



## By-law #7 Declaration of Intention to Depart

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| Approved at BOD 19/12/2013<br>Previously considered at BODs: New<br>Replaces: 30/1/2014 | Page: 1 of 4<br>Persons Affected: All Golf Members<br>Effective: 24/11/2022 |
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### Section A – Purpose and Context

- 1 This policy provides surety of reimbursement of unused membership fees if the member departs before the end of the next financial year provided they declare that likelihood at the time of renewal.
- 2 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. This is on the understanding that at some point during the financial year a portion of those fees will be reimbursed.

### Section B – Definitions

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

### Section C – Policy Statement

- 7 At the time of annual subscription renewal 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).

- 8 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.
- 9 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

- 10 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.
- 11 The member is handed a receipt of their DID nomination and the Member’s electronic file records the nomination.
- 12 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.
- 13 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.
- 14 A DID nomination can only be made once in any continuing membership period (rollovers excluded).
- 15 A DID cannot be submitted after the 31 July cut off for annual subscription renewal.

#### Section E – Comment

- 16 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 GM or Board decision.
- 17 Late DID applications will not be accepted.

Authenticated .....C.Flynn..... on this day .....24.November.2022.....  
C Flynn, President

**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 financial year and hereby notify that intention to cease my membership when final departure arrangements are complete.

By signing this form, 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 financial year 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.