

APPENDIX 8

BELLINGHAM GOLF CLUB LADIES SECTION RULES AND PROCEDURES

Introduction

The Ladies Section of Bellingham Golf Club manage a separate bank account and these separate rules and procedures largely relate to the running of that bank account.

1. The title of the bank account is "Bellingham Golf Club Ladies Section". The account is managed by the Ladies Treasurer who will present an Annual Statement for discussion at the Ladies Annual Meeting.
2. The Ladies Section is to be non-profit making and any gain arising must be used for the benefit of Bellingham Golf Club as a whole or for some charitable or benevolent purpose as decided by the Ladies Section.
3. Ladies Section Representatives will conduct the Ladies Section administration. The Appointed Representatives are: Ladies Captain, Ladies Vice Captain, Ladies Treasurer, Ladies Secretary, Ladies Handicap Secretary and Ladies County Delegate.
4. Election of Representatives will be conducted at the Ladies Annual Meeting with nominations requested a minimum of four weeks before the meeting. Each nomination to have a proposer and seconder. These will be displayed on the Ladies notice board prior to the Ladies Annual Meeting.
5. Where more than one nomination is received for a position a ballot shall be carried out at the Ladies Annual Meeting. Should the ballot result in two or more candidates receiving an equal number of votes the names of such candidates shall be written on slips of paper, and the Ladies Captain or another member of the ladies representatives shall draw the slips. The Member whose name is drawn shall be declared duly elected. At the conclusion of the ballot the papers are to be sealed up and passed to the Secretary who shall announce the result at the meeting. A scrutiny shall take place if a verbal demand be made at the meeting and is supported by no less than 10% of the members present. The scrutiny to be carried out by two Ladies Section members and their decision shall be final.
6. Ladies Secretary - The Ladies Secretary shall keep minutes of all proceedings of the Ladies General Meetings and keep copies of all correspondence of the Ladies Section.
7. Ladies Treasurer - The Ladies Treasurer shall be responsible for and have control of the bank account and be in charge of monies belonging to the Ladies Section, and shall, at the Ladies Annual Meeting, put before the lady members the Annual Balance Sheet duly audited and signed by the Ladies Captain and Ladies Treasurer.

8. Ladies Handicap Secretary - The Ladies Handicap Secretary will be a member of the Club Handicap Committee they will administer the handicapping provisions as laid down by the World Handicapping System (WHS) for the Ladies Section.

9. Ladies County Delegate - Represents Bellingham Golf Club at Northumberland Ladies County Golf Association (NLCGA) meetings (usually 3 per annum) acts as the contact between BGC Ladies Section and the NLCGA and reports back to BGC Ladies Section Representatives and all Ladies at the Ladies Annual Meeting.

10. Meetings – A Ladies Annual Meeting will be held in October each year. Ladies Section members should be given at least two weeks' notice of the Ladies Annual Meeting. At this meeting the Ladies Captain Report and the Ladies Treasurer Statement of account shall be received.