

# **BY-LAWS**

**OF THE**

## **SUNSHINE COAST AND SOUTH BURNETT DISTRICT GOLF ASSOCIATION INCORPORATED**

These rules were ratified and approved by the Management Committee  
of the:

Sunshine Coast & South Burnett District Golf Association Incorporated

At a management committee meeting held on Saturday the 11<sup>th</sup>  
December 2010 at the Beerwah Golf Club.



The By Laws of the Sunshine Coast & South Burnett District Golf Association Incorporated are herewith defined and can be amended, deleted or added to by the authority of the Management Committee of the SC&SBDGA.

These rules are to be read in conjunction with the Constitution of the Association.

**1. Membership:**

For the purpose of administration and organisation of golfing events, the Association is comprised of three zones. These zones are:

- a. The Sunshine Coast Golf Zone
- b. The Glasshouse Mountains Golf Zone
- c. The South Burnett Amalgamated Golf Zone

**2. Member Clubs from each zone are as follows:**

- **Sunshine Coast**  
Caloundra  
Cooroy  
Gympie  
Headland  
Horton Park  
Hyatt Coolum  
Kabi Organic  
Mt Coolum  
Nambour  
Noosa Springs  
Noosa Valley  
Peregian Springs  
Tewantin Noosa  
Tin Can Bay  
Twin Waters
- **South Burnett Amalgamated**  
Blackbutt  
Goomeri  
Kingaroy  
Kilkivan  
Kumbia  
Murgon  
Nanango  
Proston  
Wondai

- **Glasshouse Mountains**

Beerwah  
Bribie Island  
Caboolture  
Kilcoy  
North Lakes  
Pacific Harbour  
Pelican Waters  
Pine Rivers  
Wantima  
Woodford

- a) The Management Committee will determine into which zone future golf clubs admitted as members of the Association under rule 4(b)(ii) will be allocated.
- b) In relation to new membership of the association, the application for membership shall be accompanied by the **requisite fee** as set by the management committee from time to time. The current requisite fee as at the 11<sup>th</sup> December 2010 is three hundred dollars (\$300.00).

### **3. Golfing Zone Requirements:**

Zones are required to provide the following on a regular basis to the management committee:

1. Copies of the annual AGM minutes & financial reports
2. Copies of the Annual Junior Programs
3. Annual reports on the Junior Program and the cost of all these programs by the 30<sup>th</sup> November of each year.
4. Yearly budgets & programs for the first management committee meeting in March of each year.
5. By the 30<sup>th</sup> November of each year, provide the proposed playing program for major events in their zone for the next year
6. Zones are to be seen to be proactive and accountable by the member clubs
7. Conduct annual pennant matches in their zones.
8. At the AGM of each year, elect a delegate to represent the zone on the management committee of the association.
9. Zone junior convenors are required to liaise with the Director of Junior Golf of the Association in relation to promising Juniors & other Junior programs within their zones.

10. Zones are required to request the President of the Association to attend all zone major meetings & events.
11. Zone presidents are required to provide an annual report for the Association AGM Annual report by the 30<sup>th</sup> November of each year.

#### **4. Management Sub Committees:**

The management sub committees are to be divided into the following:

##### **Match Committee**

Match Director (Chairman), Junior Director & President

Responsible for Yearly Playing Calendar, District Events, Team selection for inter district challenge vs WBDGA and State District Team selection, Setting of the “conditions of play” for all Association Events and Code of Conduct and flyers to all major events as well as preparing an annual report for the AGM & Rules Presentation/Queries.

##### **Junior Committee**

Junior Director (Chairman), 1 Zone Representative, Secretary & President

Responsible for selection of Junior Talent Squad & Drafting the notification letters, Assisting & drafting the yearly Junior grants and acquittal of same, Designing Junior Programs for the Zones & District to meet the GQ grant criteria, Compiling Junior reports, assisting zone junior committee, presenting an annual junior budget at the march meeting of each year, preparing the Rodney Pampling conditions of play each year & drafting the required documents for the Junior website page yearly, preparing an annual report for the AGM and ensuring professional coaching reports are completed and presented to the secretary by the 30<sup>th</sup> November each year.

##### **Seniors committee**

2 Zone Representatives (1 to be chairman), Secretary & President

Responsible for the “Masters Tour of Tour” each year, collating of scores required to calculate the Masters Players of the Year, Contacting the relevant clubs to ensure the program is working and giving assistance to clubs on running a masters event, preparing an annual budget to the March meeting of each year, preparing an annual report for the AGM. Providing a result sheet for each event to the secretary and promoting seniors/masters golf within the district. Ensuring that the Masters Winners are entered in the District Annual Information booklet.

##### **Finance Committee:**

Secretary/Treasurer (Chairman), President & Office Manager

Responsible for preparing an annual budget for the march meeting of each year, updating and keeping the schedule of allowances up to date, preparing yearly honorarium amounts for approval by the management committee, submission of grants as required, keeping all accounting records up to date including payments

and income from affiliation fees and events, setting of yearly affiliation fees annually, and preparing the annual finance report for the AGM & the books for audit. Ensuring the District information booklets are forwarded to all club in a timely manner each year and handling all other financial matters that comes to hand. To review all budgets that are submitted annually by all sub-committees and to ensure affordability is justified to the district finances. Notification to all clubs of their yearly affiliation fees as earlier as possible each year.

### **Administration Committee**

Office Manager ( chairman), President & Secretary

To ensure all administration matters are actioned, handle all meeting requirements and to give assistance to all committees in relation to finance & administration matters.

### **Greens Committee:**

President (Chairman) & 2 Zone Representatives

Responsible for ensuring the greens programs are in place & working, prepare an annual budget and yearly report are required in a timely manner. To ensure all clubs within the program are receiving the required assistance and to ensure that their need are being meet, to prepare grant applications in relation to assisting the cost associated with the overall program. Acquittal of grants as required.

## **5. Annual Playing Program**

The district annual playing program including major zone dates as well as important GQ events are to be documented and provided to all of the following:

Golf Queensland for AB/WK Events

All District Clubs

All Zones

Greg Norman Golf Foundation

WBDGA – Inter District Dates

This program is to be released by the end of October/November of each year.

## **6. Blue Card Requirements:**

All members of the management committee are to be current holders of a blue card from the State government.

All are required to complete an incident report, as and when required.

A Blue Card & Incident Register are to be maintained.

## **7. AGM Requirements:**

The following requirements are required to be actioned annually in a timely manner:

- a. Notice of Meeting & Motions
- b. Election of Office Bearers/Forms
- c. Postal Votes/Forms
- d. Proxy Votes/forms
- e. Delegates & Clubs Information Forms
- f. Reports from all areas within the management committee as required annually
- g. Property Register
- h. Property Register for Insurance Purpose to GQ by January of each year.

These By Laws are herewith provided to the members of the management committee to assist all committee members to perform their roll on this committee.

**Please note, that the above rules and new rules, can be added, amended or removed at any management committee meeting of the District by a majority vote.**