



*Ballina Golf
& Sports Club*

Club By-Laws

August 2023

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GENERAL BY-LAWS

These By-Laws were approved by the Ballina Golf and Sports Club Board and are effective from August 2023.

1 Introduction

- 1.1 These By-Laws are to be read in conjunction with the Constitution of the Ballina Golf and Sports Club, hereinafter referred to as the Constitution.
- 1.2 The Constitution shall take precedence if any discrepancy arises.
- 1.3 These By-Laws have been adopted in accordance with powers and duties of the Board set out in the Club's constitution (Rule 28), to set By-Laws as well as operating procedures for the operation of Ballina Golf and Sports Club.
- 1.4 Ballina Golf and Sports Club operates with three (3) standing committees each with its own specific By-Laws, detailed herein:
 - 1.4.1 Executive Committee comprised of: Chairperson, Deputy Chairperson, Golf Director, and General Manager.
 - 1.4.2 Match Committee comprised of: Golf Director, Assistant Golf Director, Golf Operations Manager, Women's Captain, Veteran's Captain and two (2) positions nominated by the Board.
 - 1.4.3 Course Development Committee comprised of: Course Development Chair, Golf Director, Course Superintendent and two (2) positions nominated by the Board.
- 1.5 Sub-Committees or Sections are specifically formed with their own Operating Procedures or Rules and Regulations. These may include:
 - 1.5.1 Men's Golf.
 - 1.5.2 Women's Golf.
 - 1.5.3 Veteran's Golf; and
 - 1.5.4 Junior Golf.

2 General

- 2.1 The General Manager is to ensure that Directors and Committee members receive copies of the Club's Constitution and By-Laws. Directors are to receive these documents upon election at the AGM or as soon as practicable thereafter. Committee members are to be given copies upon election or appointment.
- 2.2 In order for the new Directors and Committee Members to familiarise themselves with the documents outlined in General By-Law 1.1. Board meetings are not to be held within forty-eight (48) hours of the AGM. Powers of all Directors are strictly limited in accordance with the Club's Constitution and By-Laws.
- 2.3 The Director of Golf being specifically elected to their position in accordance with the Constitution, shall in normal circumstances be Chairperson of the Match Committee.
- 2.4 The Chairperson of the Board shall in normal circumstances be Chairperson of the Executive Committee.

- 2.5 Election of other Chairpersons of Committees, for example Course Development, shall be set by the Board.
- 2.6 Any other positions will be elected by a majority of the Board; and
- 2.7 No Director or family member of a Director shall be engaged as an employee of the Club.

3 Committees, Sub-Committees and Sections

- 3.1 The limitations of power are as specifically set out in the Constitution and Club By-Laws.
- 3.2 Specifically, each Section or Committee is required to.
 - 3.2.1 Submit reports, recommendations, and minutes of their monthly meeting for inclusion in the Board Meeting Agenda in accordance with their individual Operating Procedures and Regulations and the meeting agenda.
- 3.3 The Board may appoint Directors from time to time to work on specific portfolio areas.

4 Duties and Responsibilities – Introduction

- 4.1 Director's responsibilities are as set out in Rule 28.
- 4.2 The duties and responsibilities of directors and management committee members arise from Common Law and Statute Law.
- 4.3 Subject to General By-Law 6.3, the common law and statute law are applicable to directors and management committee members irrespective of whether they are paid or unpaid (honorary).
- 4.4 Breaches by directors and management committee members of their duties under the common law and statute may result in personal liability to various parties, including the corporation concerned, for the loss sustained by those parties as a result of the breach.

5 Common Law Duties

- 5.1 Common law duties can be summarised as follows.
 - 5.1.1 to act honestly.
 - 5.1.2 to exercise reasonable care and skill.
 - 5.1.3 to be diligent; and
 - 5.1.4 to fulfil all fiduciary duties. These are legal and equitable duties which arise from the special position in which directors and management committee members are placed, as elected representatives responsible for the proper administration of the club's property and its activities, in the interests of all members.
- 5.2 Examples of fiduciary duties are:
 - 5.2.1 to act in good faith and in the interests of the incorporated body as a whole.
 - 5.2.2 to exercise their powers for the purposes for which they were given.
 - 5.2.3 to refrain from restricting the future exercise of the powers of directors and management committee members; and
 - 5.2.4 to avoid any conflicts of interest.

- 5.3 Breaches to common law duties expose directors and management committee members to possible damages claims made by the incorporated entity and other parties, including club members and creditors.

6 Different Duties for Different Forms of Incorporation

- 6.1 The Ballina Golf and Sports Club is incorporated as a company limited by guarantee under the Corporations Law, with a Board of Directors responsible for governing the incorporated body.
- 6.2 The common law obligations mentioned above apply to directors and management committee members alike.
- 6.3 The Corporations Law applies only to directors and has no current applicability to management committee members. Despite this, it is considered prudent for management committee members to regard the provisions of the Corporations Law as providing a full listing of the minimum standards applicable to their duties and responsibilities.
- 6.4 Directors must take reasonable steps to place themselves in a position to guide and monitor the management and finances of the corporation.
- 6.5 Directors are entitled to seek and receive explanations from management when necessary and have management rectify directors' concerns, to ensure that the corporation functions profitably and effectively.
- 6.6 Directors must ensure that they have a working knowledge of all legislation affecting their position.

7 The Importance of the Position

- 7.1 Before deciding to nominate for the position of director or management committee member, a prudent individual will carefully analyse the Club's constitution, and its operating and financial position. A prospective candidate will also have a working knowledge of all laws impacting on the club's operations. Professional advice may be needed before deciding to nominate.
- 7.2 It is also important that prospective directors and management committee members realise that such positions require an active commitment to attend board meetings and to be familiar with agenda items as far as possible.
- 7.3 It is the role of directors and management committee members to establish financial, strategic, and operating policy for the incorporated entity. This should not be confused with the role of the General Manager whose duty it is to implement the decisions of the Board and to be responsible for the day-to-day management of the club.
- 7.4 Directors and management committee members must clearly understand the limits of their authority when representing the club in contract negotiations, the procedure to be adopted in the conduct and recording of meetings and the signing of documents and annual financial accounts for lodgement.

8 Audit and Compliance

- 8.1 The Executive Committee shall act, unless otherwise directed by the Board, as the Committee responsible for ensuring that the Club's audit and compliance requirements are complied with. On appointment to the Executive Committee, members must accept these additional responsibilities as part of their duties.

- 8.2 Directors and Committee members can request the Executive Committee to specifically monitor the performance of senior management and board members in complying with their responsibilities under the common law and statute law in respect of the club operations.
- 8.3 In view of the Executive Committee responsibilities under these By-Laws, all Committees will refer any administrative, financial, contractual, or staffing matter to the Executive Committee prior to entering into any agreement or arrangement.
- 8.4 Any direction by the Executive Committee shall be adhered to subject to subsequent determination by the Board.

9 Housekeeping

- 9.1 All discussions at the Board meetings are to remain in the Board room.
- 9.2 The Office is the Administration section of the Club, and all members are requested not to interrupt or disturb the staff in the Office.
- 9.3 Any request for information from the Administration office staff is to be directed in writing to the General Manager.
- 9.4 Any work or tasks to be performed are to be directed to the General Manager. Communications to any staff member is, where practical, to be through the General Manager. However, if this is impractical, then the applicable Chairperson responsible for the area of concern must be approached.
- 9.5 Under no circumstance can club information (including files and correspondence etc) leave the office unless written notice has been given to and approved by the General Manager.
- 9.6 All incoming correspondence is to be addressed to the General Manager. Approved correspondence procedures are in place for correct date/time stamping and distribution.
- 9.7 The correspondence file must be read in advance of the monthly Board meetings. This file is in the Office.
- 9.8 Directors must abide by the approved procedural arrangements of the Club; and
- 9.9 The Board meetings are held to discuss and make resolutions taking into consideration committee reports and their recommendations. Any new items for discussion or trivial matters are to be dealt with at the appropriate committee meeting or discussed with the General Manager. General business matters or items for discussion should be placed on the Agenda under Director's Matters.

10 Change of Directors Details

- 10.1 The General Manager lodges with the Australian Securities & Investments Commission (ASIC) and the Office of Liquor, Gaming and Racing (OLGR) upon appointment as Company Director certain details that are required by law.
- 10.2 If a Director changes address throughout the term as Director, such Director is required to advise the General Manager immediately. ASIC must be notified within one (1) month and OLGR within seven (7) days.

11 Business Practices

- 11.1 Board Directors/Committee Members subscribe to ethical business practices by not endorsing, encouraging, or promoting measures that lead to tax evasion, false representation of products and services, misuse of the market power of their Club, violation of the environment, abuse of community trust or other illegal practices.

12 Employee Relations

- 12.1 Board Directors/Committee Members advocate good employment practices in their club by ensuring that their club comply with industrial relations legislation and anti-discrimination legislation, minimum pay and working conditions, and sexual harassment, workplace health and safety and other work-related issues.

13 Conflict of Interests

- 13.1 Board Directors/Committee Members strive to give undivided loyalty to their club by declaring any vested interests when the interests come into conflict with the interests of their club, not using their position and authority to gain personal benefits, not divulging confidential information for personal gain, and not being influenced by a third party in the execution of their duties.

14 Confidentiality

- 14.1 Board Directors/Committee Members maintain the confidentiality of proceedings and matters relating to the strategic governance and management of their club. Confidentiality extends to information, documents, and decisions:
- 14.1.1 the disclosure of which would or could be prejudicial to the interest of the Club.
 - 14.1.2 which from time to time the Board Directors/Committee Members deem to be confidential; and
 - 14.1.3 information and documents received by the club in confidence.
- 14.2 Board Directors/Committee Members maintain the confidence of any information deemed “confidential” with which they become acquainted or have access to during their service to the club as Board Directors/Committee Members and agree to prevent its authorised disclosure to or use by any other person, firm, or company. They do not use any confidential information for any purpose other than for the benefit of their Club and return all confidential information on the request of the Board/Committee; and
- 14.3 Board Directors/Committee Members’ obligations of confidentiality shall be subject to any disclosure required by compulsion of law.

15 Gifts and Gratuities

- 14.1 Board Directors/Committee Members will promptly declare to a meeting of the Board/Committee any gift or gratuity.

16 Accountability

- 16.1 Board Directors/Committee Members endeavour to be honest, open, accessible, and transparent in all their dealings and to take full responsibility for their actions and activities connected with their club.

17 Risk Management

- 17.1 Board Directors/Committee Members undertake to avoid, eliminate, or minimise the element of risk associated with the exposure of their Club to mismanagement, market forces, business dealings and industrial relations activities and to themselves in their decision-making process. The Board will ensure that all operating risks are appropriately insured.

18 Major Expenditure Proposals and Works

- 18.1 Prior to any Committee or individual Director proceeding with any major proposal, such proposal shall first be considered by the Board who will determine whether to proceed with such proposal and will set strict limitations and parameters of the proposed works including Scope of Works, Costing Limitations, Expertise Requirements including suitably qualified Professional Consultants. It is prudent for any Board to seek advice, engage and consult with suitably professionally qualified individuals and appointing a committee of such persons to deliberate and make its recommendations to the Board.

19 Declaration of Acceptance – Board

- 19.1 At the first Board meeting held after the election of the new Board all Directors will be requested to complete the below “Declaration of Acceptance”.

Ballina Golf and Sports Club Ltd

DECLARATION OF ACCEPTANCE – DIRECTORS ONLY

I, _____ (Name of Director),

as _____ (Position on Board)

declare that I have received, read, and understood the Club's Constitution and By-Laws and agree to abide by their contents during my service to the above-mentioned club.

(Signature)

(Date)

(Witness)

(Date)

EXECUTIVE COMMITTEE BY-LAWS

1 Executive Committee Responsibilities

- 1.1 For all administrative and finance matters that relate to the overall operation of the Club.
- 1.2 Overview the preparation and establishment of policies and procedures of the Club.
- 1.3 Ensure that budgets are submitted 31 March each year for presentation by the Executive Committee to the May Board meeting for approval by the Board.
- 1.4 Regularly review all income and expenditure against budget and prior years and report to the Board on all matters relating to the financial position of the Club.
- 1.5 Ensure that computerisation of internal systems has been set up in an efficient manner.
- 1.6 Overview the preparation of all accounts payable and receivable in accordance with Club policies.
- 1.7 Maintain and operate all Bank accounts including the reserve accounts as directed by the Board.
- 1.8 Ensure that all insurance risks as required by the Board are effectively insured and that all policies are up to date and that insurance matters are dealt with on a timely basis.
- 1.9 Ensure that the membership register is maintained and up to date.
- 1.10 Ensure that the Annual Report and Statutory Accounts are prepared and distributed to the members and ensure that all statutory requirements relating thereto have been fully complied with.
- 1.11 Ensure that all agreements with employees, caterers, and other persons are complied with and are regularly reviewed.
- 1.12 Annual review of the performance of the General Manager.
- 1.13 Through the General Manager, ensure the review of all staff performance, duties, and salaries, and as part of the Budget process make such recommendations as considered appropriate.
- 1.14 Through the General Manager, ensure the commitment to ongoing training of all staff and directors to keep them up to date with new work practices and changes to regulations affecting the Club.
- 1.15 Through the General Manager, ensure the security of all property and systems including Cash, Internet Banking, Security Monitoring, Gaming Machines and Computer Operations.
- 1.16 Oversee the collation of the monthly Agenda and Minutes of the Board on a timely basis.
- 1.17 Ensure that Directors and Committee members are made aware of their duties and responsibilities.
- 1.18 Regularly review the performance of the Course, Bar, Gaming, TAB, and KENO operations.
- 1.19 Regularly review the performance of the catering operations; and
- 1.20 Ensure all correspondence received by the Club is dealt with by the General Manager in an efficient and timely manner. As a rule, written correspondence should be replied to within two (2) weeks. E-mails received/sent are considered an acceptable form of correspondence, receipt of which is to be given within two (2) working days. A reply is to be made no later than one (1) week after the next Board meeting.

2 Compliance

- 2.1 To carry out audit and compliance requirements as set out in Section 8 of the General By-Laws and report to the Board any matters relevant.

3 Authorisation for Club Expenditure – Financial Limits

- 3.1 Provide recommendations to be Approved by the Board outlining limits in monetary and other terms as maintained in the club's Authority Register.

MATCH BY-LAWS

1 Match Committee Responsibilities

- 1.1 Control all play on the Ballina Golf Course.
- 1.2 Determine and publish the conditions of play for all competition events.
- 1.3 Resolve protests and disputes in competition events as soon as possible after the competition.
- 1.4 Respond to and resolve golf related complaints. (Refer Match By-Law 17.2).
- 1.5 Responsible for applying daily local rules.
- 1.6 Ensure prizes, vouchers, etc are available for all Club events.
- 1.7 When required provide a member of the Match Committee to determine daily competition results and conduct the competition presentation.
- 1.8 Recommend the conditions for use of motorised buggies on the golf course.
- 1.9 Recommend the conditions for use of all Ballina Golf and Sports Club practice facilities.
- 1.10 Through the Club Handicap Committee monitor the standard of players in relation to his or her handicap in accordance with the GA procedures.
- 1.11 Select players to represent Ballina Golf and Sports Club in District and other competition events.
- 1.12 Recommend any possible reciprocal arrangements with other Clubs.
- 1.13 Prepare the Annual Program and Fixture Book for submission to the printer by 31 October each year.
- 1.14 Submit to the Board the desired Match budget for the next financial year no later than 31 March each year.
- 1.15 By May each year recommend any changes to the Match By-Laws so that these are current before the election of the Board for the next year.
- 1.16 By May each year recommend any necessary amendments relating to match items to the Constitution of Ballina Golf and Sports Club.
- 1.17 The Match Committee must meet at least once per month and submit a written report to the Board.

2 Application of Match By-Laws

- 2.1 The Match By-Laws shall apply to all members of Ballina Golf and Sports Club members and all other persons who may play on Ballina Golf Course except as otherwise stated.
- 2.2 The recommendations of the Women's and Veteran's Committees shall be obtained for matters relating to those committees.

3 Competition Eligibility

- 3.1 For the purpose of ensuring playing rights of Ballina Golf and Sports Club members are protected within reasonable bounds the following conditions apply: -

- 3.1.1 Club competitions are open to all holders of current Golf Australia Men's or Women's handicaps but subject to any further provisions as contained in these By-Laws.
- 3.1.2 **Select Members** are eligible to play all member and mixed competitions, subject to the relevant Match By-laws.
- 3.1.3 **Midweek Members** may play in all daily Club Competitions depending on the handicap status of the competition, except those held on Saturdays, and are not eligible to win Monthly Medal, or Honour Board Competitions held on Saturdays. Midweek members may play on a Saturday subject to payment of the "visitor fee" of the day.
- 3.1.4 **Lifestyle Members** are eligible to play all members and mixed competitions, subject to the relevant Match By-Laws.
- 3.1.5 **Country Members** may play in all Club competitions but are not eligible to win Monthly Medal, Club Championship or Honour Board Competitions. On Saturday, on application to the Starter of the day, they may be allocated a vacant time slot at any time in the competition field for that day.
- 3.1.6 **Pathway Members** may play socially or in the designated Women's Nine Hole Competitions held on Tuesday and Thursday. The member will pay a special green fee price as determined by the board.
- 3.1.7 **Special Members (Honorary and PGA Members)** may play in all Club competitions but are not eligible to win Monthly Medal, Club Championship or Honour Board Competitions.
- 3.1.8 **Junior Members** may place their names on the time sheet when released. In a group of two, three or four players, one of the group must be an adult member. In the absence of an adult member, Junior members may play together at the discretion of the starter and or Match Committee. Junior members are eligible for all "Honour Board events".
- 3.1.9 The Club Chairperson, Golf Director, Junior Golf Liaison Officer, General Manager or Starter may allot a time slot to any Junior, outside of the parameters of the above conditions.
- 3.2 **Club Employee Members** may apply for a domestic handicap and may play in club competitions with the prior approval of the Golf Director or General Manager. Having obtained prior approval, they may exercise the playing rights of a Select or Midweek Member.
- 3.3 **Members of Reciprocal Clubs** are eligible to play in Club Competitions subject to the limitations contained in these By-Laws, and to conditions specified from time to time by the Match Committee. A Reciprocal player may not win an Honour Board event or a Monthly Medal.
- 3.4 **Visitors** on payment of the appropriate Green Fee, are eligible to play in competitions subject to conditions specified from time to time by the Match Committee.
 - 3.4.1 Visitors will only be accepted to play if they have current GA handicap and shall produce evidence of that handicap or a Golf Link number/card, at the time of booking. If no Golf Link number is produced at least forty-eight (48) hours prior to the competition, bookings made for visitors by members, pro shop staff and administration staff may be deleted from the competition, in favour of members.
 - 3.4.2 The Starter will give precedence to Members of Ballina Golf and Sports Club over any visiting club members in the allocation of unused time slots, excepting where the

visiting Member is allocated a time slot, or approved for play by the Chairperson or Golf Director or relevant Captain.

- 3.5 **Professional Golfers** visiting the Club may on production of their PGA Card seek permission from the Golf Operations Manager to play in an individual event or in a social capacity. (Subject to clause 3.5.3 below). This courtesy is restricted to two (2) rounds in a calendar month, and it is at the discretion of the Golf Operations Manager.
- 3.5.1 Visiting Tour Professionals that have been permitted to play in normal Club competitions are **ineligible** to win gross prizes and nearest to the pins.
- 3.5.2 Visiting Professional Golfers wishing to play on a regular basis, i.e. more than two (2) rounds a month will be required to be a Member of the Club or have a valid Golf Link Number and an Australian handicap, and are subject to applicable competition and/or social fees.
- 3.5.3 Visiting Professional Golfers that have been permitted to play in normal club competitions, are excluded from major club events, honour board events, monthly medals.
- 3.5.4 Club Member Professionals are **ineligible** to win gross prizes and nearest to the pins.

4 Conditions of Play

- 4.1 Conditions of Play affecting all Club competitions at Ballina Golf and Sports Club are under the control of Ballina Golf and Sports Club Match Committee.
- 4.2 The Ballina Golf and Sports Club Match Committee reserves the right to adjust handicaps as they see fit of any player competing in Club Competitions at Ballina Golf and Sports Club.
- 4.3 Any player who wishes to play in such events must abide by the Conditions of Play.
- 4.4 All play is governed by the rules of Golf, Match By-Laws, and conditions of play as and when specified for particular events.
- 4.5 The Match Committee oversees all play on the course and reserves the right to alter the program or method of play at any time. The Women's and Veteran's match committees oversee their respective competitions and may alter the program or method of play at any time.
- 4.6 It is the player's responsibility to acquaint themselves with local rules applicable on the day of play.
- 4.7 It is compulsory that all players carry and use sand buckets and repair all divots.
- 4.8 The use of mobile phones on the course is permitted, but at all times mobile phones must be switched to silent or vibrate mode during play.
- 4.9 The lowest marker is Captain of each group and should see that all points of etiquette are observed, and that the group maintains its place in the field, repairs divots, and plug marks on the greens and smooths footmarks in bunkers.
- 4.10 Players must **not** leave the clubs property during competition rounds.
- 4.11 All competition cards (either printed or electronic) must be signed by the marker of the card and the player and must be submitted or placed in the allocated area no later than fifteen (15) minutes after completion of the round.

- 4.12 In the event of play being discontinued for the day where competitions have separate morning and afternoon fields, the following conditions apply.
- 4.12.1 If the morning field has completed the round, it shall be recognised as an official competition, with NTP's awarded.
- 4.12.2 If it is an Honour Board Event or a Monthly Medal, the competition may be re-scheduled, postponed or cancelled, at the discretion of the Match Committee.
- 4.13 Countback is to be as specified by Golf Australia.
- 4.14 Trophy winners have an obligation to the Club and to the donor of a trophy to be in attendance at presentation.
- 4.15 Competition prizes will be awarded after each competition as a dollar value and will be entered into the member's account. A member can check the amount on their account at the pro shop, office, or bar by presenting their membership card or quoting their member number. Prize winnings can then be redeemed at the pro shop or bar and will be valid for a period of no greater than twelve (12) months. A member may move their club credit account balance to their subscription account via request at the office. If a physical prize is not collected after a competition, the prize will be returned to the pro shop and the amount credited to the members account in the pro shop. NTP's, ball competition and pro pin are credited to your pro shop ball account. The value of this account is in balls and not monetary. Pro Shop Dollars accounts are non-transferrable to any other redeemable location. If a member wishes to see the value of their pro shop related account, they should ask the pro shop staff.
- 4.16 To be eligible to have one's name entered on the Hole-In-One Honour Board, Members must have holed out during a Club organised Competition from a permanent tee to a permanent green. A Hole-In-One on a temporary tee/green is **not** recognised for Honour Board purposes.
- 4.17 Course Rangers appointed by the Board, are to ensure all players keep up with play, observe golf etiquette, are correctly attired, repair divot and plug marks and observe local rules in addition to the rules contained in these By-Laws. Players not obeying the directions of Rangers, may be penalised by the Match Committee.
- 4.18 Members and Visitors are advised that dogs are not permitted to accompany a member or visitor during social or competition play. Exception to this rule may apply to companion or assistant animals with advance approval from the Club.

5 Protest

- 5.1 A decision to penalise a player shall be made by not less than two (2) match committee members. Furthermore, when a member of the Clubs Standing Match Committee is present, he/she shall be consulted on the matter.
- 5.2 A protest or dispute in connection with any competition or match shall be made, in writing, to the General Manager or Match Committee immediately upon completion of play in such competition or match.
- 5.3 The Match Committee's decision in all competitions will be final.

6 Men's Handicap Grades

- 6.1 Grades for the Men's Club Championships will be determined each year by the Match Committee.
- 6.2 Handicap grades may change from time to time reflecting the exigencies of the Club. The Match Committee will be responsible for communicating such changes to members.
- 6.3 All handicaps will generally be reviewed in accordance with the rules laid down by Golf Australia and its subsidiaries and/or as determined by Match By-Law 4.2.
- 6.4 Handicaps are maintained by Golf Australia, and handicap history can be accessed via the Golf Australia website.
- 6.5 The Match Committee may constitute a Club Handicap Committee to ensure a consistent approach to handicap issues across all golf sections and to implement Golf Australia's handicap policy.

7 Starter

- 7.1 The Starter has the authority to act for and is responsible to the Golf Director and the Match Committee.
- 7.2 A competition player must report to the Starter not less than ten (10) minutes prior to their schedule hit-off time and must be prepared to hit off when called upon to do so.
- 7.3 The Starter will issue a scorecard to each competitor having the date and form of competition stamped or written or printed on the card.
- 7.4 It is the Competitors responsibility to ensure their name, membership number and current handicap are recorded in the appropriate places on the scorecard, if the scorecard is not printed with such details on it.
- 7.5 A Starter may exercise discretion in re-allocation of hit off times or altering the composition of a group to ensure a member is given the opportunity to play, and to facilitate movement of the field according to the timesheet schedule.
- 7.6 Only the Starter or the Golf Director may approve social play during the conduct of a Club competition. Such approval will not normally be granted.
- 7.7 All members must abide by the time clock above the Pro Shop.

8 Timesheets

- 8.1 Timesheets will be available for booking for Select and Midweek Members via the club's web site, and pro shop terminals as decided by the Board from 6pm, six (6) days prior to the day of play, and Lifestyle and Country Members from 6pm, five (5) days prior to the day of play, subject to Match By-Law 8.4, and the discretion of the Match Committee.
- 8.2 Special event Timesheets will be released at the discretion of the Match Committee.
- 8.3 No member will book in more than one group of four unless approved by the Golf Operations Manager.
- 8.4 Visitors may only be entered on the Timesheets in accordance with Match By-law 3.4. Visitors residing outside of the Northern Rivers will be afforded the opportunity to book in prior to the timesheet opening at the discretion of the Golf Operations Manager.

- 8.5 Visiting Groups are capped at twelve (12) in competitions subject to the discretion of the Golf Operations Manager.
- 8.6 Only Ballina Golf and Sports Club Members, Pro Shop Staff or Individuals approved by the General Manager may place names on Timesheets.
- 8.7 Members who have nominated for an event and subsequently find they are not able to play, are to ensure they cancel giving sufficient time for the Starter to reallocate the time slot. Failure to comply could result in disciplinary action being taken and the payment of that competition fee must be made before the member may play again.
- 8.8 No member shall change any other member's booking unless authorised by such member.

9 Motorised Carts

- 9.1 Motorised Cart drivers are to comply with regulations governing the use of carts as set down below and to limitations of use as indicated from time to time on the Local Rules Board and other noticeboards.
 - 9.1.1 All drivers must obey on course signs relating to carts.
 - 9.1.2 No carts are to be driven within fifteen (15) metres of greens or bunkers. Where a blue cart line exists, the player must return to the cart path at the blue line.
 - 9.1.3 Owners of motorised carts are responsible for the control of their carts.
 - 9.1.4 Members and Visitors under the age of eighteen (18) are not permitted to use motorised carts.
 - 9.1.5 Members and/or Visiting players are not permitted to bring their own motorised cart on the course unless the said cart has been approved for such use and the appropriate fee paid and/or officially housed on the golf course.
- 9.2 Any member reported to be in breach of the above cart operating rules or any other such temporary rules on the notice boards around the Club shall be subject to an automatic one (1) month's suspension of his/her privileges to operate his/her own cart or any other cart or be a passenger in his/her own cart from the date of notification as provided in a letter by the General Manager.
- 9.3 All complaints citing a breach of cart operating rules must be witnessed by another member and shall be in writing to the General Manager. Any other penalties can be imposed by the Board of Directors.
- 9.4 Motorised carts are permitted in all Championship events.
- 9.5 Any cart owner who has not paid the cart registration fee must do so before they drive on the course. This is payable at the office.
- 9.6 Carts owned by the Club must not be driven off the course onto public or private property and must not be left unattended whilst on hire.

10 Motorised Scooters/Boards

- 10.1 All motorised scooters/boards must follow the same rules and guidelines as motorised carts as per Match By-Law 9 above, including staying on paths if required, following the 90-degree rule, and not crossing any blue lines near greens.

11 Dress on Golf Course

- 11.1 The following dress is **NOT PERMITTED AT ANY TIME**: Training apparel and tracksuits, bare feet, obscene or offensive clothing, singlets, bare midriffs or sun tops, bike shorts, untidy, faded, or frayed clothing, swimwear, leotards or tights, football shorts, stubbies or short shorts, scuffs or rubber thongs, work clothes or work wear or overalls. In addition to the above, T-Shirts are **NOT PERMITTED DURING COMPETITION PLAY**:

12 Practice Facilities

- 12.1 **First Hole Fairway.** The first hole fairway is available for practice under the supervision of the Golf Operation Manager between the hours of 3pm and 6pm. Balls used for practice must be only those buckets of balls purchased from the Pro Shop.

12.2 Practice Fairway

- 12.2.1 Practice is only permitted on the practice fairway within the defined area as designated by the Course Superintendent.
- 12.2.2 All divots must be repaired.
- 12.2.3 No woods are to be used on the practice fairway and only short iron clubs not capable of projecting a golf ball past the “practice target” are allowed. Other excluded clubs may be used under the visual guidance of the Golf Operations Manager at his/her discretion.
- 12.2.4 The practice fairway will be considered closed when machinery is present for mowing or maintenance work.

12.3 Practice Chipping Area

- 12.3.1 Chipping from short range is permitted on the practice chipping green located next to the 1st Tee.
- 12.3.2 Practice balls may only be hit *towards* the practice chipping green.
- 12.3.3 No chipping is permitted onto the practice putting green adjacent to the Pro Shop.
- 12.3.4 A limit of five (5) practice balls may be used by any individual at a time.

12.4 Practice Putting Green

- 12.4.1 No Chipping is permitted onto the practice putting green.
- 12.4.2 Practice putting is always permitted subject to the discretion of the Course superintendent.

12.5 Practice Nets

- 12.5.1 Hitting of golf balls in the Practice Nets is always permitted.

13 Men's Club Championships

- 13.1 Club Championships are open to Life, Select, Lifestyle and Junior Members.
- 13.2 A member who is entitled to play in Club Championships, will, for the duration of the Championships, remain on the handicap as for the first round of the Championships: -
 - 13.2.1 For the purpose of establishing grade.
 - 13.2.2 For determining the winner of the Nett event.
- 13.3 The final round for the "Club" Championship will be seeded.
- 13.4 In the event of a tie in the Club Championship will be determined by sudden death playoff at the discretion of the Match Committee. A Reserve, B & C Grade, Senior, and Junior Championships will be decided by countback.
- 13.5 In the HCP 4BBB Matchplay Championships eight (8) teams with the best stableford scores, will qualify for the play-off.
 - 13.5.1 In the Handicap singles Match Play Championship the sixteen (16) best individual stableford scores will qualify for the play off.
- 13.6 The Seniors and Juniors Championships will be decided by the best gross score of the four (4) rounds held in conjunction with the Club Championships. To be eligible for the Seniors and Juniors Championship, (Refer Match By-Law 6.1).
- 13.7 The handicap of the day will prevail for each eighteen (18) hole nett event held in conjunction with the Club Championships.

14 Men's Monthly Medals

- 14.1 The Monthly Medal is a Single Stroke event played on the first Saturday of the month, where practicable.
- 14.2 The winner of the Medal of Medals will be determined on the Saturday of the January Monthly Medal. The winner will be the player who, having won a Monthly Medal during the year (ie January - December) in any grade, returns the lowest net score on the day subject to countback in the event of a tie.

15 Honour Board Events

- 15.1 Men's and Women's Honour Board Events include:
 - 15.1.1 Club Championship, A Reserve Championship, B Grade Championship, C Grade Championship, Seniors Championship, and Junior Championship.
 - 15.1.2 Foursomes Championship
 - 15.1.3 Mixed Foursomes Championship
 - 15.1.4 Medal of Medals
 - 15.1.5 Summer Cup
 - 15.1.6 Hole in One
 - 15.1.7 4BBB Handicap Matchplay Championship
 - 15.1.8 Singles Handicap Match Play Championship

- 15.2 Honour board Events are open to Life, Select, Lifestyle, Midweek and Junior Members, subject to the conditions of play for such an event.

16 Competition Conditions

- 16.1 The conditions for all competitions are set down in the Events and Procedures Manual.
- 16.2 **Course Closure** – The Golf Course will be closed because of specific weather event or any other factor which at the time would.
- 16.2.1 Preclude golf being played over an extended period, or
- 16.2.2 Play on the Course would cause considerable damage, or
- 16.2.3 The safety of golfers or staff would be compromised, should play be permitted. Personnel responsible (in concert) for making decisions on behalf of the Board of Directors are the General Manager/Golf Director/Course Superintendent/Course Development Committee Chair. Such decisions are to be conveyed to the Board of Directors immediately.
- 16.3 **Cancelled Competitions** - Daily golf competitions are administered by the committee of the day. Each committee has minimum number requirements in place for allocating prizes in a competition. Daily competitions always remain open unless the Course has been closed. Committees of the day may recommend an early cessation of a competition to the Golf Director, Captain of the day, Course Superintendent and Course Development Chairperson (in concert), who shall be the responsible authority for terminating a daily competition.

17 Player Conduct and Suspensions

- 17.1 It is one of the central principles of the game of golf that players play by the Rules and spirit of the Game. Rule 1.2 is an important Rule in the Rules of Golf, and it details the conduct that is expected of all players and what is meant by the spirit of the game. Rule 1.2 reads as follows: All players are expected to play in the spirit of the game by:
- 17.1.1 Acting with integrity – for example, by following the Rules, applying all penalties, and being honest in all aspects of play,
- 17.1.2 Showing consideration to others – for example, by playing at a prompt pace, looking out for the safety for others, and not distracting the play of another player, and
- 17.1.3 Taking good care of the course – for example, by replacing divots, smoothing bunkers, repairing ball-marks, and not causing unnecessary damage to the course.
- 17.2 Any Member who is suspended by the Board of Directors for any reason, must be informed that he/she is suspended from the Club and facilities, and during his/her suspension cannot play golf at any club as a Member of Ballina Golf and Sports Club and that his/her handicap at Ballina Golf and Sports Club is suspended for the duration of his/her suspension.

18 Complaints, Procedures, and Match Committee

- 18.1 Where the complaint is not covered by the Rules of Golf or where a rule of golf is not applicable.
- 18.2 Complaints must be submitted in writing within twenty-four (24) hours to the General Manager, Golf Director, or Standing Match Committee Member.

- 18.3 The Standing Match Committee may impose penalties not covered in the Rules of Golf for related incidents by;
- 18.3.1 A verbal warning.
- 18.3.2 A Written warning.
- 18.3.3 A penalty not exceeding suspension of a player or players for two (2) competition rounds.
- 18.3.4 Continued or more serious offences shall be referred immediately to the Board of Directors.
- 18.3.5 All incidents shall be reported to the Board of Directors through Monthly Match Committee Reports.

19 Timesheets - Cancellation of Time Slots

- 19.1 Cancellation of bookings may be made up until the day of competition via either the Internet or by telephone. To cancel on the day of play, a member must contact the Starter. Failure to do so will constitute a breach of these By-laws.
- 19.2 First offences may receive a verbal warning or warning letter from the Match Committee and a second offence may be subject to a penalty as detailed in the Match By- Laws 17. Subsequent offences shall be referred to the Board of Directors.
- 19.3 Shall a member be seen to have excessive cancellations as deemed to be by the Match Committee, restrictions may be imposed on that member until further notice.

20 Reciprocal Clubs - Rights and Regulations

- 20.1 The Club currently has reciprocal agreements in place with other Clubs. Please contact the office for confirmation of our current arrangements.
- 20.2 The following conditions apply to reciprocal Clubs and the Reciprocal Club Agreement must be signed by both Clubs:
- 20.2.1 Both Clubs agree to offer members of the visiting club a reduced green fee being **the lower of** the visited Club's member's guest rate or 50% of the normal visitor's green fee of the visited Club.
- 20.2.2 Each Club shall extend to any member of a reciprocal club all the privileges to the golf course and clubhouse facilities usually reserved for its members.
- 20.2.3 A member of reciprocal club under this agreement must provide evidence of current membership status and current handicap details of their home club. A letter of introduction from the General Manager or the production of a current membership card, together with a current Golf Link card, current signed Handicap card or current Golf Link number is required.
- 20.2.4 A member of a reciprocal club is eligible to play in Club Competitions subject to the limitations contained in the visited Club By-Laws, and to conditions specified from time to time by the visited Club Match Committee.
- 20.2.5 A member of a reciprocal club may enter but cannot win an Honour Board event or a Monthly Medal, or other competitions as provided for in the visited Club By-laws.

- 20.2.6 Reciprocal agreements will remain in effect until terminated by either Club after giving three (3) months' notice. The agreement may be altered or amended upon mutual agreement of both Clubs at any time.

21 Reduced Green Fees

- 21.1 The following days have the following reduced green fee rates attached to visiting players:
- 21.1.1 **Invitation Days:** Visitors will pay the same rate as a Non AGF Member.
 - 21.1.2 **NRDGA Clubs:** During competition play, all NRDGA Affiliated Club Members will receive a discounted rate, as determined by the Board.
 - 21.1.3 **NRDGA Clubs:** Set visits as organised between the NRDGA Clubs will receive a discount as determined by the Board.
 - 21.1.4 **Club Hosted Charity days:** Visitors may receive a discounted green fee rate as determined by the Board or as determined at the discretion of the General Manager.
 - 21.1.5 **External Charity Days:** Charity Days may receive a discounted green fee rate as determined by the Board or as determined at the discretion of the General Manager.
 - 21.1.6 **Group Bookings:** All group bookings may receive a discounted green fee rate as determined by the Board or as determined at the discretion of the General Manager.

MEMBERSHIP BY-LAWS

1 Application of Membership By-Laws

- 1.1 The Membership By-laws shall apply to all members of Ballina Golf and Sports Club unless otherwise stated.
- 1.2 Throughout these By-laws the term members apply to all members of Ballina Golf and Sports Club members of any category excluding Junior Club members.

2 New Members

- 2.1 Nomination forms for the various membership categories may be obtained from the Office during Office hours or via the Club's website.
- 2.2 Applicants for **Playing Membership** must be proposed and seconded in writing on the nomination form by Life, Select, Midweek, and Lifestyle playing members of the Ballina Golf and Sports Club (Refer Rule 9).
- 2.3 An applicant for **Social Membership** of the Ballina Golf and Sports Club may be nominated and seconded by any member of the Club over the age of eighteen (18) years. For Social membership, interim membership will be granted on receipt of a completed application form. Social Membership will be confirmed or rejected at the next ordinary meeting of the Board of Directors.
- 2.4 It is the responsibility of the nominator and seconder to nominate only persons of good character and reputation for playing or social membership.
- 2.5 The General Manager will review the nomination forms and recommend the acceptance or otherwise of the nomination to the next Board meeting of the Ballina Golf and Sports Club.
- 2.6 The Board may accept, reject, or defer any nomination for membership at its sole discretion and advise the applicant of its decision in writing and refund any monies paid if necessary.

3 Membership Divisions

- 3.1 Within the Club there are three (3) broad divisions of membership which include both male and female members.
 - 3.1.1 **Members:** Members who have obtained the age of eighteen (18) years.
 - 3.1.2 **Junior Members:** Persons up to eighteen (18) years of age.
 - 3.1.3 **Social Members:** Persons over eighteen (18) years of age.

4 Membership Categories

- 4.1 Members of the Ballina Golf and Sports Club may be elected to one of the following membership categories with the conditions listed below. All members generally have the same rights and conditions except that they may only play in competitions which are subject to Golf Australia Mens handicaps or Golf Australia Women's handicaps.
 - 4.1.1 **Select Member:**
 - 4.1.1.1 Has full voting rights and can attend Club General Meetings.
 - 4.1.1.2 Handicap is maintained.

4.1.1.3 May play in all male, mixed or female competitions subject to Golf Australia Mens or Women's handicaps; and

4.1.1.4 Has full use of the course and clubhouse facilities.

4.1.2 Midweek Member:

4.1.2.1 Has full voting rights and can attend Club General Meetings.

4.1.2.2 Handicap is maintained.

4.1.2.3 May play in all male, mixed or female competitions, except those held on Saturdays subject to Match Committee By Laws.

4.1.2.4 Has full use of practice facilities daily.

4.1.2.5 Can use the course for Competition Play on Saturdays, however, must pay the Visitors fee; and

4.1.2.6 Has full use of the clubhouse facilities daily.

4.1.3 Life Member:

4.1.3.1 Retains all rights and privileges of the class of membership to which he or she belonged prior to becoming a Life member.

4.1.3.2 Does not pay annual subscriptions, affiliation fees or levies, but is responsible for payment for buggy storage, locker rental etc.

4.1.3.3 The Life Members name will be added to the Honour Board and he or she will receive a plaque.

4.1.4 Criteria for Life Membership

4.1.4.1 The candidate must satisfy one of the following criteria:

- 1) A minimum of ten (10) years' service on the Club Board / Committee, or
- 2) A significant ongoing contribution to the benefit of the Club.

Explanatory Notes: An outstanding contribution to the Club is one which:

- 1) *Results in the club being substantially, demonstrably, and positively changed by that contribution.*
- 2) *Has occurred over a period of ten (10) years or more.*
- 3) *Can be clearly documented and corroborated.*
- 4) *Satisfaction of the above criteria does not infer automatic granting of life membership but are for the guidance of the Board when assessing nominations.*

4.1.5 Procedure for Nomination and Election to Life Membership

- 1) Any current full member of the Club who wishes to nominate a person for Life Membership may complete and forward a submission to that effect in writing to the Chairperson of the Board. The nomination must be seconded by another full member.
- 2) The nomination should provide supporting information including corroborated evidence of the outstanding contribution.

- 3) The Board will consider the nomination and if approved by a unanimous vote of the Board, will put forward the nomination to the next General Meeting for approval by members in accordance with the Club's Constitution.
- 4) Nominations ideally should be made within a reasonably short period of time since the contribution, (on which the nomination is being considered) was completed or made. A period of no longer than five (5) years would be considered reasonable.

4.1.6 Lifestyle Member

- 4.1.6.1 Has full voting rights and can attend the Club General Meetings.
- 4.1.6.2 Handicap is maintained.
- 4.1.6.3 May play in all male, mixed or female competitions, subject to Golf Australia Men's or Women's handicaps; and
- 4.1.6.4 Has full use of the course and clubhouse facilities.

4.1.7 Country Member

- 4.1.7.1 Has no voting rights and cannot attend Club General Meetings.
- 4.1.7.2 Must reside more than fifty (50) kms away from the Club's premises.
- 4.1.7.3 Handicap must be maintained by home club. When the member visits Ballina Golf & Sports Club he/she must bring a written statement of his/her exact club handicap which will be entered into the Club handicap computer unless details can be obtained via Golf link.
- 4.1.7.4 May play in all male, mixed or female competitions subject to Golf Australia Mens or Women's handicaps conditions and relevant By-laws.
- 4.1.7.5 Has full use of the course except as limited by Match Committee By-laws and clubhouse facilities.
- 4.1.7.6 Must inform the Club and request categorisation change by letter if he/she comes to live within the restricted fifty (50) kms limit from the Club's premises. May be elected to Full, Provisional or Limited Playing Member and must accept the registration offered by the Board and pay the relevant fee if required.

4.1.8 Junior Member

- 4.1.8.1 Must be aged under eighteen (18) years of age.
- 4.1.8.2 Conditions are contained in the Junior Golf By-laws and the Club Match By-Laws.
- 4.1.8.3 Handicap is maintained by the Club.

4.1.9 Special Member

- 4.1.9.1 Has voting rights and may attend Club General Meetings.
- 4.1.9.2 Has golfing rights as specified in Match By-Laws.
- 4.1.9.3 May use clubhouse facilities.

4.1.10 Social Member

4.1.10.1 Has no voting rights in Board elections and cannot attend Club General Meetings.

4.1.10.2 Has no golfing rights.

4.1.10.3 May use clubhouse facilities.

4.1.11 Honorary Member

4.1.11.1 Has the same rights as the relevant Select or Midweek membership or Social Membership but has no voting rights and can't attend annual meetings unless invited by the Chairperson.

4.1.11.2 Rule 10 specifies the requirements for granting of Honorary membership.

4.1.12 Temporary Member

4.1.12.1 Rule 11 specifies the requirements for granting of Temporary membership.

4.1.12.2 Conditions are as for a Provisional Member.

4.1.12.3 Does not pay annual subscriptions but is required to pay temporary membership fee if applicable.

4.1.13 Provisional Member

4.1.13.1 Rule 12 specifies the requirements for granting of Provisional membership.

4.1.13.2 A Provisional Member is eligible to play in competitions subject to the discretion of the Match Committee.

4.1.14 Employee Member

4.1.14.1 Has the same playing rights as Select, Midweek or social membership for which fees have been paid (or granted free by the Board). Has no voting rights. Employee members can't attend Annual Meetings unless invited by the Chairperson. Refer Match By-Law 3.2.

4.1.14.2 While **ON DUTY** may not participate in gaming activities or raffles, badge draws or similar promotions or consume alcohol.

4.1.14.3 While not on duty and attending the Club in their own time, may participate in members Badge draws, raffles or promotions relating to their relevant category of membership on an "arm's length" basis, ie. having no part in determination of the draws.

4.1.14.4 The General Managers hours of duty are such that it would be inappropriate for the General Manager to enter competitions or draws which are cash based. The General Manager therefore may not participate in badge draws or similar cash-based promotions.

5 Annual Subscriptions

5.1 Rule 17 states that Annual Subscriptions shall be prescribed by the Board.

5.2 When considering any rise in Annual Subscriptions the Board shall consider the Australian Bureau of Statistics, Annual CPI Percentage Changes for New South Wales.

- 5.3 Annual Subscriptions are due and payable as set out in the Clubs Constitution and must be paid in advance. The options of payment are referred in Rule 17.

6 Transfer Between Membership Categories

- 6.1 Rule 16 specifies the conditions and adjustment of fees for transfer between membership categories.
- 6.2 All transfers shall be at the discretion of the Board.
- 6.3 When a member transfers to a more restricted level of classification (e.g. from Select Member to Special Member) and later applies to transfer back to the original category this should be honoured and the Board approves such a transfer without payment of any additional Entrance Fees.
- 6.4 Members who had previously transferred to a more restrictive category and who are applying to transfer back to their previous category shall be given priority over members applying to transfer up for the first time.
- 6.5 A record of all transfers between membership categories, including Leave of Absence, is to be recorded in the members history file.

7 Leave of Absence

- 7.1 The Board may on receipt of a written application, accompanied by a Medical Practitioners Certificate stating incapacity to play golf, based on ill health, from a Select, Midweek or Special Member, grant Leave of Absence for a period of no less than three months and no more than six months at a time. If granted, leave of absence commences from the date of written application and cannot be backdated.
- 7.2 When Leave of Absence is granted club membership for the period is relegated to Social Membership and the members Golf Australia handicap will be made inactive. The member will still be able to use the clubhouse and practice facilities. Upon completion of the medical exemption period, the member's previous membership category and Golf Australia handicap will be automatically reinstated.
- 7.3 If during the period of Leave of Absence, the member considers he or she is fit to return to playing golf the member may apply in writing for the early cessation of the Leave of Absence.
- 7.4 No play is permitted on the course during Leave of Absence except that the member may seek the approval of the General Manager for a social round of golf to determine if he or she is fit to commence playing golf on a regular basis.
- 7.5 No subscription fees shall be charged to a member when on Leave of Absence however, an Administration Fee, as determined by the Board, will apply. This will be charged in monthly increments and is not pro-rated for part months. Money will not be refunded to the member, however, the pro-rata amount for the Leave period will be applied to the next period of membership fees. Should a member be unable to resume golf at the end of the period and wishes to resign from the Club the amount credited for Leave of Absence may be paid to the member on receipt of his/her resignation at the discretion of the Board.
- 7.6 If a member is on Leave of Absence when annual fees are payable the member may defer without penalty the payment of annual fees until his/her Leave of Absence is completed.
- 7.7 Unless special circumstances exist only three consecutive six (6) month periods of Leave of Absence and any extension beyond this period may be granted as determined by the Board.

8 Refund of Subscriptions on Resignation

- 8.1 The Board will determine the conditions for the refund of subscriptions on resignation.
- 8.2 A member must apply in writing to the Board for a refund of annual subscriptions on resignation with the reason for the request. It is the position of the Ballina Golf and Sports Club that there are no refunds of membership fees unless under exceptional circumstances.
- 8.3 If a refund is approved by the Board the amount shall be calculated as follows:
 - 8.3.1 Annual Subscriptions and Rental charges shall be refunded on a pro-rata basis for the number of complete quarters remaining in the subscription period.
 - 8.3.2 Personal Insurance, Affiliation Fees and the Golf Link fee are not refunded.

COURSE DEVELOPMENT BY-LAWS

1 Course Development Committee Responsibilities

- 1.1 The Course Development Committee is established in accordance with the Ballina Golf and Sports Club Constitution Rule 28 and has the following responsibilities to the Board of the Golf Club.
- 1.2 Review the annual Course Development draft budget prepared by the General Manager by 31 March each year. In preparation and review of the Budget all staffing levels and work practices shall be considered and reviewed as required to ensure the feasibility and compliance with the budget. The Budget shall provide for:
 - 1.2.1 Ongoing normal preparation and maintenance of the complete playing surfaces and ancillary requirements of the Golf Course.
 - 1.2.2 Detailed costing of all machinery, material, contractors and hire costs including own labour costs to carry out the complete works.
 - 1.2.3 Proposed new works of both a repair and capital nature.
 - 1.2.4 Proposed machinery repair and replacement schedule.
- 1.3 In consultation with the General Manager to submit detailed forecasts for proposed future years' expenditure for long-term planning purposes.
- 1.4 To plan, organise and carry out all works as required in accordance with the approved Budget and Course Development works program.
- 1.5 To ensure that the Course Superintendent submits to the Course Development Committee a monthly report on course conditions and works conducted. This report is to have as appendices a two-monthly forecast of works program and overtime budget. The Course Development Committee must meet at least once per month and present a written report to the Board.
- 1.6 In conjunction with the General Manager, oversee the operation of the Course Development Staff, Budget, and Works program. In this regard, the Course Development Chairperson is to ensure that all formal directions are issued in writing by the General Manager or as minutes from the Course Development Committee meetings.
- 1.7 The Course Superintendent in conjunction with the General Manager supervises day-to-day activities.
- 1.8 Changes to policy matters, operating procedures and equipment are to be resolved in consultation with the Course Development Chairperson and Committee.
- 1.9 Any proposed major changes are to receive prior approval from the Board.
- 1.10 Prepare submission, including plans and quotes, for any major works proposed on the Golf Course for approval by the Board. When considering any major proposal, the Course Development Committee is to refer to General By-Law 18.
- 1.11 All contracted arboreal works proposed are to include costs of mulching or disposing of all felled material. No material is to be burned within the Golf Course without the consent of the General Manager and Course Development Chairperson. The General Manager shall ensure all relevant permits and permission required from the Authorities are obtained in writing prior to any such action.

- 1.12 All general maintenance and capital works shall be reviewed in conjunction with the Ballina Golf Course Concept Plan.
- 1.13 Ensure that all buildings and facilities, that are the responsibility of the Course Development Committee, are kept in good order and working condition.
- 1.14 Carry out any further duties or actions as specified by the Board from time to time.

2 Application of the By-Laws

- 2.1 The Course Development By-Laws apply to all people using the Golf Club.
- 2.2 The administration of the Course Development By-Laws is the responsibility of the Course Development Committee. The General Manager shall assist the Course Development Chairperson and Standing Committee by providing all relevant information to enable them to formulate recommendations in respect to service, prices, and standards of the Golf Course generally, and to fully comply with these By-Laws.
- 2.3 The General Manager shall be responsible for the day-to-day interpretation of the By-Laws.

HOUSE BY-LAWS

1 House Committee Responsibilities

- 1.1 The Board will appoint a Director as the Chairperson for the House Committee. Other committee members will be approved by the Board from time to time, and may include the Deputy Chairperson, President of Women's, and Veteran's Committees, and up to two (2) positions nominated by the Chairperson of House Committee for approval by the Board.
- 1.2 Review the annual House draft budget prepared by the General Manager for submission to the Board.
- 1.3 Prepare an annual calendar of Club Social events.
- 1.4 Plan, organise and conduct the Club Social events throughout the year.
- 1.5 Plan, organise and conduct the promotion of the Club facilities including the running of nightly functions.
- 1.6 In conjunction with the General Manager, oversee the operation of the Club Bar and the Caterer. In this regard the house chairperson is to ensure that all formal directions are issued in writing by the General Manager. Day to day activities is normally supervised by the General Manager but any changes to policy matters, operating procedures and equipment are to be resolved jointly.
- 1.7 When considering any major expenditure (including repairs & maintenance and major building construction), the House Committee is to refer to office bearer.
- 1.8 Ensure that all buildings and facilities, excluding those the responsibility of the Course Development Committee, are kept in good order and working condition.
- 1.9 Carry out any further duties or actions as specified by the Board from time to time.

2 Application of House By-Laws

- 2.1 The House By-Laws apply to all persons using the Clubhouse and its immediate surrounds.
- 2.2 The Administration of the House By-Laws is the responsibility of the House Committee. The General Manager shall assist the House Chairperson and Standing Committee by providing all relevant information to enable them to formulate recommendations in respect to service, prices, standards of Clubhouse facilities generally, and By-Laws.
- 2.3 The General Manager shall be responsible for the day-to-day interpretation of the By-Laws.
- 2.4 The house by-laws may be subject to change without notice to ensure the clubs adherence to legislation and regulations that the club operates within.

3 Conformity with Liquor Act

- 3.1 The sale and servicing of alcoholic liquors anywhere within the Club boundaries shall be under the day-to-day supervision of the General Manager, who through the Duty Supervisor will ensure that the provisions of the Liquor Act are strictly observed.

4 Bar Trading Hours

- 4.1 Bar trading hours are as determined by the House Committee and fall within restrictions as stipulated on the Club's Licence.

- 4.2 For extensions beyond the licensing hours the General Manager is required to make special application.

5 Sale of Liquor

- 5.1 Liquor may be sold for consumption on the premises to persons as defined in the Liquor Act.
- 5.2 A member who invites guests into the Clubhouse must sign the Visitor's Register and enter the name and full address of each guest. The member is responsible for ensuring that the guest/s abide by the House By-Laws and must remain with them during their stay in the Clubhouse. Reciprocal members must complete the Reciprocal Members Register.
- 5.3 It is prohibited to bring alcohol into the Club's premises, including the golf course, other than what has been purchased at the Club on the day of attendance. Enforcement of their observance is empowered by the disciplinary provisions of the Club's Constitution.

6 House Dress

- 6.1 Dress regulations are: -
- 6.1.1 To maintain the high standard you enjoy in our Clubhouse; we require all patrons to adhere to the following standards. The following dress is **NOT PERMITTED AT ANY TIME**: Caps/Headwear (inside – exception, religious headwear), bare feet, obscene or offensive clothing, singlets, bike shorts, untidy, faded, or frayed clothing, swimwear, torn or untidy tracksuits or leotards.
- 6.2 Appearance must be clean, neat, and tidy always. Obscene or offensive language or clothing will not be tolerated. All or any of the above may be altered at any time at the discretion of management.
- 6.3 At all times, under all circumstances, Management reserves the right to refuse entry to, or ask to vacate the premises, any person whom in the opinion of Management does not comply with the above requirements pertaining to dress regulations.

7 Conformity of the Gaming Act

- 7.1 The playing of gaming machines in the Club shall be under the day-to-day supervision of the General Manager who through the Gaming Machine Managers will ensure that the provisions of the current *Gaming Machine Act* (as amended) are strictly observed. These by-laws may be altered without notice to ensure compliance to various laws and regulations the club must adhere to.
- 7.1.1 The Gaming Machines may only be played during the Club bar trading hours.
- 7.1.2 A licensed gaming machine manager must be always present whilst the gaming machines are operation.
- 7.1.3 No person under the age of eighteen (18) years is permitted to play the gaming machines.
- 7.1.4 No employee of the Club is permitted to play the gaming machines while on duty.
- 7.1.5 The Club may prohibit from playing the gaming machines for one (1) month, any person who gambles excessively, as defined in the Act.
- 7.1.6 A player must report any overpayment, underpayment, or other gaming machine malfunction to the Duty Supervisor.

- 7.1.7 Legal action will be taken against any person found doing or attempting to do anything to interfere with the normal operation of a gaming machine.
- 7.1.8 A jackpot payout or cancelled credits will not be paid if in the opinion of the Club any of the above rules have been contravened, the gaming machine has malfunctioned or the person claiming the payment is not the person entitled to the payment.
- 7.1.9 The Club reserves the right to pay any jackpot payout or cancelled credits over \$2,000 by EFT, or cheque either posted to the players address or given to the player at the Club up to twenty-four (24) hours after time the claim was made.
- 7.1.10 Any person refused payment by the Club may submit a request for the reversal of this refusal to the Office of Liquor Gaming & Racing.

8 Catering

- 8.1 The Restaurant will be open as determined by the catering agreement that may be in place.
- 8.2 The hours may be extended by the General Manager and House Chairperson at the request of the Caterer, to provide catering for Club functions and activities, and by mutual agreement between the Club and the Caterer.

9 Clubhouse

- 9.1 Within the Clubhouse the following additional conditions apply:
 - 9.1.1 A person under the age of eighteen (18) years is permitted in the Clubhouse; except the gaming, bar, and TAB areas.
 - 9.1.2 No person under the age of eighteen (18) years is to be served alcoholic liquor or permitted to use the gaming machines.
 - 9.1.3 No person will be permitted at any time behind the Bar, Kitchen or other service areas, plant or equipment room without the express permission of the Chairperson, General Manager or Duty Supervisor.
 - 9.1.4 Except with the express permission of the Board or General Manager, no person will be permitted to introduce into Club premises beverages and foodstuffs for consumption.
 - 9.1.5 Only authorised persons will be permitted in the Clubhouse during any "Club Closed" hours.
- 9.2 Within the locker rooms the following additional conditions apply: -
 - 9.2.1 No equipment or apparel is to be left in the Locker Rooms overnight, except where it is stored in or under a Locker; and
 - 9.2.2 Removal of any Club property from the Locker Room is prohibited.

10 Private Functions

- 10.1 A private function is one unrelated to golfing activity on the course and generally not held for the direct benefit of members.
- 10.2 The Chairperson, House Committee Chairperson or General Manager may approve the holding of a private function within the Clubhouse.
- 10.3 There will be a charge to cover the total cost of all staff employed for the function. In addition, a Clubhouse hire charge may be imposed.
- 10.4 When the Bar is open for a private function a member will not be entitled to use the facilities of the Club after normal trading hours, unless they are bona fide participants in the private function.

11 Car Parking

- 11.1 Persons other than those allocated a space, are not permitted to park their cars in the reserved areas.

12 Complaints

- 12.1 No employee of the Club shall be reprimanded by an individual member.
- 12.2 All complaints shall be made in writing and addressed to the General Manager for appropriate action.

13 Smoking and Tobacco Act Compliance

- 13.1 Smoking is not permitted in any indoor area within the Golf Club premises.
- 13.2 Smoking is only permitted in a Designated Outdoor Smoking Area (DOSA).
- 13.3 Staff must carry out the following procedures to ensure that the Club discharges its duty of care:
 - 13.3.1 If a person is smoking in a banned area, then staff must bring to the attention of the person that the area is a non-smoking area and that they must cease smoking immediately.
 - 13.3.2 If the person refuses to stop smoking, then the person's name is to be recorded in a register and the person asked to leave the premises by the duty supervisor.

WOMEN'S GOLF BALLINA BY-LAWS

The Constitution of the Ballina Golf and Sports Club shall always apply and take precedence over these By-Laws.

1 Name

- 1.1 The name of the section formed in accordance with the Constitution of the Ballina Golf and Sports Club is "Women's Golf Ballina" (WGB).

2 Objectives

- 2.1 The objectives of Women's Golf Ballina are:
- 2.1.1 to work for and on behalf of the Women's Members of Ballina Golf and Sports Club (BGSC).
 - 2.1.2 to promote and develop the game of golf for women members of Ballina Golf and Sports Club.

3 Definitions

- 3.1 "The Committee" is the Committee of Women's Golf Ballina.
- 3.2 "The Board" is the Board of Directors of the Ballina Golf and Sports Club.
- 3.3 "Member" is a Member of Women's Golf Ballina as set out in Section 4 of these By-Laws below.

4 Membership

- 4.1 The Members of Women's Golf Ballina are the women who are Select, Midweek, Country, Lifestyle and Life Members of the Ballina Golf and Sports Club.

5 Affiliation

- 5.1 Women's Golf Ballina must be affiliated with Golf NSW Limited, and its competitions are subject to the Rules of Golf as approved by R & A Rules Limited.
- 5.2 The Ballina Golf and Sports Club is responsible for maintaining the affiliation with Golf NSW.

6 Meetings

- 6.1 All meetings whether Committee or General will be under the control of the Chairperson of the meeting.
- 6.2 The Annual General Meeting (AGM) will be held in the month of October in every calendar year at such time as the Committee may decide, usually on the third Tuesday of October. The Secretary must give at least twenty-eight (28) days' notice of the AGM posted on the Members section of the Club's website and on the Notice Board in the Women's Locker Room.
- 6.3 The business to be transacted at the AGM is:
- i) Formal reading in of the Minutes of the previous AGM.
 - ii) Presentation of Reports from the President, Treasurer and Captain.
 - iii) Transaction of Special Business.
 - iv) Declaration of election of Committee.
 - v) Closure of Meeting.

- 6.4 Special business to be transacted at the AGM requires at least twenty-one (21) days' notice in writing, to be given to the Secretary. At least fourteen (14) days prior to the AGM, the Secretary will post relevant details on the Members section of the Club's Website and on the Notice Board in the Women's Locker Room.
- 6.5 The Incoming Committee will take office at the conclusion of the AGM. The retiring office bearers will assist the incoming office bearers for one (1) month from the date of the AGM.
- 6.6 Immediately following the AGM, the incoming President will convene a meeting of Women's Golf Ballina members present to receive recommendations and suggestions for consideration by the incoming Committee.
- 6.7 AGM Minutes will be presented to the Committee for checking as soon as possible after the AGM. (This alleviates the problem of forgetting twelve (12) months later). A footnote should be added to the Minutes stating that they were checked by the Committee on (date).
- 6.8 Within twenty-eight (28) days of the AGM, the Minutes will be cleared by the Chair of the meeting, posted on the Members section of the Club website and the Notice Board in the Women's Locker room.
Once finalized, the Minutes will then be taken as agreed and in effect.
- 6.9 At all meetings of Women's Golf Ballina, twenty (20) members present will form a quorum. At all meetings of the Committee seven members of committee will form a quorum.
- 6.10 Meetings of the Committee will be held at the discretion of the Committee based on business at hand. Generally, meetings will be monthly from January to November inclusive, however, as specified in the first sentence of this paragraph, meeting timing and frequency are at the discretion of the Committee.
- 6.11 If any member of the Committee is absent from three (3) consecutive meetings without providing apologies or if any member dies, resigns or becomes incapable of acting, her position on the Committee will be declared vacant. In the case of a casual vacancy the committee may at its discretion appoint a successor who must retire at the next AGM but will be eligible for re-election.
- 6.12 An Extraordinary General Meeting may be called at any time by the Committee or by the written application of not less than twenty (20) Members or ten (10) per cent of the Members whichever is the greater. Not less than twenty-eight (28) days' notice in writing calling for such Extraordinary General meeting must be given to the Secretary. Twenty-one (21) days' notice of the meeting will be published on the Members section of the Club website and posted on the notice board in the Women's Locker room.
- 6.13 Only women who are Select, Midweek, Country, Lifestyle and Life members of the Ballina Golf and Sports Club are entitled to vote at General meetings of Womens Golf Ballina.

7 Election of Members to the Committee

- 7.1 All positions will be determined by simple majority.
- 7.2 If required, a secret ballot will be conducted at times set by the Committee during the week preceding the AGM. These times will be frequent and long enough to allow any Member a reasonable opportunity to vote.
- 7.3 Any two (2) Members may nominate a Member over the age of eighteen (18) years and who is a member of Women's Golf Ballina as described in By-law 4 above to serve on the Committee. Nominations should be in writing on the prescribed form and in the hands of the Secretary at least twenty-one (21) days before the AGM.

The prescribed form must include the position for which the Member is nominated, the name of the nominator and seconder and the agreement of the Member to the nomination.

- 7.4 A candidate for the Committee may be nominated for more than one (1) position, but upon election to any senior position her nomination for other positions not then filled will be cancelled.
- 7.5 A list of names of candidates must be published on the Member section of the Club website and placed on the Notice Board in the Women's Locker Room by the Secretary at least fourteen (14) days before the AGM of Women's Golf Ballina.
- 7.6 If the number of candidates nominated for any position does not exceed the number required to be elected, the candidates nominated will be declared elected unopposed at the AGM.
- 7.7 If nominations for any position on the Committee exceed the number prescribed in Section 8, a secret ballot will be held to determine which of the nominees in each case is to fill the position. In the event of a tie in voting, the position will be resolved in favour of the retiring candidate if any, otherwise by lot (see also paragraphs 7.1 & 7.2)
- 7.8 In the event of insufficient nominations being received for any position on the committee, the Chair will call for nominations from the floor at the AGM.
- 7.9 In the event of a secret ballot either before or during the AGM two (2) Returning Officers will be appointed to count the votes. Candidates may appoint scrutineers. The result of the ballot will be announced by one of the Returning Officers. The Chairperson will declare the election prior to the completion of the AGM. The results of the ballot will be recorded in the Minutes of the AGM.

8 Committee

- 8.1 The Committee consists of:

- i) President
- ii) Vice-President
- iii) Captain
- iv) Vice-Captain
- v) Secretary
- vi) Treasurer
- vii) Three (3) Match Committee Members
- viii) Three (3) Social Committee Members

- 8.2 The authority of the Committee in the management of the affairs and the competitions of Women's Golf Ballina, when not inconsistent with the Constitution of the Ballina Golf and Sports Club and these By-Laws, is paramount.

9 Executive Officers

- 9.1 The Executive Officers of Women's Golf Ballina are:

- 9.1.1 President
- 9.1.2 Vice-President
- 9.1.3 Captain
- 9.1.4 Secretary
- 9.1.5 Treasurer

10 Sub-Committees

10.1 Sub-Committees e.g., Match and Social, are part of the Committee. All Sub-committees, whether standing or otherwise, must report in writing to the Committee as required and in any case at each meeting.

10.1.1 The Match Committee comprises the Captain, who is Chair of the Match Committee, the Vice-Captain and three (3) elected Match Committee members.

10.1.2 The Social Committee comprises the Vice-President, who is Chair of the Social Committee and the three elected social committee members. and the three (3) elected Social Committee members.

11 Committee Voting

11.1 Each Member has one (1) vote. In the event the vote is tied on any question the Chairperson has a second vote.

12 Terms of Office

12.1 Each position on the Committee is declared vacant each year. There is no limit to the number of terms a Committee member may occupy a position on the Committee.

13 Resolutions

13.1 Except for relating to Competitions all resolutions passed at the AGM and Extraordinary General Meetings of Women's Golf Ballina are conclusive and binding on all Members whether they were present at the meetings or not.

13.2 Any suggestions or recommendations concerning competitions made at any General Meeting are not binding on the committee. The Match committee is responsible for Conditions of Competition play.

14 Finance

14.1 Payments on the bank account of Women's Golf Ballina will be authorised by any two (2) of the President, Captain, Treasurer or Secretary.

14.2 All purchases over \$100 must be approved by the Executive Committee prior to the purchase. In a case of urgency, the president may authorize payment of accounts subject to ratification by the Executive.

14.3 Expenditure should not exceed the limit as laid down from time to time by the Board, without the consent of the Board.

14.4 No hire purchase agreements are to be entered into without prior approval of the Board.

14.5 The financial year of Women's Golf Ballina will commence on 1st October and end on 30th September each year.

15 Complaints

15.1 All complaints relevant to the affairs of Women's Golf Ballina or their competitions must be made in writing to the Secretary, who will submit the complaint to the Committee. The Committee's decision will be final. In case of urgency, the Secretary must refer such a complaint to the Executive members of the Committee who must decide the issue. If any Member concerned with the complaint is dissatisfied with the decision of the Executive to

whom the complaint may have been referred in case of urgency, such Member may appeal to the Committee. In all cases the Committee's decision is final.

- 15.2 In no instance may any Member directly reprimand any Club employee.

16 Discipline

- 16.1 The Committee does not have the power to discipline any Member. If, in the opinion of the Committee, a Member may exhibit behaviour prejudicial to the interest of Women's Golf Ballina, such behaviour must be referred to the Board in accordance with the Constitution of the Ballina Golf and Sports Club.

17 Meeting Procedures

17.1 Record Keeping

All relevant documentation relating to the work of the Committee should be stored electronically on the Ballina Golf and Sports Club server. Every effort should be made to eliminate a reliance on paper files and reduce the environmental and financial costs of printing.

17.2 Meeting Procedures

- 17.2.1 The Secretary should circulate a draft Committee Meeting Agenda electronically to Committee Members at least seven (7) days prior to a Committee meeting. The Secretary should circulate any late agenda items electronically as soon as possible before the Meeting.

- 17.2.2 The Committee Meeting Agenda should list the order of business as follows:

- Call to Order and Opening of Meeting:
- Present: - Apologies: Motion "that any apologies be accepted".
- Minutes of Previous Meeting as circulated:

The Secretary should move and seek a seconder asking that the Minutes of the previous meeting (circulated electronically on [date] be accepted as a true and accurate record.

- Business Arising from the Minutes: Matters listed on the Agenda.

The Chairperson calls for an indication of any matters of significance to be raised in General Business that will warrant lengthy discussion. (For time allocation purposes). Correspondence. All significant incoming and outgoing correspondence should be circulated electronically by the Secretary to Committee Members are womensgolf@ballinagolfclub.com.au

The Secretary should move and seek a seconder asking that all correspondence since the last meeting and reply be noted.

17.3 Reports

- 17.3.1 President's Report: The President should move her report and seek a seconder that the report be accepted.

Treasurer's Report: The Treasurer should move her report and the Chair should seek a seconder that the report be accepted.

Captain's Report: The Captain should move her report and the Chair should seek a seconder that the Report is accepted.

Vice-President's Report: The Vice-president should move her report and the Chair should seek a seconder that the Report be accepted.

General Business: Motions on Notice, Submitted Motions and Business from the floor.

NOTE: All motions should indicate that they have been "agreed".

Next Meeting – time and date

Meeting Closure – time

17.4 Minutes of Meetings

17.4.1 Once cleared by the president, the Secretary should circulate the draft Minutes of Meetings electronically as soon as possible after each meeting.

The Secretary is not obligated to make any changes forthcoming if those changes are not in accordance with her notes taken at the meeting.

17.4.2 The Minutes should follow the order of the meeting as listed on the agenda and have a brief description of any discussion and any resolutions made.

17.5 Amendments to Motions

17.5.1 Motions which have been amended during the discussion should be recorded in the original wording (at the start of the entry) and the final working (at the end of the entry).

17.6 Correspondence

17.6.1 All significant incoming and outgoing correspondence should be recorded on the womensgolf@ballinagholfclub.com.au email and copied to Committee Members.

17.5.2 Inward correspondence should be listed on the agenda (with date of letter), available for members to read prior to and at the meeting and tabled.

17.5.3 No copies of correspondence should be removed from the correspondence file.

17.5.4 The sharing of Correspondence outside the Committee will be at the discretion of the Committee and/or with the agreement of the author.

17.5.5 A letter addressed to any subcommittee or committee or belongs to the main committee.

17.5.6 The committee is also entitled by resolution to refuse to receive a particular letter. In that case, individual committee members would have no right to have further access to the letter in the absence of another resolution specifically authorising this.

18 By-Laws

- 18.1 The Committee shall have the power to make or rescind by-laws from time to time provided that such by-law or the rescission of such by-law is not inconsistent with the Constitution of the Ballina Golf and Sports Club or these By-Laws. Any By-Law or rescission of By-Law so effected by the Committee shall have effect until set aside by the Committee.

19 Alteration of By-Laws

- 19.1 A motion for the alteration of any part of the By-Laws or the enactment of a new clause may only be made at the Annual General Meeting of Women's Golf Ballina Section or at any Extraordinary General Meeting of Women's Golf Ballina called for that purpose. (Refer to clauses 6.4 and 6.12 of these By-Laws).
- 19.2 A Notice of Motion to amend By-Laws specifying particulars of the proposed amendments must be given to the Secretary twenty-one (21) days prior to the AGM or Extraordinary General Meeting and posted on the Members section of the Club website and the Notice Board in the Women's Locker Room at least fourteen (14) days prior to such Annual or Extraordinary General Meeting.
- 19.3 These By-Laws must not be altered except by resolution passed by a majority of Members present and entitled to vote at an AGM or Extraordinary General Meeting called for that purpose.
- 19.4 Any such alteration must then be referred to the Board for ratification.

20 Committee Protocol

- 20.1 At all times, the Committee of Women's Golf Ballina should act as a whole, and any Resolutions and Decisions made at the Committee meetings must be conclusive and binding and be communicated to Women's Golf Ballina members.
- 20.2 Committee members should refrain from discussing matters raised in Committee with others unless they are the subject of a Resolution and are minuted.

JUNIOR GOLF BALLINA BY-LAWS

1 Junior Golf Co-Ordinator

- 1.1 There is one Junior Golf Co-Ordinator appointed by, and responsible, to the Board.
- 1.2 The tenure of the Junior Golf Co-Ordinator is to be reviewed annually at the January Board of Directors meeting.
- 1.3 The Junior Golf Co-Ordinator is to be assisted by volunteers as available.
- 1.4 The Volunteers are to be co-ordinated by the Junior Co-Ordinator.

2 Other Representatives

- 2.1 The Board of Directors will annually appoint a Junior Liaison Director. The Director will be a conduit between the Board and junior golf.

3 Administration and Operations

- 3.1 The Club's General Manager will assist with appropriate administrative and operational matters only, unless otherwise requested by the Junior Liaison Director or the Board.
- 3.2 All communications pertaining to Junior Golf are to emanate from the Junior Golf Co-Ordinator or be approved by the Junior Golf Co-Ordinator.
- 3.3 The Junior Golf Co-Ordinator will convene regular meetings of all volunteer delegates, including parent and player representatives, the Junior Liaison Director, and from time to time, invited attendees.
- 3.4 The organisation of tournaments, practice, social gatherings, and financial affairs are the sole responsibility of the Junior Co-Ordinator. The Junior Co-Ordinator can delegate tasks as required.
- 3.5 The engagement of services from the Golf Operations Manager is to be in accordance with the arrangements between the Golf Operations Manager and the Board.

4 Complaints Resolution Procedure

- 4.1 Complaints are to be received by the Junior Golf Co-Ordinator or the Board Liaison Director.
- 4.2 Investigation into the complaint will be conducted by the General Manager and Board Liaison Director.
- 4.3 If a determination is made that an individual has breached protocol or procedures, the breach will be highlighted to the individual and preferred behaviour will be suggested.
- 4.4 The procedure for any repeat breach will be handled in the same way, with a heavier penalty will be applied.

VETERAN GOLFERS BALLINA BY-LAWS

The Constitution of the Ballina Golf and Sports Club shall always apply and take precedence over these By-Laws.

1 Name

- 1.1 The name of the section formed in accordance with the Constitution of the Ballina Golf and Sports Club shall be "Veteran Golfers".

2 Objectives

- 2.1 The objectives of Veteran Golfers shall be:
 - 2.1.1 to work for and on behalf of the Veterans Golfers of Ballina Golf and Sports Club,
 - 2.1.2 To promote, develop and control the game of golf for Veteran Golfers and to organize and conduct such other amusements and entertainment as deemed necessary, and
 - 2.1.3 To do all such other things as are conducive or incidental to the attainment of the above.

3 Definitions

- 3.1 "The Committee" shall mean the Committee of Veteran Golfers.
- 3.2 "The Board" shall mean the Board of the Ballina Golf and Sports Club.
- 3.3 "Member" shall mean a member of the Veteran Golfers as set out in Section 4 of these By-Laws.

4 Membership

- 4.1 The members of Veteran Golfers are those playing members who are financial category A, B, C Members, Members having Special Playing Membership as approved by the Board, and Life Members of the Ballina Veteran Golfers – (Refer to Clause 16.2 below).
- 4.1 Members of ages 50-54 are accepted as "Junior Veterans"; they, however, are ineligible to play in NSWVGA or NRVGA sanctioned events.

5 Affiliation

- 5.1 Ballina Veteran Golfers must be affiliated with New South Wales Veterans Golfers Association Inc and their competitions are subject to the Rules of Golf as approved by R and A Rules Ltd.

6 Meetings

- 6.1 All meetings, whether Committee or General shall be under the control of the chairperson of the Meeting.
- 6.2 The Annual General Meeting (AGM) shall be held in either March or April of every calendar year at such date and time as the Committee may decide, however the outgoing Committee shall remain as a caretaker committee until the 1st June. Prior to the holding of the AGM at least twenty-eight (28) days' notice of the date of the meeting shall be given by the Secretary and posted on the notice board,
- 6.3 The business to be transacted at the AGM shall be as follows:
 - i) Apologies,

- ii) Confirmation of the minutes of the previous AGM,
 - iii) Presentation of Reports by the President, Captain, and Treasurer,
 - iv) Election of Committee,
 - v) Transaction of Special Business, e.g. Notices of Motion,
 - vi) General Business and
 - vii) Closure of Meeting.
- 6.4 Special business to be transacted at the AGM requires twenty-eight (28) days' notice in writing to be given to the Secretary who shall post same on the notice board twenty-one (21) days prior to the AGM.
- 6.5 The incoming Committee shall take office on the 1st of June following the AGM. The retiring office bearers will assist the incoming office bearers for one month from the 1st of June following the AGM.
- 6.6 Immediately following the AGM the incoming President will convene a meeting to receive any recommendations or suggestions for consideration by the incoming Committee.
- 6.7 At all meetings of the Veteran Golfers, thirty (30) members present in person shall form a quorum and at all meetings of the Committee, sixty percent (60%) of members of the Committee shall form a quorum.
- 6.8 Meetings of the Committee shall be held on the last Tuesday of the month (or as otherwise agreed to by the Committee) from June to May inclusive,
- 6.9 Should any member of the Committee be absent from three (3) consecutive meetings of the Committee without leave, or should any member die, resign or become incapable of serving, his casual vacancy position on the Committee shall be declared vacant. In the case of a casual vacancy the Committee may, at its discretion, appoint a successor.
- 6.10 An Extraordinary General Meeting (EGM) may be called at any time by the Committee, or the written application of not less than thirty (30) members or ten percent (10%) of the members, whichever is the greater. Not less than twenty-eight (28) days in writing calling for such EGM shall be presented to the Secretary. Twenty-one (21) days' notice of the meeting shall be posted on the notice board.
- 6.11 All financial members of Veteran Golfers are entitled to vote at the AGM, or EGM and in the event of a tied vote the Chairperson has a deliberative vote.

7 Election of Members to the Committee

- 7.1 All positions shall be determined by a simple majority with each member entitled to a single vote for each position. The poll to be conducted at times to be determined by the committee.
- 7.2 Any two (2) members may to nominate a member to serve on the Committee. The name of each candidate nominated shall be in writing on the prescribed form (along with the proposer and seconder) and in the hands of the Secretary at least twenty-one (21) days before the AGM.
- 7.3 A candidate for the Committee may be nominated for more than one (1) office.
- 7.4 The list of names of candidates shall be fixed on the notice board at least seven (7) days prior to the AGM.
- 7.5 If the number of candidates duly nominated for any office does not exceed the number required to be elected, the candidate(s) nominated shall be declared elected at the AGM.
- 7.6 Should nominations for any office or vacancy on the Committee exceed the number prescribed in Section 8, a secret ballot shall take place to determine which of the nominees,

in each case, is to fill the office or vacancy. In the case of a tied vote, it shall be resolved in favour of the retiring candidate if any, otherwise by lot.

- 7.7 In the event of insufficient nominations being received for any office or vacancy on the committee, nominations shall be received from the floor at the AGM, and
- 7.8 In the event of a secret ballot two (2) Returning Officers shall be appointed to count the votes. Candidates may appoint scrutineers. The result of the ballot shall be announced by the Returning Officers. The Chairperson shall declare the election prior to the completion of the meeting.

8 Committee

- 8.1 The Committee shall consist of:
 - I. President,
 - II. Vice-President
 - III. Captain,
 - IV. Vice-Captain,
 - V. Secretary,
 - VI. Treasurer,
 - VII. Handicapper,
 - VIII. Assistant Handicapper and
 - IX. Members of Committee (4).
- 8.2 The Committee shall have the authority to increase the number of Committee members under 8.1 IX as deemed necessary.
- 8.3 The authority of the Committee in the management of the affairs and the competitions of Veterans Golf, when not inconsistent with the Constitution of the Ballina Golf and Sports Club, and these By-Laws, is paramount.

9 Executive Officers

- 9.1 The Executive Officers will consist of:
 - 9.1.1 President,
 - 9.1.2 Vice-President,
 - 9.1.3 Captain,
 - 9.1.4 Vice-Captain,
 - 9.1.5 Secretary and
 - 9.1.6 Treasurer.

10 Committee Voting

- 10.1 Each Committee Member shall be entitled to one (1) vote. In the event of equality of voting on any question it shall be resolved to preserve the status quo. The Chairperson may exercise a deliberative vote provided this is done before the result is known but is not entitled to a casting vote.

11 Sub-Committees

- 11.1 Sub-Committees may be appointed to assist the Committee.

12 Terms of Office

- 12.1 A member may hold the same office on the Committee (consequent of his election each year) for as many years that he may nominate.

13 Life Membership

- 13.1 Life Membership may be conferred upon any member who has rendered outstanding service exceeding ten (10) years to the Veterans' Section. The requirements for life membership are:
- 13.1.1 Any two (2) members are at the liberty to nominate and second a member,
 - 13.1.2 A nomination will then be referred to the Committee for consideration,
 - 13.1.3 If approved, the Committee will refer the nomination to the next AGM for consideration by Members,
 - 13.1.4 For the Member to be duly elected as a Life Member, the nomination must be approved by a two thirds majority of the members present at the AGM and,
 - 13.1.5 That there be no more than two (2) members elected to Life Membership in one (1) financial year and there will not be more than ten (10) Life Members at any one time.

14 Resolutions

- 14.1 Except as concerning competitions, all resolutions passed at an AGM and/or EGM of Veteran Golfers shall be conclusive and binding on all members whether they shall be present at such meetings or not, provided that such meetings conform with the Rules of Veteran Golfers.
- 14.2 Any suggestions or recommendations concerning competitions accepted at any AGM are not binding on the Committee, it being the function of the Committee, through the Captain to formulate Conditions of Play.

15 Finance

- 15.1 Cheques drawn on the bank accounts of the Veteran Golfers shall be signed by any two (2) out of the President, Treasurer, Captain or Secretary and any other person so authorised by the Committee. The Treasurer shall report on financial matters to the committee as and when so requested by the Committee. All significant expenditure must be approved by the Committee prior to any commitment. In the case of urgency, the President may authorise payments of accounts subject to ratification at the next Committee Meeting.
- 15.2 The Veteran Golfers financial records are to be audited annually prior to the AGM.
- 15.3 Incidental expenses incurred by a Committee Member are to be presented at the next Committee Meeting for ratification.
- 15.4 The financial year of Veteran Golfers shall commence on 1st June and end on 31st May of each calendar year.

16 Membership and Nomination Fees

- 16.1 Veteran Golfers Membership Fees must be paid annually in conjunction with payment of Club Membership Subscriptions, and are at such level as the Committee may, from time to time, determine and Non-payment of any Veteran Golfers fee by the nominated date will result in cancellation of membership, and reinstatement of such membership will require a New Membership application form to be completed and remittance of the prescribed fee.

- 16.2 New Members shall complete a Veteran Golfers nomination form and submit the same with the appropriate membership fee, to the Secretary or Treasurer who will present such nomination at the next Committee Meeting for consideration. Upon receipt of the application and payment of the fee, the applicant then becomes a 'probationary member' who retains that status until the next Committee meeting when consideration is made to confirm or reject the membership application.
- 16.3 While the applicant is classified as a 'probationary member', he/she is eligible to play in any Veterans Golfers competition either at Ballina or any other Australian, State or (NRVGA) group 14 Veteran Golfers Association sanctioned competition events.
- 16.4 Veteran Golfers when nominating for NRVGA Calendar of Competition Events, must pay entrance fees prior to the published closing date, but preferably at the time of nomination.

17 Complaints

- 17.1 All complaints relevant to the affairs of Veteran Golfers or their competitions shall be made in writing to the Secretary who will submit same to the Committee whose decision on such complaint shall be final. In the case of urgency, the Secretary shall refer such a complaint to any three (3) members of the Committee who shall decide the issue. If any member concerned with the complaint is dissatisfied with the decision of these three (3) members to whom the complaint may have been referred in case of urgency, such member may appeal to the Committee. In all cases the Committee decision is final.
- 17.2 Under no circumstances may any member directly reprimand any club employee.

18 Discipline

- 18.1 The Committee shall have power to discipline any member if, in the opinion of the Committee, such member is guilty of actions prejudicial to the interests of Veteran Golfers. Such an action shall be referred to the Board in accordance with the Constitution of Ballina Golf and Sports Club.

19 By-Laws

- 19.1 The Committee shall have the power to make or rescind By-Laws from time to time provided that such By-Law or the rescission of such By-Law is not inconsistent with the constitution of the Ballina Golf and Sports Club, or these By-Laws. Any By-Law or rescission of a By-Law so effected by the Committee shall have effect until set aside by the Committee.

20 Alteration of By-Laws

- 20.1 A motion for the alteration of any part of these By-Laws or the enactment of a new clause is to be made only at the AGM of Veteran Golfers or at any EGM called for that purpose – (Refer Clauses 6.2 and 6.10 above).
- 20.2 A notice of motion to amend these By-Laws specifying particulars of the proposed amendments shall be given to the Secretary twenty-eight (28) days prior to AGM or EGM and placed by him on the notice board at least twenty-one (21) days prior to such meeting.
- 20.3 These By-Laws shall not be altered except by resolution passed by a majority of members present and entitled to vote at an AGM or EGM called for that purpose.

21 Committee Protocol

- 21.1 At all times, the Committee of Veterans Golf should act as a whole, and any Resolutions and Decisions made at the Committee meetings shall be conclusive and binding and shall be communicated to members without prejudice.
- 21.2 Committee members should refrain from discussing matters raised in Committee meetings with others unless matters are subject of a Resolution and are minuted.