

# *Newcastle West Golf Club*

## *Ladies' Constitution*



The Ladies' Club of Newcastle West Golf Club, which shall be responsible for the organisation and administration of golf, including liaison with the I. L. G. U. for female playing members.

## 9.2

The objectives of the Ladies' Club shall be the efficient administration and organisation of all matters directly relating to the playing of golf and the promotion of the amateur game of golf among its' members.

### 9.2.1

To adopt as the Rules of the game, the Amateur Status as approved by the Royal & Ancient Rules Ltd. hereafter referred to as the R & A.

## 9.3

Membership of the Ladies' Club shall be the Honorary Members, Life Ordinary, Ordinary, Term, Senior (Ordinary and Associate) Life Associate, Associate, 5 day Members, Overseas Members, Junior/Student Members and Social Members of Newcastle West Golf Club .

### 9.3.1

The election of female playing members shall be in the hands of the Ladies' Committee.

## 9.4

Categories of membership shall be defined in Club Rule 3.1 (Club Constitution of Newcastle West Golf Club) in accordance with the applicable sub paragraphs of that Rule.

## 9.5

The Annual General Meeting of the Ladies' Club shall be held before the A.G.M. of the Joint Club not later than the 31<sup>st</sup> January.

The Annual General Meeting shall be convened by the Honorary Secretary of the Ladies' Club in writing, giving at least 14 days notice to all Members eligible to attend the meeting. The notice shall be accompanied by:

- a) The agenda for the meeting.
- b) The minutes of the previous Annual General Meeting.
- c) The Annual Financial Statement (prepared by the Honorary Treasurer of the Ladies' Club).
- d) The names of Officers and Committee members who have indicated that they are not seeking re-election. Notices of motion proposed by the Committee and other valid motions/ suggestions received in time to be included.

### 9.5.1.2.

No alteration shall be made in the Bye-Laws unless passed by a two-thirds (2/3) majority of those present at an Extraordinary General Meeting. (E.G.M.)

### 9.5.2.

- a) The election of the Committee shall take place at the Annual General Meeting.
- b) The list of all candidates going forward to Committee, together with the names of each Proposer and Seconder, shall be posted on the notice board, with the consent

- of the members concerned, at least twenty one (21) days before the date of the Annual General Meeting and removed seven (7) days before the meeting takes place. No further nomination shall be accepted after the removal of the list.
- c) The election of Committee Members at the Annual General Meeting shall be by ballot. In the event of a tie, the result shall be decided by a lot. (before results come back to meeting)
  - d) A Committee Member who has served for three (3) consecutive years shall not be eligible for a further one (1) year unless she goes forward as Vice-President, Vice-Captain or as an Office Bearer.
  - e) Should an Officer Bearer or a Committee Member resign before her term of office is completed the Committee shall have the power to co-opt another Honorary Life, Life Ordinary, Ordinary, Senior, Life Associate, Associate for any of these offices.
  - f) The Captain and Committee shall nominate the Honorary Secretary, the Honorary Treasurer, the Honorary Handicap Secretary and Honorary Competition Secretary at the last Committee Meeting before the Annual General Meeting.

#### 9.5.3

Those eligible to attend and vote at General Meetings / E.G.M'S. are those female members in the following Categories: Honorary Life, Life Ordinary, Ordinary, Senior, (Ordinary and Associate) Life Associate and Associate Members.

#### 9.5.4

The agenda for the meeting shall include:

- a) Adoption of minutes of previous Annual General Meeting and of all other Emergency General Meetings held in the interim.
- b) Annual report of the Committee.
- c) Adoption of Annual Financial Statement.
- d) Election of Officers and Committee.
- e) Notices of motions / suggestions properly proposed.
- f) Any other business.

#### 9.5.5

Written notice of motions / suggestions which shall be duly proposed and seconded by any Member/s having voting rights, shall be given to the Honorary Secretary in writing in time to allow them to be posted in the clubhouse for at least two weekends prior to the Annual General Meeting.

#### 9.5.6

Voting at a General Meeting of the Ladies' Club shall be in accordance with the standing orders of the Club.

#### 9.5.7

The quorum for the General Meeting shall be 30 voting members.

#### 9.5.8

The following shall be ratified at the General Meeting: The President, the Vice-President, (alternate years) the Captain, the Vice-Captain, the Honorary Secretary, the Honorary Treasurer, the Honorary Handicap Manager and the Honorary Competition Secretary. Six other members of Committee shall be elected at the Annual General Meeting.

#### 9.5.8.1

If six members are not elected to committee, the Ladies' committee at its first meeting are empowered to co-opt ladies to fill any vacancies.

#### 9.5.9

The convening of Special General Meetings will follow the general requirements set out in Rule 5.4 (Rules of Newcastle West Golf Club) and its sub paragraphs.

#### 9.6

The day-to-day administration of the Ladies' Club shall be under the control of the Ladies' Committee and its officers.

#### 9.6.1

The Committee shall consist of

- (1) The Captain for the year.
- (2) The Vice-Captain.
- (3) The President.
- (4) The Vice-President alternate years.
- (5) The Honorary Secretary.
- (6) The Honorary Treasurer.
- (7) The ex officio Captain.
- (8) The Honorary Handicap Manager.
- (9) The Honorary Competition Secretary.
- (10) Six Committee Members.

#### 9.6.2

The other principal duties of the Committee shall include:

- a) The maintenance of proper liaison with the I.L.G.U.
- b) The fulfilment of the requirements of affiliation to the I.L.G.U. in liaison with Council.
- c) The proper administration of the CONGU handicapping system as is approved by the I. L. G. U.
- d) The monitoring of compliance by the Members with the CONGU handicapping system
- e) Complaints in connection with golfing and other matters must be sent in writing and signed, to the Honorary Secretary within forty-eight (48) hours of the incident.
- f) The conduct of any member which may be the cause of disharmony and disorganisation within the Club should be brought before the Committee for their attention, and put before Council if necessary.

#### 9.6.3

- a) The Committee shall meet approximately once a month.
- b) Meetings shall be chaired by the Captain or in her absence by the Vice-Captain or in event of both being absent an elected member may act as Chairman.
- c) The quorum for a meeting shall be six.
- d) Any Committee Member absent for three (3) consecutive meetings shall no longer be considered a committee member unless an acceptable excuse is received by the Committee.

#### 9.6.4

The Committee shall be empowered to set up sub committees to deal with any of the matters which fall within its jurisdiction, to nominate the members and the chairman of such sub-committees. These sub-committees shall cease to exist at the same time as the nominating committee goes out of office.

#### 9.7

The Officers of the Ladies' Club shall have the rights and obligations as set out hereunder.

(a) Eligibility for holding the offices of Vice-Captain, Honorary Secretary, Honorary Competition Secretary, Honorary Treasurer and Honorary Handicap Secretary will require that the person must have been a member for at least five years.

(b) Members of the committee shall have been members of the Ladies' Club for at least three (3) years. They shall be elected annually for a period not exceeding three successive years in total. Following this period, they shall not be eligible for election to committee for one (1) year, except as Vice-President, Vice-Captain or as an Office Bearer.

#### 9.7.1

- a) The President shall hold office for two (2) years.
- b) She shall chair the A.G.M / E.G.M. of the Ladies' club.
- c) She shall not be eligible to vote except as chairman when she shall have a casting vote.
- d) The President shall retire at the end of her term and shall not be eligible for election to Committee for one (1) year.
- e) The President shall nominate her President elect at the end of her first year in office with preference to seniority.
- f) The President Elect shall be ratified at the Annual General Meeting held in the first year of office of the current President.

#### 9.7.2

- a) The Captain shall be the principal officer of the Ladies' Club.
- b) She shall chair Committee meetings,
- c) The Captain shall have the power to request the Honorary Secretary to call an unscheduled meeting,
- d) She shall normally represent the Ladies' Club at meetings and events organised by the counterparts of the Ladies' Club.
- e) The Captain shall also be an automatic member of the Council of the Club.
- f) The Captain shall hold office for one year and shall be eligible for re-election as Captain.
- g) The Captain shall nominate the Captain Elect of her choice who must have been a member of the Ladies' Club for at least five (5) years
- h) The Captain shall announce her Vice-Captain at the last Committee Meeting before the Annual General Meeting.

#### 9.7.3

- a) To be eligible for Vice Captaincy a person must have served at least one (1) year on committee before she is nominated as Vice-Captain.
- b) The Vice-Captain shall be ratified at the Annual General Meeting.
- c) She shall be an automatic member of the Council of Newcastle West Golf Club.

- d) She shall succeed the Captain subject to ratification at the General Meeting.
- e) If she does not wish to accept this office, the outgoing Captain and Committee shall then nominate a successor.
- f) Her normal duties will require her to deputise for the Captain at the Captain's request or in the Captain's absence.

#### 9.7.4

- a) The Honorary Secretary shall convene the Committee Meetings or in her absence the Captain.
- b) She shall convene General Meetings of the Ladies` Club and ensure that the requisite documentation is in order.
- c) An Extraordinary General Meeting may be called at the request of the Committee, or on a requisition to the Hon. Sec. signed by at least twenty (20) Ordinary and or Associate Members, stating the business to be brought forward, seven (7) days notice of such a meeting shall be given to each Honorary Life Member, Life Member, Ordinary Member, Senior (Ordinary and Associate) Life Associate, and Associate Member by circular, specifying the time and place of the meeting and business to be transacted.
- d) The Honorary Secretary shall take charge of all correspondence which falls within the competence of the Ladies` Club Committee.
- e) She shall be responsible for the taking and the safe keeping of minutes of all General Meetings of the Ladies` Club and of the meetings of the Committee
- f) The Honorary Secretary shall hold office for one (1) year and shall be eligible for re-election for a further two (2) years. She shall not be eligible for re-election to Committee as (a) an Office Bearer or (b) Committee Member for one (1) year following her term of Office, except to the office of President Elect. or Captain Elect.

#### 9.7.5

- a) The Honorary Treasurer of the Ladies' Club shall keep full and detailed accounts and records showing the financial affairs, receipts and disbursements of the Ladies' Club.
- b) The banking account shall be kept in the name of the Ladies' Club (and shall be clearly identified as such) in such bank/s as the Ladies' Committee may, in consultation with the Management Council from time to time determine. All cheques shall be signed as authorised by the Ladies' Committee.
- c) The Ladies' Committee shall be entitled to charge and retain all entry fees in Club and Open competitions under its control and management and provide prizes.
- d) The Honorary Treasurer of the Ladies' Club shall issue an audited statement of the Ladies' Club for the financial year end 31<sup>st</sup> October. Such statement shall be presented for approval by the members at the A.G.M. of the Ladies' Club which shall be held not later than the 31<sup>st</sup> January in the following year.
- e) Following the Ladies' Committee meeting at which the audited accounts are considered, the Honorary Secretary shall forward a copy of the audited accounts to the Honorary Treasurer of Management Council for information, together with any surplus funds, retaining €1000.00 in the Ladies' bank account.
- f) The Honorary Treasurer shall hold office for one (1) year and shall be eligible for re-election for a further two (2) years. She shall not be eligible for re-election to Committee as (a) an Office Bearer or (b) Committee Member for one year

following her term of Office, except to the Office of President Elect or Captain Elect.

#### 9.7.6

The Ladies' Committee shall have the power, to raise money and accept gifts, donations etc. from well-wishers and will have complete control on the amount they wish to spend on the purchase of prizes and they alone will set the amount charged for their competitions subject to the rules of amateur status as set out in the R & A Rules of amateur status. (see Rule 3.2 Prize Limits)

They can continue to support charities of their choice and they can purchase token gifts when this is deemed necessary.

#### 9.7.7

- a) The Honorary Competition Secretary shall hold office for one (1) year and shall be eligible for re-election for a further two (2) years. She shall not be eligible for re-election to Committee as (a) an Office bearer or (b) Committee Member for one (1) year following her term of office, except to the office of President Elect or Captain Elect.
- b) Selectors for teams representing the Club shall comprise of the following officers; President, Captain, Honorary Secretary, Handicap Manager and Competition Secretary in consultation with the team manager.

#### 9.7.8

The Handicap Manager shall hold office for three (3) years. She shall not be eligible for re-election to Committee as (a) an Office Bearer of (b) Committee Member for one year following her term of office, except to the office of President Elect or Captain Elect.