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Ocean Shores Country Club Limited  
By-Laws

These By-Laws were made 27<sup>th</sup> February 2025 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 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 are aware of Best Practice Guidelines and utilise the Governance Charter for guidance on all matters of Club policies and procedures.

5.2.3 Conducting regular performance reviews of all Top Executives as defined in the Registered Clubs Regulation Accountability Guide which forms part of the Constitution.

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 Assisting the General Manager when negotiating, contractual arrangements with the Caterer and other contractual arrangements as they arise or become available for renegotiation.

## **6 Financial Management Committee**

6.1 The Treasurer will be Chairperson of the Financial Management Committee, and the General Manager & Administration & Finance Manager (if applicable) 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, major renovations, or alterations, in consultation with the Finance Committee.

7.2.3 Liaising, if necessary, with the Finance Committee on any major items concerning lands and any future repurposing of assets.

7.2.4 The upkeep of, and alterations to, the Clubhouse 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 renovations, renewals, repairs and maintenance programs for the Clubhouse, furniture, furnishings, fittings, plant or equipment and arranging the implementation of such schedules when approved by the Board.

7.2.6 Reviewing and updating the standard of conduct expected of members in the Clubhouse, its environs and the car park for consideration by the Board.

7.2.7 Overseeing the management of and regularly updating 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 (if applicable) 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 Allocating Naming Rights Sponsors to Bowls & Golf Committees for inclusion in their programmes.

8.2.3 Seeking out new Sponsors and offering them the selection of OCCC Sponsorship Packages.

8.2.4 Contacting 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 Reviewing, for consideration by the Board as required, all proposals for entertainment and social activities that will meet the needs of the membership and community generally. Considering the impact of all planned activities on other users of the club facilities plus the expected revenue and expenditure.

8.2.7 Preparing for each monthly Board Meeting a proposed program of social events for inclusion in the forward planner.

8.2.8 Under the guidance of management, evaluate, monitor and update the marketing and advertising strategies including all short, medium and long term goals.

8.2.9 Monitoring the Club's website for relevance and follow up on any outdated content.

## **9 Golf Management Committee**

9.1 The Golf Director will be the Chairperson of the Golf Management Committee, and the committee will include



one additional Director nominated by the Board, the Sports Manager, the Course Superintendent, one Man (1), two (2) Women and one (1) Veteran golfer from their respective SIG committees as approved by the Board.

9.2 The Golf Director cannot be substituted for any of the four (4) representatives from the three (3) golfing SIGs.

9.3 The Golf Management Committee shall be responsible for:

9.3.1 Setting the strategy for 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 Receiving, considering and approving, for presentation to the Board, the implementation of work schedules prepared by the Course Superintendent. Where appropriate, such work schedules shall include cost estimates and timing.

9.3.3 Taking advice from the Course Superintendent, and the General Manager then 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 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 the Ocean Shores Country Club that continues to build an environment that is supportive, inclusive, diverse and encouraging.

9.3.6 Conducting an annual review of golf club policies and code of conduct and develop methods to ensure adherence to such codes and policies.

9.3.7 Developing and maintaining a vibrant member welcome/induction program including an information pack that clearly explains the Club's expectations of members.

9.3.8 Oversight of the organization, promotion and advertising of all golf games and tournaments at Ocean Shores Country Club.

9.3.9 Providing input to the Marketing & Sponsorship Committee, ensuring regular contact with active or potential sponsors.

9.3.10 Oversight of and fostering the development of the Ocean Shores Country Club junior golf members. Approve initiatives to increase junior club membership.

9.3.11 Oversight of and fostering the establishment and conduct of regular golf skill improvement programmes with the assistance of participating club coaches.

9.3.12 Proposing strategies to the Board for optimizing the use of the golf course, with the goal of enhancing profitability within the golfing sector.

9.3.13 Constantly review industry trends and report to the board should any opportunities for improvement to our facilities and service arise.

9.3.14 Ensuring that Administration Staff are informed of all future major events requiring catering and that the Office Calendar of Room Bookings has been noted accordingly.

9.3.15 Liaising with the BMC to ensure that major events don't occur on the same day, or weekend.

## **10 BOWLS MANAGEMENT COMMITTEE**

10.1 The Bowls Director will be Chairperson of the Bowls Management Committee, and the committee will include one additional Director nominated by the Board, the Sports Manager, six (6) representatives from the Bowls SIG (consisting of at least 2 men and 2 women), including four (4) Bowls Committee members and two non-committee members, the General Manager, the Course Superintendent as required and other members with particular expertise as approved by the Board. All representatives from the Bowls SIG must be approved by the Board.

10.2 The Bowls Director cannot be substituted for any of the six representatives of the Bowls SIG.

10.3 The Bowls Management Committee shall be responsible for:-

10.3.1 Setting the strategy for 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 Receiving, considering and approving, for presentation to the Board, the implementation of work schedules prepared by the Course Superintendent. Where appropriate, such work schedules shall include cost estimates and timing.

10.3.3 Taking advice from the Course Superintendent and then 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 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 the Ocean Shores Country Club. that continues to build an environment that is supportive, inclusive, diverse and encouraging.

10.3.6 Conducting an annual review of bowls club policies and code of conduct and develop methods to ensure adherence to such codes and policies.

10.3.7 Developing and maintaining a vibrant member welcome/induction program including an information pack that clearly explains the Club's expectations of members.

10.3.8 Oversight of the organization, promotion and advertising of all bowls games and tournaments at Ocean Shores Country Club.

10.3.9 Providing input to the Marketing & Sponsorship Committee, ensuring regular contact with active or potential sponsors.

10.3.10 Oversight of and fostering the development of the Ocean Shores Country Club junior bowls members. Approve initiatives to increase junior club membership.

10.3.11 Oversight of and fostering the establishment and conduct of regular bowls skill improvement programmes with the assistance of participating club coaches.

10.3.12 Proposing strategies to the Board for optimizing the use of the bowling greens, with the goal of enhancing profitability within the bowling sector.

10.3.13 Constantly review industry trends and report to the board should any opportunities for improvement to our facilities and service arise.

10.3.14 Ensuring that Administration Staff are informed of all future major events requiring catering and that the Office Calendar of Room Bookings has been noted accordingly.

10.3.15 Liaising with the GMC to ensure that major events don't occur on the same day, or weekend.

## **11. 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 for each Board meeting, a written report as to the activities of the Golf Management Committee and the performance of golf against budget. This report should also include ideas, suggestions, and recommendations to optimize the use of the golfing facilities, aiming to increase operating profits within the golfing sector.

### **11.3 Relationships**

11.3.1 Ensure that a 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 the 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 written report any other items of interest the Board may require.

11.5 Regularly communicate with all golf members.

## **12 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 for each Board meeting, a written report as to the activities of the Bowls Management Committee and the performance of bowls against budget. This report should also include ideas, suggestions, and recommendations to optimize the use of the bowling facilities, aiming to increase operating profits within the bowls sector.

### 12.3 Relationships

12.3.1 Ensure that a close liaison exists between the Sports Manager and the Course Superintendent or their delegate 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 the 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.

12.5 Regularly communicate with all bowls members.

### **13 Senior Sports Staff**

#### **13.1 The Course Superintendent:**

13.1.1 Is responsible to the General Manager of the Club.

13.1.2 Will liaise closely with the Golf and Bowls Directors in relation to course/greens closure due to inclement weather; however, the final decision rests with their authority.

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

#### **13.2 The Sports Manager**

**TBA**

### 13.3 The **Bowls Coordinator** **TBA**

## **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 who shall then be responsible for ensuring the implementation of those directions.

### 14.3 Engagement or Discharge of Staff

14.3.1 With the guidance of the General Manager, 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 Course Superintendent.

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:-

Course Superintendent

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.

14.3.5 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 the Executive or an officer or committee appointed by the Board, provided however that, in accordance with the Accountability Code provision 3, 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 independently certified and then 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:-

- Full Golf Members
- Six (6) Day Golf Members
- Intermediate Golf Members
- Remote / Country Golf Members
- Colt Golf Members
- Lifestyle Golf Members
- Bowls Members
- Golf / Bowls Members
- Colt Bowls Members
- Multi Bowls Members
- Social Bowls Members

there shall be the following categories of Junior Members:-

- Junior Golf or Junior Bowls Members
- Cadet Golf or Cadet Bowls Members

there shall be the following restricted categories of Social Members:-

- Women's 'Pathway to Golf'
- Monthly Golf Access
- Weekly Golf Access

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

#### 16.2 Full Golf Member

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

16.2.3 Full Golf Members have playing rights 7 days per week.

16.2.4 Full Golf Members who are aged 80 years or older as of 1st July in the year of joining or renewal shall be eligible to receive a 25% discount on the prescribed fee. They otherwise have the same rights and restrictions as Full Golf Members.

#### 16.3 Six (6) Day Golf Member

16.3.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Six Day Golf membership.

16.3.2 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.

16.3.3 Six (6) Day Golf members have playing rights six (6) days per week (excluding Saturday). Six (6) Day Golf

members are not permitted without payment of the prescribed green fees to play a competition game, social game or practice game on the golf course on Saturdays but may use the designated practice areas (subject to operating times) on those days.

16.3.4 Six (6) Day Golf members may participate in Championship events provided payment of the prescribed Green Fees is met.

#### 16.4 Intermediate Golf Member

16.4.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Intermediate Golf membership. Membership is restricted and available only to those between the age of 22-30 years as at the 1st of July in the year of joining or renewal. Proof of age must be provided.

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 Intermediate Golf members have playing rights 7 days per week.

#### 16.5 Remote / Country Golf Member

16.5.1 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.

16.5.2 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.

16.5.3 A Remote / Country Golf Member is ineligible to win any Club Championship at the Club.

16.5.4 Residential Qualification. For a member to be eligible for Remote / Country Golf Membership, their permanent place of residence as registered in the electoral roll must be not less than seventy-five (75) kilometres in a direct line from the Clubhouse.

16.5.5 Remote / Country Golf members have playing rights 7 days per week without the payment of green fees.

#### 16.6 Colt Golf Member

16.6.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription to become a Colt Golf member. Membership is restricted and available only to those between the ages of 18 and 21 years as at the 1st of July in the year of joining or renewal. Proof of age must be provided.

16.6.2 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.

16.6.3 Colt Golf members have playing rights 7 days per week.

#### 16.7 Lifestyle Golf Member

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

16.7.2 Lifestyle Golf members have playing rights 7 days a week, providing the member pays the prescribed green and 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 (subject to operating times) without any additional payment of fees.

## 16.8 Women's 'Pathway to Golf'

16.8.1 Shall be a Social Member who has completed the Ocean Shores Country Club Women's Pathway to Golf Program and has paid the prescribed additional subscription. Women's Pathway to Golf participants shall be entitled to unrestricted social playing rights, 7 days per week for a period of 6 months following the completion of the program, without the payment of green fees.

16.8.2. To encourage the take up of membership, at the expiration of the 6 month concessional subscription, 'Women's Pathway to Golf' members may upgrade to one of the full golfing membership categories upon payment of the pro rata membership rate less 20%. This concession applies for the membership year current at the time of the upgrade and only for members new to the game of golf and after completion of the Women's Pathway Get into Golf Clinic.

16.8.3 On the recommendation of the Women's Golf Committee a talented "Women's Pathway to Golf" member may be eligible to play in organised competitions provided that they are accompanied by an experienced golfer.

16.8.4 This category is restricted and available to encourage and interest women new to the game of golf.

## 16.9 Bowls Member

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

16.9.2 Shall be entitled to practise without the payment of green fees.

#### 16.10 Golf/Bowls Member

16.10.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription to become both a Golf member and a Bowls member.

16.10.2 Shall be entitled to practise bowls without the payment of green fees.

16.10.3 Shall be restricted to all conditions of their chosen category of golf membership.

#### 16.11 Colt Bowls Member

16.11.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription to become a Colt Bowls member. Membership is restricted and available only to those between the ages of 18 and 21 years as at the 1st of July in the year of joining or renewal. Proof of age must be provided.

16.11.2 Shall be entitled to practise without the payment of green fees.

#### 16.12 Junior Golf and/or Junior Bowls Member

Shall be a member of no less than twelve (12) years and no more than seventeen (17) years of age at the 1st of July in the year of joining or renewing membership and shall, upon payment of the prescribed fee, 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.

#### 16.13 Cadet Golf and/or Cadet Bowls Member

16.13.1 Shall be members under 12 years of age at the 1st of July in the year of joining or renewal and shall only be eligible to practise and play golf or bowls as indicated in this By-law.

16.13.2 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 Bowls Members must be accompanied by an Adult Bowls member, who shall be responsible for the cadet at all times.

16.13.3 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.

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

16.13.5 On the recommendation of a SIG Committee a talented Cadet Bowls member may be eligible to play in organised competitions.

16.13.6 Shall be entitled to practise without the payment of green fees.

#### 16.14 Multi Bowl Member

16.14.1 Shall be an Ordinary Voting member who meets the appropriate criteria for this class of membership, pays the prescribed additional subscription and is also a full member of another Bowls Australia affiliated Club.

#### 16.15 Social Bowls Member

16.15.1 Shall be an Ordinary Voting member who has paid the prescribed additional subscription for Bowls membership but is not an affiliated member of Bowls NSW.

16.15.2 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 Bowls SIG Committee, and providing the member pays the appropriate competition and green fees.

16.15.3 Social Bowls members will not be eligible to play in events run under the authority or control of Region, State or National Bowls associations.

16.16 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 Bowls 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 restricting the use of golf carts and such like matters, shall be taken:-

18.1.1 Regarding the Golf Course, by the Course Superintendent or their delegate, such decision to be made after an inspection of the course, and consultation, if possible, with the Sports Manager. If a golf or bowls competition is involved, in consultation with the Captain of the affected SIG/SIGs or their nominee.

18.1.2 Regarding uncompleted rounds of golf see the Club's Wet Weather Policy.

18.1.3 Regarding the Bowling Greens, by the Course Superintendent or their delegate, such a decision to be made after an inspection of the greens and in consultation, if possible, with the Bowls Director and the Sports Manager or their Nominee(s).

18.2 Decisions made under the preceding By-Law shall be binding on Members, Guests and Visitors.

18.3 When playing a practice round of golf 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 Bowls NSW shall be suitably attired at all times. Dress regulations are as prescribed by Bowls NSW and interpreted by the Sports Manager or their Nominee(s) shall apply to competitions under the auspices of Bowls NSW. 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 Bowls NSW 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 Carts**

20.1 For the purpose of this By-Law a "golf cart" is any power driven vehicle generally used for carrying golf players and their golf clubs.

20.2 The Board reserves the right to determine the suitability of a golf cart 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 deems that only "golf carts" that players are required to sit on or in are suitable for use on Club property.

20.3 No golf cart 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 prominently 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 cart.

20.4 No golf cart 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 cart shall be driven across a green, tee, a bunker or an area marked "GUR". Nor may they be driven

within the marked blue lines unless the driver or passenger has been granted and displays a proximity exemption sticker.

20.6 No person shall be permitted to drive a golf cart on club property unless they hold a current driver's license or with specific approval granted by the Board.

20.7 Golf carts 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 carts are designed to carry one person only, or

20.7.2 If a particular competition requires more than four persons per time slot, or

20.7.3 With the express authority of the Board, or

20.7.4 With the express authority of the General Manager.

20.8 Except on a path or road, golf carts shall not be driven or parked within ten metres of a green or tee.

20.9 Golf carts shall not be parked in front of any greens.

20.10 All persons driving golf carts shall strictly obey any course signs (including blue line marking), no parking signs and local rules relating to the use or otherwise of golf carts on and around the course.

20.11 Persons driving golf carts 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 cart 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 carts 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 cart, namely either the registered owner of the golf cart or the person to whom the golf cart 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 cart 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 cart 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 cart proximity exemption in line with By-Law 20.15:

20.16.1 The exemption allows the Member to drive their personal golf cart beyond the blue marking line, or other defined boundary, surrounding a green or tee.

20.16.2 The exempt Member's golf cart must prominently display a valid exemption sticker at all times.

20.16.3 An exempt Member's golf cart 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 carts 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 cart".

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 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) or only as a thoroughfare to and from the Clubhouse. All members using the course in this way must they carry their membership card with them.

22.2 Dogs, pets, bikes (subject to by-law 28), skateboards and rollerblades, are not permitted on the Club's property (this includes the Clubhouse and surrounds bowling greens and golf course). The Board delegates to the General Manager, Sports Manager, Course Superintendent and their Nominee/s, the authority to request trespassers, bicycle riders, etc to vacate the property.

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 or bowling greens is not permitted. An authorised officer of the Club may remove from the property or premises of the Club 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 will no longer be accepted as payment for goods or services or in exchange for cash.

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

## **25 Electronic Gaming Machines (EGM)**

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

25.2 A player may reserve one EGM 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 a player card, EGM ticket, 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 an EGM in any way. Tilting, rocking or damaging an EGM 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.

25.5 It is the responsibility of all users of EGMs to do so in a manner that complies with the Club's Responsible Gambling Code of Practice Policy and any responsible gambling and harm minimisation measures adopted by the club which include but are not limited to, self-exclusion, family-initiated exclusion and Club-initiated exclusion. Any breach of an exclusion will be deemed to be conduct unbecoming of a member of the Club for the purposes of Rule 19 of the Club's Constitution.

## **26 Rubbish on Golf Course**

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

## **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 " Director" or "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, with the approval of the Board, be permitted to display a plaque which is 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 Property**

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

## **32 Uniforms**

32.1 With Board approval SIGs may purchase shirts for member's use when representing the Club. All other apparel is to be purchased by the member.

## **33 Gratuities**

33.1 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.

## **34 Special Interest Groups**

### **34.1 Introduction**

34.1.1 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' (SIGs) 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.

34.1.3 Full Members of the Club upon payment of the additional applicable membership fees automatically become members of the relevant Special Interest Group except Veterans Golf where the payment of additional fees is required. Full members may belong to more than one Special Interest Group.

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 a 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 Ltd. 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 SIG Committee in consultation with the remaining committee members 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 close as possible to the timing of 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 SIG 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 Nomination 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 seconders 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 SIG 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 a majority of the SIG Committee. A Special General Meeting shall be called by the General Manager upon receipt by them 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.

### **34.4 Funding and Financial Matters**

34.4.1 All SIGs must operate on a self-sustaining basis. Competition fees, fundraising activities, and member contributions should cover the majority of costs associated with the group's activities, including, but not limited to, competition prizes, social events, pennants, and attendance at State-run representative events.

34.4.2 Each SIG must use a Prize Rundown formula that includes the retention of a percentage of the prize pool funds allocated per event sufficient to cover additional costs incurred throughout the year. The Treasurer will assist SIGs in preparing Prize Rundown

Sheets and must approve any variations to the standard formula.

34.4.3 Sponsorship income secured by the club **may** be allocated to SIGs to offset costs associated with the management of the game by the SIG. Any allocations will be based on percentage participation numbers within each group and across all SIGs.

34.4.4 SIGs may seek sponsorship from external businesses; however, prior approval must be obtained from the Sponsorship Committee or the General Manager to ensure compliance with Club protocols.

#### 34.4.5 **Sponsorship of Specific Events**

Where a sponsor wishes to support a specific event, they may do so in one of the following ways:

##### 34.4.5.1 Direct Sponsorship

The sponsor may make a payment which is specifically stated to be applied to a nominated event. In such instance they would not be entitled to receive any of the package sponsorship benefits other than those benefits attributable to that event as agreed by the sponsorship committee; OR

##### 34.4.5.2 Supplemental Sponsorship

The sponsor may contribute an additional amount on top of an existing sponsorship package. This extra funding will be applied to the specified event and may include naming rights and other benefits, as determined by the Sponsorship Committee, while the sponsor continues to receive all benefits associated with the underlying package.

34.4.6 SIGs are encouraged to invite naming rights sponsors to participate in competitions where such



participation is a benefit of their sponsorship. Sponsors may provide additional prizes or offers to participants at their discretion. A procedural guideline, including letter templates, has been developed to ensure a respectful and streamlined approach to sponsor interactions.

34.4.7 SIGs may approach the Board for additional funding only under exceptional circumstances. Such written requests must be made via the SIG's respective Management Committee and detail the potential benefit to the Club of the additional expenditure.

34.4.8 No SIG has the authority to run a bar tab. To assist in ensuring compliance with laws regarding Responsible Service of alcohol, should a SIG wish to offer free drinks to their members at an approved event such as their AGM, Christmas Party or Presentation Dinner, they may apply via the relevant Management Committee to the General Manager to receive a maximum of two (2) drink vouchers per person attending the event.

34.4.9 SIG financial transactions and statements will be prepared/processed by Club Management and audited as part of the Clubs Annual Audit.

34.4.10 SIGs shall keep such financial records as the Board from time to time requires.

34.4.11 Each SIG shall deposit all funds received with the Club. These funds remain the property of the Club; however, records will reflect that such deposits are allocated to the SIG's current year budget.

34.4.12 A Monthly Financial Statement of all SIGs will be displayed on the Club's noticeboard.

34.4.13 The Ocean Shores Country Club Ltd **may** pay up to 50% of the cost of entry fees and travel expenses

plus grant an accommodation allowance 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 Bowlers**

### **35.1 Membership**

Bowls Members of the Club shall be members of the SIG known as 'Bowls'.

### **35.2 The Game**

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

35.2.2 The Sports Manager from time to time may ask any member(s) to undertake specific tasks/duties or recruit volunteers to assist in the organisation and/or conducting of certain events or activities.

### **35.3 Application of Rules**

35.3.1 The By-laws, Rules and Regulations of Bowls NSW and Northern Rivers Bowls Region and the rules of the game of bowls shall apply to all bowls members of the Club provided they are not inconsistent with the Constitution of the Club or these By-Laws, in which case such Constitution and By-Laws shall prevail.

35.3.2 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 member (including Cadets and Juniors) when engaged in playing

the game of bowls at the Club provided that the provisions and procedures of Rules 19 and 20 of the Constitution are followed.

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

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

35.3.5 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.

## **36 Golfers**

### **36.1 Membership**

36.1.1 Male golf members of the Club shall be members of the SIG known as 'Men's Golf' and female golf members of the Club shall be members of the SIG known as 'Women's Golf'.

36.1.2 Remote/Country golf members of the Club shall have full playing rights subject to By-Law 16.5 but shall not be entitled to vote nor stand for office at meetings of the Golfers' SIGs.

### **37.2 The Game**

37.2.1 The game of golf for all golf members shall be administered by the Sports Manager in consultation with the 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 Golf Australia, Golf NSW and the applicable District Golf Association (if any), the rules, customs and etiquette of the game of golf shall apply to all golf 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.

37.3.2 The Board hereby delegates to the Sports Manager or their Nominee(s) the authority to determine alleged breaches of these By-Laws by any golf member (including Cadets and Juniors) when engaged in playing the game of golf at the Club provided that the provisions and procedures of Rules 19 & 20 of the Constitution are followed.

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 these By-Laws 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 their 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.

### **37 Veteran Golfer Members**

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

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

38.1 Notwithstanding Rule 3.1(k) (Definitions) and for the purposes of Rule 27.4 (Limitations on Powers) when considering the need to seek golf 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 golf members’ approval in accordance with the Constitution:

38.1.1 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.

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

38.1.3 Any permanent alteration that would potentially change the golf course scratch rating for any of the five (5) main courses (blue, white, black, red & green).

38.2 Any changes to the golf course required to comply with legal requirements will not be deemed to be a major alteration to the course.

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

39.1 The following process will apply when communicating golf course alterations to members:

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

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

39.2 The following process will apply when

communicating major alterations to the golf course:

39.2.1 All major alterations will publish details and description of the work to be undertaken including estimated costs, drawings and/or photographs where applicable.

39.2.2 All major alterations will provide details of the reason for the change or concept.

39.2.3 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.

## **40 Ocean Shores Country Club Foundation**

### **40.1 Purpose**

40.1.1 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.

40.1.2 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.

### **40.2 Foundation Members**

40.2.1 The Foundation members are to be referred to as Trustees.

40.2.2 The Foundation is to be administered by a maximum of 7 trustees who are volunteer club members.

40.2.3 The Chair of the Foundation (Chair) is elected each year by the Trustees.

40.2.4 The Board may appoint or remove trustees, the resolution must be minuted and formally communicated to the Chair.

### 40.3 Foundation Funds

40.3.1 The Club remains the custodian of all monies received or earned by the Foundation which will be accounted for separately as Foundation Fund entries.

40.3.2 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.

### 40.4 Trustees' Duties

40.4.1 Fiduciary duty to act honestly and in the best interests of the Club.

40.4.2 Maintain a Register of Benefactors.

40.4.3 Keep detailed records that explain all transactions and the financial position of the Foundation.

40.4.4 Cause records to be kept of all minutes, decisions and records of benefactors making gifts and bequests.

40.4.5 Cause copies of the accounts to be tabled with the Board within 90 days of end of accounting period (31st March).

40.4.6 Follow all directions from the Board as to the distribution or otherwise of the earnings (realised or unrealised) of the Foundation.

40.4.7 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.

40.4.8 Declare any potential conflicts of interests & cause a record of the declaration to be kept in the Minutes.

40.4.9 Elect the Chair each year.

40.4.10 Hold a minimum of 2 meetings per annum, one of which must be held within 90 days of the 31st of March each year.

40.4.11 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.

40.4.12 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.

#### 40.5 Trustees' Powers

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

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



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

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

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

40.5.6 May as considered appropriate:

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

40.5.6.2 Involve benefactors in the activities of the Foundation;

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

#### 46.6 Administration

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

40.6.2 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.

40.6.3 Meetings

40.6.3.1 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.

40.6.3.2 Notice of meeting must state the reason for meeting.

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

40.6.4 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.

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

#### 40.7 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.