

DSA CONSTITUTION : BYLAWS

PROPOSED AMENDMENTS

PROVINCIAL AND ASSOCIATION SECRETARIAL REQUIREMENTS

No	Requirement Description	Date response required	Responsible Persons
1	DSA NEC Meeting notice sent out Nov/Dec requesting confirmation of attendance together with agenda discussion points, bids for SA Championships and new Province/Association applications submitted for discussion.	Mid January	Provincial Presidents and Secretaries
2	Payment of DSA Affiliation Fees. Copy of deposit slip to be forwarded to Finance Director.	31 March	Provincial and Association Secretaries
3	Updated DSA Membership information in Word format.	31 March	Provincial Secretaries
4	Updated DSA Registration information in Excel format only. This must include new Officials. DSA Website and Mailing List will be updated accordingly.	31 March	Provincial and Association Secretaries
5	Teams confirmation of participation in SA's and submission of brochure photographs. Document available on DSA Website.	End May	Provincial and Association Secretaries
6	DSA AGM notice sent out Apr/May. Items for discussion to be submitted.	Mid June	Provincial and Association Secretaries
7	All Delegates and Observers credentials to be submitted in Pdf format – document size not to exceed 500kb. Provincial Presidents to approve Observers status.	Mid June	Provincial and Association Secretaries
8	All Team Entry forms to be handed in to the Tournament Director at the Managers' meeting. Document available on DSA Website.	July	Provincial and Association Secretaries and/or Team Managers
9	Inter Provincial Players Availability forms duly completed and countersigned by Provincial Presidents together with photos and certified copies of ID and passport documents to be handed to General Secretary at the Managers' meeting. Document available on DSA Website.	July	Provincial Secretaries and/or Team Managers
10	Application forms for Protea Managers duly completed and countersigned by Provincial Presidents together with photos and certified copies of ID and passport documents to be handed to General Secretary at the Managers' meeting. Document available on DSA Website.	July	Provincial Secretaries and/or Team Managers