

# Easthampstead Ladies Golf Club Constitution November 2025

## EASTHAMPSTEAD LADIES GOLF CLUB

### Constitution and Rules

#### TITLE

The Club will be named Easthampstead Ladies Golf Club (herein called "The Club").  
The Club is based at the Downshire Golf Complex.

#### OBJECTIVES

To provide a safe, open and inclusive atmosphere, this will in turn promote the game of golf among the members.

To arrange golf competitions and matches according to the requirements of England Golf.

To arrange social activities and matters of general interest for the benefit of members.

#### CLUB MANAGEMENT

##### **Committee**

Management of the Club is conducted by a Committee consisting of:

Captain

Vice-Captain

Secretary

Treasurer

Handicap Secretary

Membership Secretary

External Competition/Match Secretary

Social Secretary

Up to two General Committee Members

**Powers and Duties** It is the duty of the committee to exercise general management and control of the goods, funds and affairs of the club. To that end they shall do all such things required, whether or not expressly stated in either these rules, or by a general meeting of the Club.

**Proceedings** The committee shall regulate its own procedures and in the absence of the Captain or Vice-Captain shall elect its own Chair for the meeting. Four members present shall constitute a quorum and in the event of the number of members of the committee falling below four, the meeting will cease. Questions arising at any meeting of the Committee shall be decided by a majority of votes and in case of equality the Chair of the meeting has a second or casting vote. The Committee normally meets once in every month and at such other times as they may decide to transact current business and to approve the accounts. Minutes of the proceedings confirmed at the next meeting and then saved in PDF form on the club website.

## Easthampstead Ladies Golf Club Constitution November 2025

A Decisions Book is kept as a PDF document which records decisions made by the Committee. The Secretary maintains this Book. A copy of the Decisions Book is available for members to view on the club website.

The Committee may form sub-committees for such purposes as may be considered necessary.

A Pool of Volunteers, may be formed for such purposes as may be considered necessary by the Committee

All positions are elected annually at the Annual General Meeting.

The Captain shall be elected by the members at the AGM and shall hold office for one year. At the expiration of her year of office the Captain should leave the Committee, and be in- eligible for re-election to the Committee for at least 12 months.

The Vice-Captain shall be nominated by a Captain's Committee, consisting of current Captain, Vice-Captain and 5 immediate past captains who are still club members. She should be elected by the members at the AGM and shall hold office for one year only where after in the normal course of events shall be nominated as Captain and put forward for election as Captain by the members.

A prospective vice-captain should ideally have served on the committee. Where this is not the case the prospective vice-captain should be co-opted to the current committee at the earliest opportunity, as a non-voting member.

Except for the Captain and Vice-Captain positions, any member may be proposed for election as a member of the Committee.

Notification of the AGM will be served at least 4 weeks prior to the date of the AGM. A list showing the names of retiring members of the Committee indicating those offering themselves for re-election, and a nomination paper, shall be emailed to all club members by the Club Secretary one calendar month prior to the AGM date each year.

The name of any nominees together with the names of their proposer and seconder shall be emailed to all Club members one week prior to the AGM date each year.

The final list of nominees will be included with the Agenda papers for the AGM. The Committee can fill any casual vacancy or vacancies which may occur during the year. Anyone so appointed shall resign at the next AGM but shall be eligible for re-election in accordance with the above procedures.

**Commented [DG1]:** As agreed at Committee meeting June 2025

## Easthampstead Ladies Golf Club Constitution November 2025

### Election at the AGM

If there are more nominees than positions available, a ballot of members will be held. Every financial member present at the AGM is given a ballot paper containing the names in alphabetical order of those nominated for election. In the event of a tie there shall be a further ballot. Two scrutineers will be appointed by the Captain to count and advise the results.

## FINANCE

**Annual fees** Fees are payable on the thirty-first day of January each year, on which day the Club year commences.

**Amount** The amount of the annual fee shall be as recommended by the Committee from time to time. A pro rata fee will be applied by the Committee for members who join during a Club membership year. Any increase in the annual fee recommended by the committee will require ratification by the AGM.

### Joining fee

A joining fee as recommended by the committee and agreed at the AGM will be levied on new members.

**Cessation** Anyone whose membership ceases at any time for any reason forfeits the right to claim upon the Club or its property or funds.

**Failure to pay fees** Any member who has not paid their fees by the due date should be reported to the Committee by the Treasurer. The Committee may suspend or terminate her membership or take any action as may be deemed necessary. The Committee may elect to reinstate any such member on payment of all arrears. The member will be required to pay both the joining fee, and the annual subscription for the full year.

### Match fees and competition fees

Any increase in match fees or competitions fees recommended by the committee requires ratification by the AGM

### Club Assets

In the event of club closure, and after accounts auditing, any remaining funds will be distributed equally by the treasurer to all current members of the Club.

# Easthampstead Ladies Golf Club Constitution November 2025

## **MEMBERSHIP**

**Candidates for membership** Candidates must complete and sign the prescribed online application form.

If the candidate has a current WHS handicap they must include their CDH number in their application,

If no handicap is held then the Candidate must play one round with a member prior to joining the Club. To obtain a handicap, the new member must submit 3 cards for the purpose of establishing a handicap.

The Membership Secretary submits Membership Application forms to the Committee and advises the Candidate of their acceptance or otherwise as soon as possible after a decision has been made.

The Membership Secretary enters required details of all new members in a register to be kept for the purpose.

### **Membership obligations**

It is the responsibility of all members to notify the Membership Secretary of any change in address or other contact information.

**Resignation** Members who want to resign their membership must inform the Membership Secretary in writing of their intention to do so, and the effective date.

**Re-joining** The committee may reinstate any former member who applies to be readmitted as a member, subject to them paying the prescribed fees.

### **Members' Conduct**

All members must be bound by the Club

- Code of Conduct
- Disciplinary Policy
- Equality, Diversity and Inclusion Policy
- Safeguarding Policy and Procedures

all of which are available to view on the Club Noticeboard and Club website.

Any complaints about members conduct should be investigated in accordance with the procedures laid down in the Code of Conduct and Disciplinary Policy.

Members are ambassadors of the Club and must conduct themselves with propriety whilst on the Downshire premises or when attending Club events and when representing the Club.

Whilst on the course members and their guests must conform to the rules and etiquette governing the game of golf and the Course regulations will be observed at all times.

## **Trophies**

Any member wishing to donate a trophy should apply to the committee for consideration. All new trophies require ratification by the committee.

## **Changes to the Constitution**

Any changes to the Constitution proposed at the AGM requires two thirds of a majority of attendees to pass and approve changes.

The Club Constitution should be reviewed every three years – ~~November 2028-~~