



CONSTITUTION OF THE DROMANA SOCIAL GOLF CLUB INC.

UPDATED:- August 2015

1. PRELIMINARY.

1.1. The Club shall be known as the Dromana Social Golf Club Inc. the abbreviated Equivalent 'DSGC' (hereinafter in this document called the Club)

2. OBJECT.

2.1 To promote, encourage and foster the game of golf generally.

2.2. To engender by association a good fellowship among the Members, guests and the Club at social functions and or trips.

3. FEES.

3.1. All annual fees due are payable on the 1st January each year, and payable no later than the 31st January of the current season.

3.2. The Management Committee shall fix the annual fees and subscriptions (if any) to the registered club (Dromana Social Club Inc.).

3.3. Fees for social members & junior members will be at 50% of the member's annual fee.

3.4. Game day fees are set and payable on the scheduled day of play. Members who put their name down to play but do not play are liable for the game day fees, and that of their guests fees, if they do not attend. Exception will be given to members who provide seven (7) clear days' notice to the Captain.

3.5. **Payment** of membership fees constitutes acceptance of the Club constitution.

4. MEMBERSHIP.

4.1. Before becoming a member of the Club each and every person must be a financial member of the Club.

4.2. Membership of the Club shall comprise Male, Female and Social members. Junior members aged between 14 and 18 years whose parent/grandparent or guardian must be a member of the Club.

4.3. Members are entitled to:

- a)** Attend, and exercise one vote at, all general meetings & Special General Meetings of the Club.
- b)** Propose and second a candidate for election to the Committee;
- c)** Be appointed to a Committee position on successful election.
- d)** Members can propose and second a member for life membership.
- e)** Members can propose and second a motion or resolution.
- f)** Social and Junior members are not entitled to participate in items **a b c d e** listed above.

4.4. In recognition of service to the Club, a member may be considered for Life Membership. For election to Life Membership a member must be proposed and seconded in writing by financial members of the Club, to members of the Club at the Annual General Meeting or Special General Meeting of the Club.

Life Membership will be granted if accepted by a minimum of 80% of financial members present at the Annual General Meeting or Special General Meeting of the Club.

Life members will be exempt from paying the annual Club membership fees.

Elected Life Members are entitled to exercise the same entitlements as financial Members. Listed in 4.3. a, b, c, d & e.

4.5. In keeping with the dress regulations of most of the golf clubs we play members will conform to a certain dress standard. Neat casual attire includes a collared shirt/polo (Club shirt), tailored trousers/shorts and soft spike golf shoes or flat soled golf shoes.

The following are not acceptable items of dress:

Metal spiked shoes, Football or sporting type shorts. Shirts without collars, Denim of any description. Track suit pants/tops or any type of gymnasium attire. Draw string pants or shorts.

4.6 The Management Committee of the Club may suspend or terminate the membership, or suspend the handicap of any member whose conduct is considered detrimental to the wellbeing and good name of the Club.

4.7. Any member who proposes that a resolution or motion be put at an Annual General Meeting, must submit the proposed resolution in writing to the Secretary at least twenty-eight (28) clear days prior to the date of the Annual General Meeting, and such resolutions must be signed by the proposer and a seconder. Each resolution should include persuasive detail as to why a resolution should be carried. The Secretary will publish the proposed resolution for members to consider. The resolution will be put to a vote at the nearest Annual General Meeting and voted on by members. A resolution / motion will be considered passed by a quorum of 80% of members.

5. FINANCIAL YEAR.

5.1. The Club financial year shall coincide with the Australian financial year, 1st July to 30th June.

6. COMMITTEES.

6.1. The management and administration of the club shall vest in the Management committee which shall consist of the following office bearers, who are to be elected at each Annual General Meeting (AGM), as set out below:

- President
- Treasurer
- Secretary
- Captain
- Vice-Captain

DUTIES OF THE COMMITTEE PERSONS

6.1.1. To control and regulate the handicapping system.

6.1.2. To control social and or money raising activities.

6.1.3. To assist in controlling games, competitions or events.

6.2. Any person may NOT hold more than one (1) position in office

6.3. At every Annual General Meeting of the Club all the committee members shall stepdown from office, but if nominated shall be eligible for re-election.

6.4. The quorum at any committee meeting shall be at least 50% of the committee to constitute a quorum for the transaction of the business of a meeting of the Management or Full committee.

CAPTAIN.

Manage the year to year golf day bookings, payment and fixture of golf days.

Monthly golf day responsibilities include score card allocation, collection of green fees, nearest the pins / longest drive coordination, player golf groups as required, collation and calculation of returned score cards.

Arrange golf day Trophies, announcements and presentation.

Golf day financial reconciliation with the Treasurer including receipt management.

Prepare Captains report for monthly newsletter.

Attend Committee meetings.

VICE CAPTAIN.

Work and assist alongside the Captain prior to and on game day to carry out the necessary duties as directed by the captain.

Attend Committee meetings.

TREASURER.

To collect / receive all monies on behalf of Club via membership, golf day green fees, fundraising, social events, Club attire, golf trips, sponsorship and all other sundry items.

Issue receipts for all income transactions.

Bank all monies and cheques into the club bank account promptly.

To present all accounts to the Committee for approval prior to payment.

To pay all accounts on behalf of the Club.

Management of ancillary transactions.

Bookkeeping management for monthly reporting to the Committee.

Prepare annual profit and loss statement, and provide copies to all members at Annual General Meeting.

Attend Committee meetings.

SECRETARY.

To address correspondence IN and OUT on behalf of the Club as directed by the Committee.

Attend Committee meetings.

Record and publish accurate minutes of each Committee meeting.

Liaise with the Captain to produce, publish and distribute the monthly newsletter to the club members, approach potential sponsors and report success or otherwise.

Notice of the Annual General Meeting shall be informed to the members at least 21 days prior to the date.

Manage the corporate governance of the Club.

Maintain Club Member records.

PRESIDENT.

Arrange, Attend and Chair Committee meetings.

Preparing meeting agenda.

Oversee the smooth administration and running of the Club.

7. NOMINATIONS AND ELECTIONS.

7.1. Nominations for committee positions should be lodged on the Official Club nomination form (by the close of the nomination period) prior to the AGM each year.

8. ANNUAL GENERAL MEETINGS/COMMITTEE MEETINGS.

8.1. The annual general meeting of the Club shall be as soon as practicable after the 1st July i.e. the start of the new financial year and not later than 31st August in each year at such time and place as may be prescribed by the management committee.

8.2. No item of business is to be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

8.3. 30% members present in person (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

8.4. If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

- If convened on the requisition of members, is to be dissolved, and
- In any other case, the meeting is to stand adjourned until the next practicable time and place.

8.5. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 5) is to constitute a quorum.

8.6. Committee meetings shall be held monthly or at the discretion of the management committee.

9. NOTICE.

9.1. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the Annual General Meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

9.2. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Club, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying the matter to be proposed as a special resolution.

10. FUNDS.

10.1. The funds of the Social Golf Club are at all times regarded as the property of the registered Club.

10.2. The Club must open an account with a bank or building society as approved by the registered Club.

10.3. Withdrawals are to be signed by any two of the following office bearers and or a trusted Club member approved by the management committee.

Treasurer
Secretary
Captain

11. REGULATIONS.

11.1. The management committee shall have the power to make, alter, or repeal any such regulations as are necessary to manage the affairs of the Social Golf Club.

12. ALTERATIONS.

12.1. No alterations shall be made to this constitution except by a special resolution passed by a minimum of 80% of the members present at the Annual General Meeting of which not less than twenty one days' notice specifying the intention to propose such resolution has been duly given.

13. DISBANDING.

13.1. In the event of the Club disbanding, its net assets will NOT be distributed to members.

The Club's assets will be distributed to a charitable organisation/s in line with Regulation 64(h) of the Gambling Regulation Regulations 2005.

14. INDEMNITY.

14.1. The Trustees and members of the Committee shall not be liable (otherwise than as members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, except such loss arises from their respective wilful default. They shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their duties.

END OF CONSTITUTION