



## Women's Golf Sub-committee Guidelines

### 1. **NAME:**

The name of the sub-committee shall be 'The Irene Country Club Women's Golf Sub-committee', after this referred to as the Sub-committee. Sub-section refers to all women members at the Club. The Irene Country Club shall be referred to as the Club; and the Women's Golf Captain shall be referred to as the Captain.

### 2. **IDENTITY AND CONSTITUTION:**

The Sub-committee shall be an integral part of the Club and it shall, as such, be bound the by-laws, regulations and Club Constitution.

### 3. **MEMBERSHIP:**

Membership of the Sub-committee shall consist of all women members of the Club who are eligible to play golf in terms of the Club Constitution.

### 4. **GENERAL MEETINGS OF THE SECTION:**

The Annual General Meeting of the Sub-section shall be held on a date to be decided upon by the Sub-committee, preferably during January of each year.

**Quorum at General Meetings:** Ten (10) full golf members in good standing shall form a quorum at all general meetings of the Sub-section. If, within twenty (20) minutes after the published date and time of commencement of the relevant meeting no quorum is present, the meeting shall stand adjourned to the same time and place one (1) week later, and those members of the Sub-section present at such adjourned meeting shall constitute a quorum.

General meetings of the Sub-section shall be chaired by the Captain and, in her absence, the Vice Captain. If neither the Captain nor the Vice Captain nor any person nominated by the Captain can be present, the members present at such meeting shall elect an acting Chairperson from their midst, who shall preside at the meeting.

### 5. **BUSINESS AT THE ANNUAL GENERAL MEETING**

The annual general meeting of the sub-section shall, inter alia:

- Receive the Captain's report on the Sub-section's activities during the preceding year.
- Elect a Golf Captain and a Vice Captain for the ensuing year, if applicable.
- Elect three (3) full members to join the Sub-committee of the Sub-section for the ensuing year.
- The Golf Sub-committee of five (5) members shall then be composed of the Golf Captain, the Vice Captain and the three elected full golf members.



Each candidate for election as Golf Captain, Vice Captain or member of the Sub-committee, shall be nominated in writing by a proposer and seconder, and each nominee shall indicate her acceptance of the nomination. The proposer, seconder and nominee shall be full members in good standing of the Sub-section at the time of nomination.

Annual general meetings shall address any matter of which due notice may have been given, as well as any other pertinent matters.

**6. MANAGEMENT OF THE SUB-SECTION:**

- (i) The Captain shall automatically be the Chairperson of the Sub-committee.
- (ii) In the event of the resignation of the Captain, or should this position become vacant for any other reason, the Vice Captain shall be the Captain for the remainder of the year, and in the event of the Vice Captain's position becoming vacant, the Sub-committee shall elect an acting Vice Captain from its members for the remainder of the year.
- (iii) In the absence of the Captain from a specific Sub-committee meeting of the Sub-section, the Vice Captain shall preside at such a Sub-committee meeting, and should neither the Captain nor the Vice Captain be able to be present at such a Sub-committee meeting, the remaining Sub-committee members shall elect an acting Chairperson from their midst for the duration of the meeting. Any decisions made at such a meeting shall be approved by the Captain before implementation.
- (iv) Any member of the Sub-committee absenting herself without leave of absence from three (3) consecutive Sub-committee meetings, shall forfeit her seat on the Sub-committee and, in such event, the Sub-committee may co-opt a further member of the Sub-section in good standing to fill the vacancy and to serve on the Sub-committee for the relevant unexpired period of the Sub-committee's term of office. The co-opted member shall have full voting rights.
- (v) The Sub-committee shall hold meetings at least every six weeks.
- (vi) Three members of the Sub-committee shall constitute a quorum.
- (vii) The Captain may:
  - (1) Allocate to each member of the Sub-committee such functions and responsibilities as she may deem necessary.
  - (2) Nominate a Sub-committee member or golf representative, if required, to serve on any other Club committee.
- (viii) The Captain shall represent the Sub-section on the Golf Committee of the Club.
- (ix) A new captain shall be elected every two years. The captain shall have served on the Sub-committee prior to being elected as captain.
- (x) Service periods of Sub-committee members shall overlap with each other to ensure continuity.
- (xi) Electronic records shall be held of all meetings and competition results.

**7. DUTIES OF THE SUB-COMMITTEE:**

- (a) The Sub-committee shall be responsible for all women's golf competitions, tournaments, the selection of golf teams representing the Club, liaison with Gauteng North Golf Union and any other relevant organisations.
- (b) Entry fees to women's open and mixed competitions shall be decided by the Sub-committee.
- (c) The Sub-committee shall keep as a permanent record minutes of a meeting, General Meetings and Special Meetings. The minutes shall record the proceedings and the decisions taken. Any such minutes shall be evidence that the proceedings were regular and took place at a meeting duly convened and held.

**8. RULES AND REGULATIONS:  
(as per the GOLF SECTION BY-LAWS [adopted at a Special General Meeting of Club members held on 21 November 2005])**

- (a) No golfer who has been debarred from the use of the Club by a decision and recommendation of the golf disciplinary committee or the Board of the Club shall be accepted as a member or guest of a visiting golfing group. When requests for permission to play at the Club are made by such groups, they shall be informed by the Club Manager of this by-law.
- (b) Results of competitions administered by the Committee shall be decided strictly in terms of the rules of the Gauteng North Golf Union.
- (c) A majority decision of a quorum of the Committee on all matters relating to competitions or tournaments, provided they are not in contravention of the Rules of Golf, shall be final.
- (d) A member who fails to arrive on time for a competition for which he or she is booked on the official timesheets or who fails to cancel the relevant booked time at least three (3) days before the due date may be held accountable for the playing fees due by him or her. The Committee may take action against any member guilty of non-arrival on a frequent basis.
- (e) Any golfers arriving late for their booked tee-off time may lose their place in the field, in which case they may be called upon to tee off at the back of the field.
- (f) Should the timesheet be fully booked, an intending player may ask for his or her name to be entered on a waiting list, which shall be maintained by the Sports Shop. Openings that may occur on the timesheet shall be filled on a 'first-come, first-serve' basis.
- (g) Members shall enter in the National Golf Network computer their Nett Differential scores of all 18-hole rounds played. Each score entered shall also indicate the date of play and, if not at the Club, the name of the course where the score had been attained. Differentials shall be entered immediately after play or without avoidable delay.
- (h) A golfer without an official handicap from a recognised club shall not be considered for a prize in competitions administered by the Committee.

- (i) The maximum handicap for competitions administered by the Committee shall be determined by the Committee.
- (j) A member of the Section may introduce any one specific guest only once per calendar month. No visitor shall play golf on Saturdays or Sunday mornings unless accompanied by a member or unless permitted to do so by the Sports Shop official in charge at his or her discretion. Members shall be held responsible for the good conduct of the visitors they introduce.
- (k) Any member with a grievance shall discuss it with the Captain or any other member of the Committee, or should preferably submit the grievance in detail by letter for consideration by the Captain or the Committee. The Committee shall serve as the first level for the address of the grievance, but should it fail to resolve the relevant issue satisfactorily in the complainant's view, the complainant may take the matter direct to the Board of the Club, whose decision shall be final.
- (l) All members are expected to observe the rules and etiquette of golf. This includes care of the course; repair of pitch marks on the greens; smoothing both of footprints and club marks in bunkers after playing in them; speeding up play; the non-use of abusive language, unseemly behaviour on the course, in the bar or in the clubhouse; and observance of the Club's dress code.

Adopted by the Sub-committee on 26 March 2009.