

# **SOUTH BURNETT AMALGAMATED** **GOLF ZONE**

## **BY-LAWS**

### **NAME**

1. The Association shall be known as The South Burnett Amalgamated Golf Zone - (SBAGZ).

### **AIM OF THE ASSOCIATION**

2. The Association shall have as its aim, one Golfing Zone in the South Burnett to provide an amalgamation of both the mens and ladies Golf Zones and the amalgamation management committee will become the only authority for golf in the South Burnett for the participation of its affiliated members, male and female alike.

3. This Amalgamated Golf Zone (SBAGZ) is setup for the purpose of administration and organisation of golfing events in their zone however, will operate under the Constitutions of both the Sunshine Coast & South Burnett District Golf Association Inc for male golfers and the Wide Bay Burnett District Womens Golf Association Inc for the female golfers.

4. This Amalgamated Golfing Zone is to combine and utilise all three documents in the administration of golf in their area, which is the Constitutions of the SC&SBDGA and WBBDWGA and the By-Laws as stated herewith.

5. This Amalgamated Golfing Zone shall abide by the By-Laws of the South Burnett Amalgamated Golf Zone (SBAGZ).

### **PARTICIPATING CLUBS**

6. Listed below are the participating clubs within SBAGZ:
  - a. Blackbutt
  - b. Goomeri
  - c. Kingaroy
  - d. Kilkivan
  - e. Kumbia
  - f. Murgon
  - g. Nanango
  - h. Proston
  - i. Wondai

7. The Management Committee of the SBAGZ shall have the power to recommend to the SC&SBDGA or WBBDWGA for approval, those Golf Clubs that may be added or deleted from the respective district associations where warranted. An appeal against this type of action by clubs, must be prepared in writing and lodged to the respective district associations within 7 days from notification of any such actions.

### **MEMBERSHIP**

8. To be eligible to be a member of SBAGZ and to participate in the respective competitions for male and female golfers, a player must be a financial member of one or more of the participating clubs listed at item 6.

### **MEMBERSHIP FEES**

9. Members will not be required to pay an Annual Membership fee to the zone. The sole requirement for eligibility for membership shall be that as detailed in paragraph 8.

### **MANAGEMENT COMMITTEE:**

10. The Management Committee of the South Burnett Amalgamated Golf Zone shall comprise the following:

President (Male or Female),  
Vice President (Opposite Gender to President),  
Secretary (Either Gender),  
Treasurer (Either Gender),  
Lady's Match Director  
Men's Match Director  
Junior Co-Ordinator (Either Gender)

All of the above positions are to be elected by club delegates at the joint AGM each year.

The member clubs (as listed in paragraph 6) shall have the right to be represented by two duly authorised delegates (preferably one male & one female) elected by the respective clubs, making in total 18 delegates. Their appointment shall be certified by their Club Secretary giving their names and addresses to the Secretary of the SBAGZ prior to the AGM.

The full committee of the SBAGZ shall comprise the management committee and the duly authorised delegates of the member clubs.

Each member of the management committee and the authorised delegates shall be entitled to one (1) vote on matters before the

committee. The President shall also be entitled to exercise a further (casting) vote, when necessary.

The duly elected representatives (delegates) to the management committee of their respective district associations - SC&SBDGA (Men) shall **total one (1)** and to the WBBDWGA(Ladies) shall be the Lady President plus 1 Female delegate from each club as follows:

Men – SC&SBDGA

- a. **One delgate as elected at the annual AGM.**

Ladies – WBBDWGA

- a. President or Vice President (whichever the female is)
- b. Duly elected Female Club Delegates.

The management committee of the SBAGZ are elected and authorised to perform their duties for the full year they are elected or authorised.

All Management Office bearers are elected at the Annual General Meeting and hold office until the cessation of business at the following A.G.M. at which time, they shall retire from office but shall be eligible upon nomination for re-election.

Nominations for all management positions **must be a financial member with playing rights of a club or a retiring management office bearer, and nominations shall be made in writting signed by two financial members with playing rights of a club within the zone or a retiring management member** with the nominee's consent endorsed thereon, or attached thereto, and shall be delivered to the Secretary at least (7) clear days prior to the date of the Annual General Meeting.

The election of management members of the committee shall be determined by secret ballot. They shall be voted for seperately and the nominee receiving the highest numbers of all votes cast shall be elected.

Once a delegate is elected to an executive position, they cease to be a delegate of a member club. That member club will then be required to authorise a replacement delegate to the SBAGZ.

Should any vacancy occur on the management committee, the remaining members thereof will appoint a replacement officer. When a club delegate is appointed to fill such a vacancy, that members club is responsible to authorise a replacement.

Any member of the committee may resign from holding office thereof any time by giving notice in writing to the secretary, but such

resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice.

Any member of the committee may be removed from office at a general meeting of the association where such member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the committee present at such a meeting.

#### **ANNUAL GENERAL MEETING:**

11. The AGM of the Association shall be held in November of each year, no later than the twenty-fifth day of that month. The number of members to constitute a quorum at such meetings shall be half the number of Committee Members plus 1 (one).

#### **GENERAL MEETINGS**

12. The management committee shall have the power to hold normal meetings at a time and place as decided by the majority on the committee. In the early years of amalgamation of the mens and ladies golfing zones, it is recommended to hold at least two normal meetings each year.

#### **MATCH COMMITTEE:**

13. At each AGM of the Association, a Male Match Committee and a Female Match Committee comprising three (3) members for each committee, shall be elected from the members of the committee for the new playing season.

The duties of the Match Committee shall be to oversee the correct conduct of each and every competition conducted by the Zone and to meet and rule on matters of dispute or contention as may arise from time to time, or as called upon by the President/Vice President or Executive Committee to so rule.

#### **FINANCES:**

14. The Zone shall have one bank account, however a split ledger will be in operation to show seperately the men and ladies funds and expenditures which will enable the men and ladies to see and handle all accounts, sponsorships and budgets under the different ledgers.

An audited yearly financial statement is required to be presented for the AGM which is to show seperately, the mens and ladies financial situation for the year as well as a combined yearly financial statement.

All monies are to be held in a joint cheque account for ease of

management and to reduce expenses. Three (3) signatories will be required for the account (i.e. President, Vice President & Treasurer) however only two signatures are required to sign, being the Treasurer and either the President or Vice President depending on whatever the expense relates to (i.e. Mens or Ladies). If the treasurer is absent, it can be both the President and Vice President to sign irrespective of who the expense is for.

#### **DUTIES OF MANAGEMENT COMMITTEE:**

15.

President / Vice President : - Are responsible to run the zones golfing business for either the mens or womens golfers depending on which position is held.

Secretary : Handle all correspondence for both genders, prepare flyers, conditions of play, take accurate minutes of meetings and prepare minutes for signing by both the President and Vice President. Preparing all associated paperwork for meetings and annual general meeting, and ensure all delegates have been approved by their respective clubs and notification of duly elected representatives are forwarded to the both the SC&SBDGA (for men) and the WBBDWGA (for ladies) and other duties as required by a secretary.

Treasurer : - Manage a split ledger accounting system for both the men and ladies, handle all accounts, manage sponsorships and budgets, monitor the collection and payment of the appropriate affiliation fees, prepare financial statements for all meetings and an audited financial statement for the yearly AGM.

Match Directors : - Will be responsible for the preparation and management of the playing programmes, terms and conditions of play for each event, chair and elect match committees on event days, have the control of course setup for zone events, responsible for picking representative players and teams to represent the Zone in certain events, responsible for the recording & retaining of scores towards the annual trophies.

The Match Committee shall provide a set of playing conditions for competition and pennant events, separately, which shall be reviewed annually to adjust to changing circumstances. Such Playing Conditions shall specify the conditions to apply in the various competitions in each playing year and shall provide clear guidelines for delegates and players alike, giving cognizance to the range of criteria suitable to each particular situation and supplied to all clubs.

The playing conditions for other events must be reviewed on an annual basis and a copy is to be provided to all clubs within the zone and to the delegates of such clubs.

Junior Co-ordinator : Responsible for the running of Junior programmes and coaching clinics. Assist clubs to hold junior open days, to work with club co-ordinators to promote junior golf within the zone and ensuring a uniform junior handicapping system is in place and used by all clubs within the zone. Responsible for preparing an annual junior budget for presentation to both the SC&SBDGA and the WBBDWGA as well as **recommending junior players for the District Annual Junior Coaching Programme.**

**LIFE MEMBERSHIP:**

16. The Committee shall have the power to approve Honorary Life Membership status to those members who have, in the opinion of the Zone, given long and meritorious service to the betterment of the game for Golfers within the South Burnett Amalgamated Golfing Zone.

Life memberships from the previous organisations of the zone shall be carried over to the new organisation.

**CHANGES TO BY-LAWS:**

17.

(a) **When necessary, changes to the By-Laws can be made at any meeting of the executive committee.**

(b) **No changes to the By-Laws may be approved unless a consent of the majority present are in favour.**

(c) **Any such change to the By Laws approved by the Executive Committee must then be forwarded to the SC&SBDGA (Management Committee) and the WBBDWGA (Management Committee) for record purposes.**

**OTHER RELEVANT DOCUMENTS:**

**18. The SC&SBDGA Administration Requirements for each Golfing Zone under it's umbrella is attached and is to be used in conjunction with this document, together with a copy of the Constitution of the SC&SBDGA.**

**Dated \_\_\_\_\_ 2011**