

STOCKTON SURF LIFE SAVING CLUB INC.

CONSTITUTION

**As adopted by members
on the 19 June, 2011**



Founded 15 January, 1908

ABN: 81 952 288 466

Inc Number of Assoc: Y 10721-05

CONTENTS

SECTION 1: CONSTITUTION

PART 1 PRELIMINARY	4
1. CLUB NAME	4
2. OBJECTS OF STOCKTON SURF LIFE SAVING CLUB	4
3. POWERS OF STOCKTON SURF LIFE SAVING CLUB	6
4. INTERPRETATION	8
5. CLUB COLOURS	11
6. CLUB CLOTHING	11
PART 2 MEMBERSHIP AND AFFILIATIONS	11
7. MEMBERSHIP	11
8. EFFECT OF MEMBERSHIP	12
9. NEW MEMBERSHIP	12
10. DISCIPLINE OF MEMBERSHIP	13
10A. RIGHT OF APPEAL	14
10B. RESOLUTION OF INTERNAL DISPUTES	14
11. REGISTER OF MEMBERS	14
12. DISCONTINUANCE OF MEMBERSHIP	15
13. MEMBERSHIP AND INSURANCE LEVY FEES	15
14. STATE AND LOCAL BRANCH AFFILIATION	16
15. MEMBERS' LIABILITIES	16
16. MEMBERSHIP CATEGORIES	16
16.1 Active Membership	17
16.2 Reserve Active Membership	17
16.3 Associate Member	17
16.4 Award Member	18
16.5 Cadet Membership	18
16.6 Honorary Members and Advisors	18
16.7 Junior Activity Member (7-13years)	18
16.8 Life Membership	18
16.9 Long Service Membership	19
16.10 Probationary Membership	19
16.11 Educational Member (5-6years)	19
PART 3 MEETINGS	19
17. PROXIES	20
18. ANNUAL GENERAL MEETING	20
19. SPECIAL GENERAL MEETINGS	21
20. MEETINGS OF THE EXECUTIVE	21
21. QUORUMS AT ALL SSLSC MEETINGS	22
22. NOMINATIONS	23
23. METHOD OF VOTING AT MEETINGS	23
24. BALLOTS	23
25. CHAIRPERSON'S DECLARATION TO BE CONCLUSIVE	24
26. VOTING BY MAIL, FACSIMILIE OR ELECTRONIC METHODS	24
27. NOTICES OF MOTION	24
28. RESCISSION OF RESOLUTIONS	25
29. RULES OF DEBATE – Standing Orders	25
PART 4 EXECUTIVE	28
30. EXECUTIVE	28
31. POWERS AND DUTIES OF EXECUTIVE OFFICERS	29

31.1	President	29
31.2	Director of Club Services	29
31.3	Director of Finance	29
31.4	Director of Administration	30
31.5	Director of Junior Member Services	30
31.6	Director of Surf Sports	31
31.7	Director of Life Saving	31
31.8	Director of Education	32
PART 5 MANAGEMENT COMMITTEE		32
32.	MANAGEMENT COMMITTEE	32
33.	PATRONS AND VICE PATRONS	33
34.	DUTIES OF OFFICERS AND ADVISORS	33
35.	OFFICERS OF SSLSC	33
36.	POWERS AND DUTIES OF SSLSC OFFICERS	33
36.1	Occupational Health and Safety Officer	33
36.2	Club Coach	34
36.3	Hall Manager	34
36.4	Licensee	34
36.5	Registrar	35
36.6	Minutes Secretary	35
36.7	Publicity Officer	35
36.8	Fundraising Coordinator	36
36.9	Major Events Coordinators	36
36.10	Sponsorship Coordinator	36
36.11	Clothing Coordinator	36
36.12	Social Secretary	36
36.13	Junior Activities Superintendent	37
36.14	Youth Development Coordinator	37
36.15	Junior Activities Age Supervisors	37
36.16	Surf Boat Captain	38
36.17	Craft, Swim and Beach Sectional Captain(s)	38
36.18	IRB Captain	39
36.19	Club Competition Coordinator	39
36.20	Life Saving and Gear Coordinator	39
36.21	Website Coordinator	40
36.22	Junior Activities Gear Coordinator	40
36.23	Junior Activities Recorder	40
36.24	Junior Activities Competition Coordinator	41
36.25	Club Archives Officer	41
37.	CASUAL VACANCIES	41
38.	REMOVAL OF OFFICERS AND ADVISORS	42
PART 6 FINANCE & PROPERTY		42
39.	FINANCE	42
40.	FINANCIAL YEAR	43
41.	FUNDS - SOURCE	43
42.	FUNDS - MANAGEMENT	43
43.	AUDITOR AND INSPECTION OF BOOKS	43
44.	ANNUAL REPORT AND AUDITED FINANCIAL STATEMENT	44
45.	REIMBURSEMENT OF COSTS	44
46.	ACCOUNTS	44
47.	FEES, CAPITATION AND LEVYS	45
48.	SSLSC PROPERTY	45
49.	PURCHASE OF GEAR AND EQUIPMENT	46

PART 7 DELEGATION AND SUB-COMMITTEES	46
50. DELEGATION OF AUTHORITY	46
51. SUB-COMMITTEES	46
52. SUB COMMITTEE MEETINGS	47
53. COMMON SEAL	47
54. INSURANCE	48
55. ADMINISTRATION GENERALLY	48
56. WINDING UP PROVISIO	48
57. SAVING PROVISIO	48
58. INDEMNITY	48
59. PUBLIC OFFICER	49
60. OFFICIAL CORRESPONDENCE	49
61. COPY OF THE CONSTITUTION	49
62. NON-POLITICAL AND NON-SECTARIAN	49
63. CONFLICT OF INTEREST	49
PART 8 ADDITION, ALTERATION OR AMENDMENT TO THE CONSTITUTION AND RULES	50
64.	50
65. REGULATIONS	50
66. SSLSC REGULATIONS	50
ANNEXURE A – CLUB STRUCTURE	51
* SECTION 2: REGULATIONS	(See separate document)

SECTION 1: CONSTITUTION

PART 1 PRELIMINARY

1. CLUB NAME

- (a) The club shall be called Stockton Surf Life Saving Club Inc. and shall consist of all persons duly elected as members, and shall be affiliated with Hunter Branch Surf Life Saving, New South Wales Surf Life Saving and to Surf Life Saving Australia.
- (b) The official postal address of the SSLSC shall be PO BOX 29, Stockton, NSW, Australia, 2295.

2. OBJECTS OF STOCKTON SURF LIFE SAVING CLUB INC

Stockton Surf Lifesaving Club is a charitable community service based association.

The objects for which the club is established are to:

- (a) Create an entity through and by which surf life saving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- (b) Minimise loss of life and injury by providing surf life saving patrol services and equipment on Stockton Beach to render all possible aid to those in distress;
- (c) Cooperate with lifeguards appointed by Newcastle City Council to ensure the safety of beach users on Stockton Beach;
- (d) Promote uniformity of laws for the control and regulation of the aquatic environment and to assist authorities in enforcing these laws;
- (e) Provide for the conduct, encouragement, promotion and administration of surf life saving through and by the Club;
- (f) Ensure the maintenance and enhancement of the Club and surf life saving, its standards, quality and reputation for the benefit of the Members and surf life saving;
- (g) At all times promote mutual trust and confidence between Stockton Surf Life Saving Club and the Members in pursuit of these objects;
- (h) At all times act in the interests of the Members and surf life saving;
- (i) Promote the economic and community service success, strength and stability of Stockton Surf Lifesaving Club;
- (j) Conduct, encourage, promote, advance and control surf life saving, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (k) Conduct or commission research and development for improvements in methods of surf life saving and surf life saving equipment and in all ways to improve and safeguard the use of the aquatic environment;
- (l) Use and protect the Intellectual Property;

- (m) Apply the property and capacity of Stockton Surf Lifesaving Club solely towards the fulfilment and achievement of these objects;
- (n) Promote the involvement and influence of surf life saving standards, techniques, awards and education with bodies involved in aquatic life saving;
- (o) Strive for governmental, commercial and public recognition of Stockton Surf Life Saving Club as the authority on aquatic safety and management on Stockton Beach;
- (p) Promulgate, and secure uniformity in such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment;
- (q) Further extend the operations and teachings of Stockton Surf Lifesaving Club to all Clubs and elsewhere;
- (r) Further develop surf life saving into an organised institution with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful Members;
- (s) Review and/or determine any matters relating to surf life saving which may arise, or which are referred to it, by any member;
- (t) Recognise any penalty imposed by any Stockton Surf Life Saving Club judiciary committee;
- (u) Act as arbiter on all matters pertaining to the conduct of surf life saving in Stockton Surf Life Saving Club, including disciplinary matters;
- (v) Pursue through itself or other commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf life saving;
- (w) Formulate or adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in surf life saving;
- (x) Represent the interests of its Members and of surf life saving generally in any appropriate forum;
- (y) Have regard to the public interest in its operations;
- (z) Do all that is reasonably necessary to enable these objects to be achieved and to enable the Members to receive the benefits, which these objects are intended to achieve;
- (aa) Ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by Stockton Surf Life Saving Club;
- (ab) Promote the health and safety of Members and all other users of the aquatic environment;
- (ac) Encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving competition and to award trophies and rewards to successful competitors;

- (ad) Encourage and promote performance-enhancing drug free competition;
- (ae) Recommend and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;
- (af) Give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than surf life saving;
- (ag) Seek and obtain improved facilities for the enjoyment of the aquatic environment;
- (ah) Effect such purposes as may be necessary in the interests of surf life saving and the aquatic environment; and
- (ai) Confer Life Membership of Stockton Surf Lifesaving Club, recommend the conferring of Life Membership of Hunter Surf Life Saving, Surf Life Saving New South Wales and /or Surf Life Saving Australia, on any Member of Stockton Surf Life Saving Club, subject to the requirements of Surf Life Saving New South Wales By-Laws and the requirements of the respective higher authority;
- (aj) Assist in preserving good order and decorum on the beach under the control of the above Club;
- (ak) Organise and conduct surf lifesaving competitions, social functions and other Club activities for the benefit and assistance of the Club;
- (al) Conduct and co-ordinate all matters relating to Junior Activities;
- (am) Provide Junior Activities members with an educational and teaching experience in a wide range of subjects and skills within the aquatic marine environment;
- (an) Prepare Junior Activities members for their eventual transition to the marine and patrol environment of SSLSC;
- (ao) Undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

3. POWERS OF STOCKTON SURF LIFE SAVING CLUB

Solely for furthering the objects set out above Stockton Surf Life Saving Club has power to:

- (a) Acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
- (b) Purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the purposes of Stockton Surf Life Saving Club and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof;
- (c) Construct, maintain and alter any houses, buildings or works necessary or convenient for the purposes of Stockton Surf Life Saving Club;

- (d) Borrow and raise money in such manner, as Stockton Surf Life Saving Club may think fit;
- (e) Raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of Stockton Surf Life Saving Club or without any such security and upon such terms as Stockton Surf Life Saving Club shall think fit;
- (f) Receive money on deposit with or without allowance of interest thereon;
- (g) Invest any monies of Stockton Surf Life Saving Club, not immediately required for the objects of Stockton Surf Life Saving Club, in such manner as may from time to time be determined by Stockton Surf Life Saving Club Management Committee;
- (h) Do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by or through any factors, trustees or agents;
- (i) Take any gift of property whether subject to any special trust or not for any one or more of the objects of Stockton Surf Life Saving Club;
- (j) Take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of Stockton Surf Life Saving Club in the shape of donations, annual subscriptions or otherwise;
- (k) Subscribe to, become a member of, or co-operate with any other organisation, whether incorporated or not, whose objects are similar, in whole or in part to those of Stockton Surf Life Saving Club, so long as that other organisation prohibits the distribution of its income and property amongst its Members at least to the extent provided under this Constitution;
- (l) Print and publish any newspapers, periodicals, books or leaflets that Stockton Surf Life Saving Club may think desirable for the promotion of its objects;
- (m) Appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees and other persons in and for the carrying out of the objects of Stockton Surf Life Saving Club and to pay them in return for services rendered to Stockton Surf Life Saving Club, salaries, wages and gratuities;
- (n) Subscribe to any charities and to grant donations for any public purpose;
- (o) Produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property;
- (p) Establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof, of Stockton Surf Life Saving Club and for that purpose, utilise any of the assets of or held on behalf of Stockton Surf Life Saving Club;
- (q) Promote any other person or company for any purpose calculated to benefit Stockton Surf Life Saving Club;
- (r) Purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations whose activities or purposes are similar to those of Stockton Surf Life Saving Club or generally for any purpose calculated to benefit Stockton Surf Life Saving Club;
- (s) Take and effect insurance or seek, obtain and in its discretion, act on, any professional advice necessary or appropriate;

- (t) Do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of Stockton Surf Life Saving Club.

4. INTERPRETATION

In this Constitution unless the contrary intention appears:

“Active Members” means Active, Reserve Active and Long Service Members;

“Advisor” means a person elected to perform such duties and undertake such responsibilities as specified from time to time in the SSLSC By-Laws;

“Annual General Meeting” means the annual meeting of the Members of SSLSC;

“ATV” means All Terrain Vehicle;

“Auditor” means the person or organisation appointed by SSLSC under this Constitution to audit the books of accounts and provide a report to the Members of SSLSC on an annual basis;

“Branch” means a surf lifesaving organisation which is a member of SLSNSW and formed to further the objects of surf lifesaving in a particular geographic area;

“Branch Council” means the body consisting of the Officers of HSL Inc and the President of each affiliated club;

“Branch Councillor” means a person appointed by a Club to represent that Club at meetings of HSL or a member of the HSL Executive;

“Branch Council Meeting” means a meeting of the Branch Council convened in accordance with this Constitution and includes HSL Annual General Meetings and HSL Special General Meetings;

“Branch Office” is the current location of the administrative office;

“SSLSC” shall mean Stockton Surf Life Saving Club Inc;

“Club house” is the current location of the administrative office;

“Club” shall mean Stockton Surf Life Saving Club, which is a member of HSL;

“Club President” means a person elected to such position in a Club who shall be entitled to represent that Club at Branch Council Meetings;

“Committee meeting” means a meeting of the management committee and executive committee convened in accordance with this Constitution and includes Annual General Meetings and Special General Meetings;

“Committee”, unless otherwise qualified, wherever used in the Rules, or any Regulations of the SSLSC, shall mean the Management Committee;

In these Rules and regulations, unless inconsistent with the context or subject matter wherever expressed, the singular includes the plural and vice-versa, and words importing gender include both male and female;

“Constitution Committee” means a standing committee of SSLSC members elected as required under Rule 52 of this constitution, which shall be responsible for reviewing all Special Resolutions purporting to amend this Constitution;

“Constitution” means these Rules, By Laws and Regulations of SSLSC;

“Executive” means the committee of management elected by the SSLSC which form the membership in accordance with its constitution and the body comprising the Officers as described in Rule 31;

"Group" means a group of Members (whether incorporated or not) formed to pursue and develop a special interest within surf life saving;

“HSL” shall mean Hunter Surf Life Saving Inc;

“Individual Member” means an individual who is a Member of SSLSC under Part 2 of this Constitution and can only include junior members; cadet members; active members; reserve active members; general members; long service members; award members; associate members; honorary members; and life members of Clubs, all of which are defined in the SLSA Regulations;

“IRB” means Inshore Rescue Boat;

“Intellectual Property means all rights subsisting in copyright, trade names, trade marks, logos, designs, equipment, images (including photographs, videos or films) or service marks (whether registered or registrable) relating to SSLSC, the words “surf life saving” or any event or competition or surf life saving equipment, product, publication or activity developed, conducted, promoted or administered by SSLSC.

“JA” shall mean Junior Activities;

“Judiciary Committee” means a committee established by SSLSC under Rule 56 of this Constitution to deal with disciplinary matters involving Members referred to it;

“Law” means the New South Wales Associations Incorporation Act 1984 (as amended).

“Life Member” means an individual appointed as a Life Member of SSLSC in accordance with the By-Laws;

“Life Membership Committee” means a committee established by SSLSC under Rule 54 of this Constitution to deal with Life Membership nominations and Honours for SSLSC members.

“Member” means a member for the time being of SSLSC under Part 2 of this Constitution;

“Officer” means a person elected as such from time to time;

“OH&S” shall mean Occupational Health and Safety;

“Public Officer” shall be the Director of Administration of SSLSC;

“Regulations” means any regulations made from time to time by SSLSC under Rule 69;

“RSA” shall mean Responsible Service of Alcohol;

“SLSNSW” shall mean Surf Life Saving New South Wales Inc;

“SLSA” shall mean Surf Life Saving Australia Limited;

“SLSA Regulations” means any regulations made by SLSA from time to time;

“SSLSC” shall mean Stockton Surf Life Saving Club;

“Special General Meeting” means a meeting of the Members of SSLSC convened in accordance with Rule 19 of this Constitution;

“Special Resolution” means a resolution passed at any committee meeting, at which a quorum is present, and passed by at least three quarters of those members present and entitled to vote and of which not less than 21 days notice specifying the intention to propose the resolution as a special resolution was given in accordance with this Constitution;

“Standing Committees” mean those or committees established and appointed by SSLSC under Rule 50 of this Constitution;

“State Centre” means an independent entity (including SLSNSW) recognised by SLSA as the body administering surf life saving in its particular State;

“The Act” shall mean The NSW Association Incorporations Act, 1984 (as amended);

Words importing the singular include the plural and vice versa;

Words importing any gender shall include the other gender;

References to persons include corporations and bodies politic;

References to a person include the legal personal representatives, successors and permitted assigns of that person;

A reference to a function includes a reference to a power, authority and duty;

A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;

A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction);

Except where the contrary intention appears in this Constitution, an expression in a provision of this Constitution, that deals with a matter dealt with by a particular provision of the Law, has the same meaning as that provision of the Law;

Expressions referring to “writing” shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail;

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of the Constitution or affecting the validity or enforceability of that provision in any other jurisdiction;

The specification of the objects of SSLSC in Rule 2 and the powers set out in Rule 3 of the Constitution, are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power nor than any

object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the ejusdem generis rule shall not apply.

5. CLUB COLOURS

The club colours shall be Cardinal Red and Royal Blue.

6. CLUB CLOTHING

- (a) The SSLSC Competition Cap shall consist of Cardinal Red and Royal Blue quarters, with a red quarter being over the left eye.
- (b) The SSLSC Blazer and/or jacket shall be Royal Blue with the badge of SSLSC on the left upper side;
- (c) The Badge of SSLSC shall be of the following design, a Cardinal Red outer circle with an inner Royal Blue circle containing the face of a White surf reel, or of a design as deemed appropriate at the time;
- (d) The SSLSC swimming costumes shall be in Club colour(s) of a design as deemed appropriate at the time;
- (e) The SSLSC Honour Blazer shall be the same as (6b) above, except that the SSLSC badge shall be surrounded by a Laurel Wreath. Permission to wear such Blazer must first be obtained through the SSLSC Management Committee.

PART 2 – MEMBERSHIP AND AFFILIATIONS

7. MEMBERSHIP

The membership of SSLSC shall consist of:

- (a) The Executive of SSLSC who are elected in accordance with Rule 30 and who shall have the right to be present, debate and vote at committee meetings;
- (b) the Officers of SSLSC who are elected in accordance with Rule 35 (b) and who shall have the right to be present, debate and vote at committee meetings;
- (c) Life Members, who shall have the right to be present at SSLSC Meetings, and who shall have voting and debating rights at all committee and general meetings;
- (d) All Active Members who have obtained relevant SLSA awards;
- (e) All other Individual Members of SSLSC, who shall have the right to be present at committee meetings, but shall have no voting or debating rights;
- (f) All applications for membership shall be made on the approved Association Form and all members shall be bound by this Constitution and the rules and regulations;
- (g) Members of SSLSC must renew their membership annually in accordance with the provisions of the Constitution of SSLSC. **Members who are not financial by 31st of**

October in the year of the forthcoming season, shall be deemed non-members and shall therefore default all rights and privileges afforded to financial members;

- (h) Because SSLSC is comprised of elected or appointed membership, there is no right of rejection or right against termination of membership and therefore no right of appeal against rejection or termination of membership.

8. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) This Constitution constitutes a contract between each of them and SSLSC and that they are bound by this Constitution, SSLSC Rules and Regulations, the HSLC Constitution and the HSLC Rules and Regulations; the SLSNSW Constitution and the SLSNSW Regulations the SLSC Constitution and the SLSC Regulations;
- (b) They shall comply with and observe this Constitution, SSLSC By-Laws, the HSLC Constitution and the HSLC Rules and Regulations; the SLSNSW Constitution and the SLSNSW Regulations the SLSC Constitution and the SLSC Regulations and any determination or resolution, which may be made or passed by SSLSC or any duly authorized Committee or Board;
- (c) By submitting to this Constitution, SSLSC By-Laws, HSLC Constitution and the HSLC Rules and Regulations, the SLSNSW Constitution and the SLSNSW Regulations, the SLSC Constitution and the SLSC Regulations they are subject to the jurisdiction of HSLC, SLSNSW and SLSC;
- (d) This Constitution, SSLSC By-Laws, HSLC Constitution and the HSLC Rules and Regulations, the SLSNSW Constitution and the SLSNSW Regulations, the SLSC Constitution and SLSC Regulations are necessary and reasonable for promoting the objects of SSLSC and particularly the advancement and protection of Surf Life Saving as a community service;
- (e) They are entitled to all benefits, advantages, privileges and services of SSLSC.

9. NEW MEMBERSHIP

- (a) Each application must be accompanied by the relevant Subscription. The application will be considered by a Management Committee meeting.
- (b) No person financially indebted to any other affiliated Club under Surf Life Saving Australia shall knowingly be admitted to Membership unless a clearance certificate is obtained from the other Club.
- (c) No new Member shall be allowed to vote at any Meeting of the Club until one (1) month after the acceptance of his/her application.
- (d) The Management Committee shall determine a joining fee, applicable to Probationary Members in training for their respective awards. The joining fee shall cover the current costs of the award, literature and training aids required during the course of that training period, and the Membership fees applicable to the category of Membership to be attained on the gaining of the award.

10. DISCIPLINE OF MEMBERS

- (a) Where SSLSC is advised or considers that a Member has:
- (i) Breached, failed, refused or neglected to comply with a provision of this Constitution, SSLSC By-Laws, Regulations & Rules, HSLC Constitution, HSLC Rules and Regulations, SLSNSW Constitution, the SLSNSW Regulations, the SLSA Constitution or SLSA Regulations or any resolution or determination of HSLC or any duly authorised Committee or Board; or
 - (ii) Acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of SSLSC and/or surf life saving; or
 - (iii) Brought SSLSC or surf life saving into disrepute;

SSLSC shall direct the Director of Administration to forward written notification to the Member the subject of any such complaint as soon as possible after the complaint is received by SSLSC and the Management Committee has made a decision to act and takes action in respect of any such complaint. The notification shall clearly inform the Member the subject of any such complaint of the reason(s) why he/she has been cited to appear before the Judiciary Committee as well as the location, date and time of the meeting.

- (b) The Judiciary Committee shall hear and give judgement in respect of any such complaint and shall adopt any one or more of the following courses of action, as appropriate:
- Dismiss the complaint;
 - Reprimand;
 - Cancellation of Membership;
 - Removal from Office;
 - Expulsion;
 - Suspension.
- (c) At any hearing before a Judiciary Committee the Judiciary Committee shall be bound by the National Council Constitution that is current at the time that the incident or incidents complained of took place, and in the event of there being two or more incidents, it shall be the Constitution that is current at the time that the last incident of all incidents under review took place.
- (d) The National Council Constitution and SLSA Regulations may be viewed on the SLSA Website, or a hardcopy will be made available to any Member following a written request to the Director of Administration, at a time convenient to both parties.
- (e) If the Judiciary Committee expels or suspends a Member, the Director of Administration must, within seven (7) days after the action was taken, cause a notice in writing to be served on the Member of the action taken, the reasons given by the Judiciary Committee for having taken that action and the Member's right of appeal.
- (f) Any expulsion or suspension does not take effect:
- (i) Until the expiration of the period within which the Member is entitled to appeal against the resolution concerned; or
 - (ii) If within that period the Member exercises the right of appeal, unless and until the Club confirms the resolution under Clause 10A.

10A. RIGHT OF APPEAL

- (a) A Member may appeal against the resolution of the Judiciary Committee which is made under Rule 10 within seven [7] days after notice of resolution is served on the Member by lodging a notice of appeal in writing with the Director of Administration;
- (b) The notice referred to in subparagraph (a) may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purpose of the appeal;
- (c) Upon receipt of a notice from a Member under subparagraph (a), the Director of Administration must notify HSLs and request that it convene an Appeal Committee to hear an appeal against the decision of the Judiciary Committee of SSLSC such appeal to be heard within twenty eight [28] days after the date on which the Director or Administration received the notice;
- (d) A Member who wishes to lodge an appeal against the decision of the Judiciary Committee must pay to the Director of Administration an appeal fee of \$100.00, or such other amount as is payable for the time being and from time to time to HSLs in respect of appeals at the same time as the member serves upon the Director of Administration the notice of appeal;
- (e) The appeal shall be heard and determined by the Judiciary Committee of HSLs and on the hearing of the appeal:
 - (i) No business other than the question of the appeal shall be transacted;
 - (ii) SSLSC and the member shall be given the opportunity to state their respective cases orally or in writing, or both;
 - (iii) If at the appeal HSLs passes a resolution in favour of confirmation of the resolution of SSLSC, that resolution is confirmed;
 - (iv) The appeal should be heard and determined by HSLs in accordance with the Constitution and By-Laws of SLSA.
 - (vi) The decision of HSLs shall be final and binding on SSLSC and the Member.

10B. RESOLUTION OF INTERNAL DISPUTES

Disputes between Members (in their capacity as Members) of SSLSC and disputes between Members and SSLSC shall be resolved in accordance with the SLSA Grievance Policy as issued from time to time.

11. REGISTER OF MEMBERS

- (a) The Registrar shall establish and maintain a Register in which shall be entered (as a minimum):
 - (i) the full name, address, contact details and class of membership and date of entry of the name of each Member;
 - (ii) the full name, address, contact details and class of membership and date of entry of the name of each committee member and their position of office held.
- (b) SSLSC members and Life Members shall provide notice of any change and required details to SSLSC within 1 month of such change.

- (c) The Register of Members shall be kept at the principal place of administration of SSLSC and shall be open for inspection, free of charge, by any Member of SSLSC at any reasonable hour, upon reasonable notice.
- (d) The Registrar shall advise SLSNSW within such time frames as SLSNSW prescribes for the time being and from time to time, details of any change to the Register of Members and any other information as may be required by SLSNSW in relation to the Register of Members.

12. DISCONTINUANCE OF MEMBERSHIP

- (a) A person ceases to be a member of SSLSC in the following circumstances:
 - (i) A member having paid all arrears of fees payable by and to SSLSC withdraws from membership by giving notice in writing to SSLSC of such withdrawal of membership;
 - (ii) A member dies;
 - (iii) A member fails to pay any monies due or payable to SSLSC in respect of membership fees and the person's membership is cancelled by the Executive or Management Committee;
- (b) Where a person's membership is discontinued under Clause 12 (iii) such person may be reinstated as a member of SSLSC at the discretion of the Executive or Management Committee as appropriate;
- (c) A member who ceases to be a member shall forfeit all right in and claim upon SSLSC and its property, and shall not use any surf life saving equipment or any other property of SSLSC, including intellectual property;
- (d) Where a member ceases to be a member he shall also forfeit all representation rights in the Management and Executive Committee;
- (e) Membership fees or subscriptions paid by a member whose membership has been discontinued for the relevant year may be refunded on a pro-rata basis at the discretion of the Executive.
- (f) Where an individual member fails to renew his annual club membership by the 31st October in each year his membership of SSLSC shall lapse.
- (g) A person whose membership has lapsed under the preceding subclause may re-apply for membership in accordance with this Constitution.

13. MEMBERSHIP AND INSURANCE LEVY FEES

- (a) Any Member being in default in payment of any liabilities to SSLSC may have its membership held up, or if already a Member, may be debarred by SSLSC from participating at any examination, competition or display held under the control of SSLSC.
- (b) Should any Member have difficulty in paying or meeting membership fees and levies, due to financial hardship, such Member shall apply in writing to the SSLSC for fees to be paid on

behalf of such Member. Such matter shall be dealt with in confidence by the Executive Committee and a decision shall be at the Executive Committee's discretion.

14. STATE AND LOCAL BRANCH AFFILIATION

- (a) SSLSC shall be affiliated with SLSNSW and HSLS.
- (b) SSLSC shall make application for affiliation with SLSNSW and HSLS in writing on the form prescribed by SLSNSW and HSLS from time to time accompanied by a copy of the Constitution and registered members of SSLSC and any fee payable to SLSNSW and/or HSLS in respect of the affiliation.
- (c) SSLSC shall affiliate annually with each of SLSNSW and HSLS in such manner and at such times with such requirements for the time being and from time to time imposed by SLSNSW and HSLS.
- (d) SSLSC must ensure that its Constitution conforms with the Constitution and constituent documents of SLSNSW and SLSA and any amendments thereto but in the event of any inconsistency between the Constitution and constituent documents, as amended for the time being and from time to time of SLSNSW and HSLS, the Constitution and constituent documents of SLSNSW shall prevail.
- (e) SSLSC must lodge with SLSNSW and HSLS full details and copies of any amendments to the Constitution of SSLSC, within time frames as are nominated for the time being and from time to time by SLSNSW and HSLS.

15. MEMBERS' LIABILITIES

The liability of a Member of SSLSC to contribute towards the payment of the debts and liabilities of SSLSC or the costs, charges and expenses of the winding up of SSLSC, is limited to the amounts, if any, unpaid by the Member in respect of membership and part sponsorship of equipment of SSLSC.

16. MEMBERSHIP CATEGORIES

The Membership categories of SSLSC shall consist of, and shall be consistent with SLSA membership categories as stated in the SLSA regulations and SLSA membership form.

The membership categories shall be:

- Senior Active Member (18 years and over)
- Junior Active Member (15-17years)
- Associate Member
- Award Member
- Cadet Member (13-15years)
- Junior Activity Member (7-13years)
- Honorary Member
- Life Member
- Long Service Member
- Probationary Member
- Reserve Active Member

- Educational Member (5-6years)

16.1 Active Membership

- (a) Active members shall be the holders of a SLSA bronze medallion.
- (b) Active members shall fulfil club patrol obligations as rostered, or at such other times as may be deemed necessary by the Director of Life Saving.
- (c) Active members shall qualify in an annual proficiency test, each season unless the member has obtained their Bronze Medallion in that season.
- (d) Active members shall fulfil all club obligations as required in this Constitution.

16.2 Reserve Active Membership

- (a) Reserve Active membership shall be in accordance with the relevant SLSA regulations and may be granted to Active Members who have satisfactorily completed, from the time of gaining the SLSA Bronze Medallion, eight (8) years of active service with SSLSC, or any other club affiliated with the SLSA. If service is broken by no fault of a member, the club will review the case.
- (b) Members must make application in writing to the Management Committee to be eligible.
- (c) Reserve Active members may be called upon to perform a minimum of patrols in each club where they hold Reserve Active membership, as required by SLSA and further patrols at the discretion of the Director of Life Saving.
- (d) Reserve Active members shall complete an annual proficiency test;

Notwithstanding the above, Reserve Active membership may be granted under exceptional circumstances to Active members irrespective of years of service.

16.3 Associate Member

- (a) No member shall be eligible as an Associate member under the age of thirty (30) years unless incapacitated or for some other reason satisfactory to the Committee.
- (b) An Associate member shall be elected by a simple majority of the Committee present.
- (c) An Associate member upon acceptance of their application is entitled to all SSLSC privileges except voting, (unless elected to the Executive or Management Committees).
- (d) An Associate member shall be subject to all rules and regulations of SSLSC and be eligible for election to any official position, with the exception of the positions as stated in section Rule 35 (d).
- (e) At no stage shall there be more than three (3) Associate members on the Executive Committee and more than four (4) others elected on the Management Committee.
- (f) Associate members shall not be eligible to compete in any form of competition.
- (g) Associate membership fees shall be substantially more than Active membership fees but may be reduced at the discretion of the Executive.

16.4 Award Member

- (a) Award membership may be granted by to a member who holds an SLSA award of one, or more awards as listed in the SLSA Rules and Regulations.
- (b) Such member may be called upon to perform patrols and/or other club obligations within the ability of their qualifications.

16.5 Cadet Membership

- (a) A Cadet Member shall be a member of the age qualification as defined in SLSA's Manuals and, who has obtained the Surf Rescue Certificate or has passed and annual proficiency test.
- (b) A cadet member shall be rostered for patrols.

16.6 Honorary Members and Advisors

- (a) A General Meeting may, at its discretion, appoint Honorary Members of the Club. Honorary Members shall be limited to a total of ten (10) persons in any one season whose nominations must be voted upon at a General Meeting. Honorary Members shall be entitled to the use of the club premises and facilities only.
- (b) A General Meeting may, at its discretion, appoint Honorary Advisors of the Club. Honorary Advisors may be requested to assist the Committee within the scope allowed by their professional codes and the committee shall, with a resolution by the Executive or Management committee, request such advisors to act on its behalf.

16.7 Junior Activity Member (7-13years)

- (a) A junior activities member shall be a member that who shall be a minimum age of seven (7) years up to a maximum age of thirteen (13) years prior to midnight on the 30th day of September, and such a person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- (b) For Educational Members (5-6years) refer to 16.11

16.8 Life Membership

- (a) Life Membership may be granted to those members of the Club who have rendered special service to the Club, or may have become incapacitated in the performance of their duties as life savers. Nominations for Life Membership must be handed to the Director of Administration, who shall request the Management Committee to appoint a Life Membership Sub-Committee. This Sub-Committee shall investigate the nomination and present their findings to the Annual General Meeting or a Special General Meeting of members. Nominations for Life Membership must have either:-

- (i) a membership of fifteen (15) years as a Senior Active Member, with eight (8) years as an elected Officer of the Committee;

OR

- (ii) a membership of twenty five (25) years service as an Active Member;

OR

- (iii) a membership of twenty five (25) years as an Associate Member or Other Non-Active Member, with eight (8) years as an elected Officer of the Committee.
- (b) Recommendations for Life Membership must be carried by a two-thirds majority of those present and eligible to vote at the General Meeting. Any Life Member not being an Officer of the Club shall be entitled to attend any General or Management Committee Meeting of the Club, and to take part in any discussions thereat, and shall have full voting rights at such meetings.

16.9 Long Service Membership

- (a) Long Service membership may be granted in accordance with the requirements of SLSA from among Active members or Reserve Active members who have completed ten (10) years of satisfactory patrols or club obligations or who have completed eight (8) years of satisfactory Active patrols plus four (4) years of satisfactory Reserve Active patrols inclusive of club obligations with SSLSC, or any other club affiliated with SLSA
- (b) Long Service members shall be exempted from patrol obligations. However they may be called upon to assist patrols as required by the Director of Life Saving.
- (c) Long Service members shall be subject to all rules and regulations of SSLSC.
- (d) Upon written application of a Senior Active member or Reserve Active member, the appointment to Long Service membership may be made by a two-thirds (2/3), majority of the committee present at a Management Committee meeting.
- (e) Application may only need to be made once for Long Service Membership of SSLSC.

16.10 Probationary Membership

- (a) Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and /or the granting of a formal category membership.
- (b) All applicants for active membership or under 15 years membership of the club shall be known as Probationary Members until relevant awards are attained within the season of application. After that period they may be accepted or rejected by the committee as active members or under 15 years members without appeal.
- (c) They shall attend the required classes and sessions for their qualification for relevant awards and carry out patrols or other duties as required by the Committee.
- (d) Probationary members shall be rostered for patrol duties for training and educational purposes.

16.11 Educational Membership (5-6years)

Educational Members shall be coordinated and managed as per the SLSNSW Junior Guidelines.

PART 3 – MEETINGS

17. PROXIES

- (a) Should a member be unable to attend a Meeting of SSLSC, the member may appoint by notice in writing no later than 24 hours prior to the time of the meeting, to the Director of Administration, a financial member of SSLSC to participate and vote in his place.
- (b) The notice appointing the proxy shall be in the form set out in the regulations made under the Associations Incorporation Act, 1984.
- (c) No Member shall be entitled to represent more than one other member at the same time.

18. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of SSLSC shall be held each year prior to the 30th August each year to receive the annual report and audited financial statements and to transact such other business as may be brought forward in accordance with these rules;
- (b) The Annual General Meeting shall be held in the clubrooms of SSLSC, unless other circumstances preventing this and only as approved by the Management Committee;
- (c) Twenty (20) members shall form a quorum to receive the report and balance sheet for the year, motions of which due notice has been given, general business such as may arise and to elect officers for the ensuing season;

Voting rights: Voting at all Club General and Committee Meetings shall be restricted to:-

- (a) Active, Reserve Active, Long Service, Award, Life Members and Club Officers at Club General Meetings
- (b) Club Officers, Life Members and Sub-Committee Members at Management Committee, and relevant Sub-Committee meetings.
- (c) No unfinancial member shall be allowed to vote at the Annual General Meeting.
- (d) Not less than twenty eight (28) calendar days notice of the Annual General Meeting shall be given in the local newspaper and placed on the Club Website;
- (e) Voting shall be as per Rule 23;
- (f) At least one (1) calendar month prior to the date of the Annual General Meeting of SSLSC, notice calling for nominations for all Executive and Management Committee Officers shall be forwarded by the Director of Administration to the members of SSLSC;
- (g) Should a quorum not be in attendance at the designated time and place, the Annual General Meeting shall be deferred and reconvened at a time and place designated by a majority of Members present at the Annual General Meeting, and if at such adjourned meeting a quorum is not present, it shall be adjourned sine die unless those present resolve to transact the business for which the meeting was called and in such case those persons present shall be a quorum;

(the words “sine die” mean indefinitely without any date being appointed”)

- (h) With the exception of Patron and Vice Patrons all nominations shall be:
 - (i) Signed and endorsed by the member being nominated;
 - (ii) Seconded by a SSLSC member;
 - (iii) Lodged with the Director of Administration of SSLSC at least fourteen (14) days before the meeting;
 - (iv) All nominations received by a member (endorsed or otherwise) shall be forwarded to the Director of Administration;
 - (v) Nominations shall be as per Rule 22.
- (i) The Minutes of the Annual General Meeting of SSLSC shall be duly circulated to all Officers, Advisors, Members and confirmed at the next Annual General Meeting of SSLSC.

19. SPECIAL GENERAL MEETINGS

- (a) Special General Meetings of SSLSC may be called at the direction of an Executive or Committee meeting. Written notice of such meeting including the date, venue and particulars of business to be dealt with by the proposed Special General Meeting, shall be forwarded by the Director of Administration to SSLSC Officers, Advisors, and members.
- (b) The Director of Administration, on the direction of the Management Committee, or upon the request in writing of 15 Members, stating the business to be discussed, shall call a Special General Meeting of Members. At least Seven (7), but not more than Fourteen (14) days notice shall be given, and fifteen (15) voting Members shall form a quorum. Voting shall be as laid down as for the Annual General Meeting.
- (c) Should a quorum not be in attendance at the designated time and place, the Special General Meeting shall be deferred and reconvened at a time and place designated by a majority of Members present at the Special General Meeting, and if at such adjourned meeting a quorum is not present, it shall be adjourned sine die unless those present resolve to transact the business for which the meeting was called and in such case those persons present shall be a quorum.
- (d) Only the business for which the meeting was called may be transacted.
- (e) The minutes of any Special General Meeting of SSLSC shall be duly circulated to all Officers, Advisors, Members and confirmed at the next Management Committee Meeting of SSLSC.

20. MEETINGS OF THE EXECUTIVE

- (a) The Executive shall meet as often as is deemed necessary in every calendar year for the dispatch of business (at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. The President shall on the requisition of three Officers, convene a meeting of the Executive within reasonable time.
- (b) Subject to this Constitution, questions arising at any meeting of the Executive shall be decided by a majority of votes and a determination of a majority of Officers shall for all

purposes be deemed a determination of the Executive. All Officers shall have one vote on any question. The President shall have an additional casting vote where voting is equal.

- (c) A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Officers for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of the Executive duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Officers.
- (d) Without limiting the power of the Executive to regulate their meetings as they think fit, a meeting of Executive may be held where one or more of the Officers is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) Notice of the meeting is given to all the Officers entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Executive or this Constitution and such notice specifies that Officers are not required to be present in person. In the event that a failure in communications prevents Rule 20(d)(i) from being satisfied by that number of Officers which constitutes a quorum, and none of such Officers are present at the place where the meeting is deemed by virtue of the further provisions of this rule, then the meeting shall be suspended until Rule 20(d)(i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and any meeting held where one or more of the Officers is not physically present shall be deemed to be held at the place specified in the notice of meeting provided an Officer is there present and if no Officer is there present the meeting shall be deemed to be held at the place where the Chairperson of the meeting is located.
- (e) At meetings of the Executive the number of Officers whose presence is required to constitute a quorum is five, refer to Rule 21.
- (f) Unless all Officers agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence not less than seven days written notice of the meeting of the Executive shall be given to each Officer). The agenda shall be forwarded to each Officer not less than four days prior to such meeting.
- (h) Members of the Executive shall have the authority to make decisions appertaining to their area of responsibility needed for the day to day running of SSLSC (other than in contravention of the Rules, By-Laws and Regulations of SSLSC HSLs, SLSNSW, SLSA or a resolution of the committee during the current season).
- (i) The Executive shall have the power to make regulations within the scope of the objects of SSLSC and limited by the rules and by-laws. The regulations shall be resolutions of the Executive appertaining to lifesaving and competition.

21. QUORUMS AT ALL SSLSC MEETINGS

- (a) If there is not a quorum present at a Committee meeting one hour after the specified time of starting, the meeting shall be adjourned to a time and place to be decided by the Executive. Notwithstanding that a quorum is present, the Chairperson or Officers present may adjourn the meeting until a later time in the same week.

- (b) The quorum at all Management Committee meetings shall be eight (8) financial eligible members.
- (c) The quorum at all Executive Committee meetings shall be five (5) financial eligible members.
- (d) The quorum at a Special Meeting shall be twenty (20) financial eligible to vote members.
- (e) The quorum at an Annual General Meeting shall be twenty (20) financial eligible to vote members.

22. NOMINATIONS

Nominations of candidates for election as office bearers of the Club:

- (a) All written nominations shall be submitted to the Director of Administration fourteen (14) days prior to the date of the Annual General Meeting given the support of two (2) financial members;
- (b) Shall be taken from the floor of the meeting, given the support of two (2) financial members **only if no prior written nomination(s) has/have been received prior to the date of elections**, refer to Rule 22 (a);
- (c) If insufficient nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies;
- (d) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected;
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held;
- (f) The ballot for the election of office-bearers and ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

23. METHOD OF VOTING AT MEETINGS

- (a) Voting on any matter, the “by a simple majority” method of voting shall be employed at all SSLSC meetings, with exception to Rule 16.8 (a) and Rule 16.9 (d).
- (b) In the event of there being an equality of votes on any resolution in the “by the simple majority” voting, the Chairperson of the meeting shall have a casting vote.
- (c) Only members eligible to vote, (or their proxy) representing the member shall be eligible to vote at all SSLSC Management Committee Meetings.

24. BALLOTS

- (a) In the case of any election, if insufficient nominations are received prior to the meeting to fill the position of an Officer or Advisor further nominations shall be recalled.
- (b) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

- (c) If the number of candidates exceeds the number required to fill the vacancy or vacancies then such vacancy or vacancies shall be filled by election by secret ballot.
- (d) The Chairperson shall appoint poll clerks provided that any candidate, if they so desire, may appoint one scrutineer to observe the count on their behalf.
- (e) The order in which names of the candidates shall appear on a ballot paper shall be alphabetical.
- (f) Any member entitled to vote shall do so following the direction of the Chairperson as to how to cast that vote and thereupon shall hand his ballot paper to a poll clerk.
- (g) At the conclusion of the counting of the ballot papers, the poll clerks shall hand to the Chairperson the result of the poll and the ballot papers, whereupon the Chairperson shall declare to the meeting the result of the poll. The result of the count may be disclosed on the vote of the meeting.

25. CHAIRPERSON'S DECLARATION TO BE CONCLUSIVE

At any meeting, unless a show of hands is called for, a declaration by the Chairperson that a resolution has been carried, or carried by a particular majority or lost or not carried by a particular majority shall be conclusive.

26. VOTING BY MAIL, FACSIMILE OR ELECTRONIC METHODS

Urgent matters arising between meetings of the Executive may be decided by a mail, facsimile or e-mail vote, which shall be conducted in the following manner:

- (a) Upon the instructions of the President or by resolution of the Executive any matter which may be dealt with by SSLSC shall be submitted to a vote by mail, facsimile or e-mail;
- (b) Where a vote by mail, facsimile or e-mail is intended to be taken, the Director of Administration shall send by mail, facsimile or e-mail to each member who is entitled to vote, a clear statement of the question to be voted upon, with a request that they return their vote thereon by mail, facsimile or e-mail to the Director of Administration. Such request shall state the date upon which voting shall close;
- (c) Within seven days of the closing of vote by mail, facsimile or e-mail the Director of Administration shall mail, facsimile or e-mail each executive member, a report of the result of such voting. The report shall contain a copy of the question and the resultant decision;
- (d) All mail, facsimile or e-mail votes received by the Director of Administration shall be filed with a copy of the question and a copy of the report of the result of the voting, and shall be retained in the official file of SSLSC for a period of not less than one year.

27. NOTICES OF MOTION

- (a) Notice of any motion of which notice is required to be given shall be given in writing by the mover thereof (after being duly seconded) to the Director of Administration at least twenty-eight (28) days prior to the date of a meeting. The committee and members shall be given fourteen (14) days clear notice of such notices of motion. Any motion or resolution passed by SSLSC may be rescinded or altered provided notice of rescission or alteration has been given in accordance with Rule 29.

- (b) All notices of motion, of which notice is required to be given in writing, shall be considered by the Executive Committee to ensure they are in accordance with the rules.
- (c) Leave may be granted to amend such notice by resolution.
- (d) A motion of which due notice has been given, on being defeated, cannot be resubmitted nor may any other motion be moved having a similar effect within twelve (12) months from the date of its rejection except a motion relating to lifesaving appliances or methods.

28. RESCISSION OF RESOLUTIONS

A resolution passed at a Committee Meeting shall not be rescinded other than at a subsequent Committee Meeting. Notice in writing of the intention to propose a rescission shall be given to the Director of Administration at least 28 days before the Committee Meeting at which the proposal is intended to be moved and at least 14 days notice of the motion of rescission shall be given by the Director of Administration to members of SSLSC.

29. RULES OF DEBATE

STANDING ORDERS

- (a) Order of business of the meeting shall be as laid down in the agenda of the meeting.
- (b) The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
- (c) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, except the following formal motions may be moved, received and put to the meeting:
 - (i) amendments to the motion; and
 - (ii) procedural motions.
- (d) Only one amendment shall be considered at a time.
- (e) A person may move only one amendment to a motion, but may speak on all other amendments.
- (f) The mover of an amendment has no right of reply.
- (g) The mover of the original motion shall exercise his right of reply at the end of the debate on the first amendment.
- (h) The mover of the original motion may not move an amendment to his motion.
- (i) Amendments shall be taken in order in which they affect the terms of the motion.
- (j) No amendments shall be allowed with regard to those parts of the motion, which have already been determined.

- (k) An amendment must be relevant to the substantive motion, and must not be a simple negation of the motion.
- (l) Before any motion is put to the meeting the Chairperson may require that it be committed to writing and handed to him.
- (m) The Chairperson shall have the power to refuse the closure motion ("that the question be now put").
- (n) It shall not be permissible for any person who has spoken in the debate on a motion to move the closure of that motion.
- (o) If the closure motion is carried, the mover of the original motion shall have the right to reply before the question is put.
- (p) It shall be the duty of the Chairperson to preserve order so that the business may be conducted with due form and propriety.
- (q) The Chairperson shall have the right of debating on any question under discussion, but must first leave the chair and not resume it until the question has been resolved.
- (r) It shall be the duty of the Chairperson to call to order a speaker who violates any rule of debate, and the privilege of any member to raise a point of order.
- (s) When more than one member rises at the same time to speak, the Chairperson shall decide who shall be heard.
- (t) The Chairperson may call the attention of the meeting to continued irrelevance or tedious repetition on the part of a speaker and may, with the approval of the meeting, direct such a member to discontinue his speech.
- (u) The question of whether a member shall discontinue his speech shall be decided without debate.
- (v) Any member may raise a point of order against a speaker during debate, and the speaker against whom the point is raised shall cease speaking and shall sit down. The member raising the point of order shall then state his reason, and the Chairperson shall, without further discussion give his ruling. Subject to such ruling, the speaker shall be allowed to proceed. The Chairperson's ruling shall be final unless challenged by a motion of dissent.
- (w) A member dissatisfied with the Chairperson's ruling may move a motion of dissent in the following terms "That the Chairperson's ruling be dissented from". The Chairperson shall then vacate the chair and call upon a deputy to take the chair. When the mover and the Chairperson (in that order) have stated their cases, the acting Chairperson shall put to the vote the question "That the Chairperson's ruling be upheld".
- (x) Debates on motions shall not exceed 20 minutes and speeches shall not exceed three minutes.
- (y) A motion of a negative character, the carrying of which will not alter the status quo, shall yield place to a relevant motion purporting to take positive action.
- (z) When a member speaks he shall stand, address the chair and confirm himself to the question under consideration, avoiding personalities and unbecoming language.

- (aa) A member, when speaking shall not be interrupted except by the Chairperson, or by a member raising a point of order, and then only for a breach of the rules, by-laws, or standing orders.
- (ab) A member shall have the right to speak once only on any motion with the exception of the mover, who shall have the right to reply, when, however, he shall not introduce any new matter.
(Explanations shall be allowed from a member who has already spoken, but only to explain an actual misunderstanding or misstatement, and the member shall be prohibited from debating the merits of any proposal in the course of such explanation.)
- (ac) A member moving a resolution or any amendment thereto, shall be held to have spoken on the question.
- (ad) A motion or amendment which has been submitted to a meeting may not be withdrawn without the consent of the meeting.
- (ae) A motion shall be declared lost if it is not supported by a majority of members voting.
- (af) A member requesting information, or wishing to ask a question, shall do so through the Chairperson.
- (ag) Either three months must have lapsed or a two-thirds majority of those members present and entitled to vote must be in favour of re-submission of any business that has already been decided by the committee.
- (ah) Provided that no speaker is on his feet and addressing the chair, any member may move that the meeting be adjourned to a specified time and place. Such a motion shall be treated as an ordinary motion except that:
 - (i) it may interrupt a debate; and
 - (ii) the mover shall have the right of reply.
- (ai) Motions of which notices have been given shall be dealt with in the order in which they are received.
- (aj) Any Member desiring to speak shall stand up, unless special circumstances prevent this, and shall address the Chairperson respectfully.
- (ak) No Member shall use offensive or unbecoming words.
- (al) Whenever the Chairperson rises during a debate, the member then speaking shall sit down.
- (am) No member shall interrupt another while speaking except on a point of order.
- (an) The Chairperson shall refuse to receive any amendment that is a direct negative.
- (ao) The Chairperson shall have the casting vote any meeting.
- (ap) In the event of any further matter being brought before any meeting which affects the Chairperson of the meeting, or in which he may be interested, he shall vacate the chair and the meeting shall elect a Chairperson pro tem until such a matter is dealt with.
- (aq) Voting shall be by the voices, show of hands, or division at the request of any member.

- (ar) If a secret ballot is demanded at any meeting by two members, who are present thereat, it shall be taken upon such conditions as the Chairperson of such meeting directs.
- (as) The Chairperson may appoint members to assist him in counting a vote by a show of hands or division or a secret ballot.

PART 4 - EXECUTIVE

30. EXECUTIVE

The Club Executive shall consist of the following Officers of SSLSC:

- President;
- Director of Club Services;
- Director of Finance;
- Director of Administration;
- Director of Junior Member Services;
- Director of Surf Sports;
- Director of Life Saving;
- Director of Education.

The duties of this Committee shall be to deal with all matters requiring immediate action, which cannot wait till the subsequent meeting of the Management Committee. Five (5) shall form a quorum. Such action decided upon by the Executive shall be reported to the following meeting of the Management Committee

All the foregoing officers shall be financial members of Stockton SLSC and must meet the qualifications as prescribed from time to time by this constitution.

- (b) The President shall chair all meetings. If he/she shall not be able to attend any such meetings, the Director of Club Services shall chair the proceedings. Should both the President and Director of Club Services be unable to attend any such meeting, then an Executive Committee member shall assume the position of chair for the meeting.
- (c) Subject to the Law and this Constitution, the business of SSLSC shall be managed, and the powers of SSLSC shall be exercised, by the Executive. In particular, the Executive as the authority for surf lifesaving in the SSLSC shall be responsible for acting on local issues in accordance with the objects of SSLSC and shall operate for the benefit of the Members and the community and shall govern surf lifesaving in the SSLSC in accordance with the objects set out in this Constitution.
- (d) The Executive shall authorise persons to speak on behalf of SSLSC.
- (e) The Officers of SSLSC shall be elected in accordance with this Constitution, and subject to this Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the conclusion of the following Annual General Meeting. Officers may be re-elected.
- (f) In the event of a vacancy occurring during the year, such vacancy may be filled at a Committee Meeting, after calling for nominations or by vote by mail, facsimile or e-mail conducted in accordance with a resolution of the Executive.

- (g) The President of SSLSC shall be the HSLC Council representative and shall represent SSLSC at meetings of HSLC, provided however in the event of an absence of the President the SSLSC Executive may appoint a proxy representative.
- (h) In the absence of the President and Director of Club Services, the Chairperson of all meetings shall be elected by vote of the members in attendance.

31. POWERS AND DUTIES OF EXECUTIVE OFFICERS

31.1 President

The President:

- (a) Shall administer and be responsible for all affairs of SSLSC;
- (b) Shall preside at all meetings of the SSLSC and functions;
- (c) Shall chair all meetings appertaining to the administration of the club;
- (d) Shall have one (1) deliberate and one (1) casting vote where there is an equality of votes at SSLSC meetings of which he is the Chairperson;
- (e) Shall be responsible for seeing that all office bearers carry out their duties in accordance with the rules and by-laws of SSLSC;
- (f) Shall be an ex-officio member of all Committees/Boards formed under these rules and by-laws;
- (g) Shall represent SSLSC at HSLC meetings;
- (h) Shall represent SSLSC at any external functions where a SSLSC member is required.

31.2 Director of Club Services (Deputy President)

The Director of Club Services:

- (a) Shall deputise for the President as, required, in his absence and assume responsibility for the President;
- (b) Shall assist the President as required;
- (c) Shall manage the clubhouse and its surrounding environment;
- (d) Shall manage and direct all sections of the club structure under his control;
- (e) Shall oversee the management and operation of the Occupational Health and Safety requirements of SSLSC;
- (f) Shall oversee the management and operation of the SSLSC gymnasium;
- (g) Shall oversee the management and operation of the SSLSC auditorium and its facilities;
- (h) Shall oversee the management and operation of the SSLSC Kiosk lessees, if applicable;
- (i) Shall oversee the management and operation of the SSLSC liquor licensing requirements;
- (j) Shall manage and oversee the loan of SSLSC club equipment and property.

31.3 Director of Finance (Treasurer)

The Director of Finance;

- (a) Shall ensure that all money due to SSLSC is collected and received and that all payments authorised by SSLSC are made;
- (b) Shall ensure correct books and accounts are kept showing the financial affairs of SSLSC including full details of all receipts and expenditure connected with the activities of SSLSC;
- (c) Shall cause all money to be lodged to the credit of SSLSC at the approved financial institution;
- (d) Shall at least monthly and at other times as required, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank passbooks and statements reconciling the balance shown therein with the balance as shown on the cash book;
- (e) Shall prepare accounts of SSLSC if and when requested by the executive or a committee meeting;
- (f) Shall once in every year prepare a statement of income and expenditure, including Stock on Hand balance, together with balance sheet showing the position of SSLSC as at the date of the close of the financial year and arrange for presentation to the auditors for audit.

- (g) Shall maintain an inventory of all assets of SSLSC;
- (h) Shall arrange insurance on assets and for all risks that SSLSC may require;
- (i) Shall keep a cash book, and other books that may be required to show the financial position of the Club, as well as the financial status of all Members;
- (j) Shall report to the Committee any Member whose subscriptions or dues are in arrears;
- (k) Shall control all funds and pay only such accounts as have been passed. He shall submit a summarised statement of receipts and payments at each Committee Meeting for the calendar month immediately preceding such Meetings, together with a reconciliation of the balance of Bank Accounts;
- (l) Shall carry out the duties of purchasing and insurance activities of SSLSC;
- (m) Shall oversee the management and operation of the SSLSC fundraising activities;
- (n) Shall oversee the management and operation of the SSLSC Major Function activities;
- (o) Shall oversee the management and operation of SSLSC sponsorship activities;
- (p) Shall manage and oversee SSLSC clothing requirements and activities;
- (q) Shall manage and oversee SSLSC trophy requirements and activities;
- (r) Shall manage and oversee SSLSC social activities.

31.4 Director of Administration (Secretary)

The Director of Administration:

- (a) Shall attend all meetings of the Club;
- (b) Shall be responsible for the true minutes of the business done thereat and issue notices of meetings;
- (c) Shall attend to all correspondence, take charge of all papers, post notices in the Clubhouse of all matters in connection with the Club as directed by the Committee;
- (d) Is empowered to receive monies on behalf of the Club. He shall account for all such monies to the Director of Finance;
- (e) Shall be responsible for the drafting of all Annual Reports of the Club's activities and its distribution to all Members prior to the Annual General Meeting;
- (f) Shall, while he holds that position, **shall be the Club's Public Officer** as required by the Act and shall be responsible to see that the Club complies with the Act in all respects. The Public Officer shall liaise with the relevant Government Body administering the Associations Incorporation Act. This officer will comply with the Act and will, among other things, notify the relevant body within fourteen (14) days of:
 - (i) Resources to all notices and correspondence from the relevant body;
 - (ii) Alterations to the Club Rules or Statement of Objects;
 - (iii) Alteration of his or her address;
 - (iv) Alteration of Public Officer;
 - (v) Lodgement of Annual Statement;
- (g) Shall be Responsible for all documents, records and books belonging to SSLSC including the preparation of agendas and the production of minutes for all Executive Meetings and Management Committee Meetings;
- (h) Shall prepare monthly reports for presentation and approval at Executive and Management Committee Meetings;
- (i) Shall manage and oversee SSLSC registrations and activities;
- (j) Shall manage and oversee SSLSC administration requirements and activities;
- (k) If at any time the position of Director of Administration becomes vacant the President shall assume the role of Public Officer pending the appointment or election of a Director of Administration.

31.5 Director of Junior Member Services (Junior Coordinator)

The Director of Junior Member Services:

- (a) Shall be the Manager of the SSLSC Junior Activities section;
- (b) Shall preside at all JA meetings and JA functions as approved by the President;
- (c) Shall manage and oversee SSLSC Junior Activities;
- (d) Shall provide a safe environment for JA activities;

- (e) Shall manage and oversee the development and implementation of activities for JA members of SSLSC;
- (f) Shall manage and oversee the safe and efficient management and administration of JA gear and equipment;
- (g) Shall manage and oversee that all qualifications are in order for JA members of SSLSC;
- (h) Shall manage and oversee attendance of JA members at club activities
- (i) Shall manage and oversee that all records of JA activities are kept and are in order;
- (j) Shall manage and oversee all activities of the JA Superintendent;
- (k) Shall manage and oversee all activities of the Age Supervisors;
- (l) Shall manage and oversee all activities of the Youth Development Coordinator;
- (m) Shall manage and oversee all activities of the JA Gear Coordinator;
- (n) Shall manage and oversee all activities of the administration of the JA section;
- (o) Shall have the authority to appoint two support people in an administration role;
- (p) Shall manage and oversee all activities of the JA Recorder.

31.6 Director of Surf Sports

The Director of Surf Sports:

- (a) Shall ensure implementation of all SLSA, SLSNSW, HSLs and SSLSC policies relating to competition;
- (b) Shall manage, coordinate and administer all carnivals held on Stockton;
- (c) Shall oversee security and maintenance of all competition equipment in conjunction with the relevant sectional surf sports captains;
- (d) Shall manage and oversee all activities of the Surfboat section;
- (e) Shall manage and oversee all activities of the IRB section;
- (f) Shall manage and oversee all activities of the Craft section;
- (g) Shall manage and oversee all activities of the Other Competition sections (i.e. Swim and Beach) if deemed necessary by Club;
- (h) Shall manage and coordinate carnival entries and this shall include lodging JA and Senior entries at all HSLs, NSW and National competitions;
- (i) Shall manage and oversee all internal club competitions and club championships;
- (j) Shall manage, organise and oversee club officials for all competitions where SSLSC is required to supply officials;
- (k) Shall manage and oversee all SSLSC team selections where multi discipline events are required;
- (l) Shall actively encourage and promote surf sports participation within the SSLSC and the community;
- (m) Shall manage and oversee the appointment by nomination of a Touring Team Manager;
- (n) Shall manage and oversee the organisation of accommodation for touring teams and competition teams;
- (o) Shall manage and oversee the organisation and transportation of equipment for touring teams and competition teams;
- (p) Shall manage and oversee attendance by relevant SSLSC members at coaching, training, and official's seminars and educational courses;
- (q) Shall ensure that all trainers and coaches are accredited as per SLSA regulations;
- (r) Shall forward any relevant surf sports information to all members who require such information.

31.7 Director of Life Saving (Club Captain)

The Director of Life Saving:

- (a) Shall be responsible for the general conduct of the Members;
- (b) Shall be responsible for the arranging and efficient running of patrols;
- (c) Shall manage and oversee all patrol competitions pertaining to SSLSC;
- (d) Shall encourage the participation of all Members in surf lifesaving activities;
- (e) Shall manage and oversee the preparation of patrol rosters;
- (f) Shall oversee and manage patrol logbooks and relevant information;

- (g) Shall manage and ensure the qualifications of all patrol members are current and coordinate the upgrading and continuous improvement of patrol members skills and qualifications;
- (h) Shall manage and ensure all active patrolling members complete an annual proficiency;
- (i) Shall manage and oversee the safe, efficient operation and maintenance of surf lifesaving equipment;
- (j) Shall manage and oversee the entry of relevant patrol information into the recognised process as required by SLSA;
- (k) Shall ensure that all logbooks are completed satisfactorily at the end of each patrol.

31.8 Director of Education (Training Officer)

The Director of Education:

- (a) Shall arrange and supervise the training of classes to qualify for the respective awards of Surf Life Saving Australia;
- (b) Shall be the holder of the Certificate 4 Training & Assessing Officers Certificate of Surf Life Saving Australia, and shall regularly report his activities to the Director of Life Saving to aid in patrol qualifications;
- (c) Shall ensure implementation of all SLSA and SLSNSW policies relating to lifesaving;
- (d) Shall ensure effective management of all relevant training officers. This is to include maintaining a register of all qualified trainers;
- (e) Shall allocate appropriately qualified trainers to each training squad and assist as required;
- (f) Shall manage and oversee the safe keeping and maintenance of all equipment used to instruct and train members and the public;
- (g) Shall manage and oversee all examinations and ensure that all records are completed and submitted as per SLSA requirements;
- (h) Shall manage and oversee the collection and allocation of all SLSA awards for the members as required by SSLSC;
- (i) Shall ensure that all training devices and aids are in satisfactory condition to allow for safe and efficient training;
- (j) Shall maintain a register of all surf life saving training aids and devices.

PART 5 – MANAGEMENT COMMITTEE

32. MANAGEMENT COMMITTEE

- (a) The management of SSLSC shall be vested in a Management Committee consisting of Officers of the Club as per Sections 7(a) and 7(b).
- (b) The Committee shall meet at least once in each month, eight (8) shall form a quorum.
- (c) Written notice need not be given of the meeting of the Committee.
- (d) Time and place of meetings shall be left to the Committee to decide from time to time.
- (e) Should any Member of the Management Committee absent themselves from three consecutive meetings, or otherwise neglect their duties without reasonable excuse, their seat may be declare vacant and the Committee may elect another in his/her stead.
- (f) The duties of the Committee will be to receive and deal with correspondence, receive and deal with reports from Standing Committees, and generally administer and conduct the affairs of the Club.
- (g) Findings and rulings of the Committee may only be varied by notice of rescission, appeals to Judiciary Committee, Special General Meetings and General Meetings of the Club.

- (h) This Committee shall have the power to elect or delegate persons to special positions, which may arise to assist the proper functioning of the Club.
- (i) At Management Committee Meetings, Members entitled to vote shall be Members outlined in Sections 7(a) and 7(b) of these Rules and Life Members.
- (j) The President shall have a deliberate vote and a casting vote but no other Member shall have more than one (1) vote irrespective of the number of positions he holds.
- (k) The President shall chair all meetings. If he shall not be able to attend any such meetings, the Director of Club Services shall chair the proceedings. Should both the President and Director of Club Services be unable to attend any such meeting, then an Executive Committee member shall assume the position of chair for the meeting.

33. PATRON AND VICE PATRONS

Patron and Vice-Patrons (unlimited in number) who need not be members of Branch or Club shall be elected at the SSLSC Annual General Meeting.

34. DUTIES OF OFFICERS AND ADVISORS

SSLSC requires the various Officers that are elected to perform such duties and undertake such responsibility as specified from time to time in the SSLSC Regulations.

35. OFFICERS OF SSLSC

The officers of the Club shall consist of:

- (a) Executive Committee Positions:
President; Director of Club Services; Director of Finance; Director of Administration;
Director of Junior Member Services; Director of Surf Sports; Director of Life Saving;
Director of Education.
- (b) Management Committee Positions:
Occupational Health and Safety Officer; Club Coach; Hall Manager; Licensee; Publicity
Officer; Registrar; Minutes Secretary; Fundraising Coordinator; Major Events Coordinator;
Sponsorship Coordinator; Social Secretary; Junior Activities Superintendent; Life Saving &
Gear Coordinator; Youth Development Coordinator; Surfboat Captain; IRB Captain.
- (c) Non Committee Positions:
Patrons; Honorary Positions and Honorary Advisors; Clothing Coordinator; Junior Activities
Age Supervisors; Craft, Swim & Beach Sectional Captain(s); Club Competition Coordinator;
Website Coordinator; Junior Activities Gear Coordinator; Junior Activities Recorder; Junior
Activities Competition Coordinator; Club Archives Officer.
- (d) Any Member accepting nomination for the position of Director of Life Saving, Lifesaving &
Gear Coordinator, Director of Education, IRB Captain, Surf Boat Captain, Craft, Swim and
Beach Sectional Captain(s) shall be the holder of the Bronze Medallion of the Surf Life
Saving Association of Australia.

36. POWERS AND DUTIES OF SSLSC OFFICERS

36.1 Occupational Health and Safety Officer

The Occupational Health and Safety Officer:

- (a) Shall be the club authority on OH&S issues and Risk Management issues;
- (b) Shall monitor the safety of all club facilities and club equipment;
- (c) Shall complete OH&S inspections on all club facilities and equipment as required in the SLSA OH&S inspection checklist. This inspection to be completed annually or at more frequent intervals as required. The annual inspection is to be completed prior to the commencement of the new season following the Annual General Meeting;
- (d) Shall maintain a Hazard Register pertaining to any faults or problems as found as part of inspections or member complaints. This register to be updated on a regular basis as required;
- (e) Shall report and recommend any OH&S issues to the Executive and Management Committees of SSLSC;
- (f) Shall oversee any works to be completed as a result of any OH&S issues;
- (g) Shall be the club representative on OH&S panels and committees as required by HSLC or any other parties.

36.2 Club Coach

The Club Coach:

- (a) Shall supervise all aspects of the operations of the gymnasium;
- (b) Shall be responsible for the maintenance and safety of the gymnasium and its equipment;
- (c) Shall manage and oversee the gymnasium budget as approved by the Director of Finance and Management Committee;
- (d) Shall recommend and purchase new equipment as required by the operations of the gymnasium and its members;
- (e) Shall maintain a gymnasium key access register;
- (f) Shall collect all monies and fees for gymnasium access and deliver to the Director of Finance;
- (g) Shall manage and oversee the cleanliness and hygiene of the gymnasium and its equipment;
- (h) Shall ensure that all members using the gym qualify as per the rules and regulations of gymnasium usage;
- (i) Shall advise members on the use and methods of using the gymnasium equipment.
- (j) Organise specialist coaching staff (Boat, Craft, Swim, Beach) as required;
- (k) Liaise with coaching staff regarding training times and equipment required.

36.3 Hall Manager - (New Position)

The Hall Manager:

- (a) Shall assume the responsibility for the care and control of the Clubhouse;
- (b) Shall maintain each section of the building to its maximum efficiency and keep the Committee informed of any improvements and/or renovations necessary to maintain such standards;
- (c) Shall require the approval of the Committee for any and all major items of expenditure except in cases of emergency whereby immediate action is called for;
- (d) Shall be responsible for the hiring of the auditorium and shall maintain all records of such hiring and future bookings. Charges for the use of the auditorium shall be set by the Committee and reviewed from time to time;
- (e) Shall ensure that all relevant Hall Hire documentation is completed and held by both the club and lessees;
- (f) Shall be responsible for collection of such fees from hall bookings and hiring. These monies are to be handed to the Director of Finance;
- (h) Shall manage and oversee all cleaning of the facilities after functions;
- (i) Shall liaise with any catering and clients engaged to utilise the hall and its facilities;
- (j) Shall manage and oversee the cellar and cool room operations.

36.4 Licensee

The Licensee:

- (a) Shall act as the club's Licensee and ensure that the club is compliant with the relevant Liquor Administration Act and legislation;
- (b) Shall maintain a list of club functions and submit these to the relevant authorities for approval;
- (c) Shall ensure that all liquor licensing requirements are adhered to by SSLSC;
- (d) Shall maintain a register of members qualified in the Responsible Service of Alcohol;
- (e) Shall ensure that only RSA qualified members access and work from the bar area at club functions;
- (f) Shall manage and oversee any training required in the attainment of the Responsible Service of Alcohol qualification.

36.5 Registrar

The Registrar:

- (a) Shall keep a register of Membership setting out in detail the name and address of every Member of the Club, date and year Members joined the Club;
- (b) Shall record date and year Members qualified for and obtained SLSA awards;
- (c) Shall keep a true record of all office-bearers of the Club as elected at the Annual General Meeting each year;
- (d) Shall keep a true record of any outstanding feats, done either by the Club or Member(s), as authorised by the Committee or General Meeting;
- (e) Shall keep a Record of all inter-Club competition results;
- (f) Shall accept and process all club registrations;
- (g) Shall enter and record all registrations and subsequent information in to the recognised SLSA system;
- (h) Shall manage and oversee the organisation and operation of club registration days;
- (i) Shall collect all monies and fees for club membership and deliver to the Director of Finance.

36.6 Minutes Secretary

The Minutes Secretary:

- (a) Shall assist the Director of Administration in all secretarial duties;
- (b) Shall attend all committee meetings and take Minutes of such meetings;
- (c) Shall assist the Director of Administration in the taking and preparation of minutes at all club meetings;
- (d) Shall record all attendances at club meetings;
- (e) Shall issue notices of all club meetings;
- (f) Shall deputise for the Director of Administration when required upon the approval of the Executive Committee;
- (g) Shall ensure that a copy of the Annual Report and a copy of the Minutes of all General, Committee and Sub-Committee meetings are placed in the Club Archives.

If at any time the position of Director of Administration becomes vacant the President shall forthwith temporarily appoint the Minutes Secretary as the Director of Administration pending the appointment or election of a new Director of Administration.

36.7 Publicity Officer

The Publicity Officer:

- (a) Shall place all required public notices in the media as required by the SSLSC constitution and Management Committee;
- (b) Shall prepare, maintain and distribute club newsletters and any relevant information as deemed necessary by the Management Committee;
- (c) Shall place in the media all major club and club member's achievements;
- (d) Shall keep members informed as required of club activities;
- (e) Shall investigate and maintain any other forms of media that may be necessary to convey information to members and the community.

36.8 Fundraising Coordinator - (New Position)

The Fundraising Coordinator:

- (a) Shall coordinate all fundraising activities designed to assist the operation of the club;
- (b) Shall have the capacity to form a small committee to assist with fundraising activities;
- (c) Shall report all activities and projected fundraising activities to the Executive and Management Committees prior to commencement;
- (d) Shall communicate and liaise with the Sponsorship Coordinator and Director of Finance on all activities of fundraising.

36.9 Major Events Coordinator - (New Position)

The Major Events Coordinator:

- (a) Shall manage and oversee all aspects of the clubs major events;
- (b) Shall liaise with relevant organisations and parties during the process of organising the event. Shall have the capacity to form a small committee to assist with fundraising activities;
- (c) Shall report all activities and projected major events to the Executive and Management Committees prior to commencement;
- (d) Shall communicate and liaise with the Sponsorship Coordinator and Director of Finance on all activities of the major event;
- (e) Shall manage and oversee the participants of the major events;
- (f) Shall collect all monies and fees from the major event and deliver to the Director of Finance;
- (g) Shall ensure that all relevant forms are submitted to the relevant authorities.

36.10 Sponsorship Coordinator (Promotions/Sponsorship Officer)

The Sponsorship Coordinator:

- (a) Shall manage and oversee the sourcing and investigation of new and potential sponsors;
- (b) Shall support and assist all members in the pursuit of sponsorship;
- (c) Shall be the central person of the club to contact and approach potential sponsors;
- (d) Shall manage and oversee the invitation of sponsors to club functions and relevant events;
- (e) Shall rigorously pursue Government grants and any form of grant that may assist the club in its operations;
- (f) Shall manage and oversee the promotion of club sponsors in the media and on club facilities in conjunction with the Publicity Officer;
- (g) Shall communicate and liaise with the Director of Finance on all activities in the pursuit of sponsorship;
- (h) Shall communicate the source and style of a sponsorship to the Executive and Management Committees before a sponsorship is negotiated.

36.11 Clothing Coordinator - (New Position)

The Clothing Coordinator:

- (a) Shall manage and oversee all aspects of club clothing when the Management Committees deems it appropriate to do so;
- (b) Shall manage and oversee the purchase of club competition clothing and apparel;
- (c) Shall manage and oversee the purchase of club clothing and apparel;
- (d) Shall collect all monies and fees from the sale of clothing and deliver to the Director of Finance;
- (e) Shall manage and oversee the club clothing stock;
- (f) Shall coordinate club clothing for representative teams and touring teams;
- (g) Shall assist with the purchase of club equipment for any relevant presentations or club awards;
- (h) Shall liaise with suppliers of club clothing and apparel.

Note: This is **not** a Committee position.

36.12 Social Secretary

The Social Secretary:

- (a) Shall be responsible for the activities of the Social Committee including the organising and conducting of social functions for and on behalf of the Club;
- (b) Shall liaise with relevant organisations and parties during the process of organising the social activity;
- (c) Shall have the capacity to form a small committee to assist with social activities;
- (d) Shall report all activities and projected social activities to the Executive and Management Committees prior to commencement;
- (e) Shall communicate and liaise with the Director of Finance on all aspects of the social activity;
- (f) Shall manage and oversee the participants of the social activity;
- (g) Shall collect all monies and fees from the social activity and deliver to the Director of Finance;
- (h) Shall ensure that all relevant forms are submitted to the relevant authorities;
- (i) Shall manage and oversee catering for major events, competition carnivals and any club event requiring catering;
- (j) Shall liaise with suppliers of catering supplies;
- (k) Shall manage and oversee all forms of entertainment required at all functions and events of the club.

36.13 Junior Activities Superintendent

The Junior Activities Superintendent:

- (a) Shall manage and oversee all Junior Activities on interclub competition days and on club competition days;
- (b) Shall manage and oversee the award requirements for all age groups under the Junior Activities;
- (c) Shall manage and oversee coaching requirements for Junior Activities members
- (d) Shall act as team manager at inter club competitions and surf carnivals for Junior Activities members;
- (e) Shall ensure that all Junior Activities members are kept informed of current rules and regulations regarding competition;
- (f) Shall manage and oversee, direct and make vital decisions pertaining to the running of all JA interclub competition events and club events.

36.14 Youth Development Coordinator

The Youth Development Coordinator:

- (a) Shall manage and oversee the conduct and co-ordination of all matters pertaining to youth development and membership;
- (b) Shall assist and advise junior activities members to complete the transition from junior activities to senior club activities and responsibilities;
- (c) Shall implement, manage and oversee programmes for the development and integration of 13-year-old to 18-year-old members;
- (d) Shall liaise with sectional surf sports captains to arrange a pathway to competition;
- (e) Shall liaise with the Director of Life Saving to manage and oversee youth development within beach patrols;
- (f) Shall manage and oversee a “buddy” system for the transition from junior activities to senior club activities and responsibilities including beach patrols;
- (g) Shall provide resources and programs in all development matters.

36.15 Junior Activities Age Supervisors

The Junior Activities Age Supervisors:

- (a) Shall be responsible for providing constant supervision of members of the particular age group under their control and supervision during club competition days;
- (b) Shall be responsible for providing constant supervision of members of the particular age group under their control and supervision during inter club competition days;

- (c) Shall record all attendance at interclub competition days and club competition days for that particular age group as well as events entered and places gained by competitors in such events;
- (d) Shall ensure that at the end of each day the relevant documents are returned to the Junior Activities Recorder;
- (e) Shall assist the Publicity Officer by supplying the names of members for publicity purposes approved by the JA member's parent/guardians;
- (f) Shall assist the JA Superintendent with achievement awards and awards instruction for that particular age group;
- (g) A maximum of two officially elected positions per age group shall be allowed.

Note: These are **not** Committee positions.

36.16 Surf Boat Captain

The Surf Boat Captain:

- (a) Shall be responsible for the care and maintenance of all surf boats and ancillary surf boat equipment that is the property of SSLSC;
- (b) Shall manage and oversee the issue and utilisation of all surfboats and ancillary surfboat equipment that is the property of SSLSC;
- (c) Shall supervise and organise the training and education of members in surfboat practices;
- (d) Shall be responsible for the upkeep and supervision of the premises at which the surfboat and ancillary equipment is stored;
- (e) Shall oversee and manage all surfboat competitors during the inter-Club competitions and any event at which they compete;
- (f) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the surfboat section;
- (g) Shall ensure that all competition entries are submitted to the Director of Surf Sports;
- (h) Shall actively encourage participation in surf boat rowing by club members and the community;
- (i) Shall assist the Director of Surf Sports as required in relation to selection of SSLSC representative teams where surf boat competitors are required;
- (j) Shall oversee all selections of surfboat crews in consultation with coaches, trainers and surfboat sweeps.

36.17 Craft, Swim and Beach Sectional Captain(s) – (New Positions)

The Craft Captain:

- (a) Shall be responsible for the care and maintenance of all crafts and ancillary surf craft equipment that is the property by SSLSC;
- (b) Shall manage and oversee the issue and utilisation of all craft and ancillary craft equipment that is the property of SSLSC;
- (c) Shall supervisees and organise the training and education of members in craft paddling practices;
- (d) Shall be responsible for the upkeep and supervision of the premises at which the crafts and ancillary equipment are stored;
- (e) Shall oversee and manage all craft competitors during the inter-Club competitions and any event at which they compete;
- (f) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the craft section;
- (g) Shall ensure that all competition entries are submitted to the Director of Surf Sports;
- (h) Shall actively encourage participation in craft paddling by club members and the community;
- (i) Shall assist the Director of Surf Sports as required in relation to selection of SSLSC representative teams where craft competitors are required;
- (j) Shall oversee all selections of craft teams in consultation with coaches and trainers.

- Note: (i) If a Swim Captain of a Beach Captain is elected the same duties as the Craft Captain will apply for the position, the only difference will be to replace any reference to craft(s) with swim or beach, where applicable.
- (ii) These are **not** Committee positions.

36.18 IRB Captain

The IRB Captain:

- (a) Shall be responsible to the Director of Life Saving for the care and maintenance of all IRB equipment and ancillary IRB equipment that is the property of SSLSC;
- (b) Shall manage and oversee the issue and utilisation of all IRB equipment and ancillary IRB equipment that is the property of SSLSC;
- (c) Shall supervise and organise the training and education of members in IRB practices;
- (d) Shall be responsible for the upkeep and supervision of the premises at which the IRB and ancillary equipment are stored;
- (e) Shall ensure that the appropriate log books are available and correctly completed as per SLSA requirements;
- (f) Shall ensure that IRB equipment is in satisfactory condition and ready for service at all times for beach patrols;
- (g) Shall oversee and manage all IRB competitors during the inter-Club competitions and any event at which they compete;
- (h) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the IRB section;
- (i) Shall ensure that all competition entries are submitted to the Director of Surf Sports;
- (j) Shall actively encourage participation in IRB competition by club members and the community;
- (k) Shall assist the Director of Surf Sports as required in relation to selection of SSLSC representative teams where IRB competitors are required;
- (l) Shall oversee all selections of IRB teams in consultation with coaches and trainers.
- (m) Shall oversee and manage a roster for IRB services pertaining to water safety of the JA club events in consultation with the Director of Junior Member Services and JA Superintendent;
- (n) Shall oversee and manage a roster for IRB services pertaining to water safety of surf carnivals held on Stockton in consultation with the Director of Surf Sports;
- (o) Shall oversee and manage a roster for IRB services pertaining to water safety for any major event on Stockton in consultation with the Major Events Coordinator.

36.19 Club Competition Coordinator (Club Handicapper)

The Competition Coordinator:

- (a) Shall set dates for internal club competition dates;
- (b) Shall set the format for club championships upon approval of the Management Committee;
- (c) Shall coordinate and conduct club competition days;
- (d) Shall keep accurate records of all club competitions and results;
- (e) Shall liaise with sectional captains pertaining to club competition requirements;
- (f) Shall be responsible for the care and maintenance of all equipment that is the property of SSLSC used for the operation of club competitions;
- (g) Shall be responsible for handicap records as required.

Note: This is **not** a Committee position.

36.20 Life Saving and Gear Coordinator (Vice Club Captain/Gear Steward)

The Life Saving and Gear Coordinator:

- (a) Shall assist the Director of Life Saving at all times;
- (b) Shall in the absence of the Director of Life Saving carry out the duties allotted to the Director of Life Saving as authorised by the Director of Life Saving;
- (c) Shall in consultation with the Director of Life Saving appoint Patrol Captains for the rostered patrols;

- (d) Shall in consultation with the Director of Life Saving prepare and organise patrol teams as per SLSA requirements;
- (d) Shall prepare, organise and distribute patrol rosters as per SLSA requirements;
- (e) Shall liaise with patrol captains to ensure that members complete their patrols or substitutes are available;
- (f) Shall enter relevant patrol information into the recognised process as required by SLSA;
- (g) Shall ensure that patrol logbooks and relevant information is in place ready for patrol commencement whenever a patrol is to be performed;
- (h) Shall assist the Director of Life Saving at all times with the management and maintenance of surf life saving rescue equipment;
- (i) Shall advise the Director of Life Saving on matters relating to improving and replacing surf life saving rescue equipment;
- (j) Shall ensure that surf life saving rescue equipment is fit for service and in satisfactory condition;
- (k) Shall ensure that all statutory inspections and calibrations are performed on surf life saving rescue equipment when required;
- (l) Shall liaise with the Director of Life Saving to ensure adequate training and instruction is performed on life saving equipment and surf rescue equipment;
- (m) Shall maintain a register of all surf life saving rescue equipment. The surf rescue equipment shall include but not be limited to:
 - (i) mobile vehicles and ATV's;
 - (ii) trailers used to transport surf rescue equipment and surf life saving equipment;
 - (iii) communications and radio systems for use on patrols and surf life saving communications;
 - (iv) rescue boards;
 - (v) rescue tubes;
 - (vi) patrol shelters and associated equipment;
 - (vii) resuscitation equipment;
 - (viii) defibrillation equipment;
 - (ix) radio equipment.

36.21 Website Coordinator

The Website Coordinator:

- (a) Ensure the website is up to date;
- (b) Make any changes requested by the Management Committee.

Note: This is **not** a Committee position.

36.22 Junior Activities Gear Coordinator – (New Position)

The Junior Activities Gear Coordinator:

- (a) Shall be responsible for the safe storage, care and maintenance of all JA carnival and competition equipment;
- (b) Shall advise the Director of Junior Member Services on matters relating to improving and replacement of competition equipment;
- (c) Shall ensure that the necessary equipment required for competitions is on hand and available for that day;
- (d) Shall maintain a complete and itemised record of all competition equipment.

Note: This is **not** a Committee position.

36.23 Junior Activities Recorder – (New Position)

The Junior Activities Recorder:

- (a) Shall adjust and monitor all handicaps directed by the JA;
- (b) Shall record the results of all JA club competition;

- (c) Shall after handicap events have been completed, make the necessary adjustments to handicaps as set down by the JA to ensure that at the commencement of each club handicap day all pertinent handicaps are current and correct.

Note: This is **not** a Committee position.

36.24 Junior Activities Competition Coordinator – (New Position)

The Junior Activities Competition Coordinator:

- (a) Shall manage, coordinate and administer all JA carnivals held on Stockton Beach in conjunction with the Director of Junior Member Services and the Director of Surf Sports where JA competition is to be held;
- (b) Shall manage and oversee all sectional surf sports disciplines and competition operations for SSLSC Junior Activities;
- (c) Shall manage and coordinate, and this shall include lodging JA entries at all HSLs, SLSNSW carnivals and JA events;
- (d) Shall manage and oversee all internal club competitions and club championships pertaining to JA;
- (e) Shall manage, organise and oversee club officials for all competitions where SSLSC is required to supply officials at JA competitions;
- (f) Shall manage and oversee all SSLSC team selections where multi discipline events are required pertaining to JA competitions.

Note: This is **not** a Committee position.

36.25 Club Archives Officer- (New Position)

The Club Archives Officer:

- (a) Shall be responsible for the acquisition, maintenance, restoration, display, and appropriate storage of all club memorabilia and archives (including past club records, minutes, histories, photographs, trophies, artefacts, clothing, swimmers, badges, lifesaving manuals and equipment, carnival programmes and whatever else is deemed appropriate by Management Committee;
- (b) Shall liaise with the Management Committee as appropriate;
- (c) Shall be responsible to the Director of Administration.

Note: This is **not** a Committee position.

* See Page 46 - **Annexure A: Club Structure (Office Bearers and Reporting Relationships)**.

37. CASUAL VACANCIES

For the purposes of these rules, a casual vacancy in the office of a Member of the Committee occurs if the Member:

- (a) Dies;
- (b) Ceases to be a Member of SSLSC;
- (c) Becomes an insolvent under administration within the meaning of the Companies (NEW SOUTH WALES) code;
- (d) Resigns office by notice in writing given to the Director of Administration.
- (e) Becomes of unsound mind or a person or estate is liable to be dealt with in any way under the law relating to mental health or;

- (f) Is absent without the consent of the committee from three (3) consecutive meetings.
- (g) Is removed under Rule 38.

All officers and committee position holders shall continue in office subject to resignation, removal or disqualification from office until their successor/s are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at an ordinary General Meeting.

38. REMOVAL OF OFFICERS AND ADVISORS

In addition to the circumstances in which the office of an Officer becomes vacant by virtue of the Law, the office of an Officer becomes vacant if the Officer:

- (a) Dies;
- (b) Becomes bankrupt or makes any arrangement or composition with his creditors generally
- (c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) Resigns his office in writing to SSLSC;
- (e) Is absent without the consent of the Executive from three consecutive meetings without valid excuse;
- (f) Without the prior consent or later ratification of the Members in General Meeting holds any office of profit under SSLSC;
- (h) Is directly or indirectly interested in any contract or proposed contract with SSLSC and fails to declare the nature of his interest;
- (i) Is removed by Special Resolution;
- (j) Has been expelled or suspended from membership;
- (k) Would otherwise be prohibited from being a director of a corporation under the *Corporations Act*;
- (l) On the recommendation of a SSLSC Judiciary Committee.

PART 6 - FINANCE AND PROPERTY

39. FINANCE

- (a) The funds of SSLSC shall be used in pursuance of the objects and powers of SSLSC subject to any resolution passed by the Management Committee.
- (b) The income and property of SSLSC shall be applied solely towards the promotion of SSLSC and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of SSLSC provided that nothing herein shall prevent the payment in good faith of remuneration to any servant or officer of SSLSC.
- (c) Investments should be as per the Charities Act/Guidelines.

40. FINANCIAL YEAR

- (a) **The financial year shall be from 01 May to 30 April in the next year.**
- (b) All payments received shall be banked in the name of the SSLSC, and any payments made by cheque must be authorised by any two of the President, Director of Administration and Director of Finance or any other person duly appointed for that purpose by the Management Committee. Other methods of payment may be authorised by the Management Committee after accounts have been passed for payment.
- (c) The Director of Finance shall submit a financial statement to each Management Committee Meeting and the Annual General Meeting.
- (d) The funds and all property of the Club shall be under the absolute control of the Management Committee and shall be invested, applied, disposed of or used as directed by the Management Committee.
- (e) The Director of Finance shall present the books of the Club to the Auditor for examination prior to the publication of the Annual Report and Financial Statement.
- (f) A copy of the Annual Report and Financial Statement shall be forwarded each year to the Newcastle City Council, SLSA, HSLS, SLSNSW and the relevant regulatory Body.

41. FUNDS - SOURCE

- (a) The funds of the SSLSC shall be derived from entrance fees, annual membership fees of members, donations and, subject to any resolution passed by SSLSC in general meeting, such sources as the committee determines.
- (b) All money received by SSLSC shall be deposited as soon as possible after receipt and without deduction to the credit of SSLSC's account.
- (c) SSLSC shall as soon as practicable after receiving any money, issue an appropriate receipt.

42. FUNDS - MANAGEMENT

- (a) Subject to any resolution passed by SSLSC in general meeting, the funds of SSLSC shall be used in pursuance of the objects of SSLSC in such manner as the committee determines.
- (b) All payments must be authorised by any two (2) members of the Executive Committee or employees of SSLSC, being members or employees authorised to do so by the Management Committee.

43. AUDITOR AND INSPECTION OF BOOKS

- (a) The Auditor shall be appointed at the Annual General Meeting (AGM) of SSLSC to hold office until the next Annual General Meeting. In the event of the position of Auditor becoming vacant between the AGM and not being filled at the AGM, SSLSC may appoint an Auditor to fill such vacancy until the next AGM of SSLSC.
- (b) SSLSC Officers and members are not eligible for election as the Auditor.

- (c) The Auditor shall conduct an audit of the books of accounts of SSLSC at the end of each financial year.
- (d) He shall also certify to the correctness of the Income and Expenditure Account and to the correctness of the Balance Sheet for submission to the Annual General Meeting and shall verify the existence of all SSLSC monies and securities.
- (e) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of SSLSC and shall be entitled to acquire from the Officers, members and employees of SSLSC all such information and explanation as may be necessary for the performance of his duties.
- (f) The Auditor shall submit a report to the Annual General Meeting of SSLSC on the accounts examined by him and shall state:
 - (i) Whether in his opinion the accounts presented to the meeting have been properly drawn up so as to exhibit a true and correct view of the state of SSLSC affairs according to the best of his information and explanations given to him and as shown by the books of SSLSC;
 - (ii) Whether or not he has obtained all the information and explanations he has required.
- (g) The records, books and other documents of SSLSC shall be open for inspection, free of charge, by a member of SSLSC at any reasonable hour and upon reasonable notice.
- (h) Except as otherwise provided for in these regulations, the Public Officer shall keep in his or her custody or under his or her control all records, books or documents relating to SSLSC.

44. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENT

The Director of Administration shall cause to be prepared prior to the Annual General Meeting:

- (a) A report of the activities of SSLSC during the previous season;
- (b) Audited, financial statements for the financial year last ended, duly certified by the Auditor or Auditors and signed by the Director of Finance;
- (c) All relevant members shall submit to the Director of Administration at the close of each season and not later than 31st May, statistics and a report of their respective sections for the compilation of the SSLSC annual report.

45. REIMBURSEMENT OF COSTS

Subject to approval by the Executive or Management Committee, members of the SSLSC or of any Standing Committees and Sub Committees may be entitled to reimbursement of any costs incurred in carrying out their duties as laid down in these by-laws. Relevant receipts, invoices and any other relevant supporting documents, shall accompany these requests for reimbursement. All documentation must be delivered to the Director of Finance.

46. ACCOUNTS

- (a) No accounts for payment shall be paid unless an invoice or receipt form is produced.

- (b) Accounts may be paid provided correct invoice has been issued and the invoice certified that the account is in order.
- (c) The Director of Finance shall have the authority to pay recurring accounts in connection with the running of SSLSC (eg. salaries, wages, telephone, electricity, etc).

47. FEES, CAPITATION AND LEVIES

- (a) Annual membership fees shall be recommended by the Management Committee and shall be presented at the Annual General Meeting for endorsement.
- (b) Membership fees shall be determined at each Annual General Meeting for all categories of members for SSLSC.
- (c) **Membership fees shall be payable to the Director of Finance until the thirty first (31st) day of October.** Unfinancial members at that date will be notified by mail, or any other method available at the time, informing them of their obligations. Whilst a member's subscription remains overdue, the member shall not be entitled to use SSLSC's premises or enter competitions.
- (d) Membership fees are to be paid annually as per the regulations of this constitution;
- (e) Should any member find he cannot pay his membership by the due date, he may apply in writing to the Executive Committee, who may grant him an extension of time to pay. Each case shall be treated and judged on its merits.
- (f) **Any member (subject to rule 47(e) above) who is unfinancial by 31st October in each season shall forfeit all rights to membership and interest in the property or assets of the club.**
- (g) Any members may invite a visitor into the club premises. The introducing member shall be responsible for such visitors. An executive member may permit distinguished guests to use SSLSC facilities, except the gymnasium, at his/her discretion. Such usage of the premises shall be reported to the subsequent meeting of the Management Committee.

48. SSLSC PROPERTY

- (a) No person shall remove any property from SSLSC premises, or any place wheresoever any property belonging to SSLSC is kept, without first receiving permission of the Director of Club Services. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.
- (b) No person shall remove any surf life saving property or equipment from SSLSC premises, or any place wheresoever any property belonging to SSLSC is kept, without first receiving permission of the Director of Life Saving. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.
- (c) Application for loan of equipment shall be made in writing and delivered to the Director of Club Services.
- (d) Should SSLSC cease to function as a Surf Life Saving Club or affiliated group, the HSLC shall stand possessed as trustee of all real and personal property of the Club or group. If failing to reform within a period of three (3) years, the Club or group shall be treated as defunct, and its property both real and personal shall vest in the HSLC absolutely.

49. PURCHASE OF GEAR AND EQUIPMENT

- (a) All purchases for and on behalf of SSLSC (apart from petty cash purchases) shall be made after consultation with and approval by a member of the Executive.
- (b) All purchases of gear, capital items or similar equipment shall be first approved by the Management Committee prior to the purchase.
- (c) No member of SSLSC is authorised to sign contracts or orders unless specifically approved by the Management Committee.
- (d) No member of SSLSC is authorised to lend any SSLSC equipment unless it is co-ordinated through the Director of Club Services.
- (e) An Assets Register of all gear and equipment shall be maintained by the Director of Finance.

PART 7 – DELEGATION AND SUB-COMMITTEES

50. DELEGATION OF AUTHORITY

- (a) The Management Committee may by instrument in writing create or establish or appoint among its own members or from other selected personnel as occasion may require, special committees, sub-committees, boards or individual officers and consultants to carry out such duties and functions with such powers as the executive determines.
- (b) The executive may in this establishing instrument delegate such functions as are specified in the instrument, other than:
 - (i) This power of delegation; and
 - (ii) A function imposed on the executive by the law or any other law or this constitution or by resolution of the management committee.
- (c) A function, the exercise of which has been delegated under this rule may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of this delegation.
- (d) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstance as may be specified in the delegation.
- (e) The executive may by instrument in writing revoke wholly or in part any delegation made under this rule.

51. SUB-COMMITTEES

- (a) A General Meeting or a Management Committee Meeting may appoint officers and/or members to a sub-committee to undertake any matter referred to it and to report back to the body appointing it.
- (b) A sub-committee may meet and adjourn as it thinks proper.
- (c) The Sub Committees of SSLSC shall be:

- Constitution and Rules Committee
- Meritorious Awards Committee
- Life Membership and Honours Committee
- Selection Committee
- Judiciary Committee
- Junior Activities Committee
- House and Building Committee
- Ladies Committee
- Social Committee
- Special Events Committee
- Other Sub Committees as deemed necessary from time to time.

52. SUB COMMITTEE MEETINGS

- (a) Oral or written notice of a meeting of a Standing Committee or Sub Committees shall be given to each member of the Committee at least 48 hours [or such period as may be unanimously agreed upon by the members of the Standing Committee and Sub Committee] before the time appointed for the holding of the meeting.
- (i) Notice of a meeting given under clause (a) shall specify the general nature of the business to be transacted at the meeting.
- (ii) No business shall be transacted by a Standing Committee or Sub Committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same date of the following week.
- (iii) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (b) The Standing Committees of SSLSC shall be elected as required each year in accordance with the qualifications stated in the SSLSC By-Laws.
- (c) Standing Committees shall meet as required and shall furnish a full and comprehensive report of the deliberations and recommendations to the subsequent Management Committee monthly meeting.
- (d) Any member of the Standing Committee being absent from two consecutive meetings without reasonable excuse shall forfeit his seat on such Committee.
- (e) Vacancies shall be filled by the Management Committee.
- (f) Each Committee shall elect a Chairperson, who shall be the convener, and a Secretary, except where otherwise provided, from the elected Members at the first meeting held in each season.
- (g) The Club President and or nominee shall occupy the Chair at such occasion.
- (h) **The President and Director of Administration shall be Members, ex-officio, of each Committee.**

53. COMMON SEAL

- (a) The Common Seal of SSLSC shall be kept in the custody of the public officer.

- (b) The Common Seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the Common Seal shall be attested by the signatures of either two [2] members of the executive committee or of one [1] executive member and the public officer or the director of administration.

54. INSURANCE

- (a) SSLSC shall effect and maintain insurance pursuant to Section 44 of the Association's Incorporation Act, 1984 or any amending or replacement Legislation.
- (b) In addition to the insurance required under sub-clause (a) SSLSC may effect and maintain other insurances.

55. ADMINISTRATION GENERALLY

- (a) Should the Management Committee consider that a situation has developed within SSLSC which gives them extreme concern and is detrimental to the image of surf life saving, it shall have the authority to initiate discussion and investigate the operations of such SSLSC and then if considered necessary the authority to appoint person/s to take over control and re-establish a sound and satisfactory administration within SSLSC and for such time as considered necessary.
- (b) In such situation, HSLC shall be notified forthwith of the action taken by SSLSC.

56. WINDING-UP PROVISIO

- (a) The action of winding up and distribution of surplus property shall be subject to decision by special Resolution.
- (b) If on winding up or dissolution of SSLSC there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members of SSLSC but shall be given or transferred to some other body that is a registered or exempt charity having objects similar to the objects of SSLSC and which shall prohibit the distribution of its or their income and property amongst its or their members.
- (c) Notwithstanding anything contained in these rules the "finance" and "winding up or dissolution" Clause 39 will not be amended or removed from these rules.

57. SAVING PROVISIO

In the event of any question arising which is not specifically provided for in the SLSA Constitution, the Regulations and the Manuals, the Rules and Regulations of SLSNSW or the Rules and Regulations of HSLC it shall be competent for SSLSC to make a ruling thereon, by way of Special Resolution but any such Resolution shall be temporary in nature and timing only and shall be subject to SSLSC amending its Constitution, if necessary in order to comply with any ruling to be obtained from and provided by SLSNSW.

58. INDEMNITY

- (a) Every officer, advisor, auditor, manager, employee or agent of SSLSC shall be indemnified out of the property or assets of SSLSC against any liability incurred by them in their capacity as an officer, advisor, auditor, manager, employee or agent in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are

acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Law, granted to them by the Court.

- (b) SSLSC shall indemnify its officers, advisors, managers and employees against all damages and costs [including legal costs] for which any such officer, advisor, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (i) in the case of an Officer or advisor, performed or made whilst acting on behalf of and with the authority, express or implied of SSLSC; and
 - (ii) in the case of any employee, performed or made in the course of, and within the scope of his employment by SSLSC.

59. PUBLIC OFFICER

For the purpose of the law, the Director of Administration shall be appointed as the Public Officer.

60. OFFICIAL CORRESPONDENCE

All official correspondence to and from SSLSC must be forwarded through the Director of Administration.

61. COPY OF THE CONSTITUTION

Each member shall have access to the SSLSC Constitution. A copy shall be available in the office of SSLSC and shall always be made available for perusal at any reasonable time by SSLSC members.

62. NON-POLITICAL AND NON-SECTARIAN

- (a) SSLSC shall be strictly non-political and non-sectarian and shall not directly or indirectly allow any subject bearing on politics or religion to be introduced or discussed at any meeting under its control or in any premises or place under its control either permanently or temporarily.
- (b) No member of SSLSC shall, as such a member:
 - (i) publicly participate in any political gathering or meeting;
 - (ii) in any publication or on television, film or radio or like production, or in any other manner express an opinion or belief, which supports or tends to support or discredits or tends to discredit any political or religious party, activity or belief;
 - (iii) at any time publicly profess or claim to represent the views or beliefs of SSLSC or any part thereof or members thereof;
 - (iv) draw a comparison or compare the discipline, procedures or activities of SSLSC or any part thereof with any political or religious activity, body or organisation.

63. CONFLICT OF INTEREST

A member shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent himself from discussions of such

matter and shall not be entitled to vote in respect of such matter. In the event of an uncertainty as to whether it is necessary for an Officer to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Executive Committee or the relevant Committee.

PART 8 - ADDITION, ALTERATION OR AMENDMENT TO THE CONSTITUTION AND RULES

- 64.** (a) No addition, alteration or amendment should be made to the objects of SSLSC or this Constitution unless the same has been approved by a Special Resolution at a SSLSC Special General Meeting of which twenty one (21) days notice shall be given by the director of administration members. Such notice shall state the exact nature of the proposed addition, alteration or amendment and shall be lodged with the director of administration at least forty two (42) days before the meeting.
- (b) Further, the Minister of the Crown for the time being administering the Charitable Fund Raising Act, 1991 shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified approval to such amendment being made.
- (c) The Public Officer shall within one [1] month after the passing of a Special Resolution relating to the addition, alteration or amendment on this Constitution, lodge with all relevant regulatory bodies notice of the change in the form prescribed for the time being and from time to time.

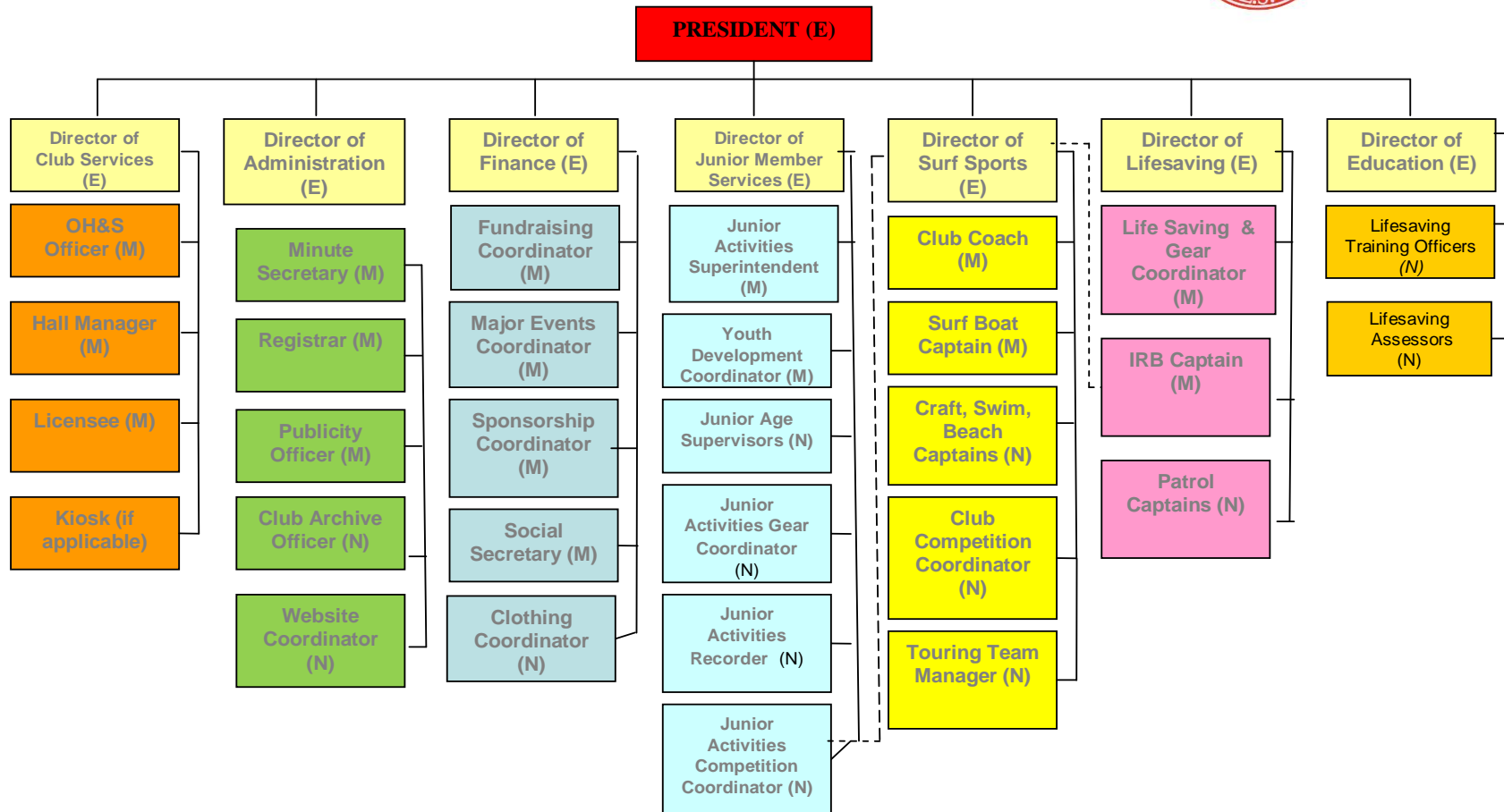
65. REGULATIONS

A General Meeting or Management Committee Meeting of SSLSC may adopt regulations which are subject to and not inconsistent with the Constitution for the purpose of administering the duties, obligations, rights, privileges and other activities of the Office Bearers and Members. Such regulations may be altered, rescinded or added to by a Resolution passed at a General Meeting, or, at a Management Committee Meeting where the Resolution must be passed by a majority of two-thirds of the Committee present and voting on such resolution, provided always that a notice of such resolution has been posted on the notice board of the SSLSC for at least one [1] calendar month prior to the General Meeting or Management Committee Meeting at which such resolution is to be voted on.

66. SSLSC REGULATIONS

- (a) The Management Committee may formulate, issue, adopt, interpret and amend such SSLSC Regulations for the proper advancement, encouragement, management and administration of SSLSC, the advancement of the objects of SSLSC and Surf Life Saving, as it thinks necessary or desirable provided that any such Regulations are not inconsistent with the Constitution and any policy directives of SSLSC.
- (b) All SSLSC Regulations made under this rule shall be binding on all members of SSLSC.
- (c) Amendments, alterations, interpretations or other changes to SSLSC Regulations shall be advised to members by SSLSC by mail, email or other media available if necessary.

Annexure A - Club Structure (Office Bearers & Reporting Relationships)



Executive Committee (E), Management Committee (M), Non-Committee (N)