

# WILTSHIRE LADIES' COUNTY GOLF ASSOCIATION

## RULES & REGULATIONS

Updated October 2008 (Nomenclature only)

1. **The name of the Association** shall be the Wiltshire Ladies' County Golf Association and is, in this Constitution, referred to as "the Association".

2. **The object of the Association is :**

- a) to uphold the Rules of the English Women's Golf Association and to maintain, administer and enforce the CONGU system of handicapping.
- b) to further the interests of both junior and ladies' golf in Wiltshire
- c) to give support and advice on the running of Ladies' Sections and
- d) to organise County Matches and such other activities for members as approved by the Committee

3. **The Management of the Association** shall be vested in an Executive Committee, hereafter called the Committee, consisting of the President, Captain, Vice-Captain, Hon. Treasurer, Hon. Secretary, Handicap Adviser, Competition Secretary, EWGA South West Delegate, EWGA Standard Scratch Assessor, Junior Organiser, and one nominated delegate from each affiliated club. There shall be a Vice President, normally the outgoing President, who shall stand in for the President if required. All the aforementioned, with the exception of the President, Vice President and Handicap Adviser, shall each have a vote. In the absence of a Club Delegate, the Club Captain may nominate a substitute who shall have a vote, but only one vote per club.

The Officers, together with the Delegates, shall hold at least two Committee meetings a year, minutes to be circulated within four weeks of such meetings. Only Full Members shall be eligible to serve on the Committee and vote at meetings of the Association. A quorum shall consist of three Officers with voting power and six delegates, in addition to the Chairman. Any member serving on the LGU or EWGA Executive councils may attend Committee meetings but shall have no vote.

The Captain shall be Chairman of all Committee meetings, in her absence the Vice-Captain shall act as Chairman. The Chairman shall have a second casting vote at all meetings. The President and Handicap Adviser shall have no vote.

The Committee shall have power to co-opt any member of the Association, and are empowered to make a bye-law to meet temporary emergencies as they deem necessary, which shall have effect until the next General Meeting.

The Committee will be responsible for the rules and conditions governing all competitions run by the Association, including the Championships and all League matches.

All members shall be bound by the Rules & Regulations of the Association.

Term of Office:-

President	-	3 years
Captain & Vice- Captain	-	2 years
Hon. Treasurer & Hon. Secretary	-	4 years
Hon Competition Secretary	-	4 years
County Handicap Adviser	-	10 years (EWGA regulations)
Standard Scratch Assessor	-	10 years
Junior Organiser	-	4 years
EWGA SW Delegate	-	4 years (SW regulations)
Club Delegates	-	2 years min, 4 years max

Officers not regulated by EWGA or South West regulations may be re-elected for a further term of office.

Deputies may be appointed for the last year of an officer's term of office with a view to taking over that office.

4. **The Hon. Secretary** shall keep full and correct minutes of all proceedings of the Association which shall be produced at all meetings.
5. **The Hon. Treasurer** shall keep a full account of all monies received and disbursed. An audited annual balance sheet shall be prepared and laid before the members at the Annual General Meeting.
6. **The Officers of the Committee** shall be entitled to claim expenses. The President and Captain shall each receive an honorarium, such amounts to be decided at a Committee Meeting.
7. **The Annual General Meeting** of the Association shall be held in November each year and shall be chaired by the President. In her absence the Captain shall chair the meeting which is held for the purpose of :
  - (a) confirming the Minutes of the last meeting
  - (b) receiving the Statement of Accounts
  - (c) receiving the Captain's Report and other official reports,
  - (d) ratifying the election of the President, Captain and Vice-Captain as invited by their predecessors and approved by the Committee
  - (e) the election of Officers
  - (f) to consider any Resolutions
  - (g) to approve the amount of the annual payment to be made under Rule 16 (per capita fee)
  - (h) to consider Any Other Business
8. **Twenty eight days notice** of any such Annual General Meeting shall be sent in writing for display at each affiliated club of the Association. Accidental omission to give proper notice thereto or the non-receipt thereof by any such person or club shall not invalidate the proceedings of any General meeting.
9. **Forty Full Members shall form a quorum** at a General Meeting and every question shall be decided by a show of hands, unless a ballot is directed by the Chairman or demanded by no less than six persons. In the event that there is no quorum present within 30 minutes of the advertised commencement, the meeting shall be adjourned for three weeks and notices shall be forwarded for display at affiliated clubs at least fourteen days before such adjourned meeting. No quorum shall be required for such adjourned meeting.
10. **Resolutions for the AGM**, which may be proposed and seconded by a Club or members of the Association, must be sent in writing to the Hon. Secretary at least two months before the said meeting.
11. **Lists of nominees** shall be placed in each club 4 weeks before the AGM. No one may be nominated without their prior consent.
12. **No Rule of the Association shall be altered** or repealed and no new Rule shall be made except by a two-thirds majority of the Full members present and voting at a General Meeting. Any alteration or addition so made to take effect from the date that meeting shall by a majority decide.
13. **Constitution.**  
Members of the County, both Full and Associate, shall be those who qualify under the EWGA rules for Membership of a County Association.  
**NOTE:** EWGA regulations state - No one shall be a Full Member of more than one County Association.

14. **Extraordinary General Meeting** - The Hon. Secretary shall convene an Extraordinary General Meeting at any time by order of the Committee, or on receiving a requisition to call such a Meeting by twenty-five members of the Association from a minimum of two clubs. 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.
15. **Disputes** - A sub-committee, consisting of the President, Captain, Vice-Captain, Honorary Secretary and Immediate Past Captain, shall consider all facts concerning any allegations made against a member or members accused of bringing the game into disrepute and, if necessary, take appropriate action.
16. (a) **There shall be an annual payment** to the Association of such amount as shall from time to time be approved by the AGM or an EGM of the Association, payable by the individual members as at the following 1<sup>st</sup> January and collected by the clubs who will forward it to EWGA, along with a list of club members.
- (b) **Annual subscriptions** become due on affiliation and thereafter on 1<sup>st</sup> January in each year and must be forwarded to EWGA on or before 1<sup>st</sup> March each year.
- If any affiliated club shall fail to pay its annual subscription by 1<sup>st</sup> March in any year it shall not be entitled to be represented on the Committee and its members shall not be entitled to participate in County competitions.
- (c) **Any affiliated club wishing to withdraw** from the Association shall give notice in writing to the Hon. Secretary not later than 30<sup>th</sup> September of the current year or it shall be liable for the next year's subscription. A club having complied with this rule and wishing to rejoin shall pay the annual subscription payable under paragraph (a) hereof.
- (d) **An affiliated club which has resigned** from the Association and wishes to rejoin shall on rejoining pay such re-entry fee as a Finance sub-committee shall from time to time decide.
17. **Publication of Rules** - A copy of the Rules & Regulations of the Association shall be sent to every affiliated club.
18. (a) **County Team** - The Association shall form a County Team to compete in the South West Region of the English Women's Golf Association. All players in this team must be FULL members of the Association. The expenses of this team may be defrayed by the Association to such an extent as may be determined by the Committee.
- (b) The County Team will be selected by the Captain, Vice-Captain and advisers.
19. **The Association will operate a County Course Card Scheme** whereby members of the Association will be entitled to concessionary green fees at any of the participating clubs.
- Only bona-fide members of Wiltshire affiliated clubs may purchase County Course Cards, which may only be purchased by members who have a CONGU handicap.
20. **Complaints** - All complaints shall be made in writing to the Hon. Secretary who, should she be unable to deal with them herself, shall submit them to the Committee whose decision shall be final.

Signed: .....

G WOOD, President

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P. TELLING, Hon. Secretary

Date: .....

