



**SOUTHERN CAPE
GOLF UNION**

SOUTHERN CAPE WOMEN'S GOLF

DIVISION OF SOUTHERN CAPE GOLF UNION

GUIDELINES

1. A DIVISION OF SCGU

Southern Cape Women's Golf is a division of the SCGU in terms of each affiliated club's affiliation with the Union and is governed by the Constitution of SCGU.

2. DEFINITIONS AND INTERPRETATIONS

- 2.1 "Affiliated Club" shall mean any golf club affiliated to SCGU
- 2.2 "Committee" shall mean the Sub-Committee of the Division constituted in terms of Paragraph 3.1 below.
- 2.3 "Delegate" shall mean the duly nominated representative/'s of an Affiliated Club at a General Meeting.
- 2.4 "Division" or "Women's Division" shall mean the female members of each Affiliated Club.
- 2.6 "Female Member" shall mean a player who is of the Female Gender.
- 2.7 "Player" shall mean a golf player who is a member of an Affiliated Club.
- 2.8 "SCGU" shall mean the Southern Cape Golf Union.
- 2.9 "SCWG" shall mean Southern Cape Women's Golf, a division of SCGU.
- 2.10 "Secretary" shall mean the Secretary of SCGU.

3. COMMITTEE

3.1 Constitution of the Committee

- (i) The affairs of SCWG shall be managed and controlled by a Committee consisting of a President, Vice-President and three other persons representing the Affiliated Clubs.
- (ii) In the event of any vacancy occurring on the Committee during any two year period, the Committee shall have the power to co-opt another female member for the remainder of the current year, so as to ensure that the full complement of the Committee remains five.

3.2 **Election of the Committee**

- (i) Each Committee member shall hold office for two years and shall be eligible for re-election at the end of such period;
- (ii) Save that elections shall be held every year to fill vacancies on the Committee, a new Committee shall be elected every two years;
- (iii) Committee members may be nominated by the committee or the Women's Division of any Affiliated Club. Every such nomination by an Affiliated Club shall be in writing and shall be sent to the Secretary not less than 7 (seven) days before a General Meeting. All nominations shall contain the name of the proposer and seconder, and shall be countersigned by the nominee consenting to her nomination and signifying her willingness to serve on the Committee if elected;
- (iv) Nominations of the office of President and Vice-President, must so stipulate;
- (v) If at the General Meeting there are more nominations than vacancies for the respective positions, an election by ballot shall be taken in such manner as the President may determine.

3.3 **Meetings of the Committee**

- (i) The Committee shall meet not less than 4 times in a calendar year;
- (ii) At least once a year, on the same day that the Committee meets a meeting shall be held by the President and Vice-President with the Captains of the Women's Divisions of each Affiliated Club.
- (iii) At least five working days written notice of Committee Meetings and Captains Meetings shall be given;
- (iv) At all meetings of the Committee and Club Captains the President, or in her absence the Vice-President shall be Chairman, the members present shall appoint a Chairman from amongst their number;
- (v) Each member of the Committee shall have one vote, but in the event of an equality of votes, the chairman shall have a second and casting vote;
- (vi) Three members of the Committee shall constitute a quorum. In the event of quorum not being present thirty minutes after the meeting is due to commence, the meeting shall stand adjourned to the same time and place, two weeks hence when the members present shall constitute a quorum;
- (vii) All proceedings at Committee Meetings shall be recorded in the form of Minutes and kept in a Minute Book. Copies of such Minutes shall be sent to each of the Captains of the Women's Divisions of each Affiliated Club;

- (viii) At each meeting of the Committee following the election of the Committee at a General Meeting one of the additional members on the Committee shall be appointed to record the Minutes at Committee meetings;
- (ix) Any member of the Committee not attending three consecutive meetings without leave of absence shall ipso facto cease to be a member of the Committee.

3.4 **Powers and Duties of the Committee**

The Committee shall have power to do all things necessary to carry out and promote the objects of SCGU, save for such matters as are required by the Constitution to be submitted to the Executive of SCGU.

Without limiting the powers and duties of the committee, and in addition to such other powers as are conferred upon the committee herein or in the Constitution of SCGU, the powers and duties of the Committee shall include the following:

- (i) To advise the Executive of SCGU on the selection of teams representing the Division to represent SCGU in golf matches or competitions and the manner in which Colours for the Division shall be awarded;
- (ii) To organise, promote and stage golf tournaments and to prescribe rules for the right of entry therein and the conduct thereof;
- (iii) To appoint any person to fill any casual vacancy on the Committee. Such person shall hold office for the remainder of the two year period. The Secretary shall notify all Affiliated Clubs of the name of the person so appointed;
- (iv) To prepare and submit the budget of SCWG to SCGU Executive for approval.
- (v) To deal with any other matter, condition or circumstance for which specific provision is not made herein.

4. **GENERAL MEETINGS**

4.1 The General Meeting of the SCWG, which shall include an awards ceremony shall be held annually in November, at a time and place to be decided by the Committee.

4.2 Every Women's Division of every Affiliated Club shall be entitled to appoint delegates to attend the General Meeting as follows:

- (i) One delegate for each 20 members or part thereof, save that no Affiliated Club shall have more than two delegates;
- (ii) The names of delegates shall be handed to the Secretary before the commencement of the General meeting;
- (iii) No delegate shall represent more than one Club;

- (iv) Only delegates may participate in the business of the Meeting, and no delegate shall so participate unless and until the relevant affiliation has been paid;
- 4.3 The Secretary shall give Affiliated Clubs two weeks written notice of the General Meeting. The notice shall specify the venue, date and time of the meeting;
- 4.4 Any Affiliated Club may place an item on the agenda or give notice of a motion for approval at the Meeting to be carried as a motion to the Annual General Meeting of SCGU. The Affiliated Club wishing to place an item or a motion shall advise the Secretary not less than two weeks before such Meeting, and shall state the nature of the business to be discussed or the motion to be moved. The Secretary shall circulate such advice to all Affiliated Clubs timeously before the Meeting.
- 4.5 The Agenda, any special business or notice of motion referred to in 4.4 above, together with the Minutes of any Special General Meetings which may have been held, shall be sent to each Affiliated Club at least 14 days prior to the date on which such Meetings is to be held.
- 4.6 The business of the General Meeting shall be:
 - (i) To read the Notice Convening the Meeting;
 - (ii) To read and confirm the Minutes of the previous General Meeting and any Special Meetings held during the year;
 - (iii) To consider matters arising out of the Minutes;
 - (iv) To hear the President's report;
 - (v) To elect Committee Members every second year.
- 4.7 The president, or in her absence the Vice-President, shall preside at all General Meetings, and should both be absent 30 minutes after the Meetings is due to commence, the Meeting shall appoint a Chairman to preside thereat.
- 4.8 Three members of the committee together with four delegates shall constitute a quorum. In the event that no quorum is present 30 minutes after the Meeting is due to commence, the Meeting shall be adjourned to the same time and place one week hence, at which the members then present shall constitute a quorum.
- 4.9 All matters, including resolutions shall be determined by a show of hands, unless a ballot be demanded either by the Chairman at the Meeting or by the delegates from two Affiliated Clubs. The scrutineer, who shall be appointed by the Chairman, need not be a delegate.
- 4.10 Each member of the Executive and each delegate shall have one vote. In the event of an equality of votes on any item, the Chairman shall have a second or casting vote.

5. SPECIAL GENERAL MEETINGS

- 5.1 Special General Meetings may be convened at the request of the committee at any time, and shall be so convened on written request by the Captain of the Women's Division of at least two Affiliated Clubs. The requisition shall state the reason for which the Special General Meeting is to be called, and no business other than that stated therein shall be transacted at such Meeting.
- 5.2 A special General Meeting may be called on 14 days written prior notice to all Affiliated Clubs.
- 5.3 The provisions of Paragraph 4.2 and 4.7 - 4.9 shall apply mutatis mutandis to any Special General Meeting.

6. AMENDMENTS TO THE GUIDELINES

- 6.1 The provisions of these Guidelines shall be binding in all respects on the Women's Division of all Affiliated Clubs, and where applicable on all Female Members, and shall not be altered or amended except by a majority of delegates present at a General or Special General Meeting.
- 6.2 The provisions of Paragraph 4.4 shall apply mutatis mutandis to any notice to amend this Constitution submitted by any Affiliated Club or by the Committee.

Adopted: 24 November 2015

SIGNED:.....

Laetitia Higgs

President SCWG

24 November 2015