



**RULES OF
CANTERBURY GOLF INCORPORATED**
Amended 9 September 2015

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PART 1 – PRELIMINARY

1 NAME

The name of the Association is “**CANTERBURY GOLF INCORPORATED**” (“Canterbury Golf”).

2 REGISTERED OFFICE

The registered office and headquarters of Canterbury Golf shall be at the Canterbury Golf Incorporated Headquarters, 375 McLeans Island Road, Christchurch or at such other place as a General Meeting shall resolve.

3 ASSOCIATION COLOURS

The colours of the Association shall be Red and Black.

4 INTERPRETATION

In these Rules, unless the context requires otherwise:

“**Act**” means the Incorporated Societies Act 1908 and its amendments;

“**Annual General Meeting**” means the Annual General Meeting of the Association convened pursuant to Rule 17;

“**Association**” means Canterbury Golf Incorporated;

“**Association’s District**” means the land bounded by the:

- (a) Conway River in the North;
- (b) Rakaia River in the South;
- (c) Chatham Islands in the East; and
- (d) Southern Alps in the West;

“**Business Day**” means any day in New Zealand other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, ANZAC Day, the Sovereign’s Birthday, Labour Day, Waitangi Day and the anniversary of a province or the day locally observed as that day, and
- (b) A day in the period commencing with the 24th day of December in any year, and ending with the 5th day of January in the following year;

“**By-laws**” means the by-laws of the Association issued by the Executive Committee pursuant to Rule 24;

“**Canterbury Central Region**” means those Clubs in the Canterbury Central region as listed in the Second Schedule;

“**Canterbury Metro Region**” means those Clubs in the Canterbury Metro region as listed in the Second Schedule;

“**Canterbury North Region**” means those Clubs in the Canterbury North region as listed in the Second Schedule;

“**Chairperson**” means the Chairperson of a General Meeting;

“**Club**” means a golf club in the Association’s District;

“**Executive Committee**” means the Executive Committee of the Association constituted under Part 4 with the exception of the General Manager;

“**General Manager**” means the General Manager of the Association appointed under Rule 40;

“**General Meeting**” means either an Annual General Meeting or a Special General Meeting of the Association convened pursuant to Rule 17 and Rule 22 respectively;

“**Individual Member**” means a member of a Club which is a Member, whether male or female;

“**Life Member**” has the meaning ascribed to it in Rule 9;

“**Match Committee**” means one of the Match Committees constituted under Part 4;

“**Member**” means a Club admitted to membership pursuant to Rule 7 and Rule 8;

“**Objects**” means the objects of the Association referred to in Rule 5;

“**President**” means the President of the Association elected pursuant to Rule 34;

“**Regions**” means the Canterbury Central, Canterbury Metro and the Canterbury North Regions;

“**Regulations**” means regulations made by the Executive Committee pursuant to Rule 24;

“**Rule(s)**” means the Rules of Canterbury Golf;

“**Rules of Golf**” means:

- (a) Rules of Golf as approved by R & A Rules Limited;
- (b) Decisions on the Rules of Golf by R & A Rules Limited; and
- (c) The Rules of Amateur Status, and Decisions on those Rules, as approved and issued by R & A Rules Limited; and rulings, interpretations and decisions promulgated in relation to local conditions by the Association;

“**Special General Meeting**” means a special general meeting of the Association convened pursuant to Rule 22;

“**Vice President**” means the vice president of the Association elected pursuant to Rule 34;

5. OBJECTS

The Objects of the Association are:

- (a) To foster, promote and control the game of golf as played and enjoyed by both women and men of all playing levels and ages in the Association’s District;

- (b) To manage and be responsible for the administration of golf in the Association's District;
- (c) To join and be bound by the rules of New Zealand Golf Incorporated and its respective successors and affiliate with any other golf organisations the membership of which the Executive Committee deems to be in the best interests of the Association;
- (d) To establish and promulgate rules, playing conditions and regulations for the playing of golf in the Association's District;
- (e) To be bound by the laws of golf published from time to time by R & A Rules Limited subject to such rules, playing conditions, regulations and experimental laws approved and laid down by the Association from time to time;
- (f) To promote the importance of the Rules of Golf, the Rules of Amateur Status and the education of such rules to Members;
- (g) To keep a register of all golf clubs, courses and players in the Association's District and such other registers as are specified under these Rules or constituted by the Executive Committee from time to time;
- (h) To consider and adjudicate upon all disputes between Members of the Association and all matters, whether of misconduct or otherwise arising out of the playing, control, organisation or administration of the game of golf in the Association's District;
- (i) To initiate and control golf competitions and representative matches in the Association's District;
- (j) To select and control teams representing Canterbury in any representative matches;
- (k) To encourage the playing of golf free from the use of drugs;
- (l) To use and protect the intellectual property of the Association;
- (m) To assist with the provision of player development programmes.

6 POWERS

The Association has the power to do all things necessary, desirable or convenient for the promotion of its Objects and in particular, to:

- (a) Provide means for properly conducting, controlling and carrying on the game of golf and regulating the conduct of players and to penalise any person who may breach any Code of Conduct laid down by the Association and if necessary to implement a Code of Conduct to regulate the same;
- (b) Purchase, take or lease, hire or otherwise acquire and hold real and personal property, rights and privileges which the Association may think necessary for the attainment of any of its Objects or generally promoting, carrying on and fostering the game of golf;

- (c) Sell, lease, mortgage, charge or otherwise dispose of any of the property of the Association and to grant such rights and privileges thereover in such manner as the Executive Committee may from time to time deem necessary and proper;
- (d) Construct, maintain and alter any buildings, facilities, golf courses, conveniences or works necessary or convenient for the purposes of, or which seem likely to advance, the Association and the game of golf in the Association's District;
- (e) Control and raise money, including the power to borrow money by way of bank overdraft or otherwise for the purposes of the Association, and to secure the payment thereof by way of mortgage or charge over all or any part of the real or personal property of the Association, or by debenture or bonds payable to bearer or otherwise, and either secured by mortgage in favour of trustees or otherwise;
- (f) Raise money by subscriptions, levies, joining fees, gate charges or otherwise and to invest the funds of the Association upon such securities and upon such terms and conditions as may from time to time be determined by the Executive Committee;
- (g) Take any gift of property whether subject to any special trust or not for any one or more of the Objects of the Association, provided the Association shall only deal with any such trusts in such manner as is allowed by law;
- (h) Enter into any contract, agreement or arrangement with any person or body and to employ such personnel as are deemed necessary from time to time;
- (i) Invest or deal with money not immediately required for the purposes of the Association as the Executive Committee may determine from time to time;
- (j) Exercise discipline over persons who participate either as players or officials in any golfing event or activity which is under the control of the Association;
- (k) Make regulations and by-laws for the government, control and management of the Association and to establish and maintain an effective management system in order to implement the Objects of the Association;
- (l) Implement drug sampling and testing measures, and apply penalties for doping infractions in accordance with any drugs or doping policy issued by the Association from time to time;
- (m) Join and/or affiliate with other organisations in furtherance of the Objects of the Association, in particular, but not limited to, New Zealand Golf Incorporated;
- (n) Print and publish any newspapers, periodicals, books or leaflets and develop and implement any computer system or software package that the Association may think desirable for the promotion of its Objects;
- (o) Produce, develop, create, licence and otherwise exploit, use and protect intellectual property of the Association;

- (p) Enter into arrangements with any government or authority that are incidental or conducive to the attainment of the Objects and the exercise of the powers of the Association, and to obtain rights, privileges and concessions from such government or authority and carry out, exercise and comply with any such rights, privileges and concessions; and
- (q) Generally do all things whatsoever for the benefit of golf which may be deemed expedient or which may be directly or indirectly incidental or ancillary to the Objects of the Association PROVIDED HOWEVER that the foregoing Objects shall in no way limit the rights and powers conferred upon societies incorporated under the Act and its amendments.

PART 2 – THE ASSOCIATION

7 MEMBERSHIP

Types Of Membership

The different classes of membership of the Association are as follows:

- (a) Members admitted to membership pursuant to Rules 7 and 8;
- (b) Individual Members admitted pursuant to Rule 8; and
- (c) Life Members within the meaning in Rule 9.

Members To Be Listed

All Members shall be listed in a Register of Members maintained by the General Manager.

All Individual Members and all Life Members shall be listed in a separate register maintained by the General Manager.

The registers of Members, Individual Members and Life Members shall be kept up to date by the General Manager at all times and shall be made available for inspection by Members upon reasonable request.

8 MEMBERSHIP AND REGISTRATION

A Club may apply to the Executive Committee to become a Member of the Association and to have its name entered in the Register.

A Club applying for Membership will supply as part of its application a list of all male, female and junior members of that Club.

The application shall include undertakings that, if the application is approved and the Club is entered in the Register:

- (a) The Club will pay all amounts payable or that become payable from time to time as determined by the Association under these Rules;
- (b) The Club will comply with the Rules and all Regulations, decisions and By-laws of the Association;
- (c) All members of the Club will be deemed to be Individual Members of the Association; and
- (d) The Club will be deemed to have renewed its membership of the Association annually unless it shall have been terminated for any reason during the previous year.

Where a Club has applied for membership in accordance with this rule and the Executive Committee has approved the application, the General Manager will enter the name of that Club in the Register.

Upon admission to membership of the Association, all members within the varying classes of Membership of that Club will become Individual Members of the Association. Individual Members may be represented at General Meetings of the Association only if they are the nominated representative of a Member.

9 LIFE MEMBERSHIP

The Executive Committee may recommend to a General Meeting of the Association any person, who has made an outstanding contribution to golf or golf administration in Canterbury for election as a Life Member of the Association.

A person becomes a Life Member of the Association upon approval by the Executive Committee after consideration of a recommendation received from the Honours & Awards Committee.

A Life Member may attend any activity, General Meeting or Match Committee Meeting of the Association and may take part in any discussion at such meetings but shall not be entitled to move or second motions or to vote.

The membership of a Life Member may be revoked by a two-thirds majority decision of the Association in General Meeting.

10 HONORARY OFFICER

An Honorary Solicitor shall be appointed at the Annual General Meeting to give guidance to the Executive Committee and the Match Committees on legal matters that may arise.

11 OBLIGATIONS ON MEMBERS

Each Member shall:

- (a) Adopt the Objects of the Association and adopt such rules as may reflect and which are, to the extent permitted or required by the Act, in conformity with these Rules;
- (b) Be incorporated;
- (c) Forward to the Association upon request details of its administrative Committee, members and persons nominated to represent the Member at General Meetings;
- (d) Subject to these Rules, annually appoint two persons to represent it at General Meetings of the Association;
- (e) Support the Association in the encouragement and promotion of its Objects;
- (f) Abide by these Rules; and
- (g) Be deemed to have renewed its membership to the Association annually unless it has ceased before the end of a year.

12 MEMBER CONSTITUTIONS

Power to Recommend Changes

Each Member shall provide the Association with a copy of its constituent documents and all amendments to those documents. Each Member acknowledges and agrees that the Executive Committee may recommend changes to any provision in the constituent documents of the Member which, in the Executive Committee's opinion, are contrary to the Objects of the Association.

Where a provision in a Member's constituent documents is contrary to the Objects of the Association, the Executive Committee and the relevant Member shall consult as to the intent, purpose and operation of the relevant provision and discuss any alteration.

13 ANNUAL RETURNS BY MEMBERS

The Executive Committee may promulgate a form of annual return, to be submitted by each Member on an annual basis, containing such information as the Executive Committee may specify, including any changes to a Member's Constitution or other constituent documents, the names of the persons nominated to represent the Member at General Meetings for the time being, and any changes in its officials.

14 CESSATION OF MEMBERSHIP

Any Member shall cease to be a Member of the Association:

- (a) By resignation by notice in writing to the General Manager, but shall remain liable to the Association for all moneys owing and unpaid at the date of resignation; or
- (b) By decision of the Executive Committee to suspend the Member (but having first given to the Member a right of audience) pursuant to Rule 15; or
- (c) Where the Member ceases to be located within the Association's District; or
- (d) Where the Member is removed from the New Zealand Golf Incorporated register of clubs.

15 SUSPENSION FROM MEMBERSHIP

The Executive Committee may, after due and proper inquiry, immediately suspend from membership for any period not exceeding twelve (12) months any Member or Individual Member who has infringed the Rules or By-Laws of the Association or has been guilty of conduct which in the opinion of the Executive Committee is unbecoming of a Member or Individual Member or is prejudicial to the game of golf or to the interests of the Association.

The Executive Committee may, after due and proper inquiry, immediately suspend from membership any Member or Individual Member if the levy or subscription payable by that Member or Individual Member for any financial year is unpaid three (3) months after the date fixed for payment, or if that Member or Individual Member has failed to meet a valid requirement of the Association within the time prescribed for satisfaction of that requirement, with such suspension to remain in effect until the levy is paid or the requirement is met.

Any Member or Individual Member may appeal against a suspension ordered under this rule. The Executive Committee shall appoint an independent nominee to consider this appeal. A Member who is suspended for whatever reason shall forfeit all right in and claim upon the Association and its property including intellectual property for the duration of the suspension.

A Member's entitlement to be represented at General Meetings shall lapse immediately on the suspension of the Member and shall last for the duration of the suspension.

16 THE REGIONS

The Association shall be divided into three (3) Regions as follows:

- (a) The Canterbury North Region;
- (b) The Canterbury Central Region;
- (c) The Canterbury Metro Region.

The General Manager will allocate every Member to a Region based on their geographic location. The General Manager shall be responsible for ensuring that any new Members are allocated to a Region.

PART 3 – GENERAL MEETINGS

17 GENERAL MEETINGS

A General Meeting of the Association shall consist of:

- (a) The General Manager;
- (b) The Executive Committee;
- (c) The Match Committees;
- (d) The Life Members; and
- (e) The representatives nominated to represent each Member at General Meetings.

The Annual General Meeting of the Association shall be held annually at such time and place as the Executive Committee shall decide but not later than the 30th of September in each year. The General Manager shall give notice no later than 30th of June in each year of the time and place of the meeting to all Members of the Association.

Any Member requiring any business to be discussed or any resolution to be considered at the Annual General Meeting shall give notice in writing to the General Manager of such business or such resolution no later than fifteen (15) Business Days prior to the date fixed for the meeting.

The General Manager shall give written notice to all Members at least ten (10) Business Days prior to the date of the meeting of all business proposed to be brought before the meeting.

The General Manager may invite any person to attend any General Meeting. Any person attending a General Meeting pursuant to this Rule shall not be entitled to speak without leave of the chairperson of the General Meeting and shall not be entitled to vote.

18 ORDER OF BUSINESS

The business of the Annual General Meeting shall be to:

- (a) Confirm the minutes of the last General Meeting;

- (b) Receive and adopt the Annual Report and balance sheet;
- (c) Declare the election of the Executive Committee and Women's Match Committee, and announce the delegates appointed to the other Match Committees;
- (d) Appoint an Auditor and Honorary Solicitor;
- (e) Set the levies and subscriptions as required;
- (f) Consider any business or proposed motion for constitutional changes of which notice has been given; and
- (g) Transact any general business or motion of which notice has been given to the General Manager pursuant to Rule17.

19 PROCEDURE AT GENERAL MEETINGS

Chairperson

At all General Meetings the chair shall be taken by the President, but if the President is not present, able or willing to take the chair then the Vice President shall be the Chairperson for that meeting. If the Vice President is not present, able or willing to take the chair then those present and entitled to vote shall elect a Chairperson for such meeting. The Chairperson so elected shall remain in the chair until the arrival of the President or the Vice President.

The President and Vice President are entitled to attend and speak at a General Meeting but shall not have a deliberative or casting vote. Other persons entitled to be present at a General Meeting may speak to any motion or on any question of general business, except that a person present by invitation may speak only with the leave of the Chairperson of the meeting.

Quorum

Fifty percent (50%) of the total number of Members shall be a quorum at General Meetings of the Association.

In the absence of a quorum of Members within thirty minutes of the time specified for commencement of the meeting, the meeting shall be adjourned for a period of seven days at the same time and place. The General Manager shall send written notice to all Members advising of the adjourned date and the meeting shall proceed on the adjourned date regardless of whether there is a quorum of Members present.

20 VOTING

A Member shall be entitled to one (1) vote for every fifty (50) Individual Members or part thereof who as at the date five (5) Business Days before the relevant General Meeting are recorded on the dot golf system operated by New Zealand Golf.

Voting on a motion before the General Meeting is to be on a show of hands. Where the result of the show of hands is not clear, a secret ballot is to be conducted.

Where a vote is taken on a show of hands, any person nominated to represent a Member at General Meetings may:

- (a) before the declaration of the result; or

- (b) immediately after the declaration and before the meeting proceeds to other business;

request a secret ballot.

Where a secret ballot is requested:

- (a) it is to be taken as the Chairperson directs;
- (b) two scrutineers are to be appointed by the meeting;
- (c) the Chairperson shall declare the result as and when notified to him or her by the scrutineers.
- (d) following the declaration of the result the ballot papers are to be destroyed.

The declaration by the Chairperson as to the result of a vote (whether on a show of hands or at a ballot) shall be entered in the Association's minute book and is evidence as to that result.

In the case of an equality of votes on any motion at a General Meeting the motion shall be deemed to be lost.

A motion of which due notice has been given, if unsuccessful, may not be resubmitted, nor may any other motion having a similar effect be moved at a subsequent Special General Meeting before the next Annual General Meeting.

Proxy Voting

Unless otherwise determined by the Executive Committee, proxy voting shall not be permitted.

21 MEMBERS' REPRESENTATION AT GENERAL MEETINGS

Members may be represented in the Association only by their nominated representatives.

Each Member shall be entitled to appoint up to two (2) people to represent it at any General Meetings. All nominated representatives shall be members of the Club that they represent. Members of the Executive Committee and the Women's Match Committee shall not be entitled to represent their Clubs at General Meetings.

Where two people are appointed to represent a Member, both representatives shall be entitled to attend and speak, but only one representative shall be entitled to vote on behalf of the Member.

The President, Vice President and General Manager shall not be eligible to act as a Member's representative.

No person nominated to represent a Member shall be entitled to represent more than one Member at a Meeting.

No later than five (5) Business Days prior to the commencement of the General Meeting each Member shall advise the General Manager of any change in the name, address and phone number of the person(s) nominated to represent that Member.

Where a Member's representative(s) is unable to attend a General Meeting, the Member may appoint (and shall advise the General Manager of the name, address and phone

number of) an alternate person(s) to represent the Member for the purpose of that General Meeting. The alternate's appointment will cease at the conclusion of that General Meeting.

22 SPECIAL GENERAL MEETINGS

All the rules applicable to the Annual General Meeting shall, where not inconsistent, apply to a Special General Meeting.

The General Manager shall convene a Special General Meeting at the request of the Executive Committee or upon receipt of a written requisition by six (6) Members. The requisition shall set forth the purpose of the meeting.

The Special General Meeting shall be held within thirty (30) Business Days of receipt by the General Manager of the request or requisition.

Fifteen (15) Business Days' notice of the Special General Meeting shall be given to Members.

PART 4 – THE EXECUTIVE COMMITTEE AND MATCH COMMITTEES

23 COMPOSITION OF THE EXECUTIVE COMMITTEE

The Executive Committee shall comprise ten (10) individuals elected as set out in rules 27 and 28.

The procedures specified in rules 27 and 28 shall be applied so that at all times the Executive Committee includes:

- (a) at least one individual member from the Canterbury Central Region;
- (b) at least one individual member from the Canterbury Metro Region;
- (c) at least one individual member from the Canterbury North Region;
- (d) at least one woman;
- (e) at least one man.

24 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall manage the financial affairs of the Association, control its finances, and shall have the following powers and duties:

- (a) To appoint a General Manager of the Association who reports to the Executive Committee and enter into an employment contract with such remuneration and on such terms and conditions as the Executive Committee thinks fit;
- (b) To adopt and regularly review a strategic plan for the Association, prepared by the General Manager, which shall include goals and objectives for golf and measures of short term and long term success. Any strategic plan for the Association shall be circulated (with the annual plan and budget referred to in (c) hereunder) to the Executive Committee for comment not less than twenty (20) Business Days prior to the meeting of the Executive Committee at which it is to be considered for adoption;

- (c) To adopt an annual plan and budget for financial performance, prepared by the General Manager, and to monitor results against the annual plan and budget;
- (d) To adopt clearly defined delegations of authority from the Executive Committee to the General Manager and to confirm delegation from the General Manager;
- (e) To control expenditure and to raise any money as provided by the Objects of the Association;
- (f) To carry out the aims and Objects of the Association generally and to deal with any matter not provided for in these Rules;
- (g) To ensure that the Association has in place all the necessary internal reporting systems and controls together with the means of monitoring performance and results;
- (h) To regularly agree performance indicators and standards within management;
- (i) To review its own processes and effectiveness.
- (j) To appoint individual(s) to represent the Association at New Zealand Golf Incorporated meetings and any other body, association or Committee formed or convened for the purpose of promoting, developing or controlling the game of golf in the Association's District;
- (k) To implement and monitor all requirements of New Zealand Golf Incorporated including the handicapping and course rating systems;
- (l) To make, repeal, interpret and amend all such By-laws and Regulations, including a Code of Conduct, as the Executive Committee thinks expedient for the management and administration of the Association or for the furtherance of the Objects including rules and regulations to govern and/or restrict the use of drugs of any nature by persons playing golf in an event under the control of the Association or representing the Association;
- (m) To impose, after due and proper inquiry, any penalty upon any Member, Individual Member or golfer representing the Association or playing in an event under the Association's control found guilty of breaching any of the Rules, By-Laws, including any Code of Conduct made by the Executive Committee, or of refusing to give effect to any resolution passed by the Executive Committee or any General Meeting of the Association;
- (n) To arrange, control and manage all games, Matches, competitions, tournaments and representative fixtures played under the jurisdiction of the Association and to make, repeal and amend rules and regulations for these, including the setting up or amending the conditions of play; excluding those which are under the management of the Match Committees;
- (o) To arrange, control and manage the selection, development and performance of representative squads and teams and provide opportunities for national and inter-provincial competition and to appoint personnel to assist these squads and teams

- (p) To promote junior golf in the Association's District;
- (q) In conjunction with Members, to define from time to time the responsibilities of the Members;
- (r) To ensure that one of their number is present at each meeting of a Match Committee
- (s) To receive reports, either written or in person, from the Match Committees on their meetings and decisions, and to ratify their decisions, and when required have them in attendance.
- (t) To invest any of the property, assets and income in a manner appropriate for a professional trustee operating under New Zealand law;
- (u) To open and operate in the name of the Association such banking accounts as deemed necessary.

25 COMPOSITION OF THE MATCH COMMITTEES

There will be five Match Committees:

- (a) Canterbury North Men's Committee;
- (b) Canterbury Central Men's Committee;
- (c) Canterbury Metro Men's Committee;
- (d) Canterbury Women's Committee;
- (e) Age Group Committee.

The Canterbury Women's Committee and the Age Group Committee will each comprise up to eight members (8).

The members of each Match Committee shall be elected or appointed as set out in rules 27, 28 and 29.

26 POWERS AND DUTIES OF THE MATCH COMMITTEES

The Committees shall have the following duties

- (a) to arrange, control and manage all games, Matches, competitions, tournaments and representative fixtures played under the area of their jurisdiction and to make, repeal and amend rules for the regulation and control of these, including the setting up or amending of the conditions of play;
- (b) to arrange, control and manage the selection of any representative teams from their area of jurisdiction and to appoint personnel to assist these teams;
- (c) to provide reports to the Executive Committee of their meetings and decisions and to seek ratification of their decisions.

27 NOMINATION OF EXECUTIVE COMMITTEE MEMBERS AND MATCH COMMITTEE MEMBERS

No employee or independent contractor in the nature of an employee of the Association shall be eligible to stand for election to the Executive Committee or Match Committees.

Only an Individual Member is eligible for election or appointment to the Executive Committee and/or a Match Committee.

Nominations for the position of Executive Committee member or Canterbury Women's Match Committee member must be:

- (a) In writing;
- (b) On the prescribed form (if any) provided for the purpose;
- (c) Signed by or on behalf of a Member;
- (d) Certified by the nominee expressing a willingness to accept a position as an Executive Committee or Canterbury Women's Match Committee member; and
- (e) May be accompanied by the nominee's curriculum vitae.

All nominations must be received by the General Manager no later than thirty (30) Business Days before the date of the Annual General Meeting.

28 POSTAL VOTING

If the number of candidates for any position is not greater than the number of positions to be filled, those candidates are to be declared elected.

If the number of candidates for any position is greater than the number of positions then a vote is to be held. The General Manager must give each member at least twenty-five (25) business days prior to the date of the Annual General Meeting written notice of the persons nominated for each position and their curriculum vitae if provided together with a postal vote form. The members shall vote for the number of positions to be filled by delivering a signed postal vote form to the General Manager prior to 5 p.m. five (5) business days prior to the date of the Annual General Meeting. Any postal vote forms received by the General Manger after 5 p.m. on that date shall not be counted towards the election of any person nominated for a position.

The honorary solicitor and auditor shall appoint two (2) independent scrutineers for the purpose of counting the postal votes and verifying the results of the postal vote. In calculating the votes received for each position a Member shall be entitled to one (1) vote for every fifty (50) Individual Members or part thereof who are recorded on the dot golf system operated by New Zealand Golf as at 5 p.m. five (5) Business Days before the date of the Annual General Meeting.

In determining those to be elected to the Executive Committee the following procedure shall be followed:

- (a) the woman with the highest number of votes shall be elected;
- (b) the man with the highest of number of votes shall be elected;
- (c) the person belonging to a club in the Canterbury North region with the highest number of votes shall be elected;
- (d) the person belonging to a club in the Canterbury Central region with the highest number of votes shall be elected;

- (e) the person belonging to a club in the Canterbury Metro region with the highest number of votes shall be elected;
- (f) the persons with the next highest number of votes shall be elected so that there are ten persons on the Executive Committee

Provided however that in respect of the particular classifications itemised in (a) – (e) above, the priorities specified shall not apply if there is an existing member of the Executive Committee of the same classification remaining in office by rotation at the time of the particular election.

In determining those to be elected to the Women’s Match Committee the following procedure shall be followed:

- (a) the candidate belonging to a club in the Canterbury North Region with the highest number of votes shall be elected;
- (b) the candidate belonging to a club in the Canterbury Central Region with the highest number of votes shall be elected;
- (c) the candidate belonging to a club in the Canterbury Metro Region with the highest number of votes shall be elected;
- (d) the candidates with the next highest number of votes shall be elected so that there are up to eight members on the Women’s Match Committee

Provided however that in respect of the particular classifications itemised (a) – (c) above, the priorities specified shall not apply if there is an existing member of the Women’s Match Committee of the same classification remaining in office by rotation at the time of the particular election.

In determining those to be elected to the Executive Committee and the Women’s Match Committee the candidates with the highest number of votes shall fill the vacancies available. In the case of an equality of votes the person to be elected shall be determined by lot. The results of the ballot shall be declared by the Chairperson of the Annual General Meeting and the voting papers destroyed.

29 APPOINTMENT OF REGIONAL AND AGE GROUP COMMITTEES

The Canterbury North Men’s Committee, the Canterbury Central Men’s Committee and Canterbury Metro Men’s Committee shall each be constituted by each club in the respective region nominating a delegate who shall be named by each club prior to the Annual General Meeting of the Association. In the event that the delegate nominated to the respective Committee by any club shall be unavailable for a meeting, the club shall be able to nominate an alternative.

The Age Group Match Committee will comprise up to eight individual members appointed by the Executive Committee.

30 POWER TO CO-OPT

Each Committee shall have the power to co-opt persons whose special abilities or skills will assist that Committee. Such person’s co-option will lapse at the beginning of each Annual General Meeting.

31 TERM

All members of the Executive Committee and of the Canterbury Women's Match Committee shall hold office for two (2) years from taking office.

The Executive Committee and the Match Committees are to operate a rotational policy with only those Executive Committee or Committee members who have completed their two-year term coming up for election or appointment in any year.

32 CASUAL VACANCIES ON THE EXECUTIVE COMMITTEE OR WOMEN'S MATCH COMMITTEES

Whenever a casual vacancy occurs on the Executive Committee or the Women's Match Committee, the Executive Committee or the Women's Match Committee may appoint a replacement member who shall hold office until the next Annual General Meeting of the Association. The term of office of the member to be then elected will be one or two years, to correspond with the term of the member in respect of whom the vacancy occurred.

33 TERMINATION OF POSITIONS ON THE EXECUTIVE COMMITTEE OR MATCH COMMITTEES

A Executive Committee or Match Committee member ceases to hold office if:

- (a) the member is appointed General Manager; or
- (b) the member dies, resigns in writing or a substitute is appointed by the Committee in consequence of the expected prolonged absence or incapacity of the member; or
- (c) a member's term of office has expired; or
- (d) on notice of motion duly given, a resolution removing the member from the Committee is carried at a meeting of the Committee by a majority of not less than two-thirds of the members; or
- (e) the member becomes bankrupt, or makes any arrangement or composition with creditors generally; or
- (f) the member suffers from mental incapacity as certified by a qualified medical practitioner, or becomes a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
- (g) the member is directly or indirectly interested in any contract or proposed contract with the Association and fails to disclose the nature of that interest; or
- (h) in the opinion of the Executive Committee or the Match Committee, the member has:
 - (i) acted in a manner unbecoming or prejudicial to the Objects and interests of the Association or golf; or
 - (ii) brought the Association, any Member or golf into disrepute; or
- (i) the member would otherwise be prohibited from being a director of a company under the Companies Act 1993.

Any member who fails to attend two (2) consecutive meetings of the Executive Committee or Match Committee without leave of absence may be removed if so resolved by the Executive Committee or Match Committee at a subsequent meeting. A resolution removing a member shall not be put to the vote until the member has been given the opportunity to be heard, where that member may be supported by legal counsel.

A person removed from the Executive Committee or a Match Committee may, within twenty (20) Business Days, lodge an appeal for reinstatement. The relevant body shall appoint an independent nominee to consider this appeal. The independent nominee shall hear and decide the appeal as soon as is reasonably practicable (but not less than fifteen (15) Business Days after the lodgement of the appeal) and shall give the person the opportunity to be heard, and to be supported by legal counsel.

34 CHAIRPERSONS

The Chairperson of the Executive Committee shall be elected by the Executive Committee at the first Executive Committee meeting after the Annual General Meeting and shall hold office until the next Annual General Meeting unless the Executive Committee chooses to replace the chairperson between Annual General Meetings. The Chairperson shall be designated as the President of the Association. The vice chairperson shall similarly be elected and be designated as the Vice President of the Association.

The chairperson of each Match Committee shall be similarly elected and remain in office.

The Chairperson of the Executive Committee or the Women's Match Committee shall have a deliberative but not a casting vote at meetings of the Executive Committee or Women's Match Committee.

35 MEETINGS OF THE EXECUTIVE COMMITTEE OR MATCH COMMITTEES

A meeting is to be convened:

- (a) as the Executive Committee or Women's Match Committee resolve; or
- (b) as the Chairperson of the Executive Committee or Match Committee directs; or
- (c) if a request is made in writing to the General Manager by two (2) or more members of the Executive Committee or Match Committee.

A majority of those elected or appointed and present in person shall form a quorum at meetings of the Executive Committee or a Match Committee.

The Chairperson of the Executive Committee or a Match Committee (or, if absent or unwilling to act as Chairperson, some other member of the Executive Committee or Committee to be chosen by the Executive Committee or Committee) shall preside over all Executive Committee or Committee meetings.

Each member has one (1) vote on all motions.

In the case of an equality of votes on any motion the motion shall be deemed to be lost.

Any person may be invited to be present at a meeting and to speak with leave of the meeting.

Subject to the provisions of this rule, the Executive Committee or Match Committee is to determine its own procedures in relation to its meetings.

The General Manager shall be entitled to attend and to speak at all meetings but shall have no vote and shall not be counted for quorum.

The Executive Committee shall meet once a month (except January) and on such other occasions as it shall decide. The Match Committees shall meet at least twice per year and on such other occasions as they shall individually decide.

PART 5 - GENERAL

36 DISCIPLINE

Pursuant to Rule 24 (l) the Executive Committee or its nominee shall appoint a panel of three Independent Commissioners any one of whom shall preside over and pass judgement on disciplinary matters or breaches of the Code of Conduct of Canterbury Golf and who shall have the power to enquire into the conduct of any Member, Club, team or player playing in an event under the Association's control or representing the Association and shall have the power, after due and proper inquiry, to impose any penalty affecting participation in the game of golf, including disqualification, which the Independent Commissioner(s) may consider appropriate whether or not any penalty shall have previously been imposed by any other authority.

Independent Commissioners shall properly take into account the imposition of any penalty already imposed but in any event any penalty imposed by the Independent Commissioners shall, at the discretion of the Independent Commissioners, be enforced and carried out by all Members, Clubs and teams involved in an event under the control of the Association or representing the Association.

The Independent Commissioners shall enquire into the conduct of any Individual Member who in the opinion of the Committee conducts themselves in such a way as to be injurious to the good name of the Association or brings the game of golf into disrepute. The Independent Commissioners shall also be solely responsible for receiving any written complaint against an Individual Member, or in the case of a team member, of a team representing the Association through a manager's report referred to the Independent Commissioners.

All decisions and findings of the Independent Commissioners shall be given in writing to the General Manager within seventy-two (72) hours of the hearing. The Individual Member shall be present at the hearing and will receive notice of the same in advance.

There shall be no right of appeal from the findings or decision of the Independent Commissioners other than on the grounds of a breach of natural justice.

The composition of any team or development squad selected shall not be a matter of discipline. The composition of any such player development squad shall be a discretionary matter entirely for the relevant selection Committee and the General Manager. There shall be no power for an Independent Commissioner to enquire into or rule on the composition of any such squad.

No player, who has been reported to the Executive Committee as having been suspended or disqualified by any Club or Member shall be allowed to play in any event under the control of the Association or a Member of the Association without the permission of the Executive Committee or until such suspension or disqualification is removed.

In addition to any other penalty provided for by these Rules, a Member or Club which commits a breach shall, if the Independent Commissioners so decides, be liable to forfeit all Matches in which a suspended or disqualified player takes part.

The Independent Commissioners shall develop such procedures for hearing and determining discipline issues as they see fit.

All matters relating to the control of banned substances and doping offences will be dealt with in accordance with any Canterbury Golf Anti-Doping Code as amended from time to time.

37 LEVIES

In accordance with its powers under Rule 6, the Association in General Meeting shall impose on Members an annual levy, and any special levy, payable based on that Member's number of Individual Members as declared by New Zealand Golf Incorporated or on some other equitable basis.

The Association shall notify to Members a method of payment in respect of a levy and a period or periods within which payment or payments are to be made.

The Executive Committee will recommend to the Association any special levy or levies payable by Members and/or Individual Members each year.

The annual levy and any special levy or levies must be approved by the Association in General Meeting. The Executive Committee will provide the General Manager with its recommendation for any levies fifteen (15) Business Days prior to the date fixed for the meeting.

38 INDEMNITY FOR MEMBERS OF THE EXECUTIVE COMMITTEE AND MATCH COMMITTEES

No Executive Committee or Match Committee member shall be liable for the acts or defaults of any other Executive Committee or Match Committee member or any loss occasioned thereby, unless such loss was caused by their own wilful default or by their acquiescence.

Executive Committee and Match Committee Members shall be indemnified by the Association for all liabilities and costs incurred by them in the proper performance of their functions and duties, unless as a result of their wilful default.

39 REGULATIONS AND BY-LAWS

The Executive Committee may formulate, issue, adopt, interpret and amend such Regulations and By-laws for the proper advancement, management and administration of the Association, the advancement of the Objects of the Association and golf as it thinks necessary or desirable. Such Regulations and By-Laws must be consistent with the Objects and Rules of the Association and the provisions of the Act.

Regulations and By-Laws made under this rule shall be binding on the Association, its Members and Individual Members.

40 THE GENERAL MANAGER

The General Manager is to be appointed by the Executive Committee on terms and conditions, and in accordance with procedures, approved by the Executive Committee.

41 RECORDS AND ACCOUNTS

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the General Manager.

The Association shall retain such records for seven (7) years after the completion of the transaction or operation to which they relate.

The Executive Committee shall submit to the Members at the Annual General Meeting the statement of account of the Association in accordance with these Rules.

The statement of account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within three (3) months after such approval or adoption.

The General Manager shall provide to all persons entitled to receive notice of General Meetings of the Association in accordance with these Rules, a copy of the statement of account, the Executive Committee's Report, the Auditor's report and any other document required under the Act.

All cheques, promissory notes, banker's drafts, bills of exchange and other negotiable instruments, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two Executive Committee members or by the General Manager and one Executive Committee member or in such other manner as the Executive Committee determines.

42 FINANCES AND PROPERTY

The Association's financial year ends on 30 June in each year.

The property and funds of the Association are to be applied only to the promotion of the Objects of the Association and no Member shall derive any pecuniary gain from membership of the Association.

All money received by or on behalf of the Association must be paid into a bank account with a bank appointed by the Executive Committee.

A schedule of accounts paid, of accounts awaiting payment and of accounts receivable shall be made available to the Executive Committee by the General Manager at each of its meetings.

43 MINUTE BOOKS

The General Manager is to maintain minute books of the Association in which the proceedings of meetings of the Association and the Committees respectively are to be recorded.

Minutes of a meeting, when signed as a correct record by the relevant Chairperson of the meeting at which the minutes are confirmed, are evidence of the matters stated in those minutes.

44 COMMON SEAL

The Association is to have a common seal, which shall be kept in the custody of the General Manager and is not to be used except in accordance with a resolution of the Executive Committee.

Any document to which the common seal is affixed shall be signed by two Executive Committee members or the General Manager and one Executive Committee member in the presence of each other and the affixing minuted.

45 REGISTER OF GOLF COURSES

The General Manager is to keep a register of all golf courses in the Association's District, including those courses operated by Members.

The register of golf courses will include the following information in relation to each golf course:

- (a) Details on the length and par of each hole;
- (b) A copy of the score card currently in use on the course and any local rules;
- (c) All details relating to the course rating for handicapping purposes;
- (d) Copies of all reports forwarded to each Member on their course;
- (e) Any other such information that may be required by New Zealand Golf Incorporated.

46 DELEGATION

The Executive Committee and Match Committees may delegate to any person or persons, or to a sub Committee any of their powers.

The conditions for any such delegation are to be determined in writing, including its duration.

No delegation and any determination in relation to a delegation shall be affected by reason only of a change in the Executive Committee or a Match Committee's composition.

47 SUBCOMMITTEES

A sub-committee appointed under rule 46 will be headed by a convener who will be responsible for that sub-committee.

A convener of a sub-committee shall be appointed by the body appointing the sub-committee and will hold their position for the duration of their term as a sub-committee Member. For the avoidance of doubt all sub-committee conveners' appointments lapse at the beginning of each Annual General Meeting with new conveners being appointed thereafter.

A sub-committee shall have the power to co-opt any person or body whose special abilities or skills will assist the sub-committee.

A sub-committee shall have no power to delegate the powers that have been delegated to it.

48 SPECIAL PROCEDURE FOR CONDUCT OF BUSINESS

Subject to these Rules, the Executive Committee or the Match Committees (called in this Rule "the Relevant Body") may conduct their meetings as it considers appropriate and may permit a member to take part by telephone, closed circuit television or any other means of communication.

A resolution in writing, signed or assented to by any form of viable or other electronic communication by all the members of the Relevant Body for the time being present in New Zealand shall be as valid and effectual as if it had been passed at a meeting of the Relevant Body duly convened and held. Such document may be delivered to the Association's office personally, by post, fax or email.

For the purposes of this Rule, two or more separate documents in identical terms that are set out and signed in accordance with this Rule are to be taken as one document.

Where a meeting of the Relevant Body is taken to be held under this Rule;

- (a) the holding of the meeting and the business transacted are to be recorded in the appropriate minute book; and
- (b) the minutes are to be placed on the agenda of the next normally constituted meeting of the relevant body for confirmation;

as if the meeting under this Rule was a normally constituted meeting.

49 DISCLOSURE OF INTEREST

A member of the Executive Committee or a Match Committee or a sub-committee (called in this Rule "the Relevant Body") who has an interest in a matter being considered, or about to be considered, by the relevant body shall, as soon as possible after becoming aware of such an interest, disclose the nature of the interest at a meeting of the Relevant Body.

The disclosure is to be recorded in the minutes of the Relevant Body and, unless it resolves otherwise, the member shall not:

- (a) be present during any discussion of the matter; or
- (b) take part in any decision of the Relevant Body in relation to the matter.

Subject to this Rule, a member of the Relevant Body is to be taken to have an interest in a matter if:

- (a) the member has a direct or indirect pecuniary or property interest in the matter;
- (b) the matter concerns a company or other organisation or group and the member is involved in its administration or financial affairs; or
- (c) the matter concerns a natural person and the member is related to, or involved in the affairs of.

No member of the Relevant Body shall be taken to have an interest in a matter by reason only that the matter concerns a club of which he is a member or with which he is otherwise officially associated.

50 MATTERS NOT PROVIDED FOR

If any matter shall arise which, in the opinion of the Executive Committee, is not provided for in these Rules then the same may be determined by the Executive Committee in such a manner as it deemed fit, and every such determination shall be binding upon Members unless and until ratified or set aside by resolution of a General Meeting.

51 AMENDMENT OF RULES

These Rules may be altered, added to or rescinded or otherwise amended by a resolution passed by a two-thirds majority at a General Meeting pursuant to a notice of motion which must be received in writing by the General Manager not later than twenty-five (25) Business Days before the day fixed for the meeting. The General Manager shall give to Members not less than fifteen (15) Business Days' notice of the date, time and place of the meeting.

The notice of motion shall set forth the purpose of the proposed alteration, addition, rescission or other amendment.

52 WINDING UP

In the event of the winding up of the Association, if a surplus of assets remains after the payment of all the Association's debts and liabilities, the assets shall not be paid to or distributed among the Members, but shall be given to such charitable societies with like or similar objects as the Association resolves in General Meeting. Payment shall be made only to an incorporated society whose Rules prohibit the distribution of funds of the society among the members of that society.

53 NOTICES

Any notice to be given to any person pursuant to these Rules may be given by personal delivery, ordinary or email post to that person's last known address, or by fax to the person's last known fax number. If notice is given by post it is deemed to have been received in the ordinary course of post. If notice is given by email or fax it is deemed to have been received at the time of transmission.

54 TRANSITIONAL PROVISIONS

These Rules are to be read subject to the Transitional Provisions. The Transitional Provisions take precedence where there is any inconsistency between these provisions and the rest of the Rules.

In order to ensure rotational membership, the following provisions shall apply:

- (a) In respect of the Executive Committee, the five (5) elected members with the highest number of votes shall serve a term of two (2) years and the other members a term of one (1) year.
- (b) In respect of the Women's Match Committee, the four (4) elected members with the highest number of votes shall serve a term of two (2) years and the other members a term of one (1) year.

SCHEDULE I
Schedule of Members

Akaroa
Amberley
Amuri
Avondale
Bottle Lake
Burnham
Charteris Bay
Chatham Island
Cheviot
Christchurch
Clearwater
Coringa
Culverden
Ellesmere
Everglades
Greendale
Hagley
Hanmer Springs
Harewood
Hawarden
Hororata
Kaiapoi
Kaituna
Lincoln
McLeans Island
Pegasus
Rangiora
Rawhiti
Richmond Hill
Russley
Scargill
Tai Tapu
Templeton
Terrace Downs
Waimairi Beach
Waimakariri Gorge
Waitikiri
Weedons

SCHEDULE II
Schedule of Regions

Members in the Canterbury Central Region:

Akaroa
Burnham
Charteris Bay
Chatham Island
Ellesmere
Greendale
Hororata
Kaituna
Lincoln
Richmond Hill
Tai Tapu
Terrace Downs
Weedons

Members in the Canterbury North Region:

Amberley
Amuri
Cheviot
Culverden
Hanmer Springs
Hawarden
Kaiapoi
Pegasus
Rangiora
Scargill
Waimakariri Gorge

Members in the Canterbury Metro Region:

Avondale
Bottle Lake
Christchurch
Clearwater
Coringa
Everglades
Hagley
Harewood
McLeans Island
Rawhiti
Russley
Templeton
Waimairi Beach
Waitikiri