

SOUTH WEST ROCKS LADIES GOLF CLUB

A Section of South West Rocks Country Club Limited

RULES AND BY-LAWS

2005

1. NAME

The name of the Club shall be South West Rocks Ladies Golf Club.

2. DEFINITIONS

- (a) **“The Country Club”** or **“Registered Club”** means the South West Rocks Country Club limited.
- (b) **“The LGC”** means South West Rocks Ladies Golf Club.
- (c) **The Board”** means the Board of Directors of the South West Rocks Country Club Limited.
- (d) **“The Committee”** means the Committee of the South West Rocks Ladies Golf Club.
- (e) **“The Constitution”** means the Constitution of the registered Club.
- (f) **“Member”** means a female financial member of the Country Club and the LGC.
- (g) **The Executive Committee”** consists of President, Vice President, Secretary, Captain and Vice-Captain.
- (h) **“Junior Member”** means a member of the LGC between the age of 8 and 18 years.
- (i) **“Lot”**. The Returning Officer will put cards bearing the name of each of the candidates into one hat and will place white cards and one red card in a separate hat.

For example: 3 candidates – two white cards and one red card.

The Returning Officer would draw the name of a candidate out of one hat and a card out of the other hat so that the name of the candidate matched a particular card.

The name which matched the red card would be declared elected.

3. STATUS

- (a) The LGC is established and shall function as a section of the Registered Club pursuant to the Constitution of the Registered Club and relevant By-Laws.
- (b) Any net profits derived by the LGC not otherwise applied for the objects of the LGC shall not be paid or distributed among the members of the LGC.

4. OBJECTIVES

- (a) To enable members and visitors to participate in the sport of golf.

- (b) To promote friendship, provide and foster the opportunities to play the game of golf in accordance with the Rules of Golf.
- (c) To act at all times in accordance with the Constitution and By-Laws of the Country Club.
- (d) To encourage new female players both adult and juniors.
- (e) To carry on all such activities as may be desired or convenient for the purposes of the LGC.

5. AFFILIATION

The LGC shall be a member of or affiliated with the Women's Golf Australia, Women's Golf New South Wales, Women's Golf Central North Coast or other such bodies as the Committee may from time to time determine, provided that the Board approves such affiliation and the requirements of any such membership or affiliation are not inconsistent with these Rules or with the Constitution.

6. MEMBERSHIP

- (a) There shall be 3 classes of membership being (a) ordinary, (b) junior and (c) life. Only females who are financial members of the Country Club shall be permitted to membership. Junior members shall be under the age of 18 years and meet the particular requirements of the Country Club.
- (b) Application for ordinary or junior membership shall be made by the applicant in writing on the approved form proposed and seconded by adult members and signed by all three.
- (c) Application for ordinary and junior membership shall be placed on the LGC Notice Board. Normally at least 14 days must elapse from the posting of the application on the Notice Board before the Committee shall consider the application.
- (d) Provided the provisions of the Constitution and these Rules have been met, the Secretary shall notify the applicant of her membership and her name shall be added to a register of members.
- (e) Junior members shall have no vote but may attend the general meetings of the LGC. They cannot hold any office on the Committee of the LGC.
- (f) No member shall continue to be a member if not a financial member of both the Country Club and the LGC.
- (g) Any member not having paid her applicable subscription to the Club within 31 days of the due date for payment in any year following membership shall be unfinancial and her membership may be determined by resolution of the Committee and name removed from the register of members.

7. LIFE MEMBERSHIP

- (a) An adult member of the LGC who has rendered outstanding service to the LGC may be elected to life membership of the LGC by resolution passed at a general meeting of the LGC having been so nominated by two adult members and supported by a recommendation of the Committee presented to the general meeting.

- (b) Normally not more than one life member shall be elected in any one financial year.
- (c) A life member shall be entitled to the privileges of a member without having to pay her annual LGC subscription. She will be required to maintain her membership of the Country Club.

8. NOTICES

With the exception of notices required pursuant to Rule 15, notices shall be deemed served as from the date such notices were affixed to the LGC Notice Board.

9. ANNUAL SUBSCRIPTIONS

- (a) The financial year of the Country Club and the LGC shall commence on the First (1st) day of July in each year and end on the Thirtieth (30th) day of June the following year.
- (b) The annual subscription of members and junior members shall be determined by the ladies Committee for submission to the Board, by the Thirtieth (30th) day of May in each year and shall be payable by the Thirty first (31st) day of July in each year.

10. THE COMMITTEE

- (a) The business and affairs of the LGC shall be managed by a Committee consisting of a President, Vice President, Secretary, Assistant Secretary, Captain, Vice Captain, Treasurer, Handicap Manager, Assistant Handicap Manager and Publicity Officer.
- (b) The Committee shall be elected annually at the Annual General Meeting.
- (c) In the exercise of its functions the Committee shall be subject in all respects to the control and direction of the Board.
- (d) The Committee shall hold office until the day after the LGC Presentation Night in December of each year.

11. LGC EXECUTIVE

- (a) The Executive Committee shall be empowered to deal with discipline of members requiring urgent action, such action to be formalised at the next meeting of the Committee.
- (b) A quorum shall be three: one of which to be President, or Vice President.

12. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of the LGC shall be held during the month of October. The quorum for all general meetings shall be Twenty-five (25) members. In the event of there not being a quorum present within half an hour of the stipulated time of commencement then the meeting shall be adjourned to the same time and place not later than seven (7) days hence and those members present at that meeting shall constitute a quorum.
- (b) The Committee shall consist of Ten (10) members made up as follows:

President
Vice President
Secretary
Assistant Secretary

Captain
Vice Captain
Treasurer
Handicap Manager
Assistant Handicap Manager
Publicity Officer

**Junior Promotions Officer from one of the above.
[Deleted AGM 20th October 2015.]**

- (c) Nominations for the Ladies Committee shall open Twenty one (21) days prior to the Annual General Meeting and shall close at 5.00pm on the seventh (7th) day prior to the Annual General Meeting.
- (d) Nominations shall be made in writing signed by the proposer and seconder, both being members of the LGC, and by the nominee consenting to the nomination. The completed nomination form must be handed to the secretary no later than the closing time for nominations.
- (e) The Secretary to place a photocopy of all nominations, as soon as possible after they are received, on the Notice Board in the Golf Room.
- (f) Should the number of nominations exceed the number of offices to be filled, an election shall be held by secret ballot.
- (g) Ballot papers shall be issued to all members present at the Annual General meeting of the LGC for such elections as are necessary.
- (h) Should the number of nominations for any office be less than the number required then those persons nominated shall be declared duly elected and further nominations shall be called from the floor of the Annual General Meeting to fill the remaining vacancy/s.
- (i) A Returning Officer and two Scrutineers shall be elected by the Committee. Neither the Returning Officer nor the Scrutineers shall be candidates for office.
- (j) The position of candidates on the ballot paper shall be decided by lot.
- (k) The Ballot shall be conducted on the first past the post system.
- (l) In the event of two or more votes being equal, the winner to be decided by lot.

13. FORMAT FOR THE ANNUAL GENERAL MEETING

- (a) Members present.
- (b) Apologies
- (c) Confirmation of the minutes of the last Annual General Meeting and any Special Meetings.
- (d) Business arising.
- (e) Adoption of Annual reports from President, Captain and Handicap Manager.
- (f) Financial report.
- (g) Recommendations by the Committee.
- (h) Election of Office Bearers.
- (i) Appointment of a Patron.
- (j) Any notices of Motion submitted by any financial members to the Committee provided that such Motion has been delivered to the Secretary not less than Fourteen (14) days prior to the date of the Annual General Meeting. Immediately upon receipt of such written Notice of Motion a photocopy to be placed on the Notice Board.
- (k) General Business.
- (l) Recommendations to the Committee.

14. MANAGEMENT BY COMMITTEE

- (a) The Captain, in consultation with the Committee, shall be responsible for overseeing the organisation of golf competitions and in conjunction with other golf clubs pursuant to the Rules of any governing body with which the LGC is affiliated.
- (b) No meeting of the Committee shall be held unless a quorum of members is present and prior notice of the meeting has been given to all members of the Committee.
- (c) Any resolution of the Committee may be rescinded or altered by ordinary resolution at any meeting of the Committee.
- (d) To have control and guide sub committees and other persons elected or appointed to special duties.
- (e) To authorise payment of actual out-of-pocket expenses incurred by any member of the Committee.
- (f) Questions at Committee meetings shall be decided by a majority of votes by way of show of hands. The President shall in the case of an equality of votes, have a casting vote in addition to her vote in her own right.
- (g) Members of the Committee who without the permission of the Committee fail to attend for three (3) consecutive meetings will forfeit her office.
- (h) The Committee shall fill any vacancies in the offices of the LGC, if it deems necessary, before the Annual General Meeting.
- (i) In the event of the Committee resigning in a body, a special general meeting of the LGC shall be called and new office bearers and members of the Committee will be elected.
- (j) A quorum for a Committee meeting shall be five (5) with one of whom to be either the President or Vice President.

- 15. A General Meeting of all female golf members shall be held in the months of March and June each year. A notice calling attention to the meeting shall be placed on the Notice Board by the Secretary at least 14 days prior to such a meeting.]**

[GENERAL MEETINGS – This clause was deleted by resolution at the Annual General Meeting held on 12th October 2010.

16. DISCIPLINARY POWERS

If any member wilfully refuses or neglects to comply with these Rules and any By-Laws; or if any member during the preparation for, progress of or at the conclusion of play or any game of golf, or while representing the Club at any other place shall, in the opinion of the Executive Committee, be guilty of any conduct deemed by the Executive Committee to be unbecoming of a member, or prejudicial to the interests of the Club, such member may be expelled from the LGC, suspended from the privileges of membership of the LGC, or reprimanded by resolution of the Executive Committee, provided:

- (a) That at least seven (7) days before the meeting at which such alleged misconduct is to be dealt with the member concerned will have been notified in writing delivered or posted by ordinary mail that the matter will be dealt with and that, in the event of the non-appearance of the member concerned, she will be deemed to have received notice and the matter will be dealt with in her absence.
- (b) Any disciplinary action by the Executive Committee of the LGC shall be reported to the Board as soon as possible together with the reasons and with a recommendation as to further action (if any) to be taken by the Board. If the Board is of the opinion that the member of the LGC should be guilty of a breach of the Country Club's rules

or conduct unbecoming of a member, the Board may take such disciplinary action against the member as provided for in its Constitution.

17. RESIGNATIONS

- (a) A member may at any time resign from membership of the LGC by giving notice in writing to the Secretary.
- (b) If a member shall cease to be a member of the Country Club, she shall, as from the date of such cessation, be deemed to have resigned from the LGC and her name shall forthwith be removed from the list of members.

18. AMENDMENTS TO THE RULES AND BY-LAWS

The Rules and By-Laws of the LGC may be amended from time to time by a majority of the members of the LGC at a General Meeting provided that no amendments proposed to and approved by the meeting of members shall have effect unless and until it has been approved in writing by a resolution of the Board.

19. DRESS

The Committee may from time to time determine appropriate dress on the Golf Course in accordance with the Rules of its governing body.

20. CLUB COLOURS

The colours of the LGC shall be jade, navy and white.

DUTIES OF THE LADY PRESIDENT

Two sets of duties fall to the lot of the President – the business and the social.

Business: On the business side there is administrative work which includes presiding at meetings, taking a general supervision of the Club, an interest in all its members and in all matters affecting its welfare.

Social: To welcome, help and encourage young players and new members.

To give a warm reception to visitors and strangers.

To remind the Secretary to write letters of congratulations, condolence, etc.

To thank the club staff for their efforts in making Club and State events successful.

To congratulate winning individuals and Club teams.

DUTIES OF THE SECRETARY

The Secretary shall conduct the correspondence and have custody of all documents belonging to the LGC. She shall keep full and correct minutes of proceedings at all General and Committee Meetings and a record of all members. The Secretary will make the Minutes of any General Meeting available for perusal by any member at any reasonable time.

The Secretary must be methodical, attend to all correspondence and notify Committee members of all meetings.

The Secretary shall for each meeting of the Committee, in consultation with the President, draw up an agenda.

The agenda shall be as follows:

Minutes, circulated, confirmed and signed by President, or her deputy

Apologies
Business arising from previous minutes
Correspondence
Report from Captain
Report from Handicap Manager
Financial statement
New members
General business

DUTIES OF CLUB CAPTAIN

The Club Captain must know and understand the Rules of Golf and be an experienced golfer.

It is the Captain's duty not only to aim at improving the standard of play, but to go about it in such a way that the game is made happy and enjoyable for the players.

The Captain should have a knowledge of the course and its construction.

To encourage beginners, juniors, arrange practice games and she would be sympathetic to those whose game is not improving.

To assist the President in entertaining other teams, dignitaries, etc.

Have control of the course during ladies club competitions.

Chairing of meetings of the Match Committee.

Liaison between Greens and Match Committees.

MATCH COMMITTEE

Responsible for the drawing up and circulation of the program of events for the year.

To determine and circulate in advance the conditions under which a competition is to be played and to deal with and adjudicate on all disputes arising from the conduct of all matches and competitions.

To allocate all trophies and prizes other than those donated for specific purposes.

To determine the value of the trophies and prizes.

To select individuals and/or teams to represent the club as and when required.

To appoint a team captain and a team manager as and when required.

To manage and control all matters affecting the conduct of all matches, competitions and play on the course.

GREENS COMMITTEE

The Ladies Match Committee will appoint two committee members to be on the Greens Committee of the South West Rocks Golf Club.