



BUCKINGHAMSHIRE COUNTY LADIES GOLF ASSOCIATION

CONSTITUTION

Adopted at the BCLGA Annual Meeting, 26 October 2016

1) NAME

The name of the Association shall be the Buckinghamshire County Ladies Golf Association (BCLGA).

2) OBJECTIVES

The objectives of the BCLGA shall be:

- i) To encourage and promote the interests of women and girls amateur golf at all levels in the County of Buckinghamshire.
- ii) To employ the funds of the BCLGA and implement funding/grants from national and other bodies to further this purpose.
- iii) To arrange and regulate the County Championship and all other competitions held under the auspices of the BCLGA.
- iv) To select and support all County Teams.
- v) To uphold and abide by the Rules and Articles of England Golf (EG).
- vi) To uphold and abide by :
 - The Rules of Golf and Amateur Status as laid down by the R&A Rules Ltd (R&A)
 - And the Unified Handicapping System (CONGU) or any other Handicapping System authorised by the National Governing body.
- vii) To be responsible for the election of Officers of the BCLGA and a Voting Member/Representative for the BCLGA at all EG and Regional meetings.
- viii) To establish, implement and abide by:
 - A child protection policy and procedures
 - A disciplinary procedure
 - And any other policies, codes and procedures as may be advised by EG

3) MEMBERSHIP OF THE BCLGA

- i) All women (including junior girls) who are members of a Buckinghamshire club which is affiliated to EG will, on payment of a mandatory per capita levy (the levy), be Full members of the BCLGA, to include Honorary Members. All affiliated clubs are responsible for the payment of the levy on behalf of its members.
- ii) Any Buckinghamshire born player who has a membership of an EG affiliated club in another County may, on payment of the levy, become a Full member of the BCLGA. It is the responsibility of such a player to make payment directly to the BCLGA by 1st January each year (this date being the commencement date of the "Relevant County Year") if they wish to maintain or commence Full membership under this criterion.
- iii) A player who is a member of two or more Buckinghamshire clubs shall pay one County levy at the club they nominate for handicap purposes. It is the responsibility of the player to inform the nominated club.

Full Members

A Full member is entitled to play in all County competitions, County Championships and County teams.

Associate Membership

If a player is a Full member of another County, she is entitled, on payment of the levy, to become an Associate member of the BCLGA. It is the responsibility of such a player to make payment directly to the BCLGA if they wish to maintain or commence Associate membership under this criterion. The due date for payment is 1st January each year (this date being the commencement date of the “Relevant County Year”).

Associate members can play in all BCLGA competitions including inter-club matches but are **excluded** from the County Championship, Junior County Championship, Senior Championship and any County team.

Honorary Membership

Honorary Members, who are granted for life the rights and privileges of membership of the Association, are elected by the Committee in recognition of their contribution to the BCLGA and shall not be obliged to pay the levy.

Players who are Honorary Members of more than one County Association may only represent one County Association in any one year and must declare which County they intend to represent.

General

If a player holds Full membership of one County and Associate membership of another County/Countries, she is responsible for ensuring that the County/Countries of which she is an Associate member are fully aware of her membership status.

A player electing to change her Full or Associate membership from one County to another must inform both Counties of her intention. Such election can only be effective from the start of the County Year (1st January).

A player is personally responsible for ensuring that she is a Full member of only ONE County Association.

IF A PLAYER FAILS TO COMPLY WITH THE RELEVANT MEMBERSHIP CRITERIA THEY SHALL BE INELIGIBLE TO PARTICIPATE IN ANY COUNTY COMPETITIONS IN THE RELEVANT COUNTY YEAR. ANY DECISION ON ELIGIBILITY AND/OR DISQUALIFICATION WILL BE MADE BY THE COUNTY EXECUTIVE WHOSE DECISION SHALL BE FINAL.

Consequences of non-payment of the per capita levy shall be in line with EG Rules and Regulations. This may result in the club and its members being ineligible to take part in any County event until such time as appropriate payment has been made.

Change of County Affiliation

If a club changes its County of affiliation, members of that club will become either Full or Associate members of the new County.

The members of any Club that ceases trading will be allowed to continue to play in BCLGA competitions for a period of 3 months or until the end of the current round of summer/winter competitions, whichever is the later.

4) MANAGEMENT

- i) The Management of the BCLGA shall be vested in the Executive Committee all of whom should be full members.
- ii) The following shall form the Executive Committee:
The President, Captain, Vice Captain, Second Team Captain, Seniors' Captain, Honorary Secretary, Honorary Treasurer, Competition Secretaries, County Junior Organiser, County Handicap Advisor, 1st Team Captain *(at the discretion of the County Captain and approval of the Executive Committee)*

- iii) The Executive may invite the following, but not limited to:
County Coaching Officer, EG Regional Representative (Voting Member), BB&O Golf Development Group Representative, USGA Team Leader and Website Administrator to attend Executive meetings without voting rights.
- iv) If during the course of a year, a vacancy arises amongst the Officers through resignation or death, the Executive Committee shall co-opt a replacement to fill the vacancy subject to ratification at the next AGM.
- v) In addition the Executive has the power to co-opt a person or persons, without voting rights, onto the Executive Committee until the next AGM.
- vi) A Full member of any other County Association is excluded from holding office in the BCLGA.

5) ELECTION TO EXECUTIVE COMMITTEE

- i) At the first Delegates’ meeting convened in the New Year clubs will be informed of any vacancies arising on the Executive Committee the following year and be asked for nominations.
- ii) All nominations shall be in writing, proposed and seconded by Full members of the BCLGA and endorsed by the candidate confirming their Membership status and their willingness to stand for office. The nominations shall be forwarded to the Honorary Secretary by the 31st August.
- iii) The Vice Captain shall be appointed on the recommendation of the current Captain and approval of the full Executive Committee. At the AGM held at the end of her year in that office, become the County Captain without further nomination or election.
- iv) The appointment of the President shall be approved by the executive Committee following a meeting of Past Presidents.

6) TERMS OF OFFICE

Shall be as follows:

President		2 years
County Captain		2 years
Second Team Captain	}	2 years, option for up to 2 year extension
Seniors’ Captain	}	
Vice Captain		1 year
1 st Team Captain (if appointed)		1 year with option to extend
Honorary Secretary	}	3 years, option for up to 2 year extension
Honorary Treasurer	}	
County Junior Organiser	}	
Competitions Secretaries	}	
County Coaching Officer		To be reviewed annually
EG Regional Representative		No fixed term but suggested 3 years, option for up to 2 year extension,
Handicap Advisor		No fixed time limit but 10 years is recommended

All extensions are at the discretion of the Executive. The retiring officer will not be eligible for re-election for one year.

The recommended term of office may be amended subject to the approval of the Executive Committee.

7) FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Management of the BCLGA shall be vested in the Executive Committee and in particular the Executive Committee shall:

- i) Carry out the duties of the BCLGA as specified in Rule 2, except such as can only be dealt with by an Annual General Meeting (AGM) or Extra-Ordinary Meeting (EGM).
- ii) Delegate to a Junior Committee the organisational duties of running the Junior Section.
- iii) Delegate such duties as deemed necessary to Sub-Committees.
- iv) Consider and grant Honorary Full Membership to members for their outstanding service to ladies' golf in Buckinghamshire.

8) EXECUTIVE COMMITTEE MEETINGS

- i) The County Captain shall chair all Executive meetings and in her absence a Chairman shall be appointed by the Executive Committee.
- ii) Each Executive Officer holds one vote with the Chairman holding the casting vote.
- iii) The Honorary Secretary shall minute all proceedings of the BCLGA and such minutes, upon being approved, shall be signed by the Chairman.
- iv) Decisions taken outside of the Executive meetings shall be ratified by the Executive at the following Executive meeting and recorded in the minutes of that meeting.
- v) Five members of the Executive Committee shall form a quorum.

9) CLUB COUNTY DELEGATES

- i) Each Affiliated club shall select one of their members who is a Full member of BCLGA to serve as the Club Delegate. The Delegate shall serve for three years with a maximum of five; at the end of which she must retire and one year elapse before she is eligible for re-election. The Delegate shall attend County Delegates' meetings.
- ii) Where a County Delegates' meeting is held to consider and vote on resolutions, to be put forward to an Annual General meeting (AGM), Club Delegates shall seek the collective opinions of their respective Clubs and then vote in accordance with the wishes of their Ladies' Section/Club.
- iii) A Club Delegate may appoint a proxy to vote on her behalf.

10) DELEGATES' MEETINGS

- i) The County Association shall organise up to four County Delegates' meetings per calendar year, one of which can be an Annual General Meeting, to consider matters including but not limited to the following:
- ii) Provide information from England Golf via the Voting Member.
- iii) Allow the Club Delegates to raise and discuss concerns of their club members on the work of England Golf and the BCLGA.
- iv) When appropriate, conduct voting on Resolutions proposed by the Club Delegates, BCLGA or England Golf.
- v) The Honorary Secretary shall keep a record of all such meetings.

11) ANNUAL GENERAL MEETING

- i) Sixty Full members of the BCLGA shall form the quorum for a General meeting.
- ii) The Annual General Meeting (AGM) shall be held on or before 31st October in each year to receive reports, approve accounts, elect new Officers for the ensuing year and consider any resolution of which due notice has been given. The Captain of the BCLGA shall take the chair, or in her absence, the President.
- iii) Notices of the AGM with Agenda and any Resolutions shall be posted on the BCLGA website and copies shall be sent to all Club Delegates of affiliated clubs to be displayed publically not less than four weeks before the date of the meeting.

- iv) Resolutions may be submitted to the AGM by either the Executive Committee (proposed and seconded by members of the Executive Committee), or any Affiliated club (Seconded by another Affiliated club), provided that notice can be given in writing to the Honorary Secretary before 31st August.
- v) The financial year of the BCLGA shall run from August 1st to July 31st of the following year. An Annual Statement of Accounts shall be prepared, independently examined and laid before the members at the AGM by the Honorary Treasurer.
- vi) All members may attend the Annual General Meeting but only Full members may vote on any Resolution or matter arising.
- vii) All Resolutions shall be voted on by a show of hands or by a ballot if the same be desired by at least three members.

12) EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting (EGM) shall be called by the Honorary Secretary when directed by the Executive Committee, or on receipt of a Resolution signed by Delegates or at least sixty Full members of the BCLGA from a minimum of six Affiliated clubs. The Honorary Secretary must give three weeks' notice of the meeting. Only the business for which the meeting has been called shall be discussed. This meeting may be conducted by email.

13) COUNTY COLOURS AND TEAM SELECTION

The County Captain shall form the Selection Committee for the First Team with the approval of the Executive Committee.

The criteria used for awarding colours to First Team Members are (September 2006):

- Must have played for the First team during County Match Week for two years.
- Must have acquired 6 points from County Match Week matches, 1 for singles, ½ for foursomes
- Must have shown adequate commitment to the training days
- Must have shown support to her team members

The final decision will be made by the County Captain and Selectors in consultation with the County Coaching Officer.

Senior Team Colours shall be awarded on a points criteria:

- 1 point for a win and a half point for a halved match in all league matches.
 - 1 point awarded to those selected to play in the Inter County Seniors Team Championships.
- 4 points required for Colours to be awarded, points to start from the 2014 season. Awards to be made annually at the AGM.

14) INDEMNITY

The BCLGA shall fully indemnify and hold harmless Officers and Members of its Executive Committee, from any cost, expenses, liabilities and awards arising out of any action instituted at any time against the BCLGA or any of the above such persons as a result of or arising out of the activities of such persons which were carried out in good faith believing that these activities fell within the scope of their responsibilities as a Member of the Executive Committee.

15) CONSTITUTION

This Constitution may be reviewed by the Executive Committee. Such revisions shall be agreed by Executive and then presented to a Delegates Meeting. The revision shall be presented at the following AGM or EGM for approval where a simple majority is sufficient.

16) DISSOLUTION OF THE ASSOCIATION

If, at any General Meeting, a resolution for dissolution of the BCLGA shall be passed by a majority of two thirds of the votes, properly recorded at the General Meeting, the Committee shall thereupon or at such future date as shall be specified in such Resolution, proceed to realise the property of the BCLGA and after discharge of all liabilities shall transfer the same to affiliated clubs, per capita, as declared at the beginning of the EG year, unless otherwise agreed by a majority vote at the same General Meeting as the dissolution, and upon completion of such transfer BCLGA shall be dissolved.