

QUEANBEYAN GOLF CLUB LIMITED

BY-LAWS

As approved by the Board of Directors January 2008

INTRODUCTION

These By-Laws are prepared in accordance with the Queanbeyan Golf Club Limited (*the Club*) Constitution (*the Constitution*) as approved November 2006 as amended from time to time and are binding upon all Members of the Club.

1. CLUBHOUSE

1.1 GAMING MACHINES

1.1.1 Operation

The gaming machines will be operated in accordance with the regulations and procedures so described in the Gaming Machines Act 2001 under the supervision of the licensee (Chief Executive Officer). The gaming machines will be available for the use of members or duly authorised visitors at all times whilst the Club is open for business.

1.1.2 Credit

Credit will not be extended to any person at any time. The Club has no facility to advance cash from a credit account.

1.1.3 Cheques

A member of the Club may cash a cheque at the bar. The cheque must be made payable to the Club, third party cheques may not be signed over. This facility is limited to one cheque per day not exceeding \$300 in value. The cheque may not be sold back to the patron or altered in any way, once presented. A member's cheque cashing facilities will be suspended if a cheque is dishonoured and the member shall be pursued for any costs associated.

1.1.4 Minors

Persons under the age of 18 are strictly prohibited from using the gaming machines. Minors are not permitted in the gaming lounge at any time.

1.1.5 Responsible Gaming Procedures

The Club is committed to the provision of responsible gaming services and is a financial member of the 'Betsafe' support group. The Club upholds all 'Betsafe' initiatives and policies (for further information see the Betsafe policy located in the gaming machine lounge). Persons displaying the signs of a problem gambler or whom voluntarily ask to be excluded will be interviewed by the Gambling Contact Officer (Chief Executive Officer).

1.1.6 Staff

All Club staff responsible for service in any gaming department are required to complete a 'Responsible Conduct of Gambling' training course BEFORE being permitted to deal with patrons.

1.1.7 Payment of jackpots or accumulated wins

Jackpots or accumulated wins will be paid up to a maximum of \$1,000 per payout in cash. The balance of any win will be paid by cheque after 11.00am on the next working day.

1.1.8 Dispute

In the event that there is a dispute regarding payment or lack of payment of a winning combination, or registration of credit, and a staff member is unable to resolve the matter, the gaming machine is to be turned off and reported to the Chief Executive Officer for resolution. Payment will not be made for any monies that do not appear on the credit meter unless expressly authorised by the Chief Executive Officer.

1.1.9 Patrons Responsibility

- It is the responsibility of the patron to ensure that monies inserted are duly credited to the credit meter BEFORE commencing play.
- Patrons may play only one gaming machine at any one time.
- Patrons may only claim wins that they have duly and legally accumulated. Disciplinary action will result if an overpayment is deliberately claimed
- Patrons must not hit, tilt, damage or otherwise interfere with the gaming machine in any way at any time
- Patrons must use only legal Australian tender to register credit. Any attempt to insert foreign objects or devices into the gaming machines will be subject to disciplinary action and reported to the authorities

1.2 BAR SERVICE

1.2.1 Operation

The bar will operate in accordance with Registered Clubs Act 1976 and other such provisions as may be imposed by the Department of Gaming & Racing or other authorised regulatory body. The bar will be open for service during the normal trading hours of the Club.

1.2.2 Responsible Service of Alcohol

All staff responsible for the sale of alcohol on the premises are required to complete the prescribed mandatory training. Alcohol will be served in accordance with the Club's responsible service of alcohol policy:

- Intoxicated persons will not be permitted to enter the Club
- Patrons showing the signs of intoxication will be refused service
- Persons under the age of 18 will not be served alcohol or permitted to approach the bar
- The Club will stock low alcohol products and wherever possible offer these products at a reduced rate
- The Club will not conduct promotions that encourage speed drinking or reward unreasonable consumption of alcohol
- The Club will provide a complimentary taxi phone for the use of guests

1.2.3 Minors

Persons under the age of 18 years will not be permitted entry to the bar area. Minors must remain in the immediate company of a parent or guardian, in a designated area, up to 9pm, with the exception of a private function where a minor may stay until the cessation of the function.

1.2.4 Keno/TAB

Keno and TAB facilities are available from the bar

1.2.5 Staff/Supervision

The Club will be governed in accordance with these By-Laws and approved procedure under the direction of the Licensee (CEO) or his delegated representative. Patrons are expected to comply with all reasonable requests made of them by staff on duty. Patrons found to be non compliant, abusive, violent or otherwise disruptive will be asked to leave the Club and may face disciplinary action.

1.3 SMOKING

Smoking within the Club is banned, in accordance with the Smoke Free Act. Patrons found to be smoking in designated smoke free areas will be asked to leave the Club.

1.4 DRESS REGULATIONS

The following dress is not permitted in the Clubhouse:

- Bare feet or thongs
- Brief shorts (running or football)
- Singlets or tank tops
- Football jumpers or clothing with distasteful or offensive text
- Caps or hats
- Spiked shoes

Patrons are required to be attired in a neat and tidy manner at all times.

1.5 TRADING HOURS

The Club will trade during the following hours:

Sunday – Thursday	10.00am – 10.00pm
Friday & Saturday	10.00am – 1.00am

These trading hours are at the discretion of the CEO and may be changed at any time.

2. GOLF OPERATIONS

2.1 COMPETITIONS

2.1.1 Club Competitions

Club competitions will be conducted on Tuesday (Women), Saturday and Sunday of each week, unless otherwise designated as a Pro Competition or Open Pro Competition. All Club competitions will be administered by the Match Committee.

2.1.2 Visitors in Club Competitions

Visitors may play in a Club competitions subject to the following provisions:

- The visitor is not a member of a club in the ACT Monaro region and does not reside in that area (this Clause applies to Saturday competitions only)
- The visitor is an invited guest of a member of the Queanbeyan Golf Club
- The visitor is approved by the Club Captain, Vice Captain or CEO

- The visitor has adequate proof of his or her home club membership and current AGU or WGA handicap
- The visitor pays the appropriate green fee

Visitors may play in Monthly Medal or Club Championship events but are not permitted to contest a Medal or Club Championship award

2.1.3 *Pro Competitions*

Pro Competitions will be conducted on a Wednesday and/or other such days as designated by the Match Committee unless otherwise designated as an Open Pro Competition or Club Competition. Pro Competitions will also be conducted on Saturdays and Sundays at the cessation of the regular Club Competition season (over the Christmas period). The Club Professional or his delegate is charged with running and administering this event. Visitors in a Pro Competition are subject to the provisions detailed in 2.1.2.

2.1.4 *Open Pro Competitions*

Open Pro Competitions will be conducted on public holidays or as otherwise approved by the Match Committee unless otherwise designated a Pro Competition or Club Competition. The Club Professional or his delegate is charged with running and administering this event. Visitors may play in any Open Pro Competition and **are not** subject to the provisions of 2.1.2. No green fee is payable.

2.1.5 *Tee Times*

Tee times may be booked subject to the following provisions:

- Booking sheets will be released 2 weeks before the scheduled competition. Bookings may be made on the computer located at the Clubhouse or the Pro Shop
- Members may place a maximum of four (4) names on the booking sheets for any one (1) competition.
- Office staff are not to be contacted for the purpose of making bookings for members
- Cancellations must be notified as soon as possible
 - Via the office or pro shop up to 5.00pm on the last week day before the scheduled competition
 - Via the pro shop on a weekend or the day of competition
- Players are required to register at the pro shop a minimum of 15 minutes before their scheduled tee time
- Players must not tee off before or after their allocated tee time unless so directed by the starter

2.1.6 *No Shows*

Members who make a booking to attend a competition are expected to play in accordance with their booked time or cancel a minimum of 24 hours prior to the scheduled event (excepting sickness or emergency). Members who fail to show for their booked tee time will be noted by the professional staff and referred to management. A warning may be given in the first instance, however disciplinary action will be taken against members who continue to breach this provision.

2.2 MAJOR EVENTS

2.2.1 *Club Championships (Men & Women)*

- To be played over 72 holes
- Eligibility: Full playing members only

2.2.2 *Foursome Championship (Men & Women)*

- To be played over 36 holes
- Eligibility: Full playing members only

2.2.3 *Mixed Foursomes Championship*

- Mixed event
- To be played over 36 holes
- Eligibility: Full playing members only

2.2.4 *4BBB Matchplay Championship (Men only)*

- Two (2) qualifying rounds to be played on a Saturday or Sunday. Top 32 players will qualify for Matchplay elimination
- Matchplay elimination to be played on Saturdays or Sundays as determined by the Club Captain
- Eligibility: Male full playing members only

2.2.5 *Matchplay Championship (Men only)*

- Two qualifying rounds to be played on a Saturday or Sunday. Top 16 players in each grade will qualify for the playoff.
- Playoff will be played on Saturday and/or Sunday as determined by the Club Captain.
- Eligibility: Male full playing members only

2.2.6 *Matchplay Championship (Women only)*

- Eligibility: Female full playing members only

2.2.7 *Monthly Medal (Men)*

- Monthly medal events will be conducted on one Saturday per month as determined by the Club Captain
- Eligibility: Male full playing members only

2.2.8 *Monthly Medal (Women)*

- Monthly medal events will be conducted on a Tuesday and a Saturday each month as determined by the Women's Captain
- Eligibility: All female playing categories
- Full playing winners will be eligible for a Medal of Medals event to be played at the end of the season

2.2.9 *Queanbeyan City Open*

- Open event
- To be played over 36 holes
- Eligibility: Open to all categories of membership and visitors possessing a current AGU or WGA handicap

2.2.10 *Queanbeyan Cup*

- Open event
- To be played over 18 holes
- Eligibility: Open to all categories of membership and visitors possessing a current AGU or WGA handicap

2.3 SOCIAL PLAY

2.3.1 Green Fees

Green fees are payable at the pro shop and will be charged at the following rate:

	18 Holes	9 Holes
Monday	\$12	\$12
Tuesday – Friday	\$20	\$15
Tuesday – Friday after 3pm	\$15	Unlimited holes
Weekend	\$25	\$20
Weekend after 3pm	\$20	Unlimited holes
Junior	\$15	
Schoolboy	\$12	

NOTE: Green fees may be altered from time to time for the purpose of running specials or promotions or at any other time as approved by the CEO on a temporary basis.

2.3.2 Member Social Play

Members may play at any time in accordance with their specific category of membership. Members are required to report to the pro shop before teeing off.

2.3.3 Corporate or Group Bookings

Corporate or group bookings are to be referred to Club Administration. Discounts may apply to group bookings, at the discretion of the Chief Executive Officer.

2.3.4 Social Golf Clubs

Social golf clubs will be permitted to utilise the golf course on a Sunday morning from 7am on the 9th tee. Bookings are subject to pennants commitments and major events and remain at the discretion of the Club Captain.

2.4 DRESS REGULATIONS

The following dress is required for admittance to the golf course:

- Golf shoes or other footwear that completely encloses the foot
- Tailored shorts or pants – no football or running style shorts or tracksuit pants are permitted
- A collared shirt – no offensive prints, text or numbers are permitted

Players are required to be attired in a neat and tidy manner at all times.

2.5 RECIPROCAL RIGHTS

Members from Clubs that hold a reciprocal playing rights agreement with the Club are permitted to play socially or within competition subject to:

- The terms of the Reciprocal Agreement
- The person does not reside in the ACT Monaro region
- For a period of no more than four consecutive weeks
- Payment of the competition fee
- Payment of the relevant green fee

4. SUB COMMITTEES

Sub Committees are formed and approved by the Board of Directors in accordance with Clause 68 (a) of the Constitution. Sub Committees are approved to deal with business in accordance with the following schedule and as otherwise approved by the Board of Directors. Sub Committees may be convened to deal with special projects and/or duly dissolved at the discretion of the Board of Directors.

All sub committees are required to forward their minutes to the CEO for presentation at the Board of Directors meeting. Sub committees are to present requests to the Board of Directors in the form of recommendations. Sub committees are not authorised to make any formal undertaking (financial or otherwise) on behalf of the Club, commit to major works, or modify approved Club policy or procedure before Board approval is granted.

4.1 FINANCE & ADMINISTRATION

4.1.1 Purpose

The committee is formed to:

- Review such reports and procedures as required for the diligent financial and administrative management of the Club and/or other such reports as required under the Registered Clubs Act or other applicable legislation
- To review and approve operational and capital budgets

4.1.2 Chairman

The committee is to be chaired by the Director of Finance & Administration.

4.1.3 Eligibility/Make Up

The F & A Committee will consist of a maximum of 8 financial members of the Club inclusive of the Women's President plus the CEO. At least 2 current Directors and the CEO must be appointed to this committee. Due to the sensitive nature of reports, proposals and discussions on this committee only Directors, ex Directors and the Women's President may be appointed to this committee, unless special approval is granted in extraordinary cases. Members will be appointed to the committee upon the recommendation of the Chairman, as ratified by the Board of Directors.

4.1.4 Reports

The following reports must be tabled and passed by a put motion for recommendation to the Board of Directors:

- Profit & Loss
- Balance Sheet
- Poker Machine Report
- Accounts Paid
- Aged Payables

Other reports to assist in the assessment of financial performance, management or governance of the Club will be prepared and presented for the information of the committee by the CEO as directed.

4.1.5 Meetings

The F & A Committee will meet on the second last Tuesday of the month at 5.30pm or as otherwise determined by the Chairman provided that at least one meeting is held per month prior to the scheduled Board of Directors meeting.

4.2 MATCH & SELECTION

4.2.1 *Aim/Purpose*

The committee is formed to:

- Manage and administer club run competitions
- To govern on matters of rules interpretation
- To dictate course set up
- To select and manage Pennant or other representative teams, in accordance with approved procedure

4.2.2 *Chairman*

The committee is to be chaired by the Club Captain

4.2.3 *Eligibility/Make Up*

The committee will consist of a maximum of 10 financial members of the Club plus the Club Professional. Only members in a playing category are eligible to join the committee. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors.

4.2.4 *Pennants Selection Policy:*

QUEANBEYAN GOLF CLUB PENNANT AND INDIVIDUAL REPRESENTATION POLICY

The Match Committee is responsible for the selection of Pennant and individual golfing representatives of the Queanbeyan Golf Club.

The Match Committee delegates to the Queanbeyan Golf Club Women's sub committee, the selection of women's pennant teams and other individual women's representation.

The Match Committee delegates to the Director appointed by the Board to oversee junior development, and in consultation with the junior sub committee, the control of Junior pennant and individual representation of junior members.

The Match Committee to control all other pennant and individual representation.

Men's Pennant Selection:

Consideration for Pennant -At appropriate times the Match Committee will call for expressions of interest from members for Pennant selection.

This expression of interest can be by:

- 1 Letter to members; or
- 2 Notice on Match Committee Notice Board; or
- 3 By personal contact from Captain or Vice Captain or delegated Match committee member. This contact can be by phone or personal interview.

Selection Criteria that may be taken into account but not limited to:

- 1 Previous match play experience and performance/form in pennant representation; or

- 2 Previous match play experience and performance/form in Club match play competition; or
- 3 Recent stroke play competition form; or
- 4 Handicap considered suitable for the team being considered; or
- 5 Availability to play in all matches of the selected competition.

Selection panel will be chosen by the Match Committee and should include the Captain and Vice Captain unless they request exclusion from the panel.

When the selection panel contains a member who has nominated for team selection, a decision to include that member in the team is made by the other members of the selection panel.

Team Captain's are chosen by the selection panel. Club Captain or panel representative may consult with pennant team members before Team Captain is chosen.

Team Managers, if required will be chosen by the selection panel in consultation with Team Captain.

If the selection panel cannot agree on a team nomination, selection will be referred to the full Match Committee

Individual Club Representation

Individual club representation will be chosen by the full Match Committee and in consultation with the full Board of Directors or through qualifying events.

4.2.5 Meetings

The committee shall meet on the second Tuesday of each month at 5pm or at such other time as determined by the Chairman, provided that at least one meeting is held per month before the scheduled Board of Directors meeting.

4.3 MEMBERSHIP & HANDICAPPING

4.3.1 Purpose

The committee is formed to:

- Scrutinise and check eligibility of new member applications
- Scrutinise and check correspondence relating to changes in membership classification including applications for 'Elder Membership'
- To administer golfing member handicaps and issue new handicaps in accordance with relevant AGU/WGA regulations
- To monitor reciprocal agreements and to consider new reciprocal clubs' proposals

4.3.2 Chairman

The committee is to be chaired by the Director of Membership & Handicapping.

4.3.3 Eligibility/Make Up

The committee will be made up of a maximum of 6 financial members of the Club. Only members in a playing category are eligible to join the committee. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors.

4.3.4 *Meetings*

The committee shall meet on the second last Tuesday of each month at 5.30pm or at such other time as determined by the Chairman, provided that at least one meeting is held per month before the scheduled Board of Directors meeting.

4.4 **GREENS**

4.4.1 *Purpose*

The committee is formed to:

- Set minimum standards for course presentation
- To analyse and advise on master planning for course layout
- To review proposed capital works projects

4.4.2 *Chairman*

The committee is to be chaired by the Director of Greens

4.4.3 *Eligibility/Make Up*

The committee will consist of a maximum of 6 financial members of the Club plus the Course Superintendent and a member of management. Only members in a playing category are eligible to join the committee. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors.

4.4.4 *Meetings*

The committee shall meet on the second Wednesday of each month at 5pm or at such other time as determined by the Chairman, provided that at least one meeting is held per month before the scheduled Board of Directors meeting.

4.5 **JUNIOR DEVELOPMENT**

4.5.1 *Purpose*

The committee is formed to:

- Design and implement programmes to foster and encourage the development of junior golfers
- To conduct, promote and administer junior golfing events
- To select and manage junior Pennant or other representative teams

4.5.2 *Chairman*

The committee is to be chaired by the Director of Junior Golf

4.5.3 *Eligibility/Make Up*

The committee will consist of a maximum of 6 financial members of the Club. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors.

4.5.4 *Meetings*

The committee shall meet as required at a time determined by the Chairman.

4.6 **SOCIAL**

4.6.1 *Aim/purpose*

The is formed to:

- Plan, conduct and promote social events and functions such as Trivia Nights, Presentation Night, Kids' Christmas Party and Christmas in July etc
- To conduct fund raising and/or other activities in support of social events
- To administer periodic activities or promotions such as Footy Tipping, Keno Club and/or other syndicate betting and the like

4.6.2 *Chairman*

The committee is to be chaired by the Social Director

4.6.3 *Eligibility*

The committee will consist of a maximum of 10 financial members of the Club, noting that members in the 'Social' category are permitted, plus a member of management. Committee members will be accepted upon the recommendation of the Chairman, as ratified by the Board of Directors

4.6.4 *Meetings*

The committee shall meet on the third Tuesday of each month at 6pm or at such other time as determined by the Chairman, provided that at least one meeting is held per month before the scheduled Board of Directors meeting.

5. MEMBERSHIP

5.1 MEMBERSHIP PROCEDURES

5.1.1 *Classes of Membership*

The following classes of membership are approved:

- Full Playing Member
- Elder Member
- Life Member
- Intermediate Playing Member
- Weekday Playing Member
- Country Playing Member
- Junior Playing Member (12-17)
- Junior Playing Member (18-24)
- Non Playing Member
- Social Member
- Temporary Member
- Honorary Member
- Provisional Member

5.1.2 *Election to Membership*

Procedures for election to membership will be in accordance with Clauses 24 – 27 in the Club Constitution.

5.1.3

Rights and privileges of each respective class will be afforded to Members in accordance with Clause

5.2 ADDITIONAL CLASSES OF MEMBERSHIP

5.2.1 *9 Hole Membership*

Procedures applying to nominations to this category are as listed in 5.1.2.

5.2.2 *Eligibility*

Persons who have attained the age of 18 years and are elected as 9 Hole members or who, on request, are transferred by the Board from another class of ordinary membership.

5.2.3 *Playing Rights*

Members in this category are entitled to play 9 holes of social golf on any day at anytime, subject to course bookings and competitions. A maximum of 9 holes may be

played on any one day, unless an appropriate green fee is paid for additional play. A handicap is not maintained by the Club and the member is not affiliated with the AGU or WGA.

5.2.4 Daylight Savings Membership

Procedures applying to nominations to this category are as listed in 5.1.2.

5.2.5 Eligibility

Persons who have attained the age of 18 years and are elected as Daylight Saving members or who, on request, are transferred by the Board from another class of ordinary membership.

5.2.6 Playing Rights

Members in this category are entitled to play unlimited social golf on any weekday after 4pm, subject to course bookings and competitions, for the duration of Daylight Savings (October – March). At the end of Daylight Savings time the member will become unfinancial. A handicap is not maintained by the Club and the member is not affiliated with the AGU or WGA.

5.2.7 Sub Junior Membership

5.2.8 Eligibility

- Nominee must be between the ages of 8 and 11 years
- Nominee must be an active participant/graduate in/of the Junior Development program
- Nominee must pass a competence assessment by the Junior Development Director (or his delegated substitute) assessment to include the following components:
 - Course safety
 - Etiquette
 - Speed of play
 - Basic playing ability

5.2.9 Procedure for nomination:

A membership application form is to be completed and forwarded to the Junior Development Committee, once judged as meeting the requirements under this By-Law, a supported application may then pass to the Board of Directors for acceptance. No play is permitted until such time as the Board of Directors have accepted the application and the applicant has been duly informed by an authorised officer of the Club.

5.2.10 Playing Rights

Members in this category are permitted to play socially and in competition play 7 days per week, provided that the sub junior member is accompanied by a responsible playing member of the Club who is over the age of 24 years. An AGU/WGA handicap is available in this category.

5.3 POLICY APPLYING TO MEMBERSHIP

5.3.1 Re-Nomination Policy

This policy has been developed in accordance with the Club Constitution and is duly approved as a By-Law of the Queanbeyan Golf Club by the Board of Directors.

This policy applies to any person wishing to nominate for golfing membership who was a golfing member in the previous financial year (referred to as the *unfinancial member*).

The unfinancial member wishing to re-nominate for a golfing membership will be permitted to so provided that an administration fee of \$150 (inc GST) is paid along with the appropriate pro rata fee (as described on the current membership form) at the time of nomination.

This entitles the unfinancial member to be re-instated with their previous membership number and, at the discretion of the handicap manager and subject to the relevant AGU provisions, their previous playing handicap.

This fee can be avoided by paying the full renewal rate for the class of membership held by the member at the time they became unfinancial.

6. WOMEN'S COMMITTEE

INTRODUCTION

The affairs of the Women members will be managed by a committee of playing women members who shall have the power to arrange matches and allocate handicaps. Subject to the rules of the Club, the committee shall have the power to deal with any matter relating exclusively to women members. The Women's Committee shall report to the Board of Directors.

6.1 APPLICATION

6.1.1 Committee Make Up

The Committee will be elected at the Women Members Annual General Meeting and shall consist of eight members:

President	Honorary Secretary
Vice President	Handicap Manager
Captain	Committee members X 2
Vice Captain	

The Club President shall be an ex officio member of the Committee.

6.1.2 Competitions

The Committee will set conditions of play for annual and daily events at the beginning of each season and for major and/or special events prior to such events. All conditions of play shall be displayed on the Women Members Notice Board.

6.1.3 Sub Committee

The committee may form sub-committees of other members for specific purposes such as fund raising, arrangements for guest days etc. All sub committees shall have a committee member on that sub committee.

6.1.4 Term

Committee members may hold any one executive position for a maximum of three consecutive years but continuous membership of the committee shall not exceed nine years in total.

6.1.5 Absence

Any Committee member who fails to attend three consecutive meetings without valid reason shall be replaced. Vacancies occurring through resignation, incapacity or death of a member may be filled on a temporary basis until the next election, the Committee will appoint a successor to hold the applicable office.

6.1.6 Meeting Procedures

- Committee meetings will be held monthly as decided by the Committee

- A minimum of five committee members shall form a quorum
- A written Agenda must be distributed to the Committee at least one week before any scheduled meeting
- All committee meetings held after the Annual General Meeting and prior to 1 December of the same year shall be attended jointly by the outgoing and incoming Committees.

6.1.7 Annual General Meetings (AGM) Procedures

- An AGM is to be held in October of each year for the purpose of election of Office Bearers for the Women members Committee. All category, except social women members are eligible to vote at the AGM
- Twenty members or 30% of members whichever is the lesser will constitute a quorum
- Playing women members who have reached the age of eighteen years are eligible to be elected to the Committee
- The newly elected Committee will commence duty on 1 December of each year.