



TAMBO VALLEY GOLF CLUB

203 Nunning Road, Bindi 3896 Telephone 5159 4326

President: Chris Robbie

Captain: Sandy Murray

Secretary: Bill Cooper

TAMBO VALLEY GOLF CLUB INCORPORATED BY-LAWS

All By-Laws are to be read and considered in conjunction with the Rules of the Club as contained in the Constitution. In the event of any ambiguity the Rules will take precedence. The authority of the Committee of Management to create and/or amend By-Laws is described in the Club Constitution at Rule 5 part 3.

SUB-COMMITTEES BY-LAW AS AT-MAY 2023

All Club Sub-Committees are in effect working groups that have been assigned and have accepted a specifically defined range of responsibilities, and which operate under the delegated authority of the Committee of Management.

- **Ex-officio Members:** The President and Secretary are ex-officio members of all COM Committees.
- **Meetings:** Each Committee and subcommittee may meet at such times and frequency as it determines.
- **Definitions:** The abbreviation COM refers to the Committee of Management.
- **External Assistance:** Persons other than Members of the Club, such as the Club Professional, the Club Superintendent, or persons from outside the Club membership, may be seconded to assist any Sub-Committee but may not be appointed as a Sub-Committee member.

EXECUTIVE SUB COMMITTEE

The Executive Sub Committee shall consist of the Club President, Vice president, Club Captain, Club Secretary and Club Treasurer and shall only meet under the following circumstances:

- **a)** To review and recommend the club's insurance policies/package.
- **b)** In the case of emergencies eg. bushfires or floods.
- **c)** On the occasion/s that the club may wish to conduct a possible staff member interview.

FINANCE COMMITTEE

Shall be convened by the Club Treasurer and comprise such Officers and ordinary members as are recommended by the Treasurer and ratified by the COM. As a Sub-Committee of the club, it shall:

- **a)** Meet not less than six times annually.
- **b)** Monitor income and expenditure against budgets approved by the COM and reporting thereon.
- **c)** Evaluate financial controls.
- **d)** Monitor planned development of the overall operations of the Club.
- **e)** Periodically report and make recommendations on individual objectives within planned development.
- **f)** Develop a long term staged development plan for the Club and its assets.
- **g)** Develop rolling 3 year plans and related cost estimates for capital works and equipment in consultation with the golf sub committee for inclusion in annual budgets.
- **h)** Determine and recommend when tenders or quotes are required for purchases or capital works.
- **i)** Evaluate tenders or quotes and recommend thereon.

- **j)** Review membership categories and subscription levels annually and make recommendations thereon, including membership development strategies.
- **k)** Monitor bar and catering operations and arrange for stocktakes.
- **l)** Prepare draft budgets.
- **m)** Contact and encourage current and prospective sponsors.
- **n)** Negotiate short and long term sponsorship arrangements in accordance with the plans, programs and annual competition schedules of the Club.
- **o)** In consultation with the Golf Committee, review the requirements of representatives and representative teams and recommend sponsorship levels and other support arrangements to the COM.
- **p)** Recommend sponsors and sponsorships for approval by the COM.
- **q)** Recommend appropriate recognition of sponsors including any proposed temporary or semi-permanent signage.

CAMPING, FACILITIES AND MAINTENANCE COMMITTEE

- This committee shall comprise Officers and members appointed by the COM. As a Sub-Committee of the Club, its duties are to:
 - **a)** Monitor the use and condition of Club grounds, buildings and facilities other than those under the responsibility of the Course subcommittee and/or the Course Superintendent.
 - **b)** Develop and recommend related maintenance programs or items as required.
 - **c)** Arrange for quotes or tenders for maintenance work and make recommendations thereon.
 - **d)** Recommend additions, alterations or renovations in accordance with the Club Development Plan.
 - **e)** Meet not less than four times annually.

GOLF COMMITTEE

The Golf Committee is convened by the Club Captain and consists of Officers and members appointed by the COM. As a Committee of the Club, its responsibilities include:

- **Competition and Rules:** Being responsible for the game of golf and the conduct of competitions in accordance with the rules of golf and Club policies.
- **Programs and Documentation:** Preparing the Club's Annual Golf Program and Booklet in digital format.
- **Course Maintenance:** Maintaining the Golf Course and applying environmental controls.
- **Personnel and Development:** Planning and overseeing the work of volunteers , and developing the course according to the COM-approved Course development program.
- **Financial Planning:** Planning approved capital works in consultation with the Finance Committee , and developing related budgets, including those for machinery and equipment upgrades.
- **Procurement and Monitoring:** Arranging quotes or tenders for approved works and monitoring course expenditure against approved budgets.
- **Inventory:** Arranging half-yearly stocktakes of stored course materials and chemicals.
- **Delegation and Reporting:** Delegating tasks to subcommittees as determined and providing periodic reports to the COM.
- **Interclub Relations:** Negotiating and recommending reciprocity agreements with other clubs , organizing interclub competitions , and representing the club at the regional Association level.
- **Communication:** Preparing articles for the Club Newsletter from time to time.
- **Team Management:** Selecting, organizing, and managing representative teams, including Pennant and Division teams.
- **Sponsorship:** Developing sponsorship proposals in consultation with the Finance Committee.
- **Regional Participation:** Participating in the planning of regional competitions.
- **Meeting Frequency:** The Golf Committee must meet no less than six times annually.

LADIES COMMITTEE

The Ladies Committee comprises the President, Captain, Secretary, and Treasurer, along with at least three entitled members elected annually by the Club's Lady Golfing Members. As a Committee of the Club, its role includes:

- **Golf Operations:** Responsibility for Women's Golf and conducting competitions according to the rules of golf and Club policies.
- **Delegation:** Delegating tasks to subcommittees as it determines.
- **Programming:** Assisting the Golf Committee with the preparation of the Club's annual Golf program.
- **Catering and Supplies:** Managing the purchase of all food and drink for the club and maintaining available stock levels.
- **Sales and Finance:** Overseeing the sale of food and drink items at prices aligned with Finance Committee guidelines.
- **Financial Recording:** Properly recording all sales transactions and returning all collected monies to the Club Treasurer.
- **Budget Monitoring:** Monitoring clubhouse income and expenditure against budgets approved by the COM and reporting on them.
- **Facilities Maintenance:** Ensuring the clubhouse and its surroundings are kept clean, properly maintained, and provided for at all times.
- **Social Activities:** Arranging, conducting, and managing a variety of approved social events and activities.
- **Reporting and Communication:** Providing periodic reports to the COM and preparing the Club Newsletter from time to time.
- **Meeting Frequency:** The Ladies Sub-committee must meet at least four times every year.