

PINE RIVERS GOLF CLUB



RULES OF ASSOCIATION

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RULES OF ASSOCIATION

1 INTERPRETATION

- 1.1 The Association means Pine Rivers Golf Club Inc.
- 1.2 In these rules- Act means the Associations Incorporation Act 1981.
- 1.3 Governance Structure means the approved members operating governance structure
- 1.4 Position Statements means the approved club position overview, position descriptions and appropriate position task sheets
- 1.5 Member means member of the Association as mentioned in Rule 5
- 1.6 The Committee means the Management Committee for the time being of the Association
- 1.7 Annual Meeting means an Annual General Meeting of the Association
- 1.8 Special Meeting means any other General Meeting of the Association
- 1.9 Committee Meeting means a meeting of the Management Committee
- 1.11 In writing means written, email or printed or partly written and partly printed
- 1.12 Month means calendar month
- 1.13 Financial Year means the period commencing on the first day of July and ending on the thirtieth day of June in each year
- 1.14 Words importing singular number include the plural.
- 1.15 Words importing the plural number include the singular.

2 NAME

The name of the incorporated Association is **Pine Rivers Golf Club Inc.**

3 OBJECTS

The objects of the Association are:-

- 3.1 To promote, encourage and foster, the game of golf in the Pine Rivers and surrounding areas and to provide amenities for the members and their guests.
- 3.2 To provide a supportive, enjoyable and safe environment for our members to achieve and develop on and off the golf links.

4 POWERS

- 4.1 The Association has the powers of an individual.
- 4.2 The Association may, for example—
- enter into contracts; and
 - acquire, hold, deal with and dispose of property; and
 - make charges for services and facilities it supplies; and
 - do other things necessary or convenient to be done in carrying out its affairs.
- 4.3 The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

5 CLASSES OF MEMBERS

The membership of the Association shall consist of the following classes of members:

- Full Members;
 - Life Members;
 - Honorary Members;
 - General Golfing Member;
 - Club House Social Members;
- 5.1 **FULL CLUB MEMBERS** shall be any persons over the age of eighteen (18) years with an interest in golf or activities conducted by the Association on payment of the subscription or such other sum as may from time to time be declared upon the Association at any General Meeting.
- Full Members shall be:-**
- subject to the provisions of these Rules
 - when playing the game of golf subject to the rules stipulated by the Association, golf's national, state and regional governing bodies
 - on payment of their fees, entitled to one vote
 - entitled to hold office or otherwise take part in the management of the Association and all privileges connected therewith.
 - The Full Members numbers shall be determined by the Management Committee from time to time
- 5.2 **LIFE MEMBER** shall be a person who has provided long standing meritorious services to the Association and meets the criteria as set by the Association and whose nomination has been passed by the Management Committee and confirmed by a majority of members present at the Annual General Meeting of the Association.

Life Members shall be:-

- subject to the provisions of these Rules
- exempt from the payment of membership fees but entitled to a vote
- afforded all the entitlements offered to Golfing Member and/or Club Members
- The Life Members numbers shall be limited to no more than one (1) Life Membership in any one year

- 5.3 **HONORARY MEMBER** shall be a person who is not a Full, Associate Life member or General Golfing Member who is nominated and elected by a simple majority of Management Committee members present. Honorary membership shall terminate at the following Annual General Meeting, but may be renewed and

Honorary Members shall be:-

- a) subject to the provisions of these Rules
- b) exempt from the payment of membership fees and will be entitled to one vote,
- c) entitled to hold office or otherwise take part in the management of the Association and shall be entitled to all privileges connected therewith.
- d) The Honorary Members numbers shall be determined by the Management Committee from time to time

- 5.4 **GENERAL GOLFING MEMBERS** shall be any person who is of good character and indicates an interest in participating in the game of golf. The Association empowers the Management Committee, revenue and games operating committees together to determine the categories of general golfing memberships to be offered and the associated fees and privileges afforded from time to time. If agreement cannot be reached the Association members will determine the fees and privileges at a general meeting

General Golfing Members shall be:-

- a) subject to the provisions of these Rules
- b) when playing the game of golf, subject to the rules stipulated by the Association, golf's national, state and regional governing bodies
- c) required to choose the classification of golfing membership they wish to join and pay the fee specified by the Management Committee from time to time but will not be entitled to a vote
- d) if over 18 years of age, entitled to cast one vote for the golf club captain in the manner determined by the Management Committee from time to time
- e) on full payment be entitled to the privileges offered and advertised for the specific classification
- f) The General Golfing Members numbers shall be determined by the Management Committee from time to time

- 5.5 **CLUB HOUSE SOCIAL MEMBERS** shall be any person over the age of eighteen (18) years who is of good character and indicates no interest in participating in the administration of the Association. The Association empowers the Management Committee, revenue and games sub committee together to determine the fees and associated privileges that shall be afforded from time to time. If agreement cannot be reached the Association members will determine the fees and privileges at a general meeting

Club house Social Members shall be:-

- a) subject to the provisions of these Rules
- b) subject to the provision of the club house rules as stipulated by the Management Committee from time to time
- c) on full payment of the fee nominated by the Association, be entitled to the privileges offered by the Association.
- e) The Club House Social Members numbers shall be determined by the Management Committee from time to time

6 NEW MEMBERSHIP

- 6.1 An applicant for membership of the Association must be proposed by 1 member of the Association the (*proposer*) and seconded by another member the (*second*er).
- 6.2 An application for membership must be:-
 - a) in writing; and
 - b) signed by the applicant and the applicants proposer and second; and
 - c) in the form decided by the Management Committee.

7 FEES AND CHARGES

MEMBERSHIP

- 7.1 The membership fee for full membership is the amount decided by the members from time to time at a General Meeting and will be payable when and in the way the Management Committee decides
- 7.2 The membership fee for General Golfing and Club House Social membership is the amount decided by the Management Committee, revenue and games operational committee/s and will be payable when and in the way the Management Committee decides

INJURY PROPERTY

- 7.3 Any member breaking or otherwise injuring any property of the Association shall pay such sum as may be adjudged by the Management Committee sufficient to cover the cost of the damage.

8 ADMISSION AND REJECTION OF NEW MEMBERS

- 8.1 The Management Committee must consider an application for membership at the next committee meeting held after it receives:-
 - a) the application for membership; and
 - b) the appropriate membership fee for the application.
- 8.2 The Management Committee must decide at the meeting whether to accept or reject the application.
- 8.3 If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- 8.4 The Secretary of the Association must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

9 WHEN MEMBERSHIP ENDS

- 9.1 A member may resign from the Association by giving a written notice of resignation to the Secretary.
- 9.2 The resignation takes effect at—
- the time the notice is received by the Secretary; or
 - if a later time is stated in the notice—the later time.
- 9.3 The Management Committee may terminate a member's membership if the member:-
- is convicted of an indictable offence; or
 - does not comply with any of the provisions of these rules; or
 - has membership fees in arrears for at least 2 months; or
 - conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association or the sport of golf.
- 9.4 Before the Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 9.5 If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the committee must give the member a written notice of the decision.

10 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 10.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- 10.2 A notice of intention to appeal must be given to the Secretary within 1 month after the person receives written notice of the decision.
- 10.3 If the Secretary receives a notice of intention to appeal, the Secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

11 GENERAL MEETING TO DECIDE APPEAL

- 11.1 The general meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.
- 11.2 At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 11.3 Also, the Management Committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 11.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 11.5 If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

12 REGISTER OF MEMBERS

- 12.1 The Management Committee must keep a register of members of the Association.
- 12.2 The register must include the following particulars for each member—
- the full name of the member;
 - the postal or residential address of the member;
 - the date of admission as a member;
 - the date of death or time of resignation of the member;
 - details about the termination or reinstatement of membership;
 - any other particulars the Management Committee or the members at a general meeting decide.
- 12.3 The register must be open for inspection by members of the Association at all reasonable times.
- 12.4 A member must contact the Secretary to arrange an inspection of the register.
- 12.5 However, the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the member's full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

13 PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- 13.1 A member of the Association must not—
- use information obtained from the register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.
- 13.2 Subrule (1) does not apply if the use or disclosure of the information is approved by the Association.

14 APPOINTMENT OR ELECTION OF SECRETARY

- 14.1 The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- a member of the Association elected by the Association as Secretary; or
 - any person who is appointed by the Management Committee
- 14.2 If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- 14.3 If the appointed Secretary is not remunerated for the services provided over and above reimbursements for expenses incurred while executing the duties of the position, these rules will deem that the Appointed Secretary is a volunteer and as such will be subject to rule 17.4

15 REMOVAL OF SECRETARY

- 15.1 The Management Committee of the Association may at any time remove a person appointed by the committee as the Secretary.

16 FUNCTIONS OF SECRETARY

- 16.1 The Secretary's functions include, but are not limited to
- calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the Association, keeping minutes of each meeting, keeping copies of all correspondence and other documents relating to the Association and
 - maintaining the register of members of the Association.

17 MEMBERSHIP OF MANAGEMENT COMMITTEE

- 17.1 The Committee of Management of the Association shall be a maximum of seven (7). The seven will consist of five (5) permanent positions with two (2) appointed positions being available for election as per rule 17.4 if the members of the Association so determine at an AGM
- 1) President,
 - 2) Captain,
 - 3) Club Manager,
 - 4) Treasurer,
 - 5) General Management Member,
 - 6) General Management Member,
 - 7) Administration Secretary, (if appointed will be non-voting)
- 17.2 A member of Management Committee other than the appointed Secretary and club manager must be a Full, Life, Honorary or Golfing General Member of the Association
- 17.3 The Executive of the Management Committee of the Association shall be positions one (1) to four (4). The Office Bearers of the Association shall be the President, Treasurer and the Administration Secretary

- 17.4 At the Annual General Meeting of the Association the members of the Management Committee shall on even years retire the Club Captain and Treasurer and the person holding general member position number six (6) and on odd years retire the President, the person holding general member position number five (5) and the administration secretary position number (7) if this position has been elected by the members and not appointed from office but shall be eligible upon nomination for re-election subject to sub clause 17.5
- 17.5 Member of the Management Committee which includes the Administration Secretary as defined in clause 14.3, can hold any position for four (4) consecutive years and must retire for a minimum of one (1) year before they will be eligible for re-election or appointed to any Management Committee position.
- 17.6 The Club Manager is exempt from clause 17.5 and is eligible to hold a position on the management committee whilst there is a valid and operational contract in place.
- 17.7 A member of the Association may be appointed to a casual vacancy on the Management Committee under rule 21.
- 17.8 Employees of the club shall be eligible to hold a position on the Management and Operational Committees but not eligible to vote.

18 ELECTING THE MANAGEMENT COMMITTEE

A member of the Management Committee may only be elected as follows:

- 18.1 Any two (2) members of the Association entitled to vote may nominate another member who is the **"candidate"**, not in conflict with rule 17.5, to stand as a member of the Management Committee
- 18.2 All nominations for membership of the Management Committee are to be in writing and in the hands of the Secretary fourteen (14) days prior to the Annual General Meeting
- 18.3 All candidates will be required to indicate in writing their ability to meet the skills, tasks and time required for the applied position as defined by the Association's Position Statements. All prospective candidates will be required to complete the Management Committee's Position Statement nomination form and have it signed by the candidate and the two (2) nominees.
- 18.4 Each member of the Association present and eligible to vote at the Annual General Meeting may vote for 1 candidate for each vacant position on the Management Committee;
- 18.5 In the absence of any valid written nominations, candidates may be called or accepted from the floor of the Annual General Meeting. Those nominating from the floor will be required to verbally provide the members evidence of their ability to meet skills, tasks and time required for the specified position as defined by the Management Committee's Position Statements. The members present and eligible to vote will accept or reject the candidate's nomination based on the information provided by the candidate.
- 18.6 If any position has only one candidate the members present and eligible to vote will accept or reject the nomination based on the candidate's known ability to meet the position statement duties. If it is known, or there is doubt that the candidate possesses the skills to fill the position the nomination shall be rejected. The position shall remain vacant until a suitable volunteer can be found under rules 20.1, 20.2 and 20.3 or that the club has the ability to buy in the services of skilled personnel.

- 18.6 Balloting lists shall be prepared, if necessary, containing the names of the accepted candidates in alphabetical order for each position and each voting member present at the Annual General Meeting shall be entitled to vote.

19 RESIGNATION, REMOVAL OR VACATION OF MANAGEMENT COMMITTEE MEMBER

- 19.1 A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
- 19.2 The resignation takes effect at the time the notice is received by the Secretary or if a later time is stated in the notice—the later time.
- 19.3 A member may be removed from office at a general meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- 19.4 Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 19.5 A member has no right of appeal against the member's removal from office under this rule.
- 19.6 A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

20 VACANCIES ON MANAGEMENT COMMITTEE

- 20.1 If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting in accordance with clause 18.3.
- 20.2 The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- 20.3 However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the Management Committee, the continuing members may act only to increase the number of Management Committee members to the number required for a quorum or call a general meeting of the Association.

21 FUNCTIONS OF MANAGEMENT COMMITTEE

- 21.1 Subject to these rules or a resolution of the members of the Association carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Association.
- 21.2 The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
- 21.3 The Act prevails if the Associations rules are inconsistent with the Act.

- 21.4 The Management Committee may exercise the powers of the Association—
- to borrow, raise or secure the payment of amounts in a way the members of the Association decide; and
 - to secure the amounts mentioned in paragraph a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Associations property, both present and future; and
 - to purchase, redeem or pay off any securities issued; and
 - to borrow amounts from members and pay interest on the amounts borrowed; and
 - to mortgage or charge the whole or part of its property; and
 - to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - to provide and pay off any securities issued; and
 - to invest in a way the members of the Association may from time to time decide.
- 21.5 For subrule 21.4d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
- the financial institution for the Association; or
 - if there is more than one (1) financial institution for the Association—the financial institution nominated by the Management Committee.

22 DUTIES OF THE ASSOCIATION AND COMMITTEES

22.1 THE DUTIES OF THE MANAGEMENT COMMITTEE TO THE ASSOCIATION

Shall be to:-

- continue to develop the Association by implementing modern efficient and effective administration, management and financial practises that support the longevity of the Association and that the duties of the individual Management Committee as stipulated under their position statement and operational task sheets are enacted effectively and efficiently.
- manage and administer the sub-committees' operational budget/s yearly. The budget/s shall be developed according to the expected capacity of the Association in that given year and the request of those requiring operational funds.
- provide their members with the support they need to develop within the constraints of the Associations financial and human capacity.
- undertake ongoing recruitment to ensure there are appropriately qualified and motivated personnel with sufficient time to fulfil all positions in the Association when existing position holders have completed their commitment under subrules 22.1 f) and 17.5. If they are unable to recruit personnel with the appropriate skills, time or commitment to key and or high risk positions the Management Committee will buy in the service/s at the members' costs.
- place Association volunteers based on experience, skills and/or their potential to develop the skills in order to ensure that no volunteer is placed knowingly in a position or given a task that is beyond his or her known capabilities unless adequate support is provided. If the skills cannot be obtained or supported, the volunteer shall have their role responsibility or task removed from the individual's responsibility or be redeployed to a new position or task that better suits their situation and ability or be removed from the position or task

- f) ensure that all volunteers, after four (4) consecutive years service, are rested from all voluntary duties within or for the club for a period of not less than one (1) year
- g) ensure the needs of the Association most valued resource its volunteer workforce are supported by modern volunteer policies, procedures, codes and practises
- h) recognise and reward the commitment and contribution of the Association volunteers according to the various volunteer policies, procedures and industry standards
- i) ensure that the differences and variances in usage and volunteer contributions are reflected in the users' affiliation structure/s and fee/s.
- j) not dismiss or disregard lightly the concepts, issues or advice provided, raised or presented by any operational committee/s collective or external consultants tasked to provide advice

22.2 THE DUTY OF THE **ASSOCIATION TO THE INDIVIDUALS MANAGEMENT COMMITTEE MEMBERS**

Shall be to:-

- a) ensure that all positions are shared equitably across all Management Committee members
- b) provide individual volunteer members of the Management Committee with the support and training required to complete the tasks required of their position according to the various Association and industry volunteer policies and procedures
- c) ensure that all committee members are compensated for the costs associated with completing their duties in accordance with the Association's reimbursement policy and procedures
- d) ensure all Management Committee members receive appropriate induction training prior to the commencement of their duties according to the Associations training policies and procedures
- e) provide them with the necessary and applicable education and/or training to complete their tasks or position requirements at the Association cost

22.3 THE DUTY OF THE **MANAGEMENT COMMITTEE TO OPERATIONAL COMMITTEES:-**

Shall be to:-

- a) conduct a face to face meeting between the Management Committee and all members holding positions on the Association operational committees' (stipulated under the members approved governance structure) to report and discuss the Management Committee performance to date and to report any potential threats or issues that are impacting on the Associations current operations and/or could effect the longevity of the club and provide opportunity for the operational committees to raise concepts, concerns or issues affecting operational objectives. The meetings shall be conducted each March, July and October on a date and time determined by the Management Committee.
- b) provide the Operational Committees with a designated Management Committee member/s as stipulated under the members approved governance structure and oversee the performance and conduct of the Management Committee representative/s and manage change if required
- c) within the constraints of the financial and physical resources available support the Operational Committees' by providing them with the management and administration framework/s, policies, procedures, budget, financial guidelines, required for them to deliver the agreed strategic and operational requirements
- d) oversee the performance and conduct of the Associations Operational Committee/s and their representative and manage change if and when required

- e) manage the resources of the organisation in a manner that enables the operational committees to develop and ensure that no individual Operational Committee is sacrificed or suppressed for the development of another.
- f) appropriately recognise and reward the commitment and contribution of the operational committees and their volunteer members

22.4 THE DUTY OF THE **OPERATIONAL COMMITTEES TO THE MANAGEMENT COMMITTEE**

Shall be to:-

- a) provide the Management Committee with realistic options for consideration
- b) ensure that their committee and their individual members contributes to the success and longevity of the Association
- c) operate according to the roles and responsibilities, stipulated under the members approved governance structure and according to Association management and administration policy and procedures
- e) provide the Management Committees Finance Committee each year with a realist income and expenditure prediction for the specific operational committee and any operational cost for consideration within the time frame and in the format required by the Management Committee.
- f) provide the Management Committee with a written submission for any extraordinary income and expenditure items required for consideration within the time frame and in the format required by the Management Committee.
- g) be responsible for activities and tasks (within their category)

22.5 THE DUTY OF THE ASSOCIATION TO EXTERNAL USERS:-

Shall be to:-

- a) provide external users with an written document that clarifies the intent of the arrangement between the two 2) parties
- b) ensure that all personnel employed or contracted to assist the Management Committee deliver outcomes be provided with the appropriate remuneration, support and training in accordance to the industry standards

22.6 THE DUTY OF **EXTERNAL USERS TO THE ASSOCIATION:-**

Shall be to:-

- a) abide by the terms, conditions and intent of the agreement of use and/ or access and know that any breach by the group or its members or supporters may incur penalties or fines as stipulated under the agreement and /or by the Management Committee or under subrule 7.3
- b) provide the Management Committee on request with the contact details of the user group's representative.
- c) provide the Management Committee with a written submission for any extraordinary items or issues required for consideration.

22.7 THE DUTY OF **SUB COMMITTEES TO THE ASSOCIATION:-**

- a) Contribute to the development of the Association and
- b) Provide the Management Committee with realistic options for consideration within the timeframe and in the format required by the Management Committee.
- c) To operate according to the roles, responsibilities and procedures established by the Management Committee.

- 22.8 The duty of the **MANAGEMENT COMMITTEE TO SUB COMMITTEES:-**
- Provide the support required for the Sub-committees to achieve the objectives set by the Management Committee
 - Provide the Sub-committees with realistic objectives
- 22.9 THE DUTY OF **ALL MEMBERS TO THE ORGANISATION**
- Shall be to:-
- follow the rules, codes of conduct and codes of behaviour of the Association
 - follow the rules of the Association, the sports national, state and regional governing bodies their codes of behaviour and conduct when playing and or participating in the game of golf
 - when representing the club do so in a manner that reflects and promotes the objective of the association
- 22.10 The duty of the **MANAGEMENT COMMITTEE TO CLUB CAPTAIN:-**
- Provide the club captain with realistic objectives
 - Provide the support (human and financial) required for the Club Captain to achieve the objectives set by the Management Committee
- 22.11 THE DUTY OF **CLUB CAPTAIN TO THE ASSOCIATION**
- Shall be to:-
- represent the members, raise issues and concepts on the operational committee/s as determined under the members approved governance structure and represent the Association externally as defined under the club captain position statement
 - set and example for the members and follow the rules, codes of conduct and codes of behaviour of the Association
 - follow the rules of the Association, the sports national, state and regional governing bodies their codes of behaviour and conduct when playing and or participating in the game of golf
 - when representing the club do so in a manner that reflects and promotes the objectives of the Association

23 MEETINGS OF MANAGEMENT COMMITTEE

- 23.1 Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- 23.2 The Management Committee must meet at least once every 2 months to exercise its functions.
- 23.3 The Management Committee must decide how a meeting is to be called.
- 23.4 Notice of a meeting is to be given in the way decided by the Management Committee.
- 23.5 The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 23.6 A committee member who participates in the meeting as mentioned in subrule 23.5 is taken to be present at the meeting.

- 23.7 A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and if the votes are equal, the question is decided in the negative.
- 23.8 The management committee may utilise email and or other electronic methods deemed suitable by the committee for decisions requiring attention between meetings. The decisions made will be reported at the next scheduled meeting of the committee.
- 23.9 A member of the Management Committee must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.
- 23.10 The president is to preside as chairperson at a Management Committee meeting.
- 23.11 If there is no president or if the president is not present within 10 minutes after the time fixed for a Management Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

- 24.1 At a Management Committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- 24.2 If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.
- 24.3 If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the committee—
- the meeting is to be adjourned for at least 1 day; and
 - the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- 24.4 If, at an adjourned meeting mentioned in subrule 24.3, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 SPECIAL MEETING OF MANAGEMENT COMMITTEE

- 25.1 If the Secretary receives a written request signed by at least 2 of the members of the Management Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within seven (7) days after the Secretary receives the request.
- 25.2 If the Secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 25.3 A request for a special meeting must state:-
- why the special meeting is called; and
 - the business to be conducted at the meeting.
- 25.4 A notice of a special meeting must state:-
- the day, time and place of the meeting; and
 - the business to be conducted at the meeting

- 25.5 A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the Management Committee.

26 MINUTES OF MANAGEMENT COMMITTEE MEETINGS

- 26.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
- 26.2 To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy.

27 APPOINTMENT OF OPERATIONAL AND WORKING COMMITTEES

- 27.1 The Management Committee shall appoint members to positions considered appropriate on the operational committee/s as determined under the members approved governance structure and as per rules 21.1e) to i) to help with the conduct of the Associations operations.
- 27.1 The Management Committee may appoint working committee/s consisting of members considered appropriate as under rules 21.1e) to i) to help with the conduct of the Associations operations.
- 27.3 The Management Committee shall determine who shall be chairperson of operational committees and working committees.
- 27.4 If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- 27.5 A subcommittee may meet and adjourn as it considers appropriate.
- 27.6 A question arising at a operational or working committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

- 28.1 An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.
- 28.2 Subrule 1) applies even if the act was performed when—
- a) there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee; or
 - b) a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

29 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- 29.1 A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 29.2 A resolution mentioned in subrule 1) may consist of several documents in like form, each signed by 1 or more members of the committee.

30 ANNUAL GENERAL MEETINGS

- 30.1 The Annual General Meeting must be held within 6 months after the end date of the Association's reportable financial year.

31 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

- 31.1 The following business must be conducted at each annual general meeting of the Association:-
- a) receiving the Association's financial statement, and audit report, for the last reportable financial year;
 - b) presenting the financial statement and audit report to the meeting for adoption;
 - c) electing members of the Management Committee;
 - d) appoint an auditor or an accountant for the present financial year;

32 NOTICE OF GENERAL MEETING

- 32.1 The Secretary may call a general meeting of the Association.
- 32.2 The Secretary must give at least 14 days notice of the meeting to each member of the Association.
- 32.3 If the Secretary is unable or unwilling to call the meeting, the president must call the meeting.
- 32.4 The Management Committee may decide the way in which the notice must be given.
- 32.5 However, notice of the following meetings must be given in writing
- a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision:-
 - i) to reject the person's application for membership of the Association; or
 - ii) to terminate the person's membership of the Association;
 - b) a meeting called to hear and decide a proposed special resolution of the Association.
- 32.6 A notice of a general meeting must state the business to be conducted at the meeting.

33 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

- 33.1 The quorum for a general meeting will be 10% of the voting membership at the close of the Association's last general meeting.
- 33.2 No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 33.3 If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the Association, the meeting lapses.
- 33.4 If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Association—
 - a) the meeting is to be adjourned for at least 7 days; and
 - b) the Management Committee is to decide the day, time and place of the adjourned meeting.
- 33.5 The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 33.6 If a meeting is adjourned under subrule 6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 33.8 The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 33.9 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

34 PROCEDURE AT GENERAL MEETING

- 34.1 A member may take part and vote in a general meeting in person, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 34.2 A member who participates in a meeting as mentioned in subrule 1) is taken to be present at the meeting.
- 34.3 At each general meeting the president is to preside as chairperson and if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting and the Chairperson must conduct the meeting in a proper and orderly manner
- 34.4 Accordingly members must conduct their manner and behaviour properly and according to the direction of the chair and the majority of members wishes.

35 VOTING AT GENERAL MEETING

- 35.1 At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

- 35.2 Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 35.3 A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 35.4 The method of voting is to be decided by the Management Committee.
- 35.5 However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot. If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides and the result as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

36 SPECIAL GENERAL MEETING

- 36.1 The Secretary must call a special general meeting by giving each member of the Association notice of the meeting within 14 days after being directed to call the meeting by the Management Committee; or being given a written request signed by-
- a) at least 33% of the number of members of the Management Committee when the request is signed; or
 - b) at least the number of full members of the Association equal to double the number of members of the Association on the Management Committee when the request is signed plus 1; or
 - c) being given a written notice of an intention to appeal against the decision of the Management Committee to reject an application for membership and/or to terminate a person's membership.
- 36.2 A request mentioned in subrule 37.1b) must state why the special general meeting is being called and the business to be conducted at the meeting.
- 36.3 A special general meeting must be held within 3 months as required under subrule 38.1. If the Secretary is unable or unwilling to call the special meeting, the president must call the meeting.

37 MINUTES OF GENERAL MEETINGS

- 37.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- 37.2 To ensure the accuracy of the minutes the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy and the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy.
- 37.3 If asked by a member of the Association, the Secretary must, within 28 days after the request is made make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place and give the member copies of the minutes of the meeting and the Association may require the member to pay the reasonable costs of providing copies of the minutes.

38 BY-LAWS

- 38.1 The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- 38.2 A by-law may be set aside by a vote of members at a general meeting of the Association.

39 ALTERATION OF RULES

- 39.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting. However an amendment, repeal or addition is valid only after the Association's submitted application is registered by the chief executive.

40 COMMON SEAL

- 40.1 The Management Committee must ensure the Association has a common seal.
- 40.2 The common seal must be kept securely by the Management Committee and used only under the authority of the Management Committee.
- 40.3 Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by the Secretary, another member of the Management Committee or someone authorised by the Management Committee.

41 FUNDS AND ACCOUNTS

- 41.1 The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
- 41.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- 41.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 41.4 A payment by the Association of \$100 or more must be made by cheque or electronic funds payments pre approved by the Management Committee.
- 41.5 If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following:-
- a) the president;
 - b) the Secretary;
 - c) the treasurer;
 - d) any 1 of 3 other members of the Association who have been authorised by the Management Committee to sign cheques issued by the Association.
- 41.6 However, 1 of the persons who signs the cheque must be the president, the Secretary or the treasurer.
- 41.7 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

- 41.8 A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- 41.9 All expenditure must be approved or ratified at a Management Committee meeting.

42 GENERAL FINANCIAL MATTERS

- 42.1 The Treasurer will provide the Management Committee with monthly accounts which reports the actual income and expenditure against budgeted forecasts for the previous month and produce the most recent bank statement for all committee members to view and sign.
- 42.2 On behalf of the Management Committee, the treasurer must, as soon as practicable after the end of September, ensure a financial statement for its last reportable financial year is prepared no longer than the month of December.
- 42.3 A copy of the balance sheet shall for seven (7) days previous to each annual general meeting be open for inspection in a manner determined by the Management Committee.
- 42.4 The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

43 DOCUMENTS

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

44 FINANCIAL YEAR

The end date of the Association's financial year is June in each year.

45 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 45.1 This rule applies if the Association is wound-up under part 10 of the Act and has surplus assets. The surplus assets must not be distributed among the members of the Association, assets must be given to another entity having objects similar to the Association's such Associations shall be determined by the members of the Association.

PINE RIVERS GOLF CLUB



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