



Terms of Reference Golf Club Committee

Terms of Reference of the Golf Club Committee of Silver Lakes Homeowners Association NPC. Registration Number 1992/004661/08. The Terms of Reference is in substitute of the Terms of Reference normally ascribed to a committee.

This Terms of Reference was approved on the date reflected by the Board of Directors of Silver Lakes Homeowners Association, as evidenced by the signature of the Chairman of the Board of Directors.

Name of document	Revision number	Date approved	Signature of Chairman
Golf Club Committee Terms of Reference	Revision 1/2019	3 December 2019	

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1. Purpose

Established in terms of clause in terms of clause 8.11.8.7 of the 2018 approved Memorandum of Incorporation of the company, the Golf Committee is a standing committee reporting to the Board of Directors (the Board) with the purpose to assist the board in the effective management of the Golf Division of the SLHOA and to establish and give it an identity commensurate with benchmarked high standards, pristine facilities and high quality services associated with a 5 star rated residential estate.

2. Scope, Responsibilities, Agenda and Meeting times.

2.1. Scope

The scope of the committee is partly dynamic in nature. The scope of the work of the committee, apart from the responsibilities imposed on the committee by way of the authorities governing the game of golf in South Africa also covers other matters. These other matters are as considered from time to time by the Board members, SLHOA management and the members of the committee to be permanent or temporary in nature and are associated directly, indirectly and incidental with the governing of playing of the game of golf at Silver Lakes Golf and Wildlife Estate.

In order for the committee to give effect to its scope of work, it is mandated to do the following:

- 2.1.1. Provide the Golf Division with a governance structure in writing comprising of principles and rules commonly known as a "Constitution". This "Constitution" is the primary document governing the golf division of the SLHOA.
- 2.1.2. Within the "Constitution" provide for clarity in terms of the meaning of any acronyms, legal or financial terms, complex word constructions, titles and other terms felt to require further clarification by way of "Definitions".
- 2.1.3. Within the "Constitution" address the principles and concomitant rules associated with:
 - 2.1.3.1. An associative identifying name, logo and trademark.
 - 2.1.3.2. Objectives of the Entity Named.
 - 2.1.3.3. Golf Club Committee
 - 2.1.3.3.1. Membership of the Golf Club Committee.
 - 2.1.3.3.1.1. Composition.
 - 2.1.3.3.2. Responsibilities of the Golf Club Committee.
 - 2.1.3.3.2.1. Administrative
 - 2.1.3.3.2.2. Financial
 - 2.1.3.3.2.3. Operational
 - 2.1.3.3.3. Meetings of the Golf Club Committee
 - 2.1.3.3.3.1. Schedule of Meetings
 - 2.1.3.3.3.2. Agenda
 - 2.1.3.3.3.3. Quorum
 - 2.1.3.3.3.4. Voting on Motions.

2.1.3.4. Annual General Meeting

- 2.1.3.4.1. Business to be conducted at the AGM.
- 2.1.3.4.2. Nomination & Election of the Golf Club Committee
- 2.1.3.4.3. Voting Process

2.1.3.5. The Disciplinary Committee

- 2.1.3.5.1. Disciplinary Enquiry Process.
- 2.1.3.5.2. Right to Appeal

2.1.3.6. Rules of Golf and Amateur Status

2.1.3.7. Golf Membership

- 2.1.3.7.1. Rights, Liabilities, and Indemnities
- 2.1.3.7.2. Admission of Members.
- 2.1.3.7.3. Resignation of Membership.
- 2.1.3.7.4. Obligations of the Member
- 2.1.3.7.5. Termination / Suspension of Membership
- 2.1.3.7.6. Entrance Fees, Annual Subscriptions and Payment of Accounts
- 2.1.3.7.7. Membership – General
- 2.1.3.7.8. Categories of Golf membership
- 2.1.3.7.9. Honorary and Honorary Life Membership

2.1.3.8. Disclaimer of Liability

2.1.3.9. Notices and Special Notices

2.1.3.10. Restrictions

2.1.3.11. Review of the Constitution

2.1.3.12. Acknowledgement of the Constitution

2.1.3.13. Code of Conduct

3. Responsibilities

The responsibilities of the committee is described in the “Constitution”.

4. Committee Membership Composition

The composition of the committee is more fully described in the “Constitution”.

5. Meeting Agenda

The agenda for meetings of the Golf Committee is more fully described in the “Constitution”

6. Schedule of Meetings

The schedule of meetings will be more fully described in the “Constitution”.

7. Meeting Quorum and Voting

A quorum for a committee meeting is more fully described in the Constitution.

8. Continuous of volunteer members

A volunteer member shall be temporarily disqualified to serve on the Committee where that member is in any dispute process with the company, or where litigation with the HOA is underway, which instances may be deemed to be a conflict of interest. Past disputes or past litigation will not automatically disqualify any member from serving on the Committee.

9. Review of Terms of Reference

The Committee will at least annually review its terms of reference and the Constitution to ensure that it remains relevant with the Committee’s authority, objectives and responsibilities. It is possible for the committee to decide to review its terms of reference at any time should the majority of members believe it is in the interest of the organization to do so.

10. Acknowledgement of Terms of Reference

The Golf Club Committee’s Terms of Reference are acknowledged and endorsed by the SLHOA Board of Directors.

Chairperson of the Golf Club Committee

Chairperson of the SLHOA Board of Directors

Date: _____

Date: _____