

Regulations

Taylor Range Country Club Limited

Under Corporations Act 2001 (Cth)

Updated September 2019

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1. REGULATIONS OF TAYLOR RANGE COUNTRY CLUB

- 1) These Regulations are made pursuant to Rule 33.1 of the Constitution of Taylor Range Country Club Limited under the Corporations Act 2001 (Cth).
- 2) They include references to the Constitution where the Membership right or obligations are expressly mentioned in the Constitution.
- 3) Copies of the Constitution and the Regulations shall be displayed on the Club website and paper copies may be read at the Club's office, or ordered on payment of the prescribed fee, or an electronic copy provided free of charge.

2. POWER TO MAKE REGULATIONS

The Board has the power to make, alter and repeal Regulations as given by the Constitution of the Taylor Range Country Club Limited.

3. AGREEMENT TO REGULATIONS

- 1) Acceptance of a share of Taylor Range by a member is deemed under Rule 7 of the Constitution to be conclusive evidence of agreement to the Constitution of Taylor Range Country Club Limited and these Regulations made under it.
- 2) Non Members or organisations using the club facilities not as guests of members shall be advised of the requirement to conduct themselves within these Regulations in a manner appropriate to their proposed hire.

4. MEMBERSHIP RIGHTS

4.1. Rights to Use Club and Facilities

- 1) **ONLY FINANCIAL MEMBERS** shall have the right to use the Club and its facilities and to invite guests, subject to these Regulations and the Constitution of Taylor Range Country Club Limited.
- 2) Family Membership shall allow the Member and those living in the household home to be considered as Financial Members.
- 3) Single Membership shall allow only the shareholder to use the Club and facilities and to invite guests.

4.2. Extension of Membership Rights of Use to House Guests of Family Memberships

The Manager shall have the power to grant use of the Club's facilities to the nominated house guests of a member, provided that these are recorded in the monthly report to the board.

4.3. Short Term User Entitlements

- 1) The Board shall have the power to grant a User Entitlement for a maximum period of one season, to interested applicants, without the need to purchase a share.
- 2) A sliding scale of fees shall apply as set from time to time by the Board.
- 3) Persons granted use of the Club under these conditions shall have the same USER rights as Members but shall have no voting rights.

4.4. Membership Privileges

- 1) Within the limits of these Regulations, financial Members of **TAYLOR RANGE COUNTRY CLUB** enjoy:
 - a) Free use of barbecue areas
 - b) Free use of pools
 - c) Free tennis day and night
 - d) Free use of tennis practice area
 - e) Free squash day and night
 - f) Discount on hire of function room and kitchen
 - g) Discount on hire of pools for functions
 - h) Ability to invite guests by use of membership cards or payment of the appropriate fee
 - i) Ability to have birthday parties of the children of Members (up to 12 years) which are held in the grounds, with up to twenty guests for whom no admission charge will apply. Children's Birthday Parties with greater than twenty guests may attract a supervision charge at the discretion of the Club Management.
 - j) The ability to advertise their share for sale at the Club kiosk
 - k) Free use of Club racquets and other equipment reserved for Members
 - l) Ability to book squash and tennis courts one week ahead of use

5. ANNUAL SUBSCRIPTIONS

5.1. Date Due

Annual Subscriptions shall fall due on October 1st each year.

Where a shareholder elects to pay a monthly fee rather than the annual fee, such payment, in full, is due on the first day of each calendar month, until or unless payment of the outstanding balance of the Annual Subscription is made in full.

5.2. Notice

Written notice of the due annual account shall be forwarded by the Club to all Members in August of the year in which they are due.

5.3. Shareholders Become Unfinancial

Annual Memberships which are not paid by December 1st shall be declared unfinancial and shall be liable for sale under Rule 8 of the Constitution to recover the unpaid subscriptions, unless mitigating circumstances are established with and approved by the Board.

Where a membership is paid monthly and the payment is stopped at any time, the membership shall be declared unfinancial after two missed payments and shall be liable for sale by the Club under Rule 8 of the Constitution, unless mitigating circumstances are established and approved by the Board.

5.4. Club Actions on Unfinancial Shares

- 1) Allowing a share to become unfinancial amounts to a breach of the Constitution and specifically is contrary to Rule 7.1(e) of the Constitution which obliges shareholders to pay a fee.
- 2) The Board may act under Rule 8 of the Constitution to expel that Member subject to appropriate notice.
- 3) If a Share remains unfinancial past the times outlined in Regulation 5.3, the Club shall provide written notice to the Shareholder that the share is unfinancial and require such Shareholder to show cause as to why the share should not be surrendered to the Club on the first day of the following month and be sold to recover the fees owed, with any excess being returned to the shareholder. The Club, may, at its sole discretion decide whether to accept, or reject, any explanation received in writing under this Clause 5.4 3.
- 4) Where no response to any issued "show cause" notice is received by the Club, within the time specified therein, this shall be deemed as an unsatisfactory explanation, and the Club shall treat such Share as surrendered, and proceed with its sale as per the provisions of Clause 5.4 3.

5.5. Surrender of Shares

- 1) Unfinancial shares that remain unredeemed will be accepted as the property of the Club under Rule 8 of the Constitution to obviate the need to take expulsion action.
- 2) The share may then be sold, save that any residue after allowing for the amount owing, accrued interest and expenses, shall be paid to the shareholder, his executors or assigns.

5.6. Sale of Surrendered Shares

The Club will offer surrendered shares for sale to prospective new members. However, the club takes no responsibility for sale of the share and if the share fails to sell, there will be no obligation on the club to pay any residue to the surrendering shareholder.

5.7. Redemption of Shares

Provided that an unfinancial share has not been sold in accordance with Rule 8 of the Constitution, Shareholders may redeem shares which are in default by paying all outstanding monies which shall be the non discount value of the annual subscription fees.

6. OBLIGATIONS OF MEMBERS

6.1. Duty of Care

- 1) All Members shall exercise a duty of care towards the Club, other Members and the facilities so as to ensure provision of a safe and healthy environment for the recreation of Members and guests.
- 2) This duty is to be exercised by, but not limited to, the following actions:
 - a) Alerting Club management to any unsafe conditions which may exist.
 - b) Taking any reasonable action as a Member to protect club property or the well being of other Members.
 - c) Bringing to the attention of Club management instances of inappropriate behaviour of Members or other Club users that may be offensive or dangerous to other users of the Club facilities or otherwise impacting on the Club's immediate neighbours.
 - d) Accepting responsibility for care, supervision and behaviour of any guest children brought onto Club premises.

6.2. Other Agreed Obligations

- 1) It shall be the duty of every Member of the Club:
 - a) To pay all subscriptions
 - b) To pay all guest/visitors fees
 - c) To pay for any damage done to the Club property by the Member or his family or a nominated guest.
 - d) To pay for use of the Club facilities for private functions.
 - e) To observe these Regulations
 - f) To exercise control over nominated children
 - g) To observe and comply with any lawful directions of the Club Board and staff
 - h) To notify the Club in writing or email of any changes of address for serving notices

7. GENERAL USE OF CLUB

7.1. Presentation of Membership Cards

- 1) On entry to Club during business hours, all Members must identify themselves and any guests to Club to the Club management.
- 2) Club Management and/or Board Members or an appointed steward shall from time to time undertake Membership checks with users at any time.
- 3) Members and their guests are required to co-operate in such checks by presentation of Membership cards or other identification as appropriate on request.

7.2. Use of Club Facilities by Non Members

7.2.1. Guests of Members

- 1) Members are entitled to invite guests to use The Taylor Range Country Club facilities on payment of the appropriate fee or on presentation of a current year Visitor Pass.
- 2) Members who invite guests are required to present their current Membership card and pay the appropriate fees on entry to the Club if not utilising Visitor Passes.
- 3) Guests of Members shall be entitled to use all facilities of the Club, while accompanied by a Member, as if they were part of the household of the Member.
- 4) Members remain at all times responsible for the conduct and debts of their invited guests.
- 5) The Board or its delegate shall have the right to exclude non Members from the Club's premises at any time and from time to time.
- 6) No guest shall remain on Club premises after the introducing Member has departed.

The Board shall, at its discretion, hire any or all of the Club's facilities and grounds to non Members or non Member organisations. This shall not include ad hoc usage of any facilities except Squash and Tennis

7.2.2. Affiliated Organisations

The Board shall, at its discretion, allow affiliation of Organisations with Taylor Range and allow use of Taylor Range facilities on a defined basis to the members of the affiliate, whether or not they are also Taylor Range Members

7.3. Age Limitations for General Use

7.3.1. Sixteen

All persons under the age of 16 must be accompanied by a parent Member after 6.00 pm.

7.3.2. Twelve

Persons under 12 years of age must be supervised by a responsible Member of a share holding family or by an accredited visitor whose introducing Member is on the Club property.

8. USE OF BARBECUES

- 1) The various barbecue areas shall be available for use by Members on a first come first served basis unless hired for a specific purpose or reserved for a children's birthday party.
- 2) Only the Barbecues listed from time to time by Club Management shall have a reservation service.
- 3) If the shop is closed, a sign indicating to whom a barbecue area is reserved shall be placed by the Club Management in the shop window or at the barbecue site.
- 4) Barbecues shall be available for use no earlier than daybreak and not after 10pm at night.
- 5) Members shall leave the barbecue area in a good condition of hygiene, safety and tidiness. The Board reserves the right to apply a cleaning fee based on the actual cost of bringing the barbecue area and its immediate surrounds into the condition applying before use and to charge this to the Member responsible. This fee shall be determined by the Board from time to time and shall be no less than \$50.00
- 6) Management will place sufficient wood at wood fired barbecue sites and additional wood will be available in the shed adjacent to the groundsman's lock up.
- 7) Fires are permitted only in areas designated by management.

9. USE OF POOLS

- 1) The pools shall be maintained in a healthy condition for the use of Members and guests during the season defined by the Board.
- 2) Members shall not use the pools if they are shown as closed by a sign authorised by the Manager or the Board.

- 3) Members shall ensure their conduct and that of any supervised children does not place themselves or other users at risk of injury or drowning.
- 4) Hard or sharp objects shall not be used in the pool. In particular, glass of any kind is completely banned.
- 5) The throwing of any object is prohibited within the pools and no balls, floats or other equipment shall be taken into the pools without clearance by the Manager.
- 6) The pools shall be made available for hire by Members and non members at the discretion of the Board and according to the conditions outlined in the Regulation on "Hire of Pools".
- 7) Members shall not interfere with, operate or remove any Pool related equipment such as the filtering and cleaning systems, the solar heating system and pool blanketing systems without prior approval from the Club Manager
- 8) Covers will be placed on pools during winter and dry periods. Removal of covers must only be performed by persons who have been trained in the procedure.
- 9) The lower pool will be maintained all year round at a temperature no lower than 27 degrees Celsius. While solar heating is applied to other pools, temperature will be a function of season and these pools will be closed in winter.

10. USE OF TENNIS COURTS

- 1) The use of tennis courts for non fixture play is free for **Taylor Range Country Club** Members who are current financial Members.
- 2) The free use shall apply to both day and night tennis.
- 3) A Member family shall be entitled to one free period of play per day, dependent upon booked demand for the courts.
- 4) Members are required to pre-book courts and may book for one hour from the hour or in half hour allocations during the day.
- 5) Evening sessions shall be 6.00 pm to 10.00 on both courts with a maximum booking of 1 hour duration until 8.00pm when a booking can be made for two hours. (8.00-10.00pm)
- 6) Where two Member families play together, the time used shall be deemed to be the free time entitlement of both families.
- 7) The Hours of Operation of the courts are 7.00 am to 10.00 pm daily
- 8) The courts may be hired by non members at a rate set by the Board from time to time.
- 9) This charge shall not apply when a Member presents a visitors pass on the non members behalf. Otherwise, when Members and non members play, the charge shall be set at half the prevailing rate.
- 10) Fixtures shall be held at fixed times and shall attract a charge as set by the controlling organisation whether the participants are Members or not.
- 11) Members may book courts one week in advance whereas non members may book only 24 hours ahead

11. USE OF SQUASH FACILITIES

- 1) The use of squash courts for non fixture play is free for **Taylor Range Country Club** Members who are current financial Members.
- 2) The Hours of Opening are displayed at the entrance to the courts.
- 3) A Member shall be entitled to one (1) hour free court time per day, dependent upon booked demand for the courts.
- 4) Members are required to pre-book courts to assist with the management of the courts. Members may book courts one week ahead. Non members may book squash courts 24 hours ahead.
- 5) Where two Member families play together, the time used shall be deemed to be the free time entitlement of both families.
- 6) The courts may be hired by non Members at a rate set by the Board from time to time.
- 7) This charge shall not apply when a Members presents a visitors pass on the non Members behalf. Otherwise, when Members and non Members play, the charge shall be set at half the prevailing rate.
- 8) Fixtures shall be held at fixed times and shall attract a charge as set by the controlling organisation. Members playing fixtures at Taylor Range will receive a discount as set by the Board.
- 9) Fixed Practice Hours shall be set aside for the Members of the Taylor Range Squash Club.
- 10) Members of the Taylor Range Squash Club who are not Members of Taylor Range shall pay for practice hours at a rate set by the Board, provided that practice is held within the times designated.
- 11) Shirts and non marking indoor sports shoes must be worn by all persons using the squash courts.

12. CLUB PROVIDED SPORTING EQUIPMENT

- 1) Squash and tennis racquets are held at the shop for hire by non members and free use by Members.
- 2) A range of balls, kickboards and swimming aids are kept in the kiosk for use by members during office hours.

13. HIRE OF FUNCTION ROOM AND KITCHEN

- 1) The Function Room and Kitchen shall be available for hire to both the general public and Club Members.
- 2) The fee for hire shall be set from time to time by the Board and shall allow for a minimum of a 20% discount to Members.

14. INSTRUCTION OF CLUB STAFF

- 1) The Club Manager shall operate the Club on a day to day basis with the full authority of the Board as defined in the Operations Manual as approved by the Board from time to time.
- 2) All other Taylor Range staff within the complex shall report to and take instruction from the Club Manager.
- 3) The Club Manager shall report to and take instruction from the Board President in the first instance and from the Club Secretary or their nominated delegates as appointed from time to time and in advance.

15. PARKING

- 1) Parking on site shall be provided for the Manager and the occupants of the cottage.
- 2) Members' vehicles shall not be parked within the Club's premises without the express approval of the Manager.
- 3) No responsibility is undertaken by the Club for any vehicle parked on the Club's premises.

16. CONDUCT OF MEMBERS

- 1) Members shall at all times bear in mind the reputation and standing of the Club in the surrounding community and the need for the Club to comply with statutory noise limitations.
- 2) No Member, or guest of a Member or member of the public shall, within the Club's premises or any area concerned with the Club:
 - a) Create a disturbance or breach of the peace
 - b) Use foul or abusive language
 - c) Conduct themselves outside reasonable norms of behaviour.
 - d) Continue to infringe Regulations after advice by the Club manager or any delegated staff member
- 3) Should any person's conduct be such that in the opinion of any Member of the Board, it is prejudicial to the interests of the club or the safety of its Members, that person shall be liable to immediate removal from the Club.
- 4) In the case of any claim of misconduct, the Board shall take action consistent with the Constitution of Taylor Range Country Club Limited.

17. THE BOARD OF DIRECTORS

- 1) There is currently provision for 12 Directors of **TAYLOR RANGE COUNTRY CLUB LTD** (refer Rule13)
- 2) Members wishing to serve on the club board may apply under two methods;
 - a) Direct application at any time to the Board of Directors via the Club office for appointment pro tem
 - b) In accordance with Rule14 by nomination in writing by the nominee expressing his or her willingness to accept the position to the Club office not less than thirty-five (35) days before the date fixed for the Annual General Meeting
- 3) Members elected to the Board pro tem shall stand for election at the next AGM.

18. SALE OF SHARES

18.1. Responsibility for Sale

The sale of a share of any Member wishing to sell shall be solely the responsibility of the Member, notwithstanding that the club will display advertisements for the sale of shares of financial Members.

18.2. Advertising at Club of Shares for Sale

Provided that a financial Member advises the club in writing of their desire to sell their share and nominates a price, the Club will display a list of shares offered for sale detailing the shareholders name, phone number and price at a prominent location in the Club and shall bring the register to the attention of all applicants for membership.

18.3. Pricing of Shares

The current resolution of the Board pertinent to pricing of shares is that market price shall prevail and that the price of shares is a matter between the buyer and the seller.

18.4. Sale of Shares Held by Club

The Club has the right to sell shares that are unfinancial or that have been surrendered to the Club (Constitutional Rule 8.2) These shares will be priced by resolution of the Board on the basis of the market price at the time of sale.

18.5. Preference to Financial Member Sales

- 1) Where an application for Membership is made at the Club Office, and the applicant does not indicate which share is to be purchased, the Club shall cause the next financial share listed as available for sale on the Club's list to be transferred to the new Member:
- 2) **PROVIDED THAT:**
 - a) The price sought by the selling Member is equivalent to or less than the price established by the Club Board from time to time.
- 3) **THIS RULE SHALL IN NO WAY BE CONSTRUED AS AN OBLIGATION ON BEHALF OF THE CLUB TO SELL THE SHARES OF MEMBERS.**

18.6. Waiting List Management

- 1) Where there are more applicants for purchase of shares than shares available, the Club shall maintain a waiting list, listed in terms of date of application.
- 2) When a share becomes available, the Club management shall contact the applicants on the waiting list in order of the list and allocate the share sale to the first person agreeing to the requested price by the seller.
- 3) A decision not to buy at the price requested shall not affect the order of the list.

19. HONORARY LIFE MEMBERS OF THE CLUB

19.1. Eligibility for Life Membership

- 1) Constitutional Rule 4.5 (e) of the 2014 Constitution allows for the appointment of Life Members which was not possible under the previous constitution.
- 2) This Regulation establishes the process by which the award of Honorary Life membership shall occur and the entitlements accruing to such membership
- 3) The award of *Life Membership* exists to recognise the valuable contribution of individuals to the past, current and future success of Taylor Range Country Club Ltd. It is therefore only to be awarded in exceptional circumstances by unanimous agreement of the full board.
- 4) In considering the award of *Life Membership* an individual should have demonstrated significant, sustained, high quality service enhancing the reputation, both past and future of the Club.
- 5) Except for the Foundational Members who established the Club, the minimum length of service to the Club should be meritorious service of 15 years or more as a member of the board or holder of a Club management position.
- 6) The award is generally intended for persons who intend to depart official positions at the Club after long and meritorious service

19.2. Entitlements

- 1) Recognition of the Award of the *Life Membership* at the Club's Annual General meeting
- 2) Use of Club facilities under same conditions as ordinary members but with exemption from fees associated with membership of the Club (this privilege is only extended to the *Life Member* and their partner but not their other family members)
- 3) Exemption from the need to maintain a share and from annual payment of membership subscriptions. (Where a *Life Membership* is awarded to an individual currently holding a director's appointment of the Club the individual must remain a shareholder & a financial member to retain their directorship position.)
- 4) Life members shall be entitled to attend and speak at General Meetings but are not entitled to vote or propose motions unless they are financial shareholders.
- 5) Notwithstanding the formal recognition of the award at the next Annual General meeting, these entitlements shall take effect immediately upon the notification to the Life member of the approval by the board.

19.3. Nomination

- 1) The board will accept nominations from any two current or former members of the Club for consideration of the award of *Life Membership*. Nominations can be made at any time directly to the board President or Club Manager using the appropriate form which shall include
 - a) the name and contact details of the person being nominated
 - b) the names and contact details of the two individuals making the nomination, and
 - c) a half page statement of why the nomination is being made and in what ways the individual meets the criteria for *Life Membership* of the Club.

19.4. Approval Process

- 1) The nomination for Life membership shall be considered by the board and if approved unanimously shall be put on the agenda of the next General meeting for formal recognition.
- 2) If the vote by the board is not unanimous, the nominees shall be advised that the proposal shall not proceed
- 3) No reason need be given except that the nomination did not meet full board approval
- 4) If full board approval is obtained, approval of the proposed Honorary Life member shall be published in the notice of meeting for the next general meeting..

19.5. Frequency of Award

Except for the initial award of life memberships to correct historical issues, namely that the previous Constitution did not allow for the category of Life Members, only one Honorary life member shall be appointed each year

19.6. Recording of Life Memberships

Life Memberships shall be appended to these Regulations in the following table as a record of the awards

Name	Last Known Address	Reason	Date approved
Bill Scattini		Foundation President	4/11/2015
John Horne		Long term Treasurer	4/11/2015
Richard Speechly		Long term Manager, Secretary & Club President	4/11/2015
John Lee		Director for 18 years	4/11/2015

20. DEFINITIONS

- 1) **Shareholder:** Is a class of Member who is a registered holder of any share or stock in the Company.

- 2) **Member:** Means a registered, financial Member of the Club who is at least 18 years of age.
- 3) **Short Term Members:** Shall mean persons who have been approved under the Club's application process to use the Club's facilities for 3 months without the necessity of purchasing a share.
- 4) **Notice:** Notice in writing shall include a written letter by post or an email sent to an address advised by the Member for this purpose.
- 5) **Financial Member:** A financial Member is a person owning a share who has paid the appropriate annual subscription fee by the advised date.
- 6) **Life Member:** Means a person who, in the unanimous opinion of the Board at the time, rendered extraordinary services to the progression of the Club's Objects and who has been elected a Life Member in formal board motion.

21. REVISION HISTORY OF REGULATIONS

- 1) All future resolutions or other changes to the Regulations shall be appended here with the details shown below as a record of evolution.
- 2) Note need to update footer as Versions raised

Revision	Approval Version 1
Date	2000
Editors	John Harvey
Approval Status	Approved Version
Description of Change	Initial set of formal Regulations based on existing Rules
Revision	Version 2.0
Date	4 th August 2016
Editors	John Harvey, Sharon Webb
Approval Status	Document Approved by Board
Description of Change	Addition of Life members and updates relevant to 2015 Cconstitution
Revision	Version 2.1
Date	29/9/2019
Editors	John Harvey, Ken Carmichael
Approval Status	Document Approved by Board
Description of Change	Treatment of Unfinancial Members Paying Monthly
Revision	

TAYLOR RANGE COUNTRY CLUB LIMITED

Date	
Editors	
Approval Status	
Description of Change	