



Brisbane and District Ladies' Golf Association Incorporated

By-Laws

(December 2025)

These By-Laws are read in conjunction with the BDLGA Constitution December 2025 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 18 years of age or older and eligible to be elected as a member under section 61A of The Act and:

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 previous BDLGA Constitutions (2013 and 2023), the Secretary will have voting rights at any meeting of the Management Committee if appointed to the Management Committee to fill a **casual vacancy** (as per clause 4.1.3) and thereafter as required by the *Associations Incorporation Act 1981* – section 62.1, **elected** at an Annual General Meeting or any General Meeting of the incorporated Association.

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 member/s** the Club Delegates elect at a General Meeting.

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

- President
- Vice-President
- Treasurer
- Secretary
- Tournament Chair
- Tournament Sub-Committee member/s
- Pennant Chair
- Pennant Sub-Committee member/s
- Junior Chair
- Junior Sub-Committee member/s

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 the supporting Management Committee member/s can take on that role. The appointment, or reappointment, of these positions will be renewed each year, at the first Management Committee meeting following the Annual General Meeting (AGM).

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



It is expected all Management 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 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 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 three months to exercise its functions.

It is recommended the Management Committee hold its meetings at least four (4) times per year, exclusive of the AGM 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 this participation in a meeting is done using audio/video/face time 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 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.

"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 listed below":

[Honorariums to be adjusted by the National Basic Wage percentage and increases to be capped at the following amounts]

Role	Amount
1. Secretary	\$12,000.00
2. President	\$ 2,000.00



Role	Amount
3. Vice President	\$ 800.00
4. Treasurer	\$ 1,500.00
5. Tournament Chair	\$ 1,200.00
6. Special Events Chair	\$ 800.00
7. Pennant Chair	\$ 1,200.00
8. Junior Chair	\$ 800.00
9. Management Committee member	\$ 600.00

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