



# **TUGGERAH LAKES GOLF CLUB LTD**

**Trading As**

## **SHELLY BEACH GOLF CLUB**

# **BY LAWS**

**(As revised January 2015)**

These by-laws are subject to revision and alteration at the discretion of the Board. They are governed by, and shall be read in conjunction with, the Club's Constitution.

The Annual Program shall be read in conjunction with the By-Laws of Tuggerah Lakes Golf Club Limited and is subject to revision and alteration at the discretion of the Board.

# TABLE OF CONTENTS

1.	BOARD.....	1
1.1.	GENERAL.....	1
1.2.	ELECTION OF THE BOARD .....	1
2.	PRINCIPAL OFFICERS OF THE CLUB.....	1
2.1.	THE PRESIDENT .....	1
2.2.	THE CAPTAIN .....	2
2.3.	THE TREASURER .....	2
2.4.	THE GENERAL MANAGER.....	2
3.	CLUB REGULATIONS .....	3
3.1.	MAIN LOUNGE .....	3
3.2.	MEMBERS DOWNSTAIRS LOUNGE .....	3
3.3.	DRESS REGULATIONS .....	3
3.4.	VISITORS.....	3
3.5.	BEHAVIOUR & LANGUAGE.....	4
3.6.	SERVICE OF ALCOHOL.....	4
3.7.	JUNIORS & CADETS .....	4
3.8.	GENERAL.....	4
4.	MEMBERSHIP REGULATIONS .....	4
4.1.	MEMBERSHIP CLASSES AND CATEGORIES.....	4
4.1.1.	Platinum Members .....	4
4.1.2.	Intermediate Membership .....	5
4.1.3.	Staff Members.....	5
4.1.4.	Social Members .....	5
4.2.	MEMBERSHIP FEES .....	6
4.2.1.	Entrance Fee.....	6
4.2.2.	Annual Fee .....	6
4.2.3.	Bar Levy.....	6
4.2.4.	Facilities Fees.....	6
4.2.5.	Social Golf Pass .....	6
4.2.6.	Special Levy.....	7
4.2.7.	Mobility Vehicle Usage Fee .....	7
4.2.8.	Annual Green Fee .....	7
4.3.	REFUND POLICY .....	7
4.3.1.	Fees .....	7
4.3.2.	Bar Levy.....	7
4.3.3.	Prize Credits.....	7
4.3.4.	Ball Credits .....	7
4.3.5.	Loyalty Points .....	7
4.4.	MEMBER DETAILS.....	7
4.5.	MEMBER HANDICAPS .....	8
4.6.	GOLF CARTS .....	8
5.	JUNIOR / CADET MEMBERSHIP REGULATIONS.....	8
5.1.	JUNIOR MEMBERSHIP .....	8
5.2.	HANDICAP.....	8
5.3.	PLAYING IN COMPETITION.....	8
5.4.	CADET MEMBER.....	9
5.4.1.	SUB-JUNIOR MEMBER.....	9
5.5.	JUNIOR AND CADET PLAYER CONDUCT .....	9

5.6.	ROLE OF THE DIRECTOR OF GOLF .....	9
5.7.	ANNUAL JUNIOR AWARDS .....	9
5.8.	JUNIOR PROMOTION RESOURCES .....	9
6.	GOLFING REGULATIONS .....	10
6.1.	ETIQUETTE OF THE GAME .....	10
6.2.	SLOW PLAY .....	10
6.3.	CARE OF THE COURSE .....	10
6.4.	CONDITIONS OF COMPETITION.....	10
6.5.	LOCAL RULES.....	10
6.6.	BOARD EVENTS .....	10
6.7.	PROFESSIONAL GOLFERS .....	11
6.8.	Moaners.....	11
6.9.	Members Draws .....	11
7.	SUB COMMITTEES OF THE BOARD.....	11
7.1.	LADY MEMBERS COMMITTEE .....	12
7.1.1.	Management.....	12
7.1.2.	Election of the Members of the Committee.....	12
7.1.3.	Duties of Secretary and Treasurer.....	13
7.1.4.	Annual General Meeting.....	13
7.1.5.	Competitions .....	13
7.1.6.	Complaints and Disciplinary Procedures.....	13
7.1.7.	Rules .....	14
7.2.	SHELLY BEACH EARLY MOANERS.....	14
7.2.1.	The Club.....	14
7.2.2.	The Committee.....	14
7.2.3.	Membership .....	14
7.2.4.	The Annual General Meeting.....	15
7.2.5.	Competition.....	16
7.2.6.	Special Events .....	17
7.2.7.	Consistency and Attendance Points .....	17
7.2.8.	Social Functions.....	17
7.3.	SNOOKER CLUB .....	18
7.3.1.	The Object of the Club.....	18
7.3.2.	The Membership of the Club .....	18
7.3.3.	The Committee of the Club.....	18
7.3.4.	The Annual General Meeting.....	19
7.3.5.	The Activities of the Club.....	19
7.4.	GOLF DEVELOPMENT COMMITTEE.....	19
7.4.1.	The Purposes of the Committee.....	19
7.4.2.	The Committee.....	20
7.4.3.	Funding of the Committee .....	20
7.4.4.	The Activities of the Committee.....	20
7.5.	LADIES VETERAN GOLFERS COMMITTEE .....	20
7.5.1.	The Object of the Club.....	21
7.5.2.	The Membership of the Club .....	21
7.5.3.	The Committee of the Club.....	21
7.5.4.	The Activities of the Club.....	21
8.	SUMMARY OF CHANGES TO BY LAWS.....	22



## **1. BOARD**

### **1.1. GENERAL**

The Board shall consist of a President, Captain, Treasurer and six (6) directors, all of whom must be members eligible to be elected as Directors. The Board may appoint from within the Board of Directors a Vice President who may act as President in the absence of the President and a Vice Captain who may act as Captain in the absence of the Captain. The Board shall be elected in accordance with the Constitution, at an election of which the members entitled to vote consist of not less than 25 per cent of Full Members of the Club, as defined by the Registered Club's Act.

The regular meetings of the Board shall, unless otherwise arranged, be held on the second and last Tuesday of each month. The President, may at any time, and the General Manager, upon the request of not less than three members of the Board, convene a meeting of the Board. The General Manager shall record in the Minutes the names of all Board Members present.

The Board shall be responsible for implementing the Constitution and By-Laws of the Club.

Any By-Law made under the Constitution or any alterations to or repeal of any such By-Law shall come into force and have full effect and authority and be binding upon members of the Club on being posted on the Club Notice Board.

### **1.2. ELECTION OF THE BOARD**

The election of the Board will be held at a time in accordance with the Constitution. The election process will be by way of a postal secret ballot conducted by a duly appointed Returning Officer. The process is as follows:

Nominations for positions that are required to be filled according to the Constitution will be called for at a time determined by the Board but at least 28 days before the Annual General meeting.

Ballot papers, together with envelopes for ballot paper, and reply paid envelopes with the required member voting particulars, are forwarded by post to members with voting rights. The close of voting is at 5pm at the office of the Golf Club on the day prior to the Annual General Meeting of the Club.

The Returning Officer supervises the count with persons nominated by the Board. The Returning Officer may allow scrutineers if requested by candidates.

The outcome of the ballot is announced by the Returning Officer or his representative at the designated place on the agenda of the Annual General Meeting.

## **2. PRINCIPAL OFFICERS OF THE CLUB**

The Principal Officers of the Club shall be:

### **2.1. THE PRESIDENT**

The President shall be the Chairman of meetings of the Board. In the absence of the President the Vice President shall perform the duties of the President.

The President has the prime responsibility for the club overall and for ensuring that the General Manager implements Board decisions.

Apart from the Chairman's responsibility of presiding at meetings he or she may be called upon to achieve a decision by way of an additional or casting vote where voting of Directors reaches a non-result or equal division.

In carrying out his or her duties, the President's input must be as that of a responsible Director.

The President should exercise careful supervision over the work of the General Manager and other members of the Board and ensure that decisions are promptly carried out.

The President will keep all Board decisions and discussions private where appropriate and insist on Board Members observing the same rule.

The President (following election) will choose and appoint Directors to serve in various capacities apart from the Executive positions voted in by the Members at the Annual General Meeting. These may include policy development for the House and Club Projects.

The President shall sign the recorded Minutes of the Board of Directors meetings, as confirmed by the Board.

The President will not receive any remuneration apart from the Directors total expenses as approved at the Annual General Meeting.

## 2.2. THE CAPTAIN

The Captain shall have a sound knowledge of the Rules of Golf and will ensure that all competitions are played in accordance with those rules. In the absence of the Captain the Vice Captain shall perform the duties of the Captain.

The Captain will be responsible for the golfing program of the Club.

The Captain will not receive any remuneration apart from the Directors total expenses as approved at the Annual General Meeting.

## 2.3. THE TREASURER

The Treasurer shall supervise the financial affairs of the Club and shall advise the Board on all matters relating to the financial aspects of the Club's operations.

## 2.4. THE GENERAL MANAGER

The General Manager shall be the Chief Executive Officer of the Club, in accordance with Registered Clubs Act.

The General Manager has full responsibility for the day to day running of the club in line with established Board Policy, the Strategic Plan and any other Board directions.

The General Manager will report on all management matters to the Board and the President. The Course Superintendent, the Hospitality and Promotions Manager, and the Director of Golf, as the senior managers of the Club, will be responsible to the General Manager for the operations of their area. The Caterer is accountable to the Board through the General Manager.

The General Manager will:

- Convene and attend meetings of the Board taking minutes of the business transacted there at and shall enter them in the minute book.

- Conduct, keep and produce the correspondence in connection with the Club.
- Keep or cause to be kept the registers prescribed in the Constitution, and/or required under any statute or regulation.
- Post on the notice board all notices required to be so posted pursuant to the Club's Constitution or as directed by the President or Board.
- Prepare and submit to the Board for approval the annual report of the Club's affairs for presentation to the Annual General Meeting.
- Apply within the times prescribed for such registration and renewals required by statute or regulations made there under as are necessary for the business and carrying on of the Club and shall comply with such rules and requirements of the Golf NSW Limited. as affect the Club.
- Employ and dismiss the employees and contractors of the Club.
- Generally perform and carry out all the duties pertaining to the office of the General Manager for the benefit of the Club and the wellbeing of its members that shall include the keeping of the financial accounts of the Club.
- Any complaint by members concerning club employees or contractors or matters relating to club operations shall be made in writing to the General Manager who shall take any immediate action which is necessary and where appropriate submit it to the Board. No member or Director of the Club shall directly reprimand an employee or contractor of the Club.
- All instructions to employees, contractors and suppliers to the Club are to be transmitted through or given by the General Manager, and important
- Discussions and decisions are to be confirmed in writing to the Board.

### **3. CLUB REGULATIONS**

#### **3.1. MAIN LOUNGE**

Temporary members may use the mixed lounge area and must sign the visitors book located in the foyer. Be reminded that members' guests to the Club are the responsibility of the inviting Member.

#### **3.2. MEMBERS DOWNSTAIRS LOUNGE**

This area is open to Members and visitors. All visitors must sign the visitors book. Visitors can only use the snooker tables in the company of a Member and must abide by the House Rules for the use of the tables. Junior members can only play in the company of an adult member.

#### **3.3. DRESS REGULATIONS**

Members and their guests must be suitably attired when on the course and in the clubhouse. Work clothes are allowable in the Bottom Bar. On the course, appropriate golfing attire is required. See dress regulation signage outside Professional Shop and in the Clubhouse foyer.

#### **3.4. VISITORS**

Must comply with the dress regulations.

Golfers not conforming to the above dress regulations will not be permitted on the course or practice facilities.

### 3.5. BEHAVIOUR & LANGUAGE

Members are reminded that behaviour and language while on Club property must be of an appropriate standard. Staff are required to ask members and guests who are considered to be behaving in an offensive manner to leave the Clubhouse and/or Course.

### 3.6. SERVICE OF ALCOHOL

Staff is required to ask members and guests who are considered intoxicated to leave the clubhouse and/or course in accordance with the Club's requirements for the responsible service of alcohol.

### 3.7. JUNIORS & CADETS

Junior and Cadet Members may enter the main lounge unaccompanied. Under no circumstances will any Junior or Cadet Member be permitted to enter the poker machine area or within two metres of the main bar for any purpose whatsoever nor will any Junior or Cadet Member be permitted any alcoholic drinks.

Members are warned that any person supplying alcohol or cigarettes to a Junior or Cadet Member is breaking the law.

Person's under 18 years of age are not permitted in the members down stairs bar and snooker room unless in the company of an adult member.

### 3.8. GENERAL

The Club colours are Green, Gold and Blue.

The Club's LOGO is as shown on the cover page of these By-Laws.

No canvassing for donations etc unless approved by the Management.

Removal of, or damage to, club property is prohibited. Any member responsible for such actions shall be liable for the payment of the full cost of restoration of, or repair to, the property.

## 4. MEMBERSHIP REGULATIONS

### 4.1. MEMBERSHIP CLASSES AND CATEGORIES

As defined in Rule 12 of the Club's Constitution, the Board has the discretion to determine different categories within classes of membership. Specified below are classes of membership for which the Board has determined multiple categories. All other classes have only one category.

#### 4.1.1. Platinum Members

There are three classes of membership within this category:

- **Platinum Premium** On the payment of a nominated fee, which may be varied by the Board from time to time, the member is granted full playing



rights for life and is entitled to play golf socially free of any green fees.

- **Platinum 5 Years**      On the payment of a nominated fee, which may be varied by the Board from time to time, the member is granted full playing rights for 5 years from the time of transfer to this category and is entitled to play golf socially free of any green fees for the same five year period.
- **Platinum 50 Years**      Members who have attained the age of 70 years and have had 50 years continuous membership as a player at SBGC maybe elected to this category.

#### 4.1.2. Intermediate Membership

There are two categories of membership within this class:

- **Intermediate (1)**      Members who have attained the age of 18 and are under 24 at the time their subscription falls due.
- **Intermediate (2)**      Members who have attained the age of 24 and are under 30 at the time their subscription falls due.

#### 4.1.3. Staff Members

There are four categories of membership within this class:

- **Class 1**      The following qualify for this class of membership:
  - SBGC General Manager
  - SBGC Director of Golf
  - SBGC Course Superintendent
  - PGA members employed by SBGC
- **Class 2**      Employees with 15 years or more of continuous employment.
- **Class 3**      Employees with 5 years and less than 15 years continuous employment.
- **Class 4**      Employees with less than 5 years continuous employment.

#### 4.1.4. Social Members

There are three categories of membership within this class:

- **One Year Membership**      Membership for a period up to the following 30<sup>th</sup> June.
- **Five Year Membership**      Membership for a period up to the following 30<sup>th</sup> June plus an additional four years.



#### 4.2.6. Special Levy

From time to time the Board may levy charges on ordinary members for general or specific purposes.

#### 4.2.7. Mobility Vehicle Usage Fee

An annual, non-refundable, fee that enables the nominated, privately owned, mobility vehicle to be used on the SBGC.

#### 4.2.8. Annual Green Fee

An annual, optional, non-refundable, fee that entitles the member to use the course free of green fees for the period of the fee.

### 4.3. REFUND POLICY

#### 4.3.1. Fees

Member's fees are prepaid annually, on a non-refundable basis. Where the Board feels it is appropriate, it may approve the refund of pre-paid fees on a pro-rata basis.

#### 4.3.2. Bar Levy

There will be no refund of a member's prepaid bar levy.

#### 4.3.3. Prize Credits

If a person ceases to be a member they may request the club to issue them a voucher on the club to the value of their outstanding prize credits. This request must be made within 60 days of ceasing to be a member otherwise the prize credits will be forfeited to the club. Note: At the end of each financial year the trophy voucher prize ledger will go back to zero for all prizes earned prior to June 30<sup>th</sup> of the previous year.

#### 4.3.4. Ball Credits

If a person ceases to be a member they may request the club to provide the accrued number of golf balls. This request must be made within 60 days of ceasing to be a member of the club otherwise the ball credits will be forfeited to the club. No alternative means of honouring the ball credits may be requested. Note: At the end of each financial year the ball prize ledger will go back to zero for all balls earned prior to June 30<sup>th</sup> of the previous year.

#### 4.3.5. Loyalty Points

All loyalty points are forfeited to the club when a person ceases to be a member of the club.

### 4.4. MEMBER DETAILS

Members shall notify the General Manager immediately upon a change of personal details. e.g. Address, phone & email address.

#### 4.5. MEMBER HANDICAPS

The Board of Directors may from time to time approve the alteration of a member's handicap if in its absolute discretion and having regard to all of the circumstances including the member's results in any form of competition, it considers that the change is warranted under the handicap system that the Club follows. The member shall have no right to make any representation to the handicapper or to the board in relation to any proposed alteration of the member's handicap.

#### 4.6. GOLF CARTS

Members are permitted to bring a golf cart or club approved vehicle onto the club property for the purpose of transport when playing a round of golf.

This permission is granted on the following conditions:

- That the Golf Cart/ approved vehicle is insured for public liability and damage to property. The onus is on the member or visitor to ensure that the appropriate insurances are current.
- That the golf cart/ approved vehicle has an approved safety certificate from a qualified mechanic. The onus is on the member or visitor to ensure that this certificate is current.

Any member or visitor not conforming to the above conditions does not have permission to bring the golf cart/ approved vehicle onto club premises.

The club currently provides a restricted number of parking facilities for member's privately owned golf carts on the club's premises. Members wishing to utilize this facility must apply to the General Manager and will be allocated a place as and when one becomes available. The Board will determine priority. A non-refundable annual fee is payable for the use of the club's storage facility. All carts are stored at the owner's risk and the club will not accept responsibility for any loss or damage that may occur while the cart is stored on its premises. The club cannot guarantee the ongoing provision of this facility.

### 5. JUNIOR / CADET MEMBERSHIP REGULATIONS.

#### 5.1. JUNIOR MEMBERSHIP

A junior member is any person under the age of 18 years who has an official handicap and has demonstrated to the Board a sound understanding of rules and etiquette.

#### 5.2. HANDICAP

To attain a handicap for junior membership, a player must submit three full stroke rounds, signed by an **adult** with a current Golflink handicap.

#### 5.3. PLAYING IN COMPETITION

On attaining junior membership, juniors are encouraged to play in weekly competitions and Club events. A limit of **two** junior members only per group is permitted.

#### 5.4. CADET MEMBER

A cadet player is any person under the age of 18 years who is yet to reach the standard required for full junior membership. Cadet members are only entitled to play in designated Cadet events under the control of the Cadet Committee.

##### 5.4.1. SUB-JUNIOR MEMBER

A Sub-Junior is a Cadet Member who is in the transitional stage between Cadet and Junior Member. Sub-Juniors are entitled to play in all Cadet events as well as monthly Junior Trophy events. Sub-Juniors can also compete in the single and team competitions held on the day of the Junior Trophy events. Sub-Juniors pay the same fees as a Cadet Member.

#### 5.5. JUNIOR AND CADET PLAYER CONDUCT

All Cadet and Junior members of SBGC are expected to conduct themselves in a sportsman-like manner at all times. Expected behaviour for Cadets and Juniors includes the following:

- Be a good sport.
- Applaud all good shots, no matter who hits them.
- Treat all players as you would like to be treated.
- Do not interfere with, distract, or take unfair advantage of another player.
- Play by the rules and etiquette.
- Control your temper.
- Never argue with an official.
- Co-operate with your coach, team mates and opponents.

All new Juniors and a parent or guardian are required to sign the "[SBGC Junior Golf Agreement](#)" prior to being accepted as a Junior Member.

#### 5.6. ROLE OF THE DIRECTOR OF GOLF

The Director of Golf is a valuable part of the development of junior talent at SBGC. A coaching clinic (at a time to be negotiated) will be offered to all Junior and Cadet members once per month where practical. This will be negotiated with the Junior Development Committee (J.D.P.).

Members of the Junior Pennant team will receive instruction immediately before, and during, the representative competitions on a weekly basis, where practical. Golf instruction can be carried out by qualified golf shop staff.

#### 5.7. ANNUAL JUNIOR AWARDS

Each year, the Board of SBGC proposed to select appropriate Cadet and/or Junior members who have displayed a commitment to improvement and conducted themselves admirably. These members will be awarded with appropriate recognition and awards at an end of the year ceremony.

#### 5.8. JUNIOR PROMOTION RESOURCES

Resources are available to assist any SBGC Junior who achieves selection in a Regional, State or National team, and requires financial assistance. The amount to be awarded will be decided by the Board after reviewing the needs of the player and their family.

## **6. GOLFING REGULATIONS**

**Refer to the Annual Fixture Book for details relating to each of the following categories:**

### **6.1. ETIQUETTE OF THE GAME**

Details relating to the etiquette of the game are set out in the Annual Fixture Book. All members should familiarize themselves with these.

### **6.2. SLOW PLAY**

Slow play is a problem for members in many golf clubs. Recommendations to help overcome this problem are set out in the Annual Fixture Book.

### **6.3. CARE OF THE COURSE**

The Club prides itself on the condition of the course provided for members and it is the responsibility of all members to help maintain this level of excellence.

### **6.4. CONDITIONS OF COMPETITION**

Playing conditions for all competitions are controlled by the Match Committee and are detailed in the Annual Fixture Book.

The professional staff in the Pro-Shop act as Match Committee members in the absence of other appointed Match Committee members.

### **6.5. LOCAL RULES**

The local rules of the club are displayed outside the Pro Shop and summarized in the Annual Fixture Book, as well as on the back of the SBGC scorecard. Temporary local rules are displayed on a noticeboard outside the Pro Shop and, in addition, often displayed at the starter's desk and on the noticeboard adjacent to the first tee.

### **6.6. BOARD EVENTS**

A Board event is any golf competition conducted by the club for which the winner is permanently displayed in various places within the clubhouse. Only financial, full playing members of the club are eligible to win such events. A special recording of all hole-in-one winners is maintained. Only club members playing in an authorised competition will be recognised.

## 6.7. PROFESSIONAL GOLFERS

With the approval of the Match Committee, professional golfers are permitted to play in normal club competitions, but are excluded from all club championships and other Board events. Professional golfers will pay the competition fee that would apply to an amateur competitor. Professional golfers with a recognised club handicap will play off that handicap. In all other cases they will play off scratch. Professional golfers are eligible to win net and/or scratch prizes, but are ineligible to win special prizes such as, but not restricted to, longest drive, eagle's nest and nearest to the pin. A Professional may win and accept the prize in a Monthly Medal event, but the Monthly Medal and entitlement to play in the Medal of Medals will be awarded to the Amateur with the best score.

## 6.8. MOANERS

The Moaners are entitled to the first 1 ¾ hours time slots, from official sun rise, on the first tee on most Sunday mornings throughout the year.

## 6.9. MEMBERS DRAWS

A members' draw for times on time sheets is held at 6:00pm each Monday for the Tuesday and Thursday competitions of the following week. A members' draw is held each Friday at 6:00pm for times on time sheets for the Saturday and Sunday competitions of the following week.

The above draws are for SBGC members only. If a member wishes to invite a guest for any of the above competitions they must have the permission of the Captain or Club CEO before entering the names onto the time sheets.

If a member is unable to play on a particular day they must remove their name from the time sheet as soon as possible. Members failing to cancel their bookings may receive a letter and repeat infringements will be referred to the Board.

Bookings and information is now available on the club website  
[www.shellybeachgolfclub.com.au](http://www.shellybeachgolfclub.com.au).

Bookings for any competitions can be made either directly or via the website on or after the Tuesday and Saturday following the respective draws.

Members Guest's, CCDGC members, affiliated Clubs & Australian Golf Club Members. These non SBGC members will be restricted to a maximum of 12 competition rounds per annum unless approved by the Captain or the Club CEO. This excludes any special events held at SBGC, including Open Days.

## 7. SUB COMMITTEES OF THE BOARD

The sub committees of the Board are accountable to the Board for all decisions and actions of those sub committees as set out in the Constitution. As a direct corollary to this provision, it should be noted that a member can be removed from a sub-committee by the Board, with due regard to procedural fairness and natural justice, with reference to Section 54 of the

Constitution. By nature this would require a written warning to the member by the sub-committee and a subsequent recommendation to the Board with rationale for action. It would include the right of appeal to the Board by the member nominated for removal. A replacement would be approved by the Board as per Section 38 of the Constitution, following a nomination by the sub-committee, if action was warranted.

The sub committees are :

- Lady Members Committee
- Early Moaners Committee
- Snooker Club Committee
- Golf Development Committee (including the Cadets C'tee)
- Lady Veterans Golf Committee

Other sub committees can be set up by the Board as required.

The By Laws of the sub committees are set out below.

Any circumstance arising from the operations of a sub-committee that is not covered by the rules laid down in the By-Laws for that sub-committee, is automatically referred back to the Board for adjudication according to the Constitutional guidelines of the Club.

#### 7.1. LADY MEMBERS COMMITTEE

Wherever the word "Committee" is used herein it shall mean the Ladies Committee. This committee is responsible for the organisation and management of Lady members. The Board of Directors shall determine the categories of Lady Membership.

##### 7.1.1. Management

The Committee shall manage the affairs of the Lady Members of the Club. The office bearers shall consist of a President, Captain, Treasurer (the Executive) and eight (8) Ordinary members. The Committee may elect from within the committee a Vice President, Vice Captain, Secretary and/or any other Specified position. Committee meetings of the Committee shall be held at least monthly from February to December inclusive. Sub-Committees may be appointed to assist with the work of the Committees.

The President shall preside at every meeting. If the President is not present or is unwilling or unable to act then the Vice President shall preside as Chairperson. If neither the President and Vice President are present or both are unwilling or unable to preside the Committee members present may elect a Chairperson for the meeting.

The Chairperson shall have a casting vote as well as a deliberate vote in all matters of business.

The quorum for meetings of the committee shall be six (6) members personally present or otherwise telephonically linked.

##### 7.1.2. Election of the Members of the Committee

The "triennial rule" relating to the three (3) executive positions shall be introduced from the elections to be held in 2014.



At the AGM following the declaration of the results of the committee elections in 2014:-

- The members elected to Executive positions shall be divided into three groups
- The groups shall be determined by the drawing of lots
- The Groups shall be designated group 1, group 2 and group 3
- Group 1 shall hold office for 1 year
- Group 2 will hold office for 2 years
- Group 3 will hold office for 3 years.

All Ordinary committee members shall be elected for one year.

Nominations for the Committee shall be made in writing, signed by two (2) financial Lady Members and signed by the nominee and shall state the position or positions for which the nominee wishes to be nominated for. Nominations shall be in the hands of the Secretary at least twenty eight (28) days prior to the annual General Meeting. Copies of all nominations shall be posted on the Club's Notice Board as they are received.

Elections shall take place in accordance with the procedures endorsed by the Board of the SBGC. These are detailed in the SBGC Constitution.

Sections 36 to 38 of the SBGC Constitution relating to Vacancies on the Board also apply to Vacancies that may occur on the Lady Members Committee.

#### 7.1.3. Duties of Secretary and Treasurer

The Honorary Secretary shall keep full and correct minutes of all proceedings of the Committee meetings and shall carry out the directions of the Committee;  
The Honorary Treasurer shall furnish an account of all monies received and dispersed on behalf of the Lady Members and shall furnish a financial statement at each monthly meeting. The Finances of the Sub-Committee will be managed in accordance with procedures endorsed by the Board of SBGC.

#### 7.1.4. Annual General Meeting

The Ladies shall meet annually and within five months after the end of the financial year. At least twenty eight (28) days notice shall be given to all Lady Members by the Secretary;  
The business of such meeting shall be:

- To elect officers and Committee members
- To transact such other business as maybe appropriate.

#### 7.1.5. Competitions

The dates and conditions of play for all competitions shall be drawn up by the Committee who shall have full powers relative to all competitions. Prior to play the conditions of the competition shall be clearly displayed for all Lady Members.

#### 7.1.6. Complaints and Disciplinary Procedures

All complaints or queries shall be made in writing to the Honorary Secretary who shall submit them to the Committee. In no instance should an employee of the club be reprimanded directly by a Lady Member.

All matters in relation to disciplinary procedures are to be referred to the Board in accordance with the requirements of the NSW Registered Club's Act.

#### 7.1.7. Rules

The Rules of Golf as authorised by the Royal and Ancient Golf Club of St. Andrews and the local rules and By-Laws of Shelly Beach Golf Club Ltd shall be adopted. No rule or decision shall be made which conflicts with the rules and decisions of the Board of Directors of Shelly Beach Golf Club.

### 7.2. SHELLY BEACH EARLY MOANERS

#### 7.2.1. The Club

The Club is a sub-committee of the Shelly Beach Golf Club and shall be known as "Shelly Beach Early Moaners". (Hereafter referred to as 'The Moaners'). The aim of the club is to foster the playing of early morning golf and encourage the social interaction of its members.

#### 7.2.2. The Committee

The management of "The Moaners" will be vested in its Executive Committee who will meet, with a quorum of five, on the first Monday of each month at 6.30pm in the clubhouse of the SBGC, or at such other time and place as directed by the Executive Committee. The Executive Committee shall consist of the elected office bearers of the club i.e. President, Vice President, Captain, Vice Captain, Secretary, Treasurer and three ordinary committee members. The President shall have both a primary and casting vote. Should casual vacancies occur on the Committee during the year, they shall be filled at the discretion of the Executive. Members or Non-Member supporters of the "Moaners" may be invited to stand as Patrons of "The Moaners" in recognition and appreciation of their support. Patrons may be nominated, elected or re-elected (subject to their acceptance), at the Annual General Meeting but shall not qualify as ex-officio members of the Executive Committee. The finances of the Committee will be managed in accordance with procedures endorsed by the Board of SBGC.

#### 7.2.3. Membership

Only full financial members of the Shelly Beach Golf Club are eligible to become members of "The Moaners" subject to the following conditions. That the total membership of "The Moaners" does not exceed 150 members, not inclusive of Life Members. That should membership of "The Moaners" stand at its limit (150), any new nominations for membership be placed on "The Moaners" waiting list in chronological order. Where vacancies in membership occur the nominee at the head of "The Moaners' Waiting List" shall be invited to join.

Where membership is offered but declined, the declining nominee shall be struck of the “Waiting List” and membership offered to the next in line.

That new membership is subject to payment of subscription fees within 14 days of acceptance.

The continuing membership of a “Moaner” is conditional upon:

The pre-payment of the Annual Subscription, as determined by the committee. Subscriptions shall be open for payment annually from January 1 until the start of the “Moaners” Annual General Meeting, and

The playing of a minimum of 10 games in Moaners’ competitions per year including the three special events. Members who are unable to meet this requirement may apply to the Committee, in writing, stating the exceptional circumstances that require them to seek exemption from this rule.

Should a “Moaner” become an unfinancial or a suspended member of the Shelly Beach Golf Club for any reason, the membership of the “Moaners” will likewise be deemed unfinancial or suspended. When a suspension is lifted by the SBGC then membership to “The Moaners” will be re-instated.

Should a “Moaner” be granted “leave of absence” from the SBGC then the same shall be granted by the “Moaners” Executive subject to the payment of the “Moaners” subscription. While the member is on “leave of absence” or “suspension” then “Special Membership” shall be offered to the nominee at the head of “The Moaners” waiting list for the duration of that “Leave of Absence” or “suspension”. When the Moaners’ member returns from “leave of absence” or “suspension” the Special Member’s name will be returned to the waiting list in its rightful position. If a nominee on the waiting list refuses Special Membership, their name shall be struck from the waiting list and the Special Membership shall be offered to the next in line. The Committee will set guidelines for fees and entitlements for “Special Members”. The “Moaners” shirt shall be determined by the Committee and will have the “Moaners” badge affixed to its front top left side. The shirt will not be changed more often than two yearly. The cost of the shirt will be included in the subscriptions.

Failure to wear a current or previous “Moaners” shirt during “Moaners” events will incur a fine as determined by the Executive Committee and the member will be omitted from the “Moaners” event of the day.

Life membership of the “Moaners” may only be proposed by the Executive Committee who shall table any such nomination at an AGM of the club. A proposal for life membership must be passed by at least 75 per cent of members present at the AGM.

That the Captain of the SBGC shall, for the duration of his office, receive honorary membership of the “Moaners” and enjoy all benefits of the “Moaners” except that he shall not be entitled to vote at either an AGM or special general meeting of the “Moaners”.

#### 7.2.4. The Annual General Meeting

The AGM will be held on the second Monday of March in the SBGC clubhouse starting at 6.30pm with a quorum of five. Only under exceptional circumstances will the executive committee make alternative arrangements. No alcohol shall be consumed during the meeting. The meeting shall be open to financial members of the “Moaners” only.

The AGM agenda will be:

- Apologies
- Reading of the minutes from the previous AGM
- Business arising from the minutes
- Correspondence

- The Secretary's report
- The Treasurer's report
- The President's report
- The election of Patrons and Office Bearers by procedure as determined by the Board of SBGC and the elected positions endorsed by the same Board.
- Notices of Motion
- General Business

Notices of Motion to be tabled at the AGM must be in writing and in the hands of the Secretary no later than one month prior to the AGM.

All Notices of Motion will be displayed on the "Moaners" noticeboard once they are received by the Secretary.

Notices of Motion can only be considered at an AGM or a Special General Meeting (held at the commission of the Executive Committee) and will be won or lost by simple majority.

The President shall have both a primary and casting vote.

#### 7.2.5. Competition

Play will commence at first light each Sunday.

Notwithstanding special events, each Sunday event will be a singles competition.

The four best net scores (across the field) returned each week shall be declared the prize winners with the exception of monthly medal rounds which shall be awarded to the best net score in each grade.

The "Moaner" with the best overall score of the day is entitled to drink from the "Big Mug" a beer of his choice and shall also be awarded the "Guzzlers" Mug for the ensuing week for which other "Moaners" shall be obliged to comply with in the time honoured traditions.

Prizes shall be awarded for nearest the pins on the fourth, ninth, tenth and thirteenth holes with an "Eagles Nest" on the thirteenth hole for the "Moaner" closest within a metre of the hole. The eagle's nest will begin at 4 balls and increase by one ball when not won to a maximum of 24 balls.

A prize will be given to the player closest the seventeenth hole after two shots.

The Executive Committee shall determine the value of all trophies awarded.

"Moaners" may play in both the "Moaners" and SBGC events at the same time.

A draw for partners may be conducted on the first Sunday of each month.

A minimum field of 24 "Moaners" must start in order that the day's competition to be valid whether it be a "normal" or "special" event.

"Moaners" must play off their current SBGC handicap at all times.

"Moaners" shall be permitted to invite visitors to join the "Moaners" field provided that:

- Both "Moaner" and visitors play in the same group.
- Play from the 10<sup>th</sup> tee unless on the Saturday afternoon prior to the Sunday Moaner's competition a vacancy occurs on the front nine.

"Moaners" shall not be permitted to invite visitors on SBGC or "Moaners" monthly medal rounds or special events except under the express invitation of the executive committee.

Uninvited visitors shall not be permitted to join the "Moaners" field.

Visitors shall only be eligible to win nearest the pin trophies (excluding the Eagle's Nest Award) and raffle.

The Executive Committee shall appoint a match committee comprising of the captain, vice-captain and one other delegate whose task shall be to organise and control all tournaments and special matches of the "Moaners". Match committee decisions shall be reported to the Executive Committee for their ratification.

Slow play will not be tolerated. A two-stroke penalty (in the “Moaners” competition) may be imposed on each member of any group found to be slow by the “Moaners” Captain, Vice-Captain or in their absence a senior officer of the Club.

#### 7.2.6. Special Events

A special event is any event held by the “Moaners” at the SBGC other than a normal singles event or any other event not held at the SBGC.

When a special event is held away from the SBGC the following conditions will apply:

The competition will be a two ball best ball with a singles in conjunction, however consistency points will only be awarded in the four ball competition.

Competitors in both the special event and the normal event at the SBGC will qualify to receive consistency and attendance points.

Prizes for all special events will be determined by the Executive Committee and will be awarded to the pair with the best 4BBB score. Other prizes may be given at the discretion of the Executive.

The conditions of play for any special event held at SBGC will be at the discretion of the Executive Committee.

The “Moaners” club championships shall be run in conjunction with the SBGC members’ championships and the winner of the “Moaners Shield” shall be the member with the lowest net score over the four days of the championship.

#### 7.2.7. Consistency and Attendance Points

All “Moaners” will receive a point in the annual attendance award each time they play a normal or special “Moaners” event. Any Moaner who is involved in the BBQ that precludes him from playing is also entitled to attendance points.

Consistency points will be awarded in singles events as follows:

Singles Overall Winner	10 points
Singles Overall Runner-up	7 points
Singles Overall Third	5 points
Singles Overall Fourth	4 points
Singles Overall Fifth	3 points
Singles Overall Sixth	2 points
Singles Overall Seventh	1 point.

If the event of the day is a four-ball event, then consistency points will be awarded as follows:

4 Ball Overall Winners	5 points each
Runners Up	3 points each
Third	2 points each
Fourth	1 point each.

#### 7.2.8. Social Functions

The Executive Committee shall organise an annual presentation dinner dance on the last Saturday in February of each year (where possible), at which the major trophies for the previous year will be presented.

The Executive Committee shall organise a special event during each year for “Moaners” children under the age of 13 years.

The Executive may organise social club events and outings other than those associated with the game of golf provided that if these events or outings are to be limited in numbers, that they be self funding.

### 7.3. SNOOKER CLUB

These rules will govern the operation of the Snooker Club within the Shelly Beach Golf Club. They can only be amended by the Board of Shelly Beach Golf Club. The Snooker Club may from time to time make recommendations to the Board. The Board reserves the right to amend these rules at any time.

#### 7.3.1. The Object of the Club

The object of the club is to foster the playing of snooker and encourage the social interaction of its members

#### 7.3.2. The Membership of the Club

The membership of the Club will be financial Shelly Beach Golf Club members who have also paid the annual membership fee of the Snooker Club.

The annual membership fee will be set by the snooker club and approved by the Board.

The financial year of the snooker club will be from July to June.

The snooker club committee must approve all snooker club members.

Each prospective member must be nominated and seconded using the approved application form.

The Committee will provide the names of all new members to the Board for approval.

In August of each year, the Committee will provide the Board with a list of all members of the Snooker Club

#### 7.3.3. The Committee of the Club

The committee of the Snooker Club will be made of

- President
- Secretary
- Treasurer
- Two Committee members

The Committee will be elected annually by the members of the Snooker Club. This election to be held within 1 month after the Annual Meeting of the Shelly Beach Golf Club.

The election of the committee will be held at the annual meeting of the snooker club in a manner determined by the Board of the Shelly Beach Golf Club. A director of the Board of Shelly Beach Golf Club will conduct the election.

The committee will ensure that all rules and regulations of the Golf Club as they pertain to the Clubhouse are enforced.

In the event that incidents or actions contrary to the Board’s directions, the Committee may be dismissed and new elections called. If it is not possible to form a committee the Board will have the power to close the snooker club or to manage the affairs of the Snooker club.

The finances of the Snooker Club Sub-Committee will be managed in accordance with procedures endorsed by the Board of SBGC.

All funds of the snooker club remain the funds of snooker club unless the club is closed, then the funds will be transferred to the account of the Golf Club. No member or members can receive funds from the snooker club account in these circumstances

#### 7.3.4. The Annual General Meeting

The Annual Meeting will be held within one month after the Annual Meeting of the Golf Club.

The meeting will be held at the Golf Club on a time and day recommended by the committee and approved by the Board.

The annual meeting will include the following

- The election of the committee will take place according to procedures endorsed by the Board of SBGC.
- Presentation of the President's report
- Presentation and approval of the Snooker Club's audited accounts.
- Any other business.

#### 7.3.5. The Activities of the Club

The Committee will plan and control the activities of the snooker club. The committee will develop a program of snooker activities that meet the requests of the members of the snooker club. The program for the ensuing year will be presented to the Board by the end of each calendar year. Major events will be included in the Club's program.

The Committee will maintain at its own expense, the snooker tables in the Sportsman's Bar.

The Committee may approach the Board to support any major repairs or replacements.

When requested, the Committee will ensure that there are no activities that clash with Club functions that may be held in the Sportsman Bar.

The program of activities will be provided to the Board of the Golf Club annually.

Members of the golf club may use the snooker tables and club equipment when activities of the Snooker Club are not being held.

Members of the Snooker Club must carry their membership card while in the Club.

### 7.4. GOLF DEVELOPMENT COMMITTEE

These rules will govern the operation of the Golf Development Committee within the Shelly Beach Golf Club. They can only be amended by the Board of Shelly Beach Golf Club. The Golf Development Committee may from time to time make recommendations to the Board. The Board reserves the right to amend these rules at any time.

#### 7.4.1. The Purposes of the Committee

Promote and implement programs for the development of golf for

- Beginning golfers
- Children
- Adults ( male and female)
- Management of Golf for Tyro (both male and female), Cadet, and Junior Members
- Tuition courses for persons new to the game of golf. These would include:
  - Adults

- Children

These courses to be held at any time during the week.

#### 7.4.2. The Committee

- Chairperson
- Secretary
- Treasurer
- Director of Golf
- One Committee member

All committee members will be appointed by the Board. The Director of Golf will co-ordinate activities of the committee and the Club Captain or his delegate will be ex-officio on the Golf Development Committee.

The committee will promote and develop the use of club members as volunteers to support the programs of the committee.

The Committee will be accountable to the Board for all decisions and for the proper management of Committee funds. As such, the finances of the sub-committee will need to be managed in accordance with the procedures endorsed by the Board of SBGC.

#### 7.4.3. Funding of the Committee

The Committee will manage all funds for activities

Financial management of the funds will include:

- Maintaining a bank account approved by the Board.
- Develop an annual budget which will be approved by the Board.
- Implement appropriate accounting procedures
- Be responsible for all expenses incurred by the committee.
- Source financial support through sponsorship approved by the Board including the Junior Gala Day.

#### 7.4.4. The Activities of the Committee

Develop and provide beginning courses of instruction for

- Beginning adult golfers
- Cadets
- Juniors

Provide opportunities to learn and to play golf

Manage Cadet, Junior and Tyro golf.

The program of activities developed will require the approval of the Board of Directors on an annual basis.

### 7.5. LADIES VETERAN GOLFERS COMMITTEE

These rules will govern the operation of the Ladies Veterans within the Shelly Beach Golf Club. They can only be amended by the Board of Shelly Beach Golf Club. The Ladies



Veterans may from time to time make recommendations to the Board. The Board reserves the right to amend these rules at any time.

#### 7.5.1. The Object of the Club

The object of the club is to foster the playing of veteran's golf and encourages the social interaction of its members.

#### 7.5.2. The Membership of the Club

The membership of the Club will be financial Shelly Beach Golf Club members who have also paid the annual membership fee of the Ladies Veterans.

The annual membership fee will be set by the Ladies Veterans club and approved by the Board.

The financial year of the Ladies Veterans will be from January to December.

The Ladies Veterans committee must approve all Ladies Veterans members.

All associate members of SBGC who are eligible for veteran membership and joined are entitled to play in events organised by the Ladies Veterans Committee.

#### 7.5.3. The Committee of the Club

The committee of the Ladies Veterans will be made of

- Secretary ( Delegate )
- Three Committee members

The Committee will be approved annually by the Board of SBGC on the recommendation of the Associates committee.

The finances of the Committee will be managed through the Club's office. The committee will manage financial matters and follow the agreed procedures with the Accounts Officer.

All trophies will be vouchers similar in value to golf club events which can only be placed on a member's account or spent in the Clubhouse at the Golf Shop, Bar or Restaurant. This will include vouchers for visitors.

#### 7.5.4. The Activities of the Club

The Committee will plan and control the activities of the Ladies Veterans. The committee will develop a program of golf activities. The Board will approve the program for the ensuing year by the end of October each calendar year. Events may be included in the Club's program.

The Lady Veterans will be able to invite visitors as often as they so wish. Visitors will pay the fees as set by the committee and approved by the Board.

Competitions will be held on Mondays that fit in with the Club's golfing program.

## 8. SUMMARY OF CHANGES TO BY LAWS

Date	Paragraph No.	Action	Comments
17/05/2011	4.1.1	Amended	Amended Introduction
	4.1.1	Added	Platinum Premium
	4.1.1	Added	Platinum 5 Years
	4.1.4	Added	Platinum Social
	4.2.7	Added	Mobility Vehicle Usage Fee
	4.2.8	Added	Annual Green Fee
14/6/2011	4.1.1	Added	Platinum 50 Years
13/12/2011	6.4	Amended	Pro Shop Staff / Match Committee
	6.8	Added	Moaners
	6.9	Added	Members Draw
12/09/12	7.2	Amended	Official name of Moaners
	7.2.1	Amended	Official name of Moaners
28/05/13	1.1	Amended	Change of Meeting Days
	2.4	Amended	Align with Governance Structure
	6.7	Amended	PGA Members in competitions (Prizes)
17/07/14	7	Amended	Clarify Board's powers re: Sub Committees
18/08/14	7.1.1 & 7.1.2	Replaced	Update Associate Election Process
27/08/14	3.8	Amended	Added "Blue" to official club colours
28/1/15	5.4.1	Added	Sub-Junior Member
28/1/15	5.5	Amended	Amended requirements in relation to the SBGC Junior Golf Agreement & expected behaviour.
28/1/15	5.6	Amended	Replaced 'Golf Development Committee' with 'Junior Development Committee'.  Replaced 'Members of the Junior Pennant team' with 'SBGC Junior Representatives'  Replaced 'Pennant season' with 'Representative competitions'.
28.1.15	5.7	Amended	Changed to Annual Junior Awards with further clarification.