

*Bluff National Park Golf Club*  
*Ladies Section*



**CONSTITUTION**

Amended: 28<sup>th</sup> February 2009

## **CONSTITUTION OF THE LADIES SECTION**

### **1. Title**

The name of the Section shall be The Bluff National Park Club Ladies Section, hereinafter referred to as "The Ladies Section".

### **2. Emblem and Colours**

The colours of the Ladies Section shall be jade green shirts with blue and white trimmings, navy jerseys, navy shorts or skirts and navy blue peaks, eligible for change by popular vote from time to time, subject to the colours being approved by the KZN LGA.

### **3. Objects**

The object of the Ladies Section shall be:-

3.1 To administer the game of golf in a constitutional and proper manner as may be determined from time to time in a general meeting;

3.2 The establishment and maintenance of such social and cultural amenities as may be determined from time to time by the Committee.

### **4. Rules of the Game**

The rules of the game of golf shall be those of the Royal and Ancient Golf Club of St. Andrews, subject to such modification or addition to suite local circumstances as may be made by the Committee and subject to the Rules and By-Laws of the Bluff National Park Golf Club and to the Constitution rules and regulations of the Kwa Zulu Natal Ladies Golf Union to which the said Ladies Section is duly affiliated. If doubt or dispute shall arise as to the proper construction or interpretation of any rule of golf, the matter shall be referred to the Committee for a decision.

### **5. Membership**

Membership shall be in accordance with the Constitution of the Bluff National Park Golf Club and any amendments that may occur from time to time as approved by members in a General Meeting.

### **6. Office Bearers**

6.1 The office bearers of the Ladies Section, each of whom shall be either an Honorary Life Member or a Member of at least 1 (one) year standing, shall consist of:-

Lady Captain  
Lady Vice-Captain  
Honorary Secretary  
Honorary Treasurer  
League Captain  
Handicap Manager

and shall comprise the Committee of the Ladies Section in which, subject to such resolutions as may be passed from time to time by members in a general meeting, shall be vested the powers, management and control of the Ladies Section;

6.2 All members of the Committee except for the Lady Captain shall retire annually but may offer themselves for re-election;

6.2.1 The Lady Captain must have served on the Committee for a period of 2 (two) years and must have served at least 1 (one) year in the capacity of Captain or Vice-Captain during any previous tenure; The immediate past Vice-Captain will automatically assume the office of the Captain should the Lady Captain not avail herself for the office of Captain during her 2 (two) year tenure.

6.2.2 The Vice-Captain must have served on the Committee in any capacity during any previous tenure.

6.3 Nomination forms duly signed by the Nominee, Proposer and Secunder shall be posted on the Ladies notice board at least 21 (twenty one) days before the Annual General Meeting of the Ladies Section; and shall be closed 7 (seven) days before the Annual General Meeting.

6.4 Office bearers with the exception of the Lady Captain shall be elected at the Annual General Meeting of the Ladies Section. The position of Lady Captain shall be voted for every 2 (two) years; all office bearers shall be voted in by ballot. Other than at the end of a two year period, the Lady Captain may be removed or replaced from the office at a Special General Meeting when the Vice-Captain shall become Lady Captain and a new Vice-Captain shall be voted at the same meeting.

6.5 Should the number of Nominees exceed the number of vacancies, such Office Bearers and Committee Members shall be elected by ballot;

6.6 The Committee, once elected, shall assign the various duties necessary for Sub-Committees for the ensuing year;

6.7 The Committee shall have the power to co-opt members to fill any vacancies that may occur during the year;

6.8 The Lady Captain shall chair all meetings of the Committee; in her absence the Lady Vice-Captain, failing which a member of the Committee members present;

6.9 The Lady Captain and Lady Vice-Captain shall, ex officio, be members of all Sub-Committees that may be appointed.

6.10 In the event of a tie in voting, the Lady Captain shall have a casting and binding vote.

## **7. The Committee of the Ladies Section**

7.1 The powers of the Ladies Section shall be vested in the Committee, which shall have the full power to manage all the business and affairs of the Ladies Section and shall in

all things, act for and in the name of the Ladies Section, provided, however, that the Committee shall not do any of the foregoing should they be at variance with the powers vested in the Bluff National Park Golf Club Constitution;

- 7.2 The Committee shall have the power to settle any disputes between members should they occur. In the event of any party to such dispute being dissatisfied with the decision of the Committee, such person shall have the right to appeal against such decision to a Special General Meeting of the Ladies Section, provided that written notice of intention to exercise such right of appeal is given to the Honorary Secretary within 7 (seven) days upon which the Committee communicated the decision appealed against, and such Special General Meeting shall be convened within 1 (one) month of receipt by the Honorary Secretary of the said notice;
- 7.3 The Committee shall keep a register of its members of the Ladies Section in conjunction with the register of the Bluff National Golf Club;
- 7.4 The Committee shall keep records and Annual Financial Statements such be prepared and verified, reflecting the financial position of the Ladies Section as at 31 December each year, and shall include:-
  - 7.4.1 Balance sheet
  - 7.4.2 an Income and Expenditure Statement
  - 7.4.3 a report by the Lady Captain on the activities of the Ladies Section for the year under review;
  - 7.4.4 a copy of the foregoing, together with a copy of the Minutes of the previous Annual General Meeting or any Special General Meeting held during the year, shall be displayed on the Ladies Section Notice Board for at least 7 (seven) clear days before the date of the Annual General Meeting and copies will be available for any member desirous of having same.

## **8. Meetings**

### **8.1 Annual General Meeting**

8.1.1 The Annual General Meeting of the Ladies Section shall be held before the last day of February in each year, on a day and at a time appointed by the Committee. A notice stating the day and time so appointed shall be posted on the Ladies Section notice board by the Secretary no later than 21 (twenty-one) days before the date of the Annual General Meeting.

8.1.2 The quorum for the Annual General Meeting shall be 12 (twelve) members in good standing. The Lady Captain or, in her absence, the Lady Vice-Captain or failing these, a member of the Committee present, elected by the meeting shall preside. Voting will be done by ballot and a resolution shall be passed by simple majority. Members present shall elect from among themselves two scrutineers to audit the votes and report the result of the Chair;

8.1.3 Proposals shall be in writing dated and signed by a proposer and a seconder and shall appear on the notice board 14 (fourteen) days before the Annual General Meeting.

## 8.2 Special General Meeting

8.2.1 Special General Meeting of the Ladies Section may be called at the discretion of the Committee or upon a written requisition addressed to the Honorary Secretary, signed by at least 10 (ten) members eligible to vote, setting forth clearly the business such meeting is required to transact;

8.2.2 Notice of such motion shall be in writing, signed by the Proposer and Secunder thereof and members eligible to vote and shall be delivered to the Honorary Secretary no later than 21 (twenty-one) days before the Special General Meeting and such motion shall be included in the Notice/Agenda for such Meeting concerned;

8.2.3 The quorum for a Special General Meeting shall be 10 (ten) members in good standing. A resolution shall be passed by simple majority.

8.2.4 The Chair shall be taken as for sub-paragraph 8.1.2.

8.3 Accurate Minutes shall be maintained.

## 8.4 Committee Members

The Committee shall meet at least once every month and:-

8.4.1 The Honorary Secretary shall keep proper Minutes of such meetings;

8.4.2 Any member who fails to attend 3 (three) consecutive monthly meetings, without just cause, shall ipso facto cease to be a member of the Committee;

8.4.3 The Lady Captain shall preside, whom failing the Lady Vice-Captain, whom failing, a member elected by those present;

8.4.4 A quorum shall comprise 4 (four) members present and the presiding incumbent shall have a casting vote in addition to her deliberate vote.

## 8.5 Sub-Committee Meetings

8.5.1 The Committee shall have the power to appoint Sub-Committees and to fill vacancies in or to alter the composition or terms of reference of any Sub-Committee appointed by it as it may from time to time deem fit;

8.5.2 Sub-Committees shall consist of 3 (three) members, one of who shall be a Committee member and the convener;

8.5.3 Proper Minutes shall be kept and presented for adoption or otherwise by the Committee;

8.5.4 A quorum shall comprise 3 (three) members present and the Convener shall have a casting vote in addition to her deliberate vote.

- 8.6 The Honorary Secretary of the Ladies Section shall furnish a copy of their Committee meetings to the Executive Officer of the Bluff National Park Golf Club timeously for ratification of any Resolutions at the next Committee meeting of the Bluff National Park Golf Club;
- 8.7 The Lady Captain shall serve as an Executive Member on the Committee of the Bluff National Golf Club, and shall attend all Committee meetings of Bluff National Golf Club or, in her absence she may invite the Lady Vice-Captain to attend on her behalf.

9. **Amendments**

This constitution and any by-law, rule or regulation or any part thereof, shall not be altered, suspended, amended, added to or repealed otherwise than by a resolution passed at a duly constituted General Meeting of the Ladies Section by two-thirds of the members present thereat and eligible to vote, provided however that any amendment required by law shall be made forthwith by the Committee and such amendments shall be subject to ratification at the next Annual General Meeting.

10. A copy of the adopted Constitution of the Ladies Section shall be lodged with the Executive Officer of the Bluff National Park Golf Club.