

Midlands Golf Club Inc.

Golf Committee Terms of Reference:

1. Name:

The Golf Committee shall be part of the Midlands Golf Club Inc. herein after called “the Club” and Committee Members shall be Golf Voting Members of the Club.

2. Purpose / Role of the Committee:

To facilitate, plan, maintain, manage and promote the sport of Junior, Ladies and Men’s golf at Midlands Golf Club.

3. Conduct of Affairs:

The Committee shall conduct its own affairs consistent with the Statement of Purposes and Rules of the Midlands Golf Club Inc and shall elect its office bearers and decide on such administration and obligation without detriment to the Midlands Golf Club Inc.

4. Committee Structure:

Committee Membership is open to all financial golf members and nominations are taken in accordance with Midlands Golf Club Incorporated Terms of Reference.

(a) The Committee shall consist of the following Office Bearers;

Men’s President

Ladies President

Men’s Captain

Ladies Captain

Men’s Vice-Captain

Ladies Vice-Captain

Men’s Committee. Two members

Ladies Committee. Two members

The Committee must have no more than 5 representatives from the men golf members and no more than 5 representatives from the lady golf members;

- (b) The Chair of the Committee shall rotate between the Men's President and the Ladies President each year, (i.e.) Men's President as Chair and Ladies President as Deputy Chair then for the next year, Ladies President as Chair and Men's President as Deputy Chair.
- (c) Notwithstanding the requirement of Rule 4(a) above, a non-voting Secretary may separately be seconded to the Committee for a period approved by the Committee;
- (e) With approval from the Golf Committee, the Chair may request the attendance of the Director of Golf or nominee, Ex-officio, General Manager, Course Superintendent and the Club Golf Professional to receive and provide advice which may include:
 - (i) Club's Rules, Policies and Board Management;
 - (ii) Financial performance of the Golf Committee;
 - (iii) Effective management of the Golf Committee; and
 - (iv) Golfing issues including "Course";

These attendees have no voting rights; and

- (f) Anyone else wishing to attend a Golf Committee meeting must seek approval from the President and provide information/ written report to be included on the Agenda.

5. Responsibilities Of Committee:

- Foster succession planning of the Committee;
- Ensure the establishment of a Men's and Ladies Match Committee to facilitate and manage golf events;
- Assist and support the Match Committee where required;
- Promote membership and members introduction to the club;
- Recommend to the Board membership structures and fees;
- Deal appropriately with golfing issues as they arise;
- Provide advice to the Director of Golf and Course Superintendent on Course maintenance and Capital Improvement needs;
- Accurately document the workings of the Committee;
- Communicate to the members;
- Delegate as necessary;
- Ensure all matters are confidential within the committee room;
- Prepare for meetings by reading the agenda and attached reports;
- An expectation that committee members will participate in a constructive manner in the meeting;

- To either report or address any behavior of members or visitors that is socially unacceptable on the golf course;
- Similar issues with in the Club House should be referred to the clubhouse staff;
- To openly declare any conflict of interest;
- To attend 70% of meetings with options to attend meetings electronically which will be considered as attending the meeting. If a committee member fails to attend the required meetings they may be requested to step down from the committee by the Chair; and
- When unable to attend the meeting, apologies will be forward directly to the Chair or Secretary

6. Responsibility of the President/Chairperson:

- Chair meetings - to conduct all meetings in a businesslike and orderly manner, to ensure all diverse points of view are given the chance of discussion;
- Ensure all committee members are equally represented and at no times is their any socially unacceptable behavior which includes bullying, sexual or raciest behavior;
- Ensure their successor is fully briefed and prepared to undertake the Presidents / Chairperson position;
- When requested either provide or arrange support for new initiatives to develop and grow the club;
- Set main agenda items plus requests for additional items from Committee Members;
- President / Chairperson must be unbiased and coordinate decisions in the best interests of the club;
- Regular sharing of information with alternate President, Secretary and Captains;
- Communication with members;
- To promote the club at all times in a positive way;
- Responsible for annual reports and any other reports required;
- Knowledge of the Club's Statement of Purpose and Rules and any By-laws by the Board;
- Liaise with Director of Golf, General Manager or Board Chairman if need arises;
- Welcome, help and encourage players and new members, in conjunction with the Captains;
- Welcome golfing visitors and any persons attending the club for whatever reason;
- Thank club staff and members in running successful club or state events; and
- Congratulate winning individuals and club teams.

7. Responsibility of Match Committee:

Upon the establishment of two Match Committees to oversee the respective Men's and Ladies Golf Programs, the respective match Committee shall:-

- a) Comprise the Captain, Vice-Captain and the number of other members (not President, and not necessarily remaining members of the Golf Committee) deemed necessary to manage the respective programs;
- b) The Captain shall select the other members to form the Match Committee including a Vice-Captain and submit their names to the Golf Committee for endorsement;
- c) The duties of the Match Committee shall be:-
 - (i) To set a calendar of events for the coming season be coordinated with both golf Match Committees and the General Manager;
 - (ii) To arrange and manage Club pennant teams;
 - (iii) Set dates & conditions of play for all trophies and prizes within budgetary constraints for competition by the members. No alterations to the conditions can be made without the consent of the Match Committee, who shall also decide on any questions or protest raised. The Match Committee shall have the powers relative to all competitions, and their decision shall be final;
 - (iv) Co-opt any financial member to assist in conducting events, but a final decision on any matter within its duties shall rest entirely with the Match Committee;
 - (v) Update local rules, competition playing conditions, and consult with the Golf Director, Golf Professional and Course Superintendent where appropriate;
 - (vi) Liaise with Golf Professional and Course Superintendent with regard to competition requirements, golf clinics and other special golf events;
 - (vii) Maintain golf records and record as appropriate;
 - (viii) Submit results to local media and members as appropriate;
 - (ix) Welcome new members to the Club, provide mentoring and follow up to include them in competition events;
 - (x) Liaise with the Golf Committee to ensure special golf events are conducted with clear guidelines;
 - (xi) As soon as possible, report any matter where a golf member has conducted themselves in a manner deemed to be unbecoming or prejudicial to the interests of the Club or refused or neglected to

comply with the Rules of the Club to the Director of Golf or the General Manager; and

(xii) Represent the Club at Golf Vic workshops/presentations.

8. Sub-Committees:

The Golf Committee may establish Sub-Committees to manage specific events or tasks deemed necessary. Each Sub-Committee must have at least one member of the Golf Committee as a member of that Sub-Committee.

9. Handicapper:

The Club Golf Professional shall manage handicapping through the "MyClub" system. Any disputes shall be referred to the Match Committee whose decision shall be final.

10. Frequency of Meetings:

The Golf Committee shall hold monthly meetings with no less than 10 in each 12 month term of the Committee. Minutes of the Committee's monthly meetings shall be kept by the Secretary and a copy forwarded to Committee members, Director of Golf and the Club's General Manager.

11. Minutes & Meeting Papers:

Reports and agenda items are due 5 days prior to the scheduled meeting. They are sent to the secretary who then distributes the agenda, by email, giving adequate time for preparation.

Minutes should ideally be completed and distributed within 5 working days.

12. Agenda Items:

Any Committee member can place an item on the agenda. It is preferred that items are included in the agenda rather than General Business. To ensure that meetings are run efficiently and effectively, the President / Chair will decide whether items that are not included on the Agenda will be dealt with or held over until the next meeting.

13. Monies:

a) All monies received shall be the property of Midlands Golf Club Inc. which shall be duly described in accordance with budgeted line items and

- forwarded to the Club's Administration Officer or General Manager as soon as practicable for banking;
- b) In order to avoid overlapping with other initiatives, all new Sponsorship activity should be undertaken in a coordinated manner through the General Manager;
 - c) The Golf Committee shall ensure proper processes are maintained for:
 - (i) Receiving and handling income from Match entries, Tournament entries, Sponsor fees for Committee organised golf events and Fund Raising activities such as raffles;
 - (ii) Authorizing expenditure on all golf related items within the approved Committee budget;
 - d) Individual items of expenditure in excess of Petty Cash payments must be approved by the Clubs General Manager prior to entering into any commitment;
 - e) Petty cash payments incurred by Committee members may be authorised by the President or Vice President only in accordance with their approved budget but which must not exceed a value for any individual item up to an amount determined by the Board; and
 - f) Reimbursement for purchase of Petty Cash items must be validated by submission of a Suppliers receipt signed by the Purchaser and endorsed by the President or Vice President.

14. Annual Meeting:

- a) An Annual Meeting of the voting golf club members whose activities fall under the auspices of the Golf Committee shall be held within two calendar months of the Clubs Annual meeting;
- b) All members of the Committee shall be elected or appointed at the Annual Meeting for a term of one year; and
- c) Notices of the Annual Meeting shall be posted in conspicuous places within the Club's premises at least 14 days before the Committee Annual Meeting.

15. Nominations:

The Golf Committee will call for nominations where positions are due to become vacant not less than 30 days before the Annual Meeting.

All nominations for Committee shall be made in writing, signed by two (2) financial voting golfing members and endorsed with the consent of the

nominee who must also confirm that he or she has read the current Rules & Regulations for the Golf Committee. These nominations must be lodged with the Secretary at least 21 days before the Annual Meeting.

Nominations of office bearers (Presidents and Captains) are to be presented to the Director of Golf or Board Chairperson for suitability endorsement and subject to such endorsement, these nominations together with the other General Committee member nominations then must be posted on the Committee's notice board at least 14 days before the Annual Meeting.

If the number of nominations received are equal to or less than the number of all vacancies on the Committee:

- (i) The candidates nominated shall be deemed to have been elected to the positions for which they have been nominated and a declaration to this effect may be made by the Chair of the Annual Meeting; and
- (ii) Nominations for any remaining positions may be received from the floor at the meeting, but if there are still insufficient nominations, those positions shall be declared vacant.

If the number of nominations exceeds the number of vacancies to be filled, the Secretary must advise in the notice of the Annual Meeting that a ballot shall be held at the meeting to determine the successful candidate(s). If the number of votes for two (2) or more nominees is equal, the Chair of the Annual Meeting shall select the successful nominee by lot.

16. Voting at Annual Meetings:

- a) Except where these Rules require otherwise, all questions arising at Annual Meetings shall be decided by simple majority of votes cast in person by Voting Golf Members;
- b) Where the Secretary has received a written apology by a voting member who is unable to attend the Annual Meeting, the absentee member may submit a proxy vote for the election of Committee Members;
- c) Where a ballot is required for the election of Committee Members, two (2) Tellers shall be appointed by the Club's General Manager; such Tellers will be responsible for the conduct of the ballot at the Annual Meeting and for the receipt of proxy votes;
- d) Proxy voting shall be made on a standard form obtained from the Club's Administration Office. The form shall clearly indicate the members name, membership number and membership category and shall be signed by the member submitting the proxy vote;

- e) An absentee member submitting a proxy vote is of no effect unless it is received at the Club's Administration Office no later than 24 hours before the commencement of the meeting; and
- f) Where the notice of an Annual Meeting given to members under Rule 15 (c) states that a ballot is to be conducted for the election of committee members, the notice must also state that a form is available from the Administration Office for use by absentee members should they intend to submit a proxy vote for the election of Committee Members.

17. Casual Vacancy:

- (a) In the event of a casual vacancy occurring in the General Committee, the Committee may at the first opportunity fill the vacancy by appointing any voting golfing man or lady member (subject to Rule 4(a) for maximum number of male/female committee members) of the Club as applicable. Before taking up the position, the Appointee must confirm in writing that he or she has read the current Rules & Regulations for the Golf Committee and the member so appointed shall hold office until the next Annual Meeting; and
- (b) Where any position of Office Bearer as listed in Rule 4(a) remains vacant after the Committee election process, the Committee may recommend a committee person to such vacant position(s) to the Director Golf or Board Chairperson for endorsement.

18. Quorums:

The Quorum for an Annual Meeting shall be 12 financial voting golf members and for a Committee meeting shall be 5 members.

19. Alteration to Rules and Regulations:

No rule or regulation of the Committee shall be deleted, amended or added to without prior approval of the Board of Directors.

The Board reserves the right to amend these Committee Rules at any time in accordance with Rule 17.11(a) (ii) of the Clubs Statement of Purposes & Rules.

20. Review:

The Terms of Reference should be reviewed regularly to ensure it is still relevant and accurate.

Date of Board of Directors Approval: 26/10/2021