

Kilmore Golf Club Inc By-Laws as at



Club Membership Year - from 1st April to 31st March

Club Financial Year - from 1st July to 30th June

Annual General Meeting - November

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By-Law #1 relating to Constitution Section 5 Member subcategories

1. **Individual Members** – subject to the Constitution, have the right to receive notice of, attend and vote at General Meetings, GA and District affiliation fees apply. Eligible to vote and play according to limitations specified below. Must comply with all conditions of membership as in Section 5 of the Constitution.
 - a. **Full Member** – full playing rights and access to the course 7 days a week.
 - b. **Weekday Member** - full playing rights and access to the course on weekdays only, excluding Public Holidays.
 - c. **Under 25 Member**- same rights as a full member but must be under 25 at 1st April.
 - d. **Family Membership** – open to families of 2 adults and one or more children under 18 years occupying the same residence. Children have the rights of Juniors and Parents have the rights of Full members.
2. **Life Members** – subject to the Constitution, have the right to receive notice of, attend and vote at General Meetings.
 - a. **Playing Life Member** -- same rights as a Full Member, GA and District affiliation fees payable but no annual subscription required. Full playing rights.

- b. **Non-Playing Life Member** - voting rights, no affiliation fees required, no playing rights nor access to the course.
3. **Junior Members** – must be under 18 years and according to the Constitution do not have the right to receive notice of, attend nor vote at General Meetings. Must comply with all conditions of membership set out in Section 5 of the Constitution. Have full playing rights and access to the course. Have access to a GA handicap (GolfLink) if required.
My Golf Junior Member - no requirement to pay GA and District affiliation fees. Not eligible for Board and major events. Full playing rights and access to the course (part of a national development program and therefore do not require insurance).
4. **Social Members** - (for GA and District purposes this category does not require affiliation)
- Open to those over 18 years
 - Have no playing or voting rights
 - Must complete an Application Form
 - Receive member discounts on all Bar Purchases
5. **Absentee Members** (for GA and District purposes this category does not require affiliation)
- Open to an individual member who by virtue of illness, injury or absence for a prolonged time is unable to participate in the facilities of the Club
 - To be accepted, a member must apply in writing to the Committee giving good reason for the membership transfer
 - Must pay an annual subscription fee as determined by the Committee
 - Have no voting or playing rights
 - Not eligible to become an elected member of the General Committee
 - Must apply in writing when and if the member wants to transfer back to his/her previous membership category
 - Pro rata subscription amounts do not apply.
6. **Special Discounts** - as the General Committee may determine from time to time. Usually with an expiry date.
7. **Membership Fees** (relating to the Constitution 8.1)
Membership subscriptions for the following Membership Year (put forward by the General Committee) will be announced at the Annual General Meeting in November.

By-Law #2

Reciprocal Rights with Other Clubs

See the Programme Booklet for the Names of Clubs where Kilmore Members can request discounts for green fees.

Members from those Clubs listed in the Programme will pay KGC **half green fees and the current competition fees** on presentation of their Golf Link Handicap card or membership card from their current Golf Club.

Kilmore Golf Club will provide to **Murray Downs Golf and Country Club (see Agreement signed October 2022)** and other Golf Clubs on request, a list of our current financial members at the end of May.

By-Law #3

Relating to Constitution Section 5.4

Life Members

Life Membership Eligibility Criteria

A Life membership is not to be bestowed lightly. It is recommended that the criteria listed below, be met and a consistent and transparent process must be evident from start to finish.

Basic Criteria.

- Served a minimum term of 10 years as a member of the club.
- Positions held in the club.
- Positions held in the wider community regarding golf activities, which represent the club and show commitment to the game of golf.
- Outstanding participation in club activities.
- Support and encouragement to other members of the club.
- Conducted him or herself in an appropriate manner and not brought the club's reputation into disrepute.
- The nominee should have set a high personal standard in accordance with the Club's code of conduct.
- Represents the values of the Club.
- Is or has been a reliable volunteer within the club.

The above criteria should demonstrate a high level of involvement.

A nominee does not need to have been a member of a committee. The common factor is that they have promoted the game of golf in and out of the club, encouraged and supported members and activities within the club and initiated new ideas. They may, in the process of supporting the club become a member of a committee. In other words, they have given special service to the club over and beyond many other people and the award is recognition of their commitment.

Process

- A written nomination to be presented to the General Committee at least two months prior to the next AGM.
- A Special Committee will then determine if the candidate is a suitable nominee and has met the criteria as previously determined. All voting by the General Committee for Life Membership shall be by secret ballot and one adverse vote will be allowed.
- If the General Committee accepts the recommendation of Life membership for a nominee, then at any General or Special General Meeting, the nominee's name will be presented to the meeting and on receiving the votes of at least three quarters of the Members present a Life Member of the Club with full privileges will be accepted.
- Life membership must then be recorded in the Club's official register.

Benefits of Life Membership

- Exempt from Membership Fees except for GA and District Affiliation Fees
- Listing on Club Honour Board

By-Law #4

Relating to the Constitution 12 and 13.4

General Committee Members and Delegation of Powers

1. The Lady Captain may at the discretion of the General Committee be replaced at a meeting by the Lady Vice Captain or other appointed lady member.
2. The Club's Match Committee appointed by the Men's and Ladies' Captains, shall oversee all matters relating to the playing of the game of golf at Kilmore Golf Club and in selecting teams to play at other Golf Courses representing Kilmore Golf Club and in the running of Golf Events at Kilmore Golf Club. For Ladies' or Mens' only, events, the relevant Captain shall be responsible for the running of the event along with any delegated members.

By-Law #5

Heat Policy for Golf at KGC

Members are advised of the dangers of extreme heat (36 Degrees Celsius or more) and are encouraged to be aware of the forecast of extreme heat and consider their own personal safety while out on the course. In the case of extreme heat, player safety will always take precedence over course playability. The club takes every measure to ensure members are informed of the risks of playing on days of extreme heat; however, the onus remains on the member to accept the risks and make their own decision on whether to begin their round.

Golf Victoria Heat Policy, developed in consultation with Sports Medicine Australia, Sports Dieticians Australia and the Department of Health and Ageing notes: that at an ambient temperature of **36 degrees or above**, the risk of thermal injury is "**Extreme**" and players should be encouraged to either ***move their round to a cooler part of the day, or cancel.***

Policy:

"Should the forecast temperature (bom.gov.au) for Kilmore, at 5:00pm on the day prior to play, be 36 degrees Celsius or above, golfers will be warned via the club website and members' notice board of the potential dangers of playing in heat. In the event of the actual temperature reaching 38 degrees Celsius at Kilmore, all play will then be abandoned. The course will be closed for the remainder of the day. Should this coincide with a competition being in progress, a representative of the Match Committee and the Club Captains will inform players on the course. A decision on the status of the competition results will be made dependent on the number of completed rounds.

Players shall be notified of these changes using the siren as follows:

- Immediate suspension: one prolonged sounding.

Warnings placed on the club website and members' notice board will remind members who play on days of extreme heat are advised to apply sunscreen, wear hats and other protective clothing and continually re-hydrate during play.

By-Law #6
Relating to Constitution Section 7.2
Grievances, Discipline of Members & Appeals

This policy and procedure give the General Committee the responsibility and authority to advise and request changes in behaviour; to warn and if necessary, following the Disputes and Grievances (Section 7.2) in the constitution, to exclude a member from any or all groups, course or activity should inappropriate behaviour occur. The General Committee acknowledges that some behaviours may be generated by certain medical conditions; such behaviours are not deemed inappropriate as defined in this policy.

All members and employees of Kilmore Golf Club are entitled to participate in all activities in various locations with reasonable freedom and without prejudice.

To protect the safety and rights of all and to maintain good order you are advised that any member who exhibits inappropriate behaviour or cyber bullying may be excluded from any or all activities. The General Committee will caution any member exhibiting inappropriate behaviour in or on the Kilmore Golf Course/Club

The committee must be advised of any action taken; they will then apply the procedure contained in this Code of Conduct to protect the safety and rights of all members.

Examples of Inappropriate Behaviour

- Any behaviour which breaches the rights, health, or safety of other persons to work and enjoy participation in activities of the Kilmore Golf Club
- Failure to comply with a reasonable directive from a member of the General Committee
- Wilful or negligent damage to any property of the Kilmore Golf Club or other members/employees' property
- Any verbal or physical assault or attempted assault to any member/employee of the Kilmore Golf Club
- Entering any property or location being used by the Kilmore Golf Club when not entitled to do so.
- Conduct which is disorderly, intimidating or which interferes with the orderly running of an activity, or other person's job
- Any behaviour which in the view of the General Committee amounts to racism, sexual harassment, intimidation, or discrimination on the basis of gender, race, ethnic origin, disability, religious or political belief, marital status or parenthood.
- Failure to comply with any request or warning about inappropriate behaviour related to the policy or procedure under this Code of Conduct.

This policy does not preclude the right or responsibility of any member/employee to refer exceptional inappropriate behaviour, especially relating to health and safety, directly to the attention of the police or other emergency services.

Procedure to follow should inappropriate behaviour occur.

Any member/employee of the golf club who may be affected by inappropriate behaviour is entitled to make a complaint to a member of the General Committee. The complainant may be requested to detail any complaint in writing citing the situation and the date. If this is impossible the complainant may be asked to repeat details of the incident in the presence of a witness.

Where a complaint is made, every endeavour should be made to balance the right of the person being the subject of the complaint to know the details of the complaint and any desire of the complainant to remain anonymous. However, unless there is any threat, intimidation or fear of violence or retribution the complainant should be advised that their identity may have to be revealed during the procedures described here.

Any exceptional inappropriate behaviour which directly or immediately places in danger a member/employee or property being used by the golf club should be reported, directly to the attention of the police or other emergency services

1. Process

The complaint should be referred to a member of the General Committee in writing, stating the issue and a date.

The person who is the abuser will be asked to apologise/ or admit fault either in person or by a letter to the complainant.

If this does not occur or is not acceptable to the complainant, then disciplinary procedures will be taken as per paragraph 2 below.

2. Disciplinary procedure

- a. The General Committee 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 this constitution, the association's bylaws or any resolution or determination of the General Committee 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 Club; and/or
 - iv. brought themselves, the Club, 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 General Committee 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 General Committee and the grounds on which it is based;
 - ii. stating that the member may address the General Committee 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 General Committee 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 General Committee terminates or suspends a member's membership, the General Committee 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 General committee 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 General Committee 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.

3. Appeal against termination or suspension of membership

- e. A person whose membership has been terminated or suspended may give the secretary written notice of their intention to appeal against the decision.
- f. A notice of intention to appeal must be given to the secretary within seven days after the person receives written notice of the decision.
- g. 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 General Committee members, which may include a barrister or solicitor.

4. Appeals panel to decide appeal

- h. The appeals panel must hold the appeal meeting within 28 days after the secretary receives the notice of intention to appeal.
- i. At the meeting, the member must be given a full and fair opportunity to show why the membership should not be terminated or suspended.
- j. Also, the General Committee must be given a full and fair opportunity to show why the membership should be terminated or suspended.
- k. An appeal must be decided by a majority vote of the members of the appeals panel.
- l. Where a decision of the General Committee 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.

5. Grievance procedure

- m. This grievance procedure applies to disputes between:
 - i. a member and another member; or
 - ii. a member and the General Committee; or
 - iii. a member and the Club.
- n. This procedure does not apply to any appeal by a member against a decision made in accordance with the disciplinary procedure outlined in clause 1.
- o. 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.
- p. 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.
- q. 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:
 - i. notify the General Committee of the dispute; and
 - ii. agree to or request the appointment of a mediator; and
 - iii. attempt in good faith to settle the dispute by mediation.
- r. The mediator may be:
 - i. a person chosen by agreement between the parties; or
 - 1. in the absence of agreement:
 - 2. if the dispute is between a member and another member, a person appointed by the General Committee ; or

3. if the dispute is between a member and the General Committee or the association, a person appointed or employed by the Dispute Settlement Centre of Victoria.
- s. A mediator appointed by the General Committee may be a member or former member of the Club 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.
 - t. The mediator to the dispute, in conducting the mediation, must:
 - i. give each party every opportunity to be heard; and
 - ii. allow due consideration by all parties of any written statement submitted by any party; and
 - iii. ensure that natural justice is accorded to the parties throughout the mediation process.
 - u. The mediator must not determine the dispute.
 - v. If the mediation process does not resolve the dispute, the General Committee may take whatever steps it considers appropriate in the best interests of the Club and the members concerned.
 - w. Neither party is entitled to be represented by a legal practitioner at mediation.
 - x. The General Committee may prescribe additional grievance procedures, which are consistent with the constitution and the Club's by-laws.

By Law #7 Privacy Policy

Kilmore Golf Club is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Ch.) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers. This Personal Information is obtained in many ways including correspondence, telephone, email, via our website www.kilmoregolfclub.com.au, and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Kilmore Golf Club will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

Kilmore Golf Club: Anderson Road Kilmore 3764

info@kilmoregolfclub.com.au

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