



A. WOMEN'S SUB-COMMITTEE

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1. Women's sub-committee

a. Definitions

In all places where the word Committee is used in the following By-laws section, the reference is to the Women's sub-committee of the Morwell Golf Club.

The Board is the Board of the Morwell Golf Club.

Reference to Women members is to mean Women Members who have voting privileges and are financial.

b. Rules

In the absence of any Rule below, or in any circumstance where there is a conflict, the Rules in the Constitution and By-Laws shall have precedence.

c. Duties / Purpose / Responsibilities

The Women's sub-committee shall manage the affairs specific to the women golf members where this does not conflict with the decisions of the Board and the Constitution and By-Laws.

Specifically, the sub-committee shall:

- i. Plan, organise, and promote participation in all activities relevant to key Women's social events eg Guest Days, Christmas.
- ii. Maintain communication with all Women Members (including absent Women Members), and acknowledge milestones and key events.



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- iii. Ensure a welcoming and well-presented environment for Members and Visitors in respect to Women's golf and the Ladies Room.
- iv. Develop and implement strategies to introduce, increase and retain women Members.
- v. Provide on-going support for Women's golf initiatives.
- vi. Ensure all new Women Members receive an orientation to assist them with integrating into the Club.
- vii. Provide an avenue for Women members to provide and obtain feedback on Club and golf related issues.
- viii. Represent the views of the women members to the Board.
- ix. Deal in the first instance with queries and issues from Women Members in consultation with the Board.
- x. Raise money to fund the operation of Women's social and other activities.
- xi. Develop, promote and administer the Women's golf program via the Women's Match and Play sub-committee.

The sub-committee is responsible and accountable to the Board.

Unless power to act has been granted in advance by the Board, all actions at sub-committee meetings are recommendations to the Board for adoption.

d. Financial Responsibilities

The sub-committee is expected to operate within any approved budget set at the beginning of the financial year.

Expenditures over the amount of \$300.00 are to be authorised by the Board before committing to such payment.

All monies raised by the Women Members, whether from competitions or otherwise, shall be the property of the Club.

The Women's sub-committee may open and operate a bank account in the name of that sub-committee.

Members of the sub-committee and / or Board may be signatories to such bank accounts, and any two (2) of whom may authorise expenditure on behalf of the sub-committee.



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e. Election of Members of Women's sub-committee.

The Sub-Committee shall be formed annually after expressions of interest have been sought from eligible Members.

The Board shall co-ordinate the responses and form the Sub-Committee.
The Board shall appoint a Board Representative.

The Sub-Committee shall consist of 5 members (as a guideline).

No Woman Member shall hold office in more than one Golf Club at any one time.

f. Office Bearers

The Office Bearers shall consist of:

- Womens President
- Womens Captain
- Womens Honorary Secretary
- Womens Honorary Treasurer

The positions shall be allocated by the members of the Women's Sub-Committee.

Honorariums are subject to the rules in the Constitution and / or By-Laws.

g. Women's sub-committee meetings

Sub-committee meetings shall be held at least 3 times per year.

The agenda and any relevant papers are distributed a minimum of 4 days prior to the meeting for the purpose of preparation by the Committee membership.

The sub-committee meetings shall be chaired by the President.

In the President's absence the chair shall be taken by the Captain or a temporary Chairman with like powers.

50% + one member are to form a quorum.

No business may be conducted unless a quorum of members is present.

Each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the question is decided so as to maintain the status quo.

Should any member absent herself from three (3) consecutive meetings without leave her seat shall be declared vacant.



All minutes shall be recorded, and be available to Women Members.

The minutes of all the sub-committee meetings shall be reported to the Club Secretary for the information of the Board.

h. Reporting

An annual report shall be prepared by the Women's President for inclusion in the Club's Annual Reports.

2. Duties of the Women's Honorary Secretary

The Women's Honorary Secretary shall keep full and correct minutes of all the proceedings of Women's sub-committee meetings.

The Women's Honorary Secretary shall be responsible for correspondence relating to the Women's sub-committee and Women's Match & Play sub-committee.

3. Duties of the Women's Honorary Treasurer

The Women's Treasurer shall arrange for the collection and receipt of all monies resulting from activities and events conducted by the Women's sub-committee, and shall keep proper records of receipts and expenditure.

The Women's Treasurer shall prepare and supply to the Women's sub-committee and the Board a monthly and annual statement of all receipts and expenditure.

An annual report shall be prepared by the Women's Treasurer, in conjunction with the Club Treasurer if desired, for inclusion in the Clubs Annual Reports.

4. Women's Match & Play sub-committee

The Women's Match & Play sub-committee administer the Women's golf program, where practical in conjunction with the Club Captain and Club Match and Play sub-committee.

Specifically, the duties shall be to:

- i. Review annually the calendar of Women's golf events and set the syllabus, which shall be ratified by the Board.
- ii. Arrange and control play in all women's competitions. Work in conjunction with the Morwell Golf Club, Golf West Gippsland, and Golf Australia as required.
- iii. Select players for women's matches or women's competitions where this is required, such as Women's Pennant, Bowls and other events.



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- iv. Manage the recording of scores and handicapping, and allocation of prizes and trophies.
- v. Maintain communication with all Women Members regarding events and results.
- vi. Keep a register of all Club and other event winners / participants (Bowls, GWG, Golf Australia).
- vii. Maintain and implement Conditions of Play (rules, trophies, engraving etc) relating to women's golf.
- viii. Co-ordinate sponsorship for women's events.
- ix. Carry out recommendations of the Course Manager with regard to preservation of the course.
- x. Liaise with the Course Manager on course set-up for Womens competitions.
- xi. Deal in the first instance with queries and issues relating to play and adjudicate on rulings and match disputes in consultation with the Board.

The match committee shall have full powers relative to all competitions and their decision shall be final. In cases where a decision is required immediately, the quorum shall be all those members who are in attendance.

The Women's Match & Play sub-committee shall consist of the Women's Captain as Chairperson, and such other women members as shall be co-ordinated by the Women's sub-committee after obtaining expressions of interest.

The maximum number of members shall be 5.

Meetings shall be called by the Chairperson on an as-required basis, but no less than quarterly.

Members of the Women's Match & Play sub-committee may also call a meeting.

The quorum shall be a minimum of three.

Each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the question is decided so as to maintain the status quo.

The minutes of the meeting shall be recorded by a nominated person in attendance at the meeting.

The minutes of all Match & Play meetings shall be reported to the Women's Secretary for the information of the Women's sub-committee.



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An annual report shall be prepared by the Women's Captain, in conjunction with the Club Captain if desired, for inclusion in the Clubs Annual Reports.

Financial delegation shall be the same amount as delegated to the Women's sub-committee.

APPROVED