

**MELVILLE GLADES GOLF CLUB (Inc.)**

**BY-LAWS**

**INCORPORATING ALL AMENDMENTS  
APPROVED TO THIS DATE**

**PART ONE – PREAMBLE**

**Repeal of  
Previous  
By-Laws**

- 1.1 Any By-laws or Rules in force prior to the 1<sup>st</sup> April 2011 are hereby repealed except in so far as the same are herein incorporated.

**To be read in  
Conjunction  
with**

- 1.2 These By-laws shall be read in conjunction with the Constitution of the Club and shall apply to all members of the Club.

**Amendments**

- 1.3 These By-Laws can only be amended, added to or withdrawn by resolution of the Board. Any amendments shall be placed on the Club Notice Board.

**Definitions**

- 1.4 In these By-laws, unless the contrary intention appears:
- 1.4.1 "competition" means any competition set down in the annual fixture book or any other competition sanctioned by the Board.
- 1.4.2 "competition fee" means the fee set by the Board for a particular competition.
- 1.4.3 "Bank" For the purpose of By-Law Part Seven - Administration "Bank" means a Bank as defined in Section 5 of the Banking Act 1959 of the Commonwealth.

**PART TWO - MEMBERS AND MEMBERSHIP**

**Section One - All Categories**

Limits to numbers of members

2.1 The number of members in the various categories/classes of membership including Leave of Absence shall not exceed the following:

2.1.1 Total membership All categories One thousand four hundred 1400

2.1.2 Total Ordinary All Classes One thousand and ninety 1090

2.1.3 Categories:

Ordinary 7 Day (including Provisional) Five hundred 500

Ordinary 6 Day (including Provisional) Two Hundred and Ninety 290

Ordinary 5 Day (including Provisional) Three hundred 300

Junior/Sub Junior One hundred and thirty 130

Life Five 5

Country Twenty 20

Social Thirty Five 35

Summer Thirty 30

House Twenty Five 25

Transient – Class A and B Twenty Five 25

Honorary Ten 10

9 Hole Membership Twenty 20

Corporate Nominees Not to exceed 5% of club membership at any one time

2.1.4 The membership limits include both male and female members of all categories/classes with no specific limits to either gender. For planning purposes a notional limit of two hundred and fifty (250) shall apply to the total female ordinary membership.

Membership Waiting Lists

2.1.2 The Board may introduce a waiting list for any membership category at any time.

- 2.1.2.1 Applicants whose names are recorded on a waiting list shall be admitted to the category for which application was made in chronological order of application as vacancies occur, or as otherwise provided for in the Constitution or these By-Laws.

Country members  
Playing  
Rights

- 2.1.3 Country members shall have the right to play on the course without payment of green fees on no more than twelve (12) occasions in any one financial year of the Club.

Social Members  
Playing Rights

- 2.1.4 A Social Member has full use of the Clubhouse; has no competition playing rights.  
Their subscriptions entitle them to Six (6) Rounds of Social Golf per year. A further Twelve (12) rounds may be purchased by payment of the Green Fee relevant to an Invited Members Guest.

Summer  
Membership  
Period

- 2.1.5 A Summer member shall be entitled to Ordinary 6 Day membership rights during the period 1<sup>st</sup> October in any year to 28<sup>th</sup> February in the following year, and House Membership rights during the rest of the year.

Corporate  
Membership

- 2.1.6 Corporate body members shall pay a registration fee upon application which shall be an amount equal to fifty (50) per cent of the current Nomination Fee for Ordinary members.

9 Hole  
Membership

- 2.1.7 9 Hole members shall have the right to play 9 holes of golf between Monday and Friday in club sanctioned competitions, and after 3.30pm generally, dependent on competition play, otherwise at a time determined by the Match Committee
- 2.1.7.1 Senior 9 Hole Members shall have the right to play 9 holes of Social golf between Monday and Friday in club sanctioned competitions, and after 3.30pm generally, dependent on competition play. Senior 9 Hole Members also have the right to play in regular Ladies and Men's Competitions as determined by the Match Committee

Invitation  
Events

- 2.1.8 In Invitation Events visitors are allowed and the visitor must have an official Golf Australia handicap to play on these days. If the visitor is a member of an A, B or C class Club then they will be required to pay a visitor's green fee of \$10 and the relevant competition fee. Visitors from other than A, B or C class Clubs will be required to pay a \$40 guest green fee plus the relevant competition fee.

- 2.1.8.1 Ladies Guest and Charity Day: With Board approval on these days all Golf WA Lady members of A, B and C Class Clubs visiting will be charged a relevant competition fee of \$10. Visitors from other than A, B or C Class Clubs will be charged a minimum \$20 green fee in addition to the ladies competition fee.

Leave of  
Absence  
Conditions

- 2.1.9 An application for Leave of Absence shall include full details of the reasons for the members absence. The decision of the Board in respect of such applications shall be final.
- 2.1.9.1 Approved periods of absence should not normally exceed three (3) consecutive years and shall be reviewed annually by the Membership Committee.

Changes of  
Address

- 2.1.10 Any member changing address shall notify the General Manager who shall ensure that the new address and telephone number, if applicable, is recorded in the register of members.

Complaints

- 2.1.11 All complaints shall be directed to the General Manager who, if unable to resolve the matter, shall refer the complaint together with his comments to the relevant committee or directly to the Board. The General Manager shall have the authority to require any complaint to be submitted to him in writing.
- 2.1.11.1 Members shall not direct complaints to employed Club personnel except to the General Manager.

Disciplinary  
Investigation  
Committee

- 2.1.12 Subject to the provisions of the Constitution and other By-Laws the Board shall establish a Disciplinary Investigation Committee, and shall empower such Committee with all authority necessary to investigate any matter reported to it and to provide the Board with its findings and a recommendation for further action, if any, by the Board.
- 2.1.12.1 The Board may direct the Disciplinary Investigation Committee to investigate any complaint or report of:
- refusal or neglect to comply with the Constitution or any By-Law of the Club,
  - refusal or neglect to comply with any order or direction by the Board or of any General Meeting,
  - an act or conduct detrimental to the interest of the Club or other members.
- 2.1.12.2 The Disciplinary Investigation Committee is concerned with ascertaining the facts. It may make recommendations to the Board but does not have authority to impose penalties. All investigations are to be conducted as expeditiously as possible and written reports submitted to the Board within thirty (30) days.
- 2.1.12.3 The Disciplinary Investigation Committee shall comprise the following:  
Vice President (Chairman), Captain (Member), General Manager (Ex Officio Member and Secretary), Vice Captain (Part Time Member) (if Junior member involved), Director of Lady Members or a Ladies Committee Representative (Part Time Member) (if female Club member involved).  
The selected Club member shall have been an Ordinary Member or Life Member for at least five (5) years.

2.1.12.4 In the absence of the Captain, the Vice Captain shall be a member of the Disciplinary Investigation Committee.

Absentee  
Voting

2.1.13 Absentee voting will be limited to agenda items requiring a ballot.

2.1.13.1 An application for approval to lodge an absentee vote on agenda items requiring a ballot shall include full details of the circumstances which preclude the members' attendance at the relevant meeting. All such applications shall be made to the General Manager whose decision in respect of same shall be final.

2.1.13.2 Circumstances precluding the members attendance may include

- \* absence from the metropolitan area on the night of the meeting
- \* inability to travel due to personal illness or illness of an immediate family member,
- \* a prior business commitment.

2.1.13.3 Applications must be made in writing to the Club office after the notice of the meeting has been published.

2.1.13.4 The completed voting paper must be returned in a sealed envelope to the Club office not later than normal office hours on the day of the meeting.

## Section Two - Juniors

"Beginners"  
Group  
Training

2.2. New Junior members with no previous golfing experience shall undergo a group training programme determined by the Junior Members Committee to learn the basics of golf etiquette, understanding of rules, and rudiments of actual play.

Playing Rights  
General

2.2.1 Juniors may enter all Club Junior competitions and Sunday PM competitions; provided, that they are accompanied by their parent or guardian in the same group, or by the parent or guardian of another Junior who is also in the same group. Notwithstanding anything in these By-Laws no more than two (2) Junior Members may play in any group in any competition other than a Junior Competition. Junior members may also play at times when there are no other competitions, subject to the approval of the Match Committee.

Use of the  
Clubhouse

2.2.2 Juniors of age 12 - 17 years shall, subject to the Club Constitution and elsewhere in these By-laws, have the right to use the Clubhouse facilities when in the company of and under the supervision of an adult member of the Club.

Invited Juniors

- 2.2.3 Subject to periodical recommendation from the Junior Members Committee the Board may invite junior members to become Invited Juniors. Invited Male Juniors shall enjoy the playing rights of an Ordinary 7 Day Provisional member. Invited Lady Juniors shall enjoy the playing rights of an Ordinary 6 Day member.
- 2.2.3.1 If approved by the Board, Invited Male Junior status shall be offered to the junior Male members with the lowest handicaps subject to a maximum handicap of 9.4, (A-Grade) at the time of review. If approved by the Board invited Lady junior status shall be offered to the junior Lady members with the lowest handicaps (A-Grade) at the time of review In addition these Invited Juniors shall have demonstrated support of and participation in Club activities.
- 2.2.3.2 Invited Juniors shall be encouraged to join their playing partners in the clubhouse, and in the event of an Invited Junior winning a trophy in competition, attendance at Trophy Presentations is expected.
- 2.2.3.3 The list of Invited Juniors shall be reviewed by the Junior Members Committee on a regular basis, but not less than in June and December each year.

Juniors to Ordinary Membership

- 2.2.4 A junior member of Melville Glades upon attaining the age of 18 years, shall, subject to vacancies, be transferred to a class of ordinary membership of his or her choice and shall not be liable to pay any additional nomination fee

**Section Three - Sub-Juniors**

Eligibility for Membership

- 2.3 To be eligible for Sub-Junior membership an applicant shall be over the age of nine (9) years and under the age of twelve (12) years.

Control and Supervision

- 2.3.1 Sub-Juniors shall be accompanied by and under the direct supervision of their parent/s or legal guardian at all times when on the Club premises for any purpose.

Playing Rights

- 2.3.2 Sub-Juniors when accompanied by their parents or legal guardian shall have the right to play on Sunday mornings, and at other times when there are no competitions in progress and not to the inconvenience of other members.

Use of The Clubhouse

- 2.3.3 Sub Juniors shall be entitled to use the Clubhouse facilities subject to the same conditions as Juniors age 12 - 17 years.

**Section Four - Fees**

Nomination Fees:

2.4.1 All applicants for membership of the club shall pay a nomination fee. The nomination fee for each category/class of membership to be in force for the ensuing financial year of the club, shall be determined annually by the Board and displayed on the Club Notice Board.

2.4.1.1 The Nomination Fee lodged with each application for Club membership shall be non-refundable after that applicant has been accepted for membership, and shall be offset against the Nomination Fee payable at the time that applicant is accepted for membership.

2.4.1.2 If an applicant after being accepted chooses not to proceed with his application the Nomination Fee will be forfeited. The Nomination Fee will be automatically forfeited if the member does not take up the option of membership within twelve (12) months.

2.4.1.3 The Board on the recommendation of the Membership and PR Committee may from time to time, as a special marketing initiative, approve a reduction in the nomination fee for a particular category/class of membership. Any such reduced fee shall remain in force for a designated period NOT exceeding six (6) months.

Family Membership

2.4.2 The Nomination Fee to be paid by the wife, husband, child or parent of any Ordinary member shall for the time being be one hundred and twenty (120) dollars. This provision shall apply to only Ordinary six (6) day, Ordinary five (5) day, Summer, Country and Social Categories.

Sub-Junior/Junior Membership Fees

2.4.3 Pursuant to Constitution Clause 4.3.11 the percentage of the basic charge is as follows:

% for age 13 years and under	10% of the Basic Charge
Age 14 years	15% of the Basic Charge
Age 15 years	20% of the Basic Charge
Age 16 years	25% of the Basic Charge
Age 17 years	30% of the Basic Charge

Category Transfers

2.4.4 A member desiring to transfer from one membership category/class to another shall pay any difference between the Nomination Fees applicable for those categories/classes at the time of such transfer, with the following exceptions:

- (i) subject to other clauses of this By-Law, a member who joined under By-Law 2.4.2 and desires to transfer Ordinary 7 Day membership shall pay the full Nomination Fee applicable

to that category at the time of transfer, less the amount already paid as a Nomination Fee.

- (ii) a member elected to Summer, Country or Social membership under By-Law 2.4.2 who desires to transfer to Ordinary 5 Day or Ordinary 6 Day membership may do so without the payment of any additional Nomination Fee.
- (iii) an Ordinary 6 Day member who joined during the month of December 1995, and paid a Nomination Fee of ninety-six (96) dollars, who desires to transfer to Ordinary 7 Day membership shall pay the full Nomination Fee applicable to the latter category at the time of transfer, less ninety-six (96) dollars.

Administration  
Fee Second  
Moiety

- 2.4.5 The administration fee for a second moiety payment of an annual subscription shall be fifty dollars (\$50.00) Plus GST, due and payable by 31<sup>st</sup> January of the applicable year. Monthly and Quarterly Direct Debit payments may be made when paying annual accounts, the fees of which will be determined as part of the annual budget. A formal application is required to be completed and signed for any subscription funding.

Late Payment  
Penalty

- 2.4.6 The penalty fee for late payment of all fees shall, for an Ordinary member be forty (40) dollars and twenty (20) dollars for a member in another category for each six (6) months or part thereof, of the non payment period.

Death or  
Resignation -  
Adjustment of  
Fees.

- 2.4.7 An adjustment of fees and subscriptions may be approved when a member dies or resigns within two (2) years of joining the Club.
- 2.4.7.1 A refund of the nomination fee when granted shall be the fee paid less 4% for each month or part thereof during which he was a member.
- 2.4.7.2 A refund of subscriptions when granted shall be the pro rated subscription for each paid full month remaining in the Club year less an administration fee of twenty (20) dollars.

Green Fees

- 2.4.8 Details of green fees as determined by the Board from time to time shall be prominently displayed at appropriate locations within and about the Clubhouse.

Nomination.  
Fee and  
Subscriptions

- 2.4.9 The Board may waive or reduce the Nomination Fee and annual subscription of any member who is selected to represent Western Australia / Australia, in interstate or international competition, provided the member agrees to represent the Club in the year following such selection, and a recommendation in support of that decision is received from the Match Committee.
- 2.4.9.1 A member in the age group 16-20 years who may or may not be a current junior member may at the discretion of the Board be granted

a reduction in Nomination Fee and annual subscriptions from the year after his sixteenth birthday up to and including the year in which he turns twenty-one (21 years.)

- 2.4.9.2 Any Ordinary Member in the age group 18/25 attending University or TAFE or undergoing full time Apprenticeship training may at the discretion of the Board, be granted a reduction in Nomination Fees and or Annual Subscriptions subject to the production of acceptable proof of their current and on-going student status.

#### Transient Members

Subscriptions 2.4.10 The Annual Subscription for Transient Members Class A shall be the Annual Subscription for Ordinary 6 Day members plus twenty per cent (20%)

- 2.4.10.1 The Monthly Subscription for Transient Members Class B shall be one sixth (1/6) of the Annual Subscription for Ordinary 6 Day members.

#### Honorary Members

- 2.4.11 Pursuant to Constitution Clause 2.14.2 Honorary Members shall pay the following charges as determined by the Board:  
Locker rental fees, buggy storage fees and competition fees.  
Honorary Members are not required to pay green fees.

House Credit 2.4.12 Pursuant to clause 4.19 of the Constitution the House Credit shall be as follows:

The House Credit shall be an annual charge made on members in conjunction with their annual membership subscriptions.

Ordinary 7, 6 and 5 Day members, Senior members, Provisional Members, Transient members Class A, Corporate Body Nominees  
\$200.00 pa. Standard Charge

Non Playing, Summer and Social Membership  
50% of Standard Charge

Members aged 18 - 20 years: 50% of Standard Charge

9 Hole Membership 50% of Standard charge

Transient members Class B 25% of Standard Charge

Junior/Sub Juniors, Country,  
Life, Honorary and Members on  
Absentee Leave NIL

- 2.4.12.1. Upon payment of the House Credit charge each member shall be entitled to use the credit for the following:-

- (a) purchases from the Club bar,
- (b) purchases from the Club's Restaurant,
- (c) payment for attendance at Club social functions,
- (d) purchase of tickets in raffles conducted by the Club's Bar Manager where 100% of the net proceeds go to the Club.

Non Recoverable  
Capital Contribution  
(NRCC)

2.4.13 Pursuant to clause 4.19 of the Constitution the Non Recoverable Capital Contribution shall be as follows:

Ordinary 7, 6 and 5 day Members, Senior members, Provisional members, Transient members Class A, Corporate Body Nominees, Summer Members, Social Members, Members on Leave of Absence and Nine Hole Members \$165.00pa. Standard NRCC

Country Members 50% of standard NRCC

Non-Playing, Junior Members, Sub Junior Members  
Life, Transient Class B and Honorary Members NIL

2.4.14 The NRCC remains in force until the current building loans with the City of Melville are extinguished.

## PART THREE - USE OF THE COURSE

### Section One - Rules

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|---------------------------------|---|
| Rules of Golf                   | <p>3.1. The rules of the game of golf as approved from time to time by the Royal and Ancient Golf Club of St Andrews and the United States Golf Association and any Melville Glades Golf Club (Inc.) local rules shall be the golf rules of the Club.</p> <p>3.1.1. All players shall be expected to be conversant with the golf rules of the Club before commencing to play or entering any competition.</p> <p>3.1.1.2 All players shall comply with the instructions displayed on notice boards, and with warning signs and directional signs throughout the course.</p>   |
| Local Rules                     | <p>3.1.2 Standing local rules for play shall be prescribed on the official scorecard. Any temporary local rules shall be displayed on the notice board at the Professional's shop.</p>  |
| Register at Professional's Shop | <p>3.1.3 Notwithstanding a member's intention to play in a competition or to play social golf it is a requirement that whenever members come to the course to play, they must advise the Club Professional or his representative that they shall be on the course, and confirm with the Club Professional that the course is clear for play.</p> <p>3.1.3.1 Should the Club Professional or his staff not be in attendance, members may commence a game of golf, but must notify the Professional of their attendance on the course at the earliest opportunity.</p> <p>3.1.3.2 A member who invites a guest to play on the course either for competition or social golf must ensure the payment of the appropriate green/or competition fee at the Professional Shop prior to teeing off,</p> <p>3.1.3.3 If the Professional Shop is unattended at the time the fee is to be paid immediately following the completion of the round.</p> |

### Section Two - Competition Play

- |                            |   |
|----------------------------|---|
| Control by Match Committee | <p>3.2 All competitions shall be under the control of the Match Committee which may change or alter any date, or cancel or vary any competition.<br/>The Match Committee shall prescribe the Conditions of Play for competitions.</p> |
| Main Competition Days      | <p>3.2.1 The main competition days shall be:<br/>             (a) Saturday all day male<br/>             (b) Tuesday am ladies</p>  |

- (c) Wednesday all day male
- (d) Thursday am ladies

Members not in Competition	3.2.2	Members not taking part in a competition under the control of the Match Committee may, subject to their membership playing rights, play on the day of the competition when and where directed by the Match Committee.
Members In Competition	3.2.3	Players entering competitions in which they are eligible to compete must complete the relevant entry form/time sheet and pay the prescribed entry fee before teeing off.
Time Sheets	3.2.4.	All competition time sheets shall be opened for bookings on the Club website 8 days prior to the event at 2.00pm
	3.2.4.1	No more than the names of one playing group shall be added by one person to a time sheet.
	3.2.4.2	Waiting lists are an integral part of the time sheet. When a time sheet is full and members are using the waiting list, if a name is deleted from the time sheet a replacement will automatically be brought forward from the waiting list.
Inability to Play	3.2.5	Members whose names appear on the time sheet for any event are required to notify the office or the Professional's shop or the starter of their inability to play and their withdrawal from a competition, time sheet or waiting list. A member failing to meet this requirement in a timely manner on two or more occasions shall be liable to suspension for a period of two weeks.
Competition Fields have Priority	3.2.6	Competition fields have priority until the last group has "turned" for their final nine holes. Players following shall then remain one fairway clear behind the field.
Starter's Authority	3.2.7	When a starter is on duty he or she shall control the tee off times and the tees allotted. The starter shall have the power to act for and with the authority of the Match Committee.
Reporting to Starter	3.2.8	Players shall report to the starter or in the absence of the starter the Professional, twelve (12) minutes prior to their scheduled tee off time. Failure to so report shall make the player liable to loss of place in that event.
Return of Score cards	3.2.9	Members shall return score cards for all Club competitions for which they enter, within 15 minutes of completion of their round. Members shall return all competition round scorecards from other clubs as required by the Match Committee.

Memorial  
Trophies

3.2.10 Any proposal for the introduction of a memorial trophy or event shall be considered by the Board in full session. Such a proposal may be initiated by

- (a) an ordinary or life member, or
- (b) a member of the immediate family of a deceased past member.

3.2.10.1 The deceased past member must have been an ordinary or life member for a minimum period of ten (10) years and in good standing at the time of ceasing to be a member. He or she is expected to be known to have made a significant contribution to the well-being of the Club in any capacity.

3.2.10.2 Each request for a memorial event shall be accompanied by an undertaking from the initiator that an appropriate trophy will be donated each year that the event is held, for presentation with the Club's perpetual Memorial Trophy.

3.2.10.3 A proposal that accords with the above may be approved by the Board for implementation in the succeeding golfing year, provided there are sufficient appropriate fixture dates and times available.

3.2.10.4 The Board may at any time resolve to limit the number of memorial events in any one year.

Alteration of a  
Member's  
Handicap

3.2.11 The Board of Management on recommendation of the Match Committee may from time to time approve the alteration of a member's handicap if in its absolute discretion and having regard to all of the circumstances including the member's results in any form of competition, it considers that the change is warranted under the handicap system which the Club follows.

3.2.11.1 A member shall have the right to make representation to the Match Committee or to the Board of Management in relation to any proposed alteration of the member's handicap.

**Section Three - Care of the Course**

Repair of  
Divots

3.3.1. While on the course all players shall carry and use a bucket or other approved container of sand which shall be used for repairing divot marks in the fairways.

3.3.1.1 Divot marks shall be repaired by breaking in the sides and then filling them with sand.

Bunkers

3.3.2 Before leaving a bunker players shall carefully rake and smooth over all holes and footmarks and leave the rake appropriately positioned outside the bunker.

- Greens 3.3.3 Players shall ensure that all plug marks, spike marks or other damage is repaired in the proper manner before players leave the green.
- 3.3.3.1 Players shall not take buggies across yellow or blue lines marked in front of greens or green surrounds.
- Lake 3.3.4 Members shall not enter the lake for any purpose.

#### **Section Four – Golf Practice**

- Driving Range 3.4.1 The Club Professional shall control the use of the practice driving range.
- 3.4.1.1 Members or guests shall not collect balls from the practice driving range unless by the direction of the Club Professional.
- Chipping Area 3.4.2 The designated practice chipping area shall be used only for chipping practice, and no other area shall be used for chipping practice.
- Putting Greens 3.4.3 The practice putting greens shall be used only for putting practice or organised putting competitions.
- Course Practice 3.4.4 Except when being tutored under the supervision of the Club Professional, golfers shall NOT use more than two (2) golf balls whilst practicing on the course.

#### **Section Five - Closure and Discontinuance**

- Closure of the Course 3.5.1 Responsibility for a decision to close the course before play shall rest with the Course Superintendent or any other member of the Course Committee until the course is made available for play after which it is the responsibility of the Match Committee.
- 3.5.1.2 In the absence of a quorum of two members of the Match Committee, the Captain or in his absence, the Club Professional, or in his absence the General Manager, or in his absence the Vice Captain, or in his absence, the President, or in his absence any member of the Match Committee shall have authority to close the course.
- 3.5.1.3 When play is in progress repeated short blasts of a horn shall mean that play is to be abandoned and that the course has been closed.
- Discontinuance of Play 3.5.2 The Match Committee or in the absence of a quorum of that Committee, the Captain or in his absence the Vice Captain, or in his absence the Club Professional, or in his absence the General Manager, or in his absence the President, or in his absence any

member of the Match Committee shall have the authority to discontinue or continue play.

3.5.2.1 One long blast of the horn shall mean play is suspended then players shall cease play and mark and lift any balls in play.

3.5.2.2 Two long blasts shall mean play may be recommenced.

**PART FOUR – USE OF THE CLUBHOUSE**

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|----------------------------|---------|---|
| Notice Board               | 4.1     | No notice or written or printed matter shall be posted in or about the clubhouse unless authorised by the General Manager, and no member shall deface or remove any such notice or paper that has been so posted.   |
| Members Personal Property  | 4.1.1   | Members' personal property including golf bags, golf buggies and golf clubs and accessories, shall not be deposited in the clubhouse other than in the places specifically provided for the purpose.  |
| Wearing of Spiked Footwear | 4.1.2   | When in the clubhouse Members shall only be permitted to wear spiked shoes in the locker rooms, connecting passage ways and designated areas of the bar.  |
| Gambling                   | 4.1.3   | Gambling other than that permitted by Western Australia law shall not be permitted in the clubhouse.  |
| Raffles                    | 4.1.4   | Minor raffles shall only be conducted on clubhouse premises by authority of the House Committee or General Manager.   |
|                            | 4.1.4.1 | Major raffles may require the approval of the Lotteries Commission. If the Club proposes to conduct such raffles which would involve selling tickets outside the Club full particulars shall be referred to the General Manager to obtain appropriate approvals after endorsement by the Board. |
| Children in the Clubhouse  | 4.1.5   | Children under the age of 18 years are not permitted to remain in the clubhouse area where the liquor bars are located unless in the care of an adult.  |
|                            | 4.1.5.1 | A person under the age of 18 years shall not purchase or consume intoxicating liquor on the Club premises.  |
| Clubhouse Employees        | 4.1.6   | The clubhouse employees shall be under the control and management of the General Manager and no member shall in any way interfere with, hinder, direct or complain to employees, or prevent employees from carrying out their duties.   |
| Closure of the Bar         | 4.1.7   | The person in charge of the bar shall close the bar no later than the advertised closing time each night, and no further drinks shall be served after that time.  |
|                            | 4.1.7.1 | If, within one hour of closing time there are less than 3 people in the bar, the person in charge of the bar is authorised to provide those members present with 15 minutes notice before closing the bar, even though it may be before the advertised closing time.                            |

4.1.7.2 If, in the opinion of the person in charge of the bar, a member or guest has had so much to drink that he is unable to conduct himself in a responsible manner, or he is becoming a nuisance to other members, or he is likely to endanger his own physical well-being or that of others, that person in charge shall tell that person that he/she considers he has had enough to drink, and shall not serve him any more alcohol.

Parking of Vehicles

4.1.8 Motor vehicles shall be parked in the areas set aside for the purpose. Members shall not park motorised vehicles in the areas reserved for officials and employees of the Club.

Indoor Recreational Equipment

4.1.9 The rules relating to the use of indoor recreational equipment shall be as laid down by the House Committee from time to time and displayed in a prominent place in the Clubhouse

Locker Rental

4.1.10 The Club may make available lockers in the Club's locker rooms for members to rent, on an annual basis at a fee determined by the Board.

4.1.10.1 A member who wishes to rent a locker will pay that amount to the club at the commencement of each membership year, and will have no rights to use the locker until such amount is paid.

4.1.10.2 A member who rents a locker will maintain that locker in the same condition that it is in when he/she first rents it, and will not change, improve, damage, apply anything to the surface of or otherwise alter the locker in any way without the express written permission of the Club.

4.1.10.3 The Club has the right to open and inspect a locker at any time if in the opinion of the Club or its authorized agent there is a valid reason to do so, provided always that the member who is renting the locker is advised in writing of the intention to open that locker, and is provided with a reasonable opportunity to be present at the time the locker is opened for inspection.

**PART FIVE - GENERAL**

Dress

5.1 No person shall remain in the clubhouse or be permitted to play on the course unless he or she is dressed in accordance with dress standards as defined and displayed in appropriate areas of the Club. A member of the Board/The General Manager or the person in charge of the Bar shall have the right to refuse persons not suitably dressed the use of the Clubhouse. A member of the Board/The General Manager the Professional or the Starter shall have the right to refuse persons not suitably dressed the use of the course.

Intoxicating Liquor

5.1.1 No intoxicating liquor shall be supplied or sold to any person under the age of eighteen (18) years.

- 5.1.1.1 No liquor shall be supplied or sold for consumption elsewhere than on the Club premises unless such liquor is removed from the premises of the Club by a member purchasing the same.
  - 5.1.1.2 No person other than the General Manager and bar employees shall be permitted behind the bar or to serve behind the bar without the sanction of the General Manager.
- Guests
- 5.1.2 Members introducing guests to the Club to play golf shall ensure that the guests names and addresses are entered in the Visitors Book, prescribed fees are paid, and that their guests are appropriately dressed.
    - 5.1.2.1 Members must accompany their guest/s when playing on the course and in the Clubhouse and are responsible for the conduct of their guest/s throughout their stay.
    - 5.1.2.2 Guests may be invited to play on the course on no more than six (6) occasions during any one calendar year whether the guest is invited by one member six times or by six members once, or otherwise.
    - 5.1.2.3 Guests who are members of clubs affiliated with Golf Australia , and who have a playing handicap authorised by Golf Australia may enter Club competitions designated "Invitation". Such guests shall pay the prescribed competition fee.
    - 5.1.2.4 Guests who do not enter the competition on a designated Invitation day or who have the approval of the Match Committee to play on any other day shall pay the prescribed green fee.
- Identification of Member and Guests
- 5.1.3 Club identification discs shall be provided to all new members, and replacements shall be available from the office.
    - 5.1.3.1 Identification discs and annual membership discs must be displayed prominently on members' bags at all times whilst on the Club premises.
    - 5.1.3.2 Green fee players shall be required to produce on demand the receipt for their fees.
- Trade/Industry Groups
- 5.1.4 Access to the Club facilities, course and clubhouse may be made available to trade/industry groups on application, subject to no undue interference to members. Participants of such groups shall be accorded temporary membership during the duration of their visit.
    - 5.1.4.1 All such groups shall be advised in writing by the General Manager of their need to comply with these By-laws regarding course etiquette, carrying of sand buckets, repairs of divots and bunkers, etc, and Club dress requirements on the course and within the Clubhouse.
    - 5.1.4.2 If the course is made available to a trade/industry group on a Sunday, one tee shall be left open for members.

Motorised  
Buggies

- 5.1.5 The term “motorised buggy” includes any vehicle approved for carrying/transporting a player and his clubs and equipment.
- 5.1.5.1 Any adult member may use an approved motorised buggy on the course during social play, and during any competition which is not considered by the Match Committee to be a Prohibited Competition.
- 5.1.5.2 The Match Committee, shall compile a list of Prohibited Competitions, which shall be constantly under review, and may be amended at any time. The current list of Prohibited competitions shall be displayed on the Club notice board.
- 5.1.5.3 The Match Committee may also, from time to time, allow the use of an approved motorised buggy in any competition, subject to a written application by the member who requires the use of the motorised buggy for medical reasons.
- 5.1.5.4 The application shall include a certificate from a medical practitioner stating the applicant is suffering from a physical disability and that such vehicular assistance is necessary for the continuing playing of golf.
- 5.1.5.5 Approval to use a motorised buggy will be considered provided that:
- (i) the details of the motorised buggy proposed to be used are set out in the application;
  - (ii) the user accepts and agrees to observe the conditions of use as prescribed by the Board, which shall include:
    - (a) agreement to drive the vehicle only on the fairways, or paths built for the purpose, or on the most direct route from any green to the next tee,
    - (b) agreement to not drive the vehicle within three (3) metres of any green,
    - (c) no more than two (2) persons to ride on the vehicle at any one time, and
    - (d) no more than two (2) vehicles to be used in any group of players.
  - (iii) the user acknowledges that course conditions may at times be such that use of motorised buggies may be partially or completely restricted for limited periods.
- 5.1.5.6 Technical requirements, conditions of use, and operating procedures for motorised buggies, which may change from time to time, shall be available from the General Manager.

Dogs

- 5.1.6 Members or guests of members shall not bring dogs on to the Club premises.

Pennant  
Competitions

- 5.1.7 The Club shall enter teams in pennant competitions conducted by or under the auspices of Golf WA and Ladies Outer Suburban Pennant Association, in such grades as are available and as decided upon by the Board.

Pennant Selection

- Committee's
- 5.1.8 A Men's Pennant Selection Committee comprising the Captain, Vice Captain and members appointed by the Captain shall be empowered to select members of the Club pennant teams.
  - 5.1.8.1 A Ladies Pennant Selection Committee comprising the Lady Captain, Lady Vice Captain and Lady Pennant Coordinator (elected by Lady Members Committee) shall be empowered to select members of the Club in Ladies Pennant teams.
  - 5.1.8.2 Junior members may be selected in teams as decided by the Pennant Selection Committee, subject to Golf WA Regulations for Pennant Golf.
  - 5.1.8.3 Club members shall be encouraged to make themselves available to represent the Club in pennant competitions.

Pennant  
Officials

- 5.1.9 It shall be a responsibility of the Club Captain and Vice Captain to officiate during the conduct of Golf WA pennant matches. The Lady Captain, Lady Vice Captain and Lady Pennant Coordinator shall officiate for Ladies GolfWA and Ladies Outer Suburban Pennant Association matches.

## PART SIX – MANAGEMENT AND STANDING COMMITTEES – FUNCTIONS

### Section One – Management Committees

#### Management Committees General

- 6.1 An elected or appointed member of a Management Committee shall hold office for one (1) year, or until a successor is elected or appointed.
- 6.1.1 At each Annual General Meeting each elected member of a Management Committee who has completed his term in office shall retire and be eligible for re-election.
- 6.1.2 A member of a Management Committee who has been appointed by the Board of Management shall hold office for one (1) year and at the completion of that term may be re-appointed for further one year terms at the discretion of the Board.
- 6.1.3 The Management Committees shall be responsible to the Board for the exercise of the following functions.

#### Match Committee

- 6.1.2 In conjunction with the Ladies Match Committee, organise and control the playing of all competition and social golf on the course.
- 6.1.2.1 In conjunction with the Course Committee, make, amend or cancel local rules and conditions of play as deemed necessary.
- 6.1.2.2 Resolve queries on Rules of Golf in accordance with Golf WA procedures.
- 6.1.2.3 Investigate breaches of the Rules of Golf and Golf Etiquette and impose penalties as provided for in the Rules of Golf or these By-laws. Serious and/or repeated breaches shall be referred to the Board for further action.
- 6.1.2.4 Liaise with the Club Professional regarding Club Professional facilities and activities.
- 6.1.2.5 In conjunction with the Finance Committee recommend competition fees, green fees and prizes.
- 6.1.2.6 Ensure compliance with dress standards on the Course.
- 6.1.2.7 The Match Committee shall recommend to the Board of Management a member to be appointed as Handicap Manager. This position will be reviewed annually by the Board of Management.

#### Finance Committee

- 6.1.3 Liaise with Board members on financial matters and supervise the preparation of annual budgets and projected income and expenditure for Board consideration.

- 6.1.3.1 Ensure that appropriate records are maintained to provide an accurate position record of the financial affairs of the Club and report the results monthly to the Board
- 6.1.3.2 Ensure that quarterly summaries of the Club's financial situation are displayed on the notice board.
- 6.1.3.3 Supervise the preparation of annual profit and loss statements, statements of income and expenditure etc, for endorsement at Annual General Meeting.
- 6.1.3.4 In conjunction with the General Manager, devise for Board consideration, procedures and systems for financial, stock and asset control to safeguard the Clubs assets and property.

Membership  
and Public  
Relations  
Committee

- 6.1.4 Evaluate all applications for Club membership and make appropriate recommendations to the Board.
- 6.1.4.1 Interview applicants and if considered necessary by the Board their proposers/seconders.
- 6.1.4.2 Develop and maintain a new members induction programme.
- 6.1.4.3 Develop and maintain a membership recruitment and public relations (marketing) programme.
- 6.1.4.4 Liaison with Club sponsors.
- 6.1.4.5 Co-ordinate the production and distribution of the Club newsletter.
- 6.1.4.6 Oversee and provide management guidance and support for the Club Historian, if appointed and for control and maintenance of the Club archives and historic memorabilia.

Course  
Committee

- 6.1.5 Oversee the maintenance of the course, clubhouse surrounds and associated equipment.
- 6.1.5.1 Oversee the development of the course in accordance with programmes approved by the Board.
- 6.1.5.2 Prepare proposals for additional and/or replacement items of equipment.
- 6.1.5.3 Supervise the management of the course budget.
- 6.1.5.4 Liaise with the Match Committee regarding course conditions and availability particularly with regard to major events.
- 6.1.5.5 Encourage member participation in course upkeep.
- 6.1.5.6 Make decisions on course closure in consultation with the Match Committee.

## House and Social

## Committee

- 6.1.6 Oversee the provision and maintenance of the clubhouse facilities and services.
  - 6.1.6.1 Oversee the quality of service and goods provided, and the cost of goods sold.
  - 6.1.6.2 Provide appropriate input to the formulation of the clubhouse budget.
  - 6.1.6.3 Arrange social activities to meet reasonable requirements of members.
  - 6.1.6.4 Co-ordinate social activities and clubhouse events and fund-raising activities.
  - 6.1.6.5 Ensure compliance with dress standards within the clubhouse and related facilities.

## Junior Members

## Committee

- 6.1.7 Manage the affairs of Junior Members, including the conduct of competitions.
  - 6.1.7.1 Investigate reported breaches by Junior members of the Rules of Golf and golf etiquette and impose penalties as provided for in the Rules of Golf. Serious and/or repeated breaches shall be referred to the Board through the Club Match Committee for further action.
  - 6.1.7.2 Penalties imposed by the Junior Members Committee for other breaches of conduct may include denial of playing rights for up to three (3) successive weeks. Details of all breaches and penalties imposed are to be included in the appropriate Junior Members committee meeting minutes.
  - 6.1.7.3. Recommend for Board consideration, development programmes for improvement in golfing skills and experience in golfing administration for Junior members.
  - 6.1.7.4 Recommend for Board consideration such appointments as Junior Co-ordinator, Junior Pennant Co-ordinator, and Invited Juniors.

## Lady Members Committee

General  
Committee

- 6.1.8 Pursuant to Constitution clause 3.8, 3.9 and 3.10, the undermentioned By-Laws shall govern the composition, powers, and conduct of the Lady Members Committee and Sub Committees, together with some general provisions affecting only Lady Members.
  - 6.1.8.1. The Lady Members Committee shall comprise the following office bearers:

Director of Lady Members & Chairperson  
 Elected Member  
 Lady Captain,  
 Lady Vice Captain,

Lady Secretary,  
 Lady Treasurer,  
 Lady Handicap Manager,  
 and four (4) General Committee Members.

- 6.1.8.2 The Lady Members Committee shall meet at least once in each month from February to December in each year, at such time and place as the Director of Lady Members shall determine.
- 6.1.8.3 Each member of the Lady Members Committee shall have a vote on all matters, and the Director of Lady Members shall also have a casting vote.
- 6.1.8.4 Five (5) members of the Committee actually present at a meeting shall form a quorum.
- 6.1.8.5 Each person elected to the Lady Members Committee shall hold office for one (1) year, after which time she shall be eligible for re-election. The Lady Captain may hold office for a maximum of three (3) years, after which she may nominate for any other position on the Committee. A General Committee member may hold office for a maximum of two (2) years, after which she may nominate for election to any other position on the Committee.

Powers of  
 the Lady  
 Members  
 Committee

- 6.1.8.6 In addition to other powers bestowed by the Constitution or these By-Laws, the Lady Members Committee may:
  - 6.1.8.6.1 Subject to the submission of certified accounts and receipts by one or more of the lady office bearers for out-of-pocket expenses, incurred in the performance of their duties and with the endorsement of the Ladies Committee, request reimbursement from Club funds.
  - 6.1.8.6.2 Recommend to the Board that funds raised by the Lady Members Committee be used in a certain manner.
  - 6.1.8.6.3 Approve, and where necessary amend, conditions to govern the conduct of ladies golf competitions on the course, and authorise the Ladies Match Committee to administer such conditions.

Election of  
 Office Bearers

- 6.1.8.7 All lady Life and financial ordinary members shall be eligible for election to the Lady Members Committee providing they have been an Ordinary member for a minimum of two (2) successive years except that candidates for the position of Captain need to be an Ordinary member for a minimum of four (4) consecutive years
  - 6.1.8.7.1 Nominations for all positions on the Lady Members Committee, other than the Director of Lady Members and the Elected Member, shall be in writing and proposed and seconded by two ordinary lady members and signed by the nominee, and must be in the hands of the Lady Secretary at least Twenty Eight (28) days prior to the date of the Ladies Annual Meeting.
  - 6.1.8.7.2 A list of lady members nominated for election, arranged in alphabetical order and indicating the retiring members, shall be

displayed by being affixed to the Ladies and clubhouse notice boards for a period of not less than Twenty One (21) days immediately prior to the Ladies Annual Meeting.

6.1.8.7.3 All lady Life and financial ordinary members shall be entitled to vote at the Ladies Annual Meeting. Voting shall be by ballot. No proxy voting shall be allowed.

6.1.8.7.4 Absentee votes shall be allowed. An application to lodge an absentee vote shall include full details of the circumstances which preclude the member's attendance at the relevant meeting. All such applications shall be made to the Director of Lady Members, or in her absence the Club's General Manager, whose decision in respect of same shall be final.

6.1.8.7.5 If two (2) or more candidates for any position obtain an equal number of votes the chairperson of the meeting shall exercise a casting vote, in addition to her deliberative vote.

6.1.8.7.6 If no more persons are nominated for any office than there are vacancies, the chairperson of the Ladies Annual Meeting shall declare such persons duly elected. If sufficient candidates are not nominated to fill the vacancies, the Lady Members Committee may fill any vacancy at its next meeting.

6.1.8.7.7 Elected members of the Lady Members Committee shall assume their appointments at the conclusion of the Ladies Annual Meeting at which their election is declared.

Ladies  
Annual  
Meeting

6.1.8.8 The Lady Members Committee shall convene an annual meeting of lady members in the month of November each year, at which the following shall take place:

- Election of office bearers,
- Recommendations from the Lady Members Committee in relation to the ensuing golf season,
- Consideration of any matters raised in writing by lady members prior to the meeting,
- General Business and any other matter considered appropriate by the Chairperson.

6.1.8.8.1 Notice of the date and venue for the Ladies Annual Meeting will be made available to all lady members, by post or by hand, by the Lady Secretary, no later than twenty-eight (28) days prior to the proposed date for that meeting.

6.1.8.8.2 The Director of Lady Members shall chair the Ladies Annual Meeting. In the absence of the Director of Lady Members any member of the Lady Members Committee may be elected by the members present to chair the meeting.

Lady  
Secretary

6.1.8.9 The Lady Secretary shall keep full and correct minutes of all proceedings of the Ladies Annual Meeting and all meetings of the

Lady Members Committee, and shall carry out the directions of that Committee.

6.1.8.9.1 A copy of each set of minutes shall be provided to the General Manager for the information of the Board.

Lady  
Treasurer

6.1.8.10 The Ladies Treasurer duties shall be:

- Assist the Club Finance Director with the preparation of the yearly budget in relation to Lady Members.
- Arrange the collection of monies for Ladies special event competition entry at Melville Glades.
- Ensure that allocated monies are forwarded appropriately.
- In conjunction with Ladies Pennant Coordinator prepare and arrange paperwork, money and other items necessary for the Lady pennant players.
- Maintain records relating to fundraising events as required.

Ladies Match  
Committee

6.1.8.11 The Lady Members Committee shall appoint a Ladies Match Committee, which shall be chaired by the Lady Captain and comprise of the Lady Captain, Lady Vice Captain and Lady Handicap Manager. The Director of Lady Members and the Lady Secretary are ex-officio members.

6.1.8.11.1 The Lady Captain shall convene a meeting of the Ladies Match Committee whenever she considers such a meeting to be necessary.

6.1.8.11.2 The Ladies Match Committee shall draft a yearly programme of events for lady members and, subject to endorsement by the Lady Members Committee, submit such programme to the Board of Management for approval.

6.1.8.11.3 The Lady Members Committee shall draft Recommendations concerning ladies' golf competitions and shall, after endorsement at the Ladies Annual Meeting, submit such Recommendations to the Board of Management for approval.

6.1.8.11.4 The Ladies Match Committee shall draft Conditions of Play for lady members' competitions, and shall administer those competitions, with guidance from the Club Match Committee as required.

Resignation  
of the Lady  
Members  
Committee

6.1.8.12 In the event that a majority of the members of the Lady Members Committee resign from office the power and authority to control and administer all matters relative to the lady members of the Club shall revert immediately to the Board, until such time as an authorised Lady Members Committee is elected.

6.1.8.12.1 In the event of such resignations the Board shall call a meeting of all lady members within a period of twenty-eight (28) days to facilitate the election of a Lady Members Committee, from nominations taken at that meeting.

## Section Two – Standing Committees

### Constitution & By-Laws Review Committee (CRC)

6.2

Constitution and By-laws Review Committee (short title of CRC) shall be a standing committee reporting directly to the Board. The role of the CRC shall be to:

- (i) examine all proposals for amendments/additions to the Constitution and/or By-laws referred to it, and make appropriate recommendations to the Board in respect there-of, and
- (ii) periodically review the current Constitution and By-laws and recommend to the Board any amendments/additions considered necessary to ensure that both of these important documents remain up to date and relevant.

### Composition

6.2.1

The CRC shall comprise the Chairman, who shall be appointed by the Board, and up to four (4) members nominated by the Chairman and approved by the Board. The General Manager shall be an ex-officio member of the CRC and shall be responsible for ensuring that the CRC is kept fully informed of Board decisions that have or may have Constitution and/or By-law implications.

### General

6.2.2

The club administrative staff shall provide secretarial support for the CRC as required. The Chairman and members of the CRC shall be appointed for a period of two years and be eligible for reappointment. The frequency and conduct of CRC meetings shall be as determined by the Chairman.

**PART SEVEN - ADMINISTRATION**

Investment  
of Surplus  
Funds

- 7.1 The General Manager shall invest surplus funds standing to the credit of the Club from time to time in one or more of the following ways -
  - 7.1.1 in bank accepted or endorsed bills of exchange, whether or not those securities are to be held until maturity;
  - 7.1.2 in negotiable, convertible or transferable certificates of deposit issued by a bank, whether or not those securities are to be held until maturity;  
or
  - 7.1.3 by placing the moneys on deposit with any bank.

Definitions

- 7.2 For the purpose of By-Law 8.1. "bank" means a bank as defined in section 5 of the Banking Act 1959 of the Commonwealth.

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**OF**  
**THE MELVILLE GLADES GOLF CLUB (Inc.)**

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