

Date registered: 22nd August 2017

WOMEN'S GOLF ILLAWARRA INCORPORATED



CONSTITUTION

Associations Incorporation Act (NSW) 2009

Office of Fair Trading
Incorporation No: INC9890486

A “not for profit” organization

THE CONSTITUTION

of

WOMEN'S GOLF ILLAWARRA INC.

PART 1 – INTERPRETATION

1. NAME

The name of the association is Women's Golf Illawarra Inc. ("Association").

2. INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears, these words shall have the following meanings:

"Affiliated Member Club" means a golf club affiliated with Women's Golf Illawarra Inc. which is from Northern Illawarra in the north to Shoalhaven in the south.

"Committee of Management" means the body of officers elected in accordance with this constitution called shortly "The Committee".

"Club Delegate" means an individual nominated from time to time in writing by an Affiliated Member Club to attend and exercise the rights of the Affiliated Member Club in General Meetings;

"Public Officer" means the person appointed by the Association to carry out the duties relating to Incorporation as outlined in this constitution.

"Rules of Golf" except as is provided in clause 17 the Rules of the game of golf as adopted and issued under the Authority of Golf Australia shall be observed in all competitions which are controlled by the Association or in which teams controlled by the Association take part.

Golf NSW is the governing body for golf in NSW, herein referred to as **"Golf NSW"**.

"The Act" means the Associations Incorporation Act 2009.

2.2 Interpretation

- (a) Words importing the singular include the plural and vice versa;
- (b) Words imparting any gender include other genders;
- (c) References to persons include Corporations;
- (d) References to a person include legal personal representative, successors and permitted assigns of that person.

3. OBJECTS and POWERS of the ASSOCIATION

3.1 Objects

The objects of the Association shall be: -

- (a) To foster, promote and control women's golf for participants within the boundaries of the Association as prescribed by Golf NSW Ltd
- (b) To organise and control competitions involving registered playing members from member clubs.
- (c) To promote, control and/or conduct matches, championships and competitions between teams representing member clubs.
- (d) To cooperate with Golf NSW and/or other District Associations in the conduct of research and development for improvements in the game of golf and golf equipment, generally, or in respect of women.

3.2 Powers

The powers of the Association shall be to do such acts, whether solely or in conjunction with any person as the Association may in its absolute discretion consider incidental or conducive to the objects of the Association.

4. MEMBERSHIP and AFFILIATIONS

4.1 The Association shall have the following categories of membership.

4.1.1 Affiliated Member Clubs.

4.1.2 Committee Members - as provided for and detailed in Clause 8.

4.1.3 Delegate Members - each affiliated Member Club or Body shall be entitled to one (1) Delegate Member of the Association.

4.2 The Association shall maintain a register of all members of the Association as stated in 4.1.

4.3 Effective Membership – Members acknowledge and agree that

- (a) This Constitution constitutes a contract between each of them and the Association and that they are bound by the rules and regulations and in turn the rules of the Association.
- (b) They shall comply with and observe this Constitution and the regulations and the Constitution of the Association and any determination, resolution or policy which may be made or passed by the Committee or to any duly authorized Committee or other entity with delegated authority.
- (c) They are entitled to all the benefits, advantages, privileges and services of the Association.
- (d) Membership is on a financial year (i.e. 1st July – 30th June).
- (e) Membership is to be renewed annually.

5. APPLICATION for MEMBERSHIP

- 5.1 Application for membership of the Association must be made to the Secretary on the form set out in Appendix 1 accompanied by the applicant's constitution, by-laws (if any), score card, line drawing of the course, evidence of tenure and such other information as the Committee may prescribe. This application can be sent by email or other electronic means.
- 5.2 As soon as practicable after receiving a nomination for membership, the Secretary will refer the nomination to the Committee which will determine whether to approve or reject the nomination.
- 5.3 Where the Committee determines to approve a nomination for membership, the Secretary will, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of 28 days, after receipt by the nominee of the notification, the moneys payable by a member under clause 6.
- 5.4 The Secretary will, on payment by the nominee of the amounts referred to in clause 5.3, within the period referred to in that clause, enter the nominee's name in the register of members and, upon the name being so entered, the nominee becomes a member of the Association.

6. SUBSCRIPTION AND FEES

- 6.1 The annual membership subscription and fees or other amounts payable by members to the Association shall be as determined by the Committee from time to time. Affiliated Member Clubs shall have an obligation to pay an annual affiliation fee to the Association.
- 6.2 Nothing in this rule shall prevent the determination of different subscriptions, fees or other amounts being payable in respect of different classes of members or different categories within the classes of members.

7. MEMBER'S LIABILITY

The liability of a Member of the Association to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount if any unpaid by the Member in respect of membership of the Association as required by clause 6.

8. MANAGEMENT COMMITTEE

- 8.1 Subject to the over-riding authority of a General Meeting, the Committee shall superintend, manage and control the affairs of the Association and may exercise all powers of the Association between General Meetings.
- 8.2 The Officers of the Association who shall comprise the Committee are President, two Vice Presidents, Minutes Secretary, Competition Secretary, Treasurer, Pennant Coordinator, Junior Convenor and such other Committee members as are elected from time to time by the Annual General Meeting.

- 8.2.1 If any Officer is absent from two (2) consecutive scheduled meetings of the Committee, unless leave of absence is granted by the Committee the Office shall be declared vacant.
- 8.2.2 The Committee may at its absolute discretion declare any office or position in the Association to be vacant. Such a declaration shall be made by resolution carrying a two-thirds majority of all the Officers, after at least one (1) month's notice in writing, stating shortly the substantial reasons for the proposal to all Officers and to the person affected who shall have the right to be heard in defence before any such resolution is carried.
- 8.2.3 The Association Committee members shall reside within the boundaries of the Association.
- 8.2.4 All Officers shall be elected by secret ballot at an Annual General Meeting and shall hold Office for a term of one (1) year.
- 8.2.5 Should the holder of any elected office die, resign or be removed from Office, the casual vacancy shall be filled by the Committee and the Officer so appointed shall hold Office for the remainder of her predecessor's term.
- 8.2.6 The President may hold office for a maximum of three (3) consecutive terms of one year each. After holding office for three (3) consecutive years, the retiring President may make herself available for re-election as President after a period of one year's absence. At the conclusion of her three (3) years in office, the retiring President may stand for a different position to the one she held. There is no maximum number of consecutive terms for which any other committee member may hold office.
- 8.2.7 No Officer may act as delegate or proxy delegate for an Affiliated Member Club.
- 8.3 The Committee shall meet on a minimum of four (4) scheduled occasions in each year to be notified to all Members in advance and on such other occasions when necessary. Additional meetings may be convened by the President or in her absence one of the Vice Presidents. In emergent or urgent circumstances, any four (4) Officers (other than the President) may convene a special Committee Meeting at any time.
- 8.3.1 The Committee may choose to conduct an electronic ballot to determine any issue or proposal. A combination of a committee meeting and an electronic ballot is not permitted.
- 8.4 At any meeting of the Committee: -
- 8.4.1 The President or in her absence, one of the Vice Presidents or in the absence of all three of them, another officer appointed by those persons present shall preside.
- 8.4.2 Each Member of the Committee shall have one vote and in the case of equality of votes the President shall have a second and casting vote.
- 8.4.3 Voting shall be by a show of hands unless a secret ballot shall be immediately requested by not less than three (3) Members of the Committee.

- 8.4.4 A quorum shall be three (3) persons present and entitled to vote.
- 8.5 Without prejudice to its own powers the Committee may appoint committees or persons to deal with specified matters and it may delegate any of its powers other than this power of delegation.

9. FINANCE

- 9.1 An Affiliated Member Club shall pay to the Association such fees, levies, fines and other charges as are determined from time to time by a General Meeting or by the Committee.
- 9.2 All such payments shall be made direct to the Association at an address nominated by the Treasurer.
- 9.3 Association general fees and levies from Affiliated Member Clubs in accordance with approved budgets or resolutions shall be due and payable at such times and in such instalments as are determined from time to time by the Committee and notified in writing by email to Affiliated Member Clubs.
- 9.4 Special levies, fines and charges are due and payable by the date fixed for payment thereof provided such date fixed shall be at least twenty-one (21) days from the date of the invoice statement of account or other written advice.
- 9.5 On failure to pay any fee, levy, fine or other charge within the time prescribed or approved an Affiliated Member Club shall be declared unfinancial as at the time prescribed or approved and accordingly such occurrence shall be duly minuted at the next meeting of the Committee.
- 9.6 An unfinancial Affiliated Member Club shall not be eligible to exercise its voting rights in any meeting conducted by this Association and shall be subject to loss of competition points gained by its teams whilst the Affiliated Member Club remains unfinancial.
- 9.7 The Association's financial year shall conclude on the 30th June.
- 9.8 The Treasurer shall
- 9.8.1 Be responsible for the collection of and accounting for all funds, fees, fines, levies and other monies due to the Association.
- 9.8.2 Issue as necessary all receipts, invoices and statements of account.
- 9.8.3 Pay all accounts due by the Association on the Authority duly minuted by the Committee or a General Meeting.
- 9.8.4 Provide each meeting of the Committee with statements of receipts and expenditure budget variations, bank reconciliations, major debtors and creditors and any other financial information required by the Committee.
- 9.8.5 Submit the books of account and draft financial reports to the Auditor within fourteen (14) days of each financial year of the Association.

- 9.8.6 Submit to the Annual General Meeting a duly audited statement of income and expenditure and balance sheet with comparative figures for the previous financial year and corresponding budget.
- 9.9 The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set out in clause 3 above.
- 9.10.1 The whole or any part of the Funds of the Association may be invested by resolution of the Committee which shall have the power to vary, transpose, realize and re-invest for the benefit of the Association.
- 9.10.2 An Auditor shall be appointed by the Committee and shall hold Office until he or she dies, resigns or is removed from Office by a Special Resolution carried by General Meeting after fourteen (14) days notice in writing to the Auditor.
- 9.10.3 The Honorary Auditor or Auditors appointed by the Members of the Association shall, prior to the Annual General Meeting each year, audit the books, accounts and records of the Association and the Report of such audit shall be presented to the Annual General Meeting.
- 9.10.4 The Auditor shall report to the Association on the balance sheet, income and expenditure statement and any other statements and shall state whether he/she had obtained all information and explanations required by him and whether in his/her opinion the balance sheet is properly drawn up to show a true and correct view of the finances, assets and liabilities of the Association as shown by the books of account and according to the information and explanations given to him/her. The Auditor shall be entitled to speak at an Annual General Meeting on any matter relevant to his report.
- 9.11 Distribution of property on winding up/dissolution
- (a) If upon winding up or dissolution of the Association (other than for the purposes of reconstruction or amalgamation) there remains after satisfaction of all its debts and liabilities any surplus property, the same shall be distributed in accordance with Section 53 of the Associations Incorporation Act 2009 (NSW) by special resolution of the Association.
- (b) Any such distribution of surplus property must be approved by the Director General of the NSW Fair Trading.

10. GENERAL MEETING

- 10.1 All the powers of the Association may be exercised at a General Meeting.
- 10.1.1 Each Affiliated Club shall have 1 vote at General Meetings which, subject to this Constitution, shall be exercised by its Club Delegate, or appointed proxy. No other Member shall be entitled to vote (except a Life Member). The members of the Committee shall have the right to attend and debate, but not vote.
- 10.1.2 Affiliated Member Clubs shall notify in writing the names of their delegates and each delegate shall hold Office until a successor is appointed or the appointment is terminated.
- 10.1.3 Should a delegate be unable to attend all or part of a general meeting that delegate or the Affiliated Member Club she represents may appoint another person in writing to be her proxy for the period of absence. The proxy delegate shall have all the powers of the delegate she represents. An Officer, delegate or proxy for another delegate may not be appointed as a proxy delegate.
- 10.1.4 The President or in her absence one of the Vice Presidents or in the absence of all three of them, an officer, appointed by those present who are entitled to vote, shall preside at a General Meeting.
- 10.1.5 A quorum shall be: -
i. eight (8) persons entitled to vote;
ii at an adjourned, Annual or Special General Meeting those present and entitled to vote.
- 10.1.6 A general meeting shall be adjourned to a time, date and place to be determined by the Committee if within half an hour of the time appointed for the meeting a quorum is not present. Three (3) persons entitled to vote shall be a quorum for the purposes of appointing a Chairperson and adjourning the meeting.
- 10.1.7 Voting at a General Meeting. Any election shall be by secret ballot and on any proposal by show of hands provided that a secret ballot on any proposal shall be taken if demanded by at least four Affiliated Member Clubs.
- 10.1.7.1 A secret ballot demanded on the election of a President or on a Motion for adjournment shall be taken immediately.
- 10.1.7.2 During the taking of a secret ballot at a General Meeting the President may permit the discussion of any other business on the agenda.
- 10.1.7.3 The result of the secret ballot shall be the decision of the General Meeting and it shall not be rescinded at the same meeting except by secret ballot.
- 10.1.7.4 Equality of votes. Where voting at General Meetings is equal, the Chairperson may exercise a casting vote. The Chairperson has no deliberative vote.

10.1.7.5 The Committee may choose to conduct an electronic ballot to determine any issue or proposal, except for the election of office bearers. A combination of a general meeting and an electronic ballot is not permitted.

11. ANNUAL GENERAL MEETING

11.1 The Association must hold its first Annual General Meeting within the period of 18 months after its Incorporation under the Act.

11.2 An Annual General Meeting shall be held not later than the 30th day of November each year. The Secretary shall give at least four (4) weeks notice of the time, date and place to Affiliated Member Clubs, and all persons entitled to attend. Accidental omission to give such notice to any person, Affiliated Member Club entitled to attend shall not necessarily invalidate any business done or resolution passed by the meeting.

11.3 The business of an Annual General Meeting shall be: -

11.3.1 To receive and consider

- i. The annual report of the Association and any business arising therefrom;
- ii. The Statement of Income and Expenditure and the balance sheet for the last preceding financial year with comparative figures for the previous year and corresponding budget.

11.3.2 To elect such Officers and Committee members as are required and to fill any other positions required to be filled by a General Meeting.

11.3.2.1 Nominations for election to office and other positions within the Association shall be in writing, proposed and seconded by members of the Association and endorsed by the candidate. Nominations shall be lodged with the Secretary in writing by post or e-mail not less than seven (7) days prior to the Annual General Meeting.

11.3.2.2 Where the number of Nominations for any Office or positions does not exceed the number of Officers or positions to be filled the Chairman shall declare the Nominee or the Nominees to be duly elected.

11.3.2.3 Where the number of nominations for any Office or position exceeds the number of Officers or positions to be filled the Chairperson shall arrange for the conduct of a secret ballot to determine the election.

11.3.2.4 Subject to rule 8.2.6, where no Nomination is received for any Office or position or insufficient nominations are received for any group of positions, further nominations may be received at the meetings for any office or position remaining unfilled and if necessary a secret ballot shall be conducted to fill that Office or position.

11.3.2.5 Any Office or position not filled at the Annual General Meeting may be filled by the Committee, subject to the restriction in 8.2.6.

11.3.3 To consider motions on notice, provided that such notice in writing by post or e-mail was received by the Secretary, not less than 21 days prior to the meeting and included in the agenda.

11.3.4 To consider any other business which, under this constitution, may be transacted at an Annual General Meeting.

12. SPECIAL GENERAL MEETING

12.1 A Special General Meeting may be convened at any time by the President or by resolution of the Committee or by requisition pursuant to sub-clause 12.2.

12.1.1 At least fourteen (14) days notice shall be given to all persons, Affiliated Member Clubs entitled to attend a Special General meeting. The notice shall specify the time, date and place of the meeting and shall state shortly the business to be considered. Accidental omission to give such notice to any person, member club or body entitled to attend shall not necessarily invalidate any business done or resolution passed by the meeting.

12.1.2 Within fourteen (14) days of receipt of a duly made requisition the Secretary shall convene a Special General Meeting in accordance with the provisions of sub-clause 12.1.1.

12.2 A requisition for a Special General Meeting may be made by any three (3) Affiliated Member Clubs or by four (4) members of the Committee.

12.2.1 A requisition shall be signed by the Secretary of each Affiliated Member Club or body or the members requesting the meeting, as applicable, and shall state the business to be considered. The requisition shall be forwarded to the Secretary of the Association.

12.2.2 Within fourteen (14) days of receipt of a duly made requisition the Secretary shall convene a Special General Meeting in accordance with the provisions of sub-clause 12.1.1.

12.2.3 If the Secretary fails to do so within that time the requisitionists may themselves convene the meeting which shall be held within six (6) weeks of delivery to the Secretary of the requisition, failing which the requisition shall lapse.

13. ALTERATIONS AND SPECIAL RESOLUTIONS

13.1 This Constitution may be amended or rescinded wholly or in part at a General Meeting or a Special General Meeting by a three-quarters majority of those present and entitled to vote provided that at least twenty-one (21) days notice of any motion to amend or rescind shall be given in writing to all persons entitled to attend and vote at that meeting.

14. ADMINISTRATIVE PROCEDURES

- 14.1 For the purposes of this Constitution, a notice or document may be served by or on behalf of the Association upon any member personally or by sending it by post or email or delivering it to the member's address shown in the register of members.
- 14.2 Where a notice or document is sent to a person by post or email, the notice or document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the notice or document would have been delivered in the ordinary course of post or email.
- 14.3 The Minutes Secretary, or such other person as the Committee may determine, shall cause minutes to be made of all meetings of the Committee and all general meetings of the Association. Minutes may be kept in written or electronic form.
- 14.4 The minutes of a meeting shall be signed by the Chairperson of the meeting at which the proceedings were held or by the Chairperson of the next succeeding meeting. The Chairperson may sign the minutes of meeting proceedings electronically.
- 14.5 The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. Such records shall be available for inspection by any member and shall be held in the custody of the Treasurer.
- 14.6 Except as otherwise provided by these rules, the Secretary shall keep in her custody or under her control all records, books, and other documents relating to the Association. Such records, books, and other documents shall be open to inspection, free of charge, by any member of the Association at any reasonable hour. The committee may refuse to permit a member of the association to inspect or obtain a copy of records of the association that relate to confidential, personal, commercial or legal matters or where to do so may be prejudicial to the interests of the association.
- 14.7 Officers of the Association and Delegates of Affiliated Member Clubs and bodies shall each be supplied with complete and correct copies of this Constitution from time to time and with suitable amendment advices immediately after minor amendments are approved.

15. TITLES

- 15.1 Life Members shall be elected by secret ballot by a three-quarters majority of delegate members and life members present at an Annual General Meeting of the Association. A candidate for Life Membership must have
- (i) been an active member of not fewer than ten (10) years standing,
 - (ii) rendered lengthy and meritorious service to the Association,
 - (iii) been nominated by notice in writing by two (2) members, and
 - (iv) had the nomination approved by the Association Committee.
- 15.2 The Association at its Annual General Meeting may appoint annually on the recommendation of the Committee a Counsellor, subject to the approval of that person.

16. INDEMNITY AND INSURANCE

- 16.1 Every officer or servant of the Association shall be indemnified by the Association against all costs, losses and expenses which any such member or servant may incur or be held liable to by any reason of any contract entered into or act or deed done by him as such officer or servant or in any way in the discharge of his/her duties, and the amount for which such indemnity is provided shall immediately attach as a lien on the property of the Association and have priority between the members over all other claims.
- 16.2 An officer of the Association shall not be liable for the accounts, receipts, neglects or defaults of any other officer or for any loss or expenses happening to the Association through the insufficiency or deficiency of title to any property acquired by order of the Association for or on account of the Association or for the insufficiency or deficiency of any securities in or upon which any of the moneys of the Association shall be invested, or for any loss or damage arising from bankruptcy, insolvency or tortuous acts of any person with whom any moneys, securities or effects shall be deposited or for any loss, damage or misfortune whatever, which shall happen in the execution of the duties of his office or in relation thereto, unless the same happen through his/her own act or willful default.

17. COMPETITION BY-LAWS

- 17.1 Competitions conducted by the Association shall be conducted in accordance with this Constitution and any Competition By-laws adopted to govern such, subject to any amendments passed at Special General Meetings so called to deal with such amendments.
- 17.2 Amendment, variations, rescissions or additions, either wholly or in part shall be dealt in accordance with the same provisions and conditions as applying to this Constitution of the Association.

18. PUBLIC OFFICER

- 18.1 The Committee shall ensure that a person is appointed as Public Officer.
- 18.2 The first Public Officer shall be the person who completed the application for incorporation for the Association.
- 18.3 The Committee may at any time remove the Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older, and a resident of New South Wales.
- 18.4 The Public Officer shall be deemed to have vacated her position in the following circumstances:
- (i) death;
 - (ii) resignation in writing to the Committee;
 - (iii) removal by the passing of a resolution at a general meeting;
 - (iv) bankruptcy;
 - (v) mental incapacity;
 - (vi) residency outside New South Wales.

- 18.5 The Committee must fill any vacancy in the position of Public Officer within 28 days. The new Public Officer must notify Fair Trading within 28 days of the new appointment. Notification must be on the approved form.
- 18.6 The Public Officer may be an office bearer, Committee member, employee, or any other person regarded as suitable for the position by the Committee.
- 18.7 The Public Officer is required to notify the NSW Fair Trading by the prescribed form in the following circumstances:
- (i) her appointment (within 28 days) on the approved form;
 - (ii) a change of his/her residential address (within 28 days);
 - (iii) a change in the association's objects or constitution (within 28 days of the passing of a special resolution);
 - (iv) the association's financial affairs (within one month after the Annual General Meeting).
- The Public Officer acts as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable.

19. STATUS AND COMPLIANCE OF ASSOCIATION

19.1. Recognition of Association

The Association will be recognised as a body responsible for administering women's golf in the District in accordance with the rules, objects and purposes of Golf NSW and will:

- (i) at all times recognise Golf NSW as the peak body for women's golf in New South Wales;
- (ii) seek to continue to be recognised as a District Affiliate of Golf NSW;
- (iii) continue to administer women's golf in the District in accordance with the objects of the Association and the rules, objects, purposes, policies and instrument of delegation of Golf NSW.

19.2. Compliance of Association

The Members acknowledge and agree the Association will:

- (i) be or remain incorporated in New South Wales and such other places as are required under the Law;
- (ii) appoint a Golf NSW delegate and such other persons as may be required to be appointed to Golf NSW committees from time to time under these Rules or the Golf NSW Constitution or otherwise;
- (iii) to the extent permitted or required by the Act and Golf NSW, ensure any amendments to, or substitution of, this Constitution are generally in conformity with Golf NSW's constitution (as this may change from time to time).

19.3 Operation of Rules

- 19.3.1 The Association and the Members acknowledge and agree that they are bound by this Constitution and the Constitution of Golf NSW and that this Constitution and the Constitution of Golf NSW operate to create uniformity in the way in which the objects of the Association and women's golf are to be conducted, promoted, encouraged and administered throughout Australia.

19.3.2 Discipline of Members

The Constitution of Golf NSW will be applied.

19.4 Compliance of Affiliated Clubs

The Affiliated Clubs acknowledge and agree the Affiliated Clubs will:

- (a) nominate a Club Representative of the Member Club to attend General Meetings, and inform the Association of the details of that person accordingly; and
- (b) recognise Golf NSW as the authority for golf in New South Wales and the District.

- 20.** In any matters not covered by these regulations, Constitution of Golf NSW will prevail.

Appendix 1

Application for Membership
of the
Women's Golf Illawarra Incorporated
District Golf Association
(incorporated under the Associations Incorporation Act 2009)

..... (“the applicant”)
(full name of applicant)

of
(address of applicant)

hereby applies to become a member of the abovenamed incorporated Association.
In the event of admission as a member, the applicant hereby agrees to be bound by the
Constitution of the Association in force from time to time.

.....
Signature of applicant

.....
Date

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