



By-laws
of
Murwillumbah Golf Club Limited

ABN 80 001 034 813

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BY-LAWS of MURWILLUMBAH GOLF CLUB LIMITED ABN 80 001 034 813**1. INTRODUCTION**

- (a) The following By-laws have been authorised by the Murwillumbah Golf Club ("the Club") Board of Directors ("the Board") in accordance with the Murwillumbah Golf Club Constitution ("the Constitution") and displayed on the Club Notice Board. Enforcement of their observance is empowered by the disciplinary provisions of the Constitution.
- (b) The By-laws cover matters that are not specified in the Constitution or the Rules of Golf in operation in Australia, including any local rules specified for any competition on the course, or any applicable Conditions of Competition. Where there may be any perceived variance of intention, the Constitution and the Rules of Golf, including any local rules, take precedence.
- (c) The attention of members is particularly drawn to the following rules and the request that they be strictly observed at all times to comply with the provisions of the Liquor Act and to maintain order and dignity within the Club. The strict observance of members to the Club By-laws is required to comply with the Liquor Act and to maintain order and dignity within the Club.
- (d) These By-Laws apply equally to members and visitors. Members must ensure that their guests observe all the rules of the Club.
- (e) The Secretary Manager (also known as "General Manager") or, in their absence, the senior staff on duty shall be primarily responsible for the House management of the Club and any action taken to maintain good order and conduct of members shall not be questioned by any individual member.
- (f) Copies of By-laws are maintained by the Secretary Manager and shall be made available for all members upon request and in electronic format on the Club's website.

2. CLUBHOUSE AND BAR REGULATIONS**2.1 Clubhouse Regulations**

- (a) Rubber cleated footwear may be worn only in designated areas of the Clubhouse. Metal spiked golf shoes are strictly forbidden from the clubhouse.
- (b) Personal property is brought into or stored in the Clubhouse or Locker Rooms at the owner's risk.
- (c) Golf Buggies must not be brought through the foyer or other entrance (other than locker room) of the Clubhouse.
- (d) Golf clubs and golf buggies must not be left in the Clubhouse other than in a locker designated to a member.
- (e) Members and guests are requested to treat the Club's property with care and respect. The Club may seek reimbursement to replace or repair damaged goods.
- (f) Personal cheques will not be cashed by Club staff and/or officers on behalf of the Club. An ATM machine is provided for the convenience of members, guests and visitors.
- (g) Club Trading Hours are prominently displayed at the entrance and in the Clubhouse.
- (h) Members and guests are not permitted behind the bar, in other service areas or the kitchen.
- (i) Members and guests are not permitted in the offices or staff administration areas unless invited by Club administrative staff.
- (j) Other than Club sponsored raffles, no canvassing for donations or selling of raffle or other competition tickets shall be permitted in or about the clubhouse, car parks or course without written permission of the Secretary Manager acting on behalf of the Board.

- (k) All verbal representations to outside businesses or individuals on behalf of Murwillumbah Golf Club are to be handled by or with the prior consent of the Secretary/ Manager. All applications by the Club or any of its Sections or Sub Committees for donations, sponsorship, advertising or any other business must be done through the Secretary Manager. All correspondence representing Murwillumbah Golf Club is to be generated through the Secretary Manager.
- (l) Unauthorised betting on the Club premises is not permitted.
- (m) Rules relating to entry to Gaming Machine areas and the operation of Gaming Machines are clearly displayed and are to be observed in accordance with the Liquor and Gaming Regulations.
- (n) Licensing Regulations relating to the responsible sale and consumption of alcohol are clearly displayed and members, guests and visitors are requested to assist the Club staff to enforce the Liquor Regulations.
- (o) No notice or placard whatsoever shall be placed in the Clubhouse without the prior approval of the Secretary Manager.
- (p) Signs and Posters in and around the Clubhouse must not be defaced, damaged or removed by any member, guest or visitor.

2.2 Licensing Requirements

- (a) Murwillumbah Golf Club being a Registered Club has a club licence under the provisions of the Liquor Act governing the sale of liquor from the defined licensed premises of the Club for consumption on or away from the licensed premises.
- (b) Liquor may only be sold during the authorised standard trading period which is Monday to Saturday between 5:00 am and midnight and on Sundays between 10:00 am and 10:00 pm (except Good Friday and Christmas Day) and at such other times as may be extended by a trading authorisation or as varied by such conditions as may be imposed by the Director or the Liquor Act or Regulations.
- (c) Members, Juniors and Cadets are reminded that persons under eighteen (18) years of age must obey the Regulations of the Liquor Act and the Gaming Machine Act as well as the Rules of the Club.
- (d) Signage is clearly displayed designating the licensed areas and the Regulations & Rules relating particularly to the sale and consumption of alcohol and the operation of gaming machines. Patrons in the Clubhouse are requested to be familiar with the Regulations and observe the related Club rules.

2.3 Dress Standards

- (a) Members, Guests & Visitors are expected to exercise good taste and sensible discretion always when on the Club's premises. Clothing and footwear must be clean and tidy. If appearance is likely to offend others then that person risks being refused admission to the Club or asked to leave the Club premises.
- (b) The dress guidelines are displayed in the Clubhouse and the Professional's shop ("Pro shop"). The Club Managerial staff have the responsibility to enforce the dress code and may refuse any person entry to the Club premises.

2.4 Children

The following By-laws are subject to the Registered Clubs Act, the Liquor Act and the jurisdiction of the Licensing Court under which the Club operates at all times:

- (a) The Licensing Court may grant approval to a Registered Club to allow members of the Club who are under the age of eighteen (18) years access to areas of the Club premises that would otherwise be restricted, but only if:

- (i) the approval is for the purpose of taking part in sporting activities or a prize-giving ceremony associated with sporting activities; and
 - (ii) the Licensing Court is satisfied that because of the size of the Club premises, it is impractical for the Club to designate an area of the Club premises as a non-restricted area for the purposes of an authority under Section 22.
- (b) In interpreting the following By-laws, "responsible adult" means a person of or above the age of eighteen (18) years who, in relation to a minor, belongs to one of the following classes of persons:
 - (i) a parent, step-parent or guardian of the minor;
 - (ii) the minor's spouse or any person who, although not legally married to the minor, ordinarily lives with the minor as the minor's spouse on a permanent and domestic basis; and
 - (iii) a person who for the time being has parental responsibility for the minor.
- (c) Children under the age of eighteen (18) years MUST be accompanied by a responsible adult at all times. They must stay within designated areas in the Clubhouse.
- (d) The current designated areas for persons under eighteen (18) years of age are displayed.
- (e) The restricted licensed areas including the bar and gaming machines are defined and notices displayed warning that only persons of or above the age of eighteen (18) years can enter.
- (f) Club management is entitled to identify the responsible adult caring for each minor in the Clubhouse.
- (g) Junior and Cadet members who are not on the Club's property for participating in a golf competition must abide by the above By-laws whilst in the Clubhouse.
- (h) Junior and Cadet members are encouraged to use the online booking system or consult with the Pro shop.

2.5 Visitors and Guests

Members introducing a visitor or guest to the Club must:

- (a) Sign the visitor into the Club using the designated visitors' book upon arrival; and
- (b) Be responsible for the conduct and behaviour of the visitor or guest.

2.6 Smoking

- (a) Smoking anywhere within the enclosed area of the Clubhouse is illegal and will not be tolerated unless in the designated smoking area of the poker machines.
- (b) Smoking is permitted at the designated external area of the Clubhouse.
- (c) Signage designating smoking and non-smoking areas is displayed in the Clubhouse as required by licensing regulations.

2.7 Outdoor Areas

All Members, visitors, guests and children MUST abide by the By-laws 2.1 through to 2.6 when in defined and restricted outdoor areas of the Club.

2.8 Parking Areas

- (a) Murwillumbah Golf Club property is private property and the roads and parking areas are NOT PUBLIC roads or parking areas. Persons parking on Club property do so at their own risk. The Club, the Board and employees do not take any responsibility for any damage to

vehicles, including damage by golf balls or loss or damage to property in a vehicle. The Club recommends that valuables are not left in vehicles and that vehicles are locked at all times.

- (b) Adjacent to the eastern side of the clubhouse, designated reserved parking has been provided for Directors, Secretary Manager and Club Staff. There is also one allocated spot next to the practice putting green for Catering staff.
- (c) Apart from the reserved spaces as outlined in 2.8(a) and 2.8(b), entrances, exits and designated 'No Parking' areas, members and visitors may park in the designated parking bays pursuant to By-law 2.8(a).

2.9 Trading Prices - Bar and Other Retail Sales

The responsibility for setting prices and terms of trade shall rest with the Secretary Manager under advice from the Board.

2.10 Advertising and Notices

- (a) All advertising inside and outside the Clubhouse and on the golf course whether of a permanent or temporary nature shall be erected only after the prior permission and discretion of the Secretary Manager has been obtained.
- (b) No notice or placard, written or printed, shall be placed in the Clubhouse or elsewhere on the Club property without the prior approval of the Secretary Manager.

2.11 Lockers

- (a) Members may request a locker and subject to availability be allocated at the discretion of the Secretary Manager.
- (b) The annual fee for the use of a locker shall be determined by the Board and the fee is payable in advance together with the membership subscription.

2.12 Complaints

- (a) All complaints, except hereunder defined, shall be made to the Secretary Manager, and if required, shall be made in writing. The Secretary Manager shall take all necessary action to satisfy the complaints. If necessary, a serious complaint shall be referred to the Board or an appropriate sub-committee.
- (b) No member may give any direction to or reprimand any employee. Such action may instigate disciplinary procedures by the Board.
- (c) All complaints concerning the Secretary Manager or duty Senior Manager shall be made in writing to the Club President or Board Chairman.

3. GOLF OPERATIONS AND COMPETITIONS

3.1 Booking-In

- (a) Golf booking can be made via the Club's online booking system or by contacting the Pro Shop either by telephone or in person.
- (b) No member shall alter another member's booking without that member's prior consent.
- (b) No member shall book in more than four players in any one competition without the prior consent of the Captain. Any such bookings must be for one only tee time and include that member's own name.
- (c) A member shall only cancel their booking in accordance with the instructions issued by the Board from time to time.
- (d) Cancellations can be made via the online booking system or by contacting the Pro Shop either by telephone or in person.

- (e) Any member who cancels within one hour of their booked time may be required to provide a written explanation and, if not provided or considered unsatisfactory by the Match Committee, the Committee shall have the power to suspend their playing rights to participate in golfing competitions conducted by the Club for a period not exceeding one calendar month.
- (f) Any member who cancels over one hour prior to their booked time will have their name recorded and if this occurs on two or more occasions, the Match Committee shall have the power to suspend the member's playing rights to participate in golfing competitions conducted by the Club for a period not exceeding one calendar month.

3.2 Failure to attend for Golf

Any member who fails to attend at the booked time will be issued with a letter warning that action may be taken should a further breach occur. In that event, the member will be required to pay the competition fee applicable to the previous event before the member is permitted to play in any subsequent event.

3.3 Golf Starter

The Club Golf Professional is the official Starter for all golf at the Club. The Starter has the power to:

- (a) Book in any member or visitor in a club competition provided the rules of golf allow it. The Starter reserves the right not to take a specific time booking for a competition on the day of that competition.
- (b) Move a player or players from their original timeslot into another time slot in order to make up a group. For example, two players can be put with another two players in a nearby slot to make up a foursome.
- (c) Book a visitor from another club into a competition that is not 'open' or 'invitation', if spare time slots exist, subject to Club Rules and other Golf and Course By-laws.
- (d) Reserve one or more time slots in the same group for a member at their request if the member does not have the required visitor details when booking in. The member must provide the details according to the Starter's instructions to preserve the spots on the time sheet.
- (e) Extend the field of a competition by a maximum of two groups if the field is full and members wish to compete in the competition.
- (f) Suspend or terminate play by sounding the siren in the event of lightning or extreme weather conditions.

3.4 Course Marshall

- (a) A Course Marshall may be appointed at any time. The person may be a Club Golf Pro staff member, a Director, a member appointed by the Board or Match Committee or the Secretary Manager.
- (b) The Course Marshall has the following powers to help speed up play:
 - (i) Direct players to speed up their play to catch up to the group in front. If they do not do so within a reasonable time, then one of the following may apply:
 - (1) in an event where the players would not be disqualified for doing so, direct the players to pick up their golf balls and move immediately to the next tee; or
 - (2) in an event where the players would be disqualified for picking up their golf balls, penalise each player two strokes.

- (c) If the players continue to not comply, the Marshall shall direct the players to pick up their golf balls and leave the course. This action means disqualification from the competition and may lead to a citing of the group.

3.5 Local Golf and Course Rules

- (a) **Local Rules** of the Club are displayed on the official scorecard and on the noticeboard outside the Pro Shop/Starter's office and are By-laws of the Club. The Rule numbers and penalties for breach referred to are the Rules of Golf.

(b) **Fixed Sprinkler Heads**

If a player's ball lies off the putting green, but not in a hazard, and a sprinkler head on, or within two club lengths of the putting green and within two club lengths of the ball, and intervenes on their line of play between the ball and the hole, the player may take relief as follows:

- (i) The ball must be lifted and dropped at the nearest point to where the ball lay, which is not nearer the hole, avoids the intervention and is not in a hazard or on a putting green. The ball may be cleaned when lifted.
- (ii) If a player's ball lies on the putting green and a sprinkler head on, or within two club lengths of the putting green intervenes on their line of putt, the player may take relief as follows:
 - (1) the ball must be lifted and placed at the nearest point to where the ball lay, which is not nearer the hole, avoids the intervention and is not in a hazard.

(c) **Ground Under Repair - G.U.R.**

- (i) G.U.R. are those areas defined by white stakes and/or white lines. Ground under repair also includes:
 - (1) material piled for removal;
 - (2) a hole made by a greenkeeper and clearly defined indentations or ruts or wheel marks made by a mower, tractor or motor vehicle.
- (ii) Check Local Rules which may prohibit play from G.U.R.

(d) **Penalty Areas**

All penalty areas are defined by red or yellow stakes and lines. Check Local Rules before playing.

(e) **Movable and Immoveable Obstructions**

- (i) An obstruction is anything artificial including the surfaces of roads and paths. An obstruction is considered to be moveable if it may be moved without unreasonable effort and without unduly delaying play and without causing damage. The Match Committee may declare a moveable obstruction to be an immoveable obstruction.
- (ii) Always check the Club's Local Rules before commencing play.

(f) **Out of Bounds – O.O.B.**

- (i) Out of Bounds is beyond the boundaries of the course or any part of the course so marked by the Match Committee or Course Superintendent. Out of bounds are usually defined by white stakes with black tops or a fence. O.O.B. includes:
 - (1) the bitumen road parallel to the practice fairway;
 - (2) the practice putting green and the car parks.
- (ii) Always check the Club's Local Rules before commencing play.

(g) **Plugged or Embedded Ball**

A ball embedded in its' own pitch mark 'in the general area', other than in sand, may be lifted without penalty, cleaned and dropped as near as possible to where it lay, but not nearer the hole. The ball when dropped must first strike part of the course 'through the green'.

Note: Relief is not obtainable under this Local Rule if it is clearly unreasonable for the player to make a stroke because of interference by any condition other than the embedding of the ball.

(h) **Preferred Lies**

When taking a preferred lie, players should mark their ball before touching it. In Match Play they **MUST** mark their ball before touching it. The penalty in match play is loss of hole.

(i) **Relief from Staked or Guarded Trees**

If a tree or shrub which is protected by a tree guard or is staked, interferes with the player's stance or the area of intended swing, the ball must be lifted, without penalty, and dropped in accordance with the procedure prescribed in By-law 3.5(e)(i). The ball may be cleaned when so lifted.

(j) **Tee Up 'Through the Green'**

In extreme weather conditions, a Local Rule allowing a player to tee up through the green may be in force. Players should check before commencing play and take note of any special conditions applicable.

3.6 Club Golf Carts

- (a) Club Golf carts must be booked through the Pro shop.
- (b) Golf carts shall not be driven by, or be under the control of, a person under the age of eighteen (18) years.
- (c) Golf carts must not carry more than two persons at any one time.
- (d) Operators must obey all cart instructions and rules of use as displayed within the cart.
- (e) Golf carts must remain at least ten (10) metres from all putting greens and bunkers unless exempted by written application to, and approval by, the Board.
- (f) Operators must at all times obey any signs or instructions denoting prohibited parking, driving or marshalling areas.
- (g) The Club Professional or Secretary Manager or, in their absence, the senior member of the staff on duty reserves the right to order from the course any player observed disregarding these By-laws relating to Club golf carts.

Note: For rules relating to private motorised equipment (including, but not limited to, carts, scooters, bikes and buggies) refer to By-Law 4.

3.7 Drinks and Food

All alcoholic beverages **MUST** be purchased from the club. Any foreign alcohol beverages brought onto the club property will be confiscated.

3.8 Returning Results

Refer to the Club's online booking system.

3.9 Collecting Trophies, Prizes and Balls

Refer to the Club's online booking system.

3.10 Missing Partners

The Starter has the sole right to replace a player missing from the field for whatever reason with another player, if available, so as to maintain a group of four particularly in a 2 Ball or 4 Ball event. In the case of an odd player, the player will be paired up with the lowest handicapper in the group.

3.11 Slow Play

- (a) It is the responsibility of the lowest marker in the group to make sure that their group keeps up with the group in front. If a group is falling behind the group in front, then the first two members of the group to putt-out should immediately proceed to the next tee and tee off. Keep repeating this procedure until the group catches up.
- (b) Slow play is selfish and disrespectful to players behind. It can also limit social tee times available at the end of the competition, thus costing the club revenue for the remainder of that day. (Refer to By-law 3.4(b) for Slow Play Penalties).

3.12 Competitions

Rules for competitions and play on the course are published annually online and shall have the same effect as a By-law of the Club. The dates set out in the fixture book for any match play-offs are the dates when decisions must be made unless otherwise arranged by the Match Committee.

3.13 Championships and Honour Board Events

All Championship and Honour Board Events will be conducted as per the Conditions of Play for the competition as determined by the Match Committee.

3.14 Handicap Divisions and Limits

All handicap grades, divisions and limits shall be as recommended by Golf Australia unless a Local Rule for a particular competition or event stipulates otherwise.

3.15 Protests

Protests in connection with a match or competition must be lodged in writing to the Match Committee immediately after the completion of the match or competition. Upon receipt of such protest, the Match Committee will consider it and their decision shall be final.

3.16 Extreme Weather Conditions

Unless a competition or match is officially stopped, players must use their good sense and discretion whether to discontinue the golf round and leave the course or continue playing.

3.17 Mobile Telephones, Radios and Other Devices.

- (a) Mobile phones, radios and other electronic devices may be carried provided they do not disturb the play of fellow golfers. This equipment should be switched to silent or vibration mode so as not to risk offending or disrupting fellow players and breaching golf etiquette.
- (b) Members may protest in writing at the end of their round if they consider they have been inconvenienced or their game disrupted. In the case of a complaint to the Match Committee, the offender risks being disqualified.

Note: Whilst mobile phones are used for scoring purposes the device should still be switched to silent or vibration mode to minimise noise potentially impacting on the play of other golfers.

4. PRIVATE MOTORISED EQUIPMENT

4.1 Interpretation

- (a) This By-Law governs the use and storage of privately owned motorised equipment at the Club.

- (b) For the purposes of this By-law, Private Motorised Equipment refers to any privately owned motorised equipment such as: golf carts, scooters, bikes, buggies, single seat vehicles, bike style carts or similar.
- (c) Compliance with this By-law is compulsory and exemptions will not be considered.

4.2 Insurance

- (a) The Club's insurance policy does not provide coverage for Private Motorised Equipment.
- (b) A member who intends to use Private Motorised Equipment at the Club must:
 - (i) arrange and maintain third-party public liability insurance for their Private Motorised Equipment with coverage of at least \$5 million per event (noting that a member may also wish to take out their own comprehensive liability insurance for their Private Motorised Equipment). The insurance policies taken out by a member with respect to their Private Motorised Equipment must clearly endorse "Murwillumbah Golf Club Ltd (ACN 001 034 813)" as an interested party;
 - (ii) not cancel the third-party public liability insurance policy without the prior written consent of the Club; and
 - (iii) at each membership renewal, provide the Club with a certificate of currency (endorsing the Club as an interested party) showing that the third-party public liability insurance policy remains current throughout the relevant membership year.

4.3 Liability Disclaimer

- (a) Members acknowledge and agree that the Club does not take responsibility for any loss, theft, damage, or injury with respect to the use of private motorised equipment (including Club golf carts).
- (b) To the maximum extent permitted by law, the Club excludes all liability for any death, personal injury or property damage arising from the use of private motorised equipment (including Club golf carts).
- (c) The use, maintenance and storage of Private Carts on the Club's premises is done at a member's own risk.

4.4 Consent to Waiver

Before being able to use Privately Owned Motorised Equipment on the Club's premises, a member must carefully consider and return to the Club a signed copy of the Club's Private Golf Cart Waiver and Acknowledgement (Waiver). The Waiver is available from the Club on request.

4.5 Driving Rules and Safety

- (a) Safe driving keeps the course in great condition and ensures everyone enjoys their round. Failure to comply with course rules related to golf motorised equipment usage may lead to removal from the course or revocation of any motorised equipment use privileges.
- (b) Members must:
 - (i) ensure that any Private Motorised Equipment is only used by persons covered by their insurance policy and who are eighteen (18) years or older.
 - (ii) ensure that their Private Motorised Equipment is in good working condition and is safe for use prior to bringing it on the Club's premises (including the golf course).
 - (iii) drive/operate all motorised equipment (including Club golf carts) responsibly and respectfully.

- (iv) comply with all course rules related to motorised equipment usage, including, but not limited to adhering to speed limits, paths, and restricted areas, as set out in any By-law or as otherwise notified to members from time to time, and any applicable road or vehicle safety laws.
- (v) remain on cart paths where required, avoid wet or restricted areas, and always be mindful of fellow golfers.
- (vi) remain at least ten (10) metres from all putting greens and bunkers unless exempted by written application to, and approval by, the Board.
- (vii) for private golf carts, display a set of basic rules in a prominent position in their cart and operators must obey these rules at all times. A copy of the rules is available from the Administration Office.

5. STAFF

- (a) The Secretary Manager shall be directly responsible to the Board in accordance with the terms of their employment, relevant industrial laws, any applicable Industrial Award or Agreement and relative Registered Club employee classification or club management level and relative job description.
- (b) All other staff employed at Murwillumbah Golf Club shall be responsible to the Secretary Manager, subject to By-laws 4(c) and 4(d).
- (c) Having regard to By-law 4(b), in the case of the Course Superintendent dealing with matters concerning the course or course machinery, the Superintendent will also consult with, and report to, the Course or Green's Director.
- (d) Course staff will report to the Course Superintendent who, in matters of employment or dismissal, will initially seek confirmation and agreement from the Secretary Manager.
- (e) No employee of the Club should be reprimanded, abused or threatened by any member, visitor or other user of Club facilities whether orally or in writing. Any complaint with regard to the performance, attitude or action of any staff member should be tendered in writing with a full explanation of the reasons and circumstances to the Secretary Manager within twenty-four (24) hours of any such incident.
- (f) The Secretary Manager will attend to the complaint promptly if it be a minor matter but if considered to be of a more serious nature, then the complaint will be referred to the Club President or Chairman for direction.
- (g) Staff members shall be permitted to be social and/or playing members of the Club but they shall not have the following rights pursuant to the Registered Clubs Act:
 - (i) Right to vote;
 - (ii) Right to nominate or become a director of the Club.
- (h) Staff members are not permitted to enter into any trade promotion conducted at the Club unless the Board has expressly approved in advance by way of a Board resolution passed by a majority vote at a Board meeting minute that staff members may participate.
- (i) The Board may at its discretion deem employees of sub-contractors as Club employees and therefore subject to the same limitations of rights for voting and Directors positions.

6. ELECTION OF THE BOARD OF DIRECTORS

- 6.1 Annual Election:** The annual election shall be by a secret ballot amongst eligible members in accordance with the Registered Clubs Act, Registered Clubs Regulations and Rule 9.2(a) of the Constitution.
- 6.2 Notice of Election:** Notice of the Election shall be published and given to each eligible member in accordance with Rules of the Club Constitution not less than seven (7) weeks prior to the Annual

General Meeting inviting nominations of candidates from eligible members as described in the Constitution Rules 9.1(c)(i) and 9.1(c)(ii).

6.3 Returning Officer and Scrutineers

- (a) The Returning Officer and at least two Scrutineers shall be appointed by the Board. A candidate for office is ineligible to be appointed.
- (b) The Returning Officer is responsible to ensure that the Election procedure is fair, secure and confidential. Duties include:
 - (i) Issue the Notice inviting nominations from candidates.
 - (ii) Approve the design of the ballot paper.
 - (iii) Proof read the mailing packs to eligible members.
 - (iv) Supervise the distribution of mailing packs including ballot papers.
 - (v) Supervise the return of the ballots.
 - (vi) Ensure the ballots are secure and kept confidential until they are counted.
 - (vii) Examine the ballots for validity against a list of eligible voters supplied by the Secretary Manager from the Register of Members.
 - (viii) Count the votes with the help of the two scrutineers appointed by the Board.
 - (ix) Keep the results confidential until the declaration of the results of the ballot and the election at the Annual General Meeting.
- (c) The Board may, at any time, appoint a Nominations Committee to ensure all nominations are valid and that members are fully informed to exercise their right to vote. Candidates for election are ineligible.
- (d) The Board may, at any time, engage the services of a professional electoral consultant or company to perform, or assist in performing, any or all of the duties of the Returning Officer or scrutineers.
- (e) The Board and the Club shall comply with all requirements that may be imposed by the provisions of the Registered Clubs Act and Regulations.

6.4 Nominations

- (a) An eligible candidate as described in By-law 6.4(b) cannot accept nomination until that person declares in writing that they have received the education and training material for Club Directors that may be approved by the Department Secretary from time to time in accordance with the Registered Clubs Act or Registered Clubs Regulations and Rule 9.1(c)(ii) of the Club's Constitution.
- (b) A candidate nominated must be a Playing Member or Life Member for at least twelve (12) months immediately prior to the date of the nomination to be eligible. A candidate is ineligible if they are under suspension or have at any time been convicted of an indictable offence.
- (c) Nominations must be on the authorised form obtainable from the Registered (Administration) Office and must be signed by two (2) nominators who must be financial Playing Members or Life Members over the preceding twelve (12) months and by the nominee who shall signify their consent to the nomination and acknowledge that:
 - (i) they will devote such time as is necessary to carry out the duties of a Director of the Club Company; and

- (ii) they have read the Constitution and By-laws of the Club Company and agree to be bound by the Constitution and related By-laws if elected and agree to provide full and true disclosure of any matter that may be construed as a conflict of interest.
- (d) Candidates MUST include a type-written profile including qualifications and experience not exceeding one (1) A4 sheet of paper with their nomination. The Club reserves the right to reject the nomination if any material submitted is, in the Chairman's opinion, defamatory or is likely to mislead or deceive eligible voting members. The profiles will be published when the ballot papers are sent to members on the Club's website, on the notice board and hard copies can be obtained at the Club on request.
- (e) All nominations (with profiles) MUST be completed in accordance with the instructions and lodged on or before the date and time at the place fixed by the notice calling for nominations.
- (f) Candidates are eligible to stand for nomination for more than one position. The order of seniority for election to office as a Director of the Company Board of nine (9) is:
 - (i) President - Chairman of the Board;
 - (ii) Captain - Chairman of Golf Match Committee;
 - (iii) Treasurer - Chairman of Finance Committee;
 - (iv) Director - Chairman of Greens Committee;
 - (v) Director - Chairman of House, Membership and Marketing Committee; and
 - (vi) Ordinary Directors – four (4) thereof.

Note: If a member is elected to a senior office that member shall be eliminated from the ballot for any other junior office.
- (g) The Secretary will as soon as practicable after the close of nominations post notification of such nominations on the Club Notice Board and on the Club website.
- (h) If at the close of nominations the number of candidates nominated for any office is the same as, or less than, the number to be elected to that office, no ballot for that position on the Board shall be required.

6.5 Conducting the Ballot

- (a) The order of candidates' names shall be determined by lot.
- (b) Ballot papers will be initialled by the Returning Officer.
- (c) Ballot papers will be posted to each Member entitled to vote at least twenty-one (21) days prior to the Annual General Meeting.
- (d) Members MUST mark the ballot paper exactly in accordance with the printed instructions to be valid.
- (e) A completed ballot paper shall be enclosed in an envelope provided in the secret ballot pack marked "Ballot Paper", then enclosed in a second envelope addressed to the Returning Officer of the Murwillumbah Golf Club. The second envelope will be pre-numbered on the back of the envelope to ensure the integrity of the election process.
- (f) Ballot papers must be returned in accordance with the printed instructions and on or before the date and time published to all eligible Members. Unless determined otherwise by the Board, the ballot will close at 5:00 pm on the day immediately before the annual general meeting. A sealed ballot box shall be provided at the Club premises for fourteen (14) days for the convenience of voters and they are encouraged to visit their club for this purpose. Alternatively, voters may post their ballot paper in accordance with the written and published instructions.

- (g) Voting results shall be decided by simple majority. In the event of an equality of votes in favour of two (2) or more candidates, lots shall be drawn. In the event of nominations being received for a position as stated in By-law 6.4(g), the Returning Officer shall declare that person or those persons elected in accordance with By-law 6.4(h).
- (h) The Returning Officer shall declare the results of the ballot to the Chairperson of the Annual General Meeting who will announce the names of the candidates elected and their respective position on the Board.

7. MEMBERSHIP AND SUBSCRIPTIONS

7.1 Registered Clubs Act and Companies Act: Membership of the Club including payment of membership fees is always subject to the Registered Clubs Act and the Companies Act. The following By-laws will be subject to that legislation at all times.

7.2 Annual Reviews

- (a) The Board or nominated Sub-committee will conduct an annual review which shall include:
 - (i) All categories; their respective numbers; and their membership fee structure applicable to each category of membership.
 - (ii) New categories; category deletions and category amendments.
 - (iii) On written request from a member the member may with the consent of the Board transfer to another category when subscriptions are due. The criteria, procedure and limitations to membership transfers will be subject to review by the Board.
 - (iv) On receipt of a medical certificate or any other documentation deemed appropriate by the Board, the Board may in its absolute discretion vary the membership fee applicable to an individual member's fee structure. Such a variation may be in the form of a credit applied to that members fees for the ensuing financial year or as otherwise seen fit by the Board.
 - (v) The Board's decisions on any matter pertaining to this By-law will be final and the Board shall not be required to explain or justify any such decision made on these matters.
- (b) The current categories of membership are as follows:
 - (i) Playing Member;
 - (ii) Country Playing Member;
 - (iii) Reciprocal Member;
 - (iv) Intermediate Member(19 – 23 years old);
 - (v) Full-time Tertiary Member (up to 25 years old);
 - (vi) Junior/Cadet Playing Member;
 - (vii) Staff Member;
 - (viii) Social Member.
- (c) Any financial playing member of the Club may nominate another financial playing member for life membership by submitting in writing their recommendation to the Board for consideration providing that the recommendation details the outstanding meritorious service that the member has given to the Club and subject to the following conditions:
 - (i) The nominated member must have served the membership of the Club for a minimum of five years as a Director or served on an approved Club sub-committee for at least ten years. Such tenure need not be continuous;

- (ii) The Board of the Club shall give consideration to all such recommendations in accordance with the Club's Constitution; and
- (iii) The Board is not obliged to provide reasons for declining any such nomination.

7.3 Payment of Subscriptions

- (a) Annual Subscriptions are payable in advance and may be by cash, cheque, credit card, electronic transfer of funds or debit card.
- (b) The Board shall review the above methods of payment annually along with fees for the forthcoming membership year in each category of membership. Facilities to pay subscriptions in advance by instalments shall also be reviewed.
- (c) The Board shall review entrance fees annually and determine if changes are warranted.
- (d) All subscription fees, green and competition fees along with payment facilities and options shall be displayed on the Club Notice Board and provided to members with annual membership renewal notices.

8. SECTIONS AND COMMITTEES

8.1 Women's Golf Murwillumbah

- (a) Women's Golf Murwillumbah (WGM) is a Section of the Murwillumbah Golf Club in accordance with the Club's Constitution.
- (b) **Definitions:**
 - (i) "Woman Golfer" or "Women Golfers" refers to a full playing member of the Murwillumbah Golf Club who is eligible for an Australian Ladies Golf Union (ALGU) Handicap.
 - (ii) 'Committee', refers to the committee of Women's Golf Murwillumbah.
 - (iii) In all other instances, definitions are as those contained in the Constitution of the Murwillumbah Golf Club Limited.
- (c) Categories of membership and the method of their selection shall be controlled by the Board and that same body shall be responsible for membership fees and subscriptions and fix conditions under which visitors can play.
- (d) **Management:**
 - (i) The affairs of WGM shall be managed by a committee elected at the Annual General Meeting (AGM) of WGM and such committee should consist of the following office bearers:
 - (1) President
 - (2) Captain
 - (3) Secretary
 - (4) Treasurer
 - (5) Vice-President
 - (6) Vice-Captain
 - (7) Assistant Secretary
 - (8) Assistant Treasurer, and
 - (9) up to eight (8) ordinary women golfers.

- (ii) The authority of the committee, in the management of the affairs of WGM as delegated to it by these By-laws, is paramount, unless overruled by a general meeting of that body and as approved by the Board.
- (iii) All Office Bearers and Committee Members will hold office until the next AGM of WGM and shall retire when the AGM is held, but will be eligible for re-election.
- (iv) No member may be elected to more than one of the above positions.
- (v) A quorum for committee meetings will be formed by nine (9) members.

(e) **Business of the Annual General Meeting:**

The business of the Annual General Meeting of Women's Golf Murwillumbah consists of:

- (i) Apologies.
- (ii) Confirmation of minutes of previous Annual General Meeting of WGM.
- (iii) Presentation of President's Report.
- (iv) Presentation of Treasurer's Report.
- (v) Presentation of Captain's Report.
- (vi) Election of Office Bearers and Committee for ensuing year.
- (vii) Transact any other business that may be brought forward by notice of motion.
- (viii) Receive suggestions and recommendations for consideration by the incoming committee.

(f) **Election of Office Bearers:**

- (i) The Annual General Meeting (AGM) for Women's Golf Murwillumbah (WGM) shall be held in November of each year before the Annual General Meeting for the Club.
- (ii) The Secretary shall give at least fourteen (14) days' notice of the meeting to all Women Golfers by displaying the notice on the Club Noticeboard and on the MGC website.
- (iii) Women Golfers only, shall have voting rights.
- (iv) Women Golfers under the age of eighteen (18) years are not entitled to vote.
- (v) Any two Women Golfers entitled to vote may nominate an eligible Woman Golfer to serve on the Committee. The written nomination, with the nominated person's signed consent, must be in the hands of the Secretary of WGM at least seven (7) days before the AGM and must be displayed forthwith on the notice board where it will remain until the day of the meeting.
- (vi) Two (2) scrutineers, who are not candidates, appointed at the meeting will collect the ballot papers (when applicable), count the votes and report the result to the Chairperson.
- (vii) The names of the successful candidates shall be made known to the meeting. If two or more candidates obtain an equal number of votes the matter shall be decided by a draw in accordance with By-law 6.5(g).
- (viii) If there are not sufficient candidates, a member of the committee so elected may fill a remaining vacancy, or such vacancy may be filled as a casual vacancy, at a committee meeting convened to fill such vacancy or vacancies.
- (ix) In the case of a casual vacancy, the committee may, at its discretion appoint an unelected member to the position, who shall retire when the AGM is held, but shall be eligible for re-election.

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- (x) The newly elected committee shall take office immediately.
 - (xi) A quorum for WGM general meetings, including the AGM is as required by Rule 10.6 of the Club Constitution.
- (g) **The Committee:**
- (i) shall actively promote the Game of Golf and to this end work effectively with the management and committees of MGC. Particularly, WGM will provide support and encouragement to all women and junior girls who wish to participate in the Game of Golf.
 - (ii) will provide an Annual Program of Events for Women Golfing Members and Visitors, and shall operate such under the direction of the Ladies' Match Committee and the established Conditions of Play, where such conditions do not contravene the Club Constitution or By-laws.
- (h) **Duties of the President, Secretary and Treasurer:**
- (i) **President:**
 - (1) Preside over the Women's Committee.
 - (2) Oversee the planning and execution of the Women's Golf calendar.
 - (3) Foster a welcoming environment for new members.
 - (ii) **Secretary:**
 - (1) Keep full and correct minutes of all proceedings at Committee meetings.
 - (2) Minutes shall be available for inspection in accordance with the Constitution of Murwillumbah Golf Club and provided to the Board on a regular basis.
 - (3) Carry out the directions of the Committee.
 - (iii) **Treasurer:**
 - (1) At each Committee meeting report on all monies received and disbursed on behalf of the WGM.
 - (2) Present a summary of the WGM Profit and Loss, Balance Sheet and Cash Position, audited by an independent person approved by the Board, for the preceding financial year to 30th June, to the Annual General Meeting of WGM.
 - (3) Forward a copy of these financial statements to the Board as soon as they are finalised or at a time requested by the appointed auditor of the Murwillumbah Golf Club.
 - (4) Supply the Board, on request, such statements at any time during the year, with the provision that unaudited statements will be accepted at times when fully audited statements are unavailable because of the timing of such a request.
- (i) **Committee Meetings:**
- (i) Meetings of the committee will be held monthly, except meetings during December and January will be held at the discretion of the committee.
 - (ii) These meetings will be presided over by the President, who shall have a deliberate as well as a casting vote. In the absence of the President, the chair will be taken by the Vice-President, Captain, or a temporary chair elected by those present with like power.
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- (iii) If any committee member absents themselves without leave from three (3) consecutive meetings, their seat will be declared vacant.
- (iv) In the event of the committee resigning in total, a General Meeting of WGM shall be called by the Chairman of the Club for the purpose of election of new office bearers and committee members, all of whom will retire when the Annual General meeting is held, but shall be eligible for re-election.

(j) **Sub-committees:**

Each newly elected committee shall appoint the following sub-committees from its members:

(i) **Match Sub-committee:**

- (1) Composition: Ladies' Captain (Chair), and three (3) other committee members.
- (2) Shall manage and control all competitions and matches and select players for these where necessary.
- (3) Draw up an annual competition program and the program shall be presented to the committee for confirmation.
- (4) Adjudicate and decide any protest or complaint in connection with these competitions and its decision will be final.
- (5) All other decisions and proposals should be ratified by the committee of WGM.
- (6) The President is an ex-officio, but is not obliged to attend all meetings.
- (7) The conditions of play for all Competitions will be formulated by the match sub-committee and displayed for the information of all Women Golfers. These conditions may be amended or added to from time to time at the discretion of the sub-committee. In conjunction, the Rules of Golf as authorised by the Royal and Ancient Golf Club of St Andrew's and the local Rules and By-laws of the Murwillumbah Golf Club are adopted.

(ii) **House Sub-committee:**

- (1) Composition: Chairperson (elected by committee), and at least five (5) or more committee members who are not office bearers or Match Sub-committee members.
- (2) May co-opt an additional committee member or members to assist on special occasions.
- (3) Responsible for the wellbeing of women golfers within the clubhouse as well as women golfers who are visiting from other clubs during competitions being hosted by WGM.
- (4) Helps with the organisation of WGM events and functions.

(k) **Operation of Banking Account:**

- (i) The committee shall have the power in accordance with the Constitution of Murwillumbah Golf Club to open and operate a Bank Account in the name of Women's Golf Murwillumbah.
- (ii) Such account shall be operated in accordance with the Constitution of Murwillumbah Golf Club.

(l) **Notices of Motion**

- (a) Individual members or a group of members may submit items of business and notices of motion which they wish to have included in the business of the Club's Annual General Meeting pursuant to Rule 10.8 of the Constitution. This may, or may not, include prior discussion with Women's Golf Murwillumbah.
- (b) Proposed amendments to Club By-laws may be forwarded to the Club Secretary at any time for the consideration of the Board as per Rule 14 of the Club By-laws and Rule 9.3(f) of the Constitution.
- (m) **Complaints:**
 - (i) All complaints are to be made in writing to the Secretary of WGM who shall submit them to the Committee whose decision will be final, unless such complaint is of a nature that the responsibility for such matters lies with the Board. In such cases the Committee will forward the complaint(s) to the Board immediately.
 - (ii) In no instance shall a Woman Golfer or member of the WGM Committee reprimand or issue an order to an employee of the Murwillumbah Golf Club.

8.2 Murwillumbah Veteran Golfers

- (a) Murwillumbah Veteran Golfers is a Section of Murwillumbah Golf Club in accordance with the Club's Constitution.
- (b) **Definitions:**
 - (i) "Veteran" or "Vet" refers to a full playing member of the Murwillumbah Golf Club who is a paid up financial member of Murwillumbah Veterans' Association having attained the age of 55 years.
 - (ii) 'Committee', refers to the committee of the Veterans' (Vets') Golf Association.
 - (iii) In all other instances, definitions are as those contained in the Constitution of the Murwillumbah Golf Club Limited.
- (c) Categories of membership and the method of their selection shall be controlled by the Board and that same body shall be responsible for membership fees and subscriptions and fix conditions under which visitors can play.
- (d) **Management:**
 - (i) The affairs of the Vets shall be managed by a committee elected at the Annual General Meeting (AGM) of the Veteran's Association and such committee should consist of the following office bearers:
 - (1) President
 - (2) Captain
 - (3) Secretary
 - (4) Treasurer
 - (5) Vice-President
 - (6) Vice-Captain, and
 - (7) up to four (4) ordinary vet golfers.
 - (ii) The authority of the committee, in the management of the affairs of the Vets as delegated to it by these By-laws, is paramount, unless overruled by a general meeting of that body and as approved by the Board.

- (iii) All Office Bearers and Committee Members will hold office until the next AGM of the Vets and shall retire when the AGM is held, but will be eligible for re-election.
- (iv) No member may be elected to more than one of the above positions.
- (v) A quorum for committee meetings will be formed by four (4) members.

(e) **Business of the Annual General Meeting:**

The business of the Annual General Meeting of the Veterans' Association consists of:

- (i) Apologies.
- (ii) Confirmation of minutes of previous Annual General Meeting of the Vets.
- (iii) Presentation of President's Report.
- (iv) Presentation of Treasurer's Report.
- (v) Presentation of Captain's Report.
- (vi) Election of Office Bearers and Committee for ensuing year.
- (vii) Transact any other business that may be brought forward by notice of motion.
- (viii) Receive suggestions and recommendations for consideration by the incoming committee.

(f) **Election of Office Bearers:**

- (i) The Annual General Meeting (AGM) for the Veterans' Association shall be held in November of each year before the Annual General Meeting for the Club.
- (ii) The Secretary shall give at least fourteen (14) days' notice of the meeting to all Veterans by displaying the notice on the Club Noticeboard and on the MGC website.
- (iii) Vets only, shall have voting rights.
- (v) Any two Veteran Golfers entitled to vote may nominate an eligible Veteran Golfer to serve on the Committee. The written nomination, with the nominated person's signed consent, must be in the hands of the Secretary of the Vets before the AGM.
- (vi) One (1) scrutineer, who is not a candidate, appointed at the meeting will collect the ballot papers (when applicable), count the votes and report the result to the Chairperson.
- (vii) The names of the successful candidates shall be made known to the meeting. If two or more candidates obtain an equal number of votes the matter shall be decided by a draw in accordance with By-law 6.5(g).
- (viii) If there are not sufficient candidates, a member of the committee so elected may fill a remaining vacancy, or such vacancy may be filled as a casual vacancy, at a committee meeting convened to fill such vacancy or vacancies.
- (ix) In the case of a casual vacancy, the committee may, at its discretion appoint an unelected member to the position, who shall retire when the AGM is held, but shall be eligible for re-election.
- (x) The newly elected committee shall take office immediately.
- (xi) A quorum for Vet's general meetings, including the AGM is as required by Rule 10.6 of the Club Constitution.

(g) **The Committee:**

- (i) shall actively promote the Game of Golf and to this end work effectively with the management and committees of MGC. Particularly, the Vets will provide support and encouragement to all eligible veterans who wish to participate in the Game of Golf.
 - (ii) will provide an Annual Program of Events for Veteran Golfing Members and Visitors, and shall operate such under the direction of the Vet's Match Committee and the established Conditions of Play, where such conditions do not contravene the Club Constitution or By-laws.
- (h) **Duties of the President, Secretary and Treasurer:**
 - (i) **President:**
 - (1) Preside over the Vets' Committee.
 - (2) Oversee the planning and execution of the Vets' Golf calendar.
 - (3) Foster a welcoming environment for new members.
 - (ii) **Secretary:**
 - (1) Keep full and correct minutes of all proceedings at Committee meetings.
 - (2) Minutes shall be available for inspection by the Board in accordance with the Constitution of Murwillumbah Golf Club.
 - (3) Carry out the directions of the Committee.
 - (iii) **Treasurer:**
 - (1) At each Committee meeting report on all monies received and disbursed on behalf of the Vets.
 - (2) Present a summary of the Vets' Profit and Loss, Balance Sheet and Cash Position.
 - (3) Forward a copy of these financial statements to the Board as soon as they are finalised or at a time requested by the appointed auditor of the Murwillumbah Golf Club.
 - (4) Supply the Board, on request, such statements at any time during the year, with the provision that unaudited statements will be accepted at times when fully audited statements are unavailable because of the timing of such a request.
- (i) **Committee Meetings:**
 - (i) Meetings of the committee will be held at the discretion of the Vet's President.
 - (ii) These meetings will be presided over by the President, who shall have a deliberate as well as a casting vote. In the absence of the President, the chair will be taken by the Vice-President, Captain, or a temporary chair elected by the Committee.
 - (iii) In the event of the committee resigning in total, a General Meeting of the Vets shall be called by the Chairman of the Club for the purpose of election of new office bearers and committee members, all of whom will retire when the Annual General meeting is held, but shall be eligible for re-election.
- (j) **Match Sub-committee:**

Each newly elected committee shall appoint a Match Sub-committee from its members:

 - (i) Composition: Vets' Captain (Chair), and three (3) other committee members.

- (ii) Shall manage and control all competitions and matches and select players for these where necessary.
 - (iii) Draw up an annual competition program and the program shall be presented to the committee for confirmation.
 - (iv) Adjudicate and decide any protest or complaint in connection with these competitions and its decision will be final.
 - (v) All other decisions and proposals should be ratified by the committee of the Vets.
 - (vi) The President is an ex-officio, but is not obliged to attend all meetings.
 - (vii) The conditions of play for all Competitions will be formulated by the match sub-committee and displayed for the information of all Veteran Golfers. These conditions may be amended or added to from time to time at the discretion of the sub-committee. In conjunction, the Rules of Golf as authorised by the Royal and Ancient Golf Club of St Andrew's and the local Rules and By-laws of the Murwillumbah Golf Club are adopted.
- (k) **Operation of Banking Account:**
- (i) The committee shall have the power in accordance with the Constitution of Murwillumbah Golf Club to open and operate a Bank Account in the name of Murwillumbah Veteran Golfers.
 - (ii) Such account shall be operated in accordance with the Constitution of Murwillumbah Golf Club.
- (l) **Notices of Motion**
- (a) Individual members or a group of members may submit items of business and notices of motion which they wish to have included in the business of the Club's Annual General Meeting pursuant to Rule 10.8 of the Constitution. This may, or may not, include prior discussion with the Veteran's Golf Association.
 - (b) Proposed amendments to Club By-laws may be forwarded to the Club Secretary at any time for the consideration of the Board as per Rule 14 of the Club By-laws and Rule 9.3(f) of the Constitution.
- (m) **Complaints:**
- (i) All complaints are to be made in writing to the Secretary of the Vets who shall submit them to the Committee whose decision will be final, unless such complaint is of a nature that the responsibility for such matters lies with the Board. In such cases the Committee will forward the complaint(s) to the Board immediately.
 - (ii) In no instance shall a Veteran Golfer or member of the Vets' Committee reprimand or issue an order to an employee of the Murwillumbah Golf Club.

9. BOARD COMMITTEES

- (a) Without derogating from the general powers conferred by the Rules of the Constitution, the Board has resolved to delegate responsibility to the following committees:
 - (i) Finance Committee,
 - (ii) House, Membership & Marketing Committee,
 - (iii) Greens Committee, and
 - (iv) Match Committee

- (b) The Board has further resolved that such delegation enables such committees to consist of any:
 - (i) Director,
 - (ii) Member,
 - (iii) Employee of the Club,
 - (iv) Person who is not a member but who has a particular skill or expertise which they will apply to a committee, or
 - (v) any combination thereof.
- (c) The Board shall have the power from time to time to vary or revoke any such delegation.
- (d) The Chairman shall be an ex-officio member of all Committees.
- (e) Any committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in the case of an equality of votes, the Chairperson of the meeting shall have a second and casting vote.
- (f) The meetings and proceedings of any committee consisting of three or more persons shall be governed by the provisions of the Constitution for regulating the meetings and proceedings of the Board so far as the same are applicable thereto and are not superseded by this or any subsequent By-law made by the Board.

10. GOLF EQUIPMENT, BALLS AND LOST BALLS

10.1 Purchase or Sale of Golf Equipment and Balls

No Member or visitor shall purchase or sell any golf equipment or golf balls, whether second hand or not, in the precincts of the Club's property from any person other than the Club's Golf Professional.

10.2 Recovery of Lost Balls from Water Hazards

- (a) The Murwillumbah Golf Club has a current contract with a Ball Retriever giving exclusive rights to retrieve golf balls from the Club's lakes and dams and agrees to abide by the terms of the Club's Contractor's Handbook.
- (b) The Golf Ball Retriever has contracted not to sell any golf balls whilst on the Club's property other than to the Club's Golf Professional.

11. ALTERATIONS – GOLF COURSE AND OTHER CAPITAL WORKS

11.1 Golf Course

- (a) The Club will maintain a plan to be reviewed annually, ideally covering at least the next five (5) years, which identifies areas for improvement or major change to the playing areas of the course and its environs. The Board will update members of the current plan at least annually.
- (b) Prior to committing the Club to implement any material and major course capital works such as the:
 - (i) positioning or shape of greens,
 - (ii) addition or removal of bunkers,
 - (iii) position of tees,
 - (iv) creation or removal or major alteration to hazards or other fundamental course topography,

the Board will inform members of the major material works planned.

- (c) The plans of the proposed material changes will be presented to members and displayed prominently in the clubhouse for a minimum of two (2) months to seek constructive comment and the opinion of members.
- (d) Information must include indicative costs.
- (e) If any planned major work includes the reconstruction or repositioning of a green involving significant reshaping, then a qualified golf architect is to be consulted for advice and guidance and the details made available to members.

11.2 Clubhouse and Other Capital Works

- (a) The Club will maintain a plan ideally spanning at least five (5) years which embraces major improvements, additions and other alterations to buildings, car parks and other areas of the Club's property and the Board will ensure that members are informed of the current plan at least annually.
- (b) The Board will inform members prior to implementing and/or committing the Club to any major capital works by presenting the detailed plans and indicative costs and displaying the plans prominently in the Clubhouse for an appropriate time but for at least two (2) months so that members have a reasonable opportunity to express an opinion and make constructive comments to assist the Board.

12. REQUESTS FOR SUBSIDIES

Requests for subsidies in respect of golfing representations are to be submitted to the Finance Committee for consideration. The Finance Committee shall submit its recommendations to the Board for approval/ratification.

13. GOVERNMENT HEALTH DIRECTIVES AND PANDEMICS

- (a) During times of declared pandemics and at other times the Club shall abide by all Government issued health directives.
- (b) If the health directive permits people to play golf in groups of less than four then the club may in its absolute discretion vary the time sheets as it sees fit to accommodate play in accordance with the health directive.
- (c) The Club may cancel those changes to the time sheet at any time.

14. AMENDMENTS, ADDITIONS AND DELETIONS TO THE BY-LAWS

The Board reserves the right to alter any of the foregoing rules and to make any such other and further rules as in its judgement may from time to time be needful but no amendment, addition or deletion to these rules may be made except and until resolved at a meeting of the Board of Directors and then formally notified to Members in accordance with the Constitution of the Club.

Notwithstanding the above By-Laws, the operations of the Club are governed by the Constitution. Both the Constitution and these By-Laws shall be made available to any member upon request. A small fee may be payable. Enquiries are to be directed to the Secretary Manager.

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