

# Clifton Springs Golf Club

## ***By-Laws***

### **1. Fixture Book**

The annual Fixture Book incorporates the golfing rules of the Club and needs to be read in conjunction with these *by-laws*, which are the operational rules of the Club. All rules and programs contained within the Fixture Book are binding on the members.

### **2. Stipulations for Non Resident Members**

To qualify as a Non Resident Member, the member's primary place of residence must not be within a 30km radius of the Club.

### **3. Rights and privileges of an Honorary Member**

An Honorary Member is entitled to the playing rights of an Ordinary Member, upon payment of applicable charges, for the duration of the event that honorary membership has been granted.

### **4. Prorata payment plan for the Annual Subscription**

If a new member joins the Club after the commencement of the financial year, the member may be entitled to a reduced Annual Subscription for the first year of membership. In subsequent years the member must pay the full Annual Subscription.

Any person who was a member in the proceeding 2 years does not qualify for prorata membership. But any person who falls into arrears can pay the outstanding balance of their Annual Subscription over a period of time agreed with the Manager.

The Annual Subscription is due on 1<sup>st</sup> July each year. Where a prorata Annual Subscription applies, the full subscription fee shall be reduced by  $\frac{1}{12}$  on the 1<sup>st</sup> day of each subsequent month. This reduction is cumulative until the end of the financial year.

The Annual Subscription applicable to a new member is that due on the 1<sup>st</sup> day of the month of joining the Club.

## 5. Table of Fees

The Club has currently waived the Entrance Fee.

The Annual Subscription payable by all membership categories will be reviewed by the Committee of Management annually.

The Annual Subscription payable by members is outlined in the following Table.

<b>Membership Category</b>	<b>Annual Subscription as a percentage of the Ordinary Member subscription</b>	<b>Annual Subscription in 2011 - 2012 (\$ including GST)</b>
Ordinary Member	100%	\$695.00
Non Resident Member	Flat Fee	\$295.00
Week Day Member	75%	\$520.00
Non Playing Member	Flat Fee	\$ 75.00
Student Member	50%	\$350.00
Junior Member	Flat Fee	\$ 60.00
Junior Provisional Member	Flat Fee	\$ 30.00
Social Member	Flat Fee	\$ 5.50
Daylight Savings Member	60%	\$415.00
Honorary Life Member	N/A	Nil
Patron Member	N/A	Nil
Honorary Member	N/A	Nil

## 6. Annual Subscription Instalment Plan

Members who wish to pay their Annual Subscription by instalment must notify the Manager, in writing, of their intent no less than 30 days prior to the beginning of the financial year (i.e 1<sup>st</sup> June).

The installment plan being offered to members is for six equal payments by direct debit on the 15<sup>th</sup> of the month commencing on June 15<sup>th</sup> and continuing on the 15<sup>th</sup> of each month until the final payment on November 15<sup>th</sup>. Any fraction will be added to the first payment.

The installment payments will be calculated to include the annual subscription and all administrative charges, fees and taxes.

The payment of an instalment by a member does not release the member from the obligation to pay the remaining balance of the Annual Subscription.

<b>Installment payment period</b>	<b>Date of first payment</b>	<b>Dates of subsequent payments</b>
Monthly	15 <sup>th</sup> June	15 <sup>th</sup> July 15 <sup>th</sup> August 15 <sup>th</sup> September 15 <sup>th</sup> October 15 <sup>th</sup> November

## 7. Sub-Committees

The Club shall have the following Sub-Committees. The Committee of Management has the power to form other Sub-Committees as it sees fit.

- Executive and Finance
- Match
- Greens
- Promotions and Staff
- House and Planning
- Membership
- Sponsorship and Pro-Am
- Occupational Health and Safety (OHS)
- Ladies

### Areas of Sub-Committee Responsibility

**Executive and Finance:** To deal with the overall management of the Club and specifically all areas of administration including employment arrangements of staff, review of performance appraisals of staff, compliance with statutory requirements, contractual arrangements such as insurance, etc. To oversee and authorise timely payment of accounts. Preparation of Annual Budgets and the Annual Report, the member fee structure, ensure all Sub-Committees adherence to their budgetary allocations and preparation of monthly accounts for the Committee of Management. The President shall be the Chairperson of the Executive and Finance Sub-Committee.

**Match:** To determine, conduct and supervise the golf activities for members of the Club. The Captain shall be the Chairperson of the Match Sub-Committee.

**Greens:** To be responsible for the maintenance, general appearance and improvements to all areas associated with the golf course. To deal with all matters pertaining to the maintenance of the course plant and equipment and to maintain the machinery replacement schedule. The Greens Sub-Committee will consist of at least, the Captain, Vice-Captain, Course Manager and Manager.

**Promotions and Staff:** To liaise with staff employed in the Bistro, Bar and Gaming areas of the Club and to co-ordinate and enhance the facilities and services provided to Club members and patrons. To foster promotion of the Club, its facilities and services.

**House and Planning:** To be responsible for the operation, usage, alterations and maintenance of all buildings including the Clubhouse, Pro Shop and Buggy shed, Course Machinery Sheds and all plant and equipment (excepting Course equipment and machinery managed by the Greens Sub-Committee). To maintain the maintenance schedule for all buildings.

**Membership:** To foster membership acquisition and retention. To co-ordinate social activities that provide fellowship amongst members and raises revenue for the Club. To provide timely and relevant communication to members and to conduct new members induction sessions.

**Sponsorship and Pro-Am:** To foster the acquisition and retention of sponsorship for the Club. To organise the conduct and sponsorship of the annual Pro-Am.

**OHS:** To develop suitable policies and procedures to ensure the Club provides a safe workplace and complies with statutory requirements. To periodically complete and review OH&S self-assessments. Chairperson to be a paid employee of the Club.

**Ladies:**

(i) The female members of the Club shall be known as the Ladies for the purpose of arranging their own competitions and matches against Ladies of other Clubs and social events and for such other purposes as the Committee may, from time to time, decide. They are empowered, from amongst their financial members, to elect a Sub-Committee of eleven comprising:

President;  
Vice-President;  
Captain;  
Vice-Captain;  
Honorary Secretary;  
Honorary Treasurer;  
Handicapper; and  
Four other members,

known as the Ladies' Sub-Committee

(ii) The Ladies' Sub-Committee shall have full power and authority for the proper conduct and carrying out of the purposes set out in sub-rule (i) of this *By Law*. Any member of the Ladies' Sub-Committee who fails to attend three consecutive Sub-Committee Meetings without previous leave or duly accepted apology, shall forfeit her office. Leave of absence should be requested at a Sub-Committee Meeting or be given in writing to the Honorary Secretary for presentation to the meeting.

(iii) The Ladies' Sub-Committee may draw up a set of rules for implementing all and any powers and authorities vested in it,

subject to the approval thereof by the Committee of Management. No rules or local rules shall be made by the Ladies' Sub-Committee which are in conflict with any rules or local rules of the Club.

(iv) The Ladies' Sub-Committee shall be elected at a meeting of the Ladies to be held in September of each year. Notice of such meeting shall be posted on the noticeboard not less than 21 clear days prior to the date of such meeting. All nominations must be in the hands of the Honorary Secretary at least 14 days before the date set for the Ladies' Sub-Committee Annual Meeting. (*Only financial Honorary Life, Ordinary, Non Resident, Non Playing and Student Members are entitled to vote at Annual or Special General Meetings*).

(v) All monies raised by the Ladies, whether from competition or otherwise, howsoever shall be the property of the Club.

(vi) The Ladies' Sub-Committee shall have no power or authority whatsoever to pledge the credit of the Club nor shall it make any calls or levies whatsoever from and on the Lady members without prior approval of the Committee of Management.

(vii) The Ladies' Sub-Committee shall have the power to appoint Delegates to Women's Golf Victoria and/or any other body with which it may, from time to time, be affiliated.

(viii) The Honorary Secretary of the Ladies shall keep proper Minutes of all meetings of the Ladies' Sub-Committee and the Committee of Management shall have the right to inspect and take extracts from such Minutes at any time.

(ix) The Honorary Treasurer of the Ladies Sub-Committee will be responsible:

- (a) to collect and receive all monies resulting from activities and events conducted by the Ladies' Sub-Committee; and
- (b) to keep correct books and accounts showing the financial affairs of the Sub-Committee and to present these monthly, or on request, to the Manager of the Club.

### **Chairperson**

The Chairperson of each Sub-Committee (except the Ladies') is appointed by the President unless otherwise designated.

The Chairperson of each Sub-Committee is to appoint a Minute taker for the purpose of recording Minutes and Reports for the presentation to the Committee of Management.

The Chairperson of each Sub-Committee is to obtain from the Manager prior to each scheduled Sub-Committee meeting any correspondence items relating to the relevant Sub-Committee.

The Chairperson reports and makes recommendations to the Committee of Management through the Minutes recorded for their Sub-Committee meetings.

The Chairperson is to solicit and discuss agenda items from the Sub-Committee representatives prior to scheduled Sub-Committee meetings.

### **Ex-Officio**

The President shall be an ex-officio member of all Sub-Committees with the exception of the Ladies' Sub-Committee.

### **Power to Act**

Unless power to act has been granted in advance by the Committee of Management, all actions at Sub-Committee meetings are recommendations to the Committee of Management for adoption.

### **Members**

Each Sub-Committee must have as part of its membership, at least one member from the Committee of Management with the exception of the Ladies' Sub-Committee.

Sub-Committees are encouraged to seek co-opted members with expertise or interest in particular areas. The appointment of co-opted members to Sub-Committees must be ratified by the Committee of Management.

Prior to the scheduled Sub-Committee meeting, representatives are to submit, to the Chairperson of the relevant Sub-Committee, details and information of any matter to be included on the Agenda of matters to be dealt with at the respective meeting.

Sub-Committee members must be prepared to assist and provide cooperation with other Sub-Committees if required.

### **Agendas, Minutes and Reports**

Each Sub-Committee shall submit a report in writing to every monthly Committee of Management meeting, even if the Sub-

Committee has nothing to report, a nil report is still required. A copy of the report is to be posted in Committee boxes 4 clear days prior to each meeting of the Committee of Management.

### **Budgetary Constraints**

All Sub-Committees are expected to operate within the approved budget set at the beginning of the financial year unless a variation has been approved by the Committee of Management.

### **8 Committee of Management monthly meetings**

The Committee has the right to invite any Sub-Committee member or other persons to attend the General Committee meeting as deemed necessary from time to time.

## ***Appendix 1 – Proxy Form***

I, .....  
(name)

of .....  
.....  
(address)

being a member of .....  
(name of Club)

appoint .....  
(name of proxy holder)

of .....  
.....  
(address of proxy holder)

being a member of the Clifton Springs Golf Club, as my proxy to vote for me on my behalf at the Annual/ Special\* General Meeting of the Club to be held on –

.....  
(date)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour/against\* the following resolution (insert details of the resolution).

.....  
.....

Signed .....

Date .....

- delete that not applicable

