



By-law #7

Declaration of Intention to Depart

Approved at BOD 19/12/2013

Previously considered at BODs: New

Replaces: N/A

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Persons Affected: Golf Playing Members

Effective: 30/1/2014

Section A – Purpose and Context

- 1 A Member who at the time of membership renewal believes they are very likely to permanently leave the area before the end of the new financial year currently has two options. That member can either decide to stop playing golf and cease being a member of the Club or they can renew their membership and rely on Paragraph 41 (a) of the Constitution which permits, at the Board's discretion, to offer the member an option of transferring to another form of normal membership and the Board may, if it considers it appropriate, make an adjustment in the entrance fee (if any) and subscription paid or payable.
- 2 The current situation gives the member no surety that if they do leave at some stage during the new Financial Year that the unused portion of their membership will be refunded to them.
- 3 This policy provides surety of reimbursement of unused membership if the member departs before the end of the next financial year provided they declare that likelihood at the time of renewal.
- 4 The formal notification of their intentions to permanently leave the area ensures the Club retains the golfing member for as long as possible and receives the full year subscription at the time of renewal.

Section B – Definitions

- 5 **The Club:** - the Catalina Country Club Ltd (CCC).
- 6 **The Board:** - the Club's Board of Directors.
- 7 **Member:** - a financial golfing member of the Club
- 8 **GM:** the appointed General Manager of Club Catalina.

Section C – Policy Statement

- 9 At the time of annual subscription renewal all Golfing Members are permitted to declare that they have an intention to depart the area permanently at some, not yet defined, date during the coming financial year. This nomination is to be known as a Declaration of Intention to Depart (DID).
- 10 A nomination of DID permits the Member to receive a pro-rata reimbursement of full months of unused membership minus administrative and affiliation charges at time of departure.
- 11 A member who neglects to make a DID at time of renewal cutoff (31 July) can only rely on Paragraph 41 of the Constitution and make application to the Board for consideration of a refund.

Section D – Procedures

- 12 The DID nomination at time of renewal is to be made on an application form obtained from the Reception Desk. A sample of the application form is at Annex A to this policy.
- 13 The member is handed a receipt of their DID nomination and the Member's electronic file records the nomination.
- 14 When the member notifies their confirmed departure date they produce their DID acknowledgment receipt. The office staff will calculate the refund applicable (minus affiliation and administrative charges) based on the unused full months of membership remaining.
- 15 If the initial reason for their DID remains but circumstances dictate that their departure may be delayed beyond the end of the Financial Year (FY) then on production of their original receipt and completion of a new application the DID may be carried over into the following FY after payment of the full annual subscription.
- 16 A DID nomination can only be made once in any continuing membership period (rollovers excluded).
- 17 A DID cannot be submitted after the 31 July cutoff for annual subscription renewal.

Section E – Comment

- 18 Some may say Paragraph 41, (a) & (b) of the Constitution offer a possible alternative to the Board December 2013 decision adopting the DID policy. To appreciate the need for this new policy you need to look at this issue from the members' viewpoint and not purely from a Management or Board perspective.
- 19 Under DID the member has certainty that provided they declare at time of renewing membership for the next full FY that they may depart at some stage during the next 12 months then the unused full months portion of their membership will be automatically returned to them, minus costs, when they finally leave. The members have surety of outcome and they can renew their

membership with confidence knowing they will not be financially disadvantaged if they leave during the FY.

- 20 The member also knows that if their intentions do not crystallise in the timeframe they expected, then they can carry over their DID provided they renew for the full following year. Finally, they realise that such a declaration can only be made once so frivolous declarations will void any subsequent DID application.
- 21 Now, under the same situation, if the member is to rely on the Constitution (Para 41) they have no such surety. First they have to transfer to another form of membership, presumably social, and remain a member of a club they may never visit again in their life. However, the most significant constraint of relying on Paragraph 41 is that the outcome is entirely at the discretion of the Board.
- 22 Without such surety members may not renew for fear of being denied reimbursement and the club loses the member. Members need surety or they will not renew for fear of considerable financial loss.
- 23 DID gives them the surety they seek which in turn gives the club access to their full membership payment for the duration of their delayed departure, reimbursing only the remaining full months of membership when they finally depart, minus affiliation and administrative deductions.
- 24 The outcome is a win, win, where the member feels they has been treated fairly and the club obtains the benefit of accessing a full years membership renewal and only having to reimburse the unused remaining full months of membership when the member depart (minus costs).
- 25 Relying on the new six monthly membership cannot give this level of surety, nor can the pro rata CEO approval give any comfort because that is only for new membership for prospective members wanting to join late in the financial year. The Club can and has done better with DID.
- 26 The administration of DID is not onerous. A simple form, along the lines of the DRAFT Annex A attachment, will be held at reception (only during renewal of membership times) and is completed by the member nominating a DID at time of paying full renewal subscription for the category of membership desired. The club acknowledges submission of that form by signing the bottom portion, date stamping it and returning it to the member. The completed top section of the form is passed to the office staff and the member's Membership Electronic File is annotated accordingly reflecting the DID nomination. When the member needs to depart he simply produces the stamped receipt to the office and advises his or her departure date and the remaining full months of membership are reimbursed minus costs. The process is automatic and does not involve any CEO or Board decision.
- 27 Late DID applications will not be accepted.

Annex A

**CLUB CATALINA
DECLARATION OF INTENTION TO DEPART (DID)**

Notice to Playing Member Completing Declaration.

- The declaration can only be made at the commencement of the new membership year and full fees for the category of membership must be paid at time of application.
- A member can only apply once for DID; however, if the circumstances generating the intent to depart are not finalised at the expiration of membership (12 months) then the member can request the DID carry over into the following year after paying the full 12 months of new membership for the desired category of membership.
- After completing the form below the staff member will sign, stamp and return the lower portion. Retain this receipt as proof of your active DID nomination.
- When you subsequently advise that club that you are ready to permanently leave the club the remaining full months of membership will be automatically reimbursed to you minus affiliation and administrative charges.

Application

I(full name), Membership #, declare that I intend to leave the area at some point during the next 12 months and hereby notify that intention to cease my membership when final departure arrangements are complete.

By signing this document I acknowledge that I will only be reimbursed the remaining full months of membership at that time of permanently leaving the club minus affiliation and administrative charges. I also understand that I can only make this application once; however, I may request this DID carry over into the following membership year if my departure from the area is delayed by circumstances beyond my control.

I also acknowledge that I must produce the receipt portion of this application to obtain reimbursement or to request roll-over into the following 12 month period (full payment required for subsequent year's membership).

Signed:..... Date.....



To Be Completed by Club Catalina Staff Member Accepting the DID

I acknowledge receipt of a DID from(insert member name), membership #

Signed.....Date.....

Club Stamp

Hand this portion back to the member and advise them to retain as proof of DID nomination.

Authenticated *C Flynn*
C Flynn, President

on this day *18/2/22*