

# HUON VALLEY GOLF CLUB INCORPORATED

Golf Club Road,  
Huonville, Tasmania 7109  
ABN – 47 804 706 481



## CONSTITUTION

As amended :

September 22 – 2010 – March 21— 2011 – September 19 – 2012 –  
September 17 – 2014 - **May 30- 2015 – September 12 - 2015**

**HUON VALLEY GOLF CLUB INCORPORATED**

**CONSTITUTION**

=====

1. The name of the Association shall be Huon Valley Golf Club Incorporated (in these rules called "the Association").
  2. (1) In these rules, unless the contrary intention appears:
    - "committee" means the committee of management of the Association:
    - "Women members committee" means the committee of management of the affairs of the women members.
    - "general meeting" means a general meeting of members convened in accordance with rule 13:
    - "committee member" means a member of the committee to whom paragraph (b) of sub-rule (1) of rule 23 relates:
    - "public officer" means a person appointed by the committee to fulfill the duties and obligations of such office as set out in the Associations Incorporation Act 1964
  - (2) In these rules, expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in a visible form.
  - (3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretation Act 1931 and the Act in force on the date on which these rules are adopted by the Association.
  - (4) A reference to an Act of Parliament or a section of an Act of Parliament includes Any amendment thereto or re-enactment thereof for the time being in force and all bylaws and regulations made thereunder for the time being in force.
3. The office of the Association shall be at Huonville or such other place as the committee may, from time to time, determine.

4. (1) In addition to the basic objects of the Association, the objects and purposes of the Association shall be determined to include:
  - (a) the purchase, taking on lease or in exchange, and the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association;
  - (b) the buying, selling, and supplying of, and dealing in, goods of all kinds,
  - (c) the construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the Association;
  - (d) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;
  - (e) the taking of such steps from time to time as the committee or the members in general meeting may deem expedient for the purpose of procuring contributions to the funds of the Association, whether by way of donations, subscriptions, or otherwise;
  - (f) the printing and publishing of such newspapers, periodicals, books, leaflets, or other documents as the committee or the members in general meeting may think desirable for the promotion of the objects and purposes of the Association;
  - (g) the borrowing and raising of money in such manner and on such terms as the committee may think fit or as may be approved or directed by resolution passed at a general meeting:
  - (h) subject to the provisions of the Trustees Act 1898 the investment of any monies of the Association not immediately required for any of its or purposes in such manner as the committee may from time to time determine;
  - (i) the making of gifts, subscriptions or donations to any of the funds, authorities, or institutions to which section 78 of the Income Tax and Social Services Contributions Assessment Act 1936-1964 of the Commonwealth relates;
  - (j) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants of the Association and their dependants and the granting of pensions, allowances, or other to servants or past servants of the Association and their dependants, and the making of payments towards insurance in relation to any of these purposes;

- (k) the establishment and support, or aiding in the establishment and support, of any other Association formed for any of the basic objects of the Association;
  - (l) the purpose or acquisition and undertaking, of all or any part of the property, assets, liabilities, and engagements of any association with which the Association may at any time become amalgamated in accordance with the provisions of the Act and the rules of the Association; and
  - (m) the doing of all such other lawful things as are incidental or conducive to the attainment of the basic objects and purposes specified in the foregoing provisions of this sub-rule.
4. (2) In this rule, "basic objects of the Association" means the objects and purposes of the Association, as stated in the application under subsection (2) of section 7 of the Act for the incorporation of the Association lodged with the Commissioner pursuant to that section.
5. (1) A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription prescribed in, or fixed under, these rules.
- (2) A person who is not a member of the Association at the time of the incorporation of the Association shall not be admitted to membership -
- (a) unless nominated as provided in sub-rule (3) of this rule: and
  - (b) admission as a member is approved by the committee.
- (3) A nomination of a person for membership of the Association -
- (a) shall be made in writing, signed by two full members of the Association;
  - (b) shall be accompanied by the written consent of the person nominated (which may be endorsed on the form of nomination); and
  - (c) shall be lodged with the public officer of the Association.
- (4) As soon as is practicable after the receipt of a nomination, the public officer shall refer the nomination to the committee.
- (5) The committee shall approve a nomination by ballot provided that -
- (a) not less than seven members cast a vote: and
  - (b) three negative votes shall exclude a nomination from approval.

5. (6) Upon a nomination being approved by the committee, the public officer shall place the nomination on the Association's notice board for a period not less than fourteen consecutive days so that -
  - (a) any member may object to the nomination;
  - (b) the objection shall be in writing stating the reason for the objection and signed by the member or members objecting;
  - (c) the objection shall be handed to the public officer before the period prescribed in this sub-rule has expired; and
  - (d) upon receipt of an objection, the committee may, at its absolute discretion, resubmit the nomination to a second ballot in accordance with sub-rule (5) of this rule.
  
- (7) Upon a nomination being approved by the committee, the public officer shall, with as little delay as possible, notify the nominee, in writing, that the nomination has been approved for membership of the Association and, on receipt of the sum payable by or on behalf of the nominee of the first year's subscription, shall enter the nominee's name in a register of members to be kept by the public officer, whereupon the nominee becomes a member of the Association.
  
- (8) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the public officer a written notice of resignation.
  
- (9) Upon receipt of a notice under sub-rule (8) of this rule, the public officer shall, following committee approval, remove the name of the member by whom the notice was given from the register of members, whereupon the member ceases to be a member of the Association.
  
- (10) A right, privilege, or obligation of a person by virtue of membership of the Association -
  - (a) is not capable of being transferred or transmitted to another person; and
  - (b) terminates upon the cessation of membership, whether by death, resignation or otherwise.

5. (11) In the event of the Association being wound up -

- (a) every member of the Association; and
- (b) every person who, within the period of twelve months immediately preceding the commencement of the winding up, was a member of the Association, is liable to contribute to the assets of the Association for payment of the debts or liabilities of the Association and for the costs, charges, and expenses of the winding up and for the adjustment of the rights of the contributories among themselves such sum, not exceeding two dollars, as may be required, but a former member is not liable so to contribute in respect of any debt or liability of the Association contracted after 'ceasing' to be a member.

(12) The Association shall be comprised of –

- (a) full members;
- (b) junior members;
- (c) twilight members;**
- (d) distance members; Category 1 and 2**
- (e) five day members;
- (f) social members;
- (g) provisional members;
- (h) life members;
- (i) student members;
- (j) senior members; category 1 and 2
- (k) honorary members;

5. (13) Members entitled to be full members -

- (a) shall not be less than eighteen years of age;
- (b) shall have ordinary use of the clubhouse, grounds and amenities;
- (c) shall be eligible to be nominated as a member of the committee;
- (d) shall be eligible to attend general meetings; and
- (e) shall be eligible to one vote on any resolution or ballot at a general meeting

(14) Members entitled to be junior members -

- (a) shall be not less than twelve years of age and shall not have attained their eighteenth birthday;
- (b) shall have such rights as the committee may, from time to time, decide;
- (c) shall on attaining eighteen years of age, qualify as a full member
- (d) may elect not to pay an entrance fee on becoming a junior member and
- (e) shall, on becoming a full member, pay the entrance fee payable by a full member except that, if an entrance fee was paid on becoming a junior member, no further entrance fee is payable.

**(15) Members entitled to be 'Twilight' members –**

- a) membership restricted to the daylight savings period only**
- b) may access the course from 3pm on any day during this period**
- c) shall not be eligible to enter other normal club competitions**
- d) shall pay the annual subscription appropriate to the category as determined in conformity with rule 29 of these rules**
- e) may participate in other social events by invitation of the committee**

**(16) Members entitled to be Distance members –**

- (a) Category 1, shall have permanent residence a distance travelled between 25 and 35 kilometres from the Huon Valley Golf Club property**
- (b) Category 2, shall have permanent residence a distance travelled above 35 kilometres from the Huon Valley Golf Club property**
- (c) Shall pay an annual subscription appropriate to the category as determined in conformity with rule 29 of these rules**
- (d) The starting point for measurement is to be the junction from Glen Huon Rd at the start of Golf Course Rd.**

- 5 (17) Members entitled to be five (5) day members –
- (a) shall be entitled to play in all club competitions (other than Saturday and Tuesday competitions)
  - (b) shall be ineligible to enter Monthly Medals and Club Championship
  - (c) may enter Saturday and Tuesday competitions by remitting the full rate of green fees on the day
  - (d) shall pay the annual subscription appropriate to the category as determined in conformity with rule 29 of these rules
- (18) Members without playing and voting rights but who are entitled to use the clubhouse facilities shall be known as social members.
- (19) Persons who have been granted such rights of membership as the committee may, from time to time, decide, but who shall not be entitled to enter any members competitions, shall be known as provisional members.

## **(20) Life membership Policy:**

### **1) Guidelines for Election of Life Members**

- a) Life Membership can be awarded by the Huon Valley Golf Club Management Committee for outstanding contribution to the Club by a Huon Valley Golf Club Member or, Volunteers and Patrons
- b) This policy sets out the minimum criteria to be eligible for nomination for an award of Life Membership
- c) This award exists to recognise the valuable contribution of individuals to the current and future existence of the Club

### **2) Criteria For Life Membership:**

The points to be taken into account when considering any nomination:

#### **a) Length of Service**

The length of service to the Club should be extended service of at least 20 years as a player or as a volunteer with such service in either role

#### **b) General Considerations**

- The general attitude and overall demeanour of the nominee shows a dedication to the values of the Club  
Commitment to the principles of good sportsmanship
- Valued leadership and good role modelling that reflects credit upon the Club
- Ongoing financial support to the Club either by Sponsorship or Donation
- Except non-playing volunteers or patrons, the candidates must satisfy at least one of the following criteria

#### **C) Specific Criteria:**

- 1) A minimum of ten (10) years' service on the Management Committee or Sub Committees



- 2) A significant ongoing contribution to the benefit of the Club or;
- 3) An outstanding contribution which results in the Club being substantially and positively changed by that contribution, occurred over a period of time and be clearly documented and corroborated.

Satisfaction of the criteria described above **does not** infer automatic granting of Life membership. The criteria is for the guidance of the Management Committee when assessing nominated candidates

On receipt of nominations the Management Committee of the day (should knowledge of a nominee's contribution and or service not be clear or readily known by members of committee) may seek input from current day Life Members and other long serving members.

Nominations need to be considered in the present tense, not posthumously, give credit when credit is due not after one's demise. Memorials are for the departed, awards and recognition for outstanding contribution and service need to be bestowed upon and enjoyed by the living

### **Benefits of Life Membership**

- Awarded Life Membership at Huon Valley Golf Club Annual General Meeting
- Reduction of membership subscription – Life members pay capitation fees only
- Personal invitation to any special event organised by the club
- Listing in the Club's website and on the Honour Board
- Status of being a member of a select group within the club

Note: Life Members elected prior to implementation of the new policy shall retain their current arrangement.

### **Process for Assessing Applications for Life Membership**

- Any current full member of the Huon Valley Golf Club who wishes to have a person considered for nomination as a Life Member may complete and forward a submission to that effect in writing to the President of the Club

The Life Membership submission must address the criteria:

- a) Attainment of minimum service requirements
- b) An outstanding contribution in at least one of the service areas listed
- c) Any other details of exemplary service

The nomination should be signed by the nominee and seconded by another full member and forwarded to the Club President no later than the 30<sup>th</sup> June of each year

Nominations so received shall be dealt with by the full Management Committee before the AGM and subject to a 75% agreement of the committee Life Membership shall be awarded at the Annual General Meeting.

A certificate/plaque shall be presented at the club's official presentation day/night to recognise and commemorate his or her significant contribution/s to the Club

5. (21) Members entitled to be Student members –
    - (a) will have attained the age of 18 years but not yet reached the age of 25 years
    - (b) will be in full time attendance at a recognized educational establishment
    - (c) will pay an annual subscription appropriate to the category as determined in conformity with rule 29 of these rules
  - (22) Members entitled to be senior members –
    - Category 1 – Pensioner
      - (a) will have attained the age of 65 years but less than 80 years
      - (b) will have retired from full time employment
      - (c) shall pay an annual subscription appropriate to the category as determined in conformity with rule 29 of these rules
    - Category 2 – Senior
      - (c) will have attained the age of 80 years
      - (d) shall pay an annual subscription appropriate to the category as determined in conformity with rule 29 of these rules
  - (23) Members of any Body or Organisation which, in the opinion of the committee, has objects similar to those of the Association, may, upon producing such evidence of membership as the committee requires, be elected as honorary members-
    - (a) for any period as the committee may decide but not exceeding one calendar year; and
    - (b) on payment of such fees as the committee may decide

and they shall enjoy the same privileges as members except that they shall have no voice in the management of the Association.
  - (24) Former members wishing to rejoin shall be subject to re-election as provided in these rules but shall not be required to pay the entrance fee unless such fee shall have been raised and in that case, only the amount by which the entrance fee has increased is payable, but the committee may, at its discretion, have any entrance fee waived.
6. The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects 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, provided that nothing herein shall prevent the payment, in good faith, of remuneration to any officer or servant of the Association, or to any member of the Association or other person, in return for any services actually rendered to the Association.

7. (1) True accounts shall be kept -
  - (a) of all sums of money received and expended and the matter in respect of which the receipt or expenditure takes place; and
  - (b) of the property, credits, and liabilities of the Association, and shall be open to inspection of members of the committee and the committee shall, from time to time, determine whether, and to what extent, and at what time, and under what restrictions, the accounts of the Association, or any of them, shall be open to the inspection of the members of the Association and no member, not being a member of committee, shall have any right of inspecting any account, or book, or document of the Association, provided that the committee shall lay before the members of the Association, at the annual general meeting, an account of the income and expenditure for the period since preceding account, together with a balance sheet made up to a date not later than three months before such meeting.
- (2) The Treasurer of the Association shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association, in such form and manner as the committee may direct.
- (3) The accounts and books referred to in sub-rules (1) and (2) of this rule shall be kept at the Association's office or at such place as the committee may decide.
8. (1) The Treasurer of the Association shall, on behalf of the Association, receive all monies paid to the Association and forthwith after the receipt thereof issue official receipts therefore.
- (2) The committee shall cause to be opened with such bank as the committee elects, a banking account in the name of the Association into which all monies received shall be paid by the Treasurer as soon as possible after receipt thereof.
- (3) 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 and may release and indemnify 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.
- (4) Except with the authority of the committee, no payment of a sum exceeding fifty dollars shall be made from the funds of the Association otherwise than by cheque drawn or by **direct debit** on the Association's bank account, 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.

8. (5) No cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorized by the committee.
- (6) All cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments shall be signed by the Treasurer or **if absent** by such other member or members of the committee as the committee may nominate for that purpose, and shall be countersigned by the public officer, or **if absent** by such other member or members of the committee as the committee may nominate for that purpose.
9. (1) At each annual general meeting of the Association, the members present shall appoint a person as the auditor of the Association.
- (2) A person so appointed shall hold office until the annual general meeting next after that at which **the person** is appointed, and shall be eligible for re-appointment.
- (3) The first auditor of the Association may be appointed by the committee before the first annual general meeting, and if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting.
- (4) If an appointment is not made at the annual general meeting, the committee shall appoint an auditor of the Association for the then current financial year of the Association.
- (5) Except as provided in sub-rule (3) of this rule, the auditor may only be removed from office by special resolution.
- (6) 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 annual general meeting.
10. (1) Once at least in each financial year of the Association, the accounts of the Association shall be examined by the auditor.
- (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting
- (3) In certifying the accounts, the auditor shall state -
  - (a) that all information required was obtained;
  - (b) that professionally the accounts are properly drawn up so as exhibit a true and correct view of the financial position of the Association according to the information provided and the explanations given and as shown by the books of the Association; and

- 10 (3) (c) whether the rules relating to the administration of the funds of the Association have been observed.
  - (4) The public officer of the Association shall cause to be delivered to the auditor a list of all the accounts, books, and records of the Association.
  - (5) The auditor -
    - (a) has a right to access to the accounts, books, records, vouchers, and documents of the Association;
    - (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of the duties required by the auditor:
    - (c) may employ persons to assist in investigating the accounts of the Association; and
    - (d) may, in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.
11. (1) The Association shall, in each year, hold an annual general meeting.
  - (2) The annual general meeting shall be held on such day (being not later than three months after the close of the financial year of the Association) as the committee shall determine.
  - (3) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
  - (4) The annual general meeting shall be specified as such in the notice convening it.
  - (5) The ordinary business of the annual general meeting shall be -
    - (a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
    - (b) to receive from the committee, auditor, and servants of the Association reports upon the transactions of the Association during the last preceding financial year;
    - (c) to declare the ballot and confirm the election of the officers of the Association and the committee members;
    - (d) to appoint the auditor and determine the remuneration to apply
    - (e) to determine the remuneration of servants of the Association.

11. (6) The annual general meeting may transact special business of which notice is given in accordance with these rules.
- (7) All general meetings other than the annual general meeting shall be called special general meetings.
- (8) The rules of the Association may be amended at any general meeting provided that –
  - (a) notice is given in accordance with these rules; and
  - (b) at least three quarters of those members present and entitled to vote, vote in favour.
12. (1) The committee may, whenever it thinks fit, convene a special general meeting of the Association.
- (2) The committee shall, on the requisition in writing of not less than twenty members, convene a special general meeting of the Association.
- (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association and may consist of several documents in the like form, each signed by one or more of the requisitionists.
- (4) If the committee does not cause a special general meeting to be held within twenty-one days from the date on which a requisition therefor is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting; but any meeting so convened shall not be held after three months from the date of the deposit of the requisition.
12. (5) A special general meeting convened by requisitionists in pursuance of these rules shall be convened in the same manner as nearly 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.
13. The public officer shall, at least fourteen days before the date fixed for holding a general meeting of the Association, cause to be inserted in at least one newspaper published in this State an advertisement specifying the place, date, and time for the holding of the meeting, and the nature of the business to be transacted thereat.
14. (1) All business that is transacted at special general meetings and all business that is transacted at the annual general meeting, with the exception of that specifically referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.
- (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.

14. (3) Twenty members personally present (being members entitled under these rules to vote thereat) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within one hour 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 next week, at the same time and (unless another place is specified by the chairman at the time of the adjournment or by written notice to members given before the day on which the meeting is adjourned) at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.
15. (1) The President shall preside as chairman at every general meeting of the Association. If the President is absent the Vice President shall preside.
- (2) If the President and Vice-President are absent from a general meeting, the members present shall elect one of their own number to preside as chairman thereat, provided that such election shall not be held until at least fifteen minutes have elapsed after the advertised starting time of the meeting.
16. (1) The chairman 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.
- (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.
- (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
17. A question arising at a general meeting of the Association shall be determined on a show of hands and unless before or on the declaration of the result of the show of hands a poll is demanded, a declaration by the chairman 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 favour of, or against, that resolution.
18. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
- (2) All votes shall be given personally.
- (3) In the case of an equality of voting on a question the chairman of the meeting is entitled to exercise a second or casting vote.

18. (4) Only full members are entitled to vote at a general meeting.
19. If at a meeting a poll on any question is demanded it shall be taken at that meeting in such manner as the chairman may direct, and the result of the poll shall be deemed to be the resolution of the meeting on that question.
20. A poll that is demanded on an the election of a chairman, 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 chairman shall direct.
21. (1) The affairs of the Association shall be managed by a committee of management constituted as provided in rule 23.  
(2) The 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 general meetings of members of the Association; and
  - (c) subject to the Act and 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; and
  - (d) except as hereinbefore provided in these rules, any motion or resolution carried at a general meeting, shall be effective only as a recommendation to the committee and the committee shall not be bound to adopt or ratify the same.
22. (1) The officers of the Association shall be -
  - (a) a President;
  - (b) a Vice-President;
  - (c) a Captain;
  - (d) a Vice-Captain;
  - (e) a Treasurer;
  - (f) a Secretary.  
(2) Only full members of the Association may be elected as officers.



- (3) The provisions of sub-rules (2), (3), and (4) of rule 24, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-rule (1) of this rule.
- (4) Each officer of the Association shall hold office until the conclusion of annual general meeting next after the date of his election but is eligible for re-election.
- (5) In the event of a casual vacancy in any office mentioned in sub-rule (1) of this rule, the committee may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of his appointment.

23. (1) The committee shall consist of-
- (a) the officers of the Association; and
  - (b) five other full members;

All of whom shall have their election confirmed at the annual general meeting of the Association in each year, and

- (2) Each committee member elected shall, subject to these rules, hold office until the conclusion of the next annual general meeting, but is eligible for re-election.
- (3) A record shall be kept by the person presiding at the annual general meeting, of the results of any ballots for the election of officers or committee members.
- (4) In the event of a casual vacancy occurring in the officers or committee members, the committee may -
  - (a) appoint the member who attained the next highest votes in any ballot held at the annual general meeting as provided in sub-rule (3) of this rule; and
  - (b) if no ballot was held, elect such member as the committee sees fit.

24. (1) Nominations of candidates for elections as officers of the Association or as committee members
- (a) shall be made in writing signed by two full members and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
  - (b) shall be noted by the public officer who shall cause the nominations to be affixed to the Association notice board at least twenty one days before the date fixed for the holding of the annual general meeting.

24. (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and in the event of insufficient nominations being received, the retiring members of the Committee shall continue to act but have power at any time to recommend to the committee appointment of members in their place or in place of any of them.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (4) If the number of nominations exceed the number of vacancies to be filled, a ballot shall be held.
- (5) A register of full members shall be kept and a polling form made available for the casting of votes either by direct ballot at the clubhouse or by postal vote.

Full members wishing to cast their vote at the clubhouse may do so by signing the register on receipt of the polling form and having cast their vote shall place their ballot form in the locked designated ballot box.

Full members who request and sign the register for a postal vote should ensure their ballot is posted in sufficient time to be received by the secretary prior to the close of business on the day scheduled for the conducting of the Annual General Meeting. Postal ballot forms received after this time shall not be eligible

Postal ballot forms shall be issued with self- addressed envelopes numbered and on receipt thereof cross referenced against the register to ensure a true and accurate recording of votes

- (6) The ballot for the election of officers and committee members:
- (a) shall be conducted over a period of twenty one days up to and including the annual general meeting of the Association.
  - (b) the counting and declaration of the ballot shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.

25. For the purpose of these rules, the office of an officer of the Association or a committee member becomes vacant if the officer or committee member -
- (1) dies;
  - (2) the member is declared bankrupt or enters into an agreement pursuant to Part X of the Bankruptcy Act
  - (3) becomes of unsound mind;
  - (4) resigns by giving the committee notice in writing

25. (5) ceases to be a resident of the State;
  - (6) fails, without leave granted by the committee, to attend three consecutive meetings of the committee;
  - (7) ceases to be a member of the Association; or
  - (8) fails to pay all arrears of subscriptions due within fourteen day after being notified in writing signed by the Secretary advising that the member has ceased to be a financial member of the Association.
26. (1) The committee shall meet at least six times in one year at such place and at such times as the committee may determine.
  - (2) Special meetings of the committee may be convened by the President, or any four of its members.
  - (3) Notice shall be given to the 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.
  - (4) Any six members of the committee constitute a quorum for the transaction of the business of the meeting of the committee.
  - (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week unless the meeting was a special meeting, in which case it lapses.
  - (6) At meetings of the committee -
    - (a) the President, or if absent the Vice-President; or
    - (b) if the President and the Vice President are absent, such one of the remaining members of the committee as may be chosen by the members present, shall preside.
  - (7) Questions arising at meetings of the committee or of any sub-committee appointed by the committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting shall determine.
  - (8) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
  - (9) The Secretary shall notify each member of the committee, by whatever means are appropriate, within a reasonable time before the next committee meeting, of the time and place of such meeting.

26. (10) Written notices of each committee meeting may be issued to every member of the committee by post or email to the members usual or last know postal or email address in time before the date of the meeting.
27. (1) A member of the committee who is interested in any contract or arrangement made or proposed to be made with the Association shall disclose the interest at the first meeting of the committee at which the contract or arrangement is first taken into consideration, if the interest then exists, or, in any other case, at the first meeting of the committee after the acquisition of the interest.
- (2) If a member of the committee becomes interested in a contract or arrangement after it is made or entered into, the member shall disclose such interest at the immediate next meeting of the committee.
- (3) A member of the committee who has declared an interest in a contract or arrangement shall abstain from voting in respect to such contract or arrangement. Should a vote be cast it shall be disallowed.
- 27A. (1) The affairs of the women members shall be managed by a committee of management constituted as provided hereunder.
- 27A. (2) The women's committee shall consist of 6 members elected annually in November each year
- 1) President
  - 2) Captain
  - 3) Vice- Captain
  - 4) Secretary
  - 5) Treasurer
  - 6) One committee person
- (3) **Each woman committee member shall hold office until the conclusion of the next annual meeting but is eligible for re-election.**
- (4) The provision of the Rules of the Association so far as they are applicable and with the necessary modifications, apply to:
- (a) the election of women to the women's committee positions mentioned in Clause (2) above
  - (b) the notice of annual general meetings and committee meetings.
  - (c) but not including a quorum for meetings:
    - (1) Annual meetings the quorum shall be no less 10 members
    - (2) the quorum for committee meetings shall be no less than four members

- 27A. (5) The Women's committee may draw up a schedule of rules applicable to other matters affecting women members provided there is nothing in the schedule that is contrary to the Rules of the Association.
28. (1) The committee may at any time appoint a sub-committee from the committee as it may think fit and shall prescribe the powers and functions thereof.
- (2) The committee may co-opt as members of a sub-committee such persons as it thinks fit, whether or not those persons are members of the Association, but a person so co-opted is not entitled to vote.
- (3) Three appointed members of a sub-committee constitute a quorum at a meeting of the sub-committee.
- (4) Notice of each sub-committee meeting shall be served on each member of the sub-committee at a reasonable time before the meeting.
- (5) The President or if absence the Vice-President, the Captain or if absence the Vice-Captain, the Secretary or if absence the Treasurer, constitute a three Member committee which may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the interval between meetings of the committee and where any such instructions were issued, shall report thereon to the next meeting of the committee.
29. (1) Until otherwise fixed pursuant to sub-rule (2) of this rule, the annual subscription payable by members shall be that fixed at the annual general meeting.
- (2) The amount of the annual subscription may be altered from time to time by the members by special resolution.
- (3) The annual subscription of a member is due and payable on or before the first day of October in each year.
- (4) The committee shall from time to time fix an entrance fee which shall accompany a members nomination and which shall be refunded should the nomination not be approved.
30. The financial year of the Association is the period beginning on the first day of July in each year and ending on the thirtieth day of June next following.

31. A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member's last known postal address.
32.
  - (1) Subject to this rule, the committee may expel a member from the Association if, in the opinion of the committee the member has been guilty of conduct detrimental to the interests of the Association.
  - (2) The procedure to be followed in the case of the expulsion of a member pursuant to sub-rule (1) of this rule is as set out under the Disciplinary Procedures section of the Associations 'Policy manual'
33.
  - (1) The committee may at its discretion adopt a 'Code of Conduct' policy incorporating disciplinary and suspension procedure. Golf Australia guidelines may be used as a reference for such policy.
  - (2) Any member who is in default of membership subscription or any other payment for a period of two months after the due date, shall be served notice in writing by the public officer that membership of the Association has ceased and if, within a period of 21 days after receiving the notice, the member;
    - (a) has not made good the outstanding payment; or
    - (b) has not exercised the right of appeal as set out in the Associations policy manual under the 'Disciplinary' procedures, membership ceases and the public officer shall forthwith remove the name of the member from the register of members.
  - (3) Subject to this rule, a dispute between a member of the Association, in the capacity as a member, and the Association shall be determined by arbitration in accordance with the provisions of the Commercial Arbitration Act 1986 as amended
  - (4) Nothing in this rule affect the operation or effect of rule 32
34.
  - (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word "Seal".
  - (2) The seal of the Association shall not be affixed the any instrument except by the authority of the committee, and the fixing thereof shall be attested by the signatures either of two members of the committee or by one member of the committee and of the public officer of the Association or such other person as the committee may appoint for that purpose, and the attestation is sufficient for all purposes that the seal was affixed by authority of the committee.
  - (3) The seal shall remain in the custody of the public officer.

**(Dates changed)**

- 35. At the discretion of the committee, members elected on or after the first day of-**
- (1) January, may be required to pay only three-quarters of the annual subscription:**
  - (2) April, may be required to pay only half of the annual subscription;**
  - (3) July, may be required to pay only one-quarter of the annual subscription.**
36. A member may introduce visitors to the privileges of the Association clubhouse, on the payment of such fee as may be determined, from time to time, by the committee, provided that -
- (1) no visitor shall be introduced more than six times in any financial year; and
  - (2) the visitors name and address and the name of the introducing member, shall be entered in the visitors book provided for the purpose of such introductions.
37. The committee shall not, without the sanction of a general meeting of the Association, sell, exchange, or otherwise dispose of, the whole or part of any real property of the Association.
38. In the event of the Association being wound up and, after satisfaction of all debts and Liabilities, there remain surplus assets, such surplus assets may, on the resolution of at least two-thirds of the members at or before the time of dissolution, be given or transferred to a charity or charities, or to some association or associations having objects similar to those of the Association, provided that such association or associations are exempt from income tax under section 23 of the Income Tax Assessment Act 1936, and provided that the resolution is approved by the Court otherwise any surplus asset or assets shall be distributed as directed by the Court.
39. There is deemed to be included in this constitution and rules of the club, the provisions set out in the guidelines in respect of club licences, from time to time, published by the Licensing Board, in accordance with section 17 of the Liquor and Accommodation Act, 1990.

## HUON VALLEY GOLF CLUB INCORPORATED.

### INDEX:

<u>Description</u>	<u>Page</u>	<u>Clause</u>
Accounts and Receipts	9	7
Adjournment of General Meetings	14	16
Annual General Meeting	11 & 12	11 *
Annual Subscriptions	19	20
Association Office	1	3
Auditor	10 & 11	9 & 10
Banking and Finance	9	8 (2)
Business of Annual General Meeting	12	11 (5)
Business of General Meetings	13	14
Casual Vacancies	17	25
Chairing Committee Meeting	18	26 (6)
Chairing General Meetings	13	15
Committee	16	23
Committee Women Member	19 & 20	27A
Committee Meetings	18	26
Determinations at General Meetings	14	17
Disciplinary Procedure	21	33 (1)
Disclosure of Interest	19	27
Disposal of Real Property	22	37
Disputes	21	33 (3)
Distance Membership	7	5 (16)
Elections to Committee	16 & 17	24
Entrance Fee	20	29 (4)
Executive Committee	20	28 (5)
Expulsion of Member	21	32
Financial Year	20	30
Five day Membership	7	5 (17)
Former Members rejoining	8	5 (24)
Full Membership	6	5 (13)
Honorary Membership	8	5 (23)
Income and Property	8	6
Interpretations	1	2
Junior Membership	6	5 (14)
Women Members	19 & 20	27A
Liability of Members	5	5 (11)
Liquor and Accommodation Act	23	39
Life Membership	7 & 8	5 (20)



Management Committee	14 & 15	21
Membership of Association	3	5
Membership Classifications	5, 6, 7, & 8	5 (12)
Name of Association	1	1
Nomination for Committee	16 & 17	24
Nomination of Members	3 -- 8	5
Nomination Fee	20	29 (4)
Notices, Committee Meetings	18	26 (9)
Notices, General Meetings	13	13
Notices, Members	21	31
Notices, Special Committee Meeting	18	26 (3)
Notices, Sub-Committee Meetings	20	28 (4)
Objects of Association	2 & 3	4
Officers of Association	15	22
Polls	14	19 & 20
Provisional Membership	7	5 (19)
Purposes of Association	2 & 3	4
Policy Manual	21	33 (1)
Quorum of Committee meetings	18	26 (4)
Quorum of General Meetings	13	14 (3)
Quorum of Sub-Committee Meetings	20	28 (3)
Resignation of Member	4	5 (8)
Seal of Association	22	34
Senior Membership	8	5 (22)
Social Membership	7	5 (18)
Special Committee Meetings	18	26 (2)
Special General Meetings	13	12
Student membership	8	5 (21)
Sub-Committees	20	28
Subscriptions	20	29 (1)
Subscriptions Pro-Rated	22	35
Tenure of Officers	15	22 (4)
Tenure of Committeemen	16	23 (2)
Termination of membership	21	33 (2)
Twilight Membership	6	5 (15)
Vacancy of Office	17	25
Visitors	23	36
Votes	14	18
Unfinancial Members	21	33 (2)
Winding up Association	23	38