

CANTERBURY GOLF REFEREES' ASSOCIATION

CONSTITUTION 2015

1. NAME

- 1.1 The name of the Association shall be the "Canterbury Golf Referees' Association" (hereinafter referred to as "CGRA").

2. AIMS

- 2.1 To develop, promote and foster knowledge of the rules of golf according to the Royal and Ancient Golf Club of St. Andrews amongst members of affiliated clubs of Canterbury Golf Incorporated ("CGI").
- 2.2 To offer courses on the rules of golf to members of affiliated clubs, members of the New Zealand Professional Golfers Association of New Zealand ("PGANZ") and golfers nominated by CGI.
- 2.3 To educate and examine members and prospective members in order to determine their suitability as golf referees and the grading of members as referees.
- 2.4 To encourage and promote opportunities for golfers generally and members in particular to achieve a high standard of knowledge of the Rules of Golf.
- 2.5 To provide suitably trained and qualified referees or other adjudicators for National, Provincial or District tournaments.
- 2.6 To give interpretations of rules, and rulings on questions or disputes referred to CGRA by CGI or affiliated clubs.
- 2.7 To make such representations to the governing bodies of golf as may be thought necessary for the good of golf and the benefit of referees and refereeing.
- 2.8 In consultation with CGI, provide assistance to clubs in the formation of Local Rules and correct marking of courses as required.
- 2.9 To promote and organise social functions for the benefit of members and CGRA as a whole.
- 2.10 To promote the formation of similar associations in other districts of New Zealand.

3. MEMBERSHIP

- 3.1 Members and prospective members shall be persons interested in the Rules of Golf.
- 3.2 Applications for membership shall be made to the Secretary in writing.
- 3.3 The Executive Committee will consider the application and may declare the applicant a member of CGRA.

4. LIFE MEMBERSHIP

- 4.1 Any member of the Association who has rendered outstanding service may be nominated for life membership.
- 4.2 Nominations shall be made by the Executive Committee and such nominations shall be considered at any Annual General Meeting of the Association.
- 4.3 The election shall be by ballot of which the nominee/s must receive 75% of the votes cast.
- 4.4 Any life member shall retain such status for life and shall be entitled to all the privileges of full membership.

4.5 Life members shall not be liable to pay an annual subscription.

5. TERMINATION OF MEMBERSHIP

5.1 Any member wishing to resign from membership shall do so in writing to the Secretary. Upon resignation all privileges of membership shall terminate.

5.2 A member shall cease to be a member of the Association having failed to pay the annual subscription by 31 August of the subscription year.

5.3 The Executive Committee may at any time by a majority of not less than two-thirds of those present at an Executive Committee meeting write off its roll any member for incapacity, misconduct or any other action considered to be prejudicial to CGRA providing always that before any such action the member shall receive at least seven (7) days' notice requesting him/her to appear before the Executive Committee. There is a right of appeal within 28 days to a General Meeting of the Association in which case a total or not less than 75% of votes cast is necessary to confirm the dismissal. In all other respects, the decision of the Executive Committee is final.

6. ANNUAL SUBSCRIPTION

6.1 The annual subscription rate shall be fixed at each Annual General Meeting.

6.2 Subscriptions may be reduced or waived by the Executive Committee in special circumstances.

6.3 The annual subscription shall be payable by 31 August.

7. FINANCIAL

7.1 The financial year shall be from April 1 to March 31.

7.2 The property and funds of CGRA shall be applied solely toward the promotion of the aims of CGRA in such manner as the Executive Committee shall from time to time resolve. All monies received by, or on behalf of CGRA shall be paid into a bank account with such bank as the Executive Committee shall appoint. All accounts shall be submitted for approval by the Executive Committee. All cheques shall be signed by or any on-line transfers authorised by any two (2) of the President, Vice-President, Secretary and Treasurer.

7.3 The outgoing Executive Committee shall prepare an Annual Statement of Accounts which shall be reviewed.

7.4.1 No individual member or associated person shall receive any form of private income, benefit or advantage from the operations of CGRA.

7.4.2 No member of CGRA or any person associated with a member shall participate in or materially influence any decision made by CGRA in the respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

7.4.3 Any such income paid shall be reasonable and relative to that which would be paid in an arms-length transaction (being the open market value).

8. MANAGEMENT OF THE ASSOCIATION

8.1 The management and control of CGRA shall be vested in the Executive Committee.

9. EXECUTIVE COMMITTEE

9.1 The Executive Committee shall consist of not more than eight (8) elected financial members.

9.2 The Executive Committee shall appoint a President, Vice-President, Secretary and Treasurer from the elected Executive Committee members. The positions of Secretary and Treasurer may be combined.

9.3 The Executive Committee shall have power to appoint sub-committees from its own members or co-opt members for special and/or temporary purposes as required. Such sub-committees

shall have full powers to act within the extent of the authority delegated by the Executive Committee. The Executive Committee shall remain responsible for all decisions and action of such sub-committees.

- 9.4 The office of President shall not be held continuously for more than three (3) years by the same person.

10. ELECTIONS

- 10.1 Nominations for the Executive Committee must be in writing and signed by proposer, seconder and nominee, all of whom must be financial members of CGRA.
- 10.2 Nominations must reach the Secretary at least seven (7) days before the date of the Annual General Meeting.
- 10.3 If the nominations in any instance exceed the number required, a ballot shall be held.
- 10.4 In the event of insufficient written nominations being received by the closing date, all those nominated will be taken as elected. Vacancies may be filled from the floor at the Annual General Meeting. If vacancies still exist after the Annual General Meeting, such vacancies may be filled by the Executive Committee.

11. ANNUAL MEETINGS

- 11.1 The Annual General Meeting (AGM) of CGRA shall be held not later than 31 May in each year at a date to be fixed by the Executive Committee.
- 11.2.1 The Executive Committee may call a Special General Meeting of CGRA whenever it shall deem necessary to do so.
- 11.2.2 The Executive Committee shall call a Special General Meeting of CGRA when required to do so by a requisition stating the object of such meeting and signed by at least five members.
- 11.2.3 Special General Meetings requisitioned by such members shall be held within twenty-one days of the date on which the requisition is received by CGRA.
- 11.2.4 At any Special General Meeting, no business shall be transacted other than that mentioned in the notice of meeting.
- 11.3.1 At least fourteen (14) days, notice of an AGM or Special General Meeting shall be given.
- 11.3.2 Written notice of the time and place of a general meeting must be sent to every member and to all officers of CGRA.
- 11.3.3 The notice must state:-
- (a) the nature of the business to be transacted at the meeting in sufficient detail to enable a member to form a reasoned judgement in relation to it;
 - (b) the text of any motion required to be advised to members prior to the meeting.
- 11.3.4 The accidental omission to give a notice of a meeting to, or the non-receipt of a notice of a meeting by, any member or officer shall not invalidate the proceeding at that meeting.
- 11.4.1 A general meeting may be held by a number of members entitled to vote who constitute a quorum being assembled together at the place, date and time appointed for the meeting. No business may be transacted at a general meeting if a quorum is not present.
- 11.4.2 Ten (10) members shall form a quorum.
- 11.4.3 If a quorum is not present within 15 minutes after the time appointed for the meeting, the meeting is adjourned to the same day in the following week at the same time and place, and if, at the adjourned meeting, a quorum is not present within 15 minutes after the time appointed for the meeting, the business shall be proceeded with and be legal.
- 11.5 All elected officers of CGRA, life members and financial members are eligible to vote at Annual and Special General Meetings and for the election of officers.
- 11.6.1 The President of CGRA for the time being shall chair the meeting.
- 11.6.2 If the President is not present within 15 minutes of the time appointed for the commencement of the meeting, the Executive Committee members present shall elect one of their number to

chair the meeting. If, at any meeting, no Executive Committee member is willing to chair the meeting, the members present may choose one of their number to chair the meeting.

- 11.7 Proxy voting is not permitted at any Annual or Special General Meeting.
- 11.8.1 Unless a poll is demanded, voting at the meeting shall be by whichever of the following methods is determined by the chair:
 - (a) voting by voice; or
 - (b) voting by show of hands.
- 11.8.2 Each member present in person or by proxy shall have one vote.
- 11.8.3 In the case of an equality of votes, whether the voting is by voice or show of hands or poll, the chair shall be entitled to a second or casting vote.
- 11.8.4 A declaration by the chair that a resolution is carried by the requisite majority is conclusive evidence of that fact unless a poll is demanded as below.
- 11.8.5 A poll may be demanded by not less than 3 members or by the chair alone.
- 11.8.6 A poll may be demanded either before or after the vote is taken on a resolution.
- 11.8.7 If a poll is demanded, it shall be taken in such manner as the chair directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 11.9 The chair may, and if so directed by the meeting shall, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Otherwise, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 11.10.1 Any notices of motion or resolutions which, if passed, are intended to be binding on CGRA or the Executive Committee, must be submitted in writing to the Secretary no later than seven (7) days prior to the AGM. Such written notices of motion shall be notified to all members.
- 11.10.2 Any notices of motion or resolutions which are not so submitted or are introduced to the AGM from the floor of the meeting will be regarded as recommendations only.

12. EXECUTIVE COMMITTEE MEETINGS

- 12.1.1 A meeting of the Executive Committee may be held either:-
 - (a) By a number of Executive Committee members who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or
 - (b) By means of audio, or audio and visual, communication by which all Executive Committee members participating and constituting a quorum, can simultaneously hear each other throughout the meeting; or
 - (c) By a resolution in writing, signed and assented to by all Executive Committee members then entitled to receive notice of an Executive Committee meeting. Any such resolution may consist of several documents (including facsimile, electronic mail or other similar means of communication) in like form each signed or assented to by one or more Executive Committee members. A copy of any such resolution must be entered in the minute book of Executive Committee proceedings.
- 12.1.2 All Executive Committee members shall be entitled to receive notice of any meeting at least 48 hours before such meeting.
- 12.2.1 No business may be transacted at a meeting of the Executive Committee if a quorum is not present.
- 12.2.2 Four (4) shall form a quorum at any meeting of the Executive Committee.
- 12.3.1 The President of CGRA for the time being shall chair the meeting.
- 12.3.2 If the President is not present within 15 minutes of the time appointed for the commencement of the meeting, the Executive Committee members present shall elect one of their number to chair the meeting.
- 12.4.1 A resolution of the Executive Committee is passed if it is agreed to by all Executive

Committee members present without dissent or if a majority of the votes cast on it are in favour of it. For the sake of clarity, if only four members are present, then three votes shall be required to pass a resolution.

12.4.2 An Executive Committee member present at a meeting of the Executive Committee is presumed to have agreed to, and to have voted in favour of, a resolution of the Executive Committee unless s/he expressly dissents from or votes against the resolution at the meeting.

12.4.3 Where there are more than four Board members present, the person presiding over any such meetings shall have a casting as well as an original vote.

13. ALTERATION OF CONSTITUTION

13.1 This Constitution may be altered, added to, or rescinded at any AGM or Special General Meeting provided procedures relative to such meetings are followed and that no alteration, addition or rescission shall be approved if it affects the charitable objects or aims, the personal benefit clause or the winding-up clause.

13.2 Resolutions altering, adding to, or rescinding any part of the Constitution must be carried by a majority of at least two-thirds of the total votes cast.

14. WINDING UP

14.1 Voluntary winding up may only be authorised at a Special General Meeting called for that purpose.

14.2 In the event of the winding up of CGRA and there being a surplus of assets remaining after payment of all debts and liabilities of the Association, such assets shall be made over to CGI.

15. INTERPRETATION

15.1 If at any time any matter arises which is not provided for in the Constitution, or in the interpretation of this Constitution, the same shall be determined by the Executive Committee whose decision shall be final.