

**ROYAL MILITARY COLLEGE
GOLF CLUB INCORPORATED**

CONSTITUTION

This Constitution was approved by a General Meeting of members of the Royal Military College Golf Club Incorporated on Amendments may only be made by a subsequent General Meeting of the Club.

The Constitution is binding on all members of the Club and all persons entitled to use the premises or property of the Club.

I. Cutler
President

.....
(Signature)

.....
(Date)

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CONSTITUTION

1. NAME

The name of the Club shall be 'Royal Military College Golf Club Incorporated' hereinafter called 'the Club' and situated at Duntroon in the Australian Capital Territory.

2. DEFINITIONS

In this Constitution unless the contrary intention appears "Constitution" **will** mean this Constitution and all supplementary amending and substituted paragraphs for the time being in force.

"RMC" – means the Royal Military College of Australia.

"ADFA" – means the Australian Defence Force Academy.

"Board" – means the Board of Management set up to manage the business of the Club.

"Director of Men's Golf" – referred to also as Men's Captain.

"Director of Women's Golf" – referred to also as Women's Captain.

"Men's Match Committee" – means the Committee set up to manage the golfing program for the male Members.

"Women's Match Committee" – means the Committee set up to manage the golfing program for the female members.

"Member" – unless otherwise qualified, means a current financial Member of any category of membership, male or female, as set out in this Constitution.

"Home Club" – means the Golf Club at which the handicap of a Member is managed.

"Register" – means the Register of Members.

"General Meeting" – means any Special General, Annual or Extraordinary General Meeting of the Club.

Words or expressions contained in this Constitution **will** be interpreted in accordance with the provisions of the **Legislation** Act of the ACT as in force on the date on which this Constitution is adopted or amended by the Club.

"Writing" – Expressions referring to writing **will** unless the contrary intention appears, be construed as including references to printing, lithography, photography, and other modes of representing or reproducing words in visible form.

"Associations Act" – means the Associations Incorporation Act of the ACT.

3. OBJECTIVES

- 3.1. To provide and maintain a golf course, clubhouse and other facilities for the enjoyment and convenience of **the staff of all members and the staff of RMC, ADFA and the Corps of Staff Cadets, their dependants and friends.**
- 3.2. To promote the game of golf amongst the staff of RMC, the Corps of Staff Cadets and Members.
- 3.3. To foster friendship and sportsmanship amongst all golfers **and to encourage social interaction between the members of the Club.**

4. PATRON

- 4.1. The Patron of the Club **will** be the Commandant of RMC.
- 1.2 Any decisions made by the Club on matters referred to elsewhere in the Constitution or which will have an impact on the Garrison, are to be referred to the Patron for approval.

5. MEMBERSHIP

5.1.1. General

- 5.1.2. Membership is open to the public.
- 5.1.2. Any Member eligible to vote at a General Meeting of the Club shall be eligible to propose or second a membership application. (DELETE?)
- 5.1.3. The Board will not have the right to reject the application, nor the right to restrict the number of members, nor reject an application for Junior membership from a Member of the Staff of RMC or ADFA, a dependant of a Member of the Staff of RMC or ADFA, or from a Member of the Corps of Staff Cadets or ADFA, without the consent of the Commandant.
- 5.1.4. The Board shall determine whether or not an applicant shall be accepted to membership, or to a different category of membership. The applicant shall be notified in writing of the decision of the Board. Upon acceptance to membership, the candidate shall pay the prescribed fees before being placed upon the Register. (DELETE)
- 5.1.4. Subject to 5.1.3. above the Board may accept applications for Junior membership from persons under the age of 18 years subject to parental/guardian approval.
- 5.1.5. The Board **will**, subject to the provisions of this Constitution, have the power to limit the number of Members.
- 5.1.6. The Board may, subject to the provisions of this Constitution, place playing requirements upon any category of membership. Any Member who fails to meet such playing requirement, may, at the discretion of the Board have their membership terminated.

5.2. Categories

- 5.2.1. All categories of membership and the respective rights and obligations of such categories will be set out in the By-Laws.

5.3. Capacity

- 5.3.1. The determination of the number of the Members of the Club will be set out in the By-Laws.

5.4. Creation/Abolishment of Categories

- 5.4.1. The Board may create or abolish different categories of membership from time to time by amending the By-Laws. Eligibility, rights, privileges and fees payable for each membership category will be as determined by the Board from time to time.

5.5. Effects of Membership

- 5.5.1. The Constitution and By-Laws are a contract between the Member and the Club and they are bound by its contents.
- 5.5.2. By being bound to the Constitution and By-Laws, Members are subject to the jurisdiction of the Club.

5.5.3. Members are entitled to such benefits, privileges and services of Club membership as are prescribed under this Constitution and the By-Laws.

5.5.4. All members must abide by the Club's Code of Conduct. Details of which are set out in the By-Laws.

5.6. Register of Club Members

5.6.1. The Manager will maintain a Register of Club Members. The register will be available for perusal by bona fide members of the Club.

5.7. Disciplining of Club Members

5.7.1. If any Member wilfully infringes any of the provisions of this Constitution or any of the By-Laws or disregards any resolutions passed by the Board, of which notice has been given to the Member or is, in the opinion of the Board, guilty of conduct prejudicial to the interests of the Club, the Board will have the power by resolution to suspend the Member from all the privileges of membership of the Club for any period or to expel the Member and remove their name from the Register.

5.7.2. If the Board passes a resolution to suspend or expel a Member, the Manager must, as soon as practicable, serve a written notice on the Member:

(a) setting out the resolution of the Board and the grounds on which it is based; stating that the Member may address the Board at a meeting to be held not earlier than 14 days and no later than 28 days after service of the notice, and stating the date, place and time of that meeting and informing the Member that the Member may:

(a) attend and speak at that meeting;

(b) be accompanied by a support person;

(c) submit to the Board at or before the date of that meeting written representations relating to the resolution.

5.7.3. Notice required to be given to a Member under Section 5.7.2. of this Constitution will be deemed to have been duly given if posted in a pre-paid envelope addressed to their latest address recorded in the Register and will be deemed to have been received at the time at which, in the normal course of post, it would have been delivered.

5.7.4. At a meeting of the Board the Board must:

(a) give to the Member under threat of suspension or expulsion an opportunity to make oral representations;

(b) give due consideration to any written representations submitted to the Board by that Member at or before the meeting; and

(c) by resolution decide whether to confirm or to set aside the relevant disciplinary resolution of the Board.

5.7.5. If the Board confirms a resolution under this paragraph, the Manager must, within 7 days after that confirmation, inform the Member in writing of that confirmation and of the Member's right of appeal.

5.7.6. A resolution confirmed by the Board under the foregoing procedure does not take effect until 7 days have passed and the Member has not appealed the resolution in accordance with the foregoing procedure or the Board confirms the resolution after the hearing the appeal of the Member in accordance with the foregoing procedure.

5.8 Right of Appeal of a Disciplined Member

- 5.8.1. A Member may appeal to the Club in a general meeting against a resolution of the Board that is confirmed under the foregoing procedure by lodging written notice to the Club within 7 days after notice of the resolution.
- 5.8.2. On receipt of a notice under this paragraph the Board must call a general meeting of the Club to be held within 21 days after the date it received the notice or as soon as practicable.
- 5.8.3. At a general meeting of the Club called under this paragraph:
 - (a) no business other than the question of the appeal may be transacted;
 - (b) the Board and the Member must be given the opportunity to make representations in relation to the appeal orally or in writing or both;
 - (c) the Members present must vote by secret ballot on the question of whether the disciplinary resolution should be confirmed or be set aside;
 - (d) if the meeting passes in favour of the confirmation of the disciplinary resolution that resolution is confirmed. The decision of the general meeting is final.

6. GOVERNANCE

- 6.1. The Club **will** be managed by a Board. The Jurisdiction of same **will** extend to and be acknowledged by all Members.
- 6.2. The Club golfing activities shall be administered by the Men's and Women's Match Committees.

6.3. Board

6.3.1. Powers and Functions

- 6.3.1.1. Exercise all such powers and functions as may be exercised by the Club, except for those powers and functions that are required by this Constitution to be exercised by the Members at a General Meeting.
- 6.3.1.2. Subject to this Constitution perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club.
- 6.3.1.3. Elect Committees to assist with the management and business of the Club.

6.3.2. Composition

- 6.3.2.1. A President; a Vice President; a Women's President; a Director of Men's Golf; a Director of Women's Golf; and **up to** three Directors occupying specified portfolios of Finance, Grounds and Sponsorship.
- 6.3.2.2. **The Board will exhibit and provide a breadth of skills, qualifications, experience and background necessary to fulfil the duties of the roles and the needs of the Club.**

6.3.3. Election

- 6.3.3.1. The President **will** be appointed by the Commandant of RMC and **will** hold office at the pleasure of the Commandant.

6.3.3.2. The Vice President and three Directors holding specified portfolios **will** be elected by a ballot of all Members at the Annual General Meeting. Those elected **will** hold office for one term **or further terms if so elected(DELETE)** and **will** assume office as from 1 January following the meeting at which elected. **Elected officers must not serve more than three terms in the same role.**

6.3.3.3. The Women's President, the Director of Men's Golf and the Director of Women's Golf **will** be elected as specified elsewhere in this Constitution.

6.3.4. Election Procedure

6.3.4.1 Only those Members who may vote at a General Meeting of the Club are eligible to nominate and to be nominated to a position on the Board

6.3.4.2. A nomination for any position is to be in writing on the prescribed form and shall include the written consent of the nominee and the signatures of two Members eligible to make a nomination. Such nomination is to be submitted to the Manager at least 21 days before the Annual General Meeting at which election is to occur.

6.3.4.3. All nominations received are to be displayed in a prominent position in the Club House at least 14 days before the Annual General Meeting.

6.3.4.4. A ballot shall be conducted amongst all eligible Members and the results shall be declared at the Annual General Meeting.

6.3.5. Extraordinary Vacancies

6.3.5.1. In the event of the resignation, death, removal or failure to fill a position at the Annual General Meeting, the Board shall appoint a replacement having regard to the provisions of the Constitution. Such replacement shall serve the unexpired term of office and shall be eligible for re-election.

6.3.5.2. A position on the Board may be declared vacant if the Member concerned is absent from three consecutive Board meetings without leave approved by the Board or without reasonable cause or ceases to be a Member of the Club.

6.4. Committees

6.4.1. The compilation and duties of all Committees are stipulated in the By-Laws.

6.5. Public Officer

6.7.1. The Board shall appoint in accordance with the Associations Act, a Member of the Board as the Public Officer. Such Public Officer shall undertake those duties as are required by the Club and prescribed by the Associations Act.

6.6. Auditor

6.8.1. At the Annual General Meeting an Auditor shall be appointed, who shall not be the Public Officer or a member of the Club. Such Auditor shall audit the financial accounts and records of the Club at least once per year and report to the Members on such audit at the Annual General Meeting.

7. EMPLOYEES

7.1 The Club shall employ all staff and fix the remuneration to be paid and the conditions under which such persons are employed. The Employee(s) shall carry out such functions and duties as are required or as directed by the Board from time to time and contained in an employment contract.

7.2 Employees may include **those stipulated in the By-Laws.**

7.3 Employees may be required to attend meetings of the Board and Committees and on such occasions they shall have no vote.

- 7.4 Employees shall not be eligible to hold any position on the Board or on any Committee of the Club.

8. MEETINGS

8.1 General Meetings of the Club

- 8.1.1. The Annual General Meeting shall be held between 1 October and 31 December in each year.
- 8.1.2. The Board may at any time; and shall on the written requisition of at least twenty Members specifying the business to be dealt with at the meeting, convene a General Meeting.
- 8.1.3. When a Special General Meeting is convened upon the requisition of Members, any business other than that specified in the requisition, except formal business, shall not be dealt with at that meeting, unless **three-quarters** of the Members present decide that it arises out of the business for which the meeting was convened.
- 8.1.4. At least twenty one days notice shall be given of any General Meeting.
- 8.1.5. The Manager shall prepare a list of Members who are entitled to vote at a General Meeting.
- 8.1.6. **Special resolutions of which 21 days notice shall be given to all members, shall require three-quarters majority of votes cast for adoption.**

8.2. Voting

8.2.1. Eligibility

- 8.2.1.1. Junior, Country, Honorary and Sponsor Members shall have no vote, but may speak on any matter at a General Meeting. **Refer to 5.2.1. and the By-Laws.**
- 8.2.1.2. All other Members may speak and vote on any matter at a General Meeting.

8.2.2. Method

- 8.2.2.1. Voting shall be by a show of hands, unless a ballot is requested. A ballot may be requested on any matter by a Member eligible to vote at a meeting.
- 8.2.2.2. Where a ballot is requested at a meeting, the Chair is to conduct the ballot amongst all Members in attendance and eligible to vote at that meeting.

8.2.3. Result of a Vote

- 8.2.3.1. The result of a vote shall be a majority of the votes cast, unless specified elsewhere in this Constitution. Where voting is equal at a meeting a revote is to take place and if voting remains equal, the resolution is lost, except as provided for in the Election Ballots.

8.2.4. Ballot to Elect Board, Men's and Women's Match Committees and Women's General Committee

- 8.2.4.1. A ballot shall be conducted in a period of 7 days, immediately prior to the Annual General Meeting at which election is to occur. The ballot shall close at 4 pm on the date of the Annual General Meeting.
- 8.2.4.2. Each eligible Member shall on request be issued with a ballot paper by the Manager and such ballot paper shall be completed by the Member and placed by the Member in the locked ballot box.

- 8.2.4.3. A Returning Officer shall be appointed by the Board prior to the Annual General Meeting, to count the votes. Should voting be equal for any position the Returning Officer shall make a report to the Annual General Meeting and a ballot by show of hands shall be undertaken. Only those Members in attendance and eligible to vote may cast a vote in the show of hands ballot.
- 8.2.4.4. The ballot shall be determined by a majority of votes and the result shall be declared at the Annual General Meeting as the second last item on the Agenda.
- 8.2.4.5. The last item of business at the Annual General Meeting shall be the destruction of the ballot papers.
- 8.2.5. Other Elections
- 8.2.5.1. Election to other Committees shall be as determined by the Board from time to time.

8.3. Quorum at General Meetings

- 8.3.1. At any General Meeting, **thirty Members which shall include at least four Board Members**, shall constitute a quorum.
- 8.3.2. If at the time appointed for a General Meeting, a quorum is not present then the meeting shall be adjourned. **At the discretion of the President the meeting may stand adjourned for 15 minutes and if a quorum is still not present the meeting is to be postponed to a later date.**

8.4. Meetings of the Board Of Management

- 8.4.1. The Board shall hold at least ten meetings per year.
- 8.4.2. At any Board meeting, **four** Board Members present shall constitute a quorum.
- 8.4.3. The Manager will prepare an Agenda for each Board Meeting. Agenda items will include but not limited to Acceptance of Previous Minutes, Business Arising/Ongoing, New Business, Reports and Any Other Business.
- 8.4.4. The Board shall present to the Annual General Meeting in each year, a report of the affairs of the Club for the financial year immediately preceding. Such report will be available to Members at least 7 days prior to the meeting.

9. FINANCE

- 9.1.1. All income and property of the Club, however derived shall be applied solely towards the promotion of the objectives of the Club and no portion thereof shall be paid or transferred directly or indirectly by dividend, bonus or otherwise to any Member of the Club.
- 9.1.2. Nothing in the foregoing provision of this clause prevents the payment in good faith, to a Member or their business, remuneration in return for services actually rendered to the Club or for goods supplied in the ordinary course of business.

9.2. Nomination Fee, Annual Subscription and other Fees

- 9.2.1. The nomination fee for every category of Member except Staff Member shall be prescribed from time to time by the Board and shall be payable by new Members on being accepted for membership.
- 9.2.2. **The Board may determine subscription fees Members within each membership category other than Life, Honorary and Sponsor Members.** The annual subscription fee shall be payable on a date determined by the Board.
- 9.2.3. If the Board deem it necessary in any financial year it may with the sanction of a General Meeting make a levy upon each Member of such amount as is decided. Such levy shall be due and payable within 28 days of being imposed.

- 9.2.4. If the annual subscription or any part thereof payable by a Member is unpaid 28 days after it becomes due, the Member shall be unfinancial and the Board may cause a notice of default to be served on the Member by post to his or her last known address. If the amount due remains unpaid after the expiration of 14 days from the service of the notice of default, the Board may expel the unfinancial Member and remove his or her name from the Register.
- 9.2.5. The Board may restore to the Register the name of any Member upon payment of all arrears providing that such arrears are paid within 12 months of falling due.
- 9.2.6. Any Member who is unfinancial shall be disqualified from competing in any competition open to Members. Acceptance of an entry fee for a competition by any officer or servant of the Club shall not affect the disqualification.

9.3. Banking and Records

- 9.3.1. The Board shall cause to be opened with such financial institutions it so selects, banking accounts in the name of the Club into which all monies of the Club shall be paid.
- 9.3.2. Any two persons, holding designated positions as determined by the Board from time to time shall sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments.
- 9.3.3. The Director of Finance and the Club Manager shall faithfully keep all financial records; accounting books; records of receipts; and expenditure connected with the operation and business of the Club. Such records shall be in such form and manner as the Board may direct. Such records shall be made available for inspection to the Auditor or any Member. All accounting records shall be retained for at least seven years.

9.4. Member Liability

- 9.4.1. No Member shall be liable to contribute to the payments of the Club.

9.5. Expenditure from Club Funds

- 9.5.1. Expenditure from Club funds in excess of an amount determined from time to time by the Board may not be incurred without the prior approval of the Board.
- 9.5.2. Expenditure in excess of this amount may be incurred by any five Members of the Board providing that they have notified the Director of Finance of their intentions and are prepared to justify their actions at the next meeting of the Board.
- 9.5.3. Expenditure for the daily running of the Club shall be the responsibility of the Manager and/or Director of Finance.
- 9.5.4. Capital purchases shall require the concurrence of the Commandant of RMC.
(DELETE)
- 9.5.4. The financial year shall commence on 1 July and conclude on 30 June of the next year.

10. RULES OF PLAY

- 10.1. Men's and Women's Golf competitions shall be under the rules of the Royal and Ancient Golf Club of St. Andrews together with those of **Golf Australia**.

11. COMPLAINTS

11.1. All complaints about the Club shall be made in writing to the Board.

12. BODY CORPORATE

12.1 The powers of the Club as a Body Corporate shall be those as prescribed in the Associations **Incorporation** Act in addition to those prescribed in this constitution.

12.2. Common Seal

12.2.1 The Common Seal of the Club shall be in the form of a rubber stamp with name of the Club, encircling the word "common seal".

12.2.2. The Common Seal of the Club shall not be affixed to any instrument except by authority of the Board and the affixing there of shall be attested by the signatures of any two Members of the Board, and that attestation is sufficient for all purposes that the Common Seal was affixed by authority of the Board.

12.2.3. The Common Seal shall remain in the custody of the Club Manager.

13. WINDING UP

13.1 The Club may be wound up or dissolved at any time, provided a special resolution is resolved by **three-quarters** majority of Members present and eligible to vote at a General Meeting called for such purpose.

13.2. The winding up or dissolution of the Club shall be in accordance with the Associations **Incorporation** Act, except as provided for in this Constitution.

13.3. If upon the winding up or dissolution of the Club there appears after satisfaction of all debts and liabilities, any assets remaining whatsoever, the same shall not be distributed among the Members, but shall be transferred to another organisation with similar views.

14. BY-LAWS

14.1. The Board may adopt By-Laws not inconsistent with this Constitution, embodying additional provisions for the govern**ance** of the Club.

~~14.2 Such By-Laws may be amended in accordance with the provisions therein contained.
(DELETE)~~

~~14.2. By-Laws may be amended or repealed only by the resolution of the Board or by a General Meeting of Club Members.~~

15. AMENDMENTS TO THE CONSTITUTION

15.1. The provisions of this Constitution may be amended by a special resolution passed by **three quarters** majority of Members present and voting at the Annual General Meeting or a General Meeting called for that purpose provided that:

15.1.1. Notice of the proposed amendment, signed by two financial Members, is submitted to the Board of the Club at least 28 days before the meeting at which the amendment is to be considered.

15.1.2. Such amendment is displayed within the Club for a minimum period of 21 days for all Members to note.

15.2. Such amendment shall have no effect until approved by the Commandant of RMC.

15.3. An amendment to the objectives or purpose of the Club shall not be effective until approved by the Registrar Generals Office in the ACT.

BY-LAWS

The paragraph numbers refer to the paragraph of the Constitution to which the By-Law refers.

5.1. MEMBERSHIP GENERAL

1. All applications for membership (in any category) shall be on the form as is prescribed by the Board, signed by the applicant and lodged with the Manager.
2. All membership applications shall be displayed in the clubhouse for at least 14 days before being considered by the Committee. (DELETE?)

5.2. CATEGORIES

The Board determines that as of a determined date the following classes of membership will come into effect with the rights and privileges shown in the table.

	Eligibility	Playing Rights	Voting Rights	Fees
Ordinary Member	Any member not included in another class of membership	Full	Full	As determined by the Board from time to time
Junior Member	Any member who is aged less than 18 years	Full	None	As determined by the Board from time to time
Life Member	See below	Full	Full	None
Honorary Member	See below	Full	None	None
Sponsor Member	See below	Full	None	None
Restricted Member	See below	None or restricted	As per current Constitution	As determined by the Board from time to time
Country Member	See below	As per current Constitution	None	As determined by the Board from time to time
Flexi Member	See below	As per current Constitution	None	As determined by the Board from time to time
Defence Member	Any person eligible for ordinary membership who is a member of or is seconded to the permanent Defence Forces of Australia or who is employed by the Department of Defence	Full	Full	As determined by the Board from time to time

Full playing rights allow the Member unlimited use of the golf course subject only to meeting the eligibility criteria and payment of entry fees for competition play. Restricted playing rights allow the Member use of the golf course on no more than three days in any membership year subject only to meeting the eligibility criteria and payment of entry fees for competition play.

DELETE 1 - 4

1. STAFF MEMBER – any member of the Staff of RMC or ADFA, their dependants and any Member of the Corps of Staff Cadets or ADFA, shall be eligible to become a Staff Member providing only that they have attained the age of 18 years.
2. DEFENCE MEMBER – serving Members of the ADF, Members of the APS working in the Department of Defence (purple pass holders), may be granted preferential

- treatment in relation to entry, joining fees and annual subscriptions. The details of any such treatment are decided by the Board.
3. MEMBER – all other persons, providing they have attained the age of 18 years.
 4. JUNIOR MEMBER – a person under the age of 18 years.

RENUMBER

1. LIFE MEMBER – any Member who has rendered long and outstanding service to the Club may be elected by an Annual General Meeting as a Life Member. Nomination for Life Membership shall be proposed by the Membership Committee and shall require the concurrence of the Board and the Commandant of RMC before being considered by the Annual General Meeting. A two-thirds majority of those present and eligible to vote shall be required for such an election. Life Members shall not pay an annual subscription to maintain membership.
2. HONORARY MEMBER – any person whose patronage would, in the opinion of the Board, bring benefit to the Club, may, be offered Honorary membership. Honorary Members shall not pay an annual subscription to maintain membership.
3. SPONSOR MEMBER – any person or organisation, who/which, is a financial contributor to the Club, may be offered Sponsor membership. Sponsor Members shall not pay an annual subscription to maintain membership.
4. RESTRICTED MEMBER – any Member of any membership category of the Club, who through injury or illness cannot play golf. A restricted membership is for a period up to 6 months and must be supported by a Doctor's Certificate.
5. COUNTRY MEMBER – any person whose normal place of residence is an area outside a 100km radius of the Club.
6. FLEXI MEMBER – any person can join this category. However, they cannot compete in championships or monthly medals and are only allowed to play a maximum of 3 competitions without paying green fees. Green fees are to be paid for all social games.

DELETE

10. NON-PLAYING MEMBER – Any member who cannot exercise his/her playing rights for any reason, may apply in writing to the Membership Committee to be placed, subject to the approval of the Membership Committee, on the non-playing members list. To be eligible to apply to become a non-playing Member you must be a financial Member of any other category of membership except Country Member. A non-playing Member shall have no voting or playing rights.

5.3. CAPACITY

1. Where the number of vacancies for membership is limited, the following order of priority shall apply:-
 - (a) serving Army, Navy and Air Force personnel and dependants,
 - (b) serving navy and air force personnel, (DELETE)
 - (c) serving Defence reservists,
 - (d) former Members of the defence forces,
 - (e) public service personnel of the Department of Defence,
 - (f) dependants of serving Defence force personnel,
 - (g) other persons.

2. Restricted membership – applications must be supported by medical evidence, i.e. doctor's certificate. This category of membership is subject to annual review. (DELETE)
3. Non-Playing membership – This category of membership is subject to annual review. (DELETE)

5.5. EFFECTS OF MEMBERSHIP

5.5.4 Code of Conduct

1. The Code of Conduct, together with other requirements of players as specified by tournament conditions, local rules and regulations of the Club, shall apply in all golf competitions and representative matches conducted or promoted by RMC Golf Club. The Code shall also apply to social play.
2. The following Code of Conduct applies to all members, staff and guests of the Club. Infractions of the Code will be assessed by the Board or the Match Committees. However, Club staff are authorised to approach any person who behaves in a manner which does not adhere to the Code. Serious infractions could result in cancellation of membership privileges, suspension of golf privileges at any time without refund or other disciplinary action as may be required.
3. RMC Golf Club will not tolerate:
 - (a) any conduct considered threatening or harassing or that could threaten the physical or emotional safety of another individual;
 - (b) sexual harassment of any kind, including any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation, regardless of whether or not the offender perceived their actions to be unwelcome;
 - (c) inappropriate expressions of anger and foul or abusive language;
 - (d) any conduct that could result in damage to the property of the Club;
 - (e) intoxication.
4. All members, staff and guests are expected to read, understand and follow the Code of Conduct along with associated policies that may be published from time to time.
5. All players are expected to read, understand and follow golf etiquette as set out in the R&A Rules of Golf – Etiquette, Behaviour on the Course.

6. GOVERNANCE

6.4. Committees

Men's and Women's Match Committees

1. Shall exercise all such powers functions and duties for the arrangement and control of golf for male and female membership of the Club, as applicable.
2. The Captains shall chair the Match Committees and shall be the Directors of Men's and Women's Golf on the Board.
2. Shall comprise a Captain, a Vice Captain, and a Handicap Manager and up to six members. Members shall be elected by a ballot of the male or female membership of the Club. The male Members may vote only for Members of the Men's Match Committee and the female Members may vote only for Members of the Women's Match Committee. These Committees shall hold office for one term or further terms if so elected and shall assume office as from 1 January following the meeting at which elected.
4. May appoint Sub-committees to assist with the management of the competitions.

5. Elections to the Match Committees are to be in accordance with 6.3.4 and 6.3.5., except that the Match Committees may appoint members in the event of extraordinary vacancies.
6. Each Match Committee shall produce a set of Playing Conditions and Guidelines. These guidelines will cover:
 - (a) Role and responsibilities of the Captain/Director of Golf;
 - (b) Role and responsibilities of the Match Committee;
 - (c) Role and responsibility of the Handicap Manager;
 - (d) The eligibility of members to compete in Club competitions, eg Open Days, Club Championships, Match Play, etc and external events.
7. Sets of guidelines are to be readily available in the women's and men's locker rooms. Match Committees are to regularly review the guidelines and amend them as necessary.
8. Produce a Member's Handbook annually setting down fixtures for the following year.

Membership Committee

1. A Membership Committee shall comprise the Vice President, who shall chair the Committee, the Women's General Committee Vice-President and one male and one female Member and any additional members as required. The role of this Committee is to make recommendations to the Board on membership, policy and assist with implementation.

Women's General Committee

1. A Women's General Committee shall exercise such powers, functions and duties for the arrangement and control of golfing-related activities for the women Members of the Club. It shall comprise at least eight Members and shall include the Women's President who will chair the committee, a Vice President, the Women's Captain, a Secretary, and a Treasurer, who shall be elected by a ballot of the eligible women Members of the Club. Voting procedures and filling of vacancies is covered at 6.3.3 and 6.3.4. Additional Members shall be appointed by the elected Members of the Committee. Such Committee shall hold office for one term or further terms if so elected and shall assume office as from 1 January following the meeting at which elected. The Committee shall meet as and when required and five Members of the Committee shall constitute a quorum.

Finance and Sponsorship Committee

1. A Finance and Sponsorship Committee shall comprise the Director of Finance, who shall chair the Committee, Director of Sponsorship, one female Member, one male Member, and one other Member. Such Committee shall monitor the financial affairs of the Club; submit a budget for the next financial year to the Board; monitor such budget; and make recommendations on annual subscriptions, fees and levies; and be responsible for sponsorship matters within the Club.

Grounds Committee

1. The Grounds Committee shall be constituted when required and shall comprise the Director of Grounds, who shall chair the Committee and other Members as deemed suitable by the Director Grounds. Such Committee shall make recommendations on the planning, construction and alteration of the course to the Board; implement approved plans; and make recommendations relating to the management and control of staff working on the course.

House Committee

1. The House Committee shall comprise the Vice President, who shall chair the Committee, and a male and female representative. This Committee shall be responsible for issues about the Club House. Club House. and the organisation of social functions at the Club House or at other venues for Members. (DELETE?)

Handicap Committee

1. The Handicap Committee shall be constituted as required and comprise the Men's Captain, the Women's Captain, the Men's Handicap Manager and the Women's Handicap Manager. This Committee shall be responsible for all handicap matters.

Other Committees

1. Other Committee(s) may be appointed for specific purposes. The composition of such Committee(s) shall be determined by the Board.
2. A Member of a Committee shall, unless sooner removed by the Board, hold office for one term or further terms if so appointed and shall assume office following the meeting at which appointed.
3. Committees may meet as and when required.

6.6. Duties

1. The President of the Board shall preside at all Board and General Meetings of the Club; be responsible for the proper conduct of the business of the meetings; undertake the employer functions on behalf of the Club; have a deliberate vote and a casting vote when necessary; and shall be ex officio member of all Committees.
2. The Vice President in the absence of the President shall undertake those functions prescribed by this Constitution that are undertaken by the President; assist the President as required; chair the Membership and the House Committee; provide reports to the Board; undertake those duties required by this Constitution; and have a deliberate vote.
3. The Women's President shall advise the Board on golfing-related activities relevant to the women Members of the Club; be responsible for the proper conduct and management of the Women's General Committee and its business; and have a deliberate vote.
4. The Directors of Golf shall provide reports to the Board on the respective golfing activities; be responsible for the proper conduct of the golfing matters of the respective Match Committees; and have a deliberate vote.
5. The Director of Finance shall be responsible for ensuring such accounting and other financial records are maintained as will sufficiently explain transactions and the financial position of the Club; provide reports to the Board; chair the Finance and Sponsorship Committee; ensure that the books of account are audited on an annual basis and have a deliberate vote.
6. Director of Sponsorship shall be responsible for obtaining sponsorship for the Club, including sponsorship for specific competitions conducted by the respective Match Committees; provide reports to the Board; be a member of the Finance and Sponsorship Committee; and have a deliberate vote.
7. Director of Grounds shall be responsible for the upkeep of the course and surrounds of the Club House; provide reports to the Board; chair the Grounds Committee; and have a deliberate vote.

7. EMPLOYEES

7.2 Employees

1. The Employment categories of the Club may include but are not limited to:
 - (a) Manager
 - (b) Greenkeeper
 - (c) Apprentice Greenkeeper

- (d) Bar Attendant
- (e) Casual

8. MEETINGS

8.1. General Meetings of the Club

1. One Meeting, the AGM, to be held each year with information meetings called if warranted or in accordance with paragraph 8.1.2. of the Constitution.
2. The date, time and venue **will** be determined by the Board.
3. Notice of a General Meeting may be **given** by displaying a notice in the Clubrooms, **displaying on the Club website, via email, text, SMS** and placing a notice in a newspaper circulating in the ACT.

8.4. Meetings of the Board of Management

1. The date, time and venue **will** be determined by the Board. Where a change in date or time is made, at least five days' notice is to be given to each Board Member.

9. FINANCE

9.2. Nomination Fee, Annual Subscription and other Fees

1. For new Members a pro rata payment of membership fees **will** apply at the rate of one twelfth of the annual membership fee multiplied by the remaining months left in the financial year.
2. Fees **will** be due and payable on the first day of July each year **and should be paid within 28 days, (DELETE).**
3. **Board may offer payment utilising direct debit arrangements for annual fees. Payments will be at a rate of not less than 1/12 of the annual fee per calendar month.**

9.5. Expenditure from Club Funds

1. The amount of Club funds which may be expended by the Manager and/or Director of Finance without prior approval of the Board **will** be up to and including \$2,000.

14. BY-LAWS

The provisions of these By-Laws may be amended at a Board meeting provided:-

- (a) notice of the proposed amendment with reason, is given to each Board Member at least 7 days before the meeting at which the proposal is to be considered;
- (b) a quorum is present at the meeting;
- (c) two thirds of the votes cast are in favour of the amendment.