



Berkshire County Ladies' Golf Association Rules

1. TITLE

The name of the Association shall be the "Berkshire County Ladies' Golf Association" (BCLGA).

2. OBJECTIVES

The objectives of the BCLGA shall be:

- 2.1 To encourage and promote the interests of women's and girls' amateur golf at all levels in the County of Berkshire.
- 2.2 To employ the funds of the BCLGA and make use of funding/grants from national and other bodies to further this purpose.
- 2.3 To arrange and regulate the County Championships and all other competitions held under the auspices of the BCLGA.
- 2.4 To select and support all County Teams.
- 2.5 Uphold and abide by the Rules and Articles of England Golf (EG).
- 2.6 To uphold and abide by:
 - The Rules of Golf and Rules of Amateur Status as laid down by the R&A Rules Limited (R&A), and
 - The Unified Handicapping System (CONGU), or such system as may replace or substitute for CONGU
- 2.7 To be responsible for the election of Officers of BCLGA.
- 2.8 To establish, abide by and implement:
 - Safeguarding and Child Protection procedures,
 - a disciplinary procedure,
 - and any other policies, Codes and procedures as may be recommended by EG.

3. MEMBERSHIP OF THE BCLGA

All women (including junior girls) who are members of a Berkshire Club which is affiliated to England Golf (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 their members.

Any Berkshire born player who has 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 the 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 Berkshire clubs shall pay one county levy at the club she nominates for handicap purposes. It is the responsibility of the player to inform the nominated club.

Full members are 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* by 1st January each year if they wish to maintain or commence associate membership under this criterion.

Associate members may play in all BCLGA competitions including inter club matches but are **excluded** from the Berkshire Championship, Junior Championship, Senior Championship, County Teams and any competition/s where she does not fulfil the conditions of entry for that competition.

General

- a) A player is personally responsible for ensuring that she is a Full member of only **ONE** County Association.
- b) 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
- c) 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 which is 1st January.

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

****PAYMENT SHOULD BE MADE TO THE COUNTY TREASURER AND NOTIFICATION OF STATUS GIVEN TO THE COUNTY SECRETARY BY 1ST JANUARY EACH YEAR***

4. MANAGEMENT

4.1 The Management of the BCLGA shall be vested in the Executive Committee all of whom should be full members.

4.2 The following shall form the Executive Committee:

- The President, Captain, Second Team Captain, Seniors' Captain, Honorary Secretary, Honorary Treasurer, Competition Secretaries, County Junior Organiser, County Regional Representative/Voting Member.

4.3 The Executive may invite the following, but not limited to:

- County Training Organiser, County Handicap Advisor, Venue Co-ordinator, Course Rating Team Leader, Website Administrator and Publicity Officer to attend Executive meetings, without voting rights.

5. STANDING ORDERS FOR EXECUTIVE COMMITTEE MEETINGS

5.1 The Chair shall be taken by the President or, in her absence, by the Captain.

5.2 The Chairman shall have a casting vote, in addition to the one she may have already cast.

5.3 Five members form a quorum.

5.4 The Honorary Secretary shall keep a record of all meetings of the BCLGA.

(Revision 2, September 2017)

6. FUNCTIONS OF THE EXECUTIVE COMMITTEE

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

- 6.1 Carry out the objectives 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 General Meeting (EGM).
- 6.2 Delegate such duties as deemed necessary to Sub-Committees.
- 6.3 Notify Affiliated Clubs of Committee Vacancies. These should be communicated and nominations sought from Full Members of the BCLGA.
- 6.4 Consider and grant Honorary Full Membership to members for their extraordinary contribution / outstanding service to women's golf in Berkshire or nationally.
- 6.5 To determine the county affiliation fee.

7. ELECTION TO EXECUTIVE COMMITTEE

- 7.1 The President, Captain, Second Team Captain, Seniors' Team Captain, Honorary Treasurer, Honorary Secretary, Junior Organiser, Joint Competition Secretaries and the Regional Representative/Voting Member shall be elected at the AGM with their terms of Office as stated in the table below.
- 7.2 The Honorary Treasurer shall be elected annually at the AGM.
- 7.3 The term of office for the County Regional Representative/Voting Member may be dependent on any limitations set by England Golf.
- 7.4 The County Training Officer shall be appointed annually by the County Captain.
- 7.5 The County Handicap Advisor is nominated for approval by the Handicapping Committee of England Golf to serve for a maximum of five years.

Role	Term of Office
President	Three years
Captain	Two years
Second Team Captain	Two years
Seniors' Team Captain	Two years
Honorary Treasurer	Three years, with the option of a further two.
Honorary Secretary	Three years, with the option of a further two.
Junior Organiser	Three years, with the option of a further two.
Joint Competition Secretaries	Three years, with the option of a further two.
Regional Representative/Voting Member	Three years, with the option of a further two.

- 7.6 In the spring of each year, a selection committee under the Chairmanship of the serving President, and comprising of the Serving Captain, Honorary Secretary, immediate past President and immediate past Captain, providing they are still full members of BCLGA, shall meet to select, as required, a President, Captain, Second Team Captain and Seniors' Captain. The members of the committee may canvas the Executive and BCLGA members as to names to take into account when considering these positions.
- 7.7 The recommended term of office may be amended subject to the approval of the Executive Committee. 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 who will then be subject to ratification at the next AGM.

8. CLUB COUNTY DELEGATES

- 8.1 Each Affiliated Club shall select a member to serve as the Club Delegate. The Delegate shall attend County Delegates' meetings.
- 8.2 Where a County Delegates' meeting is held to consider and vote on resolutions, to be put forward to an (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.
- 8.3 A Club may appoint a member, in the absence of their Delegate, to represent and attend meetings on their behalf. The member will have full voting rights.

9. COUNTY DELEGATES' MEETINGS

- 9.1 The Regional Representative or in her absence the Honorary Secretary shall organise at least two County Delegates' meetings per calendar year, one of which can be an AGM, to consider matters including but not limited to the following:
 - 9.2 Provide information from England Golf via the Regional Representative/Voting Member.
 - 9.3 Allow the Club Delegates to raise and discuss concerns of their club members on golfing matters.
 - 9.4 When appropriate, conduct voting on Resolutions proposed by the Club Delegates, BCLGA or EG.
 - 9.5 The Honorary Secretary shall keep a record of all such meetings.

10. ANNUAL GENERAL MEETING

- 10.1 The AGM shall be held in the autumn each year. The President of the County Association shall take the chair, or in her absence, the Captain.
- 10.2 Notices of the AGM shall be posted on the BCLGA website and a copy be sent to all Club Delegates of affiliated clubs to be displayed publically not less than eight (8) weeks before the AGM.
- 10.3 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.
- 10.4 Nominations for Honorary Treasurer, Honorary Secretary, Competition Secretaries and County Junior Organiser for election to the Executive Committee shall be proposed and seconded by Full Members. Written notice of same must reach the Honorary Secretary six (6) weeks before the AGM.
- 10.5 The Agenda for the AGM incorporating any Resolutions submitted in accordance with 10.2 and any nominations in accordance with 10.3 shall be posted on the BCLGA website and a copy sent to all Club Delegates of affiliated clubs to be displayed publically not less than three (3) weeks before the AGM.
- 10.6 All members may attend the Annual General Meeting but only Full Members may vote on any Resolution or matter arising.
- 10.7 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.
- 10.8 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 at least fifty (50) full members of the BCLGA. The Honorary Secretary must give three (3) weeks' notice of the meeting. Only the business for which the meeting has been called shall be discussed.

11. ACCOUNTS

The financial year of the BCLGA shall run from 1st October to 30th September of the following year. The Treasurer shall prepare a Statement of Accounts for each financial year which shall be independently examined and presented at the AGM.

12. 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.

13. BCLGA RULES

These Rules may be reviewed by the Executive Committee. Such revisions shall be agreed by the Executive and then presented to the Full Members. The revision shall be communicated to the Full Members via the County Delegates prior to voting at the following AGM or EGM, where a 75% majority is required.

14. DISSOLUTION OF THE BCLGA

If at any General Meeting a Resolution for dissolution of BCLGA shall be passed by a majority of two thirds of the votes properly recorded at that Meeting, the Committee shall thereupon or at such future date, as shall be specified in such Resolution, proceed to realise the property of BCLGA and after discharge of all liabilities shall transfer the same to Affiliated Clubs in proportion to their membership unless otherwise agreed by a majority vote at the same General Meeting as the dissolution, and upon completion of such a transfer BCLGA shall be dissolved.