

The Women Watsonian Golf Club

CONSTITUTION

The Women Watsonian Golf Club

The Women Watsonian Golf Club is an independent Section of The Watsonian Club, a Company Limited by Guarantee. And, in the pursuit of its objects, shall abide by any rules established by The Watsonian Club affecting its sections generally.

The Constitution was approved by The Watsonian Council on 6 November 2019 and adopted by the Club at its Annual General Meeting (AGM)/ or Extraordinary General Meeting on 28 March 2022.

1. Naming and Title

The Section shall be called Women Watsonian Golf Club, abbreviated in print and commonly referred to as the Women Watsonian Golf Club.

2. Purpose

The purpose of the club shall be to encourage the game of golf. The same shall be played according to rules.

3. Office Bearers

The elected Office Bearers of the Club shall consist of:

- i. Captain
- ii. Vice-Captain
- iii. Honorary Secretary
- iv. Honorary Treasurer

The Captain and Vice-Captain shall retire at the AGM after two years. The Vice Captain will be elected as Captain after 2 years. The Honorary Secretary and Honorary Treasurer may be filled by the same person and shall be eligible for re-election each year.

4. Committee

The direction and control of the affairs of the Club shall be delegated to a Committee, which shall consist of the Office Bearers and two elected Members. The Committee shall:

- i. be elected by the Members of the Club at each AGM;
- ii. shall be eligible for re-election; and

- iii. have the power to fill vacancies and any person so appointed shall serve until the next AGM and shall be eligible for re-election

5. General Responsibilities of the Committee

The Committee shall meet not fewer than twice a year and its responsibilities shall include:

- i. overseeing the activities undertaken in the name of the Club;
- ii. make suggestions of ways in which the Club's aims and objectives can be furthered; and
- iii. ensure the funds of the Club are appropriately managed and deployed.
- iv. The duties of the Committee shall be to govern the affairs of the club, to arrange competitions and to elect various teams to represent the Club.
- v. The duties of the Hon. Secretary shall be to keep a correct record of the proceedings at all meetings, to attend to all correspondence and to take charge of all papers, books (with the exception of account books) and records of the club.
- vi. The duties of the Hon. Treasurer shall be to keep detailed accounts of all intromissions and deal with all financial matters. She shall present a detailed statement of her intromissions for the year to the Annual General Meeting.

In furtherance of carrying out the foregoing delegated duties, the Committee (acting through the Office Bearers) shall be empowered to enter into such contracts or other agreements as may be desirable or necessary in the interests of the Club. If and when necessary, the Committee may also appoint Sub-Committees.

6. The Captain and Vice-Captain

The responsibilities of the Captain shall be to:

- i. chair meetings of the Committee and Club;
- ii. exercise a casting vote, as required, in the event of a tie, and where a deliberative vote has already been cast;
- iii. provide a point of reference/advice to the School on matters relating to the Club;
- iv. promote the Club and its objectives; and
- v. represent the Club at School occasions.

The Chairman of the Annual General Meeting or of any special meeting shall be the Captain of the club or in her absence the Vice-Captain.

7. The Honorary Secretary

The responsibilities of the Club Secretary shall be to:

- i. give notice of meetings of the Club or Committee;
- ii. keep an accurate record of all proceedings of the Club;
- iii. attend to correspondence;

- iv. maintain an up-to-date membership database containing contact details and relevant information pertaining to each Member. Such a database shall be kept in accordance with current General Data Protection Regulations (GDPR);
- v. keep charge of books, papers and records of the Club; and
- vi. ensure a copy of all minutes and papers, and the annual report and accounts are submitted annually to The Watsonian Council.

8. The Honorary Treasurer

The responsibilities of the Club Treasurer shall be to:

- i. keep a detailed account of all financial matters pertaining to the Club;
- ii. prepare and submit a financial statement to the Annual General Meeting and to arrange their review in accordance with paragraph 10 below.

9. Membership

The Club shall consist of two classes of Member, namely: Ordinary and Honorary.

Ordinary Membership

Ordinary Membership shall be restricted to:

Any [member of the] Watsonian [Club] (current or former member of staff; former pupil of George Watson's College, George Watson's Ladies College and John Watson's School; or current **or former** parent).

Honorary Membership

The Committee may recommend for election to Honorary Membership of the Club any person who has rendered special service to the Club, the School or the former schools, or who has particularly advanced the purposes of the Club. Honorary Members shall be entitled to all the privileges of membership, except they may not vote at meetings. Honorary Members shall be exempt from payment of the annual subscription fee.

10. General Meetings

Annual General Meeting

The Annual General Meeting of the Club shall be held before the Annual General Meeting of the Watsonian Club on a date to be fixed by the Committee, and the meeting shall be called by circular at least seven days prior to the meeting.

At that meeting a report shall be given by:

- i. the Captain, covering the preceding year's events, notable occurrences, forthcoming events, and any future plans for the Club; and

- ii. the Honorary Treasurer, covering the accounts and financial affairs of the Club for the preceding year.

The accounts shall be reviewed by an independent, suitably knowledgeable volunteer and shall be available to Members from the Honorary Treasurer at, or shortly after, the Meeting. The Office Bearers, the Committee and the independent volunteer shall be elected, and any other competent business transacted.

Extraordinary General Meeting

The Secretary shall call an Extraordinary General Meeting of the Club at the request of the Committee or upon a request, in writing, signed by no fewer than seven Members of the Club, addressed to the Honorary Secretary in writing. The purpose for which the Meeting is called shall be specified in the requisition and in the notice calling the Meeting. Notice shall be sent to each Member of the Club not less than fourteen days prior to the date of the Meeting. No business, other than that specified in that notice, shall be transacted at such a Meeting.

11. Quorum

The Committee of the Club shall consist of the officials and two elected members. At meetings of the committee three shall form a quorum. The Committee shall have power to fill vacancies.

12. Subscriptions

The Club year shall start from the Annual General Meeting at which date subscriptions shall be due and payable. No person whose subscription is unpaid shall be entitled to take part in any competition of the club or to represent the Club in any match. All persons whose subscription remains due and unpaid for a period of two years shall automatically cease to hold membership in the Club, and also of the Council of the Watsonian Club.

13. Expulsion

Any Member whose conduct is materially prejudicial to the interests of the Club, The Watsonian Council, or George Watson's College, may be expelled or suspended from Membership by the Committee. Any Member aggrieved by such a decision may appeal at the next AGM, so long as the Member has given twenty-one days' notice of the intention to do so to the Honorary Secretary. Suspension involves the loss of all rights and privileges of membership.

14. Funds and Investments

The fund(s) of the Club shall be kept in such a manner as the Committee may determine and

be used for the benefit of the Club as deemed appropriate by the Committee. All investments of the Club shall be in the name of the Captain, Vice-Captain, Honorary Secretary and Honorary Treasurer for the time being as trustees of the Club. Any transactions relating to the investments of the Club shall require the signature of two trustees. Proper books and accounts shall be kept by the Honorary Treasurer showing the Club's financial affairs. Those books and accounts shall be reviewed annually by an independent, suitably knowledgeable volunteer, duly appointed at the AGM. Such volunteer may receive remuneration as the Committee may determine from time to time.

15. Property and Insurances

Any property or assets purchased by the Club, or gifted to the Club by members or others, can only be sold or disposed of where prior agreement has been given by The Watsonian Council. The Committee shall arrange appropriate insurances for Club medals and other such property. The Committee shall arrange appropriate insurance for Club property and meetings and other events run by the Club at its discretion. Such insurances may be inspected by any Member of the Club upon request to the Secretary.

16. General Data Protection Regulation (GDPR)

The Club shall comply with all applicable data protection and privacy legislation in force from time to time in the UK including (without limitation) the Data Protection Act 2018 in all matters relating to the collection, retention and processing of personal data of Members and other persons associated with Club activities. Such data shall only be used for lawful purposes and shall only be available to the Committee in relation to their duties and responsibilities. The Secretary shall maintain an up-to-date, secure database containing such information and shall regularly check the accuracy of data it holds.

17. Health and Safety

The Club shall remain aware of its responsibilities pertaining to the health and safety of its Members in connection with events run by the Club. The Club shall appoint a 'Person in Charge' for each event whose role shall be, amongst others, to ensure that all matters relating to the Health and Safety of Members, guests and members of the public have been properly assessed and any risks mitigated appropriately.

18. Alterations to the Constitution

The Constitution cannot be altered except at an Annual General Meeting or at a special meeting of the Club called for the purpose at seven days clear notice. Notice of such intended alteration must be sent to the Hon. Secretary in writing at least fourteen days before such meeting, and the circular calling same shall specify the proposed alteration. No alteration

shall be made in the Constitution at an Annual or Special General Meeting unless supported by at least two thirds of those present. Any Member of the Club wishing to propose an amendment to any proposed alterations of the Constitution shall give a notice thereof, in writing, together with the name of a seconder, to the Secretary at least seven days prior to the date of the Meeting. There shall be no obligation on the Secretary to circulate such amendments so intimated. Amendments of a minor nature may be intimated from the floor at the Meeting without notice, so long as two-thirds of those present agree that the matter can be discussed and voted upon.

A copy of any amended Constitution shall be communicated to The Watsonian Club and only after approval can any changes be formally adopted by the Club.

The Committee shall have power to make or amend bye-laws which shall be binding on the members until the next Annual General or Special meeting of the club when the same shall be confirmed or otherwise as may be determined by the Club.

19. Dissolution

No motion for dissolution of the Club shall be considered except at an Extraordinary General Meeting called for the purpose of dissolution. Such motion shall require the support of not less than three quarters of the Members of the Club present and voting.

In the event of such a motion being carried, any assets of the Club shall be transferred to The Watsonian Club. This should include all paper records, minute books and other items or artefacts that may be relevant for acquisition to the George Watson's College Historical Archives and Collections.

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