

# **BYLAWS OF THE McCRACKEN GOLF CLUB INC.**

## **1. INTRODUCTION**

The approved constitution of the McCracken Golf Club Inc. is the pre-eminent set of rules relating to the Club.

These bylaws must be read in conjunction with the constitution and are designed to address matters not dealt with by the constitution. In any areas of overlap the constitution has absolute priority.

## **2. THE COMMITTEE**

(Ref. Sections 2, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17, 18, 20 and 22 of constitution)

The affairs of McCracken Golf Club Inc. will be conducted by the duly elected Committee.

The Committee will meet at least ten times each year. Attendance is important. If members are unable to attend an apology is expected. Any member who does not attend three (3) consecutive meetings without apology or leave of absence is required to explain to the President why they should not be asked to resign.

## **3. DECISIONS**

Decisions will generally be made by consensus, but when a vote is required, the decision will be based on a simple majority vote.

The President will have both a deliberate vote and, in the case of a tied vote, a casting vote. However, it is noted that in the case of a casting vote, it would be generally expected that such a vote would be exercised so as to maintain the status quo should such a situation occur.

### **3.1. RESCISSION OF A DECISION**

Decisions – once made by a Committee of the Club – become Committee decisions until revoked by the Committee (rescission).

To rescind a decision:

- a) without written notice of motion requires support of 2/3 of the members of the Committee
- b) with written notice, a decision can be rescinded with support based on a simple majority.

## **4. POLICY DEVELOPMENT**

(Ref. Sections 8.1 & 11.6 of constitution)

In the development of club policy Committee members are required to inform the secretary in writing of the nature of the proposal at least two weeks prior to the meeting.

All Committee members will then be notified of the proposal at least seven (7) days prior to the meeting in order that consultation and any research can be undertaken.

## **5. REPORTS OF COMMITTEE MEMBERS AND SUB-COMMITTEES**

All reports should be brought to the meeting in written form. This facilitates accuracy of information recording.

## **6. CHAIRING OF MEETINGS**

All meetings of the Committee will be chaired by the President.

In this role the President is expected to:

- a) maintain the smooth running of the meeting.
- b) assist efficient decision making.
- c) ensure that each person has a chance to express their views and that individuals do not dominate the meeting.
- d) ensure that people keep to the point.
- e) attempt to draw discussion to a conclusion as soon as possible bearing in mind the above points.

## **7. MINUTES AND NOTICE OF MEETING**

It is expected that members will receive minutes of meetings within two weeks of a meeting and will receive notice of meetings at least seven (7) days prior to a meeting.

## 8. SUBCOMMITTEES

(Ref. Sections 4.3.6 & 10 of constitution)

### 8.1. MATCH COMMITTEE

The Match Committee will be composed of the Men's Captain and Vice-Captain, Ladies Captain and Vice-Captain, Club Handicapper and other co-opted personnel as required.

The role of the Match Committee is to plan, manage and be responsible for all activities relating to the game of golf at the McCracken Golf Club.

This includes:

- a) Monitoring and reviewing events and programs.
- b) Developing the annual Club program.
- c) Monitoring competitions and conditions of play.
- d) Implementing and maintaining procedure manuals e.g. Card Marshall instructions, club tournament arrangements, etc.
- e) The selection of Club teams.
- f) Providing expertise in technical aspects and knowledge of the rules of golf.
- g) Establishing appropriate local rules in liaison with Management.
- h) Deliberating breaches of etiquette of golf, or unruly or unseemly conduct of a Club member as per 4.3.1. of the Constitution and, recommending appropriate action to the Club Committee.
- i) Securing trophies for regular and special events within agreed budget.
- j) Updating Honour Boards as required.
- k) Liaising with the Social Convenor for special functions.
- l) Establishing and arranging regular auditing of competition processes and taking any required remedial action

## 8.2. LADIES' COMMITTEE

The role of the Ladies Sub Committee is to plan and manage, in liaison with the Match Committee, the activities relating to lady members, with regard to lady member competitions.


All recommendations from the Ladies Sub-Committee must be approved by the Club Committee in accordance with Clause 10 of the Constitution.

## 9. **PROXY FORM**

Attachment 1

## 10. **JOB DESCRIPTIONS**

### 10.1. PRESIDENT

- a) To provide leadership to the Club, Club Committee, Sub-committees and working groups to foster the Objects of the Club
  - b) To demonstrate knowledge of the Club constitution and Policies and Procedures of the Club
  - c) To chair meetings of the Club and Club's Committee and assist Committee members to fulfil their duties.
  - d) To be ex-officio member of all sub-committees
  - e) To liaise with Management to foster and preserve the interests of Club members.
  - f) To liaise with other regional golf clubs and national golf organizations in the interests of McCracken members.
  - g) To communicate Club activities, programs and special events to Club members and other interested parties.
  - h) To maintain regular sharing of information with the Club Captains.
  - i) To prepare annual and other reports as required.
  - j) To promote good public relationships on behalf of the Club and its members.
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## 10.2. VICE-PRESIDENT

- a) To assist the President as requested.
- b) In the absence of the President to assume the role of President.

## 10.3. CLUB CAPTAINS

- a) To be responsible for the year's program of events and conditions of play in conjunction with the Match Committee, including the establishment and monitoring of card marshal rosters for all Club competitions.
- b) To convene and chair meetings of the Match Committee and Ladies Sub-committee and communicate recommendations to the Club Committee.
- c) To encourage the development of Club players via clinics, discussion of rules and the integration of new players into the membership body.
- d) To provide annual and other reports as required e.g. newsletters and annual reports.
- e) In liaison with the Club handicappers, to notify state golfing body of any changes to the course rating in cooperation with the Match Committee.
- f) To liaise with district, state and national golfing bodies as required.
- g) To maintain regular sharing of information with the Club President
- h) To monitor placement of tee markers, flags and NTP markers for all competitions in cooperation with the Match Committee and Management ground staff.
- i) To promote good public relations on behalf of the Club and its members.

## 10.4. VICE-CAPTAINS

- a) To assist the Men's/Ladies' Captain as requested.
- b) In the absence of the Men's/Ladies' Captain to assume the role of Men's/Ladies' Captain.

#### 10.5. SECRETARY

- a) To ensure the smooth operation of the administrative functions of the committee and Club and to assist in other functions as deemed desirable.
- b) To comply with sections 11, 14, 17, 18, 19 and 20 of the Club's constitution regarding the preparation and distribution of agendas prior to Club meetings. Agendas for Committee meetings should be delivered to members at least five (5) calendar days prior to the meeting.
- c) To consult with the President when preparing all agenda for Club meetings.
- d) To ensure members of the Committee provide their agenda items at least ten (10) days prior to the Committee meeting.
- e) To prepare and circularise agendas and other relevant reports, documents, voting papers etc, according to section 18, 19, 20, and 21 of the constitution.
- f) To prepare minutes of each Club and Committee meeting and distribute these to relevant members within seven (7) days of the meeting.
- g) To manage inward and outward correspondence appropriately, noting all such correspondence in the agenda for Committee meetings.
- h) To attend to any other secretarial matters referred by the Committee or President. This does not include matters more appropriately handled by the relevant sub-committee.

#### 10.6. TREASURER

- a) To comply with all financial regulatory matters, including but not limited to GST.
- b) To prepare the Club's annual financial statements for presentation to members of the Club at the Annual General Meeting.
- c) To provide assistance and information requested by the Club's auditor and organise the annual audit of the Club's accounts.
- d) To address all matters relating to the Club's financial affairs in a prompt and appropriate manner.
- e) To report on all relevant financial matters of the Club to the Club Committee.

#### 10.7. JUNIOR COORDINATOR

- a) To foster and encourage the development of Junior golfers.
- b) To develop a strong, interesting, and informative Junior program that will encourage Junior membership.
- c) To plan the annual Junior match program, in cooperation with other Clubs and Junior associations, including the development of Junior Clinics for boys and girls.
- d) To liaise with the Club professional to provide basic tuition and develop a coaching program.
- e) To spend time on course with Juniors to encourage the development of good golf etiquette and an understanding of the Rules of Golf and their application.
- f) To comply with Committee Policy & Procedure with regard to the protection of Junior golfers and ensure their welfare.

#### 10.8. SOCIAL COORDINATOR

- a) The Social Coordinator will be responsible for assisting in maintaining high interest in the Club and help increase member attendance and participation at Club events and meetings.
- b) Plan, coordinate, and promote all Club social events including being responsible for obtaining all required permits and licenses.
- c) Maintain a close liaison with members for the purpose of seeking member input, feedback, and gauging interest to aid in the development of appealing programs and events.
- d) Develop and maintain an equitable relationship between the McCracken Golf Club and the McCracken Country Club Management and staff.
- e) Obtain and manage funding from the Committee for all social events.
- f) Provide annual and other reports as required.

#### 10.9. SPONSORSHIP COORDINATOR

- a) Maintain regular amicable relationships, contact all existing Saturday, and major annual trophy sponsors at least 4 weeks before the due date of their sponsorship.

- b) Follow up with President & Club Captain to ensure formal contact has been made to major sponsors at least 6 weeks before their event.
- c) Maintain close working relationship with resort staff in particular, Administration, Bistro & Pro Shop personnel, other Committee members.
- d) Monitor & follow up weekly distribution of sponsor awards to ensure recipients receive them and distribute complimentary golf passes as arranged with resort.
- e) Seek and follow up worthy sponsor leads to ensure regular cash flow achieved for the club.
- f) Maintain a very close working relationship with club Treasurer and follow up outstanding debt collections as instructed.
- g) Provide annual and other reports as required.



**McCRACKEN GOLF CLUB INC**  
**ANNUAL GENERAL MEETING**  
**PROXY APPOINTMENT FORM**

I .....

A member of the McCracken Golf Club, hereby appoint:

.....

to be my Proxy and vote on my behalf on all matters raised at the McCracken Golf Club Inc Annual General Meeting to be held on [Day] the [Date] of [Month] [Year]

This appointment has been made in accordance with Clause 21.2 of the McCracken Golf Club Inc Constitution.

Signed .....

Date ...../...../.....

**NOTE:**

This Proxy Appointment Form must be lodged with the Chairman or his delegated representative no later than thirty (30) minutes prior to the commencement of the Annual General Meeting.

This Proxy Appointment becomes null and void at the closure or adjournment to another day of the said Annual General Meeting.

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