**GLEN GOLF CLUB, NORTH BERWICK**

**LADIES SECTION RULES AND REGULATIONS**

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|  | **Membership and Objectives** |
|  | The Glen Golf Club, Ladies Section shall be subject always to the Constitution and Rules of The Glen Golf Club. Hereinafter it shall be referred to as “The Ladies Section”  The Ladies Section is open to all lady playing members of the Glen Golf Club. The primary function of the Ladies Section shall be to maximize the opportunities for its members to enjoy the game of golf and associated social activities, in particular the organisation of Ladies Club in house social competitions, matches in external competitions, friendly matches with ladies from other golf clubs and social activities as requested by its members. |
| 2. | **Office Bearers** |
|  | The running of the Ladies Section shall be in the hands of a Committee, which shall consist of up to eight members: Captain, Vice-Captain, Treasurer, Secretary, Fixture Secretary and ordinary members. The Ladies Section Committee will oversee the running of the Ladies Section in house and social competitions, East Lothian matches in external competitions, friendly matches with other golf clubs and invitation days for members. The administration of the World Handicap Index (WHI) and SGU competitions is managed by the Glen Golf Club Match Secretary.  At the discretion of the Committee the post of Treasurer and Secretary may be held co-jointly. The Committee will have the power to co-opt a replacement or replacements in the event of any vacancies occurring resulting from resignation or any other cause. |
| 3. | **Election of Office Bearers** |
|  | The Captain shall be elected for a term of office of 2 years; the Vice-Captain shall succeed her as Captain subject to proper nomination and approval by a majority of Playing Members present at the Annual General Meeting. Any previously elected Ladies Captain may be nominated for a further term. However, should a new candidate be nominated to stand against a current Captain who is standing for re-election, the nomination to re-elect the current Captain would fall.  The Vice Captain, Treasurer, Secretary, Fixture Secretary and Committee shall be elected for not less than one year and not more than 3 years, by a majority of Playing Members of the Club present and voting at the Annual General Meeting.  Any two playing members may propose or second a candidate on the nomination sheet, which will be displayed on the Ladies Section notice board for 28 days prior to the date of the meeting. Only playing members of the Club are eligible to hold office and, along with honorary members and lifetime members, vote at meetings of the Club. |
| 4. | **Meetings of Committee** |
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|  | The Committee shall hold meetings as and when necessary. A meeting of the Committee may be called by the Captain at any time and the Secretary shall be bound to call such a meeting on a written requisition to her by any 3 Members of the Committee. A quorum at these meetings will be 4. |
| 5. | **Functions of The Committee** |
|  | The Committee shall have responsibility for the administration of activities consistent with the objectives of the Ladies Section. Committee tasks will include the following:   * + Organisation of Ladies Section Club in house and social Competitions, East Lothian matches in external competitions and friendly matches with ladies from other clubs   + Aiding the integration of Junior girls into the Ladies Section   + Organisation of social events   + Liaison with the Club Management Committee   + Dealing with items of business submitted by lady members   + Preparation of the arrangements for the Ladies Section Annual General Meeting |
| 6. | **Annual General Meeting of the Ladies Section** |
|  | The Ladies Section Annual General Meeting shall be held before 28th February each year; the date of the meeting shall be fixed by the Committee. The quorum shall be 7 members, outwith the members of the Committee.  The business of the Ladies Section Annual General meeting shall be to:   * Receive reports from the Captain, The Treasurer and the Fixture Secretary * Approve the accounts of the Ladies Section. The financial year will run from 1st December to 30th November. * Appoint an Independent examiner of the accounts for the following year * Conduct the election of committee members for the following year. Any two playing members may propose or second a candidate on the nomination sheet, which will be displayed on the notice board for 28 days prior to the date of the meeting. * Discuss any other items of business which have been notified to the Secretary at least 14 days prior to the meeting * Deal with any other items of business which have been raised at the meeting and deemed admissible by the Captain. |
| 7. | **Special General Meeting of the Ladies Section** |
|  | A Special General Meeting may be called at any time by the Committee. The Committee shall be bound to call such a Special General Meeting which shall be held within 28 days on a receipt of a written requisition subscribed by no fewer than 10 Playing Members, and addressed to the Captain or the Secretary, stating clearly the terms of the motion to be proposed. Only business specified in the said motion convening the Special General Meeting may be transacted. At least 8 days notice of all such meetings and of the business to be discussed there at shall be given to each Member. At such meetings 10 Playing Members shall form a quorum. |
| 8. | **Chair of Meetings** |
|  | The Captain shall be the Chair of all meetings, in the Captain’s absence the Vice-Captain will chair meetings and in their absence a Committee Member will elected by the meeting. The Chair shall have a casting vote as well as a deliberate vote. |
| 9. | **Complaints** |
|  | All complaints must be made in writing to the Secretary and signed by the persons complaining. The Secretary shall submit all such complaints to the Committee who shall take the matter into their consideration. The Ladies Committee will only deal with issues within their own remit and refer all other matters, including disciplinary issues, to the Management Committee. |