

# Brisbane and District Ladies' Golf Association Incorporated

## By-Laws

***These By-Laws are read in conjunction with the BDLGA Constitution August 2020 and relate, specifically, to Section 4. Secretary and Section 5. Management Committee***

*4.1.1. The Secretary must be an individual residing in Queensland, or in another State, but not more than 65 km from the Queensland border, who is:*

*4.1.1.1 a member of the association's Management Committee, either elected by the Club delegates at a general meeting or appointed by the Management Committee*

To follow the tradition of the previous BDLGA constitution (2013), the Secretary will have voting rights at any meeting of the Management Committee



*5.1.1 The Management Committee of the association must have at least three members, of whom one holds the position of President, one holds the position of Treasurer and any other members that the club delegates elect at a General Meeting*

To ensure experienced succession to each role, it is recommended that the following positions make up the Management Committee:

- President
- Vice-President
- Treasurer
- Secretary
- Tournament Chair
- Tournament Committee Member
- Pennant Chair
- Pennant Committee Member
- Junior Chair
- Junior Committee Member

Each area of focus will be seen as a Standing Sub-Committee. In the event of the Chair being unable to perform their duties temporarily, it is envisaged that the supporting Committee Member is able to take on that role. The appointment, or reappointment, of these positions will be renewed each year, at the first Management Committee meeting following the AGM.

The President may be an ex-officio member of all such Sub-Committees.

It is expected that all Committee Members be available to assist at any/all BDLGA tournaments and events

*5.1.6 There is no maximum number of consecutive terms for which a Management Committee member may hold office*

*5.2.2 Any two financial members of an Affiliated Club may nominate another financial member of an Affiliated Club (the candidate) to serve in a Management Committee position*

Note that the candidate is not a representative of her Affiliated Club and is nominated by any two financial members, who may/may not be a member of the candidate's home club.

*5.2.10 The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised:*

*5.2.10.1 whether or not the association has public liability insurance; and*

*5.2.10.2 if the association has public liability insurance, the amount of the insurance*

It is recommended that the candidate be advised, in writing, by the Secretary of the Association before the AGM or General Meeting at which the candidate is running for election

*5.6.2 The Management Committee must meet at least once every four months to exercise its functions*

It is recommended that the Management Committee hold its meetings at least six (6) times per year, exclusive of the Annual General Meeting of the Association

*5.6.5 The Management Committee may hold meetings or permit a Management Committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen. A Management Committee member who participates in the meeting via technology is taken to be present at the meeting*

It is recommended that this participation in a meeting is done using video/face time technology, and not only audio technology

*5.6.6 A question arising at a Management Committee meeting is to be decided by a majority vote of members of the Management Committee present and voting at the meeting. If the vote is equal, the question is decided so as to maintain the status quo*

Note that the President does not have the casting vote

## **Honorariums**

All members of the Management Committee will be paid an honorarium. The amount of the honorarium for each position will be determined by the Management Committee and will be made available for all members and Affiliated Clubs at the AGM.

*7.1.1. "The Management Committee may make, amend or repeal By-Laws, consistent with this Constitution, for the internal management of the Association."*

As from November 2021, the honorariums are to be reviewed every two years by the Management Committee. Should an increase in payment be agreed the National Wage Percentage increase in that year is to be applied. Capped at the following amounts as per list.

Honorariums to be adjusted by the National Basic Wage percentage. Increases to be capped at the following amounts:

Secretary.....	\$10,000.00
President.....	\$ 1,500.00
Vice President.....	\$ 800.00
Treasurer.....	\$ 1,000.00
Tournament Chair.....	\$ 1,000.00
Pennant Chair.....	\$ 1,000.00
Junior Chair.....	\$ 800.00
Committee members.....	\$ 600.00

A Committee member may only hold one portfolio. Should in exceptional circumstances, a committee member hold two portfolios that committee member would be entitled to be paid the full honorarium for the principal portfolio plus half of the other honorarium entitlement.