



**ST DEINIOL GOLF CLUB
LADIES SECTION**

CONSTITUTION

2017 Edition

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CONSTITUTION 2017

1. The association is called “St Deiniol Golf Club, Bangor Ladies Section” (hereinafter called “The Section”)

2. Members will treat the Welsh and English languages on a basis of equality.
3. **Aim:** To encourage and promote the game of Golf through the Ladies Section in accordance with Golf Union of Wales (GUW) Rules and Procedures .
 - 4.1 Lady, Junior Lady and bona fide Student Members of St Deiniol Golf Club constitute the Ladies Section.
 - 4.2 Only full paying members can represent the Club in Shield Matches and a player may only represent one Club during any one season. Likewise, only full paying members are eligible to win Board Competitions.
 - 4.3 The Ladies Section Committee is a Standing Committee of the St Deiniol Club Executive for managing and conducting all Ladies’ competitions and matches and advising on all matters affecting the Ladies Section.
 - 4.4 The Ladies Section is run by a committee consisting of: Lady Captain, Vice Captain, President, Secretary, Vice Secretary, Treasurer, Match Secretary, Handicap Committee Chair plus ONE ordinary committee member.
 - 4.5 The AGM is held on the LAST THURSDAY IN JANUARY every year.
 - 4.6 Notice and agenda for the AGM will be circulated to Lady members at least 21 days prior to the meeting and a copy put on the Ladies Room Noticeboard. Any Proposals from Lady Members are to be forwarded to the Secretary in writing at least 7 days prior to the AGM (with names of proposer and seconder).
 - 4.7 No proxies are allowed. If a majority require a vote by secret ballot, then that method shall be used.
 - 4.8 No rule of the Ladies Section can be altered or withdrawn, or any new rule made, except at an Annual or Extraordinary General Meeting. Notice of any proposal must be sent in writing to the secretary at least 14 days before the meeting at which the matter is to be considered. Proposals, accompanied by the names of the proposer and seconder will also be placed on the Ladies Room Noticeboard (see rule 4.5).
 - 4.9 Alterations and additions to the rules which may affect the Club in general will be subject to the approval of the Executive Committee of St Deiniol Golf Club.
 - 4.10 No resolution(s) passed at any General meeting shall be rescinded within six months of the date on which it was passed, except in response to a GUW ruling.
 - 4.11 Special and extraordinary meetings may be called at the discretion of the Committee or at the written request of any THREE members of the Ladies Section. At this meeting, only the specified subject may be discussed.
 - 4.12 Nominations for Committee officials (see 4.3 above) will be made by a sub-committee consisting of Lady Captain, Vice Captain, President, Secretary and one other lady member. This meeting to be held at least two months prior to the AGM to allow for

consultation with nominees of Official positions. Nominations made by this sub-committee will be published electronically by the Secretary and put on the Ladies Room Noticeboard at least 21 days before the AGM. The Notice will include space for nominations and seconds for Officials and ordinary committee members.

- 4.13 It is preferable that no member holds more than one Office at a time, but this will be proposed by the Committee and submitted to the AGM.
- 4.14 A Handicap committee consisting of a Chair and at least two others shall be set up in accordance with G UW rules for the administration of the CONGU Unified Handicapping System.
- 4.15 The Ladies committee will appoint representatives to attend meetings of:
- i) The Caernarfon and Anglesey Golf Association
 - ii) The Caernarfon and Anglesey County Golf Veterans Association
 - iii) The Eryri Captains and Past Captains Association
 - iv) The Welsh Northern Counties Golf Association
 - v) The Welsh Northern Counties Veterans Golf Association
 - vi) The Caernarfon and District Golf Association
 - vii) The NWLCSA AGM
 - viii) St Deiniol Games Committee
 - ix) St Deiniol Greens Committee
- 4.16 Committee meetings will be held as necessary, but as a minimum on the last Thursday in NOVEMBER to ratify the Fixture list plus AOB.
- 4.17 A quorum is Lady Captain or Vice Captain plus four other committee members.

5. FINANCES

- 5.1 All funds of the association shall be dealt with through an Account in the name of the Association
- 5.2 Association balance sheet to be presented at the AGM
- 5.3 Cheques may be drawn and signed on behalf of the Ladies Section by the Treasurer
- 5.4 Income for the Section shall be derived from:
- i) Fund raising activities
 - ii) Donations
 - iii) Competition fees
- 5.5 The income shall normally be used to Finance
- i) Secretarial expenses
 - ii) Visiting team Match teas
 - iii) Invitation Day prizes
 - iv) Engraving of trophies and lettering of Honours Boards

OFFICIALS – Job Descriptions

1. Lady Captain – two years

Duties

- i) Committee – Organising meetings and agendas (with Secretary) and acting as Chair. Attending Club Executive Meetings (where she has a vote)
- ii) Playing – Helping to organise and playing in Mixed Events
- iii) Social – Attending Club Functions, making relevant Welcome, Congratulations and Thank you speeches.
- iv) Attending County AGMs and any County Competition Meetings prize- givings held at St Deiniol

2. Vice Captain – two years

Duties

- i) Assist Lady Captain with her responsibilities and to stand in for her when needed
- ii) Organise a ladies outing and / or Exchange day for her year in Office

3. Ladies Secretary – elected annually

Responsibilities

- i) General Secretarial arrangements – dealing with correspondence, displaying Notices, the engraving of trophies and lettering of Honours Boards
- ii) Meetings – Arranging dates and preparing Agendas (with Lady Captain).
- iii) Notifying meeting members. Raising important correspondence. Bringing forward suggestions from outside committee. Taking, preparing and circulating minutes
- iii) To prepare the Fixture List (including County Meetings)
- iv) Competitions – preparing score cards, draw and tee-off time and recording results. Sending off entries to GUW Silver and Bronze Bowl and Medal Competitions, Jubilee and Coronation foursomes
- v) Sending off entries to the County Association competitions

4. Assistant Secretary – elected annually

Duties – Assist Ladies Secretary and stand in for her when necessary

5. Treasurer – elected annually

Duties - Collection and Banking of Funds and issuing of cheques to cover expenses as listed in Finance Section (5.4). Producing an annual balance sheet and arranging for it to be audited. Presenting this Balance Sheet at the AGM

6. Handicap Secretary – elected annually

Duties

- i) Using the Club's system software, verify all qualifying scores for Handicap and retain Score Cards for the calendar year
- ii) Using the Club's system software, maintain a record of each member's exact playing Handicap
- iii) Issue up to date Handicap Certificates as requested
- iv) Display Competition Results and any Handicap changes as appropriate
- v) To act as Chair of the Handicap Committee and consult with that Committee regarding changes to Handicaps under "General Play"

7. Representatives to County Associations

Responsibilities

- i) Attend County AGMs and other meetings and raise any issues which St Deiniol members may suggest. Report back as necessary
- ii) Collect and forward Subscription Fees to the Association
- iii) To arrange the purchase and distribution of County Affiliation Cards (C&A rep only)

8. Match Secretary - Term of Office –elected annually

Responsibilities

- i) To attend NWLCSA annual meetings to arrange Shield Matches
- ii) To select teams for Shield Matches
- iii) To arrange refreshments for Home matches

