

# **THE PURPOSES AND RULES OF MORNINGTON PENINSULA DISTRICT WOMEN'S GOLF INCORPORATED**

## **STATEMENT OF PURPOSES**

The Mornington Peninsula District Women's Golf Incorporated will

- manage competitions and events for the members of its affiliated clubs;
- communicate the activities of Golf Australia, Women's Golf Victoria and Member Clubs to the women golfers of the District; and
- promote golf as a sport of choice for women and girls in the District.

## **SCHEDULE OF RULES**

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2. Membership
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## **1. DEFINITIONS**

In these rules:

- "The Act" means the Associations Incorporations Act 1981
- "MPDWG Inc". means Mornington Peninsula District Women's Golf Incorporated
- The "District Committee" means the executive committee appointed pursuant to these rules.
- "Member Club" means an affiliated club duly admitted to membership of the MPDWG Inc and continuing to be a member thereof.
- "WGV" means Women's Golf Victoria.
- "GA" means Golf Australia.
- The "District" means the region or district defined from time to time by the WGV as the region or district in which MPDWG Inc is required to exercise its functions.
- The "AGM" means the Annual General Meeting of MPDWG Inc.
- A Delegate is a member authorised by her club to attend meetings of the MPDWG and vote on behalf of that club.

- The “Public Officer” means the person appointed by the AGM to be the MPDWG Inc’s main point of contact with Consumer Affairs Victoria.

## **2. MEMBERSHIP**

The classes of membership shall be as follows:

### **AFFILIATED MEMBER CLUBS which will:**

1. Be affiliated with WGV
2. Be within the boundaries of the District
3. Have applied and been admitted as a member of the MPDWG Inc.
4. Agree to abide by and be bound by these Rules
5. Have paid all fees required by the MPDWG Inc.

**HONORARY LIFE MEMBERS** who may be elected from time to time by a vote of a General Meeting.

## **3. REGISTER OF MEMBER CLUBS**

The Secretary shall keep a register of the Member Clubs setting forth in full the names and contact details of all Club Office Bearers. This register shall be available to Member Clubs of the MPDWG at any time.

## **4. FEES PAYABLE**

The entrance fee (if any) and annual affiliation fee payable to the MPDWG Inc shall be such an amount as shall be from time to time set by the District Committee. Changes to fees shall be approved by the AGM. All affiliation fees shall be paid annually in advance.

## **5. DISTRICT COMMITTEE**

1. The business and affairs of the MPDWG Inc shall be under the control of the District Committee which shall comprise persons nominated from and by the members of affiliated clubs and elected at each Annual General Meeting. Committee members shall hold office until the next AGM and are eligible for re-election.
2. The officers of the District Committee shall be:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Handicap Manager
  - Tournament Secretary
  - Junior Co-ordinator
  - Communications Manager

- The District WGV Delegate (elected separately by WGV affiliated clubs) shall be an ex officio member of the District Committee.
3. A member of the District Committee shall cease to be a member if at any time she fails to attend two consecutive meetings of the Committee unless leave of absence has been granted.
  4. A member shall cease to be a member of the District Committee if for any reason her club is no longer affiliated with the MPDWG.
  5. Should any casual vacancy occur on the District Committee the remaining members of the Committee may fill such vacancy by appointing a member of an affiliated club. A person so appointed shall hold office until the next AGM.
  6. The quorum necessary for the transaction of business by the District Committee will be five (5).
  7. The President or Vice-President shall be the chairperson of all meetings of the District Committee, but if neither the President nor Vice President is present within fifteen minutes of the advised time for commencing the meeting the members present may choose one of their number to be chairperson of the meeting.
  8. The District Committee shall cause minutes of all its resolutions and proceedings to be made in books provided for the purpose.
  9. ELECTION OF THE DISTRICT COMMITTEE
    - A Nominations for positions on the District Committee must be in writing, and must be signed by the nominee, the nominator and the seconder, all of whom must be members of an affiliated club.
    - B Nomination forms must be received by the Secretary no later than 21 days before the date of the Annual General Meeting. The names of all nominees will then be posted on the website [www.mpdwg.asn.au](http://www.mpdwg.asn.au)
    - C. If only one nomination is received for a position, the nominee shall be declared elected at the AGM
    - D If there is more than one nomination for a position, then a secret ballot will be held at the AGM, on ballot papers prepared by the Secretary acting as Returning Officer. Each Club at the AGM will be entitled to one vote only.
    - E If there are no nominations for a position the District Committee may at its next meeting appoint a member of an affiliated club to fill the vacancy until the next AGM.

## **6. MATCH COMMITTEE**

The District Committee shall appoint one of its members to be the Chair of the Match Committee, which shall be a sub-committee of the District Committee with the responsibility for managing the events and competitions of the MPDWG. The Match Committee Chair may invite up to four (4) District

Committee members to join the Match Committee. When appropriate, a member of an affiliated club who is not a member of the District Committee may be invited to join but the total number of members should not be more than five (5).

## **7. ANNUAL GENERAL MEETING**

1. There shall be an Annual General Meeting of the MPDWG Inc at a time and date determined by the District Committee. Such a meeting shall be held in accordance with the Act. The purpose of the meeting will be to receive the Annual Reports and Accounts of the MPDWG Inc, to elect the President and other members of the District Committee, to nominate a Public Officer, to discuss general business as the chairperson shall direct and to transact such business of which due notice has been duly given. At least twenty-one (21) days' notice specifying the place, the date and the time of the Annual General Meeting shall be given to all Member Clubs
2. Any Member Club desirous of having a particular matter discussed at the Annual General Meeting shall give Notice of Motion in that regard in writing to the Secretary not less than 14 clear days before the time appointed for the AGM.
3. At an AGM of the MPDWG Inc ten (10) Member Clubs that are financial and otherwise qualified to vote shall form a quorum. If at the time appointed for the meeting no quorum is present, the chairperson shall adjourn the meeting for a period of thirty minutes. If after the adjournment ten qualified Member Clubs are not present the meeting shall be postponed to a date set by the chairperson.
4. At any AGM of the MPDWG Inc any motion (save for a motion referred to in Rule 11) shall be carried if passed by a simple majority of the Member Clubs qualified to vote and present at the AGM

## **8. DELEGATES' MEETINGS**

At least two scheduled meetings of delegates from the affiliated clubs, in addition to the AGM, shall be included in the annual program of the MPDWG Inc.

## **9. EXTRAORDINARY GENERAL MEETINGS**

1. An Extraordinary General Meeting of the MPDWG Inc may, subject to the provisions of the Act be called by the District Committee whenever it considers it necessary to do so for the consideration of any special business. At least twenty-one (21) days' notice specifying the place, the date and the time of the Extraordinary General Meeting shall be given to all Member Clubs, with details of the objects of the Extraordinary Meeting.
2. If an Extraordinary General Meeting is requested by a petition of at least five Member Clubs, the District Committee shall proceed as in 9.1 within two weeks of receiving such petition.
3. The requirements specified in Rule 7 (2-4) for the conduct of AGMs will apply to any Extraordinary General Meeting so convened.

## **10. VOTING AT MPDWG Inc MEETINGS**

1. Each Member Club shall have one vote and one vote only at any meeting at which Member Clubs are represented by a delegate or delegates, subject always to such Member Club being financial.
2. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a "secret ballot" poll is demanded (a) by the Chairperson or (b) by a simple majority of the eligible delegates present at the meeting
3. In the case of an equality of votes whether by show of hands or ballot, the chairperson of the meeting shall be entitled to a casting vote.
4. No Member Club shall vote at any MPDWG Inc meeting by proxy.

## **11. ALTERATIONS TO THE RULES AND PURPOSES OF THE MPDWG INC.**

Subject to the provisions of the Act, at any meeting of the Member Clubs of the MPDWG inc of which 21 days' notice has been given, a Special Resolution altering the Statement of Purposes and/or Schedule of Rules of the MPDWG Inc shall be carried if at least 10 (ten) eligible Member Clubs vote in favour of the motion.

## **12. MANAGEMENT OF FUNDS**

1. The sources of the funds of the MPDWG Inc are the annual affiliation fees and entry fees for MPDWG events received from Member Clubs and competitors.
2. The funds of the MPDWG Inc are to be kept in a Bank Account under the control of the Treasurer and all cheques drawn on such account are to be signed by any two members of the District Committee so authorised.
3. The District Committee shall cause correct accounts to be kept showing the financial affairs of the MPDWG Inc.
4. The District Committee shall from time to time in accordance with the Act cause to be prepared and presented to the MPDWG Inc in general meeting such accounts, balance sheets and reports as are referred to in the Act.
5. A copy of the duly audited Annual Balance Sheet which is to be laid before the MPDGW Inc at the AGM shall be available at the meeting.

## **13. DISPUTE RESOLUTION**

In the event of a dispute between members or between Member Clubs or between the MPDWG Inc and a member or Member Club, such dispute will be referred to the WGV.

## **14. WINDING UP**

If on the winding up or dissolution of the MPDWG Inc there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the Member Clubs of the MPDWG

Inc, but shall be given or transferred to some other Association or Associations (having objects similar or in part similar to the objects of the MPDWG Inc and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as it is imposed on the MPDWG Inc by virtue of this clause), or to some charitable object to be determined by the Member Clubs of the MPDWG Inc at or before the time of dissolution, and in default thereof by such Judge of the Supreme Court of Victoria as may have or acquire jurisdiction in the matter.

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