



VICTORIAN GOLF LEAGUE Inc.

STATEMENT OF PURPOSES

and

RULES

Adopted by a majority of those voting at a Special General Meeting of the Victorian Golf League held on 18 April 1991 of which twenty one days notice was given.

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STATEMENT OF PURPOSES

1:1 Support & Grow Membership of the Victorian Golf League [VGL]

In conjunction and co-operation with the State Golf Body, to federate all Golf Clubs operating on public access golf courses in Victoria, into the VGL, and to ensure they are incorporated. To promote and safeguard interests of the League and members. Assist clubs & members, in any matter, particularly membership, which the league may deem appropriate.

1:2 Promote, Foster & Protect the game of Golf

To promote & foster the game of golf, and protect the interests of the game.

Encourage and support Junior Golf.

Adopt, help, and enforce methods and systems of handicapping players.

Maintain a course rating system for member clubs.

To oversee and, as appropriate, enforce the observance of the laws and rules established by the R & A, amongst member clubs of the League.

1:3 Sponsor and Supervise VGL Competitions

To arrange, conduct and control inter-club Pennant Matches, League Tournaments, other Matches and Competitions, either alone or jointly, with another golf association.

1:4 Generate Income for the VGL

To acquire by lease, purchase or otherwise, a golf course, grounds, office or administration centre.

To manage the Leagues' Motel at Mirboo Nth through League Golf Enterprises, and generate maximum funds to cover League administrative costs, and minimize member clubs annual affiliation fees to the League.

1:5 Promote and Communicate the VGL

To print, publish & maintain, any papers, periodicals, leaflets, literary works, or web-sites, that the league may think desirable to promote and achieve its image and purpose.

RULES

1. NAME

- 1.1 The name of the incorporated association is the Victorian Golf League Incorporated, (in these rules called "the League").

2. INTERPRETATION

- 2.1 In these rules, unless the contrary intention appears:
- "the Act" means the Associations Incorporation Act 1981 (as amended).
 - "affiliate" and "affiliate of the League" means a person who is a member of a member club and an amateur as defined by the Royal and Ancient Golf Club of St. Andrews Scotland.
 - "club" means a golf club operating on a golf course which meets the requirements of the League.
 - "committee" means the committee of management of the League.
 - "council" means the governing body of the League.
 - "councillor" or "member of the council" means an affiliate nominated to the council or an officer serving ex-officio as provided in these rules.
 - "financial year" means the year ending on the 31st day of December.
 - "general meeting" means a meeting of the council of the League.
 - "life member" means an affiliate elected to life membership as provided in these rules.
 - "member club" or "member" or "member of the League" means a club which has been admitted to membership of the League as provided in these rules.
 - "officer of the League" or "officer" means a member of the committee elected or appointed as provided in these rules.
 - "register" means the register of members, councillors and officers kept as provided in these rules.
 - "the regulations" means regulations made under the Act.
 - "resolution" means a formal determination agreed by a majority of the people present, entitled to vote and voting at a general meeting, committee or a meeting of any standing or special committee or sub-committee.
 - "special resolution" means a resolution passed by at least a three-fourths of the people present, entitled to vote and voting at a general meeting or a committee meeting.
- 2.2 Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act as in force from time to time.

3. MEMBERSHIP

- 3.1 A member shall be any club which
- 3.1.1 at the time of the adoption of these rules is an affiliated club of the Victorian Golf League, or,
- 3.1.2 has a membership of not less than twenty people, meets the requirements of the League as to course, facilities and any other matter, and is admitted to membership after the adoption of these rules.
- 3.2 An application for membership of the League by a club shall be made in writing to the executive manager of the League and shall be accompanied by:

- 3.2.1 the names of the office bearers of the applicant club.
 - 3.2.2 a statement setting out the number of members at the close of the club's last financial year. This number must exceed thirty members.
 - 3.2.3 a copy of the rules of the club, if incorporated, or the constitution, if unincorporated.
 - 3.2.4 particulars of the course on which it's members will play, including location, ownership or tenure, green fees charged to players, a copy of the scorecard and local rules and a copy of any current course assessment chart, and
 - 3.2.5 such other information as the committee may require.
- 3.3 A club which applies to the League for membership and which proposes to play on a course which is already used by a member may also be admitted as a member, provided that the applicant club undertakes to comply with such conditions relating to multiple use of the course as the League may from time to time require.
- 3.4
- 3.4.1 When an application is received by the executive manager from a club, he shall forthwith refer the matter to the committee. The committee may cause to be made such inquiries as it deems to be necessary to formulate a recommendation to the council about the application.
 - 3.4.2 An applicant club shall only be admitted to membership if the council in general meeting approves its admission by special resolution.
 - 3.4.3 The membership of the applicant club shall commence from the date of the council meeting at which it was admitted. The executive manager shall inform the applicant club of the result as soon as practicable after the council has made its decision.
- 3.5 A club which, for any reason, has ceased to be a member of the League may, at any time, apply to the executive manager for reinstatement of its membership. Such an application shall be dealt with in the same manner as if the club were an applicant for the first time.
- 3.6 A Restricted membership may be granted to a club who are unable to join as full members due to;
- 3.6.1 Less than 20 members
 - 3.6.2 Limited access to a home course
 - 3.6.3 Inability to fulfill all requirements of an affiliated member club.
- 3.7 The Committee can grant Restricted membership to a club providing;
- 3.7.1 Compliance with application procedure as per Rule 3.2
 - 3.7.2 A Restricted member must through its application, accept, adopt and abide by all the Rules and By Laws of the Victorian Golf League.
 - 3.7.3 A Restricted member pay all fees and charges levied by the League, State and National Bodies including insurances, handicapping costs and other charges, on time and in accordance with league rules on financial members.
 - 3.7.4 Restricted members are exempt from By-Laws 3, 4, 5, 8, and 11, but may be invited to participate in League events.
 - 3.7.5 Restricted member clubs may apply for full membership in accordance with Rule's 3.1 – 3.4
- 3.8 A member club cannot be granted Restricted membership.

4. ANNUAL SUBSCRIPTIONS

- 4.1 Each club which is a member of the League on the 31st December in any year shall pay to the League an annual subscription for the next financial year. Annual Subscriptions shall be payable in respect of each male member of the club as described at the last day of the immediately preceding financial year of that club. The per capita amount shall be decided on the recommendation of the committee at an ordinary general meeting of the last council meeting of the financial year preceding the year for which the amount per capita is set. The executive manager shall send to each member, on or before the 31st December, a request for payment of its annual subscription to the League and any other amounts required by the rules or by-laws to be paid. The subscription of each member, calculated as specified herein, shall be due and payable on the first day of January next following the date on which the per capita amount was set.
- 4.2 Upon admission as a member of the League after the annual general meeting in any year, a club shall pay the annual subscription, or such part as the committee may deem appropriate in all the circumstances, within twenty eight days of being informed of its admission as a member.
- 4.3 In the event that a member, by reason of financial hardship, is unable to pay all or any of its annual subscription by the due date, the committee may, upon the written application of the member, accept payment upon such terms and in such amounts as the committee may decide, provided that this concession shall not apply to the annual fee payable by each member to the Victorian Golf Association.
- 4.4 Whilst the League is a member of the Victorian Golf Association, each member club shall pay to that association, in addition, to its annual subscription to the League, and on the same date, an annual fee as prescribed in rule 4.1 which is determined by the Victorian Golf Association.
- 4.5 If the annual subscription of a member club remains unpaid twenty eight days after the date on which it became due, that member club shall be deemed to be un-financial. No member club which is un-financial may be represented at any meeting of the council or any other body of the League, nor may it take part in any competition or other event conducted by the League. These strictures shall remain until the default has been remedied. The executive manager shall, within seven days of a member becoming un-financial, notify that club that it is un-financial and inform it fully of the amounts owing and of all the provisions of rule 4.
- 4.6 A member which remains un-financial at the expiry of two calendar months after its annual subscription became due, without having sought and been granted relief under rule 4.3 above, shall cease to be a member of the League on the date on which it became un-financial. The committee shall, by resolution, confirm the termination of membership, whereupon the executive manager shall record the date of termination in the register.

5. REGISTER OF MEMBERS COUNCILLORS AND OFFICERS

- 5.1 The executive manager shall keep a register of members, councillors and officers in which shall be entered the full name, address, date of admission to membership, nomination to council or election or appointment to office and such other information as may be directed by the committee from time to time. The register may be inspected by any member or affiliate upon written request to the executive manager.

6. RESIGNATION OF MEMBERSHIP

- 6.1 A member club, which has paid to the League all moneys due by it under the rules, may give one month notice in writing to the executive manager of its intention to resign, and upon the expiration of that period of notice, the club shall cease to be a member of the League. The committee shall confirm the acceptance of the resignation by resolution, whereupon the executive manager shall record the date of resignation in the register.

7. THE COUNCIL

- 7.1 The governance and the powers of the League shall be vested in a council consisting of one councillor nominated by each member club together with the president and the treasurer who shall be councillors ex-officio.
- 7.2 The council shall meet at least three times in each year. In addition, other ordinary meetings and special meetings of the council may be convened.
- 7.3 At least twenty eight days before the date fixed for the annual general meeting the executive manager shall seek from each member the nomination of a councillor. Each member shall inform the executive manager in writing of the name and address of its nominated councillor not less than fourteen days before the date fixed for the annual general meeting. Each councillor, at the time of his nomination, and whilst serving as a councillor, shall be a member of the member club which nominated him. The term of office of a councillor shall commence at the start of the annual general meeting before which he is nominated and shall finish at the start of the annual general meeting next following. A retiring councillor shall be eligible for re-nomination. No officer may be appointed as a councillor.
- 7.4 A councillor may give two weeks written notice to the executive manager of his intention to resign from the council. At the expiration of that period of notice the councillor shall cease to be a member of the council and the vacancy shall be dealt with as a casual vacancy. The committee shall confirm the acceptance of the resignation by special resolution, and the secretary shall record the date of the resignation in the register.
- 7.5 If a member delivers to the executive manager written notice of the removal from the council of any councillor nominated in accordance with these rules by that member, then he shall cease to be a councillor from the date of that notice, and the vacancy shall be dealt with as a casual vacancy. The committee shall note the removal by resolution, and the executive manager shall record the date of the removal in the register.
- 7.6 Any casual vacancy in the position of councillor nominated by a member shall be filled by that member nominating a replacement councillor. The member shall inform the executive

manager in writing of the name and address of its replacement councillor not more than twenty eight days after the vacancy occurs. Such councillor shall be, at the time of his nomination and whilst serving as a councillor, a member of the member which nominates him. The term of office of a replacement councillor shall be the remainder of the term of the councillor whom he replaces.

8. SERVICE OF NOTICES

- 8.1 Any notice required to be given may be served by, or on behalf of the League on any member or any councillor or any officer, either personally or by sending it by post to the member or the councillor or the officer at his address shown in the register.
- 8.2 Where a document is properly addressed, prepaid and posted as a letter, the document shall be deemed, unless the contrary is proved, to have been given to the addressee at the at which the letter would have been delivered in the ordinary course of post.
- 8.3 Non-receipt of the notice of a meeting by the addressee shall not invalidate the proceedings of that meeting.

9. ANNUAL GENERAL MEETING

- 9.1 The annual general meeting of the council shall be held in the month of March each year and shall be convened by the executive manager upon the direction of the president or the committee.
- 9.2 At least twenty one days before the meeting a notice specifying the place, day, hour and business of the meeting shall be given by the executive manager to all members of the League in accordance with rule 8. The notice shall specify that it is the annual general meeting.
- 9.3 The ordinary business of the annual general meeting shall be:
 - 9.3.1 to confirm the minutes of the preceding annual general meeting.
 - 9.3.2 to receive and consider reports on the activities of the League during the last preceding financial year.
 - 9.3.3 to receive and consider the statement of accounts and balance sheet to be submitted by the League in accordance with section 30(3) of the Act.
 - 9.3.4 to elect the officers of the League.
 - 9.3.5 to appoint the auditors of the League.
 - 9.3.6 to deal with any other business required or authorized by these rules to be transacted at the annual general meeting.
 - 9.3.7 to deal with any matter, written notice of which shall have been given to the executive manager and included on the notice paper for the meeting.

10. ORDINARY GENERAL MEETING

- 10.1 An ordinary general meeting of the council shall be convened by the executive manager upon the direction of the president or the committee.

- 10.2 At least fourteen days before the meeting a notice specifying the place, day, hour and business of the meeting shall be given by the executive manager to all members of the League and councillors in accordance with rule 8. The notice shall specify that it is an ordinary general meeting.
- 10.3 The ordinary business of an ordinary general meeting shall be:
 - 10.3.1 to confirm the minutes of any general meetings held since the last such meeting, not including the annual general meeting.
 - 10.3.2 to receive and consider reports of activities from the committee, standing committee and any special Committees.
 - 10.3.3 to receive and consider reports and statements on the League's finances.
 - 10.3.4 to deal with any other business required or authorized by these rules to be transacted at a general meeting.
 - 10.3.5 to deal with any matter, written notice of which shall have been given to the executive manager and included on the notice paper.
 - 10.3.6 to deal with any other business which the meeting by special resolution agrees should be dealt with.

11. SPECIAL GENERAL MEETING

- 11.1 All general meetings other than the annual general meeting and the ordinary general meetings shall be special general meetings.
- 11.2 A special general meeting shall be convened by the executive manager.
 - 11.2.1 upon the direction of the president or the committee, or,
 - 11.2.2 upon receipt of a written requisition signed by at least five members of the League or councillor, other than the councillor of a member which has already signed such a requisition and vice versa.
- 11.3 A requisition must be signed by all the requisitioners but may consist of several documents in like form, each signed by one or more of the requisitioners. Such requisitions shall be valid and effective notwithstanding that they may have been made separately, provided that the executive manager is satisfied that the business specified in each document constituting the requisition is the same in substance.
- 11.4 Upon receipt of a direction or a requisition as set out in rule 11.2 the executive manager shall forthwith convene a special general meeting to take place as soon as possible after the direction or requisition is received. The notice of the meeting shall specify the place, date, hour and business of the meeting and shall be given to all members of the League and all councillors in accordance with rule 8 not less than fourteen days before the date of the meeting.
- 11.5 If the executive manager does not cause a special meeting to be held within one month after the date on which a requisition is delivered to him, the requisitioners or any of them may convene a special general meeting to be held not later than three months after that date. Such a special general meeting shall be convened in a like manner to that described in rule 11.4. The council shall refund reasonable expenses incurred by the requisitioners who convene such a meeting.

- 11.6 At a special general meeting no business shall be dealt with other than that set out in the notice paper convening the meeting.

12. PROCEEDINGS AT GENERAL MEETINGS

- 12.1 The president shall act as chairman of all general meetings, or, in the event that he is absent or unwilling to act, the meeting shall elect one of its number to preside as chairman at that meeting
- 12.2 No business shall be transacted at a general meeting unless a quorum of councillors is present when that business is dealt with. A majority of councillors personally present shall constitute a quorum for the transaction of business at a general meeting. All officers who are not councillors ex-officio may attend general meetings, but may neither form part of the quorum nor vote on any item of business. The officers may be permitted to speak in any debate at the discretion of the chairman.
- 12.3 If, within half an hour after the time appointed for a meeting, a quorum of councillors is not present, the meeting, if convened upon a requisition, shall be dissolved. In any other case it shall be adjourned to such a place, day and time as the president or the committee may, within the period of ten days next following, decide. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the councillors present (being not less than five) shall form a quorum.
- 12.4 The chairman may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place. No additional notice need be given of an adjourned meeting excepting that, when a meeting is adjourned for twenty eight days or more, a like notice of the adjourned meeting shall be given as in the case of the original meeting.
- 12.5 A question arising at a general meeting shall be determined on the count of a show of hands, and, unless a division is requested either before or immediately after the count of hands, a declaration by the chairman that a resolution has been carried, carried by a particular majority or lost, and an entry to that effect in the minute book of the council is evidence to the fact without proof of the number or proportion of the votes cast for or against that resolution. No councillor shall be entitled to have recorded in the minute book the manner in which he voted on any question.
- 12.6 Upon any question at a general meeting, each councillor shall have one deliberative vote, including the chairman. The chairman shall not have casting vote and upon an equality of voting the question shall be decided in the negative.
- 12.7 All votes at a general meeting shall be given personally by councillors, except that in the event that any councillor, other than an officer who is a councillor ex-officio, is unable to attend a general meeting, the member club which nominated him may appoint a proxy in his place for that meeting. The proxy so appointed must be a member of that member club and a written notice from the member club giving details of the appointment must be given to the executive manager before the start of the meeting to which it applies. The proxy shall have all the rights and privileges of the councillor in whose place he acts. No officer may be appointed to be a proxy for a councillor.

- 12.8 If any two of the councillors at a general meeting, either before or immediately after a show of hands on a question, request a division, the chairman shall appoint a teller for the ayes and a teller for the nos. When the chairman is satisfied after putting the question that the tellers have correctly counted the votes, he shall declare the result which shall be deemed to be a resolution of the meeting on that question. The chairman shall have absolute discretion to determine the manner and time of taking the division.
- 12.9 No act or decision of the council shall be invalidated because of any vacancy on the council at the time of that act or decision.

13. THE COMMITTEE

- 13.1 When the council is not in session the administration of the affairs of the League shall be carried out by and be the responsibility of a committee consisting of the officers elected as provided in these rules. Any decision made by the committee in good faith whilst so acting shall be binding on the League.
- 13.2 The committee:
- 13.2.1 control and manage the business and affairs of the League.
 - 13.2.2 may, subject to any direction from the council, these rules, the regulation and the Act. exercise all the powers and perform all the functions as may be exercised by the council other than those powers and functions that are specifically by these rules to be exercised by the council, and
 - 13.2.3 shall, subject to any direction from the council, these rules the regulation and the Act, perform all acts and things as appear to the committee to be essential for the proper conduct of the business and affairs of the League.
- 13.3 The officers of the League shall be elected by the annual general meeting of the council and shall consist of a president, a deputy president, a treasurer and six committeemen.
- 13.4 Each officer, when nominated for, and whilst holding office shall be an affiliate, shall hold office from the close of the annual general meeting at which he is elected until the close of the annual general meeting next following, and shall be eligible for re-election.
- 13.5 An officer may give one month written notice to the executive manager of his intention to resign his office. At the expiration of that period of notice he shall cease to hold office and the vacancy shall be dealt with as a casual vacancy. The committee shall confirm the acceptance of the resignation by resolution and the executive manager shall record the date of the resignation in the register.

14. ELECTION OF OFFICERS

- 14.1 At least thirty five days before the annual general meeting the executive manager shall inform each member in writing of the forthcoming election of officers and request it to place before its member a call for nominations to office in the League of people who are affiliates of the League.

- 14.2 Each nomination for office shall be in writing, shall be signed by two nominators, who shall be affiliates of the League, and by the nominee indicating his consent to the nomination, and shall state the office for which nomination is made. No councillor may be nominated for office without first resigning as a councillor. Nominations shall be delivered to the executive manager not less than twenty one days before the date fixed for the annual general meeting. A nomination, once properly made and delivered, may not be withdrawn except by consent of the proposers and the annual general meeting. Each nomination may be accompanied by a statement from the nominee giving his name, home club, occupation and not more than sixty words setting out his experience relevant to the position sought and/or the aims he intends to pursue if elected.
- 14.3 Not less than fourteen days before the date fixed for the annual general meeting the executive manager shall send to each member of the League a list of the nominations received, together with copies of the statements received from the nominees.
- 14.4 If the number of nominations for any office is less than or equal to the number of vacancies in that office the chairman of the annual general meeting shall declare the nominees duly elected.
- 14.5 If the number of nominations for any office is greater than the number of vacancies in that office, an election shall be held by secret ballot of the council. The annual general meeting shall appoint a returning officer, who shall not be a candidate for office, to conduct the election. The ballot shall be subject to the direction of the returning officer in so far as these rules do not provide, and any decision by him about the ballot, including the interpretation of these rules, shall be final and conclusive.
- 14.6 The executive manager shall provide ballot papers for each election, bearing the names of the candidates in alphabetical order of surnames. The executive manager shall also provide a list of the names of the councillors, councillors ex-officio and proxy councillors eligible to attend the meeting and vote. Voting in any election shall be by the preferential system as described in "Guide for Meetings and Organizations" 4th Edition, by N. E. Renton, at paragraphs 1128 to 1131. In the event of an equality of votes in any election the returning officer shall draw lots to decide the successful candidate or candidates.
- 14.7 At the conclusion of counting the returning officer shall furnish the chairman with a written report setting out the result of each election with the numbers of votes cast. The chairman shall announce the results to the meeting and declare the successful candidates to be elected.
- 14.8 Any vacancy in an office at the conclusion of the elections shall be declared by the chairman to be a casual vacancy and shall be dealt with under the provisions of rule 15.

15. CASUAL VACANCIES

- 15.1 A casual vacancy shall be created in an office if the chairman of the annual general meeting, at that meeting, declares such a vacancy to exist under the provisions of rule 14.8.

- 15.2 An officer shall vacate his office and a casual vacancy be created in that office if:
- 15.2.1 he ceases to be an affiliate of the League, or
 - 15.2.2 he resigns his office under the provisions of rule 13.5, or
 - 15.2.3 he becomes bankrupt.
- 15.3 An officer may be removed from his office and a casual vacancy created in that office if:
- 15.3.1 he fails to attend three consecutive meetings of the committee without having sought from the committee, and been granted, leave of absence, and the committee by resolution declares him to be removed from office, or
 - 15.3.2 his office is declared to be vacant by special resolution of the council.
- 15.4 Subject to the provisions of rule 15.5 hereof, upon a casual vacancy occurring in any office, the committee shall by resolution, direct the executive manager to call for nominations to fill the vacancy by an election in the manner of rule 14, modified to allow, if necessary, for voting by post. If no nominations are received within two weeks of the first such call, a second call shall be made. Should there be no nominations received within two weeks of the second call then the committee may, by resolution, appoint an affiliate to the vacancy.
- 15.5 If a casual vacancy in an office should occur within three months of the date of the next annual general meeting, the committee, after giving the member clubs and councillors seven clear days notice, may, by resolution, appoint any affiliate to the vacancy.
- 15.6 The same restrictions as to eligibility shall apply to an appointee to office as apply to a candidate for election. The person elected or appointed to a casual vacancy under these rules shall hold the office to which he is elected or appointed until the close of the annual general meeting next following.

16. PROCEEDINGS OF THE COMMITTEE

- 16.1 Meetings of the committee shall be convened by the executive manager, at the direction of the president, at least six times in each calendar year. Except as provided in these rules and the standing orders the committee shall determine its own procedures.
- 16.2 The president shall act as chairman of all committee meetings, or, in the event that he is absent or unwilling to act, the deputy president, or, in the event that he also is absent or unwilling to act, the meeting shall elect one of its number to preside as chairman at that meeting.
- 16.3 No business shall be transacted at a committee meeting unless a quorum of officers is present when that business is dealt with. A majority of the officers shall constitute a quorum for the transaction of business at a committee meeting.
- 16.4 The executive manager shall convene a special meeting of the committee when directed by the president or upon receipt of a requisition so to do signed by any four of the officers. The requisition shall indicate the nature of the business to be transacted.

- 16.5 Written notice of one week shall be given by the executive manager to all officers, of the place, date and time of any special meeting of the committee and of the business to be transacted. Notice shall be served in accordance with rule 8. No business other than that on the notice paper shall be dealt with at a special meeting.
- 16.6 If, within half an hour of the time appointed for meeting of the committee, a quorum is not present, the meeting shall stand adjourned to such time and place as nominated by the chairman of the meeting unless the meeting was a special meeting, in which case it shall lapse.
- 16.7 A Question arising at a committee meeting shall be determined on the count of a show of hands, or, if requested by any officer, by a division taken in such a manner as the chairman may decide. An entry to the effect that the resolution has been carried, carried by a particular majority or lost, in the minute book of the committee shall be evidence of the fact without further proof.
- 16.8 Upon any question at a committee meeting each officer shall have one deliberative vote, including the chairman. In the event of an equality of votes the question shall be decided in the negative.
- 16.9 No act or decision of the committee shall be invalidated because of any vacancy on the committee at the time of that act or decision.

17. STANDING SUB-COMMITTEES

- 17.1 There may be standing sub-committees established, subject to the authority of the committee, to deal with the functions set out in this rule hereunder. Each standing sub-committee shall keep proper minutes of its meetings and such other records as may be directed by the committee. Each standing sub-committee shall report to each meeting of the committee on its activities. A member of a standing sub-committee shall serve until the close of the annual general meeting next following his election or appointment to the sub-committee. The chairman of each standing sub-committee shall have the power to co-opt any affiliate to that standing sub-committee.
- 17.2 A standing sub-committee, to be known as the "match committee", shall be established to:
- 17.2.1 arrange, conduct and supervise all competitions held by the League.
 - 17.2.2 make and publish such conditions as are considered necessary for the conduct of any competition held by the League.
 - 17.2.3 investigate and determine any disputes which may arise during any competition held by the League, and
 - 17.2.4 hear and adjudicate on any questions arising out of interpretation of the rules of golf which may be referred to it.
 - 17.2.5 The committee may appoint up to seven officers or councillors to the match committee immediately following the annual general meeting and these shall forthwith elect a chairman from among their number.
- 17.3 A standing sub-committee, to be known as the "budget committee" shall be established to:
- 17.3.1 prepare draft annual estimates of revenue and expenditure for consideration

- by the committee and submission to the council for its approval, and
- 17.3.2 supervise and control the budgeted expenditure program of the League during the financial year and report regularly to the committee and the council.
- 17.3.3 The treasurer shall be chairman of the budget committee, the members of which shall consist of the president and two other officers or councillors appointed by the committee immediately following the annual general meeting.
- 17.4 A standing sub-committee to be known as the "handicap and rating committee" shall be established to:
- 17.4.1 deal with all aspects of the AGU course rating and handicapping systems as they affect the League and its members, and
- 17.4.2 arrange for the courses of members to be rated as required.
- 17.4.3 The committee may appoint up to five officers or councillors to the handicap and rating committee immediately following the annual general meeting and these shall forthwith elect a chairman from among their number.

18. SUB-COMMITTEES

- 18.1 The committee may appoint a sub-committee to perform any task that falls within the purposes of the League and may delegate such power as it thinks fit to that sub-committee, except the power to delegate. A subcommittee may include members who are not officers but shall have at least one officer amongst its members apart from officers who are members ex-officio.
- 18.2 Except as may otherwise be provided in these rules, a sub-committee at its first meeting shall appoint a chairman from among its members. Every sub-committee shall keep proper minutes of its meetings and shall report to each scheduled meeting of the committee unless directed otherwise by the committee.
- 18.3 The appointment of each sub-committee shall be made by resolution of the committee. Each such resolution shall set out the purpose and tasks of, the authority delegated, and the people appointed to the sub-committee. The president shall ex-officio and be a member of all sub-committees formed under this rule.
- 18.4 Every sub-committee appointed under this rule shall cease to exist at the date of the annual general meeting of the council, or earlier if the committee by resolution so determines. Upon a sub-committee ceasing to exist its chairman shall hand all documents and other records pertaining to its activities to the executive manager.

19. FUNDS

- 19.1 The funds of the league shall be derived from annual subscriptions, levies, donations and such other sources, approved by council, as conform to these rules and the powers of the league. Such funds shall be applied solely towards the promotion of the purposes of, and in conformity with the powers of the league.

20. ACCOUNTS

- 20.1 The committee shall cause proper and correct accounts to be kept showing the financial affairs of the league and the particulars to be shown in books of a like nature. The accounts shall show the moneys received and spent by the league and the matters in respect of which receipt and expenditure took place, and of the property, credit and liabilities of the league.
- 20.2 Subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed by the committee, the books shall be open to inspection by members councillors and affiliates of the league.
- 20.3 Before the annual general meeting the committee shall cause the accounts of the league for the financial year preceding the annual general meeting to be examined, and the correctness of the balance sheet ascertained and reported upon by the auditor. The auditor shall report the result of his examination to the annual general meeting.

21. BANKING ACCOUNT

- 21.1 The committee shall cause to be opened a banking account in the name of the league with a bank in the Melbourne area. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two of:
the president, the deputy president, the executive manager, and the treasurer and the cheques or negotiable instruments endorsed by any one of them.

22. AUTHORITY TO SPEND

- 22.1 The president and executive manager shall each be empowered to incur expenditure not exceeding two hundred dollars (\$200-00) or such other amount as may be set by resolution of the council, on behalf of the League without prior approval of the committee. No other person may incur any expenditure on behalf of the league without the specific prior approval of the committee.

23. AUDITORS

- 23.1 An auditor or auditors (not exceeding two) shall be appointed at each annual general meeting and shall audit the accounts of the league for the financial year during which the appointment was made. The audited accounts shall be sent to the members of the league together with the notice convening the annual general meeting.

24. DUTIES OF OFFICERS

- 24.1 The president shall carry out directions given by the council, and shall:
- 24.1.1 act as chairman of all general meetings and all committee meetings at which he is present and willing to so act.
 - 24.1.2 direct the executive manager to call meetings of the council and the committee as specified in these rules.
 - 24.1.3 act as a member of the budget committee, and, ex-officio, be a member of the council and of all sub-committees formed as provided in rule 18, and

- 24.1.4 keep a record of his expenditure.
- 24.2 The deputy president shall carry out directions given by the council, and shall:
 - 24.2.1 act as president whenever the president is granted leave of absence by the committee or is otherwise unable to perform his duties.
 - 24.2.2 assist and deputize for the president in the performance of his duties.
- 24.3 The executive manager shall carry out directions given by the council, and shall:
 - 24.3.1 call meetings of the council and the committee as specified in these rules.
 - 24.3.2 cause to be taken the minutes of all general meetings and all committee meetings.
 - 24.3.3 keep up to date the books containing the minutes of all general meetings and all committee meetings.
 - 24.3.4 attend to all correspondence.
 - 24.3.5 keep, for not less than three years, all original correspondence received, and copies of all outwards correspondence.
 - 24.3.6 keep all original applications for membership and keep up to date the register of members, councillors and officers, and
 - 24.3.7 keep a record of his expenditure and of all moneys received by him and pay such moneys promptly to the treasurer.
- 24.4 The treasurer shall carry out directions given by the council, and shall:
 - 24.4.1 collect or cause to be collected all subscriptions, levies and other moneys due to the League and give proper receipts therefore on behalf of the League.
 - 24.4.2 pay promptly all accounts presented to approved by the committee for payment.
 - 24.4.3 keep true records of all moneys received or spent by the League and other documents as are needed to show the manner in which such receipts and expenditure took place.
 - 24.4.4 act as chairman of the budget committee and, ex-officio, be a member of the council.
 - 24.4.5 present a statement of receipts and expenditure and of credits and liabilities at each general meeting and monthly meeting of the committee, and
 - 24.4.6 prepare a statement for the previous financial year as required by section 30(3) of the Act, arrange for the auditor's inspection and report and arrange for the distribution of the statement and the auditor's report with notice of the annual general meeting.

25. LIFE MEMBERSHIP

- 25.1 The council may, on the recommendation of the committee, confer life membership of the League upon any affiliate for distinguished service to the League. Any such recommendation shall be considered at the annual general meeting next following. The grant of life membership shall be made by a special resolution of the annual general meeting of the council.
- 25.2 Life members of the League shall enjoy all the privileges of the League without payment. They shall be entitled to attend all general meetings of the council, but life membership shall not, of itself, confer any power to vote. No more than two persons shall be granted life membership at any annual general meeting.

26. CUSTODY OF RECORDS

26.1 Except as otherwise provided in these rules, the executive manager shall keep in his custody or under his control all books, documents and securities of the League.

27. SEAL

27.1 The common seal of the League shall be kept in the custody of the executive manager

27.2 The common seal shall not be affixed to any instrument except by resolution of the committee and the affixing of the common seal shall be attested by the signatures of any two of:
the president, the deputy president, the treasurer, or, any one of them and the public officer.

28. BY-LAWS

28.1 The committee may, by resolution, make change or rescind any by-laws, not inconsistent with these rules, which are deemed necessary or expedient for the proper and effective management or control of the League or its affairs.

29. PUBLIC OFFICER

29.1 Should the position of public officer become vacant for any reason the committee shall, within fourteen days after the occurrence of the vacancy, by resolution, appoint a person to fill the vacancy.

30. ALTERATION OF RULES

30.1 Alteration of or addition to the statement of purposes or the rules of the League shall be made only by special resolution of a general meeting of the council after twenty one days notice of the proposed alteration or addition has been given in accordance with rule 8

31. COMPLAINTS

31.1 Any complaint made by a member or an affiliate about any matter affecting the League shall be made in writing, preferably within seven days of the occurrence of the incident which gave rise to the complaint, and lodged with the executive manager. The executive manager may deal with the complaint, or may, if he thinks fit, or shall, if he is required by the complainant to do so, refer the matter to the committee. In the event that the executive manager deals with a complaint he shall report the matter to the committee at the first available opportunity after the event.

32. APPEALS AND EXPULSION

- 32.1 If a complaint is lodged in writing by any member, affiliate or other person alleging that a member or an affiliate (hereinafter called the complainee) has neglected or refused to comply with the rules or by-laws of the League, or has engaged in conduct which is prejudicial to the interests of the League, then the committee may call upon the complainee for a written explanation or notify him to attend the next committee meeting occurring at least seven days after the notice to attend is served. Notice shall be served in accordance with rule 8 and copies of any relevant papers shall be provided to the complainee at that time.
- 32.2 If, after proper consideration, the committee agrees by special resolution that the complainee has neglected or refused to comply with any rule or by-law, or is guilty of conduct prejudicial to the interests of the League, the committee may fine the complainee in accordance with the regulations, suspend him for a specified period of time, or expel him from the League.
- 32.3 If the committee decides to suspend the complainee for a period exceeding four weeks, or expel him, the complainee may, by notice in writing given to the committee within seven days of his being notified of the decision, lodge an appeal for consideration by a general meeting of the council. In this event, a special general meeting of the council shall be convened within twenty one days of lodging the appeal to consider it, and the appeal shall be the only business of that meeting. The complainee shall have the right to be heard and to produce evidence in support of his appeal. If the council agrees by special resolution that the appeal be rejected, the committee's decision shall be confirmed. In any other case the committee's decision shall be revoked and the council shall determine what penalty, if any, shall be imposed. In the event that a special general meeting is not convened within twenty one days of the lodging of the appeal the committee's decision shall be revoked and no more action taken.
- 32.4 A member expelled under this rule shall forfeit all right in a claim upon the League and its assets and shall cease to be a member. The executive manager shall record the fact and the date of the expulsion in the register.
- 32.5 The executive manager shall inform the club of any affiliate dealt with under this rule of the progress and result of the matter.

33. LIABILITY OF MEMBER

- 33.1 The acceptance and continuation of membership of the League shall bind each member to abide by all of the conditions of these rules and to accept and enforce all decisions of the League.

34. APPLICATION OF INCOME

34.1 The income and property of the League however deprived shall be applied solely towards the promotion of the purposes of the League and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members or affiliates of the League. Provided that nothing herein shall prevent the payment in good faith of moneys to any member or officer or affiliate of the League in return for services actually rendered to the League or of allowances and travelling expenses to a manager of or player with any golf team representing the League or the repayment of money advanced by any member or affiliate or person to or for the purposes of the League or any of them or the payment of interest on money loaned to the League or of salary or wages to any servant of the League.

35. DISSOLUTION AND DISPOSAL OF ASSETS

35.1 In the event of the winding up or the cancellation of the incorporation of the League, the assets of the League shall be subject to any trust affecting those assets or any of them, and shall be distributed in accordance with the provisions of the Act.

36. INDEMNITY

36.1 Any person appointed by the League who, by authority of the council or the committee shall accept or incur any pecuniary liability on behalf of the League shall be indemnified by the League against any personal loss in respect of such liability provided always that such loss is not incurred in any way as a result of a breach of trust incurring neglect or default on the part of the trustee.

37. VICTORIAN GOLF ASSOCIATION

37.1 Notwithstanding anything contained elsewhere in these rules, and whilst the League is a Member of the Victorian Golf Association (herein called "the association") the members of the League and its affiliates acknowledge the association to be the paramount governing authority in matters pertaining to amateur golf in Victoria.

38. DISPUTES AND MEDIATION

38.1 The grievance procedure set out in this rule applies to disputes under these Rules between:-
(a) a affiliate and another affiliate, or
(b) a member Club and the Association.

38.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.

- 38.3 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 38.4 The mediator must be:-
- (a) a person chosen by agreement between the parties or
 - (b) in the absence of agreement:-
 - in the case of a dispute between a affiliate and another affiliate, a person appointed by the committee of Association; or
 - In the case of a dispute between a affiliate and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).
- 38.5 An affiliate of the Association can be a mediator.
- 38.6 The mediator cannot be a affiliate who is a party to the dispute.
- 38.7 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 38.8 The mediator, in conducting the mediation, must:-
- (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 38.9 The mediator must not determine the dispute
- 38.10 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

STANDING ORDERS FOR MEETINGS

1. These standing orders shall be applicable to all general meetings of the council and, as far as appropriate, to committee meetings and meetings of sub-committees, and shall be construed subject to the rules.
2. The order of business shall be at the discretion of the chairman of the meeting, but as far as is practicable, having regard to the nature of the business, it should be in the following order:
 - 2.1 Opening
 - 2.2 Receipt of apologies
 - 2.3 Confirmation of the minutes of the previous meeting
 - 2.4 Business arising directly from the minutes
 - 2.5 Correspondence
 - 2.6 Reports
 - 2.7 Finance
 - 2.8 Elections
 - 2.9 Motions on notice
 - 2.10 General business
 - 2.11 Notices of motion
 - 2.12 Closure
3. All business shall proceed by way of motions.
4. Any person desiring to speak at a meeting shall rise in his place and when called upon by the chairman shall state his name and then address the chair.
5. If two or more persons rise at the same time the chairman shall decide who will speak first, provided that the priority is given to the following in the order shown:
 - 5.1 a point of order
 - 5.2 a question relevant to the motion
 - 5.3 a procedural motion
 - 5.4 an amendment
 - 5.5 a speaker in opposition to the views of the speaker just completed
6. When the chairman rises to speak any person standing shall immediately sit down.
7. When the chairman indicates his intention to take part in the debate on the motion before the chair, he shall immediately vacate the chair for the whole of the remainder of the debate on that motion.
8. No person other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment which is not seconded shall lapse and shall not be recorded in the minutes.
9. A motion or amendment before the chair shall not be withdrawn except by the mover and by leave

of the meeting. No motion shall be withdrawn while an amendment is under discussion or after any amendment has been adopted.

10. If required to do so by the chairman, the proposer of any motion or amendment shall submit in writing.
11. The chairman may, at his discretion, or the meeting may, by resolution without debate, order a complicated motion to be divided and dealt with as separate motions.
12. A motion or amendment before the chair may be reworded by the mover subject to the leave of the meeting.
13. An amendment shall be relevant to the motion it is intended to amend.
14. An amendment shall not be a direct negation of the motion it is intended to amend.
15. No person shall speak more than once to any question, except that the mover of a motion (but not an of an amendment) shall have the right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
16. The chairman shall, as far as practicable, call on speakers for and against a motion alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for against a motion or amendment, and there is no person wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or amendment shall (subject, in the case of a motion, to the movers right of reply) be put without further debate.
17. A person moving a motion or amendment shall be deemed to have spoken to it. A person seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
18. When an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.
19. When a meeting agrees to the amendment to a motion, the amended motion shall become the substantive motion under debate and for all purposes of subsequent debate shall be dealt with as an original motion.
20. Any person may at any time call a point of order, drawing the chairman's attention to a possible infringement of these standing orders and request a ruling. The call must be made at the time of the alleged infringement.
21. When the chairman has given his ruling on a point of order any person may move that the chairman's ruling be disagreed with. If such motion be agreed to, any person may move a further motion to obtain the interpretation of the meeting. There shall be no debate on the motion of dissent except a statement by the mover and an explanation by the chairman.

22. The debate on any motion, including amendments, shall not exceed thirty minutes and no person shall speak for more than four minutes, provided that any person may move that the debate be extended and/or that the speaker be allowed an extension of time. If such motion does not specify a period of time for the extension, then, if the motion is agreed to, the chairman shall decide the period.
23. Any person may ask a question to the motion being debated, or the business of the meeting, provided that the question is directed to the chairman who shall deal with it at his discretion.
24. A person who has not already participated may move at any time, "THAT THE QUESTION BE NOW PUT". The chairman shall have absolute discretion to accept or refuse the motion, but may also put the question himself if he feels that adequate discussion has taken place. If accepted by the chairman, the motion shall be put immediately without amendment or debate. If the motion is agreed to by the meeting it shall not affect the right of reply of the mover of a substantive motion before the chair. The reply shall close the debate on the amendment only.
25. A person who has not already participated in the debate may move at any time, "THAT THE SPEAKER BE NO LONGER HEARD". Such motion shall be put immediately without amendment or debate.
26. During the discussion of a motion (but not of an amendment), a person who has not already participated in the debate may move, "THAT THE QUESTION BE NOW PUT". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put until all amendments have been disposed of.
27. A person who has not already participated in the debate may, at the conclusion of the speech of any other person, move, "THAT THE DEBATE BE NOW ADJOURNED". Discussion may take place, but amendments will not be permitted, except as to the time and place of resumption.
28. At the conclusion of the debate on any matter any person may move, "THAT THE MEETING BE NOW ADJOURNED". Discussion shall be in order, but only amendments as to time and/or place of resumption shall be admitted.
29. Except as provided elsewhere in the rules, every person shall have one deliberative vote, and all motions shall be decided by a majority of votes cast.
30. No person shall reflect on the vote of a meeting, except on a motion for the rescission of a resolution previously adopted. No person shall reflect on a rule or standing order, except on a motion (of which due notice was given) to amend or repeal such rule or order.
31. Any person may move the suspension of part or all of the preceding standing orders for a specified period of time to facilitate discussion of any matter. The debate may only be concluded after the resumption of standing orders.

32. The meeting may, by resolution without debate suspend any person named by the chairman for having been disorderly or for having shown disrespect to the chair.
33. Notwithstanding anything contained elsewhere herein, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision was made.
34. Changes to these standing orders shall be made only by the council in the manner set out in rule 30.

AMENDMENTS

Rules 13.3, 13.4 - Special General Meeting - 25 Nov 1992

All rules with the word "secretary" deleted and replaced with "executive officer" Council Meeting 28/9/00

Rule 7.1, 13.3, 17.3.2, 18.3, 27.2 - Delete the word "secretary" Council Meeting 28/9/00

Rule 13.3 Delete 2 assistant secretaries and change the word five to three. Council Meeting 28/9/00

Rule 4.1, 4.4 Council Meeting 28/9/00

New Rule 38 Disputes and Mediation included Council Meeting 28/9/00

Rule 2.1 Replace 30th September to read 31st December. Council Meeting 25/9/2004

Rule 4.1 Replace September with December and replace 1st December with 31st December. Council Meeting 25/9/2004

Rule 7.2 Delete December and June and replace with March and September. Council Meeting 25/9/2004.

Rule 9.1 Delete December and replace with March. Council Meeting 25/9/2004

Rule 10.1 Delete June and replace with September. Council Meeting 25/9/2004

Rule 17.1 Replace "There shall be" with "There may be" Council Meeting 25/9/2004

Rule 3.2.2 Add "This number must exceed thirty members." AGM 23/3/2006

Rule 4.1 Delete "held in September" and replace with "of the last council meeting" AGM 23/3/2006

Rule 7.2 Delete "twice " and replace with "three times" AGM 23/3/2006

Rule 7.2 Delete "in March and September –to ordinary meeting." AGM 23/3/2006

Rule 10.1 Delete "in the month of September and at other such times as may be directed." AGM 23/3/2006

Rule 13.3 Delete the wording " three committeemen" to "six committeemen". Special Meeting 24/7/2008

All rules with the wording "executive officer" deleted and replaced with "executive manager". –
Special Meeting 24/7/2008

Rule 3.6, 3.7, 3.8 Add Restricted membership category. AGM 18/3/2010