

# THE NORTHERN COUNTIES' LADIES' GOLF ASSOCIATION CONSTITUTION AND RULES

## 1. NAME

The Association shall be called the Northern Counties' Ladies' Golf Association, hereinafter referred to as "the Association".

## 2. AFFILIATIONS

The Association is affiliated to the Ladies' Golf Union (hereinafter called the LGU), the Scottish Golf Limited (hereinafter called the SGL) and the Council of National Golf Unions (hereinafter called CONGU) and is therefore subject to their rules and regulations.

## 3. OBJECTS

- 3.1. To further County golf by supporting all ladies, juniors and girls, particularly those aspiring to play for the county team and for national and international honours.
- 3.2. To select and maintain county team(s) and representatives.
- 3.3. To comply with all legislation enacted by the United Kingdom and Scottish Parliaments
- 3.4. To institute a procedure for dealing with any complaints received using the disciplinary procedure laid down by the SGL.
- 3.5. To promote friendship and fellowship throughout Northern Counties.

## 4. MEMBERSHIP & CATEGORIES

Membership of the Association shall be restricted to amateur lady or girl golfers possessing one or more of the following qualifications:

- 4.1. Birthplace to be in the Northern Counties as defined by the SGL.
- 4.2. Residence to be in the Northern Counties as defined by the SGL.
- 4.3. Membership of a Golf Club situated in the Northern Counties (which must be the nominated home club) and is affiliated to the SGL.
- 4.4. **Ordinary Members** of the Association who have reached the age of 18 and have all the rights and privileges of membership.
- 4.5. **Junior Members** who are members of the Girls' Association and have all the rights and privileges of membership except:
  - (a) The right to hold office
  - (b) The right to vote at General Meetings
- 4.6. **Honorary Members** shall be recommended by the County Officials to the AGM and requires the full approval of the membership present. Those proposed should have given outstanding service to Northern Counties. Honorary Members shall have all the rights and privileges of membership.
- 4.7. **Social Members** shall have all the rights of membership except:
  - (a) The right to hold office
  - (b) The right to vote at General Meetings

## 5. MANAGEMENT COMMITTEE

- 5.1. The Management Committee shall comprise Office Bearers who shall be, Honorary President (ex-officio), Captain, Vice-Captain, Honorary Secretary, Honorary Treasurer and Junior Secretary. The Secretary/Treasurer can be a combined post. The immediate past Captain may serve ex-officio for one year. All Office Bearers shall be elected annually with the exception of the position of Captain, which will be biennial.
- 5.2. Office Bearers, excluding the Captain and Vice-Captain and committee members who have held office for three consecutive years, shall retire and shall be eligible for re-election after the lapse of one year. In the event of any difficulty in filling an Office Bearer's post, the retiring Office Bearer, if willing, can continue for a maximum of one year.
- 5.3. At all meetings the Chair shall be taken by the Captain or Vice-Captain, whom failing, the members present shall elect a Chair.
- 5.4. Three Office Bearers shall form a quorum at Management Committee meetings.
- 5.5. A Delegate or a Delegate and a Deputy from each of the SGL clubs shall be elected by the Ladies' Committee or Management Committee of their clubs.
- 5.6. There will be one vote per club at the Delegates Meeting.
- 5.7. The Management Committee shall have the power to frame any new rules during its term of office, such rules to be ratified at the next AGM.
- 5.8. The Captain shall select two members to act on the Selection Committee with her.
- 5.9. The Secretary shall keep proper minutes of all meetings of the Association.
- 5.10. The named representative for the Association on the SGL County Committee shall be the Captain, whom failing, the Vice-Captain.
- 5.11. A representative for the SGL Executive Committee shall be nominated in accordance with the SGL Regulations for County Golf item 3.5.12.3.

## **6. GENERAL MEETINGS**

- 6.1. The Annual General Meeting of the Association shall be held before the end of October at a place to be decided by the Management Committee. Notice of any motion to be included in the agenda for a General Meeting shall be intimated, in writing, to the Secretary, at least 21 days prior to the date of the meeting. Each such duly intimated motion shall be included in the Notice calling the meeting.
- 6.2. A Special General Meeting may be called at any time at the request of not less than 10% of the membership. Only business mentioned in the Notice calling the meeting shall be disposed of at a Special General Meeting. A Notice calling a Special General Meeting shall be sent to every elected Delegate at least ten days before the date of the meeting.
- 6.3. Voting shall be by a show of hands, unless a ballot is directed by the Chair or demanded by not less than 5% of the members present. The Chair shall have a casting vote as well as a deliberative vote at all meetings.
- 6.4. Because of the geographic spread of Northern Counties, proxy voting may be introduced by the Management Committee and included in the Notice of the AGM. Each Member Club will receive a voting card denoting the number and categories of votes to which it is entitled. Any Club unable to send a delegate may vote by proxy. Such proxy votes must be in the hands of the Secretary not later than three days before the date of the meeting.

## **7. STANDING ORDERS FOR MEETINGS**

Standing Orders for Meetings shall be those of the SGL published in the SGL Handbook.

## **8. FINANCE**

- 8.1. An Auditor shall be appointed at the AGM.
- 8.2. The Association's financial year shall be from 1<sup>st</sup> September to 31<sup>st</sup> August.
- 8.3. All accounts held by the Association shall be audited and submitted to the AGM.
- 8.4. All accounts shall be lodged in such bank or banks as the Management Committee may decide.
- 8.5. All cheques drawn on Association accounts shall be signed by two of the following:- Captain, Vice-Captain, Secretary, Treasurer or Junior Secretary
- 8.6. **Annual Subscriptions** and entry fees for County Meetings shall be fixed at the AGM. Subscriptions will be due by 30<sup>th</sup> April.
- 8.7. **Expenses:** Any County Official or member of a sub-committee shall be entitled to be reimbursed such reasonable travelling and subsistence expenses as are incurred in connection with her attendance at meetings or events or otherwise acting on behalf of the Association.
- 8.8. **Honoraria:** In addition to any sums payable to her under the provisions detailed above, any member of the Management Committee or any person carrying out duties on behalf of the Association may be awarded such sum or sums from time to time as the Management Committee may see fit. Such payments are to be made at the sole discretion of the Management Committee and are to be a reflection of the time and effort expended by the individual in the execution of her duties on behalf of the Association. It was agreed at the 2016 AGM that an amount of £200 be available to any individual Management Committee member should they wish to request this as administration expenses.

## 9. ASSETS

All assets belonging to the Association shall be vested in the Office Bearers as trustees ex-officio. The Management Committee shall arrange for such insurance cover, as they consider appropriate.

## 10. COMPETITIONS

The format for each County competition will be as laid down in Policies & Procedures, which may only be amended at an AGM.

## 11. DISSOLUTION AND DISPOSAL OF ASSETS

The Association may be dissolved by the vote of not less than two-thirds of the Members present entitled to vote, and voting, at a General Meeting, for which 21 days notice has been given to members. In the event of Dissolution, the Management Committee shall realise, or dispose of, the whole assets of the Association, and out of the proceeds they shall discharge all lawful liabilities, and the remaining assets, if any, shall be disposed of according to the majority vote of the members present with such funds that are left being used to foster golf or other sports in the area. (*Amended AGM 2011*)

## 12. ALTERATION OF THE CONSTITUTION

The Constitution of the Association shall not be altered, nor added to, except with the approval of two-thirds of the members present entitled to vote, and voting, at a General Meeting, due notice of any proposed alteration or addition having been included in the Notice of the General Meeting. Notice of any proposed alteration or addition must be given, in writing, to the Secretary not later than 21 days prior to the date of the meeting.