



FRASER LAKES

GOLF CLUB

INCORPORATED

CONSTITUTION

APPROVED

DEPARTMENT OF FAIR TRADING 14TH APRIL 2019



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INTERPRETATIONS

‘Association’ means the Fraser Lakes Golf Club Inc.

‘AGM’ means Annual General Meeting of the Association

‘Committee’ means the Management Committee or Sub-Committee.

‘GA Handicap’ means Golf Australia handicap

“AGU” means Australian Golf Union

‘General Meeting’ means any Special or other General meeting

‘LOA’ means Leave of Absence approved by the Management Committee

‘FLGC’ means the Fraser Lakes Golf Course



RULES OF THE ASSOCIATION

RULE 1 NAME OF ASSOCIATION

The name of the Association shall be the Fraser Lakes GOLF CLUB INC. (in these rules called "the Association").

RULE 2 LOCATION AND OPERATING PROCEDURE

The place of office of the FRASER LAKES GOLF CLUB INC. shall be the premises of the Fraser Lakes Golf Club located at 45 Castles Rd S, Craignish QLD 4655. The FLGC INC will operate under agreement with the Proprietor Fraser Lakes Golf Course.

RULE 3 OBJECTIVES

- 3.1 The objectives of the Association are to:
- (a) Promote, advance, control and manage all competition games of golf, which are organized or related to the Association.
 - (b) Control and regulate all Association championships, open carnivals, and other competitions as required.
 - (c) Comply with the principles of the Australian Course rating and Handicapping Systems as determined by Golf Australia.
 - (d) Represent the Association on golfing bodies and other sporting Associations.
- 3.2 Affiliate with Golf Queensland, Golf Australia and the R. and A. Golf Club of Saint Andrews Scotland, the acknowledged State, National and International governing bodies of golf.
- 3.3 Do all other lawful things as are incidental or conducive to the attainment of the above objectives or any of them, which the Association may decide upon by resolution, passed in accordance with these Rules.

RULE 4 POWERS

- 4.1 The Association has, in the exercise of its affairs, all the powers of an individual.
- 4.2 The Association, may enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such government or authority any rights, grants, privileges and



concessions for which we are eligible and which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, grants, privileges and concessions.

- 4.3 The Association may invest and deal with moneys of the Association not immediately required, in such manner as may from time to time be thought fit.
- 4.4 The Association may take or otherwise acquire and hold shares, debentures or other securities of any company or body corporate.
- 4.5 The Association may;
- (a) Enter into contracts;
 - (b) Acquire, hold, deal with and dispose of equipment;
 - (c) Make charges for services provided; and
 - (d) Do other things necessary or convenient to be done in carrying out its affairs.

RULE 5 MEMBERSHIPS OF THE ASSOCIATION

- 5.1 Members shall be registered in one of the following categories or any other category that may from time to time be approved.
- (a) **Life Membership.** Any member whose period of membership of the association has exceeded fifteen (15) years and who has rendered valuable service to the Association may, on the recommendation of the Committee, be elected as a Life Member of the Association. A two-thirds majority of those present and voting at an AGM shall be necessary for such an election. The number of life members at any one time shall be limited to five (5).

Election of life membership shall be by secret ballot at the AGM
 - (b) **Full Membership,** being those members (both male and female) who have paid full membership as laid down from time to time. Membership is limited at the discretion of the Committee.
 - (c) **Conditional (or Limited) Membership,** being those persons 18 years and over permitted to play on the golf course upon such terms, conditions and restrictions that may be imposed from time to time. Those conditions will include but not be limited to a payment to cover the cost of registration with the AGU, the Association's applied cost and a Green Fee cost to cover playing rights.



- (d) **Junior Membership**, are those members who hold a GA handicap and are;
- (i) Under the age of 18 years, living at home and attending an educational institution
or
 - (ii) Under the age of 15 years

Members in this category are to be assessed by the Committee to establish entitlement. Once approved they are eligible to play in all competitions.

RULE 6 REGISTER OF MEMBERS

- 6.1 The Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- 6.2 Particulars shall also be entered in the Register, of resignations, terminations, deaths or reinstatements of membership and any further particulars as the Committee or the members at any general meeting may from time to time required.
- 6.3 A member's personal and residential details on the Register are sealed for security reasons. This Register is not to be made available for inspection to any person other than a member checking their personal details or an Officer of the Association.

RULE 7 APPLICATION FOR MEMBERSHIP TO THE ASSOCIATION

- 7.1 An application for membership to the Association;
- (a) Shall be made in writing, by the Applicant completing and signing an Application for Membership form.
 - (b) The application is to be signed by a Referee (being a member of the Association or an Officer of the Management Committee)
 - (c) As soon as is practicable after the receipt of an application, it shall be referred to the Management Committee for their decision. The Committee shall have absolute discretion in accepting or rejecting an application and are not required to provide any reason if rejected;
 - (d) Particulars of all applications for membership shall be displayed, on the premises of the Association for at least seven (7) days prior to the election of the applicant.



- (e) Any members wishing to challenge an application for membership must do so in writing to the Committee prior to the date of election of that applicant.
- 7.2 Upon an application being approved by the Management Committee,
 - (a) The Secretary shall, with as little delay as possible, notify the applicant that his/her application has been approved or rejected.
 - (b) Shall enter the applicants name in a Register of Members to be kept by the Management Committee, whereupon the applicant becomes a member.
 - (c) All membership application forms shall be retained by the Association for at least two (2) years;
- 7.3 A right, privilege, or obligation of a person by virtue of their membership of the Association
 - (a) Is not capable of being transferred or transmitted to another person; and
 - (b) Terminates upon the cessation of his/her membership, whether by death, resignation, or otherwise.
- 7.4 Subject to these rules, any person whose age is under eighteen (18) years shall be eligible for election as a junior member.
- 7.5 Subject to these rules, any person who has attained the age of eighteen (18) years shall be eligible for election as a member in any category of membership within the Association.
- 7.6 Visitors who are temporarily residents in the State of Queensland may be accepted by the Committee as visiting members of the Association and may, subject to these rules, enjoy the privileges of the Association for a period not exceeding six (6) months in any period of twelve (12) months.
- 7.7 Honorary members may be elected by the Committee for such period as is specified in the resolution by which they are elected for a maximum period of twelve months.

RULE 8 MEMBERSHIP RULES

- 8.1 All Memberships are for a period of twelve months and may be renewed by paying the appropriate membership fee. The annual membership fee will be set at the AGM and consist of a Club membership fee and other Administrative fees.



- (a) New memberships may be accepted at any time during the year. New membership will attract the full payment required for AGU fees if required plus the required Club fee calculated on a quarterly basis commencing 1st January each year.
- (b) No un-financial member will be entitled to play competition golf at FLGC if their membership has not been renewed by 31st January each year.
- (c) The "Committee" of FLGC may from time to time offer special discount golf memberships to attract new members. The discount membership will not be available to previous members of the Association who have failed to renew their membership in the previous 12 months.

8.2 Membership fees are to be paid as follows:

- (a) Registration fees payable to the AGU will be paid to the Treasurer FLGC.
- (b) Membership fees will be paid to the Proprietor Fraser Lakes Golf Course or the Treasurer FLGC. The Treasurer will forward receive membership fees to the Proprietor FLGC.

8.3 Competition fees, maintenance fees and fund raising income will be retained by the Association and its relevant sub committees for distribution as the Committee and Sub Committees see fit to enhance the game of golf.

RULE 9 LEAVE OF ABSENCE

- 9.1 A member, may apply in writing, for a Leave of Absence (LOA), however, the LOA will only apply for medical reasons or extended periods of travel within Australia or overseas and must be accompanied by appropriate documentation. Each application will be assessed on individual circumstances and the Register of members annotated.
- 9.2 Should the member being granted a LOA be an Office Bearer of the Association, then that member may continue to hold office during the time of approved LOA providing that member is capable of performing the duty of that Office.

RULE 10 COMPLAINTS

All complaints about Association matters shall be made in writing to the Secretary, who shall submit them to the Committee. The member making the complaint shall receive an acknowledgment in writing within fourteen days of the receipt of such complaint



RULE 11 NOTICES

A notice may be served by or on behalf of the Association upon any member, either personally, electronically or by post addressed to the last known place of abode or contact for the member

RULE 12 SUSPENSIONS AND EXPULSION OF MEMBERS

- 12.1 If any current member in any category, willfully infringes any of the provisions of these rules or of the by-laws, or disregards any resolution passed by the Committee, of which notice has been given to the member or is (in the opinion of the Committee) guilty of any conduct prejudicial to the interests of the Association, the Management Committee shall have the power by resolution to suspend the member from all the privileges of membership of the Association for any period, or to expel that member and erase his/her name from the Register of Members.
- 12.2 However, a member shall not be expelled unless at least one (1) week before the meeting at which the proposed resolution is to be dealt with, he/she shall have had notice of the meeting and of the intended resolution of his/her expulsion and he/she shall at that meeting and before the passing of that resolution, have had an opportunity of giving orally or in writing any explanation or defense he/she may think fit.
- 12.3 Any resolution passed pursuant to this section shall be notified to the Proprietor FLGC as soon as practicable thereafter but no later than seven (7) days after the day the resolution is passed.

RULE 13 TERMINATION OF MEMBERSHIP

- 13.1 A member of the Association may at any time, resign from the Association by delivering or sending to the Committee a written notice of resignation.
- 13.2 If a member:
- (a) Is convicted of an indictable offence;
 - (b) Fails to comply with any of the provisions of these Rules;
 - (c) Has membership fees in arrears for a period of one month or more, or
 - (d) Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association.

The Committee shall consider whether his/her membership shall be terminated.



- 13.3 Upon receipt of a notice under Rule 10 of these rules, the Committee shall remove the name of the member by whom the notice was given, from the register of members, whereupon that person ceases to be a member of the Association.
- 13.4 The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Committee resolves to terminate his/her membership it shall instruct the secretary to advise the member in writing accordingly.

RULE 14 APPEALS AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 14.1 A person whose application for membership has been rejected or whose membership has been terminated, may within one (1) month of the date of the written notification, lodge with the Secretary, written notice of his/her intention to appeal against the decision of the Committee.
- 14.2 Upon receipt of a notification of, an intention to appeal against rejection or termination of membership the Secretary shall convene, within one (1) month of the date of receipt such notice, an Appeals Committee to determine the appeal. The Appeals Committee shall consist of a minimum of five (5) and a maximum of seven (7) ordinary members.
- 14.3 A member of the Committee is not eligible to be a member of the Appeals Committee. The President of the Association or in his/her absence the Vice President shall preside at the Appeal. The Presiding officer shall not have a vote in the determination of the Appeal in the normal process. However, if the vote is tied, the Presiding officer shall have a casting vote.
- 14.4 At any such meeting the appellant shall be given the opportunity to fully present his/her case and the Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. An advocate at the hearing may represent the appellant. The advocate may not be a legal representative.
- 14.5 If the appellant is a junior member, a parent or guardian shall represent the junior member, and in the absence of one of these, an advocate must represent the junior member. The committee shall not determine the appeal unless the junior member is represented.
- 14.6 The appeal shall be determined by the vote of the members present at such meeting.
- 14.7 Where a person, whose application for membership is rejected, does not appeal against the decision of the Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Treasurer shall forthwith refund the amount of any fee paid.
- 14.8 Where membership is terminated for disciplinary reasons, the Committee has the sole right to determine whether any fees are to be refunded.



RULE 15 MANAGEMENT COMMITTEE

- 15.1 The affairs of the Association shall be the responsibility of the Management Committee.
- 15.2 The Management Committee -
- (a) Shall control and manage the business and affairs of the Association;
 - (b) May, subject to these rules, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by a general meeting of members of the Association;
 - (c) Subject to these rules, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association
 - (d) Members of the Committee shall carry out all their duties in accordance with the objectives of the Association as set out in Rule 3.

RULE 16 MEMBERSHIP OF MANAGEMENT COMMITTEE

- 16.1 The officers of the Management Committee shall be:
- 1) President 2) Vice-President 3) Secretary
 - 4) Treasurer 5) Captain 6) Vice-Captain
 - 7) Committee Members
 - 8) The President of the Veterans' Committee or his/her nominee.
- 16.2 Each office holder shall hold office until the next AGM after the date of his/her election and shall be eligible for re-election.
- 16.3 In the event of a vacancy occurring in any office of the Committee or a Sub Committee, that Committee may appoint one of its members or another eligible member of the Association to fill that vacant office. The member, so appointed shall continue in that office until the next AGM.
- 16.4 The Committee may establish Sub-Committees as it deems necessary and may co-opt Association members who express a willingness to do so, to any such Sub-Committee.
- 16.5 Each sub-committee member shall, subject to these rules, hold office until the AGM, or until such time as determined by the Committee



- 16.6 The role of these committee members are to assist the other members of the committee where deemed necessary.

RULE 17 ELECTION OF COMMITTEE

- 17.1 Nominations of candidates for election as officers of the Association shall be:-
- (a) The Secretary will post on the Notice Board nomination forms for all Committee positions at least two (2) weeks prior to the date fixed for holding the AGM.
 - (b) Nomination forms are to be signed by two (2) members of the Association and accompanied by the written endorsement of acceptance by the nominee; and
 - (c) Nomination forms will have a closing date of at least seven (7) days before the date fixed for the holding of the AGM, and be displayed in accordance with Rule 23.8.
- 17.2 Where insufficient nominations are received to fill all vacancies on the Committee further nominations for the vacant positions may be received at the AGM.
- 17.3 If the number of nominations received is equal to the number of vacancies to be filled, the nominees nominated shall be deemed to be elected unopposed.
- 17.4 When the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 17.5 The ballot for the election of officers shall be conducted at the AGM in such usual and proper manner as the Executive Officers of the Committee may direct.
- 17.6 Only persons whose current membership subscriptions have been paid shall be eligible for election as an officer of the Association.

RULE 18 VACANCIES ON COMMITTEE

- 18.1 For the purposes of these rules, the office of an Officer of the Association becomes vacant if the officer-
- (a) Becomes bankrupt or applies to take or takes advantage of any law relating to bankrupt or insolvent debtors or compounds with their creditors;
 - (b) Becomes of unsound mind;
 - (c) Dies;
 - (d) Resigns their office by tendering their resignation in writing to the Committee;



- (e) Fails, without leave granted by the Committee, to attend three (3) consecutive meetings of the Committee;
- (f) Ceases to be a member of the Association; or
- (g) Fails to pay all arrears of subscription due by them within fourteen (14) days after they have received a notice in writing, stating that they have ceased to be a financial member of the Association.

18.2 A member of the Committee may be removed from office for a breach of these Rules pursuant to Rules 12 and 13. The same rights of appeal as defined in Rule 14 apply in this instance.

RULE 19 MEETINGS OF COMMITTEE

- 19.1 The Committee shall meet at least once in each month at such place and at such times as the Committee may determine.
- 19.2 Special meetings of the Committee may be convened by the President, or any six (6) of its members.
- 19.3 Notice shall be given where feasible to members of the Committee of any special meeting, specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 19.4 No business shall be transacted unless a quorum is present, and if within thirty (30) minutes of the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned until another meeting is arranged unless the meeting was a special meeting, in which case it lapses.
- 19.5 A quorum for the transaction of the business of a meeting of the Committee shall be equal to fifty (50) percent of the elected committee.
- 19.6 At meetings of the Committee –
 - (a) The President, shall preside at all meetings of the Committee, in his absence the Vice-President, shall preside; or
 - (b) In the absence of the President and Vice-President, one (1) of the remaining members of the Committee may be chosen by the members present, to preside.
 - (c) Questions arising at meetings of the Committee shall be determined by a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.



- (d) Each member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one (1) vote and in the event of an equality of votes on any question, the person Presiding may exercise a second or casting vote.

RULE 20 DISCLOSURES OF INTEREST IN CONTRACTS, ETC.

- 20.1 If a member of the Committee becomes interested in a contract or arrangement after it is made or entered into they shall disclose their interest at the first meeting of the Committee after they become so interested.
- 20.2 No member of the Committee shall vote as a member of the Committee in respect of any contract or arrangement in which they are interested and if they do so his or her vote shall not be counted.
- 20.3 Under this rule reference to Committee members pertains to both Management Committee and sub-committee members.

RULE 21 EXECUTIVE MANAGEMENT COMMITTEE

The Executive Committee, consisting of the President, Vice President, Treasurer and Secretary can issue recommendations on behalf of the Committee in matters of urgency connected with the management of the affairs of the Association and where such recommendations are issued shall report thereon to the Committee at the next meeting of the Committee.

RULE 22 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- 22.1 When the Committee is not meeting, a resolution may be conducted by way of postal vote in electronic format (e-mail or facsimile) or in writing signed and or returned by a majority of the members of the Committee for the time being entitled to receive notice of a meeting of the Committee.
- 22.2 Such resolution shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held providing that two thirds of such Committee members indicate support for any such proposals dealt with in this manner.



RULE 23 ANNUAL GENERAL MEETINGS

- 23.1 An AGM must be held at least once a year, during the months of November and/or December as the Committee may determine.
- 23.2 The AGM shall be in addition to any other special general meeting that may be held in the same year.
- 23.3 The AGM shall be specified as such in the notice convening it.
- 23.4 The ordinary business of the AGM shall be:-
- (a) To confirm the minutes of the previous AGM and any of the general meetings held since that meeting;
 - (b) Receive the President's Report;
 - (c) Receive the Captain's Report
 - (d) Receive from the Treasurer a balance sheet and profit and loss account with attached auditor's certificate in respect of the last financial year with a report by the Committee;
 - (e) Receive the Maintenance Report
 - (f) To elect the officer bearers of the Association; and
 - (g) To appoint and identify an auditor.
- 23.5 The AGM may transact special business of which notice is given in accordance with these rules.
- 23.6 All general meetings other than the AGM shall be called special general meetings.
- 23.7 Notices of motion for consideration at any General Meeting are to be submitted in writing, signed by an eligible proposer and seconded and delivered to the Secretary at least ten (7) days before the date fixed for the meeting
- (a) No further notices of motion will be accepted after the advised date.
 - (b) Notices of motion will be removed, on the date specified, from the Notice board and recorded. Copies of such notices will be on display on the notice board up to the AGM
 - (c) Notices of motions correctly received will continue to be displayed on the Association's notice board up to the AGM.



- 23.8 All nominations for positions on the Committee are to be displayed on the notice board seven (7) days prior to the meeting and are to include nominees and seconders.

RULE 24 RULES OF DEBATE AND STANDING ORDERS

- 24.1 Rules of Debate and standing orders at Annual General Meetings and Special General Meetings:
- (a) All persons moving and seconding Motions and Amendments, are held to be the speaker and all those who participate in the discussion, must do so standing. The speaker then “has the floor”. If the speaker at any meeting is physically unable to stand with ease the Presiding member shall give such person permission to address the meeting without rising.
 - (b) A speaker must address all remarks to the Presiding member and not to any individual member of the audience even though they may be replying to the previous remarks of an individual.
 - (c) The person moving a Motion has the right to speak when introducing the Motion and has the right to reply to the discussion as the last speaker, before a vote is taken.
 - (d) The person seconding a Motion has the right to speak when seconding the motion but, unlike the mover, has no right of reply. When seconding a Motion without speaking the Secunder gives up the right to speak during the discussion on such motion.
 - (e) If there is no member willing to second a Motion, after it has been moved, the Motion shall lapse and no discussion shall be permitted upon it. The presiding member must indicate that the proposed motion has lapsed for want of a seconder and move on to the next item of business on the agenda for that meeting.
 - (f) If, during the discussion, the mover wishes to withdraw his motion, he cannot do so without the consent of the seconder and the meeting.
 - (g) The mover of an Amendment has the right to speak only when introducing it. However this does not confer the right of reply to the discussion. Those taking part in discussions on a Motion are only permitted to speak once. Other than the mover of the motion, any person who has already spoken on the original Motion loses the right to move or second an Amendment to that Motion.
 - (h) Standing orders may be dispensed with, only when two thirds of those present at any meeting of the association vote in favor of such suspension;
 - (i) A deferment motion is then put without debate.



RULE 25 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

All Acts done by any meeting of the Committee, sub-committee or by any person acting as a member of the Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Committee or person acting as aforesaid, or that the members of the Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Committee.

RULE 26 SPECIAL GENERAL MEETING

- 26.1 The Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- 26.2 The Committee shall, on receipt of a requisition in writing of not less than ten (10) per cent of members, convene a special general meeting of the Association.
- 26.3 A requisition for a special general meeting shall state the objectives of the meeting and shall be signed by the members requisitioning and deposited with the Secretary of the Association and may consist of several documents in the like form, each signed by one or more of the members requisitioning.
- 26.4 If the Committee does not cause a special general meeting to be held within twenty-one (21) days from the date on which a requisition is deposited with the Secretary of the Association, the members requisitioning, or any of them, may convene the meeting, however, any such meeting so convened shall not be held after three (3) months from the date of the deposit of the requisition. A special general meeting, convened by the members requisitioning, in pursuance of these rules, shall be convened in a manner as near as possible as that in which those meetings are convened by the Committee, and all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring them.

RULE 27 NOTICES OF GENERAL MEETING

The Secretary of the Association shall, at least fourteen (14) days before the date fixed for the holding of a general meeting of the Association, cause a notice specifying the date, time and place for the holding of the meeting and the nature of the business to be transacted thereat. A copy of such notice is to be affixed in a conspicuous position in the Association. Upon such notice shall appear complete wording of the Association.

RULE 28 BUSINESS AND QUORUM AT GENERAL MEETINGS

- 28.1 All business that is transacted at the AGM and all business that is transacted at a special general meetings, with the exception of that specially referred to in these rules as being the ordinary business of the AGM, shall be deemed to be special business.



- 28.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time when the meeting is considering that item.
- 28.3 At any general meeting a quorum shall consist of twelve (12) members.
- 28.4 If, within thirty (30) minutes after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; and in any other case it shall stand adjourned to the same day in the next week, at the same time and (unless another place is specified by the President at the time of adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting a quorum as herein before described is not present within thirty (30) minutes after the time appointed for the commencement of the meeting, the members so present shall form a quorum.
- 28.5 The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- 28.6 For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Committee meeting shall be signed by the chairperson at that meeting or the chairperson of the next succeeding Committee meeting verifying their accuracy.
- 28.7 Similarly, the minutes of every general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting.
- 28.8 However, the minutes of any AGM shall be signed by the chairperson of that meeting or the chairperson of the next succeeding AGM.

RULE 29 PRESIDENTS TO PRESIDE AT GENERAL MEETINGS

- 29.1 The President, or if absent, the Vice President, shall preside as chairperson at every general meeting of the Association.
- 29.2 If the President and Vice President are absent from a general meeting, the members present shall elect one of their numbers to preside as chairperson thereat.

RULE 30 ADJOURNMENTS OF GENERAL MEETINGS

- 30.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be



transacted at an adjourned meeting, other than the business left unfinished at the meeting at which the adjournment took place.

- 30.2 Where a meeting is adjourned for fourteen (14) days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.

RULE 31 DETERMINATIONS OF QUESTIONS ARISING AT GENERAL MEETING

A question arising at a general meeting of the Association, shall be determined on a show of hands, unless before or on the declaration of the result of the show of hands, a poll is demanded, the chairperson shall declare that a resolution has, on a show of hands, been carried, or carried unanimously or carried by a particular majority, or lost and an entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favor of, or against, that resolution.

RULE 32 VOTING

- 32.1 Upon any question arising at a general meeting of the Association, a member has one (1) vote only:
- (a) Provided that the member is aged eighteen (18) years and over; and
 - (b) Is a member in any category, whose current subscription has been paid?
- 32.3 All votes shall be given personally.
- 32.3 In the case of an equality of voting on a question the Presiding Officer at the meeting is entitled to exercise a second or casting vote.

RULE 33 TAKING OF POLL

If at a meeting a poll on any question is demanded, it shall be taken at that meeting in such manner as the chairperson may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.



RULE 34 WHEN POLL IS TO BE TAKEN

A poll demanded on the election of a chairperson, or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the chairperson may direct.

RULE 35 BY-LAWS

The Committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association, and any by-law may be set aside by a general meeting of members. FLGC by-laws are attached to this Constitution but not included under its amendment requirement.

RULE 36 COMMON SEAL

- 36.1 If and when required, the Committee shall provide for a common seal and its safe custody.
- 36.2 The common seal shall only be used by the authority of the Committee and every instrument to which the seal is affixed shall be signed by a member of the Committee and shall be countersigned by the Secretary or by a second member of the Committee or by some other person appointed by the Committee for the purpose.

RULE 37 ACCOUNTS, FUNDS AND BANKING

- 37.1 The income of the Association, however derived, shall be applied solely towards the promotion of the objectives and purposes of the Association and no portion thereof shall be paid or transferred directly or indirectly, by dividend, bonus or otherwise, to any member of the Association.
- 37.2 The Treasurer or Committee Member authorized, shall cause to be kept proper books of accounts in which shall be kept a full, true and complete record of the affairs and transactions of the Association.
- 37.3 The Treasurer of the Association or Committee members authorized shall, on behalf of the Association, shall receive all monies paid to the Association and forthwith, issue official receipts for same.
- 37.4 The Committee shall cause to be opened with such bank or banks as the Committee selects, banking accounts in the name of the Association into which all monies shall be paid by the Treasurer as soon as possible after receipt thereof.
- 37.5 The Committee shall have power to open special Trust Accounts for specific projects from time to time, and such accounts may only be operated for the set purpose for which they are opened.



- 37.6 Except with the authority of the Committee, no payment shall be made from the funds of the Association otherwise than by cheque drawn on any of the Association's bank accounts or by electronic banking, but the Committee may provide the Treasurer with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the Committee may impose.
- 37.7 The Treasurer shall submit a full financial statement at each Committee meeting.
- 37.8 The Committee may receive from the Association's bank or bankers for the time being, the cheques drawn by the Association on any of its accounts with the bank or bankers from and against all claims, actions, suits, or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association.
- 37.9 All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by any two (2) members of the designated officers of the Association named under Rule 16.1.

RULE 38 APPOINTMENT OF AN AUDITOR

- 38.1 At each AGM of the Association the members present shall appoint a person who is not a member of the Association as the auditor of the Association and pay that person or persons so appointed such remuneration as the law or members so approve.
- 38.2 A person so appointed shall be a certified accountant and auditor whose office shall be in the State of Queensland and shall hold office until the AGM next after that at which they are appointed, and is eligible for re-appointment.
- 38.3 If an appointment is not made at an AGM the Committee shall appoint an auditor of the Association for the then current financial year of the Association.
- 38.4 If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Committee may appoint a person as the auditor and the person so appointed shall hold office until the next succeeding AGM.

RULE 39 AUDIT OF ACCOUNTS

- 39.1 To meet Level 3 Incorporated Associations requirements the President or Treasurer must verify the financial statements of the Association when the annual Incorporated Association application is submitted. The verification statement must state – 'The association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities'.



- 39.2 The Committee of the Association may request the appointed auditor, audit accounts at least yearly to ensure qualification for any Grants Application being considered by the Committee.
- 39.3 The auditor:
- (a) Has a right of access to all accounts, books, records, vouchers and documents of the Association, and
 - (d) The auditor shall certify the correctness of the accounts of the Association and the Treasurer is submit a report to members present at the AGM.
- 39.4 In their report, and in certifying the accounts, the auditor shall state –
- (a) Whether they have obtained all information required by them;
 - (b) Whether, in their opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at their disposal and the explanations given to them and as shown by the books of the Association; and
 - (c) Whether the rules relating to the administration of the funds of the Association have been observed.

RULE 40 FINANCIAL YEAR

The Financial year of the Association shall commence on the 1st October and terminate on the 30th September each year.

RULE 41 DOCUMENTS

The Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

RULE 42 DISTRIBUTIONS OF SURPLUS ASSETS TO ANOTHER ENTITY

- 42.1 This section applies if the Association is wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there are surplus assets (as per the meaning given under the Associations Incorporation Act 1981.)
- 42.2 The surplus assets must not be distributed among the members but must be given to another entity-
- (a) That has objects similar to the association's objects; and



- (b) The rules of which prohibit the distribution of the entity's income and assets to its members.

RULE 43 VETERAN GOLFERS COMMITTEE

- 43.1 Members who are financial members of the Association and have attained the age of 55yrs (men) and 50yrs (women) and have paid an affiliation fee as set by the District Veteran Golfers Association INC may elect a committee to be called the Fraser Lakes Golf Club Veteran Golfers Committee.
- 43.2 This committee will consist of a; President, Vice-President, Captain, Vice-Captain, Secretary, Treasurer, and other committee members
- 43.3 This committee is to all intents and purposes a sub-committee of the Association and all the rules, protection and liabilities of the Association pertain to the Veteran Golfers Committee.
- 43.4 The objectives for which the Veteran's Golf Committee is established are to: -
 - (a) Provide for the particular requirements of the Veteran Golfers within the Association
 - (b) Stimulate interest and encourage Veteran Golfers to participate in competition golf events and social activities
 - (c) Participate in golf events with kindred associations
 - (d) Assist in meeting the cost of specific items for the improvement of the FLGC.
- 43.5 This Committee will have exclusive responsibility for the management and control of all Veterans golf competitions at FLGC, however, it must ensure those competitions comply with FLGC By-Laws. All interclub matches will be in conjunction with the District Veterans Golf Association Inc.
- 43.6 All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by any two (2) members of the designated officers as named under Rule 44.2.
- 43.6 The AGM of the Veterans Committee shall be held prior to the last day of November in each year and prior to the Association's AGM.

RULE 44 AMENDMENTS TO AND ALTERATION OF RULES

Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting, however, an amendment, repeal or addition is valid only if it is registered by the Chief Executive (Office of Fair Trading).



FRASER LAKES

GOLF CLUB

INCORPORATED

BY-LAWS



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1. AUTHORITY AND RESPONSIBILITY

- (1) Authority to create and amend - These By-Laws are authorized, amended and repealed as required by the Management Committee.
- (2) Authority to set aside - Any By-Law may be set aside by a General Meeting of members.
- (3) Responsibility for changes to be recorded - It is the responsibility of the Vice President to ensure that changes to the By-Laws are notified to the Secretary Manager who is then responsible to update the By-Laws Master File and ensuring a current copy is posted.

2. PURPOSE

Reason for By-Laws - these By-Laws have been developed so that all golf club members have an understanding of the expectations required of them when participating in the management of the club or in using the facilities of the Fraser Lakes Golf Club and should be read in conjunction with the Constitution of the Fraser Lakes Golf Club Inc.

3. GOVERNANCE

- (1) Defining governance and policy:
 - (a) Governance is the “making and administration of policy.”
 - (b) Policy is “a course of action or directive from a person of higher authority.”
 - (c) Member policy is determined by members in session at a General Meeting and includes changes to the constitution etc. and Management Committee policy determined by the Management Committee members in session at a committee meeting and includes By-Laws etc.
 - (d) Policies flow down through the organization – from the members to the Management Committee for implementation. Operational issues are decided by the Management Committee and members are advised of changes.
- (2) Key Participants in the Governance Process
 - (a) Club Members - Although there are different classes of memberships in the club, the use of the term “members” in this context means voting members (Ordinary Members). Club members play at least two and oftentimes three roles in a club:
 - (i) they are its owners;



- (ii) They are its customers;
- (iii) When club members serve on committees or support the club in other ways, they are working as “volunteers” (see discussion under “Volunteers” below).

Members serve in an ownership role only when they act in session at a General Meeting, e.g., when they elect Management Committee members or vote on the constitution. For example, a club member on a Sub-Committee who is helping to plan a social event is serving as a volunteer – not as an owner or even a customer. The reason for this distinction is explained further below.

- (b) Management Committee Members - Management Committee members are, of course, club members. As such, they are owners, customers, and volunteers as described above. Management Committee members are also trustees or governors in that they are elected to manage the affairs of the club subject to limitations that may be set out in the constitution. Management Committee members have the authority to govern (i.e., are “governors”) only when they are taking part in an official committee meeting. Even though committee members are often active in sub-committee meetings or in assisting maintenance e.g., when they are not in an official committee meeting, they are serving as volunteers and not governors.
- (c) Club Officers - Club officers, who include the President, Vice-President, Captain, Vice-Captain and Treasurer are Management Committee members with special responsibilities in addition to their duties as committee members. They are elected by the Members and their duties and responsibilities are as defined by the Management Committee and are subject to the Management Committee’s authority and direction. As such, they have authority only when it is granted by the by-laws or the Management Committee.
 - (i) The President is the Chair of the Management Committee and is responsible for maintaining the integrity of the governance structure and related processes. He or she is normally the chief representative of the members and the spokesperson for the Management Committee. As Chair of the Management Committee, he/she sets the agenda of Management Committee meetings and ensures that the committee stays at an appropriate level with its thinking, discussions, and policy development. The President is an ex officio member of all sub-



committees. Therefore, he/she can serve both in a coordinating role among the sub-committees and in a leadership role in keeping them focused on their respective scopes of responsibility.

- (ii) The Club Captain is responsible for all golf played by the Club including golf managed and played by any subsidiary club. He/she is responsible for ensuring optimum playing conditions of the courses, planning and supervision of golf competitions, compliance by Members to the rules of golf and local rules, communication of golf and related events to all Members and Chairing the Match Committee;
- (d) Volunteers - For purposes of this By-Law, a volunteer is anyone who is unpaid and who is assisting the Management Committee. A high percentage of the volunteer work at the club is done through the Maintenance sub-committee as individual members. Other work may include working with selected sub-committees. Listening and responding to club member input is a factor critical to the club's success and sub-committees play an important role in this process. Although a club member may come to a sub-committee with the perspective of an owner and a customer, when the club member is working with or on the subcommittee, he/she is serving as a volunteer and is speaking as a customer. Accordingly, while volunteers in general and sub-committees in particular are invaluable to informing the Management Committee they bring no inherent authority to their volunteer role. Also, to reiterate an earlier point, when Management Committee members are outside an official committee meeting, e.g., at a sub-committee meeting they are serving in a volunteer role without authority.

4. MEMBERSHIP

- (1) Membership options:
 - (a) Full Membership
 - (b) Conditional Membership - Play As You Go Membership
 - (c) Junior Membership
- (2) Annual Membership Subscriptions. Annual Subscriptions are the sum of a several elements. Membership Fee and Affiliation Fees. All member fees are divided into two elements. The FLGC INC fee (refer Table) covering registration with AGU and an administration fee and payment to the Proprietor Fraser Lakes Golf Course covering a



right to play and liability insurance. Member fees may be paid as a full sum due by 31st January each year or payment of the FLGC INC fee by due date and in agreement with the Proprietor Fraser Lakes Golf Course a payment each quarter in advance to cover the playing rights fee. Payment options as follows:

OPTION	TYPE	AMOUNT	AGU/ADMIN	FLGC PROPRIETOR
1	FULL	\$405	\$85	\$320
2	FULL/QUARTERLY		\$85	\$85 PER 3 MTHS
3	PLAY/GO		\$95	\$10 GREEN FEES
4	JUNIOR		\$85	\$95

(3) Membership Playing Rights:

- (a) Full Membership and Financial Juniors – 7 day playing rights. Play outside FLGC INC competition days will attract a \$5 Green Fee payable to the Proprietor Fraser Lakes Golf Club.
- (b) Play as You Go Membership - \$10 Green Fees each time Member plays payable to the Proprietor Fraser Lakes Golf Course.

(4) Affiliation Fees – are a sum of fees set by the various governing bodies. FLGC INC will ensure continued membership of these governing bodies in maintained.

ASSOCIATION	FLGC INC	FLGC VETRANS CLUB
Golf Australia	Yes	Yes
Golf Queensland	Yes	Yes
Golf Link Fee	Yes	Yes
Veterans Golf QLD	No	Yes

(5) Termination of membership - When the Management Committee is considering whether a member shall be liable to censure, suspension, expulsion, or have his/her membership terminated the Management Committee will ensure that the three main principles of natural justice are adhered to. The three Main Principles of Natural Justice are:

- (a) First principle—the principles require that something should not be done to a person that will deprive the person of some right, interest, or legitimate expectation of a benefit without the person being given an adequate opportunity to present the person's case to the decision-maker.
- (b) Second principle—the decision-maker must be unbiased.



- (c) Third principle—the principles require procedural fairness, involving a flexible obligation to adopt fair procedures that are appropriate and adapted to the circumstances of the particular case.

If the member has been subjected to censure, suspension, expulsion, or have his/her membership terminated and appeals the decision under Rule 12 and Rule 13 of the constitution:

- (a) The censure, suspension, expulsion, or membership termination remains in force until such time as the management committee decision is overturned on appeal.
- (b) If the appeal is upheld then any rights or privileges that had been withdrawn or the cost of such rights or privileges, shall be restored to the member.

(6) Leave of Absence

- (a) A member may apply for a leave of absence which will only be granted in a situation where the member is unable to play because of circumstances “not of their own choosing” or at the discretion of the Management Committee.
- (b) Leave of absence shall only be granted for a minimum period of six months at any one time or at the discretion of the Management Committee.
- (c) A member granted leave of absence shall:
 - (i) Be liable to pay 25% of the fee normally payable for that period.
 - (ii) Shall not hold a handicap administered by Fraser Lakes Golf Club INC during this time.
 - (iii) Not be entitled to any rights to other clubs as a reciprocal member.
 - (iv) Not be permitted to hold any position on the Management Committee during this period.
 - (v) Be liable to pay social green fees if playing at Fraser Lakes Golf Course during this period.

5. FINANCIAL MANAGEMENT

- (1) Financial Reporting - A Treasurer's Report, which will clarify the financial position will be presented to the Committee at each Committee meeting.



(2) Purchasing

- (a) All purchases shall be for the promotion of the objectives of The Club.
- (b) The Committee or its delegate must approve each purchase commitment.
- (c) The Committee may delegate its power to approve purchase commitments and to authorize payments to specific Officers of The Club and to specific Members of The Committee.
- (d) All purchase commitments will be recorded and authorized by the delegate.
- (e) The acceptance of the satisfactory delivery of goods or services must be certified by an Officer of the Club before payment is authorized.

(3) Financial Delegations

- (a) Expenditure of a Capital Nature must be approved by the Management Committee, either as a Project Funding Package or Item by Item.
- (b) Expenditure may be authorized.
- (c) The Management Committee shall adopt the schedule of financial delegations for the ensuing 12 months at its December or January meeting.
- (d) Additions to and deletions from the schedule shall be authorized by the Committee.

6. GOLF COMPETITION

The Club Captain is responsible for Golf. He will complete the following actions:

- (1) Ensure that the FLGC INC Golf program to cover Club Day golfing events from the February season commencement date to the end of January in the following year has been designed, approved, printed and published prior the first Sunday in February of any year. The program must give consideration to the Wide Bay Golf Association fixtures.
- (2) Organize, manage and ensure that all golf competitions are completed in full concurrence with the Rules of Golf and AGU guidelines.
- (3) The Club Captain may from time to time create, amend or repeal Competition Events and Conditions of Play. Members attending, prize distribution, daily winners and daily accounts will be recorded in the Captain's Competition Register.



- (4) All competition events, condition of play and method of calculating winners, including a count-back system shall be consistent with the Rules of Golf, AGU guidelines and a Spirit of Fair Play.
- (5) The Club Captain may activate a Match Committee to make decisions on disputes, rulings or other issues as required. This Committee will consist of a minimum three (3) members of the Management Committee and it's President (if available).
- (6) Any Competition Event, Conditions of Play, Method of calculating Winners and Trophy Distribution may be set aside by the Management Committee.
- (7) All Club (including those managed by the FLGC Veterans Club) official Championships competitions , end of season functions, trophy presentations are to be completed by the date listed in the yearly program.
- (8) Club Championships. This By-Law contains the mandatory Club Championships and competition guidelines for FLGC INC and its subsidiary club - FLGC Veterans. To qualify for any Club Championship event a financial member must play at least 3 completion rounds organized by FLGC INC (including FLGC Veterans or the Voucher Run) between February and the start of the championship. Conditions of Play are to be posted on the Notice Board before commencement of the Championship event and progress reports are to be posted for competing members.
 - (a) **Club Championship.** Open to financial members who meet the qualification requirement. To be played over four (4) 18 Hole Stroke rounds over four (4) consecutive weeks. Winners – Club Champion (Gross) and Net Champion. Individual handicaps in force on day one, shall apply throughout the Championship. In the event of a tie for Club Champion, the winner will be decided by sudden death play-off over holes 1, 2, 8 and 9. Net winners will be decided by countback.
 - (b) **Match-play Championship.** Open to financial members who meet the qualification requirement. The best 16 qualifiers from the Club Championship (Net) to qualify. This is a handicap event and individual handicaps in force on day one, shall apply throughout the Championship. All Match-play competitions are to commence from the 1st Tee. In the event that a game is all square at the 18th players will play sudden death from the 1st until a winner is decided.



- (c) **Foursomes Championship.** Open to financial members who meet the qualification requirement. To be played over two (2) rounds of 18 holes over 2 consecutive weeks. Winners will be decided on Gross and Net results i.e. Best Gross/Best Net. In the event of a tie for the Gross score the winners will be decided by sudden death play-off over holes 1, 2, 8 and 9. Net winners will be decided by countback.
- (d) **4BBB Championship.** Open to financial members who meet the qualification requirement. To be played over two (2) rounds of 18 holes over 2 consecutive weeks. The Stable-ford system will be used for this competition with two players playing as partners although each Hole will be played individually by each of them, using their full handicaps. At the conclusion of each Hole, the player recording the highest number of Stable-ford points will have their score recorded on the card. The players with the most Stable-ford points will be declared the winners. In the event of a tie winners will be declared by countback using the last nine of the last round.
- (e) **Medal of Medals.** Financial members who have won a Monthly Medal during the current season are eligible to compete for the Medal of Medals. This competition will be played over 18 Holes of Stroke play, best Net score wins. In the event of a tie the winner will be decided on count-back. Prior to commencement of play a Notice is to be posted on the Notice Board listing Members eligible for the Competition.
- (f) **The Eclectic Competition.** Each year FLGC INC and its subsidiary Club will organize and administer an eclectic competition from the 1st Sunday in February to the last day of official competition in November of the same year. The lowest score made on each hole across single competition rounds is recorded, producing an 18-Hole score, giving each player a Gross Eclectic score. Each player's final handicap (the one which the player plays their final stroke round) is then used to determine a Net Eclectic score. A register of all player scores, amendments and fees is to be held by the Club Captain. Members are to be advised of their progress periodically through the term of the competition.

7. LOCAL RULES

Local Rules are managed by the Club Captain and are controlled and authorized by the Committee. The following Local Rules were approved 1st August 2018:



Preferred Lie

A player is entitled to prefer the lie of the ball when the ball lies on a closely-mown area through the green. A “closely-mown area” is any area of the course that is cut to fairway height or less and includes paths cut through the rough and the fringe/apron around the green. The player **MUST** mark the balls position and replace it on a spot within 1 card length/hand span of and not nearer the hole than where it originally lay, that is not in a Penalty Area or on the putting green. Appendix 1, Part B of the Rules of Golf. A player must only place the ball **ONCE** and is in play when it has been placed. If the ball does not lie on a closely-mown area, e.g. the rough, the player cannot take a preferred lie under this Local Rule.

The Committee may, due to playing conditions, change this Local Rule to “through the green” prior to commencement of the days play.

Trees (2 Meters)

All trees 2 meters high or less are deemed to be staked trees. Relief Rule 25.1.b

Marked Areas and Tree Stumps

All marked areas and tree stumps - treat as GUR relief Rule 25.1.b

Wheel Marks and Tracks

All wheel marks and tracks - treat as GUR relief Rule 25.1.b

Irrigation Work

All excavation work associated with irrigation system - treated as GUR relief Rule 25.1.b

Relief on Greens

If the ball is on the putting surface, relief may be obtained from repair work on greens, marked bare patches and bird damage. A player may seek relief by lifting their ball and placing it away from the damaged area no nearer the hole. Player must have concurrence from their marker.

Bare Patches, Stones and Exposed Tree Roots

If a player’s ball comes to rest in a bare area, stone area or exposed tree roots **on closely mown areas of the fairways** it is to be treated as GUR and players may seek relief by lifting and dropping the ball at nearest point of relief within one club length no nearer the hole. Rule 25.1.b

Out of Bounds

Fences left of 5, 6, 7 and 8. Fence at left and the out of bounds staked area of 9. The Clubhouse car park and road at back of 9. Fences at the back of 8 and 10. Fences left of 11, 12 and 13. Far side of the Penalty Area at left of the 18th Hole. Clubhouse path area back of 18.



Greens, Surrounds of Greens and Tees

If a player's ball comes to rest on a Green, the Surrounds of a Green different to their target Green or a Tee, the player must remove the ball from that area to an area adjacent to their original ball position but no nearer to the target hole.

Relief for Embedded Ball

Through the green a ball embedded in its own pitch mark in the ground may without penalty be marked lifted cleaned and dropped as near as possible to where it lay but not nearer the hole. Rule 25-2

Measuring Devices

Distance only measuring devices are permitted for play at this course.

Motorized Golf Buggies

Players are to ensure motorized golf buggies are kept outside the defined Green Surround areas and off all Teeing areas.

PENALTY FOR BREACH OF LOCAL RULE

MATCH PLAY – LOSS OF HOLE STROKE PLAY – 2 STROKES

8. DRESS STANDARDS

- (1) Acceptable for Men:
 - (a) Collared shirt, polo shirt or turtle neck golf shirt.
 - (b) Tailored trousers or shorts, neat denim, fashion and cargo pants/shorts.
 - (c) Soft soled golf shoes or clean sneakers.
- (2) Acceptable for women
 - (a) Tailored shorts/slacks/skirts, $\frac{3}{4}$ length slacks.
 - (b) Blouses/shirts preferably with a collar.
 - (c) Soft soled golf shoes or clean flat soled and enclosed shoes.