



UK Women's Disc Golf Association

Constitution & Rules

Name Of Association

UK WOMEN'S DISC GOLF ASSOCIATION

1. The Association shall be called UK Women's Disc Golf Association (referred to as UKWDGA).

Aims and Objectives

2. The UKWDGA has been formed with the idea of establishing a strong female community, where the opportunity to make a difference on how disc golf evolves with women's needs in mind, is focused at the front of each decision made. Run by women for women, the membership is only open to women.
3. While membership is only open to women, men are welcome to support by attending activities, events and campaigns both locally and nationally.
4. The objectives of the UKWDGA are to provide a platform for the sustainable growth of disc golf for all women in the UK Nations by:
 - Raising awareness through promotion campaigns;
 - Applying for funding opportunities to further the growth of women's disc golf; Support all women players;
 - Hold Disc Golf events and run an annual National Bag Tag League to promote both fun and competitive sides to disc golf;
 - Support and develop women Tournament Directors and Officials;
 - Support Clubs with their development for all women players;
 - Support Tournament organisers;
 - Provide Safe Spaces for all women players to play.
5. The UKWDGA is committed to encouraging the highest ethical standards. All individuals involved in UKWDGA should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

Membership

6. The Membership shall consist of individuals interested in supporting the aims and objectives of the UKWDGA.
7. The signatories to these Rules are the Executive members of the Association. These Executive Members constitute the Board of Directors and shall be responsible for the day to day running of the Association.
8. An applicant for membership must submit a fully completed and dated application form stating:
 - The applicant's name, address, email address and date of birth;
 - That the applicant has read a copy of this Constitution & Rules, supports the objectives of the Association and agrees to be bound by the Rules immediately

- upon admission to membership;
- The applicant consents to the holding of relevant data for the purposes of the Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (GDPR);
 - Until an applicant is approved for membership, they are not entitled to any of the privileges of the Association.
9. *Until further notice, there will be a suspension for the opportunity for Russians to join the UKWDGA.
 10. Members shall pay an Annual Membership Fee as fixed at each Annual General Meeting.
 11. Annual Membership Fee will be £15 and will run from January 1st to December 31st. The future level of subscription may be changed by a resolution at the Annual General Meeting.
 12. Members shall have access to a Members Only website page, which will be password protected. Any Member found to share this access with anyone or abuse the supporter discount offers will be subject to disciplinary action.
 13. **Full Membership benefits for all women will include :**
 - Full Voting Rights;
 - Entry to the UK Women's National Bag Tag League;
 - A new Bag Tag each year;
 - Entry to a Prize Raffle;
 - Preferential Tournament Registration for Tournaments provided by the UKWDGA; Association or Supporter merchandise or discounts determined in the year of membership.
 14. Memberships will be ceased if or when:
 - The Annual Membership Fee expires;
 - A disciplinary action voted to be upheld by the Executive Members will result in the Member to have their Membership ceased with immediate effect.

Disciplinary Actions

15. Disciplinary actions may be warranted when a complaint received alleging a violation against UKWDGA and / or its Membership is submitted by a Member, to an Executive Member within 14 days of the date of violation.
16. The complaint shall state the facts and shall indicate that a copy has been provided to the Member about whom the complaint has been lodged.
17. Lack of participation and engagement from an Executive or Assistant with the other members of the Executive Board must have good cause. If no good cause is offered and if repeated attempts by the Board to engage the Executive/Assistant over the period of one week are ignored, a formal written warning will be issued. Should this lack of participation and engagement occur

on a second occasion with no cause, or should it continue after a written warning has been issued, then the Board will vote on whether to remove the member from that role.

Resignation from membership

18. A member may resign at any time by notice in writing to the Executive Members at info@ukwdga.org. On receiving the notice the Executive Members will immediately remove that member from the Members Register, which terminates membership.
19. The resigning member is not entitled to any return or rebate of subscription and remains liable for any unpaid subscription and any other sums due from her to the Association.

UKWDGA management

20. The UK Women's Disc Golf Association (UKWDGA) is a non-profit organisation. All funding will be used to improve the development of women's disc golf and to carry out the objectives of the UKWDGA.
21. The Executive Members comprising the Board of Directors shall be made up of, but not limited to, the following Roles and Responsibilities;
22. *CHAIR* -
 - To uphold the Constitution and all voting rights for members;
 - To convene and chair General Meetings and Extraordinary General Meetings;
 - To convene and chair meetings of the Executive Members and such other meetings, as shall be created, to either further the objectives of UKWDGA or to assign such duties to another;
 - To act in a representative capacity on behalf of UKWDGA when such capacity is vested in a single person;
 - To lead the UKWDGA in planning for the future, including establishing new programmes, events, and activities as appropriate with costings;
 - To lead and jointly contribute towards the organisation of UKWDGA Tournaments, discussing ideas and costings with all other members assigned to the task;
 - To establish relationships with prospective sponsors and supporters so that they will help the UKWDGA with its aims and objectives through a variety of ways;
 - To act as the Executive on behalf of the UKWDGA in all matters not in the direct scope of the other Executive Members, including assigning tasks to Volunteering Members;
 - To have overall responsibility and contribute to the Facebook/Instagram Pages and act as approver for website additions and changes;
 - To report and reflect at each General and Annual Meeting on the past performance of UKWDGA.

23. *SECRETARY* -

- To uphold the Constitution and all voting rights for members;
- To act as official record keeper and recorder for UKWDGA General Meetings and Extraordinary General Meetings;
- To act in a representative capacity on behalf of UKWDGA when such capacity is vested in a single person;
- To contribute in planning for the future, including establishing new programmes, events, and activities as appropriate;
- To jointly contribute towards the organisation of UKDWGA Tournaments, discussing ideas with costings with all other members assigned to the task;
- To establish relationships with prospective sponsors and supporters so that they will help the UKWDGA with its aims and objectives through a variety of ways;
- To act as the Executive on behalf of the UKWDGA in all matters not in the direct scope of the other Executive Members, including assigning tasks to Volunteering Members when asked by the Chair;
- To maintain overall responsibility for the Membership Roll;
- To maintain and run the Bag Tag League;
- To act as Webmaster for the UKWDGA Website and contribute to the Facebook/Instagram Pages;
- To report and reflect at General and Annual Meetings regards those duties of the Secretary.

24. *TREASURER* -

- To uphold the Constitution and all voting rights for members;
- To act in a representative capacity on behalf of UKWDGA when such capacity is vested in a single person;
- To maintain the Financial Accounts accurately and in good order. Accounts should be updated weekly to ensure the Executive Members have up to date information for meetings and decision making;
- To undertake payments following authorisation from all Executive Members;
- To contribute in planning for the future, including establishing new programmes, events, and activities as appropriate with costings;
- To jointly contribute towards the organisation of UKDWGA Tournaments, discussing ideas and costings with all other members assigned to the task;
- To establish relationships with prospective sponsors and supporters so that they will help the UKWDGA with its aims and objectives through a variety of ways;
- To act as the Executive on behalf of the UKWDGA in all matters not in the direct scope of the other Executive Members, including assigning tasks to Volunteering Members when asked by the Chair;
- To contribute to the UKWDGA Facebook/Instagram Pages;
- To report and reflect at General Meetings on the past financial performance of the UKWDGA;
- To present the financial state of UKWDGA at the Annual General Meeting.

25. In the event of a temporary absence or inability of an Executive Member to carry out their responsibilities, the other Executive Members shall have the power to appoint an acting Executive Member to that role pro tempore, until the absence or inability is rectified.

26. All Executive Members:
 - Must have paid their Annual Membership Fee;
 - Must be over 18;
 - Must be U.K. residents (due to banking rules);
 - The Treasurer must be approved via the UKWDGA bank (NatWest), prior to official appointment.
27. Executive Board Members will be appointed by a vote from the members, for a period of 2 years, with the option to extend to 3 years if they can commit the time. This will allow the holders of the position to effectively provide a strategic plan.
28. All Executive Members shall complete and maintain a Conflict of Interest Disclosure Form and Non Disclosure and Confidentiality Agreement each year, as stated in the Association Policies and Procedures.
29. The Executive Members shall have full power to deal with all matters relating to UKWDGA.
30. The Executive Members shall not enter UKWDGA into any arrangement or agreement requiring payment of any amount greater than available and agreed funding, minus liabilities after the first year (see Finance and Accounts).
31. The Executive Members shall have full power to either allocate or spend UKWDGA funding and to enter into binding agreements as allowed by this constitution. This may only be carried out on the agreement of at least all Executive Members.

UKWDGA Appointed Assistants, Officers, Committees and Working Groups

32. As the UKWDGA continues to grow and evolve other Members shall be invited to participate in either individual roles or part of a larger group.
33. Individual roles and responsibilities available but not limited to are;

Membership Officer -

- To work with the Executive Board on all matters pertaining to Membership of the UKWDGA. This shall include but not limited to the following;
- Assisting with the Bag Tag design process;
- Assisting with the launch of the new membership year;
- Assist with the reconciliation of membership applications and payments;
- Distribution of Welcome Letters for the new membership year;
- Updating of Members information;
- Distribution of Bag Tags and UKWDGA new membership merchandise.

Social Media Assistant -

- To work with the Executive Board on all matters pertaining to the social media side of Tournament/Events of the UKWDGA. This shall include but not limited to the following;
- Produce approved content for Social Media;

- Provide approved content covering Events, Members success ie. who attended what;
- Wish members well at Events;
- Welcome new members;
- Publish Events;
- Welcome new Supporters;
- Work with the Executive Members to produce a strategic media plan.

Event Assistant -

- To assist the Executive Board on all matters pertaining to the organisation of Events for the UKWDGA. This shall include but not limited to the following:
 - Assisting with securing TD's, Officials, Volunteers, Dates and Venues;
 - Apply for the PDGA and BDGA Event Sanctioning for the UKWDGA;
 - Assisting with securing and liaison with UKWDGA Event Sponsors;
 - Contribute to the plan for player pack contents and prizes;
 - Assist with the creation of the Event Caddie Book;
 - Assist with the exploration of Media coverage.

34. Depending on the content and involvement of work undertaken by any member appointed as either an Assistant, Officer or member of a committee, that member(s) shall be asked to complete a Non Disclosure and Confidentiality Agreement as a commitment to preserving information held by the Association. There may also be times when the completion of a Conflict of Interest Disclosure Form may be required.

Annual General Meeting

35. The Executive Members will provide at least 14 days notice of an Annual General Meeting (AGM).
36. Members are able to submit items for inclusion in the Annual General Meeting Agenda no later than 7 days prior to an Annual General Meeting.
37. UKWDGA shall hold an Annual General Meeting within three months following the end of the Financial Year to:
 - Approve the minutes of the previous Annual General Meeting;
 - Receive a report from the Executive Members;
 - Elect Committee Members if required by the Executive Members;
 - Appoint someone to be responsible for certifying UKWDGA Financial Account;
 - Determine the Annual Membership Fee;
 - Consider any proposals authorising the Executive Members to act to make future commitments;
 - Consider changes to the Constitution;
 - Deal with any other relevant business.
38. A quorum for an AGM shall be 10% of the membership.

Extraordinary General Meeting

39. An Extraordinary General Meeting shall be called when supported by at least seven Members or 10% of the Membership, whichever is greater.
40. All Executive Members are to be made aware of when the meeting will take place.
41. The meeting must be documented and minutes taken and available to all Members.

General Meetings

42. Executive Members will hold General Meetings.
43. *Voting*
Whenever Members are required or permitted to take any action by vote, such action may be undertaken within a meeting or by using an appropriate online service.
44. The appointed Chair shall hold a casting vote at meetings.
45. The Chair may conduct votes by voice, show of hands, or by a simple request for objections, or may require a secret ballot or other more rigorous method at their discretion.
46. Each Member shall be entitled to one vote.
47. *Proxies*
Each Member is entitled to vote at a meeting or in an action taken without a meeting they may authorise a person or persons to vote on behalf of such Member by proxy. A proxy shall be in writing, signed by another Member and revocable at the pleasure of the Member executing it. Such proxy must be delivered to an Executive Member prior to the meeting or action and shall be valid only for the meeting or action named therein.

Changes to the Constitution

48. Any change to the Constitution shall require a two thirds majority of those present at the called meeting .
49. Any proposal to change the Constitution must be submitted in writing to an Executive Member.

Finance and Accounts

50. A Bank Account with NatWest will be established for the UKWDGA with a minimum of 2 Executive Member signatories.
51. The Executive Members have the right to offer a monetary loan to the Association

in the first year of conception of the Association, in order to cover start-up costs until such time that sufficient funds are available to repay. These loans will be recorded as such on the accounts in order to demonstrate transparency.

52. The Financial Year shall run from 6 April to 5th April each year.
53. An appointed Executive Member shall be responsible for the preparation of the Annual Accounts.
54. The Annual Accounts shall be certified at the Annual General Meeting
55. *Dissolution*
The decision to close down UKWDGA will be made by at least 75% of Members voting in favour.
56. A notice period of 2 Months is required before full closure, to allow time to close the bank account of the UKWDGA.
57. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of UKWDGA.
58. If, upon the winding up or dissolution of UKWDGA, there remains any monies or assets, these shall be transferred to some other organisation or organisations having objectives similar to UKWDGA objectives, such organisation or organisations to be determined by the Executive Members if possible, or by the Member responsible for carrying out the dissolution.

Domain Name and Assets

59. The UKWDGA is the Registrant of the website domain name **ukwdga.org** and subsequently the holder of the domain name during the period of subscription from the domain name provider.
60. An appointed webmaster will have responsibility for the maintenance and updating of the UKWDGA website. All changes to the website will have the approval of at least 2 Executive Members before publishing.
61. The UKWDGA owns no land or building however, a Inventory Register of items owned by the UKWDGA for the purpose of promotion of the association and disc golf related activities will be maintained.

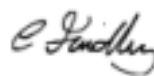
Founder and Executive Member:



Zoë Winfield

Date: April 2022

Founder and Executive Member:



Carole Findlay

Date: April 2022