

BENALLA GOLF CLUB – March 2024

BY-LAWS CONCERNING COMMITTEES

AUTHORITY - Benalla Golf Club Constitution 5.5 -Appointment of subcommittees

DEFINITION

Committee means a subcommittee established by the Benalla Golf Club Board. Committees may be convened and dissolved at the discretion of the Board.

PURPOSE

The role of committees is to assist in achieving the objectives of the club; to help with the conduct of the association's operations; and to provide considered advice to the Board to aid it in meeting its responsibilities.

RESPONSIBILITY AND AUTHORITY OF SUB-COMMITTEES

Committees are approved to deal with business in line with the areas of responsibility defined in their Terms of Reference and as otherwise approved by the Board in accordance with 5.5 of the Constitution.

All committees report to the Board of Benalla Golf Club.

Committees present recommendations and decisions to the Board for-consideration and approval. Committees are not authorised to make any formal undertaking (financial or otherwise) on behalf of the Club, commit to major works, or modify approved Club policy or procedure before Board approval is granted.

The Board is responsible for accepting or not any recommendations or approving or modifying any decisions made by a committee, except in the case where the committee has been given power to act within its terms of reference.

Responsibility for the administration of club employees and oversight of all club financial matters rests with the Board

PARTICIPATION AND MEMBERSHIP

The tenure of committee members shall be one year with a maximum of 5 years.

The Board will appoint the chair of each committee and its members. All committee members must be voting members of Benalla Golf Club.

Staff members may be in attendance at meetings but are not voting members.

The chair of each Committee will nominate a deputy and minute-taker as mutually agreed by committee members.

For special projects, with the approval of the Board, committees may co-opt members and non-members with relevant expertise.

The Board may call for expressions of interest from members for all committee positions. Expressions of Interest should address the skills,-knowledge and attributes required to achieve the committee's charter.

Membership should reflect the diversity of the club and endeavour to include a minimum of two male and two female members. Further Committee membership requirements may be included in the Committee's Terms of Reference.

At least one Board member will be appointed to each Committee to ensure a connection to the Board and the Club's strategic direction. In no Committee shall Board members make up the majority.

The Director of Finance will chair the Finance, Risk and Audit Committee

The Director of Golf will chair the Golf Committee.

The Club President is an ex-officio member of all sub-committees.

The General Manager shall attend meetings of committees as instructed by the Board.

The Course Superintendent shall attend Course and Greens Committee meetings

The Golf Shop operator shall attend Golf Committee meetings.

FREQUENCY OF MEETINGS & MEETING PROCEDURES

The Chair of each Committee has discretion as to how often the committee meets, preferably no less than bi-monthly, or five times per year.

A quorum for an appointed committee shall be half the membership plus one. The President, if present at a meeting, shall be counted in determining whether a quorum is present.

All meetings of committees appointed by the Board shall have minutes recorded. The chairperson of the meeting will approve the draft minutes prior to circulation. Once approved the minutes will be forwarded to other members of the committee and to the General Manager for presentation at the next Board meeting.

AUTHORISED COMMITTEES

The following sub-committees of the Club are approved:

1. Finance Risk and Audit Committee
2. Golf Committee
3. Course and Greens Committee
4. Membership and Marketing Committee