

NOBLE PARK FOOTBALL SOCIAL CLUB
GOLF CLUB
Incorporated

ABN 72 729 406 989



GOLF CLUB

Constitution
and Rules

Revised and Accepted at AGM - 6 November, 2023
Consumer Affairs Victoria - 12 December, 2023

1. Name.

The name of the incorporated association is the NOBLE PARK FOOTBALL SOCIAL CLUB GOLF CLUB INC. (in these Rules called "the Club").

2. Club Objectives.

The Objectives of the Club shall be to:

- a). provide social golf and recreation for the enjoyment of its members; and
- b). be an inclusive club by encouraging women and young member participation; and
- b). have its members support Club Noble's mission as a community club.

3. Definitions.

(1) In these Rules, unless the contrary intention appears:

"Act" means the Associations Incorporation Act 1981;

"Club" means the Noble Park Football Social Club Golf Club;

"Club Noble" means the Noble Park Football Social Club Limited;

"committee" means the committee of management of the Club;

"financial year" means from July 1 to June 30;

"general meeting" means Annual General Meeting or Special General Meeting;

"member" means a member of the Club;

"regulations" means regulations under the Act;

"relevant documents" has the same meaning as in the Act.

(2) In these Rules, a reference to the Secretary of the Club is a reference to:

- a). if a person holds office under these Rules as Secretary of the Club to that person; and
- b). in any other case, to the public officer of the Club.

4. Alteration of Rules.

(1) The Rules of the Club must not be altered except;

- a). in accordance with the Act; and
- b). if passed by resolution at the Annual General Meeting or a Special General Meeting.

5. Membership, Subscriptions and Green Fee levies.

(1) Membership shall only be open to full financial members of the Club Noble and is conditional on remaining as a financial member of Club Noble.

(2) The Committee may, when it sees fit, declare the membership of the Club closed as the committee has an obligation to restrict membership to enable all financial members to participate in monthly golf games.

- (3) An application for membership must be:
 - a). made in writing on a Club application form;
 - b). accompanied with the Membership Fee and Green Fee Levy if applicable; and
 - c). lodged with the Secretary.
- (4) Upon receipt the Secretary must refer the membership application to the next committee meeting.
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee rejects an application, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been unsuccessful.
- (7) Membership subscriptions become due and payable on or before January 1st each year.
- (8) If a member has not paid their subscription by April 1st the member will forfeit membership and all rights with the Club. The Secretary must record in the register of members on which date the member ceased to be a member.
- (9) The Committee may place up to five membership applications on a waiting list, without payment of fees.

6. Register of members.

- (1) The Secretary must keep and maintain a register of members containing:
 - a). the name and address of each member; and
 - b). the date on which each member's name was entered in the register.

7. Ceasing membership.

- (1) A member of the Club who has paid all moneys due and payable by a member to the Club, may resign from the Club by giving one month notice in writing to the Secretary indicating his intention to resign.
- (2) After expiry of the period referred to in sub-rule (1) the;
 - a). member ceases to be a member; and
 - b). Secretary must record in the register of members on which date the member ceased to be a member.

8. Discipline and Disputes.

- (1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member, or prejudicial to the interests of the Club, the committee may by resolution:
 - a). suspend that member from membership of the Club for a specified period; or
 - b). expel that member from the Club.

- (2) This rule applies to all disputes between:
 - a). member and another member; or
 - b). a member and the Club.
- (3) All member disputes are to be presented to the Secretary in writing.
- (4) All disputes and disciplinary matters are to be decided by the Disciplinary Committee.
- (5) The Disciplinary Committee is to comprise of three officers of the Club, preferably the Chairman, Secretary, and Club Captain.
- (6) Any member who has been suspended or expelled by the Disciplinary Committee may give the Secretary a notice in writing advising that he or she wishes to appeal the decision. The member may provide a written statement supporting the appeal to reverse the decision for suspension or expulsion.
- (7) Any appeal against a suspension or expulsion is to be heard by the full committee of the Club within 21 days of lodgement with the Secretary.
- (8) The member who has been suspended or expelled by the Disciplinary Committee must be advised of the outcome of the appeal within 7 days. All committee decisions are binding.
- (9) Any suspension, expulsion or disciplinary measure applied by Club Noble shall also apply to the Club.
- (10) Any disciplinary action taken against a member of the Club may also be notified to the Secretary of Club Noble for further action by that body if deemed necessary.

9. Annual General Meeting.

- (1) Annual General Meetings will be held in November each year at a date and place to be determined by the committee.
- (2) Members are to be notified of the date, time and place of the Annual General Meeting at the September and October golf games preceding the Annual General Meeting and on notice boards at Club Noble.
- (3) The ordinary business of the Annual General Meeting shall be to;
 - a). confirm the minutes of the previous Annual General Meeting, and any Special General Meeting held since the last Annual General Meeting.
 - b). receive from the committee reports of transactions of the Club during the last financial year.
 - c). elect five Officers of the Club and four Ordinary members of the committee.

- (4) The Annual General Meeting may conduct any general business, without notice, from the floor.
- (5) The quorum for an Annual General Meeting shall be 25% of financial members of the Club.
- (6) A simple majority is required to pass a resolution.

10. Special General Meetings.

- (1) All general meetings other than the Annual General Meeting are Special General Meetings.
- (2) The committee may whenever it thinks fit, convene a Special General Meeting of the Club.
- (3) The committee must, on the request in writing of members representing 50% or more of the total number of members, convene a Special General Meeting of the Club.
- (4) The request for a Special General Meeting must:
 - a). state the objects of the meeting;
 - b). be signed by the members requesting the meeting; and
 - c). be sent to the address of the Secretary.
- (5) On receiving the request for a Special General Meeting, the Secretary of the Association, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Association, must cause to be sent to each member of the Association, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (6) Only the business stated in the request for a Special General Meeting will be conducted at the meeting.
- (7) Voting at a Special General Meeting shall be by a show of hands.
- (8) A quorum for a Special General Meeting shall be 50% of financial members of the Club.
- (9) A 75% majority of members present at the time of the Special General Meeting is required to pass a resolution.

11. Presiding at Annual and Special General Meetings.

- (1) The Chairperson shall preside at any Annual or Special General Meeting.
- (2) If the Chairperson is absent from a general meeting, or are unable to preside, the committee will appoint a chairperson.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

12. Voting at Annual and Special General Meetings.

- (1) All members must be current financial members listed on the register of members to be eligible to vote at the Annual, or Special General Meetings.
- (2) Each member has one vote only at Annual or Special General Meetings.
- (3) Proxy votes will not be accepted at Annual or Special General Meetings.
- (4) A member may call for a count of hands on any vote taken.

13. Committee of Management.

- (1) The affairs of the Club shall be managed by the committee.
- (2) The committee:
 - a). shall control and manage the business and affairs of the Club.
 - b). may, subject to these rules, exercise all such power and functions as may be exercised by the Club other than those powers and functions that are required by the rules to be exercised by the general meetings of the members of the Club, and
 - c). subject to these rules has the power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Club.
 - d). may form a sub-committee from members of the committee and members of the Club.
- (3) The committee shall consist of five Officers of the Club and four Ordinary committee members.
- (4) Officers and Ordinary members of the committee are to be elected at the Annual General Meeting each year.

14. Officers of the Club.

- (1) The officers of the Club shall be, Chairperson, Secretary, Treasurer, Club Captain and Handicapper.
- (2) The office holders shall perform the following duties;
 - a). the Chairperson shall occupy the chair and conduct all meetings in accordance with these rules.
 - b). the Secretary shall prepare for each golf day, conduct all correspondence of all meetings and must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.
 - c). the Treasurer shall receive all payments and pay all accounts from the Club bank account. All cheques and bank transfers must be signed or authorised by two of the following: Treasurer; Chairperson; or Secretary. The Treasurer shall keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.

- d). the Club Captain shall lead the Club by setting an example on competitive golf occasions, prepare all golf cards with details of games to be played, and shall act as Tee Marshall and co-ordinate all other golf day activities.
 - e). the Handicapper shall set all handicaps in accordance with the V.G.U. handicapping system and shall submit details of current handicaps, disqualifications and other relevant information to the Secretary at least one week prior to the next golf day.
- (3) Each officer of the Club shall hold office until the Annual General Meeting after the date of his or her election and is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-rule (1), the committee may appoint one of its members to the vacant position until the following Annual General Meeting.

15. Ordinary members of the committee.

- (1) An ordinary member of the committee is a committee member who is not an Officer of the Club.
- (2) Each ordinary committee member shall hold office until the next Annual General Meeting after the date of his or her election and is eligible for re-election.
- (3) In the event of a casual vacancy of an ordinary committee member, the committee may appoint one of the Club members to the vacant position until the next Annual General Meeting.

16. Election of Officers and Ordinary committee members.

- (1) Nominations of candidates for election as officers of the Club or as ordinary members of the committee must be:
- a). made in writing, on a nomination form signed by two members of the Club and accompanied by the written consent of the candidate endorsed on the nomination form; and
 - b). be delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the Annual General Meeting.
- (2) Nomination forms are to be available from the Secretary.
- (3) Candidates may nominate for any position on the committee, provided they enter a separate nomination form for each position in accordance with sub rule 1a). and 1b). above prior to the Annual General Meeting. The election of positions shall be in the order on the nomination form.
- (4) If insufficient nominations are received to fill all vacancies on the committee the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

- (6) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (7) The ballot for the election of officers and ordinary members of the committee must be conducted at the Annual General Meeting in the order on the nomination form and in such a manner as the outgoing committee may direct.

17. Vacancies.

- (1) The office of an Officer of the Club, or of an ordinary member of the committee, becomes vacant if the Officer or Ordinary member:
 - a). cease to be a member of the Club; or
 - b). becomes an insolvent under administration within the meaning of the Corporation Law; or
 - c). resigns from office by notice in writing given to the Secretary; or
 - d). is absent from three consecutive monthly meetings without advising of a reasonable and acceptable cause for such absence.

18. Meetings of the committee.

- (1) The committee must meet before each golf day at such place and time as the committee may determine.
- (2) The following business shall take place at committee meetings:
 - a). apologies received.
 - b). read the minutes of the previous meeting.
 - c). read correspondence sent and received.
 - d). Secretary's report.
 - e). Treasurer's report.
 - f). Captain's report.
 - g). Handicapper's report.
 - h). general business.
- (3) Special meetings of the committee may be convened by the Chairperson or by any 3 members of the committee.
- (4) The Chairperson must notify all members of the committee of the date, time and venue of each special meeting and the business to be conducted. No other business may be conducted at such a meeting.
- (5) Any 3 members of the committee constitute a quorum of the business of a meeting of the committee.

- (6) No business may be conducted unless a quorum is present.
- (7) The Chairperson shall preside at any committee meeting.
- (8) If the Chairperson is absent from a committee meeting or is unable to preside, the committee will appoint a chairperson.
- (9) In the case of an equality of voting on a question the Chairperson of the meeting is entitled to exercise a second or casting vote.

19. Removal of a committee member.

- (1) The Club in general meeting may, by resolution, remove any member of the committee before the expiration of the members term of office and appoint another member in his or her place to hold office until the expiration of the term of the first mentioned member.
- (2) A member who is subject of a proposed resolution referred to in sub-rule (1) may make representations in writing to the Secretary or Chairperson of the Club (not exceeding a reasonable length) and may request that representations be provided to the members of the Club.
- (3) The Secretary or the Chairperson of the Club may give a copy of the representations to each member of the Club, or if they are not given, the member may require that they be read out at the meeting.

20. Funds.

- (1) The funds of the Club shall be derived from the entrance fees, annual subscriptions, donations, green fees, levies and such sources as the committee determines.
- (2) Funds provided by Club Noble to be acknowledged by Club members' support of Club Noble.
- (3) Green fee levies are retrievable, upon the Secretary receiving in writing the resignation of a member.
- (4) All income shall be applied solely to the objects of the Club.

21. Seal.

- (1) The common seal of the Association must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the fixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Association.

22. Notice to members.

- (1) Any notice that is required to be given to a member, by or on behalf of the Club, under these Rules may be given by:
 - a). delivering the notice to the member by phone or personal contact; or
 - b). sending it by prepaid post addressed to the member at the members address shown in the register of members; or
 - c). facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
 - d). electronic transmission, if the member has requested that the notice be given to him or her in this manner.

23. Life Members

- (1) Any person who has rendered outstanding service to the Club for a period of not less than five years may be elected as an Honorary Life Member of the Club by the Committee. Such appointments shall be presented at the Club annual presentation awards.
- (2) The number of Life Members shall not exceed ten at any one time.
- (3) Not more than one person may be elected as an honorary life member in any one year.
- (4) Honorary Life Members shall have all the rights and privileges of ordinary membership and are not required to pay annual subscriptions.

24. Winding up of the Club.

In the event of the winding up or cancellation of the incorporation of the Club, the assets of the Club will be relinquished to Club Noble to distribute as appropriate to Club Noble's affiliated sporting clubs.

25. Custody and inspection of books and records.

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association
- (2) All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request.

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GOLF RULES of the CLUB

(to be read in conjunction with the official R&A Rules of Golf)

- (1) The Committee will arrange all golf days and courses to be played.
- (2) In the event of a player not completing his or her round they will and face automatic disqualification for that game, unless otherwise decided by the Committee.
- (3) It is the responsibility of the player marking the card to ensure that both cards are correctly filled out, as a mistake could cause disqualification of the player.
- (4) A player must not spend more than 3 minutes searching for a lost ball. If the players ball is not found within the allotted time, item (5) below will apply.
- (5) A player losing a ball, or hitting a ball out of bounds from any position between tee and green, shall drop another ball on the edge of the fairway near where the ball went out of bounds or is lost, but not nearer the flag, and add a penalty of two strokes to the score for that hole.
- (6) Players hitting out of bounds from the tee must play another ball from the tee, losing stroke and distance (two strokes) and is therefore playing the third stroke from the tee.
- (7) Club Champions for each division shall be decided on a points system for each competitive golf day. The points system shall be as follows: 10 points for the best score, numerically through to one point for the tenth best score.
- (8) Other trophies shall be awarded for Matchplay, Stableford, Putting and Eclectic champions.
- (9) Any player failing on three or more consecutive monthly fixtures to submit completed cards, retains their current handicap for the next round played, but shall be ineligible to win a trophy on that day.
- (10) During Stroke events a player must pick up their ball after 10 strokes and record 10 and 3 putts on their scorecard. This rule is intended to speed up the pace of play.
- (11) Local Rules must be strictly adhered to.
- (12) Dress rules of all Clubs visited must be strictly adhered to.
- (13) Any member playing less than three games for the year may not automatically retain their membership the following year. At the discretion of the committee.
- (14) When a countback is required, the following procedure shall apply;
 - a). Best total score for hole 10 to 18 wins. If still equal then,
 - b). Best score for the 18th hole, then 17th hole and so on until a winner has been decided.

Note:

These rules are not part of the Club constitution and can be changed by the committee at any time.