



MIDLOTHIAN COUNTY LADIES' GOLF ASSOCIATION
Established 1909

CONSTITUTION

This Constitution was adopted by the Members at an Extraordinary General Meeting held at Liberton Golf Club on Tuesday 26th May 2009 and amended at Annual General Meetings on 12th November 2014, 20th November 2019 and 18th November 2020.

1. TITLE

The name is 'Midlothian County Ladies' Golf Association' (the 'Association').

2. OBJECTS

The objects for which the Association is established are:-

- i) to encourage the participation in and the development of golf in the County of Midlothian ('the County'), by providing facilities and training for junior girls and women, particularly those aspiring to play for Midlothian County Teams and for National or International Honours.
- ii) to arrange and hold golf competitions and matches for its Members and provide prizes and awards therefor.
- iii) to co-operate with any other County Association whose objects are altogether or in part similar to those of this Association.
- iv) to do all such other things the Association may consider to be incidental or conducive to the attainment of the objects as stated in (i), (ii) or (iii) above.

3. MEMBERSHIP

Membership (regardless of disability, ethnicity, nationality, sexual orientation, religion or other beliefs) is open to all amateur women with an official golf CONGU or WHS Handicap Index (subject to the after mentioned proviso) and to all girls irrespective of handicap who possess at least one of the following qualifications:-

- a) Birth in the County,
- b) Residence in the County, or
- c) Membership of a golf club in the County which is affiliated to Scottish Golf Limited.

County boundaries are as defined from time to time by Scottish Golf Ltd. Those boundaries may not necessarily coincide with the political County boundaries. If a Member has qualified for membership under (b) or (c) above, and thereafter ceases to reside in the County or be a Member of a Golf Club in the County affiliated to Scottish Golf Ltd, she may continue to be a Member of the Association until she resigns or transfers to another County Association. No person, other than an Honorary Member, shall be a member simultaneously of more than one County Association in Scotland.

The Association may have the following categories of membership:-

i) **FULL:** Full Members require to be at least eighteen years of age and have an official CONGU handicap or WHS Handicap Index. They shall have the right to play in all competitions arranged by the Association for which they are eligible by handicap.

Since the number of Full Members shall not exceed the limit fixed by the Committee from time to time, a waiting list shall operate and an administration fee will be payable at the time of application. Women on the waiting list shall be eligible to play only in 5-a-side and Greensomes Matches or other competitions as the Committee shall decide from time to time. Only Full Members may stand for election to the Committee

ii) **HONORARY:** This category of membership may be offered by the Committee to an amateur or professional woman golfer who has made a major contribution to golf in general and/or to the work of the Association. Honorary members who are amateur golfers shall have the same playing rights as Full Members. Honorary Members who are professional golfers shall be eligible to play only in such competitions as the Committee shall decide, but they may not Captain any County Team.

iii) **ASSOCIATE:** Membership of this category is open to those who have previously been Full Members for a minimum of ten consecutive years (effective from 20 November 2019), or such others as the Committee may decide from time to time. Associate Members may play only in Winter Foursomes Hole and Hole, Greensomes Matches, Biennial Tri-am and Biennial 9 Hole competitions or such other competitions as the Committee shall decide from time to time.

iv) **STUDENT:** These Members must be between eighteen and twenty three years of age and be in full time education. They shall have the same playing rights as Full members.

v) **JUNIOR GIRLS:** These members must be under eighteen years of age on 1st January in any calendar year. They may play in those matches and competitions arranged for them by the Association's Junior Secretary and in Full Members' competitions where handicap allows. On becoming eighteen years of age and providing they hold an official golf CONGU or WHS Handicap Index, they can automatically transfer to Student or Full Membership.

Honorary Members pay no subscription. The membership year runs from January 1st to December 31st and every other Member must pay the annual subscription current for her category of membership. A Member will be considered to be in arrears if the annual subscription is unpaid by 31st January. If in arrears, an administration fee for late payment set by the Committee will be payable up to 28th February and beyond. Members in arrears at 28th February will cease to be a Member of the County. Any Member wishing to resign must notify the Association's Honorary Secretary by 31st December in any year, otherwise the Member will be liable for the Annual Subscription.

Each Member shall, as a condition of membership, be bound by the terms in this Constitution.

4. **MANAGEMENT**

The Management of the Association shall be vested in the Committee which shall consist of:

(a) the Office Bearers of the Association who are:

- President: Elected every two years, the election being in alternate years to the election of the Captain.
- Captain: Normally served as Vice Captain, elected every two years.
- Vice Captain: Elected every two years.
- Honorary Secretary: Elected every three years in a different year to the Treasurer.
- Honorary Treasurer: Elected every three years in a different year to the Secretary.
- Junior Secretary: Elected every three years.

All of the above shall be elected at the Association's Annual General Meeting.

(b) one club representative from each golf club which has members of the Association, who shall be appointed by the Association Members of their respective Clubs and who should serve for a three year term. An Official may not represent a Club during her Term in Office. No representative may represent more than one Club at any one time.

The said Representatives shall be eligible for re-election.

The Honorary Secretary, Honorary Treasurer and Junior Secretary, all of whom will retire every three years, shall be eligible for re-election but should only serve for a maximum of six years unless there are extenuating circumstances. Once she has held her position for six consecutive years she shall retire at the first Annual General Meeting thereafter and shall not be eligible for re-election until the expiry of one year from the date of her retirement.

In the absence of the Membership providing a Honorary Treasurer, a non member can be responsible for completing the Association's Annual Accounts and a nominal fee will be paid for such services.

5. COMMITTEE

The Honorary Secretary shall call meetings of the Committee when required by the Captain or herself, giving members adequate notice thereof. Twelve members of the Committee shall form a quorum. The Captain, whom failing the Vice Captain, shall act as Chairperson at said meetings but if neither is present the meeting shall elect its own Chairperson. All matters shall be decided by majority vote and the Chairperson shall have a second or casting vote.

The Committee shall have the following powers and obligations:-

- i) to fill any vacancies in 4(a) above which may arise during any year by co-opting a Full Member who shall hold office until the next Annual General Meeting of the Association. Vacancies arising under 4(b) above shall be filled by the respective Clubs.
- ii) to set up, from amongst its members, sub-committees for any special purpose and to lay down rules for the conduct thereof including reporting back to the Committee. Said sub-committees may co-opt other Full members but co-opted Members shall not form a majority of any sub-committee unless specifically approved by the Committee.
- iii) to appoint Honorary Members.

- iv) to appoint Members as assistants to the Honorary Secretary, Honorary Treasurer, or Junior Secretary if necessary. Said appointees shall not be considered members or co-opted members of the Committee.
- v) to remunerate any person or Company for professional services rendered to the Association.
- vi) to fix the annual subscription rates at the October Representatives Meeting and confirm at the following Annual General Meeting, to fix competition fees and the dates of payment thereof. All subscriptions and fees will be set at a level which does not pose a significant obstacle to membership.
- vii) to vary the criteria for and/or conditions applicable to each category of membership subject to approval at an Annual General Meeting.
- viii) to refuse membership to any applicant.
- ix) to arrange golf competitions and Matches for the Members providing prizes and awards.
- x) to lay down rules for the competitions and matches and post on the Association's web site.
- xi) in the event of any Member acting in contravention of this Constitution or in the event of the conduct of any Member being (in the opinion of the Committee) injurious to the character or interest of the Association, through individual acts and/or their personal use of social media, the Committee can suspend such Member for such period of time as the Committee shall decide or ask her to resign. If compliance therewith is refused, to expel said Member providing always that the Committee shall invite her to present at the meeting at which the motion to expel her is put forward and to be heard on the motion. Notwithstanding the foregoing the Committee's decision to expel shall be final and binding and the Committee shall not be obliged to return any subscription paid.
- xii) to do any other things necessary or expedient for the management of the Association.

6. DUTIES OF OFFICE BEARERS

- i) The President shall be the chief representative of the Association on certain occasions and play a supportive role at the main events and competitions involving the Members. She shall along with the Captain and Vice-Captain or majority of them nominate the next President to be elected at the Annual General Meeting in alternate years to the election of the Captain.

- ii) The Captain shall be responsible for the running of the Association during her term of office and shall be the official representative of the Association on all golf matters. She shall, with the Committee's approval at the October Representatives Meeting, nominate her Vice-Captain for election at the AGM.

- iii) The Honorary Secretary shall (1) via email summon all General Meetings of the Association and meetings of the Committee and keep full and correct minutes of the same; (2) conduct the correspondence of the Association; (3) maintain a register of membership, except Junior Members, and keep records of all competition entrants; (4) via email issue subscription notices to Members; (5) post on the Association's web site the annual fixture list and competition online entry details; and (6) ensure the up to date version of the Constitution is posted on the Association's web site. Where a Member does not have an email address, such Member will receive above notifications in the post.

- iv) The Honorary Treasurer shall (1) maintain bank account(s) in the name of the Association and arrange for the withdrawal of monies by either herself, the Honorary Secretary or the President; (2) collect all income and pay all authorised

expenses of the Association; and (3) maintain financial statements of the Association and present at each Annual General Meeting a Statement of Accounts made up to 30th September each year (the end of the Association's financial year). These financial statements shall have been examined by a suitably qualified independent person.

v) The Junior Secretary shall be responsible for all matters relating to Junior Members including the collection of their subscriptions, collection of training fees and the organisation of their matches, competitions and training sessions. The Junior Secretary may enlist assistance from the Membership to complete these duties. Upon collection of annual Junior subscriptions, the Junior database will be sent to the Honorary Secretary.

The Honorary Secretary and Honorary Treasurer may receive a small honorarium for their professional services and Office Bearers may receive a small contribution towards their travelling expenses. No other Committee Members receive remuneration or lump sum expenses.

A sub-committee consisting of the Captain, Vice-Captain and selector(s) appointed annually by them which also may include the County Champion (if invited by the Captain, Vice-Captain and selector or a majority of them) will enter teams chosen from the Membership.

7. GENERAL MEETINGS

All General Meetings other than Annual General Meeting shall be called Extraordinary General Meetings. All General Meetings shall be called by notice via email, or in writing to those who do not have an email address, to every Member entitled to attend and posted on the Association's web site with at least fourteen days' notice. The Captain, whom failing the Vice-Captain, shall preside as Chairperson at every General Meeting, but in the absence of both, said Meetings will choose one of the Committee Members present to be Chairperson. At least twenty Members entitled to vote shall form a quorum and any motion to be adopted at any such meeting shall require a majority of two-thirds of the voting membership present. Full and Honorary Members shall have the right to vote at General Meetings of the Association.

7a. Annual General Meetings

An Annual General Meeting shall be held as soon as convenient after the end of each financial year and in any event before the end of December in any year. The business of the Annual General Meeting shall be, inter alia, (a) to receive the Captain's Report, reports from other Committee Members and to approve the said financial statements, and (b) to elect Office Bearers, as required, and a suitably qualified person to independently examine the financial statements.

No motion shall be considered at an Annual General Meeting unless it has been proposed, seconded and intimated in writing or via email to the Honorary Secretary at least four weeks prior to the date of the meeting. The Honorary Secretary shall send notice via email of any such motion to the Members entitled to vote at least fourteen days prior to the Annual General Meeting.

7b. Extraordinary General Meetings

The Committee shall when deemed necessary, or within four weeks of the receipt of a requisition in writing or via email from at least sixteen voting Members, call

an Extraordinary General Meeting. Any such requisition must state the business proposed.

8. RULES AND REGULATIONS

The Rules and Regulations observed by the Association and its Members shall be:-

- I. The Rules of Golf as they may from time to time be fixed by the Royal & Ancient Golf Club with the addition of such Local Rules as may be necessary.
- II. Regulations governing Handicapping, Course Rating and Competition Scratch Score (CSS) calculations as laid down by The Council of National Golf Unions (CONGU) Unified Handicapping System and Scottish Golf Ltd.
- III. The Regulations for County Golf as laid down by Scottish Golf Ltd from time to time.

9. ADDITIONS OR ALTERATIONS TO THE CONSTITUTION

No addition or alteration to the Constitution shall be made except at an Annual General Meeting or an Extraordinary General Meeting convened for that purpose. The procedures outlined in Section 7 above shall apply.

10. SURPLUS AND ASSETS

The Association does not exist to make a profit. All surplus income is reinvested in the Association. No surpluses or assets may be distributed to Members or to third parties.

11. DISSOLUTION OR AMALGAMATION

In the event of dissolution or amalgamation of the Association any assets remaining after the satisfaction of all debts and liabilities, shall not be paid or distributed among Members of the Association. In the event of dissolution said net assets shall be given or transferred to Members' Clubs calculated on the basis of their membership numbers of the Association in year of dissolution. Such funds are to be used by the Clubs for the development of women and junior girls golf at their Club. In the event of amalgamation said net assets will be earmarked for use for the development of women and junior girls golf.

18th November 2020