

By-law No. 1

Adopted: September 2021

1.1. Standing Committees

1.1.1. MATCH

1.1.2. CLUB HOUSE and SOCIAL

1.1.3. WOMEN'S (Equal Opportunity Act 1984 Special measure)

1.2. Overview of Women's Committee

1.2.1. Purpose

- a) It shall be responsible for promoting access and participation for women, for all matters associated with the conduct of women's matches and competitions, for enabling women to participate in club governance, and to do what the board and committee may think necessary for the promotion of an inclusive club environment.

1.2.2. Structure

- a) The Women's Committee shall be constituted of the following 10 elected members:
 - i) Women's President
 - ii) Women's Vice President
 - iii) Women's Captain
 - iv) Women's Vice Captain
 - v) Handicapper
 - vi) Assistant Handicapper
 - vii) Secretary
 - viii) Assistant Secretary
 - ix) Treasurer
 - x) Assistant Treasurer
- b) The Committee will be presided over by the Women's President, who shall chair the Women's Committee meetings, or in the absence of the Women's President, the Women's Vice-President shall act as the chairperson.
- c) The Women's President and Women's Captain will be elected for a 2 year term of office at the Annual General Meeting in alternate years as they are also members of the Board of Management. The remaining members will be elected for one year.

1.2.3.Areas of responsibility

- a) Golf Competitions
 - i) Develop and implement yearly golfing program for women members.
 - ii) Schedule playing times and days for women's competitions.
 - iii) Manage results.
 - iv) Allocate and distribute prizes and trophies.
 - v) Manage process for golf rule infringements and disputes.
 - vi) Manage process for behavioral infringements. E
 - vii) Foster club participation in interclub competitions.
 - viii) Distribute information about open days, competitions and events across the State. Q
 - ix) Manage Handicaps.
 - x) Manage the Finances in accordance with the board of management budgets.
 - xi) Ensure knowledge of Golf Etiquette and Rules. U
 - xii) Provide information about opportunities for golf skills development.
- b) Social I
 - i) Design and manage annual events program for women members.
 - ii) Communicate regularly with members.
 - iii) Create inviting, inclusive and supportive club environment for women. T
 - iv) Promote and encourage women's involvement in club social events.
- c) Fostering participation Y
 - i) Collaborate in development of strategies for recruitment of new women members.
 - ii) Provide new members' induction and support program.
 - iii) Assess members' satisfaction.
 - iv) Ascertain and respond to members' issues and ideas.
 - v) Encourage women to nominate for positions on the Board and all Standing Committees of the club.
- d) Finance
 - i) Manage the finances in accordance with the board of management budgets.

- ii) Collect Competition fees.
 - iii) Manage the money from all events, including trading tables and raffles.
 - iv) Request sponsorship of events and competitions from members and associated businesses including golf shops.
 - v) Acknowledge all donations of sponsorship.
 - vi) Reconcile income and expenditure.
- e) Management of committee business
- i) Contribute to Club governance through status as a Standing Committee of the Board.
 - ii) Schedule and manage monthly Committee meetings.
 - iii) Maintain Committee minutes and records.
 - iv) Report on Women's Committee business to Committee, Club members, and to the Board.
 - v) Manage correspondence and notices to and from the Committee.
 - vi) Update and distribute all documents required for club events and sponsorship.
 - vii) Promote women's golf activities on the Westward Ho Golf Club website, newsletters and social media.
 - viii) Liaise with the General Manager and Club Professional on a regular basis to promote all aspects of women golf and activities at the club.
- f) To ensure inclusivity and equal opportunity for women and girls in golf and to minimize the likelihood of a discrimination claim the Women's Committee will raise awareness within our golf club and be guided by:
- i) Golf Australia's Vision 25: The future of women and girls in golf
 - ii) Guidelines for the promotion of equal opportunity for women and girls in golf. Australian Human Rights Commission 2019

1.3. Overview of the Club House & Social Committee

1.3.1. Purpose

- a) It shall be responsible for:
 - i) Establishing, promoting and managing a social events program;
 - ii) Assisting with maintenance and improvements of the club house and environs.

1.3.2. Structure

- a) The Committee shall consist of up to 10 members and will be presided over by the Chairperson of the Club House and Social Committee.
 - i) Chairperson of the Club House and Social Committee
 - ii) Vice-Chairperson

- iii) Secretary (minute-taker)
 - iv) Promotional Representative
 - v) Club House Representative
- b) The Chairperson is a member of the Board of Management and will be elected for a 2 year term of office. All members will be elected at the Annual General Meeting for a 2 year term of office with half the members finishing their term in one year and half in the alternate year.

1.3.3. Areas of responsibility

- a) Social Events
 - i) Develop and manage an annual program of social events for members;
 - ii) Work with the General Manager to ensure all functions are profitable.
 - iii) Communicate regularly with members.
- b) Financial
 - i) Implement an annual fundraising program, integrated with social events when possible.
 - ii) Manage the finances in accordance with the board of management budgets.
- c) Clubhouse and environs
 - i) Assist with the maintenance and development of the clubhouse facilities.
 - ii) Assist with the cleaning and maintenance of the external areas including the Club car park, front garden areas and the rose garden.
 - iii) Arrange working bees when required.
- d) Management of committee business
 - i) Contribute to Club governance through status as a Standing Committee of the Board.
 - ii) Schedule and manage monthly Committee meetings.
 - iii) Maintain Committee minutes and records.
 - iv) Report on Club House and Social Committee business to Committee, Club members, and to the Board.
 - v) Manage correspondence and notices to and from the Committee.
 - vi) Update and distribute all documents required for club events.
 - vii) Promote Club House and Social activities and events on the Westward Ho Golf Club website, newsletters and social media.
 - viii) Liaise with the General Manager on a regular basis to promote all aspects of the committee's activities at the club.

1.4. Overview of the Match Committee

1.4.1. Purpose

- a) It shall be responsible for:
 - i) the programming, management and conduct of all golf competitions
 - ii) making recommendations to the Board about conditions and improvements to the Course
 - iii) for the leadership and promotion of golf.

1.4.2. Structure

- a) The Committee will consist of up to 10 Members and will be presided over by either the Women's Captain or the Men's Captain decided on the basis of a vote by the Match Committee members at the first meeting after the AGM.
- b) The Committee will be constituted of the following 10 elected members
 - i) Men's Captain
 - ii) Men's Vice Captain
 - iii) Women's Captain *
 - iv) Women's Vice Captain *
 - v) Men's Handicap Manager
 - vi) Women's Handicap Manager *
 - vii) Four Daily Competition Managers to cover Monday, Wednesday, Thursday and Saturday competitions.
- c) The role of the Daily Competition Managers
 - i) Process daily competition fees
 - ii) Process score cards as submitted
 - iii) Establish the number of grades for the day
 - iv) Operate miGolf computer program for the daily competition to allocate prize money and upload results
 - v) Submit results to The Advertiser
- d) All members (except those who have a designated position *) will be elected at the Annual General Meeting for a 2 year term of office with half the members finishing their term in one year and half in the alternate year.

1.4.3. Areas of responsibility

- a) Canvas issues for course condition
- b) Meet regularly with General Manager and the Course Superintendent about the condition of the course and make recommendations for improvements to the course and playing conditions
- c) Provide leadership in enhancing members' satisfaction with golf at the club and identifying and resolving issues related to golf

- d) Management of annual Club golf program for inclusion in the program book
- e) Management of sponsorship for golf awards and prizes
- f) Manage Club and interclub championships, pennant teams and competitions
- g) Address queries from members and others concerning rules of golf and administration matters, including where applicable, the settlement of disputes. (should this be in relation to rules)
- h) Organise the Major Presentation Event.
- i) Manage the finances in accordance with the board of management budgets.
- j) Update and maintain the outside noticeboard at the Pro-shop including alterations and amendments to local rules
- k) Meet on a monthly basis and maintain adequate records of agenda and minutes.
- l) Report to the Board.