

Riverside Golf Club (Essendon) Inc. General By-Laws

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CF Charitable Fundraising

- CF1** The club may conduct fundraising for designated charities, subject to any conditions or limitations which may be specified:
- (a) in the club's lease contract, and/or
 - (b) under Local government regulations, and/or
 - (c) under State government legislation and/or regulations.
- Any charitable fundraising conducted by club members is contingent upon:
- (d) the ability to clearly distinguish funds which are raised or generated for charitable purposes from those funds which are raised or generated for the club's own purposes, and
 - (e) the charity/ies being selected by a resolution supported by a majority of members at the preceding general meeting, and
 - (f) the net-funds raised being passed to the designated charity/ies within twenty-one days of the event at which the funds were raised.
- NOTE: Funds which are raised for the exclusive use and benefit of designated charities are not considered to be funds of the club. Any funds raised under this By-Law will be managed by the CoM (Treasurer) and will be accounted for in a manner which maintains their separate definition and meets the accounting and audit standards required under the club's constitution.

CP Club property: return of items

- CP1** If a person has in their custody items belonging to the club, including but not limited to documents, banking records, cheque books, computer files, audio/video recordings, or keys and:
- (a) the person ceases to hold a position which necessitates them holding the item/s, or
 - (b) the person ceases to be a member of the club, or
 - (c) they are issued correspondence, sent by registered mail from a the Secretary to the person or their estate, which requests return of the items
- the person, or their estate, will within 28 days return the items to the committee; failure to do so may result in the club seeking an order from the Magistrates' Court to require compliance with the request.

GR1 Dress code

Members are requested to dress in a neat and tidy manner. Acceptable attire includes shirts with collar, trousers, slacks or dress jeans, dress shorts with sport socks and Golf shoes. Pennant dress code is Riverside emblem Polo Shirt and Navy or Black Slacks. Not permitted are singlets, collarless tee shirts, track suits, stubby type shorts, thongs or bare feet. Decisions on the dress standards will be determined by the committee from time to time and notified to members.

GR2 Caddies

For all Club events in both Women's and Men's competitions, caddies are to be allowed and spectators will always be encouraged.

GR3 Juniors under 12 years of age

Junior Members of the Riverside Golf Club, under the age of 12 years, must be accompanied by a parent or guardian when playing in any Club Golf Competition as listed in Syllabus.

GR4 Smoking laws

Under the Tobacco Act 1987 smoking is prohibited within 10 metres of outdoor sporting venues during organised underage sporting events. Members are to ensure these Laws are followed when our juniors are playing in any organised event including Junior Pennant.

GR5 Application process

The person accepting the Membership Application will have it placed in the Secretary's tray.

The date of receipt must be written on the top right hand corner of the form.

If money is paid at this time it is to be held until membership acceptance.

If a receipt is requested, issue an Interim Receipt, noted "Subject to Application Approval"

The Secretary will present the application to the CoM either:

(a) at the next meeting, or

(b) via email, if the applicant was seeking to play prior to the next CoM meeting.

If any CoM member expressed an objection, the application would be held over for discussion at the next CoM meeting. If no objection was raised:

(i) **ensure 14 days have passed from the date of application**; this is a requirement of the Liquor Control Reform Act

(ii) the Match Committee would be requested to input the details into MiScore

(iii) the Treasurer would liaise with the applicant confirming their membership is conditional upon payment of any outstanding element of the Application Fee or Membership Fee, and requesting any additional payment, if required

(iv) a letter of acceptance will be prepared by the Treasurer (or Handicapper in her absence) and if required a request for payment.

Assistant Treasurer will advise the handicappers and Captains of acceptance once payment is received. For new lady members MiClub Administrator will be advised of the nominated major event day.

MC Match Committees

MC1 The members of the respective Match Committees will be elected by resolution of the General Body of Members at the Annual General Meeting or at a special meeting called for the purpose of such election and each such member shall be appointed for a period of one year.

MC2 The scope and purpose of the Women's Match Committee is to:

- (a) prepare a syllabus for approval of the Committee of Management,
- (b) have control and supervision of women's golf competitions of the day
- (c) appoint a Handicapper and a Delegate to the affiliated body.

- MC3 The Women's Match Committee will consist of:
- (i) Captain
 - (ii) Saturday Vice Captain
 - (iii) Wednesday Vice Captain
 - iv) President
 - (v) Secretary
 - (vi) Treasurer
 - (vii) General Committee Member #1
 - (viii) General Committee Member #2
- MC4 The scope and purpose of the Men's Match Committee is to:
- (a) prepare a syllabus for approval of the Committee of Management,
 - (b) have control and supervision of men' s golf competitions of the day
 - (c) appoint a Handicapper and a Delegate to the affiliated body.
- MC5 The Men's Match Committee will consist of:
- (i) Captain
 - (ii) Vice Captain
 - (iii) President
 - (iv) Secretary
 - (v) Treasurer
 - (vi) General Committee Member #1
 - (vii) General Committee Member #2
 - (viii) General Committee Member #3
- MC6 The roles of the Match Committee members are:
- (i) the Captain will prepare and provide the syllabus to the Committee, and generally manage play
 - (ii) the Vice Captain will provide support to the Captain as required
 - (iii) the President will chair Match Committee meetings
 - (iv) the Secretary will record Minutes of any Match Committee meetings and be the point of liaison with the Committee
 - (v) the Treasurer will receipt and reconcile any funds payable by the respective Member group, and will be responsible for management of any funds allocated to the Match Committee under delegation from the Committee
 - (vi) the General Members will support the Match Committee as required.
- MC7 A member is eligible to be elected or appointed as a Match committee member if the member—
- (a) is 18 years or over,
 - (b) is entitled to vote at a general meeting and does not hold the membership category of Junior, Social, Temporary or Honorary member,
 - (c) has been a bona fide member of the Club for not less than twelve (12) months,
 - (d) has paid the annual subscription for the current financial year,
 - (e) is not insolvent under administration within the meaning of the Companies (Victoria) Code
- MC8 Prior to the election of each Match Committee position, the Chairperson must call for nominations to fill that position. The period for nominations will open **21** days prior to the date of the general meeting at which the election will be conducted.
- MC9 For each position becoming vacant a list of candidates' names, in alphabetic order based on surname/last name, will be provided; any retiring candidate who is re-nominating will be identified by an asterisk beside their name.
- MC10 The names of persons proposed for election as members of the Match Committees will be displayed in a conspicuous place in the club premises and
- (a) listed in alphabetic order based on surname / last name
 - (b) sent to members via email or postal service not less than 7 days before the date of the election.

- MC11 An eligible member of the Association may—
- (a) nominate himself or herself; or
 - (b) with the member's consent, be nominated by another member.
- MC12 A member who is nominated for a Match Committee position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.
- MC13 A single election may be held to fill all of Match Committee positions.
- MC14 If the number of members nominated for the Match Committee positions is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position. Note: If there are insufficient nominees for the positions, the CoM has authority to subsequently fill the position/s as a casual vacancy - refer Rule 57.1(b)
- MC15 If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.
- MC16 The ballot process for determination of Match Committee roles is as specified in Rule 54.
- MC17 A Match committee member may resign by written notice addressed to the Committee.
- MC18 A person ceases to be a Match Committee member if he or she—
- (a) ceases to be a member of the Association; or
 - (b) resigns his/her office by notice in writing given to the secretary of the Club; or
 - (c) fails to attend 3 consecutive Match Committee meetings (other than special or urgent committee meetings) without leave of absence under rule 67; or
 - (d) ceases to reside in Australia; or
 - (e) becomes insolvent under administration; within the meaning of the companies (Victoria) code; or
 - (f) becomes a represented person (within the meaning of the *Guardianship and Administration Act 1986*); or
 - (g) becomes disqualified from managing a corporation; or
 - (h) fails to disclose the nature of any material personal interest in a matter that relates to the affairs of the association; or
 - (i) is made bankrupt; or
 - (j) is found to not otherwise comply with the requirements of this constitution or the Act; or
 - (k) otherwise ceases to be a Match Committee member by operation of section 78 of the Act; or
 - (l) dies or becomes of unsound mind or is a person who is liable to be dealt with in any way under the law relating to mental health.
- MC19 At all times, both the Women's Match Committee and the Men's Match Committee shall be responsible to and subject to the direction and control of the committee
- MC20 For the purposes of voting at a Match Committee, a quorum will be deemed to be five members
- MC21 All casual vacancies arising among the members of the Match Committee will be filled by resolution of the Committee
- MC22 The annual general meeting must by resolution decide the number of Match Committee Members it wishes to hold office for the next year.

WC Working with Children Checks

- WC1 Any member or employee who holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18 will provide a current Victorian Working with Children Check (WWCC) card when requested. The club will pay for any costs incurred in obtaining the WWCC. In the event that the person:
- (a) refuses to provide their WWCC card, or
 - (b) refuses to apply for a new card or refuses to present the card to the Secretary once it has been issued, or
 - (c) their application for a WWCC card returns a 'Negative Notice',
- the outcome will be as follows:
- (i) the member will be removed from the role and/or declined permission to occupy the role, and
 - (ii) the employee's services will be terminated.