

CONSUMER AFFAIRS VICTORIA

**ASSOCIATIONS
INCORPORATION
ACT (1981)**

RULES

Of the

**FOREST HILLS
GOLF CLUB
INCORPORATED**

1 Name

The name of the incorporated association is the Forest Hills Golf Club Incorporated known within these Rules as “the Club”.

2 Definitions

(1) In these Rules, unless the contrary intention appears—

committee means the committee of management of the Club;

financial year means the year ending on 30 June;

general meeting means a general meeting of members convened in accordance with rule 12;

member means a member of the Club;

ordinary member of the committee means a member of the committee who is not an officer of the Club under rule 21;

Regulations means regulations under the Act;

relevant documents has the same meaning as in the Act;

the Act means the **Associations Incorporation Act 1981**.

(2) In these Rules, a reference to the Secretary of the Club is a reference—

(a) if a person holds office under these Rules as Secretary of the Club—to that person; and

(b) in any other case, to the public officer of the Club.

3 Alteration of the rules

These Rules and the statement of purposes of the Club must not be altered except in accordance with the Act.

4 Membership, entry fees and subscription

- (1) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Club on payment of the entrance fee and annual subscription payable under these Rules.
- (2) A person who is not a member of the Club at the time of the incorporation of the Club (or who was a member at that time but has ceased to be a member) must not be admitted to membership unless—
 - (a) he or she applies for membership in accordance with subrule (3); and
 - (b) the admission as a member is approved by the committee.
- (3) An application of a person for membership of the Club must—
 - (a) be made in writing in the form set out in Appendix 1; and
 - (b) be lodged with the Secretary of the Club.
- (4) As soon as practicable after the receipt of an application, the Secretary must refer the application to the committee.
- (5) The committee must determine whether to approve or reject the application.
- (6) If the committee approves an application for membership, the Secretary must, as soon as practicable—
 - (a) notify the applicant in writing of the approval for membership; and
 - (b) request payment within 28 days after receipt of the notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) The Secretary must, within 28 days after receipt of the amounts referred to in subrule (6), enter the applicant's name in the register of members.
- (8) An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- (9) If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (10) A right, privilege, or obligation of a person by reason of membership of the Club—
 - (a) is not capable of being transferred or transmitted to another person; and

(b) terminates upon the cessation of membership whether by death or resignation or otherwise.

(11) The entrance fee is the relevant amount set out in Appendix 4.

(12) The annual subscription is the relevant amount set out in Appendix 4 and is payable in advance on or before 1 July in each year.

5 Register of members

(1) The Secretary must keep and maintain a register of members containing—

(a) the name and address of each member; and

(b) the date on which each member's name was entered in the register.

(2) The register is available for inspection free of charge by any member upon request.

(3) A member may make a copy of entries in the register.

6 Ceasing membership

(1) A member of the Club who has paid all moneys due and payable by a member to the Club may resign from the Club by giving one month's notice in writing to the Secretary of his or her intention to resign.

(2) After the expiry of the period referred to in subrule (1)—

(a) the member ceases to be a member; and

(b) the Secretary must record in the register of members the date on which the member ceased to be a member.

7 Discipline, suspension and expulsion of members

(1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club, the committee may by resolution—

(a) suspend that member from membership of the Club for a specified period;

or

(b) expel that member from the Club; or

(c) fine that member an amount not exceeding \$500

- (2) A resolution of the committee under subrule (1) does not take effect unless—
 - (a) at a meeting held in accordance with subrule (3), the committee confirms the resolution; and
 - (b) if the member exercises a right of appeal to the Club under this rule, the Club confirms the resolution in accordance with this rule.
- (3) A meeting of the committee to confirm or revoke a resolution passed under subrule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with subrule (4).
- (4) For the purposes of giving notice in accordance with subrule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice—
 - (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that he or she may do one or both of the following—
 - (i) attend that meeting;
 - (ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution; and
 - (e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- (5) At a meeting of the committee to confirm or revoke a resolution passed under subrule (1), the committee must—
 - (a) give the member, or his or her representative, an opportunity to be heard; and
 - (b) give due consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution.

- (6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Club in general meeting against the resolution.
- (7) If the Secretary receives a notice under subrule (6), he or she must notify the committee and the committee must convene a general meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.
- (8) At a general meeting of the Club convened under subrule (7)—
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
 - (c) the member, or his or her representative, must be given an opportunity to be heard; and
 - (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (9) A resolution is confirmed if, at the general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

8 Disputes and mediation

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between—
 - (a) a member and another member; or
 - (b) a member and the Club.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be—
 - (a) a person chosen by agreement between the parties; or

- (b) in the absence of agreement—
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Club; or
 - (ii) in the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- (5) A member of the Club can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must—
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

9 Annual general meetings

- (1) The committee may determine the date, time and place of the annual general meeting of the Club.
- (2) The notice convening the annual general meeting must specify that the meeting is an annual general meeting.
- (3) The ordinary business of the annual general meeting shall be—
 - (a) to confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports upon the transactions of the Club during the last preceding financial year; and
 - (c) to elect officers of the Club and the ordinary members of the committee; and

- (d) to receive and consider the statement submitted by the Club in accordance with section 30(3) of the Act.
- (4) The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

10 Special general meetings

- (1) In addition to the annual general meeting, any other general meetings may be held in the same year.
- (2) All general meetings other than the annual general meeting are special general meetings.
- (3) The committee may, whenever it thinks fit, convene a special general meeting of the Club.
- (4) If, but for this subrule, more than 15 months would elapse between annual general meetings, the committee must convene a special general meeting before the expiration of that period.
- (5) The committee must, on the request in writing of members representing not less than 5 per cent of the total number of members, convene a special general meeting of the Club.
- (6) The request for a special general meeting must—
 - (a) state the objects of the meeting; and
 - (b) be signed by the members requesting the meeting; and
 - (c) be sent to the address of the Secretary.
- (7) If the committee does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- (8) If a special general meeting is convened by members in accordance with this rule, it must be convened in the same manner so far as possible as a meeting convened by the committee and all reasonable expenses incurred in convening the special general meeting must be refunded by the Club to the persons incurring the expenses.

11 Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

12 Notice of general meetings

- (1) The Secretary of the Club, at least 14 days, or if a special resolution has been proposed at least 21 days, before the date fixed for holding a general meeting of the Club, must cause to be sent to each member of the Club, a notice stating the place, date and time of the meeting and the nature of the business to be conducted at the meeting.
- (2) Notice may be sent—
 - (a) by prepaid post to the address appearing in the register of members; or
 - (b) if the member requests, by facsimile transmission or electronic transmission.
- (3) No business other than that set out in the notice convening the meeting may be conducted at the meeting.
- (4) A member intending to bring any business before a meeting may notify in writing, or by electronic transmission, the Secretary of that business, who must include that business in the notice calling the next general meeting.

13 Quorum at general meetings

- (1) No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.
- (2) Five members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting.
- (3) If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present—
 - (i) in the case of a meeting convened upon the request of members—the meeting must be dissolved; and

- (ii) in any other case—the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 3) shall be a quorum.

14 Presiding at general meetings

- (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Club.
- (2) If the President and the Vice-President are absent from a general meeting, or are unable to preside, the members present must select one of their number to preside as Chairperson.

15 Adjournment of meetings

- (1) The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time to time and place to place.
- (2) No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.
- (3) If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with rule 12.
- (4) Except as provided in subrule (3), it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

16 Voting at general meetings

- (1) Upon any question arising at a general meeting of the Club, a member has one vote only.
- (2) All votes must be given personally or by proxy.
- (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

- (4) A member is not entitled to vote at a general meeting unless all moneys due and payable by the member to the Club have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

17 Poll at general meetings

- (1) If at a meeting a poll on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- (2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

18 Manner of determining whether resolution carried

If a question arising at a general meeting of the Club is determined on a show of hands—

- (a) a declaration by the Chairperson that a resolution has been—
- (i) carried; or
 - (ii) carried unanimously; or
 - (iii) carried by a particular majority; or
 - (iv) lost; and
- (b) an entry to that effect in the minute book of the Club—

is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19 Proxies

- (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- (2) The notice appointing the proxy must be—

- (a) for a meeting of the Club convened under rule 7(7), in the form set out in Appendix 2; or
- (b) in any other case, in the form set out in Appendix 3.

20 Committee of management

- (1) The affairs of the Club shall be managed by the committee of management.
- (2) The committee—
 - (a) shall control and manage the business and affairs of the Club; and
 - (b) may, subject to these Rules, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by these Rules to be exercised by general meetings of the members of the Club; and
 - (c) subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the committee to be essential for the proper management of the business and affairs of the Club.
- (3) Subject to section 23 of the Act, the committee shall consist of—
 - (a) the officers of the Club; and
 - (b) four ordinary members—each of whom shall be elected at the annual general meeting of the Club in each year.

21 Office holders

- (1) The officers of the Club shall be—
 - (a) a President;
 - (b) a Vice-President;
 - (c) a Captain;
 - (d) a Vice Captain;
 - (e) a Treasurer; and
 - (f) a Secretary.

- (2) The provisions of rule 23, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices referred to in subrule (1).
- (3) Each officer of the Club shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in subrule (1), the committee may appoint one of its members to the vacant office and the member appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

22 Ordinary members of the committee

- (1) Subject to these Rules, each ordinary member of the committee shall hold office until the annual general meeting next after the date of election but is eligible for re-election.
- (2) In the event of a casual vacancy occurring in the office of an ordinary member of the committee, the committee may appoint a member of the Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.

23 Election of officers and ordinary committee members

- (1) Nominations of candidates for election as officers of the Club or as ordinary members of the committee must be—
 - (a) made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the annual general meeting.
- (2) A candidate may only be nominated for one office, or as an ordinary member of the committee, prior to the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.

- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (5) If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of officers and ordinary members of the committee must be conducted at the annual general meeting in such manner as the committee may direct.

24 Vacancies

The office of an officer of the Club, or of an ordinary member of the committee, becomes vacant if the officer or member—

- (a) ceases to be a member of the Club; or
- (b) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (c) resigns from office by notice in writing given to the Secretary.

25 Meetings of the committee

- (1) The committee must meet at least 3 times in each year at such place and such times as the committee may determine.
- (2) Special meetings of the committee may be convened by the President or by any 4 members of the committee.

26 Notice of committee meetings

- (1) Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- (2) Written notice must be given to members of the committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such a meeting.

27 Quorum for committee meetings

- (1) Any 4 members of the committee constitute a quorum for the conduct of the business of a meeting of the committee.
- (2) No business may be conducted unless a quorum is present.

- (3) If within half an hour of the time appointed for the meeting a quorum is not present—
 - (i) in the case of a special meeting—the meeting lapses;
 - (ii) in any other case—the meeting shall stand adjourned to the same place and the same time and day in the following week.
- (4) The committee may act notwithstanding any vacancy on the committee.

28 Presiding at committee meetings

At meetings of the committee—

- (a) the President or, in the President's absence, the Vice-President presides; or
- (b) if the President and the Vice-President are absent, or are unable to preside, the members present must choose one of their number to preside.

29 Voting at committee meetings

- (1) Questions arising at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee, shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine.
- (2) Each member present at a meeting of the committee, or at a meeting of any subcommittee appointed by the committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

30 Removal of committee member

- (1) The Club in general meeting may, by resolution, remove any member of the committee before the expiration of the member's term of office and appoint another member in his or her place to hold office until the expiration of the term of the first-mentioned member.
- (2) A member who is the subject of a proposed resolution referred to in subrule (1) may make representations in writing to the Secretary or President of the Club (not exceeding a reasonable length) and may request that the representations be provided to the members of the Club.

- (3) The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so given, the member may require that they be read out at the meeting.

31 Minutes of meetings

The Secretary of the Club must keep minutes of the resolutions and proceedings of each general meeting, and each committee meeting, together with a record of the names of persons present at committee meetings.

32 Funds

- (1) The Treasurer of the Club must—
 - (a) collect and receive all moneys due to the Club and make all payments authorised by the Club; and
 - (b) keep correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two members of the committee.
- (3) The funds of the Club shall be derived from entrance fees, annual subscriptions, donations and such other sources as the committee determines.

33 Seal

- (1) The common seal of the Club must be kept in the custody of the Secretary.
- (2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Club.

34 Notice to members

Except for the requirement in rule 12, any notice that is required to be given to a member, by or on behalf of the Club, under these Rules may be given by—

- (a) delivering the notice to the member personally; or

- (b) sending it by prepaid post addressed to the member at that member's address shown in the register of members; or
- (c) facsimile transmission, if the member has requested that the notice be given to him or her in this manner; or
- (d) electronic transmission, if the member has requested that the notice be given to him or her in this manner.

35 Winding up

In the event of the winding up or the cancellation of the incorporation of the Club, the assets of the Club must be disposed of in accordance with the provisions of the Act.

36 Custody and inspection of books and records

- (1) Except as otherwise provided in these Rules, the Secretary must keep in his or her custody or under his or her control all books, documents and securities of the Club.
 - (2) All accounts, books, securities and any other relevant documents of the Club must be available for inspection free of charge by any member upon request.
 - (3) A member may make a copy of any accounts, books, securities and any other relevant documents of the Club.
-



Appendix 1

APPLICATION FOR MEMBERSHIP OF FOREST HILLS GOLF CLUB INCORPORATED

I _____ of _____
 (Name) (Address)

 (Occupation)

desire to become a member of FOREST HILLS GOLF CLUB INC.

Contact Numbers: _____ AH _____
 BH _____
 _____ Fax _____
 Mobile _____

 Email _____
 Date of Birth: _____

In the event of my admission as a member, I agree to be bound by the rules of the Club for the time being in force, a copy of which has been supplied to me.

_____ Signature of Applicant
 _____ Date

I _____, a financial member of the Club, nominate the applicant, for membership of the Club.

_____ Signature of Proposer
 _____ Date

I _____, a financial member of the Club, second the nomination of the applicant, for membership of the Club.

_____ Signature of Secunder
 _____ Date

Approved: Yes / No
 Golf Link Membership set up: Yes or No
 Golf Link Card Request Sent: Yes or No
 Golf Link Number: _____



Appendix 2

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF FOREST HILLS GOLF CLUB INC.
CONVENED UNDER RULE 7(7)**

I _____ of

(Name)

(Address)

Being a financial member of FOREST HILLS GOLF CLUB INC.

Appoint _____
(Name of proxy holder)

Of _____
(Address of proxy holder)

Being a financial member of that Club, as my proxy to vote on my behalf at the appeal to the general meeting of the Association convened under rule 7 (7), to be held on:-

And at any adjournment of that meeting.

I authorize my proxy to vote on my behalf in respect of the following resolution:

- (A) in favour of or against resolution (a), (b), (c),(d) etc
- (B) at their discretion

(Insert details of resolution passed under rule 7 (7))

Signed: _____

Date: _____



Appendix 3

FORM OF APPOINTMENT OF PROXY

I _____ of

(Name)

(Address)

Being a financial member of FOREST HILLS GOLF CLUB INC.

Appoint _____
(Name of proxy holder)

Of _____
(Address of proxy holder)

Being a financial member of that Club, as my proxy to vote on my behalf at the *annual / *special general meeting of the Club to be held on:-

And at any adjournment of that meeting.

My proxy is authorized to vote *in favour of /* against

(A) in favour of or against resolution (a), (b), (c),(d) etc

(B) at their discretion

(Insert details of resolution)

Signed: _____

Date: _____

* Delete if not applicable



Appendix 4

SCHEDULE OF FEES

As prescribed in the Rules of the Club – Clause 4 – Sub Clause 12 the Fees and Subscriptions are due on or before 1st July of each year.

Year

Fee's	Amount
Entrance Fee	\$
Ordinary Membership - Annual Subscription Fee	\$
Junior Membership - Annual Subscription Fee	\$
Interstate Membership - Annual Subscription Fee	\$
Touring Professional Membership - Annual Subscription Fee	\$
Prorata	\$
Total Amount Due	\$



Appendix 5

BY – LAWS

These By-Laws have been adopted by the Committee of the Forest Hills Golf Club Inc.

1. INTERPRETATION

These by-Laws shall be read in conjunction with the Rules of Golf.

2. DUTIES OF MEMBERS

It is the duty of every Member:

- 2.1 To ensure that any guest he/she invites to the club conforms to the Club's rules in regards to dress, etiquette, behavior and payment of green fees, where applicable.
- 2.2 Adhere to the Rules of Golf and the Etiquette as prescribed in Section 1 thereof and these By-Laws.
- 2.3 To protect the Club's property in particular the club rooms, the trees and bushes from damage.
- 2.4 To carry a sand bucket and to use the soil provided for the purpose of repairing divots.
- 2.5 To smooth out holes and foot prints in bunkers and to avoid walking up the face of bunkers.
- 2.6 To repair, subject to the Rules of Golf, ball marks on the greens.
- 2.7 To replace the flag stick correctly in the hole before leaving the green.
- 2.8 To ensure that when putting down the flagstick on the green no damage is done to the green.
- 2.9 To play from the tee-markers of the day as prescribed by the Captain.
- 2.10 To report any breach of the By-Laws to the Match Committee either verbally or in writing.
- 2.11 The player with the lowest handicap is to assume the position of Captain of the match and as such to be responsible for the observance of the Rules of Golf and Etiquette.
- 2.12 To observe the practice of Ready Golf by:
 - 2.12.1 Keeping pace with the group in front.
 - 2.12.2 Lead group completing 9 holes in a maximum of 2 hours.
 - 2.12.3 Looking for possible lost ball by player whose ball is potentially lost.
 - 2.12.4 Hitting if ready and safe to do so.
 - 2.12.5 Marking your card after you have hit from the next tee.
 - 2.12.6 Proceeding to your ball as quickly as possible.

3 USE OF CLUBROOM

- 3.1 All categories of Members have equal rights to use the Clubhouse.
- 3.2 Junior Members are entitled to use the Clubhouse except they may not be served alcohol nor partake of any alcoholic drink either in the clubhouse or on the course except with a meal when accompanied by a parent or legal guardian.

4 VISITORS

- 4.1 Immediately upon arrival at the Club each visitor must attend the clubhouse and be signed into the Visitors / Guest Book by a Member
- 4.2 Immediately upon arrival at the Club non-playing Members / Visitors must be signed into the Visitors / Guest Book by a Member.

5 DRESS CODE

- 5.1 Members and their Visitors are required to be suitably attired at all times on the course and in the clubhouse.
- 5.2 All Members and Visitors must wear a collared shirt or a suitable round neck golf shirt at all times.
- 5.3 Suitable trousers or shorts or skirts for the ladies are permitted.
- 5.4 The following items are not permitted on the golf course or the clubhouse:
 - 5.4.1 Singlet Tops
 - 5.4.2 Thongs – may be worn after golf.
 - 5.4.3 Hats are not permitted in the clubhouse.
 - 5.4.4 For Members who visit the Club after work on a Saturday, may be permitted in the Club House in their work gear on the Committee's discretion after the completion of the competition.

6 PLAYING CONDITIONS

- 6.1 Playing conditions generally and all competitions shall be controlled by the Captain and the Match Committee and its decision at all times shall be final. The competition of the day, as determined by the Match Committee must be played at all times.
- 6.2 In all Club competitions where the Match Committee has not appointed a referee, any protest must be lodged with the Match Committee within 15 minutes after the completion of the competition. Where a referee has been appointed by the Match Committee, their decision is final.
- 6.3 All members and visitors need to be at the club by 8.00 am and select a numbered ball to indicate their playing position in the field. Should a member or visitor arrive after 8.00 am the Captain or Vice Captain will allocate a playing position for that person in descending order.
- 6.4 Members must lodge a signed score card within 15 minutes of completing their round.
- 6.5 Members have an obligation to return all score cards from competitions at Forest Hills Golf Club or other clubs, so that an accurate handicap assessment can be made.
- 6.6 Members remaining unfinancial from one month after the date upon which fees fall due shall be ineligible to win a competition.

7 RULES OF MATCH PLAY

- 7.1 Match Play Events must start from the 1st tee
- 7.2 Match Play must be played from the permanent blue markers.
- 7.3 The draw will be done in accordance with the results of the qualifying round and limited to a maximum of 16 players.
- 7.4 Playing matches and stroke play concurrently is not permitted.
- 7.5 Match Play events have priority over the field.
- 7.6 Current handicaps at the start of the event must be used.
- 7.7 Where dates are set by which the matches are to be played, player/s available on that date may claim a forfeit if opponent/s are not available.
 - 7.7.1 Under extenuating circumstances, by mutual agreement and having advised the Captain a match may be played during the week as long as there is a winner prior to the next scheduled round.
- 7.8 For the Match Play Championship once a player has lost they will play the following weeks as Match Play or Stableford as decided by the Captain.

8 HOW A TIED SCORE IS CALCULATED

- 8.1 In all VGL Medal Days when there is a tie, the method of determining a winner will be based on the "Matched Cards System" as per the Rules of Golf – Appendix 1 Stroke Play (C).
- 8.2 For Championship events should a tie occur then on an agreed day by the players and the Match Committee, an eighteen hole playoff will occur.
 - 8.2.1 If at the end of the eighteen holes play off there is still a tie, play will continue until there is a winner. Starting at the first hole, then the second and so on until there is a winner.

8.3 In all other events should there be a tie; the method of "Matching Cards System" will be used to determine the winner as per the Rules of Golf – Appendix 1 Stroke Play (C).

9 PAYMENT OF FEES AND SUBSCRIPTIONS

- 9.1 As prescribed in the Rules of the Club – Clause 4 – Sub Clause 12 the Fees and Subscriptions are due in advance of 1st July of each year except the first subscription of a new member which shall come due and payable upon approval of their Membership Application by the Committee on a Prorata bases.
- 9.2 A member whose subscription is in arrears shall not be eligible for selection as a representative of the Club in any event conducted by the Victorian Golf League or any other organization, or vote at any meeting or nominate for any office or nominate any candidate for election as a member or as an office bearer until all such arrears are paid in full.
- 9.3 All unfinancial members are not eligible to compete in the competition of the day.
- 9.4 If a member's subscription remains unpaid on the Thirty First (31st) day of July in any year, that member shall forfeit all rights and privileges in the Club and their name shall be removed from the Register of Members and shall cease to be a member. Unless an arrangement has been made with the Treasurer.

10 WEEKLY COMPETITION FEES

- 10.1 The Committee will determine the Weekly Competition Fee's.
- 10.2 This fee will be made up of the schedule fee applicable to playing a round of golf by the management of the golf course and a competition fee to allow for the purchase of trophy's and prizes for each days competition. This fee will be rounded off to the nearest dollar.
- 10.3 A Junior Member will pay a Weekly Competition Fee as determined by the committee. This is done to encourage junior members.
- 10.4 All Life Members are required to pay the Weekly Competition Fee.

11 MISCELLANEOUS

11.1 Complaints

- 11.1.1 Any complaint concerning the affairs of the Club or conduct of any member of the Committee, or any member shall be directed to either the President or Captain and is required to be in writing.
- 11.1.2 Such complaint will then be heard by the Disciplinary Committee as organized by the Executive of the Committee.

11.2 Loss Property

- 11.2.1 The Club is not responsible for loss or theft or damage to property of any Member or persons on or about the course or premises.

11.3 Using Club for Business

- 11.3.1 No Member shall give the address of the Club in any advertisement or use the Club address for business purposes

11.4 Club Property

- 11.4.1 Removal of or damage to Club property by Members is prohibited. Payment on demand of the full cost for restoration for damage or loss to property shall be made the Member's concerned.

11.5 Betting

- 11.5.1 The sale of lottery tickets or tokens of any kind other than that as prescribed by the Committee are strictly forbidden in any part of the course or clubhouse.

11.6 Pets

- 11.6.1 Pets are not permitted on the golf course whilst members or visitors are playing.

11.7 Address

11.7.1 Every Member shall lodge his or her current address and contact details with the Treasurer and advise him of any changes. The addresses will be recorded in the Register of Members and all notices posted there shall be deemed to have been delivered in the ordinary course of post.

11.8 Telephones

11.8.1 Mobile phones are permitted on course where there is a need for business or in the case of an emergency. Every effort must be made not to disturb other members or visitors whilst they are playing. Where practical ensure mobile phones are on silent or vibrate.

11.9 Interpretation of the Rules

11.9.1 In the event of any difficulty arising as to the meaning of the Rules of the Club, the decision of the Committee is final.

11.9.2 The consumption of alcohol purchased at the Forest Hills Golf Club Rooms can not be consumed outside the boundaries of the Clubrooms, is in violation of the Liquor Control Board regulations and is therefore prohibited.

11.9.3 A copy of the Constitution and By-Laws are available from the Secretary upon request.



Appendix 6

MEMBERSHIP CATEGORIES

The Forest Hills Golf Club offers the following Membership Categories:

1. Ordinary Male & Female Membership

- 1.1. This category is open for all adults from the age of 18 years who is an amateur golfer as defined by the Royal and Ancient Golf Club of St Andrews, and elected as provided in the Constitution and upon payment of such annual subscription as may be required from time to time.
- 1.2. An Ordinary member shall be entitled to all the rights, privileges and duties which from time to time pertain to membership of the Club.

2. Junior Male & Female Membership

- 2.1. The minimum age for a junior is 10 years of age.
- 2.2. Should a junior reach the age of 18 years and is still at school or an apprentice they shall be remain a junior until they start full time employment.
- 2.3. A junior member has the rights, privileges and duties of an Ordinary Member except that they may not vote or nominate a member for office or hold office.

3. Life Membership

- 3.1. On recommendation of the Committee to an Annual General meeting, a member may be elected a Life member in recognition of his or hers service to the Club. A motion for the election of a Life Member shall be carried when there is two – thirds or more of the members present who are entitled to vote and do so in favour of the motion.
- 3.2. A Life Member shall be entitled to the rights and privileges and be subject to the duties of an Ordinary Member without further payment of annual fees or otherwise. They shall be entitled to vote and shall be eligible to hold office. Not more than one member shall be elected to Life Membership at any Annual General Meeting.

4. Interstate Members

- 4.1. An application for Membership of the Club who was formerly resident interstate and a member of an interstate golf club may be admitted to Interstate membership by resolution of the committee during the period after the submission of their application and before his election.
- 4.2. Upon election such Interstate membership shall cease forthwith.
- 4.3. A person who normally resides Interstate and is visiting for a period of time may make application to become an Interstate Member.

5. Touring Professional Membership

- 5.1. An application for Professional Membership of the Club may be made and upon the Committee's approval a Professional is then entitled to all rights, privileges and duties, which from time to time pertain to membership of the Club.
- 5.2. The exception is that a Professional can not be awarded a major trophy of the Club.

6. Honorary Membership

- 6.1. A person who has rendered distinguished service to the community or special services to the Club may be admitted to honorary member of the Club by Special resolution of the Committee.
- 6.2. An honorary member shall have the rights and privileges of an ordinary member but may not vote or hold office.
- 6.3. Not more than ten persons may hold honorary membership at any one time.



Appendix 7

LIQUOR CONTROL

Under the Liquor Control Reform Act 1998 the Forest Hills Golf Club requires all members and their guests to adhere to the following:

1. All guests of members must sign in at all times.
2. No liquor to be served outside of licenced trading hours.
3. All liquor to be consumed on licenced premises.
4. No intoxicated person is to be served liquor at any time.
5. No persons to buy or attempt to buy liquor for any intoxicated person at any time.
6. No person under the age of eighteen (18) years is to be admitted to the club unless in the company of a Parent or Legal Guardian or unless the person is in the company of a responsible adult.
7. No person is to buy or attempt to buy liquor for any persons under the age of eighteen (18) years old.
8. I.D. must be produced to prove the person is eighteen (18) years of age or older. The forms of I.D. acceptable are:
 - a. Australian Drivers Licence
 - b. Victorian Learners Permit
 - c. Passport
 - d. Proof of Age Card
 - e. Keypass Card
9. No servant or officer of the club may receive commissions or allowances from the receipts of the club for the sale and disposal of liquor.
10. A person may not be allowed to be an honorary or temporary member of the club for the purpose of consuming alcohol.
11. The Forest Hills Golf Club promotes the responsible Serving of Alcohol.



**Forest Hills Golf Club
Incorporated
Incorporation Number: 00299308
Statement of Purpose**

1. The name of the Club is the Forest Hills Golf Club Inc hereinafter referred to as “the Club”
2. The Objects of the Club shall be:-
 - 2.1. To maintain and foster the association of a golf club, of and for members, which shall be non-political and non-sectarian in chapter;
 - 2.2. To maintain and foster social activities and pastimes of and for the members;
 - 2.3. To provide facilities for such golf and social activities as the Committee of management shall from time to time consider desirable:
 - 2.4. To foster and play the game of golf and to be run the Club to keep fees and expenses to a minimum to enable the Club to run as nonprofit Club.
 - 2.5. To apply for and obtain a grant of and take a transfer of and become and remain the holder of any licence or permit under the Liquor Control Reform Act 1998 or any amendment or re-enactment thereof, either by itself or its nominee, to give and take transfer of, renew, make application for, conduct any proceedings and do all other acts, matters or things in respect of any licence or permit and to conduct business of a licenced club and to do everything possible to retain and protect the licence and registration in respect thereof.
 - 2.6. To apply for and obtain registration as a regsisted association under the provisions of the Licencing and Gaming Acts and to be associated under the Associations Incorporation Act.
 - 2.7. To do or cause to be done all such other lawful things as are incidental or conductive to the attainment of the objects to those of the Club
 - 2.8. To affiliate with the Victorian Golf League (VGL) and any other Associations, Club or Organization whose objects are similar to those of the Club.
 - 2.9. To invest money and to adopt such measures as may appear to be necessary to the interests of the Club.
 - 2.10. To purchase, sell, procure or let of otherwise acquire any land or property of any tenure which may be deemed desirable for or partly for the purpose of the Club.

- 2.11. To borrow and arrange for borrowing, either with or without security, such sum or sums of money as may be required for the purpose of the Club
- 2.12. To exercise any power conferred by Section 16 of the Associations Incorporations Act 1981
- 2.13. True accounts and books shall be kept of sums of money received and expended by the Club and manner in respect of which such receipts or expenditure takes place and of property credits and liabilities of the Club and subject to any reasonable restrictions as to time and manner of inspecting the same that may be imposed in accordance with regulations of the Club for the time being shall be open to the inspection of the members. At least once per year the accounts of the Club shall be examined by one or more properly qualified and appointed auditor or auditors.

Signed

Signed

Rod Butterworth

Bill Wright

President

Secretary