

MID NORTH COAST VETERAN GOLFERS ASSOCIATION INC.

CONSTITUTION.

Issued 13/12/2016

1. Name

- 1.1. The Association shall be known as “The Mid North Coast Veteran Golfers’ Association (Inc) (MNCVGA) hereafter referred to as “The Association.”

2. Membership

- 2.1. A Playing Member is a person who:
 - 2.1.1. is a financial member of a Golf club affiliated with the New South Wales Golf Association, and
 - 2.1.2. has attained the age of 55 years or older, and
 - 2.1.3. has a Golf Australia handicap, and
 - 2.1.4. has paid the annual subscription fee set by The Association.
- 2.2. A Honorary Member is a person who is a current playing member of the Association who has attained the age of 80 years or older. Members attaining the age of 80 years during an upcoming year shall be made Honorary members beginning with that year.
- 2.3. A Life Member is a past or present Playing or Honorary Member who has rendered outstanding service to the Association over a period of at least 10 consecutive years and has been elected to Life Membership of the Association by resolution carried by a three quarter majority of those present and voting at an Annual General Meeting
- 2.4. Life Members and Honorary Members are relieved from payment of the annual subscription fee of the Association but shall have all the rights and privileges of a Playing Member
- 2.5. The Treasurer shall keep a register of members of the Association showing the full name, address and phone number of the member and the name of the Golf Club of which he or she is a member. The register should also indicate Date of Birth, GolfLink number, financial status, and email address. The complete register shall be provided to the President, and Captain on a regular basis, but no less often than monthly, in a form agreed to by the recipients. Delegates shall be provided with the register of the members of the Club for which they are responsible, and on a similar monthly basis.

3. Affiliation

- 3.1. With the agreement of the Board of Directors, the Association may be affiliated with any other Veteran Golfers’ Association.

4. Objectives

- 4.1. To organise and conduct weekly golf competitions at courses within The Association.
- 4.2. To organise and conduct annually the MNCVGA Championships.
- 4.3. To organise and conduct annually the MNCVGA Open Tournament.
 - 4.3.1. The conditions for this Tournament to be as determined by the Tournament Committee (see 5.3).
- 4.4. To encourage and arrange visits to and from affiliated associations and other golf clubs.

5. Management

- 5.1. The business of The Association shall be conducted by a Board of Directors (BOD) comprising a President, Vice-President, Captain, Vice-Captain, Treasurer and a Secretary, together with one delegate each from the Golf Clubs of Bellingen Bonville, Bowraville, Coffs Harbour, Macksville, Nambucca Heads, Sawtell, Urunga and Woolgoolga RSL.
- 5.2. The programming and management of weekly golf competitions shall be the responsibility of the Captain and Vice-Captain who shall act as a Match Committee with the power to co-opt the services of other Board members if and when required. Should a major decision regarding the Rules of Golf be required, then a third Board member must be co-opted. The club delegate representing the club which is the site of a weekly competition shall assist the Captain with any

local organisation, including ball distribution at the conclusion, timely reporting of results, and collecting The Association's share of the greens fees.

- 5.3. The conduct of the MNCVGA Open Tournament shall be the responsibility of a Tournament Committee consisting of, The President, Vice-President, Captain, Vice-Captain, Treasurer and Secretary with the power to co-opt other Board members or members.
- 5.4. The Board of Directors shall appoint a sub-committee called "The Disciplinary Committee" (DC), consisting of the President, Captain, Vice-Captain and Secretary to deal with any matters of discipline which cannot be dealt with by the Captain in connection with any member competing or taking part in any competition organised by The Association. All matters requiring the DC's attention shall be submitted to the DC in writing. On receipt of a complaint the DC must give the member 14 days in which to make a submission to the DC in connection with the complaint. The DC has the power to expel or suspend the member. The Secretary must, within 7 days after action is taken, cause a written notice to be given to the member of the action taken and the reasons given by the DC for having taken such action and of the member's right of appeal. The decisions will be conveyed to the member home club. The action does not take effect until after the expiration of the period within which the member is entitled to appeal, (*i.e.*, 7 days), or, if the member does appeal, until all avenues of appeal have been exercised. In the event of a dispute which is not resolved within The Association, it is to be referred to a Community Justice Centre for mediation in accordance with the Community Justices Centres Act 1983. The "Public Officer" mandated by the Act shall be the incumbent Secretary of the MNCVGA.
- 5.5. Members of the Board of Directors shall be eligible to receive honoraria under a schedule determined by the Board of Directors, and approved at the Annual General Meeting. Honoraria shall be paid on 1 September of each year. 30 days prior to the payment, eligible members of the Board of Directors shall be advised of their eligibility and the amount. Board members may choose at this point to decline being paid an honorarium.

6. Election of Board of Directors

- 6.1. All Office Bearers comprising the Board of Directors shall be elected at the Annual General Meeting.
- 6.2. Nomination for election to any office shall be made in writing, signed by the proposer and the nominee, and submitted to the Secretary prior to the Annual General Meeting.
- 6.3. If there are insufficient nominations in writing for all or any of the positions to be filled, the President shall call for nominations from the floor of the AGM. No absentee shall be nominated from the floor unless that nominee has given prior written approval for such nomination and such written approval shall be immediately available.
- 6.4. A member may nominate for, but not hold, more than one office.
- 6.5. If there is only the required number nominated, the Chairman shall declare those nominated to be duly elected. However, if there are more than the required number nominated for election, an election by ballot shall take place.
- 6.6. The ballot shall be counted by two or more scrutineers appointed by the Chairman of the meeting.
- 6.7. No candidate for any position shall act as a scrutineer for any position at that election.
- 6.8. In the event of an equality of votes in favour of two or more candidates, the Chairman of the meeting shall draw lots so as to ensure the election of the necessary number to fill the vacancy/s.
- 6.9. Should any position on the Board of Directors become vacant during the year, prior to the AGM., then the BOD may appoint a replacement member, who shall hold Office through to the next AGM.

7. Meetings

- 7.1. Board of Directors meeting shall be held when required by the President, provided a meeting is held at least every two months.

- 7.2. The Annual General Meeting shall be held in December of each year, notice of which shall be included in the annual programme of events. A notice shall also be placed in the local newspaper at least fourteen days prior to the meeting.
- 7.3. The business of the Annual General Meeting shall include:
 - 7.3.1. Adoption of reports from the President, Captain, Treasurer, and Tournament Committee.
 - 7.3.2. Adoption of financial statements.
 - 7.3.3. Election of the Board of Directors
 - 7.3.4. Determination of the amount of the annual membership subscription
 - 7.3.5. Determination of Honoraria to be paid.
 - 7.3.6. Any other matter for which twenty-eight days notice has been given in writing to the Secretary.
- 7.4. An Extraordinary General Meeting shall be held:
 - 7.4.1. When called by the President on his own initiative.
 - 7.4.2. When requested by at least twenty members in writing and stating specifically the reason for the request.
 - 7.4.3. Such meeting shall be held within twenty-eight days of the receipt by the Secretary of the request by the members.
 - 7.4.4. Notice of such a meeting shall be given at a regular weekly golf event at least fourteen days prior to the meeting.
 - 7.4.5. At an Extraordinary General Meeting only the specific matter/s for which the Meeting was called shall be discussed.

8. Meeting Procedures.

- 8.1. Quorums for meeting shall be as listed hereunder:
 - 8.1.1. Board of Directors meetings – five members
 - 8.1.2. Annual General Meetings – 40 members or 10 percent of the membership whichever is the less.
 - 8.1.3. Extraordinary General Meetings – 40 members or 10 percent of the membership whichever is the less.
- 8.2. Voting for meeting shall be as listed hereunder: -
 - 8.2.1. At Board of Directors meetings and Annual General Meetings a resolution will be carried by a simple majority of votes in favour of the motion.
 - 8.2.2. At Extraordinary General Meetings a resolution will be carried by a two-thirds majority of votes in favour of the motion.
 - 8.2.3. In all cases the Chairman of the meeting/s will have a deliberate vote and also a casting vote
 - 8.2.4. A record of resolutions and proceedings of all meetings shall be kept by the Secretary.

9. Financial

- 9.1. The financial year of The Association shall end on the 31st October of each year.
- 9.2. The Treasurer shall keep proper accounts and records of the financial transactions of The Association and shall submit a statement of the financial affairs of The Association to the Annual General Meeting, such statement having been accepted prior to the AGM by a simple majority of the BOD.
- 9.3. The Treasurer shall present to the Board of Directors at each meeting a summary of the financial position of the Association.
- 9.4. Payments to the Association may be made by cash, check, or EFT into the Association's bank account. Payments made in cash shall have a receipt issued. For membership payments to Delegates, the Membership Card shall serve as the receipt.

- 9.5. Cheques shall be signed by the Treasurer, and, any one of: the President, a Vice-President, Captain or the Secretary. EFT payments shall be initiated by the Treasurer and approved by one of the above Officers, using the bank's two-approval facility.
- 9.6. No blank cheque/s is/are to be pre-signed by any one signatory as an expediency of convenience.
- 9.7. The Board of Directors may:
 - 9.7.1. Buy, sell and deal in the provision of equipment, goods and services used in the activities of The Association.
 - 9.7.2. Donate trophies for golf competitions.
 - 9.7.3. Accept donations and bequests.
 - 9.7.4. Invest money of The Association not immediately required, in such securities and in such manner as the Board of Directors may determine.
 - 9.7.5. Delegate to the Treasurer or the Captain actions which result in the Association receiving funds.
 - 9.7.6. Delegate to the Treasurer the expenditure of funds, said expenditure also being approved by one of the delegated officers in 9.5.
- 9.8. Members to be financial by midnight 31 December of each year. After this time, any member wishing to resume membership shall be required to complete new joining procedures. Exceptions to this policy to be made only in exceptional circumstances, (e.g. medical grounds, or on leave of absence) and at the discretion of the Board of Directors.
- 9.9. The auditor shall have access to all records, minutes and documents of The Association and shall audit the financial statements prepared for presentation to the Annual General Meeting and shall certify as to the correctness or otherwise thereof. Under NSW law, an Association of our type may choose to forego an audit, in which case the financial statements must be approved by the Board of Directors.

10. Retention of Records

- 10.1. In keeping with general practice in Australia, and in order to be in compliance with ATO document retention requirements, all financial records shall be retained for five (5) years. These shall be in a form which may be accessed by government bodies for review, if required. These records shall be retained by the Treasurer.
- 10.2. Further, all action minutes of the Association (Board of Management meetings, Annual General Meeting, and any Extraordinary General Meetings) shall also be retained for five (5) years. These records shall be retained by the Secretary.

11. Indemnity to Board of Directors

- 11.1. Every member of the Board of Directors or servant of The Association shall be indemnified out of Association funds against any personal expense in respect of such liability, provided that such liability and personal loss were not the outcome of his wilful fault or dishonesty.

12. General

- 12.1. No repeal of, an amendment to, or addition to, the Constitution of the Association shall be made except by a resolution submitted to an Annual General Meeting, or an Extraordinary General Meeting called for that purpose.
- 12.2. Winding up of The Association can only be determined at an Extraordinary General Meeting called for that purpose.
- 12.3. In the event of The Association being wound up or dissolved, the disposal of the Assets of The Association shall be determined at the Extraordinary General Meeting of members duly convened for this purpose and for which at least twenty-eight days notice in writing shall have been given to all financial members of The Association.

13. Rules and Bylaws

- 13.1. The Board of Directors may make Rules and Bylaws consistent with the Constitution.