

98th ANNUAL GENERAL MEETING AND THE 2025 ELECTION OF THE BOARD OF DIRECTORS

In accordance with sections 249R(b) of the Corporations Act 2001 and section 36 (8) of the Registered Club's Act 1976 the following procedures will apply at the election in conjunction with the Constitution of the Club and associated By-Laws.

1. The Returning Officer shall be Unrestricted Member, Mr Michael Horton who will oversee the electronic process undertaken by Vero Engagement & Voting Solutions Pty Ltd (Vero).

2. The timetable agreed upon for the election is:

Advertise:	By Tuesday, 26 August 2025	(Const. Clause 27.1(b))
Close Roll:	5.00pm, Tuesday, 9 September 2025	(Const. Clause 27.1(c))
Close Nominations:	5.00pm, Tuesday, 9 September 2025	(Const. Clause 27.1(c))
Issue ballot papers:	Wednesday, 10 September 2025	
Close Poll:	Noon, Tuesday, 7 October 2025	
Annual General Meeting:	6.00pm, Wednesday, 8 October 2025	

3. The notice inviting nominations will be posted on the Club Notice Board, Club website and will be sent electronically via Vero for the following voting members, by Tuesday, 26 August 2025:

- Unrestricted Members, Senior Unrestricted Members, Senior Unrestricted (Age 75 plus), Professional Unrestricted Members, as at Tuesday, 26 August 2025.
- Restricted/Senior Restricted/Senior Restricted (Age 75 plus), Professional Restricted members who were in these categories as at the 20th February 2008, and are still currently in those categories, as at Tuesday, 26 August 2025.
- Life Members as at Tuesday, 26 August 2025.

This notice, along with a nomination form and a candidate profile form will be made available at the Club office and through a Vero link.

4. Nomination forms and candidate profile forms must be lodged electronically unless unable to do so, between Tuesday, 26 August 2025 and 5.00pm, Tuesday, 9 September 2025. **Also, please confirm your nomination by email to mhorton@rbhm.com.au or telephone Michael on 0414 319 913.**

For Members who wish to submit a paper-based nomination and candidate profile form, this can be done at the Club's office between Tuesday, 26 August 2025 and 5.00pm, Tuesday, 9 September 2025

5. The Executive Manager shall certify each nomination in the following manner:

- a) The candidate is a Financial voting member or Life Member of the NSW Golf Club at the time of nomination, and has been nominated by at least two other financial voting members of the Club at the time of nomination;
- b) Where the candidate has nominated for the position of President and/or Captain, the nomination is acceptable in accordance with:

Clause 26(5) states “A person is ineligible to be nominated, elected or appointed to the position of President if that person is retiring from office after five (5) continuous years’ service as President.”

Clause 26(6) states “A person is ineligible to be nominated, elected or appointed to the position of Captain if that person is retiring from office after five (5) continuous years’ service as Captain.”

- c) The nomination is in order and correct in all respects in accordance with the Constitution of the Club including:

<u>Candidate(s)</u>	<u>Position</u>	<u>Nominators</u>
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The Executive Manager may, in a letter addressed to the Returning Officer, delegate to another officer of the Club (not seeking election to any position) the authority to certify nominations in the absence of the Executive Manager.

6. A candidate shall signify his/her consent to the nomination electronically via Vero.

Please note: As per the Registered Clubs Regulation 2015, a candidate who is elected as a Director of the Club will be required to and agrees to complete mandatory Director training within 12 months of being elected as a Director of the club, unless the person meets criteria to be exempted from such prescribed training.

- 7. Nominations received after the close of nominations will not be accepted.
- 8. Any defect in the nomination must be rectified by the candidate prior to the close of nominations.
- 9. No financial voting member may nominate more candidates for any position than the number to be elected for each position.
- 10. A candidate may only withdraw his/her nomination in writing provided the withdrawal is received by Vero at their nominated email address prior to the close of nominations.
- 11. A candidate profile form will be available via Vero for completion by prospective candidates. Details from these profiles will be incorporated into a candidate information sheet, which will accompany ballot material when dispatched. Neither Vero nor the

Returning Officer accepts responsibility for the accuracy of the information supplied by the candidates.

12. A completed candidate profile form must be received by Vero as part of the nomination process.
13. Any defects or alterations or additions to a candidate profile form must be rectified by the candidate within 1 day following the close of nominations.
14. If a ballot is required, the order of the candidate's names on the ballot paper will be decided by a draw conducted by Vero.
15. For the purpose of uniformity only one Christian/given name for each candidate will be included in the ballot paper. Recognised abbreviations or derivatives of given names are acceptable e.g., Bill for William, Jim for James but nicknames are unacceptable, e.g., Bunny, Blue, Rocky. The candidates will be given the opportunity to indicate how they wish their name to appear on the ballot paper.
16. The ballot paper will not include an asterisk next to the name of any current office holder.
17. A member who is an employee of the Club or any member not entitled to vote (i.e. suspended member) shall be deleted from the roll.
18. Candidates may purchase a copy of the roll of Financial voting members and Life Members of NSW Golf Club (at a cost to be determined) in order to pursue their candidature if they are prepared to sign a Statutory Declaration stating that the roll shall not be used for any purpose other than the distribution of information in support of their candidature, and that they will destroy the roll at the conclusion of the election. Candidates are reminded of their requirement to comply with By-Law 27.1.
19. Candidates may also inspect the roll at the Club from 10am on Tuesday, 26 August 2025 until Noon, Tuesday, 7 October 2025
20. Voting material will be emailed by Vero on Tuesday, 26 August 2025 to all voting members who appear on the certified roll.

Note: Physical voting material will only be sent by post to those members who either cannot be contacted by electronic means or who specifically request paper-based voting material.

21. A list of candidates in positions being contested and, in the order, appearing on the ballot paper shall be placed by the Executive Manager on the Notice Board and be posted on the Club's website and shall remain there until Tuesday, 7 October 2025
22. In accordance with the provision of Section 30(1)(d) of the Registered Club's Act, no proxy voting is permitted for the election.

23. The election will be conducted by electronic voting.
Paper-based ballots can also be returned to the locked ballot box located at the Club or posted directly to Vero.
24. Votes will be counted by the Vero system, and the Returning Officer (where applicable) and an audit provided to the Returning Officer.
25. The counting of the ballots will be conducted by Vero after voting closes at Noon, Tuesday, 7 October 2025
26. A candidate will not be elected to more than one position on the Board of Directors but may nominate for any of the positions on the Board (where eligible). The ballot will be counted in order of seniority of positions.

President	(1 to be elected)
Captain	(1 to be elected)
Honorary Treasurer	(1 to be elected)
Directors	(6 to be elected)

Any candidate elected to a higher position will be excluded from subsequent ballots.

27. In the case of equality of votes Clause 27.1(v) of the Club's Constitution will apply.
28. The method of voting for the election will be First Past the Post. The voting member must vote for the number of positions available for election in each position of President, Captain, Honorary Treasurer and Directors when an election is required (the number of candidates is greater than the position(s) available). Failure to express your vote for all relevant positions will deem the vote 'invalid' for that position(s) and none of the votes for that position will count. For example, if you only vote for two Directors when six are to be elected, the ballot paper is invalid and the two votes will not count.
29. The result of the election will be advised to the Executive Manager of the Club and the Department of Liquor and Gaming and ASIC immediately following the completion of the election.
30. The President will advise all candidates of the result of the election.
31. The results of the election will be announced at the Annual General Meeting.
32. All electronic information involved in the conduct of the election will provided to and be kept by the Returning Officer until the Annual General Meeting, following which they will be destroyed after 1 month.