



# Norfolk Ladies County Golf Association

## RULES OF THE ASSOCIATION

1. The Association will be called the Norfolk Ladies County Golf Association.
2. The aim of the Association will be to further the interests of women's golf within the County.
3. **Membership**
  - 3.1 Any Norfolk Golf Club affiliated to England Golf.
  - 3.2 Any playing member of a club affiliated to Norfolk who pays an affiliation fee as in 4.2.
  - 3.3 Any playing member under 18 years of age on January 1st will be a Junior Member.
  - 3.4 The Executive Committee may invite any person to be an Honorary Member. This invitation must be approved at the Annual General Meeting.

(For the purpose of these Rules, the term 'playing member' means female members paying a playing membership subscription.)

4. **Affiliation fees**
  - 4.1 Affiliation fees will be collected in accordance with the rules of England Golf.
  - 4.2 The annual affiliation fee is payable by each:
    - a. Home club playing member.
    - b. Playing member whose Home club is not affiliated to Norfolk.
  - 4.3 The affiliation fee will be fixed by a resolution passed at the Association's Annual General Meeting and will take effect from the following Annual General Meeting.

5. **Management of the Association**

The Association will be managed by an Executive Committee elected annually at the Annual General Meeting.

- 5.1 **Executive Committee**

- 5.1.1 **The President**, who will have no vote, will be eligible to hold office for a maximum of three years.
    - 5.1.2 **The Captain**, who will be eligible to hold office for a maximum of two years.
    - 5.1.3 **The Vice-Captain**, or when none has been appointed the Immediate Past Captain.
    - 5.1.4 **The Honorary Secretary and the Honorary Treasurer**, who will be eligible to hold office for a maximum of six years.
    - 5.1.5 **The 2<sup>nd</sup> Team Captain**, who will be eligible to hold office for a maximum of two years.
    - 5.1.6 **The County Junior Organiser** who will be eligible to hold office for a maximum of six years.
    - 5.1.7 **Norfolk County Representative for the East Region/England Golf Voting Member** who will be appointed by the Executive Committee and is eligible to hold office for a maximum of four years.
    - 5.1.8 **The Assistant Secretary** whose term of office will be one year, that year being the final year of the term of the Honorary Secretary. They will be a non-voting member of the Executive Committee.
    - 5.1.9 **Elected Members**, three in number, who will be eligible to serve for three years.
  - 5.2 The Officers of the Association will be the President, the Captain, the Honorary Secretary and the Honorary Treasurer.
  - 5.3 A member of the Executive Committee having completed a term of office must stand down for one year unless nominated for a different post. If no nominations are received for the vacant post the Executive Committee may invite the incumbent to stand for another year.
  - 5.4 **County Officials (not members of the Executive Committee)**
    - 5.4.1 **Senior Team Organiser** - appointment confirmed annually.
    - 5.4.2 **Scratch Score Assessor** - appointment confirmed annually.
    - 5.4.3 **Handicap Adviser** - appointment confirmed annually.
    - 5.4.4 **Welfare Officer** – appointment confirmed annually.
    - 5.4.5 **Web-Site/Communications** – appointment confirmed annually.

## 5.5 Rules of the Executive Committee

- 5.5.1 At any Meeting of the Executive Committee six Executive Committee Members present in person and entitled to vote will form a quorum.
- 5.5.2 The Chairman of the Executive Committee will take the chair at Executive meetings and in her absence a chairman will be appointed by the Executive Committee.
- 5.5.3 The Executive Committee will meet at least four times a year.
- 5.5.4 All decisions will be by a show of hands unless a ballot is requested by a voting member.
- 5.5.5 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 with the same voting rights as the post being filled.
- 5.5.6 If any vacancy is not filled at the AGM the Executive Committee has the power to co-opt a member of the Association until the next AGM at which time she will be required to stand for election. Such co-opted members will have the same voting rights as Elected Members.
- 5.5.7 No person on the Executive Committee will have more than one vote, except in the case of a tie in the voting when the Chairman will have the casting vote.
- 5.5.8 The Honorary Secretary will keep a record of General, Executive Committee and Sub-Committee Meetings.
- 5.5.9 The Honorary Treasurer will record all receipts and payments made during the year on behalf of the Association and will prepare a statement of accounts to be submitted for inspection by an independent examiner appointed by the Executive Committee. The accounts will be copied to Executive members and then presented at the AGM.
- 5.5.10 The first meeting of the Executive Committee in every year will be called by the Honorary Secretary and will be held within four weeks of the AGM. The first business of the meeting will include:
  - 5.5.10.1 To confirm a Chairman of the Executive Committee for the year.  
(Note: All members excluding the President, the Honorary Secretary and the Honorary Treasurer are eligible to stand for election to the position of Chairman.)
  - 5.5.10.2 To appoint the sub-committees and confirm each Chairman.
- 5.5.11 The Executive Committee will formulate and administer the NLCGA Regulations.

## 6. Sub-Committees

- 6.1 The format of sub-committees will be agreed and administered by the Executive Committee and are defined in the Regulations.
- 6.2 The sub-committees will have the roles and responsibilities as set out in the Regulations.

## 7. General Meetings

- 7.1 The Annual General Meeting will be held in November or December each year when possible.
- 7.2 The Honorary Secretary will give at least 28 days notice of every General Meeting to each affiliated club. In the case of the AGM a copy of the previous AGM minutes will also be sent.
- 7.3 An Extra-Ordinary General Meeting may be called by the Executive Committee or at the written request of not less than six affiliated clubs.
- 7.4 The President will take the chair at all General Meetings and in her absence the County Captain or another member of the Executive Committee.
- 7.5 **Voting at General Meetings**
  - 7.5.1 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. A simple majority is required for a proposal to be passed. In this instance, only one vote per club is allowed.
  - 7.5.2 In all other cases members over the age of 18 years may cast one vote.
  - 7.5.3 Voting will be by show of hands except in the case of Elected Members when the vote will be by ballot. If there is a tie when voting for the Elected Members there will be a re-vote between the tied parties. In the event of a further tie, a name will be drawn by the Chairman.

## 7.6 Resolutions

- 7.6.1 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 at least six weeks prior to the AGM date.
- 7.6.2 Amendments to Resolutions must reach the Honorary Secretary in writing at least 14 days prior to the Annual General Meeting.
- 7.6.3 A simple majority is required for a resolution or an amendment to be passed.

## 7.7 Alteration of Rules

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

## 7.8 Nominations

### 7.8.1 President

- a. The President, the County Captain and two past Presidents will consult to recommend nomination(s) for President. The recommendation(s) will be submitted to the Executive Committee for approval. The Executive Committee will put forward the approved nomination to the AGM.
- b. Any two affiliated clubs may submit a nomination – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach the Honorary Secretary of the Association by 31<sup>st</sup> March.

### 7.8.2 Vice-Captain

- a. The Captain, the Immediate Past Captain and two other Past Captains will meet to recommend a nomination for Vice Captain. The recommendation will be submitted to the Executive Committee for approval. The Executive Committee will put forward the approved nomination to the AGM.
- b. Any two affiliated clubs may submit a nomination – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach the Honorary Secretary of the Association by 31<sup>st</sup> March.

### 7.8.3 2nd Team Captain

- a. The Captain, Vice/Immediate Past Captain and the incumbent will meet to recommend a nomination for the 2nd Team Captain. The recommendation will be submitted to the Executive Committee for approval. The Executive Committee will put forward the approved nomination to the Annual General Meeting.
- b. Any two affiliated clubs may submit a nomination – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach The Honorary Secretary of the Association by 31<sup>st</sup> March.

### 7.8.4 Nominations for the posts of the Honorary Secretary, the Honorary Treasurer, County Junior Organiser, Assistant Secretary will be submitted by either:

- a. The Executive Committee.
- b. Any two affiliated clubs may submit a nomination to the Executive Committee – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach the Honorary Secretary of the Association by 31<sup>st</sup> July.

### 7.8.5 Elected Members

Any two individual members may nominate a member for this position. Nominees must have their HOME club in Norfolk and must give their consent to the nomination. Nominations to be in writing, signed, and must reach the Honorary Secretary of the Association six weeks before the Annual General Meeting. Nominees to have served on a golf related committee.

### 7.8.6 County Officials

#### a. Senior Team Organiser

The Captain, Vice Captain/Immediate Past Captain and the incumbent will recommend a nomination to the Executive Committee for approval.

#### b. Handicap Adviser

The President, Captain, Honorary Secretary, Honorary Treasurer and the incumbent will recommend a nomination to the Executive Committee for approval.

#### c. Scratch Score Assessor

The President, Captain, Honorary Secretary, Honorary Treasurer and the incumbent will recommend a nomination to the Executive Committee for approval.

## **8. Competitions**

- 8.1 Players must be of female gender and have been female at birth or have had the female gender assigned.
- 8.2 The Executive Committee sets the conditions for all competitions.
- 8.3 To be eligible to compete in the County Championship or represent the County in the Inter County Championship, a player must fulfil the conditions laid down in the England Golf Conditions of Competitions for the Women's County Finals competitions.

## **9. Expenses**

Expenses will be paid to members when working on behalf of the Association according to the guidelines agreed by the Executive Committee and defined in the Regulations. The Guidelines will be reviewed annually.

## **10. Policies and Procedures**

The NLCGA has adopted the following:

- The NLCGA Transportation Policy as defined in the Regulations.
- The Safeguarding Policy as defined in the Regulations.
- The England Golf-Equality & Diversity Policy.
- England Golf Discipline/Grievance Guidelines as referred to in the Regulations.