

SOUTH WEST ROCKS MENS GOLF CLUB

A Section of South West Rocks Country Club Limited

CONSTITUTION AND BY-LAWS

By-Laws created by resolution of the Board of Directors on 20th November, 1999 for the governing of the South West Rocks Men's Golf Club, superseding all previous By-Laws in respect of such matters.

1. NAME OF THE SECTION

The name of the Section shall be South West Rocks Country Club Men's Golf Club.

2. DEFINITIONS

- (a) **"The Men's Golf Club"** means the South West Rocks Country Club Men's Golf Club.
- (b) **"The Country Club"** means the South West Rocks Country Club.
- (c) **"The Committee"** means the management Committee of the South West Rocks Country Club Men's Golf Club.
- (d) **The Board"** means the Board of Directors of the South West Rocks Country Club.

3. OBJECTIVES

- (a) To enable Members and Visitors to participate in the sport of golf.
- (b) To provide the usual privileges, conveniences and facilities of a golf Club.
- (c) To promote the sport of golf and to act at all times in accordance with the Constitution and By-Laws of the Country Club.
- (d) To affiliate with any governing bodies or other sport as may be approved by the Board.

4. MEMBERSHIP

- (ai) Only members and life members of the Country Club are eligible to become members of the Men's Golf Club.
- (aii) members and Life Members of the Country Club may make application to join the Men's Golf Club by making written application (in the form as determined from time to time by the Committee) and delivering it to the Secretary of the Men's Golf Club requesting that their name be included in the Register of members of the Men's Golf Club.
- (b) Membership of the Country Club Men's Golf Club is extended on condition that the member will observe and adhere to the Constitution of the Country Club and to any By-Laws made pursuant thereto. In the event of any member failing to act in

accordance with such Constitution or By-Laws, he shall be liable to be dealt with as provided by the Constitution and By-Laws.

- (c) Where the Men's Golf Club Committee is of the opinion that a breach of etiquette and/or a breach of the golf rules has been committed by a member, the Committee shall meet and determine that issue. Provided however, the member concerned shall be given not less than seven (7) days notice in writing of the time, date and place of such meeting and shall be provided with details of that which is alleged against him. The member shall be given the opportunity to appear at such meeting and present whatever material or evidence as may be considered relevant. The Committee shall determine whether or not a breach of etiquette or playing rules has been committed by that member. If it is determined that a breach has been committed the Committee may: reprimand, suspend or expel that member from the Men's Golf Club. Any motion to expel a member shall require a two-thirds majority of the Committee to be carried.
- (d) Any disciplinary action by the Men's Golf Club shall be reported to the Board as soon as possible together with the reasons and with a recommendation as to further action (if any) to be taken by the Board. If the Board is of the opinion that a member of the Men's Golf Club should be guilty of a breach of the Country Club's rules or conduct unbecoming of a member, the Board may take such disciplinary action against the member as provided for in its Constitution.
- (e) The Men's Golf Club in consultation with the Board or the Board at its own discretion may from time to time limit the number of members of the Men's Golf Club.
- (f) Any member who has not paid the predetermined yearly subscription of the Country Club Men's Golf Club by the thirty-first (31st) day of July shall be deemed unfinancial and shall be excluded from participation in any event organised by the Country Club Men's Golf Club.

5. LIFE MEMBERSHIP

- (a) A member who has been a member of the of the Men's Golf Club for a period of not less than ten (10) years and who has rendered distinguished service to the Men's Golf Club shall be eligible to be elected a life member of the Men's Golf Club. A candidate for life membership shall be nominated by not less than two (2) members of the men's Golf Club. Any candidate shall require the approval of the Board. Only one life member shall be elected in any year. The election of a life member shall take place at the annual general meeting of the Men's Golf Club. Any motion to bestow life membership shall require at least a three-fourths (3/4) majority of those present at the Annual General Meeting and entitled to vote. Any motion to bestow life membership shall require at least twenty-one (21) days notice in writing to members prior to the Annual General Meeting.
- (b) Every life member shall upon his election be entitled to all the privileges of membership of the men's Golf Club but without being liable for payment of the annual subscription.

6. NOTICES

With the exception of notices required pursuant to Rule 4c and 4d notices shall be deemed served as from the date such notices were affixed upon the Men's Golf Club Notice Board.

7. ANNUAL SUBSCRIPTIONS

- (a) The financial year of the Club shall be from the first (1st) day of July Until the thirtieth (30th) day of June in each year.
- (b) The annual subscription of members shall be determined by the Committee by the thirtieth (30th) day of May in each year and shall be payable by the thirty first (31st) day of July in each year.

8. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the Country Club Men's Golf Club shall be held during the month of October. The quorum for all general meetings shall be twenty-five (25) members. In the event of there not being a quorum present within half an hour of the stipulated time of commencement then the meeting shall be adjourned to the same time and place not later than eight (8) days hence and those members present at that meeting shall constitute a quorum.

- (b) Nominations for the office of:

President
Vice President
Secretary/Treasurer
Captain
Vice Captain
3 Committee Men

shall open twenty-one (21) days prior to the Annual General Meeting and shall close at 6.00pm on the seventh day prior to the Annual General Meeting. Nominations shall be made in writing signed by the proposer and seconder and by the nominee consenting to the nomination. The nomination form signed by the nominee, proposer and seconder must be handed to the Secretary/Treasurer no later than the closing time for nominations. The Honorary Secretary/Treasurer shall post the nominations on the notice board as soon as possible after close of nominations.

- (b1) The Handicapper and Junior Co-ordinator may be appointed by the Committee.
- (c) Should the number of nominations exceed the number of offices to be filled an election shall be held by secret ballot.
- (d) Ballot papers shall be issued to all members of the Men's golf Club for such elections as are necessary at the Annual General Meeting.
- (e) Should the number of nominations for any office be less than the number required then those persons nominated shall be declared duly elected and further nominations shall be called from the floor to fill the remaining vacancy/s.
- (f) A Returning Officer and Scrutineers shall be elected at each Annual General Meeting. Neither the Returning Officer nor Scrutineers shall be candidate for office.
- (g) The Ballot shall be conducted on the first past the post system.
- (h) The business of the Annual general Meeting shall comprise:
 - 1. Confirmation of the minutes of the last Annual General Meeting and any Special Meetings.
 - 2. Adoption of annual reports and election of officers.

3. Any special business brought forward in accordance with these rules.
4. Any notices of Motion submitted by any financial member of the Men's Golf Club provided that such Motion has been delivered to the Secretary of the Men's Golf Club not less than twenty-one (21) days prior to the date of the meeting. Immediately upon receipt of such written Notice of Motion to be placed on the Notice Board.

9. SUB COMMITTEE AND DELEGATES

- (a) The Men's Golf Committee shall as soon as possible after their election determine from amongst their numbers the composition of the Match Committee, Greens Committee, Social Committee, and two Delegates to the Mid North Coast District Golf Association.
- (b) No Committee member shall hold office in more than one (1) Golf Club at any one time without special permission from the Men's Golf Committee.

10. MANAGEMENT

- (a) The Men's Golf Club shall be under the management of the Committee which shall be responsible for organising competitions and to supervise the conduct of those competitions and the sport within the Men's Golf Club and in conjunction with other golf clubs pursuant to the rules of any governing body with which the Men's Golf Club is affiliated.
- (b) The Chairman of the Board of the country Club or his nominee shall be deemed invited to attend meetings of the Committee and shall be given prior notice of all such meetings. He may take part in debates but shall not be entitled to vote.
- (c) The President of the Country Club Men's Golf Committee shall be the Chairman of all meetings of the Men's Golf Committee and in his absence the Vice president shall be appointed in his stead. In the absence of the Vice president then those present shall elect a Chairman from their number.
- (d) No meeting of the Committee shall be held unless a quorum of members are present and prior notice of the meeting has been given to all members of the Committee.
- (e) A quorum shall consist of five (5) members.
- (f) The Chairman shall have a deliberative and casting vote.
- (g) If a quorum be not present within fifteen (15) minutes after the appointed time of starting, the meeting shall be adjourned to a date the members present shall determine, the notice of the adjourned meeting shall be given to all members of the Men's Golf Committee by the Honorary Secretary.
- (h) The Men's Golf Committee shall have the power to fix all fees for membership, games and competitions and to do all things necessary to give effect to the objects of the Country Club Men's Golf Club.
- (i) Any resolution of the Men's Golf Committee may be rescinded or altered by ordinary resolution at any meeting of the Committee. Any resolution passed by the Men's Golf Club at a general meeting may be rescinded or amended at a further general meeting of the Men's Golf Club. Twenty-one (21) days clear notice must be given for such resolution.
- (j) The Committee shall meet not less frequently than once in each month.
- (k) The President, Secretary/Treasurer or any three (3) members of the Committee may at any time request the Secretary of the Committee to convene a special meeting of the Committee. The Secretary shall give all members of the Committee not less than

twenty-four (24) hours notice of the time, date and place of the meeting and the purpose for which the meeting has been requested.

- (l) The Secretary shall call a special general meeting of the Men's Golf Club upon the request of the Committee or upon the request in writing of not less than ten per cent (10%) of the financial members of the Men's Golf Club. In each case the request shall stipulate the purpose for the convening of the special general meeting, and any special meeting called shall be limited to such purpose, no other business shall be transacted. Upon receipt of such request the Secretary shall cause to be displayed on the Club notice board the time, date and place of such meeting and the purpose for which the meeting has been called. Twenty-one (21) clear days notice must be given.
- (m) The Committee shall fill any casual vacancies in the offices of the Men's Golf Club.
- (n) Members of the Committee who without the permission of the Committee fail to attend for three (3) consecutive meetings may forfeit his office and the vacancy filled in accordance with this rule.
- (o) In the event of the Committee resigning in a body, a special general meeting of the Club shall be called and new office bearers and members of Committee elected.
- (p) The minutes of the meetings of the Committee shall be kept in a book provided for that purpose. The minutes and records of the Men's Golf Club shall also be produced promptly upon request to the Secretary Manager of the Country Club at the Clubs office for inspection by members of the Board.

11. DRESS

The Men's Golf Committee may from time to time determine appropriate dress on the Golf Course in accordance with the Rules of its governing body.

12. AFFILIATION

The Board hereby grants approval for the Country Club Men's Golf Club to affiliate with and be governed by the rules of the Australian Golf Union, NSW Golf Association Limited and its Affiliates.

13. CLUB COLOURS

The colours of the Men's Golf Club shall be green and gold.

14. AMENDMENTS TO THE CONSTITUTION

The Constitution, Rules and By-Laws of the Men's Golf Club may be amended from time to time by a majority of the members of the Men's Golf Club at a General Meeting provided that no amendment proposed to and approved by the meeting of members of the Men's Golf Club shall have effect unless and until it has been approved by a resolution of the Board.

15. CONSTITUTION OF THE COUNTRY Club

In the event that any provision of this Constitution is inconsistent with any provisions of the Country Clubs Constitution, then such provision shall be of no force and effect.

**STATEMENT OF DUTIES AND RESPONSIBILITIES
OF CLUB PRESIDENT**

Responsible for the general supervision of the Club through the Secretary.

Have a sound knowledge of the constitution and past history of the club.

Responsible for the efficient conduct of meetings in accordance with procedure for conduct of meetings.

Meeting to be commenced punctually.

Be well acquainted with items on the agenda.

Be unbiased and direct discussion so that opposing points of view are given full opportunity of expression.

Unobtrusively supervise the work of the Secretary to ensure that the decisions and policy of the Men's Golf Committee and Country Club are promptly carried out.

As social head of the Men's Golf Club be present whenever possible to receive visitors at Golf social functions and major inter-Club events.

Ensure that letters of thanks, congratulations, condolences etc. are written by the Secretary.

Give encouragement and by setting an example to Club members and Committee members to enhance the status of the Club.

STATEMENT OF DUTIES AND RESPONSIBILITIES OF CLUB'S VICE PRESIDENT

Responsible for:

Arranging the provision of meals and refreshments including liquor and the supply of such other articles as the Committee shall from time to time approve.

All matters relating to good order, conduct and manner of dress of all golfers using the clubhouse and to pass with the approval of the Board from time to time rules relating to such matters.

To receive and deal with all complaints relating to conduct of golfers within the clubhouse.

STATEMENT OF DUTIES AND RESPONSIBILITIES OF THE CLUB CAPTAIN

Responsible for:

The chairing of all meetings of the Match Committee.

All matters in regard to play on the course on the day of the competition.

The education of all players in respect of the rules of golf, local rules and etiquette.

Involvement in junior promotion and coaching of players for Pennant Teams.

Liaison between Greens and match Committees.

Accompanying (or delegation of another member) Club teams when visiting other clubs.

Be present to ensure that visiting teams are welcomed at his Club.
Assist the president in entertaining other teams, dignitaries etc.

Have control of the course during men's club competitions.

The Club Captain should be an experienced player with thorough knowledge of the rules of golf.

STATEMENT OF DUTIES AND RESPONSIBILITIES OF THE MATCH COMMITTEE

Responsible for:

The drawing up and circulation of program of events for the year.

To determine and circulate in advance the conditions under which a competition is to be played and to deal with and adjudicate on all disputes arising from the conduct of all matches and competitions.

To allocate all trophies and prizes other than those for specific purposes.

To determine the value of trophies and prizes within the limits for which provision has been made in the amateur status rules of the rules of golf.

To select individuals and/or teams to represent the Club as and when required.

To appoint a team captain and a team Manager as and when required.

To manage and control all matters effecting the conduct of all matches, competitions and play on the course.

In consultation with the combined Greens Committee make and vary such temporary local rules as may from time to time be deemed necessary.

DUTIES AND RESPONSIBILITIES OF GREENS COMMITTEE

The Greens Committee will be responsible to make recommendations to the Committee in relation to the maintenance and improvement of the course, gardens, roadways, water reticulation and all outdoor playing or sporting facilities. It will be responsible for placing of G.U.R. signs on the course but will co-operate with the Match Committee in this matter.

DUTIES AND RESPONSIBILITIES OF SECRETARY/TREASURER

The Secretary/Treasurer shall at each regular meeting of the Committee of the Men's Golf Club furnish a written and reconciled statement of the Men's Golf Club income and expenditure. The Secretary/Treasurer shall cause to be prepared for the Annual General Meeting of the Country Club a detailed statement of the Men's Golf Club income and expenditure for the preceding twelve (12) month period.

The Secretary/Treasurer shall conduct the correspondence of the Golf Club and shall have custody of all documents belonging to the Club. He shall keep full and correct minutes of proceedings at all General and Committee Meetings and a record of all members. He will make the Minutes of any general meeting available for perusal by any member at any reasonable time.