

Dubbo Golf Club

By Laws

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

1. Governance

1.1 Election of Board of Directors (In Force from 23 October, 2018)

In accordance with Clause 56 of the Clubs Constitution, the business and affairs of the Club shall be managed by a Board of nine (9) Directors, being a President, Vice President, Captain and six (6) Ordinary Directors. The following details the procedure for calling nominations, conducting a ballot and declaring office bearers.

1.9.1 Annual General Meeting (In Force from 23 October, 2018)

The Annual General Meeting shall be conducted in the Function Room of the Dubbo Golf Club Ltd, 171 Whylandra St, Dubbo on the second Monday in December commencing at 6.30pm.

1.9.2 Returning Officer and Scrutineers appointed (In Force from 23 October, 2018)

The General Manager shall, in accordance with clause 59.1 of the Club's Constitution, appoint the Returning Officer and necessary scrutineers to oversee the conduct of elections no later than 49 clear days prior to the conduct of the Annual General Meeting.

The General Manager will advise Members, by displaying a notice on the Club Notice Board the name of the Returning Officer no less than 42 clear days prior to the conduct of the Annual General Meeting.

1.9.3 Roll of Nominees (In Force from 23 October, 2018)

The roll of members entitled to nominate for election will close at noon 31 clear days prior to the conduct of the Annual General Meeting.

1.9.4 Nominations for Board of Directors (In Force from 23 October, 2018)

The Club shall invite nominations of candidates for election as Directors using the following means:

- by way of a Notice on the Club Notice Board;
- email to Life Members, and Financial members, in the Gold, Silver and Senior 65+ classes of Membership as at the close of the Roll of electors; and,
- by post to Life Members, and Financial members, in the Gold, Silver and Senior 65+ classes of Membership as at the close of the Roll of electors whose email address is unknown,

not less than six (6) weeks before the Annual General Meeting.

Nominations shall be signed by two (2) or more Life Members, or Financial members, in the Gold, Silver and Senior 65+ classes of Membership as at the close of the Roll of electors. Nominations must also be signed by the nominee and lodged at the Office of the Club as specified in the invitation for nomination for candidates, and not less than twenty eight (28) clear days before the date of the Annual General Meeting.

1.9.5 Profile of Nominees (In Force from 23 October, 2018)

Each candidate for election shall be entitled to lodge at the Office at the time of submitting his or her nomination a signed statement, limited to 50 words setting qualifications and experience and a photograph of the candidate measuring no more than 18cm by 15cm.

The General Manager shall post forthwith notification of such nomination together with any photograph and/or statement complying with this Rule on the Club Notice Board.

1.9.6 Ballot (In Force from 23 October, 2018)

In accordance with clause 59.6 of the Club's Constitution, if the number of persons nominated for Director is more than the number required, a ballot will be held to elect Directors.

If a ballot is necessary, the Returning Officer will conduct a draw to determine the order of candidates' names, or lot on the ballot paper at the Dubbo Golf Club at 5.00pm, 28 days prior to the conduct of the Annual General Meeting.

Candidates or their representatives are invited to witness the draw.

1.9.7 Roll of Electors (In Force from 23 October, 2018)

The roll of members entitled to vote in this election will close at noon 27 days prior to the conduct of the Annual General Meeting.

Financial members, in the Gold, Silver and Senior 65+ classes of Membership as at the close of the Roll of electors, and Life Members, must produce their current membership card in order to receive and cast their paper ballot.

1.9.8 Ballot Papers (In Force from 23 October, 2018)

Ballot papers must be printed.

The name of the candidates will appear on the ballot paper in such order as determined by lot and will show the candidates surname and Christian name only, as follows:

- PUTTER, Mary
- GOLFER, Jonathon
- LONGDRIVE, Gary

Ballot papers will be initialled for validation and distributed by Club staff as directed by the Returning Officer upon request to each such Member intending, and eligible to vote and that Member's name will then be crossed off the Roll of Electors prepared for this purpose.

The Member will then place directly into a Ballot Box the completed Ballot Paper.

1.9.9 Method of Voting and Counting (In Force from 29 November, 2018)

The ballot will be determined by a simple majority of "first-past-the-post" system, with the amendments shown below.

- Each Member who is entitled to vote has one vote, but cannot vote by proxy.
- A Member will signify his or her choice by placing a cross in the box alongside that candidate's name up to the number of vacancies to be elected.

The ballot box into which all return ballot papers are placed will be kept locked under the care and supervision of the Returning Officer or his appointee. Counting of votes shall take place in the presence of the duly appointed scrutineers and shall commence at the close of time permitted for voting.

1.9.10 Voting Times (In Force from 23 October, 2018)

Voting for the Board of Directors of the Dubbo Golf Club Ltd will commence 12 (twelve) days preceding the day for closure of voting and take place as follows:

- Monday to Friday
Voting for the Board will be available in the foyer of the Dubbo Golf Club, Whylandra Street, Dubbo from 10am to 5.00pm.
- Saturday/Sunday or Public Holiday
Voting for the Board will be available in the main bar (ground floor) of the Dubbo Golf Club, Whylandra Street, Dubbo from 10am to 3.00pm:-

1.9.11 Closing (In Force from 23 October, 2018)

The Ballot will close at 3.00 p.m. on the Sunday preceding the second Monday in December.

1.9.12 Counting of Votes (In Force from 23 October, 2018)

Upon conclusion of counting each scrutineer will sign and countersign the counting sheets.

1.9.13 Disposal of Ballot Papers (In Force from 23 October, 2018)

Immediately upon declaration of the ballot the Returning Officer shall dispose of the ballot papers.

1.9.14 Result of Electoral Poll (In Force from 23 October, 2018)

The Returning Officer will declare the results of the ballot at the Annual General Meeting. The decision of the Returning Officer as to the validity of the ballot shall be final.

1.9.15 Transitional Arrangements (In Force from 23 October, 2018)

In accordance with clause 57.3 of the Club's constitution, the 2018 election of Directors requires that the elected Directors be designated to 3 groups, as follows:-

The Directors:

- (i) in group 1 shall hold office for 1 year;
- (ii) in group 2 shall hold office for 2 years; and
- (iii) in group 3 shall hold office for 3 years.

In order to determine the grouping, the Returning Officer shall place the names of all Directors in one hat and the numbers for groups in another (i.e. 3 x 1, 3 x 2, 3 x 3).

The Returning Officer will pull 1 name from the hat containing the names of Directors and 1 number from the hat containing numbers.

The corresponding name and number will declare the grouping that Director is in.

The draw conducted in accordance with this By Law, to put the elected Directors into 3 designated groups, shall occur at the Annual General Meeting, immediately following the declaration of the names of the elected Directors

1.9.16 2018 Election of Board of Directors (In Force from 14 November, 2018)

This By-Law made pursuant to Clause 59.1 of the Constitution has force and effect only in relation to the 2018 Election of Board of Directors and is enacted as a consequence of the resignation of the appointed Returning Officer Mr. Bob Andrews with the express intent of preserving the validity of the election process which might otherwise have been invalidated as a consequence of Mr. Andrews resignation.

- The appointment of Mr. Mark Powderly as Returning Officer for the 2018 Election of Board of Directors shall be regarded as a valid appointment notwithstanding the fact that it was not made 49 clear days prior to the Annual General Meeting for 2018
- The ballot to determine the order of candidates' names on the ballot paper conducted at the Dubbo Golf Club at 3-30 p.m. on the 13th November, 2018 shall be regarded as a valid ballot notwithstanding the fact that it was not conducted 28 days prior to the Annual General Meeting for 2018
- The ballot to determine the order of candidates' names on the ballot paper conducted at the Dubbo Golf Club on the 13 November, 2018 shall have effect as if it had been conducted 28 days prior to the Annual General Meeting.

- The making of this By-Law during the course of the electoral process for the 2018 Election of Board of Directors shall not render it an invalid By-Law.
- This By-Law shall cease to have effect at the conclusion of the electoral process for the election of Board of Directors for 2018.

1.9.17 Electioneering by-law (In Force from 29 November, 2018)

From the commencement of voting for the Board of Directors of Dubbo Golf Club (as set out in by-law 1.9.10) until the Ballot is closed (as set out in by-law 1.9.11) no member of the Club shall either directly or indirectly in relation to the election of the Board of the Club:

- a) canvas for votes;
- b) solicit the vote of any member;
- c) induce any member not to vote for any particular candidate;
- d) induce any member not to vote;
- e) exhibit any notice or sign (other than a notice approved by the Board) relating to the election;
- f) distribute within any of the Club's premises or the surrounding precincts of any of the Club's premises any "how to vote ticket" or any written material which encourages, influences, solicits or canvasses, or seeks to encourage, influence, solicit or canvass, any member to vote for or against a particular candidate or candidates; or
- g) use a loudspeaker, broadcasting equipment or other sound amplifier-type equipment within any of the Club's premises or the surrounding precincts of any of the Club's premises to do any of the matters listed in this by-law.

1.2 Election of Board of President, Vice President and Captain (In Force from 23 October, 2018)

In accordance with clause 60.1 of the Club's Constitution, the General Manager will convene a Meeting of the Board of Directors immediately following the closure of the Annual general Meeting.

The sole business for discussion at this Meeting will be the election of President, Vice President and Captain.

The Board of Directors will nominate a Director to chair the Meeting.

The General Manager will act as Returning Officer

Voting will be by Secret Ballot.

Voting will be undertaken in the following order:-

- Nomination and election of President
- Nomination and election of Vice President

- Nomination and election of Club Captain.

2. Membership and Subscriptions

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3. Golf

3.1 Competition

3.1.1 Club Competitions (In Force from 24 July, 2018)

Ambrose

Each player must use at least 3 of their tee shots in a 4 person and 6 in a 2 person event. The scorers must record this information on the card.

On the fairway, the original position of the selected ball is marked then each player may place their ball within 1 club length of the marker, no nearer the hole.

Off the fairway, the position of the selected ball is marked then the playing partner/s drop their ball within one (1) club length of the marked ball no nearer the hole. The drop to be in the same conditions as the selected ball, i.e. hazard, rough, bunker etc.

On the putting green, the selected ball is marked and all other balls putted from within 1 putter head length either side of the marker no nearer the hole. Players may choose to tap in putts after marking their balls position.

American Foursomes

Both players have tee shots at each hole then play their second shots with their partner's ball. A ball is then selected and the owner of such ball plays the third shot. Play then continues as a foursome. Penalties or playing a provisional ball does not affect order of play. H/C calculated $\frac{3}{4}$ th's.

Canadian Foursomes

Both players play tee shots. A best ball is then selected and play proceeds as a foursome, the second shot played by the partner of that ball's owner. Again, penalties, or taking a provisional ball, do not affect order of play.

Team of 4 Stableford (2BBB)

Best 2 scores on each hole are counted and totalled.

Team of 4 Stableford – 1X2X3.

Type 'A' - Best score for each of the first 6 holes, best 2 scores for next 6 holes and 3 best scores on last 6 holes.

Group BB Split 6

First 6 holes played as Best Ball, next 6 as Aggregate and last 6 as Multiplier.

Foursomes Event

A match in which two players play against 2 other players and each side plays the ball hitting alternate shots. Also teeing off on alternate holes with the player themselves alternating their tee shots from hole to hole.

3.1.2 Grades and Divisions

3.1.3 Green Fees

3.1.4 Monthly Medal

3.1.5 Tee Times

3.1.6 Rules of Golf

3.1.7 Golf Etiquette (In Force from 24 July, 2018)

Golf is a recreational activity that involves a risk of physical harm.

Each participant in the game of golf engages in such activity at his or her own risk.

Etiquette

1. No one should move, talk or stand close to, or directly behind the ball or the hole when a player is addressing the ball or making a stroke.
2. No player should play until the group in front is safely out of range.
3. Players whilst searching for a ball must allow other matches behind to play through. They should signal to the following group to play through. They must allow the group to play through unless that group indicates that the players may continue playing the hole.
4. Players who have incurred a penalty must immediately notify their marker of such infringement.
5. When the result of a hole has been determined, players should leave the green immediately and should not re-try their putts.
6. All players are to ensure they carry enough sand to repair divots and also repair pitch marks on the greens. Players must also rake bunkers correctly and leave the bunker by the back or side where appropriate.
7. It is the responsibility of the lowest marker in any competition match to see that the above points are observed at all times

Slow Play

Play should always be without undue delay. The objective for all players is to complete 18 holes in under 4¼ hours. This, of course, will depend on several variables such as weather/course conditions, type of competition [stroke, par, Stableford] size of field etc.

It is expected that players be aware of slow play and make every effort to keep up with the group in front at all times.

Mobile Phones

Mobile phones must be programmed to meeting or silent mode when playing in competitions. If a phone needs to be left on for emergency purposes the Pro Shop must be advised of this requirement but must also be left in silent mode.

3.1.8 Conditions of Play

3.1.8.1 Tees

3.1.8.2 Greens

3.1.8.3 Pin Placements

3.1.8.4 Competition Field

3.1.8.5 Interruption of Play

3.1.8.6 Starter (In Force from 24 July, 2018)

The Starter is responsible for organising play on all competition days. Players are to follow the instruction of the Starter at all times.

At times the starter may have to rearrange groups to allow the fields to keep moving and to take into consideration players who may otherwise miss out on playing.

All players are required to report to the Starter at least 20 minutes prior to their scheduled hit off time. Players not ready to commence play when called to the tee by the Starter may be moved elsewhere in the field.

3.1.8.7 Scorecard (In Force from 24 July, 2018)

Competitors are responsible for ensuring both marker and player signatures are recorded as well as confirming correct handicap is shown on their cards prior to returning them. Players are responsible for correctly entering all results in the computer including NCR's & DNF's. * Ensure that card agrees with computer display. Cards should then be either given to Page 7 those responsible for compiling the results or placed in the box outside the Golf Office within 15 minutes after play is completed or disqualification may result.

3.1.8.8 Play Offs

3.1.8.9 Local Rules

3.1.8.10 Dress Regulations

3.1.8.11 Tee Times and Booking Procedures (In Force from 24 July, 2018)

All players are required to use the computer booking system located in the Pro Shop.

Competition bookings are available from 5.00pm on Friday afternoons two weeks prior to each competition day. Bookings are made by placing your Golfink card in the box located outside Golf Office prior to 5.00pm.

A draw of all cards will be made from 5.00pm which then allows all card holders involved to access the computer booking system and may book one time slot with up to four players for each day involved. Online bookings available after 12 midnight the following Monday. Alterations, amendments, new bookings etc. may be arranged at any time after the above procedures have been completed. Cancellation of bookings must be done as soon as possible through the computer system or through the Pro Shop.

3.1.8.12 Failure to report to Tee (In Force from 24 July, 2018)

If the cancellation is on the day of the competition it must be done through the Pro Shop at least 30 minutes before the allotted booking time.

If a member fails to cancel a booking on 2 or more occasions during any 12 month period, disciplinary action may be taken.

4. Clubhouse

This section is intentionally blank

5. Golf Carts and Motorised Vehicles

5.1 Purpose (In Force from 26 February, 2019)

This policy relates to the usage of 'Private Golf Carts and Motorised Vehicles' on the Dubbo Golf Course. This policy does not apply to Golf Carts and Motorised Vehicles owned and operated by the Dubbo Golf Club Ltd, or its contractors. This policy includes the attached 'Private Golf Cart Agreement'.

5.2 Definitions: (In Force from 26 February, 2019)

In this Policy and in the attached 'Private Golf Cart Agreement', the words '**Golf Cart**' means a 'Private Motorised Golf Cart and/or a Motorised Vehicle', including a 'Small Motorised Vehicle such as a Mobility Scooter'.

5.3 Licensing: (In Force from 26 February, 2019)

With the exception of currently licensed Golf Carts, the Dubbo Golf Club Ltd will not license or permit the use of Golf Carts that require petroleum, diesel or gas to operate.

The Licensee of a Golf Cart may nominate up to three (3) people (excluding him/herself) who are authorised to be Drivers of the Licensee's Golf Cart.

The conditions of Licensing Golf Carts are as follows:

- 5.3.1 Each Golf Cart must be licensed by the Dubbo Golf Club Ltd prior to use on the Course.
- 5.3.2 The Dubbo Golf Club Ltd will consider an application for a Golf Cart Licence only if the applicant is a member in good standing of the Dubbo Golf Club Ltd.
- 5.3.3 The Dubbo Golf Club Ltd may revoke this license, without notice, if:
 - The Licensee, or the Driver of the licensed cart, breaches any provision of this Agreement,
 - The licensed Cart is not maintained in accordance with the standard set out in this Agreement, or
 - The Licensee ceases to be a member in good standing of the Dubbo Golf Club Ltd
- 5.3.4 A Licence is valid only for the Cart for which it is issued. A Licence is not transferable to any other Cart.
- 5.3.5 A Licence is not transferrable to any other Member of the Dubbo Golf Club.
- 5.3.6 This Licence will be valid until 30 June each year.
- 5.3.7 This Licence may be renewed each year subject to:
 - The payment of the required Licence fee, and
 - The continued Membership of the Licensee as a Full Playing Member in good standing of the Dubbo Golf Club Ltd.
- 5.3.8 The Licensee must inform the Dubbo Golf Club Ltd in writing within fourteen (14) days of the transfer of ownership of the vehicle, the date of the transfer and, if the Transferee is a Member of the Dubbo Golf Club Ltd, the name of the Transferee,
- 5.3.9 No refund of fees shall be payable upon the Transfer or Disposal of the Golf Cart.
- 5.3.10 The Dubbo Golf Club Ltd may from time to time update its policies with respect to the licensing and usage of Golf Carts. The Licensee agrees to be bound by all new Golf Cart policies.

5.4 Golf Cart Rules of Usage (In Force from 26 February, 2019)

- 5.4.1 The Licensee agrees to accept full responsibility for the actions and the behaviour of the Drivers of this Golf Cart, whilst on the Dubbo Golf Course. This applies whether or not the Driver is authorised by the Licensee to drive the Golf Cart.
- 5.4.2 Current Registration Labels must be clearly displayed on the front windscreen of the Cart.
- 5.4.3 The Licensee is responsible for maintaining the vehicle in good repair at all times.

- 5.4.4 Unless specifically exempted by The Board or its delegate, Golf Cart Drivers must have a current motor vehicle driver's Licence to a minimum Provisional P1.
- 5.4.5 The Driver must be the Licensee or a person nominated in this Agreement by the Licensee to operate the vehicle on the course.
- 5.4.6 There must be no more than 2 people in a Golf Cart at any one time.
- 5.4.7 No adjustment or enhancement is to be made to the performance of the Golf Cart beyond the specifications set by the manufacturer.
- 5.4.8 The Cart must, at all times, be operated in a sensible and responsible manner so as to prevent injury or damage. (The manufacturer's recommendations, as to the operation of the Golf Cart, is the minimum requirement.)
- 5.4.10 The Golf Cart must be operated on the golf course only for the purpose of playing golf, attending the Pro Shop or Clubhouse, or other authorised golf related activities.
- 5.4.11 Prior to commencing play, the Driver must register at the Pro Shop and identify any person accompanying him/her in the Golf Cart, and pay any applicable fees.
- 5.4.12 The Driver must obey all signs and marks concerning driving and parking of vehicles.
- 5.4.13 Golf Carts must be driven on Cart paths where provided.
- 5.4.14 Golf Carts must not be driven or parked within 20 metres of any green unless a path is provided or dispensation has been granted by the Board.
- 5.4.15 Golf Carts must not be driven or parked on any teeing ground.
- 5.4.16 Golf Carts must avoid all course infrastructure including temporary fencing, sprinkler heads, pits, distance markers etc.
- 5.4.17 Drivers must abide by the general rules of golf and regulations as established at the time of play, and observe all normal golf etiquette.
- 5.4.18 Animals must not, under any circumstances, be carried on Golf Carts on the course.
- 5.4.19 The Dubbo Golf Club Ltd reserves the right, without notice, to limit or ban Golf Cart usage on the Golf Course, if deemed necessary.
- 5.4.20 The General Manager, or his delegate is authorised to make decisions in relation restrictions or bans on Cart Usage for a particular time or period.

5.5 Breach of the Agreement or the Rules of Usage (In Force from 26 February, 2019)

- 5.5.1 Important: The licensee will be held responsible for the actions and the behaviour of the drivers of this golf cart, whilst on the Dubbo Golf Course. This applies whether or not the driver is authorised by the licensee to drive the golf cart.
- 5.5.2 If the breach involves any person (e.g. a child) who is not authorised to drive the Golf Cart on the course, the Licence may be immediately cancelled.
- 5.5.3 In the event of a Club Official observing any breach, the Licence may be immediately cancelled.
- 5.5.4 In the event of a breach of this Agreement or Rules of Usage being reported to the Dubbo Golf Club Ltd, the Licensee may be invited by the Dubbo Golf Club to attend a meeting with the Board, or its delegate, to discuss the reported breach. The Dubbo Golf Club Ltd reserves the right, following this meeting, to suspend or to cancel the Licence

5.5.5 In the event that a breach of this Agreement or Rules of Usage, results in physical damage to the course, the damage will be repaired by the Dubbo Golf Club Ltd, and an invoice for the cost of the damage will be sent to the Licensee. The Licensee will be required to pay the invoice within fourteen (14) days of the date of the invoice. In addition to any other remedies available to the Dubbo Golf Club Ltd, non-payment may result in the Licensee’s suspension or expulsion from the Dubbo Golf Club’s Golf Membership.

5.6 Private Cart Fees: (In Force from 26 February, 2019)

An annual Golf Cart fee is payable in full to the Dubbo Golf Club Ltd. The fee is payable in advance for each year in which the Cart is licensed. The fee is payable on or before 30 June each year.

The Dubbo Golf Club Ltd may review the annual Private Cart Fee at any time.

A portion of the Golf Cart License Fees will be set aside annually for the purposes of constructing hard surface cart paths and improving the amenity of Golf Cart paths generally. These amounts will increase incrementally as per the following table:-

Club Financial Year	Hard Surface	Repairs & Maintenance
2018/2019	20%	15%
2019/2020	25%	15%
2020/2021	30%	15%
2021/2022	35%	15%
2012/2023	40%	15%
2023/2024	40%	15%

5.7 Visitor Carts: (In Force from 26 February, 2019)

Visitors of the Dubbo Golf Club Ltd may bring their own Golf Carts for use on the Dubbo Golf Course, subject to:

- 5.7.1 The Board authorising the use of ‘Visitor Carts’ for any particular event, or in any particular circumstance.
- 5.7.2 The Visitor being a Financial Member of a Golf Australia Affiliated Golf Club, and holding a current Golf Link handicap.
- 5.7.3 Payment of a Day License fee, as determined by the Club from time to time. The 2018/19 Day License fee is \$5.00 (Inclusive of GST).
- 5.7.4 Completion and signing of the ‘Private Golf Cart Agreement’ by The Visitor.
- 5.7.5 Compliance by The Visitor with any and all lawful directions by staff and contractors of the Dubbo Golf Club Ltd.
- 5.7.6 Compliance by The Visitor with the ‘Private Golf Cart Agreement’.

5.8 Insurance and Indemnification (In Force from 26 February, 2019)

The Dubbo Golf Club Ltd shall obtain and at all times hereafter keep in force a Comprehensive Public Liability Insurance covering death or bodily injury.

The Licensee is responsible for obtaining and at all times hereafter keeping in force a General Liability Insurance policy covering claims for injury and property damage to the golf cart.

The Licensee acknowledges that failure to comply with the Rules of Usage in three (3) above may invalidate the insurance coverage therefore resulting in the Licensee being personally liable for any damage or injury incurred.

The Licensee does hereby accept and assume all responsibility for any excess charges relating to an Insurance Claim for any cart and / or operation of the cart. The Licensee hereby expressly indemnifies and agrees to defend and hold harmless The Dubbo Golf Club Ltd, their officers, directors and employees, successors and assigns, from any and all damages, whether direct or consequential, arising from or related to the Licensee's ownership and/or operation of the Golf Cart.

The Licensee releases The Dubbo Golf Club Ltd from any liability and agrees not to sue The Dubbo Golf Club Ltd or its employees with respect to any cause of action for bodily injury, property damage or death resulting from use of the Golf Cart.

5.9 Review of Policy (In Force from 26 February, 2019)

This policy will be reviewed when any of the following occur;

5.9.1 The related documents are amended or replaced.

5.9.2 Other circumstances arise as determined from time to time by resolution of the Board.

6 Staff

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7 Golf Equipment, Balls and lost Balls

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8 Alterations to Golf Course and Other Capital Works

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9. The Ladies Committee

9.1 Purpose (In Force from 26 February, 2019)

The Dubbo Golf Club Ladies Committee is established in accordance with clause 87 of the Dubbo Golf Club Constitution. Its purpose is to promote golf and conduct golfing tournaments, competitions and special days for Lady Members and Lady Visitors.

9.2 Responsibilities (In Force from 26 February, 2019)

The Ladies Committee is responsible to the female members for the overall administration of ladies golf at Dubbo Golf Club, this includes the following;

- Must meet at 6 times per annum on a bi-monthly basis.
- To support and encourage Ladies Golf at Dubbo Golf Club.
- To support and encourage social activities for the female members of the Club to the benefit of the Club as a whole.

- Distribute information about golf events, club tournaments and general golf information
- Contribute to the preparation and circulation of the club program or fixture book
- Determine and clearly display the conditions under which competition are to be played. This may include the addition of variation to local rules.
- Deal with and resolve disputes arising from the conduct of competitions and matches.
- Allocate Ladies trophies and prizes including dollar value and quantity.
- When required, select individuals or teams to represent the club. This may also require the appointment of a team captain.
- Provide induction for new members.
- Monitor play on the course to reduce any unnecessary delays
- Make recommendations stemming from complaints, reports or suggestions to Board and/or subcommittees. Must be in writing and signed by the Ladies President and Ladies Captain.
- Determine tee times available for the various competitions.
- Provide annual and financial reports to the Board.
- Provide a monthly Golf Report to the Board as part of the Match committee report.

9.3 Composition of Dubbo Golf Club Ladies Committee

9.3.1 Committee Roles

The Dubbo Golf Club Ladies Committee shall consist of nine members being a President, Captain, Vice-Captain, Secretary/Treasurer and five (5) other ordinary Committee Members

9.3.2 Eligibility for election or appointment to the Dubbo Golf Club Ladies Committee

Members shall be eligible to stand for election or appointment to the Dubbo golf Club Ladies Committee, only if they hold financial membership in one of the following categories: Life Membership, Gold Membership, Silver Membership, Bronze Membership, Senior 65+ Membership, Monday to Friday 9 Hole Comp (65 years +) Membership and Octogenarian 80+ Membership.

9.3.3 Term of office

Members of the Dubbo Golf Club Ladies Committee are elected for a twelve (12) month term.

Members will hold office until the conclusion of the Annual General Meeting held in accordance with By Law 9.4.1 below, when they shall retire but shall be eligible for re-admission or reappointment.

9.4 Election of Dubbo Golf Club Ladies Committee (In Force from 26 February, 2019)

In accordance with Clause 87 of the Clubs Constitution, Lady Members of the Club who have attained 21 years of age are entitled to elect from their number a

committee to be known as the Ladies Committee. The following details the procedure for calling nominations, conducting a ballot and declaring office bearers.

9.4.1 Annual General Meeting

The Annual General Meeting shall be conducted at the Dubbo Golf Club Ltd, 171 Whylandra St, Dubbo on the 3rd Thursday in October commencing after golf, or 11am.

9.4.2 Returning Officer

The General Manager shall act as the Returning Officer for election of Members of the Dubbo Golf Club Ladies Committee.

9.4.3 Roll of Nominees

The roll of members entitled to nominate for election will close at noon 14 clear days prior to the conduct of the Annual General Meeting.

9.4.4 Nominations for Ladies Committee

The Club shall invite nominations of candidates for election as President, Captain, Vice-Captain, Secretary/Treasurer and five (5) ordinary Members of the Dubbo Golf Club Ladies Committee by way of a Notice on the Club Notice Board not less than two (2) weeks before the Annual General Meeting.

Nominations shall be signed by two (2) or more Life Members, or Financial members, in the Gold Membership, Silver Membership, Bronze Membership, Senior 65+ Membership, Monday to Friday 9 Hole Comp (65 years +) Membership and Octogenarian 80+ Membership as at the close of the Roll of electors. Nominations must also be signed by the nominee and lodged at the Office of the Club as specified in the invitation for nomination for candidates, and not less than two (2) clear days before the date of the Annual General Meeting.

9.4.5 Order of Ballot

If the number of persons nominated for Committee Membership is more than the number required, a secret ballot will be held at the Annual General Meeting to elect Committee Members.

If a ballot is necessary, the Returning Officer will conduct a draw to determine the order of candidates' names, or lot on the ballot paper at the Dubbo Golf Club at 1.00pm, one (1) day prior to the conduct of the Annual General Meeting.

Candidates or their representatives are invited to witness the draw.

9.4.6 Roll of Electors

The roll of members entitled to vote in this election will close at noon 1 day prior to the conduct of the Annual General Meeting.

Financial members, in the Gold Membership, Silver Membership, Bronze Membership, Senior 65+ Membership, Monday to Friday 9 Hole Comp (65 years +) Membership and Octogenarian 80+ Membership as at the close of the Roll of electors, and Life Members, must produce their current membership card in order to receive and cast their paper ballot.

9.4.7 Ballot

Separate ballots must be conducted in the following order:

- (i) A ballot for position of President;
- (ii) A ballot for position of Captain;
- (iii) A ballot for position of Vice-Captain;
- (iv) A ballot for position of Secretary/Treasurer;
- (v) A ballot for the remaining, 5 (five) ordinary members of the Committee.

Any Member may be nominated for more than one office but must not be declared elected for more than one office. In the event of a Member nominating for more than one office, such Member is deemed to accept the office to which such Member is first elected.

9.4.8 Ballot Papers

Ballot papers must be printed.

The name of the candidates will appear on the ballot paper in such order as determined by lot and will show the candidates surname and Christian name only.

9.4.9 Method of Voting and Counting

The ballot will be determined by a simple majority of “first-past-the-post” system, with the amendments shown below.

- Each Member who is entitled to vote has one vote, but cannot vote by proxy.
- A Member will signify his or her choice by placing a cross in the box alongside that candidate’s name up to the number of vacancies to be elected.

The ballot box into which all return ballot papers are placed will be kept locked under the care and supervision of the Returning Officer or his appointee. Counting of votes and declaration of the ballot shall take place at the Annual General Meeting.

9.4.10 Disposal of Ballot Papers

The Returning Officer will retain the Ballot Papers for a period of one month following the conduct of the Annual General Meeting.

9.4.11 Result of Electoral Poll

The Returning Officer will declare the results of the ballot at the Annual General Meeting. The decision of the Returning Officer as to the validity of the ballot shall be final.

- The full allocation of sponsorship funds may be allocated as either Dubbo Golf Club vouchers, or third party trophies (as agreed with the sponsor) to event participants.
- There will be no allocation from the Dubbo Golf Club toward trophies.

Where sponsorship funds are less than the formula based allocation as defined in By Law 9.5.1 above,

- The full allocation of sponsorship funds may be allocated as either Dubbo Golf Club vouchers, or third party trophies (as agreed with the sponsor) to event participants.
- The Club will provide funds to co-sponsor the event up to the balance of funds identified through the formula based allocation as defined in By Law 9.5.1 above.
- The total trophy allocation will not exceed the formula based allocation as defined in By Law 9.5.1 above
- The Club's allocation of trophy vouchers must be paid directly to members' accounts and may not be used for third party vouchers.

Where there is no sponsor, the Club is deemed to be the sponsor and no third party vouchers will be awarded, with all trophy allocations to be paid to members accounts

9.5.3 Handicapping

This section is intentionally Blank

9.6 Financial Management (In Force from 26 February, 2019)

9.6.1 Income

The Dubbo Golf Club Ladies Committee may receive funds sourced from:-

- Sponsorships
- Raffles, Fundraisers and promotions (that don't require Trade permits)
- payments for players in golf competitions and tournaments apart from those conducted at the Dubbo Golf Club
- catering and functions
- Donations
- Funds received from other sources must be reported to the Board of Directors through the Finance Committee.

9.6.2 Expenses

The Dubbo Golf Club Ladies Committee may incur expenses in relation to:-

- Trophies
- Third party vouchers as per sponsorships
- Catering for functions and events
- Affiliation fees
- competition and tournament fees
- charity donations (must not exceed \$500 without Board approval)

9.6.3 Bank Account

The Dubbo Golf Club Ladies Committee may operate a bank account. At all times there are to be two signatories, who are office bearers of the Dubbo Golf Club Ladies Committee to authorise all transactions.

9.6.4 Audit of Accounts

Funds held by the Dubbo Golf Club Ladies Committee remain under the control of the Dubbo Golf Club and the Dubbo Golf Club Ladies Committee will comply with any and all club policies with respect to Finance and Governance.

The Secretary/Treasurer shall make the accounts available for audit by the Club's Auditor as required.

9.6.5 Honorariums

The Ladies, President, Captain and Secretary/Treasurer are eligible to receive an honorarium to cover outgoings such as postage, printing, stationery and fuel.

The payment of an honorarium and, the amount eligible for claim by each of the above office bearers shall be approved and set by resolution at the Annual General Meeting.

9.6.6 Honorarium (Transitional arrangements)

The Honorarium for office bearers elected to office (as defined in clause 9.6.5 above) for the 2019 year shall be entitled to an honorarium of \$100 per annum.

This By-Law shall cease to have effect at the conclusion of the electoral process for the election of Ladies Committee for 2020.

9.7 Disputes (In Force from 26 February, 2019)

Refer to the Board for decision

9.8 Disciplinary procedures (In Force from 26 February, 2019)

Refer to the Board for decision