

# **Worcestershire & Herefordshire Ladies County Golf Association**

## **Rules and Regulations**

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# **Worcestershire & Herefordshire Ladies County Golf Association**

## **Rules and Regulations**

### **1 NAME**

The name of the Association shall be the Worcestershire & Herefordshire Ladies County Golf Association, hereinafter referred to as 'the Association'.

### **2 OBJECTS**

The objects of the Association shall be to:

- 2.1 promote, administer and encourage ladies and girls amateur golf at all levels in the Association;
- 2.2 employ the funds of the Association and implement funding/grants from national and other bodies to further this purpose;
- 2.3 uphold and abide by the Rules and Articles of England Golf, hereinafter referred to as 'EG';
- 2.4 uphold and abide by:
  - 2.4.1 the Rules of Golf and Rules of Amateur Status as laid down by the R & A Rules Ltd, hereinafter referred to as the 'R & A'; and
  - 2.4.2 the Unified Handicapping System, hereinafter referred to as 'CONGU';
- 2.5 be responsible for the election of Officers of the Association;
- 2.6 select and maintain the County Teams;
- 2.7 arrange and regulate all competitions held under the auspices of the Association;
- 2.8 establish, abide by and implement policies, codes and procedures as laid down by EG;
- 2.9 make, maintain and publish such regulations as may be necessary for the above purposes.

### **3 MEMBERSHIP**

The Association shall be made up of:

- 3.1 Golf Clubs in Worcestershire and Herefordshire and any club affiliated to the Association, hereinafter referred to as 'Affiliated Clubs';
  - 3.1.1 clubs located outside Worcestershire and Herefordshire may affiliate to the Association subject to the approval of the Committee;
  - 3.1.2 all Affiliated Clubs must be affiliated to EG;
- 3.2 Playing Members, on payment of a mandatory subscription to the Association, shall be either:
  - 3.2.1 Full Members who possess one or more of the qualifications laid down in the EG Women's County Golf Regulations. Full Members shall be entitled to play in all county competitions and represent the County;or

3.2.2 Associate Members who are Full Members of another County. Associate Members shall be entitled to play in all county competitions including inter-club competitions but are excluded from the County Championship and the County Teams.

3.2.3 A player is personally responsible for ensuring that she is a Full Member of only one county. She must ensure that the county/counties of which she is an Associate Member is/are aware of this fact.

3.3 Honorary Life Members who are granted for life the rights and privileges of membership of the Association. They are elected by the Committee in recognition of their contribution to the Association or ladies golf and shall not be obliged to pay the Association's subscription. They shall have full playing rights as in 3.2.1.

3.4 Life Vice Presidents who are past Presidents of the Association. They shall have full playing rights as in 3.2.1.

3.5 All Affiliated Clubs and Members are bound by the Rules and Regulations of the Association.

#### **4 MANAGEMENT OF THE ASSOCIATION**

The Association shall be managed by a Committee comprising elected Officers and Club Delegates:

4.1 Officers and their appropriate term of office shall be as follows:

President	2 years
Chairman	2 years
Captain	2 years
Vice Captain	1 year
Treasurer	2 years
Secretary	2 year
Competition Secretary	2 years
Assistant Competition Secretary	2 years
Second Team Captain	2 years
Second Team Vice Captain	1 year
England Golf Representative	3 years
County Liaison Officer	2 years
Fixture Secretary	2 years
Handicap Advisor	6 years
Junior Representative	decided by the Junior Committee

4.1.1 The above Officers shall comprise the Executive Committee.

4.1.2 The recommended term of office shall be as above but may be amended subject to the approval of the Committee.

4.1.3 Officers have no voting rights at Club Delegate and General Meetings unless holding a position as in 4.2.

4.2 Club Delegates

4.2.1 Each Affiliated Club may nominate one Delegate who has full voting rights at Club Delegate and General Meetings.

4.2.2 In the event of a Delegate being unable to attend a meeting, her club shall appoint a deputy.

4.3 Honorary Life Members and Life Vice Presidents shall be invited to the meetings of the Committee but do not have voting rights unless holding a position as in 4.2.

## **5 ELECTION OF OFFICERS**

- 5.1 Officers shall be elected at the Annual General Meeting, hereinafter referred to as the 'AGM'.
- 5.2 The retiring President is entitled, after consultation with Life Vice Presidents, to nominate her successor. The retiring President shall become a Life Vice President.
- 5.3 The Captain at the end of her first year in office is entitled, after consultation with Past Captains, to nominate a Captain Elect, who also acts as Vice Captain.
- 5.4 The Captain Elect shall hold office for one year only with the intention that she should be nominated as Captain the following year.
- 5.5 The retiring Captain shall become Vice Captain.
- 5.6 5.4 and 5.5 shall also apply to the second Team Captain.
- 5.7 All nominations for an Officer must be sent to the Secretary no later than 28 days prior to the AGM.
- 5.8 If during the course of a year, a vacancy arises amongst the Officers through resignation or death, the Executive Committee shall appoint a replacement to fill the vacancy until the next AGM.

## **6 POWERS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall have the power to:

- 6.1 carry out the day to day running of the Association;
- 6.2 convene meetings as and when required;
  - 6.2.1 the Chairman shall preside at Executive meetings;
  - 6.2.2 all members of the Executive Committee, including co-opted members, shall have a vote on matters raised at Executive Committee Meetings only;
  - 6.2.3 no business shall be transacted unless a quorum is present. One third of the total number of the Executive shall form a quorum.
- 6.3 carry out the Objects of the Association as set out in these Rules and Regulations;
- 6.4 set conditions of all competitions including entry fees and level of prizes;
- 6.5 put in place a selection sub-committee which shall consist of the Captain (who shall take the Chair), the Vice Captain, the President and a senior member of the County Team;
- 6.6 delegate some or all of its duties, as it considers necessary, to either Officers or a sub-committee;
- 6.7 order any Affiliated Club, Officer or Member which or who has been found guilty of any breach of the Rules and Regulations of the Association, any misconduct on or off the golf course or any serious or regular breach of the Rules of Golf to be:
  - 6.7.1 expelled from the Association; or
  - 6.7.2 suspended for such period as the Executive Committee consider appropriate; or
  - 6.7.3 declare a player no longer eligible for all or any competitions held on behalf of the Association for such a period the Executive Committee considers appropriate.Any Affiliated Club or Individual Member dealt with under this rule shall have the right of appeal to a Special Appeal Panel comprising five independent persons convened for that purpose. The appeal shall be lodged within one month of the date of suspension.

- 6.8 pay travelling expenses to any person attending meetings or events in an official capacity or to any players selected to represent the Association, as decided by the Executive Committee;
- 6.9 co-opt Members onto the Executive Committee, as and when necessary.

## **7 DUTIES OF OFFICERS**

- 7.1 The President shall represent the Association at any official function.
- 7.2 The Chairman shall be responsible for the smooth running of the administration of the Association and shall preside at all Club Delegate and Executive meetings.
- 7.3 The Captains shall be responsible for their Teams.
- 7.4 The Treasurer shall be responsible for all financial transactions of the Association. She shall ensure that audited accounts of the Association are reviewed each year by an appointed Auditor and presented to the AGM.
- 7.5 The Secretary shall be responsible for convening meetings of the Association, taking minutes and informing the Association of any relevant correspondence.
- 7.6 The Competition Secretary shall be responsible for arranging time sheets for all competitions within the Association and running such competitions on the day, unless she has arranged for her Assistant or another, to do so.
- 7.7 The England Golf Representative shall be responsible for attending any EG meeting she has been called to and for transferring any information she receives from EG to the Association and when relevant, from the Association to EG.
- 7.8 The Junior Representative, in conjunction with the Junior Committee, shall be responsible for all Junior matters.
- 7.9 All other Officers shall carry out their duties as determined by the Executive Committee.

## **8 MEETINGS**

- 8.1 Club Delegate Meetings
  - 8.1.1 The following are entitled to attend Club Delegate Meetings: Officers, Club Delegates or their Deputies, Honorary Life Members, Life Vice Presidents and invited guests.
  - 8.1.2 The Chairman shall take the Chair. In her absence, the Captain or the Chairman's nominee shall preside.
  - 8.1.3 There shall be a minimum of four Club Delegate Meetings per year, one of which may be an AGM, which shall comprise at least the following matters:
    - 8.1.3.1 to receive reports of the Officers;
    - 8.1.3.2 to provide information from EG and other national bodies relevant to the Association;
    - 8.1.3.3 to provide an opportunity for Club Delegates or their Deputies, to raise and discuss matters in relation to the Association;
    - 8.1.3.4 to conduct voting on matters put forward by the Association, EG or Club Delegates.
  - 8.1.4 Notice of the Meeting and the Agenda shall be sent by the Secretary to Officers, Club Delegates, Honorary Life Members and Life Vice Presidents specifying place, date and time, not less than 14 days before the meeting.
- 8.2 Annual General Meeting
  - 8.2.1 The AGM shall be held in the Autumn and all Members of the Association shall be entitled to attend.

8.2.2 The President shall take the Chair. In her absence, the Chairman or the President's nominee shall preside.

8.2.3 The purpose of the Meeting shall be as follows:

8.2.3.1 to receive reports of the Officers;

8.2.3.2 to receive the Statement of Accounts, duly audited;

8.2.3.3 to elect the Officers;

8.2.3.4 to transact such business as may be brought before it.

8.2.4 Notice of the AGM and the Agenda shall be sent by the Secretary to all Members, specifying place, date and time, not less than 21 days before the AGM.

8.2.5 Proposals may be submitted to the AGM by either the Executive Committee (proposed and seconded by members of the Executive Committee) or any Affiliated Club (seconded by another Affiliated Club), provided that notice be given in writing to the Secretary not less than 42 days before the meeting.

8.3 Extraordinary General Meeting, hereinafter referred to as 'EGM'

8.3.1 The Secretary shall convene an EGM by:

8.3.1.1 order of the Executive Committee;

8.3.1.2 email or written requisition of either: a minimum of three Affiliated Clubs; or two Affiliated Clubs and one Member from another Affiliated Club.

8.3.2 Notice of an EGM and the Agenda shall be sent by the Secretary to all Members, specifying place, date and time, not less than 21 days before an EGM.

8.3.3 The President shall take the Chair. In her absence, the Chairman or the President's nominee shall preside.

8.3.4 Every such requisition shall specify the business for which such a Meeting is to be convened and no other business shall be transacted at such a Meeting.

8.3.5 The non-receipt or accidental omission to any Member shall not invalidate the proceedings of the Meeting nor any resolution passed thereat.

8.4 Quorum

No business shall be transacted unless a quorum is present. One third of the total number of Club Delegates or their Deputies, shall form a quorum.

8.5 Voting

8.5.1 Only Club Delegates or their Deputies are entitled to vote. Each must vote in accordance with the wishes of her club.

8.5.2 Officers have no voting rights unless holding a position as in 4.2.

8.5.3 In the case of equality of votes, the Chairman shall not be entitled to a second or casting vote and the matter being voted on shall not be passed.

8.5.4 A simple majority shall decide every question except where there are alterations to the Rules and Regulations of the Association when a majority of two thirds is required.

8.5.5 Every matter shall be decided by a show of hands unless the Chairman directs a ballot.

## 9 ACCOUNTS

The financial year of the Association shall run from 1<sup>st</sup> September to 31<sup>st</sup> August of the following year. The Treasurer shall prepare a Statement of Accounts for each financial year which shall be audited and presented at the AGM.

## **10 SUBSCRIPTIONS**

- 10.1 Each Playing Member of the Association shall pay an annual subscription of an amount approved at the AGM.
- 10.2 Association subscriptions become due on 1<sup>st</sup> January each year and shall be paid in accordance with the instructions of the Treasurer.
- 10.3 All Playing Members shall pay the same annual subscription.
- 10.4 A Member of more than one club affiliated to the Association is responsible for nominating the club from which her subscription shall be raised and for informing her clubs accordingly.
- 10.5 Consequences of non-payment shall be in line with EG Rules and Regulations.

## **11. DISSOLUTION**

Any resolution for the dissolution of the Association shall be passed by a majority of two thirds of the votes recorded at a General Meeting. If such a resolution is passed, the Executive Committee shall immediately or at a date specified in the resolution, begin to realise the property of the Association. After discharge of all liabilities, the Association shall transfer the same to EG or to such a body as shall, in the opinion of the Executive Committee, constitute the governing body of golf in England at the time. Upon the completion of such transfer, the Association shall be dissolved.