

## **RULES OF THE SURREY LADIES' COUNTY GOLF ASSOCIATION 2008**

1. **THE NAME** of the Association shall be Surrey Ladies' County Golf Association (hereinafter referred to as "the Association"), and the Association shall be affiliated to the English Golf Association (EWGA) and The Ladies Golf Union. (LGU)

### **2. OBJECTS OF THE ASSOCIATION shall be:-**

- (a) To promote and encourage the development of golf at all levels, including the organisation of the County championship, scratch and handicap competitions, inter-county matches and to regulate and administer the organisation of ladies' golf in the County of Surrey in accordance with the rules and regulations of The LGU and the EWGA to which it shall be affiliated.
- (b) To assist in maintaining a uniform system of handicapping by acting as the Area Authority for Surrey for the Council of National Golf Unions and to duly operate the CONGU unified Handicapping System as laid down from time to time.
- (c) To employ the funds of the Association in such a manner as shall be deemed best for the interests of ladies' golf in Surrey, with power to borrow or raise money for such purposes. No profit or surplus will be distributed to any organisation, unless it operates as a non-profit making organisation, nor to members on the winding up or dissolution of the Association. Upon dissolution, funds shall be distributed in accordance with Rule 19. The Association is a non-profit making organisation and all profits and surpluses will be used to maintain or improve the Association's facilities and services, save as otherwise provided by these rules.
- (d) To participate in a joint initiative to be known as the Surrey Golf Partnership, together with the Surrey County Golf Union and Surrey PGA, to promote the development of golf in Surrey

### **3. MEMBERSHIP**

#### **(i) AFFILIATION OF CLUBS**

- (a) Any club in the County affiliated to the EWGA may apply to join the Association subject to the approval of the Executive Committee (herein after called The Committee) who shall have power to reject the application. A Club whose application is refused may make an appeal to the next General Meeting. The Committee shall fix the rate of subscription to the Association annually and any variation thereof shall be notified to member clubs.
- (b) All club affiliation fees are payable immediately on notification of election to the Association. The annual affiliation fees and per capita levies are due on 1st January of each year. Any club whose affiliation

fee, and per capita levies, has not been paid by the last day of February shall be liable to be struck off the list of affiliated clubs, and neither the club nor its members may enter any county competitions.

- (c) Any club wishing to resign from the Association shall give notice, in writing, to the Association not later than the last day of November. A club failing to do so is liable for the affiliation fee for the following year.

## **(ii) INDIVIDUAL MEMBERSHIP**

**(a) Full Membership.** All lady members of an affiliated Surrey club shall be full members of the Association and an annual per capita levy in respect of them shall be paid by the club, to the Association. The amount of the per capita levy for all categories of membership shall be fixed annually by the Committee. No per capita levy need be made in respect of any honorary life members or players who are full members of another county and do not wish to be associate members of the Association. A player who is a member of two or more affiliated Surrey clubs shall pay one county levy in respect of the club that is her nominated club for handicap purposes. It shall be the responsibility of the member to inform the nominated club when this occurs.

All full members of the Association shall be entitled:

- To represent their club in any Surrey County competition.
- To enter any individual competition run by Surrey County.
- To compete in the county championship and to play for the county teams.

**(b) Associate Membership.** If a player is a full or junior member of another county she is entitled, on payment of the per capita levy, to become an "associate member" of the Association. Associate membership entitles the member to play for her club in Association competitions and to enter individual Association competitions, but does not allow her to compete in the Surrey County Championship or Junior Championship or Senior Championship or to play for the County team. 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 or counties, she is responsible for ensuring that the county/counties of which she is an associate member are aware of this fact. Any player wishing to convert from associate to full membership status may do so in accordance with EWGA regulations.

**(c) Honorary Membership.** Players who are honorary members of more than one county association are considered to be full members by qualification, and can only represent one county association within the county year and must declare which county they intend to represent.

**(d) Junior Membership.** A candidate for junior membership shall be under eighteen years of age on 1st January. Junior members shall pay an annual subscription fee equal to the per capita levy. Any member whose subscription has not been paid by the last day of February may not enter any county competition. Juniors will be entitled to play in county meetings at a reduced

fee agreed by the committee. Juniors, including those elected under paragraph (e) below, may attend any General meetings.

**(e) Individual Membership.** Ladies (including Juniors) who are not members of an affiliated Surrey club, provided they fulfil the EWGA conditions of County Membership (i.e. by birth or by residence in Surrey), may be full or associate members of the Association by paying a subscription fee, equal to the per capita levy, direct to the Association annually on 1st January. Any member whose subscription has not been paid by the last day of February may not enter any county competition.

#### **4 HONORARY LIFE VICE PRESIDENTS**

In recognition of outstanding past services to the county, the Committee may from time to time recommend a member to be elected an Honorary Life Vice President at a general meeting of the Association.

#### **5. HONORARY LIFE MEMBERS**

A member may be elected an Honorary Life Member at a general meeting of the Association on the recommendation of the Committee.

#### **6 SANCTIONS**

(a) The Committee shall have the power to suspend for a period not exceeding 12 months, or to expel a Club or member whose conduct is deemed to have breached any rule or is, in the opinion of the Committee, injurious to the good name of the Association.

(b) No Club or member shall be suspended or expelled from the Association without first being notified in writing, by the Chairman, of the circumstances giving rise to the proposed action.

(c) No Club or member shall be suspended or expelled from the Association without first being summoned before the Committee and full opportunity given to them to advance an explanation or defence. 7 days notice shall be given of such summons. Three quarters of the Committee then present shall vote for their suspension or expulsion. The Chairman of the Committee shall not have a casting vote on this occasion. Where the decision is to suspend, the decision of the Committee is final.

(d) A Club or member who is expelled, shall have the right of appeal to the members of the Association, at a special general meeting, if they so request in writing, to the Secretary within 7 days of their expulsion. The meeting shall be convened by the Secretary within 28 days of the expulsion. If at least two thirds of the Clubs' representatives present and entitled to vote are in favour of allowing the appeal, the Club or member shall be automatically reinstated.

#### **7. CLUB DELEGATES**

Each affiliated Surrey club shall appoint a delegate. The delegate must be a member of the Association and be the representative for the purpose of voting at general meetings. (Rule 13(a)) The Delegate should actively communicate between the Association and her own ladies committee and club members. In

addition she will act as the communication link between her Club and EWGA. Delegates should be appointed for a minimum of three years.

## **8. MANAGEMENT OF THE ASSOCIATION**

The management of the Association shall be vested in a Committee consisting of officers and elected members who must be members of the Association.

### **(i) OFFICERS**

(a) The officers of the Association shall consist of President, Vice Presidents, County Captain, County Vice- Captain, County Team Manager, Honorary Treasurer, County Training Officer and County Junior Organiser.

(b) Nominations for the office of **President** shall be presented by the Committee to the members at the annual general meeting. Upon election by the members, the President shall serve for a term of three years.

(c) There shall from time to time be **Vice Presidents**, not exceeding two in number. Nominations for the office of Vice President shall be presented by the Committee to the members at the annual general meeting, and upon election by the members, the Vice Presidents shall serve a term of three years, renewable once only. After six years in office a Vice President must stand down for a year before being eligible to be nominated to hold office in the Association. Vice Presidents shall be without voting rights at committee meetings.

(d) The **County Captain** shall be elected at the annual general meeting and shall hold office for two years consecutively. At the end of the term of office she must retire and at least one year shall elapse before she is eligible for re-election under this rule.

(e) **County Vice-Captain** shall be elected at the annual general meeting and shall hold office for two years consecutively. At the end of this term she is eligible for election to the office of County Captain.

(f) The **County Team Manager** shall be responsible for the selection of teams representing Surrey County. She shall be nominated by the Committee for election at the annual general meeting. Upon election by the members she shall hold office for three years with a maximum of six years consecutively. In making their nomination, the Committee shall consult those players who have represented Surrey in the first and second teams during the previous three years. In consultation with the teams and agreement of the committee she will nominate a 2nd Team Captain.

(g) The Honorary Treasurer, County Junior Organiser and Training Officer shall be elected annually at the annual general meeting. They may serve a maximum of six years consecutively. To aid continuity the successors for these posts may be co-opted onto the committee without voting rights.

(h) Candidates for office under (d, e and g) above may be nominated by:-

- (i) The Committee or
- (ii) Two Affiliated Clubs.

The nominations shall be in writing, signed by the proposer's and endorsed by the candidate as to their willingness to stand for office. The nominations shall be forwarded to the Association Secretary by 15th September. Nominations by the Committee shall not take any automatic priority at election over nominations made by Clubs.

## **(ii) ELECTED MEMBERS**

(a) Nine members shall be elected to the Committee in accordance with the following rules:-

(i) Not more than two members may be elected from the same club.

(ii) An elected member may not serve in office for more than three consecutive years (including if applicable a year in which she may have been a co-opted member) after which time she must retire and at least one year shall elapse before she is again eligible for election under this rule.

(b) Nominations for Elected Members to the Committee shall be as follows:-

(i) The nominated candidate for election to the Committee must be proposed and seconded by an affiliated club or members of the Association.

(ii) The consent of the nominee must be obtained in writing.

(iii) The nominations must be given in writing to the Secretary not later than the March meeting of that year.

(iv) The nominated and elected members of the Committee shall be elected/re-elected annually at the June Delegates Meeting to take effect from the following annual general meeting.

## **(iii) COUNTY SECRETARY**

- The County Secretary shall be engaged by the Committee, and his/her duties will be as laid down by the Committee.
- His/her hours, conditions of work and remuneration will be as decided by the Committee.
- His/her dismissal must obtain a majority decision of the Committee.
- The County secretary shall attend and minute all Committee meetings, without voting rights.

## **(iv) HANDICAP ADVISERS**

Handicap Advisers shall be invited to attend Committee meetings without voting rights.

**(v) STANDARD SCRATCH SCORE ASSESSOR AND DEPUTY**

The EWGA approved Standard Scratch Score Assessor or deputy may attend Committee meetings without voting rights.

**(vi) COUNTY REGIONAL REPRESENTATIVE**

The County representative to the Regional EWGA shall be elected in accordance with the rules of the EWGA at the June Delegates Meeting. She will be invited to attend Committee meetings without voting rights.

**(vii) PEARSON TROPHY MANAGER**

The Pearson Trophy Manager shall be appointed by the committee and may attend committee meetings without voting rights.

**9 COMMITTEE MEETINGS**

(a) The Committee shall hold four regular meetings each year, chaired by the Captain. In the absence of the Captain the meeting shall be chaired by the Vice Captain, in her absence by a chairman elected by those present. Minutes of all meetings will be taken by the secretary for approval by the Committee and signature by the Captain.

(b) The Committee may be summoned to meet, at any time by the Captain or by not fewer than four committee members.

(c) Six shall form a quorum of whom at least three must be elected members.

(d) If for any reason a vacancy occurs during its term of office, the Committee shall have the power to co-opt another member of the Association to fill the vacancy for the remainder of the year. The election of a previously co-opted member must proceed as in 8(ii) (a) above.

(e) The Committee shall have the power provisionally to make or amend any rule as it may deem necessary for the well-being of the Association, or in order to conform with any rule or regulation of the LGU, EWGA or Regional Committee to have effect until the next annual general meeting, which shall confirm or revoke the action taken by the Committee.

(f) The Committee may from time to time appoint from members of the Association such sub-committees as it shall deem necessary or expedient to assist it in managing the affairs of the Association. All sub-committees shall conduct their business in accordance with the directions from the Committee and shall periodically report their proceedings to the Committee for approval or ratification.

**10 GENERAL MEETINGS**

(a) The President shall preside at General Meetings. In the absence of the President any meeting shall be presided over by the Captain or in her absence by the Vice-Captain or by a chairman elected by those present.

## **11 ANNUAL GENERAL MEETING**

(i) An Annual General Meeting shall be held in the last week in November or the first week in December for the purpose of:-

(a) Receiving reports on the progress of the Association during the preceding year.

(b) Reviewing and ratifying the statement of accounts for the year ending 30th September. The accounts shall be examined by a qualified accountant and approved by the Committee.

(c) Electing officers in accordance with Rule 8.

(d) Discussing and deciding any matter of general business of the Association duly submitted to the meeting.

(ii) Any affiliated club or member of the Association may propose resolutions to the Annual General Meeting provided that notice shall be given in writing to the Secretary not later than the 15th September of that year. Any such resolution must be seconded by an affiliated club of the Association. No club or member, save with the consent of the Chairman of the meeting, shall bring any matter before the meeting unless she has given notice of the motion in writing prior to the meeting.

(iii) Twenty Club Representatives shall form a quorum.

## **12 SPECIAL GENERAL MEETING**

(a) A special general meeting shall be convened by the Secretary within 28 days of receipt of a direction of the Committee or of a requisition signed by no less than ten delegates from Affiliated Clubs or fifty members of the Association. All Affiliated clubs and individual members ( 3 (ii)(e)) will receive not less than 21 days notice in writing of the meeting. The notice shall specify the purpose of the meeting and no other business may be brought before the meeting.

(b) If the Secretary fails to convene the meeting within the 28 day period, the requisitionists themselves may convene, in accordance with rule 15 (Notice of Meeting), a special meeting to be held not later than 56 days after the deposit of the requisition with the Secretary.

(c) Twenty Club Representatives shall form a quorum.

## **13 DELEGATES MEETINGS**

(a) The Captain shall chair the Delegates' meetings and in her absence the meetings will be chaired by the EWGA Regional Representative or in her absence by a chairman elected by those present.

(b) The Delegates meetings will be held for the following purposes:-

- (i) To report on the progress of the Association during the year.
- (ii) At the June meeting, to elect new members and re-elect existing members to the Committee.
- (iii) To discuss EWGA business.
- (c) Each delegate or her representative will be entitled to a vote. Committee members will be without a vote unless they are present at the meeting as the designated representative of an affiliated club. ( Rule 14(a)) In the event of equality of votes, the Chairman shall have the casting vote.
- (d) Fifteen delegates or their representative shall form a quorum.

#### **14 REPRESENTATION AND VOTING AT MEETINGS**

- (a) At all General and Delegate meetings every affiliated club shall have one vote.
- (b) Members of the Executive Committee shall not be entitled to vote at general meetings unless they are the designated representative of their Affiliated Club.
- (c) All members of the Association are entitled to attend and speak at general meetings but only those designated as representing their Affiliated Club are entitled to vote.
- (d) A resolution put to a meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded by the Chairman or a least two representatives having the right to vote at the meeting. A demand by a person as proxy for a representative shall be the same as a demand by the representative.
- (e) Where the duly designated representative is unable to be present at a general or delegates meeting, Affiliated Clubs may vote by proxy. The proxy vote shall be deposited with the Secretary not less than 72 hours before the time for holding the meeting.
- (f) Save for an amendment of the rules, which shall require a two thirds majority, all resolutions considered at general and delegate meetings, shall be passed by a simple majority of representatives voting at the meeting or by proxy. In the event of equality of votes, the Chairman shall have a second and casting vote.

## **15 NOTICE OF MEETING**

A notice of any General Meeting of the Association shall be sent to all Affiliated Clubs and individual members (Rule3 (ii)(e)) not less than 21 days prior to the date fixed for such meeting. Such notice shall specify the date, time and place of such meeting and the nature of the business to be transacted thereat. Notice of the Annual General Meeting shall be accompanied by a copy of the Statement of Accounts for the past year and the names of the persons nominated under Rule 8(i) (ii) for the ensuing year. The accidental omission to give notice to any person entitled thereto, or the non-receipt thereof by any such person, shall not invalidate the proceedings of any General Meeting.

## **16 COUNTY CARD SCHEME**

A member of the Association who belongs to a participating club can apply for a County Card on payment of a fee to be approved at the Annual General Meeting. Members of clubs that do not participate in the County Card scheme will not be eligible to apply for a card.

## **17 INDEMNITY**

The Association 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 Association 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.

## **18 AMENDMENT OF THE RULES**

(a) These rules may be added to, altered or revoked by the members at a special meeting or at the annual general meeting. Any amendment to be proposed at a general meeting must be sent out as part of the agenda referred to in Rule 15.

(b) In the discussion of a resolution to amend the rules, any proposed amendment to the resolution may be carried by a simple majority of the representatives voting at the meeting or by proxy vote.

(c) To be carried, any change to the rules must acquire two thirds majority of the representatives voting at the meeting or by proxy vote.

## **19 DISSOLUTION OF THE ASSOCIATION**

If, at any General Meeting, a motion for the dissolution of the Association (which, unless proposed by the Committee must be sent to the Secretary and signed by the Delegate of not fewer than twenty affiliated clubs) shall be passed by a majority of two-thirds of the votes properly recorded at that 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 Association and, after discharge of all liabilities, shall transfer the same to the EWGA or to such body as shall in the opinion of the Committee constitute the governing body of women's golf in England at that time, and upon completion of such transfer, the Association shall be dissolved.