



## **CONSTITUTION**

### **NAME**

Sussex Lady Captains and Secretaries Golf Association

### **AIMS**

- To provide golf competitions for its members
- To promote the Association
- To place equal opportunities at the core of the Association's practices

### **OBJECTIVES**

- Receive membership payment
- Hold the Association's bank accounts
- Organise competitions and matches for members with similar associations from other counties
- Provide regular information to members and discuss matters of concern • Cooperate with and support other groups with similar purposes

### **MEMBERSHIP**

Membership is open to any past or present Lady Captain or Secretary of a Sussex golf club. **\*\*Also, Ladies who have been Lady Captain or Secretary at other counties and are members of a Sussex golf club.** A member pays an annual subscription fee, renewal of which is sent to all Sussex clubs annually. Only fully paid up members are allowed to play in the Association's competitions and matches. The Admin Secretary, Competition Secretary, Treasurer and Captain hold the membership list.

All members should ensure the principles of honesty and integrity are upheld at all their events.

Ladies cease to be a member:

- With non-payment of the annual subscription
- When a lady informs the Admin Secretary

Life membership may be granted as a mark of appreciation for services undertaken on behalf of the Association. Nominations for Life Membership must be received by the committee for proposal at the AGM.

### **COMMITTEE**

The committee will consist of 8 members, as follows:

Title	Term of office
President	1 year
President Elect	1 year
Captain	1 year
Vice Captain	1 year
Competition Secretary	3 years (max 5 years)
Admin Secretary	3 years (max 5 years)
Treasurer	3 years (max 5 years)
Communications Manager	3 years (max 5 years)

The committee may appoint a subcommittee on a permanent or temporary basis. The committee may also co-opt a member onto the committee for a specific purpose. A co-opted member will not be able to hold an executive position in the first year.

### **ANNUAL GENERAL MEETING (AGM)**

The AGM is held in November. The Admin Secretary is responsible for the administration of the AGM. The Admin Secretary will inform all members of the date, time and venue of the AGM at least 6 weeks in advance. Any proposals and AOB items for inclusion at the AGM must be put in writing and received by the Admin Secretary at least 21 days prior to the meeting.

### **VOTING AT THE AGM**

Each member has one vote. Proxy votes must be received in writing by the Admin Secretary at least 21 days prior to the AGM. Proxies may not speak on behalf of the person at the AGM. All proposals and resolutions will be decided by a two third majority of those present. This will be done by a show of hands. In the case of an equal number of votes, the Chairperson shall have the casting vote. Any decision is effective immediately.

The committee will:

- Present an approved financial statement
- Report on competitions and matches for that year
- Present nominations for the committee for the subsequent year
- Consider any resolutions and/or proposals
- Vote on changes to the constitution

### **FINANCE**

The annual membership subscription shall be that approved by the committee. Annual subscriptions are due by 30 September.

The Association's monies shall be held in such bank accounts as decided by the committee and withdrawal of monies made via the signature of the Treasurer.

The Treasurer shall keep an accurate record of all transactions pertaining to the Association. The Treasurer is authorised to pay any expenses as incurred by the committee in fulfilling their roles.

The financial year of the Association shall end on 14 October. The accounts of the Association will be checked by an independent person prior to the AGM.

### **DATA PROTECTION**

The Association has a Data Protection Privacy Notice and uses this to communicate news and events to members. The information held will not be passed to any other organisation, but is used internally for the purpose of administering its events, and as indicated in the Privacy Notice. Further details can be found on the website [www.sussexladygolfcaptains.co.uk](http://www.sussexladygolfcaptains.co.uk).

### **EQUAL OPPORTUNITY STATEMENT**

The Association shall comply with all statutory requirements stated in the 2010 Equality Act. The Association is committed to promoting equal opportunity for all members and people who come into contact with it. The Association will never be influenced in its decisions or actions re gender, race, creed, colour, age or physical/personal disability.

### **CODE OF CONDUCT**

Committee members are required to undertake their duties in a professional manner and be objective in their judgements/decisions. Committee members should be allowed to complete their duties free from harassment, intimidation and discrimination.

### **COMPLAINTS PROCEDURE**

The Association has a formal complaints procedure. Should a member have cause to make a complaint, it must be received in writing. Further details can be found on the Association's website.

### **CLOSING THE ASSOCIATION**

The Association may be wound up by a two-thirds majority of members voting at an EGM. Any monies or property remaining after payment of debts must be given to a group with similar interests.

This constitution was adopted on 2 November 2020 at the AGM.

\*\* Revised 7<sup>th</sup> November 2022 at the AGM