

**THE CONSTITUTION AND RULES**

**OF THE**

**TURA BEACH LADIES' GOLF CLUB**

**As amended**

**JULY 2018**

# **TURA BEACH LADIES' GOLF CLUB**

## **CONSTITUTION AND RULES**

**(As amended July 2018)**

(To be read in conjunction with and reference to the Constitution  
of Tura Beach Country Club Ltd.)

### **1. NAME:**

The name of the club is Tura Beach Ladies' Golf Club.

### **2. INTERPRETATION:**

In this document:

- a) "Company" shall mean Tura Beach Country Club Ltd.
- b) "The Club" shall mean the Tura Beach Ladies' Golf Club, a section of the Company.
- c) "Board" shall mean the Board of the Company.
- d) "The Committee" shall mean the members for the time being of the Committee of Management of the Club as elected in accordance with these rules.

### **3. OBJECTS:**

The objects of the Club are to promote and administer the game of golf for the enjoyment of our members always adhering to the rules of golf and the requirements of the Board.

### **4. MEMBERSHIP:**

The Club shall consist of the following members:

- a) Full Members
- b) Life Members
- c) Junior Members
- d) Cadet Members
- e) Any special membership as offered by the Board

Full Members shall consist of female persons who are Golfing, Bowling/Golfing Members as defined by the constitution of the Company and who have paid the appropriate fee for that category of membership.

Junior Members are those female persons over twelve (12) years of age and under the age of eighteen (18) years as defined by the constitution of the Company and who have paid the appropriate fee for that category of membership.

Cadet Members are those female persons under the age of twelve (12) years as defined by the Constitution of the Company.

Full members shall be entitled to all privileges of the Club. Junior Members and Cadet Members shall not be entitled to stand for election as Office Bearers or Committee Women of the Club, nor vote at any General Meeting of the Club.

**5. EXPULSION, SUSPENSION, REPRIMAND OF MEMBERS:**

All members of the Club undertake to comply with the Constitution and Rules of the Club

Any expulsion, reprimand or suspension of a member shall be the sole role of the Company

When the member is competing in a golfing competition under the control of the Club, then the Club shall have the right to reprimand or suspend the member from such competition.

Notwithstanding anything contained in the Constitution and Rules of the Club the powers of the Committee in relation to any disciplinary action against a member shall be governed by Sections 20, 21 and 22 of Tura Beach Country Club Ltd., in substitution for and to the exclusion of any provision in the Constitution and Rules of the Club.

**6. ELECTION OF COMMITTEE:**

The election of Officers and Members of Committee shall take place in the following manner:

- a) Any two Full or Life Members may nominate a Full or Life Member to serve on Committee. The name of each member so nominated, with her signed consent, shall be in the hands of the Secretary before a date and time previously determined by the Committee and advised in the Notice to members of the Annual General Meeting.

- b) At an Annual General Meeting the election of all officers if necessary shall be by SECRET BALLOT which shall be conducted by two (2) persons appointed by the Committee. Members shall record their votes on the Ballot Paper using consecutive numbers, commencing with the figure 1 for their preference of candidate(s).
- c) If there are not sufficient nominations in writing to fill the required number of vacant offices, the written nominees shall be declared elected and further nominations shall be accepted from members present at the meeting.
- d) In the case of an equality of votes for any candidate or candidates, then the persons appointed shall determine by lot the candidate to be elected. "Determine by Lot" means the names of the candidates concerned, having been written on similar slips of paper, and the slips having been folded to prevent identification and mixed and drawn at random then the candidate whose name is first drawn is excluded.
- e) Should there be insufficient candidates, the Committee shall ask for nominations from the floor to fill the vacant positions.

#### **7. ANNUAL GENERAL MEETING:**

- a) The Annual General Meeting of the Club shall be held no later than the 30<sup>th</sup> November.
- b) A notice advising members of the time and place appointed by the Committee for such meeting shall be placed on the Club's Notice Board twenty-one (21) days before the date of such meeting.
  - i. Nominations shall be called for Committee Officers twenty-one (21) days before the Annual General Meeting and close seven (7) days before the Annual General Meeting.
- c) The business to be transacted at the Annual General Meeting shall be:
  - 1) Confirmation of the minutes of the previous meeting of members;
  - 2) Reading of annual reports, including reports of the President, Captain and Treasurer and the consideration and adoption thereof.
  - 3) Election of Office Bearers
  - 4) Transaction of any other business of which notice has been received at least seven (7) days prior to the date of the meeting.

- d) The quorum of an Annual General Meeting shall be fifteen (15) eligible voting members present in person. If within half an hour, after the time appointed for the start of the meeting, a quorum is not present, the meeting shall be adjourned to a date to be fixed within twenty-one (21) days and, if at the adjourned meeting, a quorum is not present at the time appointed for the start of the meeting, those present shall constitute a quorum.
- e) At any Annual General Meeting a resolution or motion put to the vote of the meeting shall be decided on a show of hands except where a poll is demanded by at least one third of the members present.
- f) If a poll is demanded it shall be taken in such manner as the chairperson directs and the result of the poll shall be deemed to be the resolution of the meeting.

#### **8. MANAGEMENT:**

A Committee shall manage the affairs of the Club. The office bearers shall consist of:

- i. President
- ii. Vice-President
- iii. Captain
- iv. Vice-Captain
- v. Secretary
- vi. Treasurer
- vii. Handicap Manager
- viii. Trophy Officer
- ix. Publicity Officer.

Where a casual vacancy shall occur in the Committee, the Committee may appoint a replacement to the committee and that person shall hold office until the next Annual General Meeting of the Club.

The Committee may appoint Sub-Committees as required to assist with the work of the Committee

Meetings of the Committee shall be held at least once a month from February to December and at other times as deemed necessary by the Committee.

The Chairperson shall be the President who shall have a casting vote as well as a deliberate vote. In her absence the Vice President, Captain or a temporary chairperson with like powers shall take the chair.

Five (5) Committee Members are required to form a quorum.

Should any Committee Member absent herself from three consecutive meetings without leave, her position shall be declared vacant.

No Committee Member shall hold office in more than one Golf Club at any one time.

## **9. DUTIES OF OFFICERS**

### **PRESIDENT:**

- a) Shall chair Committee meetings
- b) Ensure the Secretary has prepared all paperwork for monthly meetings
- c) Arrange social functions associated with Inter-club challenges, end of season Pennant, Christmas parties and any other occasions that arise during the course of the year.
- d) Liaise with General Manager and Caterer when necessary

### **SECRETARY:**

- a) Shall record the minutes of monthly Committee meetings
- b) Set and, in conjunction with President, distribute agendas prior to meetings
- c) Be responsible for Inwards and Outwards correspondence

### **CAPTAIN:**

- a) Shall co-ordinate all aspects of golf competitions
- b) Arrange the yearly program
- c) Ensure as far as possible that the rules of golf are adhered to

### **HANDICAP MANAGER:**

- a) Should keep accurate records of member's handicaps
- b) Arrange transfer of handicaps to and from other clubs as required
- c) Ensure results of competitions are passed on to the Pro Shop and Publicity Officer

**TREASURER:**

- a) Keep accurate records of the Ladies' Golf Club Finances
- b) Present up to date financial reports to the monthly Committee meetings
- c) Prepare and present annual financial statements to the Ladies' Golf Club Annual General Meeting
- d) If requested make all records available to the Board

**10. GENERAL MEETINGS:**

- a) A General Meeting or Special General Meeting shall be convened by the President or Honorary Secretary upon them receiving a requisition in writing stating the business for which it is required from not less than fifteen (15) members or five (5) per centum of the members of the Club (whichever is the less).
- b) A notice advising members of the time, place and nature of business to be brought forward at such meeting shall be placed on the Club's Notice Board twenty-one (21) days prior to the date of such meeting. No other business than that advised in the Notice shall be dealt with by the meeting.

**11. DELEGATES TO FSC&TGA, VETS:**

Club Delegates shall be elected by the Committee and from the Committee immediately after the Annual General Meeting and shall hold office, except as hereunder, until the next Annual General Meeting. Any delegate absenting herself from two (2) consecutive meetings of the said District Association without good and valid reason to the satisfaction of the Committee shall be held to have vacated office and the Committee shall have power to fill the vacancy.

The Delegates shall report proceedings of the Far South Coast & Tablelands Golf Association meetings to the monthly meetings of the Club Committee and, at District Association meetings, the delegates will vote in accordance with the Ladies' Golf Club.

**12. COMPETITIONS:**

The Committee, who shall have full powers relative to the competitions, shall draw up the dates and conditions of play for all competitions. Prior to play, conditions of the competition shall be clearly displayed on the notice board.

**13. RULES OF GOLF:**

The Rules of Golf, as authorised by the Royal and Ancient Golf Club of St. Andrews, and the Club's Local Rules and By-Laws shall be adopted

No rule or decision shall be made which conflicts with the rules and decisions of the General Committee

**14. COMPLAINTS:**

All complaints shall be made in writing to the Secretary, who shall submit them to the Committee. In no instance should a servant of the Club be directed or reprimanded directly by a member.



## **BY-LAWS**

**1. PRESIDENT:**

Shall be responsible for any social aspects relating to Ladies' golf as set out in the Procedures Manual.

**2. SECRETARY:**

Shall be responsible for recording minutes of Monthly meetings and other duties as set out in the Procedures Manual.

**3. CAPTAIN:**

Shall be responsible for Ladies' golf competitions as set out in the Procedures Manual.

**4. TREASURER:**

Shall keep accurate financial records as defined in the Procedures Manual.

**5. HANDICAP MANAGER:**

Will be responsible for accurate handicap records and such duties as set out in the Procedures Manual.

**6. VICE-PRESIDENT:**

Shall assist the President in carrying out her duties and in the President's absence carry out duties as set out in the Procedures Manual.

**7. VICE-CAPTAIN:**

Shall assist the Captain in carrying out her duties and in the Captain's absence carry out duties as set out in the Procedures Manual.

**8. TROPHY OFFICER:**

Shall maintain and keep records of all trophies relating to Ladies' golf. Ensure trophies are available for presentation on the appropriate occasion. Carry out all duties according to the Procedures Manual.

**9. PUBLICITY OFFICER:**

Shall be responsible for all publicity associated with the daily competitions and special occasion days, such as Honour Board events, Inter-club challenges. This should include results and articles being forwarded to the local press.

Forward results and photos (if possible) and other duties as set out in the Procedures Manual.

#### **10. CRITERIA FOR CHOOSING PENNANT TEAMS**

- i Handicap range.
- ii Availability
- iii Keep a consistent winning team, keeping in mind rotation of people is necessary to qualify for finals.
- iv Team Captains volunteer.
- v The team is chosen by the Match Committee and team Captains.
- vi This criteria will be posted on the notice board prior to and during pennant season.

#### **11. CRITERIA FOR CHOOSING SALVER TEAMS**

- i All participating members of teams are drawn out of a hat.