

**NEPEAN WOMEN'S GOLF CLUB
INCORPORATED**

**STATEMENT OF PURPOSES AND
RULES**

Amended October 2016

Amendments Approved by Members October 2016

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NEPEAN WOMEN'S GOLF CLUB INCORPORATED

Incorporation No. A0007017X

ABN No. 31002759844

STATEMENT OF PURPOSES

- A. Name – The name of the Club shall be NEPEAN WOMEN'S GOLF CLUB INCORPORATED.
- B. The purposes of the club are –
- (i) To promote the game of golf and to provide for members such other amenities as are conducive or incidental to the playing of golf.
 - (ii) To promote or hold either alone or jointly golf matches, socials etc and contribute towards the same prizes or awards.
 - (iii) To conduct a club to provide game facilities and other conveniences for the use and recreation of the members at such place or places as decided by the members.
 - (iv) To raise funds for the benefit of various charities.

NEPEAN WOMEN'S GOLF CLUB INCORPORATED

Incorporation No. A0007017X

ABN No. 31002759844

RULES

1. Name – The name of the club shall be NEPEAN WOMEN'S GOLF CLUB INCORPORATED.
2. Objects – The object of the Club shall be to adopt the Rules of the game of golf as determined by the R&A except insofar as they are modified by the Victorian Golf League Inc.
3. Definitions – In these Rules unless the contrary intention appears, these words shall have the following meanings –
 - “Members” means all financial and life members of the Club.
 - “Subscription” means the annual subscription determined by the Committee payable to the Club as part of the annual fee.
 - “Fee” means the annual fee payable to be a Member of the Club comprising the Subscription, the annual insurance and affiliation fees payable to Victorian Golf League Inc, Golf Victoria, Golf Australia, and Golflink together with a charity levy determined by the Committee.
 - “Club” means the Nepean Women's Golf Club Inc.
 - “Committee” means the Club Committee elected annually to manage the affairs and operations of the Club.
 - “Year” means the Club financial year for the period 1 October to 30 September.
 - “Golfing Year” means the competition year as determined by the Committee.
 - “Match Committee” means the committee of five Committee members appointed by the Club Committee to organise the competitive events for the Club.
 - “Act” means the Associations Incorporation Reform Act 2012
4. Qualifications for Membership – Women amateur golfers shall be eligible for membership of the Club. The Committee shall have the power to determine the number of Members of the Club at any point in time.
5. Full Members – Full Members shall comprise Members who are financial in respect of all monies due by them to the Club.
6. Restrictive Membership – The following persons, being Honorary Members, Temporary Members and Non-playing Social Members shall have Restricted Membership.
 - (a) Honorary Members – Any person proposed and seconded by Members in the unrestricted categories may be approved by the Match Committee as an Honorary Member of the Club for such period and with such rights as the Match Committee shall in each case decide. The Match Committee may at any time revoke Honorary Membership. The proposer and seconder of any Honorary Member shall be liable for any liabilities incurred by the Club in respect of any such Member.
 - (b) Temporary Members – The Match Committee may declare any person, not exceeding four in each year unless agreed upon by the Match Committee, a Temporary Member for such period and with such rights and upon such fees as it in each case shall decide.
 - (c) Non-playing Social Members – Former Full Members may be approved by the Committee as Non-playing Social Members and with such rights as access to the clubhouse on all competition days, ability to attend all club events and meetings, to receive the syllabus and all newsletters after payment of the Annual Subscription as determined by the Committee.
7. Right to Club Property and Eligibility to Office – No Member other than a Full Member shall have any right, title to, interest in or to the property or assets of the Club, or be eligible to vote at any meeting of the Club.
8. Application for Membership –
 - (a) Applications shall be in such form as the Committee shall determine.
 - (b) The Committee shall determine dates for new Full Member intakes, and the number of places to be filled in each intake.
 - (c) Prospective applicants shall receive preliminary membership details and an application form from the Secretary or Captain.
 - (d) Applicants for Full Membership shall be required to lodge a completed application form and the current Nomination Fee with the Secretary.

- (e) Applicants whose application requirements are met may, if required, be interviewed by the Match Committee for assessment and consideration. If approved, the Applicant will be granted Membership and upon notification thereof shall be required to pay the requisite Subscription.
 - (f) Applicants for Membership approved after the 1st day of May in any year shall pay a proportion of the annual Subscription for that year as determined by the Committee. If such payment is not made within one month from the date of notification, the Match Committee may revoke the approval. In the interim the Applicant shall not enjoy any privilege of the Club or vote at any meeting.
 - (g) The Match Committee may refuse to accept the application for Membership of any person and no right of action or any claim shall accrue to such person for or by reason of such refusal. The Match Committee shall not be bound to give any reason for such action.
9. Rules of the Club – Every Member shall be bound by and submit to the Rules and By-Laws of the Club.
10. Nomination Fee, Annual Subscription and Charity Levy – The Nomination Fee, Annual Subscription and charity levy payable shall be determined by the Committee from time to time.
- The annual Fee to be a Member of the Club is payable on 1st October each year. Any Member whose annual Fee is unpaid within one month of the due date in each year shall forthwith cease to be a Member of the Club and shall forfeit all right and claim upon the Club but may be reinstated at the discretion of the Committee on such terms as it may decide.
11. Calls and Levies – Full members shall be liable to pay calls or levies which shall only be made in accordance with a resolution passed at an Annual General Meeting or Special General Meeting called for such purpose in accordance with these Rules.
12. Absent Members – A member absent from the State of Victoria for the whole of any financial year shall not be liable for annual Fee for that year provided that she has received approval in writing from the Committee.
13. Life Members – In recognition of distinguished service to the Club or to the game of golf and on the recommendation of the Committee a Member, not exceeding more than one in each year, may at any Annual General Meeting of the Club be elected a Life member if a two-thirds majority of those present and voting so decides. A Life Member shall be entitled to all privileges and subject to all obligations of a Member of the Club save that she shall not be liable to pay the annual Subscription.
14. Right of Members – Subject to these Rules, all Members, and restricted Members, shall be entitled to use in common the premises and property of the Club and to be supplied at such charges as the Committee shall from time to time determine with such refreshments and privileges as are provided by the Club.
15. Grounds For Taking Disciplinary Action – The Club may take disciplinary action against a Member in accordance with these Rules if it determined that the member –
- (a) has failed to comply with these Rules; or
 - (b) refuses to support the purposes of the Club; or
 - (c) has engaged in conduct prejudicial to the Club.
16. Disciplinary Subcommittee – If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a Member, the Committee must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the Member. The members of the disciplinary subcommittee –
- (a) may be Committee members, Members of the Club or anyone else; but
 - (b) must not be biased against, or in favour of, the member concerned.
17. Notice to Member – Before disciplinary action is taken against a Member, the Secretary must give written notice to the Member –
- (a) stating that the Club proposes to take disciplinary action against the Member; and
 - (b) stating the grounds for the proposed disciplinary action; and
 - (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the disciplinary meeting); and
 - (d) advising the Member that she may do one or both of the following –
 - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
 - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and

(e) setting out the member's appeal rights under Rule 19

18. Decision of Subcommittee –

- (1) At the disciplinary meeting, the disciplinary subcommittee must –
 - (a) give the Member the opportunity to be heard; and
 - (b) consider any written statement submitted by the Member.
- (2) After complying with (1) above, the disciplinary subcommittee may –
 - (a) take no further action against the Member; or
 - (b) subject to (3) below –
 - (i) reprimand the Member; or
 - (ii) suspend the membership rights of the Member for a specified period; or
 - (iii) expel the Member from the Club.
- (3) The disciplinary subcommittee may not fine the Member.
- (4) The suspension of membership rights or the expulsion of a Member by the disciplinary subcommittee under this Rule takes effect immediately after the vote is passed.

19. Appeal Rights

- (1) A person whose membership rights have been suspended or who has been expelled from the Club under Rule 18 may give notice to the effect that she wishes to appeal against the suspension or expulsion.
- (2) the notice must be in writing and given –
 - (a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or
 - (b) to the secretary not later than 48 hours after the vote.
- (3) If a person has given notice under (2) above, a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days after the notice is received.
- (4) Notice of the disciplinary appeal meeting must be given to each Member of the Club who is entitled to vote as soon as practicable and must –
 - (a) specify the date, time and place of the meeting; and
 - (b) state –
 - (i) the name of the person against whom the disciplinary action has been taken; and
 - (ii) the grounds for taking that action; and
 - (iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

20. Conduct of Disciplinary Appeal Meeting

- (1) At a disciplinary appeal meeting –
 - (a) no business other than the question of the appeal may be conducted; and
 - (b) the Committee must state the grounds for suspending or expelling the Member and the reason for taking that action; and
 - (c) the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.
- (2) After complying with (1) above, the Members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A Member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

21. Resignation of Members – A Member may by giving notice in writing to the Secretary resign her membership but shall continue to be liable for any Fee or monies due and unpaid at the date of resignation. Such Member having discharged all her liabilities to the Club may rejoin in accordance with Rule 8 and the Committee may excuse her for any Nomination Fee.

22. Office Bearers

- (a) The Committee of the Club shall comprise –
 - President
 - Vice-President
 - Captain
 - Vice-Captain
 - Secretary
 - Treasurer
 - Handicapper
 - and six other Committee members.

- (b) Each shall hold office until the conclusion of the next Annual General Meeting after her election when she shall retire but shall be eligible for re-election.
 - (c) Any retiring office bearer may if requested by the incoming Committee continue as an ex officio Committee Member for the remainder of the Golfing Year for which she was elected.
 - (d) Neither President nor Captain shall hold that particular office for more than three consecutive years.
 - (e) the office of any Office Bearer or any Committee Member shall become vacant immediately that person:
 - (i) ceases to be a Member of the Club;
 - (ii) becomes bankrupt or an insolvent under administration within the meaning of the Corporations Law;
 - (iii) resigns from office or the Committee of the Club by notice in writing given to the Secretary
23. Election of Office Bearers – The procedure for the election of Office Bearers shall be –
- (a) All nominations shall be in writing and signed by the candidate and any other two Full Members and shall be sent or handed to the Secretary at least fourteen days before the Annual General Meeting.
 - (b) Every Full Member shall be entitled to one vote for the election of the candidates for each office. In case there shall not be sufficient candidates nominated the Meeting may fill the remaining vacancies.
 - (c) If there are more than two candidates for any position, a ballot shall be conducted, a draw having been made for the position of the candidates' names on the ballot paper. The ballot shall be decided by a simple majority.
24. Casual Vacancies – If any Office of the Club shall be vacant or vacated after an Annual General Meeting it may be filled by the Committee and any Member so appointed shall hold Office until the end of the next Annual General Meeting. No holder of any Office in the Club shall be deemed to resign her Office until her resignation in writing under her hand has been received by the Secretary. Any Member of the Committee who has failed to attend three consecutive meetings, without having previously obtained leave of absence from the Committee, shall thereby forfeit her Office, which shall be filled by the Committee.
25. Chairman – The President or, in her absence the Vice-President, shall be Chairman at all meetings of the Club, of the Committee or any Sub-Committee. The Chairman, in the event of any equality in any voting, shall have the casting vote.
26. Secretary – The secretary shall conduct the correspondence of the Club and shall have custody of all the documents belonging to the Club. She shall keep full and correct minutes of all proceedings at meetings of the Club. She shall keep a roll of all Members containing names and addresses and date of entry to the Club and this roll shall be available for inspection by Members at the address of the secretary. She shall carry out any further duties which the Committee may from time to time deem necessary.
27. Treasurer – The Treasurer shall receive monies payable to the Club and issue receipts for the same. She shall forthwith pay into such bank account in the name of the Club as the Committee shall direct all monies received by her on account of the Club. The Committee may set and amend a policy from time to time that certain types of expenditure and/or payments below a certain amount do not require prior approval of the Committee and can be authorised by the Treasurer. Subject to such policy, all other expenditure of the club must be approved by the Committee and all cheques or electronic funds transfers shall be signed by any two of the following – President, Secretary and Treasurer. The Treasurer shall keep the accounts of the Club and shall furnish statements for the Committee as required and shall prepare the annual statement of accounts and balance sheet to the last day in September in each year which shall be printed for distribution and presentation to Members at the Annual General Meeting.
28. Club Captain – The powers and duties of the Club Captain shall be as follows-
- (a) To welcome new Members by having same introduced, by arranging to have cards for handicap taken and by instructing them in regard to the layout of the course and the Rules of the Club.
 - (b) To educate Members in regard to the Rules of Golf and local rules.
 - (c) To see that members observe the Rules and Etiquette of Golf and local rules.
 - (d) To keep records of all competitions of the club.
 - (e) To carry out such other duties and exercise all such other rights and powers as the committee may from time to time entrust or confer upon her.
29. Power of Committee – The Committee shall have power to control and manage the business and affairs of the Club. This shall include, at least the following –

- (a) The admission of Members of the Club with or without restricted rights and the rights and privileges of Members.
 - (b) The terms and conditions upon which guests and visitors shall be permitted to use the premises and property of the Club.
 - (c) The rules to be observed and trophies to be played for by the Members of the Club.
 - (d) The prohibition, or conduct of, particular games and personal conduct on the premises of the Club.
 - (e) The conduct of Members of the Club in relation to one another.
 - (f) The imposition of penalties for the breach of any Rules of the Club.
 - (g) The procedure at all Meetings of the Club and of the Committee of the Club.
 - (h) The appointment of Sub-Committees for any purpose connected with or arising out of the management or conduct of the Club, including the appointment, duties, functions, powers and privileges of any such Sub-Committees.
 - (i) The fixing of the Nomination Fee, annual Subscription and charity levy from time to time. The President and Secretary shall be ex officio members of all Sub-Committees.
30. Annual General Meeting – The Annual General Meeting of the Club shall be held once a year on or before the end of November at such time and place as the Committee shall determine. The business of the Annual General Meeting shall include the confirmation of the minutes of the previous Annual General Meeting, the election of Office Bearers and any such business as is ordinarily dealt with at Annual General Meetings and such special business in respect of which notice has been given in writing to the Secretary not less than twenty one days prior to the date of the Annual General Meeting.
31. Special General Meeting – The Committee may call a Special General Meeting when questions of urgent importance arise and shall be bound to do so within twenty-one days after a written requisition signed by ten Members of the Club has been delivered to the Secretary. Provided that if the Committee shall fail to call such Special General Meeting within the time specified, the Members signing the requisition aforesaid may call such meeting giving all Members notice thereof in writing signed by such Members.
32. Quorum – The quorum for any Annual General Meeting or any Special General Meeting shall be ten per cent of the number of Full Members. The quorum for a Committee Meeting shall be five Committee members. The quorum for a Sub-Committee meeting shall be three members of that Sub-Committee.
33. Notice of Meeting – At least twenty-one days notice of any Annual General Meeting or Special General Meeting specifying the business to be transacted and the day, place and hour of the meeting shall be sent to every Member by letter to her address in the Club register – postal or electronic mail (email). No meeting shall be invalid merely on the ground of the accidental omission by the secretary to send a notice to any Member.
34. Voting – Voting at Annual General Meetings and Special General Meetings shall be given personally. If one third of the Members present and entitled to vote so require, voting shall be by ballot, otherwise votes shall be taken as the Chairman shall decide. All resolutions passed at an Annual General Meeting or a Special General Meeting held in conformity with the Rules of the Club shall be binding on all Members whether they shall have been present or not. Unless specifically stated a voting majority for all meetings shall be a simple majority of those present and eligible to vote.
35. Grievance Procedure – Application
- (1) The grievance procedure set out in the following Rules applies to disputes between –
 - (a) a Member and another Member;
 - (b) a Member and the Committee;
 - (c) a Member and the Club.
 - (2) A Member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
36. Parties Must Attempt to Resolve the Dispute
The parties to a dispute must attempt to resolve the dispute between themselves within fourteen days of the dispute coming to the attention of each party.
37. Appointment of Mediator
- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 36, the parties must within ten days –
 - (a) notify the Committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to settle the dispute by mediation.

- (2) The mediator must be –
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –
 - (i) if the dispute is between a Member and another Member – a person appointed by the Committee; or
 - (ii) if the dispute is between a Member and the Committee of the Club – a person appointed or employed by the Dispute Settlement Centre of Victoria.
 - (3) A mediator appointed by the Committee may be a Member or former Member of the Club but in any case must not be a person who –
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour or against any party.
38. Mediation Process
- (1) The mediator to the dispute, in conducting the mediation, must –
 - (a) give each party 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 throughout the mediation process.
 - (2) The mediator must not determine the dispute.
39. Failure to Resolve the Dispute by Mediation
If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.
40. Prohibition of Notice – No written or printed matters or any article shall be placed on the Club’s noticeboards without the sanction of the President, Secretary or Captain.
41. Address of Members – Every Member shall notify any change of address to the Secretary. Such address shall be inserted in the register of Members and all notices sent by postal or electronic mail (email) to such address shall be deemed to have been delivered.
42. Club Property – No Member shall take away or permit to be taken away from the clubhouse under any pretence whatsoever nor shall she wilfully harm or destroy any books, furniture or other property of the Club. On breach of this Rule, the Member so offending shall pay for the same at a price fixed by the Committee. On termination of membership for any reason, all rights, title to and interest in the Club’s property shall cease.
43. Colours – The colours of the Club shall be mid blue and black.
44. Winding Up
- (1) The Club may be wound up voluntarily by special resolution.
 - (2) In the event of the winding up or the cancellation of the incorporation of the Club, the surplus assets of the Club must not be distributed to any Members or former Members of the Club.
 - (3) Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Club and which is not carried on for the profit or gain of its individual members.
 - (4) The body to which the surplus assets are to be given must be decided by special resolution.
45. Alteration of Rules
These Rules may only be altered by special resolution at a general meeting of the Club.
46. Common Seal –
- (a) The common seal of the Club shall be kept in the custody of the Secretary.
 - (b) The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two members of the Committee.
47. Custody of Documents – Except as otherwise provided in these Rules, the Secretary shall keep in her custody and control all books, documents and securities of the Club, provided nevertheless that all books and documents, including minutes of general meetings of the Club and meetings of the Committee, shall be available for inspection by Members.
48. Funds – The funds of the Club shall be derived from Nomination Fees, annual Subscriptions, competition fees, calls or levies, donations and such other sources as may be decided from time to time by the Committee.