

ADMINISTRATION BYE-LAWS

1. THE PRESIDENCY

The Presidency shall consist of a President, Senior Vice President and a Junior Vice President

- a. Affiliated clubs in alphabetical order shall be invited to nominate a member of their club to become Junior Vice President and successively to Senior Vice President and President. Should the next club in alphabetical order be unable to nominate a member as the Junior Vice President, all affiliated clubs shall be invited to nominate a member of their club to become the Junior Vice President, after which the invitation to nominate the Junior Vice President shall revert to the club next in the original alphabetical order
- b. Nominations must reach the Honorary General secretary at least twenty eight days prior to the Executive Council meeting, properly proposed. Should more than one nomination be received a ballot shall be held at the Annual General Meeting (AGM)
- c. The Presidents shall each hold office for one year which shall be confirmed by their election at the AGM. The transfer of the Offices shall take place on the conclusion of the AGM
- d. In the event of a Presidential office falling vacant, the Management Committee shall appoint a replacement but the affected club shall have the right to make a recommendation. In the event of a vacancy on the Management Committee, the Management Committee shall be empowered to co-opt a replacement to enable the business of the Association to continue
- e. New affiliated clubs shall not be invited to nominate the Junior Vice President for a period of five years after acceptance into the Association

2. ASSOCIATION COLOURS

The Association colours shall be Navy Blue and Gold

3. ANNUAL AFFILIATION AND COMPETITION FEES

Annual affiliation, League and Competition fees (and joining fees where appropriate) shall be approved by the AGM and payment by clubs shall be submitted each year with the appropriate form not later than the due date

4. FINANCE

- a. The financial year of the Association shall be from the 1st October to the 30th September. An audited account shall be presented for acceptance at the Annual General Meeting
- b. All cheques shall be signed by the Treasurer and one of two signatories appointed by the Management Committee. Cheques up to the value of 100.00 may only require the signature of the Treasurer
- c. The Association shall be insured against third party claims from accidental injury on any green
- d. The Management Committee shall be empowered to make donations to worthy causes within an aggregate maximum of 100.00 per annum
- e. No green fees shall be charged by affiliated clubs to visiting members of the Association playing on the green in Leagues or Competitions

5. DUTIES OF OFFICERS

- a. The **General Secretary** shall:
 - (i) Convene, prepare and attend all Management Committee, Executive Council, Annual General, Extraordinary General and Emergency Sub-committee meetings and keep a record of all business transacted
 - (ii) Maintain a register of all affiliated clubs
 - (iii) Except where otherwise stipulated, conduct the correspondence of the Association
 - (iv) Collate and prepare all material for the production of the Association Handbook, edit and oversee publication
 - (v) Prepare and submit to the Annual General Meeting a report on the activities of the Association during the preceding year publication
 - (vi) On retirement from office, surrender books, papers, cash and Association property held by him to his successor
- b. The **Treasurer** shall:
 - (i) Receive and be responsible for all monies belonging to the Association from whatever source derived
 - (ii) Incur and pay such liabilities of the Association

- (iii) Maintain a stock of all Association property
 - (iv) Maintain an income and expenditure account and prepare an annual statement of accounts, and balance sheet immediately after the end of September each year for the submission to the Annual General Meeting
 - (v) Ensure the funds of the Association are kept in a bank account approved by the Management Committee
 - (vi) On retirement from office, surrender books, papers, cash and Association property held by him to his successor
- c. The **Competition Secretary** shall:
- (i) Issue and receive entry forms for all Association competitions (except the Leagues), prepare for, arrange and publish the draw
 - (ii) Organise and control competitions, arrange neutral venues for the semi-finals and finals and arrange markers and umpires
 - (iii) Prepare and submit to the AGM a report on the competition results for the season (other than those for the Leagues)
 - (iv) On retirement from office, surrender books, papers, cash and Association property held by him to his successor
- d. The **Match Secretary** shall:
- (i) Arrange and confirm the full programme of Association matches, liaising with Association clubs for venues for home fixtures and facilities required
 - (ii) Collate availability returns from clubs and inform the Selection Committee of members available for selection for Association matches. Convene selection meetings, act as Secretary and inform clubs of selections
 - (iii) Assist the President (or Officer deputising) or arrange a deputy as required. In the absence of the Treasurer check and record receipts from match fees, sake of stock and pass to the Treasurer as soon as possible
 - (iv) Maintain records of match details including scores and badge presentations
 - (v) Prepare and submit to the AGM a report on the match fixtures for the season
 - (vi) On retirement from office, surrender books, papers, cash and Association property held by him to his successor
- e. The **League Secretary** shall:
- (i) Arrange and confirm the full programme of Association league matches, produce and publish league fixture tables
 - (ii) Collate league results, produce league tables and publish results to clubs as often as possible and where possible liaise with local press for publication of league table
 - (iii) Investigate necessary actions for non-receipt of results or violations of league rules by clubs
 - (iv) On retirement from office, surrender books, papers, cash and Association property held by him to his successor

6. FRIENDLY GAMES

- a. The Association shall arrange a programme of friendly matches against other outdoor Associations and clubs. Outdoor matches against other Associations shall be known as Badge Games. An Association blazer badge shall be awarded at an agreed charge to any player, over a period of at least two years. has played five badge matches
- b. A One hundred and Two hundred Games badge will be awarded to any player who has played that total of any Association matches
- c. The President may accept, on behalf of the Association, matches against clubs that are celebrating an occasion
- d. Selection and dress shall be advised by the Management Committee through the Match Secretary

7. ASSOCIATION MATCHES – PROCEDURE

The President (or other Presidential Officer deputising) will take charge in all Association matches assisted by the Match Secretary (or deputy). The Match Secretary will ensure that all Association players are in attendance, deal with scorecards, match fees (in the absence of the Treasurer) and such administrative matters as are necessary

8. STANDING ORDERS

- a. At all meetings of the Association and its various committees the chair will be taken by the President or in the absence of the President by the Senior or Junior Vice-President. In the absence of Presidential Officers, a Chairman may be elected to conduct the business provided there is a quorum present. At all meetings (including committees) the Chairman, in addition to his voting rights as a member, shall have the casting vote in the event of a tied vote
- b. At general meetings no motion on any matter not arising out of a report of the Management or Executive Council shall be considered unless included in the agenda
- c. At general meetings the mover of a motion (but not the mover of amendment) shall have the right to reply, immediately after which the question shall be put and a vote taken. When exercising his right to reply the mover of a motion shall not introduce new matters but confine his reply to questions raised in the discussion
- d. No other person shall be allowed to speak more than once on the same motion unless permission to explain is granted by the Chairman or, in exceptional circumstances, by consent of three-quarters of those eligible to vote
- e. The seconded of a motion, may do so formally, and reserve the right to speak until later in the discussion
- f. Amendments must be relevant to the motion
- g. A direct negative to the motion is not a legitimate 'amendment'
- h. No member shall be permitted to move more than one amendment to the same motion
- i. If an amendment is negated another amendment to the motion may be moved, but only one amendment shall be considered by the meeting at any one time
- j. Any member who has not spoken may move that 'the question be now put' and on this being seconded by another member who has not previously spoken, discussion ceases. The provided the mover of the motion

has exercised the right of reply, the Chairman must take a vote

If the motion 'the question is now put' is not supported, the same motion shall not be allowed to be moved again until ten minutes have elapsed from the former vote, and it shall not be possible for the same person to again move this motion