



WHYALLA GOLF CLUB INCORPORATED

CONSTITUTION

Our Vision is to be the best Golf / Bowls Club in Regional South Australia

REVISIONS

- Annual General Meeting 22/7/92
- Annual General meeting 16/8/95
Amended clause 29 (e)
- Annual General Meeting 1997 draft revision
- Annual General Meeting 2002 draft revision
- Annual General Meeting Sept 2003 revised and amended
- Special General Meeting August 2011 Life Membership revised
- Special General Meeting July 22 2015 revised and amended
- Annual General Meeting August 19 Life Membership revised

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Section 1 NAMES, INTERPRETATION OF TERMS, OBJECTS

1.1 Name

1. The name of the Club is: WHYALLA GOLF CLUB INCORPORATED

1.2 Definitions

In these rules, unless the context shall be inconsistent therewith, the following interpretations shall apply.

1. **Accounts** take the meaning in the Act.
2. **Act** means the Associations Incorporation Act 1985.
3. **Annual Subscription Fee** means the annual fee payable by members as determined from time to time.
4. **Auditor** means the auditor appointed by the Club Management Committee.
5. **Ballot** means voting in secret and in writing.
6. **Club Management Committee** (known as "The Board") means the Officers and Committee Members of the Club Management Committee as constituted in accordance with these Rules.
7. **Club** means the Whyalla Golf Club Incorporated.
8. **Clubhouses** mean the Clubhouses and all other appropriate premises of the Club.
9. **Constitution** means this Constitution and shall take the same meaning as Rules under the Act.
10. **Course** means Golf Course and all surrounds.
11. **Entrance Fee** means the fee that accompanies a Membership Application, this is a one-off fee.
12. **Executive Committee** means the Chairperson of the Club Management Committee and the Financial Controller of the Club Management Committee acting together deal with an emergency situation.
13. **Golf Maintenance Fee** means the fee payable by Golf Members when playing a round of golf (in addition to competition fees).
14. **Management Sub Committee** (known as "Golf Committee" and "Bowls Committee") means the Officers and Committee Members of the Club Management Sub Committees as constituted in accordance with these Rules.

15. **Member** means a person granted membership of the Club in accord with this Constitution.
16. **Month** means calendar month.
17. **Officer Bearer** means any person elected or appointed to a position on the Club Management Committee or Management Sub-committee.
18. **Playing Member** means a member of the membership category with playing rights.
19. **Referendum** means submissive to all members entitled to vote on a question or resolution upon which they are entitled to vote.
20. **Returning Officer** means the person(s) appointed under Section 5.4.
21. **Rinks** means Bowls Rinks and all surrounds.
22. **Rules and By-Laws** is a document separate to the Constitution and is managed by the Club Management Committee. This document defines additional Rules and By Laws in addition to those defined in the Constitution. These rules cannot contradict the content of the Constitution.
23. **The Rules** means the Constitution of the Club in force at any relevant time plus the Rules and By- Laws of the Club in force at any relevant time.
24. **Special Resolution** means a special resolution defined in the Act.
25. **Subscription year** is from the 1st of July in one year to 30th June in the following year.
26. **Year** means the Club's financial year which is from the 1st July in one year to 30th June in the following year.

1.3 Objects

The objects of the Club are:

1. To provide members with facilities for playing and promoting the game of Golf and for other activities associated with participating in the playing of golf according to the laws of the game of Golf and other regulations laid down by the Australian Golf Union (AGU), South Australian Golf Association (SAGA), Women's Golf Australia (WGA) or Women's Golf South Australia (WGSA).
2. To provide members with facilities for playing and promoting the game of Bowls and for other activities associated with participating in the playing of Bowls according to the laws of the game of Bowls and other regulations laid down by the Bowls SA Inc.
3. To provide for other activities for the benefit of the members, in accordance with the Act.

1.4 Powers

The Club through the Club Management Committee may exercise all of the powers conferred by Section 25 of the Act and in addition may:

1. become a member of, or co-operate in any way with, any State or National body or authority controlling the game of golf from time to time;
2. hire out the course, clubhouse and facilities;
3. support and subscribe to any charitable or public benevolent body;
4. make and enforce rules in relation to behaviour, dress, use of Club property, not forming part of or inconsistent with this Constitution;
5. make and enter into reciprocal agreements with other golf clubs upon such terms and conditions as it may determine; and
6. do any lawful act or thing which is in the opinion of the Club Management Committee in the interests of the Club and its members.
7. apply to any Government Department, Local Council, Statutory Authority or similar agency for money, or resources of any kind whatsoever including a grant or loan.
8. apply for and hold licences, permits and such other as required.
9. build, construct, convert, extend and maintain buildings or structures on land used or part of the property used, leased or owned by the Club.
10. authorise payment by way of honorarium or otherwise for services rendered to the Club, as the Club Management Committee determines from time to time.

Section 2 MEMBERSHIP OF THE CLUB

2.1 Ordinary Members

1. Ordinary Members are 18 years and over whom, on payment of the prescribed Annual Subscription shall be entitled to all privileges of the clubhouse.

2.2 Life Members (Golf and Bowls)

1. A person may be nominated for Life Membership at an Annual General Meeting by the Club Management Committee, given that they have assessed that such a person has given outstanding service to the Club and its Members based on the following criteria:
 - (a) an outstanding contribution is one which has resulted in the Club being substantially and positively changed by that contribution, which has occurred over a period of time, and can be clearly seen, documented and corroborated;
 - (b) exceptional service is at a level far higher than the normal volunteering of service by Members in committees, working bees, course, shop and bar work. There should not be an expectation of ultimate Life Membership for "normal" volunteering, regardless of the length of time over which this has occurred.
2. Such a person may be elected Life Member of the Club, provided such nomination is approved by Special Resolution by Members present and eligible to vote at such meetings.
3. Life Members shall be entitled to all privileges of the Club inclusive of annual subscriptions and Golf Maintenance Fees and shall be entitled to vote at General Meetings of the Club.

2.3 Golf Members

1. Golf Members, shall be Ordinary Members who on payment of the prescribed Entrance and Annual Subscription Fees that the Club Management Committee may determine from time to time and on payment of a Golf Maintenance Fee for both social and competitive rounds (9-hole and 18-hole) as the Club Management Committee may determine, be entitled to full Golf playing rights.
2. Golf Members shall participate under their own set of rules provided that such rules are not inconsistent with this Constitution and are according to the Laws of the Game of Golf and other regulations as laid down by the AGU, SAGA, WGA and WGSA.

2.4 Bowling Members

1. Bowling Members shall be Ordinary Members, who on payment of a prescribed Entrance and Annual Subscription Fees as the Club Management Committee may declare from time to time, be entitled to full Bowls playing rights.
2. Bowling Members shall participate under their own set of rules provided that such rules are not inconsistent with this Constitution and are according to the Laws of the Game of Lawn Bowls and other regulations as laid down by the Bowls SA Inc.

2.5 Junior Golf Members

1. Junior Golf Membership shall be available on payment of the Entrance and Annual Subscription Fee as the Club Management Committee may declare from time to time, providing such persons are under the age of 18 years on the 1st of July of that year so as to confirm with the age requirements of Junior Competition.
2. Junior Golf Members are not entitled to Full Club privileges but shall be entitled to play on the golf course at specified times nominated by the Management Sub-Committee.
3. The age of such Members for each Subscription Year is calculated as being their age at the 1st of July in the year in which the subscription begins.

2.6 Honorary Members

1. Honorary Members over the age of 18 years are entitled to Club Membership privileges for any one day at the nomination of an ordinary member 18 years and over subject to the veto of the Club Management Committee

2.7 Country Golf Members

1. The Club Management Committee may by resolution or on the nomination of any ordinary member but subject to the veto of the Club Management Committee admit as a Country Golf Member any person resident more than 60 kilometres from the principal Post Office at Whyalla for more than 275 days in any one calendar year and who is a current full member of an affiliated golf Club. Country Golf Members shall pay such fees, as the Club Management Committee shall declare from time to time.
2. Country Golf Members are, subject to payment of the Competition and Maintenance Fees, eligible to participate in all normal golf competitions excluding any closed championships including but not limited to any Club Championship.

2.8 Junior Bowling Members

1. Junior Bowls Membership shall be available on payment of the Entrance and Annual Subscription Fees as the Club Management Committee may declare from time to time, providing such persons are under the age of 18 years as of the 1st of July of that year so as to conform with the age requirements of Junior Competition.
2. Junior Bowls Members are not entitled to Full Club privileges but shall be entitled to play on the Bowls Rinks at specified times nominated by the Management Sub-Committee.
3. The age of such Members for each Subscription Year is calculated as being their age at the 1st of July in the year in which the subscription begins.

2.9 Corporate Membership

1. Corporate membership shall be made available to a Corporation on receipt of a fee as declared by the Club Management Committee and be entitled to agreed privileges as determined by the Club Management Committee.

2.10 Social Members

1. Social members, who upon payment of the Entrance and Annual Subscription Fee shall be entitled to all privileges of the Clubhouse but are not entitled to vote at General Meetings, be appointed to a Committee or Nominate another Member to stand for Office

2.11 Membership Limits

1. The Membership of the Club shall not include more than 700 Golf Members including Life Members.
2. The Membership of the Club shall not include more than 300 Bowls Members including Life Members
3. The Club Management Committee shall have the power to limit the number of Members of each class.

2.12 Entrance Fees and Annual Subscriptions, Calls and Levies

1. The Entrance Fee shall be payable on admittance to membership unless otherwise approved by the Club Management Committee.
2. The Club Management Committee may waive the Entrance Fee or any part thereof which is due and payable by any person admitted as a member of the Club and

who has previously paid an entrance fee to the Club and has paid all arrears, subscriptions, fees, calls and levies.

3. Where a member in a category that is required to only pay a portion of the Entrance Fee, transfers to a higher category, that member shall be required to pay the difference between the amount of entrance fee paid and the entrance fee pertaining to the new category.
4. All Annual Subscription Fees shall be due and payable within one month of any new financial year, but members granted membership after that date shall pay a subscription for that year apportioned, pro rata, to the nearest month to the day on which they are granted membership rounded up.
5. Where a member fails to pay the Annual Subscription Fee (or their agreed first monthly Direct Debit), in accordance with the renewal notice, within thirty (30) days of it becoming due and payable, the Club Management Committee may suspend the member's playing rights.
6. If such subscription is not paid within a further thirty (30) days, the Club Management Committee may, by resolution, remove the member's name from the list of members whereupon such person will cease to be a member of the Club, but shall remain liable for all amounts owing to the Club.
7. The Club Management Committee shall have the power to make calls on, and apply levies to, the members of the Club at any time and from time to time as it shall deem fit provided that the total amount of such calls and levies in any year shall not exceed 50% of the subscription paid by a full member in that year unless approved by a special general meeting called specifically for that purpose.
8. If any member fails to pay a call or levy within sixty (60) days of being notified of such call, the Club Management Committee may suspend the member's playing rights.

In the event of such call not being paid within a further thirty (30) days, the Club Management Committee may, by special resolution, remove the member's name from the list of members whereupon such person shall cease to be a member of the Club, but shall remain liable for all amounts owing to the Club.

2.13 Admitting New Members

1. New Members shall be nominated by two Ordinary Members or one Ordinary Member and a Life Member of the Club. All nominations are to be forwarded to the Secretary of the responsible Sub-Committee. The nominations will be placed on the notice board at least seven (7) days before going to the Sub-Committee for approval.
 - a. The Sub-Committee may reject any nomination without reason.
 - b. A person applying for Membership shall nominate which class of Membership they wish to apply for.
2. A nominee shall pay both their Entrance and Annual Subscription Fee on the date of their application for Membership. On approval of a new member the Secretary shall within seven (7) days give such member notice thereof.

3. Payment of the entrance fee shall be deemed to be agreement of the member to be bound by the Constitution and Rules and by-laws of the Club.
4. In the event of a former, financial, member rejoining the Club after having been a non-member for not more than two complete years, the Club Management Committee may waive the payment of the Entrance Fee.
5. In the event that Membership is not granted a full refund of the Entrance and the Annual Subscription Fees shall be made to the applicant within thirty (30) days from the date the Membership application was declined.

2.14 Leave of Absence

1. On application in writing by a Member, the Management Sub-Committee shall have the power to grant the applicant leave of absence for one year only at which time the member must apply for an extension.

2.15 Resignation of Members

1. Any member wishing to resign may do so by giving written notice to the Secretary of the responsible Management Sub-Committee and is required to pay all subscriptions due and meet all commitments to the Club.
2. Generally there shall be no fee refunds to members who resign at any time during the subscription year, however the Club Management Committee may consider a fee refund at its discretion upon the written application.

2.16 Complaints, Disputes, Allegations

1. All member suggestions and complaints about club management or the actions of a member must be made in writing to the Club Management Committee Secretary in the first instance.
2. The Club Management Committee shall have power to deal with the issue and impose such penalty or penalties, if it is deemed necessary.

2.17 Conduct of Members

Every member of the Club undertakes:

1. To comply with the Constitution and Rules and By-Laws of the Club;
2. Not commit any offensive, disorderly, threatening or abusive behaviour upon Club premises or whilst representing the Club on Club business or in a golf competition or otherwise in circumstances which are likely to discredit the Club;
3. Not be guilty of conduct which is or is likely to be prejudicial to the interests of the Club;
4. Not disregard or disobey any reasonable direction of a Committee, or an officer;

Refusal or neglect to comply with these requirements may be interpreted as a Breach of Conduct and render such member liable to censure, reprimand, suspension or expulsion by the Club Management Committee.

Section 3 MANAGEMENT BY OFFICERS

3.1 Management Structure

1. The members shall vest the control and business of the Club in a Management Team comprising:
Club Management Committee or “Board”
Golf Management Sub Committee or “Golf Committee”
Bowls Management Sub Committee or “Bowls Committee”

3.2 Club Management Hierarchy Diagram



3.3 Office Bearers

1. Nominations for all office bearers shall be in writing, signed by the candidate, his proposer and his seconder and shall be lodged with the Club Management Committee or relevant Management Sub Committee Secretary up to two (14) days prior to the stated commencement time on the day of the relevant Annual General Meeting.
2. Completed Nomination Forms must be displayed in the Club for seven (7) days prior to the commencement of the Annual General Meeting.
3. All Retiring Officers shall be eligible for re-election, upon re-nominating.
4. In the case that there are insufficient nominations to fill all committee vacancies or there is a resignation, the newly elected Committee can fill the Casual Vacancy(s) at its first committee meeting.
5. A member filling a Casual Vacancy will do so for the unexpired term of the vacated position.
6. No person is eligible for election as an Officer of the Club unless they are financial and an Ordinary or Life Member.
7. Management Sub-committees shall have at least two Office Bearers who are male and at least two Office Bearers who are female.
8. No person who is a paid employee of the Club shall be eligible for election to the Club Management Committee or Management Subcommittees.

Section 4 POWERS, ROLES AND RESPONSIBILITIES

4.1 General

1. All Committees and Sub-Committees will have certain Powers, Roles and Responsibilities that must be adhered to at all times.

4.2 Management Sub-Committees

1. All Management Sub-Committees are ultimately responsible to the Club Management Committee. These committees are assigned set responsibilities and are given the authority to give effect to their determinations within the limits of a detailed Club Management Committee authorised operating budget.
2. Office bearers of Management Sub-Committees are elected at the Annual General Meeting except for the Course Manager who shall be appointed by the Club Management Committee.

4.3 Match Committees

1. Two Match Committees shall be established; one to be chaired by the Men's Captain and the other to be chaired by the Women's Captain.
2. The Match Committees shall comprise 5 members in addition to the respective captains.
3. Nominations for membership of Match Committees shall be provided to the Secretary of the Golf Management Subcommittee 14 days prior to the Annual General Meeting for Golf Members.
4. Membership of the Match Committees will be subject to election, if required, at the Annual General Meeting for Golf Members.

4.4 Other Committees

5. Other committees can be appointed on a temporary basis to address a specific defined issue on behalf of the Club Management Committee or Management Sub-Committee. These committees are not assigned the authority to give effect to their determinations and as such their determinations are recommendations to the appointing committee.

4.5 Club Management Committee – The Board

The Constitution and Members assign the following responsibilities to this committee in conjunction with responsibilities defined in the Rules and By-Laws and Section 3.1 of this Constitution.

1. The Club Management Committee is totally responsible for the management of all Club activities.
2. This Committee is responsible for management and control of the financial administration and operational affairs of the Club.
3. The Club Management Committee may only over-rule any decision made by a Management Sub-Committee where that decision is likely to result in expenditure that is outside the authorised budgets, is illegal, likely to bring the Club into disrepute or in any way put the Club and its Members at risk.
4. The Club Management Committee is responsible for alterations, amendments and additions to the Rules and By-laws. The Rules and By-laws will not contradict the Constitution and the Constitution will take precedence.
5. To enforce discipline for any misconduct or wilful infringement of the Constitution or Rules and By-Laws by Officers of the Club.
6. To interpret the Constitution and Rules and By-Laws of the Club, with the interpretation being final.
7. The Club Management Committee must ensure a register of members is maintained by the Club.
8. The Club Management Committees is responsible in conjunction with the Responsible Officer to develop and implement the Club's Safe-Working Policy and Safe Work Routines defined in the Rules and By-Laws Document and to ensure compliance with relevant legislation
9. The Club Management Committee is generally responsible for ensuring the club's compliance with relevant legislation.
10. The Chairperson of the Club Manager Committee and the Finance Controller can assume the role of an Executive Committee in the advent of an emergency; being a natural disaster, workplace accident, situation of potential serious financial loss or other situation of a serious nature as may be determined by the Club Management Committee and may act with the authority of the Club Management Committee, provided that the determinations of the Executive Committee are duly recorded and presented for ratification at the next Club Management Committee meeting.
11. The Club Management Committee is required to approve annual Management Sub Committees finance budgets for normal maintenance, abnormal maintenance and capital monies. In addition the Board is required to consider written submissions for Capital monies and abnormal maintenance money requested during the financial year.
12. Where exceptional economic circumstances arise the Club Management Committee may initiate a Budget review process, which is to be done with the full assistance of the Management Sub Committees. This could result in an increase or decrease in the budget allowances depending on the nature of the economic circumstances
13. Where there is a dispute between Management Sub Committees the issue can be referred to the Club Management Committee and its decision on the matter is final.

14. Proper books of accounts shall be the responsibility of the Finance Controller and these shall be made available for inspection by members of the Club Management Committee at any time.

4.6 Golf Management Sub-Committee – Golf Committee

1. Responsible to the Club Management Committee for managing Golf Course, maintenance equipment storage areas and maintenance buildings, Golf clubhouse, fixtures and fittings, buggy shed, shop, bar and surrounding areas
2. Responsibility for managing all aspects of:
 - a. Member competitive golf as played in Whyalla.
 - b. Member and non member social golf as played in Whyalla.
 - c. Inter Club competitions.
 - d. All matters pertaining to the game of golf.
3. Responsible to submit, monthly meeting minutes and a monthly operating financial report with comments based on data provided by the Club Treasurer, to the Club Management Committee.
4. Responsible in conjunction with the Responsible Officer to develop and implement the Club's Safe-Working Policy and Safe Work Routines defined in the Rules and By-Laws Document and to meet relevant legal requirements under Workplace Health and Safety Legislation.
5. Responsible to maintain a professional relationship with other Clubs and to embrace selected "best practice" adopted by other Clubs.
6. Required to submit yearly budgets to the Club Management Committee for approval within 2 months of the Annual General Meeting.
7. Authority to execute the Golf Management Sub-Committee's financial budget as approved by the Club Management Committee on an annual basis.
8. Where extraordinary expenses arise, may make submissions to the Club Management Committee via a written submission for additional expenditure for example, Abnormal Maintenance and or Capital as is deemed necessary within any given financial year.

4.7 Management Sub-Committee – Bowls Committee

1. Responsible to the Club Management Committee for managing Bowls Rink, Bowls maintenance equipment storage areas and maintenance buildings, Bowls clubhouse, fixtures and fittings, bar and surrounding areas
2. Responsibility for managing all aspects of:
 - a. Member competitive Bowls played in Whyalla.
 - b. Member and non member Social Bowls played in Whyalla.

- c Inter Club Bowls competitions.
3. The members of this committee can discuss any management issue associated with the Club but if the issue is outside its assigned responsibilities then its determination must be referred to the Club Management Committee.
4. Responsible in conjunction with the Responsible Officer to develop and implement the Club's Safe-Working Policy and Safe Work Routines defined in the Rules and By-Laws Document and to meet relevant legal requirements under Workplace Health and Safety Legislation.
5. Responsible to submit to submit, monthly meeting minutes and a monthly operating financial report with comments based on data provided by the Club Treasurer, to the Club Management Committee.
6. Responsible to maintain a professional relationship with other Clubs and to embrace selected "best practice" adopted by other Clubs.
7. Required to submit yearly budgets to the Club Management Committee for approval within the first 2 months of the financial year.
8. Authority to execute the Bowls Management Sub-Committee's financial budget as approved by the Club Management Committee on an annual basis.
9. Where extraordinary expenses arise, may make submissions to the Club Management Committee via a written submission for additional expenditure for example, Abnormal Maintenance and or Capital as is deemed necessary within any given financial year.

4.8 House Managers

1. The Golf Management Sub-Committee shall include the position of House Manager which person shall be an officer of the Golf Management Sub Committee
2. The House Manager has the authority to undertake expenditure within his or her allocated budget as determined by the Golf Management Sub Committee and approved by the Club Management Committee.
3. The House Manager is required to submit a monthly report to the Golf Management Sub Committee, which explains the House Management programme and provides details of associated expenditures.
4. The House Manager shall have full control and supervision of the Club House area and as such is required to close the Club house when it is considered the area may be damaged and or may expose Members or the public to some personal risk.
5. The House Manager is responsible for the occupational health and safety of clubhouse workers and volunteers.
6. The House Manager is a required to post a general notice when the clubhouse or part of the clubhouse is closed due to property damage or hazard.
7. The House Manager shall develop a clubhouse evacuation procedure.

8. The House Manager shall ensure that adequate fire protection systems are in place.
9. The House Manager shall ensure the building and its fixtures are well maintained and meet statutory requirements.
10. The House Manager shall ensure security systems are operational and alarms are armed when the clubhouse is vacated.
11. Paid Bar Staff and Cleaning Staff are accountable in the first instance to the House Manager.

4.9 Course Manager

1. The position of Course Manager is established.
2. Where this position is filled by an Ordinary Member, it shall be by appointment of the Club Management Committee.
3. The Course Manager shall be an officer of the Golf Management Sub Committee where this position is filled by an Ordinary Member.
4. The Course Manager has the authority to undertake expenditure within his or her allocated budget as determined by the Golf Management Sub Committee and approved by the Club Management Committee.
5. The Course Manager shall submit a monthly report to the Golf Management Sub Committee, which explains the course management programme and provides details of associated expenditures.
6. The Course Manager shall have full control and supervision of the Golf playing area.
7. The Course Manager shall determine the maintenance programmes (with full reference to outside technical authorities)
8. The Course Manager is responsible for the occupational health and safety of course workers and volunteers.
9. The Course Manager may prevent play at any time when it is considered the area may be damaged.
10. The Course Manager may prevent play at any time when it is considered the Members or the public or the Club will be subject to some personal risk.
11. The Course Manager shall post a general notice to indicate when club facilities are closed to the members or the public.
12. Where a paid employee has been engaged by the Club to undertake the duties of Course Manager, the position of Course Manager shall not be filled within the Golf

Management Sub Committee, but the vacancy may be filled with an additional member of the Golf Management Sub Committee.

13. A paid employee of the club undertaking the duties of Course Manager shall attend the relevant Sub Committee meeting and provide a report to that committee and advice to members when called upon to do so.
14. A paid employee undertaking the duties of Course Manager is responsible to the Club Management Committee.
15. The Club Management Committee may amend the roles and responsibilities of the Course Manager where this person is a paid employee.

4.10 Treasurer

1. The position of Treasurer is established who shall be an officer of the Club Management Committee but is not required to attend meetings of that Committee.
2. The Treasurer shall keep all relevant accounting records for the club and provide reports as required to the Club Management Committee and oversee expenditure of Management Sub-Committees, House Managers and Course and Greens Managers
3. The Treasurer shall report to the Financial Controller and provide advice concerning club financial management and relevant monthly reports to the Club Management Committee to enable the suitable financial management of the Club
4. The Treasurer shall administer the Club bank account, pay bills and disburse and receive and bank monies of the club and generally manage the financial affairs of the Club in conjunction with the Financial Controller.

Section 5 Meetings

5.1. Club Management or Management Sub-Committee Meetings

1. All Committees shall meet a minimum of ten (10) times a year for transaction of the business of the Club. Minutes are to be kept of each Meeting.
2. The Chairperson, who is appointed by the Club Management Committee, is required to chair the meetings, ensure the meeting agenda is adhered to and that all issues raised are dealt with in a professional manner.
3. The President of the relevant Management Sub-Committee is required to chair the meetings, ensure the meeting agenda is adhered to and that all issues raised are dealt with in a professional manner
4. Where the Chairperson, President or Vice President do not attend the scheduled meeting but a quorum of officers is in attendance they can elect a committee member to Chair that meeting.
5. A quorum for a Committee meeting is shall be 50% plus one (1) of the members.
6. A committee may meet and make decisions electronically but any decision must be endorsed and minuted at the following full committee meeting.
7. The Chairperson of the Club Management Committee shall, when necessary, or when requested by three members of the Club Management Committee, convene a Special Meeting of that Committee.
8. The Chairperson or President of a Committee shall have a deliberate as well as a casting vote.
9. An officer cannot hold dual office in any management committee.
10. Should any member of a Committee fail to attend for three (3) consecutive Committee meetings, without leave, they shall thereupon cease to be a member of the Committee.

5.2. Annual General Meeting

1. Annual General Meetings shall be conducted for all Ordinary members and separately for Golf Members and, Bowling Members.
2. The Club Management Committee shall give twenty one (21) days notice to all Ordinary Members of the time and place appointed for the Annual General Meeting – All Ordinary Members
3. The Golf Management Sub-Committees shall give (21) days notice to Golf Members of the time and place appointed for the Annual General Meeting – Golf Members.

4. The Bowls Management Sub-Committee shall give (21) days notice to Bowling Members of the time and place appointed for the Annual General Meeting – Bowling Members.
5. A copy of the Annual General Meeting for all Ordinary Members notice complete with the meeting agenda shall be posted on the noticeboard inside the Clubhouses, on the Club website or other accessible on-line format and in the local media.
6. A copy of the Annual General Meeting for Golf Members notice complete with the meeting agenda shall be posted on the noticeboard inside the Clubhouses, on the Club website or other accessible on-line format and in the local media.
7. A copy of the Annual General Meeting for Bowls Members notice complete with the meeting agenda shall be posted on the noticeboard inside the Clubhouses, on the Club website or other accessible on-line format and in the local media.
8. The Annual General meeting of all Ordinary Members will be chaired by the Club Management Committee Chairperson.
9. The Annual General meeting of Golf Members will be chaired by the President of the Golf Management Sub-Committee.
10. The Annual General meeting of Bowling Members will be chaired by the President of the Bowls Management Sub-Committee.
11. The AGM for all Ordinary Members is to be held in the Golf Clubhouse.
12. Golf and Bowls AGMs are to be held in the respective Club Houses.
13. The business to be transacted at all Annual General Meetings shall be in the following order:
 1. Reading of notice convening the meeting.
 2. Apologies.
 3. Adoption of the minutes of previous Annual and/or Special Meetings.
 4. Adoption of the Annual Report.
 5. Adoption of the Balance Sheet and Statement of Accounts.
 6. Elections of the Club Management Committee/Management Sub-committee and Match Committees if required.
 - 6.1. Club Management Committee Officers are elected for a period of 2 years on a rotation basis.
 - 6.2. Club Sub-Committee Officers are elected for a period of 2 years on a rotation basis.
 7. Such business including motions of which adequate written notice has been given to the Committee Secretary not less than fourteen (14) days prior to the meeting. The Secretary shall forthwith upon receiving any such notice post and keep posted a copy thereof on the Club's Notice Board until the date of the Annual General Meeting.

8. General Business as admitted by the Chairperson provided that such general business will not include any motion to amend the Rules and By Laws and Constitution of the Club or any other business not associated with the Annual General Meeting.
14. Additional business to be conducted only at the Annual General Meeting of all Ordinary Members:
 9. Confirmation of the Appointment of Auditor - (who shall not be a member of any Committee).

5.3 Special General Meeting

1. A Special General Meeting of all Ordinary Members may only be convened by the Secretary of the Club Management Committee at any time upon the direction of this committee or shall be convened within fourteen (14) days after the receipt of a requisition in writing signed by not less than twenty (20) Ordinary and / or Life Members.
2. The application, shall state clearly the object and business to be dealt with at such Special Meeting.
3. No business shall be brought forward or discussed except that for which purposes such meeting has been convened.
4. Seven (7) days notice shall be given to all Members of the time and place appointed by the Club Management Committee for a Special General Meeting.
5. A copy of the Special General Meeting notice complete with the meeting agenda shall be posted on the notice board inside the Clubhouse and sent to each member of the Club by post.
6. The meeting will be chaired by the Club Management Committee Chairperson.
7. If a Special General Meeting is held any resolutions will take effect immediately.

5.4 Voting

1. At all General Meetings of the Club, whether Annual or Special, only financial Ordinary and Life Member shall have one vote.
2. Only members over the age of 18 years at the start of that subscription year are entitled to vote.
3. The Chairperson shall have a deliberative as well as a casting vote.
4. Voting by proxy will not be permitted at any meeting.
5. The election of all officers shall be by ballot if the number of candidates is greater than the vacant positions.

6. At all meetings control of the elections and ballots shall be in the hands of the Chairperson or Presidents, who shall have power to appoint returning officers, as necessary.

5.5 Laws and Procedures at Meeting

1. At all Meetings the Laws and Procedures under which the meeting shall be conducted shall be in accordance with "Joske's Laws and Procedures of Meetings in Australia".

Section 6 GENERAL

6.1 Auditor

1. The Club Management Committee will be responsible for the appointment of an Auditor. The firm or individual appointed as Auditor must hold applicable qualifications to fulfil his duties. The Club Management Committee will confirm the Auditors Appointment at each Annual General Meeting.

6.2 Honorary Solicitor

1. There may be an Honorary Solicitor to the Club, who shall be appointed by the Club Management Committee upon such terms and for such period as that Committee shall direct.

6.3 Damage to Property

1. No member shall remove from the Club property or deface or injure any article the property of the Club. Members removing, breaking or damaging any article, the property of the Club, shall pay for the same at a price fixed by the Committee.

6.4 Winding Up

1. The Club may be dissolved or wound up at a Special Meeting of the Members of the Club called for that purpose, if a resolution is passed by a majority of Members present and entitled to vote that the Club be dissolved or wound up, provided that such resolution shall at a Special Meeting held not less than one (1) month thereafter at which meeting not less than half of the ordinary Members of the Club shall be present, be confirmed by a resolution passed by a majority of two-thirds of the Members present thereat and voting thereon. Upon such resolution being carried and confirmed, the Committee shall thereupon or at such future date as shall be determined proceed to sell and realise the property and assets of the Club and out of the net proceeds of such sale and realisation to discharge and satisfy all debts and liabilities of the Club.
2. In the event of the Club being wound up, whether voluntary or otherwise, the net proceeds of the sale and realisation of the Club's property and assets, both real and personal, after payment of all debts and liabilities of the Club and of all costs, charges and expenses properly payable in connection with such sale and realisation of the Club's property and of the winding up of the Club, shall be divided amongst and between such charitable institutions in such manner and proportions as the Club Management Committee in their absolute discretion may decide. No member shall be entitled to share in or receive any benefit from such net proceeds in the event of the Club being wound up as aforesaid. There shall be no refund Membership fees or any other monies.

6.5 Alteration of the Rules

1. Club Management Committee has the right to change, add to or amend the Rules and By-Laws provided that they do not contradict the Constitution.
2. Amendments to the Constitution shall be undertaken in accordance with Section 24 of the Act.
3. A copy of any proposed new Constitution or alteration to the Constitution, shall be delivered to the Club Management Committee Secretary at least fourteen (14) days before such meeting, and shall be delivered to the Club Management Committee Secretary and shall be posted on the notice board of the Club fourteen (14) days before such meeting.
4. Proposed amendments to any motion to alter the Constitution shall be heard if they are material to the motion. Any amendment to a motion must be approved by the members present and voting before the motion is put to the meeting.

6.6 Interpretation of the Rules

1. In the event of any doubt or difficulty arising as the meaning of any Rule or By-Law or Regulation, or, should any question arise as to their interpretation, the Club Management Committee shall have power to decide thereon and its decision shall be final and binding on Members.
2. Throughout the rules, unless otherwise appearing by the context, the singular shall include the plural and the plural include the singular.

6.7 Non Compliance with the Rules

1. Non-compliance with any of the Rules shall not render any proceedings void unless the Members at an Annual or Special Meeting so direct.

6.8 Application of Profit

1. The Club is non-proprietary. The profits and other income of the Club shall be applied to the promotion of the purposes for which the Members of the Club are associated together and no payment of any dividends or distribution of profits or income to or amongst the Members of the Club shall be made. Provided that nothing herein contained shall prevent payment by way of an honorarium or refund of expenses to any member of the Club for services rendered to the Club.

6.9 By-Laws

1. The Club Management Committee shall have power to make Rules and By Laws not inconsistent with this Constitution for the efficient working of the Club, and to alter, amend or rescind same as occasion may require.

6.10 Clubhouse Open

1. The Golf and Bowls Clubhouses shall be open to Members for such times, and on such conditions, as may be decided by the Club Management Committee from time to time and defined in the Rules and By-Laws.
2. Opening times of all facilities will be clearly displayed for information of Members and visitors.

6.11 Visitors

1. Every member 18 years of age and over shall be allowed to introduce visitors to the Club, subject to such regulations as the Club Management Committee shall from time to time determine.
2. No person shall be introduced as a visitor who has been expelled from Membership of a Golf Club or whose conduct or presence on the Club's premises shall be considered objectionable to the interests of the Club.

6.12 Supplying and Sale of Liquor

1. A visitor shall not be supplied with liquor in the Club's premises unless introduced by a Member eighteen (18) years of age and over.

6.13 Miscellaneous

1. New Members are to be presented to the Management Sub-Committee on the night that his/her nomination comes up for consideration, and he/she is to be accompanied by either his/her proposer or the seconder.
2. All new Members are to be presented with a copy of the "Rules of Golf" local rules and programme or the equivalent Bowls documentation by the Chairperson of the relevant Management Sub Committee, and the proposer and seconder be reminded of their responsibilities.
3. Any visiting golfer / bowler, for the payment of the current fees can participate in the normal club competitions. Any member of a reciprocal Club can compete for the trophy of the day.
4. Members can join in a normal competition when submitting handicap cards.
5. Club Members are responsible for the return of all cards when competing away from the home Club, unless their score has been recorded on Golfink.
6. Selling of raffle tickets in the Clubrooms, with the exception of those organised under the Whyalla Golf Club licenses are banned.

7. Club House / Maintenance Shed keys and security codes are to be issued on the authority of the Club Management Committee via the Club Management Committee Secretary or Club Services Manager. A register of such persons is to be kept.

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Chairperson of the Club Management Committee

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Date