

## By-Laws

### Kiama Golf Club Limited

ABN 19 000 994 589

ACN 000 994 589

By-Laws made under Section 52 (y) of the Constitution of Kiama Golf Club Limited

Date By-Laws approved by the Board:	16 July 2014
Effective date of By-Laws:	18 <sup>th</sup> July 2014
Date amended	21 <sup>st</sup> September 2016
Date amended	19 <sup>th</sup> October 2016
Date amended	3 <sup>rd</sup> April 2020
Date amended	14 <sup>th</sup> December 2021

**1. INTERPRETATION**

**1.1.** These by-laws shall be read subject to the provisions contained in the Registered Clubs Act 1976, Corporations Act 2001, and the Constitution of the Kiama Golf Club. In the event of inconsistency any or all of the preceding shall prevail.

**2. BREACHES OF BY-LAWS**

**2.1.** In the event of any Member committing a breach of any of the following By-Laws, the Member may be dealt with and, if deemed appropriate, penalised under the provisions of Section 28 of the Constitution of the Club.

**2.2.** Any action taken under this Section would not preclude any action being taken under any other Act of Parliament.

**3. POSTING OF COMMITTEES**

**3.1.** The names of the members of the Board of Directors and Committees shall be posted in the Clubhouse.

**4. NAMING OF COMMITTEES**

**4.1.** The Board may convene the following Committees consisting of the members listed in this section;

**4.1.1.** Executive Committee - President (Chairperson), Vice President, Captain, Vice Captain and Treasurer.

**4.1.1.1.** Three Executive Committee members shall constitute a quorum.

**4.1.2.** Match Committee - Club Captain (Chairperson), Vice-Captain, Club Director, Women's Golf Captain, General Manager and Golf Professional (or representative).

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**4.1.3.** Greens Committee – Vice President (Chairperson), Women’s Golf Representative, Veterans’ Representative, Club Director, General Manager and Course Superintendent (or representative).

**4.1.4.** Finance Committee - Treasurer, President, Vice-President, General Manager, Office Manager or appointed representative.

**4.1.5.** Judiciary Committee - Two Directors, General Manager and Assistant Manager (if required).

**4.1.6.** House Committee – Chair (Director), 2 Directors, Bar representative, Catering representative, Pro Shop Representative, Lady Members Representative, General Manager.

**5. DUTIES OF THE COMMITTEES**

**5.1.** The Board of Directors always retains the right to set aside any decision made by any of the Club’s Committees.

**5.2.** The duties and responsibilities of the Match, Greens and House Committees are detailed in their respective Committee Charters and may be reviewed and altered by the Board of Directors.

**5.3.** The Match, Greens and House Committee charters are annexes to these by-laws.

**6. EXECUTIVE COMMITTEE**

**6.1.** The Executive Committee shall:

**6.1.1.** Supervise the General Manager and through him/her the employees of the Club;

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**6.1.2.** Supervise the receipt, expenditure and investment of all monies of the Club, but shall not expend or authorise the expenditure or investment of any monies, without the approval of the Board, unless;

**6.1.2.1.** the matter is of such urgency that any delay in dealing with the matter would be detrimental to the interests of the Club; or

**6.1.2.2.** the matter is within authority delegated to the Executive Committee by the Board.

**7. FINANCE COMMITTEE**

**7.1.** The Finance Committee shall meet at least once a month.

**7.2.** The Finance Committee's functions shall be:

**7.2.1.** Discuss, and accept or otherwise, all annual budgets presented to it by the other sub-committees, and to present such expenditure to the Board for its approval;

**7.2.2.** Submit the General Manager's pricing recommendations for beer and other liquor to the Board for approval.

**7.3.** The General Manager shall present to the Treasurer of the Club a statement of accounts setting out the profitability or otherwise of the club. Such statements shall be presented for the information of the Board each month.

**7.4.** Two persons, both of whom must be signatories nominated by the Board of Directors, shall sign all cheques issued on behalf of the Club.

**8. JUDICIARY COMMITTEE**

**8.1.** The Judiciary Committee shall be convened on an as required basis.

**8.2.** The Judiciary Committee's function shall be in accordance with Section 28 of the Club's Constitution.

**9. LADY GOLFERS**

**9.1.** The Kiama Lady Golfers is a Club within the Kiama Golf Club and exists expressly to conduct golfing tournaments, competitions and special days for Lady Members and Lady Visitors.

**9.2. Annual General Meetings and Elections**

**9.2.1.** Once each year, during the month of October, the lady golfers of the club shall convene an Annual General Meeting.

**9.2.2.** Twenty-one days clear notice of any Annual General Meeting shall be given and such notice shall set the general nature of business.

**9.2.3.** For all Annual General Meetings of the Lady Members, 5% of Lady members shall constitute a quorum.

**9.2.4.** The Women's Golf' Committee shall be appointed by the lady members at their Annual General Meeting and shall hold office, unless they resign or be removed, until and including the next Annual General Meeting of the Lady Members.

**9.2.5.** Nominations shall be accepted for the positions of President, Vice President, Captain, Vice Captain, Secretary, Treasurer, and any other positions as deemed necessary by the Lady Members.

**9.2.6.** No lady shall be eligible for election unless present at the meeting or has signified her willingness in writing to hold such office. Only financial lady members may nominate a member for any position. Such nomination must be in writing and signed by two financial Lady members.

**9.2.7.** If only one nomination for any position is received then that nominee shall be declared elected unopposed. If any position has not been nominated then nominations shall be called from the floor at the meeting. If nominations are received equal to the required number of positions then the nominees are taken to be elected to the relevant positions on the Committee. In the event of more than the required number nominating for the position, election by secret ballot must then take place. If the number of nominations is still less than the required number, the Committee may subsequently appoint a financial Lady member to fill that vacant position until the next Annual General Meeting.

**9.2.8.** The President and Captain shall only hold office for three consecutive years. If nominations are not received for either of those positions, the incumbent office holder may be re-elected from the floor at the Annual General Meeting for a further period of time.

### **9.3. Women's Golf' Special General Meetings**

**9.3.9.** A Special General Meeting of Lady Members may be called at any time by the Women's Golf' Committee or by the Lady Honorary Secretary on receiving a written request specifying the subject to be discussed and signed by at least five (5) Lady Members of the Club.

**9.3.10.** The Honorary Secretary shall give Fourteen (14) days notice of such meeting and the business to be brought before it, which the discussion shall be strictly limited to, by posting such notice in the Women's Golf' rooms.

### **9.4. Duties of the Women's Golf' Committee.**

**9.4.11.** The duties and responsibilities of the Women's Golf Committee are detailed in the Women's Golf Committee Charter and may be reviewed and altered by the Board of Directors.

**9.4.12.** The Women's Golf Committee Charter is an annex to these by-laws.

**9.4.13.** The Women's Golf' Committee shall not, without the express sanction of the Board, incur any debt or obligation of a financial nature.

## **10. KIAMA VETERAN GOLFERS**

**10.1.** The Kiama Veteran Golfers is a club within the Kiama Golf Club for the purpose of conducting golfing tournaments and special days for members and visitors over the age of fifty-five years. The Kiama Veteran Golfers are an affiliate member of the New South Wales Veteran Golfers Association through their membership of Group 3 of that Association.

**10.2.** The duties and responsibilities of the Veterans Committee are detailed in the Veterans Committee Charter and may be reviewed and altered by the Board of Directors.

**10.3.** The Veterans Committee Charter is an annex to these by-laws.

**10.4.** The Veteran members at their Annual General Meeting, which will be held in October each year, will appoint the Veteran Committee.

**10.5.** A Special General Meeting may be called at any time by a two-thirds majority of the Executive.

**10.6.** The Veteran's Captain will arrange a program of competitions and events to be played by Veterans during the year, such program to be submitted to the Board's representative for approval.

## **11. EMPLOYEES**

**11.1.** All complaints concerning the management, services, or conduct of any employee of the club must be communicated in writing to the General Manager.

**11.2.** A member (including a director) shall not reprimand or give a direction or instruction to any employee of the Club.

**12. CARE OF CLUB PROPERTY**

**12.1.** A member shall not remove from the clubhouse any property belonging to the Club without the express permission of the General Manager.

**12.2.** A member who willfully damages any property of the Club shall, in addition to any disciplinary action, be liable for such damages as are determined and at the discretion of the Board.

**13. DISPLAY OF NOTICES**

**13.1.** The approval of the President, Captain or General Manager is required before any notice is displayed, distributed or otherwise published in or on the Club premises, the course or any land owned by the Kiama Golf Club.

**13.2.** In the event that a document or notice is displayed, published or otherwise distributed, on Club premises, the Course or any land owned by the Club or elsewhere, which purports or infers to have been issued by Kiama Golf Club and/or on behalf of the Members of Kiama Golf Club unless it is displayed, published or otherwise distributed:

**13.2.1.** With the authorisation of the Board of Directors of Kiama Golf Club or,

**13.2.2.** By way of a resolution passed at a General Meeting of members of Kiama Golf Club called in accordance with the Club's Constitution,

**13.2.3.** The President or his delegated representative is authorised to publish a disclaimer as to the document's authority. The statement may be by way of the media and/or general notice displayed throughout the Club disclaiming the document's authority.



**14. DRESS REGULATIONS**

**14.1.** The dress regulations for the Club shall be determined by the Board of Directors and may be reviewed from time to time.

**14.2.** The Dress Regulations are to be displayed on a Notice Board in the foyer of the Club.

**14.3.** A member or a member's guest who does not comply with the Dress Regulations may be refused entry to the Club or if already on the Club premises may be requested to leave by a staff member.

**14.4.** Refusal to comply with such a legitimate demand by a staff member may result in a member being cited to appear before the Judiciary Committee or Board of Directors.

**15. GOLFING MEMBERS**

**15.1.** Those persons joining the club as Golfing Members are entitled to enjoy all social and golfing facilities of the Club.

**15.2.** New Golfing Members without a Golf Australia (GA) handicap are not entitled to enter or win a competition round of golf until such time as they have lodged three (3) handicap cards and obtained a GA handicap.

**15.3.** Another player with a current GA handicap must verify the three (3) cards that are to be lodged.

**15.4.** After obtaining the three (3) handicap cards, the Member should hand them to the handicapper for the allocation of a GA handicap. If the handicapper is not available the cards should be placed in the Competition Box in the lower foyer of the Club, marked "For Handicap".

**15.5.** When playing for a handicap in competition rounds, a New Golfing Member will not be required to pay the competition fee, nor will they be entitled to win any prizes. The member should inform the starter of these circumstances.

**15.6.** If a New Golfing Member has a current GA handicap, he is to supply details and confirmation of this handicap when lodging the membership application. Following confirmation of this handicap, the Member will be eligible to play in the Club's competitions.

**15.7.** A New Golfing Member is not eligible to play in a "closed" club event until their membership has been reviewed and adopted at Board level.

**15.8.** Whether a New Golfing Member has a GA handicap or not, they may, outside of competition times, play social rounds of golf on the course and enjoy the other facilities of the club.

**15.9.** A New Golfing Member will be eligible to participate in all "in house" Club activities. This includes entry into the Members badge draw, and to participate in other Members' promotions. They will also be entitled to accumulate and redeem bonus points by using their Membership card whilst playing the gaming devices and using POS outlets.

**15.10.** Visiting golfers whose home golf club has a reciprocal rights agreement with Kiama Golf Club will be entitled to all member privileges as outlined in the Reciprocal Rights Agreement.

## **16. SOCIAL MEMBERSHIP**

**16.1.** Social Members are not entitled to use any of the golfing facilities without the payment of the relevant Green Fees.

**16.2.** Social Members are not entitled to use the practice facilities unless they are under the direct supervision of the Club Professional during the course of a legitimate lesson.

**16.3.** Social Members will not be loaded onto the membership database, which entitles entry to Badge and other Members' draws, nor will they be entitled to accumulate and redeem bonus points by using their Membership Card whilst playing gaming machines, until such time as their membership has been reviewed and adopted at Board level.

**17. JUNIOR MEMBERS**

**17.1.** Junior members under the age of eighteen (18) are not permitted to participate in club promotional activities available at members' kiosk outlets or POS outlets.

**17.2.** Junior Members are not allowed to enter restricted areas of the club, which include the Bar area, the T.A.B. Lounge and the Poker Machine Lounge.

**17.3.** Junior members will be required to pay full membership fees from the commencement of the Club financial year following their eighteenth (18<sup>th</sup>) birthday. After attaining eighteen (18) years of age Junior members will be issued with a full membership card at no cost and will be entitled to exercise all of the privileges of full club members.

**18. RESERVED PARKING SPACES.**

**18.1.** Any Member who parks in a parking space that has been reserved and designated for the use of Directors, Staff, Disabled or other nominated persons, may be cited to appear before the Judiciary Committee or, if necessary, the Board of Directors and explain their actions. If deemed necessary, action may be taken against the member and a penalty imposed in accordance with the provisions of Section 28 of the Constitution.

**19. LOCKERS.**

**19.1.** The Board shall vary the annual fee for hire of lockers from time to time. Only full golfing members are entitled to a locker. If a member changes from a

full golfer to a social golfer, they must surrender their locker and return their keys to the club.

**20. MEMBERSHIP CARDS**

**20.1.** In the event of a Member losing, misplacing or having his Membership Card stolen, the Member is to report such loss or theft to the Club as soon as possible.

**20.2.** To comply with the Registered Clubs Act, the Member is required to replace the card as soon as possible. Such replacement may incur a minimal cost, which may be varied from time to time by the Management.

**20.3.** In the event of a Member being suspended or expelled from the Club, the Board of Directors or the Judiciary Committee has the power to demand the return of the Member's membership card. The member shall return that card as soon as practical and in any case within seven (7) days of that demand.

**21. VOTING AT CLUB ELECTIONS**

**21.1.** In general, voting in Club elections shall be held on the Wednesday, Thursday, Friday and Saturday on the same week of the Annual General Meeting held on the Sunday. The hours of voting shall be Wednesday 10am-6pm, Thursday 10am-8pm, Friday 10am-8pm and Saturday 10am- 5pm.

**21.2.** During an election period it is prohibited to advertise, circulate or distribute any 'How to vote' material upon club lands, in the vicinity of club lands or in the local media.

**21.3.** Any such material distributed outside club lands or outside local media must not contain any false or defamatory statements and should not give undue advantage over any other candidates. The material must also clearly state who authorised the material.

**21.4.** While voting no member shall be coerced into voting for a particular candidate while in the vicinity of the ballot box.

**21.5.** In the event either the Men's or Women's Golf' competition, which is normally held on the Wednesday, is moved to a day other than one on which voting is already scheduled, voting is to be additionally scheduled for that particular day.

**21.6.** In exceptional circumstances, the Board may alter the voting hours and days provided this is done prior to the closing date for nominations. The change and circumstances are to be advertised prominently throughout the Club from the close of nominations until voting in the election closes.

## **22.0 CONDUCT OF MEETINGS**

A General, Annual, Committee or Board meeting may be called or held using any means of communication technology.

### **23.0 Restrict access to Club premises - MVP**

**23.1** The Board hereby adopts the *COVID-19 POLICY FOR MEMBERS AND GUESTS* dated 14<sup>th</sup> December 2021 (**Policy**).

**23.2** Until further decision by the Board, only members of the Club, guests of members and visitors to the Club over the age of 16 years who can access the Club's premises are those who satisfy the conditions of entry in the Policy, as amended from time to time.

**23.3** Any person over the age of 16 years who cannot satisfy the conditions of entry in the Policy are hereby prohibited from entering the premises and will be removed from the premises if they gain entry contrary to the Policy.

**Annexes to Kiama Golf Club By-Laws**

- Annex 1. Match Committee Charter
- Annex 2. Greens Committee Charter
- Annex 3. Women's Golf Committee Charter
- Annex 4. Veterans Committee Charter
- Annex 5. House Committee Charter



## **Match Committee Charter**

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### **1. Overview and purpose of the charter**

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the constitution the Board has the power to delegate certain powers and authorities to various subcommittee to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Match Committee and the basis of its delegated authority from the Board of Directors and members.

### **2. Role of the Match Committee**

The role of the Match Committee is to be responsible for the control and management of all aspects of the playing of the game of golf on Kiama Golf Course.

### **3. Structure and composition of the Match Committee**

The Kiama Golf Club Match Committee will be composed of the following

- Chairperson – Club Captain.
- Vice-Captain
- Women’s Golf Captain
- 1 Club Director
- General Manager
- Golf Professional (or representative)

### **4. Match Committee responsibilities**

The Match Committee is responsible to the members for the overall administration of the game of golf at Kiama Golf Club, this includes the following;

- Must meet at least once a month;
- Must maintain a thorough understanding of the rules of golf so that prompt and accurate decision making can occur;
- Must maintain a thorough understanding of the Australian handicapping system including course ratings and the new slope system;
- Prepare and circulate the club program or fixture book;

## *By-Laws of Kiama Golf Club Limited – Annexes – Match Committee Charter*

- Determine and clearly display the conditions under which competitions are to be played this may include the determination of local rules;
- Deal with and resolve disputes arising from the conduct of competitions and matches;
- Allocate trophies and prizes including dollar value and quantity;
- When required must select individuals or teams to represent the club. This may also be required the appointment of a team captain;
- Ensure a committee representative is available at all times during competition to aid in decision making and/ or suspend play if required;
- Apply handicaps to new members and manage the handicaps of existing members
- Provided education options for new members;
- Monitor play on the course to reduce any unnecessary delays;
- Make recommendations of green fee amounts;
- Determine tee times available for the various competitions;
- Provide a monthly report to the Board reviewing golf activities and issues. This should include the Women's Golf Committee and Veterans Committee monthly reports.

### **5. Club Constitution**

The Match Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club. The Constitution takes precedence in the event of inconsistency.

### **6. Committee members' duties**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Not improperly use his/her position or misuse information of the club;
- Communicate necessary information in an open and transparent way;
- Commit the time necessary to discharge effectively his/her role as a Match Committee member;
- Engage in ongoing skill development in relation to their role as Committee member.

### **7. Role of the chair**

The responsibilities of the Chair are principally to:

- Lead the Match Committee;
- Chair Match committee meetings and ensure effectiveness;
- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;



## *By-Laws of Kiama Golf Club Limited – Annexes – Match Committee Charter*

- Facilitating the effective contribution of all Committee Members;
- Establish the agenda for meetings;
- Be the main point of contact and communication between the Board and the Match Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead the review of the Match Committee's performance ensuring that the delegated authority of the Match Committee and desired outcomes are clear;
- Set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised
- When necessary be the spokesperson for the Match Committee.

### **8. Match Committee meetings**

Match Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By-Laws. These indicate that in general, the match committee should meet at least once each month.

Match Committee Meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

### **9. Professional development**

Match Committee members must maintain a thorough understanding of the rules of golf and the Australian handicapping System. This may mean from time to time various members must attend training courses or seminars covering relevant topics.

### **10. Club Code of Conduct and protocols**

Match Committee members are bound by the principles of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

### **11. Review of performance**

The Match Committee will conduct an annual review of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By-Laws and the club Board.

The Chair or the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

### **12. Review of the charter**

The Match Committee will conduct an annual review of this Charter to ensure they remain consistent with the Match Committee's objectives and responsibilities and relevant standards of corporate governance.

### **13. Publication of the charter**

This Charter will be made available to the club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

### **14. Amendment of the charter**

The Board has adopted this Charter. The Board can only approve any amendment to this Charter.

The Secretary Manager is responsible for reviewing this Charter on an annual basis to ensure its continued compliance with legal requirements, corporate governance requirements applicable to the club and the Club Code of Practice, and if necessary, suggesting amendments to the Charter for consideration by the Board.<sup>1</sup>

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## **Greens Committee Charter**

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### **1. Overview and purpose of the charter**

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the Constitution the Board has the power to delegate certain powers and authorities to various subcommittees to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Greens Committee and the basis of its delegated authority from the Board of Directors and members.

### **2. Role of the Greens Committee**

The role of the Greens Committee is to oversee investment in course maintenance, course presentation and future course development to provide the members the best possible course with the resources available.

### **3. Structure and composition of the Greens Committee**

The Kiama Golf Club Greens committee will be composed of the following

- Chairperson – Vice President.
- Women’s Golf Representative
- Veterans Representative
- 1 Club Director
- General Manager
- Superintendent (or representative)

### **4. Green Committee responsibilities**

## *By-Laws of Kiama Golf Club Limited – Annexes – Greens Committee Charter*

The Greens Committee is responsible to the members for the overall presentation of the course this includes the following;

- Must meet at least once a month
- Liaise regularly with the Board, Course staff and the Club Members;
- Keep up to date with members' on-course issues and complaints;
- Offer input for tournament scheduling to allow appropriate timing for major course work;
- Must maintain a thorough knowledge of the course and of how/when it is playing at its best;
- Develop future plans in conjunction with course staff and Club management;
- Make recommendations to the Board on Major course development;
- Help ensure adherence with course presentation standards;
- Provide a monthly report to the Board reviewing course maintenance activities and issues.

### **5. Club constitution**

The Greens Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club. The Constitution takes precedence in the event of inconsistency.

### **6. Committee members' duties**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the maintenance of the golf course and the support of the course staff. In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Not improperly use his/her position or misuse information of the club;
- Communicate necessary information in an open and transparent way;
- Commit the time necessary to discharge effectively his/her role as a Greens Committee member;
- Engage in ongoing skill development in relation to their role as Committee member.

### **7. Role of the chair**

The responsibilities of the Chair are principally to:

- Lead the Greens Committee;
- Chair Greens committee meetings and ensure effectiveness;

## *By-Laws of Kiama Golf Club Limited – Annexes – Greens Committee Charter*

- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;
- Facilitating the effective contribution of all Committee Members;
- Establish the agenda for meetings;
- Be the main point of contact and communication between the Board and the Greens Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead an annual review of the Greens Committee's performance ensuring that the delegated authority of the Greens Committee and desired outcomes are clear;
- Set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised
- When necessary be the spokesperson for the Greens Committee

### **8. Greens Committee meetings**

Greens Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By- Laws. These indicate that in general, the Greens committee should meet at least once each month.

Greens Committee meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

### **9. Professional development**

Greens Committee members must maintain a thorough understanding of the maintenance systems, persistent course issues and WHS obligations. This may mean from time to time various members must attend training courses or seminars covering relevant topics

### **10. Club Code of Conduct and protocols**

Greens Committee members are bound by the principle of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

### **11. Review of performance**

The Greens Committee will conduct an annual review of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By-Laws and the club Board

The Chair of the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

### **12. Review of the charter**

## *By-Laws of Kiama Golf Club Limited – Annexes – Greens Committee Charter*

The Greens Committee will regularly review this Charter to ensure they remain consistent with the Greens Committee’s objectives and responsibilities and relevant standards of corporate governance.

### **13. Publication of the charter**

This Charter will be made available to the club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

### **14. Amendment of the charter**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

The Secretary Manager is responsible for reviewing this Charter on an annual basis to ensure its continued compliance with legal requirements, corporate governance requirements applicable to the club and the Club Code of Practice, and if necessary, suggesting amendments to the Charter for consideration by the Board.<sup>2</sup>

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## **Women’s Golf Committee Charter (encompassing Lady Veteran Golfers)**

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### **1. Overview and purpose of the Charter**

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the constitution the Board has the power to delegate certain powers and authorities to various subcommittee to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Women’s Golf Committee and the basis of its delegated authority from the Board of Directors and members.

### **2. Role of the Women’s Golf Committee**

The role of the Women’s Golf Committee is to be responsible for the control and management of all aspects of our female members playing the game of golf on Kiama Golf Course.

### **3. Structure and composition of the Women’s Golf Committee**

The Kiama Golf Club Women’s Golf Committee will be composed of the following;

- President.
- Vice President
- Captain
- Vice-Captain
- Treasurer
- Match Secretary
- Minutes Secretary
- Committee Lady
- Committee Lady
- Veterans Delegate.

### **4. Women’s Golf Committee responsibilities**

The Women’s Golf Committee is responsible to the female members for the overall administration of women’s golf at Kiama Golf Club, this includes the following;

## *By-Laws of Kiama Golf Club Limited – Annexes – Women’s Golf Committee Charter*

- Must meet at least once a month
- To support and encourage Women’s Golf at Kiama Golf Club.
- Distribute information about golf events, club tournaments and general golf information
- Contribute to the preparation and circulation of the club program or fixture book
- Determine and clearly display the conditions under which competition are to be played. This may include the addition of variation to local rules.
- Deal with and resolve disputes arising from the conduct of competitions and matches.
- Allocate women’s trophies and prizes including dollar value and quantity.
- When required, must select individuals or teams to represent the club. This may also require the appointment of a team captain.
- Provide induction for new members.
- Monitor play on the course to reduce any unnecessary delays
- Make recommendations stemming from complaints, reports or suggestions to Board and/or subcommittees. Must be in writing and signed by the Women’s President and Women’s Secretary.
- Determine tee times available for the various competitions.
- Provide annual and financial reports to the Board.
- Provide a monthly Golf Report to the Board as part of the Match committee report.

### **5. Club constitution**

The Women’s Golf Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club. The Constitution takes precedence in the event of inconsistency.

### **6. Committee members' duties**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Not improperly use her position or misuse information of the club;
- Communicate necessary information in an open and transparent way;
- Commit the time necessary to effectively discharge her role as a Women’s Golf Committee member;
- Engage in ongoing skill development in relation to their role as Committee member.

### **7. Role of the chair**

The responsibilities of the Chair are principally to:



## *By-Laws of Kiama Golf Club Limited – Annexes – Women’s Golf Committee Charter*

- Lead the Women’s Golf Committee;
- Chair Women’s Golf committee meetings and ensure effectiveness;
- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;
- Facilitating the effective contribution of all Committee Members;
- Establish the agenda for meetings
- Be the main point of contact and communication between the Board and the Women’s Golf Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead the review of the Women’s Golf Committee’s performance ensuring that the delegated authority of the Women’s Golf Committee and desired outcomes are clear;
- Set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised
- When necessary be the spokesperson for the Women’s Golf Committee

### **8. Women’s Golf Committee meetings**

Women’s Golf Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By- Laws These indicate that in general, the Women’s Golf committee should meet at least once each month.

Women’s Golf Committee Meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

### **9. Professional development**

Women’s Golf Committee members must maintain a thorough understanding of the rules of golf and the Australian handicapping System. This may mean from time to time various members must attend training courses of seminars covering relevant topics.

### **10. Club Code of Conduct and protocols**

Women’s Golf Committee members are bound by the principles of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

### **11. Review of performance**

The Women’s Golf Committee will conduct an annual review of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By- Laws and the club Board.

The Chair or the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

*By-Laws of Kiama Golf Club Limited – Annexes – Women’s Golf Committee  
Charter*

**12. Review of the charter**

The Women’s Golf Committee will regularly review this Charter to ensure it remains consistent with the Women’s Golf Committee’s objectives and responsibilities and relevant standards of corporate governance.

**13. Publication of the charter**

This Charter will be made available to the club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

**14. Amendment of the charter**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

The Secretary Manager is responsible for reviewing this Charter on an annual basis to ensure its continued compliance with legal requirements, corporate governance requirements applicable to the club and the Club Code of Practice, and if necessary, suggesting amendments to the Charter for consideration by the Board.



## **Veterans Golf Committee Charter**

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### **1. Overview and purpose of the charter**

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the constitution the Board had the Powers to delegate certain powers and authority's to various subcommittee to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club Veterans Golf Committee and the basis of its delegated authority from the Board of Directors and members.

### **2. Role of the Veterans Golf Committee**

A veteran golfer is a member over the age of fifty five years and is currently a financial member of the Veteran Golfers Association

The role of the Veterans Golf committee is to be responsible for the control and management of our Veteran member's playing the game of golf organised by the veterans committee on the Kiama Golf course.

### **3. Structure and composition of the Veterans Golf Committee**

The Kiama Golf Club Veterans committee will be composed of the following;

- President.
- Vice President
- Captain
- Vice-Captain
- Treasurer
- Secretary
- Tournament Director
- And up-to four non-executive Committee Members

### **4. Veterans Golf Committee responsibilities**

The Veterans Golf Committee is responsible to the Veterans playing members for the overall administration of Veterans golf at Kiama Golf Club, this includes the following;

## *By-Laws of Kiama Golf Club Limited – Annexes – Veterans Committee Charter*

- Must meet at least every two months
- Promote Veterans Golf at Kiama Golf Club
- Distribute information about golf events, club tournaments and general golf information.
- Through the tournament director organise and run effective veterans tournaments.
- Contribute to the preparation and circulation of the club program or fixture book
- Determine and clearly display the conditions under which competition are to be played. This may include the addition of variation to local rules.
- Deal with and resolve disputes arising from the conduct of competitions and matches.
- Allocate Veterans trophies and prizes including dollar value and quantity.
- Select individuals or teams to represent the club. This may also require the appointment of a team captain.
- Ensure a committee representative is available at all times during relevant competitions to aid in decision making and/ or suspend play if required.
- During relevant competitions monitor play on the course to reduce any unnecessary delays
- Make recommendations stemming from complaints, reports or suggestions, to Board and/or subcommittees. Must be in writing and authorised and ratified by the Veterans Committee.
- Determine tee times available for the various Veteran competitions.
- Provide a financial statement annually to the Kiama Golf Club Board

### **5. Club constitution**

The Veterans Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club with reference to the By Laws of that constitution, in particular by law 13.0 sub section b. The Constitution takes precedence in the event of inconsistency.

### **6. Committee members' duties**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the administration of golf and the playing of the game of golf. In discharging his/her duties, each committee member must:

- Exercise due care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its Veteran members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Not improperly use their position or misuse information from the club;
- Communicate necessary information in an open and transparent way
- Commit the time necessary to discharge effectively their role as a Veterans Committee member; and
- Engage in ongoing skill development in relation to their role as Committee member.

### **7. Role of the chair**

## *By-Laws of Kiama Golf Club Limited – Annexes – Veterans Committee Charter*

The responsibilities of the Chair are principally to:

- Lead the Veterans Committee;
- Chair Veterans committee meetings and ensure effectiveness;
- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;
- Facilitating the effective contribution of all Committee Members;
- Establish the agenda for meetings
- Be the main point of contact and communication between the Board and the Veterans Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead the review of the Veterans Committee's performance ensuring that the delegated authority of the Veterans Committee and desired outcomes are clear;
- Ensure that there is regular and effective evaluation of the Veterans Committee performance;
- Set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised
- When necessary be the spokesperson for the Veterans Committee or ensure suitably briefed delegate is available.

### **8. Veterans Golf Committee meetings**

Veterans Golf Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By- Laws these indicate that in general, the Veterans Golf committee should meet at least every two months.

Veterans Golf Committee Meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

### **9. Professional development**

Veterans Golf Committee members must maintain and thoroughly understand the rules of golf and the Australian handicapping System. This may mean from time to time various members must attend training courses or seminars covering relevant topics

### **10. Club Code of Conduct and protocols**

Veterans Golf Committee members are bound by the principles of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

### **11. Review of performance**

The Veterans Golf Committee will conduct regular reviews of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By Laws and the club Board

## *By-Laws of Kiama Golf Club Limited – Annexes – Veterans Committee Charter*

The Chair or the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

### **12. Review of the charter**

The Veterans Golf Committee will regularly review this Charter to ensure it remains consistent with the Veterans Golf Committee's objectives and responsibilities and relevant standards of corporate governance.

### **13. Publication of the charter**

This Charter will be made available to the club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

### **14. Amendment of the charter**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

The Secretary Manager is responsible for reviewing this Charter on an annual basis to ensure its continued compliance with legal requirements, corporate governance requirements applicable to the club and the Club Code of Practice, and if necessary, suggesting amendments to the Charter for consideration by the Board.<sup>3</sup>

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## **House Committee Charter**

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### **1. Overview and purpose of the Charter.**

The operations and activities of Kiama Golf Club and its subsidiaries are managed under the direction of the Board of Directors, in the best interest of the members as a whole.

Under clause 52 (e) of the Constitution the Board has the power to delegate certain powers and authorities to various subcommittees to aid in the effective running of the club

The purpose of this Charter is to set out the functions, responsibilities and key protocols of the Kiama Golf Club House Committee and the basis of its delegated authority from the Board of Directors and members.

### **2. Role of the House Committee.**

The role of the House Committee is to oversee investment in Clubhouse maintenance, Clubhouse presentation and future development to provide the members the best possible resources available.

### **3. Structure and composition of the House Committee.**

The Kiama Golf Club House committee will be composed of the following:

- Chairperson;
- 2 Directors;
- 1 Bar Representative;
- 1 Kitchen Representative;
- 1 Pro Shop Representative;
- 1 Women's Golf Representative;
- CEO (When Available).

### **4. House Committee responsibilities.**

The House Committee is responsible to the members for the overall presentation of the Clubhouse, this includes the following:

- Must meet at least once a month;
- Liaise regularly with the Board, staff and the Club Members;

## *By-Laws of Kiama Golf Club Limited – Annexes – Veterans Committee Charter*

- Keep up to date with members' issues and complaints;
- Offer input for tournament scheduling and events to allow appropriate coordination of clubhouse facilities with Greens and Match Committees;
- Must maintain an up to date maintenance schedule;
- Develop future plans in conjunction with members, staff and Club management;
- Make recommendations to the Board on Major Clubhouse development;
- Help ensure adherence with Clubhouse presentation standards;
- Provide a monthly report to the Board reviewing Clubhouse activities and issues.

### **5. Club Constitution.**

The House Committee is governed by the Constitution of Kiama Golf Club and subsequent By-Laws. This Charter supports the Constitution of Kiama Golf Club. The Constitution takes precedence in the event of inconsistency.

### **6. Committee members' duties.**

Committee members must carry out their duties in compliance with all applicable rules and regulations pertaining to the maintenance of the Clubhouse and the support of the Clubhouse staff. In discharging his/her duties, each committee member must:

- Exercise care and diligence;
- Inform themselves about the subject matter of a decision to the extent they reasonably believe to be appropriate;
- Act in good faith in the best interests of the club and its members;
- Declare any material personal interest or pecuniary/financial interest they have in the affairs of the club;
- Must not improperly use his/her position or misuse information of the club;
- Communicate necessary information in an open and transparent way;
- Commit the time necessary to discharge effectively his/her role as a House Committee member;
- Engage in ongoing skill development in relation to their role as Committee member.

### **7. Role of the Chair.**

The responsibilities of the Chair are principally to:

- Lead the House Committee;
- Chair House Committee meetings and ensure effectiveness;
- Ensure that meetings are conducted efficiently and that members have adequate opportunity to express their views and obtain answers to their queries;
- Facilitate the effective contribution of all Committee Members;
- Establish the agenda for meetings;
- Be the main point of contact and communication between the Board and the House Committee, ensuring that the Board's views are communicated clearly and accurately;
- Lead an annual review of the House Committee's performance ensuring that the delegated authority of the House Committee and desired outcomes are clear;
- Shall set a standard for Committee members in terms of attendance at meetings and prior familiarity with issues to be raised;



## *By-Laws of Kiama Golf Club Limited – Annexes – Veterans Committee Charter*

- When necessary, be the spokesperson for the House Committee.

### **8. House Committee meetings.**

House Committee meetings will occur at a frequency determined by the current Constitution of Kiama Golf Club and the Club By-Laws. These indicate that in general, the House committee should meet at least once each month.

House Committee meetings are to be conducted in accordance with the Club Constitution, standing orders and fair rules of debate.

### **9. Professional development.**

House Committee members must maintain a thorough understanding of the maintenance systems, persistent Clubhouse issues and WHS obligations. This may mean from time to time various members must attend training courses or seminars covering relevant topics.

### **10. Club Code of Conduct and protocols.**

House Committee members are bound by the principle of fairness and transparency and will at all times ensure that issues are discussed in open forums where the committee is able to openly evaluate strategies, ideas and suggestions.

### **11. Review of performance.**

The House Committee will conduct an annual review of its performance. The method of conducting each review and the extent of that review is for the Committee to determine from time to time and in conjunction with the Kiama Golf Club Constitution, Club By-Laws and the Club Board.

The Chair of the committee may elect to be assisted by an external independent person in undertaking the Review of Performance. The review of the Chair's performance will also be conducted in accordance with this Charter.

### **12. Review of the Charter.**

The House Committee will regularly review this Charter to ensure they remain consistent with the House Committee's objectives and responsibilities and relevant standards of corporate governance.

### **13. Publication of the Charter.**

This Charter will be made available to the club's members upon request and key features may be outlined in the Kiama Golf Club Annual Report.

### **14. Amendment of the Charter.**

This Charter has been adopted by the Board. Any amendment to this Charter can only be approved by the Board.

The CEO is responsible for reviewing this Charter on an annual basis to ensure its continued compliance with legal requirements, corporate governance requirements applicable to the club and the Club Code of Practice, and if necessary, suggesting amendments to the Charter for consideration by the Board.