

WOLSTON PARK GOLF CLUB INC.

IA06606

Incorporated under the
Associations Incorporation Act 1981 (Qld)



WOLSTON PARK
GOLF CLUB

BYLAWS

FOR ADOPTION MAY 2023

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Compiled by CPR Group

1. Introductory provisions

1.1. Interpretation

1.1.1. In these bylaws:

- a. **Act** means the Associations Incorporation Act 1981 as modified and amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the club;
- b. **bylaws** mean the bylaws of the club;
- c. **club** means Wolston Park Golf Club Inc., the incorporated association to which these bylaws apply;
- d. **fee** means a payment of money due to the club by its members;
- e. **in writing** means, unless the contrary intention appears, all forms of visible words, including printed, hard copy or electronic formats;
- f. **member** means a person who has been duly accepted as such by the management committee in accordance with the constitution and who has paid any fees and levies due to the club;
- g. **signed** means agreed in writing;
- h. **special resolution** means a resolution that is passed at a general meeting by the votes of at least 75% of the members who are present and voting.

1.1.2. A word or expression that is not defined in these bylaws, but is defined in the Act has, if the context permits, the meaning given by the Act.

1.2. Application

1.2.1. These bylaws complement and are to be read in conjunction with the club's constitution.

1.2.2. If a provision in these bylaws is inconsistent with any clause in the club's constitution, the constitution prevails to the extent of the inconsistency.

1.3. Premises

1.3.1. The club's premises are situated at Ellerton Drive, Wacol, Qld, 4067.

2. Membership

2.1. Membership categories

2.1.1. In accordance with the club's constitution, membership of the club consists of full, restricted, junior and life members.

- 2.1.2. Sub-classes of full membership may include:
 - a. seven-day members (formerly ordinary members);
 - b. six-day members;
 - c. five-day members;
 - d. senior members;
 - e. provisional members;
 - f. corporate members.
- 2.1.3. Sub-classes of restricted membership may include:
 - a. honorary members;
 - b. social members;
 - c. temporary members;
 - d. intermediate 1 members;
 - e. intermediate 2 members.

2.2. Membership limits

- 2.2.1. The category of full membership shall be limited to 750 in number.
- 2.2.2. The category of provisional membership shall be limited to 75 in number.

2.3. Membership transfers and waiting lists

- 2.3.1. In accordance with clause 3.1 of the club's constitution, the management committee may, on the written application of a member who has the qualifications for and wishes to become a member of a different class of membership, transfer that member from any class of membership to another class of membership.
- 2.3.2. If no vacancies exist for a particular category of membership:
 - a. a club member who has requested a transfer of membership shall be transferred to a waiting list;
 - b. an applicant who is not a member of the club may request to be placed on the waiting list for that membership category by signing and delivering to the secretary an application in the prescribed form accompanied by the waiting list fee.
- 2.3.3. The waiting list fee shall be 50% of the nomination fee;
- 2.3.4. Any paid amount of the waiting list fee shall be:
 - a. credited against the nomination fee when a formal application for membership is made; or
 - b. shall be refunded if the application to be placed on a waiting list is withdrawn.

- 2.3.5. The secretary shall maintain a waiting list register of persons for each category of membership showing the date of membership application and details relevant to the register of members.
- 2.3.6. The order of waiting list priority of applicants shall be in the following order, from highest to lowest priority:
- a. members of the club, other than social members, based on date of membership to the club;
 - b. social members of the club, based on date of membership to the club;
 - c. previous members of the club, based on the previous period of club membership;
 - d. non-member applicants, determined by the date by which the application for membership is received by the secretary.
- 2.3.7. The secretary shall notify the applicant when a vacancy exists and request confirmation to proceed with the application from the applicant.
- 2.3.8. If the secretary has not received application confirmation from the applicant within 7 days, the application for membership shall lapse and the applicants name shall be removed from the waiting list register.
- 2.3.9. Subject to bylaw 2.3.10, a member transferring to a category of membership that attracts:
- a. higher annual membership fees, shall pay the pro-rata difference in annual membership fees between the applicable categories of membership as of the date of transfer;
 - b. a higher nomination fee, shall pay the difference in nomination fees between the applicable categories of membership as of the date of transfer.
- 2.3.10. If a member attains an age, whereby they must transfer to another category of membership:
- a. the payment of the higher annual subscription shall not apply until the start of the next financial year; and
 - b. the payment of a difference in nomination fees shall be waived, if the member has been an active member of the club for the previous three years.
- 2.3.11. A member transferring to a category that attracts a lower annual membership fee or nomination fee is not eligible for a refund or credit for the difference in fees.

2.4. Membership eligibility

2.4.1. Seven-day members:

- a. seven-day members have full rights to book and play on the course all days of the week;
- b. seven-day members are eligible to play in club competitions all days of the week.

2.4.2. Six-day members:

- a. six-day members have full rights to book and play on the course all days of the week, except Saturday;
- b. six-day members are eligible to play in club competitions all days of the week, except Saturday.

2.4.3. Five-day members:

- a. five-day members have full rights to book and play on the course all days of the week, except Saturday and Sunday.
- b. five-day members are eligible to play in club competitions all days of the week, except Saturday and Sunday.

2.4.4. Senior members:

- a. members are eligible for application for senior membership if they will be 60 years or older in the membership year and have been a full member of the club for at least two consecutive years immediately prior to the application.
- b. senior members must provide government issued proof of age if requested by the club.

2.4.5. Provisional members:

- a. when no vacancies exist in the category of full membership, applicants for membership may be admitted as provisional members;
- b. provisional members shall be entitled to the rights, privileges and conditions of a full member, but restricted in their use of the golf course and participation in club competitions at the discretion of the management committee.
- c. provisional members shall be transferred to full membership in the priority of date of membership as vacancies occur.

2.4.6. Corporate members:

- a. subject to the club's constitution, a corporate body or registered company may be eligible for application for corporate membership;
- b. a corporate body or registered company with gold or silver corporate membership shall be entitled to the following:
 - i four nominees provided by the corporate body or registered company, shall be admitted as seven-day members of the club,

- subject to membership requirements outlined in the club's constitution;
 - ii other benefits as outlined in the corporate membership application form.
 - c. a corporate body or registered company with bronze corporate membership shall be entitled to the following:
 - i two nominees provided by the corporate body or registered company, shall be admitted as seven-day members of the club, subject to membership requirements outlined in the club's constitution;
 - ii other benefits as outlined in the corporate membership application form.
 - d. corporate members and their nominees, shall be subject to the constitution and bylaws of the club.
 - e. a corporate member shall be responsible for notification in writing to the secretary of details of nominees and changes thereto, shall not be valid until submitted and approved by the management committee.
- 2.4.7. Honorary members:
 - a. the management committee may, at their discretion, grant honorary membership to any person who the management committee deems suitable;
 - b. those members granted honorary membership under bylaw 2.4.6a are entitled to full playing rights;
 - c. honorary members must produce proof of a Golf Australia handicap before being entitled to compete in club competitions.
- 2.4.8. Social members:
 - a. social members shall be permitted to use the facilities of the clubhouse;
 - b. social members shall not be permitted to use the facilities of the golf course, except as a social visitor or as a member of a reciprocal golf club.
- 2.4.9. Temporary members:
 - a. temporary membership may be granted by the management committee for a maximum period of 3 months;
 - b. temporary members must be member of an affiliated club;
 - c. temporary members will be required to pay a pro-rata fee as determined by the management committee in accordance with the club's constitution.

2.4.10. Intermediate 1 members:

- a. intermediate 1 members must:
 - i be aged between 18 and 25 years at the date of annual membership renewals; and
 - ii have been a junior member of the club for at least two consecutive years immediately prior to turning 18; and
 - iii provide government issued proof of age.
- b. intermediate 1 members are eligible to remain as intermediate 1 members until the first annual membership renewal date following their attaining 26 years of age.

2.4.11. Intermediate 2 members:

- a. intermediate 2 members must:
 - i be aged between 26 and 30 years at the date of annual membership renewals; and
 - ii provide government issued proof of age.
- b. intermediate 2 members are eligible to remain as intermediate 2 members until the first annual membership renewal date following their attaining 31 years of age.

2.4.12. Junior members;

- a. junior members must be aged under 18 years at the date of annual membership renewals, and will remain as junior members until the first annual membership renewal date following their attaining 18 years of age;
- b. junior members shall not be permitted to purchase, or be supplied with, or consume alcohol on the club's premises or while representing the club;
- c. junior members shall not be permitted to enter any licensed portion of the clubhouse.

2.5. Life membership

- 2.5.1. In accordance with clause 3.1.1.d in the club's constitution, life members must be elected by the passing of a special resolution at a general meeting.
- 2.5.2. In accordance with clause 3.1.1.d in the club's constitution, management committee endorsement of a life member nomination is confirmation that the nominee meets the standard of "extraordinary and meritorious service" to the club. This endorsement is not to be considered as a recommendation for members to vote in a particular way.

- 2.5.3. Nomination considerations;
- a. club membership for not less than 5 continuous years;
 - b. nominee must be a current financial member of the club;
 - c. nominee demonstrates attitude and demeanour of dedication to the core values of the club;
 - d. nominee has commitment to the principles of good sporting behaviour;
 - e. nominee has provided leadership to the members of the club;
 - f. nominee's service has reflected favourably on the club.
- 2.5.4. Life members receive the following benefits:
- a. life membership award;
 - b. free access to club, course and functions;
 - c. personal invitations to special club events; and
 - d. listed on the club's website and honour board.
- 2.5.5. Life members are required to pay competition and capitation fees.
- 2.5.6. The management committee may at any time impose a levy or fee on life members.
- 2.5.7. Life membership shall cease under the following:
- a. cessation of club membership;
 - b. resignation of club membership;
 - c. by decision of a disciplinary sub-committee; or
 - d. by majority vote at an annual or special general meeting, providing a notice of motion has been provided to the secretary no later than two months prior to the general meeting.

2.6. Membership renewal and fees

- 2.6.1. Membership is current until renewal is due.
- 2.6.2. Subject to bylaw 2.6.3, all annual membership fees, affiliation fees, insurance and other charges are payable yearly in advance and payment shall be due on the first day of each financial year as defined in the club's constitution.
- 2.6.3. If a member has been approved by the management committee to pay annual subscriptions by two equal instalments, such instalments shall be due on the first day of each half of the financial year.
- 2.6.4. A member who has been approved to pay annual subscriptions by instalments, may be subject to a surcharge on the annual membership fee, and must pay in full any affiliation fee, insurance, GST and other charges with the first instalment.

- 2.6.5. The secretary shall record in the register of members, the date and amounts of the latest annual subscription, other fees, charges and levies, paid by each member of the club.
- 2.6.6. Where two full members are partners, whether legal or de-facto, their aggregate fees shall be reduced by 25%.
- 2.6.7. Classes of membership, other than full members, shall pay an annual subscription not less than the percentage of the annual subscription for full members, as indicated below:
 - a. junior members – 10%;
 - b. five-day members – 55%;
 - c. six-day members – 80%;
 - d. social members – 1%;
 - e. intermediate 1 members – 50%;
 - f. intermediate 2 members – 75%;
 - g. senior members – 75%;
 - h. corporate members – on application;
 - i. temporary members – management committee discretion.
- 2.6.8. Annual subscriptions mentioned in bylaw 2.6.7 do not include affiliation fees or other fees.
- 2.6.9. Other than life members, members who do not re-apply for membership and pay the prescribed fee when due are considered to have resigned.

2.7. Multiple year memberships

- 2.7.1. The management committee shall have the power to offer multiple year memberships at its discretion.
- 2.7.2. Provisions for multiple year memberships shall be set by the management committee.

2.8. Reciprocal arrangements

- 2.8.1. The club may enter into reciprocal arrangements with other clubs.
- 2.8.2. A current list of reciprocal clubs is available from the secretary upon request.

3. Governance structure

3.1. Management committee duties

3.1.1. All management committee members shall:

- a. attend management committee meetings and general meetings of the club, as well as other meetings/workshops as they are called from time to time;
- b. attend functions held by the club as required;
- c. have the power to delegate appropriate duties amongst subcommittees and volunteers;
- d. maintain all documents, books, papers, keys, records and goods belonging to the club and pertaining to the office held and deliver them to the club at the completion of their term of office;
- e. hold a current blue card or exemption card obtained under the Working with Children (Risk Management and Screening) Act 2000 or agree to obtain one immediately upon being elected to the management committee;
- f. undergo a criminal history check, if required by the club;
- g. maintain a good working knowledge of the club's constitution, bylaws, policies and procedures;
- h. provide guidance, mentoring and support for those taking over from their positions at the end of their term of office;
- i. perform any such other duties as appropriate and as directed by the management committee; and
- j. where required, sign a confidentiality agreement with the club.

3.1.2. President:

- a. ensure the standards of good governance are acquitted in accordance with best practice, relevant legislation and the club's constitution, bylaws, policies and procedures;
- b. preside as chairperson at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the club's constitution, bylaws, policies and procedures;
- c. set the direction of the club and oversee the strategic development of the club through the development of plans, policies and procedures to meet the objects of the club;
- d. ensure management committee members and other volunteers fulfil their responsibilities as required;
- e. liaise as necessary with government departments, Councils, partners, sponsors and governing bodies where club representation is required;

- f. report to the management committee and members of the club as appropriate, including an annual report to be presented at the annual general meeting;
- g. ensure that planning and budgeting for the future is carried out in accordance with the wishes of members;
- h. ensure each subcommittee is responsible for its designated portfolio and serve as an ex-officio member on all subcommittees; and
- i. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

3.1.3. Vice-president:

- a. provide assistance to the president as necessary;
- b. assume the duties of the president in their absence and assist the president in carrying out their duties;
- c. ensure planning for the future is carried out in accordance with the wishes of members and act as a planning coordinator; and
- d. be aware of current and planned club activities.

3.1.4. Secretary:

- a. issue notices of meetings in accordance with the club's constitution, together with an agenda;
- b. collect and collate reports from office bearers;
- c. keep accurate minutes during all management committee and general meetings;
- d. act as the club's primary point of contact with governing bodies, deal with governing body queries and forward to appropriate club personnel;
- e. conduct all correspondence of the club as instructed by the management committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- f. receive and place before the management committee all applications for membership;
- g. maintain an up-to-date register of members;
- h. ensure that a current copy of the club's constitution is available to each new member;
- i. prepare the annual report for presentation at the annual general meeting in conjunction with the president;
- j. call for nominations for club positions prior to the annual general meeting; and

- k. provide details of management committee and key contact changes to governing bodies, regulatory authorities and other relevant stakeholders.

3.1.5. Treasurer:

- a. act as the chief financial management officer for the club;
- b. keep all books and accounts of the club and prepare a statement of receipts and expenditure, profit and loss report, balance sheet and bank statements for presentation to each management committee meeting and general meeting;
- c. present accounts paid for ratification and accounts requiring payment for approval to each management committee meeting;
- d. generate invoices and coordinate the receipt of monies and issuing of receipts;
- e. manage the club's cash flow;
- f. ensure all cash takings are counted by two people concurrently at the end of each day of activities, and ensure the prompt deposit of cash into the bank;
- g. pay fees due to governing bodies, when authorised by the management committee;
- h. work with the secretary to arrange for all disbursement of payments to be paid either by cheque or electronic funds transfer;
- i. act as a signatory on club bank accounts;
- j. following the end date of the club's financial year, close the club's books and prepare a set of financial statements as required by the auditor;
- k. submit the club's financial statements and other relevant records to the auditor with sufficient time prior to the annual general meeting; and
- l. present audited financial statements to the annual general meeting, in accordance with the club's constitutions and the Act.

3.1.6. Captain:

- a. act as the club's lead on golf operations;
- b. maintain annual club events calendar;
- c. take a lead role in handicapping and events;
- d. liaise with greens staff through the director of operations;
- e. lead match subcommittee.

3.2. Subcommittees

3.2.1. Membership section subcommittees may include:

- a. veterans committee;
- b. women's committee;
- c. junior committee.

3.2.2. Operational subcommittees may include:

- a. match committee;
- b. greens committee;
- c. house committee.

3.3. Subcommittee duties

3.3.1. Match committee:

- a. supervise and control all matters pertaining to play;
- b. arrange for and superintend all competitions;
- c. allot and post handicaps;
- d. settle disputes;
- e. select teams;
- f. supervise caddies;
- g. ensure compliance with the club's conditions of play;
- h. hear member protests in connection with any match or competition:
 - i. any competitor desiring to enter a protest in connection with a match or competition shall do so in writing, addressed to the secretary of the match subcommittee and shall deposit the protest with the cards of play for the match or competition in question;
 - ii. the secretary of the match subcommittee shall, upon receipt of a protest, at the earliest possible opportunity convene a meeting of the match subcommittee which shall thereupon consider the protest and, as soon as practicable issue a ruling which shall be final and binding on the competitors involved.
- i. organise the selection and awarding of trophies:
 - i. restricted members and visitors shall be entitled to compete for any club trophy except for championship events and any other events for which the match subcommittee shall declare restricted members and visitors to be ineligible.
- j. report to the management committee as required.

3.3.2. Greens committee

- a. supervise the upkeep and improvement of the club's golf course;
- b. provide support to the grounds-keeper;
- c. recommend changes to the course;
- d. organise and manage volunteer "working bees" to assist in the upkeep of the grounds;
- e. report to the management committee as required.

3.3.3. House committee

- a. contribute to strategy around clubhouse services and maintenance;
- b. liaise with members about clubhouse improvements;
- c. make recommendations to the management committee on clubhouse development;
- d. ensure adherence to all clubhouse protocols and standards.

3.3.4. Veterans committee

- a. be responsible for management and conduct of all veteran golfing events under the jurisdiction of the management committee;
- b. make recommendations to the management committee regarding any issues affecting the club's veteran golf members.

3.3.5. Women's committee

- a. be responsible for management and conduct of all women's golfing events under the jurisdiction of the management committee;
- b. make recommendations to the management committee regarding any issues affecting the club's women members.

3.3.6. Juniors

- a. be responsible for management and conduct of all junior golfing events under the jurisdiction of the management committee;
- b. make recommendations to the management committee regarding any issues affecting the club's junior golf members.

4. General manager

4.1. Appointment of general manager

- 4.1.1. A general manager may be appointed by the management committee.
- 4.1.2. A person currently serving as a management committee member may not apply to fill the position of general manager.

4.2. Powers, duties and authorities of general manager

- 4.2.1. The general manager holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, delegated to them by the management committee.
- 4.2.2. The exercise of those powers and authorities and the performance of those duties by the general manager are subject at all times to the control of the management committee.

4.3. Delegation to general manager

- 4.3.1. The management committee may delegate to the general manager the power (subject to such reservations on the power as may be decided by the management committee) to conduct the day-to-day management and control of the business and affairs of the club.

4.4. Dismissal of general manager

- 4.4.1. Subject to any contract or legislation, the general manager may be dismissed by the management committee on the grounds that they:
 - a. have been guilty of persistent or gross neglect in the discharge of their duties; or
 - b. conduct themselves in a way considered by the management committee to be injurious or prejudicial to the character or interests of the club; or
 - c. become disqualified from managing a corporation or being a responsible person for a legal entity; or
 - d. become of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - e. are convicted of an indictable offence or are made bankrupt; or
 - f. do not otherwise comply with the requirements of this constitution.
- 4.4.2. Before the general manager can be dismissed under bylaw 4.4.1, the management committee must:
 - a. conduct a due and proper inquiry into the existence and sufficiency of the ground for dismissal;
 - b. give details on the ground for dismissal to the general manager, who shall be given full and fair opportunity to show cause why they should not be dismissed.

5. Meeting procedures

5.1. Standing orders

- 5.1.1. The club shall conduct its meetings in an orderly manner, generally in accordance with the customary procedure at meetings.
- 5.1.2. The level of formality required at a meeting is to be determined by the chairperson, subject to the operational requirements of the club and the seriousness or confidentiality of any matters to be resolved at that meeting.
- 5.1.3. The chairperson of any management committee meeting, general meeting or subcommittee meeting shall have authority to apply the following standing orders:
 - a. meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of;
 - b. in the event that a meeting lapses, all business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over any new business;
 - c. any member desiring to speak shall raise their hand and when called upon by the chair shall address the chair. If two or more members raise their hand simultaneously, the chair shall call upon the member who first caught the eye of the chair;
 - d. when the chair speaks, any other member speaking shall cease speaking;
 - e. no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes;
 - f. a motion or amendment before the chair shall not be withdrawn except by its mover and with approval of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted;
 - g. if required to do so by the chair, the proposer of any motion or amendment shall submit it in writing;
 - h. subject to approval of the meeting, the mover may reword a motion or amendment before the chair;
 - i. no member shall speak more than once to any question, except that the mover of a motion shall have a right of reply, which shall close the debate;
 - j. a member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently;

- k. when an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of;
- l. the chair shall, as far as practical, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate;
- m. any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order;
- n. any member disagreeing with the chair's ruling on a point of order may move dissent. The chair shall then vacate the chair and such motion shall be put forthwith without debate;
- o. a question arising at a meeting is to be decided by a majority vote of those members present and voting at the meeting and, if the votes are equal, the question is decided so as to maintain the status quo;
- p. a general meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole;
- q. standing orders (a) to (p), or any of them, may be suspended by a majority of those present. A motion to this effect shall be open to debate;
- r. no member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted;
- s. any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision had been made.

5.2. Management committee meetings

- 5.2.1. As per clause 7.1 in the club's constitution, the management committee meets a minimum of once every four calendar months to exercise its functions.
- 5.2.2. As an added provision, the management committee aims to meet at least once every month during regular competition.

- 5.2.3. The management committee may invite representatives from subcommittees to attend management committee meetings, in order to present reports and engage in general discussion.
- 5.2.4. Unless they are also a management committee, a subcommittee representative may not vote at a management committee meeting.

5.3. Subcommittee meetings

- 5.3.1. At a subcommittee meeting, more than 50% of the members currently serving on the subcommittee form a quorum.
- 5.3.2. If the chairperson of a subcommittee is not present within ten minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
- 5.3.3. If there is no quorum within 30 minutes after the time fixed for a subcommittee meeting:
 - a. the meeting is to be adjourned for at least one day; and
 - b. members of the subcommittee who are present are to decide the day, time and place of the adjourned meeting.
- 5.3.4. If, at an adjourned meeting mentioned in bylaw 5.3.3, there is no quorum within 30 minutes after the time fixed for the meeting, the subcommittee members present form a quorum.
- 5.3.5. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is resolved so as to maintain the status quo.

5.4. Support for decisions and resolutions

- 5.4.1. Any management committee member or subcommittee member shall support all decisions and resolutions carried at management committee or subcommittee meetings.
- 5.4.2. Bylaw 5.4.1 shall apply, even if a management committee member or subcommittee member voted in the negative during consideration of the proposed decision or resolution.

6. Finance and Membership

6.1. Reimbursements of approved out-of-pocket expenses

- 6.1.1. Management committee and subcommittee members and any other key personnel/volunteers shall be entitled to claim reimbursement for out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the club, provided that receipts for any expenses must be supplied within one month of incurring the expense.
- 6.1.2. Any out-of-pocket expenses must be approved by the management committee prior to expenditure.

6.2. Funds and accounts

- 6.2.1. In accordance with clause 10.1 in the club's constitution, any cheque or electronic funds transfer from a club account must be signed or approved by two authorised people.
- 6.2.2. No such payment may be authorised by two people who are partnered, reside at the same address or in any way related to one another.

6.3. Access to constitution and bylaws

- 6.3.1. Any changes to the club's bylaws must be placed on the club's website and communicated to club members within seven days of the changes being adopted.
- 6.3.2. Current copies of the constitution and bylaws shall be made available for inspection by members on the club's website.

7. General Policies

7.1. Adopted guidelines and policies

- 7.1.1. The club adopts and adheres to the following;
 - a. Golf Australia's hot weather guidelines;
 - b. Golf Australia's member protection policy;
 - c. Golf Australia's social media policy;
 - d. Queensland Government blue card and child protection provisions; and
 - e. Sport Integrity Australia's Australian National Anti-doping policy.

7.2. Alcohol

- 7.2.1. The club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.
- 7.2.2. Members and visitors are to ensure that they do not consume alcohol to such an extent as to be intoxicated.
- 7.2.3. The club meets all liquor licencing requirements and alcohol is only served with regard to the safety and wellbeing of patrons.

7.3. Buggy sheds

- 7.3.1. The club provides buggy sheds, which members may rent to store their golf buggies at the club.
- 7.3.2. A transfer of ownership of a golf buggy currently stored in a club buggy shed does not entitle the new owner of that buggy access to the buggy shed.

- 7.3.3. Application for access to a buggy shed is to be made by the member to the management committee and they, at their sole discretion, will allocate available sheds to members using a waiting list system.

7.4. Child Protection

- 7.4.1. The club is committed to the safety and wellbeing of all children and young people who use its services and is dedicated to protecting them from harm.
- 7.4.2. The club abides by the Safeguarding Policy included in the Golf Australia Member Protection Framework.

7.5. Confidentiality agreement

- 7.5.1. Committee members, employees and club members may be required to sign a confidentiality agreement.

7.6. Damage to property

- 7.6.1. Any member negligently or wilfully breaking or otherwise damaging any club property shall pay such sum as may be determined by the management committee sufficient to cover the damage.

7.7. First aid

- 7.7.1. The club is committed to providing a safe and healthy sporting environment. The club will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness.
- 7.7.2. The club will meet first aid legislative requirements as a minimum standard.
- 7.7.3. First aid facilities will be maintained on a regular basis.

7.8. Incident and injury policy

- 7.8.1. All incidents and injuries occurring at the club, or during club events, must be reported in writing to the management committee.

7.9. Smoking policy

- 7.9.1. Smoking whilst using the club facilities is governed by the *Tobacco and Other Smoking Products Amendment Act 2004*.
- 7.9.2. The management committee will establish policies and signage in compliance with this Act.

8. Amendments

Amendment No.	Section	Amendment Issued On (Date)	Amendment Inserted On (Date)	Amendment Inserted By (Name)	Comment