

# Harwood Golf Club Ladies Section

## AIMS AND PROCEDURES

**A** The Ladies Section will comprise all lady members from any category of club membership.

The aims of the Ladies Section are to:

1. increase the membership of the ladies' section
2. promote, maintain and advance ladies' golf and associated activities
3. provide equality of opportunity
4. support the teams representing the club as appropriate
5. ensure the conduct of lady members, whether within the club or elsewhere, helps to enhance the reputation of the Club

**B** The administration of the Ladies Section will be under the control of the Ladies' Committee, subject to rulings of the Club Management Committee.

### **Ladies Committee**

1. The Ladies Committee will comprise the Lady Captain, Lady Captain Elect, Immediate Past Captain, Honorary Secretary, Honorary Treasurer, Competition Secretary and a maximum of 4 other lady members (hereinafter called the "Ordinary Committee Members").
2. In normal circumstances arrangements for the nomination of Lady Captain Elect and Lady President will be made through the Past Lady Captains of the Club. In exceptional circumstances and in the event of no nomination being made in this way, the ladies' committee will put forward a nomination. The nominations will be announced at the Ladies Annual Dinner.
3. Apart from the positions of Lady Captain and Lady Captain Elect, in normal circumstances committee officers and members will be elected at the Ladies AGM. If there are more nominations than positions, the election will be by ballot. No member shall be eligible to stand for election to the Committee unless she has been duly proposed and seconded by ladies who have been full playing members for 2 years prior to the Ladies AGM, and her name has been posted on the Ladies' Notice Board at least ten calendar days prior to the day appointed for the Ladies AGM.
4. The Hon. Secretary, Hon. Treasurer, Competition Secretary and Ordinary Committee Members are to be elected for a period of two years with the option of being re-elected for a further two consecutive years. Unless there are exceptional circumstances they would then stand down for a period of 12 months before they can stand for re-election. Ordinary Members may be elected as an officer of the Committee.

5. The Lady Captain and Committee may co-opt lady members for specific times or projects as the need arises.
6. The Immediate Past Captain will normally retire from the Committee at the end of her year of office, but under exceptional circumstances may stand for election as an Officer or Ordinary Member of the Committee.
7. A quorum for Committee meetings must consist of at least two officers plus two other members.
8. The Lady President will receive copies of the minutes of Committee meetings for her personal use, and be invited to all Committee meetings in an advisory capacity only, but with no voting rights, unless she is a member of the Ladies Committee in her own right.
9. The absence of any Committee member from three monthly meetings of the Committee without notifying the Lady Secretary of the reason will result in the loss of their position on the Committee. They will not be eligible for re-election.
10. Decisions will be made by consensus of the Committee. In the event of a tie when voting takes place, the Lady Captain will have the casting vote.
11. The Committee shall ensure records are kept of all its proceedings and any other meetings convened.

### **The Ladies Annual General Meeting and Special Meetings**

The Annual General Meeting of the Ladies Section will be held each January prior to the Club Annual General Meeting. A notice will be posted in the locker room four weeks before the meeting, together with the Nominations Lists.

Any proposals must be proposed and seconded and received in writing by the Hon. Ladies Secretary 10 calendar days before the AGM.

The Hon. Ladies Secretary must be informed of any discussion items 10 days before the AGM.

All lady members must have access to the minutes of the previous AGM.

A Special General Meeting of the Ladies Section will be called by the Honorary Ladies Secretary within 21 days of receipt of a written request signed by no fewer than 9 playing members, or on the request of the Ladies Committee, for the purpose stated in the notice convening the meeting which will be posted in the Clubhouse. The only business to be conducted at such a meeting shall be that as specified in the notice.

## **C**

### **Accounts**

The financial year will be 1<sup>st</sup> January to 31<sup>st</sup> December..

The accounts will be internally audited and presented at the Ladies Annual General Meeting. The Ladies Committee will appoint the auditor.

Agreed at Ladies AGM 2018

Amendments Agreed at Ladies AGM 2019