



RULES OF THE CLUB

As Approved 28th May 2026

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MURRUMBIDGEE COUNTRY CLUB INC

RULES

PRELIMINARY

1. NAME

- 1.1. The name of the Association (hereinafter called “the Club”) is “Murrumbidgee Country Club Inc”.

2. DEFINITIONS

2.1. In these Rules:

- a) **“the Act”** means the *Associations Incorporation Act 1991* (ACT);
- b) **“Appeal Notice”** has the same meaning as set out in Rule 30.4;
- c) **“Annual General Meeting”** means a general meeting of Members to be held each year;
- d) **“Annual Membership Fee”** is a fee determined by the Board, payable by the Due Date set out in Rule 12;
- e) **“Authorising Member”** for a General Meeting has the same meaning as set out in Rule 57.1;
- f) **“Board”** means the Board Members of the Club;
- g) **“Board Meeting”** has the same meaning as set out in Rule 44;
- h) **“Board Meeting Notice”** has the same meaning as set out in Rule 45.2;
- i) **“Board Member”** means a Member of the Board appointed under Rule 43 or elected under Rule 40;
- j) **“By-Laws”** means any rules made by the Board pursuant to Rule 65;
- k) **“Chair”** means the person appointed under Rule 58;
- l) **“Club”** means the Murrumbidgee Country Club Inc and **“Club House”** has a corresponding meaning;
- m) **“Contact Details”** for a person, includes the person’s address, email and telephone number;
- n) **“Due Date”** for payment of an Annual Membership Fee has the same meaning as set out in Rule 12.4;
- o) **“Financial Year”** means the year ending on 30 June;
- p) **“Gaming Act”** means the *Gaming Machine Act 2004* (ACT);
- q) **“General Manager”** is the person contracted by the Board to manage the day-to-day activities of the Club;
- r) **“General Meeting”** means a general meeting of Members and includes the Annual General Meeting or any special General Meeting;

- s) **“General Meeting Notice”** has the same meaning as set out in Rule 54.2;
 - t) **“Licensed Premises”** means the Club premises;
 - u) **“Life Member”** has the meaning given to the term as set out in Rule 18 and Life Membership has a corresponding meaning;
 - v) **“Liquor Act”** means the *Liquor Act 2010* (ACT) and includes any regulations made under that Act;
 - w) **“Member”** means a Member, however described, of the Club and **“membership”** has a corresponding meaning;
 - x) **“Nomination Fee”** is the fee to join the Club, determined by the Board set out in Rule 12.1;
 - y) **“Objects”** means the objects set out at Rule 4;
 - z) **“Ordinary Member”** is a Member as set out in Rule 17 and Ordinary Membership has a corresponding meaning;
 - aa) **“Personal Information”** means Information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not;
 - bb) **“Regulations”** means the *Associations Incorporation Regulation 2023* (ACT);
 - cc) **“Register of Members”** means the membership register maintained by the Club pursuant to Rule 7;
 - dd) **“Returning Officer”** means the person appointed by the Board to conduct elections for Board Members as set out in Rule 39;
 - ee) **“Rules”** means these rules of the Club;
 - ff) **“Secretary”** means the person holding office under Rule 36.1 as Secretary of the Club; and
 - gg) **“Special Resolution”** means a resolution that requires at least three-quarters of the Members voting at a General Meeting, whether in person or by proxy, to vote in favour of the resolution.
- 2.2. Terms used in these Rules, other than those defined at Rule 2.1, have the same meaning that they have in the Act.
- 2.3. In these Rules:
- (a) a reference to a function includes a reference to a power, authority or duty;
 - (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;
 - (c) unless the contrary intention appears in these Rules, words or expressions contained in the Rules shall have the same definitions as in the Act and the Regulations, and if not defined in the Act or Regulations shall as far as is possible be interpreted in accordance with the provisions of the *Interpretation Act 1967* (ACT); and

- (d) reference to an act of the Commonwealth Parliament or of the ACT Legislative Assembly or to Regulations made under an act shall so far as is possible include reference to any act or Regulations replacing the Act or Regulations or part thereof.

3. APPLICATION OF CERTAIN ACTS

- 3.1. The following acts apply to the Rules as if the Rules were an instrument made under the Act:
 - (a) the Electronic Transactions Act 2001 (ACT); and
 - (b) the Legislation Act 2001 (ACT).

OBJECTS AND POWERS

4. OBJECTS

- 4.1. The Objects of the Club are to:
 - (a) promote and conduct the game of golf and any other such sporting activities and amusements, entertainments, pastimes and recreations indoors and outdoors as the Club may deem appropriate; and
 - (b) construct, provide, maintain and conduct the golf course playing areas, grounds and facilities as the Club may determine and to construct, provide, establish, conduct, furnish and maintain clubhouses and other buildings containing such amenities, conveniences and accommodation, either residential or otherwise, as the Club may from time to time determine.

5. POWERS

- 5.1. The Club is an incorporated association and has the legal capacity and powers set out in section 24 of the Act, including all such things as are convenient, conducive or incidental to the attainment of its Objects.
- 5.2. In these Rules:
 - (a) nothing shall be taken to limit the exercise of any power, authority or duty permitted to be exercised by the Act and Regulations; and
 - (b) the power, authority or duty to do a thing includes the power, authority or duty to do anything incidental or conducive to the doing of that thing consistent with the attainment of the Objects of the Club.
- 5.3. The Board may delegate operational functions to the General Manager, including day-to-day administration, membership management, and implementation of Board decisions, consistent with the Charter and these Rules.

MEMBERSHIP

6. MEMBERSHIP ADMINISTRATION

- 6.1. The General Manager is responsible for administering membership of the Club in accordance with Rules 7 through to 19. If no General Manager is appointed, the President will perform this function on an interim basis
- 6.2. The Board may appoint any Member or Members to be the membership officer(s) to:
 - (a) perform or assist with any of the responsibilities set out in Rules 7 through to 18 inclusive; and
 - (b) assist in the recruitment of Members, renewal of memberships and membership administration generally, subject to these Rules.

7. REGISTER OF MEMBERS

- 7.1. The Club shall keep a Register of Members. The Register of Members will include the name, home address, email address, and date of birth of each Member, the date each person became a Member of the Club and the date (if any) each Member ceased to be a Member of the Club.
- 7.2. The Register of Members shall be available for inspection by Members at a reasonable time at a place in the Australian Capital Territory nominated by the Board.
- 7.3. The Register of Members will be maintained in accordance with the Club's Privacy Policy and relevant legislation.

8. RESTRICTION OF ACCESS TO PERSONAL INFORMATION

- 8.1. The Club will only use the Personal Information collected for the purpose(s) for which it was disclosed at the time of collection.
- 8.2. A Member may apply to the Board to restrict access to the Personal Information of that Member recorded in the Register of Members.
- 8.3. The request may be made by the person or, if the person is under the age of 18 years, by their parent or guardian.
- 8.4. The request may seek to restrict access so that their Personal Information is available only to certain members of the Board, rather than all members of the Board.
- 8.5. At the first Board meeting following receipt of a request under this Rule 8, the Board must:
 - (a) if satisfied that there are special circumstances which justify doing so, agree to the request; or
 - (b) if not satisfied under Rule 8.5(a) refuse the request.
- 8.6. If the Board refuses the request, the Board must notify the person who made the request, in writing, about the decision and give reasons for the decision.

- 8.7. If the Board refuses the request, the Board must not release the Personal Information without the consent of the person unless at least 28 days have passed since the Board gave notice to the person under Rule 8.6.
- 8.8. A person whose request under this rule is refused may use the dispute resolution processes detailed in Rule 21.

9. MEMBERSHIP APPLICATION

- 9.1. A person may apply to the Board to become a Member of the Club.
- 9.2. The application must:
- (a) be in writing; and
 - (b) include:
 - (i) the applicant's name and Contact Details; and
 - (ii) a statement that the applicant supports the Club's Objects and agrees to comply with the Act and the Club's Rules; and
 - (iii) two Members' nomination of the applicant for membership; and
 - (c) be signed by the applicant and the two (2) Members nominating the applicant.
- 9.3. The Board may require the application to be in a form decided by the Board, including digital or electronic.

10. MEMBERSHIP DECISION

- 10.1. The Board must consider each application for membership and decide whether to accept or reject the application.
- 10.2. The Board may reject an application only if:
- (a) the application does not comply with Rule 9.2; or
 - (b) if the Board requires an application to be in a particular form under Rule 9.3 – the application is not in the required form; or
 - (c) the Board is not satisfied that the applicant will support the Club's Objects and comply with the Act and the Club's Rules.
- 10.3. As soon as practicable after deciding the application, the Board must give the applicant written notice of the decision.
- 10.4. If the Board accepts the application, the Board must:
- (a) ask the applicant to pay the Nomination and Annual Membership Fees (if any); and
 - (b) after the applicant pays the Nomination and Annual Membership Fees (if any), record the person's name and Contact Details and the date the person became a Member in the Register of Members.

- 10.5. All decisions under this Rule must be recorded in the minutes of the relevant Board meeting.

11. WHEN MEMBERSHIP BEGINS

- 11.1. A person's membership begins on the later of:
- (a) the day the Board accepts the person's application for Membership; or
 - (b) the day the person pays the Nomination and Annual Membership Fees.

12. NOMINATION FEE AND ANNUAL MEMBERSHIP FEE

- 12.1. The Nomination Fee is the fee as determined by the Board.
- 12.2. The Annual Membership Fee is the fee as determined by the Board.
- 12.3. To remove any doubt, a Nomination Fee or Annual Membership Fee may be \$0.
- 12.4. The Annual Membership Fee is payable before (the Due Date):
- (a) 1 July each year; or
 - (b) if the Board decides another date, that date.
- 12.5. However, if a person's membership begins after the Due Date in a calendar year, the Due Date for the Annual Membership Fee is:
- (a) 1 July in the following calendar year; or
 - (b) if the Board decides another date, that date.
- 12.6. The determination of Nomination Fee and Annual Membership Fee shall be notified to Members at least one (1) month prior to the commencement of the Financial Year in which the new fee is to apply.
- 12.7. There may be payable such other amounts as may be prescribed from time to time approved by the Board as one-off payments for specific purposes without the approval of a General Meeting of the Club.
- 12.8. If any Member is in arrears with their Annual Membership Fee for a period of two (2) weeks after it becomes due, that Member is not eligible to play in a Club competition until the fee is paid. Use of the course will also be subject to payment of a green fee until the subscription is paid.
- 12.9. If the Annual Membership Fee, or any part of the annual fee of any Member of any class, is not paid within a period of fourteen (14) days after the Due Date, the General Manager, under instructions from the Board, will remove the Member's name from the Register of Members.
- 12.10. The General Manager may restore to the Register of Members the name of any Member upon payment of all arrears, subject to vacancies existing at that time within each class of membership.

13. WHEN MEMBERSHIP ENDS

13.1. A person's membership ends if:

- (a) the person resigns under Rule 14; or
- (b) the person has not paid their Annual Membership Fee with a period of eight (8) weeks after the Due Date; or
- (c) the person's membership is cancelled as a result of disciplinary action taken under Rule 29.2; or
- (d) if the Member is an individual, the individual:
 - (i) dies; or
 - (ii) is not physically or mentally fit to exercise the functions of membership; or
- (e) the incorporation of the Club is cancelled under section 83, 85 or 93 of the Act; or
- (f) the Club is wound up under:
 - (i) section 88 of the Act (Voluntary winding-up); or
 - (ii) section 90 of the Act (Winding-up by the court).

14. RESIGNING MEMBERSHIP

14.1. A Member may resign their Membership of the Club by giving written notice to the Board.

14.2. The resignation takes effect:

- (a) on the day the Board receives the notice; or
- (b) if a later day is stated in the notice - on that day.

14.3. Despite Rule 20.3, a person who resigns their Membership remains liable for any Annual Membership Fee the person owes the Club when the resignation takes effect.

14.4. The Board must update the information about the Member with the date Membership ceased in the Register of Members as soon as practicable after the Member's resignation takes effect.

15. MEMBERSHIP LIMITATIONS

15.1. The number of Members of the Club, including within any category of membership, is as determined by the Board and in the By-Laws.

15.2. All classes of Membership are gender neutral.

15.3. A person who is under the age of 18 years will not be admitted to any category of Ordinary Membership.

16. MEMBERSHIP CATEGORIES

- 16.1. The categories of membership of the Club are:
- (a) Ordinary Members;
 - (b) Non-Voting Members;
 - (c) Life Members; and
 - (d) such other categories of membership which are determined by the Board.
- 16.2. The categories of membership and the rights attributed to each category are as determined by the Board and in the By-Laws.
- 16.3. The Board may review the classes of membership from time to time and report on this and any relevant By-Law at the Annual General Meeting following any review.

17. ORDINARY MEMBERSHIP

- 17.1. Unless and until otherwise determined by the Board, Ordinary Membership consists of a Full Golf Membership categories as set out in the By-Laws.
- 17.2. The Board may transfer an Ordinary Member to another class of Ordinary Membership for which they are eligible, on the written request of the Member. The Board may require the Member to pay the difference between the Nomination Fee (if any) and Annual Membership Fee applicable to that other class of membership and the Member's present class of membership.
- 17.3. Only Full Golf Membership categories of membership have voting rights associated with their membership.

18. LIFE MEMBERSHIP

- 18.1. Members who have rendered outstanding service to the Club may be elected to Life membership by Special Resolution of the Members in a General Meeting following the submission to the meeting of an appropriate recommendation from the Board.

19. GUESTS

- 19.1. A Member may introduce guests to the Club.
- 19.2. A Member must not introduce as a guest any person who has been expelled from the Club or who is suspended from Membership.
- 19.3. A Member is responsible for the conduct of their guests. A guest must at all times remain in the reasonable company of the Member who has introduced them to the Club, and must not remain in the Club House or any other property owned or occupied by the Club any longer than that Member.
- 19.4. A Member must ensure that the Club's register of guests is duly completed in relation to any guest they introduce to the Club House (except if the guest is under 18 years of age).

- 19.5. Access to Club facilities is restricted to Members and paying guests who are utilising the facilities on the day. Guests introduced by Members must comply with the conditions in this Rule. Casual visitors may only access designated areas.
- 19.6. The Board, the General Manager or a senior employee, may refuse a guest admission to, or require the guest to leave, the Club House or any other property owned or occupied by the Club at any time without notice and without being required to give any reason.
- 19.7. The Board may make By-Laws regulating the terms and conditions on which guests may be admitted to the Club.

20. RIGHTS AND LIABILITIES OF MEMBERS

- 20.1. The rights of Members to use the facilities and amenities of the Club shall be as determined by the Board and set out in the By-Laws.
- 20.2. The liability of the Members is limited. Each Member undertakes to contribute to the assets of the Club, in the event of its being wound up while they are a Member or within one (1) year after they cease to be a Member, for payment of the debts and liabilities of the Club contracted before they ceased to be a Member and of the costs, charges and expenses of winding up and for adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding two dollars (\$2).
- 20.3. A Member's rights and liabilities:
- (a) are not transferable; and
 - (b) end when the Member's membership ends.

DISPUTE RESOLUTION AND DISCIPLINARY PROCEEDINGS

21. DISPUTE RESOLUTION

- 21.1. Terms used in these Rules 21 to 26:
- (a) "dispute resolution procedures" means the procedures set out in Rules 21 to 26; and
 - (b) "*party to a dispute*" means:
 - (i) if the dispute is between Members – the Members; or
 - (ii) if the dispute is between a Member and the Board – the Member and the Board.

22. APPLICATION OF THIS RULE

- 22.1. The Dispute Procedure in these Rules 21-26 applies to disputes:
- (a) between Members; or
 - (b) between one or more Members and the Club.

23. PARTIES TO ATTEMPT TO RESOLVE DISPUTE

- 23.1. The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

24. HOW DISPUTE PROCEDURE IS STARTED

- 24.1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 23.1, any party to the dispute may start the dispute procedure by giving written notice to the General Manager of:
- (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.
- 24.2. Within 28 days after the General Manager is given the notice, a Board Meeting must be convened to consider and determine the dispute.
- 24.3. The General Manager must give each party to the dispute written notice of the Board Meeting at which the dispute is to be considered and determined at least seven (7) days before the meeting is held.
- 24.4. The notice given to each party to the dispute must state:
- (a) when and where the Board Meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the dispute.
- 24.5. If:
- (a) the dispute is between one or more Members and the Club; and
 - (b) any party to the dispute gives written notice to the General Manager stating that the party:
 - (i) does not agree to the dispute being determined by the Board; and
 - (ii) requests the appointment of a mediator under Rule 27.1,
- the Board must not determine the dispute.

25. DETERMINATION OF DISPUTE BY BOARD

- 25.1. Subject to section 50 of the Act, at the Board meeting at which a dispute is to be considered and determined, the Board must:
- (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Board about the dispute; and
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.

- 25.2. The Board must give each party to the dispute written notice of the Board determination, and the reasons for the determination, within seven (7) days after the Board meeting at which the determination is made.
- 25.3. A party to the dispute may, within 14 days after receiving notice of the Board's determination under Rule 25.1(c) give written notice to the General Manager requesting the appointment of a mediator under Rule 27.1.
- 25.4. If notice is given under Rule 25.3, each party to the dispute is a party to the mediation.

26. DISCIPLINARY ACTION NOT TO BE TAKEN UNTIL DISPUTE PROCEDURE IS COMPLETED

- 26.1. If a Member has initiated a dispute procedure in relation to a dispute between the Member and the Club, the Club must not take disciplinary action against any of the following people in relation to the matter which is the subject of the dispute procedure until the dispute resolution procedure has been completed:
 - (a) the Member who initiated the dispute procedure; or
 - (b) a Member of the Club appointed by the Member referred to in Rule 24.4 to act on their behalf in the dispute procedure.
- 26.2. The Board may take immediate action where a Member's conduct poses a risk to safety, Club reputation, or legal compliance, provided that procedural fairness is subsequently observed.

27. MEDIATION

Application of this rule

- 27.1. This Rule 27 applies if written notice has been given to the General Manager requesting the appointment of a mediator by a Member under Rule 24.5(b)(ii) or 25.3.
- 27.2. If this Rule 27 applies, a mediator must be chosen or appointed under Rule 27.3, 27.4 or 27.6.

Appointment of mediator

- 27.3. The mediator must be a person chosen by agreement between the parties to the dispute.
- 27.4. If there is no agreement for the purposes of Rule 27.3 within 28 days of the request to mediate then, subject to Rule 27.5 the Board will appoint the mediator.
- 27.5. The person appointed as mediator by the Board may be a Member or former Member of the Club but must not:
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.
- 27.6. A Member may dispute the Board's appointment of a mediator no later than seven (7) days after the appointment has been made under Rule 27.4 If the Board's

appointment is disputed, the Board will appoint a nationally accredited mediator and that appointment may only be disputed if there is a real conflict of interest between the appointed mediator and the matter subject to the mediation, in which case a different nationally accredited mediator will be appointed.

Mediation process

- 27.7. The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- 27.8. Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least five (5) days before the mediation takes place.
- 27.9. In conducting the mediation, the mediator must:
- (a) give each party to the mediation every opportunity to be heard;
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- 27.10. The mediator cannot determine the matter that is the subject of the mediation.
- 27.11. The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- 27.12. The costs of the mediation are to be paid by the party or parties that requested the appointment of the mediator.

Outcome of mediation

- 27.13. If the mediation results in a decision to suspend or expel, the validity of any act undertaken by the Board during the period of suspension or expulsion is not affected.

28. DISCIPLINARY PROCEEDINGS

Application of this rule

- 28.1. The disciplinary proceedings procedures in this Rule 28 apply where a Member:
- (a) refuses or fails to comply with these Rules or the By-Laws;
 - (b) is, in the opinion of the Board, guilty of any conduct prejudicial to the interests of the Club or conduct unbecoming of a Member; or
 - (c) is, in the opinion of the Board, guilty of any conduct which shall render the Member unfit for membership.

Disciplinary grounds

- 28.2. If a Member refuses or fails to comply with these Rules or the By-Laws or is, in the opinion of the Board, guilty of any conduct prejudicial to the interests of the Club,

conduct which is unbecoming of a Member or which shall render the Member unfit for membership then the Board may, subject to following the procedure set out in Rules 28.3 to 28.9, including receipt of notice from the Disciplinary Committee:

- (a) reprimand the Member;
- (b) suspend the Member from all or any privileges of membership for such period as it considers fit;
- (c) expel the Member; or
- (d) accept the resignation of the Member.

but the resolution shall not take effect:

- (e) until the expiry of 14 days after the service on the Member of a notice under Rule 28.4; or
- (f) if the Member notifies the General Manager that the Member intends to exercise a right of appeal under Rule 30.4 until the appeal is determined under the Rules,

unless the Board, in its opinion, considers such action is necessary for the well-being of the Club or other Members, in which case it may suspend any Member's privilege of entry to the premises of the Club immediately.

Procedure

28.3. If the Board is satisfied that a ground for disciplinary action exists in relation to a Member of the Club, the Board shall form a Disciplinary Committee consisting of:

- (a) one (1) Board Member;
- (b) two (2) other Board or Board Committee Members (depending on the matter); and
- (c) a senior employee of the Club (who will be non-voting).

28.4. The members of the Disciplinary Committee must not be biased against, or in favour of, the Member concerned. The Disciplinary Committee must give the Member written notice of any charge against them under this Rule 28.4 at least 14 days before the meeting of the Disciplinary Committee at which the charge is to be heard. The notice must:

- (a) state that the Club proposes to take disciplinary action against the Member;
- (b) state the grounds for the proposed disciplinary action;
- (c) specify the date, place and time of the meeting at which the Disciplinary Committee intends to consider the disciplinary action (the disciplinary meeting);
- (d) advise the Member that they may do any of the following:
 - (i) attend the disciplinary meeting and address the Disciplinary Committee at that meeting;
 - (ii) give a written statement to the Disciplinary Committee at any time before the disciplinary meeting;

- (iii) is entitled to call witnesses in their defence, and
 - (iv) may bring one (1) support person with them to the disciplinary meeting.
 - (e) set out the Members appeal rights under Rule 30.
- 28.5. The Disciplinary Committee must:
- (a) consider any submissions received during the submission period;
 - (b) decide whether to take disciplinary action; and
 - (c) give the Member and the Board written notice stating:
 - (i) the disciplinary action decision;
 - (ii) the reasons for the disciplinary action decision;
 - (iii) the day the disciplinary action, if any, takes effect; and
 - (iv) that the Member or the Board may appeal the disciplinary action decision.
- 28.6. If a Member, desiring to make representations to the Disciplinary Committee under this Rule 28.6, advises the Committee that the Member is unable to attend the meeting referred to in Rule 28.4 and requests deferral of the matter to a later meeting, the Disciplinary Committee shall, if it thinks the request reasonable, defer the matter to a later time and date and shall cause the Member to be advised in writing of the time, date and place of that meeting.
- 28.7. The Disciplinary Committee may, by resolution, decide to suspend or defer the meeting referred to in Rule 28.4 to a later time if it considers it requires additional time to properly consider the submission prior to making a disciplinary action decision.
- 28.8. If a notice of charge is issued to a Member under Rule 28.4, the Board, the General Manager or a senior Employee of the Club, may immediately suspend that Member from all or any privileges of the Club by giving written notice to the Member, which may be included in the notice of charge. Any such suspension may be until the charge is determined or until the finalisation of any appeal as the case may require.
- 28.9. No former Member who has been expelled under Rule 28.2(c) shall be entitled to enter the Club House or any other property owned or occupied by the Club as a guest of a Member.

29. NON VOLUNTARY EXCLUSION

Grounds and procedure for exclusion

- 29.1. The General Manager or any other authorised person (as defined in the Liquor Act) may refuse to admit to, remove from, or require to leave, the Club House or any other property owned or occupied by the Club any person who:
- (a) is at the time intoxicated, violent, quarrelsome, disorderly or indecent;

- (b) whose presence in the Club House or any other property owned or occupied by the Club (as the case may be) renders the Club or the General Manager liable to any penalty under any applicable law;
 - (c) who smokes or vapes, within the meaning of section 5B(1) of the Smoke Free Public Places Act 2003 (ACT) while on any part of the Licensed Premises or such other property (as the case may be) that is a smoke-free area within the meaning of that act;
 - (d) who uses, or has in their possession, while on any part of the Licensed Premises or such other property (as the case may be) any substance suspected of being a prohibited plant or a prohibited drug;
 - (e) the Club, the General Manager, or any other authorised person under the conditions of the Club License is authorised or required to refuse access to the Licensed Premises; or
 - (f) is a Member, and whose conduct, in the opinion of the General Manager, a senior Employee or other authorised person (as the case may be) may be prejudicial to the interests of the Club, unbecoming of a Member, or which may render the Member unfit for membership.
- 29.2. If a Member is refused admittance to, removed from, or required to leave the Licensed Premises or any other property owned or occupied by the Club under Rule 29.1 the General Manager or a senior Employee may immediately suspend that Member from any or all privileges of membership for up to six (6) weeks or until any charge issued under Rule 28.4 is heard and determined by the Board or Disciplinary Committee (whichever is earlier). A report of such suspension must be made to the Board or its Disciplinary Committee.
- 29.3. Non-voluntary exclusion may be triggered by conduct that breaches RSA obligations, endangers safety, or disrupts Club operations, as determined by the Board or General Manager.
- 29.4. Nothing in this Rule limits section 143B Liquor Act.

Club policies

- 29.5. Subject to subrule 30.5, the Board, the General Manager or any other person authorised by the General Manager, may at any time organise and enforce the exclusion from the Licensed Premises or any facility of the Club of any Member or other person (either with or without that Member's or person's agreement) in accordance with the Club's responsible service of alcohol policy or responsible conduct of gambling policy.
- 29.6. The Club cannot at any time supply liquor to a person who is not a Member unless the person is on the Club premises:
- (a) with the consent of the Club and at the invitation of a Member who is also on the Club premises; or
 - (b) is on the Club premises as a temporary Member under the Gaming Act.

30. APPEALING DECISIONS

Who can appeal a decision?

- 30.1. A party to a dispute may appeal the dispute decision.
- 30.2. The following people may appeal a disciplinary action decision:
 - (a) the Member who is the subject of the disciplinary action decision; or
 - (b) the Board.

Parties to Appeal

- 30.3. In this Rule 30.3, party to the appeal, means:
 - (a) if the appeal is against a dispute decision—the parties to the dispute; and
 - (b) if the appeal is against a disciplinary action decision—
 - (i) the Member who is the subject of the disciplinary procedure; and
 - (ii) the Disciplinary Committee members.

Appeal Notices

- 30.4. A person appealing a decision must, within seven (7) business days after being given notice of the decision, give the General Manager written notice of the appeal (an Appeal Notice) stating the grounds for the appeal.
- 30.5. As soon as practicable after the General Manager receives an Appeal Notice, the General Manager must give the parties to the appeal a copy of the Appeal Notice.

Withdrawing an appeal

- 30.6. A person appealing a decision may, at any time before the appeal is decided, withdraw the appeal by giving written notice to the General Manager.

The Board to decide appeal of a decision

- 30.7. A dispute or disciplinary decision may only be set aside if at least 75% of Board Members present and eligible to vote, vote in favour of setting the decision aside.
- 30.8. As soon as practicable after the General Manager receives the Appeal Notice the General Manager must call a meeting of the Board to consider an appeal resolution about the appeal.
- 30.9. The Chair of the Board Meeting must ensure that:
 - (a) the appeal resolution is the only item of business at the Board Meeting called under Rule 30.8;
 - (b) the parties to the appeal are given the opportunity to be heard about the appeal resolution;
 - (c) the Board Members vote on the appeal resolution by a secret ballot.
- 30.10. The parties to the appeal must not vote on the appeal resolution.

30.11. The decision of the Board in respect of any appeal is final.

BOARD

31. POWERS OF THE BOARD

- 31.1. The Board, subject to the Act, the Regulations, these Rules, the Gaming Act and to any resolution passed by the Club in a General Meeting:
- (a) controls and manages the affairs of the Club and is required to exercise powers and discharge duties in good faith in the best interests of the Club and for a proper purpose;
 - (b) may exercise all the powers that may be exercised by the Club other than those functions that are required by these Rules to be exercised by the Club in general meeting; and
 - (c) has power to perform all acts and do all things that appear to the Board to be necessary or desirable for the proper management of the affairs of the Club.
- 31.2. The Board may exercise the Club's functions under the Act and the Club's Rules, other than conducting the Club's business mentioned in:
- (a) Rule 52 (Annual General Meetings notice and business); and
 - (b) Rule 54 (Other General Meetings notice and business).

32. COMPOSITION OF THE BOARD

- 32.1. There shall be a Board of the Club comprising nine (9) Ordinary Members (as specified in Rule 17).
- 32.2. The Board shall consist of:
- (a) President;
 - (b) Vice President;
 - (c) Director Finance;
 - (d) Men's Captain;
 - (e) Women's Captain;
 - (f) Director Course;
 - (g) Director House;
 - (h) Director Junior Development; and
 - (i) Director Membership and Engagement.
- 32.3. The General Manager may attend Board meetings in a non-voting capacity to support governance and provide operational advice, as determined by the Board.
- 32.4. A member must not hold more than 1 position on the Board at the same time.

33. BOARD SUBCOMMITTEES

- 33.1. The Board may delegate a function of the Board under the Club's Rules to one (1) or more subcommittees.
- 33.2. However, the Board must not delegate a function given to the Board:
- (a) under the Act or another territory law; or
 - (b) by resolution of the Members at a General Meeting.
- 33.3. If the Board delegates a function to a subcommittee, the subcommittee may, subject to any limitation or condition in the delegation:
- (a) meet on the dates and at the times and places agreed by the subcommittee; and
 - (b) decide its own procedures.
- 33.4. The Board will approve a Charter for each subcommittee which sets out, at a minimum, the duties, responsibilities, powers, size, membership and limitations of the subcommittee.
- 33.5. The President, Vice President or their delegate shall be an ex officio member of all subcommittees.
- 33.6. Any Member appointed to a subcommittee shall, unless appointed for a shorter period, or that person's appointment is revoked sooner by the Board, hold office until the next Annual General Meeting following the date of appointment.
- 33.7. The standing subcommittees of the Club are:
- (a) The Men's Match Committee;
 - (b) The Women's Match Committee;
 - (c) The Course Committee;
 - (d) The House Committee;
 - (e) The Finance Committee;
 - (f) The Junior Development Committee; and
 - (g) Any other Subcommittee established by the Board from time to time pursuant to the By Laws.
- 33.8. All subcommittees must operate within terms of reference approved by the Board and report regularly on their activities and recommendations

34. BOARD – INDIVIDUAL BOARD MEMBER FUNCTIONS

- 34.1. The functions of the President include:
- (a) chairing Board Meetings and General Meetings (including Annual General Meetings); and
 - (b) exercising any other function given to the President:
 - (i) under the Act or the Club's Rules; or

- (ii) by the Board or the Members to achieve the Club's Objects.

34.2. The functions of the Vice President include:

- (a) exercising the functions of the President if the President is unavailable to exercise those functions for any reason; and
- (b) exercising any other function given to the Vice President:
 - (i) under the Act or the Club's Rules; or
 - (ii) by the Board or the Members to achieve the Club's Objects.

34.3. The functions of the Director Finance include:

- (a) ensuring:
 - (i) the accounting records mentioned in section 71 of the Act (Accounting records) are kept and maintained;
 - (ii) the statement of accounts mentioned in section 72 of the Act (Annual statement of accounts) are prepared;
 - (iii) lodging with the registrar-general the documents mentioned in section 79 of the Act (Registrar-general's power to require statements and reports);
- (b) presenting the documents mentioned in section 73 of the Act (Presentation of statement to members) at the Annual General Meeting;
- (c) exercising the functions of the President if the President and Vice President are unavailable to exercise those functions for any reason; and
- (d) exercising any other function given to the Director Finance:
 - (i) under the Act or the Club's Rules; or
 - (ii) by the Board or the Members to achieve the Club's Objects.

35. BOARD – DELEGATING FUNCTIONS OF BOARD MEMBERS

35.1. A relevant Board Member may delegate their functions under the Club's Rules to any other Board Member.

35.2. However, a relevant Board Member must not delegate a function given to the Board Member:

- (a) under the Act or another Territory law; or
- (b) by resolution of the Members at a General Meeting.

35.3. In this section, relevant Board Member means the following Board Members:

- (a) the President; and
- (b) the Vice President.

36. SECRETARY

- 36.1. The General Manager will undertake the duties of the Secretary of the Club pursuant to the Act unless otherwise determined by the Board.
- 36.2. Where determined by the Board the Secretary shall:
- (a) hold office upon such terms and conditions as determined by the Board;
 - (b) hold office for a period determined at the discretion of the Board; and
 - (c) as soon as practical after appointment, notify the Club of their personal details as required under the Act.
- 36.3. The General Manager or Secretary (if determined by the Board) will provide secretarial services which include:
- (a) give notice to all Board Members of all Board Meetings and to Members of all General Meetings;
 - (b) keeping minutes of Board Meetings and General Meetings (including Annual General Meetings);
 - (c) keep records of all elections and appointments of Board Members;
 - (d) keep records of the names of all Board Members and Members present at Board and General Meetings;
 - (e) maintain a current Register of Members;
 - (f) exercising any other function:
 - (i) under the Act or the Club's Rules; or
 - (ii) by the Board or the Members to achieve the Club's Objects; and
 - (g) lodgement of the notices required by section 62 (1) of the Act.

37. BOARD - MEMBERSHIP

- 37.1. A Member of the Club becomes a Board Member if the Member:
- (a) is elected to the Board at an Annual General Meeting under Rule 39; or
 - (b) is appointed by the Board to fill a casual vacancy on the Board under Rule 43.

38. NOMINATING MEMBERS FOR ELECTION TO THE BOARD

- 38.1. The General Manager or Secretary (if determined by the Board under Rule 36) must, at least 28 days before an Annual General Meeting, give written notice to the Members of the Club calling for nominations of Members for election to the Board.
- 38.2. A person employed by the Club or engaged as a contractor may not serve as a Director unless expressly authorised by the Board and subject to conflict of interest provisions.
- 38.3. A nomination of a Member must:
- (a) be in writing;

- (b) be signed by two (2) other Members, who would be eligible for nomination under Rule 38.4;
 - (c) include the written consent of the nominated Member;
 - (d) specify the position that the Member is nominated for; and
 - (e) be given to the General Manager or Secretary (if determined by the Board under Rule 36) by not later than 14 days after the day the notice under Rule 38.1 is given.
- 38.4. The Board must not accept the nomination of a Member if:
- (a) the Member is disqualified from election to the Board; or
 - (b) disciplinary action has been taken against the Member under Rule 28 in the previous two (2) years.
- 38.5. The Club must maintain records of nominations and elections for not less than 2 years from the date of any election to the Board.

39. RETURNING OFFICER

- 39.1. The Returning Officer of the Board will be the person appointed by the Board.
- 39.2. If the appointed Returning Officer is unable to act for any reason, an alternative Returning Officer will be appointed by the President of the Board.
- 39.3. The role of the Returning Officer is to conduct the election for Board Members consistent with these Rules and the by-laws.
- 39.4. The Returning Officer fulfils a critical function in ensuring a fair and transparent election process for all candidates in accordance with these Rules and the By-Laws.
- 39.5. The Returning Officer must not, and cannot be seen to, have any affiliation with or show support to any candidate for election. The integrity of the election relies on the independence and impartiality of the Returning Officer.
- 39.6. The decisions of the Returning Officer must be accepted by the Board, unless there is some clearly stated reason to the contrary.

40. BOARD – ELECTING MEMBERS

- 40.1. If more than one (1) Member is nominated for a particular Board Member position, a ballot must be held to decide who is to be elected to the position.
- 40.2. If only one (1) Member is nominated for a particular Board position, the nominated Member is taken to be elected to the position at the Annual General Meeting.
- 40.3. If no Member is nominated for a particular Board Member position, at the Annual General Meeting, the Chair must call for further nominations to fill the position.
- 40.4. If the Chair calls for further nominations under Rule 40.3 the Chair:
 - (a) may accept the nomination of a Member only if:
 - (i) the nomination is supported by two (2) eligible Members; and

- (ii) the nominated person consents to the nomination; and
 - (b) must not accept the nomination of a Member if:
 - (i) the Member is disqualified from election to the Board; or
 - (ii) disciplinary action has been taken against the Member under Rule 28 in the previous two (2) years.
- 40.5. If the Chair calls for further nominations under Rule 40.3:
- (a) if more than one (1) Member is nominated for the position, the Members at the Annual General Meeting must vote to decide who is to be elected to the position; or
 - (b) if only one (1) Member is nominated for the position, the nominated Member is taken to be elected to the position; or
 - (c) if no Member is nominated for the position, the position is taken to be vacant.
- 40.6. The election of Board members under Rule 40.1 shall be by secret ballot to be conducted at the Clubhouse during a period that includes two weekends prior to and up to and including the day of the Annual General Meeting of the Club and during such times each day as determined by the Board. Only Ordinary Members with Full Golf Membership (Rule 17) are entitled to vote.
- 40.7. The Board may determine that an electronic voting system that replicates the access, security and confidentiality of the secret ballot requirements of Rule 40.6 may be used for the election of Board members. In circumstances where a ballot is required and an electronic voting system is to be used, the Board shall issue a notice to members specifying the process and procedures to be adopted including the time period during which such a ballot may be conducted.

41. BOARD – TERM OF OFFICE

- 41.1. The term of office of a Board Member begins:
- (a) for an elected Board Member - at the end of the Annual General Meeting at which the Board Member is elected; or
 - (b) for a Board Member appointed to fill a casual vacancy under Rule 43 - on the day the appointment commences.
- 41.2. The term of office of a Board Member ends on the earliest of the following:
- (a) the end of the second Annual General Meeting held after the Board Member's term of office begins;
 - (b) if the person is appointed to fill a casual vacancy – the end of the next Annual General Meeting following their appointment;
 - (c) if the person resigns from office - the day the resignation takes effect;
 - (d) if the person's Membership of the Club ends - the day the Membership ends;
 - (e) if the person is disqualified from holding Board membership under:

- (i) section 63 of the Act, (Disqualification from office—convictions or bankruptcy)—the day the disqualification takes effect; or
- (ii) section 63A of the Act, (Disqualification from office—noncompliance with Act)—the day the disqualification takes effect; or
- (iii) section 63B of the Act, (Disqualification from office—disqualified under other legislation)—the day the disqualification takes effect.
- (f) if the person is removed from office under Rule 42—the day the removal takes effect.

41.3. Each Board Member is, subject to these rules, eligible for re-election at the conclusion of the term.

Transitional Provision

41.4. For the 2026 Annual General Meeting:

- (a) the Vice President, Men’s Captain, Director House, and Director Junior Development are to be elected for a minimum term of one (1) year, ending at the 2027 Annual General Meeting; and
- (b) the President, Director Finance, Women’s Captain, Director Course and Director Membership and Engagement are to be elected for a minimum term of two (2) years, ending at the 2028 Annual General Meeting.

42. BOARD – REMOVAL OF BOARD MEMBER FROM OFFICE

42.1. The Club may, by resolution passed at a General Meeting, remove a Board Member from the Board before the end of their term of office if the Member:

- (a) does not exercise their functions or discharge their duties under section 66A of the Act, (Duty of care and diligence); or
- (b) does not exercise their functions or discharge their duties under section 66B of the Act, (Duty of good faith and proper purpose); or
- (c) contravenes:
 - (i) section 66C of the Act, (Use of position); or
 - (ii) section 66D of the Act, (Use of information); or
- (d) fails to attend three (3) consecutive Board Meetings and does not have the agreement of the Board to be absent from one (1) or more of the meetings; or
- (e) does not exercise the functions of their office for a period of three (3) months.

43. BOARD – FILLING CASUAL VACANCIES

- 43.1. The Board may appoint a Member to fill a position on the Board that:
- (a) was not filled at the last Annual General Meeting; or
 - (b) becomes vacant because a person's Board membership ends for a reason mentioned in Rule 41.2(a) to 41.2(f).
- 43.2. If there is a vacancy on the Board during a term of a Board Member, the Board may appoint a Member to the Board for the remainder of the term of the vacated Board Member's term.
- 43.3. The Board must not appoint a Member under this section if disciplinary action has been taken against the Member under Rule 28 in the previous two (2) years.

44. BOARD MEETING

- 44.1. The Board shall meet at least 12 times each calendar year.
- 44.2. The Board Meetings must be held on the dates and at the times and places decided by the Board.
- 44.3. The Board may decide to hold a Board Meeting using a method of communication, or a combination of methods of communication, that allows a Board Member taking part to hear or otherwise know what each other Board Member taking part says without the Members being in each other's presence.
- 44.4. A Board Member who takes part in a Board meeting conducted under Rule 44.3 is taken, for all purposes, to be present at the meeting.

45. BOARD MEETING – NOTICE AND BUSINESS

- 45.1. The General Manager or Secretary (if determined by the Board under Rule 36) must give each Board Member notice of a Board meeting at least:
- (a) 48 hours before the meeting; or
 - (b) if the Board unanimously agrees on another period - that period before the meeting.
- 45.2. The Board Meeting Notice must state:
- (a) the date, time and place of the meeting; and
 - (b) the general nature of the business to be conducted at the meeting.
- 45.3. The Board may conduct business at a Board Meeting only if:
- (a) the business is mentioned in the Board Meeting Notice; or
 - (b) the majority of the Board Members at the meeting agree that:
 - (i) the business is urgent; and
 - (ii) it is appropriate to conduct the business at the meeting.

46. BOARD MEETINGS - CHAIR

- 46.1. A Board Meeting must be chaired by:
- (a) the President; or
 - (b) if the President is absent—the Vice President.

47. BOARD MEETINGS - QUORUM

- 47.1. The Board may conduct business at a Board Meeting only if there is a quorum of the majority of Board Members at least one (1) of which must be the President or Vice President.
- 47.2. If there is not a quorum at the time stated in the Board Meeting notice, the time of the meeting is taken to be postponed for 30 minutes.
- 47.3. If there is not a quorum after the 30-minute postponement, the meeting is ended.

48. BOARD MEETINGS - VOTING

- 48.1. Each Board Member:
- (a) has one (1) vote on each question arising at the Board meeting; and
 - (b) must vote personally.
- 48.2. A motion is carried if a majority of the Board Members at the Board Meeting vote in favour of the motion.
- 48.3. However, if the votes on a question are equal, the Chair has a second or deciding vote.
- 48.4. The Board Members at a Board Meeting may vote on a question at the meeting orally, in writing or by a show of hands.
- 48.5. However, a vote on a question at a Board Meeting must be by ballot conducted at the meeting if:
- (a) the Chair decides the vote is to be by ballot; or
 - (b) at least two (2) Board Members request the vote be by ballot.
- 48.6. If a ballot is required, the Chair must decide how the ballot is to be conducted.
- 48.7. For this section, voting personally includes voting while taking part in a Board Meeting conducted using a method of communication that allows a Board Member taking part to hear or otherwise know what each other Board Member taking part says without the Members being in each other's presence.

49. CIRCULAR RESOLUTIONS BY DIRECTORS

- 49.1. The Board may pass a resolution by way of circular resolution without a Board Meeting being held if all the Board Members entitled to vote on the resolution sign a document containing a statement whether or not they are in favor of the resolution set out in the document. For this purpose signatures can be contained in more than one document.
- 49.2. The resolution is passed when the last Board Member signs.
- 49.3. A transmission, via technological means, which is received by the Club and which purports to have been signed by a Board Member shall for the purposes of this Rule be taken to be in writing and signed by that Board Member at the time of the receipt of the transmission by the Club in legible form.

50. BOARD MEETING MINUTES AND RECORDS

- 50.1. The Board must ensure that minutes are taken and kept for each Board Meeting.
- 50.2. The following must be recorded in the minutes:
 - (a) the names of the Board Members at the meeting;
 - (b) whether the Board agreed that the minutes of the previous meeting are correct;
 - (c) a description of the business conducted at the meeting;
 - (d) if a Board Member makes a disclosure of a material personal interest as required by section 65(1) of the Act:
 - (i) the nature and extent of the interest; and
 - (ii) the relation of the interest to the Club's activities;
 - (e) any motion on which a vote is taken at the meeting and the outcome of the vote.
- 50.3. The Board must keep the following records for each Board Meeting:
 - (a) Board Meeting Notices;
 - (b) minutes of Board Meetings;
 - (c) copies of documents considered at Board Meetings.

GENERAL MEETINGS

51. GENERAL MEETINGS CALLED BY THE BOARD

- 51.1. The Board may call a General Meeting whenever it considers appropriate.

52. ANNUAL GENERAL MEETINGS NOTICE AND BUSINESS

- 52.1. The Board must give each Member written notice of an Annual General Meeting at least 14 days before the meeting, or at least 21 days written notice if a Special Resolution is proposed.

52.2. The notice must:

- (a) state the date, time and place of the Annual General Meeting;
- (b) include the agenda for the Annual General Meeting;
- (c) attach minutes of the previous Annual General Meeting; and
- (d) provide information and documents directly relevant to any matters to be decided, dealt with or done at the annual general meeting.

52.3. The following must be done at an Annual General Meeting:

- (a) the minutes of the previous Annual General Meeting must be confirmed; and
- (b) individuals must be elected to fill any vacancy in Board Members in accordance with Rule 39; and
- (c) the Board must present a statement of accounts, a reviewer's or auditor's report, and a report about the Board membership, principal activities and profit or loss.

53. GENERAL MEETINGS CALLED AT REQUEST OF MEMBERS

53.1. The Board must call a General Meeting (other than an Annual General Meeting) if:

- (a) at least 5% of the Ordinary Members of the Club ask for a meeting to be called (the requesting Members); and
- (b) the request:
 - (i) is made in writing; and
 - (ii) is given to the General Manager or Secretary (if determined by the Board under Rule 36); and
 - (iii) states the purpose of the meeting; and
 - (iv) is signed by the requesting Members.

53.2. If the Board does not call a General Meeting within one (1) month after the date of the request, a requesting Member may call a General Meeting to be held not more than three (3) months after the date of the request.

53.3. If a General Meeting is called under Rule 53.2, the requesting Members must give the General Meeting Notice required under Rule 52.

53.4. The Board must reimburse any reasonable expenses incurred by the requesting Members in calling a General Meeting under Rule 53.2.

54. OTHER GENERAL MEETINGS NOTICE AND BUSINESS

54.1. The Board, or the requesting Member for a meeting called under Rule 53.2, must give each Member written notice of a General Meeting (a General Meeting Notice):

- (a) at least 14 days before the meeting; or
- (b) if a special resolution is to be considered at the meeting—at least 21 days before the meeting.

- 54.2. A General Meeting Notice must—
- (a) state the date, time and place of the meeting; and
 - (b) include the agenda for the meeting; and
 - (c) provide information and documents directly relevant to any matters to be decided at the meeting.
- 54.3. A Member may give the General Manager or Secretary (if determined by the Board under Rule 36) written notice about any business the Member would like included in the agenda for a General Meeting.
- 54.4. If a Member gives the General Manager or Secretary (if determined by the Board under Rule 36) written notice under Rule 54.3, the General Manager must include the business in the agenda for the next General Meeting.
- 54.5. The Chair of a General Meeting must ensure that the only business conducted at the meeting is:
- (a) the business stated in the General Meeting Notice for the meeting; and
 - (b) decisions about the procedure of the meeting.

55. GENERAL MEETINGS VIRTUAL ATTENDANCE

- 55.1. A General Meeting may be held using a method of communication, or a combination of methods of communication, that allows a Member taking part to hear or otherwise know what each other Member taking part says without the Members being in each other's presence if:
- (a) the Board decides, by resolution, to hold the meeting using the method of communication; or
 - (b) for a meeting called by a requesting Member under Rule 53.2 — the requesting Member decides to hold the meeting using the method of communication.
- 55.2. A Member who takes part in a General Meeting conducted under Rule 55.1 is taken, for all purposes, to be present at the meeting

56. ELECTRONIC VOTING

- 56.1. The Board may determine to allow a Member to conduct direct voting for any resolution proposed for a General Meeting, including a vote by electronic means (such as electronic voting or electronic polling) in such manner approved by the Board.
- 56.2. A notice of General Meeting will specify:
- (a) any resolutions for which electronic voting will occur;
 - (b) the method of electronic voting approved by the Board; and
 - (c) the deadline for voting by electronic means.

- 56.3. The Board may determine a resolution will be decided partly or wholly by electronic voting and may also specify the deadline for voting by electronic means.
- 56.4. A Member who casts a vote by electronic means will be deemed to have voted in advance of the relevant General Meeting.
- 56.5. The effective date of a resolution decided partly or wholly by electronic means is the date of the General Meeting to which the resolution relates, regardless of whether sufficient votes are cast prior to the meeting.
- 56.6. A proxy cannot be appointed for electronic voting.

57. AUTHORISING PROXY

- 57.1. A Member of the Club (the Authorising Member) may authorise another Member (the proxy) to vote on their behalf at a General Meeting.
- 57.2. However, a particular Member must not be a proxy for more than five (5) other Members at a General Meeting.
- 57.3. The authorisation must:
 - (a) be in writing;
 - (b) include the name and Contact Details of the Authorising Member and the proxy;
 - (c) be signed by the Authorising Member and the proxy;
 - (d) include anything else required by the Board; and
 - (e) be in a form decided by the Board.
- 57.4. The authorisation may include instructions about how the proxy is to vote on the Authorising Member's behalf.
- 57.5. If the authorisation does not include instructions, the proxy may vote on the Authorising Member's behalf in any way the proxy considers appropriate.
- 57.6. The proxy may vote on the Authorising Member's behalf at a General Meeting only if:
 - (a) the Authorising Member gives the authorisation to the General Manager or Secretary (if determined by the Board under Rule 36) not later than 24 hours before the general meeting; and
 - (b) the Board accepts the authorisation.
- 57.7. The Board must not accept the authorisation of a proxy if the Board has already accepted five (5) authorisations for that proxy.
- 57.8. If the Board does not accept the authorisation, the Board must, as soon as practicable before the meeting, give the Authorising Member written notice that the authorisation has not been accepted.
- 57.9. To remove any doubt, an Authorising Member is not taken to be present at a General Meeting only because they have authorised a proxy to vote on their behalf at the meeting.

58. GENERAL MEETING CHAIR

58.1. A General Meeting must be chaired by:

- (a) the President; or
- (b) if the President is absent, the Vice President; or
- (c) if the President and Vice President are absent, the Director Finance or another Board Director.

59. GENERAL MEETINGS QUORUM

59.1. The Members of the Club may conduct business at a General Meeting only if there is a quorum of Members present, being forty (40) Members.

59.2. If a quorum of forty (40) Members is not present at the time stated in the General Meeting Notice, the time of the meeting is taken to be postponed for 30 minutes.

59.3. If a quorum of forty (40) Members is not present after the 30-minute postponement, the Chair of the meeting may adjourn the meeting to another day and time that is not earlier than seven (7) days, and not later than 14 days, after the meeting that is being adjourned.

59.4. The Board must, within 48 hours after adjourning a meeting under Rule 59.3, give each Member written notice stating:

- (a) that the meeting was adjourned under Rule 59.3; and
- (b) the new date, time and place of the meeting.

60. GENERAL MEETINGS VOTING

60.1. Each Ordinary Member of the Club:

- (a) has one (1) vote on each question arising at a General Meeting; and
- (b) may vote:
 - (i) personally; or
 - (ii) other than in relation to voting conducted by electronic voting, by proxy if an authorisation of a proxy has been accepted by the Board under these Rules.

60.2. A motion is carried (except in the case of a Special Resolution) if a majority of the Members vote in favour of the motion. If the votes on a question are equal, the Chair has a second or deciding vote.

60.3. A Special Resolution is carried if at least three-quarters of the Members present vote in favour of the motion.

60.4. The Members at a General Meeting may vote on a question at the meeting orally, in writing or by a show of hands.

- 60.5. However, a vote on a question at a General Meeting must be by ballot conducted at the meeting if:
- (a) the Chair decides the vote is to be by ballot; or
 - (b) at least a third ($\frac{1}{3}$) Members present request the vote be by ballot.
- 60.6. For this section, voting personally includes voting while taking part in a General Meeting conducted using a method of communication that allows a Member taking part to hear or otherwise know what each other Member taking part says without the Members being in each other's presence.

61. GENERAL MEETINGS MINUTES

- 61.1. The General Manager, or another person authorised by the Board, must take and keep minutes of each General Meeting.
- 61.2. The following must be recorded in the minutes:
- (a) the names of the Members present at the meeting;
 - (b) any authorisation of a proxy accepted by the Board under Rule 57;
 - (c) a description of the business conducted at the meeting;
 - (d) if a vote is taken at the meeting:
 - (i) the motion on which the vote is taken;
 - (ii) the outcome of the vote;
 - (iii) whether the vote was taken orally, in writing, by a show of hands or by ballot; and
 - (iv) the number of votes by proxy.
- 61.3. The Chair must review the minutes and sign them if they are correct.
- 61.4. The outcome of a vote on a matter at a General Meeting is taken to be the resolution of the General Meeting of the Members of the Club on the matter.

62. GENERAL MEETINGS ADJOURNMENT

- 62.1. The Chair of a General Meeting may, at any time, adjourn the meeting if:
- (a) there is a quorum; and
 - (b) the majority of Members vote to adjourn the meeting.
- 62.2. The only business that may be conducted on the resumption of an adjourned meeting is the business that remained unfinished when the meeting was adjourned.

FINANCIAL MATTERS

63. FUNDS SOURCE

63.1. The Club's funds may only be made up of:

- (a) Nomination Fees for the Club given under Rule 12.1;
- (b) Annual Membership Fees of Members given under Rule 12.2;
- (c) course utilisation fees;
- (d) golf related fees (including competition, green fees, and hire fees);
- (e) sale of food and beverages;
- (f) sale of merchandise;
- (g) gaming revenue;
- (h) donations and sponsorships;
- (i) grants; and
- (j) any other source that the Board decides, subject to:
 - (i) section 114 of the Act (Investment with associations); and
 - (ii) a resolution passed by the Club at a General Meeting.

63.2. The Board must:

- (a) ensure that all money received by the Club is deposited into the Club's account with a deposit taking institution as soon as practicable after the money is received; and
- (b) issue a receipt for any money received by the Club as soon as practicable after the money is received, unless it is impracticable to do so.

Note: Examples—when impracticable to issue receipt

- a gold coin donation
- an anonymous donation

64. FUNDS USE AND MANAGEMENT

64.1. The Club must:

- (a) open and maintain an account with an authorised deposit-taking institution;
- (b) pay all money received by the Club into the account; and
- (c) pay all amounts spent by the Club out of the account.

64.2. The Club's funds may only be used:

- (a) for the Club's Objects; and
- (b) either:
 - (i) in the way the Board decides; or
 - (ii) if a General Meeting passes a resolution about the way the funds are to be used—in accordance with the resolution.

- 64.3. The Board may make payments on the Club's behalf.
- 64.4. The Board may delegate its functions under Rule (ii) to:
 - (a) a Board Member; or
 - (b) anyone employed or engaged by the Club.

MISCELLANEOUS

65. BY-LAWS

- 65.1. The Board may make any By-Laws not inconsistent with these Rules as in the opinion of the Board are necessary or desirable for the proper control, administration and management of the Club's finances, affairs, interests, effects and property and for the convenience, comfort and well-being of the Members.
- 65.2. The Board may at any time amend or rescind any such By-Laws.
- 65.3. Any By-Laws made under these Rules will come into force and have the full authority of a By-Law of the Club on being posted upon the Club noticeboard.
- 65.4. The Board may make By-laws to regulate:
 - (a) management and control of all golfing competitions;
 - (b) purchasing procedures;
 - (c) Membership of Subcommittees;
 - (d) roles and responsibilities of Subcommittees;
 - (e) dress standards;
 - (f) playing rights;
 - (g) Club Member of the year;
 - (h) categories of Membership additional to those specified in Rule 16;
 - (i) classes of Membership; and
 - (j) other matters considered appropriate and necessary to achieve the Purposes of the Club.
- 65.5. A By-Law shall, so long as it is in force, be binding upon all Members and all persons entitled to use the premises or property of the Club but may be set aside by a resolution of a General Meeting.

66. AMENDMENTS TO THE RULES

- 66.1. These Rules may be amended only by a Special Resolution.
- 66.2. The Board shall have the power to amend the Rules if directed to do so by the ACT Gambling and Racing Commission under section 148B of the Gaming Act without the formal consideration of the voting Members of the Club. Members must be advised of any change to the Rules made under this provision within one (1) month of the change being made.

67. RECORDS AND OTHER DOCUMENTS

- 67.1. The General Manager must keep all the Club's records and other documents, other than accounting records, in their custody or under their control.
- 67.2. The General Manager must keep the Club's accounting records in their custody or under their control.
- 67.3. The General Manager must ensure that all the Club's records and other documents (other than the Register of Members) are available for inspection by a Member free of charge at a place in the ACT at a reasonable time nominated by the Board.

68. PROPERTY OF DEFUNCT CLUB

- 68.1. The Club may pass a Special Resolution nominating another association, or a fund, authority or institution, in which surplus property of the Club will vest if the Club is dissolved or wound up, provided that such association, fund, authority or institution is in Australian and complies with section 92(2) of the Act.

69. SERVICE OF NOTICE

- 69.1. For these Rules, a notice may be served by, or on behalf of, the Club upon any Member:
 - (a) by being served personally upon the Member; or
 - (b) by being delivered to or sent by prepaid post to the Member's address; or
 - (c) by email to the email address shown in the Register of Members.
- 69.2. A document, notice or other communication is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee;
 - (b) in the case of a notice sent by prepaid post, on the fifth business day after the date of its posting; or
 - (c) in the case of a notice sent by electronic transmission on:
 - (i) the day it is sent, if it is sent by 5pm (local time in the place of delivery) on a business day; or
 - (ii) the next Business Day, if it is sent after 5pm (local time in the place of delivery) on a Business Day, or on a day that is not a Business Day.
- 69.3. Any notice to be given to Members or a category of Members generally, may be given by being placed on the noticeboard and will be taken to have been given or served on the day the notice is placed on the noticeboard.