

BAIRNSDALE GOLF CLUB Inc. BY-LAWS

All By-Laws are to be read and considered in conjunction with the Rules of the Club as contained in the Constitution. In the event of any ambiguity the Rules will take precedence. The authority of the Committee of Management to create and/or amend By-Laws is described in the Club Constitution at Rule 40 in part 5.

SUB-COMMITTEES BY-LAW

AS AT – JUNE 2014

All Club Sub-Committees are in effect working groups that have been assigned and have accepted a specifically defined range of responsibilities, and which operate under the delegated authority of the Committee of Management.

The President and Secretary are ex-officio members of all COM Committees. Each Committee and sub-committee may meet at such times and frequency as it determines.

- Notes:*
- (i) *The abbreviation COM refers to the Committee of Management.*
 - (ii) *Persons other than Entitled Members of the Club, such as the Club Professional, the Club Superintendent, or persons from outside the Club membership, may be seconded to assist any Sub-Committee but may not be appointed as a Sub-Committee member.*
 - (iii) *Other than Match, Teams and Junior Golf, all sporting Committees and their Sub-Committees shall conduct Annual General Meetings and provide AGM minutes and annual financial reports to the COM within 30 days in accordance with Rule 57 of the Constitution.*

FINANCE COMMITTEE

Shall be convened by the Club Treasurer and comprise such Officers and ordinary members as are appointed annually by the COM. Guidelines for financial management are contained in Rules 68 – 72 in Part 7 of the Constitution.

Role : As a Committee of the Club to :-

- a) monitor income and expenditure against budgets approved by the COM and reporting thereon.
- b) monitor income and expenditure of any trust funds.
- c) evaluate financial controls.
- d) monitor planned development of the overall operations of the Club.

- e) periodically report and make recommendations on individual objectives within planned development.
- f) develop a long term staged development plan for the Club and its assets.
- g) develop rolling 3 year plans and related cost estimates for capital works and equipment in consultation with the Course, Facilities and Maintenance Committees, and the Project Development sub-committee, for inclusion in annual budgets.
- h) determine and recommend when tenders or quotes are required for purchases or capital works.
- i) evaluate tenders or quotes and recommend thereon.
- j) review membership categories and subscription levels annually and make recommendations thereon, including membership development strategies.
- k) monitor bar and catering operations and arrange for stocktakes.
- l) prepare draft budgets.

PROJECT DEVELOPMENT - SUB-COMMITTEE

Role : As a Sub-Committee of the Finance Committee to:-

- a) review previous concepts to develop Club real estate assets
- b) update previous concepts and/or develop new initiatives
- c) enable or undertake related feasibility studies
- d) examine all statutory requirements, plus environmental, practical and financial implications of each concept
- e) provide regular updates to the COM, through the Finance sub-committee. on concept development, estimated short term and ultimate financial implications, and any other projected benefits,
- f) provide recommendations to the COM, through the Finance sub-committee. on preferred options for increasing revenue, capital appreciation and/or income streams by development of real estate assets.

SPONSORSHIP / PROMOTION / EVENTS AND FUNCTIONS COMMITTEE

Shall comprise Officers and Entitled Members appointed by the COM. Persons that are not entitled members of the Club may be involved as non-committee members.

Role : As a Sub-Committee of the Club to :-

- a) contact and encourage current and prospective sponsors.
- b) negotiate short and long term sponsorship arrangements in accordance with the plans, programs and annual competition schedules of the Club.
- c) In consultation with the Match Committee, review the requirements of representatives and representative teams and recommend sponsorship levels and other support arrangements to the COM.
- d) recommend sponsors and sponsorships for approval by the COM.
- e) recommend appropriate recognition of sponsors including any proposed temporary or semi-permanent signage.
- f) recommend Club promotional objectives and activities
- g) develop and recommend fund raising events and associated financial arrangements.
- h) arrange, conduct and manage a range of approved social activities and special events.
- i) manage finances of functions / events including the transfer of all funds raised into Club accounts advised by the Treasurer.
- j) support Club staff in arranging a calendar of Club and external Client functions and the operation thereof.
- k) provide financial reports to the COM.

FACILITIES AND MAINTENANCE COMMITTEE

Shall comprise Officers and entitled members appointed annually by the COM.

Role : As a Sub-Committee of the Club to :-

- a) monitor the use and condition of Club grounds, buildings and facilities other than those under the responsibility of the Course subcommittee and/or the Course Superintendent.
- b) develop and recommend related maintenance programs or items as required.

- c) arrange for quotes or tenders for maintenance work and make recommendations thereon.
- d) recommend additions, alterations or renovations in accordance with the Club Development Plan.

COURSE COMMITTEE

Shall be convened by the Course Director and comprise Officers and entitled members appointed by the COM. The Club Course Superintendent may be seconded as a non-subcommittee member.

Role : As a Committee of the Club to assist in :-

- a) maintenance of the Golf Course and application of environmental controls.
- b) planning and oversight of the work of Volunteers.
- c) development of the course in accordance with the Course Development Plan approved by the COM.
- d) planning of approved capital works in consultation with the Club's Finance Committee, and the conduct of such works.
- e) development and recommendation of related budgets including those for machinery and equipment upgrades.
- f) arranging for quotes or tenders for approved works.
- g) monitoring and making recommendations on course expenditure against approved budgets.
- h) arranging for stocktakes of stored course materials and chemicals.

MATCH COMMITTEE

Shall comprise the Club Captain, Vice Captain, Ladies Captain and Vice Captain, plus three Officers or entitled members appointed annually by these Captains and Vice Captains. The Club Professional may be seconded as a non subcommittee member.

Role : As a Committee of the Club to :-

- a) be responsible for the game of Golf and the conduct of golf competitions played at the Club in accordance with the rules of golf and the policies of the Club.

- b) be responsible for preparing the Club's annual Golf program and Booklet.
- c) delegate to subcommittees such tasks as it may determine.
- d) represent the Club at the Regional Association level.
- e) negotiate and recommend reciprocity agreements with other Golf Clubs.
- f) provide periodic reports to the COM.

MEMBERS GOLF and SOCIAL GOLF - SUB-COMMITTEES

Shall be formed as authorised by the Match Committee for the organization of various Golf programs and competitions.

Each Sub-Committee shall comprise such numbers of entitled Members as the Match Committee determines.

Individual golfing subcommittees, such as Tuesday, Thursday, Sunday, etc; shall be elected at their annual general meetings or appointed annually by the Match Committee.

Role : As Sub-Committees of the Match Committee to :-

- a) be responsible for their respective programs and/or the organization of interclub competitions.
- b) assist the Match Committee in preparing the Club's annual Golf program.
- c) provide periodic reports to the Match Committee.
- d) prepare articles and reports for the Club Newsletter from time to time.

GOLF CLUB REPRESENTATIVE / TEAMS - SUB COMMITTEE

Shall be formed for the organization of Club Representative Teams as authorised by the Match Committee and comprise such numbers of entitled Members as the Match Committee determines.

The Club Golf Professional may be seconded as a non-subcommittee member.

Role : As Sub-Committees of the Match Committee to :-

- a) be responsible for the selection, organization and management of representative teams, including Pennant and Division.
- b) develop sponsorship proposals in consultation with the Club's Sponsorship Committee.
- c) develop proposals to financially support participants, for consideration by the Club's Finance Committee.

- d) Participate in the planning of regional competitions.
- e) Provide periodic reports as required by the Match Committee.

LADIES GOLF COMMITTEE

Shall comprise the President, Captain, Vice Captain and entitled members elected annually by the Lady Golfing Members of the Club.

Role : As a Committee of the Club to :-

- a) be responsible for Ladies Golf and the conduct of golf competitions played at the Club in accordance with the rules of golf and the policies of the Club.
- b) delegate to subcommittees such tasks as it may determine.
- c) assist the Match Committee in preparing the Club's annual Golf program.
- d) plan and conduct social events, concerts, etc.
- e) provide periodic reports to the Match Committee.
- f) prepare articles and reports for the Club Newsletter from time to time.

JUNIOR GOLF COMMITTEE

Shall be formed for the purpose of developing ability and attitude in Junior Members of the Club and comprise such entitled members and non-club member volunteers as make themselves available from time to time.

The Club Golf Professional and non-Club member volunteers may be seconded as non-subcommittee members.

Role : As a Sub-Committee of the Club to :-

- a) encourage and develop Junior Members.
- b) advise the Club regarding golf course design and related provisions for Junior Golfers.
- c) Provide periodic reports as required by the Club.

BOWLS COMMITTEE

Shall comprise those entitled members that are elected annually by the Bowls members.

Role : As a Committee of the Club to :-

- a) administer the sport of Bowls under the title of the Bairnsdale Golf Bowls Club and in accordance with the Bowls Conditions of Play and By-Laws
- b) administer the conduct of bowls competitions played at the Club under the auspices of the East Gippsland Bowls Division, Bowls Victoria and Bowls Australia.
- c) be responsible for preparing the Club's annual Bowls program and booklet
- d) be responsible for the selection, organisation and management of representative teams.
- e) delegate to subcommittees of entitled members such tasks as it may determine.
- f) monitor the use and condition of the bowling greens and surrounds.
- g) in conjunction with the Club Course Superintendent, develop and recommend maintenance programs or items as required.
- h) Provide periodic and annual financial and activity reports as may be required by the COM and the Club Constitution.
- i) represent the Bowls section at the Regional Division level

OTHER SPORTING ACTIVITY COMMITTEES

The Committee of Management has the power to approve other sporting activities within the Club.

Committees administering other sporting activities shall be subcommittees of the COM in accordance with Club Rules.

BY-LAWS DRAFTING COMMITTEE

Is an Ad-Hoc COM Sub Committee

OH&S AND RISK MANAGEMENT SUB-COMMITTEE

IS AN URGENT AND MAJOR FUTURE CONSIDERATION.