

# Knighton Heath Golf Club

## Ladies and Junior Girls Section

### Terms of Reference

#### 1. Authority

1.1 The Ladies Committee is a sub-committee of Knighton Heath Golf Club's Captains Committee from which it derives its delegated authority. These Terms of Reference have been approved by the Captains Committee and any changes to its content must also be approved by that committee.

1.2 If there is any conflict between these Terms of Reference and the Memorandum and Articles of Association (Club Rules), the Memorandum and Articles of Association will take precedence.

#### 2. Ladies Committee Responsibilities

2.1 The committee are responsible for the day to day running of the Ladies and Junior Girls Section, including:

- a) arranging all matches and competitions and other activities;
- b) whenever possible, convening monthly and, once agreed, producing minutes of each meeting for circulation to all members via the Club website. A quorum shall be more than 50% of those committee members eligible to vote;
- c) co-operating in support of any activities for the benefit of the Club when required or requested by the Captains Committee or Management Committee;
- d) complying with any policy requirements of the Club or as requested by the Management Committee or Captains Committee;
- e) advising the Captains Committee on matters pertaining to the Ladies Section;
- f) overseeing and balancing funds pertaining to the Ladies Section, including charity funds;
- g) organising the Ladies Section and Junior Girls Annual General Meeting (AGM).

#### 3. Ladies Committee Officers and Roles

3.1 The Ladies Committee should consist of:

- Lady Captain
- Vice-Captain
- Secretary
- Treasurer
- Members—**minimum 1 maximum 3\***

*(\* committee members will be expected to take on duties as requested by the Lady Captain, for example, select Interclub teams and liaise with opponents)*

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(replaces KHGC Ladies and Junior Section Standing Orders and Rules - last amended 24/10/2017)

3.2 In the event of key officer roles not being filled, their duties will be handed back to the Club to be run centrally. For example, handicaps will be managed by the pro-shop and Ladies Section finances by the General Manager.

3.3 The Ladies County Delegate may also attend Committee Meetings to present her report or simply submit this in writing. She will have no voting rights at Committee Meetings.

3.4 The Club President may sit on all Club section committees, but has no voting rights.

#### **4. Election of Officers**

##### **4.1 Lady Captain and Vice-Captain**

- shall not be a Director of the Club;
- should be a playing member of, ideally, 5 years standing;
- shall stand for a term of one year for each role, but may seek re-election and serve additional terms as Lady Captain or Vice-Captain.

##### **4.2 Other Committee Members**

- shall not be a Director of the Club
- should be a playing member of, ideally, 2 years standing;
- shall serve for a term of three years in any role, but may seek re-election and serve up to an additional 3 terms continuously in the same role but, exceptionally, serve longer if there are no other candidates for the role.

4.3 All candidates will be elected by the Ladies Section at the AGM. Candidates must be proposed and seconded by two members no later than 14 days prior to the AGM. All names of candidates, proposers and seconders must be displayed in the Ladies Locker Room and on the Club website for no less than 14 days prior to the AGM.

4.4 Additional members may be co-opted onto the Ladies Committee at the discretion of the Lady Captain. Co-opted members will have no voting rights. Any member so appointed must retire at the end of that Lady Captain's term.

#### **5. Ladies AGM and EGMs (Extraordinary General Meetings)**

5.1 The AGM must be arranged with a minimum of 8 weeks' notice. EGMs require a minimum of 2 weeks' notice. A quorum for either meeting shall be one third of ladies playing members.

5.2 Any playing member who is unable to attend an AGM or EGM may submit an approved postal voting form or an electronic voting form to the Secretary at least 48hrs prior to the meeting. This will apply to electing committee members and any proposals for change and resolutions.

## **6. Ladies Competitions**

6.1 Competitions and matches shall be held at such time and under such conditions as the committee determine and in accordance with Club bye-laws (Home Match Bookings);

6.2 Irrespective of the number of entries in each division, winner and runner-up prizes will be awarded. However, for any competition, prize money cannot exceed entry fees. The Ladies Committee can decide how many divisions there should be depending on entries.

6.3 The Ladies Committee can also decide the handicap cut-off point for all divisions, which may be adjusted periodically, and the handicap limit on some competitions;

6.4 For any Ladies Section Trophy Competition (Board competition) to be played, there must be a minimum of 8 entrants.

## **7. Complaints**

7.1 Complaints regarding matters under the control of the Ladies Section should be made in writing to the Lady Captain. If she is unable to deal with the matter personally, she will take the matter to the Ladies Committee. If the matter remains unresolved and the Lady Captain deems it appropriate, she will refer the complaint to the Captains Committee.

7.2 All other complaints should be made to the Club through the General Manager who, if appropriate, can refer the matter to the Captains Committee or Management Committee.