

**OBJECTS AND RULES OF THE
GUNGAHLIN LAKES GOLF CLUB ("GLGC")
AS A SUBSIDIARY COMMITTEE (BY DELEGATION) OF THE
AINSLIE
FOOTBALL & SOCIAL CLUB INCORPORATED ("CLUB/AFSC")**

THE DELEGATION

By this instrument of delegation, the Committee ("the Committee") of the Club appoints the GLGC ("the Sub-Committee or Golf Committee") and sets out its functions and rules relating to its conduct.

A. MEMBERS AND APPOINTMENT

(1) Authority:

The appointment of the Golf Committee is made under Rule 18 of the Rules of the Club.

(2) Golf Committee Member:

The inaugural Golf Committee will be comprised of the following:

- Mr James Hourigan
- Mr Phil Hardy
- Mr Paul Allen

(3) Appointments:

The members of the Golf Committee remain appointed subject to this Delegation.

B. FUNCTIONS

The functions and powers that are delegated to the Golf Committee are:

(1) To control affairs of the GLGC in accordance with the Rules and Objects set out, wholly and in part, in the attached document marked "A".

(2) To make recommendations to the Committee in relation to:

- (a) the payment of nomination fees and annual subscriptions by Members and any terms for same;
- (b) The structuring and payment of green fees by other persons using the Course;
- (c) The use and design of clubhouse facilities nominated by the Committee, from time to time, as golf facilities including, for example, spike bars and pro shop;
- (d) The expenditure of revenue derived by the Club from the use of the Course;
- (e) Appointment of course employees;
- (f) Any policy of Golf operation, conduct and maintenance programme; and
- (g) Matters affecting capital or operational golf course budgets.

C. LIMIT

Nothing in this delegation shall confer upon the Golf Committee any power which is not able to be conferred upon it under the Rules of the Club and, in exercising any power or function, the Golf

Committee must comply with those Rules, the Associations Incorporation Act and any other law of the Australian Capital Territory or the Commonwealth of Australia.

DATED this day of MAY 1996

EXECUTED AS AN INSTRUMENT OF DELEGATION.

THE COMMON SEAL OF AINSLIE }
FOOTBALL & SOCIAL CLUB }
INCORPORATED was affixed by }
authority of the Board of Directors in }
the presence of: }

Signature of Director/Secretary
Director

Signature of

Name of Director/Secretary

Name of Director

OBJECTS

1. The Object of the Gungahlin Lakes Golf Club is:
 - (a) to foster Golf in the District of Gungahlin, in the Australian Capital Territory.
2. For the purposes of furthering this Object, but not otherwise, the Golf Committee shall have the powers provided to it by the AFSC Instrument of Delegation.

GUNGAHLIN LAKES GOLF CLUB

RULES

Part I - Preliminary

1. Definitions and Interpretations

- 1.1 Words and phrases defined in these Rules shall have the meanings there defined and the following words and phrases shall, except where there is something or some matter in the subject or context inconsistent therewith, for all purposes of the Object and these rules, have the meanings given to them as follows:
- "Act" means the Associations Incorporation Act, 1991.
- "AFSC" means the Ainslie Football & Social Club Incorporated.
- "Annual General Meeting" means a general meeting of Members held in accordance with Section 19.
- "Annual Subscription" means the annual playing rights fee(s) payable by Members under these Rules.
- "Applicant" means a person who is proposed and seconded for membership under Section 3.
- "GLGC" means the Gungahlin Lakes Golf Club.
- "Golf Club" means the Gungahlin Lakes Golf Club, or the GLGC.
- "Golf Club Year" means a period of twelve months ending on 30 September or any other date determined by the AFSC.
- "Golf Committee" means a Committee of AFSC members which is constituted under Rule 18 of the AFSC and, under these delegated Rules where the context admits, includes a Golf Sub-Committee.
- "Golf Sub-Committee" means a Golf Sub-Committee appointed by the Golf Committee under Section 17.
- "Joining Fee" means the fee payable by an Applicant under these Rules as a condition of that person being eligible for membership.
- "Full Member" means a member who has seven days per week playing rights and satisfies the requirements of Rule 2.2
- "Intermediate Member" is a former GLGC Junior Member who has attained the age of 18 and has not attained the age of 22 on or before 1 October.
- "Nine Hole Member" means a Member who has restricted 9 hole playing rights on Sundays to Fridays.
- "Notice Board" means a notice board to be placed by the GLGC in a position within the principal premises of the GLGC, accessible to all Members.
- "Objects" means the objects of the GLGC as altered, from time to time, in accordance with these Rules.
- "Office Bearer" means each of the President, Vice President, Secretary, Treasurer, Captain, Women's Captain and Vice Captain of the Club appointed under Section 11.
- "Register of Members" means the Register of Members to be kept in accordance with Rule 3.7.
- "Rules" means these rules of the Gungahlin Lakes Golf Club.
- "Secretary" means Secretary of the Golf Committee.
- "Section" means a Rule or group of Rules identified by a specified heading or by the same initial number.
- "Six Day Member" means a Member who has no playing rights on

Saturdays."

"Special Resolution":

(a) of the Golf Committee, means a resolution passed at a duly convened meeting of the Golf Committee by a majority of at least three quarters of the Golf Committee Members present at that meeting, and

(b) of the Gungahlin Lakes Golf Club, means a resolution passed by three quarters of Members present and eligible to vote at a properly constituted general meeting.

"Sub-Committee" means a Committee of AFSC members, which is constituted under Rule 18 of the AFSC, and, under these delegated Rules where the context admits, includes a Golf Sub-Committee.

"Sub-Committee Member or Golf Committee Member" means each member of the AFSC Sub-Committee (including an Office Bearer) who is nominated and appointed under Section 11.

"Treasurer" means Treasurer of the Golf Committee.

"Voting Member" means Full Members, Six Day Members and Week Day Members.

"Weekday Member" means a Member who has no playing rights on Saturdays and Sundays

Part II - Membership

2. GLGC Membership Qualifications

2.1 The categories of Members are:

- (a) Full Members;
- (b) Weekday Members;
- (c) Student Members;
- (d) Junior Members;
- (e) Six Day Members;
- (f) Absent Members;
- (g) Staff Members;
- (h) Honorary Members; and
- (i) Life Members;
- (j) Intermediate Members; and
- (k) Nine Hole Member

each of whom shall have the rights, privileges and obligations as set out in these Rules. The Golf Committee may from, time to time, seek endorsement of the Board of AFSC to restrict the number of members in each category and determine that applications be placed on a waiting list or not be accepted for any or all categories of membership.

2.2 A person is qualified to be a Full or Weekday or Six Day Member, if that person:

- (a) has attained the age of 18 years;
- (b) is a financial member of the AFSC;
- (c) has been proposed and seconded for membership in accordance with Section 3;
- (d) has been approved for membership by the Golf Committee;
- (e) pays the Joining Fee and any Annual Subscription then payable.

2.3 A person is qualified to be a Student Member if that person:

- (a) has attained the age of 18 years and is a full time student;

- (b) is a financial member of the AFSC;
- (c) has been proposed and seconded for membership in accordance with Section 3;
- (d) has been approved for membership by the Golf Committee;
- (e) pays the Joining Fee and any Annual Subscription then payable.

2.4 A person is qualified to be a Junior Member, if that person:

- (a) has attained the age of 12 and has not attained the age of 18;
- (b) if under the age of 12 as per Rule 24 (1) (e);
- (c) has been proposed and seconded for membership in accordance with Section 3;
- (d) has been approved for membership by the Golf Committee;
- (e) pays the Joining Fee and any Annual Subscription then payable.

2.5 A person is qualified to be a Staff Member, if that person:

- (a) has attained the age of eighteen years;
- (b) is a financial member of the AFSC;
- (c) is permanently employed by the AFSC in the course maintenance function at GLGC;
- (d) has been approved for membership by the Golf Committee
- (e) pays any Annual Subscription then payable; and
- (f) has not paid the Joining Fee.

A Staff Member may transfer to full membership on payment of the Joining Fee and any Annual Subscription then applicable.

2.6 A person is qualified to be an Absent Member if:

- (a) that person is a member who has made written application to the Committee for classification as an Absent Member;
- (b) that person's Annual Subscription is fully paid at the time of application
- (c) the Golf Committee has approved the application; and
- (d) the appropriate fee, if any, has been paid.

An Absent Member shall apply in writing for resumption of playing rights and shall pay the Annual Subscription applicable to the category of membership resumed.

2.7 A person who is not a current member may be granted Honorary Membership with such conditions as determined by the Golf Committee if the person:

- (a) is a prominent citizen visiting the Golf Club for a special event, or
- (b) has rendered some outstanding service to the Club, and
- (c) in the unanimous opinion of the Golf Committee warrants honorary membership.

2.8 A person is qualified to be an Intermediate Member if that person:

- (a) has attained the age of 18 years and not attained the age of 22 on or before 1 October;
- (b) was previously a GLGC Junior Member;
- (c) is a financial member of the AFSC;
- (e) pays 50% of any Annual Subscription of a Full Member then payable.

2.9 A person is qualified to be a Nine Hole Member if that person:

- (a) has attained the age of 18 years;
- (b) is a financial member of the AFSC;

- (c) has been proposed and seconded for membership in accordance with Section 3;
- (d) has been approved for membership by the Golf Committee;
- (e) pays the Joining Fee and any Annual Subscription then payable.

3. Proposal for Membership Playing Rights

- 3.1 An Applicant shall in the case of an application for admission as a Member per Rule 2.1 be proposed and seconded by a voting member.
- 3.2 Each proposal for membership shall be in writing, in a form prescribed by the Golf Committee, from time to time, and lodged with the Secretary.
- 3.3 As soon as practicable after receiving a proposal for membership, the Golf Committee or its delegate shall:
 - (a) Determine that the applicant, except a Junior applicant, is a financial member of AFSC;
 - (b) unless otherwise directed by the Golf Committee, display, on the Notice Board, particulars relating to that proposal, for a period of thirty days; and
 - (c) at the end of that period (or earlier, at the direction of the Golf Committee), refer the proposal to the Golf Committee for determination.
- 3.4 An Applicant shall only be granted membership by a Special Resolution of the Golf Committee.
- 3.5 If, at a duly convened meeting, the Golf Committee approves a proposal for membership, the Golf Committee or its delegate shall:
 - (a) record the names of the Golf Committee members present and voting at that meeting;
 - (b) as soon as practicable, notify the Applicant of that approval and request the Applicant to pay to the AFSC, within fourteen days after receipt of that notification:
 - (i) the Joining Fee and advise any terms for its payment;
 - (ii) the Annual Subscription and advise any terms for its payment;
 - (c) upon the due payment by the Applicant of those amounts, enter the Applicant's name in the Register of Members, whereupon the Applicant shall become a Member (in the category in which that Applicant was proposed and approved).
- 3.6 If, after referral for determination, the Golf Committee does not approve a proposal for membership, the Golf Committee or its delegate shall, as soon as practicable:
 - (a) notify the Applicant of that determination, and
 - (b) notify the AFSC of that determination, who will arrange a refund of any amount paid by the Applicant to the Club on account of anticipated Joining Fee and/or Annual Subscription.An applicant whose application is not approved may not submit a further application within a period of 12 months of the notification without the express permission of the Golf Committee.
- 3.7 The Golf Committee or its delegate shall, on behalf of the Club:

- (a) keep a Register of Members; and
- (b) record in the Register of Members, any notice of changes of address or other particulars relating to the Members.

3.8 The GLGC shall make the Register of Members available for inspection by members at reasonable times, or at such times and places as are specified by the unanimous decision of the Committee and unanimous endorsement of the Board of AFSC.

4. Membership Entitlements

4.1 The membership categories of:

- (a) Full Member;
- (b) Student member;
- (c) Junior Member; and
- (d) Staff member, and
- (e) Intermediate Member
may play golf without payment of additional fees except when the facilities are in use for competition or are otherwise in use in accordance with the By-laws.

4.2 A Weekday Member may play golf without payment of additional fees on Mondays to Fridays except when the facilities are in use for competition or are otherwise in use in accordance with the By-laws.

4.3 A Six day Member may play golf without payment of additional fees on Sundays to Fridays except when the facilities are in use for competition or are otherwise in use in accordance with the By-laws.

4.4 A Nine Hole Member may play 9 holes of golf without payment of additional fees on Sundays to Fridays except when the facilities are in use for 18 hole competition or are otherwise in use in accordance with the By-Laws with other time restrictions as determined by the Golf Committee from time to time.

4.5 An Absent Member has no playing rights except as determined by the Golf Committee from time to time.

4.6 An Honorary Member has playing rights as determined by the Golf Committee from time to time.

4.7 A person (whether or not a Member), is not entitled, under these Rules or otherwise, to derive, directly or indirectly, any profit, benefit or advantage from the Club that is not available equally to all Members.

4.8 The rights, privileges and obligations which a person has, by reason of being a Member;

- (a) are not capable of being assigned to another person; and
- (b) terminate upon cessation of that person's membership; or
- (c) terminate upon cessation of that person's AFSC membership.

5. Cessation of GLGC membership

- 5.1 A person ceases to be a Member if that person:
- (a) dies;
 - (b) resigns in accordance with Rule 5.3;
 - (c) is expelled from the GLGC; or
 - (d) fails to pay the Annual Subscription, within a period of thirty days after that Annual Subscription became due;
 - (e) is no longer an AFSC member.
- 5.2 The Golf Committee shall record, in the Register of Members, the effective date of cessation of membership being:
- (a) in the case of death, the date of death;
 - (b) in the case of resignation, the date of expiry of the notice of resignation;
 - (c) in the case of expulsion, the date determined by the Golf Committee, being not earlier than the date that the Golf Committee confirms that expulsion under Rule 8.4; and
 - (d) in the case of failure to pay the Annual Subscription, the date determined by the Golf Committee, being not earlier than the date that the Annual Subscription became due;
 - (e) in the case of no longer being an AFSC member, the date the Golf Committee is advised by the AFSC.
- 5.3 On resignation from membership a member remains liable for payment of all fees that remain outstanding at the time that the member's resignation is received by the Secretary.
- 5.4 In any event, a Member is not entitled to a refund of Joining Fees or Annual Subscriptions, pro-rata or otherwise.

6. Joining Fee and Annual Subscriptions

- 6.1 The Joining Fee, which shall be payable by Applicants for membership shall be the amount determined by the AFSC from time to time following a recommendation by the Golf Committee.
- 6.2 Each Member shall pay an Annual Subscription which, for each category of membership shall be determined by the AFSC from time to time following recommendation by the Golf Committee.
- 6.3 All Annual Subscriptions shall be payable in advance on the first day of October each year. All other subscriptions, pro-rata or otherwise, shall be payable in advance on terms that shall be determined by the AFSC from time to time, following recommendation from the Golf Committee.

7. Liability of Members

- 7.1 The liability of each Member to contribute towards the payment of debts and liabilities of the GLGC for the costs, charges and expenses upon the cessation of the GLGC, is limited to the amount, if any, unpaid by the Member for Annual Subscriptions or unpaid balance of the joining fee.

8. Discipline of Members

- 8.1 A reference in this Rule to "Golf Committee" shall be read where a relevant delegation has been made under Rule 17, to a "Golf Sub-Committee".
- 8.2 Where the Golf Committee considers a member may have:
- a) refused or neglected to comply with any provisions of these Rules; or
 - b) acted in a manner prejudicial to the interests of the Club;
it may investigate the facts and circumstances relevant to the possible offences.
- 8.3 Where the Golf Committee considers it appropriate, it may in its discretion, authorise persons to conduct an investigation of the facts and circumstances of the alleged or possible offences.
- 8.4 Where in the opinion of the Golf Committee, whether formed of its own initiative or upon the report of an investigating officer or by any other means, that a member:
- a) has refused or neglected to comply with any provisions of these Rules; or
 - b) has acted in a manner prejudicial to the interests of the Club;
the Golf Committee may resolve to impose a penalty on the member (the "discipline resolution").
- 8.5 Where it is proposed by a Golf Committee to consider whether or not to form an opinion pursuant to Rule 8.4 of the Rules then the Secretary shall cause a notice in writing to be served on the member:
- a) giving not less than 7 days notice to the member concerned of the date, time and place of the meeting (the "discipline meeting") at which to consider whether or not the member is guilty of an offence

- or offences referred to in Rule 8.4;
 - b) setting out the grounds of the alleged offence or offences which will be considered by the Golf Committee;
 - c) informing the member that he or she may do either or both of the following:
 - (i) attend and speak at the disciplinary meeting
 - (ii) submit to the Golf Committee at, or prior to, the discipline meeting, written representation relating to the allegations.
- 8.6 For the avoidance of doubt, the Secretary, or other member or officer duly authorised, may draft the Notice and the terms of the offence or offences and the grounds in support thereof.
- 8.7 Subject to Section 50 of the Act, at the discipline meeting, the golf Committee shall:
- a) consider whether or not the provisions of Rule 8.5 have been complied with;
 - b) where it appears that there has been non-compliance with any of those provisions, the meeting shall not proceed further at that time unless the members are satisfied that no prejudice would be caused to the member by so proceeding (such conclusion and decision thereon shall be included in the minutes of the meeting);
 - c) consider any application by the member for an adjournment;
 - d) adjourn the discipline meeting to a later time and date (notification to the member to be provided in accordance with Rule 8.5);
 - e) where the Golf Committee proceeds to hear the matter:
 - (i) give to the member who is the subject of the Notice an opportunity to make oral representations;
 - (ii) give due consideration to any written representation submitted to the Golf Committee by that member, at or prior to, the discipline meeting;
 - (iii) give every opportunity to put such relevant material before the Golf Committee as the member so desires;
 - (iv) form an opinion whether or not the member is guilty of an offence or offences against the Rule 8.2.
- 8.8 Where the member does not appear at the discipline meeting the Golf Committee may hear and determine the matter in the absence of the member.
- 8.9 Where, at any stage, the Golf Committee is of the opinion that it is necessary to the proper disposition of the matter to amend the offence or offences or the ground or grounds supporting them, as notified to the member, the following Rules apply:
- (a) where the member can be notified orally of the amendments and the Golf Committee is satisfied that no prejudice would be caused to the member, the Golf Committee may make the amendments and proceed to hear and determine the allegations;
 - (b) where the Golf Committee cannot notify the member of the amendments orally and/or the Golf Committee is not satisfied that no prejudice would be caused to the member by proceeding, the Golf Committee shall:
 - (i) adjourn the proceedings to a date, time and place as determined by the Golf Committee (or an officer designated with authority to so determine),
 - (ii) notify the member of the grounds of the amended allegations

(notification to the member to be provided in accordance with Rule 8.5) and the date, time and place for the resumption of the discipline meeting.

- 8.10 A Golf Committee which has formed an opinion under Rule 8.4 shall, before imposing a penalty, afford the member an opportunity of submitting to it any mitigating circumstances which should be considered.
- 8.11 The penalty which the Golf Committee may resolve to impose on a member shall be:
- (a) a reprimand of the member;
 - (b) expulsion of the member from the Club;
 - (c) suspension of the member;
 - (i) for such period, and
 - (ii) from enjoying such rights and privilege of membership, as the Golf Committee may determine.
- 8.12 Where more than one discipline resolution is passed in respect of a member, the Golf Committee may stipulate that the periods of suspension are to run concurrently or cumulatively or are to commence and cease at such times and dates as are specified at the Golf Committee's discretion.
- 8.13 Within 14 days after a Golf Committee has passed a discipline resolution, the Secretary shall notify the member in writing of the terms of the said resolution.
- 8.14 Except as provided by the Act, or at law, there shall be no appeal against a disciplinary resolution.

Part III - The Golf Committee

9. Powers of the Golf Committee

- 9.1 Subject to the AFSC Instrument of Delegation and these Rules, the Golf Committee:
- (a) shall control and manage the affairs of the GLGC;
 - (b) may exercise all powers and functions of the GLGC that are not required to be exercised by the GLGC in general meeting; and
 - (c) has the power to perform acts and do all other things that the Golf Committee believes to be necessary or desirable for the proper conduct of the Golf Club.

10. Constitution of the Golf Committee

- 10.1 The Golf Committee shall consist of: Seven(7) Office Bearers and Five (5) Committee Members.
- 10.2 (a) Only Full Members shall be eligible to be appointed as Office Bearers;
- (b) Voting Members are eligible to be appointed Golf Committee members.

- 10.3 (a) If there is a vacancy for an Officer Bearer in the Golf Committee, the Golf Committee may nominate, subject to AFSC written approval, a Full Member to fill that vacancy;
(b) If there is a vacancy for a Committee Member in the Golf Committee, the Golf Committee may nominate, subject to AFSC written approval, a Voting Member to fill that vacancy.
- 10.4 Subject to these Rules, each Golf Committee Member shall hold office until the AFSC has completed its obligations under Rule 11.5 (h) following the date of the Golf Committee member's appointment but is eligible for nomination (or re-appointment).

11. Nomination of Office Bearers and Golf Committee Members

The nomination of Office Bearers and Golf Committee Members shall be conducted in the following manner:

- 11.1 Control of Election: The election of the Golf Committee shall be supervised and controlled by a Returning Officer, who is to be appointed by the Golf Committee before nominations are called. The Returning Officer may appoint a delegate to assist.
- 11.2 The Secretary shall call for nominations of Full Members as candidates for Office Bearer and call for nominations of Voting Members as candidates for the Golf Committee Member positions, by the display on the general notice board of a notice specifying the positions for which nominations are required and the closing date of such nominations which shall be not less than fourteen days after the date that the notice is first displayed.
- 11.3 Nomination of candidates for appointment as Office Bearers and Golf Committee Members shall be made in writing:
(a) signed by two members who are Voting Members;
(b) accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
(c) delivered to the Secretary or his nominee at the address provided in the notice of nominations.

11.4 Procedure on Closing of Nominations:

Upon closing of nominations the Returning Officer shall:

- (a) examine the nominations received and check the eligibility of candidates and nominators,
(b) exhibit on the general notice board of the club particulars of all nominations received in alphabetical order against each position for which nominations are required together with an indication of the members retiring from such position or office if such persons have been nominated for appointment.
(c) Cause to be prepared for all positions, for which a ballot is necessary, ballot papers showing the names of the candidates in alphabetical order under the office or position for which nomination has been made.

- 11.5 (a) Selection of Nominees for appointment as Office Bearers and Golf Committee Members shall be by secret ballot to be conducted

at the GLGC during the week prior to the Sunday preceding the Annual General Meeting.

(b) The GLGC shall prepare a list of Voting Members eligible to vote and forward it to the Returning Officer to be used as a control list for the issue of ballot papers. The Returning Officer shall post the appropriate ballot papers to each eligible member at least seven days before the poll closes.

(c) Each member recording a vote shall place the ballot paper in a locked box placed in a prominent position at the GLGC for that purpose and the Secretary shall place in that box any ballot papers which are received through the post.

(d) The poll shall close at 6:00 pm on the Sunday immediately preceding the day set of the Annual General Meeting.

(e) In respect of those candidates to be nominated for the positions of Office Bearer and the Golf Committee, and subject to Rules 11.5

(g) and 11.5 (h), the following provisions shall apply:

(i) if there are fewer nominations than vacancies, those candidates shall be declared selected for appointment and further nominations for the remaining vacancies shall be called for, and may be received, at the Annual General Meeting;

(ii) if no candidates are nominated, nominations for the vacancies shall be called for, and may be received, at the Annual General Meeting;

(iii) if there are the same number of nominations as remaining vacancies, those candidates nominated shall be declared selected for appointment; and

(iv) if the number of nominations exceeds the number of remaining vacancies, a secret ballot for determining who, amongst those candidates, shall be selected for appointment to those vacancies, shall be held at the Annual General Meeting.

(f) If insufficient further nominations are received, any vacant positions remaining may be filled in accordance with Rule 10.3.

(g) At the conclusion of the Annual General Meeting, the Returning Officer shall, in writing, seek the approval of the AFSC Committee to the appointment of the selected nominees. Approval of the AFSC shall not be unreasonably withheld.

(h) The AFSC shall, in writing, approve (or otherwise) the nominations of Office Bearers and Golf Committee Members no later than fourteen (14) days after receiving notice to do so.

(i) On receiving the AFSC approval, the Returning Officer shall prepare and display a notice advising the membership of all appointments.

11.6 A person is not eligible to contemporaneously hold more than one position on the Golf Committee.

12. Secretary

12.1 A Secretary shall:

(a) act in an honorary capacity; and

(b) hold office until the AFSC has completed its obligations under Rule 11.5 (h), but shall be eligible for re-appointment.

12.2 The Secretary shall:

- (a) give notice:
 - (i) to Golf Committee Members, of all Golf Committee meetings; and
 - (ii) to Members, of all general meetings;
- (b) keep minutes of:
 - (i) all nominations and appointments of Golf Committee members;
 - (ii) the names of all Golf Committee Members and Members present at Golf Committee meetings or general meetings; and
 - (iii) all proceedings at Golf Committee meetings and general meetings;
- (c) perform the functions of the Secretary as set out in these Rules; and
- (d) carry out other duties as directed by the Golf Committee.

13. Treasurer

13.1 A Treasurer shall:

- (i) act in an honorary capacity; and
- (ii) shall hold office until the AFSC has completed its obligations under Rule 11.5 (h), but shall be eligible for re-appointment.

13.2 The Treasurer shall:

- (a) subject to the directions of the Golf Committee, receive all eligible monies on account of the GLGC;
- (b) keep correct accounts and books showing the financial position of the GLGC;
- (c) prepare and submit to the Golf Committee, as and when required by the Golf Committee, a statement showing the financial position of the GLGC, together with any other information relating to the financial affairs of the GLGC as the Golf Committee may require;
- (d) prepare balance sheets and profit and loss accounts in respect of the GLGC;
- (e) produce to the AFSC Auditor, when required, all books, papers and records to enable an audit of the accounts of the AFSC to be carried out; and (f) carry out other functions as directed by the Golf Committee.

13.3 If the Golf Committee does not appoint a Treasurer, the Secretary shall perform the functions of the Treasurer.

14. Removal of Golf Committee Members

14.1 Subject to Act and Rule 14.2:

- (a) the Golf Committee may, by Special Resolution, or
- (b) the Voting Members may, by Special Resolution at a General Meeting; remove any Golf Committee member from office before the expiration of that Golf Committee Member's term of office.

14.2 On the passing of a Special Resolution to remove a Golf Committee member, the Secretary shall write to the AFSC Committee seeking approval for this action. AFSC approval for the action shall not be unreasonably withheld.

15. Vacancy in the Committee

- 15.1 For the purposes of these Rules, a vacancy in the office of a Golf Committee Member occurs if the Golf Committee Member:
- (a) dies;
 - (b) ceases to be an AFSC Member;
 - (c) ceases to be a Voting Member,
 - (d) resigns from office;
 - (e) is removed from office pursuant to Rule 14;
 - (f) becomes an insolvent under administration within the meaning of the Corporations Law;
 - (g) is disqualified from office under subsection 63 (1) of the Act;
 - (h) is or becomes indebted in respect of outstanding subscriptions or levies and such indebtedness continues for six weeks;
 - (i) is or becomes an employee of the AFSC;
 - (j) is directly or indirectly interested in any contract or proposed contract with the AFSC and fails to declare the nature of that interest;
 - (k) is or becomes a person whose person or estate is liable to be dealt with under any law relating to mental health; or
 - (l) without the consent of the Golf Committee, is absent from three consecutive meetings of the Golf Committee.

16. Golf Committee Meetings

- 16.1 The Golf Committee shall meet at least once in each calendar month at the place and time determined by the Golf Committee, from time to time.
- 16.2 Additional meetings of the Golf Committee may be convened by the President.
- 16.3 Oral or written notice of a meeting of the Golf Committee convened under Rule 16.2 shall be given by the Secretary to each Golf Committee Member at least 48 hours (or such other period as may be unanimously agreed upon by the Golf Committee) before the time appointed for the holding of the meeting.
- 16.4 Any six Golf Committee Members constitute a quorum for the transaction of the business of a meeting of the Golf Committee.
- 16.5 No business shall be transacted by the Golf Committee unless a quorum is present and if, within half an hour after the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to the same day in the following week, at the same time and at the same place.
- 16.6 If, at the adjourned meeting, a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- 16.7 At meetings of the Golf Committee:
- (a) the President shall preside; or
 - (b) if the President is absent, the Vice President shall preside;
 - (c) if the Vice President is absent, one of the remaining Golf

Committee members may be chosen by the Golf Committee Members present to preside; and in each case the person presiding shall have the powers and functions of the President during that meeting.

16.8 Except as provided by the previous provisions of Section 16 and Section 18, the procedure to be followed at a meeting of the Golf Committee shall be as determined by the Golf Committee, from time to time, and the person presiding shall be responsible for the proper conduct of each meeting.

17. Delegation by Golf Committee to Golf Sub-Committees

17.1 The Golf Committee may, in writing, delegate to one or more Golf Sub Committees (consisting of those Members nominated, from time to time, by the Golf Committee) the exercise of any of the permitted functions of the Golf Committee as specified in the AFSC Instrument of Delegation, other than:

- (a) this power of delegation; and
- (b) (b) a function which is a function imposed on the Golf Committee by the AFSC, the Act or by any other law of the Australian Capital Territory or Commonwealth of Australia.

17.2 A function, the exercise of which has been delegated to a Golf Sub Committee under Rule 17.1, may, while the delegation remains unrevoked, be exercised, from time to time, by the Golf Sub-Committee in accordance with the terms of the delegation.

17.3 Any Member appointed to an Golf Sub-Committee shall, unless appointed for a shorter period, or that person's appointment is revoked sooner by the Golf Committee, hold office until the next Annual General Meeting following the date of appointment.

17.4 Except as provided by the previous provisions of this Section, a delegation under this Section, may be made subject to any conditions or limitations as to:

- (a) the exercise of any function;
- (b) time; or
- (c) circumstances, that may be specified.

17.5 No delegation under this Section 17 will prevent the Golf Committee from exercising any delegated function.

17.6 Any act or thing done or permitted by an Golf Sub-Committee, acting in the exercise of a delegation under this Section 17, has the same force and effect as it would have if it had been done or permitted by the Golf Committee.

17.7 The Golf Committee may, by instrument in writing, revoke, wholly or in part, any delegation under this Section 17.

17.8 The procedure to be followed at a meeting of the Golf Sub-Committee, and the frequency of those meetings, shall be as directed by the Golf Committee and, failing any direction, as determined by the Golf Sub-Committee.

17.9 The President shall be ex officio to any Golf Sub-Committee but shall not necessarily preside.

18. Voting and Decisions

18.1 Questions arising at a meeting of the Golf Committee shall be determined by a majority of the votes of the Golf Committee Members present at the meeting.

18.2 Each Golf Committee Member present at a meeting of the Golf Committee (including the person presiding at the meeting) is entitled to one vote, but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

18.3 A resolution in writing, signed by all Golf Committee Members, shall be as valid and effectual as if it had been passed at a duly convened meeting of the Golf Committee. The said resolution in writing must be tabled at the following Golf Committee meeting and be endorsed.

18.4 Subject to Rule 16.5, the Golf Committee may act notwithstanding any vacancy on the Golf Committee.

18.5 Any act or thing done or permitted, or purporting to have been done or permitted, by the Golf Committee, or by a Golf Sub-Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Golf Committee Member, or member of that Golf Sub-Committee.

Part IV - General Meeting

19. Annual General Meetings

19.1 The Golf Committee shall, at least once in each calendar year and within the period of five months after the expiration of each Club Year, convene an Annual General Meeting of Members.

19.2 The Annual General Meeting shall, subject to the Act and Rule 19.1, be convened on the date and at the place and time determined by the Golf Committee.

19.3 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be:

- (a) to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that Meeting;
- (b) to receive from the Golf Committee, reports on the activities of the Club during the last preceding Club Year;
- (c) Nominate Golf Committee members and Office Bearers for AFSC appointment; and
- (d) to receive and consider the statements of accounts.

20. General Meetings

20.1 The Golf Committee:

- (a) may, whenever it thinks fit, and
- (b) shall, on the requisition in writing of not less than 50 Voting Members, convene a General Meeting of the GLGC.

20.2 A requisition of Voting Members for a General Meeting shall:

- (a) state the purpose of the meeting;
- (b) be signed by the Voting Members making the requisition; and
- (c) be lodged with the Secretary.

20.3 If the Golf Committee fails to convene a General Meeting within thirty days after the date on which a requisition for the meeting is lodged with the Secretary, any one or more of the Voting Members who made the requisition, may convene a General Meeting to be held not more than 90 days after that date of lodgement.

20.4 A General Meeting convened under Rule 20.3 shall be convened, as nearly as practicable, in the same manner as General Meetings are convened by the Golf Committee and each Voting Member is entitled to be reimbursed by the GLGC for any reasonable expense incurred in convening that meeting.

21. Notice of General Meetings

21.1 The Secretary shall display upon the Notice Board

- (a) where the nature of the business to be dealt with at a general meeting requires a Special Resolution, at least twenty-one days; and
- (b) otherwise, at least seven days, before the date fixed for the holding of the general meeting, a notice, specifying the place, date and time of the meeting, the nature of the business proposed to be transacted at the meeting and (if applicable), notice of the intention to propose a resolution as a Special Resolution.

21.2 No business other than that specified in the notice convening a General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted under Rule 19.3.

22. Procedure at General Meetings

22.1 No item of business shall be transacted at a General Meeting unless a quorum is present at the time the meeting is open for the transaction of business.

22.2 Twenty five Voting Members in person constitute a quorum for the transaction of the business of a General Meeting.

22.3 A Voting Member is not entitled to vote at any General Meeting unless all money due and payable by that Voting Member has been paid.

22.4 If, within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the

meeting:

(a) if convened upon the requisition of Voting Members, shall be dissolved; and

(b) in any other case, shall stand adjourned to the same day in the following week, at the same time and at the same place.

22.5 If, at the adjourned meeting, a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Voting Members present (being not less than three) shall constitute a quorum.

22.6 At General Meetings:

(a) the President, or in that person's absence, the Vice President shall preside; or

(b) if the President and the Vice President are all absent, the Voting Members present shall elect one of their number to preside at the Meeting.

22.7 The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of Voting Members present at the meeting, adjourn the meeting, from time to time and place to place, but no business shall be transacted at an adjourned meeting, other than the business left unfinished at the meeting at which the adjournment took place.

23. Voting

23.1 Subject to Rule 23.2, upon any question arising at a General Meeting of the GLGC each Voting Member present in person has one vote but is not entitled to vote by proxy.

23.2 In the case of an equality of votes on a question at a General Meeting, the person presiding is entitled to exercise a second or casting vote.

23.3 A question arising at a General Meeting shall be determined on a show of hands unless a poll is demanded and:

(a) a declaration by the person presiding; or

(b) an entry to that effect in the Minute Book of the GLGC, that a resolution has, on a show of hands, been carried, carried unanimously, carried by a particular majority or lost is evidence of that fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

23.4 At a General Meeting, a poll may be demanded by the person presiding or by not less than ten Voting Members present in person at the Meeting.

23.5 Where the poll is demanded at a General Meeting the poll shall be taken:

(a) immediately, in the case of a poll which relates to:

(i) the election of the person to preside at the meeting; or

(ii) the question of an adjournment; and

(b) in any other case, in the manner and at the time, before the close of the meeting, as the person presiding directs.

Part V - Miscellaneous

24. By-Laws

24.1 The Golf Committee shall have power, from time to time, to make by-laws, not inconsistent with these Rules and the AFSC Instrument of Delegation, prescribing all matters which, by these Rules, are required or permitted to be prescribed or which may be necessary, expedient or convenient for the proper conduct and management of the GLGC and, in particular, and exclusively, they may make by-laws regulating:

- (a) the use of the Course;
- (b) the imposition of fines for the breach of any by-law or Rule;
- (c) the procedure at General Meeting and meetings of the Golf Committee;
- (d) the conduct of Members in relation to one another;
- (e) the criteria for membership if an individual is under the age of 12 years and
- (f) generally, all other matters that are commonly the subject of GLGC by-laws;

24.2 The Golf Committee shall have power, from time to time, to amend or repeal any by-laws.

24.3 All by-laws shall be displayed on the Notice Board as soon as practicable after they are made.

24.4 A by-law shall, so long as it is in force, be binding upon all Members and all persons entitled to use the course but may be set aside by a resolution of a General Meeting.

25. Funds

25.1 The funds of the GLGC shall be derived from permitted sources determined by the AFSC.

25.2 All money received by the GLGC shall be deposited in the GLGC's bank accounts soon as practicable after receipt.

25.3 The funds of the GLGC shall be applied solely towards the promotion of the Objects and no part of those funds shall be paid or transferred, directly or indirectly, to the Members, by way of profit.

25.4 All cheques and other negotiable instruments shall be signed by any two persons, authorised to do so, by a resolution of the Golf Committee.

26. Accounts and Audit

26.1 The GLGC shall keep proper accounting records.

26.2 The Golf Committee shall:

- (a) cause a statement of accounts to be prepared each GLGC Year; and
- (b) present to the Annual General Meeting such statement of accounts.

27. Records

27.1 Subject to these Rules, the books, records and other documents relating to the GLGC shall be kept in the custody of the Secretary.

28. Service of Notices

28.1 For the purposes of, and except as otherwise provided by these Rules, a notice may be served by, or on behalf of, the GLGC upon any Member:

- (a) by being served personally upon the Member; or
- (b) by being delivered to, or sent by, prepaid post, to the Member at his or her address shown in the Register of Members; or
- (c) by facsimile communication if shown in the Register of Members.

28.2 Where a notice is sent to a person by prepaid post, unless the contrary is proved, it shall be taken, for the purposes of these Rules, to have been served on the person at the time at which the notice would have been delivered in the ordinary course of post.

28.3 Any notice to be given to Members or a category of Members generally, may be given by being placed on the Notice Board.

29. Alteration of Objects and Rules

29.1 The GLGC may:

- (a) with the consent of the Golf Committee given in accordance with Rule 29.2; and
- (b) the consent of the AFSC given in accordance with Rule 29.3; alter its Objects or these Rules by a Special Resolution of Full Members.

29.2 A consent of the Golf Committee under 29.1 may only be given by a Special Resolution of the Golf Committee.

29.3 A consent of the AFSC under 29.1 may only be given by a Special Resolution of the AFSC Committee.

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