

CONSTITUTION & RULES OF THE ALEXANDRA GOLF CLUB INCORPORATED

1.0 NAME

The name of the Club is “The Alexandra Golf Club Incorporated” hereinafter referred to as “the Club”.

2.0 REGISTERED OFFICE

The registered office of the Club shall be situated at the Golf Clubhouse, Alexandra, or at such other place as the Alexandra Golf Club Executive, hereinafter referred to as “the Executive” may from time to time determine. Notice of every change of place of the registered office shall forthwith be given to the Registrar of Incorporated Societies.

3.0 OBJECTS

The objects for which the Club is established are:

- 3.1 To provide for the members a golf course and Clubhouse, and to supply members all things ancillary to the playing of golf
- 3.2 To assist, promote and encourage the game of golf and in particular in the Alexandra and Central Otago area by making the Course and Club facilities available as often as possible to members of the general public and visitors to the area having due regard to the requirements and needs of the Club members and Club competitions.
- 3.3 To conduct tournaments and ancillary activities for the benefit of members and for provision of golfing activities within the wider community.
- 3.4 To maintain public access to the golf course for the local community for recreational purposes and to maintain the course grounds as required in line with the terms of the lease agreement for the course grounds with the Central Otago District Council.

4.0 POWERS

In furtherance of the above objectives the Club shall have the following powers:

- 4.1 To purchase, take on lease, occupy or otherwise acquire and hold real and personal property and to maintain the grounds administered by the Club for the benefit of the members and the general public and in accordance with the requirements of any

lease agreement entered into with the Central Otago District Council or its successor.

- 4.2 To erect, maintain, alter and repair, hire or otherwise acquire any buildings and erections, installations, machinery, equipment or other property necessary or convenient, or that may be required for the purposes of the Club.
- 4.3 To buy or otherwise acquire chattels of all descriptions, books, papers, machines, equipment, apparatus and other things required for or of use in connection with the objects or affairs of the Club.
- 4.4 To manage, let, sell, exchange, mortgage, charge or otherwise dispose of any property of the Club in any manner as may be expedient.
- 4.5 To borrow money by way of bank overdraft or otherwise in such manner and to give security over all or any of the property of the Club as may be necessary or proper.
- 4.6 To invest and deal with the money of the Club not immediately required in such manner as may from time to time be required.
- 4.7 To raise money by subscriptions, fees or levies loans or debentures as is provided in Clause 7 hereof.
- 4.8 To promote and hold, either alone or jointly with any other club, society, associations or persons, meeting, competitions, matches and allied matters, and to offer, give or contribute towards prizes and trophies, medals and awards therefore (other than money prizes) and to promote, give or support social and cultural functions.
- 4.9 To establish, promote or assist in establishing or promoting and to subscribe to, affiliate with, or become a member of any other association, society or club, whose objects are similar, or in part similar, to the objects of the Club, or the establishment or promotion of which may be beneficial to the Club.
- 4.10 To use the assets and funds of the Club for and to do all such lawful acts and things as are incidental or conducive to the attainment of the above mentioned objects or any of them.
- 4.11 To ensure a Bar Liquor License or any licence in substitution thereof is maintained to allow the Club to supply members' refreshments, and manage its premises within the terms of the current Sale of Liquor Act.

5.0 MEMBERS

- 5.1 The Club shall be composed of the following classes of members, having the respective rights and privileges herein described:

- a. **FULL PLAYING MEMBERS**
They shall be entitled to all the privileges of membership. These privileges are the right to use the course and facilities, full voting rights at all meetings and the right to stand for office.

- B **9 HOLE MEMBERS**
They shall be entitled to all the privileges of 9-hole membership. These are the right to use the course for a maximum of nine holes (except by invitation to eighteen hole competitions) use of facilities, with full voting rights at all meetings, and the right to stand for office.

- c. **JUNIOR MEMBERS**
They shall be less than the age of twenty (20) years and shall have the right to use the course, the clubhouse and other facilities of the Club, subject to any restrictions imposed by the Executive from time to time, but do not have voting rights nor the right to stand for office.

- d. **SCHOOL PUPIL MEMBERS**
 - i. **Competitive**
Shall have full playing rights but no voting rights nor the right to stand for office.
 - ii. **Non-competitive**
Shall have the right to use the course at times other than official competitions with no voting rights or the right to stand for office.

- e. **RESTRICTED MEMBERS**
They shall not be entitled to play in any competitions, have no voting rights nor the right to stand for office.
Membership of this category is at the discretion of the Executive.

- f. **LIFE MEMBERS**
Any member may be elected as a Life Member in recognition of signal service rendered or as a mark of esteem. Such election shall be by two thirds majority of the Executive members following meticulous implementation of a notified written plan of examination of the candidate's credentials for such office.
After a positive outcome to such process the result shall be announced at any General Meeting.
The Life Member shall then be entitled to all the privileges of a full playing member as specified in clause 5.1(a) above, but shall be exempt from all subscriptions or levies.

- g. **HONORARY MEMBERS**
The Executive shall have the power to confer Honorary Membership on any person for any period and upon such membership classification as the Executive shall deem fit. They shall have all the privileges of such membership classification.

h. COUNTRY MEMBERS

They shall be entitled to all the privileges of membership except that they shall not be entitled to vote at General Meetings, serve on the Executive or participate in a Club Trophy Event and Club Championships or other such events as the Executive may from time to time determine, and must be full playing members of another golf club registered to N.Z Golf Association.

i. TERTIARY MEMBERS

They must be full-time students attending a tertiary institution and are entitled to full playing rights but no voting rights nor the right to stand for office.

j. TEMPORARY MEMBERS

Application for temporary membership will be received by the Executive and considered on its merits, and such membership may be granted on such conditions as the Executive may in its absolute discretion think fit.

5.2 ELECTION OF MEMBERS

Each candidate for membership of the Club shall be approved by the Executive. Each candidate for membership shall make written application on the form provided by the Club and such application shall be signed by the candidate and two proposers who are members of the Club, one of whom must be a member of the Executive. The Secretary shall post in the clubhouse the names and addresses of all candidates for membership, and at least twenty eight days shall elapse after such posting before the approval takes place. Candidates not approved shall not be proposed for membership again within a period of six months.

Any existing member has the right to object in writing to the candidate for membership PROVIDED THAT the final approval will be at the sole and absolute discretion of the Executive.

On election of a new member the Finance Convenor shall notify him/her thereof in writing, and request them to pay their first year subscription or part thereof. If a member wishes to pay by instalments, payment covering the instalment for three (3) months or part thereof shall be paid.

5.3 BOUND BY RULES

Every member shall be bound by and submit to the Constitution and Rules of the Club.

5.4 RESIGNATION

Every member may resign from the Club at any time on delivering a written resignation to the Secretary or Administration Officer and in default of such notice shall be struck off the list of members if un-financial for 3 months and shall not be entitled to the privileges of the Club until such subscriptions are paid. Any such person may be re-admitted as a member at the discretion of the Executive.

5.5 SUSPENSION AND EXPULSION

If it comes to the knowledge of the Executive that a member has been guilty or appears to have been guilty of a breach of any of these rules or by-laws of the Club, or of any conduct unworthy of a member which is or might be injurious to the interests of the Club, or its members or any of them, and the Executive after giving the member either the right to submit an explanation in writing or to be heard, is satisfied that the member has been guilty of any such breach of conduct, then the Executive, on the vote or not less than two-thirds of the whole Executive may suspend or expel such member from the Club PROVIDED ALWAYS that any member so suspended or expelled may give to the Secretary within fourteen (14) days of the decision of the Executive written notice of such appeal, and thereupon shall have the right to have such decision submitted to a General Meeting of the Club, to be held within one (1) calendar month from the date of such notice, and at such meeting such member may submit an explanation in writing, and shall have the right to be heard, but the decision of the Executive shall stand except to the extent that it is modified or reversed by a two-thirds majority vote of the members present and voting at such General Meeting. Any such person may be readmitted as a member at the discretion of the Executive.

5.6 EFFECTS OF RESIGNATION AND EXPULSION

Any person resigning or expelled from the Club, or struck off the list of members shall forthwith cease to be a member.

On ceasing to be a member he/she shall forfeit all such rights to or claim upon the Club or its property or funds as they otherwise would have by reason of their membership.

6.0 VISITORS

Any members may introduce friends (being members of another golf club) to the Club as "Visiting Players" PROVIDED ALWAYS:

- a. That such visiting players shall pay green fees at such rate as may from time to time be fixed by the Executive, or as the case may be, by such other body or persons for the time being owning or controlling the course. The Executive shall have power to fix an annual amount in lieu of separate green fees.
- b. That members introducing visiting players shall be responsible for all payments for which such players become liable, either to the Club or any members or employees thereof.
- c. That in the event of a visiting player being elected a member of this Club, any fees other than casual green fees paid by them under this rule in the financial year in which they are elected, may be treated as a payment towards their subscription.

7.0 SUBSCRIPTIONS, LEVIES ETC.

7.1 ENTRANCE FEE

Any entrance fee for new members shall be such amount as shall be set by the Executive from time to time.

7.2 SUBSCRIPTIONS AND DUE DATE

Each member shall pay to the Club an Annual Subscription (according to his/her class of membership) of such amount as shall from time to time be fixed by the Executive PROVIDED THAT if the Executive wishes to increase the Annual Subscriptions for the forthcoming year by more than 5% then such increase shall, subject to clause 11.8, be authorised by a resolution at a Special General Meeting to be held in the month of August. Any member elected after 1 October shall, provided payment is made within one month after notice of election has been posted to them, pay in addition to the entrance fee hereinbefore provided, an amount equal to a proportion of the full subscription for that year as the Executive judges to be equitable.

Note: For Annual Subscriptions the due date is the 1st of October in the relevant year. For any levy the due date is the date on which the levy is set.

Any member who has not paid their annual subscription (or any levy made) within **two (2)** months of due date, or met the conditions of an agreed alternative payment arrangement with the Executive shall not be entitled to any privileges of the Club until such subscription has been paid.

7.3 FINANCIAL MEMBERS

Every member shall be deemed a financial member if that member has paid their annual subscription (or any levy made) within **two (2)** months of the due date, or be current with any alternative payment arrangement, or within one month after notice of election.

7.4 FINANCIAL YEAR AND GENERAL LEVY

The Club's financial year shall end on the 30th day of June in each and every year, and if at the close of any financial year it is found that the expenditure for the Club is in excess of the income, the Club may, on a resolution being duly passed at the Annual General Meeting, make such levy upon its members as is necessary to meet the deficiency, and the liability of members by way of levy shall be in proportion to the amounts of their annual subscriptions.

8.0 OFFICE BEARERS AND COMMITTEES

a. The management and control of the Club shall be vested in a Executive which shall consist of:

- - President
- - Vice President
- - Course Convenor
- - Finance Convenor
- - Property Convenor

- - Men's Club Captain (elected by the Men members)
- - Women's Club Captain (elected by the Women members)
- - Secretary
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b All of the above shall be elected at the Annual General Meeting. Only the Finance Convenor and the Secretary may receive an honorarium, the details of which shall be determined by the Executive

c. COMMITTEES

The Club shall have the following Committees,

(i) A GOLF OPERATIONS COMMITTEE consisting of a minimum of 6 Members, including the Men's and Women's Club Captains and the Men's and Women's Vice Club Captains (if any). This Committee will be chaired by the Vice President.

The Men's and Women's Club Captains shall form their own subcommittees to oversee and run the Men's and Women's competitions. They shall jointly manage all Mixed events.

(ii) COURSE COMMITTEE – Consisting of a minimum of Four Members and the Greens Superintendent: chaired by the Course Convenor

(iii) FINANCE COMMITTEE – Consisting of a minimum of Four Members: chaired by the Finance Convenor

(iv) PROPERTY COMMITTEE – Consisting of a minimum of Four Members chaired by the Property Convenor.

The above committees shall be elected by the eligible Members present at the Annual General Meeting from Nominations taken prior to or at the Annual General Meeting and thereafter the Executive shall have the power to appoint members to the Committees if and when the need may arise or at the request of the Chairman of a Committee.

d The President shall be ex officio on all the committees.

e A Women's Golf NZ Administrator shall be appointed by the Executive.

f Two delegates to the Central Otago Golf Sub Association shall be appointed by the Executive.

g The Executive shall appoint the Handicap Supervisors and the Organiser of Junior

Golf.

h A Men's Vice Club Captain and a Women's Vice club Captain shall be elected at the Annual General Meeting. If there are no nominations for either of these positions the Executive may appoint.

i **SUB COMMITTEES**

The Executive may from time to time appoint from any members of the Club such subcommittees as they may deem necessary or expedient, and may depute or refer to them such of the powers and duties of the Executive as the Executive may determine.

Such sub-committees shall regularly report their proceedings to the Executive and shall conduct their business in accordance with the directions of the Executive. Convenors of all Sub Committees shall be appointed by the Executive.

9.0 ELECTION

The Executive shall be elected by ballot at the Annual General Meeting in each year and shall continue in office until their successors are duly elected or appointed.

Only financial, full playing members, Nine Hole members, Honorary, and Life members shall be eligible for election to the Executive or have the right to vote at any meeting of the Club.

In the event of a vacancy occurring on the Executive, the Executive may at its discretion appoint a successor to hold office until the next Annual General Meeting. The Executive shall have full power to act, notwithstanding that any vacancy shall not have been filled.

All nominations for positions on the Executive shall be given in writing to the Secretary at least 48 hours prior to the date of the Annual General Meeting. The Secretary shall display all such nominations in the Clubhouse at least 24 hours prior to the Annual General Meeting.

In the event that there are insufficient nominations to fill any specific positions on the Executive nominations may be accepted from any voting members in attendance at the meeting.

10.0 POWERS OF THE EXECUTIVE

10.1 Subject to any statutory enactment or rules of law to the contrary, all the powers and the entire management and control of the Club shall be exercisable by the Executive which shall include but not be limited to the ability to employ such persons as the Executive deems necessary for the efficient operation of the Club PROVIDED ALWAYS that the Executive shall advise the Members by way of written notice at least one month prior to the date of the proposed appointment and

PROVIDED THAT the Executive shall be subject to the directions of any General Meeting and PROVIDED FURTHER that the Executive shall not let, sell, exchange, mortgage, charge or otherwise dispose of any real property of the Club, nor borrow money in excess of the amount specified at the Annual General Meeting by way of bank overdraft or otherwise, nor give security over all or any of the real or personal property of the Club. Should circumstances call for any extension of the limit set at the AGM then a Special General Meeting shall be required for authorisation.

10.2 BY-LAWS, REGULATIONS ETC.

The Executive shall have powers from time to time to make, repeal and amend all such by-laws and regulations (not being inconsistent with these rules) as they shall deem expedient for the internal management and well being of the Club, including but not limited to, the regulation of the clubhouse, grounds and links, and the arrangement and control of all club events, games and matches.

All such by-laws, regulations and arrangements shall be binding upon the members until repealed by the Executive or set aside by a resolution of a General Meeting of the Club. The Executive shall inform all members of any by-laws, regulations so made, repealed or amended.

10.3 SECRETARY

The Secretary shall convene all General Meetings, both of the Club and the Executive. The Secretary shall also attend all such meetings and keep regular and correct minutes of same, and produce them to all meetings, conduct all correspondence and attend generally to all clerical duties in connection with the Club. If the Secretary shall fail to call any meeting, in due course such meeting shall be convened by the President and any two members of the Executive.

10.4 FINANCE CONVENOR

The Finance Convenor shall submit to the Annual General Meeting a statement of the accounts for the past year which shall have been previously **reviewed by an independent chartered accountant** duly appointed for that purpose. The Finance Manager shall cause true and accurate accounts to be kept of the moneys received and expended by the Club, and the matters in respect of which receipts and expenditure took place, and of the assets, credits and liabilities of the Club, and shall, whenever reasonably called upon so to do, supply to the Executive a statement of the finances of accounts in support of same.

The Finance Convenor shall also keep a register containing the names and addresses of all members of the Club and dates at which they became members.

11.0 MEETINGS

11.1 ANNUAL GENERAL MEETING – BUSINESS NOTICE

The Annual General Meeting of the Club shall be held by the 30th day of November in each year upon a date and at a time and place to be fixed by the

Executive for the following purposes.

- a. To receive from the Executive a report, balance sheet and statement of accounts for the preceding financial year, and, if approved, to adopt the same.
- b. To elect the Executive and members to other positions as required in Clause 8 and an **Independent Chartered Accountant**.
- c. To consider and deal with any other matter which may be submitted to the meeting.
The Executive shall set the date of the Annual General Meeting before the end of October each year, and shall advertise this date to allow all members to make nominations in writing for the new Executive, as set down in Clause 9 hereof.

Fourteen (14) days at least before such Annual General Meeting notice thereof shall be posted in the clubhouse and in the local newspaper.

11.2 SPECIAL GENERAL MEETING – BUSINESS NOTICE

- 11.2.1 The President or the Executive may call a Special General Meeting at any time by giving fourteen (14) days notice to members
- 11.2.2 The executive shall upon receipt of a requisition signed by twenty (20) full playing members call a Special General Meeting stating the purpose for which the meeting is required. This shall be done within fourteen (14) days of receipt of a requisition.
- 11.2.3 Fourteen (14) days at least before any Special General Meeting a printed or written notice of such meeting containing an abstract of the business to be transacted thereat shall be posted in the clubhouse and the local newspaper, and no business other than that which has been given shall be brought forward to such meeting.

11.3 GENERAL MEETING

Is any meeting of the members of the Club and includes the Annual General Meeting and a Special General Meeting.

11.4 EXECUTIVE MEETINGS NOTICE

Meetings of the Executive shall be held monthly (with the possible exception of the month of January). The President or any two members of the Executive shall have power at all times to call or instruct the Secretary to call a meeting of the Executive, but in either case at least one clear day's notice of such meeting must be given to all members of the Executive.

11.5 CHAIR

At all meetings the President, or in his/her absence a member of the Executive selected by the meeting, shall take the chair.

11.6 **VOTING – ANNUAL GENERAL MEETING & GENERAL MEETINGS**

Every financial Full Playing Member, Nine Hole member, and each Life member and Honorary member present shall have one vote on every motion, but in the case of an equality of votes, on every motion the Chairperson shall have a casting vote as well as a deliberate vote.

Voting shall be by show of hands, or by ballot if requested by any ten members present.

11.7 **MAJORITY REQUIRED**

Except insofar as anything to the contrary is herein contained, expressed or implied, all questions to any General Meeting including the annual General Meeting or any Executive Meeting shall be decided by a simple majority of the votes cast. No business shall be decided at any Special General Meeting unless carried by a two-thirds majority of the votes cast.

11.8 **QUORUMS**

The quorum at an Annual General Meeting or a Special General Meeting shall be twenty five (25) voting members. In the event of a quorum not being reached then the meeting shall be adjourned to the same venue and time the following week, at which meeting the quorum shall be 25 voting members.

In the event of a Subscriptions Special General Meeting not reaching a quorum at the first and again at the second meeting, the Executive shall be empowered to set the annual subscription.

There shall be no quorum requirements for General meetings other than Special General meetings and Annual General meetings.

The quorum at Executive Meetings shall be five (5).

12.0 **BANKING ACCOUNT**

The monies of the club shall be banked in such bank or banks or other financial institutions in New Zealand as the Executive may from time to time determine. All cheques shall be signed by any two of the President, Finance Convenor and the Secretary.

13.0 **ANNUAL RETURNS AND SOLICITORS**
ANNUAL RETURNS

The accounts of the Club shall be **reviewed by an independent chartered New Zealand accountant** to be elected each year at the Annual General Meeting. In case of death, resignation or incapacity of any appointed Accountant, or in case no Accountant is so appointed, the Executive shall appoint one.

HONORARY SOLICITOR

A Solicitor to the Club may be appointed by the Executive to act as legal adviser to

the Club. The Executive may, in its discretion, refer to the Solicitor all matters upon which a legal opinion is required for the Club, and may instruct him/her to act for the club in any matter it considers expedient to do so.

14.0 COMMON SEAL

The Common Seal of the Club shall be kept in the custody of the Club Solicitor, and shall not be affixed to any deed, instrument, contract, document or paper without the authority of the Executive. Any such affixing of the Seal shall be attested by the Secretary and two (2) members of the Executive

15.0 CLUB COLOURS

The club colours shall be green and gold

16.0 CONSTITUTION AND RULES

16.1 ALTERATION, AMENDMENT ETC.

The Club may alter, add to, rescind or otherwise amend all or any of these rules by a resolution passed by a two-thirds majority of votes cast at any General Meeting PROVIDED that the notice of such meeting has set forth the purpose of the proposed alteration, addition, rescision or other amendment.

No such alteration shall be valid until accepted by the Registrar of Incorporated Societies, and duplicate copies thereof shall be delivered to him in accordance with the requirements of the Act.

Any addition or alteration necessary to conform with any requirement of such Registrar may be made by the Executive without reference to any General Meeting of members.

16.2 INTERPRETATION

Any question relating to the interpretation of these rules or to any matter or thing not contained in these rules and which pertains to the Club, its property or interests shall be settled by the Executive, whose decision shall be conclusive and binding on all members until repealed by the Executive or set aside by a resolution of a General Meeting of the Club.

16.3 RULES OF GOLF

The Rules of the Game of Golf as adopted from time to time by the Royal and Ancient Golf Club of St Andrew, except insofar as they are modified by the New Zealand Golf Association, or Women's Golf New Zealand, as appropriate, or by local rules of the Club, shall be played.

16.4 NO PECUNIARY ADVANTAGE

No member or person associated with a member of the Club will derive any income, benefit or advantage from the Club where they can materially influence the payment of the income benefit or advantage except where that income benefit

or advantage is derived from the provision of services to the Club rendered in the course of business charged at no greater than current market rates or interest on money lent at no greater rate than current market rates.

Any income, benefit or advantage must be used to advance the charitable purpose of the Alexandra Golf Club

17.0 WINDING UP

Upon winding up, all surplus assets, after payment of all the Club's liabilities and expenses of winding up, shall, by resolution of members passed at any General Meeting of the Club, be vested in the Central Otago District Council for exclusively charitable purposes for the promotion of sports and recreation in the Alexandra District or vested in any other charitable Body or Bodies for the promotion of sports and recreation in the Alexandra District, or transferred to another charitable organisation for a similar charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

APPENDICES

The following are attached in order to provide clarification of the roles /functions of the various groups and offices provided for in the Constitution. They are not part of the Constitution.

1. THE GOLF CLUB EXECUTIVE
2. THE GOLF OPERATIONS COMMITTEE
3. THE COURSE COMMITTEE
4. THE PROPERTY COMMITTEE
5. THE FINANCE COMMITTEE
6. THE SECRETARY

POLICIES

Any policies that may be decided by the Executive and attached for convenience of reference are not part of the Constitution.

THE APPENDICES:

THE FOLLOWING SHALL BE THE RESPONSIBILITIES OF THE GOLF CLUB EXECUTIVE AND THE FOUR STANDING COMMITTEES:

1. THE EXECUTIVE

To receive monthly reports from the standing committees.
Course and house hires
Employment contracts, salaries, disputes and dismissals
Preparation of annual reports and financial statements
Licenses
Insurance
Health and safety policies
Membership: election, resignation suspensions leave of absence
Constitution
Awards
Appointment of any special subcommittees as may be needed from time to time
Make appointments as needed
Club communication eg newsletter

2. THE GOLF OPERATIONS COMMITTEE

To initiate and oversee the organisation of:

The yearly programme and booklet
Duty teams
Junior Tournaments
Prize ratios
Club events/tournaments
Reciprocal rights
Handicaps
Pennant golf - including hospitality
Local rules
Rules Courses
Twilight Golf
Sunshine Classic, Campers' tournaments , SI Match play
Trophies and engraving
Production of trophy cabinet labels and records
Publication of results
Liaison with Mid Week Golf
Golf sponsorship
Club event fees (excluding weekly match fees)

3. THE COURSE COMMITTEE

- Planning of maintenance and development of the course
- Maintenance of machinery and irrigation scheme
- Equipment inventory and annual Equipment Replacement Schedule
- Maintenance of driveway and car parks
- Preparation of annual budget
- Maintenance of course gardens
- Preparation and annual update of the Five year Course Plan
- Supervision, direction, and appraisal of green keeping staff

4. THE PROPERTY COMMITTEE

- Cleanliness of the Clubhouse and surrounds
- Updating of the honours boards
- Checking the emergency lighting systems
- Checking of the fire hydrants hoses and extinguishers
- Refuse disposal
- Maintenance of the security system
- General buildings maintenance
- Course toilet and drinking fountains
- Trolley shed rentals
- Key register for trolley shed and other buildings
- Garden maintenance around club house and sheds

5. THE FINANCE COMMITTEE

- Preparation of the Annual Budget
- Monitoring of income and expenditure against budget monthly
- Recommending to the Executive - subscriptions, trolley shed fees, green fees charges, and house hire charges
- Annual Financial Statements
- Plant and equipment Schedule
- Weekly raffles- including prize ratios
- Housie
- Gaming machines and records
- Canteen operation
- Set conditions for leave of absence (eg no voting rights eligibility for office, use of clubhouse)
- Subscription receipts and banking and membership tags
- Weekly banking

6. THE SECRETARY

Minutes of the Golf Club Executive
Circulation of standing committee reports
Correspondence
Tournament posters
Newsletter production
Backup to committees – eg Sunshine Classic
Information Technology Management
Management of archival material

7. SERVICE AWARDS & LIFE MEMBERSHIP

Life Membership:

At its meeting on 4 June 1996 the Executive passed the following motion:
“We adopt the nine (9) points presented as a minimum set of criteria for consideration for Life Membership of any properly nominated member of Club.” (Alabaster/Schrader)

Criteria

1. A status rarely given;
2. Signal service to the Club;
3. Age;
4. Length of Membership;
5. Wider experience to golf;
6. Office(s) held and input to those responsibilities – number of years in office;
7. Loyalty to the Club;
8. Status with fellow golfers;
9. Comparison with others who might be considered for the same status.

Service Award:

At its meeting on 6 August 1996 the Executive passed the following Motion: “that the Service Award be adopted as recommended by the Sub-committee.” (Jarrod/Schrader)

Criteria

This set to be a basis for the Award but not an exclusive formula.

1. Held office of one sort or another for a minimum of 10 years approximately;
2. Performed a special for a lesser period of time e.g. supervision of a major project;
3. Performance in filling office or executing ‘2’ above;
4. Support for the Club and general participation in its affairs;

5. Loyalty to the Club.

Mechanism:

1. Possible awardee to be nominated in writing by two Club members who must supply details of the nominee's Club record.
2. Nomination possible at any time to the Secretary and then considered by the Executive – a sub-committee might be appointed to recommend.
 - a. An acceptable nominee to be given the option of acceptance before any announcement.
 - b. The award to be made publicly but not at any general meeting.

AWARD: A lapel badge with the Club's logo and the word "Service".