to the Board for consideration, nominating a Member to be elected an Honorary Life Member.
 - iv) Any such Life Member so elected shall thereafter have the rights and privileges of a Full Member. In recommending a Member for Honorary Life Membership of the Club, the Board shall have regard for the criteria set out in Appendix A to these Rules.
- b) Full Member

Full Members shall be persons who when elected are entitled to all the rights and privileges of the Club. A Full Member includes those Members who were formerly Country Members and who are entitled to a reduction in the relevant membership subscription rate on an opt-in basis, (as approved from time to time by the Board), if their principal place of residence is more than 60 kilometres from the Club, as evidenced by the member's current driver's licence, (which must be produced for each year of membership renewal).

- c) Senior Member (existing Members in this category only)

A Senior Member shall pay a subscription of not less than 65% and not more than 85% of the current full Membership fee. A Senior Member shall have the rights and privileges of a Full Member. Note: This category of membership is not available to new members.
- d) Junior Member (under 17 years of age)

Every amateur golfer under 17 years of age on the first of July in the calendar year of membership application is entitled to be elected as a Junior Member. Subject to the provisions of Clauses 15 and 16 a Junior Member shall have the rights and privileges of a Full Member.
- e) 5 Day Member

5 Day Members have course access on Mondays to Fridays inclusive. In addition, 5 Day Members may pay 50% of the daily Green Fee on a Saturday or Sunday to access the course. A 5 Day member has all rights and privileges of a Full member, except that as pursuant to Clause 17, 5 Day members are not eligible to win Monthly Medals, Board Events or Club Championships.
- f) Honorary Member

Persons possessing the following qualifications may become Honorary Members of the Club, namely:

 - i) Any person as a Member of any golf club affiliated with Golf Australia and any golfer who is participating in any competition conducted by the Club on its Golf Course.
 - ii) Any green fee player who has paid their fees may be elected as an Honorary Member for the day or days they are entitled to play on the course.
 - iii) Any official of any recognised golf club who is attending the Club premises in connection with any such competition as is described in sub-clause (ii) above.
 - iv) Any person (who is not a Member of the Club pursuant to these Rules), who has rendered distinguished service to the Community or special services to the Club, or is employed by the Club. Where an employee of the Club is granted Honorary Membership; unless otherwise approved by the Board, the employee shall cease to hold Honorary Membership upon the cessation of their employment with the Club.
- g) Honorary Member (Non-Playing)
 - i) Any person who has been a Member of the Club but is now unable to continue playing as a result of age, poor health, relocation or similar reasons, may be approved by the Board as an Honorary Member (Non-Playing) upon the recommendation of the Membership Manager.
 - ii) An Honorary Member (Non-Playing) shall be included in the

distribution of any correspondence from the Club sent to the general membership and shall have a right of access to the clubhouse on a social basis.

19 Re-joining/Altering Membership Category

- a) Any person who has been a Member of the Club wishing to rejoin may be elected in accordance with these Rules. The Board may in such cases, remit payment of any entrance fee unless, in the meantime, such a fee shall have increased, in which case an amount not less than such an increase shall be payable.
- b) Any Member of the Club, other than an Honorary Member, wishing to transfer from or to Full Membership or to some other form of membership for which they are qualified, shall make an application to the Membership Manager to have such a transfer effected. Any such Member shall be liable to pay any increase in entrance fees or annual subscription fees as between the two memberships.

20 Leave of Absence of Member –

- (1) The Board may grant Leave of Absence to a Member, at its discretion, following a written application by a Member.
- (2) Leave of Absence may only be granted on medical or compassionate grounds for a period of not less than four months and not more than twelve months. A Member requiring further leave after twelve months, may apply to the Board in writing, but such further leave may not exceed a period of more than twelve months.
- (3) The Leave of Absence may begin from the date of the letter of application, but only when approved by the Board.
- (4) During the period of the Leave, the Member's fees shall be waived.
- (5) The period of Leave of Absence is treated as a continuous membership, until the Member resumes their membership or the membership lapses.
- (6) Following the period of the Leave of Absence, the Member's rights are only restored once any outstanding subscriptions have been paid.
- (7) The Board must not grant Leave of Absence retrospectively, unless the Board is satisfied that it was not reasonable for the Member to seek Leave of Absence in advance.

Division 2 – Disciplinary Action

21 Grounds for taking disciplinary action

- (1) The Club may take disciplinary action against a Member in accordance with this Division if it is determined that the Member-
 - a) has failed to comply with these Rules; or
 - a) refuses to support the purposes of the Club; or
 - b) has engaged in conduct prejudicial to the Club.
- (2) The Members of the disciplinary sub-committee –
 - a) may be Board Members, Members, or anyone else; but
 - b) must not be biased against, or in favour of, the Member concerned.
- (3) The disciplinary committee must be comprised of at least five people.

22 Disciplinary Sub-committee

If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Board must appoint a disciplinary sub-committee to hear the matter and determine what action, if any, to take against the Member.

23 Notice to Member

Before disciplinary action is taken against a Member, the Secretary must give written notice to the Member –

- a) stating that the Board proposes to take disciplinary action against the Member, and
- b) stating the grounds for the proposed action, and
- c) specifying the date, time, and place of the meeting at which the disciplinary sub-committee intends to consider the disciplinary action (the disciplinary meeting); and
- d) advising the Member that he or she may do one or both of the following:-
 - i) attend the disciplinary meeting and address the disciplinary sub-committee at that meeting.
 - ii) give a written statement to the disciplinary sub-committee at any time before the disciplinary meeting; and
- e) setting out the Member' appeal rights under Rule 24
- f) The notice must be given no earlier than 28 days, and no later than 14 days before the disciplinary meeting is held.

24 Decision of sub-committee

- (1) At the disciplinary meeting, the disciplinary sub-committee must-
 - a) give the Member an opportunity to be heard; and
 - b) consider any written statement submitted by the Member.
- (2) After complying with sub-rule (1), the disciplinary sub-committee may –
 - a) take no further action against the Member; or
 - b) subject to sub-rule 3:
 - i) reprimand the Member; or
 - ii) suspend the membership right of the Member for a specified period; or
 - iii) expel the Member from the Club.
- (3) The disciplinary sub-committee may not fine the Member.
- (4) The suspension of membership rights or the expulsion of a Member by the disciplinary sub-committee under this rule takes effect immediately after the vote has passed.

25 Appeal Rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Club under Rule 23 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- (2) The notice must be in writing and given -
 - a) to the disciplinary sub-committee immediately after the vote to suspend or expel the person is taken; or
 - b) to the Secretary not later than 48 hours after the vote.
- (3) If the person has given notice under sub-rule (2), a disciplinary appeal meeting must be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each Member of the Club who is entitled to vote in accordance with these Rules as soon as practicable and must
 - a) specify the date, time and place of the meeting; and
 - b) state –
 - i) the name of the person against whom the disciplinary action has been taken; and
 - ii) the grounds for that action; and
 - iii) that at the disciplinary appeal meeting the Members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

26 Conduct of Disciplinary Appeal Meeting

- (1) At a disciplinary appeal meeting –
 - a) no business other than the question of the appeal may be conducted; and
 - b) the sub-committee must state the grounds for suspending or expelling the Member and the reasons for taking that action; and
 - c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with sub-rule (1), the Members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A Member may not vote by proxy at the meeting. The decision is upheld if not less than three quarters of the Members voting at the meeting vote in favour of the decision.

Division 3 – Grievance Procedures

27 Application

- (1) The grievance procedure set out in this Division applies to disputes under these rules between:
 - a) a Member and another Member;
 - b) a Member and the Board;
 - c) a Member and any sub-committee of the Board;
- (2) A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

28 Parties must attempt to resolve the dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

29 Appointment of a mediator

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 27, the parties must within 10 days-
 - a) Notify the Board of the dispute; and
 - b) Agree to or request the appointment of a mediator; and
 - c) Attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be –
 - a) a person chosen by agreement between the parties; or
 - b) In the absence of agreement –
 - i) If the dispute is between a Member and another Member, a person appointed by the Board; or
 - ii) If the dispute is between a Member and the Board or a sub-committee of the Board – a person appointed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be Member or former Member of the Club but in any case, must not be a person who has a personal interest in the dispute or; is biased in favour of or against any party.

30 Mediation process

- (1) The mediator to the dispute, in conducting the mediation, must:
 - a) give each party every opportunity to be heard; and
 - b) allow due consideration by all parties of any written statement submitted by any party; and
 - c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator must not determine the dispute.

31 Failure to resolve the dispute by mediation

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 3 GENERAL MEETINGS OF THE CLUB

32 Annual General Meetings

The Club must in each calendar year convene an Annual General Meeting within 5 months after the end of each financial year.

- (1) The Board will determine the date, time and place of the Annual General Meeting.
- (2) The Annual General Meeting shall be specified as such in the notice convening it.
- (3) The ordinary business of the Annual General Meeting shall be –
 - a) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
 - b) to receive from the Board reports upon the activities of the Club during the last preceding financial year;
 - c) to receive the financial statements of the Club for the preceding financial year submitted to the Board in accordance with Part 7 of the Act;
 - d) to elect Officers and Ordinary Members of the Board;
- (4) The Annual Meeting may transact special business of which notice is given by either by electronic means, or prepaid post to the address given in the Register of Members, or personally at least 7 days prior to the meeting.
- (5) The Annual General Meeting shall be in addition to other General Meetings that may be held in the same year.

33 Special General Meeting

- (1) Any General Meeting other than the Annual General Meeting is a Special General Meeting.
- (2) The Board may convene a Special General Meeting whenever it thinks fit. If, but for this sub clause, more than fifteen months would elapse between annual General Meetings, the Club shall convene a special General Meeting before the expiration of that period.
- (3) No business other than that set out in the notice under Rule 34 can be conducted at the meeting.

(Note: General business may be considered at the meeting if it is included in the notice under Rule 34 and the majority of Members at the meeting agree.

34 Special General Meeting held at the request of Members.

- (1) The Board must convene a Special General Meeting if a request to do so is made by at least 10% of the total number of Members.
- (2) A request for a special meeting must-
 - a) be in writing
 - b) state the business to be considered at the meeting and any resolutions to be proposed
 - c) Include the names of and signatures of the Members requesting the meeting
 - d) be given to the Secretary.

If the Board does not convene a Special General Meeting within one month of the date on which the request is made, the Members making the request (or any one of them) may convene the Special General Meeting.

- (3) A Special General Meeting may be convened by Members.
 - a) It must be held within 3 months after the date on which the original request was made; and
 - b) may only consider the business stated in that request.
 - c) (The Club must reimburse all reasonable expenses incurred by the Members convening a special meeting.)

35 Notice of General Meeting

- (1) The Secretary, or in the case of a Special General Meeting the Members convening the meeting, must cause to send to each Member of the Club at the address appearing in the register of Members a notice by pre-paid post or electronic means or personally-
 - a) at least 21 days' notice of a General Meeting if a special resolution is to be proposed at the meeting; or
 - b) at least 14 days' notice of a General Meeting in any other case.
- (2) The notice must –
 - a) specify the date, time and place of the meeting;
 - c) indicate the general nature of each item of business to be considered at the meeting;
 - d) state if a special resolution is to be proposed
 - e) state in full the proposed resolution; and
 - f) state the intention to propose the resolution as a special resolution; and

This rule does not apply to a disciplinary appeal meeting.

36 Proxies

- (1) Proxy votes may only be used for the Annual General Meeting or Special Meetings of the Club. They may not be used for elections of sub-committees of the Board or any issue or proposal of such group.
- (2) A Member may appoint another Member as their proxy to vote and speak on their behalf at a General Meeting other than at a disciplinary appeal meeting.
- (3) The appointment of a proxy must be in writing and signed by the Member making the appointment. The Member appointing the proxy may give specific instructions as to how the proxy may vote on behalf of the Member in any matter as they see fit.
- (4) If the Board has not approved a form for the appointment of a proxy, the Member may use any other form that clearly identifies the person appointed as the Member's proxy and that has been signed by the Member.
- (5) Notice of a General Meeting given to a Member under these Rules must –
 - a) state that the Member may appoint another Member as a proxy for the meeting, (including the meeting Chairperson), and
 - b) include a copy of any form that the Board has approved for the appointment of a proxy.
- (6) A form appointing a proxy must be given to the Chairperson of the meeting before the commencement of the meeting.

37 Use of technology

- (1) A Member not physically present at a General Meeting may be permitted to participate in the meeting by use of technology that allows the Member and Members present at the meeting to communicate with each other clearly and simultaneously.
- (2) For the purposes of this Part, a Member participating in a General Meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

38 Proceedings at Meetings and Conduct of Business

- (1) All business that is transacted at a special General Meeting and all business transacted at the Annual General Meeting with the exception of that specifically referred to in these Rules as being the ordinary business of the Annual General Meeting shall be special business.
- (2) No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under these rules to vote is present during the time when the meeting is considering that item.

39 Quorum at General Meetings

- (1) The quorum at a General Meeting shall be in person or by proxy of 25 Members entitled to vote under these Rules at a General Meeting.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of the General Meeting –
 - a) In the case of a meeting convened by or at the request of Members the meeting is dissolved and the business that was to have been considered at the meeting is taken to have lapsed. If Members wish to have the business reconsidered at another special meeting, the Members must make a new request.
 - b) in any other case –
 - i) the meeting must be adjourned to a date not more than 21 days after the adjournment; and
 - ii) notice of that date, time, and place to which the meeting is adjourned must be given at the meeting and confirmed by notice given to all Members either by pre- paid post at the address supplied to the Club Register or electronically or personally, as soon as practicable after the meeting.
- (3) If a quorum is not present within 30 minutes after the time to which a General Meeting has been adjourned the Members present at the meeting (if not less than 5) may proceed with the business of the meeting as if a quorum were present.

40 Chairperson at Meetings

- (1) The President, or in the President's absence, the Vice President, shall preside as Chairperson at each General Meeting of the Club.
- (2) If the President and the Vice President are absent from a General Meeting, the Members present shall elect one of their number to preside as Chairperson at the meeting.

41 Adjournment of Meetings

- (1) The Chairperson of a General Meeting at which a quorum is present, may, with the consent of the Members present at the meeting, adjourn the meeting to another time at the same place or another place. A meeting may be adjourned –
 - a) if there is insufficient time to deal with the business at hand; or
 - b) to give Members more time to consider an item of business.
- (2) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case the notice of the meeting must be given in accordance with these Rules.

42 Voting at a General Meeting

- (1) On any question arising at a General Meeting of the Club, a Member has one vote only; and
- (2) Members may vote in person or by proxy.
- (3) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (4) If the question is whether or not to confirm the Minutes of a previous meeting, only those Members who were present at that meeting may vote.
- (5) This Rule does not apply to a vote at a disciplinary appeal meeting.

43 Special Resolutions

A Special Resolution is passed if not less than three quarters of the Members present voting at General Meeting (whether in person or by proxy if proxies are allowed), vote in favour of the resolution.

44 Determining Whether a Resolution is Carried

- (1) the Chairperson of a General Meeting may, on the basis of a show of hands, declare that a resolution has been - (a) carried; or
 - a) carried unanimously; or
 - b) carried by a particular majority; or
 - c) lost - and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by one or more Members on any question-
 - a) the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
 - b) the Chairperson must declare the result of the resolution on the basis of the poll.
- (3) A poll demanded on the election of the Chairperson on a question of an adjournment must be taken immediately.
- (4) A poll demanded on any question must be taken before the close of the meeting at a time determined by the Chairperson.

45 Minutes of a General Meeting

- (1) The Board must ensure that minutes are taken and kept of each General Meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual General Meeting must include-
 - a) the names of the Members attending; and
 - b) proxy forms given to the Chairperson of the meeting ; and
 - c) the financial statements submitted to the Members in accordance with the requirement of these Rules; and
 - d) the certificate signed by two Board Members certifying that the financial statements give a true and fair view of the financial position and performance of the Club; and
 - e) any audited accounts and auditor's report of a review accompanying the financial statements that are required under the Act.

PART 4 – THE BOARD OF MANAGEMENT

DIVISION 1 – Powers of the Board of Management.

46 Role and Powers of the Board of Management

hereafter called ‘the Board’

- (1) The business of the Club shall be managed by the Board in accordance with the Act. The Board may exercise all powers of the Rules of the Club, except those powers that these Rules and the Act require to be exercised by General Meetings of the Club.
Subject to the Regulations and the Act, the Board has the power to perform all such acts and things which appear to the Board to be essential for the proper management of the business and affairs of the Club.
- (2) The Board has the power, from time to time, to make, alter and repeal all such by-laws as it may deem necessary for the or convenient for the proper conduct and management of the Club and in particular, but not exclusively, it may by such by-laws provide for and regulate:-
 - a) the time of opening and closing the golf course and grounds, clubhouse and premises or any part thereof; and
 - b) the playing of any games on the Club premises or the prohibition thereof entirely or at a particular time; and
 - c) the conduct of the Members of the Club on Club premises in relation to one another and to any servant or employee of the Club; and
 - d) the duties and powers of any Officer, Manager, or employee of the Club.
 - e) The appointment, removal, duties, functions, powers, and privileges of any sub-committee in connection with the conduct of the affairs of the Club; and
 - f) generally, all such matters as are commonly the subject matters of the Club by-laws.
- (3) The Board may appoint and remove staff; and
- (4) Establish sub-committees with terms of reference it considers appropriate.

47 Delegation

- (1) The Board may delegate to a Member of the Board, a sub-committee, or staff, any of its powers and functions other than –
 - a) this power of delegation; or
 - b) a duty imposed on the Board by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

48 Indemnity of Board Members

- (1) Every Officer of the Board as herein defined, and every other Member of the Board shall be indemnified by the Club with an appropriate Insurance Policy paid for by the Club.
- (2) The Board shall pay all costs, losses, and expenses which any Officer of the Board or any other Board Member may incur or become liable to by reason of any contract entered into or act or thing done by them as an Officer or other Member of the Board or in any way discharged or purported to be discharges of their duty.
- (3) No Officer or other Member of the Board shall be liable for acts, receipts, neglects or defaults in any other Officer or Board Member; or
 - a) joining in any receipt of any act of conformity or for any loss or expense happening through the deficiency or insufficiency of title to any property acquired by the Board for and on behalf of the Club; or
 - b) for any sufficiency or deficiency for of any security in or upon which any of the moneys of the Club shall be invested; or
 - c) for any loss or damage arising from the bankruptcy or tortuous act of any person owing moneys to the Club or with whom any moneys, securities or effects shall be deposited; or
 - d) for any loss occasioned by an error of judgement or oversight on their part; or
 - e) for any other loss, damage or misfortune whatever shall happen in the execution of the duties of their office in relation thereto unless the same happens through their own dishonesty.

Division 2 – Composition of The Board of Management and Duties of Board Members

49 The Composition of the Board of Management

The Board consists of at least 6 and no more than 9 Members including:

- (1) the Officers of the Board which are the President, Vice President, Secretary and Treasurer; and up to three other Board Members;
- (2) two Members comprising the Men's Captain and Women's Captain or their alternative as approved by the Board;
- (3) the Secretary shall perform the Duties specified in the Associations Incorporation Reform Act 2012 and in compliance with these Rules;
- (4) the Board may, from time to time, by ordinary resolution passed at a General Meeting increase or reduce the number of Officers or other Members of the Board;
- (5) eligibility to be a Board Member is limited to fully paid-up Members in the categories of: Honorary Life Members, Full Members, Senior Members and 5 Day Members.

50 General Duties of Board Members

- (1) As soon as practicable after being elected or appointed to the Board, each Board Member must become familiar with these Rules.
- (2) The Board is collectively responsible for ensuring that the Club complies with the Act and that individual Members of the Board comply with these Rules.
- (3) Board Members must exercise their powers and discharge their duties with reasonable care and diligence.
- (4) Board Members and former Board Members must exercise their powers and discharge duties-
 - a) in good faith and in the best interests of the Club; and
 - b) for a proper purpose.
- (5) Board Members and former Board Members must not make improper use of
 - a) their position; and
 - b) information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person to cause detriment to the Club.
- (6) No person shall be entitled under these Rules or any by-laws of the Club to derive any profit, benefit or advantage from the Club which is not shared equally by every Member of the Club.

51 President and Vice President

- (1) The President or, in the President's absence, the Vice president is the Chairperson of any General Meetings or for any Board Meetings
- (2) If the President and Vice President are both absent, or unable to preside, the Chairperson of the meeting must be-
 - a) in the case of a General Meeting – a Member elected by the other Members present; or
 - b) in the case of a Board meeting – a Board Member elected by the other Board Members present.

52 Secretary

- (1) The Secretary must perform any duty or function required under the Associations Incorporation Reform Act, 2012. These tasks include:
 - a) performing the duties of lodging of all documents required by the Registrar
 - b) ensure the proper maintenance of the register of Members
 - c) keeping custody of the common seal of the Club and, except for the financial records of the Club, all books, documents, electronic records and securities of the Club.
 - d) Subject to the Act and these Rules, provide Members with access to the register of Members, the minutes and other books and documents; and
 - e) keep the Minutes of the resolutions and proceedings of each General Meeting and each Board meeting together with a record of the names of those present at each meeting in books provided for that purpose or equivalent electronic records.
 - f) Perform any other duty or function imposed on the Secretary by these Rules.
- (2) The Secretary must give to the Registrar notice of their appointment within 14 days after the appointment.
- (3) Note: **A Board Member may not hold the office of Secretary if they do not reside in Australia.**

53 Treasurer

The Treasurer must –

- (1) ensure that the financial records of the Club are kept in accordance with the Act; and
- (2) coordinate the preparation of the financial statements of the Club and deliver them to the nominated auditor as soon as practicable after the end of the financial year; and
- (3) ensure that the audited accounts are presented to the Board for certification by the Board, prior to their submission to the Annual General Meeting of the Club.
- (4) The audited Statement of Accounts for the preceding year must be placed on the Noticeboard of the Club at least seven days before the Annual General Meeting.

Division 3 – Election of Board Members and Tenure of Office

54 Eligibility to become a Board Member

A Member is eligible to be elected or appointed as a Board Member if the Member is –

- a) 18 years or over; and
- b) is entitled to vote at a General Meeting.

55 Term of Appointment

- (1) The Club has adopted a board membership tenure policy by which each Member of the Board must be re-elected at a General Meeting on the following basis:
 - a) Each Ordinary Member of the Board (including the Women's Captain and the Men's Captain) shall be re-elected after one year
 - b) Each Officer of the Board, (President, Vice President, Secretary, Treasurer), shall be re-elected after two years
 - c) The election of Officers of the Board shall be carried out on a rotational basis so that, in any one year, either the President and Vice President together, or the Secretary and the Treasurer together, are up for re-election. Currently, the President and Vice President are up for re-election in years ending with an "even" number, while the Secretary and Treasurer are up for re-election in years ending with an "odd" number
- (2) in the event of there being any casual vacancy to be filled at an Annual General Meeting, the Chairperson shall hold an election for such position, on the basis that the term of the appointment of the replacement member shall be the same as that of the replaced member.

56 Nominations

- (1) Nominations of candidates for election as Officers of the Club or as Ordinary Members of the Board –
 - a) shall be made in writing, signed by two Members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - b) shall be delivered to the Secretary of the Club not less than seven days before the date fixed for the holding of the Annual General Meeting.
- (2) If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nomination may be received at the Annual General Meeting.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be declared elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (5) The ballot for the election of Officers and ordinary Members of the Board must be held in the manner specified by Rule 59

57 Election of Officers of the Board

- (1) At the Annual General Meeting, separate elections must be held for each of the following positions-
 - a) President;
 - b) Vice-President;
 - c) Secretary;
 - d) Treasurer.
- (2) If only one Member is nominated for the position the Chairperson must declare the Member elected to the position.

58 Election of Ordinary Members of the Board.

A single election may be held to fill all of these positions if required. A ballot will only be required if more nominations than positions occurs.

59 Ballot

- (1) If a ballot is required for the election of a position, the Chairperson of the meeting must appoint a Member to act as returning officer to conduct the ballot.
- (2) The returning officer must not be a Member nominated for a position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of their election.
- (4) The election must be by secret ballot.
- (5) The returning officer must give a blank piece of paper to-
 - a) each Member eligible to vote and present in the room; and
 - b) each proxy appointed by a Member.
- (6) If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position-
 - a) the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
 - b) the voter must not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with sub-rule (7) (b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer must declare the candidate elected or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under sub-rule (10) because 2 or more candidates received the same number of votes, the returning officer must-
 - a) conduct a further election for the position in accordance with sub-rules (4) to (10) to decide which candidate is to be elected; or
 - b) with the agreement of the candidates, decide which of them is to be elected,

60 Term of Office/Removal of Board Member from the Board

- (1) Subject always to Rule 60 (2), the duration for which each Officer of the Board and other board members holds office shall be the duration determined at the time of their current appointment as a member of the Board.
- (2) A Board Member may be re-elected.
- (3) A General Meeting may-
 - a) by special resolution remove a Board Member from office; and
 - b) elect an eligible Member to fill the vacant position in accordance with this Division.
- (4) A Member who is the subject of a proposed special resolution under sub-rule (3) (a) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the Members of the Club.
- (5) The Secretary or President may give a copy of the representations to each Member in accordance with these Rules or, if they are not so given, the Member may require that they be read out at the meeting at which the special resolution is to be proposed.

61 Vacation of Office

- (1) A Board Member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board Member if he or she –
 - a) ceases to be a Member of the Club; or
 - b) fails to attend 3 consecutive Board meetings (other than special or urgent Board meetings) without leave of absence or; otherwise ceases to be a Board Member by operation of section 78 of the Act.

62 Filling Casual Vacancies

- (1) The Board may appoint an eligible Member of the Club to fill a position on the Board that –
 - a) has become vacant under rule 60 or rule 61
 - b) was not filled by election at the last Annual General Meeting.
- (2) If the position of Secretary becomes vacant, the Board must use its best endeavours to appoint a Member to the position within 14 days after the vacancy arises.
- (3) Rule 54 applies to any Board Member appointed by the Board under sub-rule (a) or (b).
- (4) The Board may continue to act despite any vacancy in its Membership.
- (5) The term of the appointment of the replacement member shall be the same as that of the replaced member.

Division 4 – Meetings of the Board of Management

63 Meetings of the Board of Management

- (1) The Board must meet at least 4 times in each year at the dates, times and places determined by the Board.
- (2) The date, time and place of the first Board meeting must be determined by the Members of the Board as soon as practicable after the Annual General Meeting of the Club at which Members of the Board were elected.
- (3) Special Board meetings may be convened by the President or by any 4 Members of the Board.

64 Notice of Meetings

- (1) Notice of each meeting must be given to each Board Member no later than 7 days before the date of the meeting.
- (2) Notice may be given of more than one board meeting at the same time.
- (3) The Notice must state the date, time and place of the meeting. If a Special Board Meeting is convened, the notice must include the general nature of the business to be conducted.
- (4) Notices may be delivered by prepaid post to the address on the Register of Members, sent by electronic means or handed to the Member in person.

65 Urgent Meetings

- (1) In cases of emergency, a meeting can be held without notice being given provided that as much notice as practicable is given to each Board Member by the quickest means practicable.
- (2) The only business which can be conducted at an urgent meeting is the business for which the meeting was convened.

66 Procedure and the Order of Business

At meetings of the Board-

- (1) if the President and the Vice President are absent, one of the remaining Board Members may be chosen by the Members present to preside.
- (2) Questions arising at a meeting of the Board or of any sub-committee of the Board shall be determined by a show of hands, or if demanded by a Member a poll taken in a manner to be determined by the Member presiding.
- (3) The procedure to be followed at meetings must be determined from time to time by the Board.
- (4) The order of business may be determined by the Members present at the meeting.

67 Use of Technology

- (1) A Board Member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board Member and the Board Members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purpose of this Part, a Board Member participating in a Board meeting is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

68 Quorum

- (1) No business can be conducted at a meeting unless there is a quorum present. Any four Members of the Board constitute a quorum for the transaction of the business of the Board.
- (2) If a quorum is not present within 30 minutes of the appointed time for the Board meeting –
 - a) in the case of a Special Meeting – the meeting lapses;
 - b) in any other case- the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place of the new meeting must be given in accordance with these Rules.

69 Voting

- (1) On any question arising at a Board meeting, each Board Member present at the meeting has one vote.
- (2) A motion is carried if a majority of Board Members present at the meeting vote in favour of the motion.
- (3) If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- (4) Voting by proxy is not permitted.

70 Conflict of Interest

- (1) A Board Member who has a material interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (2) The Member –
 - a) must not be present while the matter is being considered at the meeting; and
 - b) must not vote on the matter.
- (3) This rule does not apply to a material personal interest-
 - a) that exists only because the Member belongs to class of persons for whose benefit the Club is established; or
 - b) that the Member has in common with all, or a substantial proportion of, the Members of the Club.

71 Minutes of Board Meetings

- (1) The Board must ensure that Minutes are taken and kept of each Board Meeting.
- (2) The Minutes must record the following-
 - a) the names of the Members in attendance at the meeting
 - b) the business conducted at the meeting
 - c) any resolution on which a vote is taken and the result of the vote
 - d) any material personal interest disclosed under rule 69.

72 Leave of Absence for Board Members

- (1) The Board may grant a Board member Leave of Absence of not less than two months and not more than six months on medical or compassionate grounds.
- (2) During the period of the Leave of Absence the Board member may not participate in any Board Activities, although the President may seek their advice if needed.
- (3) The Board must not grant Leave of Absence retrospectively, unless the Board is satisfied that it was not feasible for the Board member to seek leave in advance.
- (4) The Board member may shorten the Leave of Absence by notifying the Secretary of their intentions to return to the role of Board member.

PART 5 - FINANCIAL MATTERS

73 Sources of Funds

The funds of the Club may be derived from annual subscriptions, competition fees, green fees, donations, fund raising activities, grants, interest, sales of food, drink and golf products and other sources approved by the Board.

74 The Management of Funds

- (1) The Club must hold an account with a financial institution from which the expenditure of the Club is made and into which the Club's revenue is deposited.
- (2) The exception to this rule is that small amounts to a level specified by the Board can be made through the Club's cash register to reimburse staff or Members for cash purchases made on the Club's behalf. These reimbursements must be approved by the Manager or an Officer of the Board.
- (3) Subject to any restrictions imposed by a General Meeting, the Board can approve expenditure on behalf of the Club. The Board may authorise the Treasurer, Board Employed CPA and the Manager to expend funds on behalf of the Club (including electronic funds transfer).
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments and electronic funds transfers must be approved by two persons approved as signatories by the Board.
- (5) All funds of the Club must be deposited into the financial account of the Club, no later than 7 working days after receipt.
- (6) The Manager must maintain a cash float for the Club's cash registers and record and balance the daily transactions of the trading activities of the Club. The Treasurer and Board Approved CPA must monitor these activities.
- (7) The additional \$100,000 borrowing capacity of The Club, can only be used in the case of an emergency and with the approval of at least 75% of members vote in an extraordinary meeting called for by the Board of Management.

75 Financial Records

- (1) The Club must keep financial records that-
 - a) correctly record and explain its transactions, financial position and performance; and
 - b) enable financial statements to be prepared as required by the Act.
- (2) The Club must retain the financial records for 7 years after the transactions covered by the records are completed.
- (3) The Treasurer and the Board Approved CPA must keep in their custody or under control-

- a) the financial records for the current financial year; and (b) any other financial records as authorised by the Board.

76 Financial Statements

- (1) For each financial year, the Board must ensure that requirements under the Act relating to the financial statements of the Club are met.
- (2) Those requirements are-
 - a) the preparation of the financial statements, both ongoing and at annual statements at the end of the financial year;
 - b) the annual audit of the financial statements by an approved external auditor in time to be pinned on the Club notice board on week before the Annual General Meeting;
 - c) the certification of the financial statements by the Board;
 - d) the submission of the annual financial statements to the Annual General Meeting of the Club; the lodgement with the Registrar of the financial statements and accompanying report, certificates, statements and fee.

PART 6 – GENERAL MATTERS

77 The Common Seal

- (1) The common seal of the Club shall be kept in the custody of the Secretary.
- (2) A document may only be sealed with the Common Seal by the authority of the Board and the sealing must be witnessed by the signatures of two Members of the Board.
- (3) The name of the Club must appear in legible characters on the Common Seal.

78 The Registered Address

The Registered Address of the Club is 855 Inverloch-Koonwarra Road, Leongatha South 3953. The postal address is Post Office Box 578, Leongatha 3953.

79 Notice Requirements

- (1) Any notice required to be given to a Member or a Board Member under these Rules may be given –
 - a) by handing the notice to the Member personally; or
 - b) by sending it by post to the Member at the address recorded for the Member on the Register of Members; or
 - c) by electronic means.
- (2) Any notice required to be given to the Club or the Board may be given-
 - a) by handing the notice to a Member of the Board; or
 - b) by sending the notice by post to the registered address; or
 - c) by leaving the notice at the registered address; or
 - d) If the Board determines that it is appropriate in the circumstances-
 - i) by email to the email address of the Club or Secretary; or
 - ii) by facsimile transmission to the facsimile number of the Club.

80 Custody and Inspection of Books and Records

- (1) Members may not have access to the financial records, books, securities, and any other document of the Association, including minutes of Board meetings, unless otherwise permitted by these Rules, law, or the Board.
- (2) Members may on request inspect:
 - a) the register of Members;
 - b) the minutes of general meetings; and
 - c) these Rules
- (3) The Secretary may refuse to allow a member to inspect the register of Members if permitted by the Act.
- (4) Members must not:
 - a) use information obtained about another person from the register of members to contact or send materials to the other person; or
 - b) disclose information obtained about a person from the register of members knowing that the information is likely to be used to contact or send materials to the other person; unless
 - c) the purpose for which the information is used or disclosed is otherwise expressly permitted by these Rules or by law.
- (5) If the Board provides access to these Rules on the Club's website, the Board shall be deemed to have allowed a member to inspect and copy these Rules, unless the member informs the Board that he or she is unable to access the Rules on the website. A member must be given a copy of these Rules and minutes of general meetings within one month of the Board receiving a request by the member and the member paying any fee prescribed by the Board.

81 Winding Up and Cancellation of the Club

- (1) The Club may be wound up by special resolution.
- (2) In the event of the Club winding up or the cancellation of the incorporation of the Club, the surplus assets of the Club must not be distributed to any Members.
- (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be distributed to a body that has similar purposes to the Club and which is not carried on for the profit or gain of its individual Members.
- (4) The body to which the surplus assets are given must be decided by special resolution at a General Meeting of the Club.

82 Alteration of the Rules

These rules may only be altered by a special resolution of a General Meeting.

83 Sub Committees of the Board of Management

- (1) The Board may appoint sub-committees to undertake special projects or tasks as it sees appropriate from time to time.
- (2) The Men's Golf Committee, the Women's Golf Committee, the Match Committee, and the Course Committee (formerly Greens Committee) are all approved sub committees of the Board and are answerable to the Board as per Rule 46 (6).
- (3) The status, role & duty of each sub-committee is as per the Roles & Responsibilities policy adopted by the Board
- (4) The composition of approved sub-committees shall:
 - a) consist of 6-10 members
 - b) The Match Committee shall be chaired by the Men's Captain and the Women's Captain on an alternate basis
 - c) If operating, the Men's Golf Committee shall be chaired by the Men's Captain
 - d) If operating, the Women's Golf Committee shall be chaired by the Women's Captain
 - e) The Course Committee shall be chaired by a delegate of the Board
- (5) Only members who are eligible to vote at an AGM can become members of approved sub-committees.
- (6) The membership of approved sub-committees shall be appointed by nomination to the Board.

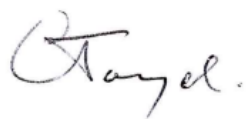
- (7) Nominations for positions on approved sub-committees shall conform with the requirements for nominations for the Board in accordance with Rule 56.

The Board will appoint sub-committees to undertake special projects or tasks as it sees appropriate from time to time. The Match Committee, the Men's Golf Committee, (if operating), the Women's Golf Committee, (if operating) and the Course Committee are all approved sub-committees of the Board and are answerable to the Board.

84 Supply of Liquor

Leongatha Golf Club will supply alcoholic beverages in conformity with the licensing requirements of the day and in conformity with the Liquor Control Reform Act, 1998.

Signed:



Colleen Touzel

President of the Club and Chairman of the Meeting

20 August 2023

Appendix A - Proposing a Life Member

Life Membership should not be lightly bestowed and should only be granted for truly meritorious service.

Life Membership can be awarded to a member “who has given long and continuous service over a number of years and has been actively engaged in the welfare of Leongatha Golf Club”. When the process is appropriately followed and the nomination has been approved at a General Meeting, life member nominees are added to the register of Life Members.

Club members proposed for life membership will be recommended for appointment by the Club’s Board of Management at a General Meeting of the Club and supported by not less than a two thirds majority of club members who are present and eligible to vote (including proxy votes).

Submissions for Life membership.

While club members will be aware of the contribution to the club of a potential life member, the Board of Management requires sufficient information to make an informed decision. There are two key points:

- firstly, adequate information will streamline the time taken as further information will not need to be sought, and
- secondly, all life member nominees need to have made a level of contribution to the club like all previous Life Members in order to maintain the consistency and prestige of the award and recognition and this needs to be demonstrated in the submission.

When preparing a submission, the following points may assist when considering a nomination. There may well be others that are considered relevant at times. A submission under these headings would be appreciated:

1. Years of Membership - continuous years’ membership will be looked at to establish the first selection criteria
2. Years of service in positions held - Board, Committees, Sub-Committees
3. Years of service given in the areas of - volunteering, working bees, club activities
4. Leadership in club activities
5. Club representation
6. Playing record
7. Discretionary

A weighting scale is used when determining points under each of the 7 selected criteria, and (subject to criteria point #7), a minimum of 75 points out of 100 is required for life membership to be awarded. The following table gives a ‘guide’ as to how points may be awarded.

Criteria	Point Examples	Point Max
Years of Membership	1 point per year	20
Years of Service in Positions Held	Executive Board - 4 points per year Club Captains – 4 points per year Chair of Course – 4 points per year General Board – 2 points per year Sub-committees (i.e. Match, Course, Revenue, Membership) – 1 point per year	24
Years of Service in volunteering, working bees, club activities	Average 10 hrs per month – 1 point per year Average 20 hrs per month – 2 points per year Average 30 hrs per month – 3 points per year Average 40 hrs per month – 4 points per year	24
Leadership in Club Activities	Pennant co-ordinator, volunteer co-ordinator, new member program, member retention program, community instructor – 1 point per year	10
Club Representation	Pennant, Plates, Bowls, District, Tournaments – 2 points each for 5 years representation	10
Playing Record	Club Championships, Board Events – 1 point per name on board	5
Discretionary	Examples include – donations, sponsorship, putting needs of club above own	12

Note – Points should not be awarded in two categories for the same work.

Example 1: Board Secretary performs 60 hours per month on average using business skills (i.e. writing board papers, proposals, strategic plans, etc) – this Secretary should only be awarded 4 points per year for the Board Executive position; however, volunteer hour points are not awarded.

Example 2: Board Secretary performs 40 hours per month on average using business skills (i.e. writing board papers, proposals, strategic plans, etc) AND performs 20 hours of labour on the course per month in addition to the Board Executive position – this Secretary can earn 6 points per year, where the tasks were performed simultaneously (i.e. 4 per year for the Executive role and 2 per year for the course volunteer hours).