



TAI TAPU GOLF CLUB (Inc.) OFFICIAL RULES

Last revised 10 October 2017

DEFINITIONS

"Club" means the Tai Tapu Golf Club (Incorporated)

"Members" means any persons who have been granted membership under the conditions listed the Rules

"General Meeting" means any Annual General Meeting or Special General Meeting called under the Rules

"Management Committee" means the group of Club Officers constituted under the Rules

"Playing Group" means a group of members who have come together to organize the playing of competitive or social matches. Each Playing Group will have a Captain and Group Committee, nominated Match Day or Days, and defined Membership Category or Categories.

"Membership Category" defines the annual subscription paid and membership rights of a set of Members

"Playing restrictions" define the restriction, if any, on access to the course for a round of golf.

"Voting rights" means the right to vote on any motion or election at any General Meeting.

"Management rights" means the right to serve on the Management Committee or any other committee of the Club

1. NAME

The name of the Club shall be "Tai Tapu Golf Club Incorporated".

2. OBJECTIVES

The objectives of the Club shall be:

- (a) To foster health and well being by providing beneficial recreational, social and competitive sporting opportunities to Members and the wider community.
- (b) To provide a golf course, a clubhouse, grounds and facilities.
- (c) To control, develop, foster and regulate the game of golf as an amateur sport according to the Rules of the Royal and Ancient Golf Club of St Andrews.

3. BY-LAWS

The Club shall maintain and enforce a set of By-Laws that provide the detailed structure for management of Club affairs.

4. INTERPRETATION OF RULES AND BY-LAWS

The decision of the Management Committee on the interpretation of these Rules and By-Laws, or for any matter not contained in these Rules and By-Laws, shall be conclusive and binding on all members until revoked at a General Meeting.

5. ALTERATION OF RULES

Rules may be added, deleted or amended with the consent of two-thirds of Members present and voting at a General Meeting, provided that the Members have received at least seven days notice of the proposed alteration from the Secretary.

6. MEMBERSHIP

The Club shall consist of those persons who have been accepted as Members in accordance with these Rules. Membership shall be granted in Categories defined and maintained in the By-Laws. Each Membership Category shall have specified requirements for Annual Subscription, specified Playing restrictions, and specified Voting and Management rights.

No professional golfer shall be eligible for membership and any member becoming a professional golfer or losing their amateur status shall *ipso facto* cease to be a member of the Club.

All Members shall be entitled to the use of the Clubhouse and to receive any regular communications from the Club, including the Annual Report and notice of any General Meetings.

7. APPROVAL AND ACCEPTANCE OF MEMBERSHIP

The acceptance of new members shall be subject to approval of the Management Committee and shall be governed by the following:

- (a)** Applicants for membership of the Club shall provide all information requested by the Club on the membership application form designed for this purpose. Upon receipt of a membership application the Club's employee or member responsible for membership applications may accept the candidate immediately or choose to have the application reviewed by the Management Committee.
- (b)** All membership applications may be reviewed by the Management Committee at their next meeting. The candidates considered shall be informed of their acceptance or rejection as soon as is practical after the meeting.
- (c)** Membership is not final until this review process is complete, the relevant fees are paid and the membership number issued.

8. ANNUAL SUBSCRIPTION

The annual subscription shall cover the financial year of the Club. The amount payable by members shall be the relevant annual subscription plus any required levies, affiliation fees and taxes.

9. LEVIES

The Management Committee may propose a levy for any nominated purpose subject to the approval of a majority of the Members at a General Meeting. The Categories of members liable for any levy, and the details of payment terms and conditions, shall be included in the proposal.

10. OFFICERS

The Officers of the Club shall comprise a President, Vice President, Immediate Past President (for twelve (12) months only), Secretary and a Treasurer. The offices of Secretary and Treasurer may be held by the same person.

11. MANAGEMENT COMMITTEE AND OTHER COMMITTEES

The Management Committee shall consist of the Officers of the Club, all Playing Group Captains, and 5 other members elected at the Annual General Meeting. The Management Committee shall have responsibility for the management of the affairs of the Club and shall have power and responsibility to:

- (a)** Make, alter or rescind regulations, policies and procedures not repugnant to the Rules and By-Laws, and act for the general comfort and accommodation of members. All regulations made by the Management Committee and orders given by them shall be binding on every member of the Club until set aside by a General Meeting.
- (b)** Manage the financial affairs of the Club, including:
 - i. The ability to purchase, acquire, sell or dispose of any Club assets
 - ii. The right to invest the funds of the Club in any investment allowed for the investment of Trust Funds by the laws of New Zealand
 - iii. The right to borrow or raise money on mortgage of the real or personal property of the Club.
 - iv. The right to enter into any and all negotiations, contracts and agreements in the name of and on behalf of the Club
- (c)** Ensure that proper books of account are kept and submitted to the Annual General Meeting. These accounts shall reflect the financial position of the club at the end of the financial year, and comply with the requirements of Charities Services. The financial statements shall be independently reviewed by a suitably qualified accountant, who may be appointed at an Annual General Meeting or, if not, approved by the Management Committee. The Committee, or the Trustees, may choose to have the accounts reviewed or audited by a separate party at any time if they deem necessary.
- (d)** The Management Committee shall review and update the Schedule of Delegated Authority levels each year and report these to the Trustees. The purpose of this is to ensure that the club's financial controls are appropriate and relevant and provide a clear framework within which both operating and capital expenditure is approved and expended.

- (e) The Management Committee shall set the annual subscriptions for each category of membership having given consideration to both the wishes of members and the financial needs of the club. The subscriptions levied shall be specified in a communication to the Members from the Management Committee at least 45 days prior to the start of the financial year. The Management Committee may also add, or delete, categories of membership.
- (f) Employ or contract a suitably qualified person or persons for full or part time employment at the Club. All such employees shall be engaged through binding and mutually agreed employment contracts which specify all employment conditions and duties of both employee and employer (the Club). Included in these contractual agreements shall be the employee's rights and duties for attendance at Management and Sub-Committee meetings. The day-to-day management and liaison with the employee may be delegated to a sub-committee. The full management responsibility for any employee is the responsibility of the Management Committee.
- (g) Delegate such of its power as may be deemed expedient to a Standing Sub-Committee or Transient Sub-Committees which shall be appointed from amongst its members with addition (if thought fit) of one or more Members of the Club specifically qualified for the duties delegated. Every such Sub-Committee shall be subordinate to the Management Committee.

12. STANDING SUB-COMMITTEES

Playing Committees

Each Playing Committee manages the affairs of a Playing Group. Each Playing Committee shall comprise a Captain, Vice Captain, and up to 5 Committee Members. From the committee members there shall be elected a Secretary and a Treasurer, or a Secretary-Treasurer.

Club Officers are prohibited from being members of any Playing Group Committee.

Playing Groups are defined in the Club By-Laws.

House and Bar Committee.

The House and Bar Committee which shall be held responsible for all matters within the clubhouse and its surrounds including the Bar, Catering and Office. The House Committee shall comprise a Convenor who is an elected member of the Management Committee and no fewer than four and no more than six other members. The members of the House and Bar Committee may be elected members of the Management Committee or may be recommended by the Convenor of the House and Bar Committee and the appointment approved by the Management Committee. The Club Administrator shall be a member of the House and Bar Committee but shall not have voting rights.

Greens Committee

The Greens Committee which shall be responsible for all matters concerning the golf course itself. The Greens Committee shall comprise a Convenor who is an elected member of the Management Committee and no fewer than four and no more than six other members. The members of the Greens Committee may be elected members of the Management Committee or shall be recommended by the Convenor of the Greens Committee and the appointment approved by the Management Committee. The Greenkeeper shall be a member of the Greens Committee but shall not have voting rights.

13. DUTIES OF ALL COMMITTEES

(a) Meetings

Unless, in the view of the committee's convenor there is little or no business to transact, each committee shall meet not less frequently than monthly.

(b) Monthly Reports

Every Committee Convenor shall present a monthly report in writing to the Club Secretary.

(c) Meetings

Meetings of committees shall be conducted in a proper manner and minutes shall be kept in writing and archived.

(d) Attendance

Should any member of any committee be absent three consecutive meetings of their respective committees without leave, that member's position shall be declared vacant

(e) Restrictions on committees

No sub-committee shall engage in any activity where the financial valuation of the activity exceeds the amount set as the limit by the Management Committee.

14. PATRON AND TRUSTEES

The Patron is a senior well respected member of the Club who represents the Club in ceremonial matters, and may be consulted to provide guidance and advice on any matter. The Patron is nominated by the President at the Annual General Meeting and confirmed by a majority of members with voting rights present. The President shall exercise his/her judgement and consult with other senior club members, and the nominee, before putting forward the nomination.

The role of the Trustees is to oversee the financial and procedural well-being of the Club on behalf of the members. It is desirable that the Trustees have experience in matters pertaining to finance and Club administration and procedure.

- (a)** Two Trustees shall be nominated and elected by the all members with voting rights at the Annual General Meeting under the same Rules as Club Officers. The Trustees shall not be elected Officers or members of the Management Committee. The Trustees shall elect one of their number who may on request attend meetings of the Club Management Committee and shall be heard on any matters relating to finance and Club procedures.
- (b)** The Trustees are to receive copies of the Agenda and Minutes of all Management Committee meetings within two weeks of the meeting and are also entitled to receive copies of reports dealing with finance including copies of the financial position, budgets, monthly reports, cash flows, bank statements and reconciliations. In addition to the above documentation the Trustees may request further documentation, or explanations.
- (c)** If at any stage the Trustees have concerns about the information supplied or any decision taken by the Management Committee relating to finance they may report their concerns to the Management Committee and may both attend subsequent meetings of the Management Committee where the matter may be discussed.
- (d)** The Trustees are not responsible for the finances of the Club. That responsibility remains with the Club Management Committee.

15. DISPUTE RESOLUTION

When circumstances dictate the Management Committee may create a Judicial Sub-Committee to deal with issues or disputes between Club members and/or Club Officers or employees that cannot be resolved by other means.

- (a)** This shall be a Sub-Committee consisting of 5 members of the Club (who need not be members of the Management Committee and at least 3 shall not be members of the Management Committee) appointed by the Management Committee and that Sub-Committee may appoint a Solicitor to advise it. The Judicial Committee need not hold office for any specified period but may be appointed at any time for a specified purpose and will continue to stay appointed for as long as it is required to function for that purpose.
- (b)** The Judicial Committee shall review any relevant facts and may make a judgement without calling upon any member or members concerned. If after preliminary consideration the Judicial Committee forms the view that further action is required it shall notify all concerned of a time and place (not less than 14 days after such notice) at which the interested parties shall be given a fair hearing. This hearing referred to above shall include an opportunity to hear and cross examine any witnesses. At the end of the hearing or within seven (7) days thereafter the Judicial Committee shall announce its decision.
- (c)** The Judicial Committee shall have the power to cancel the membership (or to suspend it for such period as the Judicial Committee resolves) of any member(s). No refund or partial refund of subscription shall be payable in respect of such period of full or partial cancellation.
- (d)** A decision of the Judicial Committee is final in all respects.

16. ELECTIONS

(a) Trustees, Officers of the Club and Management Committee

The Trustees, Officers and members of the Management Committee, shall be elected at the Annual General Meeting by the members from Membership Categories with voting rights. Nominations of Trustees, Officers and members of the Management Committee duly proposed, seconded and signed by the nominees shall be recorded on a list which shall be posted on the Notice Board of the Clubhouse 45 days prior to the date set down for the Annual General Meeting. Nominations shall close 14 days prior to the Annual General Meeting.

(b) Playing Committees

The members of these committees shall be elected at the group's Annual General Meeting by members with voting rights stipulated for the Playing Group. Nominations of members of these committee duly proposed, seconded and signed by the nominees shall be recorded on a list which shall be posted on the notice board of the clubhouse 35 days prior to the dates set down respectively for the group's Annual General Meeting. Nominations shall close 14 days prior to the Playing Group's Annual General Meeting which shall be held no later than one week before the Club's Annual General Meeting. The Playing Group Committee shall be confirmed at the Club Annual General Meeting and shall commence duties from that date.

(c) Insufficient/ Excess nominations

In the event of there being insufficient nominations for any position, then those nominated will then be put to the Annual General Meeting for election with any vacancies being filled by nominations from the floor at the Annual General Meeting. If there are more nominations than positions to be filled there shall be a secret ballot by all present eligible voting members.

(d) Vacancies and Additions

Any positions that remain unfilled at the conclusion of the Annual General Meeting, or become vacant during the year, may be filled by the members of that committee in whatever manner they see fit. Extra members may be added to any committee by approval of the Management Committee.

17. TERMS OF OFFICE

Officers and members of all committees shall continue in office until the termination of the Club Annual General Meeting at which their successors have been appointed.

There shall be no term limits on any Officers or committee member.

18. QUORUMS

(a) At any General Meeting, 10 members with voting rights shall form a quorum.

(b) At any meeting of the Management Committee 5 members shall form a quorum.

(c) At any meeting of a Sub-Committee 4 members shall form a quorum.

19. ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held not later than the 31st day of December. The date for the Annual General Meeting shall be posted in the clubhouse no later than 45 days prior to the meeting. Notices of Annual General Meetings together with the Annual Report shall be distributed to members entitled to attend such Meeting 7 clear days before such Meeting. Any notice of motion for the Annual General Meeting must be in writing and delivered to the Secretary at least 14 days prior to the date set down for the Annual General Meeting.

20. SPECIAL GENERAL MEETING

A Special General Meeting of the Club shall be held:

- (a)** When the Management Committee so determines.
- (b)** Within one month after a requisition shall have been delivered to the Secretary such requisition being at least 10% of the total membership with voting rights requesting a Special General Meeting.
- (c)** Notice of any Special General Meeting and of the business to be considered thereat shall be posted in the Clubhouse and distributed to members entitled to attend such meeting seven (7) clear days before such Meeting.
- (d)** No business shall be transacted at any such Special General Meeting except that in respect of which notice has been given.

21. VOTING AT GENERAL MEETINGS

The mode of voting at any General Meeting shall be on the voices or by a show of hands unless a ballot is required. Motions put to a General Meeting shall require a simple majority of all present eligible voting members to be carried.

22. WINDING-UP

- (a)** At a General Meeting of which notice has been given specifying the nature of the business to be transacted, a two-thirds majority of the members present at the meeting may resolve that the Club be wound-up as from a date to be named in the resolution.
- (b)** If, after the Club has been wound-up and all debts and liabilities have been satisfied, there remain any surplus assets whatsoever then the same shall be given or transferred to some other body or organisation having objectives similar to the Tai Tapu Golf Club (Inc.) or to some other charitable organisation or purpose within New Zealand.
- (c)** Such resolution as described in part(a) shall be confirmed at a subsequent General Meeting called for that purpose and held no less than 7 nor more than 30 days after the date on which the resolution was passed.