



# **CONSTITUTION OF THE BLACKTOWN WORKERS MEN'S GOLF CLUB**

(UNINCORPORATED ASSOCIATION – NSW)

As approved – 2nd March 2026 AGM

## **1. NAME**

The name of the association is **Blacktown Workers Men's Golf Club** ("the Club").

---

## **2. OBJECTS**

The objects of the Club are to:

- a. Foster, promote and develop the game of golf for male members of the Blacktown Workers Club Ltd ("The Parent Club").
  - b. Organise competitions, social golf, representative events and related activities.
  - c. Encourage sportsmanship, fellowship and safe participation in golf.
  - d. Manage Club events, finances, handicaps and competitions for the benefit of members.
- 

## **3. RELATIONSHIP WITH THE PARENT CLUB**

- a. All members of the Men's Golf Club must be **financial members of Blacktown Workers Club Ltd.**
  - b. Any member suspended or expelled from the Parent Club is automatically suspended or expelled from the Men's Golf Club for the same duration.
  - c. Members awaiting approval of The Parent Club membership, may participate at the Committee's discretion.
- 

## **4. MEMBERSHIP**

### **4.1 Eligibility**

Membership is open to any male person who is:

- a. A financial member of Blacktown Workers Club Ltd; and
- b. Has paid the annual Men's Golf Club membership fee.
- c. Junior members between the ages of 16 & 18, are eligible at the discretion of the Committee.
- d. Approved Junior members shall have a parent or Guardian who is a member of the Parent Club.
- e. Approved Junior members shall pay the annual Men's Golf Club membership fee.

## **4.2 Membership Categories**

- a. **Ordinary Members** – financial members of the Club.
- b. **Life Members** – as determined by the Committee or by vote of the members. Life Members are exempt from annual Club fees.

## **4.3 Rights of Members**

- a. Only **financial & life members of the Men's Golf Club** may vote at General Meetings.
- b. Financial members may participate in competitions, meetings, and activities of the Club.
- c. Junior members are ineligible to vote at General Meetings.

## **4.4 Annual Membership Fee**

- a. The annual membership fee is determined by the Committee.
- b. Fees are due on or before the first game of the calendar year.
- c. Life Members are not required to pay the Annual Fee.
- d. Non-financial members are not eligible to vote, compete or attend General Meetings.

## **4.5 Acceptance of Constitution and Rules**

1. By applying for membership, renewing membership, paying any membership fee, or participating in any golf event, activity, or competition conducted by the Club, each member is deemed to:
  - a. acknowledge that they have read, or had reasonable opportunity to read, the Constitution of the Blacktown Workers Men's Golf Club;
  - b. accept and agree to comply with the Constitution, by-laws, policies, Etiquette & Rules of Play, and any decisions properly made by the Committee or Match Committee; and
  - c. conduct themselves in a manner that upholds the values, objectives, and standards of the Club.
2. Continued participation in Club events constitutes ongoing acceptance of any amendments to the Constitution or Club rules as approved in accordance with this Constitution.

## **4.6 Register of Members**

The Secretary shall maintain an up-to-date register of members.

---

## **5. AUTHORITY, LIABILITY & INDEMNITY**

### **5.1 Authority to Act on Behalf of the Club**

1. No member, whether a Committee member or an ordinary member, may enter into any contract, agreement, arrangement, or undertaking on behalf of the Blacktown Workers Men's Golf Club unless expressly authorised by a prior resolution of the Committee.
2. Members must not make any representation, promise, guarantee or commitment — whether financial, legal, or otherwise — that could bind, or appear to bind, the Club without such authorisation.
3. Any unauthorised agreement, commitment, or action made in breach of this clause:
  - a. is deemed to be made solely in the individual's personal capacity;
  - b. does not create any liability or obligation for the Club; and
  - c. may result in disciplinary action under this Constitution.
4. All authorised commitments of the Club must be made in writing and recorded in the Committee minutes.

## 5.2 Indemnity and Protection from Personal Liability

1. The Club indemnifies all Committee members and any member acting under the direction of the Committee against any personal liability, claim, demand, loss, or damage arising from the proper performance of their duties, provided that the individual:
  - a. acted honestly and in good faith;
  - b. acted without personal gain;
  - c. acted within the scope of their role or a valid Committee authorisation, and
  - d. exercised reasonable care, diligence, and judgement to the best of their knowledge.
2. The indemnity in this clause does **not** apply where the liability arises from:
  - a. unauthorised acts made without Committee approval;
  - b. wilful misconduct, fraud, or gross negligence; or
  - c. actions taken for personal, financial, or improper advantage.
3. Nothing in this clause prevents the Club from seeking reimbursement or taking action where a member or Committee member has knowingly or recklessly exposed the Club to financial or legal risk.

## 5.3 Effect of This Section

This section must be interpreted to:

- a. protect volunteers acting responsibly and in good faith;
  - b. prevent individuals from binding the Club without authority; and
  - c. reinforce transparency and accountability in the Club's operations.
- 

## 6. DISCIPLINE & DISPUTES

### 6.1 Grounds for action

A member may face disciplinary action for conduct that:

- a. Brings the Club into disrepute;
- b. Is unsafe, abusive, or disruptive;
- c. Breaches Club Rules or the Rules of Golf;
- d. Fails to follow reasonable directions of the Committee.

### 6.2 Procedure

- a. The Committee may issue a **warning, suspension, or expulsion**.
- b. The member must be given written notice of the allegation and allowed to respond.
- c. The member must respond within 7 days of being notified by the Committee.
- d. The Committee must consider the response before making a decision.
- e. Decisions require a simple majority vote of the Committee.

## 6.3 Appeal

- a. A member may request an appeal to a General Meeting and make such application in writing to the Committee.
- b. The appeal meeting must be held within 30 days.
- c. A majority vote of the members present will confirm or overturn the Committee decision.
- d. The appealed penalty is suspended until the meeting is held.

## 6.4 Disputes between members

- a. Members should attempt to resolve disputes informally where possible.
  - b. If unsuccessful, the Committee may appoint an impartial member or mediator to assist resolution.
- 

# 7. COMMITTEE

## 7.1 Composition

The Committee consists of:

- President / Chairperson
- Vice-President
- Captain
- Vice-Captain
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Handicapper
- Assistant Handicapper
- Publicity Officer

All positions are honorary.

## 7.2 Election of Committee

- a. Committee elections are held **biennially** at the AGM.
- b. Nominations must be submitted via email to the Secretary at least **2 days** prior to the AGM.
- c. Nominations must be seconded by another member, and accepted by the nominee.
- d. Nominees must be present at the AGM to be elected.
- e. Nominees may be considered present at the AGM via phone or video connection, if personal circumstances do not permit actual attendance & said media connection is approved by the presiding Committee.
- f. If insufficient nominations are received, nominations may be taken from the floor.
- g. If necessary, a Committee Member may be elected to up to two positions on the Committee.
- h. Voting shall be made via a show of hands from the members present at the AGM.

### **7.3 Casual vacancies**

- a. Should a vacancy arise during the year, the membership shall be advised, & volunteers for the vacant position shall be accepted & considered.
- b. The Committee may appoint a member from the above to fill that position, at their discretion for the remainder of the term. (A Special General Meeting shall not be required to fill the vacancy)

### **7.4 Removal of Committee members**

A Committee member may be replaced if:

- a. Absent from **three consecutive Committee meetings** without written apology; or
  - b. Removed by resolution of a General Meeting.
- 

## **8. DUTIES & RESPONSIBILITIES OF COMMITTEE MEMBERS**

### **President / Chairperson**

The President shall:

- a. Provide leadership and direction to the Committee and members.
  - b. Chair all meetings.
  - c. Exercise a casting vote where required.
  - d. Represent the Club to the Parent Club and external bodies.
  - e. Ensure compliance with this Constitution.
  - f. Support and coordinate Committee functions.
  - g. Oversee the culture and strategic direction of the Club.
- 

### **Vice-President**

The Vice-President shall:

- a. Assist the President.
  - b. Act as President when required.
  - c. Support major events and presentations.
  - d. Perform duties delegated by the Committee.
- 

### **Captain**

The Captain shall:

- a. Lead all golfing activities.
  - b. Chair the Match Committee (subject to the President's casting vote).
  - c. Ensure competitions comply with the Rules of Golf.
  - d. Manage liaison with host courses.
  - e. Oversee behaviour, etiquette and pace of play.
  - f. Assist with competition rulings.
-

## **Vice-Captain**

The Vice-Captain shall:

- a. Assist the Captain in competition management.
  - b. Act as Captain when required.
  - c. Assist with game-day operations and scoring.
  - d. Support the Match Committee and Handicapper.
- 

## **Secretary**

The Secretary shall:

- a. Manage communication with members.
  - b. Record minutes of all meetings.
  - c. Issue notices, agendas and correspondence.
  - d. Maintain Club records and membership register.
  - e. Receive Committee nominations.
  - f. Assist the Match Committee with administrative duties.
  - g. Arrange & confirm fixture bookings & confirmations.
- 

## **Assistant Secretary**

The Assistant Secretary shall:

- a. Assist the Secretary as required.
  - b. Act as Secretary when needed.
  - c. Support record-keeping and communication tasks.
  - d. Assist the Secretary with fixture bookings & confirmations.
- 

## **Treasurer**

The Treasurer shall:

- a. Manage all Club finances.
  - b. Maintain financial records and accounts.
  - c. Receive monies and issue receipts.
  - d. Present financial reports to the Committee.
  - e. Prepare the annual financial statement for the AGM & Auditors.
  - f. Oversee authorised payments and budgets.
  - g. Assist with fundraising and grants.
-

## **Assistant Treasurer**

The Assistant Treasurer shall:

- a. Assist the Treasurer.
  - b. Act in the Treasurer's place when required.
  - c. Manage delegated financial tasks including game-day payments.
- 

## **Handicapper**

The Handicapper shall:

- a. Maintain member handicaps per Golf Australia or Club-approved method.
  - b. Process scorecards accurately.
  - c. Resolve handicap-related disputes.
  - d. Maintain handicap records.
  - e. Support the Match Committee with results and allocations.
- 

## **Assistant Handicapper**

The Assistant Handicapper shall:

- a. Assist with card collection and processing.
  - b. Act as Handicapper when required.
  - c. Support scoring, results and Match Committee duties.
- 

## **Publicity Officer**

The Publicity Officer shall:

- a. Manage communication channels including newsletters, the Club Website, and social media.
  - b. Promote events, competitions and results.
  - c. Assist with photography and presentations.
  - d. Provide accurate and appropriate public information.
  - e. Support membership engagement.
- 

## **9. COMMITTEE MEETINGS**

- a. The Committee shall meet monthly or as required.
  - b. A quorum is **half plus one** of Committee members, provided all members have received notice of the meeting.
  - c. Decisions are made by majority vote.
  - d. The President/Chairperson has a **casting vote** if required.
  - e. In the absence of the President and Vice President, the remaining Committee may elect a Chairperson for that meeting if a quorum has been met.
-

## **10. GENERAL MEETINGS**

### **10.1 Annual General Meeting (AGM)**

The AGM must be held annually, within 3 months from the end of The Club's Financial Year, and must:

- a. Confirm the minutes of the previous AGM.
- b. Receive annual reports.
- c. Receive and approve financial statements.
- d. Elect Committee members (every second year).
- e. Consider any motions submitted.

### **10.2 Quorum**

The quorum for a General Meeting shall be 11 members, including Committee members present at the meeting.

### **10.3 Special General Meetings (SGM)**

A Special General Meeting may be called by:

- a. The Committee, or
- b. A written request from at least **five financial members**.
- c. If a request is received from members as in "b." above, the Committee must hold the requested SGM as soon as practicable & within 30 days of such request.

---

## **11. FINANCIAL MANAGEMENT**

- a. The Treasurer shall manage the Club's funds, records & Financial Reports for submission at Committee Meetings & the AGM. Those Reports shall be made available to The Parent Club's Auditor when required.
- b. All receipts & payments shall be made via the Club bank account without deduction or addition. (Deduction for a Cash Jackpot Hole from cash receipts at each game, being the only exception if in play)
- c. Payments may be authorised by any one of three (3) approved Committee members.
- d. Each of the three (3) approved Committee members in c. above, shall be issued with a debit card for payment of the Club's accounts when required, & shall have complete oversight of the Club's finances, online records, & have the ability to lock the Club's banking account should they feel any impropriety exists.
- e. Should the approved Committee member take the above account locking action at any time? He shall immediately advise all Committee members of his actions in writing & outline the circumstances under which such action was warranted. An appropriate investigation by The Committee shall then be carried out.
- f. The Club's Financial Year ends 31<sup>st</sup> of December.

## **12. MATCH COMMITTEE**

### **12.1 Structure**

The Match Committee consists of:

- President
- Captain
- Vice-Captain
- Handicapper
- Assistant Handicapper

Any **three** constitute a quorum.

The President holds a casting vote.

### **12.2 Responsibilities**

- a. Preparing and maintaining the annual 12-month fixture list.
  - b. Checking and processing competition cards.
  - c. Determining rulings and decisions on the course.
  - d. Overseeing handicaps in accordance with Golf Australia or a method approved by members.
  - e. Ensuring competitions follow the Rules of Golf.
  - f. Define & report end of year Competition & Trophy Winners.
  - g. Manage &/or assist with the procurement & delivery of Perpetual & Annual Trophies in a timely manner for the Annual Presentation Function.
- 

## **13. RULES OF PLAY**

- a. All competitions are governed by the **Rules of Golf** as set down by Golf Australia and the R&A.
  - b. Members must wear the **approved Club shirt** as determined by the Committee.
  - c. Members failing to wear the approved shirt may be deemed ineligible for representative fixtures.
  - d. A separate “Etiquette & Rules of Play” document shall be issued to all members.
  - e. The “Etiquette & Rules of Play” shall be determined or varied by The Committee as and when considered necessary.
-

## **14. PLAYING FEES**

- a. Playing fees must be paid prior to the commencement of each game unless otherwise approved by the Committee.
  - b. A member who has not paid the required fees may be excluded from competition.
  - c. The Playing Fee for each fixture shall be set by the Committee.
- 

## **15. SOCIAL SUB-COMMITTEE**

A Social Sub-Committee may be formed by election, or member participation, to assist the abovementioned Committee with the execution of various tasks throughout the calendar year. Such tasks defined as below, but not limited to:

- First Aid Officer allocation
- Safety and AED management
- BBQs, family days and social events
- Fundraising and raffle sales
- Next Game Nomination Sheet management

The Social Sub-Committee shall meet with the Committee on any number of occasions throughout the year as deemed necessary.

---

## **16. WINDING UP**

### **16.1 Distribution of property**

If The Club is wound up:

- a. Any surplus property, funds or assets must be transferred to **Blacktown Workers Club Ltd**, the Parent Club.
  - b. Surplus property means the assets remaining after all debts, liabilities and winding-up costs have been paid.
- 

## **17. DEFINITIONS**

**Committee** – the elected governing body of the Blacktown Workers Men’s Golf Club.

**Financial Member** – a member who has paid all required fees.

**Parent Club** – Blacktown Workers Club Ltd.

**The Club** – The Blacktown Workers Men’s Golf Club

---

## **END OF CONSTITUTION**