

NORTHERN RIVERS VETERAN GOLFERS ASSOCIATION STANDARD OPERATING PROCEDURES AND RULES

***THE CONSTITUTION OF THE NSWVGA VETERAN GOLFERS ASSOCIATION INC. ALWAYS
APPLIES AND TAKES PRECEDENCE OVER THESE RULES***

1. NAME

- 1.1 The name of the Association formed in accordance with the Constitution of the NSW Veteran Golfers Association Inc. (and, hereafter, referred to as NSWVGA) is the Northern Rivers Veteran Golfers Association (Group 14), and referred to throughout these Operating Procedures and Rules as: NRVGA.

2. OBJECTIVES

The objectives of the Northern Rivers Veteran Golfers shall be:

- 2.1 To promote, develop and control the game of golf for Veteran Golfers and to organize and conduct such other amusements and entertainment as deemed necessary, and
- 2.2 To do all such other things as are conducive or incidental to the attainment of the above objectives.
- 2.3 All Competitions that fall within the control of this Association, but also operated by affiliated clubs within this Association will be subject to the Rules of Golf as approved R&A Rules Limited.

2A. OBLIGATIONS

- 2A.1 The NRVGA is deemed to be a Non-Profit Organisation.
- 2A.2 The assets & income of the NRVGA shall be applied solely for the purpose as referred to in clause 2.2 & 2.2 and that no portion shall be distributed directly or indirectly to the members of the NRVGA except for bona fide compensation for services rendered or expenses incurred on behalf of the Association.

3. DEFINITIONS

- 3.1 "The Association" means the NRVGA
- 3.2 "The Executive Committee" shall mean the Committee of the Northern Rivers Veteran Golfers Association as defined in clause 10.1 (i-iii)
- 3.3 "Delegates" shall mean the President, Secretary of an Affiliated Club and/or a person duly nominated by an affiliated Veteran Golfers Club of the NRVGA

and authorised to act as a Delegate

- 3.4 “A Member” shall mean a financial member of an affiliated Veteran Golfers Club with the NRVGA as set out in paragraph 4.1 (a-b) of these rules and also has paid all entry fees for membership or otherwise to the Association on behalf of his group club that he represents and the annual subscription paid within such time as the Association shall in respect of any member or members allow

4. MEMBERSHIP

- 4.1 “A Playing Member” is ...
- (a) a Financial member of a Golf Club, or Golf Access Australia, affiliated with the NSW Golf Association or the Australian Golf Union, who has attained the age of fifty-five (55) years, and has an Australian Golf Union Handicap
 - (b) a financial member of a Veteran Golfers Association affiliated with the New South Wales Golfers Association

5. AFFILIATION

- 5.1 The Northern Rivers Veteran Golfers Association, and all playing members shall be affiliated with the NSW Veteran Golfers Association Inc.

6. ANNUAL SUBSCRIPTIONS

- 6.1 Each Veteran Golfers Club affiliated with this Association shall subscribe annually, such sums of money as the Governing Council (NSWVGA) may in case determine.
- 6.2 The Subscription rate shall be determined on the basis of a paid amount for each member of an affiliated Veteran Golfers Club within this Association.
- 6.3 The Executive Officers & Delegates shall have the right to increase or decrease the Subscription during any financial year by a resolution passed at a duly convened meeting. Such subscriptions shall become payable on such date as approved at an AGM. If any member or Veteran Golfers Club 14 as defined in By-Law 1), fails to pay the Annual Subscription within the agreed time in each year, or any other monies due, the affiliated Veteran Golfers Club shall cease to be a member of the Association, but such Affiliated Veteran Golfers Club maybe reinstated at the discretion of the Executive Officers & Delegates, upon payment of arrears.

7. CESSATION of MEMBERSHIP

- 7.1 Every person ceasing to be a member of the Association shall forfeit all right or claim on the Association and in NO case is membership transferable, provided however that membership of a District Veteran Golfers Club is transferred to or from another Group and with the approval of the Executive Officers and Delegates

8. MEETINGS

- 8.1 All meetings of the Executive Committee and Delegates shall be under the control of the Chairperson of the Meeting
- 8.2 The Half Yearly Meeting shall be held in late May or June of every Calendar year, with The Annual General Meeting (AGM) being held in the month of October of every calendar year or at a date and time as the Committee may decide. Prior to the holding of the AGM at least twenty-eight (28) days' notice of the date of the meeting shall be given by the Secretary and posted to each affiliated club Secretary
- 8.3 The business to be transacted at the AGM shall be as follows:
- I. Apologies
 - II. Confirmation of the minutes of the previous AGM
 - III. Business arising from the minutes
 - IV. Financial Report by the Treasurer
 - V. President Report
 - VI. Secretary Report
 - VII. Election of Executive Committee, Auditor and Patron
 - VIII. Transaction of Special Business, eg. Notices of Motion, Life Membership and meritorious Awards
 - IX. General Business and
 - X. Closure of Meeting
- 8.4 All committee meetings of the Northern Rivers Golfers Association, twenty (20) delegates present in person shall form a quorum
- 8.5 All financial delegates of the Northern Rivers Veteran Golfers Association are entitled to vote at the Half Yearly Meeting and AGM, and
- 8.6 In the event of a tied vote the Chairperson shall have a deliberative or (casting) Vote
- 8.7 Upon the Appointment of the President and Secretary / Treasurer at an AGM an Honorarium shall be approved, the amount maybe varied from time to time as agreed upon at the AGM

- 8.8 At all group Open Day Events, the President or his delegated representative shall be free of any nomination fee. This shall no apply to President's or approved representative's home club event
- 8.9 Special business to be transacted at the AGM **must** be received by the Secretary no later than Twenty-Eight (28) days prior to the Meeting so as to be included in the meeting agenda
- 8.10 The Committee shall take office at the conclusion and declaration of the election at the AGM. The retiring office bearers will assist the incoming office bearers for one month from the date of the AGM
- 8.11 Should any member of the Executive Committee die, resign or become incapable of serving, his casual vacancy position on the Executive Committee shall be declared vacant. In the case of a casual vacancy, the President or Vice President may, at his discretion, appoint a successor, which shall be effective until the next AGM

9. ELECTION OF EXECUTIVE OFFICERS

- 9.1 Any two (2) delegates shall be at liberty to nominate a delegate to serve on the Executive Committee
- 9.2 Nominations may be received from the floor at the AGM, provided that each nominee is proposed and seconded by a delegate
- 9.3 If the number of candidates duly nominated for any office does not exceed the number required to be elected, the candidate(s) nominated shall be declared elected at the AGM
- 9.4 In the event of a secret ballot two (2) Returning Officers shall be appointed to count the votes. Candidates may appoint scrutineers. The result of the ballot shall be announced by one of the Returning Officers. The Chairperson shall declare the election result prior to the completion of the Meeting and the results recorded in the Minutes of the AGM
- 9.5 There shall be no proxy voting at the Annual General Meeting

10. EXECUTIVE OFFICERS

- 10.1 The Executive Committee shall consist of:
- I. President
 - II. Vice Presidents (2)
 - III. Honorary Secretary / Treasurer

- 10.2 The authority of the Executive Committee and Delegates in the management of the affairs of veteran Golf within the Northern Rivers District shall be in accord with the constitution of the New South Wales Veteran Golfers Association Inc. which is paramount

11. COMMITTEE VOTING

- 11.1 Each Delegate shall be entitled to one vote. There shall be no proxy voting. In the event of an equality of voting on any matter it shall be resolved so as to preserve the status quo. The Chairperson may exercise a "deliberative vote" (Refer to section 8.6)

12. SUB-COMMITTEES

- 12.1 Sub-Committees may be appointed to assist the Executive Committee

13. TERMS OF OFFICE

- 13.1 A member may hold the same office on the Executive Committee (consequent upon of his election each year) for as many years that he may nominate

14. LIFE MEMBERSHIP

- 14.1 Life Membership may be conferred upon any delegate who has rendered outstanding service exceeding ten (10) years to the Northern Rivers Veteran Golfers Association
- 14.2 Any two (2) delegates are at liberty to nominate and second a delegate, which shall be in writing to the Secretary and must be received no later than Twenty-One (21) days prior to any AGM
- 14.3 In the event that consideration for Life membership or a Meritorious Award is to be considered for a delegate, not being a member of the Executive Committee or Past Executive Officers, be received from an Affiliated Veteran Golfers Club within the Northern Rivers District, then recognition of his outstanding service must first be recognised by his Club prior to any consideration being made by this Association
- 14.4 In respect to the Current and Past Executive Officers, who conform to the requirements as referred above, paragraph 14.1 shall apply
- 14.5 A nomination will be referred to the Executive Committee for consideration
- 14.6 If appropriate, the President or Chairperson will refer the nomination to the next AGM for approval

- 14.7 For a Delegate to be duly elected as a Life member, the nomination must be approved by a two-thirds majority of the delegates present at the AGM (refer Section 3.2 and 3.3) and provided ...
- 14.8 That there be no more than one (1) delegate elected to Life Membership in any one financial year and that there shall not be more than twelve (12) Life Members at any one time

15. RESOLUTIONS

- 15.1 All resolutions passed at the Half Yearly Meeting or AGM of Northern Rivers Golfers Association shall be conclusive and binding on all members whether they be present at such meeting or not, provided that such meetings conform with the Rules of Veteran Golf and the NSW Veteran Golfers Association Inc.

16. FINANCE

- 16.1 Cheques drawn on the bank account of the Northern Rivers Veteran Golfers Association shall be signed by either the President or the Secretary / Treasurer. All significant expenditure must be approved by the Delegates prior to purchase. In the case of urgency, the President may authorize payments of an account(s), subject to ratification at the next Meeting
- 16.2 No financial agreements are to be entered into with the exception of any investments
- 16.3 The Northern Rivers Veteran Golfers Association's books of account shall be audited annually prior to the AGM
- 16.4 The financial year of the Northern Veteran Golfers Association shall commence on 1st October and end on 30th September of each year
- 16.5 Incidental expenses incurred by an Executive Officer need not be required to be presented at a Meeting for approval

17. AFFILIATION FEES

- 17.1 Each Affiliated Veteran Golfers Club, within the Northern Rivers District (as defined in by-law 1) must pay their Affiliation Fees for each member prior to the AGM, except in those cases where the Affiliated Club memberships are remitted on a calendar year basis
- 17.2 Veteran Golfers when nominating for NRVGA Annual Championships, must pay their entrance fees when nominating or prior to the closure date stated

- 17.3 An affiliated member may be eligible to nominate for the above event (17.2) however, to qualify as the NRVGA Champion, the player **must** have played in at least three (3) Affiliated Club Veteran Open Day events as detailed in by-law 1

18. REGISTER of MEMBERS

- 18.1 A register of financial members of the NRVGA for the time being shall be held by the Affiliated Club Secretary on his premises and shall consist of at least Names and Club Membership Number. Details of all financial members as at 30th September of each year, together with Golf Link and Club Membership Number is to be provided to the NRVGA Secretary for submission to NSWVGA by a date to be nominated.

19. RESPONSIBILITIES of CLUB SECRETARIES

- 19.1 It is the responsibility of Club Secretaries to provide to the Group Secretary following ...
- a. Number of financial members as at 30th September of each year
 - b. Full names of all financial members including Golf Link and membership Number
 - c. Full details of their Secretary's Telephone Number, mailing address, details of Open days, Social Golf Days, Weeks Of Golf (where applicable) and Date of Annual Championships
- 19.2 It is the responsibility of Club Secretaries to provide to the Group Secretary with the required supply of NRVGA Group Programs and NSWVGA State Programs

In regards to items 19.1 (a-c) and 19.2 above these **must** be provided to the Group Secretary no later than the date of the AGM with the exception of 19.1(b) section 17.1 shall apply

20. DUTIES of SECRETARY / TREASURER

- 20.1 Collate all records for the preparation, printing and distribution of the NRVGA annual program and the supply of group secretary's details to the NSWVGA for inclusion in the State Program Book.
- 20.2 Arrange attendance records for all meetings and prepare and distribute Minutes to all Group Club Secretaries.
- 20.3 Distribute to Group Club Secretaries all NSWVGA minutes etc
- 20.4 Prepare an annual report of this Association to the NSWVGA for inclusion in the AGM Minutes

- 20.5 The Secretary shall keep a faithful record of all business transacted at General meetings and by or on behalf of the Association and shall perform all Secretarial duties imposed upon him by these Operating Procedures and Rules and By-Laws hereunder and such as maybe required of him by the Association or by the Executive Officers
- 20.6 Except as otherwise provided in these Operating Procedures and Rules, the Secretary shall keep in his custody or under his control, all books, documents and securities of the Association.
- 20.7 The Treasurer shall receive and disperse the monies of the Association as authorised by Resolution at General Meetings with the exception of minor expenses. The Treasurer shall keep correct accounts of all transactions and shall deposit all monies received by him to the credit of the Association's banking institution account
- 20.8 Whenever so required by the Executive Officers and Delegates, the Treasurer shall furnish to them a financial statement to date together with the bank statement of account and shall present a report and audited accounts to the Annual General Meeting. A copy of the report and audited accounts shall be circulated to the Executive Officers and Delegates at General meetings. The Treasurer shall keep in his custody all financial records of the Association.

21. CUSTODY of BOOKS etc

- 21.1 Except as otherwise provided by these Operating Procedures and Rules, the Secretary / Treasurer shall keep in his custody or under his control, all financial records, books and other documents relating to the Association and that they be retained for a period of at least five (5) years
- 21.2 The records, books and other documents of the Association shall be open to inspection, free of charge, by any delegate of the Association at any reasonable hour.

22. COMPLAINTS

- 22.1 All complaints relevant to the affairs of NRVGA or their competitions shall be made in writing to the Secretary who will submit same to the Committee whose decision on such complaint shall be final. In the case of urgency, the Secretary shall refer such complaint to any three (3) members of the Committee who shall decide the issue. If any member concerned with the complaint is dissatisfied with the decision of such three (3) members whom the complaint may have been referred in case of urgency, such member may appeal to all Executive Officers and Delegates – the Committee. In all cases the decision of the delegates (as defined in 3.2 and 3.3) shall be final.

23. DISCIPLINE

- 23.1 The Committee shall have the power to discipline any member if, in the opinion of the Committee, such member is guilty of actions prejudicial to the interests of veteran Golf. Such action may be referred to NSWVGA in accordance with the Constitution of NSWVGA

24. BY-LAWS

- 24.1 The Executive Officers and Delegates shall have the power to make or rescind by-laws from time to time provided that such by-law or the rescission of such by-law is not inconsistent with the Constitution of NSWVGA. Any by-law or rescission of any by-law so effected by the Delegates shall have effect until set aside by the Committee.

25. ALTERATION of these RULES

- 25.1 A motion for the alteration of any part of these Operating Procedures and Rules or the enactment of a new clause is to be made only at the AGM of this Association (refer Clauses 8.2 and 8.4)

A Notice of Motion to amend these Operating procedures and Rules specifying particulars of the proposed amendments must be forwarded to the Secretary twenty-one (21) days prior to the AGM

- 25.2 These Operating Procedures and Rules shall not be altered except by resolution passed by two-thirds majority of Delegates present and entitled to vote at an AGM

By-Law 1. Affiliated Clubs within the Association (Group 14) comprise ...
Ballina, Byron Bay, Casino, Coolangatta Tweed Heads, Coraki, Iluka, Kyogle,
Lismore, Mullumbimby, Murwillumbah, Ocean Shores, Twin Towns Club
Banora, Terranora, Woodburn Evans Head, Woodenbong, Yamba / Maclean

Note: These Operating Procedures and Rules has been prepared by the NRVGA Secretary and reviewed at a meeting during 2006. I was submitted for ratification by the NRVGA Delegates at the Annual General Meeting on Monday 16th October 2006 and was duly accepted as the official Standing Operating Procedures and Rules of this Association.

Jim Kelly
President

Alan Young
Secretary / Treasurer