

# RIVERINA LADIES GOLF ASSOCIATION Inc.

## DISTRICT BY LAWS

These By Laws should be read in conjunction with the Rules & Regulations / Statement of Objectives and Rules of Golf NSW Inc.

### 1. NAME

The name of the District is Riverina Ladies Golf Association Inc. or RLGA.

### 2. DISTRICT

- 2.1 All Clubs affiliated with Golf New South Wales Inc. and geographically located in the district as designated by GNSW Inc. shall be members.
- 2.2 The Committee is the branch representative of GNSW Inc and exercises the delegated authority of GNSW Inc until such times as the authority is withdrawn or revoked in accordance with the rules

### 3. THE COMMITTEE

- 3.1 The Committee shall be elected annually at the Annual General Meeting of the District, and should comprise of the following President, Four (4) Vice Presidents, Secretary, Treasurer and Captain.
- 3.2 In the event of a vacancy occurring on committee, such vacancy may be filled by an ex- officio appointment.
- 3.3 The elected Delegate to GNSW Council will be a member of The Committee.
- 3.4 A Committee member may hold more than one (1) Portfolio.

### 4. SUB COMMITTEES.

- 4.1 Match/Technical Committee Shall comprise of nine (9) members, Captain (Chairman),Secretary, Treasurer, plus six (6) individual members elected annually by the incoming Committee and Club Delegates.
- 4.2 Additional sub committees may be convened when deemed appropriate.
- 4.3 The President is an ex-officio member of all sub-committees.

### 5. ELECTION OF COMMITTEE MEMBERS

- 5.1 Nominations for Club delegate to the Committee must be in writing, accompanied by the written consent of the candidate and delivered to the Secretary not less than fourteen (14) days prior to the date fixed for the Annual General Meeting
- 5.2 If the number of nominations received is equal to the number of vacancies to be filled, the persons so nominated shall be deemed elected
- 5.3 If insufficient nominations are received to fill all vacancies, the candidates so nominated shall be deemed elected and further nominations will be accepted from the floor, provided that the consent of the nominee has been obtained.
- 5.4 If the number of nominations received exceeds the number of vacancies to be filled, voting papers shall be prepared by the secretary containing the names of the candidates in alphabetical order, for each vacancy.
- 5.5 The elections shall be held at the AGM and be by secret ballot on papers provided by the secretary, on first past the post system.

## 6. CLUB DELEGATES

6.1 In addition to any elected Committee Members, each member club shall be entitled to nominate a Club Delegate, whose name will be formalised by written confirmation, to represent the club at General Meetings.

## 7. LIFE MEMBERS

7.1. Nomination for Life Membership must be written in accordance with TITLES 13.1 of Statement of Objectives and Rules.

7.2. The Committee may recommend to any General Meeting that any person who has rendered distinguished service deemed to have assisted the advancement of women's golf in the District, either as a player, administrator or otherwise, be elected a Life Member.

7.3 A person must accept or reject the Committee's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered in the Register, and from the time of entry the person shall be a Life Member.

## 8. TERM OF OFFICE

8.1. Committee Members and Club Delegates will hold office from the 1<sup>st</sup> November after the Annual General Meeting at which they were elected or ratified until the 31<sup>st</sup> October in the following year.

8.2. The term of office for the Executive Committee members will not exceed three (3) consecutive years in any one position, provided that after a period of absence of one (1) year, personnel may make themselves available for re-election to the same position.

8.3. Should there be no nominations for a vacated position, the person who formerly held the position can be re-elected for a term of one (1) year only.

## 9. FINANCIAL BUSINESS

9.1. The Committee shall operate a bank account in accordance with GNSW Inc regulations. The financial institution must be a reputable, recognised establishment, approved by the Board of GNSW Inc.

9.2. Signatories to the account will be three (3) persons, with any two (2) to sign

9.3. The Committee may hold investment funds, provided that such funds do not exceed the sum of two year's operating budget.

9.4. The financial year is 1<sup>st</sup> September to 31<sup>st</sup> August

9.5. A detailed set of accounts and AGM Minutes will be provided within ONE MONTH of AGM. Accurate records and support materials must be kept for five (5) years (ATO Regulation)

9.6. The assets and liabilities of the Committee from time to time shall be those of GNSW Inc. from time to time.

9.7. The funds of the Committee will be derived from affiliation fees, entrance fees, donations, sponsorship and such other sources as the Committee determines, provided that such means do not conflict with GNSW Inc. sponsors or ideals.

## 10. INSURANCE

- 10.1 GNSW Inc will negotiate suitable insurance policies and premiums on behalf of all Districts
- 10.2 Insurance policies will provide for Public Liability, Personal Accident, Business Travel, Office Bearers and Professional Indemnity.

## 11. APPLICATION OF INCOME

- 10.1 The income and property managed by the Committee will be applied solely for the encouragement, conduct, promotion and administration of women's golf within the district.
- 10.2 Nothing contained in clause one (1) shall prevent payment in good faith of or to any member for any services actually rendered or goods supplied to the Committee any out of pocket expenses incurred by any member on behalf of the Committee and as approved by the Committee, including travel and accommodation, postage and telephone any other reason approved by the Committee provided it is not in breach of the rules of amateur status.

## 12. COMPETITIONS

- 12.1 The Committee will conduct Championship Events at an Annual Tournament
- 12.2 Such championships will not conflict with any GA or GNSW event except with prior written approval of GA or GNSW, as appropriate
- 12.3 The Committee will assist GNSW in the conduct of any State events within the District.
- 12.4 Other competitions designed to promote, foster and encourage women's and junior girls' golf in the District will be conducted by the Committee

## 13. MEETINGS

### 13.1 GENERAL MEETING

- 13.1.1 At least twenty one (21) clear days notice of a General Meeting will be given to Club Delegates, Life Members and Committee members together with the agenda for the meeting, notices of motions received from affiliated clubs and forms of authority for proxy votes
- 13.1.2 Notices of motion must be submitted in writing to the Secretary not less than twenty eight (28) days prior to the General meeting. Any motion, if unsuccessful cannot be re-submitted at a subsequent General Meeting for a period of twelve (12) months
- 13.1.3 Any fifteen (15) Club Delegates constitute a quorum for the transaction of business.
- 13.1.4 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to such other day and at such time and place as the Chairman may determine.
- 13.1.5 The President shall preside as Chairman at all General Meetings. If the President is not present or unable to preside, one of the Vice Presidents shall preside for that meeting only.

- 13.1.6 At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a secret ballot is requested
- 13.1.7 Members serving on the Committee shall have the right to be present, debate and exercise one (1) vote at all General Meetings
- 13.1.8 Club Delegates shall have the right to be present, debate and exercise one (1) vote at all General Meetings
- 13.1.9 Life Members shall have the right to be present, debate and exercise one (1) vote at all General Meetings
- 13.1.10 Where voting is equal the Chairman may exercise a casting vote
- 13.1.11 Committee members, Club Delegates and Life Members can vote in person or by proxy, provided that no person can hold more than one (1) proxy vote. The Secretary must receive such proxies prior to the start of the meeting
- 13.1.12 Individual members shall have the right to be present and debate at all General Meetings but shall have no voting rights.
- 13.1.13 All General Meetings will be held in accordance with these rules and those of GNSW.

## 13.2 ANNUAL GENERAL MEETING

- 13.2.1 The Annual General Meeting will be held following the end of the financial year but no later than 31<sup>st</sup> October
- 13.2.2 The Business to be transacted at such Meeting shall include:
  - 13.2.2.1 Minutes of the last Annual Meeting and of any Extraordinary General Meetings shall be confirmed and signed
  - 13.2.2.2 Annual Report and Statement of Accounts
  - 13.2.2.3 Election of members of the District
  - 13.2.2.4 Election of Match Committee and other sub-committees
  - 13.2.2.5 Venue of the next District Annual Tournament
  - 13.2.2.6 Notices of motions
  - 13.2.2.7 General Business

## 13.3 COMMITTEE MEETINGS

- 13.3.1 The Committee will meet at times and places on dates to be determined by the Chairman
- 13.3.2 Any five (5) members of the District Committee will constitute a quorum
- 13.3.3 The President will preside as chair of District Committee Meeting
- 13.3.4 If the President is unable to preside one of the Vice-presidents shall preside for that meeting only
- 13.3.5 Additional meetings will be called if requested by at least six (6) members of the Committee
- 13.3.6 Members of the Committee have the right to each exercise one (1) vote
- 13.3.7 If voting is equal the Chairman may exercise a casting vote

## 13.4 SUB-COMMITTEE MEETINGS

- 13.4.1 Sub-committee will meet at times and places as determined by the Chairman

13.4.2 Members will exercise equal voting rights

## 13.5 OTHER MEETINGS

13.5.1 Other meetings will be convened as may be required to disseminate information to member clubs

13.5.2 Seminars, information, training and planning sessions will be held as required to assist with the implementation of any development and or participation program formulated by GNSW

## 14. PORTFOLIO DUTIES

### 14.1 DISTRICT COUNCILLOR

14.1.1 The affiliated clubs in the District shall annually elect through GNSW a representative to act as District Councillor as set down in GNSW Statement of Rules and Objectives.

14.1.2 The District Councillor will in addition to duties as a member of the Committee, provide a written report of the RLGA activities to Council meetings and report back on Council meetings and any other activities of interest to the Committee.

### 14.2 CAPTAIN

14.2.1 The Captain will be the chairman of the Match Committee and is responsible for the organisation and conduct of all District Tournaments, District Pennant, Inter-Association matches and the interpretation of rules in the district

### 14.3 PRESIDENT

14.3.1 The President shall preside at all General Meetings and Committee Meetings. In the event of voting on any matter being equal, the President will have a casting vote. The President will be an ex- officio member of all sub-committees. An Annual Report will be prepared by the President and forwarded to GNSW as requested.

### 14.4 VICE-PRESIDENTS

14.4.1 One of the Vice-Presidents will preside at any General Meeting or Committee Meeting in the absence of the President. Vice-Presidents will carry out such duties as required by the President

### 14.5 SECRETARY

14.5.1 The Secretary will conduct necessary correspondence and maintain documents relating to the affairs of the District. Minutes of all meetings and records of all competitions and tournaments will be kept by the secretary. The secretary will carry out such instructions as directed by the Committee or Sub-Committee.

14.5.2

## 14.6 TREASURER

14.6.1 The Treasurer will maintain a proper record of the accounts of the Committee and forward a detailed financial statement to Department of Fair Trading within ONE MONTH of AGM. The Treasurer will deposit all monies promptly and will issue a receipt as soon as practicable.