

YORKSHIRE LADIES' COUNTY GOLF ASSOCIATION LIMITED

RULES

Adopted by the Company under Article 5 of the Company's Articles of Association ("the Articles") on 16th October 2020.

In these Rules "the Company" and "YLCGA" mean Yorkshire Ladies' County Golf Association Limited; Member Club means a Voting Member.

These Rules are made pursuant to Article 5 of the Articles. Words which are defined in the Articles bear the same meaning when used in these Rules. Where there is any inconsistency between these Rules and the provisions of the Articles, the provisions of the Articles shall prevail.

1. Membership

1.1 Benefits of Membership:

Membership confers the right on Golf Clubs and their qualifying playing members to:

- a) Play in all YLCGA competitions, where eligible. Eligibility shall be regulated by the current Terms of Competition, as approved by the Company. Eligibility for the County Team shall be regulated by the current terms of competition set out by England Golf.
- b) Attend the AGM and General Meetings and for a representative of the Member Club to vote, in person or by proxy.
- c) Receive the allocation of a Course Rating; and for their playing members to hold a WHS Handicap Index.
- d) Receive a copy of the Rules.
- e) Put forward ideas and suggestions via their Club Delegate at YLCGA Delegates' meetings.

1.2 Membership shall comprise:

i) Voting Members

Membership as a Voting Member shall be open to all Golf Clubs within the County, and those Golf Clubs outside of the County who have applied for Affiliation to the County Association, and whose constitution and rules:

- a) Recognise the Rules of Golf as prescribed by R&A Rules Ltd (Rules of Golf).
- b) Undertake that any golfing events organised by the Club shall comply with the rules of amateur status laid down by R&A Rules Ltd (Rules of Amateur Status), and be applied as a condition of entry.
- c) Give control to its members, or a committee thereof, for the handicapping of its members in accordance with the Authorised Association for Handicapping.
- d) Undertake that any golfing events organised by the Club shall comply with the rules laid down by the Authorised Association under the WHS (CONGU)
- e) Conform to and accept the Objects, Rules and Regulations of the YLCGA and of England Golf.

ii) Non-Voting Members

Non-Voting Members may attend General Meetings but may not vote. They consist of the following:

- a) Playing Members: all ladies in a category of playing membership of a Member Club or Affiliated Facility, whose YLCGA Affiliation Fee has been paid, shall be a full member of the YLCGA. Playing Members must hold amateur status under the Rules of Amateur Status (Amateur Status) Any player awaiting a return to Amateur Status shall not be eligible until the date of reinstatement.

- b) Associate Members: if a player's Full Membership is in another County and she is also a member of a Yorkshire Club, she may become an Associate Member of the YLCGA on payment of her YLCGA Affiliation Fee (see 2c). She shall then be entitled to play in YLCGA Competitions including Inter Club Matches, but excluding the County Championship, subject to eligibility.
- c) Affiliated Non-Playing Members: ladies who are not YLCGA Playing Members, and who are not Playing Members in any other County, who wish to participate in golf in a non-playing capacity in Yorkshire in accordance with the Rules, and are approved by the Board. Their membership shall exclude benefits under Rules 1/1.1 a) and 1/1.1 c).
- d) Honorary Members: ladies who, at the adoption of these Rules, are Honorary Members of Yorkshire Ladies' County Golf Association and such persons as the YLCGA may decide to honour in recognition of services to the YLCGA or to the game of golf.

1.3 Admission to Membership:

- a) Applications for admission to membership of the Company as a Voting Member shall be in the form prescribed by the Board and will contain a signed undertaking by the Club's authorised representative to conform to and accept the Objects of the Company as set out in the Articles and to accept these Rules.
- b) Playing Members of a Voting Member Club shall receive automatic membership, upon payment of their YLCGA Affiliation Fee.
- c) Applications for admission to membership of the Company as an Affiliated Non-Playing Member shall be in the form prescribed by the Board and shall contain a signed undertaking by the applicant to conform to and accept the Objects of the Company and to accept these Rules.
- d) Applications for admission to membership (from either Clubs or individuals) shall be sent to the County Secretary who will refer any such applicant to the Board who have the power to admit the applicant under Article 28.
- e) Honorary Members shall be nominated by the Board for approval at an Annual General Meeting.

1.4 Termination or Suspension of Membership:

- a) A Member Club may withdraw from membership of the Company by giving notice thereof to the County Secretary not less than 30 days before its re-affiliation date in any year.
- b) If the Board decides that a Member Club should be expelled or suspended the provisions of Article 30 shall apply.
- c) A Playing Member shall cease membership if she ceases to be a member of any Member Club.
- d) An Affiliated Non-Playing Member shall cease membership upon resignation in writing [to the County Secretary], for non-payment of affiliation fee or if her membership is revoked by the Board in writing.
- e) An Honorary Member shall cease to hold such membership if her appointment is revoked by the Company in General Meeting or if she resigns. Honorary Membership may be withdrawn by the Board at any time on notice to the Member.
- f) Affiliation fees are not refundable on termination of membership in whole or in part.

2. Affiliation Fees

- a) The fees shall be set by the Board and approved by the Membership at the AGM.
- b) Each Member Club shall pay an Annual Club YLCGA County Affiliation Fee, if applicable.
- c) Affiliation Fees shall be payable by each Member Club for each England Golf Affiliation Year on a per capita basis for every YLCGA Full Playing Member and Associate Member.
- d) Any Member Club whose Affiliation Fees are unpaid for the preceding England Golf Affiliation Year at 31 March in the current year, and/or for their Playing Members, shall have all benefits under Rule 1.1 revoked until the affiliation fee has been paid.
- e) Affiliated Non-Playing Members shall annually, by 31 March, pay directly to the YLCGA an affiliation fee equivalent to the current annual YLCGA Playing Member Affiliation Fee.
- f) Honorary Members of YLCGA are not required to pay a YLCGA County Affiliation Fee.

3. County President and County Captain

- 3.1 At the AGM in 2021, and the AGM every THREE years thereafter, a candidate nominated by the President's Nomination Committee shall be elected County President. No person may serve more than one term as County President. The Nomination Meeting shall be convened by the current County President who invites the recent Past Presidents.
- 3.2 At the AGM in 2021, and the AGM every year thereafter, a candidate chosen by the Captain's Nomination Committee shall be elected County Captain. The person elected as County Captain shall hold office for a one year term until the AGM in the year following her election. The Nomination Meeting shall be convened by the current County Captain and shall comprise of the present County Captain who shall be the Chair, Vice Captain, County President, Immediate Past Captain, plus a minimum of four and a maximum of six Past Captains. A quorum shall be five, one of which shall be the current County Captain or Vice Captain. The Committee shall invite an individual member to become Vice Captain and they shall hold office for a one year term and become County Captain in the following year.
- 3.3 Following completion of her term of office the County Captain shall become the Immediate Past Captain and shall hold office until the AGM in the year after completion of her term of office as County Captain.
- 3.4 The County President, County Captain and Vice Captain are Directors by virtue of their office.

4. Management of the YLCGA

The management of the YLCGA shall be vested in a Board and an Executive Committee.

Members as defined in Rule 1.2 ii) a) c) and d) may stand for the Board or Executive Committee.

The Board shall have responsibility for long term strategy, governance and policy making.

Details regarding the Board of Directors can be found under Article 17 and a list of current Directors is detailed on the YLCGA website.

The Executive Committee shall have the day to day operational responsibility for furthering the interests of Ladies' Golf in Yorkshire.

The YLCGA reserve the right to amend the rules to cover any exceptional circumstances that may arise.

- 4.1 The Executive Committee WITH a vote shall consist of the following:

- i) The County President, County Captain, Vice Captain and the Immediate Past Captain
The Term of office for those under Rule 4.1 i) shall be as Rule 3.
 - ii) County Governance Officer, Treasurer, Secretary, Competitions Secretary, Inter Club Match Secretary and County Junior Organiser.
The Term of office for those under Rule 4.1 ii) will be limited to nine years in the same position.
 - iii) County Handicap Advisor and Assistant County Handicap Advisor, County Scratch Score Assessor and any Assistant thereof and the England Golf Representative;
The Term of Office for these positions is as detailed by England Golf in their job descriptions.
 - iv) County Development Group Representative, Regional Committee Representatives.
The Term of Office for these positions is as detailed in their individual YLCGA job descriptions.
 - v) Any Assistant positions shall serve as per their individual YLCGA job descriptions.
 - vi) Nine elected Area Representatives
Area Representatives shall serve for a period of three years, three retiring annually in order of seniority. Should there be a vacancy in an area, an existing elected member may serve for an additional period up to a maximum of six years inclusive of the original term. The County is divided into six areas; an Executive member shall be elected for each area every other year. Nominations shall be proposed and seconded by two Member Clubs usually in their respective areas.
- 4.2 The Chair for the Executive Committee Meeting shall be taken by the County Captain, and in her absence by the Vice Captain, or another member of the Executive Committee, elected before proceeding with the business of the meeting.

- 4.3 Quorum for the Executive Committee shall be:
- (a) a minimum of three members from the positions listed under Rules 4.1 i) and 4.1 ii); and in addition
 - (b) a minimum of three Area Representatives; and
 - (c) in total at least nine members of the Executive Committee.
- 4.4 The Executive Committee shall have the power to elect any Member of the YLCGA (excluding Associate) to fill a casual vacancy occurring during the year. Any Member chosen to fill such a vacancy shall retain office as long as the vacating Member would have retained it.
- 4.5 If an Area Representative vacancy arises at an AGM and the Area concerned has not put forward a nomination, the Executive Committee shall have the power to do so, providing this can be done by the closing date for nominations. If this is not possible, the vacancy arising shall be filled at the first Committee Meeting of the new Executive.
- 4.6 The minutes of the AGM shall be read, considered and approved in draft form by the Executive Committee. They shall be circulated to the Voting Members, in draft form, at least 28 days prior to the following AGM where their acceptance will be voted on by the membership.
- 4.7 It is strongly recommended that Executive Committee Members be co-opted to their Clubs' Committees in order to facilitate the direct exchange of information between County and Clubs.
- 4.8 Under Article 2.1.3 the Terms of Competition are solely within the remit of the County.

5. Sub-Committees

- 5.1. Sub-Committees may be appointed by the Board or Executive Committee to administer specific activities of the Company; reporting and being responsible to the Board or Executive Committee for their delegated activities.

The principal Sub-Committees shall be, but not limited to:

- a) Governance Committee.
 - b) Junior Committee.
- 5.2. Each Sub-Committee shall consist of individuals approved by the Board or Executive Committee.
- 5.3. The Board shall be given notice of the date, time and agenda of all Sub-Committee meetings.
- 5.4. The quorum for meetings of any Sub-Committee is three under Articles 7 and 12, one of whom shall be the Chair.
- 5.5 Sub-Committees shall provide copies of minutes of their meetings to the Board and Executive Committee promptly after each meeting.
- 5.6 Sub-Committees shall meet as often as deemed necessary with all members having a vote.

6. Meetings

- 6.1 The Board shall convene an AGM each year in accordance with Article 31.
With regard to Resolutions and Propositions at the AGM: please refer to the Article 32.4 for procedures.
- 6.2 The Board shall convene such Delegates' Meetings as it shall consider appropriate, there shall be at least one meeting in a year. Member Clubs shall be invited to send one Delegate to a Delegates' Meeting. The objectives of the Delegates' Meeting shall be:
- i) To provide information to Member Clubs and their Playing Members about the YLCGA, England Golf, R&A Rules Ltd, WHS (CONGU), or any other golfing matter.
 - ii) To accept views, suggestions and queries on any issues relevant to Member Clubs and their Playing Members.
- 6.3 The Company has representation on the Executive of England Golf through the England Golf Representative. Where a matter has been considered by the Board or Executive, the England Golf Representative shall vote in accordance with the decision made. In all other matters, the Representative shall act at her discretion to promote the interests of the YLCGA and England Golf.
- 6.4 The Company has representation on the Regional Committee of England Golf North Region through the Regional Committee Representative. Where a matter has been considered by the Board or Executive,

the Regional Committee Representative shall vote in accordance with the decision made. In all other matters, she shall act at her discretion to promote the interests of the YLCGA within the North Region.

7. Discipline

- 7.1 The Board shall ensure Members comply with the Objects and with these Rules.
- 7.2 Disciplinary Procedures are set out in the YLCGA Disciplinary Regulations Guidance.
- 7.3 The Board may order the name of any Member Club or individual who has been found guilty of any breach of the Rules to be suspended for a stated period or dealt with in such a manner as the YLCGA may think fit. Any Member Club or individual dealt with under this Rule shall have the right to appeal in accordance with the Disciplinary Regulations in Rule 7.2. Should the appeal fail the Member Club or individual shall pay on demand any additional costs incurred by the Company.
- 7.4 Any Disciplinary Procedures or Appeals regarding the Rules of Handicapping or the Rules of Golf shall be directed to the County Handicap Adviser; and addressed in accordance with the Rules and Regulations of England Golf.

8. Competitions/Matches

- 8.1 All competitions shall be played in accordance with the current Rules of Golf and the Terms of Competition.
- 8.2 Member Clubs shall provide copies of their Health and Safety Rules and Risk Assessments when requested by the YLCGA, when their course is to be used as a host venue for a County Event.
- 8.3 When requested by the YLCGA, Member Clubs will, whenever possible, grant the courtesy of their courses to the Company to hold the County Championship, County Matches and other approved County Competitions. A facility fee may be paid at the discretion of the Board for certain competitions and events.

9. County Dress

- 9.1 County dress and qualification for County Colours shall be decided by the Board.

10. Financial Controls

- 10.1 Payments in excess of an amount agreed by the Board shall be approved by not less than two Board members prior to payment.
- 10.2 All payments from the Company's Bank Accounts shall be authorised by the Treasurer.

11. Policy Statement

All YLCGA Policies are reviewed regularly in line with current UK Legislation, England Golf Guidelines and CONGU Rules.

Full details of the following Policy Statements and Procedures can be viewed at www.ylcga.org.uk

Safeguarding of Children and Young Adults

Safeguarding of Adults

Disciplinary Regulations Guidance

Handicap Appeals Procedures

Gender Policy

Transportation Policy

Disability Statement

Pace of Play Policy

Data Protection (GDPR) Policy