

**WEST GIPPSLAND  
VETERAN GOLFERS  
ASSOCIATION  
CONSTITUTION**

**ADOPTED JUNE 1987 and  
amended 8/7/1993**

**Amended and approved  
20/11/2017**

*"Unabridged edition transferred to Computer December 2016"*

1. The name of the Association is WEST GIPPSLAND VETERAN GOLFERS ASSOCIATION
2. The Office of the Association will be situated at the registered address of the Secretary.
3. The objectives for which the Association is formed are:
  - (a) To promote and conduct for the benefit of Veteran Golfers the game of golf and other such sports, games, socials, entertainments and recreations, indoor and outdoor as the Association may deem appropriate.
  - (b) To raise money by entrance fees, subscriptions and other payments payable by Members and to grant rights and privileges to Members.
  - (c) To establish a bank account and to draw, make, accept, endorse, sign and issue cheques and other negotiable instruments.
  - (d) To affiliate with the Australian Veteran Golfers Association or such other bodies as may be established to control Veteran Golfers Associations or Clubs in the State of Victoria.
  - (e) To promote and hold either alone or jointly with any other Association, Club or persons, golf meetings, competitions, matches and other sports and to offer, give or contribute towards prizes, medals and awards.
  - (f) "The assets and income of the Association shall be applied solely in furtherance of its above-mentioned objectives and no portion shall be distributed directly or indirectly to Members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation."
4. The liability of Members is Limited.
5. A qualification of every Member of the Association shall be the holding of the status of an Amateur Golfer, being a Playing Member of an Australian Affiliated Golf Club, holding a current handicap and has attained the age of 55 years.
6. The Management of the business and the affairs of the Association and the custody and control of its funds and property shall be vested in a General Committee comprising of President, Vice President, Honorary Secretary, Assistant Secretary, Treasurer, Captain and Vice Captain.
7. The Committee shall be elected for not less than twelve months by the general body of Members. At the Annual General Meeting of the Association in each year a Committee shall be elected for the ensuing twelve months and shall hold office until the appointment of their successors. Retiring Members of the Committee shall be eligible for re-election.
8. The Association in General Meeting may be by Extraordinary Resolution remove any Member of the Committee from Office before the expiration of his term of Office.
9. A General Meeting must be held once in every calendar year at a time and place as may be determined by the Committee, but within three months of the end of the Financial Year. Twenty financial Members to form a quorum. Such a Meeting shall be called the Annual General Meeting.
10. The Financial Year of the Association shall commence on the first day of January in each year and terminate on the last day of December next ensuing.

11. The Committee may whenever it thinks fit convene an Extraordinary Meeting of Members.
12. The Annual General Meeting shall appoint a Returning Officer and two Scrutineers who shall conduct any Ballot that may become necessary. In the event of an equality of votes, the result shall be determined by the drawing of lots.
13. Nomination for any position on the Committee shall be moved and seconded from the floor of the Annual General Meeting. The Nominee shall signify his acceptance of nomination either orally at the Meeting or in writing signed by the Nominee and presented at the Meeting.
14. Any Financial Member may be nominated for more than one position. If a Member is elected to one position his name shall be deleted from the Ballot for any subsequent positions.
15. Where nominations for a position on the Committee other than General Committee Members, result in only one Candidate being duly nominated, no Ballot for the position shall be held. The candidate shall be deemed to be elected un-opposed. Where the number of Candidates for the general Committee Members does not exceed the number required, the Candidates shall be deemed to be elected un-opposed and no Ballot shall be held.
16. The management of the business affairs of the Association shall be vested in the Committee whose decision in any matter shall be final.
17. The General Committee shall meet at least three times each calendar year or more if circumstances require. The place and time to be notified.
18. If the Office of any Member of the Committee becomes vacant, the Committee shall appoint a successor to that office to hold it until the next Annual General Meeting.
19. Application for membership shall be made on a form provided to the committee, who shall have full power and discretion to admit the application for membership or to reject the application and in the latter event, shall not be required to provide any reason for the rejection.
20. A Register of Membership shall be kept by the Secretary.
21. The Committee may fix an entrance fee and annual subscription to be paid on application for Pro Rata Membership.
22. If any Member fails to pay any subscription or other monies owing to the Association within one calendar month of such payments becoming due, the Committee may cause his name to be removed from the Register of Members of the Association and he shall thereupon cease to be a Member.
23. No business shall be transacted at any Special or General Meeting unless a quorum of Twenty Members (Financial) is present at the time the meeting is due to proceed with business.
24. No business of the Committee shall be transacted unless a quorum of four Committee Members is present.
25. Honorary Life Members may be conferred upon any Member who has rendered outstanding service to the Association. To be eligible for Honorary Life Membership a member must be nominated by a Member and seconded by another. Such nomination shall be forwarded to the Committee for approval, and if approved by

the Committee, such nomination shall be referred to the next Annual General Meeting of the Association and if such nomination is approved the person nominated shall then be an Honorary Life Member.

26. All cheques and other negotiable instruments to be drawn or executed by the Association must be signed by any two of the persons holding office of President, Vice President, Secretary, Treasurer and or other office bearers nominated.
27. The Committee shall have the right to recommend all fees and annual subscriptions to be paid by Members, to determine who shall be entitled to receive monies on behalf of the Association and to sign on the Association's behalf, receipts, cheques, acceptances, endorsement contracts and other documents to invest and deal with monies of the Association not immediately required for the purpose thereof upon such securities and in such manner as they think fit from time to time or realise such investments.
28. The Secretary/Treasurer shall keep accounts and books showing the financial affairs of the Association and the particulars usually shown in the books of account of like nature. At all meetings he shall provide income and expenditure transactions to the Committee Members for the period since last meeting and showing bank balances, investments and financial position of the Association. He shall also maintain a correct account of all meetings held by the Association in a Minute Book or a ready accessible electronic format such as a website that shall be made available to ALL the committee members.
29. The Committee shall cause for the keeping of correct accounts and books showing the financial affairs of the Association and the particulars usually shown in books of accounts of a like nature and shall at the Annual General Meeting in each year lay before the Meeting duly audited a Balance Sheet, Profit and Loss Account setting out the true financial position of the Association together with a Report as to the state of the Association's affairs.

The Committee shall keep / cause for the keeping of correct accounts and books showing the financial affairs of the Association and the particulars usually shown in books of accounts of a like nature and shall at the Annual General Meeting in each year present the true financial position of the association to the members and must:

- (a) correctly record and explain its transactions and financial position and performance; and
  - (b) would enable true and fair financial statements to be prepared in accordance with this Part.
  - (c) Such financial records must be kept for a period of 7 years after the transactions covered by the records are completed.
30. All competitions shall be played in accordance with the Rules of Golf as adopted by the Royal and Ancient Golf Club of St. Andrews and any modification thereof as set out in the Local Rules of the Golf Courses played by the Association.
  31. The General Committee of the West Gippsland Veteran Golfers Association shall have the power to deal with and determine any dispute or protest which must be lodged with the Committee within fifteen minutes of completion results.

32. The general Committee shall have the power to shorten any event through adverse conditions, fix another day and in case of ties, shall decide the manner in which a decision shall be reached. All decisions will be final.
33. Distribution of surplus assets: As per the Associations Incorporation Reform Act 2012, upon the winding up or dissolution of the Association and after satisfying all debts and liabilities, including the costs for the winding up of the Association all assets and monies will be donated to the following non-for-profit organisations:
- Anti-Cancer Council 20%
  - GARDS 20%
  - Quantum Support Services 20%
  - GEST 20%
  - Latrobe Reginal Hospital Cancer Unit 20%

The Association must not distribute a surplus asset or any monies to any member or former member of the association; or to any person to be held on trust for any member or former member of the association

### Amendment to the Constitution and Rules approved 8/7/1993

34. Committee vacancies to be appointed by executive Pro Tempore until next annual meeting. Quorum = 5 normal meeting procedures adopted
35. No provision allowed in Constitution for proxy voting.
36. AGM (Annual General Meeting) and any other Extraordinary Meetings shall be notified 4 weeks prior to all members via our WEBSITE NEWS and flyers via direct emails to Club Delegates for notification to members
37. Finance of the Association to be raised by yearly subscription and a playing fee at each event.
38. A General Meeting may be called as required with any financial member having the right to request a meeting. Annual General Meeting to be held in the club rooms after play of the club allocated the November event.
39. Rules and purposes alterations must be posted a minimum of 21 days prior to and Annual General Meeting, must have three quarter majority to pass. To rescind, above method applies.
40. The Common Seal shall be kept in the custody of the Public Officer who shall be appointed by the Committee.
- The Seal of the Association shall not be affixed to any instrument except by the authority of the Committee and in the presence of one committee member and the Secretary who shall sign every instrument to which the Seal of the Association is affixed in their presence.
41. All books and documents of the Association to be available for perusal by members at all times. Sec/Treas. to be responsible.
42. Any member of the Association who acts in a manner prejudicial to the rules of the Association may be called before the Executive Committee of said association who shall have power of discipline.