

# Constitution By-Laws

of



ABN 74 635 574 801

## TABLE OF CONTENTS

Constitution By-Laws.....	3
1. Duties of Sub Committees.....	3
2. Nominee.....	4
3. Conditions of Competition.....	5
4. Motorised carts.....	5
5. Dress requirements.....	5
6. Behaviour.....	5
7. Animals.....	6
8. Bar Area.....	6
9. Smoking Policy.....	6
10. Ball Collection.....	6
11. Visitors.....	6
12. Adoption.....	7
13. Change Management.....	8

## Constitution By-Laws

The following By-Laws are to be read in conjunction with the Constitution Rules.

### 1. Duties of Sub Committees

At the first meeting after the Annual General Meeting the Management Committee shall appoint the following Sub Committees:

#### 1.1. Finance

The Finance Committee shall consist of the Finance Director as Chairman, Vice President and Secretary whose duties shall be:

- a) To administer and advise on all aspects of Club finance
- b) To prepare an annual projected budget for The Club to be presented to the December meeting of the Management Committee
- c) To present a written monthly report to the Management Committee

#### 1.2. Men's Golf

The Men's Golf Committee shall consist of the Men's Captain as Chairman, a Vice-Chairman and three (3) other members, selected by the Men's Captain from those desirous of being on the Committee, whose duties shall be:

- a) To conduct all Men's golf competitions in conjunction with and, where necessary, at the direction of the Club Manager.
- b) To appoint a Handicap Manager who shall carry out the correct application of the Men's handicapping system and post listing of current handicaps in the clubhouse.
- c) To compile a schedule of men's competitions for inclusion in the Annual Program of Competitions and Events.
- d) To carry out the duties of '*The Committee*' as defined in the *Rules of Golf*.
- e) To apply By-Law 4 to all Men's competitions.
- f) To arrange trophies for all Men's competitions.
- g) To appoint delegates to attend Zone and District meetings as required.
- h) To present a written monthly report to the Management Committee.
- i) To provide the Finance Committee with an estimated cost budget for the year by the thirtieth of June.

#### 1.3. Women's Golf

The Women's Golf Committee shall consist of the Women's Captain as Chairman and four (4) other members, selected by the Women's Captain from those desirous of being on the Committee, whose duties shall be:

- a) To conduct all Women's competitions in conjunction with and, where necessary, at the direction of the Club Manager.

- b) To appoint a Handicap Manager who shall carry out the correct application of the Women's handicapping system and post listing of current handicaps in the clubhouse.
- c) To compile a schedule of Women's competitions for inclusion in the Annual Program of Competitions and Events.
- d) To carry out the duties of '*The Committee*' as defined in the *Rules of Golf*.
- e) To apply By-Law 4 to all Women's competitions.
- f) To arrange trophies for all Women's competitions.
- g) To appoint delegates to attend Zone and District meetings as required.
- h) To present a written monthly report to the Management Committee.
- i) To provide the Finance Committee with an estimated cost budget for the year by the thirtieth day of June.

### 1.3. **Greens**

The Greens Committee shall consist of the Greens Director as Chairman and four (4) other members, selected by the Greens Director from those desirous of being on the Committee, whose duties shall be:

- a) To be responsible for the maintenance of the course and greens.
- b) To be responsible for carrying out all alterations and improvements to the course.
- c) To present a written monthly report to the Management Committee.
- d) To provide the Finance Committee with an estimated cost budget for the year by the thirtieth day of June.

## 2. **Nominee**

To comply with the requirements of the *Liquor Act* (1992) The Club shall appoint an eligible person to be Nominee for the time being and from time to time in respect of the licence or permit held or to be sought by The Club.

In conduct of business on premises to which a license or permit relates, the Nominee in respect of the licence or permit that relates to the premises:

- a) Is responsible for ensuring that liquor is supplied or had in possession on the premises only in accordance with the authority conferred by the licence or permit; and
- b) Is subject to the obligations imposed by the *Liquor Act* (1992) on the licensee or permittee, and
- c) Is liable as a licensee or permittee for an offence against the *Liquor Act* (1992) or any failure to perform any such obligation.

2.1. The Club shall ensure that a suitable Staff Member is appointed Gaming Nominee to comply with the requirements of the Gaming Act.

### **3. Conditions of Competition**

The following conditions shall apply to ALL set competitions:

- a) All competitions and matches are to be played on the date set down in the program, unless otherwise determined by the respective Golf Committee.
- b) All ties in Championship and Honour Board events shall be decided by 18 hole play-off, (unless otherwise directed by the respective Golf Committee), as soon as practicable after completion of the event, at a time to be set by the respective Golf Committee. All other tied competitions shall be determined by count back.
- c) No competitor shall be eligible to win any trophy unless the appropriate Subscription Fee is paid in accordance with Rule 14.3(a) of Constitution.
- d) Competitions including Approach, Birdie-Box and Eagles Nest will be open to all visitors, unless otherwise defined in the program.
- e) Rules and conditions of play for all novelty events shall be displayed for the information of players.
- f) Time sheets shall be used to determine order of play in all events, unless otherwise directed by the respective Golf Committee.
- g) Junior Members shall be eligible to play in Club competitions upon obtaining a Club handicap and demonstrating knowledge of the Rules of Etiquette of Golf to the respective Golf Committee.
- h) The Men's and Women's Club Championships shall be played over four rounds of 18 holes or as otherwise determined by the respective Golf Committee.
- i) To be eligible to play in the Men's or Women's Club Championship, players must have a current official GA handicap.
- j) Disputes concerning the game of golf must be reported to the respective Golf Committee as soon as practicable after the completion of the competition, unless otherwise required under the Rules of Golf.

### **4. Motorised carts**

Players operating motorised carts on the course must at all times ensure that no damage is caused to the course and that no interference is caused to other players on the course.

### **5. Dress requirements**

Minimum dress requirements both in the clubhouse and on the course shall be determined and publicised by the Management Committee and shall be reviewed on a regular basis.

### **6. Behaviour**

All Classes of Member shall at all times, while within the clubhouse or on the course, behave in such manner that will not be detrimental to the harmony or goodwill of The Club, and in particular shall not take any action or make any statement which will be derogatory to any other Member of any Class.

## **7. Animals**

Dogs and other animals shall at all times be excluded from the clubhouse and golf course except where permission has been granted by the Management Committee.

## **8. Bar Area**

The Bar/Licensed Area is to be defined in accordance with the Queensland State Licensing authority requirements at all times.

## **9. Smoking Policy**

In accordance with Queensland Government requirements –

Smoking is not permitted:

- a) Anywhere within the Clubhouse building – except on that portion on the western end of the deck as signed.
- b) Anywhere upon the entire Cooroy Golf Club property – except on those isolated portions of the property so designated.

## **10. Ball Collection**

The Management Committee who shall appoint collectors as and when required shall control collection of balls on the course. There shall be no more than two (2) collectors at any one time. The collectors are to return collected balls to the House Director for processing.

## **11. Visitors**

A visitor who is:

- a guest of a Member,
- a reciprocal Member,
- an individual who resides at least a 15km journey from The Club,

is welcome to sign the Visitor's Book and enjoy all the privileges of Social Membership.

Visiting Golfers are most welcome.

The presence of any visitor is subject always to veto by Management. Visitors must comply with appropriate dress requirements and behaviour in accordance with the Rules of The Club.

**12. Adoption**

Amended and adopted at *Annual General Meeting* of members of Cooroy Golf Club Inc. held

on the .....**15th**.....day of .....**November**.....2017.

In presence of

and

***Rob Powell – President***

***Aileen Morton – Secretary***

### 13. Change Management

Date	Change Summary	Comment
15/11/2017 AGM	<p><i>As amended 7<sup>th</sup> October 2017</i></p> <ul style="list-style-type: none"> <li>✓ Clauses 1.2 c) and 1.3 c) amended to reflect decision to cease printing hard copy Annual Program Book.</li> <li>✓ Title General Manager changed to Club Manager.</li> </ul>	Consistent with change to Constitution.
19/4/2017 SGM	<p><i>As amended 17<sup>th</sup> March 2017</i></p> <ul style="list-style-type: none"> <li>✓ Duties of Men's and Women's Sub Committees updated to provide a clearer understanding of scope of responsibilities.</li> <li>✓ Definition of <i>Duties/Responsibilities of Officers of The Club</i> moved to Constitution.</li> </ul>	<p>Duties further clarified by reference to '<i>The Committee</i>' as defined in the <i>Rules of Golf</i>."</p> <p>More appropriate that definition resides in Constitution.</p>