



## **TUGGERAH LAKES GOLF CLUB LTD**

Trading As

## **SHELLY BEACH GOLF CLUB**

# **BY LAWS**

**(As revised April 2021)**

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.....	7
4.2.6.	Special Levy.....	7
4.2.7.	Mobility Vehicle Usage 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 .....	8
4.4.	MEMBER DETAILS.....	8
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.....	9
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 .....	10
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 .....	11
6.7.	PROFESSIONAL GOLFERS .....	11
6.8.	Moaners.....	11
6.9.	Members Draws .....	11
7.	SUB COMMITTEES OF THE BOARD.....	12
7.1.	LADY MEMBERS COMMITTEE .....	12
7.1.1.	Management.....	12
7.1.2.	Election of the Members of the Committee .....	13
7.1.3.	Annual General Meeting.....	13
7.1.4.	Competitions .....	13
7.1.5.	Complaints and Disciplinary Procedures.....	14
7.1.6.	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.....	16
7.2.5.	Competition.....	16
7.2.6.	Special Events .....	17
7.2.7.	Consistency and Attendance Points .....	17
7.2.8.	Social Functions.....	18
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.....	19
7.3.4.	The Annual General Meeting.....	19
7.3.5.	The Activities of the Club.....	19
7.4.	GOLF DEVELOPMENT COMMITTEE.....	
7.4.1.	The Purposes of the Committee .....	20
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 DELEGATE.....	21
8.	SUMMARY OF CHANGES TO BY LAWS.....	22

## **1. BOARD**

### **1.1. GENERAL**

The Board shall consist of a President, Captain, and 5 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 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 an electronic or digital vote at the Club overseen 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.

Members with voting rights will be notified by electronic mail of the commencement of voting and the candidates for each position. The close of voting is at 5pm at the office of the Golf Club on a day nominated by the Board within 7 days 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 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 Functions and events Manager the Director of Golf, the Executive Chef, the Finance Manager, the HR Manager, the Senior Duty Manager as the senior managers of the Club, will be responsible to the General Manager for the operations of their area.

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      50 years continuous membership as a player at SBGC may be elected to this category with Board approval.

#### 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.
- Class 5      Employees who work in a full-time capacity and have demonstrated exceptional service to the Club over a significant period of time. Upon recommendation of the CEO/ GM and with the approval from the Board of Directors a person will have access to this category.

#### 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.
- Platinum Social      On the payment of a nominated fee, which may be varied by the Board from time to time, the member is granted Social Membership rights for life.

#### 4.1.5. Provisional Membership

A Member who has made application to the Club for a Golfing Membership that is awaiting Board approval. The Provisional Member must pay the appropriate fees and subscriptions as nominated by the Board. A Provisional Member may enjoy the benefits of Full Membership with the exclusion of participating in honour Board events or Club Representation. A Provisional Member may not be accepted as a Full Member until their application has been on the notice board for a minimum of 14 days and then is approved as per process. The Provisional Member may participate in the competition of the day provided they have an official Golfink Handicap. Note: The Board at its discretion may not approve the Membership application. No reason is required to be given to the applicant. If a Provisional Member is not approved by the Board of Directors the fees and subscriptions will be refunded. Loyalty points, trophy vouchers and or prizes awarded to their account would be voided.

## 4.2. MEMBERSHIP FEES

Members are reminded that fees are payable in advance and are therefore due on or before June the 30<sup>th</sup> each year. Fees not paid by the 14<sup>th</sup> of July will deem the membership not financial and Membership and golfing privileges will be suspended. Any member who has not paid by the 14<sup>th</sup> of July shall forfeit all privileges of membership and their name shall be removed from the register of members of the Club. A reinstatement fee may apply.

Fees consist of a number of components, some compulsory and some optional. Fees are determined and published by the Board annually and are subject to further change at any time.

### 4.2.1. Entrance Fee

This fee applies to selected categories of membership that contain playing rights on the golf course. It is a one-off fee that must be lodged with the person's nomination form. If a person's application for membership is unsuccessful this fee is refunded. If a person wishes to rejoin the club after a period of absence a further Entrance Fee is payable unless it is waived by the Board after due consideration.

### 4.2.2. Annual Fee

This is the fee applicable to the type of membership.

### 4.2.3. Bar Levy

A non-refundable pre-payment that the member may expend in the club's pro shop, bars or dining facilities. It cannot be used to pay for the cost of playing golf, either socially or in competition. The unexpended value of this fee at the end of each financial year will be forfeited to the club.

The Bar Levy applies to all members with playing rights on the golf course, with the exception of Juniors.

#### 4.2.4. Facilities Fees

The club may impose annual non-refundable fees for the use of various facilities it provides for members. Examples of such facilities include the provision of lockers and the provision of parking facilities in the cart shed.

#### 4.2.5. Special Levy

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

#### 4.2.6. Mobility Vehicle Usage Fee

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

### 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 under exceptional circumstance.

#### 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 Match Committee 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 and the Golf Cart is safe for operation as it is intended.

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 **three** 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 and are governed by the Clubs slow play policy.

#### 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 financial year 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 43 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 70 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
- No current board member of SBGC shall sit on the sub committees nominated above.

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 six (6) 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 five (5) members personally present or otherwise telephonically linked.

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

The “triennial rule” relating to all positions shall be introduced from the elections to be held in 2015.

At the AGM following the declaration of the results of the committee elections in 2015:-

- The Groups shall be designated group 1, group 2 and group 3
- The members elected to Executive positions shall be divided into three groups based on the existing triennial tenure. E.g. Group 1 = Executive with 1 year’s tenure, Group 2 = Executive with 2 year’s tenure et cetera.
- The Non Executive members to draw lots to ascertain to which group they belong
- Group 1 shall hold office for 1 year
- Group 2 will hold office for 2 years
- Group 3 will hold office for 3 years.
- S51. SBGC Constitution for Triennial Rule to be followed henceforth.

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 65 to 68 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. 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.

#### 7.1.4. 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.



#### 7.1.5. Complaints and Disciplinary Procedures

All complaints or queries shall be made in writing to the 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.

#### 7.1.6. 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 Club' or "The Moaners").

The aim of "The Moaners" 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 current financial full golfing members of the Shelly Beach Golf Club who are 18 years or greater in age are eligible to become members of "The Moaners" subject to the following conditions:

- Total playing membership of "The Moaners" does not exceed 150 members, inclusive of actively playing Life Members.

- Should membership of “The Moaners” stand at its limit (150), nominations for new membership will be placed on “The Moaners” Waiting List in chronological order.
- When vacancies in membership occur the nominee at the head of “The Moaners” Waiting List may be invited to join.
- Where membership is offered but declined, the declining nominee may be struck off the Waiting List and membership offered to the next in line.
- New membership is subject to payment of the new subscription fees within 14 days of acceptance.
- The Committee may offer “Honorary Membership” to any candidate on the Moaners waiting list where it has been determined that there are exceptional circumstances. The criteria for exceptional circumstances will be determined by the Moaners committee. “Honorary Members” within this category will be required to pay in full Membership fees and will be eligible to compete for all prizes on offer in all Moaners competitions.

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 12 games in Moaners’ competitions per year.
- 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 SBGC for any reason, the membership of “The Moaners” will likewise be deemed unfinancial or suspended.
- When a suspension is lifted by the SBGC, their membership of “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 “The Moaners” Executive subject to the payment of any due “Moaners” subscription.
- While the member is on “leave of absence” or “suspension” then “Special Membership” may 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 may be returned to the waiting list in its rightful position.
- If a nominee on the waiting list refuses Special Membership, it may 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 “The Moaners” badge affixed to its front top left side. The shirt will not be changed more often than bi annually . The cost of the shirt will be included in the new subscriptions.
- Failure to wear a current or previous “Moaners” shirt during “The Moaners” events may incur a fine as determined by the Executive Committee and the member will be omitted from the “The Moaners” event of the day.
- Life membership of the “The Moaners” must be proposed in writing to the committee at least two months prior to the AGM. A proposal for life membership must be passed by at least 75 per cent of members present at the AGM.

- The Captain of the SBGC shall, for the duration of his office, receive honorary membership of the “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 “The Moaners”.

#### 7.2.4. The Annual General Meeting

The AGM will be held on the third Monday of January 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 normally 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 during which other “Moaners” shall be obliged to comply with time honoured traditions, only whilst at the Bottom Bar area of SBGC.

Prizes shall be awarded for nearest the pins on all permanent par three 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 Moaners draw will normally be conducted 2 weeks in advance.  
A minimum field of 24 “Moaners” must start in order to validate “The Moaners” competition.

“Moaners” must play off their current SBGC handicap at all times.  
“Moaners” shall be permitted to invite visitors to join the “The Moaners” field provided that:

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

“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 “The Moaners” field.  
Visitors shall only be eligible to win nearest the pin trophies (excluding the Eagle’s Nest Award) and raffle. All “Moaners” and “Moaners” visitors must tee off from the same designated tee of that day’s competition.

The Executive Committee shall appoint a match committee comprising of the Captain, Vice-Captain and at least one other delegate who shall be responsible for the planning and coordination of all Moaners Competitions. 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 “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 and prizes will be as if the event was held at SBGC.

Competitors in special events will receive consistency and attendance points.

Prizes and conditions of play for special events will be determined by the Executive Committee.

The Moaners three major days being the corporate day, footy day and the ham day may be held as shotgun starts.

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 either BBQ duties or Representative Golf duties 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 day to run in conjunction with the “Ham Day” at which the major trophies for the 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 they aim them to 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.

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. JUNIOR DEVELOPMENT COMMITTEE

These rules will govern the operation of the Junior Development committee within the Shelly Beach Golf Club. They can only be amended by the Board of Shelly Beach Golf Club. The JDC 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
- Management of Golf for Cadet, and Junior Members

##### 7.4.2. The Committee

- Captain
- JDO
- Director of Golf
- Assistant Professional
- General Manager
- Membership Manager

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 JDC.

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:

- 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

- Cadets

- Juniors

Provide opportunities to learn and to play golf

Manage Cadet, Sub Junior and Junior. The program of activities developed will require the approval of the Board of Directors on an annual basis.

#### 7.5. LADIES VETERAN DELEGATE

The Ladies Veteran Delegate shall be recommended to the Board of Directors by the Ladies Committee. Once approved the Ladies Committee will liaise with the delegate on matters affecting the Veteran Lady Members.



## 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.
31.7.15	7.1.1	Amended	Alteration to Ladies management procedures
31.7.15	7.1.2	Amended	Alteration to Ladies management procedures
23.10.17	4.1.1	Amended	Alteration to Platinum Life 50 years continuous membership
9.09.19	1.2	Amended	Postal vote now an electronic vote
	2.4	Amended	Titles of the Management Team
	4.2.5	Deleted	Social Golf Pass
	4.2.8	Deleted	Annual Green Fee
	4.3.1	Amended	Members fees
	4.6	Amended	Golf Carts
	6.9	Amended	Change to financial year from per annum



