

Halesworth Golf Club

Ladies Section



# Halesworth Golf

## Ladies Section Constitution

November 2025

## Halesworth Golf Club

### Ladies Section



## Introduction

The Ladies Section is a separate section of Halesworth Golf Ltd which is a proprietary club. The Proprietors have sole responsibility for all matters considered appropriate for the successful management of the Club.

These include the control and maintenance of the clubhouse and the courses, the appointment and control of golf club staff, all issues in relation to catering, the acceptance or otherwise of potential members, the setting and collection of joining and membership fees and all other financial aspects relating to Club management.

The members are not the owners of the club but are represented on a committee, known as the main committee and work closely with the owners, the Golf shop, the catering and the senior management. The members of the committee are elected annually.

The main club and committee has its own constitution and therefore this document is a sub-set of this constitution and is to define structure and activities of the Ladies section. It is not independent of the main constitution.

This Constitution may be amended at Ladies Committee level with approval by the Proprietors or at an Annual General Meeting or an Extraordinary General Meeting. However, the Proprietors shall have the reserved right to amend this Constitution at any time.

## Aims of the Ladies Committee

The aims of the Ladies Committee are:

- a) To promote the game of golf and encourage membership of the ladies' section of the Club in the surrounding area.
- b) To act as liaison where necessary between the Proprietors, the main committee and the membership.
- c) To represent the wishes and interests of members whilst acknowledging the Proprietors' requirements.
- d) To lead by good example, whilst at the Club, in relation to general behaviour, etiquette, dress and respect and courteousness to all members of Club staff.
- e) To act as ambassadors on behalf of the Club and uphold its good name and values with visitors to the Club and whilst at other golfing establishments.
- f) To organise and manage internal competitive golf events.

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- g) To arrange inter-club matches both of a competitive and friendly nature.
- h) To arrange and manage social events, for the benefit of members and guests, with the agreement of the Proprietors.

## Committee Structure

1. The Ladies committee shall consist of the Ladies Captain, Ladies Vice Captain, and up to **6 (six)** elected members who will hold the following positions:
  - Secretary
  - Treasurer
  - Competition Secretary
  - Fun Competition Secretary – under the leadership of Competition Secretary
  - Handicap Secretary
  - New members officer – part of the Vice Captain Role
  - Social officer

If there are insufficient members of the Committee to hold the above positions, the Committee can agree that a member can hold more than one post.

2. Conflict of Interest. To maintain impartiality and transparency, no members of staff shall serve on the committee. This ensures that decisions are made without bias or undue influence from internal personnel.
3. The Ladies committee are elected at the AGM held end of November or beginning December every year.
4. A Ladies Secretary and a Treasurer may be co-opted as honorary non-voting ex-officio members of the committee preceding the Ladies Annual General Meeting to hold office for the ensuing year. These positions will be reviewed annually.
5. **Competition Secretary** – This role requires a certain skill set. It is recommended that any person interested in filling the role be first elected to the committee through casual vacancy. This initial appointment would allow the individual to demonstrate their suitability through a period of training and familiarisation with the role and responsibilities. In accordance with our governance procedures this role must be formally elected at the AGM.
6. **Handicap Secretary** – This role requires that any person interested must demonstrate a knowledge of the workings of the Handicapping system before taking on this role. In accordance with our governance procedures this role must be formally elected at the AGM

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7. Any Casual vacancy among the elected members of the Ladies Committee shall be filled by co-opting any member to hold office until the next Annual General Meeting at which time they may be eligible for election.
8. Any Lady appointed to the Committee must have been a member of Halesworth Golf for a minimum of 2 (two) years. However, should the Committee wish to appoint an individual who could bring specific expertise to the committee (for instance a financial person to become the Treasurer) then the Committee should seek approval from the Club Manager.
9. Any 2 (two) Lady members shall be at liberty to nominate a lady member to serve as Ladies Captain, Ladies Vice-Captain, or any other member to serve on the Ladies Committee.
10. Nominations to be sent to the Secretary not less than 14 (Fourteen) days before the Ladies Annual General Meeting and, if necessary, a ballot shall be taken.
11. Anybody nominated to serve as either the Vice Captain or the Ladies Captain must have served on committee for at least 3 (three) months, unless the Committee agreed that an exception can be made, due to specific experience.
12. At the Ladies Annual General Meeting (AGM), members are elected by vote to serve on the Ladies Committee. Elected members may serve for a maximum of three (3) consecutive years, with the exception of the Competition Secretary and the Handicap Secretary, who may serve for up to five (5) consecutive years in these roles, being elected annually in normal way.
13. The Ladies Captain shall be elected annually at the Ladies Annual General Meeting for a period of one year. At the end of the year, she may be re-elected for a further period of one year but no more the 2 (two) consecutive years.
14. Junior members shall not be entitled to be an elected member of the Committee, nor shall they be entitled to vote at the Annual General Meeting
15. All committee members must try to exercise discretion at all times. Matters discussed within the committee should remain confidential and not be shared outside the committee unless explicitly authorized.
16. All resignations from committee posts must be submitted in writing to the Committee. Upon receipt, the Committee will formally acknowledge the resignation and notify the Management. If deemed relevant—such as in the case of the resignation of the Lady Captain or Vice-Captain—the Management will inform the remaining members accordingly.



## **Regular Meetings**

1. A minimum attendance of **4** (four) members shall form a quorum which is mandatory in order to hold a meeting.
2. The Committee should hold regular meetings for instance, monthly, on dates agreed with members of the Committee
3. The meeting can be chaired by the Captain or, if she wishes, by another member of the Committee.
4. All members of the Committee other than the honorary non-voting ex-officio member as detailed in (3) have voting rights at the meeting. If there is a tie then the Lady Captain has the casting vote.
5. The Draft agenda for every meeting is to be circulated prior to the meeting (suggested time frame a week before) and members of the committee can ask for items to be included. A final version should be sent out at least three days prior to the meeting.
6. Reports should be submitted by the Captain, Competition Secretary, Treasurer and the Handicap Secretary to the Secretary. These will be circulated, when possible, with the agenda prior to the meeting.
7. If there has been any communication from a Lady Member, this should be included in the meeting and if required, a formal reply should be prepared and agreed.
8. Minutes of the meeting should be prepared and circulated to the Committee as Draft as soon as possible. They should be approved, signed and dated at the next meeting.
9. A copy of the signed minutes to be sent to the General Manager for publication on the website as soon as possible. A copy of the minutes to be posted on the notice board and a copy to be filed in the minutes file.
10. An email should be sent to all members with news of any items or decisions made at a meeting.

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### Main Committee

1. There are two designated positions on the Main Committee for members of the Ladies Section:
  - **Lady Captain**
  - **Lady Vice Captain**In the event that either the Lady Captain or Lady Vice Captain is unavailable, another member of the Ladies Section Committee may be appointed to represent the section.
2. Any news from the Main Committee should be reported back to the Ladies Committee and, if appropriate, then to the lady members by email.

### AGM

1. The AGM is generally held at the end of November or beginning of December.
2. The agenda for the AGM should be prepared and circulated to all lady members by email, 6 (six) weeks before the meeting. A copy should be put onto the noticeboard.
3. All Lady members are invited to request an item to be included on the agenda or send a comment on an agenda item to be circulated. These must be received a minimum of 2 weeks (fourteen days) before the meeting. Any item received after this date will not be included.
4. The Committee may decide to not include an item sent by a member however, they will write to the sender and explain their reasons.
5. Only attendees of the AGM can vote on any proposal at the AGM and individuals cannot nominate a proxy or submit a written vote.
6. A quorum for the Annual General Meeting will be 10 (ten) members present which includes members of the Committee. If there are insufficient members present, the meeting will be postponed.

### Extraordinary General Meetings

1. An Extraordinary General Meeting may be called at anytime by:-
  - (a) The Committee
  - (b) Written request to the Committee signed by at least ten members.
2. When the request for such a meeting is called by the membership the notice to the Committee must contain details of the motion, resolution or other business which it is proposed to bring forward. The Committee must act expeditiously in arranging the meeting.

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3. The Committee will post notice of such meeting, providing the date, time and details of the motion/resolution/business. Such notice will also include an invitation to the membership for amendment to the proposed motion/resolution/business.
4. Notice for an Extraordinary General Meeting must be posted at least 21 days before the date of the meeting and any amendments to the proposal(s), must be received by the Lady Captain or Secretary, in writing, at least seven days prior to the meeting, unless amendment is proposed by the Committee. In either case the Committee will post details of any proposed amendment(s) at least 5 days prior to the meeting.
5. The meeting will be chaired by the Lady Captain or, in her absence, the Vice- Captain. A quorum for an Extraordinary General Meeting will be ten members.
6. All attendee members of the Club shall have the right to speak and where a vote is necessary this will be carried out by either a show of hands or closed ballot, as decided by the chair of the meeting.

### Handicap Sub-Committee

1. There shall be a standing sub-committee to be known as the Handicap Sub-Committee and will comprise of the Handicap Secretary, the Competition Secretary and Other Representative.
2. The Other Representative need not be members of the Ladies Section committee.
3. The Handicap Sub-committee must meet at least once a year to review the Handicaps of the lady members. Any recommendations must be reported to the Committee at the next available meeting to go in the minutes.

### Social Sub-Committee

1. The Social Sub-Committee has a primary responsibility of managing the food, halfway house and related items for major events put on by the Ladies Section, with some exceptions where these are managed by the Club itself.
2. The Social SC will meet as required and will include two or three ladies from the section and the Social Secretary for the Ladies Committee. The Social Secretary will be the link between the Ladies committee and the Social SC. Occasionally, as required, additional ladies may be invited to become involved.
3. The following is a list of areas that the Social Sub Committee are likely to be involved with:
  - Limited involvement with the Ladies and Mixed Open but will be involved with other events such as Spooktacular, Joint Captains Charity Day, Invitation Day and many others
  - Organise the contributors for the Halfway House

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- Source and organise the Raffle tickets/prizes, within a specified budget
  - Ensure there are adequate toiletries in the ladies changing rooms and that they are out for people to use
  - Organise flowers for the changing room
  - Decorating for events such as Spooktacular, although it was agreed that this event would require a lot more people
  - Manage the above within a budget.
4. The Social SC will not be responsible for liaising with the Club Catering regarding menus and allergies nor will it be sending out invitations or organising and purchasing the main prizes or providing small gifts. This will remain with the Captain.

### Grievance and Issues

1. Any Lady member can raise a grievance or issue with the Ladies Committee. These should be submitted in writing and handed to or emailed to any member on the ladies committee. This negates the need for unnecessary in person confrontations.
2. Where possible the Committee will try to respond within two weeks.
3. However, the Committee may not be able to resolve the issue and will therefore escalate to the Management of the Club and inform the correspondent.

### Disciplinary Action

1. Minor infringements of WHS rules and all competitions will be dealt with by the Committee members present at the time but must include the Competition Secretary.
2. Anything more serious such as personal confrontations, whether in person or via whatsapp or email including rudeness or aggressive/violent behaviour must be referred to the Management of the Club.

### Trophies

1. Requests to donate a trophy to the Ladies Section will be discussed and agreed by the Committee based on merit. These will generally be approved if offered by
  - Either a long serving member who has completed a full term as the Captain,
  - Or a founder member,
  - Or the Committee may decide that they are prepared to accept a trophy due to the outstanding contribution of the person if they do not conform to the above.



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2. Any changes to rules to a competition of a donated trophy, must be agreed with the person who donated it prior to being implemented. If the person has deceased, the committee should decide on appropriate action to honour the persons wishes.

### Ladies Section Computer

1. The Secretary shall act as the custodian of the Ladies Section computer. It is to be kept in her possession and may be taken home for safekeeping and administrative use.
2. **Primary Use** The computer is designated for use by the Ladies Secretary and shall be used for all related administrative tasks and record-keeping. The Laptop Responsibility Agreement must be signed by the Secretary, copy of which is in the addendum of this document.
3. **Shared Access for Committee Events** The computer must be made available to other committee members for use during official events throughout the year, including but not limited to the Ladies Open, Mixed Open, and any other Opens listed in the annual calendar. The lady responsible for the event must also sign an agreement whilst in their possession.
4. **Record Maintenance** All historical and current records pertaining to the Ladies Section shall be maintained and stored on this computer and the Cloud to ensure continuity and accessibility.

### Roles of the committee

#### Captain

1. Be the representative of the Ladies Section to all members, management and to external Clubs.
2. Liaise with members and Management as required and bring any issues or concerns to the appropriate parties.
3. Work with the Committee members to advise and assist in meeting their responsibilities appropriately.
4. Submit monthly reports to the secretary for Ladies regular committee meetings and also to all the main committee members in readiness of their meetings, which you and the Vice Captain attend.
5. Chair regular Ladies Committee meetings, although she may wish to appoint another member of the committee to chair these meetings.
6. Attend the County meetings as appropriate
7. Work with the Golf shop and the Gents and Seniors captains when appropriate

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8. Organise Ladies and Mixed open days including the Spooktacular. Past and Present Captains day, Invitation days, Captains charity days and similar.
9. Welcome new members and try to play with as many as possible during the year
10. Work with the County Competition captains and support teams as possible
11. Work with the Vice-Captain in organising and supporting Friendly matches
12. Organise the AGM, ensuring trophies etc are up to date and prepare speeches.
13. Choose charity and raise money, sort out promotional materials etc.
14. Attend weekly competitions and assist in preparation.
15. Attend County meeting to set up and agree Friendly competitions for next year.

### Vice-Captain

1. Support the Captain and step up as required in the absence of the captain or alongside her as required.
2. Be the contact point of **New Members**.
  - To contact new members and send them papers giving them information about the Club
  - To inform Lady Captain of any new members in order that she can meet them.
  - To be the contact point for any queries from new members.
  - To keep the information sent to the new members up to date.
3. Attend the Main Committee meeting with the Lady Captain.
4. Organise the Friendly matches for both the Ladies and the Mixed games
5. Attend County meeting to set up and agree Friendly competitions for next year.



## **Ladies Competition Secretary**

**Purpose** To organise and oversee all Ladies Competitions, County fixtures, Friendly and Mixed matches, ensuring smooth administration, accurate records, and coordination with other club sections.

1. Set up, manage, and finalise all Ladies Competitions within IG, ensuring timely publication of tee sheets and agreement of payment options with the Treasurer.
2. Maintain seasonal competitions such as the Eclectic and Birdie Accumulator, along with any additional events as directed by the Lady Captain.
3. Ensure all competitions are compatible with scheduled greens maintenance and other club activities.
4. Liaise with the Ladies Captain, Vice-Captain, County Captains, and Men's Competition Secretary to coordinate fixtures and avoid scheduling conflicts.
5. Work with the Junior Organiser and Junior Captain to arrange teams for the Ladies Plate and Williams Cup.
6. Represent the Ladies Section at County meetings, confirming inter-club fixtures, Friendly matches, Winter League dates, and future events.
7. Oversee the administration and scoring of Open Competitions.
8. Enter Halesworth Ladies into County Inter-Club Knockouts and ensure entries appear correctly in the club calendar.
9. Maintain accurate records of trophies and winners on IG, ensuring all trophies are engraved, cleaned, and ready for presentation at the Ladies AGM.
10. Work closely with the Handicap Secretary on all handicap matters and serve on the Handicap Sub-Committee.
11. Provide a monthly report to the Ladies Committee.

## **Ladies Fun Competition Secretary**

The role of the Fun competition Secretary is to support the Competition Secretary in arranging, configuring, running and finalising all the Fun competitions during the year.

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#### **Treasurer**

1. The Treasurer provides support to and gives advice to the Lady Captain for any financial matters relating to the Ladies Section, as well as to the committee generally.
2. To manage the income and expenditure transactions, setting up payments, banking receipts and producing a monthly bank reconciliation
3. Produce reports for the Ladies Committee meeting
4. Organise the accounts for audit and produce them at the AGM
5. Make recommendations on banking and financial matters such as competition fees and payments.

#### **Secretary**

1. Organise the meetings of the Ladies Committee by booking the room, sending out the papers and agenda and producing the minutes
2. Send the signed minutes to the Management for publication on the website.
3. Send out emails to the members including news from any of the committee meetings or requests from other committee members
4. Prepare the papers for the AGM in accordance with the Constitution.

#### **Handicap Secretary**

1. The purpose of the role is to be the “go to” for all things handicap related.
2. Keep up to date with any changes in the rules and draft papers to explain them to the Committee and other members.
3. Complete the set up for new members on IG & WHS (which is initially set up by Administration of the club when they join) and enter cards for their initial handicaps.
4. Enter members cards to the Eclectic and birdie tree.

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5. Maintain records of putts for putting trophies and download the information for the Race to Woodhall Spa
6. Work closely with the Competition Secretary in setting up, running and finalising the competitions.

### **Social Officer**

1. To be the chair of the Social Sub-Committee which has the primary responsibility of managing food, halfway house etc in line with the description under Social Sub Committee within this Constitution
2. To assist other committee members when organising events.

### ***Constitution Updated and approved by Club: November 2025***

- *Description of Roles within the committee*
- *Ladies section Computer*

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## Halesworth Golf Ladies Section Laptop Responsibility Agreement

### 1. Purpose

This document outlines the responsibilities and conditions under which a laptop is assigned to a member of the Halesworth Golf Ladies Section. It ensures that the equipment is used appropriately, maintained properly, and returned in good condition.

### 2. Recipient Details

Name: \_\_\_\_\_

Position/Role: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Laptop Serial Number/Asset Tag: \_\_\_\_\_

Issued By (Committee Representative): \_\_\_\_\_

### 3. Terms of Responsibility

#### Proper Use

The laptop is to be used solely for Halesworth Golf Ladies Section business and related administrative activities. Personal use must be minimal and must not interfere with official duties.

#### Security and Care

The recipient is responsible for the safekeeping of the laptop at all times. Passwords and sensitive information must be kept secure and confidential. The laptop must not be shared with or lent to unauthorized persons. Any loss, theft, or damage must be reported immediately to the Committee.

#### Maintenance

Software updates and antivirus protection must be maintained. No unauthorized or illegal software may be installed.

#### Return of Equipment

The laptop remains the property of the Halesworth Golf Ladies Section. It must be returned promptly and in good condition upon request, resignation, or at the end of the recipient's term. All Section-related files and data must remain with the Section and not be deleted or transferred without permission.

#### Liability

The recipient may be held responsible for repair or replacement costs in cases of negligence or misuse.

### 4. Acknowledgment

I, the undersigned, acknowledge receipt of the laptop described above and agree to the responsibilities and terms outlined in this document.

Recipient Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Halesworth Golf Club**  
**Ladies Section**



Committee Representative Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_