



By-law #5 Membership Fees, Waivers, and the Absentee List

Approved BOD 22.11.4 Previously considered at BOD 18.10 Replaces: 25/10/2018, 28/09/2018, 30/05/2019	Page: 1 of 4 Persons Affected: All Members Effective: 24/11/2022
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Section A – Purpose and Context

The Constitution of Catalina Country Club Ltd contains rules pertaining to Membership Fees (see Annex below); this policy provides conditions and procedures to manage them.

Section B – Definitions

Definitions generally will be the same as those listed in the Constitution, plus:

Direct Debit means a payment of monies agreed between a member and the club and authorised for payment directly to the club from that members personal banking facilities.

Default means that a member has not met a payment or obligation to the Club by a due date.

Fee means any payment required including subscriptions

Section C – Policies and Procedures

1. New Membership

- a) A prospective new member of any category of membership other than temporary must submit an application as specified in the Constitution.

- b) Upon submission of an application, prospective members may pay the prescribed fee for that class of membership and so be classified as a Provisional Member until such time as the Board may or may not elect them to Membership, unless the applicant has in the past been subject to suspension of some or all privileges or has been expelled from the Club, when no payment of fees will be accepted and their Application Form will be received as incoming correspondence for the Board of Directors.
- c) When an application has not been accompanied by the fee, the privileges of membership are not granted until the payment is made. If the payment is not made within one calendar month of the applicant being informed of their election, the application will lapse.
- d) The Club may, at the discretion of the Secretary, offer a facility to pay by instalments (but see section 3 below).
- e) Where an application has been rejected by the Board, a refund of payments received by the Club will be made less administrative costs.

2. Renewal of Membership

Catalina Country Club provides renewal notices for each membership year (1st July to 30th June). Members have payment options ranging from monthly direct debit to three year memberships. In all cases, fees are to be paid in advance. Payment must also be received by Catalina Country Club on or before the respective due date for payment.

3. Payment Default

When a renewal payment is not received by the due date:

- a) The member becomes unfinancial and all privileges are suspended
- b) Where payment is subsequently received within one month of the due date that member will become financial and privileges will be restored
- c) If after one month, or at the end of any extension granted by the Board, payment is not received then membership will lapse
- d) Where a member has optioned for monthly direct debit payment and payment has not been received within one month of the due date (i.e. date of direct debit payment), all fees and subscriptions become payable in full and the member remains non-financial and ceases to retain Catalina Country Club membership. In such cases, debt recovery may be pursued. Upon receipt of outstanding monies, the member may resume full membership.

4. Pro Rata Fees

Club Catalina provides pro rata fees for all classes of adult golfing membership for the first year of membership and after any approved period of absence at the discretion of the Secretary.

5. Refunds

- a) In the event of a member dying or suffering a permanent disability, the balance of the membership fee for that financial year, minus any affiliation fees paid, will be refunded on a monthly pro-rata basis.
- b) The Board will only consider other refunds of fees or charges if there are exceptional circumstances. A written application and supporting documentation (if any) must be submitted to the Secretary.

6. Waivers on Compassionate Grounds

The Club may grant relief from fees to a golfing member who:

- i) suffers a period of prolonged illness (three months or greater), or
- ii) is called upon to be the primary carer for a close relative (spouse, sibling, child or parent)

Written application must be made to the Secretary, together with a certificate from the attending Medical Practitioner or relevant Registered Social Worker, as soon as practicable after the onset of the episode.

Once authorised, and dating back to the onset, any fees for Golfing membership will be credited, on a monthly pro rata basis, to the next financial year. If the episode extends beyond any credited period in the next financial year, then no fee needs to be paid until the episode is over, when pro rata fees will re-establish Golfing privileges. If the episode becomes permanent, or the member decides to relinquish membership, a refund may be made at the Secretary's discretion.

During the episode, the member's golfing privileges will be suspended, but the member may play golf under the same conditions as a Social member. Unless the episode lasts for more than one calendar year, this process will not affect the member's standing with respect to becoming a member of the Board.

7. Voluntary leave of absence

In all aspects the accommodations described in this section 7 are at the discretion of the Board.

A golfing member may apply for a waiver of fees if a period of longer than three months away from the Club is anticipated, for social, educational or voluntary reasons.

If there are months of membership applied for that are within the current membership year, application for a credit period or for a refund can be made. If the member returns before the end of the membership year, full membership and appropriate golfing privileges will be restored.

If the period extends beyond any credited period in the next financial year, then no fee needs to be paid until the period is over, when pro rata fees will re-establish Golfing privileges.

During the episode, the member's golfing privileges will be suspended, but the member may play golf under the same conditions as a Social member. Unless the episode lasts for more than one calendar year, this process will not affect the member's standing with respect to becoming a member of the Board.

ANNEX: from the Constitution

ENTRANCE FEES, SUBSCRIPTIONS AND LEVIES

42. Membership subscriptions must be paid annually in advance or may, if the Board so directs and approves, be paid by monthly, quarterly or half-yearly instalments in advance or for more than one year in advance. The Board will from time to time prescribe the time and manner of payment and all other related matters not specifically provided for in this Constitution.

43. (a) The Board will from time to time prescribe the entrance fees, subscriptions, levies, charges and other amounts payable by members of the Club. However, the amount payable by ordinary members must not be less than \$2 per annum or such other minimum amount prescribed from time to time by the Registered Clubs Act.

(b) The Board has power to impose levies and charges on members for general or special purposes.

44. The Board may at any time or times suspend the payment of entrance fees either generally or in respect of individual cases and has the discretionary power to fix and determine or waive the entrance fee chargeable to any member under any special circumstances that may arise.

45. (a) If a member has not paid the subscription or any other money due to the Club on or before the due date for payment, the member ceases to be a financial member.

(b) If the member pays the subscription or other money within one month after the due date of payment, that member will again be a financial member.

(c) If the subscription or other money remains unpaid after one month from the due date for payment (or any further time which the Club in its absolute discretion may permit), the defaulting member will lose all privileges of membership and will cease to be a member of the Club.

ABSENTEE LIST

46. The Board may make special arrangements not inconsistent with the Registered Clubs Act as to the amount and payment of subscriptions of any member leaving or returning to Australia or residing outside Australia. The member will be placed on an Absentee List.

Authenticated *C Flynn*
C Flynn, President

on this day *24 November 2022*