

## NORFOLK LADIES' COUNTY GOLF ASSOCIATION



### RULES OF THE ASSOCIATION

- 1 The Association shall be called the Norfolk Ladies County Golf Association.
- 2 The object of the Association shall be to further the interests of women's golf within the County.
- 3 **Membership**
  - a) **Categories:**
    - i) Any Norfolk Golf Club affiliated to the English Women's Golf Association.
    - ii) Any individual if she fulfils the qualifications for County Membership as specified in the EWGA Handbook.
    - iii) Any individual under 21 years of age on January 1<sup>st</sup> will be a Junior Member.
    - iv) The Executive Committee may invite any person to be an Honorary Member. This invitation must be approved at the Annual General Meeting.
  - b) **Resignations**  
Any member wishing to resign must do so in writing to the Honorary Secretary on or before January 31<sup>st</sup>.
  - c) **Disputes and Breaches of Rules and Regulations**
    - i) Any affiliated club, player, official 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 persistent breach of the rules of golf may at the discretion of the Executive Committee be (1) expelled from the association or (2) suspended for such period as the Executive Committee shall think fit or (3) (in the case of an individual), declared for such period as the Executive Committee shall think fit no longer eligible for all or any competitions held under the auspices of the Association.
    - ii) Any affiliated club or individual member dealt with under this rule shall have the right to appeal to the Executive Committee.
- 4 **Subscriptions**
  - a) The Club Affiliation Fee shall be fixed by resolution passed at the Annual General Meeting of the Association. Such affiliation fee shall be due on January 1<sup>st</sup> each year. If any affiliated club fails to pay its affiliation fee by March 1<sup>st</sup> in any year it shall be ineligible to enter a team for any competition held under the auspices of the Association in that year.
  - b) The individual and junior subscription shall be a per capita fee which shall be fixed by a resolution passed at the Annual General Meeting of the Association. Such annual subscription shall be due on January 1<sup>st</sup> each year and must be paid by March 1<sup>st</sup> of that year.
  - c) If a player wishes to join the County after March 1<sup>st</sup> (in accordance with EWGA rules) she may pay the per capita fee and be eligible to play in county competitions.
- 5 **Management of the Association**  
The Association shall be managed by an Executive Committee elected annually at the Annual General Meeting.  
  
There will be four sub-committees: EWGA/County Club Delegates, Competitions, Training and Teams, and Junior.
  - a) **Executive Committee**
    - i) **The President**, who will have no vote on the Executive Committee, shall be eligible to hold office for a maximum of three years.
    - ii) **The Captain**, who shall be eligible to hold office for two years, except in special circumstances when the Executive Committee may invite her to stay on for a third year.
    - iii) **The Vice-Captain**, or when none has been appointed, the Immediate Past Captain. The Vice Captain shall take office in the second year of the Captain's term.
    - iv) **The Honorary Secretary and The Honorary Treasurer**, who shall be eligible to hold office for a maximum of ten years.
    - v) **The 2<sup>nd</sup> Team Captain**, who shall be eligible to hold office for a maximum of two years.
    - vi) **The County Junior Organiser**, who shall be eligible to hold office for a maximum of 6 years.
    - vii) **The EWGA Regional Committee Representative**, who shall be eligible to hold office for such period as stipulated by EWGA.
    - viii) **The Handicap Adviser**, who will be recommended to EWGA by the Executive Committee and elected by EWGA and may serve for a maximum of ten years or such period as shall be stipulated by EWGA.
    - viii) **The Scratch Score Assessor**, who will be recommended to EWGA by the Executive Committee and elected by EWGA and may serve for a maximum of ten years or such period as shall be stipulated by EWGA.

- ix) **The Assistant Secretary** whose term of office will be one year, that year being the final year of the term of The Honorary Secretary.
- x) **Elected Members**, four in number, who shall be eligible to serve for three years.
- xi) **An EWGA/LGU member or their deputy**. Any individual member whilst she is a member or deputy of either the EWGA Executive or LGU Council. Such member will have no vote on the Executive Committee.

The Officers of the Association shall be The President, The Captain, The Honorary Secretary and The Honorary Treasurer.

Members of the Executive, excluding the Captain/Vice Captain, must stand down for one year after their term before being eligible for any other position on the Executive.

#### b) Rules of the Executive Committee

- i) No person on the Executive Committee shall hold more than one of the positions above excluding the EWGA nominations for Handicap Adviser and Scratch Score Assessor, and the EWGA/LGU member or their deputy.
- ii) At any Meeting of the Executive Committee six Executive Committee Members present in person and entitled to vote shall form a quorum.
- iii) The Chairman of the Executive Committee shall take the chair at Executive meetings and in her absence a chairman will be appointed by the Executive Committee.
- iv) The Executive Committee shall meet at least four times a year and at other times as deemed necessary.
- v) All questions shall be decided by a show of hands (unless a ballot be demanded). In the case of a tie the Chairman shall have a casting vote in addition to any other vote to which she is entitled.
- vi) Should any member of the Executive Committee be unable to serve the full term the Executive Committee may fill the vacancy until the following AGM.
- vii) No person on the Executive Committee shall have more than one vote.

#### c) Duties

The Honorary Secretary shall keep a record of General, Executive Committee and Players' meetings and such record being approved shall be signed at the next meeting. In the case of Executive meetings the Secretary shall send a copy of the minutes to all members of the Executive Committee.

The Honorary Treasurer shall record all receipts and payments made during the year on behalf of the Association and shall prepare a statement of accounts to be submitted for inspection and then presented at the AGM. An Auditor shall be appointed annually at the AGM.

#### d) Election of Sub-Committees and their Chairman

The first meeting of the Executive Committee in every year shall be called by the Honorary Secretary and shall be held within four weeks of the AGM. The first business of such meeting shall include:

- i) To confirm a Chairman of the Executive Committee for the year.  
All members excluding The President, The Honorary Secretary and The Honorary Treasurer are eligible to stand for election to the position of Chairman.
- ii) To appoint the EWGA/County Club Delegates sub-committee and confirm its Chairman.
- iii) To appoint the Competitions sub-committee and its Chairman.
- iv) To appoint the Training & Teams sub-committee and confirm its Chairman.
- v) To appoint a Junior sub-committee and its Chairman.
- vi) To appoint an Elected member as the Club Liaison Officer.

### 6 Sub-Committees

There will be four sub-committees reporting to the Executive Committee comprised as follows:

#### a) EWGA/ County Club Delegates

The EWGA Regional Committee Representative in the Chair  
The Honorary Secretary and The Honorary Treasurer  
The Handicap Adviser  
Club Liaison Representative  
An EWGA/County Club Delegate from each affiliated club  
Other members of the Executive Committee are welcome to attend but have no vote.

This sub-committee will meet no less than four times a year, one of which will be the Annual General Meeting of the Association.

#### Duties

- i) To receive a report from the Executive Committee on all county related matters.
- ii) To consider and make recommendations to the Executive Committee on club related matters.
- iii) To conduct such business and in such a manner as defined in the EWGA Articles of Association.

Each affiliated club shall appoint an EWGA/County Club Delegate who should serve on this sub-committee for a minimum of three years or maximum of five years.

EWGA/County Club Delegates may not sit on the Executive Committee.

**b) Competitions**

An Executive Committee member who will take the Chair  
The Division Meetings Organisers  
The County Foursomes Organiser  
The Inter-club League Organiser  
The Carrick Cup Organiser  
The Gillieson Cup Organiser  
The Scratch League Organiser

This sub-committee to meet at least twice a year.

**Duties**

- i) To consider and make recommendations to the Executive Committee on matters relating to County Competitions.
- ii) To co-ordinate competitions on behalf of the Executive Committee.

**c) Training & Teams**

County Captain in the Chair  
Vice or Immediate Past Captain  
2<sup>nd</sup> Team Captain  
County Junior Organiser  
County Training Officer  
One other to be recommended annually by the Captain and approved by the Executive Committee.

This sub-committee to meet at least twice a year.

**Duties**

- i) To recommend a County Training Programme for approval by the Executive Committee.
- ii) To select players for the County Training programme.
- iii) To manage the County Training programme.
- iv) To make recommendations to the Executive Committee on general matters pertaining to the County teams.
- v) To follow procedures relating to the selection of teams.

**d) Junior Committee**

County Junior Organiser  
Executive Committee Member  
A minimum of four members to be approved by the Executive Committee

**Duties**

- i) To consider and make recommendations to the Executive Committee on all matters relating to Junior Girls Golf.
- ii) To co-ordinate junior activities on behalf of the Executive Committee.

**Procedure**

The Chairman of the Executive Committee shall be an ex-officio member of all Sub-Committees.

A report from each sub-committee shall be presented at each Executive committee meeting.

Each sub-committee shall have the power to co-opt such members as it may deem necessary provided that they shall not exceed 25% of the members as stated in Rule 6.

**7 General Meetings**

- a) The Annual General Meeting shall be held in November each year.
- b) The Honorary Secretary shall give at least 28 days notice of every General Meeting to each affiliated club.
- c) An Extra-Ordinary General Meeting may be called by the Executive Committee or at the written request of not less than six affiliated clubs.
- d) The President shall take the chair at all General Meetings and in her absence the County Captain or another member of the Executive Committee.
- e) **Voting at General Meetings.**
  - i) In each case of a vote at a General Meeting concerning Inter-club competitions only those affiliated clubs with continuing participation in the respective competition may vote. The Chair shall have the casting vote.
  - ii) In all other cases members over the age of 18 years may cast one vote. The Chair shall have the casting vote.

iii) Voting will be by show of hands except in the case of Elected Members when the vote shall be by ballot. If there is an equality of votes when voting for the Elected members there will be a re-vote between the tied parties.

f) **Resolutions.**

i) The Executive Committee or any two affiliated clubs may bring forward any resolution at the AGM provided that, in the case of the affiliated clubs, notice thereof in writing has reached The Honorary Secretary by August 31<sup>st</sup>.

ii) Amendments to Resolutions must reach The Honorary Secretary at least 14 days prior the AGM.

g) **Alteration of Rules.** No new Rules of the Association shall be made and no existing Rule shall be altered except by a two-thirds majority of the votes properly recorded at a General Meeting. All additions or alterations so made shall take immediate effect.

h) **Nominations**

i) **President**

The President, the County Captain and the Chairman of the Executive shall meet to recommend nomination(s) of President. Such recommendation(s) must first be submitted to the Executive Committee for approval. The Executive Committee will put forward the nomination to the AGM.

ii) **Vice Captain**

The Captain, the Immediate Past Captain and two other Past Captains shall meet to recommend a nomination for Vice Captain. Such recommendation shall first be submitted to the Executive for approval. The Executive Committee will put forward the nomination to the AGM.

iii) **2<sup>nd</sup> Team Captain**

The Captain, Vice/Immediate Past Captain and the incumbent shall meet to recommend a nomination for the 2<sup>nd</sup> Team Captain. Such recommendation shall first be submitted to the Executive Committee for approval. The Executive Committee will put forward a nomination to the AGM.

iv) **Nominations for the posts of The Honorary Secretary, The Honorary Treasurer, County Junior Organiser, Assistant Secretary and Competition Organisers shall be submitted by either:**

a. The Executive Committee.

b. Any two affiliated clubs – every such nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach The Honorary Secretary of the Association on or before September 15<sup>th</sup> in each year.

v) **The EWGA Regional Committee Representative shall be nominated by any two affiliated clubs and elected at the Autumn EWGA/Club Delegate Meeting and confirmed at the Annual General Meeting of the Association. Nominations to be received in writing by the Honorary Secretary on or before 30<sup>th</sup> June.**

vi) Elected Members

Any two individual full members may nominate a member for this position. Nominations must be in writing signed and reach The Honorary Secretary of the Association on or before September 15<sup>th</sup>. Such elected members must have served on either their golf club committee or the county committee. Vacancies arising will be notified at the first meeting of the year.

No person shall be nominated unless her consent has been previously obtained.

**8 Competitions**

a) All players must be female golfers. A County Championship, Handicap Meetings and the Autumn Foursomes meeting shall be held each year. A Junior Championship will be held annually when numbers permit.

b) The Executive Committee shall have the power to settle the conditions under which all County Competitions shall be played. Any dispute arising out of a County Competition shall be referred to the Competition Organiser whose decision shall be final.

c) Copies of the rules governing each Inter-Club competition will be sent annually to each participating club.

d) Associate members are entitled to play in all County Competitions including inter club matches but are excluded from the County Golf Championships and County Teams.

**9 Players Meeting.** A Meeting of the players participating in that year's County Championship should be held during the County Championship at which matters relating to future championships can be discussed. Anything affecting change of policy must be referred to the Executive Committee (Rule 8b).

**10 Expenses.** Expenses will be paid to members when working on behalf of the Association, and members of County Teams when representing Norfolk. The level of expenses shall be decided by the Executive Committee. Expenses to be reviewed annually.

**11** The President, The County Captain, The County II Captain, The Honorary Secretary, The Honorary Treasurer and County Junior Organiser shall be entitled to wear a County Badge.