

SOUTH EAST QUEENSLAND DISTRICT  
GOLF ASSOCIATION INC.



IA13020

Bylaws

DRAFT  
NOVEMBER 2019

<b>1. INTRODUCTORY PROVISIONS .....</b>	<b>3</b>
1.1. INTERPRETATION .....	3
1.2. APPLICATION .....	3
<b>2. GOVERNANCE .....</b>	<b>3</b>
2.1. MANAGEMENT COMMITTEE .....	3
2.2. MANAGEMENT COMMITTEE DUTIES .....	4
<b>3. MEETING PROCEDURES .....</b>	<b>7</b>
3.1. STANDING ORDERS .....	7
<b>4. LOGO, COLOURS AND UNIFORM.....</b>	<b>7</b>
4.1. LOGO .....	7
4.2. COLOURS .....	7
<b>5. COMMUNICATION .....</b>	<b>7</b>
5.1. CORRESPONDENCE .....	7
<b>6. FINANCE.....</b>	<b>8</b>
6.1. REIMBURSEMENTS OF APPROVED OUT-OF-POCKET EXPENSES .....	8
6.2. FUNDRAISING .....	8
<b>7. GENERAL POLICIES .....</b>	<b>8</b>
7.1. ANTI-DISCRIMINATION AND ANTI-HARASSMENT .....	8
7.2. CHILD PROTECTION.....	8
7.3. CODES OF CONDUCT.....	8

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## 1. Introductory provisions

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### 1.1. Interpretation

1.1.1. In these bylaws:

- a. **act** means the *Associations Incorporation Act 1981*;
- b. **association / SEQDGA** means South East Queensland District Golf Association Inc.;
- c. **bylaws** mean the bylaws of the association;
- d. **member** means a person or affiliated club, duly accepted as such in accordance with the association's rules, having paid any membership fees due to the association;
- e. **special resolution** means a resolution that is passed at a general meeting (including the annual general meeting) by the votes of at least 75% of the club delegates who are present and voting;
- f. **fee** means a payment of money due to the association by its members.

### 1.2. Application

1.2.1. These bylaws complement and are to be read in conjunction with the rules of the association.

1.2.2. It is the responsibility of all management committee members to familiarise themselves with the association's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the association.

## 2. Governance

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### 2.1. Management committee

2.1.1. In accordance with the rules of the association, the management committee must have at least three members, of whom one holds the position of president, another of whom holds the position of treasurer and any other members that the club delegates elect at a general meeting.

2.1.2. The management committee comprises the following positions:

- a. president;
- b. vice president;
- c. secretary;
- d. treasurer;
- e. captain;
- f. vice captain;

- g. junior development coordinator;
- h. general management committee member.

## **2.2. Management committee duties**

### **2.2.1. All management committee members shall:**

- a. attend management committee meetings and general meetings of the association, as well as other meetings and workshops as they are called from time to time;
- b. attend functions held by the association as required;
- c. have the power to delegate appropriate duties amongst volunteers;
- d. hold a current blue card;
- e. undergo a criminal history check, if required by the association;
- f. maintain all documents, books, papers, keys, records and goods belonging to the association and pertaining to the office held and deliver them to the association at the completion of their term of office;
- g. provide guidance, mentoring and support for those taking over from their position at the end of their term of office;
- h. maintain a good working knowledge of the association's rules, bylaws, policies and procedures;
- i. perform any such other duties as appropriate and as directed by the management committee.

### **2.2.2. President:**

- a. ensure the standards of good governance are acquitted in accordance with best practice, relevant legislation and the association's rules and bylaws;
- b. preside as chairperson at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the association's rules and bylaws;
- c. ensure management committee members and other volunteers fulfil their responsibilities as required;
- d. act as the official spokesperson for the association and liaise as necessary with Golf Queensland, Golf Australia, government departments, Councils, partners and sponsors;
- e. report to the management committee and members of the association as appropriate;
- f. provide motivation, leadership and enthusiasm to team members;
- g. delegate tasks to suitable personnel as necessary;

- h. be available to handle disputes;
- i. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

2.2.3. Vice president:

- a. provide assistance to the president as necessary;
- b. assume the duties of the president in their absence and assist the president in carrying out their duties;
- c. assist with setting the direction of the association and oversee the strategic development of the association through the development of plans, policies and procedures to meet the objects of the association;
- d. ensure planning for the future is carried out in accordance with the wishes of members and act as a planning coordinator;
- e. be aware of current and future association activities.

2.2.4. Secretary:

- a. issue notices of meetings in accordance with the association's rules, together with an agenda;
- b. collect and collate reports from office bearers;
- c. keep accurate minutes during all management committee and general meetings;
- d. act as the association's primary point of contact and forward any enquiries to appropriate association personnel;
- e. conduct all correspondence of the association as instructed by the management committee and keep files of such correspondence, records and reports of officers;
- f. receive and place before the management committee all applications for membership;
- g. maintain an up-to-date register of members;
- h. ensure that a current copy of the association's rules is available to each new member;
- i. prepare the annual report for presentation at the annual general meeting, in conjunction with the president;
- j. call for nominations for association positions prior to the annual general meeting;
- k. provide timely notice to governing bodies, the Queensland Office of Fair Trading and other relevant stakeholders regarding changes to committee members and key contacts.

2.2.5. Treasurer:

- a. keep all books and accounts of the association and prepare a statement of receipts and expenditure, profit and loss report, balance sheet and bank statements for presentation to each management committee meeting and general meetings;
- b. present accounts paid for ratification and accounts requiring payment for approval to each management committee meeting;
- c. generate invoices and coordinate the receipt of monies and issuing of receipts;
- d. monitor sponsorship funds;
- e. ensure any cash takings are counted by two people concurrently at the end of each day of activities, and ensure the prompt deposit of cash into the bank;
- f. work with the secretary to arrange for all disbursement of payments to be paid either by cheque or electronic funds transfer;
- g. act as a signatory on association bank accounts;
- h. following the end date of the association's financial year, close the association's books and prepare a set of financial statements;
- i. submit the association's financial statements and other relevant records to the auditor with sufficient time prior to the annual general meeting;
- j. present audited financial statements to the annual general meeting, in accordance with the association's rules and the *Associations Incorporation Act 1981*.

2.2.6. Captain and vice captain:

- a. act as the association's figureheads in matters relating to golf and social events;
- b. raise the profile of the association both internally and externally;
- c. encourage member participation in the association's events and activities;
- d. be prominent within the association throughout the year;
- e. be approachable and available to all members, and act as conduits between members and the management committee;
- f. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

2.2.7. Junior development coordinator:

- a. be responsible for the development and implementation of junior programs;
- b. keep the management committee well-informed regarding junior programs;

- c. act as a conduit between junior members, their parents and the management committee.

2.2.8. General management committee members:

- a. spend some time with each management committee member to maintain a sound understanding of the running of the association and assist other committee members with their duties as required.
- b. work closely with other management committee members to achieve the objects of the association and to ensure its general wellbeing;
- c. be aware of current and planned association activities;
- d. serve as chair of subcommittees as appointed;
- e. endeavour at all times to ensure the general wellbeing of the association.

### **3. Meeting procedures**

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#### **3.1. Standing orders**

- 3.1.1. The association shall conduct its meetings in an orderly manner, generally in accordance with the customary procedure at meetings.
- 3.1.2. The level of formality required at a meeting is to be determined by the chair, subject to the operational requirements of the association and the seriousness or confidentiality of any matters to be resolved at that meeting.

### **4. Logo, Colours and Uniform**

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#### **4.1. Logo**

- 4.1.1. The association's logo comprises a rectangle with the letters 'SEQDGA' included, as well as a maroon triangle representing the state of Queensland and an aqua flag stick.

#### **4.2. Colours**

- 4.2.1. The association's colours are predominantly maroon and aqua.

### **5. Communication**

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#### **5.1. Correspondence**

- 5.1.1. All formal association correspondence must be on association letterhead and signed by the president or secretary.
- 5.1.2. All correspondence sent to the association is to be addressed to the association secretary.

## **6. Finance**

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### **6.1. Reimbursement of approved out-of-pocket expenses**

- 6.1.1. Management committee members and other authorised personnel shall be entitled to claim reimbursement for approved out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the association. Reimbursement will be made following supply of receipts, which must be supplied within one month of incurring the expenses.

### **6.2. Fundraising**

- 6.2.1. The management committee shall determine any association fundraising activities from time to time.

## **7. General Policies**

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### **7.1. Anti-discrimination and anti-harassment**

- 7.1.1. The association does not tolerate any form of discrimination or harassment.
- 7.1.2. Complaints or suspicions of discrimination will be dealt with promptly and seriously, with a view to alleviating issues with care and concern for all involved.
- 7.1.3. The association abides by the provisions of the *Golf Australia Member Protection Policy* in relation to dealing with any complaints of discrimination or harassment.

### **7.2. Child protection**

- 7.2.1. The association abides by the provisions of the *SEQDGA Child and Youth Risk Management Strategy*.

### **7.3. Codes of conduct**

- 7.3.1. All people involved with the association must behave in accordance with the codes of conduct included in the *Golf Australia Member Protection Policy*.