

THE CARBROOK GOLF CLUB INC.

IA01657

Incorporated under the
Associations Incorporation Act 1981 (Qld)



BYLAWS

ADOPTED 24 SEPTEMBER 2024



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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. **board** means the board for the time being constituted as provided for in the constitution;
- c. **bylaws** mean the bylaws of the club;
- d. **club** means Carbrook Golf Club Inc., the incorporated association to which these bylaws apply;
- e. **director of finance** means treasurer as defined by the Act;
- f. **fee** means a payment of money due to the club by its members;
- g. **in writing** means, unless the contrary intention appears, all forms of visible words, including printed, hard copy or electronic formats;
- h. **member** means a person who has been duly accepted as such by the board in accordance with the constitution and who has paid any fees and levies due to the club;
- i. **membership holding fee** means a fee payable to the club during an approved leave of absence;
- j. **ordinary resolution** means a resolution that is passed at a general meeting by the votes of more than 50% of the members who are present, eligible to vote and voting;
- k. **signed** means agreed in writing;
- l. **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 653 Beenleigh Redland Bay Road, Beenleigh, Queensland.

2. Membership

2.1. Membership categories

- 2.1.1. In accordance with the club's constitution, membership of the club consists of full, limited, junior and life members.
- 2.1.2. Sub-classes of full membership are:
 - a. corporate members; and
 - b. seven-day members;
- 2.1.3. Sub-classes of limited membership include:
 - a. six-day members;
 - b. five-day members;
 - c. country members;
 - d. honorary members;
 - e. lifestyle members (intermediate 2);
 - f. professional members.
 - g. social members;
 - h. staff members;
 - i. young adult members (intermediate 1).

2.2. Membership eligibility

- 2.2.1. Corporate members:
 - a. subject to the club's constitution, an individual may be eligible for application for corporate membership;
 - b. corporate members shall be entitled to participate in all club competitions unless otherwise specifically excluded as a class by the board and shall be entitled to use the golf course at all other times except when competitions are in progress or when the course is reserved exclusively by the board for other classes of members;
 - c. corporate membership is valid for a period of twelve months and is eligible for renewal;
 - d. corporate members shall have access to the clubhouse and amenities at all times;

- e. each corporate member is entitled to:
 - i receive one complimentary cart hire each time they play (subject to booking and availability);
 - ii receive complimentary competition fees each time they play;
 - iii bring up to and including three guests to play on the course at no charge except payment of competition fees if applicable, on any weekday except public holidays, limited to six times per calendar year.
- f. each corporate membership includes bronze sponsorship of the Carbrook Classic;
- g. corporate members and their cardholders, shall be subject to the constitution and bylaws of the club.
- h. a corporate member shall be responsible for notification in writing to the secretary of details of cardholders and changes thereto, shall not be valid until submitted and approved by the board.

2.2.2. Seven-day members:

- a. seven-day members shall be entitled to participate in all club competitions unless otherwise specifically excluded as a class by the board and shall be entitled to use the golf course at all other times except when competitions are in progress or when the course is reserved exclusively by the board for other classes of members or groups;
- b. seven-day members shall have access to the clubhouse and amenities at all times.

2.2.3. Six-day members:

- a. subject to bylaw 2.2.3.b, six-day members shall be entitled to participate in all club competitions unless otherwise specifically excluded as a class by the board;
- b. six-day members cannot play on the course on Saturdays except as a visitor and subject to any limitation imposed upon visitors playing at the course;
- c. six-day members shall be entitled to use the golf course at all other times except when competitions are in progress or when the course is reserved exclusively by the board for other classes of members or groups;
- d. six-day members shall have access to the clubhouse and amenities at all times.

2.2.4. Five-day members:

- a. subject to bylaw 2.2.4.b, five-day members shall be entitled to participate in all club competitions unless otherwise specifically excluded as a class by the board;
- b. five-day members cannot play on the course on Saturdays or Sundays except as a visitor and subject to any limitation imposed upon visitors playing at the course;
- c. five-day members shall be entitled to use the golf course at all other times except when competitions are in progress or when the course is reserved exclusively by the board for other classes of members or groups;
- d. five-day members shall have access to the clubhouse and amenities at all times.

2.2.5. Country members:

- a. country members must live at least 100km from the club premises;
- b. country members are eligible to play in club events, but are not eligible to play in club championships or honour board events;
- c. country members are not entitled to play more than 12 games on the club's course in any one financial year except as a visitor and subject to any limitation imposed upon visitors playing at the course;
- d. country members shall have access to the clubhouse and amenities at all times.

2.2.6. Honorary members:

- a. the board of directors may grant honorary membership of the club to:
 - i any person to whom membership of the club is open, who is temporarily visiting Brisbane and who is a member of a golf club with which the club has reciprocal arrangements; or
 - ii any person eligible for membership of the club who, in the opinion of the board, is a distinguished personage whom the board desire to honour by the grant of such membership; or
 - iii employees of the club to whom membership of the club is open.
- b. honorary members specified in bylaw 2.2.6.a.i shall not be entitled to compete for donated trophies, monthly medals or honour board events;

- c. honorary members specified in bylaw 2.2.6.a.iii may use the course for social play at no charge and be permitted to participate in competitions at the discretion of the general manager and the board;
- d. an honorary member shall not be liable to pay subscription, levy or other monies on account of membership of the club, but, if the member uses the club's course shall be liable to pay such charges as an ordinary member would be liable to pay therefore;
- e. honorary membership may be granted without limit of time or for a specified period and, if the latter, shall expire upon the expiration of the period for which it is granted;
- f. honorary members shall have access to the clubhouse and amenities at all times.

2.2.7. Junior members:

- a. junior members must be below the age of 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 only be entitled to participate in club competitions if they have reached the age of 12 years and achieved a handicap of 32 or less;
- c. junior members who do not meet the criteria of club competitions are entitled to play in any junior competitions and may use the course for social play whenever it is not reserved for some other purpose;
- d. junior members under the age of 15 years must be supervised by an adult at all times;
- e. junior members are permitted to use the facilities of the clubhouse except the licenced areas stipulated under the provisions of the Liquor Act.

2.2.8. Lifestyle members:

- a. lifestyle members must be aged between 26 and 55 years at the date of annual membership renewals;
- b. lifestyle members remain eligible for lifestyle membership until the first annual membership renewal date following their attaining 55 years of age;
- c. lifestyle members may be asked to provide government issued proof of age;

- d. lifestyle members shall have the same playing rights as full members, with the following limitations:
 - i a maximum of 20 competition rounds per financial year;
 - ii lifestyle members are ineligible for honour board events.
- e. should a lifestyle member exceed their maximum numbers of rounds, they may participate in other competitions by purchasing additional competition credits;
- f. lifestyle members shall have access to the clubhouse and amenities at all times but shall only be entitled to play on the course at such time as are determined by the board.

2.2.9. Professional members:

- a. any golf professional or trainee golf professional who has been accepted for membership of the Professional Golfers' Association of Australia may be admitted as professional members;
- b. professional members shall have access to the clubhouse and amenities at all times but shall only be entitled to play on the course at such time as are determined by the board;
- c. professional members may take part in all competition play but are not entitled to win any trophies, monthly medals or honour board events;
- d. professional members are not required to pay a competition fee.

2.2.10. Social members:

- a. social members are given the same access to the clubhouse amenities as full members;
- b. social members wishing to use the golf course must do so on the same conditions and upon payment of the same green fees as a visiting member of the general public;
- c. social members who hold an Australian handicap through playing membership at another golf club may play in open competitions of the club subject to satisfying the conditions of play for such competition.

2.2.11. Young adult members:

- a. young adult members must be aged between 18 and 25 years at the date of annual membership renewals;
- b. young adult members remain eligible for young adult membership until the first annual membership renewal date following their attaining 25 years of age;
- c. young adult members may be asked to provide government issued proof of age;

- d. young adult members shall have access to the clubhouse and amenities at all times but shall only be entitled to play on the course at such time as are determined by the board.

2.3. Life membership

- 2.3.1. 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.
- 2.3.2. In accordance with clause 3.1.1.d in the club's constitution, board endorsement of a life member nomination is confirmation that the nominee meets the standard of "significant, sustained and high-quality service" to the club. This endorsement is not to be considered as a recommendation for members to vote in a particular way.
- 2.3.3. Nomination considerations;
 - a. distinguished and exceptional service, for at least 7 continuous years, or a total period of not less than 12 years of broken membership;
 - 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;
 - g. nominee has displayed one or more of the following:
 - i playing;
 - ii managing;
 - iii administration;
 - iv general contribution;
 - v other special achievements for the club.
- 2.3.4. 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.
- 2.3.5. Life members are required to pay competition and capitation fees.
- 2.3.6. The board may at any time impose a levy or fee on life members.

- 2.3.7. Life membership shall cease under the following:
- a. cessation of club membership;
 - b. resignation of club membership;
 - c. by decision of a disciplinary subcommittee; 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.

2.4. Membership renewal and application

- 2.4.1. Membership is current until renewal is due.
- 2.4.2. Other than life members, members who do not pay the prescribed fee when due are considered to be unfinancial after 14 days and will have playing and voting rights suspended. After being unfinancial for 60 days, members are considered to have resigned their membership.
- 2.4.3. A member who has resigned from the club or otherwise forfeited their membership and later desires to re-join may be subject to the same process of admission to membership as any new member who has not previously been a member of the club.
- 2.4.4. Every application for membership will be dealt with and determined in the order of receipt of the application, except that:
- a. an existing golfing member in any category will have priority over any applicant for new membership; and
 - b. a member of a reciprocal golf club will have priority over all other applicants for new membership, apart from an existing golfing member.
- 2.4.5. The secretary must notify each approved applicant.
- 2.4.6. Whenever no vacancies exist for a particular category of membership, an applicant will be placed on a waiting list for that category of membership.
- 2.4.7. The membership entrance fee for each class of membership is:
- a. an amount decided by the board; and
 - b. payable when an application for membership is lodged; and
 - c. non-refundable.
- 2.4.8. An applicant who has paid a membership entrance fee is entitled to two green fee vouchers for two rounds of golf at the Carbrook Golf Course.
- 2.4.9. The secretary must maintain a register of persons on the waiting list for each category of membership, showing the date of application for membership of the club and details relevant to the register of members.

- 2.4.10. The order of priority will be the date by which such applications are received by the secretary.
- 2.4.11. The secretary must notify the applicant when a vacancy exists and if the secretary has not received an application for membership, within fourteen days, the application for membership will lapse and their name will be removed from the register.

2.5. Multiple year memberships

- 2.5.1. The board shall have the power to offer multiple year memberships at its discretion.
- 2.5.2. Provisions for multiple year memberships shall be set by the board.

2.6. Reciprocal arrangements

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

2.7. Pro-rata fees

- 2.7.1. A person admitted to membership after expiry of one month of the financial year shall pay a pro-rata membership fee which is reduced by 8.33% for each complete month of the financial year the person was not a member.

2.8. Leave of absence

- 2.8.1. A member may seek a leave of absence by submitting a written application in the method determined by the board, clearly stating the reason such leave is required, at least six weeks prior to first day of the required leave, except in the case of emergency or if the requirement for leave was not known to the applicant prior to the period stated herein.
- 2.8.2. The board has the authority to approve or deny any application for leave of absence.
- 2.8.3. The applicant for leave must be a financial member on the day prior to the commencement of such leave.
- 2.8.4. The board may make special arrangements regarding the membership fee paid by any member seeking leave of absence.
- 2.8.5. The board may impose a membership holding fee to any member who has been approved for a leave of absence.
- 2.8.6. The minimum leave of absence period must be two consecutive calendar months, commencing on the first day of a month and renewable annually.

- 2.8.7. The maximum leave of absence period must be two years.
- 2.8.8. Any member who is absent for a period greater than two years must be subject to the provisions of clause 3.6 in the club's constitution when seeking reinstatement.
- 2.8.9. An approved leave of absence will apply from:
 - a. the date the notice of leave of absence is received by the board; or
 - b. if a later date is stated, the later date.

3. Governance structure

3.1. Board structure

- 3.1.1. In accordance with clause 5.1.1 in the club's constitution, the board comprises the following positions:
 - a. president;
 - b. vice-president;
 - c. director of finance (treasurer);
 - d. captain;
 - e. vice-captain; and
 - f. any other members elected to the board.

3.2. Board duties

- 3.2.1. Board induction
 - a. A member newly elected to the board shall make themselves available for an induction to be conducted with the general manager prior to the first board meeting following the annual general meeting.
 - b. If the board member is unable to attend this induction meeting, they must advise the president why they were unable to attend and apply for approval of an extension.
 - c. Failure to successfully complete the induction process will result in the matter being considered by the board to determine the appropriate action.
- 3.2.2. All board members shall:
 - a. attend board 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 board;
- 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 board; and
- j. where required, sign a confidentiality agreement with the club.

3.2.3. 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 board 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 board 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 board 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.

3.2.4. 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 board 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 board and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- f. receive and place before the board 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 board and key contact changes to governing bodies, regulatory authorities and other relevant stakeholders.

3.2.5. Director of finance:

- 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 board meeting and general meeting;
- c. present accounts paid for ratification and accounts requiring payment for approval to each board 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 board;

- 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.

3.2.6. 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. preside as chairperson of the match committee and in doing so ensure that all business is conducted in a proper manner in;
- e. act as the club's figurehead in matters relating to golf and social events;
- f. raise the profile of the club both internally and externally;
- g. encourage member participation in the club's activities and events;
- h. be approachable and available to all members, and act as a conduit between members and the board; and
- i. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

3.3. Subcommittees

3.3.1. The board shall appoint all subcommittee roles.

3.3.2. Membership section subcommittees may include:

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

3.3.3. Operational subcommittees may include:

- a. course design committee;
- b. finance committee;
- c. greens committee;
- d. match committee.

3.4. Subcommittee duties

3.4.1. Course design committee:

- a. all design and construction projects that affect the tees, greens, bunkers, fairways, water hazards and other areas of the course that influence play;
- b. master planning of the property as required; and
- c. report to the board as required.

3.4.2. Finance committee:

- a. preparation of annual income and expenditure estimates and budgets;
- b. review of all expenditure proposals received from other subcommittees to ensure the funds are available and that the proposed expenditure is in accordance with the approved budget, and to make appropriate recommendations based on such reviews to the board;
- c. preparation of monthly expenditure and income statements including progress against budget estimates and limits and highlighting potential problem areas;
- d. reviewing on an annual basis staff wage and salary levels and making appropriate recommendations to the board;
- e. overseeing administration and business practices of the club, instituting remedial measures as necessary and ensuring that all claims upon the association have been duly authorised by responsible officer; and
- f. report to the board as required.

3.4.3. Greens committee:

- a. ensuring that the course is maintained and groomed in a satisfactory manner for the benefit of members and their visitors;
- b. preparation of course maintenance expenditure budgets for consideration by the finance committee and the board;
- c. review expenditure budget at the end of each financial quarter and submit the review to the board;
- d. on a quarterly basis submit to the board plans and proposals for course improvements and modifications to be carried out during the next quarter;
- e. advising the match committee of course conditions or projects, which in the opinion of the greens committee require protection by local rule or the like; and
- f. report to the board as required.

3.4.4. Match committee:

- a. control and management of matters affecting the conduct of competitions, matches and play on the course;
- b. preparation of an annual program of events for the year following their incumbency and the control of allocation of dates and times to social golf club members seeking to play on the course;
- c. supervise and control all matters pertaining to play;
- d. determining and circulating in advance the conditions under which competitions shall be played and adjudicating on all disputes arising from competitions and matches;
- e. selection of individuals, teams and team captains to represent the club as and when required;
- f. the application of the rules of golf and the determination of and variation to, local rules as deemed necessary and the assessment of calculated course ratings;
- g. ensuring that trophies and prizes comply with the amateur status rules of the rules of golf and the allocation of such trophies and prizes;
- h. hear member protests in connection with any match or competition; and
- i. report to the board as required.

3.4.5. Women's committee:

- a. the conditions and conduct of all women's club competitions;
- b. the receipt of all monies generated by such competitions and associated activities;
- c. the treasurer of the women's subcommittee shall pay these monies into such bank account as the board of directors may from time direct, to the credit of the women's subcommittee;
- d. the treasurer of the women's subcommittee shall keep correct accounts and books showing the financial affairs of the of the women's subcommittee and shall submit a statement of such affairs to the annual meeting of the of the women's subcommittee;
- e. such statement having been previously audited by a suitably qualified person who has been approved by the board;
- f. the income, monies or property held by or on behalf of women members of the club whencesoever derived shall be applied solely towards the promotion of the objects of the club and shall be the property of the club.

3.4.6. Veterans committee:

- a. the conditions and conduct of all veteran club competitions;

- b. the receipt of all monies generated by such competitions and associated activities;
- c. the treasurer of the veterans subcommittee shall pay these monies into such bank account as the board of directors may from time direct, to the credit of the veterans subcommittee;
- d. the treasurer of the veterans subcommittee shall keep correct accounts and books showing the financial affairs of the of the veterans subcommittee and shall submit a statement of such affairs to the annual meeting of the of the veterans subcommittee;
- e. such statement having been previously audited by a suitably qualified person who has been approved by the board;
- f. the income, monies or property held by or on behalf of veteran members of the club whencesoever derived shall be applied solely towards the promotion of the objects of the club and shall be the property of the club.

4. General manager

4.1. Appointment of general manager

- 4.1.1. A general manager may be appointed by the board.
- 4.1.2. A person currently serving as a board 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 board.
- 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 board.

4.3. Delegation to general manager

- 4.3.1. The board may delegate to the general manager the power (subject to such reservations on the power as may be decided by the board) 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 board 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 board 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 board 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. General meetings

- 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.

5.2. Board meetings

- 5.2.1. As per clause 7.1 in the club's constitution, the board meets a minimum of once every four calendar months to exercise its functions.
- 5.2.2. As an added provision, the board aims to meet at least once every month during regular competition.
- 5.2.3. The board may invite representatives from subcommittees to attend board meetings, in order to present reports and engage in general discussion.

- 5.2.4. Unless they are also a board member, a subcommittee representative may not vote at a board 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 board member or subcommittee member shall support all decisions and resolutions carried at board or subcommittee meetings.
- 5.4.2. Bylaw 5.4.1 shall apply, even if a board 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. Board 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 expense exceeding \$100 must be approved by the board 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.

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. Child Protection

- 7.3.1. 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.
- 7.3.2. The club abides by the Safeguarding Policy included in the Golf Australia Member Protection Framework.

7.4. Confidentiality agreement

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

7.5. Damage to property

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

7.6. First aid

- 7.6.1. 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.
- 7.6.2. The club will meet first aid legislative requirements as a minimum standard.
- 7.6.3. First aid facilities will be maintained on a regular basis.

7.7. Incident and injury policy

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

7.8. Motorised golf carts

- 7.8.1. Motorised golf carts are permissible in all events without restriction.
- 7.8.2. The use of a motorised golf cart by a member is conditional on their adherence to the proper use of a cart, including the following of signs and directions on course.
- 7.8.3. Should a member be found to be consistently breaching these directions, they may lose their right to operate a cart for a period determined by the board.
- 7.8.4. Members can refer to motorised cart policy in the club fixture book.

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 board 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