



**RULES OF**  
**THE QUEENSLAND VETERAN GOLF UNION**  
**INCORPORATED**

**Amended 23<sup>rd</sup> March 2020**

# RULES OF

## THE QUEENSLAND VETERAN GOLF UNION INCORPORATED

### 1. Name

The name of the Association shall be **The Queensland Veteran Golf Union Incorporated** (in these Rules called "the Union").

### 2. Interpretations

In these Rules, unless the contrary intention appears:

- (a) "Association" means a properly constituted body of Veteran Golfers or of Veteran Golfers' Clubs eligible to affiliate with the Union and approved for such affiliation as a District Association, or as a constituted Club of a District Association.
- (b) "Delegate" means a Veteran Golfer duly elected by and authorised to represent a District Association or Veteran Golfers' Club, as the case may be.
- (c) "Management Committee" shall consist of District Delegates and the Officers of the Management Committee.
- (d) "Officers" means the holder of an office on the Management Committee, for the time being, of President, Vice President and of Secretary/Treasurer or Secretary, Treasurer as at any particular time the case may be in the last mentioned office.
- (e) "Veteran Golfer"
  - (i) "Veteran Golfer" means a male person who has attained the age of 55 (fifty five) years or a female person who has attained the age of 50 (fifty) years, is an amateur golfer and is a life, honorary or otherwise financial playing member of a Golf Club affiliated with Golf Australia, having a current Golf Australia handicap; and is a member of a Veteran Association or Union, or other body affiliated with the Australian Veteran Golfers Union; or to those persons whom the Management warrant special consideration. Veteran Golfer shall be read and construed accordingly.
  - (ii) In this rule, the words "or otherwise financial playing member" shall not apply if the person's only membership of a golf club affiliated with Golf Australia is that of a country or other remote based membership.
  - (iii) A member of a social golf club or group, registered with Golf Australia but not affiliated with the Australian Veteran Golfers Union, who does not meet the requirements of sub rules (i) and (ii) herein, will not be deemed a veteran golfer.
- (f) "Life Member" means a Veteran Golfer upon whom as an individual person the Union has bestowed Life Membership for such reasons appropriate to these Rules as are determined by Management Committee in meeting assembled.
- (g) "Affiliation Fee" shall mean the annual subscription to be paid by members, such subscription being determined, from time to time, by Management Committee in meeting assembled.
- (h) "In Writing" shall mean text written or printed in English and delivered by hand, general postage, facsimile, e-mail or any other manner of delivery from which a documentary record can be produced, read and kept.
- (i) "Special resolution" is a resolution that is passed at a general meeting (including the AGM) of an incorporated association by the votes of 75% of the members who are present and entitled to vote.

### **3. Objectives**

The objectives for which the Union has been established are:

- (a) To promote the game of golf with particular regard to Veteran Golf and to encourage and protect the interests of all Veteran Golfers.
- (b) To be the controlling body of Veteran Golf, affiliated Veteran Golf Clubs and Associations in Queensland.
- (c) To affiliate with the Australian Veteran Golf Union Incorporated and to carry out the policies of the Australian Veteran Golf Union Incorporated in respect to uniform standards for the administration and playing of Veteran Golf.
- (d) To control, manage and regulate dates for the Veteran Golfers Queensland State Championships and all other Veteran Golfers State Golf Championship events and such other tournaments as the Union may determine from time to time.
- (e) To represent its members and affiliated clubs and Associations in relation with and to all other golfing associations and all other organisations including all Government Departments with a common or related interest to club administration and/or the game of Veteran Golf.
- (f) To assist groups of Veteran Golfers, Veteran Golf Clubs and Associations in their formation of and any alterations to District Associations and in the administration of and general conduct of the game of golf by such Associations after admittance to the Union.
- (g) To adjudicate upon all disputes referred to it by a Member of the Union.
- (h) To foster amongst Golf Clubs affiliated with Golf Queensland Inc. general recognition of Veteran Golfers and their support of and to all of the Golf Queensland Inc. policies with particular reference to fair play and good fellowship.

### **4. Obtaining Objectives**

The Union shall be empowered to do all such things incidental or conducive to the above objectives or which the Union may decide by resolution in accordance with these Rules for the attainment of all the objectives of the Union.

### **5. Powers**

The powers of the Union in furtherance of the objectives of the Union are:

- (a) The Union has the powers of an individual.
- (b) To promote, hold or arrange golf and other matches, games, competitions and tournaments and to cooperate with other organisations, whether incorporated or unincorporated, or with any other person or persons in so promoting such matches, games, competitions or tournaments, and to provide or contribute towards the provision of trophies, prizes, awards and distinctions in connection therewith, provided that the decisions made within these circumstances shall be as determined by Management Committee in meeting assembled.
- (c) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Union; to obtain from any such Government or Authority any rights, privileges and concessions which are desirable to obtain; and to comply with any such arrangements, rights, privileges and concessions.

- (d) To print and publish any newspapers, periodicals, books or leaflets that the Union thinks desirable for promoting its objectives.
- (e) To appoint, employ, remove or suspend such managers, clerks, secretaries and other persons as may be necessary or convenient for the purpose of the Union.
- (f) To amalgamate with any one or more Incorporated Unions or Associations having objectives altogether or in part similar to those of the Union and which shall prohibit the distribution of its income and assets among its or their members to an extent at least as that imposed upon the Union under or by virtue of Rule 28.

## **6. Classes of Members**

- (a) The membership of the Union shall be unlimited in number and shall consist of District Associations, provided that where it is deemed expedient to create a subdistrict to accommodate additional associations not already affiliated with the Union, the Union may, by special resolution, designate a subdistrict in which the Association, or the organisation of associations therein named, shall be deemed to be a District Association for the purposes of these Rules, and unless the contrary intention appears, a reference to these Rules to a District Association shall include a reference to a Subdistrict Association.
- (b) Approved affiliated District Associations within the Union are listed at Appendix 1.

## **7. Membership**

- (a) The Associations specified in the Appendix 1 to these Rules and such other Veteran Golfers' Associations as shall from time to time be approved by Management Committee in general meeting of the Union, as eligible for membership of the Union under these Rules, shall be members of the Union and shall be known as District Associations.
- (b) A District Association may include such Veteran Golfers and Veteran Golfers' Clubs as shall be approved by Management Committee from time to time in meeting assembled.
- (c) A Register of District and Sub-District Associations and of Clubs comprising a District or Sub-District Association shall be kept at the office of the Union or at such other place as the Union may decide. Additions to the above or changes from one District or Sub-District Association to another shall be made only with the approval of the Union at a meeting of Management Committee where due notice of fourteen (14) days of such change has been given to the Secretary.
- (d) The members of every Club approved and registered with the Union and whose affiliation fees are properly paid to the District of which the club is a member shall be deemed to be affiliated with the Union.
- (e) Every applicant for membership of, or affiliation with, the Union shall be a District Association or an Association seeking membership pursuant to the proviso of Rule 6(a) herein. The application for affiliation shall be made in writing in such form as the Management Committee from time to time prescribes; it shall be signed by the President and Secretary of that Association and shall be accompanied by affiliation fees as decided from time to time by the Management Committee in meeting assembled.
- (f) The Constitution and Rules of all approved District Associations and those of all other Veteran Golfers' Associations as shall from time to time be approved by Management Committee in general meeting will require approval by the Union to ensure uniform standards for the administration and playing of veteran golf.

## **8. Representation**

- (a) Each District Association shall have the right to be represented on Management Committee by not more than two (2) Delegates who, from time to time, shall be elected to such positions by their District Association.
- (b) Should a Delegate be elected to an office in the Union, then the District Association from which he comes shall be entitled to one further Delegate.
- (c) No Delegate shall be entitled to represent more than one District Association except where he is appointed as proxy for a duly elected Delegate or another District Association.

## **9. Affiliation Fees**

- (a) Each Member shall pay to the Union in each calendar year an annual affiliation fee of such amount as the Union through the Management Committee in meeting assembled may from time to time determine as payable by each affiliated Member.
- (b) The affiliation fee payable shall be payable at the same time and in such a manner as the Management Committee in meeting assembled from time to time determines.
- (c) The total amount payable by each affiliate as affiliation fee in any one calendar year shall be the amount payable by each Veteran Golfer in the District multiplied by the number of financial Veteran Golfers on the books of the District as at the thirty-first day of December in any one year.

## **10. Admission and Rejection of District Associations**

10.1 The Management Committee must consider an application for membership at the next meeting of the committee held after it receives:

- (a) the application; and
- (b) appropriate membership fee for the application.

10.2 The management committee must decide at the meeting whether to accept or reject the application.

10.3 If a majority of the management committee members present at the meeting vote to accept the application as a member, the applicant must be accepted as a District Association of the Union.

10.4 The Secretary or the Secretary/Treasurer, as the case may be at any particular time, of the Union must, as soon as practicable after the Management Committee decides to accept or reject the application, give the applicant a written notice of the decision.

## **11. Termination of Affiliation**

11.1 A District Association may, subject to the payment of all dues to date, resign from the Union by giving a written notice of resignation to the Secretary or the Secretary/Treasurer, as the case may be at any particular time.

11.2 The resignation takes effect on:

- (a) the day and at the time the notice is received by the Secretary; or
- (b) if a later day is stated in the notice – the later day.

11.3 The Management Committee may terminate a District Association's membership if the association:

- (a) does not comply with any of the provisions of these Rules; or
- (b) has membership fees in arrears for at least 2 months.

or  
A Delegate

- (c) is convicted of an indictable offence; or
- (d) conducts himself in a way considered to be injurious or prejudicial to the character or interests of the Union.

11.4 Before the Management Committee terminates a District Association or delegate's membership, the committee must give the said Association or delegate a full and fair opportunity to show why the membership should not be terminated.

11.5 If, after considering all representations made by the District Association or delegate, the Management Committee decides to terminate the membership, the Secretary of the Committee must give the District Association, or the delegate, a written notice of the decision.

## **12. Appeal against rejection or termination of Affiliation**

- (a) A proposed District Association whose application for affiliation to the Union has been rejected under Rule 10 or a District Association or Delegate whose affiliation or delegate status has been terminated under Rule 11, may within one (1) month of receiving notification thereof, lodge with the Secretary written notice of its intention to appeal against the decision of the Management Committee and shall pay the prescribed fee as set by the Management from time to time.
- (b) Upon receipt of a notification of intention to appeal against rejection or termination of affiliation or delegate status, the Secretary must convene a General Meeting to determine the appeal within three (3) months of the date of receipt of such notice by him.
- (c) At the meeting, the applicant must be given a full and fair opportunity to fully present its or his case.
- (d) The Management Committee or those members thereof who rejected the application for termination of affiliation or Delegate status shall likewise have the opportunity of presenting its or his case.
- (e) An appeal shall be determined by the vote of the members present at the meeting.
- (f) Where a District Association or proposed District Association whose application is rejected does not appeal against the decision of the Management Committee within the prescribed time or so appeals but the appeal is unsuccessful the Secretary must, as soon as practicable, refund the amount of any fees paid on application for affiliation.

## **13. Register of Veteran Golfers in District**

- (a) A list, current in all respects, of Veteran Golfers' Clubs affiliated with any and all District Associations shall be maintained by all such District Associations.
- (b) A copy of these lists shall be forwarded to the Secretary of the Union on the first day of January in each year.
- (c) Also, at that time, Districts must advise the Secretary of the Union their total membership as at thirty-first December in each year.
- (d) The Register shall be open for inspection at all reasonable times by any Member who first applies to the Secretary for opportunity to so inspect.

## **14. Membership of Management Committee**

- (a) All members of the Management Committee must be members of a District Association.
- (b) The Management Committee of the Union consists of a President, Vice President, Secretary/Treasurer or Secretary, Treasurer as at any particular time the case may be in this last mentioned office and not more than two Delegates from each District Association.

- (c) The Offices of the President, Vice President, Secretary or Secretary/Treasurer as the case may be shall be independent of permissible Delegate numbers, that is to say, the conditions set out in Clause 8(b) of these rules shall apply.
- (d) At the Annual General Meeting of the Union the President, Vice President, Secretary/Treasurer or Secretary, Treasurer as the case may be in this last mentioned office must retire from office but shall be eligible upon nomination for re-election.

## **15. Election of Officers**

The election of officers and any other office of the Management Committee shall take place in the following manner:

- (a) Any two Delegates of the Union shall be at liberty to nominate any other Delegate or retiring officer to serve as an officer provided that Delegate has served as a member of the Management Committee for a period of at least twelve months.
- (b) The nomination, which shall be in writing and signed by the nominee and his proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election will take place.
- (c) A list of the candidates' names in alphabetical order with the proposers' and seconders' names shall be posted in a conspicuous place in the office or usual place of the meeting of the union for at least seven (7) days immediately preceding the Annual General Meeting.
- (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order and each Member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- (e) In this rule – "Member" includes a Delegate attending the Annual General Meeting as a proxy for a District Association that is a member of the Union in terms of Rule 7(c) and (d).
- (f) Should at the commencement of such a meeting there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

## **16. Resignations and Removal from Management Committee**

- (a) Any Member of the Management Committee may resign from membership thereof at any time by giving notice to the Secretary and to his District.
- (b) The resignation takes effect on:
  - (i) the day and at the time the notice is received by the Secretary; or
  - (ii) if a later day is stated in the notice – the later day.
- (c) Any Member of the Management Committee may be removed from membership thereof in meeting assembled if a majority of the members present at the meeting vote in favour of removing the member.
- (d) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he should not be removed from office.
- (e) There shall be no right of appeal against the decision of the Management Committee for the removal of a Management Committee member. The matter shall be decided by the vote of the Management Committee.

## **17. Vacancies on Management Committee**

- (a) The Management Committee, with the cooperation of the District associations, shall have power to fill any casual vacancy on Management Committee. All such vacancies shall be filled expeditiously.
- (b) Vacancies notwithstanding, Management Committee shall continue to act provided a quorum is always present.

- (c) However, if the number of committee members is less than the number fixed under these rules as a quorum of the Management Committee, the continuing members may act only to;
  - (i) increase the number of Management Committee members to the number required for a quorum; or
  - (ii) call a general meeting of the Union.

## **18. Functions of Management Committee**

18.1 Except as otherwise provided by these Rules and subject to the resolutions of the Members of the Union carried at any General Meeting, the Management Committee:

- (a) shall have the general control and the management of the administration of the affairs, property and funds of the Union;
- (b) may grant honoraria within the Union for services rendered;
- (c) shall have authority to interpret the meaning of these Rules and any matter relating to the Union in which these Rules are silent.

18.2 The Management Committee may exercise the powers of the Union:

- (a) to borrow, raise or secure payment of amounts in a way the Union members decide; and
- (b) to secure the amount mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or any other engagement incurred or to be entered into by the Union in any way, including by issue of debentures (perpetual or otherwise) charged upon the whole or part of the Union's property, both present and future; and
- (c) to purchase, redeem or pay off any securities issued; and
- (d) to borrow amounts from members and pay interest on the amount borrowed; and
- (e) to mortgage or charge the whole or part of its property; and
- (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Union; and
- (g) to provide and pay off any securities issued; and
- (h) to invest in a way the members of the Union may from time to time decide.

18.3 For subsection 18(2)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:

- (a) the financial institution of the Union; or
- (b) if there is more than one financial institution for the Union – the financial institution nominated by the Union.

18.4 The Management Committee may exercise such powers of the Union as may be specified in a special resolution passed at a General Meeting of the Union for a particular purpose or generally.

18.5 The Secretary or the Secretary/Treasurer, as the case may be at any particular time, shall submit for information of the Delegates the Minutes of each meeting of the Management Committee to the next following Meeting of the Union.

## **19. Meetings of the Management Committee**

- (a) Meetings of the Management Committee shall be held at least once every three calendar months to exercise its functions.
- (b) The quorum for a Management Committee meeting shall be one half of the registered Members plus one.



- (c) Subject as previously provided in this rules, the Management Committee may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Management Committee shall be decided by a majority vote and in the case of an equality of votes the Chairman shall take a second or casting vote.
- (d) A Member of the Management Committee shall not vote in respect of any contract or proposed contract with the Union should he have an interest therein or in any matter arising there from. If he does vote then that vote shall not count.
- (e) The President shall preside as Chairman at every meeting of Management Committee or if there is no President or if at any meeting he is not present within 15 (fifteen) minutes after the time appointed for holding the meeting the Vice President shall be Chairman.
- (f) If the President and the Vice President are absent from a Management Committee meeting, the members may chose 1 (one) of their number to preside as chairperson at the meeting.
- (g) If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called on the request of committee members, the meeting lapses.
- (h) If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of committee members, the meeting shall be adjourned to a day, time and place decided by the committee.
- (i) If, at an adjourned meeting mentioned in subsection (h) a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

## **20. Delegation of Management Committee powers**

- (a) The Management Committee may delegate the whole or part of its powers to a subcommittee consisting of the association members considered appropriate by the committee.
- (b) A subcommittee may only exercise delegated powers in the way the Management Committee decides.
- (c) A subcommittee may elect a chairperson of its meetings.
- (d) If a chairperson is not elected, or if the chairperson is not present within 30 minutes after the time fixed for a meeting, the members present may choose 1 (one) of their number to be chairperson at the meeting.
- (e) A subcommittee may meet and adjourn as it considers appropriate.
- (f) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## **21. Acts not affected by defects or disqualifications**

- (a) An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.
- (b) Subsection (a) applies even if the act was performed when there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee; or a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

## **22. Resolutions of Management Committee without meeting**

- (a) A written resolution signed by each member of the Management Committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (b) A resolution mentioned in subsection (a) may consist of several documents in like form, each signed by 1 or more members of the committee.

### **23. Annual General Meeting**

- (a) The first Annual General Meeting shall be held at such time, not being less than one month nor more than three months after the adoption by the Union of these Rules and at such place as the Management Committee may determine.
- (b) The Annual General Meeting shall be held within three months of the close of the financial year of the Union.
- (c) The business to be transacted at every Annual General Meeting shall be:
  - (i) the receiving of the Officers' reports and statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Union for the preceding financial year;
  - (ii) the reception of the Auditor's report upon the books and accounts for the preceding financial year;
  - (iii) the election of officers;
  - (iv) the appointment of an Auditor;
  - (v) such other business as may properly be brought before the meeting.
- (d)
  - (i) The Secretary shall convene all general meetings of the Union by giving not less than 14 days' notice of any such meeting to the members of the Union.
  - (ii) The manner by which such notice shall be given shall be determined by the Management Committee.

### **24. Special Meetings**

- (a) The President may call a Special Meeting of Management Committee at such time and upon such notice being given to the Officers and Delegates as he may in the circumstances deem expedient.
- (b) The Secretary, after consultation thereon with the President, shall call a Special Meeting of the Management Committee upon receipt of a request for such from any Officer or Delegate in clear relation to any matter likely to seriously affect the Union. Within seven (7) days of receipt of such request, the Secretary shall give to all Members of the Management Committee twenty-one (21) days' notice of the date for such Special Meeting.
- (c) At any Special Meeting of Management Committee as aforesaid no business other than that as set forth in the notice convening such Special Meeting shall be transacted.

### **25. Meetings Generally**

- (a) For all meetings of the Management Committee other than Special Meetings of it, fourteen (14) days' notice of the date of the meeting must be given to all members of Management Committee.
- (b) Accompanying the above notice shall be an Agenda for the meeting together with a Statement of Accounts.
- (c) If within one half hour from the time appointed for the commencement of a meeting a quorum is not present the meeting, if a Special Meeting, shall lapse.
- (d) The Chairman may, with the consent of any meeting at which a quorum is present (and shall, if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than that business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **26. Meeting Procedure**

At every meeting, unless otherwise provided by these Rules:

- (a) The President shall preside as Chairman or if there is no President or if he is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling so to act the Vice President shall be the Chairman or if the Vice President is not present or is unwilling to act then the Delegates present shall elect one of their number to be Chairman of the meeting.
- (b) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- (c) Every question, matter or resolution shall be decided by a majority of votes of the Members present.
- (d) Every Delegate present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote; provided that no Delegate shall be entitled to vote at any meeting if the annual affiliation fees of the District Association he represents is in arrears at the date of the meeting.
- (e) Voting shall be by a show of hands or a division unless not less than one-quarter of the Delegates present demand a ballot in which event there shall be a secret ballot. The Chairman shall appoint two delegates to conduct the secret ballot in such a manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (f) A Delegate may vote in person or by proxy or by attorney and on a show of hands every person who is a Delegate shall have one vote and in a secret ballot every delegate present shall have one vote but no proxy shall act for more than one Delegate.
- (g) The instrument appointing a proxy shall be in writing in the common or usual form under the hand of the appointer or of his attorney duly authorised in writing. A proxy may but need not be a member of a District Association affiliated with the Union. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
- (h) Where it is desired to afford Delegates an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the form as set out in these Rules.
- (i) The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named therein proposes to vote.
- (j) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General or Annual General meeting.
- (k) For the purpose of this rule "Member" includes Officers appointed pursuant to Rule 14, Delegates and persons attending as proxies or attorneys.

## **27. By-Laws**

The Management Committee may from time to time make, amend or repeal by-laws not inconsistent with these Rules for the internal management of the Union and any by-laws may be set aside by a General Meeting of members. The by-laws of the Union are listed at Appendix 2

## **28. Alteration of Rules**

Subject to the provisions of the Queensland Associations Incorporation Act, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at a general meeting (including the AGM). However, no such amendment, rescission or addition shall be valid until the same has been submitted to and registered by the Chief Executive Officer of the department administering the Act.

## **29. Funds and Accounts**

- (a) The funds of the Union shall be banked in the name of the Union at such financial institution as the Management Committee may from time to time direct.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Union.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the following: The President, Vice President, Secretary, Treasurer or another member authorised by the Management Committee for the purpose.
- (e) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed "Not Negotiable".
- (f) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (g) All expenditure must be approved or ratified at a Management Committee meeting.
- (h) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
  - (i) the income and expenditure for the financial year just ended;
  - (ii) the assets and liabilities of all mortgages, charges and securities affecting the property of the Union at the close of that year.
- (i) All such statements shall be examined by the Auditor who shall present his report on such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (j) The income and property of the Union whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or otherwise transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the Members of the Union; provided that nothing herein contained shall prevent the payment in good faith of interest in respect of monies advanced to the Union or otherwise owing by the Union or of remuneration to any Officer or servants of the Union or to any member of the Union or other person in return for any services actually rendered to the Union; provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member for out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Union or reasonable or proper rent for premises demised or let to the Union.

## **30. Documents**

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Union.

### **31. Notices**

- (a) Any notice required to be given to the Union or to the Secretary of the Union may be given by post if sent by prepaid letter addressed to the Secretary at the address of the Union from time to time and any notice so given shall be deemed to have been delivered seven days after the same shall have been posted.
- (b) Any notice required to be given to a member or to any member of the Management Committee may be given by post if sent by prepaid letter addressed to the member or member of the Management Committee as the case may be and any notice so given shall be deemed to have been delivered seven days after the same shall have been posted.
- (c) Irrespective of whether or not the identity of a Delegate is known any document required to be given to a Delegate shall be properly given if sent by prepaid letter addressed to the District Association of which he is a member and shall be deemed to have been sent to the Delegate.

### **32. Financial Year**

The financial year of the Union shall close on the thirty-first day of December in each year.

### **33. Winding Up (Distribution of Surplus Assets)**

- (a) If the Union should be wound up in accordance with the provisions of the Association Incorporation Act and it has surplus assets these surplus assets must not be distributed among the Union members.
- (b) The surplus assets must be given to another entity or entities having objectives similar to the Union's objectives and the rules of which prohibit the distribution of the entity's income and assets to its members; such entity or entities to be determined by the members of the Union.

### **34. Life Members**

Any member of the Management Committee and any member of a District Association Committee may recommend to the Management Committee that any Veteran Golfer, financial at the time with his District Association which in turn is financial with the Union should be awarded Life Membership of this Union for reasons clearly related to meritorious service to the Union or similar attribute affecting the good administration and development of the Union.

The Management Committee shall determine the matter provided that the vote thereon shall not be less than seventy-five per centum (75%) of all members of Management Committee present at that meeting.

Any Life Membership awarded prior to these Rules coming into existence shall be resubmitted to Management Committee and dealt with and determined in accordance with the terms of this clause.

### **35. Tournament Championships**

Tournament championships shall be conducted by or on behalf of the Management Committee. Where tournament championships are conducted by the Management Committee a member of the Executive or a delegate or delegates will be appointed to conduct each tournament championship.

If a tournament championship is conducted by a veteran organisation within the Union all profits or losses made from the running of that tournament championship will be shared equally between the Union and that veteran organisation.

### **36. Common Seal**

Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the Seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

I hereby certify that this is a true and correct copy of the Rules adopted by the members of the Incorporated Union.



Paul Bray

23 March 2020

(Secretary/Treasurer)

(Date)

### **Appendix**

Appendix 1            Approved Affiliated District Associations

Appendix 2            By-laws of the Union

**APPENDIX 1  
TO THE RULES OF PROCEDURE  
QUEENSLAND VETERAN GOLF UNION**

**Approved Affiliated District Associations**

Approved affiliated District Associations within the Union are:

Far North Queensland Veteran Golfers Association Inc.  
Tropical Coast District Veteran Golf Association  
Townsville District Veteran Golfers Association  
Whitsunday Veteran Golfers Association  
Mackay and District Veteran Golfers Association  
Central Queensland District Veteran Golfers Association  
Port Curtis District Veteran Golfers Association  
Wide Bay District Veteran Golfers Association  
Sunshine Coast District Veteran Golfers Association  
Pumicestone District Veteran Golfers Association  
Bribie Island District Veteran Golfers Association Inc.  
North Brisbane District Veteran Golfers Association  
Brisbane District Veteran Golfers' Association Inc.  
Oxley District Veteran Golfers Association Inc.  
Ipswich District Veteran Golfers Association Inc.  
Scenic Rim Veteran Golfers Association  
Northern Gold Coast and District Veteran Golfers Association  
Albert & Logan District Veteran Golfers Association  
Gold Coast Veteran Golfers Association Inc.  
Downs and District Veteran Golfers Association  
South Burnett Veteran Golfers Association

**APPENDIX 2  
TO THE RULES OF PROCEDURE  
QUEENSLAND VETERAN GOLF UNION**

**By-Laws**

**Nil**