



Marangaroo Ladies' Golf Club (Inc)

CONSTITUTION (As amended 2007)

**Incorporated 1989
Associations Incorporation Act 1987**

CONTENTS

RULE 1	Name and Headquarters
RULE 2	Objects
RULE 3	Affiliation
RULE 4	Membership
RULE 5	Membership Recognition
RULE 6	Register of Members
RULE 7	Subscription fees, Affiliation Fees and Levies
RULE 8	Executive Committee
RULE 9	Election of Executive Committee
RULE 10	Executive Committee Meetings
RULE 11	Duties of Officers
RULE 12	Casual Vacancies
RULE 13	Complaints
RULE 14	Annual General Meeting
RULE 15	General Meeting
RULE 16	Special General Meeting
RULE 17	Interpretation of Rules
RULE 18	Profits not permitted to Members
RULE 19	Finance
RULE 20	Common Seal
RULE 21	Alteration to Rules
RULE 22	Copy of Rules
RULE 23	Procedures of Dissolution
RULE 24	Inspection of Records

MARANGAROO LADIES GOLF CLUB (INCORPORATED)

CONSTITUTION

1. NAME and ADDRESS

- 1.1 The name of the club is MARANGAROO LADIES GOLF CLUB (INCORPORATED) ('the Club') and the address of the Club is:

Marangaroo Golf Course
Aylesford Drive
MARANGAROO WA 6064

2. OBJECTS

- 2.1 The objects of the Club shall be to foster the game of golf and good fellowship amongst the members.
- 2.2 The property and income of the Club shall be applied solely towards the promotion of the objects of the Club and no part of that property or income may be paid or otherwise distributed, directly or indirectly to the members of the Club, except in good faith in the promotion of those objects.

3. AFFILIATION

- 3.1 The Club shall be affiliated with the Western Australian Women's Golf League ('the WAWGL') and such other golf organizations as determined from time to time by the members who shall recognize and accept the Constitution and By-laws of such affiliated organizations.

4. MEMBERSHIP

- 4.1 A person who wishes to become a member of the Club shall sign an application form stating her full name and address and shall be duly proposed and seconded by two (2) financial members of the club.
- 4.2 An application for membership shall be accompanied by the fees described in Rule 7.1 and such fees will be refunded in full forthwith if the application is unsuccessful.
- 4.3 A new member shall play with long-standing members for three (3) games after which her application will be considered by the Executive Committee.
- 4.4 If there is a waiting list, membership shall be determined according to the date of each application and the membership number for the Club as set by the Executive Committee and Course Management from time to time.

4.5 A member shall abide by the Rules and By-laws of the Club.

5. SPECIAL RECOGNITION OF A MEMBER

5.1 After ten (10) years, continuous membership shall be recognised by such method as determined by the members from time to time.

6. REGISTER OF MEMBERS

6.1 The Secretary shall keep and maintain an up to date register of members and their postal or residential addresses at her place of residence and remove the name of any person who ceases to be a member under Rule 7.1.

7. SUBSCRIPTION FEES, AFFILIATION FEES AND LEVIES

7.1 The annual membership fee and any affiliation fees and levies recommended from time to time by the Executive Committee and approved by members at the Annual General Meeting ('the AGM), shall be due and payable either upon application for membership, or on renewal of membership and such fees shall be paid within three (3) weeks of commencement of the golf season.

7.2 If membership fees are not paid within the period specified in Rule 7.1, a person ceases to be a member of the Club.

8. EXECUTIVE COMMITTEE

8.1 The Club shall be managed by an Executive Committee ('the Committee) consisting of:-

- President;
- Vice President;
- Secretary;
- Treasurer;
- Captain;
- Vice Captain;
- Handicapper;
- Delegate;
- Social Convener;
- Assistant Social Convener; and
- two (2) other members.

9. ELECTION OF EXECUTIVE COMMITTEE

9.1 Nominations for positions on the Committee shall be in writing and signed by the nominee, the proposer and the seconder and shall be posted on the Club's notice board for at least fourteen (14) days before the AGM.

- 9.2 At the AGM, the members shall elect the Committee from the nominations received.
- 9.3 A member elected to the Committee shall occupy the position until the next AGM and, if not re-elected, shall hand over all papers and property connected with her office to the new officer within two (2) weeks of that meeting.
- 9.4 At the AGM all positions on the Committee shall fall vacant. If there is more than one (1) candidate nominated for any position, election shall be by secret ballot, except where there is only one (1) nomination for any position in which case the nominee shall be declared elected after acceptance by the majority of members present.
- 9.5 If required, ballot papers for each position shall be dealt with separately and counted by two (2) persons selected by the meeting who need not be members of the club.
- 9.6 If a position is not filled by nomination, the President may seek nominations from the floor of the meeting. Such nominations must be accepted by the majority of the meeting and if two (2) or more nominations are received for a position, election shall be by secret ballot and dealt with in the manner described in Rule 9.5.
- 9.7 If nominees for the same position receive equal votes, the President has a casting vote only.
- 9.8 An elected officer shall initially be elected to the Committee for one (1) year only, but may renominate for one or two more appointments in the same position.

10. EXECUTIVE COMMITTEE MEETINGS

- 10.1 The Committee shall meet as and when required, but at least once a month during the golf season on a date decided by the President, and the President, or at least half the members of the Committee, may at any time convene a meeting of the Committee.
- 10.2 Each Committee member has a deliberative vote.
- 10.3 A question arising at a Committee meeting must be decided by a majority of votes, but if there is no majority, the President will have a deciding vote in addition to her deliberative vote.
- 10.4 At a Committee meeting, seven (7) members shall constitute a quorum.
- 10.5 The procedure and order of business at a Committee meeting shall be determined by the Committee members present at that meeting.

10.6 The Committee shall have the power to make and alter By-laws and Local Rules that are not inconsistent with the rules of affiliated bodies or the Rules of Golf as approved by R & A Rules Limited.

11. DUTIES OF OFFICERS

11.1 The President shall:

- (i) preside at all meetings;
- (ii) conduct meetings in a proper manner with motions and amendments proposed, seconded and declared carried or otherwise;
- (iii) ensure diverse opinion is heard and remain unbiased in her views, and always make decisions in the best interests of the Club;
- (iv) welcome new members and visitors; and
- (v) cast a deciding vote when necessary.

11.2 The Vice President shall:

- (i) preside in the absence of the President and if she is unavailable, the meeting may elect a person to chair the meeting.

11.3 The Secretary shall:

- (i) record Minutes of all meetings and carry out the directions of the Executive Committee;
- (ii) ensure each Committee member receives a copy of Committee meeting minutes and that each member has access to a copy of General Meeting minutes.
- (iii) have custody of all books, documents, records and registers of the Club, except those kept and maintained by the Treasurer.

11.4 The Treasurer shall:

- (i) furnish an account of all monies received and disbursed on behalf of members and furnish a Financial Statement at each Executive and General Meeting; and
- (ii) present to the AGM, a Balance sheet, audited by the auditor appointed at the previous AGM.

11.5 The Captain shall:

- (i) organize with the Match Committee the running of all Club competitions in conjunction with WAWGL and other affiliated Association fixtures;
- (ii) keep all records necessary for Club competitions;
- (iii) authorize the placement of a tolerance on the course if conditions necessitate with the agreement of the Match Committee, and inform the Handicapper accordingly;
- (iv) arrange and announce the distribution of weekly trophies and end of year trophies;
- (v) take responsibility for any amendments made to Local Rules and notify the WAWGL of such amendments;
- (vi) have complete authority on the golf course but decisions made by her must be referred to the Match Committee whose decision shall be final;
- (vii) act as Chairperson at all Match Committee meetings; and
- (viii) organize Pennant teams and ensure players are aware of match play rules and advise and help members at all times.

11.6 The Vice-Captain shall:

- (i) assist the Captain and act in her absence.

11.7 The Handicapper shall:

- (i) keep all records necessary for Club competitions and those of affiliated bodies;
- (ii) control members' handicaps;
- (iii) work with the Captain at all times; and
- (iv) send monthly and annual reports to the WAWGL handicapper and such reports as are required by Women's Golf Australia ('WGA') and Women's Golf Western Australia ('WGWA').

11.8 The Match Committee shall:

- (i) consist of the Captain, Vice Captain and the Handicapper and may co-opt additional members as required;

- (ii) prepare the Club fixtures and be responsible for all matters connected with the Rules of Golf and the playing of all competitions within the Club; and
- (iii) make final decisions concerning matches and, in the event of any controversy, raise the matter at the next General Meeting or Special General Meeting for a decision by the members.

11.9 The Delegate shall:

- (i) attend all meetings of WAWGL Council and Perth Suburban District Ladies Golf Association ('PSDLGA') and inform Club members of all relevant information;
- (ii) liaise between the Club, WAWGL and PSDLGA on all matters and reflect the wishes of Club members; and
- (iii) vote at those meetings as directed by Club members.

11.10 The Social Convener shall:

- (i) organize all social and fund raising activities as agreed by the Committee; and
- (ii) transfer any funds collected to the Treasurer for banking.

11.11 The Assistant Social Convener shall:

- (i) assist the Social Convener at all times and deputise in her absence.

11.12 Additional Committee members shall do all things within these Rules and as required by the Committee that are necessary or conducive to attaining the objects of the Club.

12. CASUAL VACANCIES

12.1 A casual vacancy occurs in the office of any Executive Committee member if such member fails to attend three (3) consecutive meetings or is unable to act through ill-health, injury or absence due to travel.

12.2 A casual vacancy may be filled by the appointment of a financial member of the Club and such appointee shall hold office until the expiration of the member's term of office, or the return of the member from ill-health, injury or travel.

13. COMPLAINTS

- 13.1 A complaint about a member shall be made in writing to the Secretary, who shall submit it to the Executive Committee, whose decision shall be final unless such decision is overruled by a decision taken at a General Meeting or Special General Meeting of the members.

14. ANNUAL GENERAL MEETING

- 14.1 The AGM shall be held on the second Tuesday of November each year, unless the date is altered by a duly constituted General or Special General meeting.

- 14.2 The order of business at the AGM shall be as follows:

- (i) Reading and confirming of Minutes of last AGM;
 - (ii) Receiving and discussing the Balance Sheet and accounts and reports of the Executive Committee and Auditors;
 - (iii) Setting of subscription fees, affiliation fees and levies for the ensuing year;
 - (iv) Appointing an Auditor; and
 - (v) Electing Officers of the Club for the ensuing year.
- 14.3 At the AGM, fifteen (15) members shall constitute a quorum. If, at the end of thirty (30) minutes after the time appointed for the opening of the meeting, there is no quorum, the meeting shall adjourn for one (1) week. If at such adjourned meeting there is no quorum, the members present shall be competent to discharge the business of the Club.

15. GENERAL MEETINGS

- 15.1 Three (3) General Meetings shall be held each year on the following days:

- (i) the opening day of the golfing season;
- (ii) in the month of June;
- (iii) prior to the AGM on the second Tuesday of November; and
- (iv) members shall be informed of the time and place of such meetings and of the business to be discussed at them by notice posted on the Club's notice board fourteen (14) days before the date of such meeting.

- 15.2 All members shall have access to a copy of the minutes of each General Meeting prior to the commencement of the next General Meeting.
- 15.3 The order of business at a General Meeting shall be as follows:
- (i) Opening address and calling for apologies;
 - (ii) Accepting the minutes of previous meeting;
 - (iii) Discussing any business arising from minutes;
 - (iv) Tabling and endorsing correspondence matters for general discussion;
 - (v) Receiving reports from the Treasurer, Captain, Handicapper, Delegate, and Social Convenor;
 - (vi) Discussing general business; and
 - (vii) Closing the meeting.
- 15.4 At a General Meeting, fifteen (15) members shall constitute a quorum.
- 15.5 If within thirty (30) minutes after the time specified for the holding of a General Meeting a quorum is not present, the meeting shall adjourn for one (1) week. If at such adjourned meeting there is no quorum, the members present shall be competent to discharge the business of the Club.
- 15.6 At a General Meeting, an ordinary resolution will be decided by a majority of votes cast on a show of hands.

16. SPECIAL GENERAL MEETING

- 16.1 The Executive Committee shall call a Special General Meeting if requested to do so in writing signed by not less than ten (10) members stating in detail the purpose of the meeting.
- 16.1 Notice of a Special General Meeting and the request to hold such meeting shall be posted on the Club's notice board at least fourteen (14) days before the meeting.
- 16.3 A Special General Meeting called in the manner described in Rule 16.1 shall only discuss the business of which notice has been given to the members.
- 16.4 At a Special General Meeting, fifteen (15) members shall form a quorum, but if a quorum is not present within thirty (30) minutes of the advertised starting time, the meeting shall lapse.

17. INTERPRETATION OF RULES

- 17.1 Any question concerning the interpretation of the Rules of the Club or any other matter not provided for in the Rules shall be determined either by the Executive Committee or by the members present at a General Meeting.

18. PROFITS NOT PERMITTED TO MEMBERS

- 18.1 The Club shall not be carried on for the purpose of profit and all monies collected or raised shall be disbursed at the discretion of the Executive Committee.
- 18.2 The Executive Committee may reimburse an officer of the Club or servant or any other person who provides services or incurs expenses from time to time in furtherance of the objects of the Club.

19. FINANCE

- 19.1 The financial year of the Club shall be from 1 November to 31 October in the following year.
- 19.2 The funds of the Club may be invested in a manner approved by the Executive Committee.
- 19.3 All cheques drawn on the club's bank account shall be signed co-jointly by any two (2) of the following, namely the President, Secretary or Treasurer, and once signed shall be taken to have been authorised by the Executive Committee.
- 19.4 Financial transactions of the Club's business shall be conducted by means of a deposit into the account and payment by cheque signed in the manner described in Rule 19.3.

20. COMMON SEAL

- 20.1 The Common Seal of the Club shall be kept in the custody of the Secretary of the Club and shall only be used with the authority of the Executive Committee.
- 20.2 All documents to which the Common Seal is affixed shall be signed by two (2) members of the Executive Committee and the use recorded in the minutes of the relevant meeting.

21. ALTERATION OF RULES

- 21.1 No rule shall be amended, repealed or created except on the vote of a three quarter (3/4) majority of members present and voting at the AGM or at a Special General Meeting called for that purpose.

21.2 Notice of any proposed amendment, repeal or new rule shall be given in writing to the Secretary and posted on the Club's notice board for fourteen (14) days before the date of the meeting.

22. COPY OF RULES

22.1 A copy of the Rules and Constitution of the Club shall be held by all Office Bearers and a copy shall be issued to new members on joining.

23. PROCEDURE OF DISSOLUTION

23.1 At an extraordinary General Meeting, notice of which has been given to all financial members not less than twenty eight (28) days before the date of the meeting, a three quarter (3/4) majority of members present may by special resolution decide to dissolve the Club.

23.2 Upon dissolution, if any property remains after satisfaction of debts and liabilities of the Club, and the costs, charges and expenses of dissolution, that property shall be either distributed to another Club incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members and which Club shall be determined by resolution of the members, or donated for charitable purposes.

24. INSPECTION OF RECORDS

24.1 A member may at any reasonable time inspect the books, documents, records and securities of the Club.

These Rules were approved and adopted by a Special General Meeting of the Marangaroo Ladies Golf Club (Incorporated).

SIGNED... ..

SIGNED.....

NAME... Vicki Clarkson

NAME...Bronwyn Fraser.....

PRESIDENT

SECRETARY

DATE.....

DATE.....