

## AMENDED RULES OF

### TOTARADALE GOLF CLUB INCORPORATED

1. Name

The name of the Club is the Totaradale Golf Club Incorporated

2. Objects

The objects of the Club are to provide for members a golf course and Clubhouse and all things incidental to the playing of golf, and its funds are to be applied to these purposes. Without limiting any general powers vested in it, the club shall have power

- [a] To purchase, take on lease or in exchange or hire or license or otherwise acquire hold mortgage and dispose of any real or personal property and any rights and privileges which the Club shall think necessary or expedient for the purposes of attaining the objects of the Club or any of them or promoting the interests of the Club or its members.
- [b] To purchase, lease, hire or otherwise acquire, construct and maintain and to sell, exchange or otherwise dispose of buildings, fences, machinery, roads, paths and other works, property or assets whatsoever as may be necessary or expedient for the use of the Club.
- [c] To borrow or raise money from time to time by the issue of debentures, bonds, mortgages or any other security founded or based or secured on all or any of the property and or properties of the Club or without any such security and upon such terms and conditions as to priority or otherwise as the Club shall decide.
- [d] To invest and reinvest in such securities or assets and upon such terms as the Club shall from time to time think fit, the whole or any part of the funds of the club which shall not be required for the immediate business of the Club.
- [e] To obtain and from time to time renew a License for the Sale of Liquor that is available to the Club under the relevant Act, and to conduct and manage the licensed premises in accordance with the provisions of the said License.
- [f] To become a member of the appropriate District Golf Association and New Zealand Golf Incorporated.

3. Members

The Members of the Club shall be:-  
[Men's and Ladies rights shall be equal].

<u>Ordinary Members</u>	[a]	Men	Full Playing Rights
	[b]	Ladies	Full Playing Rights
	[c]	9 Hole Men	Limited Playing Rights
	[d]	9 Hole Ladies	Limited Playing Rights
	[e]	1st Year Beginner	Full Playing Rights
	[f]	Summer Member	Limited Playing Rights [Oct 1 <sup>st</sup> – Mar 31 <sup>st</sup> ]
<u>Casual Member</u>			Full Playing Rights [10 rounds per annum]

Junior Members

Under 18 years on April 1<sup>st</sup>

[a]	Boys	Full Playing Rights
[b]	Girls	Full Playing Rights

Under 14 years on April 1<sup>st</sup>

[d]	Boys	Limited Playing Rights
[e]	Girls	Limited Playing Rights

Non Playing Members

[Honorary Members]

Persons elected as non-playing members shall be entitled to use the Clubhouse.

Honorary Life Members

For persons who have rendered outstanding service to the Club.

4. Life Members

Any member who in the opinion of members of the Club has rendered outstanding service to the Club may be nominated and elected as a Life Member. Written nominations for Life Membership must be received by the Secretary at least one month before the date of an Annual General Meeting. Life members may only be elected at an Annual General Meeting, and must receive at least two thirds of the votes of those entitled to vote at such meeting, to be elected. All Life Members shall be entitled to all the facilities of the Club without payment of subscription.

5. Voting Power

Only ordinary and Life Members of the Club shall be entitled to vote at meetings of the Club or to take any other part in the management thereof.

6. Patron

There shall be a Patron who shall be elected at the Annual General Meeting.

7. Officers

The Officers shall be President, a Vice President, a Captain, a Secretary, a Treasurer, who shall be elected at each Annual General Meeting, and shall hold office until the Annual General Meeting following their election, or until their successors are appointed, when they shall retire, but shall be eligible for re-election.

The position of Secretary may, at the discretion of the Committee, be included in the job description of the Clubhouse Manager and an annual election would not be required for this position.



8. Management Committee

In addition to the Officers of the Club there shall be a Committee of 6 members. The two longest in office since last election shall retire annually. In the event of having to decide who shall retire between 2 or more members who have held office for the same length of time, this shall be done by lot at a meeting of the Committee at least 2 weeks before the Annual General Meeting. In the event of resignations, one or none may have to retire, as long as the number of vacancies is no less than two.

The Officers and Management Committee shall be elected at the Annual General Meeting of the Club in each year, and shall hold office as provided above, unless removed by a resolution of at least two thirds of the members present at a Special General Meeting called for the purpose as hereinafter provided. Such election shall be by ballot except where the number of nominations for any office does not exceed the number of vacancies, in which case the Chairman shall declare the persons nominated duly elected.

The Immediate Past President shall automatically serve on the Management Committee for the ensuing year, having full voting rights.

Any member of the Committee who is absent from three consecutive meetings of the Committee without leave of absence shall cease to hold office in the Club [if any].

Any vacancy occurring among the Officers or in the Committee during any year shall be filled by the Committee which shall appoint a substitute to hold office for the expired term.

9. Secretary

The Secretary shall keep minutes of all meetings of the Club and of the Committee, and shall conduct the correspondence of the Club, shall call all ordinary and special meetings of the Club and of the Committee as hereinafter provided, and shall generally attend to the business of the Club under the general and special directions of the Committee, which shall annually fix any remuneration.

10. Financial Review

The Club shall appoint annually a person ["the Reviewer"] to review the Annual Financial Statements of the Club. The Reviewer shall conduct an examination with the objective of providing a report that nothing has come to the Reviewer's attention to cause the Reviewer to believe that the financial information is not presented in accordance with the Club's accounting policies. The Reviewer must be a Chartered Accountant and must not be a member of the Committee, or an employee of the Club. If the Club appoints a Reviewer who is unable to act for some reason, the Committee shall appoint another Reviewer as a replacement.

The Committee is responsible to provide the Reviewer with:

- (a) Access to all information of which the Committee is aware that is relevant to the preparation of the Financial Statement such as records, documentation and other matters.
- (b) Any additional information that the Reviewer may request from the Committee for the purpose of the review.
- (c) Reasonable access to any persons within the Club from whom the reviewer determines it necessary to obtain evidence.

11. Treasurer

All moneys payable to the Club shall be paid to the Treasurer who shall keep correct and proper accounts and books showing the financial position of the Club with all particulars usually shown in books of a like nature. All moneys received by the Treasurer shall be paid to the credit of the Club's bank account at a bank to be selected from time to time by the Committee, at least once in each fortnight. The Treasurer shall, in accordance with

accepted accounting practice, annually prepare and submit to the Reviewer a Statement of Receipts and Expenditure and Balance Sheet, which after, the report by the Reviewer shall be presented to the Annual General Meeting. All payments by the Club shall be made by cheques or electronic funds transfers, which shall be signed or authorised by the Treasurer and/or such other members or members of the Committee as the Committee shall from time to time appoint. In all cases any such payments must be signed or authorised by a minimum of two appointed signatories.

Any member holding office of Treasurer shall be entitled to all the facilities of the Club without payment of subscription.

## 12. Management

The management and control of the affairs of the Club shall be vested in the Committee which shall be entitled to exercise all powers of the Club which are not expressly required to be exercised by the Club in general meeting, and shall have power to make regulations and By-laws in regard to the Course, the Clubhouse and all competitions to be held, which shall be posted in the Clubhouse and shall be binding upon every member of the Club and may include a By-law providing for fines and penalties upon members committing a breach of these rules or of any By-law.

The Committee shall meet normally once a month with at least eleven meetings per year

The Committee shall appoint sub-committees as follows

- Club Captain Sub-Committee
- Grounds Sub-Committee
- Finance Sub-Committee
- House Sub-Committee
- Membership Promotions Sub-Committee

and any other Sub-Committee it thinks necessary. The Convenor of each Sub-Committee shall be a Committee member, but the others need not be. The Club Captain's Sub-Committee shall consist of the Club Captain, a Men's Captain, a Ladies Captain, a 9 Hole Captain and any additional members that the Sub-Committee sees appropriate. The Committee may direct any Sub-Committee to meet and report to the Committee on its deliberations.

## 13 [i] Men's Sub-Committee

**Once elected the Club Captain shall organise nominations from the men's number who are Ordinary Members for the election of a Saturday Men's Sub-Committee and a Midweek Men's Sub-Committee. Each sub-committee shall consist of a Captain, Vice-Captain and no less than three additional members who shall meet no less than four times per annum. Such sub-Committees shall be elected within one calendar month of the club's Annual General Meeting.**

**The Men's Sub-Committees shall have the power to arrange their annual programme and, at the discretion of the Committee, have the power to arrange additional competitions. The Men's Captains need not be a Committee Member.**

## 13 [ii] Ladies Sub-Committee

The lady members of the Club who are Ordinary Members shall elect from their number a Sub-Committee consisting of a Captain, Vice-Captain, Secretary, Treasurer and five members. Such election is to be held annually on a date prior to the Annual General Meeting of the Club. The Ladies Sub-Committee shall have the power to arrange their annual programme and, at the discretion of the Committee, have the power to arrange additional competitions. The Ladies Captain need not be a Committee member.



13[iii] 9 Hole Sub-Committee

The 9 Hole members of the Club who are Ordinary Members shall elect from their number a Sub-Committee consisting of a Captain, Vice-Captain, Secretary, Treasurer and two members. Such election is to be held annually on a date prior to the Annual General Meeting of the Club. The 9 Hole Sub-Committee shall have the power to arrange their annual programme and, at the discretion of the Committee, have the power to arrange additional competitions. The 9 Hole Captain need not be a Committee Member.

The duties of such Sub-Committees is to manage the proper running of golf within their respective sections to the benefit and enjoyment of it's members and any other duties that the Committee, at it's discretion, may deem necessary.

14. The Club Year and the Annual Meeting

The Club's Year shall commence on the first day of October and end on the thirtieth day of September in each year, and the Annual General Meeting shall be held in the month of November in each year

15. Special Meetings

A Special General Meeting of the Club may be called at any time by order of the Committee, or shall be called by the Secretary on receipt of a requisition signed by at least fifteen members, for a date not more than fourteen days after such receipt

16. Convening of Meetings

It shall be the duty of the Secretary to convene all General Meetings of the Club, and all meetings of the Committee and may be done either by advertisement published in some newspaper circulating the district, or by written notice posted to each member of the Club. Such advertisement shall be posted no less than seven days before the day fixed for the meeting, in the case of a General Meeting of the Club

17. Quorum

At any General Meeting of the Club fifteen members personally present shall constitute a Quorum, and at any meeting of the Committee six members personally present shall constitute a quorum. Any General Meeting of the Club or meeting of the Committee at which the quorum shall not be present within fifteen minutes of the time fixed for the meeting shall be adjourned to such date as shall be determined by the members present

18. Procedure at Meetings

The President, when present shall take the chair at all meetings of the Club and of the Committee. In the President's absence, the Vice President shall preside. If neither of them is present the members present shall elect a Chairman for the meeting voting upon all matters except election of officers or upon a resolution for expulsion under Rule 24 hereof shall be upon the voices of those present except that any person present and entitled to vote demand a show of hands, when the Chairman shall take a show of hands and declare the resolution carried or not carried, according thereto. An entry in the Club's minute book when duly confirmed at the next following Meeting shall be conclusive evidence of the carrying or rejection of any resolution

19. Voting

At any General Meeting of the Club each ordinary member (whether male or female) personally present shall be entitled to one vote, and the Chairman of the Meeting shall have a casting as well as deliberative vote. At any meeting held on or after the first day of June in any year, no member who has not paid their current subscription and arrears (if any) shall be entitled to vote

20. Election of Members

Any person desiring to become an ordinary member or a non playing member of the Club shall be proposed by two members of the Club, who shall procure such person's acceptance in writing of the proposal and shall be dealt with by the Committee at its next Meeting, and the candidate receiving the votes of at least two thirds of those present at such meeting shall be duly elected and shall become a member of the Club as soon as subscription and entrance fee (if any) have been paid

21. Annual Subscriptions

The Annual Subscription payable by all members shall be fixed from time to time by the Club in Annual General Meeting, which may also determine that the entrance fee shall be payable by new members

22. Payment of Subscriptions

Subscriptions for each year shall be payable upon or before the first day of March and any member who shall pay after that date or enters into a payment spread agreement shall lose any rebate.

Any member who fails to complete payment of the subscription on or before the last day of August in any year shall be deemed to be suspended from membership, and the Committee may at its next meeting expel such member from the Club unless at or before such meeting a satisfactory explanation of delay in payment is given, and the full amount of arrears is tendered.

23. Resignations

A member wishing to resign from the Club shall give notice in writing to the Secretary before the date fixed for the Opening Day in any year and shall otherwise be liable for the subscription for that year

24. Misconduct of Members

If any member wilfully infringes these Rules or any By-laws made as heretofore provided or otherwise be guilty of misconduct in relation to the affairs of the Club, the Committee may (and shall upon receipt of a requisition signed by not less than 25 members of the Club) direct the Secretary to call a Special General Meeting of the Club to consider the expulsion of such member.

At any such meeting the member whose conduct is in question shall be entitled to be heard. The voting upon any resolution for expulsion shall be by ballot, and if such resolution shall be carried by a majority of not less than two thirds of those present such member shall be forthwith be expelled from the Club and shall be so notified in writing by the Secretary accordingly

25. The Common Seal

The Common Seal of the Club shall be the Seal adopted as such by resolution of the Committee, and shall be kept in the custody of the Secretary It shall be affixed to any document only by the authority of a resolution of the Committee and in the presence of two members thereof the Committee for the purpose, and of the Secretary

26. Property

The property and moneys of the Club shall be devoted to the furthering of the objects of the Club at the discretion of the Committee but subject to any general or special directions given to the Committee by the Club in General Meeting



27. Notices, etc.

No notices placards of any description shall be exhibited on the walls of the Clubhouse or any of its rooms unless authorised by the Committee

28. Rules of Play

The Rules of Play of the Club shall be those of the Royal and Ancient Golf Club of St Andrews, except as varied by the local rules of the Club

29. Competitions

All competitions shall be arranged and played under the supervision of the Committee, to which all disputes shall be referred and its decision thereon shall be final

30. Complaints

Any person wishing to make a complaint or bring up any matter to the Committee shall communicate in writing with the Secretary who shall lay any such complaint or matter before the Committee, which shall not consider any complaint or representation unless made through the Secretary as herein provided

31. Alteration of the Rules

No rules of the Club shall be altered or revoked, nor shall a new rule be added or substituted unless Notice of Motion to that effect signed by at least 15 members of the Club shall have been given to the Secretary at least fourteen days before the Annual General Meeting or (if the date of the Annual General Meeting shall be more than two calendar months after the date of receipt of such Notice of Motion) before a Special General Meeting which the Secretary shall forthwith convene as hereinbefore provided. The Notice calling such Meeting (whether Annual or Special) shall state the fact that an alteration of or addition to the Rules is proposed and shall state briefly the purport of such alteration or addition. Such Notice of Motion shall be posted in the Clubhouse from the date of the publication of such Notice to the date of the Meeting. When put to the Meeting the Motion must be carried by 75% or greater majority of those present.

No addition to or alteration of the aims, personal benefit clause or the winding up clause shall be made which will affect the tax exempt status.

The provisions and effects of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

32. Winding Up

(a) The Club may be voluntarily wound up in accordance with the provisions of "The Incorporated Societies Act 1908" or any statutory enactment substituted thereof.

(b) In the event of the winding up of the Club if a surplus of assets remains after the payment of all the club's debts and liabilities, the assets shall not be paid to or distributed among the members, but shall be given to such charitable societies in New Zealand with like or similar objectives as the Club resolves in General Meeting. Payment shall only be made to an incorporated society whose Rules prohibit the distribution of funds of the society among the members of that society.

General

33. Each member shall communicate his or her address from time to time to the Secretary who shall register the same, and all letters and notices delivered at or sent by post to such address shall be deemed to have been duly received by such member If no address be

given, all letters and notices delivered or sent to the last known place of abode of the member shall be deemed to have been duly received

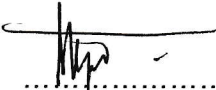
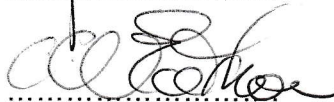

34. All members shall be deemed to have notice of and shall be bound by these Rules and by By-laws made and posted by the Committee pursuant to Rule 12 hereof

35. The Committee shall have the power to remove from the Club's property any person whom they consider to be inappropriately dressed.

36. Personal Benefit

No part of the funds of the promoter [Totaradale Golf Club Inc.] is used or be available to be used for the private pecuniary profit of any member, proprietor, shareholder, beneficiary, or associate of any of them.

37. These rules revoke all previous registered rules

Signature	Name	Office	Date
 .....	Mike Hryniw	President	28th November 2020
 .....	Colin Eathorne	Vice-President	28th November 2020
 .....	Kay Ford	Secretary	28th November 2020