



HORSHAM GOLF CLUB
EST. 1898

BY-LAWS

12th August 2024

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HORSHAM GOLF CLUB, VICTORIA

BY- LAWS

Made and adopted by the Board on the 12th August 2024 pursuant to Clause 19 of the Constitution

Interpretation

By-Laws in force prior to the above date are hereby repealed except in so far as the same are included herein.

These By-Laws shall be read in conjunction with the Constitution of the Club. The Constitution shall always take precedence over the By-Laws.

In these By-Laws unless there is something in the subject or context inconsistent herewith: "Club"

means Horsham Golf Club

"Weekdays" means Monday to Friday (both inclusive).

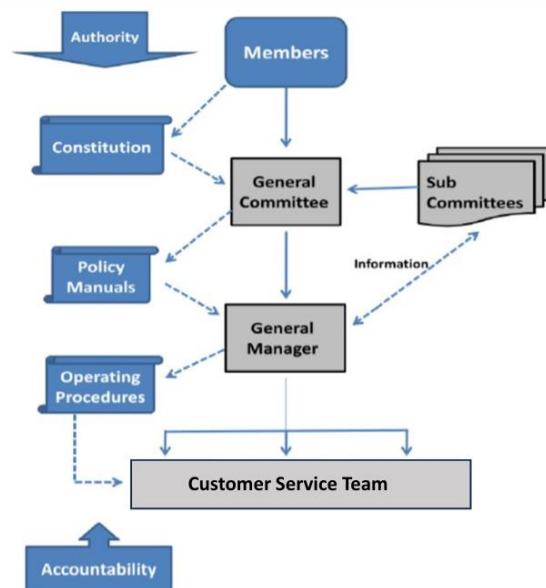
"The Board" means the persons referred to in Clause 12 of the Constitution "General

Manager" means the person referred to in Clause 16 of the Constitution

Power to amend by-laws

The Board shall have the right to repeal, add to, amend or substitute other By-Laws for these By-Laws.

BY-LAWS (Club policies) are determined by the General Committee (Board). Sub-committee or staff responsibilities in the By-Laws occurs through instruments of delegation from the board through the General Manager. (Image courtesy of Golf Australia)



By-law 1. Membership categories and playing rights

Life Members

Constitution: -

Life Members, who subject to the Constitution, have the right to receive notice of, attend and vote at General Meetings

- Playing Life Member [For Golf Australia & Wimmera District Golf Association purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - No annual subscription (Honorary)
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink) if required.

- Non-Playing Life Member [For GA & WDGA purposes this category does not require affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - No annual subscription (Honorary)
 - No playing rights and access to the course
 - No access to GA Handicap (Golflink) if required.

Current Life Members

- Bob Hayes
- Joyce Mills
- Ken Breuer
- Sandra Savage

Individual Members

Individual Members comprising:

- Voting Members have the right to receive notice of, attend and vote at General Meetings; and
- Non-voting Members have such rights as are set out below but do not have the right vote at General Meetings

Voting Members

- Full Member [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink)

- Senior Full Member [For GA & WDGA purposes this category requires affiliation]
 - 65 years and over with 20 years of continuous membership
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink)

- 18-27 Full Member [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink)

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- 28-35 Full Member [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink)

 - Introductory Member 1st Year [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink)

 - Introductory Member 2nd Year [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink)

 - Bowls Member
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Playing rights and access to Bowling greens only
 - Access to the golf course is available with the payment of the appropriate green or golf membership fee

Non-Voting Members

- Country Member (For GA & WDGA purposes this category requires affiliation)
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink) if required.
 - Must reside 50+ kilometres from the Clubhouse
 - If any such member is residing within 50 kms for more than 6 months in one year, they will cease to be a Country Member

- Youth Member 12-17 Years [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course
 - Access to GA Handicap (Golflink)

- Youth Member Under 12:
 - Must play and be accompanied by an adult

- Sportspersons membership. [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Full playing rights and access to the course from October 1st – March 31st
 - Access to course on Sundays during the non-membership period
 - Access to GA Handicap (Golflink)
 - Ineligible to win Club Championships or Board events

- 2 Day Golf Member [For GA & WDGA purposes this category requires affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - Golf course access Monday and Friday only, other days subject to availability and the payment of the appropriate green fee
 - Access to GA Handicap (Golflink) Ineligible to win Club Championships or Board events

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- Social Member [For GA & WDGA purposes this category does not require affiliation]
 - Agree to comply with all conditions of membership set out in section 5 of the Constitution
 - No playing rights or access to the golf course
 - No access to Golflink handicap

 - Honorary Member (For GA & WDGA purposes this category requires affiliation)
 - No Annual Subscription
 - Applies to all visitors participating in club golf or bowls tournaments or events for the day of the event.
 - Access to the clubhouse and relevant course or rink
 - The Committee, at its discretion, may award honorary membership to anyone playing golf at the club or accompanying such person for the day.
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By-law 2. Club Captain

This is a non-board position acting as Chair of the Match Committee, responsible for golf operations. The captain can nominate as a General Director on the board if they choose.

Eligibility:

- Must be over the age of 18
- Must hold a class of membership that is eligible for election to the board

Nominations & Elections:

- The procedure for nominations and elections will follow the same process as those of the board, detailed in section 12 of the Club constitution.

Term of Office:

- Terms of Office for the Club Captain will be consistent with other members of the Match Committee as defined in the Match Committee Charter.

Responsibilities

- The responsibilities of the incumbent Club Captain will be set out in the Club Captain Position Description & Match Committee Terms of Reference.
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By-law 3. Extreme weather policy

There are several circumstances that can be considered extreme weather including Heat, Wind, Rain, Frost, Lightning & Course Playability.

Committee Source: Bureau of Meteorology Website - www.bom.gov.au

2.1 Heat

- Competitions will be cancelled or postponed by the General Manager, or their nominated delegate, if the forecast temperature at 5pm the day prior to the event exceeds the maximum temperature of 38 degrees.
- On days of extreme heat, the board may limit competition play to a morning field only with play from both tees and the last hit off time being 10.30am. This will be communicated by Management.
- The board reserves the right to cancel any competition where it deems heat or conditions may cause harm to competitors. By cancelling a competition, in the interests of its members, guests and the condition of the golf course, the Club is saying it is 'too hot to play' and that 'the course is likely to require extra maintenance in these conditions'.

2.2 Weather Warnings

- Competitions may be cancelled or postponed by the Committee if there is an active State-wide Extreme Weather Alert at 5pm the day prior to the event.

2.3 Lightning

- When lightning is visible in the area play will be suspended until it's determined safe to resume.

2.4 Course Playability

- The above weather conditions along with excessive wind and driving rain/ hail, submerged greens, sodden fairways, fog, frost, threat of broken branches or general player safety can render the course unplayable. If the Match Committee deems the course to be unplayable, play will be suspended immediately until such time as it is considered safe to resume play. If play is unable to resume, the competition will be cancelled or postponed.

The Committee of Management has set this extreme weather policy with a duty of care for Members and visitors in mind. It has been prepared with the aim of maximising playing opportunities but to also clearly identify the required procedures when weather events reach levels where player safety and damage to the course are at risk.

By-law 4. Dress code – golf course

We have a relaxed country dress code. Neat, casual golf attire with appropriate footwear for social play is welcomed. No thongs, singlets, ripped denim, or offensive slogans. A fun, casual and relaxing round is what we aim for, but there's some important tips to ensuring that everyone on the course can enjoy their round of golf.

Golf etiquette

Pace of play

- Players should play at a good pace and be ready to play when it's their turn.
- Groups should keep up with the group in front and we encourage 'ready golf' wherever possible.
- Quick movement between holes ensures that other groups are not held up and the enjoyment and flow of play continues throughout the day.

Use of carts

Golf carts can be damaging to the course if not used carefully. Therefore, please ensure that you:

- Follow the cart directional signage on course
- Keep clear of greens and bunker edges
- Do not drive through wet or damaged areas
- Check with our friendly staff in the Golf Shop for any special directions on the day

Course care

We take great pride in the condition and presentation of our course, so we ask all players to be respectful of this.

- Avoid any damage to our natural environment and surrounds
- Fill your divots, repair pitch marks and smooth bunkers
- Keep buggies and carts off the greens
- Remove all rubbish or place in bins provided on course

By-law 5. Hours of operation

CLUBHOUSE

Hours of operation will be determined from time to time by management, taking into consideration the demand and likely use as well as the cost to the club.

All golfing activity that makes use of the golf course requires a booking in advance by use of the MyPower golf management system.

By-law 6. Duties of members (code of conduct)

To study and observe the Rules of Golf; the Etiquette of Golf; and the Club's Constitution and By-Laws.

All Members, their guests and visitors are expected to conduct themselves in a manner that is consistent with the Code of Conduct for Members and:

- Creates an environment and culture that is reflective of the personal integrity and respect advocated in the rules of golf where it is written that we are capable of enforcing rules upon ourselves with honesty, integrity and good sportsmanship. This same integrity, honesty and goodwill are expected whether on the golf course or in the clubhouse.
 - Does not mis-represent or denigrate the Club in any way, shape or form either in person, through the media or through any form of social media.
 - Is free of discrimination or any form of harassing behaviour including sexual harassment.
 - Acknowledges the Club as a family friendly environment and, therefore, refrains from using obscenities and loud boisterous behaviour inappropriate for children and respectable taste.
 - Observes proper etiquette on and off the course and in the clubhouse.
 - No person shall circularise or canvass in writing other members, in respect of any elections of the committee or of any political or municipal elections, or without the express authority of the Committee circularise other Members on any matter whatsoever. No subscription list shall be canvassed, and no placard, pamphlet, advertisement or notice of any kind shall be in any manner whatsoever exhibited in the club without approval of the Committee. Members so approached shall report the occurrence in writing to the Secretary.
 - Demonstrates an understanding that Members, guests and visitors have no authority to instruct staff in job performance and duties.
 - Understands that the Club's Management is responsible for instructing staff in the performance of their duties.
 - Is vigilant in reporting real or perceived safety hazards to the Club's management.
 - Understands that Members may make suggestions to the General Manager regarding the operation of the Club for the betterment of the Club and should not direct suggestions or complaints to Office Bearers or Directors.
 - Does not denigrate, talk down to, abuse staff members, Members, guests and visitors and does not create unnecessary strife and divisiveness through any manner.
 - Does not misrepresent their position and/or authority to others.
 - Adheres to all By-Laws currently in force and effect.
 - Follow any instructions or directions issued by staff.
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By-law 7. Grievances, discipline of members & appeals

(Relating to Constitution Section 7.2)

Disciplinary procedure

- a. The board may take action to terminate or suspend a member's membership if it is determined that the member has:
 - i. breached, failed, refused, or neglected to comply with a provision of the constitution, the club's bylaws or any resolution or determination of the board or any duly authorised subcommittee;
 - ii. refused to support the purposes of the club.
 - iii. acted in a manner unbecoming of a member, or prejudicial to the character and interests of the association; and/or
 - iv. brought themselves, the association, any other member, or the sport into disrepute.
 - v. been convicted of an indictable offence.
 - vi. has subscription fees in arrears for at least two months.
- b. If the board decides to terminate or suspend a member's membership, the secretary must, within seven days after the decision, give the member written notice:
 - i. setting out the decision of the board and the grounds on which it is based.
 - ii. stating that the member may address the board at a meeting to be held not earlier than seven days and not later than 28 days after the service of the notice.
 - iii. stating the date, place, and time of that meeting.
 - iv. informing the member that the member may do either or both of the following:
 - v. attend and speak at that meeting.
 - vi. submit to the board at or before the date of that meeting written representations relating to the decision.
 - vii. setting out the member's appeal rights under clause 2 and 3 of this bylaw.
- c. Before the board terminates or suspends a member's membership, the board must:
 - i. give the member a full and fair opportunity to make verbal representations at a meeting as mentioned in clause 1.b.ii of this bylaw.
 - ii. give due consideration to any written representations submitted to the board by the member at or before the meeting mentioned in clause 1.b.ii.
- d. If, after considering all representations made by the member, the board decides by resolution to terminate or suspend the membership, the secretary must, within seven days of the meeting mentioned in clause, 1.b.ii to give the member a written notice of the decision.

Appeal against termination or suspension of membership

- i. A person whose membership has been terminated or suspended may give the secretary written notice of their intention to appeal against the decision.
- ii. A notice of intention to appeal must be given to the secretary within seven days after the person receives written notice of the decision.
- iii. Within seven days of the secretary receiving a notice of intention to appeal, an appeals panel shall be constituted by up to three people, other than board members, which may include a barrister or solicitor.

Appeals panel to decide appeal

- i. The appeals panel must hold the appeal meeting within 28 days after the secretary receives the notice of intention to appeal.
- ii. At the meeting, the member must be given a full and fair opportunity to show why the membership should not be terminated or suspended.
- iii. Also, the board must be given a full and fair opportunity to show why the membership should be terminated or suspended.
- iv. An appeal must be decided by a majority vote of the members of the appeals panel.
- v. Where a decision of the board to terminate or suspend a member's membership is set aside by the appeals panel, the membership shall be reinstated to the member's former level of membership without payment of any further fee.

Grievance procedure

- This grievance procedure applies to disputes between:
 - a member and another member; or
 - a member and the board; or
 - a member and the association.
- This procedure does not apply to any appeal by a member against a decision made in accordance with the disciplinary procedure outlined in clause 0.
- A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- The parties to a dispute may attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- If the parties to a dispute are unable to resolve the dispute between themselves within 14 days, the parties may within a further ten days:
 - notify the board of the dispute; and
 - agree to or request the appointment of a mediator; and
 - attempt in good faith to settle the dispute by mediation.
- The mediator may be:
 - a person chosen by agreement between the parties; or
 - in the absence of agreement:
 - if the dispute is between a member and another member, a person appointed by the board; or
 - if the dispute is between a member and the board or the association, a person appointed or employed by the Dispute Settlement Centre of Victoria.
- A mediator appointed by the board may be a member or former member of the association but in any case, must not be a person who:
 - i. has a personal interest in the dispute; or
 - ii. is biased against, or in favour of, any party.
 - iii. The mediator to the dispute, in conducting the mediation, must:
 - iv. give each party every opportunity to be heard; and
 - v. allow due consideration by all parties of any written statement submitted by any party; and

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- vi. ensure that natural justice is accorded to the parties throughout the mediation process.
 - The mediator must not determine the dispute.
 - If the mediation process does not resolve the dispute, the board may take whatever steps it considers appropriate in the best interests of the association and the members concerned.
 - Neither party is entitled to be represented by a legal practitioner at mediation.
 - The board may prescribe additional grievance procedures, which are consistent with this constitution, in the association's bylaws.
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By-law 8. Visitors

- Members may introduce a guest/s to utilise the facilities of the clubhouse. Guests must be signed in by the introducing Member in the visitors book located in the clubhouse.
 - The green fees to be paid shall be as determined by the Board from time to time.
 - A visitor is encouraged to compete for any daily prize or trophy providing he or she holds a current Golf Australia Handicap, unless otherwise stated by the Board. Visitors are not permitted to win Board or Traditional events.
 - The children or grandchildren of a member who are attending school are permitted to play with that Member at non-peak times during designated school holidays without the payment of a green fee.
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By-law 9. Complaints and suggestions

- All complaints and suggestions should be directed to the General Manager in the first instance.
 - Members are not to make complaints or suggestions directly to staff.
 - A suggestion box is provided in the clubhouse and a complaints and suggestions function is provided on the Horsham Golf Club website.
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By-law 10. Alcoholic liquor on the course

Alcohol may be consumed on the golf course. The Club has a licence to supply liquor from a refreshment cart and from the clubhouse. The club has a strictly no BYO alcohol policy.

By-law 11. Course staff have right of way

Members, guests and visitors must give right of way to ground staff who are working on the course. When a member of the ground staff has removed a flagstick from the hole, the green is out of play and no shot shall be hit to the green until the flagstick has been replaced.

By-law 12. Practice fairway and practice areas

Members and the public may hire range balls from the ball dispensing machine at the driving range 7 days a week. The range may be closed from time to time for maintenance.

Balls may not be hit from the southern end of the range towards the teeing area or from the chipping green towards the teeing area.

Balls other than range balls may be used at the practice chipping green at any time. Please observe signage.

By-law 13. Buggies across greens, tees and surrounds

Players may take buggies across tees but NOT across greens (including the practice putting greens). Players are also encouraged to NOT take buggies between greens and bunker edges to avoid excessive wear on the turf. Instead, players are asked to walk around bunker complexes. Although players may take buggies over green surrounds, motorised golf vehicles including parmakers must NOT be driven within 10 meters of the greens. Course care in these areas will assist in the management of high-quality playing surfaces.

By-law 14. Motorised golf vehicles

The following rules and etiquette for the use of all motorised golf vehicles on the course shall apply.

Responsibility for condition of Club-hired motorised golf vehicle:

Prior to any Club hired motorised golf vehicles being released for use, staff will ensure that the motorised golf vehicle is in proper and safe working order. The hirer of a motorised golf vehicle will be responsible for any damage incurred whilst using a Club hired cart (fair wear and tear excepted). The hirer will also be responsible for any accident or injury suffered directly or indirectly by the hirer to his or her property or any injury or damage to any other person or property arising from its use. The hirer shall hold a current public liability insurance policy for any claim that may arise as a result of any accident/incident caused by use of the motorised golf vehicle.

Responsibility for Member-owned motorised golf vehicle:

Where a member has been given approval by the General Manager to use his or her own motorised golf vehicle, the member will be responsible for ensuring that the motorised golf vehicle is maintained in good working condition. The use of a member owned motorised golf vehicle at the Club is entirely at the Members own risk, and the Club will not be responsible for any accident or injury suffered directly or indirectly by the Member or to his or her property or to any injury or damage to any other person or property arising from its storage or use. The member shall hold a current public liability insurance policy for any claim that may arise as a result of any accident/incident caused by use of the motorised golf vehicle.

Conditions of use motorised golf vehicles must:

- not be driven onto tees, greens and between bunkers or greens or parked in front of greens;
- allowed into car park if needed but must give way to vehicles and pedestrians and driven at less than 5km/hr.
- not be taken within 10 metres of greens, tees and bunkers unless on established pathways;
- not be driven ahead of play if a ball is still to be played;

- be kept to the fairways, except during wet and frosty conditions then to the rough areas as much as possible;
- be kept clear of all wet areas where possible;
- be kept to pathways where provided and all directional signage must be observed;
- have handbrake/park brake applied on all occasions when not in motion;
- avoid sensitive and newly planted native plants and grass roughs at all times;
- not carry more persons than the manufacturers recommendations.
- be driven with extra caution in congested areas, when operating in reverse, and when driving on wet, rough, or loose areas;
- not travel at speeds too fast for the terrain, visibility conditions or driver's experience;
- the use of a motorised golf vehicle may at times be denied if course conditions and/or other circumstances warrant such action, as advised by the manager or his/her delegate.
- Current annual cart registration sticker must be displayed on windscreen.

Expanded Cart Parking Policy: parking around Club House

In the interest of members and visitors, the club has determined that the area immediately north of the path to the 1st tee, past the back of the 18th green is a drive through zone only for motorised golf carts. Users of golf carts are requested to park in the designated parking areas for golf carts.

All cart owners and operators are asked to respect golfer's rights to have uninterrupted access to the club house and its facilities and a view of the 18th green. The path in front of the club house is a drive through zone only and no carts should stop/park on the path or grassed areas. Players waiting for a tee time should park their carts in the designated parking areas.

