

CLUB TAREE



By-Laws

Club Taree Policies



TAREE RSL AND GOLF CLUB LIMITED

ACN 000 995 415

ABN 38 000 995 415

Approved By Club Taree Board of Directors 28th May 2024. Amendment to By-Law 11.

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1. PREAMBLE

- 1.1 These By-Laws are made by the Board of Directors pursuant to the power conferred upon the Board by Section 104 (b) and Section 105 of the Constitution of the Club.
- 1.2 The Board may alter or repeal a By-Law as it may deem necessary or expedient for the proper conduct and management of the Club.
- 1.3 These By-Laws shall come into force and be duly operative upon a resolution of the Board of Directors of the Club.
- 1.4 These By-Laws are to be read subject to the Constitution of the Club and in the event of any inconsistency, the Constitution of the Club shall prevail.
- 1.5 These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed his/her name thereto.
- 1.6 In these By-Laws the term “the Club” means the Taree RSL and Golf Club Limited.
- 1.7 A copy of the Constitution of the Club is available from the Company Secretary.
- 1.8 In order to promote professionalism and ethical conduct, and to facilitate greater accountability and transparency in all aspects of the club operations, the Taree RSL and Golf Club is committed to the adoption of the ClubsNSW Code of Conduct and its Best Practice Guidelines and the Club Taree Board Charter & Directors Code of Conduct.
- 1.9 The ClubsNSW Code of Conduct and supporting Best Practice Guidelines are to be read subject to the Constitution and By Laws of the Club and in the event of any inconsistency, the Constitution, or By Law, of the Club shall prevail.

2. CONDUCTING THE GAME OF GOLF

- 2.1 The cost of maintaining the golf course, and the competitions, shall be borne principally by golf playing members and visitors who pay green fees.
- 2.2 The cost of membership subscriptions shall be as approved by the Board of Directors of Taree RSL and Golf Club Limited. The Board of Directors shall be guided by the annual budget, and the previous year's course operating income and expenditure.
- 2.3 In accordance with the provisions of the Club's Constitution Part B Section 4 membership of the Club shall be divided into various classes. In order to facilitate the requirements of golfers, membership of golfers shall consist of the following sub categories:
- 2.3.1 Ordinary Members being;
- a) Playing Members – any playing member required to pay green fees when playing golf either socially or competition, including any competition golf organised by a properly constituted or organised social golf club or group;
 - b) Competition Playing Members – any playing member required to pay additional green fees when playing social and/or competition golf, including any competition golf organised by a properly constituted or organised social golf club or group;
 - c) Social Playing Members – any playing member, required to pay green fees for casual rounds of golf or competition golf organised by a properly constituted or organised social golf club or group, who cannot play in an organised golf competition requiring an AGU or WGA handicap;
 - d) Country Playing Members– a member, who is ineligible to win any Club Championship, whose usual place of residence is in New South Wales and is beyond a radius of one hundred (100) kms from the clubhouse or as determined by the Board;
 - e) Colt Playing Members – a member who is under the age of twenty-three (23) years and eighteen (18) years of age or over at the time of joining;
 - f) Full Playing Plus – any playing member required to pay green fees when playing as part of a competition, including any competition golf organised by a properly constituted or organised social golf club or group;
 - g) Social Golf 65 Plus – any person playing social golf with an age of 65 or more and who is not required to pay green fees for social golf when played after 2pm outside competition times.
- 2.3.2 Junior Playing Members under the age of eighteen (18) years at time of joining, or at the commencement of the membership year, or whichever comes first.
- 2.4 The Club Taree Golf Management Committee shall organise and run the game of competition golf. Social golf shall be controlled by the CEO in conjunction with the Golf Professional with assistance from the Golf Management Committee as and when required e.g. junior clinics.

- 2.5 The Club Taree Golf Management Committee is responsible for costs associated with competitions, such as trophies, incurred in conducting the game of golf. The Club Taree Golf Management Committee is not authorised to commit the Club to any expenditure outside the specified items.
- 2.6 Golfers who are not golfing members of this club, and who are golf members of a golf club within a 15 kms radius of this club, shall be required to pay an additional \$5.00 green fee, over and above any other applicable Club Taree competition green fee, when playing in a competition round at Club Taree.
- 2.7 Persons who are found by a Club Representative, including the course ranger to be non compliant with their level of golf membership will be in receipt of the following penalties under the Golf Fees Policy;
- 1st Offence – 1 week suspension from the golf course and an official warning
2nd Offence – 4 weeks suspension from the golf course and an official warning
3rd and/ or subsequent offences – referral to the Disciplinary Panel.

3. PRIVATE USE OF GOLF CARTS

- 3.1 The details of all privately owned carts operated on the Golf Course either by Members or Visitors of the club must be pre-registered prior to their use with the Club and maintained within a register.
- 3.2 A copy of this register will be available at the Pro-Shop of the club.
- 3.3 The specific requirements of registration will be embodied in a Registration Form that will be the application to use a private cart on the Golf Course property.
- 3.4 Members who store their golf cart at the Club and who pay an annual fee to do so are subject to a separate written agreement with the Club each year. These agreements are kept in a register at the Club.
- 3.5 Operators of approved/registered carts will observe the following general directions of the Board of Directors.
 - a) The cart must be unobtrusive in size and noise and unlikely to cause damage to the course.
 - b) No person other than those nominated may drive the cart.
 - c) A speed limit of not more than 10km/h shall be observed.
 - d) The driver of the cart must not consume alcohol.
 - e) The cart is not driven or parked within 10 metres of a green.
 - f) Should a breakdown of the cart occur on the course the member will be responsible for its recovery, including any costs that may be incurred by the club.
 - g) The owner will rectify any damage to the course.
 - h) Where practicable the cart shall be driven on formal paths or designated areas.
 - i) The cart is not to be driven by anyone without an authorised driver's license.
- 3.6 The applicant must acknowledge that they have read, understood and agree to observe by law 3.5 regarding the use of a cart.
- 3.7 A report received by the Chief Executive Officer that a member has infringed any of the above rules or acted in a manner deemed prejudicial to the interests of the Club will be dealt with under the terms of the Disciplinary Committee as provided for in the Constitution.
- 3.8 The Board of Directors reserve the right, on recommendation of the Club Taree Golf Committee to cap (limit) the number of private carts approved for use on the course.
- 3.9 The Board of Directors reserve the right to establish a fee for the use of private carts used on the golf course.

4. BOARD OF DIRECTORS ELECTION PROCEDURE

4.1 The process of election to the Board of Directors is contained in the Club Constitution

5. VOTING MATERIAL

- 5.1 No member shall be permitted to display, or distribute “how to vote” material on or within club premises or grounds for election purposes. This extends to any form of electronic media, including web sites and any form of social media.
- 5.2 To assist members seeking election to the Board of Directors, a candidate profile, including photo, shall be produced for all members appearing on the ballot paper. Such candidate profile to be provided to the Returning Officer prior to the commencement of voting for placement on a suitable notice board.
- 5.3 To ensure members seeking election to the Board of Directors are fully aware of the responsibilities and liabilities of a director, intending candidates shall be required to attend a compulsory Director Pre-Nomination seminar in accordance with the Club Director’s Institute Pathways program.
- 5.4 Clause 5.3 shall not apply to current sitting Directors.
- 5.5 In accordance with sub section 5.3 nominations for the Board of Directors shall not be accepted from persons who failed to attend the pre nomination seminar.
- 5.6 All candidates for the Board of Directors shall be required to complete a statutory declaration advising the Returning Officer of their eligibility for holding a director position.
- 5.7 In addition to clauses 5.1, 5.2, 5.3, 5.4, 5.5 and 5.6 all candidates for the Board of Directors are required to sign the Club Taree Board Charter & Directors Code of Conduct before their nomination will be accepted.

6. USE OF BOARD ROOM

- 6.1 The Board Room is primarily for the use of the Board of Directors of the Club.
- 6.2 When not being used by the Board of Directors the Boardroom is in the operational pool of function rooms to be offered at Management discretion, or hired by Members and Guests through the Function Coordinator.

7. CAPITAL EXPENDITURE

7.1 The Board has established and approved capital expense limits and processes.

8. ROOM HIRE WAIVER

- 8.1 To expedite the smooth running of the business the Chief Executive Officer is authorised to determine requests for room hire waiver from organisations and community groups utilising the Club's meeting rooms.
- 8.2 In determining the value of any room hire waiver, the Chief Executive Officer shall have regard to the organisations or community group's acceptability under the CLUB GRANTS scheme.

9. CLUB GRANTS

9.1 The process for ClubGRANTS is outlined by law.

Previous By Law removed September 2025.

10. WEB ASSETS

- 10.1 To ensure a consistent professional image of the Club within the Community, no internal club shall own or operate its own website. Nor shall any internal club apply for or own any domain name incorporating the words “Taree RSL and Golf Club” , “Club Taree” or any combination thereof.
- 10.2 Updated information concerning internal clubs may be provided to the Chief Executive Officer, or his nominee, for inclusion on the Club’s website.
- 10.3 The copyright and content of the website is owned by the Club.
- 10.4 Any Internal Club that operates a social media page must have an operational and compliant Social Media Policy. This Policy must be cited and approved by the Chief Executive Office prior to the commencement of any social media pages.

11. DISCIPLINARY COMMITTEE

- 11.1 The process of the Disciplinary Committee is contained in the Club Constitution
- 11.2 Taree RSL and Golf Club Limited has a duty of care to ensure the safety of its members and guests whilst on Club Premises.
- 11.3 The Disciplinary Committee will assess each matter, where it is resolved that a penalty will be imposed. Any such penalty is at the discretion of the committee and will be imposed in line with the policy document titled Patron Barring Guide.
- 11.4 The policy document Patron Barring Guide will be available on the Club Taree website.
- 11.5 Taree RSL and Golf Club Limited reserves the right to change, combine or remove barring periods at any time. NSW Police may also issue penalty notices to persons separate to any Club disciplinary action.

12. GOLF PRO RATA MEMBERSHIP FEES

- 12.1 In accordance with the provisions of the Club's Constitution Section 70 the Board shall have discretionary power to fix and determine or waive the Entrance Fee chargeable to any member under any special circumstances that may arise.
- 12.2 Golf Club Annual Subscriptions shall be paid annually, half yearly or quarterly in advance. Members choosing to pay by instalments shall have said instalments fall due on the first day of July in each year followed by the last day of September and the last day of December in the same calendar year with the final instalment falling due on the last day of March in the year following. Members wishing to pay by instalments may elect to pay either quarterly or half yearly, or a combination thereof, in advance.
- 12.3 To expedite the acceptance of new members the Board has determined that pro rata golf membership fees shall apply from the month of joining until membership renews 30th June each year.
- a. This means as example, that if membership commenced 8th January then the member pays 6/12 months or six (6) months pro rata membership fees
- b. This means as example that if membership commences 22nd September that the member pays 10/12 months or 10 months pro rata membership fees
- 12.4 Golf members choosing to pay by instalments must maintain the first membership classification entered into by them in any year of membership for the remainder of that current years' membership.
- 12.5 Golf members who elect to pay their membership fee by instalments and have their membership cease as a result of non-payment of the next instalment within the specified timeframe, shall be required to pay the full outstanding amount for the remainder of the current membership year when seeking renewal of membership within the same membership year.

13. HONORARY MEMBERSHIP

- 13.1 In accordance with the provisions of the Club's Constitution Section 41 the Board shall have discretionary power to fix and determine or waive the Entrance Fee chargeable to any member under any special circumstances that may arise.
- 13.2 Removed.
- 13.3 The current Club Professional shall be regarded as an Honorary Member and shall subsequently be relieved of any obligation or liability with respect to the payment of any entrance fee and/or subscription. Such relief shall not extend to any additional fee applicable to the introduction of smart card technology.
- 13.4 Benefits outlined in section 13.3 above shall cease to exist immediately upon the cessation of the Club Professional's contract.
- 13.5 As a result of any cessation of the Club Professional's contract they shall be required to pay any applicable joining fee as well as the required golf and associate category membership fee should he wish to remain a member of the club.
- 13.6 Benefits provided under By Law 13 are not for the benefit of any other persons other than the persons so named, nor is the benefit transferable to any other party.
- 13.7 The elected and current MidCoast Council Mayor, Federal Member of Parliament for Lynne and State Member of Parliament for Myall Lakes shall receive Honorary Membership of Club Taree for the duration they hold that office for the purpose of accessing the Club to attend functions and events as required while holding those roles.

14. PARTICIPATION IN CLUB PROMOTIONS

- 14.1 The eligibility for Directors and any other persons to participate in any promotion is determined by the Terms & Conditions covering that promotion and by the Department of Liquor and Gaming.

15. NAMING RIGHTS

- 15.1 To expedite the smooth running of the business and to ensure that all parties are treated equally, all persons seeking to gain naming rights of an area on the course by the donation and/or sponsorship of trees and or gardens shall be required to make a written submission through the Chief Executive Officer for consideration of the Board of Directors.

16. DONATIONS

- 16.1 To expedite the smooth running of the business the Chief Executive Officer is authorised to determine requests for small donations from schools and other organisations on an annual basis.
- 16.2 In determining the value of any donation, the Chief Executive Officer shall have regard to the school or organisations acceptability under the Club Grants scheme.
- 16.3 The Chief Executive Officer shall have delegated authority to approve donations by internal clubs to third parties. All internal clubs wishing to donate funds to third parties shall seek approval from the Chief Executive Officer by way of written correspondence and such approval shall not be unreasonably withheld.
- 16.4 All internal club donations must be endorsed by a resolution of the internal club prior to seeking approval from the Chief Executive Officer.

17. STAFF MEMBERSHIP

- 17.1 Staff of the Club are not required to be Members of the Club.
- 17.2 Staff participation in voting and other related matters is not permitted in accordance with Section 10 of the Club Constitution and also within the Registered Club Act 1976.
- 17.3 Employees of Club Taree are entitled to complimentary membership for the year of employment and each subsequent year of employment following. Should an employee cease employment at Club Taree during the membership year their complimentary membership will be forfeited from the date of their last day of employment, unless paid in full by the employee.
- 17.4 Employees who are in receipt of a complimentary membership will be sub categorised to the category "Associate Staff). The purpose of which is for administration only.

18. MANAGEMENT AUTHORITY

- 18.1 To expedite the smooth running of the business the Chief Executive Officer, in accordance with Section 105 of the Constitution, is delegated such powers as may be necessary for the proper day to day running of the Club. Such powers include the authority to negotiate and authorise contracts without prior approval with the exception of those outlined in 20.4 below.
- 18.2 The Executive shall be empowered by the Board to authorise, between Board meetings, any urgent contractual alterations, additions and/or deletion, of which the Executive deem appropriate, outside the delegated authority of the Chief Executive Officer. Such approval to be considered by the Board at the next Ordinary Board meeting.
- 18.3 Significant contract alterations, additions and/or deletions shall be reported by the Chief Executive Officer to the Executive as soon as possible, and this notwithstanding, to the next Ordinary Board meeting.
- 18.4 Contracts involving expenditure of a capital nature shall be dealt with in accordance with Club by Law No 7 – Capital Expenditure.

19. GREENS DIRECTOR

- 19.1 At the Board of Directors Meeting in January 2018 the role of Greens Director was determined as no longer required.

20. CLUB TAREE COVID19 EXCLUDED ENTRY POLICY

20.1 Removed September 2025.

21. CLUB TAREE BULLYING AND HARRASSMENT POLICY

- 21.1 The Board of Directors has adopted the Club Taree Workplace Bullying and Harassment Policy as a by-law of the club to protect employees, directors, members, suppliers, contractors and all workplace participants from the actions outlined within the policy.
- 21.2 The Board of Directors authorises the Chief Executive Officer to make reasonable amendments to the policy with notification to the President, provided that material changes must be approved by the Board of Directors.

- 21.3 The policy is in place to provide carriage for the Chief Executive Officer and/ or his/her delegated authoritarians to protect the rights and wellbeing of workplace participants in line with the details set out in the policy.
- 21.4 Compliance with the Club Tare Workplace Bullying and Harassment Policy is expected from all workplace participants.
- 21.5 If the issue is in line with the Club Tare Workplace Bullying and Harassment Policy is an issue solely between two (or more) members or guests, or any combination of these two parties and no representatives of the club, participation of the club in the process of these matters is in line with the club's legal and constitutional obligations.

22. MEMBERSHIP CARDS

- 22.1 Upon an approved membership application, a member is issued with a valid membership card.
- 22.2 This membership card is valid for the term of membership.
- 22.3 A members membership card is for their exclusive use only.
- 22.4 A member must be present at the time of use or any benefit of membership to be valid.

- 22.5 The individual member is responsible for compliance regarding the use of their membership card.
- 22.6 Misuse, loan, or transfer of a membership card is considered to be misappropriation of a membership card.
- 22.7 A member must always have their membership card on their person whilst at the Club or on Club property.
- 22.8 From time-to-time trade permits, or promotion terms and conditions may refer to additional requirements for the use of an individual's membership card. These may relate to validation, promotion entry conditions or prize collection.
- 22.9 A member must be present with their current financial membership card to receive benefit of membership.
- 22.10 Members found to be misappropriating a membership card may be referred to the disciplinary panel.
- 22.11 A membership card is valid for current financial members only.

23. CLUB TAREE FOUNDATION

- 23.1 The Directors of Taree RSL and Golf Club have endorsed the establishment of the Club Taree Foundation.
- 23.2 The Club Taree Foundation is a stand-alone Company.
- 23.3 The Club Taree Foundation is responsible for the distribution of funds raised by or donated to the Club Taree Foundation.
- 23.4 The Club Taree Foundation is governed by a stand-alone constitution.

- 23.5 At times Taree RSL and Golf Club Limited will hold funds in trust for the Club Taree Foundation.
- 23.6 All current serving Directors and Employees of Club Taree are eligible to be members of the Club Taree Foundation. Membership is on an opt-in basis. Rules of membership will be governed by the Club Taree Foundation Constitution.
- 23.7 The Club Taree Foundation Board will be made up of;
- Two appointed Directors;
- i. The CEO of Club Taree as Chairperson
 - ii. A Director of the Taree RSL and Golf Club Limited Board who will be appointed annual by popular vote at the Board meeting immediately preceding the Annual General Meeting of Taree RSL and Golf Club Limited
- Five elected Directors
- i. Two manager representatives, elected by popular vote by members of the Club Taree Foundation.
 - ii. Three staff representatives, elected by popular vote by members of the Club Taree Foundation.
 - iii.
- 23.8 Taree RSL and Golf Club Limited will make an annual donation to the Club Taree Foundation of \$20,000.
- 23.9 Minutes of Club Taree Foundation meetings will be received by the Taree RSL and Golf Club Ltd Board.