SUNSHINE COAST DISTRICT VETERAN GOLFERS' ASSOCIATION INC

CONSTITUTION AND RULES

Adopted 6th of August 2026

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Associations Incorporation Act 1981
Registered on
24 AUG 2026
Delegate of the Chief Executive
A. Stephenson

1. Interpretation

(1) In these rules:

(a) **Act** means the *Associations Incorporation Act 1981* as modified and amended from time to time, and includes any regulations made under that *Act* and any exemption or modification to that *Act* applying to the Association.

(b) **Association** means a properly constituted body, approved by the Queensland Veteran Golf Association Incorporated, hereinafter called the QVGA, for affiliation with the QVGA, and consisting of Member Clubs as defined in Rule 1(1)(g).

(c) **Chief Executive** refers to the head of the Office of Fair Trading, the public sector agency administering the *Act*.

(d) **Delegate** means:

(i) a financial member of a Member Club who is duly authorised by that Member Club, and approved by the Management Committee, to represent that Member Club at any meeting of the General Committee of the Association pursuant to Rule 9(1); or

(ii) a member of the Management Committee or the General Committee who is duly authorised to represent the Association at any general meeting of the QVGA pursuant to Rule 8 of the QVGA.

(e) **General Committee** means the General Committee of the Association, consisting of two (2) delegates from each Member Club, pursuant to Rule 9.

(f) **Management Committee** means the Management Committee of the Association elected pursuant to Rule 8, and consisting of a President, Secretary/Treasurer and Captain.

(g) **Member Club** means a properly constituted club of Veteran Golfers formed within a Golf Club affiliated with Golf Queensland in the District as laid down by the QVGA as the Sunshine Coast District.

(h) **Veteran Golfer**

(i) means a person (male or female) who has attained the age of fifty-five (55) years, is an amateur golfer, and is a life, honorary, or otherwise financial playing member of a Golf Club affiliated with Golf Australia and has a current Golf Australia handicap; and

(ii) excludes persons who pay a fee only to retain their Golf Australia identity and persons who are only Social Club Members.

(2) A word or expression that is not defined in these rules, but is defined in the *Act* has, if the context permits, the meaning given by the *Act*.

2. Name

The name of the Association shall be the **Sunshine Coast District Veteran Golfers' Association Inc.** (the **Association**).

3. Objectives and Powers

The objectives of the Association are:

(1) To generally promote the game of golf, Veteran Golf in particular, and to encourage and protect the interests of Veteran Golfers, whilst supporting policies of fair play and good fellowship.

(2) To foster amongst Member Clubs an understanding of Veteran Golf activities with a view to achieving general recognition of their Club, the Association, and the QVGA within the golfing fraternity.

(3) To assist eligible groups in the formation of Veteran Golfer Clubs, and to advise in the administration and general conduct of Veterans Golf amongst the Member Clubs.

(4) To promote interest amongst Veteran Golfers by the arrangement of district competitions in the game of golf. All District and Host games conducted under the auspices of the Sunshine Coast District Veteran Golfers' Association Inc will be open to both male and female members.

(5) To decide all matters of dispute referred to it by Member Clubs.

(6) Subject to this constitution, the Management Committee shall have the power from time to time to make, rescind, or amend procedures for the purpose of carrying out the objectives of the Association.

(7) To print and publish material which the Association considers desirable for the promotion of its activities.

(8) To invest and deal with monies not immediately required, in such manner as may be determined, from time to time, by the Management Committee.

(9) To subsidise, donate, gift, subscribe, or in any other rightful manner, pay out sums of money for the promotion and attainment of the objectives herein specified.

(10) To affiliate with the QVGA.

(11) The Management Committee may, after obtaining approval of the General Committee, recommend to the QVGA the formation of a Sub-District within the Sunshine Coast District.

(12) To do all such other things, which are incidental or conducive, to the attainment of all or any of the objectives and powers of the Association.

(13) The Secretary/Treasurer shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting to be recorded in writing which is to be open for inspection at all reasonable times by any financial Member of a Member Club, and all such minutes of every meeting shall be signed by the Chairperson of that meeting or the Chairperson of the succeeding meeting, verifying their accuracy.

4. Membership

(1) The Member Clubs specified in Appendix 1 to this constitution and such other Veteran Golfers' Clubs as shall from time to time be approved by the Management Committee as eligible for membership of the Association under this constitution, shall be members of the Association and shall be known as Member Clubs.

(2) Membership of the Association shall be restricted to Clubs of Veteran Golfers, formed with golf clubs affiliated with Golf Queensland pursuant to Rule 1(1)(g) of this constitution, providing that the membership of such clubs conforms to the definition of Veteran Golfers as laid down in Rule 1(1)(h) of this constitution.

(3) A Member Club may enrol as a member any applicant who is not a Member of that Club's parent club, provided the applicant conforms to the definition of a Veteran Golfer, as laid down in Rule 1(1)(h) of this constitution.

(4) The Management Committee shall maintain Appendix 1 to this constitution, current in all respects, of Veteran Golfers' Clubs affiliated within the District.

(5) Member Clubs listed in Appendix 1 to this constitution shall be forwarded by the District Secretary/Treasurer to the Secretary of the QVGA at the first available opportunity in January of each year.

(6) The members of every Club approved and affiliated with the Association and whose affiliation fees are:

(a) properly paid to the Association of which the Club is a member; then,

(b) those members shall be deemed to be affiliated with the Association.

5. Termination of Affiliation

(1) A Member Club may, subject to the payment of all dues to date, resign from the Association by giving written notice of resignation to the Secretary/Treasurer.

(2) The resignation takes effect on:

(a) the day and at the time the Secretary/Treasurer receives the notice; or

(b) if a later day is stated in the notice, then on that later day.

(3) The Management Committee may terminate:

(a) the membership of a Member Club that does not comply with any of the provisions of these Rules; or

(b) the membership of a Member Club that has membership fees in arrears for at least two (2) months.

Or terminate the status of a Delegate who:

(c) is convicted of an indictable offence; or

(d) conducts themself in a manner considered injurious or prejudicial to the character or interests of the Association.

(4) Before the Management Committee terminates the membership of a Member Club or the status of a Delegate, it must give the Member Club or Delegate a full and fair opportunity to show cause why the membership or status should not be terminated.

(5) After considering all representations made, if the Management Committee decides to terminate the membership or Delegate status, the Secretary/Treasurer must give the Member Club or Delegate written notice of the decision, including brief reasons for the decision.

(6) The written notice must also state that the Member Club or Delegate may appeal the decision under Rule 6 (Termination Appeal) by lodging a written notice of appeal with the Secretary/Treasurer within one (1) month of receiving the notice.

(7) Effect of Appeal - Stay by Default.

A decision to terminate membership or Delegate status takes effect unless a notice of appeal is lodged within the one-month appeal period. If a notice of appeal is lodged within time under Rule 6, the termination decision is stayed until the General Committee determines the appeal in accordance with Rule 6, unless the Management Committee records written reasons that immediate effect is necessary to protect safety, finances, or the integrity of competitions.

6. Termination Appeal

(1) A Member Club or Delegate whose affiliation or Delegate status has been terminated under Rule 5 (Termination of Affiliation or Delegate Status) may, within one (1) month of receiving written notice of the decision, lodge a written notice of appeal with the Secretary/Treasurer.

(2) Upon receipt of a notice of appeal, the Secretary/Treasurer must convene a General Committee Meeting to determine the appeal within three (3) months. At least seven (7) days prior to this meeting, both the Appellant and the Management Committee must exchange all documents and written representations they intend to rely upon during the hearing.

(3) Impartiality and Natural Justice.

To ensure an impartial hearing in accordance with the principles of natural justice:

(a) The General Committee must elect a Chairperson for the appeal from among its members present, provided that the person elected has had no prior involvement in the original decision or the matter under appeal.

(b) The permanent Chairperson of the Association, having presided over the original decision as Chairperson of the Management Committee under Rule 5, is disqualified from chairing the appeal or voting on its outcome.

(4) Right to be Heard.

The appeal process shall afford both the Appellant and the Management Committee (as respondent) the opportunity to:

(a) Make oral or written submissions;

(b) Call and question relevant third-party witnesses; and

(c) Be supported by an advocate or representative.

(5) Composition, Participation, and Voting.

(a) The appeal shall be determined by a majority vote of the members of the General Committee present at the meeting.

(b) Members of the Management Committee may be present to provide evidence or respond to the appeal but shall have no voting rights regarding the final determination.

(c) Exclusion of Appellant's Delegates (Conflict of Interest). Any Delegate, officer, or representative of the Appellant who is also a member of the General Committee is disqualified from voting on the appeal and must not be present during the General Committee's deliberations or vote. Such persons may participate in the meeting solely for the purpose of making submissions on behalf of the Appellant.

(6) Powers on Appeal.

In determining the appeal, the General Committee may modify, overturn, or uphold the original decision made under Rule 5.

7. Capitation Fees

(1) Each Member Club shall pay the Association an annual capitation fee.

(2) The General Committee is responsible for deciding the amount of the capitation fee, which will be determined from time to time at a properly constituted meeting.

(3) Payment Basis: The fee is based on the Member Club's register of members as it stands on the thirty-first (31st) day of December of the previous year.

(4) Payment Schedule: The fees must be paid annually in advance.

(5) Payment Deadline: The payment must be made not later than the last day of January each year.

(6) The Secretary of the QVGA is to be advised of the total number of Veteran Golfers within the District as at the thirty-first (31st) day of December in each year.

(7) Inspection:

The Management Committee has the right to inspect the membership register of Member Clubs, at a time convenient to both parties, to verify the numbers used for the capitation fee calculation.

8. Management Committee

(1) A person is not eligible to be elected or appointed to the Management Committee if they are an undischarged bankrupt or have been convicted of an indictable offence unless rehabilitated under the *Act*.

(2) The Management Committee consists of three officers:

(a) President,

(b) Secretary/Treasurer, and

(c) Captain.

(3) The Secretary must be an adult residing in Queensland, or in another State but not more than 65 km from the Queensland border.

(4) These individuals are:

(a) Elected individually at every second Annual General Meeting.

(b) Hold a two (2) year Term of Office.

(5) Persons nominated for the Management Committee must be members of the Member Club whose turn it is to provide the Management Committee, as per the agreed alphabetical rotation of Member Clubs at Appendix 2.

(6) All nominations must be seconded and must be submitted in writing to the Secretary/Treasurer at least seven days before the relevant Annual General Meeting.

(7) Refusal to Serve.

(a) If a Member Club elects not to provide the Management Committee when it is their turn, this decision must be made known to the Secretary/Treasurer no later than the General Committee Meeting preceding the relevant Annual General Meeting.

(b) In this event, the next Member Club in the agreed alphabetical rotation will be asked to provide the Management Committee.

(c) The Member Club that declined shall continue to be offered the opportunity to fulfil its obligation at each subsequent two-year cycle until it accepts and performs the duties of the Management Committee.

(8) Any new Club joining the Association must be a member for a minimum period of four (4) years before becoming eligible to be included in the alphabetical rotation for providing the Management Committee.

(9) Management Committee Meetings.

(a) The Management Committee must meet at least once every four calendar months to exercise its function.

(b) The Secretary/Treasurer must give at least fourteen days' notice of a meeting in writing.

(c) The Secretary/Treasurer may convene a Special Meeting of the Management Committee upon a written requisition signed by not less than two-thirds of the members of the Management Committee.

(d) The requisition must clearly state the reasons why the Special Meeting is being convened, and the nature of the business to be transacted.

(e) The Management Committee may hold meetings, or permit a committee member to take part in its meeting, by using any technology that reasonably allows each member to hear and take part in discussions as they occur. A member who participates in a meeting using such technology is taken to be present at the meeting.

(10) Conflict of Interest.

A Management Committee member who has a material personal interest in a matter being considered must disclose the interest to the Committee. The member must comply with sections 70B and 70C of the *Act*, must not be present while the matter is being considered unless the Committee otherwise permits, and must not vote on the matter. The Committee's decision about the member's participation must be recorded in the minutes of the meeting and disclosed at the next general meeting of the Association.

9. General Committee

(1) The General Committee consists of two (2) Delegates from each Member Club.

(2) The President of the Management Committee presides as Chairperson of General Committee meetings. If the President is absent for more than 15 minutes after the time appointed for holding the meeting, the Captain acts as Chairperson. If the Captain is also absent or unwilling to serve, the members shall elect one (1) of their number to be Chairperson for that meeting.

(3) The Captain and the Secretary/Treasurer must attend all General Committee meetings and may join in any discussion.

(4) The General and Management Committees are confirmed as two separate bodies.

(5) Meetings and Quorum.

(a) The General Committee shall meet as required, convened and chaired by the President or their appointed deputy.

(b) All Member Club Secretaries must be given no less than fourteen (14) days' notice in writing of the meeting date.

(c) The General Committee may hold meetings, or permit a 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 committee member who participates in a meeting using such technology is deemed to be present for the purposes of quorum and voting.

(d) The quorum for a General Committee Meeting shall be a majority of all Member Clubs.

(e) If a quorum is not present within one-half hour of the meeting start time, the meeting may be adjourned to a date, time, and place decided by the Secretary/Treasurer.

(f) If a quorum is not present within one (1) hour of the appointed time at the adjourned meeting, the formal meeting shall lapse.

(6) Voting Rules.

(a) A majority of votes of members present decides every question, matter, or resolution.

(b) At all meetings, each Member Club shall have one (1) vote.

(c) In the case of an equality of votes, the Chairperson shall have a casting vote.

(d) The Captain and Secretary/Treasurer shall have no vote.

(e) A member is not entitled to vote if their annual subscription is more than one (1) month in arrears at the date of the meeting.

(f) Voting is by a show of hands unless a minimum of one-fifth of the members present demand a secret ballot.

(7) Secret Ballot Procedure.

(a) The Chairperson appoints two (2) members to conduct the secret ballot.

(b) The Chairperson determines the manner of the ballot.

(c) The result declared by the Chairperson is deemed to be the resolution of the meeting at which the ballot was demanded.

(8) Minutes and Records.

(a) The Secretary/Treasurer must provide, in writing, a full and accurate record of all proceedings for both the Management and General Committee meetings.

(b) The written minutes are open for inspection at all reasonable times by any financial member of a Member Club who previously applied to the Secretary/Treasurer.

(c) The Chairperson of the next succeeding Management or General Committee meeting must sign the Management and General Committee Minutes to verify their accuracy.

(d) The Chairperson of the Annual General Meeting or the Chairperson of the next succeeding General Committee Meeting or Annual General Meeting must sign the Minutes.

10. Special Meeting

(1) The President may call a Special Meeting of the General Committee and determine the time and notice to be given to the Delegates as the President may in the circumstances, deem expedient.

(2) The Secretary/Treasurer must call a Special General Meeting upon receipt of a request signed by at least six (6) Delegates.

(3) When a Special Meeting is called by request of the Delegates, the following strict deadlines apply:

(a) The Secretary/Treasurer must act within seven (7) days of receiving the signed request.

(b) The Secretary/Treasurer must give each Delegate seven (7) days' notice in writing of the date for the meeting.

(c) The meeting must be held within thirty (30) days of receiving the request.

(4) At any Special Meeting of the General Committee, no business other than that outlined in the notice convening such meeting shall be transacted.

11. Annual General Meeting (AGM)

(1) The AGM must be held within six (6) months after the end of the financial year, at a time and place determined by the Management Committee.

(2) All Member Club Secretaries must be given at least fourteen (14) days' notice of the meeting date.

(3) The Annual General Meeting may hold meetings, or permit a Member Club to take part in its meetings, by using any technology that reasonably allows the Member Club to hear and take part in discussions as they happen. A Member Club who participates in a meeting using such technology is deemed to be present for the purposes of quorum and voting.

(4) A majority of the Member Clubs shall constitute a quorum, as referenced in Rule 9(5)(d).

(5) A majority of votes of the members present decides every question, matter, or resolution.

(a) Members are defined as the Delegates of the clubs and the President.

(b) Each club is entitled to one (1) vote as in Rule 9(6)(b).

(c) In the case of an equality of votes, the President shall have a casting vote.

(6) The following specific items of business shall be transacted at every Annual General Meeting:

(a) Receiving the Management Committee report and the Statement of Income and Expenditure, Assets and Liabilities of the Association for the preceding year.

(b) Any other General Business.

(7) At every second Annual General Meeting, the election of the following officers for the ensuing two years shall occur:

(a) President,

(b) Secretary/Treasurer, and

(c) Captain.

(8) The Association, being a Tier 3 small, incorporated association under the *Act* and *Associations Incorporation Regulation 1999*, is not required to undertake a full audit. The annual financial statements will instead be verified by a suitably qualified person, independent of day-to-day financial operations, in accordance with the *Act* and *Regulation*.

12. Alteration of Rules

Subject to the provisions of the *Act*, alteration or addition to the Rules must adhere to the following:

(1) A Special Resolution must be passed at either an Annual General Meeting or a General Committee Meeting.

(2) The process for proposing a change is as follows:

(a) The proposed changes must be submitted in the form of a Notice of Motion.

(b) This Notice of Motion must be given to the Secretary/Treasurer at least twenty-eight (28) days before the relevant Annual General Meeting or General Committee Meeting.

(c) Details of the Notice of Motion must be forwarded to all Member Clubs immediately after the Secretary/Treasurer receives it. This is to allow all Member Clubs time to debate the motion and advise their Delegates how to vote at the meeting.

(d) A constitutional amendment may only be passed at an Annual General Meeting or General Committee Meeting at which a majority of all Member Clubs are represented, and the amendment is approved by at least 75% of the Member Clubs present and entitled to vote.

(3) The Secretary/Treasurer must lodge the amendment with the Office of Fair Trading within three (3) months of passing the resolution.

(4) An amendment, rescission, or addition is valid only if the Chief Executive registers it.

(5) All amendments must comply with sections 48-49 of the *Act*.

13. Funds and Accounts

(1) Banking and Custody.

(a) The Association's funds shall be banked in the name of the Association with a financial institution in Queensland as the Management Committee may direct, and as required by the *Act*.

(b) Deposits: All monies received by the Association shall be banked as soon as possible after their receipt.

(c) Petty Cash: The Management Committee shall determine the maximum amount of petty cash that the Secretary/Treasurer may keep for minor expenditures.

(2) Expenditure and Authorisation.

(a) All expenditure must be formally approved or ratified at a meeting of the Management Committee.

(b) All payments or expenditure by the Secretary/Treasurer of $50 or over shall require the authorisation of any two (2) members of the Management Committee, or any other person specifically appointed from time to time by the Committee for this purpose. The dual authorisation requirement applies to all methods of payment.

(3) Records and Annual Reporting.

(a) Proper books and accounts detailing all financial transactions shall be kept and always maintained.

(b) As required, and as soon as possible after the end of the financial year, the Secretary/Treasurer shall prepare a detailed statement showing the Association's income, expenditure, assets, and liabilities for the year just ended.

(c) Audit: Refer to Rule 11(8).

(4) The income and property of the Association shall be used and applied solely in promoting its official objectives and exercising its powers. No part of this income shall be distributed, paid, or transferred, directly or indirectly, by way of profit, dividend, bonus, or otherwise to any clubs, members, or associates.

14. Custody of Records and Securities

(1) The Management Committee is responsible for the safe custody of all the Association's critical assets, including:

(a) Books and Documents: All official records, minutes of meetings, financial accounts, registers, and operational files.

(b) Instruments of Title: Legal documents proving ownership, such as property deeds or vehicle titles.

(c) Securities: Any financial investments held by the Association.

(2) The Association must also comply with any record-keeping obligations required by the *Act* and Regulation.

15. Financial Year

The Financial Year of the Association shall close on the thirtieth (30th) day of September of each year.

16. Winding Up – Disposal of Assets

(1) If the Association is wound up (formally dissolved) and, after all debts and liabilities have been settled, there remains any surplus property or funds whatsoever, these assets shall not be paid to or distributed amongst the members of the Association. Instead, the surplus shall be transferred to another institution that has similar aims and objectives to the Association.

(2) Upon the formal adoption of this Constitution, all existing assets and liabilities of the former/predecessor Association shall, ipso facto (by the fact itself/automatically), become the assets and liabilities of this newly constituted Association.

17. Constitutional Authority and Interpretation

(1) This Constitution shall be interpreted subject to the *Act* and its Regulation. Where practical and consistent with the *Act*, the Association will operate in harmony with the aims and administrative arrangements of the QVGA. However, the *Act* shall prevail over any conflicting provision.

(2) This Constitution was adopted on the 6th day of August 2026.

18. Supersession and Repeal

Upon its adoption, this Constitution shall supersede and repeal all prior constitutions, rules, by-laws, policies, and other governing instruments of the Association, whether in whole or in part, and no such prior instrument shall have any force or effect to the extent of any inconsistency with this Constitution.

APPENDIX 1 TO THE CONSTITUTION OF THE SUNSHINE COAST DISTRICT VETERAN GOLFERS' ASSOCIATION INC

Approved Affiliated Member Clubs within the Sunshine Coast District Veteran Golfers' Association Inc

This Appendix is provided for administrative reference only. The list of Member Clubs may be updated by the Committee from time to time and such updates do not constitute an amendment to this Constitution.

Caloundra Veterans Golf Club
Cooroy Veteran's Golf Club
Gympie Veterans Golf Club
Headland Veteran Golfers
Maroochy River Veteran Golfers' Club
Mount Coolum Vets Golf
Nambour Veteran Golfers' Association
Noosa Golf Club, Veterans Club
Peregian Veteran Golfers Club
Tin Can Bay Veterans Golf Club

APPENDIX 2 TO THE CONSTITUTION OF THE SUNSHINE COAST DISTRICT VETERAN GOLFERS' ASSOCIATION INC

Alphabetical list of Member Club rotation dates

This Appendix is provided for administrative reference only. The list of Member Club rotation dates may be updated by the Committee from time to time and such updates do not constitute an amendment to this Constitution.

2026 - 2027	Maroochy River
2028 – 2029	Gympie
2030 – 2031	Cooroy
2032 – 2033	Headland
2034 – 2035	Mount Coolum
2036 – 2037	Nambour
2038 – 2039	Noosa
2040 – 2041	Peregian
2042 – 2043	Tin Can Bay
2044 – 2045	Caloundra

APPENDIX 3 TO THE CONSTITUTION OF THE SUNSHINE COAST DISTRICT VETERAN GOLFERS' ASSOCIATION INC

Dates of amendments to this Constitution.

This Appendix is provided for historical reference only. The information herein may be updated by the Committee from time to time and such updates do not constitute an amendment to this Constitution.

The initial Constitution of this Association was adopted on the 1st day of December 1990.

- Amended on the 2nd day of March 1999.
- Further amended on the 4th day of November 1999.
- Further amended on the 11th day of November 2004.
- Further amended on the 20th day of June 2005.
- Further amended on the 25th day of August 2011.
- Further amended on the 2nd day of November 2023.
- Further amended and adopted on the 6th day of August 2026.