

RIVERINA WOMEN'S GOLF ASSOCIATION Inc.

DISTRICT BY LAWS

Amended 16 November 2019

These By Laws should be read in conjunction with RWGA Constitution/Statement of Objectives and Rules and Golf NSW Inc. Rules.

1. NAME

1.1. The name of the District is Riverina Women's Golf Association Inc. (RWGA).

2. RELATIONSHIP WITH GOLF NSW

2.1. The RWGA is a member of GNSW and exercises the delegated authority of GNSW until such times as the authority is withdrawn or revoked in accordance with the rules.

3. AFFILIATION FEES

3.1. Affiliation fees for district clubs will be at the discretion of the Executive Committee. Affiliation fees apply to all playing membership categories.

4. TERM OF OFFICE

- 4.1. Executive Committee Members will hold office from the Annual District Meeting (ADM) at which they were elected or ratified until the following ADM.
- 4.2. Club delegates will hold office from the time that they are appointed by their Member Club to the time that their appointment is terminated.
- 4.3. Should there be no nominations for a vacated position on the Executive Committee, the person who formally held the position can be re-elected for a term of one (1) year only.

5. SUB COMMITTEES

- 5.1. Additional sub committees may be established by the Executive Committee when deemed appropriate.
- 5.2. The Match Committee shall comprise of seven (7) members, Captain (Chairperson), plus six (6) individual members elected annually at an Annual District Meeting (ADM).
- 5.3. The President and Secretary are *ex-officio* members of all sub-committees.
- 5.4. The Match Committee will meet at times and places as determined by the Chairperson.
- 5.5. Members will exercise equal voting rights.

6. AFFILIATED CLUB DELEGATES

6.1. In addition to any elected Executive Committee Members, each Affiliated Member Club shall be entitled to nominate a Club Delegate, whose name will be formalized by written confirmation, to represent the club at District Meetings.

7. FINANCIAL BUSINESS

- 7.1. The Executive Committee shall operate a bank account in accordance with GNSW Regulations.
- 7.2. Signatories to the account will be three (3) persons, with any two (2) to sign.
- 7.2 The Executive Committee may hold investment funds, provided that such funds do not exceed the sum of two year's operating budget.
- 7.3 The financial year is 1st October to 30th September.

7.4 A detailed set of accounts and ADM Minutes will be provided to the Department of Fair Trading within ONE MONTH of the ADM. Accurate records and support materials must be kept for five (5) years (ATO Regulation).

8 INSURANCE

8.1 GNSW will negotiate suitable insurance policies and premiums on behalf of all Districts.

8.2 Insurance policies will provide for Public Liability, Personal Accident, Business Travel, Office Bearers and Professional Indemnity.

9 APPLICATION OF INCOME

9.1 The income and property managed by the Executive Committee will be applied solely for the encouragement, conduct, promotion and administration of women's golf within the District.

9.2 Nothing contained in clause 9.1 shall prevent payment in good faith of or to any member for any services actually rendered or goods supplied to the Executive Committee any out-of-pocket expenses incurred by any member on behalf of the Executive Committee and as approved by the Executive Committee, including travel and accommodation, postage and telephone any other reason approved by the Executive Committee provided it is not in breach of the rules of amateur status.

10 COMPETITIONS

10.1 The Executive Committee will conduct Championship Events at an Annual Tournament. Such Championships will not conflict with any Golf Australia (GA) or GNSW event except with prior written approval of GA or GNSW, as appropriate.

10.2 The Executive Committee will assist GNSW in the conduct of any State events within the District.

10.3 Other competitions designed to promote, foster and encourage women's and junior girls' golf in the District will be conducted by the Executive Committee.

11 OFFICER ROLES

11.1 PRESIDENT

11.1.1 The President will represent the RWGA at all District functions.

11.1.2 The President shall preside at all District Meetings and Executive Committee Meetings.

11.1.3 In the event of voting on any matter being equal, the President will have a casting vote.

11.1.4 The President will be an *ex-officio* member of all sub-committees.

11.1.5 An Annual Report will be prepared by the President and presented to the ADM prior to it being forwarded to GNSW as requested.

11.2 VICE-PRESIDENTS

11.2.1 One of the Vice-Presidents will preside at any District Meeting or Executive Committee Meeting in the absence of the President. Vice-Presidents will carry out such duties as required by the President.

11.2.2 The Executive Committee may nominate one Vice President as Senior Vice President.

11.3 CAPTAIN

11.3.1 The Captain will be the Chairperson of the Match Committee and is responsible for the organisation and conduct of all District Tournaments, District Pennant, Inter-Association matches and the interpretation of rules in the District.

11.4 SECRETARY

11.4.1 The Secretary will conduct necessary correspondence and maintain documents relating to the affairs of the District. Minutes of all meetings and records of all competitions and tournaments will be kept by the Secretary. The Secretary will carry out such instructions as directed by the Executive Committee or any Sub-Committee.

11.5 TREASURER

The Treasurer will:

11.5.1 Maintain a proper record of the accounts of the Executive Committee and forward a detailed financial statement to Department of Fair Trading within ONE MONTH of the ADM.

11.5.2 Deposit all monies promptly.

11.5.3 Be responsible for the collection of and accounting for all funds, fees, fines, levies and other monies due to the RWGA.

11.5.4 Issue as necessary all receipts, invoices and statements of account.

11.5.5 Pay all accounts due by the RWGA on the Authority duly minuted by the Executive Committee or a District Meeting.

11.5.6 Provide each meeting of the Executive Committee and District Meetings with statements of receipts and expenditure, bank reconciliations, major debtors and creditors and any other financial information required by the Executive Committee.