

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**
 - 3.1 **Categories**
 - 3.1.1 Any Norfolk Golf Club affiliated to the English Women's Golf Association.
 - 3.1.2 Any individual if she fulfils the qualifications for Full or Associate County Membership as specified in the County Golf Regulations section of the EWGA Handbook.
(Note: No one can be a Full member of more than one County Association)
 - 3.1.3 Any individual under 18 years of age on January 1st will be a Junior Member.
 - 3.1.4 The Executive Committee may invite any person to be an Honorary Member. This invitation must be approved at the Annual General Meeting.
 - 3.2 **Resignations**

Any member wishing to resign must do so in writing to the Honorary Secretary on or before January 31st.
 - 3.3 **Disputes and Breaches of Rules and Regulations**
 - 3.3.1 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.
 - 3.3.2 Any affiliated club or individual member dealt with under this rule shall have the right to appeal to the Executive Committee, who will appoint an appeal committee comprising three past NLCGA Officers.
4. **Subscriptions**
 - 4.1 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 1st each year. If any affiliated club fails to pay its affiliation fee by March 1st in any year it shall be ineligible to enter a team for any competition held under the auspices of the Association in that year.
 - 4.2 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 1st each year and must be paid by March 1st of that year.
 - 4.3 If a player wishes to join the County after March 1st (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.

 - 5.1 **Executive Committee**
 - 5.1.1 **The President**, who will have no vote, shall be eligible to hold office for a maximum of three years.
 - 5.1.2 **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.
 - 5.1.3 **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.
 - 5.1.4 **The Honorary Secretary and The Honorary Treasurer**, who shall be eligible to hold office for a maximum of six years.
 - 5.1.5 **The 2nd Team 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.
 - 5.1.6 **The County Junior Organiser** who shall be eligible to hold office for a maximum of six years.
 - 5.1.7 **The EWGA Regional Committee Representative** who shall be eligible to hold office for such period as stipulated by EWGA.
 - 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.
 - 5.1.9 **Elected Members**, four in number, who shall be eligible to serve for three years.
 - 5.1.10 **The Handicap Adviser**, who will be recommended to EWGA by the Executive Committee and elected by EWGA and may serve for such period as shall be recommended by EWGA. Such member will have no vote.
 - 5.1.11 **The Scratch Score Assessor**, who will be recommended to EWGA by the Executive Committee and elected by EWGA and may serve for such period as shall be recommended by EWGA. Such member will have no vote.
 - 5.1.12 **An EWGA/LGU member or their deputy**. Any individual member whilst she is a member or deputy of either the EWGA Operations Board or LGU Council. Such member will have no vote.

- 5.2 The Officers of the Association shall 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 incumbent may stand for re-election for one year.
- 5.4 Rules of the Executive Committee
- 5.4.1 No person on the Executive Committee shall hold more than one of the positions in 5.1, excluding the EWGA positions of Handicap Adviser, Scratch Score Assessor, and EWGA/LGU member or their deputy.
- 5.4.2 At any Meeting of the Executive Committee six Executive Committee Members present in person and entitled to vote shall form a quorum.
- 5.4.3 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.
- 5.4.4 The Executive Committee shall meet at least four times a year and at other times as deemed necessary.
- 5.4.5 All decisions shall be by a show of hands (unless a ballot be demanded).
- 5.4.6 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.
- 5.4.7 No person on the Executive Committee shall have more than one vote, except in the case of a tie in the voting when the Chairman shall have the casting vote.
- 5.4.8 The Honorary Secretary shall keep a record of General, Executive Committee and sub-committee meetings.
- 5.4.9 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 by the Auditors, copied to the Executive Committee members and then presented at the AGM An Auditor shall be appointed annually at the AGM.
- 5.4.10 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:
- 5.4.10.1 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.)
- 5.4.10.2 To appoint the sub-committees and confirm each Chairman.
- 5.4.11 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.
- 6.2 There will be four principal sub-committees reporting to the Executive Committee:
- 6.2.1 EWGA/ County Club Delegates
- 6.2.2 Competitions
- 6.2.3 Training & Teams
- 6.2.4 Junior Committee
- 6.3 The Chairman of the Executive Committee shall be an ex-officio member of all Sub-Committees.
- 6.4 A report from each sub-committee shall be presented at each Executive committee meeting.
- 6.5 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 defined in the Regulations.
- 6.6 The Executive Committee may create other sub-committees as required.
- 6.7 The sub-committees will have the roles and responsibilities as set out in the Regulations.

7. General Meetings

- 7.1 The Annual General Meeting shall be held in November or December each year.
- 7.2 The Honorary Secretary shall 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 shall 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. The Chair shall have the casting vote.

- 7.5.2 In all other cases members over the age of 18 years may cast one vote. The Chair shall have the casting vote.
- 7.5.3 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.

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 at least 14 days prior the AGM.

- 7.7 **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.

7.8 Nominations

7.8.1 President

- a. The President, the County Captain and the Chairman of the Executive shall meet to recommend nomination(s) for 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.
- b. Any two affiliated clubs may bring forward a nomination – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach The Honorary Secretary of the Association six months before the AGM.

7.8.2 Vice Captain

- a. 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.
- b. Any two affiliated clubs may bring forward a nomination – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach The Honorary Secretary of the Association six months before the AGM.

7.8.3 2nd Team Captain

- a. The Captain, Vice/Immediate Past Captain and the incumbent shall meet to recommend a nomination for the 2nd 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.
- b. Any two affiliated clubs may bring forward a nomination – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach The Honorary Secretary of the Association six months before the AGM.

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

- a. The Executive Committee.
- b. Any two affiliated clubs – every nomination must be in writing, signed by the Ladies' Secretary thereof, and must reach The Honorary Secretary of the Association ten weeks before the AGM.

7.8.5 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 30th June.

7.8.6 Elected Members

Any two individual full members may nominate a member for this position. No person shall be nominated unless her consent has been previously obtained. Nominations must be in writing, signed, and reach The Honorary Secretary of the Association six weeks before the AGM. Nominees must have served on a golf related committee.

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 shall have the power to settle the conditions under which all County Competitions shall be played. Any dispute arising out of a County Competition should be referred via the Honorary Secretary to the Executive Committee whose decision shall be final.
- 8.3 Only Full members of the County are eligible to play in the County Teams. 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 (Juniors, Ladies, Seniors).

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

10. Policies.

- 10.1 The NLCGA have adopted the EWGA Gender policy and the EWGA Equality and Equal Opportunities policy.
- 10.2 The NLCGA Transportation policy is defined in the Regulations.
