



---

# Narooma Golf Club By-Laws

---

*June 2016*

---



## **BY-LAWS OF THE NAROOMA GOLF CLUB**

These By-Laws are issued pursuant to the authority vested in the Board of Directors of the Narooma Golf Club by the Constitution of the Club.

All previously made By-Laws of the Narooma Golf Club are hereby cancelled and replaced by those contained herein.

All Members, guests and employees of the Club are bound by these By-Laws.

These By-Laws are available to Members and interested persons from the Office of the Club, and posted on the Club Web Site.

These By-Laws should be read in conjunction with the Constitution. The Governing Body of the Club reserves the right to add, delete or change By-Laws at any time, by notice on the Club notice board at the Ballingalla Street premises.

Proposed By-Laws may be forwarded to the General Manager at any time. The Board will review all proposals.

President

Narooma Golf Club

15 July 2015

---

## CONTENTS

---

<b>CONTENTS .....</b>	<b>3,4</b>
<b>1.1 CODE OF CONDUCT .....</b>	<b>5</b>
1.1.1 Introduction .....	5
1.1.2 Club Policy.....	5
1.1.3 Legal Entity .....	5
<b>1.2 TRADING HOURS .....</b>	<b>5</b>
<b>1.3 DRESS REGULATIONS .....</b>	<b>5</b>
<b>1.4 MEMBERSHIP CARDS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.5</b>
<b>1.5 CHILDREN .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.6</b>
<b>1.6 COMPLIMENTS, SUGGESTIONS AND COMPLAINTS REGARDING CLUB GOODS AND SERVICES .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.6</b>
1.6.1 Club Policy.....	6
1.6.2 Complaints Management .....	6
<b>1.7 GOLFING INSTRUCTIONS FOR PLAYERS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.7</b>
1.7.1 General Golfing Directions.....	7
1.7.2 Grades of Playing Categories.....	7
1.7.3 Club Constitution of Golf.....	7
1.7.4 Course Closure – Weather Conditions.....	8
1.7.5 Course Closure - Generally.....	8
1.7.6 Green Fees and Competition Fees.....	8
<b>1.8 MOTORISED GOLF CARTS .....</b>	<b>8</b>
1.8.1 Definition of a Golf Cart .....	8
1.8.2 Club Policy.....	9
1.8.3 Privately Owned Golf Carts.....	9
1.8.4 Visitors use of Private Golf Carts.....	10
1.8.5 Operation of a Golf Cart.....	10
1.8.6 Restriction of use of Golf Carts.....	10
<b>1.9 GOLF ETIQUETTE AND COURSE CARE .....</b>	<b>11</b>
1.9.1 On Course Behaviour.....	11
1.9.2 Course Care.....	11
1.9.3 Bunkers.....	11
1.9.4 Carts on the Course .....	11
1.9.5 Tips to Avoid Slow Play .....	12
<b>1.10 CHARITY DAYS AND EVENTS .....</b>	<b>13</b>
1.10.1 Approval of Charity Days and Events .....	13
1.10.2 Charity Golf Days.....	13
1.10.3 Fees and Donations .....	13
<b>1.11 CLUB MEMBER OF THE YEAR .....</b>	<b>13</b>
1.11.1 Purpose .....	13
1.11.2 Nominations.....	13
1.11.3 Criteria .....	13
1.11.4 Selection Process.....	14
1.11.5 Benefits .....	14
<b>1.12 GOLF LINK POLICY .....</b>	<b>14</b>
1.12.1 Golf Link .....	14
<b>1.13 SUB CLUBS .....</b>	<b>14</b>
1.13.1 Purposes of Sub Clubs.....	14
1.13.2 Applicability.....	15
1.13.3 Election of Office Bearers .....	15
1.13.4 Understanding of Club Constitution and By-Laws.....	15
1.13.5 Authorised Sub Clubs.....	15

<b>1.14</b>	<b>FORMATION OF SUB CLUBS.....</b>	<b>15</b>
1.14.1	<i>Approval to form a Sub Club .....</i>	15
<b>1.15</b>	<b>DISSOLUTION OF SUB CLUBS .....</b>	<b>15</b>
1.15.1	<i>Authority of Board of Directors to Dissolve Sub Clubs.....</i>	15
1.15.2	<i>Application to Dissolve Sub Clubs.....</i>	15
<b>1.16</b>	<b>GENERAL ADMINISTRATION OF SUB CLUBS .....</b>	<b>16</b>
1.16.1	<i>Reporting Requirements .....</i>	16
1.16.2	<i>Audit of Accounts .....</i>	16
<b>1.17</b>	<b>BY LAWS AND THE CLUB CONSTITUTION.....</b>	<b>16</b>

## **1.1 CODE OF CONDUCT**

---

### **1.1.1 Introduction**

- a) A person who accepts the office of Director of this Club accepts the responsibilities imposed under:
- I. the various legislation governing the Club industry
  - II. the Constitution of the Club
  - III. the By-Laws of the Club
  - IV. Industry Codes of Practice

### **1.1.2 Club Policy**

- a. Each person who nominates as a Director of this Club will be provided with a copy of this document and the Constitution so that they are aware of their responsibilities as a Director of this Club. Once elected the director will be required to undertake the Clubs NSW mandatory director training course.

### **1.1.3 Legal Entity**

- a. The Club is a Public Company Limited by the Guarantee of its members. This means that the liability of the members is limited to the amount specified in the Club's Constitution. The principle of Limited Liability extends to a Director of the Club, in some circumstances. For example a Director who acts in good faith and exercises reasonable care and diligence in the performance of his/her duties will be afforded protection against being personally liable for the acts and omissions of the Club.

## **1.2 TRADING HOURS**

---

All trading hours are at the discretion of Management and the Board.

## **1.3 DRESS REGULATIONS**

---

- a) Members and visitors dress must be clean, neat and tidy at all times when entering either the main Club or Golf Course.
- b) The CEO has the authority to amend the Dress Regulations from time to time.

## **1.4 MEMBERSHIP CARDS**

---

- a) A Member's card is not transferable.
- b) It is a Member's responsibility to report the loss of their card immediately to the Club. If a member loses his/her card, a replacement card will be issued for a fee of \$5.00.
- c) The Member's card must be produced upon entry to the Club. It must also be produced when requested by the manager, any member of staff or a director.

## **1.5 CHILDREN**

---

Persons under eighteen (18) years of age are not permitted in any Bar or Gaming area as defined in the Liquor Act. Appropriate signage will be displayed throughout the Club to alert patrons of the restricted areas.

## **1.6 COMPLIMENTS, SUGGESTIONS AND COMPLAINTS REGARDING CLUB GOODS AND SERVICES**

---

### **1.6.1 Club Policy**

- a. Members and visitors who wish to make a compliment, suggestion or complaint about the Club's goods or services are requested to make them in writing on a form available from the main office. The completed form is to be placed in the locked container provided.
- b. Staff are to make Members and visitors aware of this facility should such an enquiry be raised with them.
- c. Personal information will be treated with complete confidentiality by the Club.
- d. Those completing a form will receive a letter from the General Manager of the Club, should follow up action be required and if contacts details are provided.
- e. No Member shall reprimand any servant of the Club or a Club contractor.

### **1.6.2 Complaints Management**

- a. Any complaint against the General Manager shall be made in writing only to the Club President.
- b. Any complaint about a Director shall be made in writing only to the General Manager. The General Manager will liaise with the President over the matter.
- c. Any complaint about the President shall be made in writing to the General Manager who will use their discretion on how it will be managed. Should the matter be sufficiently serious, they shall brief the Senior Vice President and then discuss the matter with the President.
- d. Any complaint against any servant or Club contractor shall be made in writing to the President or General Manager.
- e. Complainants will be responded to by the General Manager at the time of receipt of the complaint. The response will address the complaint, and outline any action taken or to be taken to address the complaint. Where the matter requires further investigation it will also be handled in accordance with subsequent paragraphs.
- f. Acknowledgement of receipt of a formal complaint will be made by the General Manager within 7 days.
- g. No complaint is to take longer than 30 days from receipt to be fully dealt with and a reply sent to the complainant.
- h. The General Manager will maintain a Complaint and Compliments Register and brief the Board on details of the number and type of complaints and compliments received and action taken on a monthly basis.
- i. The General Manager is to advise the President of any complaints as and when they arise, and brief the Board at its regular meetings on all matters being dealt with under this By-Law.

## **1.7 GOLFING INSTRUCTIONS FOR PLAYERS**

---

### **1.7.1 General Golfing Directions**

- a. Golf Members and social players must report to the Professional or nominated starter before playing on the course.
- b. Except when an alternative tee is nominated by the Match Committee or starter, players must hit off on the No 1 tee.
- c. Members whose AGU handicap has lapsed may apply to the handicap Committee for a Club handicap entitling them to play in Club competitions other than open events and championships.

### **1.7.2 Grades of Playing Categories**

- a. Any playing Member, who wishes to nominate Narooma Golf Club as his or her home Club for the purpose of maintaining his / her handicap, shall be known as Category "A", "B", "E", "F", & "J". Other playing Members shall be known as Category "C", "D" and "E".
- b. The Club authorises the following categories:
  - i. Playing Male Member whose handicap is maintained by Narooma Golf Club.
  - ii. Playing Female Member whose handicap is maintained by Narooma Golf Club.
  - iii. Playing Male Member whose residential address is outside the postcode area covered by 2545 and 2546.
  - iv. Playing Lady Member whose residential address is outside the postcode area covered by 2545 and 2546.
  - v. 5 day Member that may only play in the 9 or 12 hole competitions.
  - vi. Junior Member (female 12 to 21 years) living in postcode area covered by 2545 and 2546 or is a junior Member of another Club, holding a WGA handicap.
  - vii. Junior Member (male 12 to 21 years) living in postcode area covered by 2545 and 2546 or is a junior Member of another Club, holding an AGU handicap.
  - viii. Non Playing Member.

### **1.7.3 Club Constitution of Golf**

- a. On competition days the first tee is to be closed to social golfers 15 minutes before competition players hit off.
- b. The Match Committee sets the conditions of play for competitions.
- c. A Member, or junior golfer, must be a full Member of Narooma Golf Club to play in the Club Championships.
- d. Persons awaiting approval of their Membership are eligible to play in Club competitions but not Club Championships or Honour Board events.
- e. Junior Members must be accepted by the Match Committee to be qualified to play in Club competitions.

- f. Junior Members playing consistently to a handicap of 32 may apply to the Match Committee for the right to play in Members' competitions. Each such junior Member must play with a playing Member who shall mark their card.
- g. Golfers may practice only on the designated practice areas.
- h. All visiting golfers playing in competitions may be asked to verify their current handicap either by handicap card and / or contact with their home Club.
- i. Motor scooters or motorised golf carts are not permitted on the course without the express permission of the Board (See By-Law 1.8).

1.7.4 **Course Closure – Weather Conditions**

- a. The course may be closed due to:
  - i. the cumulative effect of weather, or
  - ii. the impending arrival of a storm.
- b. Where the cumulative effect of weather is apparent, use of the course is to be restricted under the authority of the General Manager as advised by the Course Superintendent or their representative.
- c. When there is evidence of an impending serious storm, the course may be temporarily closed by either the:
  - i. General Manager
  - ii. Course Superintendent or appointed representative
  - iii. Club Captain
  - iv. Chair of the Course Committee
  - v. Any Director of the Club
  - vi. Club Professional
- d. The General Manager is always to be informed when the course is closed by those making the decision for its closure.
- e. Notice to this effect is to be displayed in the Pro Shop.

1.7.5 **Course Closure - Generally**

- a. Closure of the course for any reason other than weather related is to be authorised by the General Manager as advised by the Superintendent or their representative, or an appropriate person otherwise.
- b. The Pro Shop and Clubhouse must be notified as soon as possible.
- c. Notice to this effect is to be displayed in the Pro Shop.

1.7.6 **Green Fees and Competition Fees**

- a. Fees will apply to each category of player as determined by the Board.

**1.8 MOTORISED GOLF CARTS**

---

1.8.1 **Definition of a Golf Cart**

- a. For purposes of this By-Law, carts used to support the playing of golf shall be referred to as motorised golf carts.



- b. This definition covers all forms of self-propelled cart that enables a person to be seated while the cart is moving under its own power.

#### 1.8.2 Club Policy

- a. Club policy is for maximum use to be made of motorised golf carts available for rental through the Pro Shop.
- b. The Board will determine the conditions for approval to operate motorised golf carts on the course.
- c. Privately owned motorised golf carts are not permitted to operate on the golf course without approval of the Club's Board of Directors.
- d. The Board will determine the maximum number of private golf carts on the course.

#### 1.8.3 Privately Owned Golf Carts

- a. Members wishing to use privately owned motorised golf carts on the course must make application to the Board. Conditions relating to such approvals are:
  - i. The cart must conform to the required specification of being a specifically designed golf cart.
  - ii. The cart must be maintained at all times in good condition.
  - iii. Requirements of the NSW Roads and Traffic Authority (RTA) in respect to the cart must be met (if applicable).
  - iv. Personal liabilities cover of at least \$10.0M must be held at all times by the Member or Members approved to operate a particular motorised golf cart on the course. Proof of this insurance cover must be presented at the time approval is initially sought and annually at the time of Membership renewals.
  - v. The Member or Members named on the personal liability policy for the particular motorised cart only may operate the cart on the course.
  - vi. Members authorised to use Motorised Golf Vehicles in accordance with this By-Law must be the driver when it is operated on the course.
  - vii. Members who own Motorised Golf Vehicles used on the Course will be held responsible for the cost of remediation of any damage caused by their vehicle.
  - viii. It is the Club's policy that ultimately all privately owned motorised golf carts used on the Course will be electrically (battery) powered. Only electrically powered carts will be approved for use on the Course (other than the existing approved petrol carts)
  - ix. The existing privately owned petrol carts may be sold to other Narooma Club Members and can continue to be used on the Course until they are no longer able to be maintained to a good condition, whereupon they shall be replaced with an electric motorised cart.
- b. Fees for Privately Owned Motorised Golf Vehicles
  - i. Members with permission to operate their cart on the course will be

charged an annual fee set by the Board.

- ii. Fees will be established taking into account the nature of the vehicle.
- iii. Fees are payable in pro-rata until renewal of membership, at which time the full fee will be added to the applicable membership renewal fee.
- iv. Members producing a current medical certificate stating they are unable to play 18 holes of golf without the aid of a cart will receive a 20% discount on the private cart fee.

c. **Storage of Privately Owned Motorised Golf Vehicles**

- i. Members, with permission from the General Manger and subject to availability, may store their Motorised Golf Vehicles in designated areas on Club premises.
- ii. Motorised Golf Vehicles are stored on Club premises at the sole risk of their owner.
- iii. While the Club will take all reasonable action to protect Motorised Golf Vehicles, the Club will not be held responsible for any damage or replacement of that vehicle.
- iv. Members utilising this facility are to sign a statement acknowledging they understand these conditions.

1.8.4 **Visitors Use of Private Golf Carts**

- a. Visiting players are permitted to bring a cart to the course provided they comply with the following:
  - i. An appropriate indemnity form is signed in the Pro Shop.
  - ii. Evidence is produced of Personal Liability Insurance as shown elsewhere in this By-Law.
  - iii. They pay a fee set by the Board.

1.8.5 **Operation of a Golf Cart**

- a. When operating a motorised golf cart on the course, the driver must ensure that:
  - i. the enjoyment of fellow golfers is not hindered by riding ahead or during their play of shots,
  - ii. no damage is done to any area of the course,
  - iii. the cart is not driven on teeing areas or within an area of 5 metres of any green or such other distance as may be marked by green keeping staff,
  - iv. the cart is not parked and left unattended on the paths surrounding the Clubhouse,
  - v. a cart designed for carrying one person is only permitted to carry one person and one set of Clubs, and
  - vi. a cart designed for carrying two persons is only permitted to carry a maximum of two persons and two sets of Clubs.

As carts are not always the property of the Club, the use by any person of a cart on the course or car parks is conditional upon the user of the cart being responsible for any injury to any person or damage to any property arising out of its use and indemnifying the Club against any claim or action in respect of such injury or damage.

**1.8.6**      **Restriction of use of Golf Carts**

- a. Whenever possible, the restriction of the use of carts is to be minimised by placing markers in appropriate places on the course to restrict the movement of carts in areas where damage could occur.
- b. Restrictions on the use of carts is to be made on the day that they are to be applied by the Course Superintendent or appointed representative such as the senior grounds staff representative.

**1.9**      **GOLF ETIQUETTE & COURSE CARE**

---

**1.9.1**      **On Course Behaviour**

- a. Verbally loud and offensive language, abuse of fellow players or abuse of golfing equipment will not be tolerated, especially where the incident is in close proximity to the club house, pro-shop or other members.
- b. For the safety of all players avoid hitting up on the group in front at all times. If the group in front are playing at a pace considered slow, there are provisions in the By-Laws relating to slow play.
- c. Rubbish, including cigarette butts and bottle tops should be disposed of in the receptacles provided. Respect your course.

**1.9.2**      **Course Care**

- a. Every Player must carry and use a sand bucket irrespective of whether a cart, buggy or carrying clubs are used.
- b. Please repair divots on fairways and in the rough as well as pitch marks on greens and surrounds. It is essential that all players are diligent in their repair of pitch marks on greens.
- c. The sand / soil provided must be used to repair divots on the fairways, tee boxes and in the rough
- d. Players are asked to smooth holes and footprints that have been made in bunkers using rakes provided. Rakes must be left outside the bunker parallel with the direction of play.
- e. Ground staff have the right of way on the course at all times.
- f. Players are asked NOT to hit at any area being tendered by grounds staff until they have the attention of the staff and called forward.

**1.9.3**      **Bunkers**

- a. The following points are provided to assist in the upkeep of bunkers and to ensure that you and your fellow members have a pleasant round of golf.
  - i. Always enter the bunker at designated entry points from the lowest access point (generally the bunker tongue or the back of bunker.)

- ii. Rake out footprints pulling sand from the outside in. Do not pile sand towards the edge of the bunker as it creates a dish type effect that is difficult to play from.
- iii. Pull the rake towards you as you exit the bunker.
- iv. Rakes must be left outside of the bunker with the handle parallel with the direction of play.

#### 1.9.4 Carts on the course

- a. Under no circumstances must carts be driven within 5 metres of any green, between bunkers and greens or within 5 metres of bunker edges.
- b. Where paths are provided carts must use them.
- c. Carts must not be driven on or over any teeing ground.
- d. Damp or wet areas must be avoided.
- e. It is the responsibility of the driver of a cart to ensure proper use and control at all times, and to minimise damage to the course or other players.
- f. Golf carts may be hired by any person over the age of 18 years for a social or competition game provided the cart is able to be returned to the Pro Shop staff before the shops registered close of business time.

#### 1.9.5 Tips to Avoid Slow Play

- a. The number one problem in golf today, as evidenced by the overwhelming golfer complaint, is slow play. The following tips can help you keep pace with the group in front of you at all times:
  - i. The player with the lowest handicap in any group of players in a competition is expected to ensure that golf etiquette is observed by all members of such match or competition, particularly in regard to maintaining his or her group's position in the field and to any "call through" rule. The group's position in the field is "directly behind the group in front" and not "in front of the group behind".
  - ii. Numerous practice swings, lengthy delays in lining up putts, pacing out distances prior to club selection, and viewing putts from all points of the compass are not sensible practices for the average golfer.
  - iii. Be ready to hit when it is your turn.
  - iv. Limit practice swings to one or none.
  - v. When leaving your bag or cart to play your next shot, take sufficient clubs with you to your ball.
  - vi. Consider all options as you approach your ball to make decisions quickly.
  - vii. Watch all balls until they stop rolling to avoid lengthy searches.
  - viii. Use a fixed object as a reference point.
  - ix. If you do fall behind, let faster groups play through.
  - x. Continue putting until holed out unless you would be standing on someone's putting line.

- xi. Park your buggy on the exit side of the green, nearest to the next tee.
- xii. Mark your card on the next tee, whilst other players are hitting.
- xiii. Play a provisional ball whenever you feel your ball may be lost.
- xiv. Stop searching for balls after five minutes.
- xv. Call the following group through when you feel your search for your ball is likely to delay them.
- xvi. Politely ask the group in front of you to call you through if it is obvious they are delaying the field.

## **1.10 CHARITY DAYS AND EVENTS**

---

### **1.10.1 Approval of Charity Days and Events**

- a. The Board of Directors is the approving authority for all Charity Days and Charity Events.

### **1.10.2 Charity Golf Days**

- a. Charity golf days are to be arranged with the Club Captain and General Manager as far ahead as is possible and be incorporated in the Club annual fixture guide.
- b. Where it is proposed to hold a charity golf day but it was not possible to have it incorporated in the fixture guide, the person organising the Charity Day is to give as much notice as possible to the Club Captain and General Manager who will do their best to assist. Their decision is final.

### **1.10.3 Fees and Donations**

- a. The Club will charge a fee for participants in the Charity Day or Event to partially cover the cost of operation of the Club and course, and lost green fee revenue incurred by the use of the course being constrained to assist in the event.
- b. The fee will be set by the General Manager based on the size of the activity, the effort needed by the Club for its support, and the potential loss to Club revenue through its conduct.
- c. The Club may choose to donate some or all of its fees to support the Charity activity. This will be decided by the Board of Directors on advice of the General Manager.

## **1.11 CLUB MEMBER OF THE YEAR**

---

### **1.11.1 Purpose**

- a. The purpose of this By-Law is to allow for recognition of an individual who has made a significant contribution to the Club in the past year.

### **1.11.2 Nominations**

- a. Nominations for Club Member of the Year are able to be made for any financial Member of the Club who is in any category of Membership.
- b. Nominations for the award may be from:
  - i. any Board member of the Club,

- ii. any financial Member of the Club,
- iii. any employee of the Club, or
- iv. any Committee of the Club.

#### 1.11.3 Criteria

- a. The criteria for award of Club Member of the Year are as follows:
  - i. Has been a Member of the Club for at least 2 continuous years.
  - ii. Made a significant contribution to the Club through selfless service and dedication to the ethos of the Club and its Members over the past 12 months or more.
  - iii. Has not been disciplined by the Club or otherwise brought the Club into disrepute.
  - iv. Is a person that Members would be proud to see invested in such a group.

#### 1.11.4 Selection Process

- a. Nominations may be made at any time during the year until second Tuesday in October (to enable Board consideration).
- b. Those entitled to nominate are to do so on the form available from the office which will require them to also give their own name and Membership number.
- c. Only one nomination can be made by those eligible to nominate.
- d. Those nominating are not obliged to tell the person who they are nominating.
- e. Nominations will be held continuously in a confidential manner by the General Manager.
- f. When nominations close, the General Manager will provide the Board with a list of nominees and their number of votes. The Board will take into account Members who were not previously selected but have been nominated a number of times. If a Member of the Board is on the list of nominees, the Director concerned will not participate in the selection process.
- g. Those to be recognised and awarded will be decided by the Board of Directors and no correspondence will be entered in to concerning the decision.

#### 1.11.5 Benefits

- a. Club Member of the Year has the following benefits:
  - i. Presentation of the Seahorse perpetual trophy.
  - ii. Provision of a \$250 voucher for expenditure in the Club.

### **1.12 GOLF LINK PRIVACY**

---

#### 1.12.1 Golf Link

- a. The Club is authorised to provide Golf Link with such items of membership details as is required to enter the names of eligible Members on the Golf Link register for handicap purposes.
- b. Golf Link has undertaken that information given will not be used for any other purpose.

## **1.13 SUB CLUBS**

---

### **1.13.1 Purpose of Sub Clubs**

- a. The Board of Directors are the approving authority for the formation of all Sub Clubs.
- b. Sub Clubs are the only associations of members permitted to conduct their affairs in the Club under the Constitution, By-Laws of the Club and rules of their Sub Club.

### **1.13.2 Applicability**

The Constitution of the Narooma Golf Club and By-Laws made by the Board of Directors apply to all Sub Clubs of the Narooma Golf Club.

### **1.13.3 Election of Office Bearers**

Those intending to nominate as Office Bearers are to follow the same procedures for eligibility, nomination and acceptance as followed by the Board of Directors in accordance with the Constitution.

### **1.13.4 Understanding of Club Constitution and By-Laws**

All individuals standing as Office Bearers are to sign a statement with the General Manager that they have read and understood the Club Constitution, its By-Laws and the Sub Club's set of rules.

### **1.13.5 Authorised Sub Clubs**

- a. The following Sub Clubs are authorised to operate and conduct their business in the Narooma Golf Club:
  - i. Lady Golfing Members
  - ii. Ladies and Men's 9 and 12 Hole Members

## **1.14 FORMATION OF SUB CLUBS**

---

### **1.14.1 Approval to Form a Sub Club**

- a. The Board of Directors will authorise Sub Clubs to operate as part of the Narooma Golf Club provided they:
  - i. Comply with the Constitution and By-Laws of the Club for their formation and operation.
  - ii. Are judged by the Board to offer worthwhile benefits to Club members.

## **1.15 DISSOLUTION OF SUB CLUBS**

---

### **1.15.1 Authority of Board of Directors to Dissolve Sub Clubs**

- a. The Board of Directors may dissolve any Sub Club operating in the Club should that Sub Club not complying with the Constitution, By Laws or the Sub Club's own set of rules.
- b. Where dissolution is undertaken, office holders of the Sub Club will remain accountable for all matters associated with the Sub Club until the Board of

Directors are satisfied that all appropriate action has been taken to properly wind up the operations of the Sub Club.

1.15.2 **Application to Self-Dissolve a Sub Club**

- a. Applications to dissolve a Sub Club are to be made in writing to the Board of Directors by the President/Captain/designated leader of the Sub Club.
- b. Reasons are to be provided as to why the application is being made.

**1.16 GENERAL ADMINISTRATION OF SUB CLUBS**

---

1.16.1 **Reporting Requirements**

- a. Sub Clubs are required to keep the following records and produce them for inspection by the General Manager:
  - i. The agenda and associated minutes of properly constituted meetings and financial statements are to be provided at Monthly intervals for review by the Board.
  - ii. Notice for the election of office holders and written advice of the subsequent election results
- b. Where Sub Clubs cannot fund their own requirements, they may apply for support from the Club.
- c. The Treasurer of the Sub Club will be held personally responsible for the financial records of the Sub Club and liable for all its funds should any discrepancy be found.

1.16.2 **Audit of Accounts**

- a. The accounts of the Sub Club are to be included in the annual audit of the Narooma Golf Club.

**1.17 BY-LAWS & THE CONSTITUTION**

---

- a. These By-Laws should be read in conjunction with the constitution.
- b. The governing body of the Narooma Golf Club reserves the right to add, delete or change By-Laws at any time, any changes will be placed on the member's notice board.