



**Ocean Shores Country Club Limited  
By-Laws**

**These By-Laws were made on 01 February 2024 by  
The Board of Directors of  
Ocean Shores Country Club Limited**

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## **1 Introduction**

- 1.1 The By-Laws of the Club are made by the Board pursuant to its powers under Rule 27.20 of the Club's Constitution.
- 1.2 The By-Laws may be amended by the Board from time to time.
- 1.3 The By-Laws and any amendment thereto shall come into force and be fully operative upon the posting of the By-laws on the Club Notice Board.

## **2 Application of By-Laws**

- 2.1 These By-Laws shall be read in conjunction with and are subject to the Club's Constitution. In the event of any inconsistency between these By-Laws and the Club's Constitution, the Constitution shall prevail.

## **3 Standing Committees**

- 3.1 There shall be six Standing Committees, namely:-
  - Executive
  - Financial Management
  - Asset Management
  - Bowls Management
  - Golf Management
  - Marketing & Sponsorship
- 3.2 Each Standing Committee shall consist of one or more members approved by The Board.
- 3.3 Each Standing Committee shall be formed by the Board as soon as possible after the Annual General Meeting of the Club each year.
- 3.4 If considered necessary by any Standing Committee, additional members with particular expertise may be nominated and approved by the Board.
- 3.5 All co-opted members of a Standing Committee or subcommittee must sign a confidentiality letter before appointment, if requested.
- 3.6 Each Standing Committee shall be subject to the control of the Board who may revoke the appointment of any member, or members thereof and appoint another, or others, either in their place or as additional members.
- 3.7 The Chairperson of the Board shall be an ex-officio member of all standing and subcommittees and as such is entitled to attend meetings and to participate in discussion and express opinion, but shall not be entitled to propose or second motions or to vote upon any motions or other business of the committee.
- 3.8 The names of members of the Board and the Standing Committees shall be kept posted in the Clubhouse.

## **4 Duties of Standing Committees**

- 4.1 Each Standing Committee shall:
  - 4.1.1 Make recommendations to the Board within the duties prescribed for them in these By-Laws.

- 4.1.2 Report at each monthly meeting of the Board on such matters as the Board may require. Reports containing recommendations shall be in writing in a form suitable for incorporation in the minutes of the Board meeting.

## **5 Executive**

- 5.1 The Executive shall consist of the Chairperson of the Board, the Deputy Chairperson and the Treasurer.
- 5.2 The Executive shall be responsible for:-
- 5.2.1 Establishing and maintaining good governance principles within the Board.
  - 5.2.2 Overseeing performance of the Board and ensuring that Board Members are aware of Best Practice Guidelines as outlined in the Director's Guide.
  - 5.2.3 Conducting regular performance reviews of all senior staff.
  - 5.2.4 Advising the Board of any changes which should be considered to enhance the effectiveness of the management of the Club.
  - 5.2.5 Providing advice and encouragement to new Directors.
  - 5.2.6 Negotiating contractual arrangements with the Caterer and other contractual arrangements as they arise or become available for renegotiation.

## **5 Financial Management Committee**

- 6.1 The Treasurer will be Chairperson of the Financial Management Committee and the General Manager & Administration & Finance Manager will be ongoing members.
- 6.2 The Financial Management Committee shall be responsible for:-
- 6.2.1 Advising the Board on all matters relating to financial aspects of the Club's operations.
  - 6.2.2 Preparing an annual income and expenditure budget for adoption by the Board with input from appropriate committees.
  - 6.2.3 Providing a copy of the appropriate approved budget to all Standing Committees.
  - 6.2.4 Preparing an annual capital budget for adoption by the Board with input from appropriate committees.
  - 6.2.5 Keeping the Board informed of capital expenditure in comparison with the budget.
  - 6.2.6 Formulating policies relating to capital expenditure, creation of reserves, obtaining loans and their repayment, and investments by the Club.
  - 6.2.7 Reviewing half-yearly progress in relation to policies.
  - 6.2.8 Reviewing Bar and House trading including pricing, trading hours, staffing and stock control within the policies laid down by the Board.

## **7 Asset Management Committee**

- 7.1 The Deputy Chairperson will be Chairperson of the Asset Management Committee.
- 7.2 The Asset Committee shall be responsible for:-
- 7.2.1 Preparing for consideration by the Board, proposals for land acquisition or disposal.

- 7.2.2 Advising the Board regarding the financing of property acquisitions, in consultation with the Finance Committee.
- 7.2.3 Liaising, if necessary, with the Finance Committee on any major items concerning lands.
- 7.2.4 The upkeep of the Clubhouse and swimming pool and its furniture, furnishings, plant, equipment, fixtures and the like, subject to the financial control of the Board.
- 7.2.5 Preparing for consideration by the Board schedules of proposed repairs and maintenance programs for the Clubhouse, swimming pool, furniture, furnishings, fittings, plant or equipment and arranging the implementation of such schedules when approved by the Board.
- 7.2.6 Regulating the conduct of members in the Clubhouse, the car park and swimming pools.
- 7.2.7 Oversee the management of and regularly update the Board on the activities and accounts of the Ocean Shores Country Club Foundation. Together with the Trustees annually review the progress of the Foundation and ensure all minutes and records including the Register of Benefactors are maintained. With the consent of the Trustees, a Board member from the Asset Management Committee may attend all meetings of the Foundation but shall have no voting rights.

## **8 Marketing & Sponsorship Committee**

- 8.1 A Director shall be Chairperson of the Marketing & Sponsorship Committee and the General Manager, Marketing, Promotions & Events Coordinator and the Sports Manager will be ongoing members.
- 8.2 The Marketing & Sponsorship Committee shall be responsible for:
  - 8.2.1 Arranging for different levels of Sponsorship Packages to be available to all existing and potential Sponsors.
  - 8.2.2 Allocate Sponsors to Bowls & Golf Committee for inclusion in their programmes.
  - 8.2.3 Seek out new Sponsors and offer them the selection of OCCC Sponsorship Packages.
  - 8.2.4 Contact existing Sponsors for renewal of Sponsorship.
  - 8.2.5 Stimulating and promoting the use of the Club's facilities and participation in social and sporting activities arranged for members and their guests.
  - 8.2.6 Preparing for consideration by the Board proposals for entertainment and social activities including cost estimates revenue and expenditure and, if approved, implementing these proposals.
  - 8.2.7 Preparing for each monthly Board Meeting a proposed program of social events for inclusion in the forward planner.

## **9 Golf Management Committee**

- 9.1 The Golf Director will be the Chairperson of the Golf Management Committee and the committee will include one Director nominated by the Board, Sports Manager, Greens Manager, one Man (1), two (2) Women and one (1) Veteran golfer from their respective SIG committees and approved by the Board.
- 9.2 The Golf Director cannot represent the Male or Women Golfers as one (1) of their three (3) Representatives on the Golf Management Committee.

- 9.3 The Golf Management Committee shall be responsible for:
- 9.3.1 The upkeep, maintenance and improvements of the Golf Course and in conjunction with the Bowls Management Committee the environs of the Clubhouse subject to the financial control of the Board.
  - 9.3.2 Preparing for consideration by the Board, schedules of proposed work including cost estimates in consultation with the Greens Manager and timing and arranging the implementation of work schedules as approved by the Board.
  - 9.3.3 Recommending to the Board the purchase, hire, lease or sale of tools, plant, equipment and materials for the use in the maintenance or improvement of the Golf Course.
  - 9.3.4 Advising the Male Golfers and Women Golfers of the existence of such playing or other conditions on the Golf Course as may require protection by local rule or restriction of use.
  - 9.3.5 Approving an attractive innovative program for the conduct of all Golf activities within Ocean Shores Country Club.
  - 9.3.6 Oversee the organization, promotion and advertising of all Golf games and tournaments at Ocean Shores Country Club.
  - 9.3.7 Oversee and foster the development of the Ocean Shores Country Club junior golf members. Approve initiatives to increase junior club membership.
  - 9.3.8 Provide input to the Marketing & Sponsorship Committee, ensuring regular contact with active or potential sponsors.
  - 9.3.9 Oversee and foster the establishment of regular golf skill improvement programmes with the assistance of participating club coaches.

## **10 Bowls Management Committee**

- 10.1 The Bowls Director will be Chairperson of the Bowls Management Committee and the committee will include one Director nominated by the Board, Sports Manager, two (2) Representatives of the Male Bowlers elected by the Male Bowlers, two (2) Representatives of the Women Bowlers elected by the Women Bowlers and approved by the Board, one Male (1) and one Women (1) Bowler nominated by the respective SIG committee, and approved by the Board or Representatives appointed in accordance with By Law 34.1.5 or 34.1.8, the General Manager and Greens Manager as required and other members with particular expertise approved by the Board. If a Committee for a particular SIG does not exist, the third Representative of that SIG shall be either elected by the relevant members of the SIG or appointed by The Board.
- 10.2 The Bowls Director cannot represent the Male or Women Bowlers as one (1) of their three (3) Representatives on the Bowls Management Committee.
- 10.3 The Bowls Management Committee shall be responsible for:-
- 10.3.1 The upkeep, maintenance and improvements of the Bowling Greens and in conjunction with the Golf Management Committee, the environs of the Clubhouse subject to the financial control of the Board.
  - 10.3.2 Preparing for consideration by the Board a schedule of proposed work including cost estimates in consultation with the Bowls Greenkeeper and timing and arranging the implementation of work schedules as approved by the Board.

- 10.3.3 Recommending to the Board the purchase, hire, lease or sale of tools, plant, equipment and materials for the use in the maintenance or improvement of the Bowling Greens.
- 10.3.4 Advising the Male Bowlers and Women Bowlers of the existence of such playing or other conditions on the Bowling Greens as may require protection by local rule or restriction of use.
- 10.3.5 Approving an attractive innovative program for the conduct of all Bowls activities within Ocean Shores Country Club.
- 10.3.6 Oversee and foster the development of the Ocean Shores Country Club junior bowls members. Approve initiatives to increase junior club membership.
- 10.3.7 Provide input to the Marketing & Sponsorship Committee, ensuring regular contact with active or potential sponsors.
- 10.3.8 Oversee and foster the establishment and conduct regular bowls skill improvement programmes with the assistance of participating club coaches.

## **11. The Golf Director - Duties and Responsibilities**

11.1 The Golf Director shall be elected in accordance with the Club's Constitution and shall perform such duties as may be determined by the Board from time to time including:

### **11.2 Golf Management Committee**

11.2.1 The Golf Director shall act as Chairperson for all meetings of the Golf Management Committee.

11.2.2 The Golf Director shall submit a written report to the Board at monthly intervals on the activities of the Golf Management Committee.

### **11.3 Relationships**

11.3.1 Ensure that close liaison exists between Golf Course Maintenance Staff, and the Sports Manager to ensure playing conditions are suited to the proper conduct of the game of golf.

11.3.2 Ensure that effective communication is maintained with the Board on any matters affecting property or golfing conditions.

### **11.4 Other Matters - Board Attention**

Notwithstanding any matters detailed in the above By-laws, the Golf Director shall include in the monthly written report any other items of interest the Board may require.

## **12 The Bowls Director - Duties and Responsibilities**

12.1 The Bowls Director shall be elected in accordance with the Club's Constitution and shall perform such duties as may be determined by the Board from time to time including:

### **12.2 Bowls Management Committee**

12.2.1 The Bowls Director shall act as Chairperson for all meetings of the Bowls Management Committee.

12.2.2 The Bowls Director shall submit a written report to the Board at monthly intervals on the activities of the Bowls Management Committee.

### **12.3 Relationships**

12.3.1 Ensure that close liaison exists between the Sports Manager and the Bowls Greenkeeper to ensure that playing conditions are suited to the proper conduct of the game of bowls.

12.3.2 Ensure that effective communication is maintained with the Board on any matters affecting property or bowling conditions.

### **12.4 Other Matters - Board Attention**

Notwithstanding any matters detailed in the above By-Laws, the Bowls Director shall include in the monthly written report any other items of interest the Board may require.

## **13 Greens Manager**

### **13.1 The Greens Manager:**

13.1.1 Is responsible to the General Manager of the Club.

13.1.2 Will liaise closely with the Golf Director in relation to course closure due to inclement weather; however, the final decision rests with his/her authority.

13.1.3 May from time to time inform the Sports Manager or his/her Nominee(s), of the need for a specific local rule required to protect the course. This will normally be done by consultation with the Sports Manager or his/her Nominee(s) however the final decision will rest with his/her authority.

13.1.4 Ensure that the Golf Pro Shop staff, through the Sports Manager, are aware of any conditions on the golf course and bowling greens which may impact on the playing of golf or bowls prior to start of play.

## **14 Management of The Club**

### **14.1 Complaints**

Any complaints by members concerning Club employees or matters relating to Club management shall be made in writing to the General Manager who shall take any necessary immediate action and submit it to the appropriate committee. Members shall not directly reprimand an employee of the Club.

### **14.2 Instructions to Employees**

All Board directions shall be transmitted to any member of staff by the General Manager and he shall be responsible for ensuring their implementation.

### **14.3 Engagement Or Discharge of Staff**

14.3.1 The number and category of persons to be employed by the Club shall be as directed by the Board.

14.3.2 Except as provided in By-Law 14.3.4, engagement of any member of staff (permanent or casual) shall be the responsibility of the General Manager. However, a Director, as appointed by the Board, should oversee that all arrangements and checks are completed before a letter of appointment is prepared. In the case of all outdoor staff, appointments will be made after consultation with the Greens Manager.

14.3.3 Except as provided in By-Law 14.3.4, employees of the Club may be discharged only by the General Manager.



14.3.4 The following position is excluded from By-Laws 14.3.2 and 14.3.3:-

**Greens Manager**

Persons to fill and/or be discharged from this position shall be selected and/or discharged by an officer or committee appointed by The Board.

The following position is excluded from By-Laws 14.3.2 and 14.3.3:

**Top Executive**

Persons to fill and/or be discharged from this position shall be selected and/or discharged by an officer or committee appointed by the Board, provided however that, in accordance with section 41M of the Registered Clubs Act, the Club must not enter into a contract for the remuneration by the Club of a top executive of the Club unless the proposed contract has first been approved by the Board.

**15 Expenditure of Club Funds**

- 15.1 Expenditure of club funds on items other than goods for resale by the Club or on normal greens, course and property maintenance shall not be incurred without written authority of the Board.
- 15.2 The Board of Directors will create a bank account to be known as the 'Rainy Day Fund' with an initial balance of Five Hundred Thousand Dollars (\$500,000), this amount being equivalent to a donation made to the Club by Member Juan Price. It will be the intention of the fund that amounts may be used as and when required for any legitimate expenditure by the Board on the understanding that it is the wish of the donor that; if and when funds are available and it is prudent to do so, the Fund will be replenished so that a reasonable balance is always available for emergencies.

**16 Membership**

(See also Rules 10 to 13 of Constitution)

**16.1 Classes of Membership**

In addition to the classes of membership prescribed in Rules 10.3 and 10.4 of the Club's Constitution, namely:-

- Ordinary Voting Members
- Social Members
- Junior Members
- Life Members
- Provisional Members
- Temporary Members

there shall be the following categories of Ordinary Voting Members:-

- Golfing Members (male/female)
- Country / Remote Golfing Members (male/female)
- Mid-Week Golfing Members (male/female)
- Bowling Members (male/female)
- Golf/Bowls Members (male/female)

- Multi Bowling Members (male/female)
- Mixed Bowling Members (male/female)
- Social Bowling Members (male/female)
- Lifestyle Golf Members (male/female)
- 80 Year Plus Golf Member (male/female)
- Special Veteran Golfer (male/female)
- Colt Golfing Members (male/female)
- Intermediate Golf Members (male/female)
- Six (6) Day Golf Members (male/female)

there shall be the following categories of Junior Members:-

- Junior Golf/Bowls Members (male/female)
- Cadet Members (male/female)

The qualifications and privileges of the members of the respective classes shall be:-

## 16.2 **Golfing Member**

16.2.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Golfing membership.

16.2.2 Active PGA/LPGA members accepted to this classification shall be subject to special conditions as laid down by the Golf Committees from time to time.

## 16.3 **Country / Remote Golfing Member**

16.3.1 Shall be an Ordinary Voting member who meets the geographic residential qualifications for this class of membership, pays the prescribed additional subscription, is a full member of an affiliated Golf Club nominated for handicap purposes, thus becoming entitled to play golf at the Club without paying green fees. A Country / Remote Golfing Member is ineligible to win any Club Championship at the Club.

### 16.3.2 *Residential Qualification*

For a member to be eligible for Country / Remote Golfing Membership, his or her permanent place of residence as registered in the electoral roll must be not less than seventy-five (75) kilometres in a straight line from the Clubhouse.

## 16.4 **Mid-Week Golfing Member**

16.4.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Mid-Week Golfing membership.

16.4.2 Active PGA/LPGA members accepted to this classification shall be subject to special conditions as laid down by the Golf Committees from time to time.

16.4.3 Mid-Week Golfing members shall be week day members. Mid-Week Golfing Members are not permitted without payment of the reciprocal green fees to play a social game or practice game on the golf course on Saturdays or Sundays but may use the designated practice areas on those days.

16.4.4 May participate in Championship events provided payment of the prescribed Green Fees is met.

**16.5 Bowling Member**

Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Bowling membership.

**16.6 Golf/Bowls Member**

Shall be an Ordinary Voting member who has paid the prescribed additional subscription to become both a Golfing member and a Bowling member.

**16.7 Special Veteran Golfer**

Shall be a restricted membership available to existing Golfing Members who have been Golfing Members of the Club for ten (10) years standing and who are seventy (70) and over years of age, or who may be approved by the Board on request to be Special Veteran Golfers because of a medical problem of the member. Special Veteran Golfers shall be week day members. Special Veteran Golfers are not permitted without payment of the reciprocal green fees to play a social game or practice game on the golf course on Saturdays or Sundays but may use the designated practice areas on those days. Special Veteran Golfers are permitted to take part in the fortnightly organised mixed/medley competitions on Sundays on payment of green fees applicable to members.

**16.8 Colt Golfing Member**

Shall be an Ordinary Voting member who has paid the prescribed additional subscription to become a Colt Golfing member and being aged not less than eighteen (18) years and not more than twenty-one (21) years (proof of which must be provided) at the time of application or renewal of membership.

**16.9 Junior Golf and/or Bowls Member**

Shall be a member of no less than twelve (12) years and no more than seventeen (17) years of age at the date of joining or renewing membership and shall be eligible to play golf or bowls without paying green fees provided that eligibility to play in organised competitions or events shall be decided by the relevant SIG Committee.

**16.10 Cadet Golf and/or Bowls Member**

16.10.1 Shall be members under 12 years of age who shall only be eligible to practice and play golf or bowls as indicated in this By-law.

16.10.2 Practice and play must be undertaken only within designated times and areas. Cadet Golf/Bowls members may be invited to play outside these limits. Cadet Golf/Bowls Members must be accompanied by an Adult Golfing/Bowling member at all times who shall be responsible for the cadet.

16.10.3 Cadet Golf/Bowls Members shall be registered within the Club as Cadet Golf/Bowls Members and pay an annual membership fee expiring at the end of the Club year. Fees shall be reviewed annually.

16.10.4 Cadet Golf/Bowls membership shall be offered at the end of their training period and after payment of the prescribed fees.

16.10.5 On the recommendation of a SIG Committee a talented Cadet Golf and/or Bowls member may be eligible to play in organised competitions.

**16.11 Multi Bowling Member**

Shall be an Ordinary Voting member who meets the appropriate criteria for this class of membership, pays the prescribed additional subscription and is a full member of another BowlsNSW or Women's BowlsNSW affiliated Club.

**16.12 Mixed Bowling Member**

16.12.1 Will be a Female Ordinary Voting member who meets the appropriate criteria for this class of membership and pays the prescribed fee and under the dual registration open gender policy of the New South Wales Women's Bowling Association may also be a member of the Royal New South Wales Bowling Association Ltd (BowlsNSW).

16.12.2 A Mixed Bowling Member will be eligible to play in men's, women's and mixed bowling competitions and will be subject to entry conditions as determined by the Controlling Body and specific eligibility criteria in effect from time to time.

**16.13 Social Bowling Member**

16.13.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Bowling membership.

16.13.2 Social Bowls members shall be eligible to play social bowls without paying green fees. Eligibility to play in organised social competitions or events shall be decided by the Bowls Management Committee or relevant SIG Committee, and providing the member pays the appropriate competition and green fees.

16.13.3 Social Bowls members will not be eligible to play in events run under the authority or control of Bowls NSW or Women's Bowls NSW.

**16.14 Life-Style Golf Member**

16.14.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Golfing membership.

16.14.2 Life Style Golfing members have playing rights 7 days a week, providing the member pays the prescribed green and or competition fees prior to playing a competition game, social game or practice game on the golf course. Designated practice areas may be used 7 days a week without any additional payment of fees.

**16.15 80 Year plus Golf Member**

16.15.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Golfing membership, restricted membership available to those 80 years of age or older.

16.15.2 Active PGA/LPGA members accepted to this classification shall be subject to special conditions as laid down by the Golf Committees from time to time.

16.15.3 80 Year plus Golfing members have playing rights 7 days per week.

- 16.15.4 80 Year plus Golfing members may participate in Championship events provided payment of the prescribed Green Fees is met.

**16.16 Intermediate Golf Member**

- 16.16.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Golfing membership, restricted membership available to those between the age of 23-35 years old.
- 16.16.2 Active PGA/LPGA members accepted to this classification shall be subject to special conditions as laid down by the Golf Committees from time to time.
- 16.16.3 Intermediate Golfing members have playing rights 7 days per week.
- 16.16.4 Intermediate Golfing members may participate in Championship events provided payment of the prescribed Green Fees is met.

**16.17 Six (6) Day Golf Member**

- 16.17.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Golfing membership.
- 16.17.2 Active PGA/LPGA members accepted to this classification shall be subject to special conditions as laid down by the Golf Committees from time to time.
- 16.17.3 Six (6) Day Golfing members have playing rights six (6) days per week (***excluding Saturday***). Six (6) Day Golfing members are not permitted without payment of the prescribed green fees to play a social game or practice game on the golf course on Saturdays but may use the designated practice areas on those days.
- 16.17.4 Six (6) Day Golfing members may participate in Championship events provided payment of the prescribed Green Fees is met.

The qualifications and privileges of members of the respective classes may be altered from time to time at the discretion of the Board.

**17 Leave of Absence**

**17.1 Medical Leave of Absence**

A member in any Golf or Bowling class or category may apply in writing to the Board for leave of absence due to a medical condition, for periods of incapacity to play golf and or bowls, without refund of any part of any subscriptions, dues or other charges previously paid. Members must supply a doctor's certificate indicating their inability to play golf and/or bowls. Members approved for leave of absence will receive a credit for future membership for the period of leave approved. Members on leave of absence must remain at least social members during periods of leave. Credits will not be issued for any other subscriptions, dues or charges other than Golf and/or Bowls membership. Alternately, under extreme circumstances, the Board at their discretion may consider refunding membership fees.

- 17.2 Leave of Absence requests will not be considered 'in arrears' and will be for a minimum period of three (3) months with additional periods considered in monthly blocks.

## **18 Decisions Regarding Play**

- 18.1 Should the Golf Course or Bowling Green(s) be affected by weather or other unforeseen conditions necessitating their protection, any decisions regarding whether play shall commence or be terminated or restricted to some portion(s) of the said course or green(s) or in restriction of the use of golf cars and such like matters, shall be taken:-
- 18.1.1 Regarding the Golf Course, by the Greens Manager, such decision to be made after consultation if possible, with the Golf Representative and inspection of the course, and if a golf competition is involved, in consultation with the Sports Manager or his/her Nominee(s).
- 18.1.2 Regarding uncompleted rounds see Club Policy.
- 18.1.3 Regarding the Bowling Greens, by the Bowls Greenkeeper, such a decision to be made after consultation if possible, with the Sports Manager or his/her Nominee(s), and if possible with the Bowls Director and inspection of the greens.
- 18.2 Decisions made under the preceding By-Law shall be binding on Members, Guests and Visitors.
- 18.3 When playing a practice round not more than two balls may be played by any individual player.

## **19 Dress**

### **19.1 In the Clubhouse**

- 19.1.1 In the Clubhouse members, guests and visitors shall be suitably attired at all times. An authorised officer of the Club may remove from the Clubhouse and its environs any person who, in the opinion of the authorised officer, is not suitably attired.
- 19.1.2 Dress regulations are as determined by the Board and are displayed in the Clubhouse.

### **19.2 On the Golf Course**

- 19.2.1 On the Golf Course members, guests and visitors shall be suitably attired at all times. An authorised officer of the Club may remove from the Golf Course any person who, in the opinion of the authorised officer, is not suitably attired.
- 19.2.2 Dress regulations are as determined by the Board in consultation with the Golf Management Committee.

### **19.3 On the Bowling Greens**

- 19.3.1 Registered Bowlers: Bowlers playing in competitions under the auspices of the Royal NSW Bowling Association or the NSW Women's Bowling Association shall be suitably attired at all times.
- Dress regulations are as prescribed by the Royal NSW Bowling Association or the NSW Women's Bowling Association and interpreted by the Sports Manager or his/her Nominee(s) shall apply to competitions under the auspices of the Royal NSW Bowling Association or the NSW Women's Bowling Association.

An authorised officer of the Club may remove from the Bowling Greens (and exclude from competition) any person who, in the opinion of the authorised officer is not suitably attired.

- 19.3.2 Social Bowlers: Bowlers playing in competitions that are not under the auspices of the Royal NSW Bowling Association or the NSW Women's Bowling Association shall be suitably attired.

Dress regulations are as determined by the Board in consultation with the Bowls Management Committee.

An authorised officer of the Club may remove from the Bowling Greens (and exclude from competition) any person who, in the opinion of the authorised officer is not suitably attired.

## **20 Golf Cars**

- 20.1 For the purpose of this By-Law a "golf car" is any power driven vehicle used for carrying golf players and their golf clubs.
- 20.2 The Board reserves the right to determine the suitability of a golf car to be used on Club property. For the avoidance of doubt, the Board may delegate this power from time to time to any person or persons in accordance with Rule 27.7 of the Club's Constitution.
- 20.2.1 The Board deem that only "golf cars" that players are required to sit on or in are suitable for use on Club property.
- 20.3 No golf car owned by a member shall be driven on the golf course unless the member to whom it is registered has paid the appropriate yearly cart registration fee and has displayed on their golf cart the appropriate sticker indicating that the fee has been paid. No member shall be authorised to register more than one golf car.
- 20.4 No golf car shall be regulated to be driven at a speed in excess of 20km per hour. The maximum permissible speed of bikes, cars and any other motor vehicle on the golf course is 20km per hour.
- 20.5 No golf car shall be driven across a green, tee, a bunker or an area marked "GUR".
- 20.6 No person shall be permitted to drive a golf car on club property unless they hold a current driver's license or with specific approval granted by the Board.
- 20.7 Golf cars are restricted to two per time slot, each carrying a maximum of two persons and only their equipment. This restriction may be lifted:
- 20.7.1 If the golf cars are designed to carry one person only, or if a particular competition requires more than four persons per time slot, or with the express authority of the Board, or with the express authority of the General Manager.
- 20.8 Except on a path or road, golf cars shall not be driven or parked within ten metres of a green or tee.
- 20.9 Golf cars shall not be parked in front of any greens.
- 20.10 All persons driving golf cars shall strictly obey any course signs, no parking signs and local rules relating to the use or otherwise of golf cars on and around the course.

- 20.11 Persons driving golf cars to and from their homes must drive onto a path or road as soon as practicable on entering the golf course and must keep to the roads, whilst taking the shortest possible route to and from the Clubhouse. Driving along fairways at such times is not permitted.
- 20.12 No golf car shall be driven on club property at night or in hazardous weather conditions causing reduced visibility unless fitted with headlights which are operating effectively and clearly visible to others using club property.
- 20.13 All persons driving golf cars shall do so in a safe manner at all times and within the prescribed concentration of alcohol and other drug limitations set for driving on a public road.
- 20.14 Compliance with these rules shall be the responsibility of the person deemed to be in charge of the golf car, namely either the registered owner of the golf car or the person to whom the golf car is hired. Failure to comply could result in the suspension of offenders from operating a Golf Cart on the course.
- 20.15 The Board may, at the Board's discretion, grant an exemption to these By-Laws in relation to driving a Member's golf car in close proximity to a green or Tee. Such exemption will only be granted to a Member if the Member's medical or physical condition would otherwise prevent the Member from continuing to play the game of golf. The following conditions apply to any person seeking a golf car proximity exemption on medical grounds:
- 20.15.1 A Member requesting exemption must do so in writing to the Board stating the reasons for seeking exemption. The request must include a medical certificate from a qualified practitioner in support of the request.
- 20.15.2 At the Board's discretion, the Board may require other evidence in support of a Member's request for exemption.
- 20.15.3 The Board's decision relating to a request for exemption is final.
- 20.16 The following conditions apply to any Member granted a golf car proximity exemption in line with By-Law 20.15:
- 20.16.1 The exemption allows the Member to drive their personal golf car beyond the blue marking line, or other defined boundary, surrounding a green or tee.
- 20.16.2 The exempt Member's golf car must display a valid exemption sticker at all times.
- 20.16.3 An exempt Member's golf car must be operated safely and must not be driven;
- onto a green or tee,
  - on the short-mown grass immediately surrounding a green,
  - between a greenside bunker and a green, and
  - off a cart path when a prevailing condition of play is 'Carts on Paths Only.'
- 20.16.4 All other By-Laws relating to the use of golf cars apply.



## **21 Golf Course Vehicle Access**

- 21.1 For the purpose of this By-Law a "vehicle" is any power-driven vehicle used on the golf course, except approved vehicles used for playing golf "golf car".
- 21.2 The Board reserves the right to determine the suitability of vehicles to be used on Club property.
- 21.3 For the avoidance of doubt, the Board may delegate this power from time to time to any person or persons in accordance with Rule 27.7 of the Club's Constitution
- 21.4 All Staff, volunteers, contractors and delivery vehicles must drive directly to the greenkeepers shed via the access road off Orana Road
- 21.5 Personal vehicles are not permitted to be driven around the golf course.
- 21.6 The maximum permissible speed of any other motor vehicle on the golf course is 20km per hour.
- 21.7 Drivers of vehicles who breach this By-Law will be doing so at their risk and the Club accepts no liability in the event of accident occurring.

## **22 Clubhouse, Surrounds and Walking on Golf Course**

- 22.1 Members may walk on the golf course before 7.00am and after 5.00pm (or 6.00 pm DST) provided they carry their membership card or only as a thoroughfare to and from the Clubhouse.
- 22.2 Dogs, pets, bikes, skateboards and rollerblades, are not permitted on the Club's property (this includes the Clubhouse and surrounds bowling greens and golf course).
- 22.3 Other than Junior members and Cadet members in accordance with the Club's Constitution and these by-laws, children are not permitted on the Club's property (this includes the Clubhouse and surrounds, bowling greens and golf course) unless accompanied by an adult who assumes full responsibility for the child.

## **23 Alcohol on The Golf Course or Bowling Greens.**

- 23.1 Only alcohol purchased from the Club is permitted to be taken on the golf course or bowling greens. Taking unreasonable amounts of alcohol onto the golf course is not permitted. An authorised officer of the Club may remove from the Golf Course any person who, in the opinion of the authorised officer, does not comply with this By-Law.

## **24 Cashing of Cheques and Cash Advances**

- 24.1 Cheques may be cashed by members in accordance with the following provisions:
- 24.2 Management may refuse to cash a cheque at any time without giving any reasons.
  - 24.2.1 Cheques will only be cashed for members who have obtained prior approval to do so.
  - 24.2.2 Any member wishing to seek approval to cash cheques must apply in writing to the Financial Management Committee.
- 24.3 In accordance with the Gaming Machines Act, the Club is not permitted to:
  - 24.3.1 Exchange a cheque for cash unless the cheque is made out to the Club; or
  - 24.3.2 Exchange a cheque for more than \$400 in cash;

24.3.3 Exchange more than one cheque for the same person in a single day for cash;

24.3.4 Exchange a cheque for cash if a cheque previously exchanged for the person who tendered the cheque has not been met on presentation (unless the amount of the cheque not met was subsequently paid to the Club).

24.4 In accordance with the Gaming Machines Act, the Club must bank any cheque that the Club has exchanged for cash within two (2) working days after the day on which the cheque is accepted.

24.5 If any member cashes a cheque which is dishonoured by the bank, the member must deem such cheque with cash within fourteen days and pay to the Club all bank charges incurred by the Club in relation to the dishonoured cheque.

24.6 If a member fails to redeem a dishonoured cheque in accordance with clause 24.5 then, in accordance with Rule 19.4 of the Club's Constitution (but subject to Rules 19.5 and 19.6 of the Club's Constitution), the member may, by resolution of the Board, be suspended or expelled from membership of the Club.

24.7 Under the Liquor Act, the Club is not permitted to provide cash advances.

## **25 Poker Machines**

25.1 The following rules shall apply to the use of Poker Machines:-

25.2 A player may reserve one poker machine only at a time for a maximum of three (3) minutes.

25.3 A person who knows or believes that a poker machine is faulty or malfunctioning (which includes overpaying or being able to be played without inserting coins or notes) must immediately report the fault or malfunction to a bar staff member on duty. Failure to report the fault or malfunction is deemed to be either conduct unbecoming of a member or conduct prejudicial to the interests of the Club for the purposes of Rule 19 of the Club's Constitution.

25.4 A person must not tilt, rock or damage a poker machine in any way. Tilting, rocking or damaging a poker machine in any way is deemed to be conduct unbecoming of a member of the Club for the purposes of Rule 19 of the Club's Constitution.

## **26 Swimming Pools**

26.1 All members of the Club who wish to use the pools must pay the required pool membership.

26.2 Due to the small size of the swimming pools, the limitations of their filtering system, the need for safety and in the interest of members it is necessary to regulate the use of the swimming pools. Therefore, the following rules shall apply:-

26.2.1 The pools may only be used by members and their immediate family holding a current family pass. Immediate family means those family members residing at the same residential address as the member who holds the family pool membership.

26.2.2 Children under the age of eighteen years must not use the pools unless they are accompanied by an adult who is **within the safety fence at all times**.

26.2.3 Bottles, glasses, crockery and other breakable items shall not be taken inside the safety fence.

26.2.4 All food and drinks must be purchased from the Club.

26.2.5 Ball games, running, splashing or any other boisterous or dangerous behaviour is not permitted.

26.2.6 The hours of pool use shall be confined to the times displayed by notice.

## **27 Locker Rooms**

27.1 Persons under twelve years of age, other than Junior members, are only permitted in the toilet and shower area when **accompanied by an adult** who is responsible for them.

## **28 Bicycles**

28.1 The riding of bicycles and tricycles on club property is **prohibited**, with the exception of:-

28.1.1 The main approach roads to the Clubhouse from Orana Road.

28.1.2 Club employees in the course of duty for the Club.

## **29 Vehicle Parking**

29.1 Members shall not park in reserved parking areas marked "Chairperson", "Vice Chairperson" or "General Manager". A member who parks in contravention of this By-Law is deemed to have engaged in conduct unbecoming of a member of the Club for the purposes of Rule 19 of the Club's Constitution.

## **30 Memorial Plaques and Scattering of Crematorium Ashes**

30.1 The scattering of crematorium ashes is not permitted without the prior approval of the Board.

30.2 Projects completed with the assistance of funds received through the OSCC Foundation shall be permitted to display a plaque which, in a standardised format featuring the seahorse logo, indicates that the project was undertaken through the OSCC Foundation and acknowledges the generosity/contribution of the donor.

## **31 Rubbish on Golf Course**

31.1 The dumping of rubbish or garden refuse is not permitted without the prior approval of the Board.

## **32 Breaches of Constitution, By-Laws & SIG Rules**

32.1 Any complaint alleged against a member considered to have contravened a Rule of the Club shall be made in writing to the General Manager by the person aggrieved within 24 hours of the offence alleged to have occurred. The Board may agree to receive a complaint not made within these limitations.

32.2 After receiving a complaint, the General Manager will determine whether or not there are grounds for a Notice of Disciplinary Charge and Hearing to be issued to the member in accordance with Rule 19 of the Club's Constitution.

32.3 If the General Manager determines there are not grounds for a Notice of Disciplinary Charge and Hearing to be issued to the member and considers the complaint to be frivolous or vexatious, the General Manager may issue a Notice of Disciplinary Charge and Hearing to the complainant in accordance with Rule 19 of the Club's Constitution.

32.4 Should a Junior member be involved in any disciplinary action (as a complainant, defendant or witness), the Junior member must be accompanied by a parent or guardian at the disciplinary hearing when the charge is heard and determined.

### **33 Proceedings at Disciplinary Hearings**

- 33.1 Upon the disciplinary hearing being declared open, the Chairperson will read out the charge to the member and ask the member to confirm that he understands the nature of the charge.
- 33.2 The Chairperson will ask the member if the member pleads guilty or not guilty to the charge. If the member pleads guilty, the Chairperson will proceed in accordance with by-laws 33.10 & 33.11.
- 33.3 If the member pleads not guilty, the Chairperson will call for the Club's evidence to be presented to the hearing. Following such evidence, the member will be permitted to respond to the Club's evidence and ask questions of any witnesses/complainants giving evidence. Members of the Board (or the Disciplinary Committee) may ask questions at any time to clarify any ambiguities.
- 33.4 After giving evidence, the Club's witnesses should leave the hearing.
- 33.5 After the Club's evidence has been presented, the Board (or the Disciplinary Committee) will decide whether or not the charge continues to have merit, and if not will declare the meeting closed forthwith and advise the member and complainant accordingly.
- 33.6 If the Board (or the Disciplinary Committee) decides that the complaint continues to have merit, the member will be asked if he or she wishes to give any explanation, or defence or call any witnesses on his or her behalf. Members of the Board (or the Disciplinary Committee) attending the hearing may ask any relevant questions of the member and his or her witnesses.
- 33.7 After giving evidence, the member's witnesses should leave the meeting.
- 33.8 When evidence from the member and his or her witnesses has been received, the Chairperson will direct all persons other than members of the Board (or the Disciplinary Committee) attending the hearing to leave the meeting and the meeting will then determine whether or not the charge has been established.
- 33.9 If the charge is considered not established the Chairperson will close the meeting forthwith and advise the member and complainant accordingly.
- 33.10 If the member has pleaded guilty or the charge is considered established the Chairperson will recall the member to the hearing and in any case will advise the member that the charge against the member has been established and request the member to make any submission of mitigating factors and suggest a suitable penalty.
- 33.11 Following any such submissions or suggestions, the Chairperson will direct the member to leave and the meeting will draw up a proposed resolution for approval by the Board (or the Disciplinary Committee). At the discretion of the Chairperson the member may be notified of the proposed resolution but no persons other than members of the Board (or the Disciplinary Committee) may be so advised until such time as the requirements of Rule 19.5 of the constitution have been completed.

### **34 Special Interest Groups**

#### **34.1 Introduction**

In order to relieve the Board of some management duties, and to ensure interested and knowledgeable control of specialised interest activities, groups of members having a

common special interest within the purposes for which the Club exists may be recognised by the Board.

Such 'Special Interest Groups' may be formed into clubs for purposes of recognition by sporting or social associations or placed under the control of a committee (which shall be recognised as a sub-committee of the Board (see Rules 27.13 to 27.19 of the Constitution) as the Board from time to time directs.

- 34.1.2 The succeeding By-Laws under the general heading 'Special Interest Groups' shall apply to any group of members recognised by the Board as a Special Interest Group, whether formed into a club or not. Sections 34.1.5, 34.1.6 and 34.1.7 of these By Laws shall not apply to Groups with less than twenty-five members (25). These Groups should refer to Section 34.1.8.
- 34.1.3 Full Members of the Club (other than Social Members) may become members of Special Interest Groups by application to the appropriate committees and upon payment of additional fees where required.
- 34.1.4 SIG Groups may bestow life membership on a member of their group. The life membership applies only to the relevant group. Life membership of an SIG group only allows the member to be granted privileges controlled by the relevant group. It does not preclude that member from the requirements of the Ocean Shores Country Club Inc. Constitution (Sections 10.20 to 10.28) relating to Life membership of the Club, nor the payment of the relevant annual membership fees to the Club.
- 34.1.5 Any casual vacancy may be filled by the relevant Management Committee in consultation with the remaining Representatives and the member so elected shall hold office until the next Annual Meeting.
- 34.1.6 Management Committee Representatives for SIG Groups with less than twenty-five (25) members may be appointed at the discretion of the Board.
- 34.1.7 Where a person is ex officio to any SIG established by these By Laws the ex officio member is entitled to attend meetings of that SIG and to participate in discussion and express opinion, but shall not be entitled to propose or second motions or to vote upon any motions or other business of the SIG.
- 34.1.8 All meetings convened to discuss any matters relating to the operation of the SIG must be convened at a time convenient to all to maximise the attendance of all members of the SIG.

#### 34.2 **Rules for Meetings**

- 34.2.1 Except as otherwise provided in these By-Laws the provisions of the Rules of the Club regulating Special General Meetings and Meetings of the Board shall apply to such meetings of a SIG.
- 34.2.2 Each SIG shall conduct an Annual Meeting to be held as soon as possible after the Club's AGM.
- 34.2.3 Notice of an Annual Meeting or Special General Meeting of a SIG shall be given by posting the notice in the Clubhouse. Additional publicity may be given to the notice at the discretion of the General Manager. Notice of a General Meeting shall be given not less than twenty-one days before the date of the meeting.
- 34.2.4 No business shall be transacted at any Annual Meeting or Special General Meeting of a SIG unless a quorum of members is present at the time when the meeting proceeds

to business. Five percent of the voting members or fifty voting members (whichever is the lesser number) present in person and entitled to vote shall be a quorum.

34.2.5 No person other than a member of the Club who has been recognised by the Board as a financial member of the SIG may speak or vote or stand for office at an Annual Meeting or Special General Meeting of a SIG. Proxy voting is not permitted.

34.2.6 The business of an Annual Meeting shall be to receive and consider the Reports of the relevant Management Committee. Any other business transacted at an Annual Meeting, excluding if desired the election of SIG Office Bearers, and all business at a Special General Meeting shall be included in the Notice of the Meeting.

34.2.7 Nominations of members for election as Management Committee Representatives shall be in writing and signed by the member and the proposer and seconder. Nominations shall be submitted at least ten days before the date of the election. A list of candidate's names with the proposers and seconds names shall be posted in the Clubhouse for at least nine days before the date of the election. SIG Office Bearers may be elected from the floor.

34.2.8 Other than Management Committee Representatives, the General Meeting may with the permission of the relevant Management Committee elect members to specific positions as required. Nominations shall be called from the floor and any nominee/s elected in the usual manner.

### 34.3 **Special General Meeting**

A Special General Meeting of a SIG may be called on any date nominated by the Management Committee Representatives of the SIG. A Special General Meeting shall be called by the General Manager upon receipt by him or her of a requisition which need not be in one document, signed by not less than five percent of the Voting Members of the SIG or 100 Voting Members whichever is the lesser, stating the business to be considered, and be liable for the costs of notifying members.

### 34.4 **Funds**

SIG may use funds allocated to them by the Board and shall have power to use such funds as its Management Committee shall from time to time decide provided that such funds are devoted exclusively to the administration of the SIG, the support of the game, or activity for which the SIG is recognised, the purchase of equipment for use in connection with such game or activity to aid or support the Club.

34.5 The sources of funds allocated pursuant to the preceding By-Law shall be limited to:-

- Playing or competition fees (subject to prior approval of the Board),
- Grants from the Club,
- Donations or gifts,
- Sponsorship as allocated to each SIG by the Sponsorship Committee and Management Committee,
- A subscription paid by members additional to the annual subscription payable to the Club (subject to prior approval of the Board),
- Special levies on group members (subject to the prior approval of the Board),
- Profits on entertainments or social functions conducted by the SIG,

- Raffles, lotteries or similar activities if legally conducted and subject to the prior approval of the Asset Management Committee in consultation with the General Manager.
- 34.6 SIG financial transactions and statements will be prepared/processed by Club Management and audited as part of the Clubs Annual Audit.
- 34.7 SIGs shall keep such financial records as the Board from time to time requires.
- 34.8 An SIG shall deposit all funds received with the Club. Such funds remain the property of the Club.
- 34.9 A Monthly Financial Statement of all SIGs will be displayed on the Club's noticeboard.
- 34.10 The Ocean Shores Country Club Ltd may pay up to 50% of costs for events approved by State Controlling Bodies only. The relevant SIG and/or club representatives will be responsible for providing the remaining funds. This can be done by fundraising activities and/or personal contributions. In extenuating circumstances the Board may provide or allow bridging funding to be reimbursed after the event.

### **35 Property**

- 35.1 All or any articles purchased by a SIG shall be the property of the Club.

### **36 Uniforms**

- 36.1 With Board approval SIGs may purchase shirts for members use when representing the Club. All other apparel is to be purchased by the member.

### **37 Male Golfers**

#### **37.1 Membership**

- 37.1.1 Male Golfing Members of the Club shall be members of the SIG known as 'Male Golfers'.
- 37.1.2 Male Country Golfing Members of the Club shall have the same full playing rights as Male Golfers (subject to By-Law 16.3) but shall not be entitled to vote nor stand for office at meetings of the Male Golfers.

#### **37.2 The Game**

- 37.2.1 The game of golf for all Male Golfing Members shall be administered by the Sports Manager in consultation with Golf Management Committee.
- 37.2.2 The Sports Manager from time to time may appoint or nominate any or all of the Management Committee representatives or any other member(s) to undertake specific tasks/duties or recruit volunteers to assist in the organisation and/or conducting of certain events or activities.

#### **37.3 Application of Rules**

- 37.3.1 The By-laws, Rules and Regulations of the Golf NSW and the Northern Rivers District Golf Association, the rules, customs and etiquette of the game of golf shall apply to all Male Golfers of the Club provided they are not inconsistent to the Constitution of the Club or to these By-Laws, in which case such Constitution and By-Laws shall prevail.
- 37.3.2 The Board hereby delegates to the Sports Manager or his/her Nominee(s) the authority to determine alleged breaches of these By-Laws by any male member (includes Cadets and Juniors) when engaged in playing the game of golf at the Club

provided that the provisions and procedures of By-Laws 32 & 33 are followed. In addition, the Board also delegates the authority to request trespassers, bicycle riders, etc to vacate the property.

37.3.3 Any penalty imposed under this authority shall apply only to the playing of golf at the Club.

37.3.4 For the purpose of By-Law 38.3, the game of golf is defined as including friendly, social or competition and practice on the putting green or practice fairway.

37.3.5 The Sports Manager or his/her Nominee(s) may recommend to the Board that visitors considered to have deliberately breached any rules of golf, customs and etiquette, or the Club By-Laws be notified in writing that future patronage of the Club will not be permitted, setting out the reasons.

## **38 Women Golfers**

### **38.1 Membership**

38.1.1 Female Golfing Members of the Club shall be members of the SIG known as 'The Women Golfers'.

38.1.2 Women Country Golfing Members of the Club shall have full playing rights as Women Golfers (subject to By-Law 16.3) but shall not be entitled to vote nor stand for office at meetings of the Women Golfers SIG.

### **38.2 The Game**

38.2.1 The game of golf for all Women Golfing Members shall be administered by the Sports Manager in consultation with the Golf Management Committee.

38.2.2 The Sports Manager from time to time may appoint or nominate any or all of the Management Committee representatives or any other member(s) to undertake specific tasks/duties or recruit volunteers to assist in the organisation and/or conducting of certain events or activities.

### **38.3 Application of Rules**

38.3.1 The By-laws, Rules and Regulations of the Golf NSW and the Women's Golf Northern Rivers, the rules, customs and etiquette of the game of golf shall apply to all Female Golfing Members of the Club provided they are not inconsistent to the Constitution of the Club or to these By-Laws, in which case such Constitution and By-Laws shall prevail.

38.3.2 The Board hereby delegates to the Sports Manager or his/her Nominee(s) the authority to determine alleged breaches of these By-Laws by any female member (including Cadets and Juniors) when engaged in playing the game of golf at the Club provided that the provisions and procedures of By-Laws 32 & 33 are followed. In addition, the Board also delegates the authority to request trespassers, bicycle riders, etc to vacate the property.

38.3.3 Any penalty imposed under this authority shall apply only to the playing of golf at the Club.

38.3.4 For the purpose of By-Law 39.3.3, the game of golf is defined as including friendly, social or competition and practice on the putting green or practice fairway.

38.3.5 The Sports Manager or his/her Nominee(s) may recommend to the Board that visitors considered to have deliberately breached any rules of golf, customs and etiquette, or



the Club By-Laws be notified in writing that future patronage of the Club will not be permitted, setting out the reasons.

### **39 Veteran Golfer Members**

39.1 Golfing Members of the Club who are aged fifty-five (55) years and over may join the SIG known as 'The Veteran Golfers'.

### **40 Male Bowlers**

#### **40.1 Membership**

Male Bowling Members of the Club shall be members of the SIG known as 'The Male Bowlers'.

#### **40.2 The Game**

40.2.1 The game of bowls for all Male Bowling Members shall be administered by the Sports Manager in consultation with the Bowls Management Committee.

40.2.2 The Sports Manager from time to time may appoint or nominate any or all of the Management Committee representatives or any other member(s) to undertake specific tasks/duties or recruit volunteers to assist in the organisation and/or conducting of certain events or activities.

#### **40.3 Application of Rules**

40.3.1 The By-laws, Rules and Regulations of the Royal New South Wales Bowling Association and the Tweed Byron District Bowling Association, the rules of the game of bowls shall apply to all male bowling members of the Club provided they are not inconsistent to the Constitution of the Club or to these By-Laws, in which case such Constitution and By-Laws shall prevail.

40.3.2 The Board hereby delegates to the Sports Manager or his/her Nominee(s) the authority to determine alleged breaches of these By-Laws by any male member (includes Cadets and Juniors) when engaged in playing the game of bowls at the Club provided that the provisions and procedures of By-Laws 32 & 33 are followed. In addition, the Board also delegates the authority to request trespassers, bicycle riders, etc to vacate the property.

40.3.3 Any penalty imposed under this authority shall apply only to the playing of bowls at the Club.

40.3.4 For the purpose of By-Law 40.5, the game of bowls is defined as including friendly, social or competition.

40.3.5 The Sports Manager or his/her Nominee(s) may recommend to the Board that visitors considered to have deliberately breached any rules of bowls, customs and etiquette, or the Club By-Laws be notified in writing that future patronage of the Club will not be permitted, setting out the reasons.

### **41 Women's Bowling Club**

#### **41.1 Functions**

In order to facilitate their affiliation with the Women's Bowls NSW, Women Bowling Members of the Club shall be members of a SIG formed into a club for that purpose and titled 'The Ocean Shores Country Club Women's Bowling Club' (hereinafter referred to as 'The Women's Bowling Club').

#### **41.2 Membership**

Only Women Bowling Members of the Club may become members of the Women's Bowling Club.

#### **41.3 The Game**

The game of bowls for all Women Bowling Members shall be administered by the Sports Manager in consultation with the Bowls Management Committee.

41.3.1 The Sports Manager from time to time may appoint or nominate any or all of the Management Committee representatives or any other member(s) to undertake specific tasks/duties or recruit volunteers to assist in the organisation and/or conducting of certain events or activities.

#### **41.4 Application of Rules**

41.4.1 The By-Laws, Rules and Regulations of the Women's Bowls NSW and the Tweed Byron District Women's Bowling Association, and the rules of the game of bowls shall apply to all Female Bowling Members of the Club provided they are not inconsistent to the Constitution of the Club or to these By-Laws, in which case such Constitution and By-Laws shall prevail.

41.4.2 The Board hereby delegates to the Sports Manager or his/her Nominee(s) the authority to determine alleged breaches of these By-Laws by any female member (includes Cadets and Juniors) when engaged in playing the game of bowls at the Club provided that the provisions and procedures of By-Laws 32 & 33 are followed. In addition, the Board also delegates the authority to request trespassers, bicycle riders, etc to vacate the property.

41.4.3 Any penalty imposed under this authority shall apply only to the playing of bowls at the Club.

41.4.4 For the purpose of By-Law 45.5.3, the game of bowls is defined as including friendly, social or competition.

41.4.5 The Sports Manager or his/her Nominee(s) may recommend to the Board that visitors considered to have deliberately breached any rules of bowls, customs and etiquette, or the Club By-Laws be notified in writing that future patronage of the Club will not be permitted, setting out the reasons.

### **42 Social Bowls**

#### **42.1 Functions**

In order to facilitate specific objectives of the Board, "Social Bowls" is authorised and placed, from time to time, under the authority of the Sports Manager or his/her Nominee(s). Social Bowls activities shall not involve acquisition of property, incurrence of debt or payment of membership fee.

#### **42.2 Application of Rules**

While taking part in Social Bowls activities, members of the Club shall not be subject to the rules, regulations, By-Laws or directives of any organisation outside the Club irrespective of their membership of such bodies.

### **43 Gratuities**

No member shall give any money, fee or gratuity or other gifts or any tip to an employee of the Club in any circumstances whatsoever except in the course of a general collection approved by the Board.

### **44 Major Alteration of the Golf Course**

44.1 Notwithstanding Rule 3.1(k) (Definitions) and for the purposes of Rule 27.4 (Limitations on Powers) when considering the need to seek Golfing Members' approval to conduct any Major Alterations to the golf course, the following criteria will be used to determine whether proposed work constitutes a Major Alteration to the golf course and is therefore subject to Golfing Members' approval in accordance with the Constitution:

44.1.1 Any permanent variation of a minimum of 18 holes with a par of 72 made up of 6 par 3's, 6 par 4's and 6 par 5's.

44.1.2 The permanent relocation of a green or tee box, that changes the layout of the hole.

44.1.3 Any permanent alteration that would potentially change the golf course scratch rating for any of the five (5) courses.

44.2 Any changes to the golf course required to comply with legal requirements will not be deemed to be a Major Alteration to the course.

### **45 Communicating Alterations and Major Alterations to the Golf Course to Members**

45.1 The following process will apply when communicating golf course alterations to Members:

45.1.1 All proposed golf course alterations will be facilitated and approved by the Golf Management Committee.

45.1.2 All proposed course alterations will be published on the Golf Notice Board to Members at least thirty (30) days prior to work commencing.

45.2 The following process will apply when communicating Major Alterations to the golf course:

45.2.1 All Major Alterations will publish details and description of the work to be undertaken including estimated costs, drawings and/or photographs where applicable.

45.2.2 All Major Alterations will provide details for the reason for the change or concept.

45.2.3 For all Major Alterations, Golf Members will be given an opportunity to submit comments or questions about the changes prior to voting on the proposed changes.

### **46 Ocean Shores Country Club Foundation**

#### **46.1 Purpose**

46.1.1 The Ocean Shores Country Club Foundation was established in 2017 to facilitate the receipt of specific gifts, donations and bequests made to and for the benefit of the Ocean Shores Country Club.

46.1.2 Contributions to the Foundation may be made for specific purposes which have been approved by the Board or to add to a growing fund to be later applied towards larger Club projects.

## 46.2 **Foundation Members**

- 46.2.1 The Foundation members are to be referred to as Trustees.
- 46.2.2 The Foundation is to be administered by a maximum of 7 trustees who are volunteer club members.
- 46.2.3 The Chair of the Foundation (Chair) is elected each year by the Trustees.
- 46.2.4 The Board may appoint or remove trustees, the resolution must be minuted and formally communicated to the Chair.

## 46.3 **Foundation Funds**

- 46.3.1 The Club remains the custodian of all monies received or earned by the Foundation which will be accounted for separately as Foundation Fund entries.
- 46.3.2 All expenditure must first be approved by the Trustees of the Foundation. The Board retains ultimate control over how the monies are applied so all OSCC Foundation projects will need to align with the strategic plan as amended from time to time.

## 46.4 **Trustees' Duties**

- 46.4.1 Fiduciary duty to act honestly and in the best interests of the Club.
- 46.4.2 Maintain a Register of Benefactors.
- 46.4.3 Keep detailed records that explain all transactions and the financial position of the Foundation.
- 46.4.4 Cause records to be kept of all minutes, decisions and records of benefactors making gifts and bequests.
- 46.4.5 Cause copies of the accounts to be tabled with the Board within 90 days of end of accounting period (31st March).
- 46.4.6 Follow all directions from the Board as to the distribution or otherwise of the earnings (realised or unrealised) of the Foundation.
- 46.4.7 Allow the Club's auditor, access to all accounts and records of the Foundation as required and the authority to audit the accounts on behalf of the Foundation.
- 46.4.8 Declare any potential conflicts of interests & cause a record of the declaration to be kept in the Minutes.
- 46.4.9 Elect the Chair each year.
- 46.4.10 Hold a minimum of 2 meetings per annum, one of which must be held within 90 days of the 31st March each year.
- 46.4.11 Liaise with the Assets Management Committee to develop and maintain an approved suite of projects that benefactors may consider contributing towards as part of beautifying the course or Clubhouse. Examples might be Tee Box enhancements, Lighting, Fountains etc. Design ideas and costings should be included and continually updated.

46.4.12 Maintain an adequate supply of coloured brochures detailing the Foundation its purpose and projects. Review this brochure annually for relevance and currency. Check monthly to ensure sufficient numbers are on display in the foyer area.

#### **46.5 Trustees' Powers**

46.5.1 Manage and invest all or part of the Foundation Fund.

46.5.2 Pool trust funds with the funds of the Club for investment purposes.

46.5.3 Seek financial assistance and undertake activities such as promotional events that are deemed beneficial to the Club and approved by the Board.

46.5.4 Cause the creation of sub-funds if considered appropriate to separate gifts given for different projects.

46.5.5 May retire at any time and be indemnified for any loss provided they have acted honestly and in the best interests of the Club.

46.5.6 May as considered appropriate:

46.5.6.1 Acknowledge the contribution of benefactors, in particular outstanding contributions;

46.5.6.2 Involve benefactors in the activities of the Foundation;

46.5.6.3 Inform the benefactors of the results of the Foundation's activities.

#### **46.6 Administration**

46.6.1 All earnings of the Foundation vest absolutely in the Club in each accounting period (year ending 31st March).

46.6.2 The Board shall immediately donate and re-invest all Foundation earnings back into the Foundation. This should be resolved and minuted by the Board each year.

46.6.3

46.6.3.1 Notice for a general meeting shall be 7 days; 14 days notice is required for a special meeting. A majority of the Trustees can agree to waive the notice period.

46.6.3.2 Notice of meeting must state the reason for meeting.

46.6.3.3 All decisions are made by majority vote with the Chair having the casting vote.

46.6.4 The Trustees or the Board may at any time resolve to force the administration and/or distribution of the Foundation property and thereby dissolve the Foundation. All property and earnings of the Foundation immediately vest absolutely in the Club.

46.6.5 The Secretary of the Foundation is the General Manager of the Ocean Shores Country Club.

#### **46.7 Supervision and Guidance**

The Asset Management Committee is charged with responsibility for supervision and guidance of the Trustees. With the consent of the trustees, a Board member from the Asset Management Committee may attend all or any of the meetings of the Foundation but shall have no voting rights.