



# Buckinghamshire County Ladies Golf Association

## CONSTITUTION

### 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)
  - The Rules of Golf, Rules of Amateur Status and Equipment Rules as laid down by the R&A Rules Ltd (R&A)
  - The World Handicap System (WHS) as laid down by England Golf and CONGU (or any other handicapping system as required by EG)
- vi) To be responsible for the election of Executive Officers and Advisors of the BCLGA
- vii) To establish, implement and abide by:
  - SafeGolf accreditation as required by EG
  - General Data Protection Policy (GDPR)
  - A disciplinary procedure
  - Any other policies, codes and procedures as may be advised by EG
- viii) To assist and advise Members, where possible, on matters concerning the administration of golf

### 3) MEMBERSHIP OF THE BCLGA

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**. All affiliated clubs are responsible for the payment of the levy on behalf of its members. Honorary Members of the BCLGA will be considered Full Members.

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.

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 1<sup>st</sup> 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 are granted for life the rights and privileges of full membership of the Association without payment of the annual levy. Honorary members are proposed by the Executive Committee in recognition of their contribution to BCLGA and their proposal is ratified at the next Annual General Meeting.

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**

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

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 (1<sup>st</sup> January).

**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 individual members of any affiliated Club that ceases trading will be allowed to play in BCLGA competitions for a period of 3 months after the club ceases trading or until the end of any competition in which members have commenced playing, whichever is the later. Any teams representing the club will not be eligible to continue playing in any BCLGA competitions.

#### **4) MANAGEMENT**

The Management of the BCLGA shall be vested in the Executive Committee all of whom should be Full members

i) The following Executive Officers shall form the Executive Committee:

President, Captain, Vice-Captain, Second Team Captain, Seniors' Captain, Honorary Secretary, Honorary Treasurer, Competition Secretary, County Junior Organiser, EG Representative (Voting Member)

ii) The Executive Committee may invite other advisory role holders to attend Executive Committee meetings without voting rights. These roles may include any of the following and similar supporting roles:

County Handicap Advisor, County Rules Advisor, County Coaching Officer, Course Rating Representative, First Team Captain (if appointed) and Website Administrator

iii) If during the course of a year, a vacancy arises amongst the Executive Officers through resignation or death, the Executive Committee shall co-opt a replacement to fill the vacancy subject to ratification at the next AGM.

iv) In addition the Executive Committee has the power to co-opt a person or persons, without voting rights, onto the Executive Committee until the next AGM.

#### **5) ELECTION OF EXECUTIVE OFFICERS**

i) The appointment of the President shall be approved by the Executive Committee following a meeting of Past Presidents.

ii) The Vice Captain shall be appointed on the recommendation of the current Captain and approval of the full Executive Committee. At the AGM before the commencement of her year, her nomination is ratified by those Full Members present. At the AGM held at the end of her year in that office, she shall become the County Captain without further nomination or election.

iii) At the first Delegates' meeting convened in the new calendar year, clubs will be informed of vacancies arising on the Executive Committee the following year and be asked for nominations.

iv) 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. All nominations must reach the Honorary Secretary not less than six (6) weeks before the AGM.

- v) Executive Officers shall be elected by a majority vote at an AGM.
- Where there is only one candidate for a post, the vote at the AGM will be by a simple show of hands.
  - Where there is more than one candidate for a post, candidates may provide a written resume to the Honorary Secretary not less than four (4) weeks before the date of the AGM, which will be included with the notices of the AGM. The vote at the AGM will be by ballot. Postal and email votes shall be permitted according to published procedures.

## 6) **EXECUTIVE OFFICERS TERMS OF OFFICE**

Shall be as follows:

<b>Post</b>	<b>Term of Office</b>
President	2 years
County Captain	2 years
Vice-Captain	1 year
Second Team Captain Seniors' Captain	2 years, option for up to 2 year extension
Honorary Secretary Honorary Treasurer County Junior Organiser Competition Secretary	3 years, option for up to 2 year extension
EG Representative (Voting Member)	3 years, option for up to 2 year extension, but subject to any limitations set by EG.

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

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

## 7) **APPOINTMENT OF EX OFFICIO ADVISORS/SUPPORT ROLES**

Shall be as follows:

<b>Advisory/Support Role</b>	<b>Appointed/Nominated By</b>
County Coaching Officer	Appointed by the County Captain
County Handicap Advisor	Nominated by the Executive Committee
County Rules Advisor	Nominated by the Executive Committee
Website Administrator	Appointed by the Executive Committee
Course Rating Representative	Approved by the Executive Committee
First Team Captain (if appointed)	Appointed by the County Captain

Details of the appointment procedure and terms of office for each of the advisory roles are detailed in the Role Descriptions for each of the roles.

## **8) 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 such duties as will fulfil the objectives of the BCLGA as specified in Rule 2, except those duties that 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 appropriate to Sub-Committees.
- iv) Consider and propose Honorary Full Membership to members for their outstanding service to ladies' golf in Buckinghamshire, subject to ratification at the following AGM.

## **9) EXECUTIVE COMMITTEE MEETINGS**

- i) The County Captain shall chair all Executive Committee 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 a second casting vote if required. If an Executive Officer holds more than one post, she holds one vote, not one vote per post.
- 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 Executive Officers currently in post shall form a quorum.
- vi) The County Association shall organise a minimum of four Executive Committee meetings per year.
- vii) Meetings may be held face to face and/or via videoconferencing.

## **10) 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 a minimum of two years and 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 if she is unable to attend a meeting.

## **11) DELEGATES' MEETINGS**

The County Association shall organise a minimum of three County Delegates' meetings per calendar year (including the AGM) to consider matters including but not limited to the following:

- i) Provide information from England Golf via the Voting Member.
- ii) Allow the Club Delegates to raise and discuss concerns of their club members on the work of England Golf and the BCLGA.
- iii) A Club may send more than one member to a County Delegates' meeting. Only the Club Delegate or her proxy is able to vote at the meeting.
- iv) When appropriate, conduct voting on Resolutions proposed by the Club Delegates, BCLGA or England Golf. Postal and email votes shall be permitted according to published procedures.
- v) The Honorary Secretary shall keep a record of all such meetings.
- vi) Meetings may be held face to face and/or via videoconferencing.

## **12) ANNUAL GENERAL MEETING**

- i) Thirty five Full members of the BCLGA (excluding the Executive Committee) shall form the quorum for a General Meeting.
- ii) The Annual General Meeting (AGM) shall be held on or before 31<sup>st</sup> 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) Notice of the AGM shall be posted on the BCLGA website and shall be sent to all Club Delegates of affiliated clubs not less than eight (8) weeks before the AGM. The Club Delegate should ensure this information is made generally available to all BCLGA members at her club.
- 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 not less than six (6) weeks before the AGM.
- v) The AGM Agenda incorporating any Resolutions submitted in accordance with 12.iv, any Nominations in accordance with 5.iv and any resumes in accordance with 5.v shall be posted on the BCLGA website and copies shall be sent to all Club Delegates of affiliated clubs not less than three (3) weeks before the date of the meeting. The Club Delegate should ensure this information is made generally available to all BCLGA members at her club.
- vi) The financial year of the BCLGA shall run from August 1<sup>st</sup> to July 31<sup>st</sup> 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.
- vii) All members may attend the Annual General Meeting but only Full members may vote on any Resolution or matter arising.
- viii) All Resolutions shall be voted on by a show of hands or by a ballot if the same be desired by at least three Full members. Postal and email votes shall be permitted according to published procedures.
- ix) The AGM may be held face to face and/or via videoconferencing.

### **13) 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 thirty five 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 face to face and/or via videoconferencing, or by email.

### **14) 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 County Colours to First Team Members are:

- 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 point for a win in both singles and 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.

The criteria used for awarding Senior Colours to Senior Team Members are:

- 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)

All awards to be announced annually at the AGM.

### **15) 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.

### **16) 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.

### **17) 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.