

POINT LOOKOUT SURF LIFE SAVING CLUB INCORPORATED

Constitution and By-Laws

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Version 2.0

CONTENTS

1.	NAME	4
2.	DEFINITIONS AND INTERPRETATION	4
3.	OBJECTS	6
4.	POWERS OF THE ASSOCIATION	8
5.	APPLICATION OF INCOME	8
6.	LIABILITY OF MEMBERS	9
7.	MEMBERS' CONTRIBUTIONS	9
8.	DISTRIBUTION OF DGR PROPERTY ON REVOCATION OF DGR OR WINDING UP	9
9.	DISTRIBUTION OF PROPERTY ON WINDING UP	9
10.	STATUS AND COMPLIANCE OF ASSOCIATION	10
11.	ASSOCIATION'S CONSTITUTION	11
12.	MEMBERS	12
13.	SUBSCRIPTIONS AND FEES	14
14.	APPLICATION	14
15.	REGISTER OF MEMBERS	16
16.	EFFECT OF MEMBERSHIP	16
17.	DISCONTINUANCE OF MEMBERSHIP	17
18.	GRIEVANCES, JUDICIAL AND DISCIPLINE	18
19.	ANNUAL GENERAL MEETING	18
20.	NOTICE OF GENERAL MEETING	18
21.	BUSINESS	19
22.	NOTICES OF MOTION	19

23.	SPECIAL GENERAL MEETINGS	19
24.	PROCEEDINGS AT GENERAL MEETINGS	20
25.	VOTING AT GENERAL MEETINGS	21
26.	PROXY AND POSTAL VOTING	22
27.	EXISTING DIRECTORS	22
28.	POWERS OF THE MANAGEMENT COMMITTEE	22
29.	COMPOSITION OF THE MANAGEMENT COMMITTEE	22
30.	ELECTION OF DIRECTORS	23
31.	VACANCIES OF DIRECTORS	24
32.	MEETINGS OF THE MANAGEMENT COMMITTEE	25
33.	DELEGATIONS	27
34.	BY-LAWS	28
35.	FUNDS, RECORDS AND ACCOUNTS	28
36.	AUDITOR	30
37.	NOTICE	30
38.	SEAL	30
39.	ALTERATION OF CONSTITUTION	31
40.	INDEMNITY	31
41.	DISSOLUTION	31

ASSOCIATIONS INCORPORATION ACT 1981 (QLD)

CONSTITUTION

of

POINT LOOKOUT SURF LIFE SAVING CLUB INCORPORATED

1. NAME

The name of the Association is Point Lookout Surf Life Saving Club Incorporated ("Association").

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

Act means the *Associations Incorporation Act 1981* (Qld).

Association means Point Lookout Surf Life Saving Club Incorporated.

Branch means South Coast Branch which includes the affiliated Surf Life Saving Clubs and their members within the boundaries of that Branch as defined by SLSQ and the Branch.

By Laws means any By-Laws made by the Management Committee under **Rule 34**.

Constitution means this Constitution of the Association.

Delegate means the person appointed from time to time to act for and on behalf of the Association.

Director means a member of the Management Committee appointed in accordance with this Constitution.

Financial year means the year ending 30 April in each year.

General Meeting means the annual or any special general meeting of the Association.

Intellectual Property means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment, images (including photographs, television, videos or films) or service marks (whether registered or registrable) relating to the Association or any championship, competition, series or event or lifesaving activity of or conducted, promoted or administered by the Association.

Life Member means an individual appointed as a Life Member of the Association under **Rule 12.2**.

Management Committee means the body consisting of the Management Committee Members under Clause 28.

Member means a registered member of the Association and can only include junior ("*Nipper*") members; cadet members; active members; reserve active members; past active members; long service members; award members; associate members; honorary members; and life members of the Association all of which categories are defined in this Constitution or the By-Laws.

Membership Year means the period between 1 October and 30 September the following year.

Objects means the objects of the Association under **Rule 3**.

President means the President for the time being of the Association.

Seal means the common seal of the Association and includes any official seal of the Association.

SLSA means Surf Life Saving Australia Limited.

SLSQ means the body recognised by SLSA as the body administering surf lifesaving in Queensland.

Special Resolution means a resolution passed in accordance with the Act.

State means and includes a State or Territory of Australia.

Surf Life Saving Club means a surf lifesaving club which is a member of or otherwise affiliated with SLSQ or SLSA.

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) 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 of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) 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); and
- (h) a reference 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.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down 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 this Constitution.

2.4 Expressions in the Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act.

2.5 Sole Purpose

The Association is established solely for the Objects.

2.6 Model Rules

The model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS

The Association is a charitable community service based institution. The objects for which the Association is established are to:

- (a) provide for the conduct, encouragement, promotion and administration of surf lifesaving throughout the **Redland City and the North Stradbroke Island locality**;
- (b) participate as a member of the Branch, SLSQ and SLISA through and by which lifesaving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- (c) ensure the maintenance and enhancement of the Association, Branch, SLSQ, Surf Life Saving Clubs, SLISA, and surf lifesaving, its standards, quality and reputation for the benefit of the Members and surf lifesaving;
- (d) at all times promote mutual trust and confidence between the Association, Branch, SLSQ, Surf Life Saving Clubs, SLISA, and the Members in pursuit of these objects;
- (e) at all times act on behalf of and in the interest of the Members and surf lifesaving;
- (f) promote the economic and community service success, strength and stability of the Association, Branch, SLSQ, Surf Life Saving Clubs, SLISA, and surf lifesaving;
- (g) affiliate and otherwise liaise with Branch, SLSQ and SLISA , in the pursuit of these objects and the objects of surf lifesaving;

- (h) conduct, encourage, promote, advance and control surf lifesaving in the **Redland City and the North Stradbroke Island locality** its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (i) conduct or commission research and development for improvements in methods of surf lifesaving and surf lifesaving equipment and in all ways to improve and safeguard the use of the aquatic environment;
- (j) use and protect the Intellectual Property of the Association, Branch, SLSQ and SLSA;
- (k) apply the property and capacity of the Association towards the fulfilment and achievement of these Objects;
- (l) promote the involvement and influence of surf lifesaving standards, techniques, awards and education with bodies involved in surf lifesaving;
- (m) strive for Governmental, commercial and public recognition of the Association as the authority on aquatic safety and management in the **Redland City and the North Stradbroke Island locality**;
- (n) promulgate, and secure uniformity in, such rules as may be necessary for the management and control of surf lifesaving and related activities and the preservation of life in the aquatic environment;
- (o) further extend the operations and teachings of the Association throughout **the Redland City and the North Stradbroke Island locality**
- (p) further develop surf lifesaving into an organised institution and with these objects in view, to foster, regulate, organise and manage assessments, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful Members;
- (q) review and/or determine any matters relating to surf lifesaving which may arise, or be referred to it, by any Member;
- (r) pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf lifesaving in the **Redland City and the North Stradbroke Island locality**;
- (s) 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 lifesaving;
- (t) represent the interests of its Members and of surf lifesaving generally in any appropriate forum **in the Redland City and the North Stradbroke Island locality**;
- (u) have regard to the public interest in its operations;
- (v) 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;

- (w) ensure that environmental considerations are taken into account in all surf lifesaving and related activities conducted by the Association;
- (x) promote the health and safety of Members and all other users of the aquatic environment;
- (y) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf lifesaving competition and to award trophies and rewards to successful competitors;
- (z) encourage and promote performance-enhancing drug free competition;
- (aa) establish, grant 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 lifesaving and other distinguished services and acts;
- (bb) give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than surf lifesaving;
- (cc) seek and obtain improved facilities for the enjoyment of the aquatic environment in **the Redland City and the North Stradbroke Island locality**;**
- (dd) promote uniformity of laws for the control and regulation of the aquatic environment in **the Redland City and the North Stradbroke Island locality** and to assist authorities in enforcing these laws;**
- (ee) effect such objects as may be necessary in the interests of surf lifesaving and the aquatic environment in **the Redland City and the North Stradbroke Island locality and****
- (ff) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

4. POWERS OF THE ASSOCIATION

Solely for furthering the Objects, the Association has in, addition to the powers and functions under the Act, the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act*.

5. APPLICATION OF INCOME

5.1 The income and property of the Association shall be applied solely towards the promotion of the Objects.

5.2 Except as prescribed in this Constitution:

- (a) no portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and
- (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.

5.3 Nothing contained in **clauses 5.1** or **5.2** shall prevent payment in good faith of or to any Member for:

- (a) any services actually rendered to the Association whether as an employee or otherwise;
- (b) goods supplied to the Association in the ordinary and usual course of operation;
- (c) interest on money borrowed from any Member;
- (d) rent for premises demised or let by any Member to the Association; or
- (e) any out-of-pocket expenses incurred by the Member on behalf of the Association; provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

6. LIABILITY OF MEMBERS

The liability of the Members of the Association is limited.

7. MEMBERS' CONTRIBUTIONS

Every Member of the Association undertakes to contribute to the assets of the Association in the event of it being wound up while the Member, or within one year after ceasing to be a Member for payment of the debts and liabilities of the Association contracted before the time at which it ceases to be a Member and the costs, charges and expenses of winding up the Association, such an amount not exceeding one dollar (\$1.00).

8. DISTRIBUTION OF DGR PROPERTY ON REVOCATION OF DGR OR WINDING UP

If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to Surf Life Saving Queensland or if that association is no longer a deductible gift recipient or has ceased to exist, to another surf life saving body organisation to which income tax deductible gifts can be made:

- gifts of money or property for the principal purpose of the organisation
- contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
- money received by the organisation because of such gifts and contributions.

Such deductible gift recipient charity will be determined by the Members at or before the time of dissolution.

9. DISTRIBUTION OF PROPERTY ON WINDING UP

9.1 This rule will apply if the association –

- (a) is wound up under part 10 of the Act; and

(b) has surplus assets after satisfying **clause 8**.

9.2 The surplus assets must not be distributed among the members of the association.

9.3 The surplus assets must be given or transferred to Surf Life Saving Queensland or if that association has ceased to exist to another surf life saving body –

(a) having objects similar to the association's objects; and

(b) the rules of which prohibit the distribution of the entity's income and assets to its members.

9.4 In this rule – **surplus assets** see section 92(3) of the Act.

10. STATUS AND COMPLIANCE OF ASSOCIATION

10.1 Recognition of Association

Subject to compliance with this Constitution, the Branch Constitution, the SLSQ constitution, and the SLQA constitution the Association shall continue to be recognised as a Member of SLSQ and shall administer surf lifesaving activities in **the Redland City and the North Stradbroke Island locality**; in accordance with the Objects.

10.2 Compliance of Association

The Members acknowledge and agree the Association shall:

- (a) be or remain incorporated in Queensland;
- (b) appoint a Delegate annually to represent the Association at meetings of the Branch;
- (c) nominate such other persons as may be required to be appointed to Branch committees from time to time under this Constitution or the Branch constitution or otherwise;
- (d) forward to SLSQ a copy of its constituent documents and details of its Directors;
- (e) adopt the objects of SLSQ (in whole or in part as are applicable to the Association) and adopt rules which reflect, and which are, to the extent permitted or required by the Act, generally in conformity with the SLSQ constitution;
- (f) apply its property and capacity solely in pursuit of the Objects and lifesaving;
- (g) do all that is reasonably necessary to enable the Objects to be achieved;
- (h) act in good faith and loyalty to ensure the maintenance and enhancement of lifesaving, its standards, quality and reputation for benefit of the Members and surf lifesaving;
- (i) at all times act on behalf of and in the interests of the Members and surf lifesaving; and
- (j) by, adopting the objects of SLSQ, abide by the SLSQ Constitution.

10.3 Operation of Constitution

The Association and the Members acknowledge and agree:

- (a) that they are bound by this Constitution and that this Constitution, operates to create uniformity in the way in which the Objects and surf lifesaving are to be conducted, promoted, encouraged, advanced and administered throughout **the Redland City and the North Stradbroke Island locality**
- (b) to ensure the maintenance and enhancement of surf lifesaving, its standards, quality and reputation for the benefit of the Members and surf lifesaving;
- (c) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of surf lifesaving and its maintenance and enhancement;
- (d) to promote the economic and community services success, strength and stability of each other and to act interdependently with each other in pursuit of their respective objects;
- (e) to act in the interests of surf lifesaving and the Members;
- (f) where the Association considers or is advised that a Member has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws, or any resolution or determination of the Association; or
 - (ii) acted in a manner prejudicial to the Objects and interests of the Association and/or surf lifesaving; or
 - (iii) brought themselves, the Association, any Surf Life Saving Club or surf lifesaving into disrepute;

the Association may after allowing the Member a reasonable opportunity to explain, adjudicate and if necessary penalise the Member with such penalty as it thinks appropriate.

11. ASSOCIATION'S CONSTITUTION

11.1 Constitution of the Association

The Constitution will clearly reflect the objects of SLSQ and shall generally conform with the SLSQ constitution, subject to any requirements in the Act, and at least to the extent of:

- (a) the objects of SLSQ;
- (b) the structure and membership categories of SLSQ;
- (c) recognising SLSA as the peak body for surf lifesaving in Australia, in accordance with the SLSA Constitution;
- (d) recognising SLSQ as the peak body for surf lifesaving in Queensland;
- (e) recognising SLSA as the final arbiter on matters pertaining to surf lifesaving in Australia, including disciplinary proceedings; and
- (f) such other matters as are required to give full effect to the SLSQ constitution.

11.2 Operation of the SLSQ Constitution

- (a) The Association will take all steps to ensure its Constitution is in conformity with the SLSQ constitution at least to the extent set out in **Rule 11.1** and in respect of those matters set out in **Rule 11.1** shall ensure this Constitution is amended in conformity with future amendments made to the SLSQ constitution, subject to any prohibition or inconsistency in the Act.
- (b) The Association shall provide to SLSQ a copy of its Constitution and all amendments to this document. The Association acknowledges and agrees that SLSQ has power to veto any provision in this Constitution which, in SLSQ's opinion, is contrary to the objects of SLSQ.

12. MEMBERS

12.1 Membership

The membership of the Association shall consist of the following classes of individual membership:

- (a) **Probationary Members**

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 by the Management Committee. Probationary Members shall not have voting rights.

- (b) **Junior Activities Members ("Nipper")**

A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group. Junior Activities Members shall not have voting rights.

- (c) **Cadet Members**

A Cadet Member shall be a Member of the age qualification as defined in SLISA's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test. Cadet Members shall not have voting rights.

- (d) **Active Membership**

An Active Member shall:

- (i) be a Bronze Medallion holder;
- (ii) Fulfil patrol and Club obligations, as provided by SLISA and this Constitution;
- (iii) qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season;
- (iv) have the right to be present, to debate and to vote at General Meetings.

- (e) **Reserve Active Members**

Reserve Active Membership may be granted to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and

Club obligations as provided by SLSA and Club constitution. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the Management Committee.

(i) members shall perform a minimum of patrols in each Association where they hold Reserve Active membership, as required by SLSA, and further patrol duties at the discretion of the Association management (By-Law 2.9)

(i) Reserve Active Members shall complete the annual proficiency test.

(ii) Reserve Active Members shall have the right to be present, to debate and to vote at General Meetings.

(f) Long Service Members

Long Service Membership may be granted to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.

Should a Member join from another Surf Life Saving Club where they are a Long Service Member then such a Member's Long Service shall be recognised by the Club.

Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in this constitution.

Long Service Members have the right to be present, to debate and to vote at General Meetings.

(g) Award Members

Award Membership may be granted to persons who hold an SLSA award of one, or more, of the following qualifications:- Surf Rescue Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).

Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.

Such Members shall have the right to be present at general meetings.

The Club may grant Award Members, the right to debate and to vote at general meetings if they are undertaking lifesaving patrol duties.

Award Members shall have voting rights where elected to office or a position which is provided with voting rights by this Constitution.

(h) Past Active Members

Past Active Membership may be granted to persons who have held an SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years. Past active members shall not have any voting rights.

(i) Associate Members

Associate Membership may be granted to persons who may or may not hold an SLSA award.

Associate Members shall not have voting rights unless elected to office or position, which is provided with voting rights by this constitution.

Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

(j) Honorary Members

Honorary Membership may be granted to persons who may or may not hold an SLSA award. Honorary Members shall not have voting rights

1. Honorary Members may be elected on nomination by a Association member to the Management Committee or such membership may be granted by the Management Committee to distinguished visitors, or those persons who have rendered valuable service to the Association. Such persons elected by the Management Committee shall be afforded use of the Association premises and facilities, at the discretion of the Captain or Management Committee.
2. Honorary membership shall be limited to a period of 12 months.

(k) Life Membership

Life Membership of a Club may be granted to Members who have rendered distinguished, or special service as provided for in this constitution and is relevant to this Club only. Life Members shall have the right to be present, to debate and to vote at general meetings.

12.2 Life Members

- (a) The Management Committee may recommend to the Annual General Meeting that any natural person who has rendered a minimum of 15 (fifteen) years distinguished service to the Association and surf lifesaving, where such service is deemed to have assisted the advancement of the Association and surf lifesaving be appointed as a Life Member.
- (b) A resolution of the Annual General Meeting to confer life membership on the recommendation of the Management Committee must be a Special Resolution.
- (c) Upon life membership being conferred the person's details shall be entered in the register, and from the time of entry on the register the person shall be a Life Member.

13. SUBSCRIPTIONS AND FEES

The annual membership subscription (if any) and fees payable by Members to the Association, the time for and manner of payment shall be as determined by the Management Committee from time to time.

14. APPLICATION

14.1 Application for Membership

An application for membership by an individual (“applicant”) must be:

- (a) in writing on the form prescribed from time to time by SLSQ and/or SLISA from the applicant and lodged with the Association; and
- (b) accompanied by the appropriate fee, if any.

14.2 Public Liability Insurance

The Management Committee must ensure that as soon as possible after the person applies to become a member of the association, and before the Management Committee considers the application, advise the person of the amount of public liability insurance held by the association.

14.3 Discretion to Accept or Reject Application

- (a) The Association may accept or reject an application whether the applicant has complied with the requirements in **Rule 14.1** or not, and shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Association accepts an application the applicant shall, subject to notification to SLSQ, become a Member.
- (c) Membership of the Association shall be deemed to commence upon acceptance of the application by the Association. The Register shall be updated accordingly as soon as practicable.
- (d) If the Association rejects an application, it shall refund any fees forwarded with the application, and the application shall be deemed rejected by the Association. No reasons for rejection need be given and there is no right of appeal.

14.4 Re-Application

- (a) Members must re-apply for membership of the Association in accordance with the procedures set down by the Association from time to time.
- (b) Upon re-application a Member must provide details of any change in their personal details, and any other information reasonably required by the Association.

14.5 Deemed Membership

- (a) All individuals who are, prior to the approval of this Constitution, members of the Association shall be deemed Members of the Association from the time of approval of this Constitution under the Act.
- (b) The Members shall provide the Association with such details as may be required by the Association under this Constitution within one month of the approval of this Constitution under the Act.
- (c) Any members of the Association prior to approval of this Constitution under the Act, who are not deemed Members under **clause 14.5(a)**, shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.

15. REGISTER OF MEMBERS

15.1 Register

The Association shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address, class of membership and date of entry of the name of each Member and the current status of that Member, the awards they possess and whether or not they are proficient in each of those awards;
- (b) the full name, address and date of entry of the name of each Director and Delegate.

Members shall provide notice of any change and required details to the Association within one month of such change.

15.2 Inspection of Register

Having regard to confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, Director or Delegate, shall be available for inspection (but not copying) by Members, upon reasonable request.

15.3 Use of Register

Subject to confidentiality considerations and privacy laws, the Register may be used by the Association to further the Objects, as the Management Committee considers appropriate.

15.4 Right of SLSQ to Register

The Association shall provide a copy of the Register at a time and in a form acceptable to SLSQ, and shall provide regular updates of the Register to SLSQ. The Association agrees that SLSQ may utilise the information contained in the Register and the Register itself to further the objects of SLSQ, subject always to reasonable confidentiality considerations and privacy laws.

16. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and By-Laws, the SLSQ constitution and regulations and the SLSA constitution and regulation;
- (b) they shall comply with and observe this Constitution and the By-Laws, and any determination, resolution or policy which may be made or passed by the Management Committee or any other entity with delegated authority;
- (c) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Association, SLSQ and SLSA;

- (d) the Constitution and By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of surf lifesaving as a community service in **the Redland City and the North Stradbroke Island locality** and
- (e) they are entitled to all benefits, advantages, privileges and services of Association membership.

17. DISCONTINUANCE OF MEMBERSHIP

17.1 Notice of Resignation

A Member having paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving notice in writing to the Association of resignation or withdrawal.

17.2 Discontinuance by Breach

- (a) Membership of the Association may be discontinued by the Management Committee if the member:
 - i) is convicted of an indictable offence;
 - ii) is in breach of any clause of this Constitution, including but not limited to the failure to pay any monies owed to the Association, failure to comply with the By-Laws or any resolution or determination made or passed by the Management Committee or any duly authorised committee; or
 - iii) conducts him or herself in a way considered to be injurious or prejudicial to the Objects, character or interests of the Association.
- (b) Membership shall not be discontinued by the Management Committee under **clause 17.2(a)** without the Management Committee first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (c) Where a Member fails, in the Management Committee's view to adequately explain to remedy the breach, that Member's membership shall be discontinued under **clause 17.2(a)** by the Association giving written notice of the discontinuance.

17.3 Failure to Re-Apply

If a Member has not re-applied for Membership with the Association within one month of reapplication falling due, that Member's membership will be deemed to have lapsed from that time. The Register shall be amended to reflect any lapse of membership under this **clause 17.3** as soon as practicable.

17.4 Member to Re-Apply

A Member whose membership has been discontinued or has lapsed under **clause 17.3**:

- (a) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) may be re-admitted at the discretion of the Management Committee.

17.5 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Association and its property and shall not use any surf lifesaving equipment or other property of the Association including Intellectual Property. Any Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately.

17.6 Membership may be Reinstated

Membership which has been discontinued under this **clause 17** may be reinstated at the discretion of the Management Committee, upon such conditions as it deems appropriate.

17.7 Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

18. GRIEVANCES, JUDICIAL AND DISCIPLINE

The Association adopts the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time. These shall be replicated in the By-Laws but cannot be amended from the SLSA Regulations without the prior written approval of SLSQ and SLSA.

19. ANNUAL GENERAL MEETING

An Annual General Meeting of the Association shall be held in accordance with the provisions of the Act and on a date and at a venue to be determined by the Management Committee.

The date of the Annual General Meeting shall be a minimum of one (1) week prior to that of the branch.

20. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Member entitled to receive notice, at the address appearing in the Register kept by the Association. The auditor and Directors shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) Preliminary notice of a General Meeting should be issued 42 days prior to the date of the meeting calling for notices of motion and any other business to be conducted at that meeting.
- (c) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (d) At least 21 days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting; and

- (ii) any notice of motion received from Members.

21. BUSINESS

- (a) The business to be transacted at the Annual General Meeting must include;
 - (i) presentation of the reports of the Management Committee;
 - (ii) consideration of the financial statement and audit report for the last financial year;
 - (iii) the election of Directors under this Constitution,
 - (iv) the motion for affiliation with the Branch, SLSQ and SLISA;
 - (v) the motion recognising the affiliation of the Association's supporters club; and
 - (vi) the appointment of the auditors for the present financial year
- (b) All business that is transacted at a General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of those matters set down in **clause 21(a)** shall be special business.
- (c) No business other than that provided on the notice shall be transacted at that meeting.

22. NOTICES OF MOTION

Members shall be entitled to submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the Secretary not less than 30 days (excluding receiving date and meeting date) prior to the General Meeting.

Notices of motion must include a mover and seconder

23. SPECIAL GENERAL MEETINGS

23.1 Special General Meetings May be Held

The Management Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this clause more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

23.2 Requisition of Special General Meetings

- (a) The Secretary shall on the requisition in writing of 50% of voting Members convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting shall be signed by the Members making the requisition and be sent to the Association. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.

- (c) If the Secretary does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three months after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Management Committee.

24. PROCEEDINGS AT GENERAL MEETINGS

24.1 Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings shall be such number of Voting Members over the age of 15 years of age that equate to the number of current Directors plus one (1) Member.

24.2 President to Preside

The President shall, subject to this Constitution, preside as chairman at every General Meeting except:

- (a) in relation to any election for which the President is a nominee; or
- (b) where a conflict of interest exists.

If the President is not present, or is unwilling or unable to preside the Members shall appoint the Deputy and if unavailable then one of the Directors to preside as chairman for that meeting only.

24.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place or to such other day and at such other time and place as the chairman may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, those Members present and entitled to vote will constitute a quorum for that meeting only.
- (b) The chairman may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 24.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

24.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairman; or
- (b) a simple majority of Members.

24.5 Recording of Determinations

Unless a poll is demanded under **clause 24.4**, a declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

24.6 Where Poll Demanded

If a poll is duly demanded under **clause 24.4** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

24.7 Use of technology

- (a) A Member not physically present at a General Meeting may participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
- (b) A Member participating in a General Meeting as permitted under **clause 24.7(a)** is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

24.8 Rescission

Nothing in this Constitution prevents any resolution being rescinded by a properly moved and passed rescission motion.

25. VOTING AT GENERAL MEETINGS

25.1 Members entitled to Vote

Each Member over the age of 15 years and entitled to vote as set out in **clause 12.1** shall have one vote at General Meetings which, subject to this Constitution, shall be exercised by that Member.

25.2 Casting Vote

Where voting at General Meetings is equal, the chairman may exercise a casting vote.

26. PROXY AND POSTAL VOTING

- (a) Proxy voting shall not be permitted at any General Meeting.
- (b) Unless otherwise determined by the Management Committee there shall be no postal voting. If the Management Committee determines that a matter be decided by postal vote it shall also determine the process by which such postal vote is undertaken.

27. EXISTING DIRECTORS

The members of the governing or managing body (by whatever name called) of the Association in place immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such approval, and thereafter the positions of the President and other Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

28. POWERS OF THE MANAGEMENT COMMITTEE

Subject to the Act and this Constitution, the business of the Association shall be managed, and the powers of the Association shall be exercised, by the Management Committee.

29. COMPOSITION OF THE MANAGEMENT COMMITTEE

29.1 Composition of the Management Committee

The Management Committee shall comprise:

1. (a) the President;
2. (b) the Secretary;
3. (c) the Treasurer;
4. (d) Deputy President;
5. (e) Club Captain;
6. (f) Directors of Lifesaving, Finance; Training, Membership, Sports, Junior Activities, Clubhouse.

29.2 Portfolios

If the Management Committee considers it appropriate, in order to further the Objects, it may allocate Directors to specific portfolios, with specific responsibilities, as determined in the discretion of the Management Committee.

29.3 Right to Co-Opt

The Management Committee may co-opt any person with appropriate experience or expertise to assist the Management Committee in respect of such matters and on such terms as the Management Committee thinks fit. Any person so co-opted shall not be a Director, and shall not exercise the rights of a Director, but shall act in an advisory role only.

29.4 Appointment of Delegate

- (a) The Management Committee shall, from amongst its members, appoint a Delegate to attend general meetings of the Branch for such term as the Management Committee determines, and otherwise in accordance with the Branch and SLSQ Constitution.
- (b) The Association must advise the Branch in writing of its Delegate.

30. ELECTION OF DIRECTORS

30.1 Nominations of Candidates

- (a) Nominations for candidates to be elected to the Management Committee shall be called for by the Association forty-two days prior to the Annual General Meeting.
- (b) When calling for nominations the Association shall also provide details of the necessary qualifications including the requirements under the Act and job description for the positions (if any). Qualifications and job descriptions shall be as determined by the Management Committee from time to time.
- (c) Nominations of candidates for election as Directors (including the President) shall be:
 - (i) made in writing, signed by two Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
 - (ii) delivered to the Association not less than 30 days before the date fixed for the holding of the Annual General Meeting, and the Association shall send the nominations to the Members entitled to receive notice under this Constitution together with the agenda for that General Meeting.
- (d) If insufficient nominations are received to fill all available vacancies on the Management Committee the candidates nominated shall, subject to a secret ballot by the Members confirming their election and if elected declaration by the chairman, be deemed to be elected.
- (e) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall, subject to a secret ballot by the Members confirming their election and if elected, declaration by the chairman be deemed to be elected.
- (f) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Management Committee.
- (g) If there are no nominations received as aforesaid, nominations may be accepted at the AGM provided that the person nominated is present or has given written consent to accept office.

30.2 Voting procedures

Elections shall be conducted by secret ballot and otherwise by such means as is prescribed by the Management Committee.

30.3 Term of Office of Directors

(a) President, Deputy President ,Secretary and Treasurer

1. The Management Committee Members shall be elected in accordance with this Constitution annually, 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 next following Annual General Meeting. Management Committee Members may be re-elected.
2. The President, Treasurer shall be elected in each year of even number and the Deputy President, Secretary shall be elected, in each year of odd number.
 - (iii) Should any adjustment to the term of Directors elected under this Constitution be necessary to ensure rotational terms in accordance with the Constitution, this shall be determined by the Management Committee by lot. Elections to subsequent Management Committees shall then proceed in accordance with the procedures in these Rules with approximately half the elected Management Committee members retiring each year.

31. VACANCIES OF DIRECTORS

31.1 Grounds for Termination of Office of Director

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (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 the Association;

- (e) is absent without the consent of the Management Committee from meetings of the Management Committee held during a period of 3 months;
- (f) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Association;
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- (h) is removed by Special Resolution;
- (i) has been expelled or suspended from membership (without further recourse under this Constitution or the SLSQ Constitution); or
- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*.

31.2 Remaining Directors May Act

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of Directors, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum.

31.3 Casual Vacancy

In the event of a casual vacancy in the office of any Director, the Management Committee may appoint a Member to the vacant office and the person so appointed may continue in office up to the conclusion of the Annual General Meeting at which the term of the previous appointee would have expired.

31.4 No right of appeal

A director has no right of appeal against their removal from office under this **clause 31**.

32. MEETINGS OF THE MANAGEMENT COMMITTEE

32.1 Management Committee to Meet

The Management Committee shall meet as often as is deemed necessary and is required by the Act in every calendar year for the dispatch of business and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. A Director may at any time convene a meeting of the Management Committee within a reasonable time.

1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute record. To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy.

32.2 Decisions of Management Committee

Subject to this Constitution, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and a determination of a majority of Directors shall be deemed a determination of the Management Committee. All Directors including the chair shall have one vote on any question. The chairman may exercise a casting vote where voting is equal.

32.3 Resolutions not in Meeting

- (a) A resolution in writing, signed or assented to by any form of visible or other electronic communication by all the Directors for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.
- (b) Without limiting the power of the Management Committee to regulate its meetings as it thinks fit, a meeting of Management Committee may be held where one or more of the Directors 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 Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Management Committee or this Constitution and such notice specifies that Directors are not required to be present in person;
 - (iii) in the event that a failure in communications prevents **clause 32.3(b)(i)** from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until **clause 32.3(b)(i)** is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and
 - (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

32.4 Quorum

At meetings of the Management Committee the number of Directors whose presence is required to constitute a quorum is a majority of the Directors.

32.5 Notice of Management Committee Meetings

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than 7 days oral or written notice of the meeting of the Management Committee must be given to each Director.

32.6 Conflict of Interest

A Director shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall unless otherwise determined by the Management Committee absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of uncertainty as to whether it is necessary for a Director to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Management Committee, or if this is not possible, the matter shall be adjourned or deferred. All disclosed interests must be submitted to the Annual General Meeting in accordance with the Act.

33. DELEGATIONS

33.1 Management Committee may Delegate Functions

The Management Committee may by instrument in writing create or establish or appoint from amongst its own members, or otherwise, special committees, sub-committees, individual officers and consultants to carry out such duties and functions, and with such powers, as the Management Committee determines.

33.2 Delegation by Instrument

The Management Committee may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Management Committee by the Act or any other law, or this Constitution or by resolution of the Association in General Meeting.

33.3 Delegated Function Exercised in Accordance With Terms

A function, the exercise of which has been delegated under this clause, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

33.4 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Management Committee under **clause 32**. The entity exercising delegated powers shall make decisions in accordance with the Objects, and shall promptly provide the Association with details of all material decisions and shall provide any other reports, minutes and information as the Association may require from time to time.

33.5 Delegation may be Conditional

A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

33.6 Revocation of Delegation

The Management Committee may by instrument in writing, revoke wholly or in part any delegation made under this clause, and may amend or repeal any decision made by such body or person under this clause.

34. BY-LAWS

34.1 Management Committee to Formulate By-Laws

The Management Committee may formulate, issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of the Association, the advancement of the Objects and surf lifesaving in **the Redland City and the North Stradbroke Island locality** as it thinks necessary or desirable. Such By-Laws must be consistent with the Constitution, the Branch constitution, the SLSQ constitution, the SLISA constitution and any regulations or by-laws made by the Branch, SLSQ or SLISA. If any By-Laws are inconsistent with the SLSQ or SLISA constitution and regulations the By-Laws shall be null and void and will be inapplicable.

34.2 By-Laws Binding

All By-Laws made under this clause shall be binding on the Association and Members of the Association.

34.3 By-Laws Deemed Applicable

All clauses, rules, by-laws and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under this clause.

34.4 Notices Binding on Members

Amendments, alterations, interpretations or other changes to By-Laws shall be advised to Members of the Association by means of Notices approved and issued by the Management Committee.

35. FUNDS, RECORDS AND ACCOUNTS

35.1 Source of Funds

The Management Committee will determine the sources from which the funds of the Association are to be or may be derived and the manner in which such funds are to be managed.

35.2 Association to Keep Records

The Association shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Management Committee and shall produce these for verification at each Management Committee or General Meeting.

35.3 Records Kept in Accordance with Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Management Committee.

35.4 Association to Retain Records

The Association shall retain such records for 7 years after the completion of the transactions or operations to which they relate.

35.5 Management Committee to Submit Accounts

The Management Committee shall submit to the Members at the Annual General Meeting the Statements of Account of the Association in accordance with this Constitution and the Act.

35.6 Accounts Conclusive

The Statements of Account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within 3 months after such approval or adoption.

35.7 Accounts to be sent to Members

The Management Committee shall cause to be sent to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the Statements of Account, the Management Committee's report, the auditor's report (if any) and every other document required under the Act (if any).

35.8 Negotiable Instruments

- (a) All monies shall be banked as soon as practicable after receipt thereof.
- (b) All amounts of one hundred dollars or over shall be paid by electronic transfer or by cheque signed or authorized by any two of the Chairman President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (c) Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (d) The Management Committee shall determine the amount of petty cash, which shall be kept on hand.
- (e) All the expenditure shall be approved or ratified at a Management Committee meeting.

35.9 Members' Access to books, minutes and other documents

- (a) Members of the Association may apply to the Management Committee to access the financial records, books, securities and other relevant documents of the Association. Upon receiving such a request, the Management Committee may, at its absolute discretion, decide to permit or refuse the request. If the Management Committee permits the request, it may impose conditions upon the member's access.

- (b) Members of the Association may request to access the Minutes of Management Committee Meetings. Upon receiving such a request, the Management Committee may, at its absolute discretion, decide to permit or refuse the request.

36. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed by the Association at the Annual General Meeting. The auditor's duties shall be regulated in accordance with the Act, or if no relevant provisions exist under the Act, in accordance with the *Corporations Act 2001 (Cth)* and generally accepted principles, and/or any applicable code of conduct. The auditor may be removed by the Association at a Special General Meeting.
- (b) The accounts of the Association shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each Financial Year.

37. NOTICE

37.1 Manner of Notice

- (a) Notices may be given to any person entitled under this Constitution to receive any notice by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

37.2 Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised in this Constitution.

38. SEAL

38.1 Safe Custody of Seal

The Management Committee shall provide for safe custody of the Seal.

38.2 Affixing Seal

The Seal shall only be used by authority of the Management Committee and every document to which the seal is affixed shall be signed by two Directors.

39. ALTERATION OF CONSTITUTION

- (a) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (b) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

40. INDEMNITY

40.1 Directors to be indemnified

Every Director, officer, auditor, manager, employee or agent of the Association shall be indemnified out of the property or assets of the Association against any liability incurred by him in his capacity as Director, officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him by the Court.

40.2 Association to Indemnify Directors

The Association shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) in the case of a Director or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
- (b) in the case of an employee, performed or made in the course of, and within the scope of his employment by the Association.

41. DISSOLUTION

Subject to **clauses 6** and **7**, the Association may be wound up in accordance with the provisions of the Act.

42. AUTHORITY TO TRADE

The Association is authorised to trade in accordance with the Act.

TABLE OF CONTENTS

PART 2 – THE BY-LAWS

SECTION 1 – THE CONSTITUENTS

BY-LAW 1.1 -	EXECUTIVE OFFICERS	1
BY-LAW 1.2 -	OTHER OFFICERS	1
BY-LAW 1.3 -	LIFE MEMBERS	2
BY-LAW 1.4 -	MEMBERS	2
BY-LAW 1.5 -	BRANCH COUNCILLOR	2
BY-LAW 1.6 -	AUXILIARY ORGANISATION	3

SECTION 2 – CONDITIONS PERTAINING TO OFFICERS AND MEMBERS

BY-LAW 2.1 -	OFFICERS	4
BY-LAW 2.2 -	PATRON AND/OR VICE PATRON	5
BY-LAW 2.3 -	RENEWAL OF MEMBERSHIP	5
BY-LAW 2.4 -	DUTIES AND PRIVILEGES OF MEMBERSHIP	6
BY-LAW 2.5 -	EXEMPTIONS	6
BY-LAW 2.6 -	PROBATIONARY MEMBERS	7
BY-LAW 2.7 -	ACTIVE MEMBERS	7
BY-LAW 2.8 -	CADET MEMBERS	8
BY-LAW 2.9 -	ACTIVE RESERVE MEMBERS	8
BY-LAW 2.10 -	LONG SERVICE MEMBERS	8
BY-LAW 2.11 -	AWARD MEMBERS	8
BY-LAW 2.12 -	JUNIOR ACTIVITIES MEMBERS	9
BY-LAW 2.13 -	ASSOCIATE MEMBERS	9
BY-LAW 2.14 -	LIFE MEMBERS	9

SECTION 3 – MEETINGS

BY-LAW 3.1 -	ANNUAL GENERAL MEETING	11
BY-LAW 3.2 -	COUNCIL MEETINGS	11
BY-LAW 3.3 -	SPECIAL COUNCIL MEETINGS	12
BY-LAW 3.4 -	MANAGEMENT COMMITTEE MEETINGS	12
BY-LAW 3.5 -	EXECUTIVE COMMITTEE	13
BY-LAW 3.6 -	JUNIOR ACTIVITIES MEETINGS	13
BY-LAW 3.6 -	OTHER COMMITTEE MEETINGS	13

SECTION 4 – DUTIES OF OFFICERS AND OTHERS

BY-LAW 4.1 -	THE PRESIDENT	14
BY-LAW 4.2 -	THE DEPUTY PRESIDENT	14
BY-LAW 4.3 -	THE SECRETARY	14
BY-LAW 4.4 -	THE TREASURER	15
BY-LAW 4.5 -	THE CAPTAIN	16
BY-LAW 4.6 -	THE VICE CAPTAIN	16
BY-LAW 4.7 -	THE DIRECTOR OF LIFESAVING	17
BY-LAW 4.8 -	THE DIRECTOR OF FINANCE AND PROPERTY	17
BY-LAW 4.9 -	THE DIRECTOR OF MEMBER DEVELOPMENT	18
BY-LAW 4.10 -	THE DIRECTOR OF SURF SPORTS	18
BY-LAW 4.11 -	THE DIRECTOR OF JUNIOR ACTIVITIES	19
BY-LAW 4.12 -	THE CLUBHOUSE DIRECTOR	20
BY-LAW 4.13 -	THE DIRECTOR OF TRAINING	20
BY-LAW 4.14 -	THE GEAR AND EQUIPMENT OFFICER	21
BY-LAW 4.15 -	THE FIRST AID OFFICER	21
BY-LAW 4.16 -	THE COMMUNICATIONS OFFICER	22
BY-LAW 4.17 -	THE IRB OFFICER	22
BY-LAW 4.18 -	THE MOBILE SERVICES OFFICER	22
BY-LAW 4.19 -	THE YOUTH DEVELOPMENT OFFICER	23
BY-LAW 4.20 -	THE U18 REPRESENTATIVE	24
BY-LAW 4.21 -	THE FEMALE REPRESENTATIVE	24
BY-LAW 4.22 -	THE MEMBER REPRESENTATIVE	25

BY-LAW 4.23 -	THE TEAM MANAGER	25
BY-LAW 4.24 -	THE FUNDRAISING COORDINATOR	26
BY-LAW 4.25 -	THE SURF BOAT OFFICER	26
BY-LAW 4.26 -	THE BOARD AND SKI OFFICER	26
BY-LAW 4.27 -	THE MERCHANDISE OFFICER	27
BY-LAW 4.28 -	THE GRIEVANCE OFFICER	27
BY-LAW 4.29 -	THE PUBLICITY OFFICER	28
BY-LAW 4.30 -	THE SAFETY OFFICER	28
BY-LAW 4.31 -	THE CHEPERONE COORDINATOR	29
BY-LAW 4.32 -	THE BRANCH COUNCILLOR	29
BY-LAW 4.33 -	OFFICER ASSISTANTS	29
BY-LAW 4.34 -	OFFICERS COMPLIANCE	29

SECTION 5 – STAFF AND EMPLOYEES

BY-LAW 5.1 -	STAFF APPOINTMENTS	30
BY-LAW 5.2 -	THE ADMINISTRATION ASSISTANT	30
BY-LAW 5.3 -	THE CARETAKER	30

SECTION 6 – COMMITTEES

BY-LAW 6.1 -	GENERAL	31
BY-LAW 6.2 -	LIFE SAVING COMMITTEE	31
BY-LAW 6.3 -	FINANCE & PROPERTY COMMITTEE	32
BY-LAW 6.4 -	MEMBERSHIP DEVELOPMENT COMMITTEE	32
BY-LAW 6.5 -	MEMBERSHIP DEVELOPMENT SELECTION COMMITTEE	32
BY-LAW 6.6 -	SURF SPORTS COMMITTEE	32
BY-LAW 6.7 -	SURF SPORTS SELECTION COMMITTEE	33
BY-LAW 6.8 -	JUNIOR ACTIVITIES COMMITTEE	33
BY-LAW 6.9 -	JUDICIARY COMMITTEE	33
BY-LAW 6.10 -	BUILDING COMMITTEE	34
BY-LAW 6.11 -	FUNDRAISING COMMITTEE	34
BY-LAW 6.12 -	TROPHY / MERITORIOUS AWARD COMMITTEE	34
BY-LAW 6.13 -	LIFE MEMBERSHIP COMMITTEE	34
BY-LAW 6.14 -	OTHER COMMITTEES	35

SECTION 7 – PROCEDURES AND RULES

BY-LAW 7.1 -	ASSOCIATION POLICIES, RULES REGULATIONS	36
BY-LAW 7.2 -	AUXILIARY ORGANISATIONS	36
BY-LAW 7.3 -	CORRESPONDENCE	36
BY-LAW 7.4 -	AUDITS	37
BY-LAW 7.5 -	COLLECTION SANCTION	37
BY-LAW 7.6 -	FUND RAISING	37
BY-LAW 7.7 -	INSURANCE	38
BY-LAW 7.8 -	FEES AND CHARGES	39
BY-LAW 7.9 -	AFFILIATION	39
BY-LAW 7.10 -	HONORARIUM	39
BY-LAW 7.11 -	DISSOLUTION AND AFFILIATED BODIES	39
BY-LAW 7.12 -	CAPITAL EXPENDITURE	40
BY-LAW 7.13 -	BUSINESS DEVELOPMENT/VENTURE	41
BY-LAW 7.14 -	INTELLECTUAL PROPERTY	42

SECTION 8 – MEMBERSHIP

BY-LAW 8.1 -	MEMBER PROTECTION	43
BY-LAW 8.2 -	CODE OF CONDUCT	43
BY-LAW 8.3 -	MEMBERSHIP CLEARANCES	43
BY-LAW 8.4 -	MEMBERSHIP COMPETITIVE RIGHTS TRANSFER	43

SECTION 9 – CLUB COLOURS/BADGES, COMPETATIVE CONDITIONS

BY-LAW 9.1 -	COLOURS AND BADGES	44
BY-LAW 9.2 -	COMPETITIONS	45
BY-LAW 9.3 -	COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS	45

BY-LAW 9.4 -	CLUB CHAMPIONSHIPS	46
BY-LAW 9.5 -	TROPHIES, PRIZES AND ELIGIBILITY	46
BY-LAW 9.6 -	TEAM MANAGEMENT	47

SECTION 10 – PROCEDURES AND REQUIREMENTS

BY-LAW 10.1 -	CONSTITUTION	48
BY-LAW 10.1 -	ASSOCIATION MANUAL	48
BY-LAW 10.1 -	VISITORS	48
BY-LAW 10.1 -	TRAINING/DRILLS	48
BY-LAW 10.1 -	HANDICAP SURF RACES	48
BY-LAW 10.1 -	COMPLAINTS	49
BY-LAW 10.1 -	CLUB AND/OR MEMBERS PROPERTY	49

SECTION 11- SUBSIDIES AND REIMBURSEMENTS

BY-LAW 11.1 -	TRAVEL & ACCOMMODATION SUBSIDY	50
BY-LAW 11.2 -	COURSES	50
BY-LAW 11.3 -	COMPETITION CRAFT SUBSIDY	51

SECTION 12 – VISITS AND TOURS

BY-LAW 12.1 -	INTER-CLUB/INTERSTATE VISITS	53
BY-LAW 12.2 -	INTERNATIONAL TOURS POLICY	53
BY-LAW 12.3 -	INTERNATIONAL TOURS – WITHOUT INVITATION	54
BY-LAW 12.4 -	INTERNATIONAL TOURS – WITH INVITATION	55
BY-LAW 12.5 -	TOURS TO AUSTRALIA	55

SECTION 13 – DISCIPLINE, PENALTIES AND APPEAL

BY-LAW 13.1 -	JURISDICTION	57
BY-LAW 13.2 -	DISCIPLINE	57
BY-LAW 13.3 -	PENALTIES	58
BY-LAW 13.4 -	APPEALS	58
BY-LAW 13.5 -	REFERENCES	59
BY-LAW 13.6 -	DISCIPLINE FLOWCHARTS	59

APPENDICES

APPENDIX A -	JUDICIARY COMMITTEE	63
APPENDIX B -	RULES OF DEBATE	68
APPENDIX C -	PATROL RULES	71
APPENDIX D -	CLUBHOUSE RULES	74
APPENDIX E -	GEAR RULES	78
APPENDIX F -	JUNIOR ACTIVITIES COMMITTEE RULES	81
APPENDIX G -	THE OLD BOYS COMMITTEE RULES	88
APPENDIX H -	EXPENDITURE POLICY	92
APPENDIX I -	ROLE DESCRIPTIONS	94
APPENDIX J -	COMMITTEES	97
APPENDIX K -	THE COMMON SEAL, CLUB BADGE, CLUB EMBLEM, LIFE MEMBERSHIP BADGE	99

POINT LOOKOUT SURF LIFE SAVING CLUB INC.

PART 2

THE BY-LAWS

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ websites).

Where such Policies, Rules and Regulations exist, the current Association version shall take precedence over Club By-Laws.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular, and as stated earlier are available on SLSA or SLSQ websites.

SECTION 1

THE CONSTITUENTS

BY-LAW 1.1 - EXECUTIVE OFFICERS

The following Executive Officers shall be elected at the Annual General Meeting as provided for in 29: President, Deputy President, Secretary, Treasurer and Captain.

BY-LAW 1.2 - OTHER OFFICERS

a) All or any of the following officers, may be elected at the Annual General Meeting:

Vice Captains (2)	Assistant Secretary (1)
Assistant Treasurer (1)	Director of Finance (1)
Director of Lifesaving (1)	Director of Surf Sport (1)
Director of Membership (1)	Chaperone Coordinator (1)
Director of Clubhouse (1)	Assistant Director of Clubhouse (2)
Director of Training (1)	Assistant Training Officer (2)
Gear & Equipment Officer (1)	Assistant Gear & Equipment Officer (2)
First Aid Officer (1)	Assistant First Aid Officer (2)
Communications Officer (1)	Assistant Communications Officer (2)
IRB Officer (1)	Assistant IRB Officer (4)
Mobile Services Officer (1)	Assistant Mobile Services Officer (2)
Youth Development Officer (1)	U18 Representative (1)
Female Representative (1)	Member Representative (1)
Fundraising Coordinator (1)	Surf Boat Officer (1)
Board and Ski Officer (1)	Merchandise Officer (1)
Publicity Officer (1)	Safety Officer (1)

- b) The Director of Junior Activities and two additional Junior Activities representatives, (elected at the Junior Activities AGM, immediately preceding the Annual General Meeting) are endorsed as Officers at the Annual General Meeting
- c) The President of the Old Boys Committee (elected at the Old Boys AGM, immediately preceding the Annual General Meeting) is endorsed at the Annual General Meeting.
- d) The Grievance Officer (recommended by the Management Committee at its meeting immediately preceding the Annual General Meeting) is appointed at the Annual General Meeting.
- e) Assistant Officers are eligible to attend Management Committee meetings without voting rights. One Assistant Officer may act as a proxy in the absence of the Officer for whom they act as an Assistant.
- f) Written proxies must be received by the Secretary prior to the commencement of the meeting. Emailed proxies must be received by the Secretary no later than ninety (90) minutes prior to the commencement of the meeting. Proxy by SMS is not deemed admissible.
- g) The Club shall appoint (by invitation) at its Annual General Meeting, the Club Patron, Vice Patrons, Auditor, Solicitor, Insurance Broker, Bankers and Medical Consultants, whom shall not be deemed as Officers of the Club.

BY-LAW 1.3 - LIFE MEMBERS

Life Members of the Club shall be entitled to attend Council Meetings and hold Office. Life Members shall receive special recognition, for example, a Life Member's badge (Appendix K) and/or certificate and be afforded special privileges to acknowledge Life Member status.

BY-LAW 1.4 - MEMBERS

- a) Membership may be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club and the Association and having completed the prescribed Association Forms, additional forms and documents as determined by Club Management and submitted the required fee.
- b) Membership shall be limited by category qualifications (11.1) and/or the adequacy of Clubhouse facilities to cope with the existing situation.

BY-LAW 1.5 - BRANCH COUNCILLOR

The Club President shall be the Branch Councillor and a member of the Branch Council, and an Alternate shall be appointed from the Executive Officers of the Club to act as proxy should the need arise.

BY-LAW 1.6 - AUXILIARY ORGANISATION

Auxiliary Organisations may be formed as authorised (33.1) provided that the Constitution and activities of such organisations are subject to the approval of the Club and further provided that delegate representation to and from such organisation shall be as determined by the Club from time to time.

SECTION 2

CONDITIONS PERTAINING TO OFFICERS AND MEMBERS

BY-LAW 2.1 - OFFICERS

- a) Officers shall be elected from the members of the Club
- b) The Executive Officers shall be the President, Deputy President, Secretary, Treasurer and Club Captain. New nominees for these positions shall first require a briefing, at least fourteen (14) days prior to the AGM, with a panel of three members, selected and chaired by a current Life Member, with respect to the applicable work role, the applicant's ability and availability to carry out duties of the office for which the nomination is received
- c) Only current proficient Bronze Medallion awardees shall be eligible for election to the following positions; Club Captain, Vice Captain, Director of Training, Assistant Training Officers, Surf Boat Officer, Board & Ski Officer, IRB Officer and Assistant IRB Officers
- d) To be eligible for election, the nominees must hold the relevant certificate/award for the position for which they have been nominated, and maintain its status for the duration of the current season
- e) At the end of each Season, each Officer shall provide to the Secretary, a full inventory of all property, gear and equipment within their respective areas
- f) Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Officers. Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club
- g) Officers shall comply with the following principle statutory and common law duties
 - (i) to act honestly and in good faith in the interests of the Club;
 - (ii) to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
 - (iii) to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
 - (iv) to avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties;
 - (v) to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office;
 - (vi) to prevent insolvent trading by the Club.
- h) Interests

An Officer shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which an Officer is in any way interested will be voided for such reason.

i) Disclosure of Interests

The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Council after the acquisition of the interest.

If an Officer becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Council or Management Committee held after the Officer becomes so interested.

j) General Disclosure

A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company.

k) Recording Disclosures

It is the duty of the Secretary to record in the Minutes any declarations made.

l) Conflicts

An Officer, notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested.

An Officer shall not sign a document where the Officer is interested in the contract or arrangement to which the document relates.

BY-LAW 2. 2 – PATRON AND/OR VICE PATRON

A Patron and/or up to three (3) Vice Patrons may be proposed by any Member of the Club. Such proposal is to be submitted in writing, to the Management Committee at its meeting immediately preceding the Annual General Meeting. The Committee shall then select the nomination/s to be recommended for endorsement at the Annual General Meeting.

BY-LAW 2.3 - RENEWAL OF MEMBERSHIP

- a) Members shall apply annually for renewal of membership by submission of the prescribed Association Forms, additional forms and documents as determined by the Club Management, and payment of the prescribed fee by 31 August each year.

Note: Life members are required to complete forms as listed in (a), however no fee shall be incurred.

- b) All membership renewals must be considered at the next Management Meeting following the receipt of the prescribed Association forms, additional forms and fees (12).
- c) Should the application for renewal of membership be refused the member shall be notified (13.2).

- d) For an eligible member to be able to vote at the Annual General Meeting (24.1 & 24.2) he shall be required to be a current financial member.
- e) Any member who fails to renew his membership by the required date shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances application for membership re-acceptance is permitted, provided the prescribed forms are submitted, accompanied by the current fees including late fees, and further provided that the relevant Committee shall have the sole right to grant or refuse such application.

BY-LAW 2.4 - DUTIES AND PRIVILEGES OF MEMBERSHIP

- a) All Active financial members shall have access to Club facilities.
- b) All financial Active Seniors, Active Juniors, Long Service, Active Reserve, Life Members, Officers and eligible and approved Award Members shall have the right to attend and vote at the Annual General Meeting, Council Meetings and Special Council Meetings. Members registered as Active Cadets at the start of the season preceding the AGM are ineligible to vote. All other members may attend and speak at such meetings but have no voting rights.
- c) All Active Members (By-Law 2.7) and Award Members (By-Law 2.11) are required to attend and carry out patrols as prescribed in Appendix C.
- d) All Active, Award and Cadet members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.
- e) All members shall abide by the Constitution, By-Laws and Rules of the Club and the Association. Probationary Members shall not be entitled to the use of the Club premises or equipment until such time as they are officially notified, or given authority to do so by the Club Captain.
- f) All members shall devote such time to fundraising as called upon by the Management Committee.
- g) All members shall abide by the competition requirement (By-Law 9.3)

BY-LAW 2.5 – EXEMPTIONS

- a) Members may apply for exemption from particular Club activities, e.g.: fundraising, pool swims, patrol and other activities, by written application to the Management Committee, stating the reasons, circumstances and time period involved.
- b) Exemption shall not be automatic, but shall be determined by the Management Committee Meeting
- c) Exemption requests may be subject to the Management Committee Meeting providing suitable alternative activities for that member.

BY-LAW 2.6– PROBATIONARY MEMBERS

- a) Probationary Member status applies to new members
- b) Probationary membership shall be for a minimum period of three (3) months.
- c) Such members shall be classified as probationary members until their membership is decided at a Management or Council meeting and at least three months.
- d) A probationary member, undertaking Bronze Medallion training, must satisfy the Management Committee and/or Council Meeting that he can swim in still water the distance as defined in the current SLSA/SLSQ policies, and may thereon be accepted as a Probationary Member until such time as he becomes a qualified member.
- e) All Probationary members shall within three (3) months of their acceptance of nomination, pass the requirements of the Association, whereupon they may be admitted to the relevant category of membership.
- f) Unsatisfactory attendance and/or conduct and/or duty of Probationary Membership shall constitute sufficient reason for the rejection of their application.
- g) Probationary members are entitled to have the three month period extended if the Club does not provide training or if training is undertaken but not completed before the close of the season. Provided the training is undertaken with the next available training course or recommences at the beginning of the following season, probationary status is extended whilst training is completed. Probationary members are required to complete the training within the designated period otherwise the status lapses.
- h) No Probationary member shall be allowed to present himself for any life saving assessment until he has presented himself at training to the satisfaction of the course trainer, Captain and Director of Training (By-Law 10.4).

BY-LAW 2.7 – ACTIVE MEMBERS

- a) Active members shall be holders of the Bronze Medallion, shall pass the Association proficiency test each season and shall perform patrol duties according to the Club's By-Laws and Rules.
- b) The following Officers may be exempt from patrol duties: President, Secretary, Treasurer and Captain. In special circumstances, the Captain may grant exemption from patrol duty to an Active member, provided that such exemption shall not extend a period of more than one month without the approval of the Management Committee.
- c) All Active members must complete patrols as per the patrol roster set down by the Club, unless approval has been obtained from the Management Committee for lesser attendance.
- d) All Active members renewing proficiency, must perform a test swim as defined in the current SLSA/SLSQ policies and complete the online proficiency paper before the annual

proficiency test. Where a member does not complete the swim test within the prescribed time, that member shall be deemed not proficient until such time as the swim is completed within the prescribed time. Pool swims, if required, are completed once per month during the patrol season under the supervision of the Director of Training or his Assistant or accredited pool swim coach or SLSA Assessor as endorsed by the Management Committee. Failure to complete or submit a pool swim time each month, may automatically suspend the member from all Club facilities and activities.

BY-LAW 2.8 – CADET MEMBERS

- a) Cadet members shall be of an age in accordance with the rules of the Association, and shall apply immediately to train for an SLSA Award upon attaining the specified age. They shall be required to fulfill patrol duties according to their qualification, assist with Fundraising Activities and attend pool swims as per Active Members.
- b) Each year, Cadet members must perform a test swim relevant to their age as set down by SLSA/SLSQ, as per Active Member By-Law 2.7(d)

BY-LAW 2.9 – ACTIVE RESERVE MEMBERS

- a) Recipients shall perform 50% of the patrol requirements of an Active member as per the patrol roster as set down by the Club or at other times as called upon by the Management Committee.
- b) Each year, Active Reserve members must perform a swim as per Active Member By Law 2.7(d)
- c) The Management Committee may delete the names of any members from the Active Reserve list by a two thirds (2/3) majority vote of the Management Committee at a meeting thereof.

BY-LAW 2.10 – LONG SERVICE MEMBERS

Recipients must complete years of service as per 11.1(f)

- a) **Active service** - Fulfilling full patrol obligations, or the minimum of 55 patrol hours per season
- b) **Reserve Active service** – Fulfilling 50% of the active service obligations, or fulfilling a season of other designated lifesaving activities, such as, but not limited to, an Officer without exemption rights or JA active participant (eg: Age Group Leader, Water Safety)

BY-LAW 2.11 - AWARD MEMBERS

- a) shall be holders of, and maintain currency in, one or more Association awards (excluding Bronze Medallion), eg: Surf Rescue Certificate, Radio Operators Certificate, Operational First Aid, Advanced Resuscitation Techniques, Resuscitation Certificate.

- b) must perform patrols in line with their qualifications as rostered by the Club or complete five (5) patrol hours per month.
- c) Holders of a current bronze medallion and another Association award must complete five (5) patrol hours per month, and fulfil By-Law 2.7(d).
- d) Award members may be exempt from obligations if deemed to be fulfilling a season of other designated lifesaving activities.

BY-LAW 2.12 - JUNIOR ACTIVITIES MEMBERS

- a) shall be aged between 5 years and 13 years as at 30 September in the year of the commencement of the season of which they are applying for membership.
- b) shall complete all preliminary requirements relevant to their age as set down by the governing bodies.
- c) shall actively participate in all activities relevant to their age level and complete surf awards for that season.

BY-LAW 2.13 - ASSOCIATE MEMBERS

- a) shall include members who
 - i) hold a Bronze Medallion Award only and are not an Active Member, or
 - ii) have failed to complete the annual proficiency for awards held, or
 - iii) hold an Association award that does not require an annual proficiency test, however have not performed patrols, in line with their qualification as rostered by the Club, in the last season, or
 - iv) do not hold any Association awards
- b) Bronze Medallion holders must perform, each year, a swim, as per Active Member By-Law 2.7(d)
- c) shall be expected to complete fundraising duties as rostered and/or as requested by the Management Committee
- d) Associate members, who have participants in Junior Activities, are required to contribute to the organisation/running/management of Junior Activities.
- e) Associate members who are members of the Old Boys Committee are required to contribute to the activities, including fundraising, of the Old Boys.

BY-LAW 2.14 – LIFE MEMBERS

Criteria for selection may include:

- a) assessment of work done above and beyond what is expected of a Club member, and not on years of service

- b) services rendered prior to the age of 15 years will not be counted towards the minimum years of service required
- c) extraordinary service, personal sacrifice above and beyond normal duties
- d) has excelled in positions of responsibility, giving good example, good leadership, sacrifice, loyalty and commitment to the members and the Club
- e) has demonstrated services in areas such as patrols, facilities, fundraising, administration, competition etc

SECTION 3

MEETINGS

(Refer to Appendix B)

BY-LAW 3.1 - ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Club shall be held at least two weeks prior to the Annual General Meeting of the Branch on a date determined by the Executive Committee. The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statement, the Election of Officers for the ensuing year, to deal with Notices of Motion correctly moved and to transact general business.
- b) Written notice via email, SMS or mail of the meeting shall be forwarded to each member at least fourteen (14) days prior to the meeting and the sending of such notice shall be deemed as notice received.

The order of business shall be:

- Attendance, apologies and proxies
 - Confirmation of the previous Annual General Meeting Minutes
 - Presentation and adoption of the Annual Report
 - Presentation and adoption of the Auditor's Report and Financial Statements
 - Notices of Motion
 - Election of Officers
 - Appointment of Non-Voting Members
 - Endorsement of Branch Councillor (Club President)
 - Endorsement of all Committees as deemed required by the Club Council
 - Membership fees
 - Election of Life Members (if any)
 - Affiliation
 - General Business
- c) All members may attend and participate as determined by the Chairman but voting rights are as provided for in 24.

BY-LAW 3.2 - COUNCIL MEETINGS

Not less than three (3) Council Meetings of the Club (including the Annual General Meeting) are to be held, for the benefit of the Club and its members who may ask questions and expect competent answers.

The order of business shall be:

- Attendance, apologies and proxies
- Minutes of previous meeting
- Business from previous minutes
- Correspondence (Relevant to meeting)

- President's Report
- Treasurer's Report
- Special Business
- General Business

BY-LAW 3.3 - SPECIAL COUNCIL MEETINGS

- a) A Special Council Meeting may be summoned by:
 - i) resolution carried at a Council or Management Committee Meeting, or
 - ii) by direction of the President, or
 - iii) a written requisition of not less than 1/3 of the members of the Council
- b) A Special Council Meeting shall be called as directed in 22 to deal with Special Business only as detailed in the Notice of the Meeting
- c) Such meeting shall be held within twenty one (21) days of receipt of such request or directive and at least nine (9) clear days notice in writing shall be given stating the business to be discussed. Quorum and time limit for such a meeting shall be as detailed 1/E/5

BY-LAW 3.4 - MANAGEMENT COMMITTEE MEETINGS

- a) The Management Committee shall comprise those Officers and members as listed in 1/B/10.2
- b) The Committee shall meet at least once in every two calendar months and the Meeting dates shall be determined at the first meeting of the Committee following the AGM. Notice of Meetings shall be given in writing at least fourteen (14) days beforehand
- c) Should any member of the Committee evoke Clause 31, his office shall be declared vacant and the position filled in accordance with 31.1.

The order of business shall be:-

- Attendance, apologies and proxies
 - Confirmation of Previous Minutes
 - Business arising out of Minutes
 - Correspondence
 - Membership
 - Finance
 - Directors' Reports, Captain's Report, Sub-Committee Reports
 - Notices of Motion
 - General Business
- d) The responsibility of the Management Committee shall be managing the day to day business of the Club, and the allotment of items to Boards, Committees and/or staff

- e) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial commitments and borrowings and strategic issues shall be referred to the Club Council

BY- LAW 3.5 EXECUTIVE COMMITTEE MEETINGS

- a) Shall deal with items of business requiring prompt or urgent attention between meetings of the Management Committee
- b) Where possible, a minimum of forty-eight (48) hours notice is required for Executive Meetings

BY-LAW 3.6 - JUNIOR ACTIVITIES COMMITTEE MEETINGS

Refer to Appendix F

BY-LAW 3.7 - OTHER COMMITTEE MEETINGS

Other Committees shall meet and operate in the areas for which they are specifically created, at times and places as required or as decided by the Executive or Committee Chairperson.

SECTION 4

DUTIES OF OFFICERS AND OTHERS

BY-LAW 4.1 - THE PRESIDENT shall -

- a) be the nominal head of the Club and shall be a member ex-officio of all Committees
- b) be Chairperson of the Council, Management and Executive Committee meetings
- c) preside at all meetings of the Club and shall exercise his authority by generally supervising the affairs of the Club in conjunction with the Executive and Management Committees
- d) when presiding at a meeting, have a deliberative and a casting vote
- e) have unlimited authority on every question of order, only to what is equitable and just in the circumstances
- f) be the Club representative on the Branch Council

BY-LAW 4.2 - THE DEPUTY PRESIDENT shall -

- a) assist the President and shall deputise for him in his absence, and shall carry out special assignments as directed by the President or the Executive Committee
- b) where the President is unable to fulfill required duties of office, the Deputy President shall automatically assume caretaker role of President including like powers and responsibilities until a Special Council Meeting is convened to elect a new President

Note - The aforesaid Special Council Meeting must be called for per Constitutional/By-Law procedures for same and must be called for within thirty (30) days of the Deputy President assuming temporary responsibility

- c) be responsible for managing a smooth and effective transitional period for the Club in accordance with all Constitutional/By-Law policies and procedures until the replacement President effectively takes office
- d) be a member of the Executive and Management Committees

BY-LAW 4.3 - THE SECRETARY shall -

- a) In conjunction with the Administrator and/or Administration Assistant keep a register of all Members, an up-to-date record of their addresses and file all application forms received, successful or otherwise
- b) forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws

- c) make full and accurate minutes of all questions, matters, resolutions and other proceedings of every Annual General, Council, Management and Executive Committee meeting to be recorded. Such record to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Annual General, Council and Management and Executive Committee Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding meeting
- d) conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof
- e) be responsible for the drafting of the Annual Report to be submitted to the Executive Committee for approval before printing
- f) carry out all duties arising from decisions of Annual General, Council, Management, Executive, Committee and/or Special Meetings
- g) shall report directly to the Club President
- h) be a member of the Executive, Management, Finance and Trophy/Meritorious Selection Committees

BY-LAW 4.4 - THE TREASURER shall -

- a) receive all monies on behalf of the Club and shall issue receipts for same, and shall be responsible to the Management Committee for such monies. All monies received on behalf of the Club shall be banked within five (5) days of receipt thereof and all payments shall be made by Government approved methods
- b) keep the necessary records as required by the relevant Government Act, and a Ledger to record income and expenditure. Details of payments are to be recorded by the Treasurer, and duly presented to a meeting as set out in 35. The Treasurer shall ensure that the annual audited statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required
- c) at each Council and Management Committee Meeting, present a report relating to the Club's finances, showing details of receipts and expenditure since the presentation of the previous report, a progress report on any loans which the Club may have, and shall make available upon request the Bank statements together with a reconciliation statement, showing the balance as the debit or credit of the Club's finances
- d) prepare in consultation with the Director of Finance a budget covering all financial matters associated with fulfilling the requirements of the position and functionally accountable Officers, by the first Management Meeting following the AGM
- e) be responsible for administering Club procurement policies and procedures as defined in Appendix H
- f) maintain a register of Club assets

- g) report directly to the Club President whilst retaining functional accountability to the Director of Finance & Property
- h) be a member of the Executive, Management and Finance Committees

BY-LAW 4.5 - THE CAPTAIN shall -

- a) be responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of members in surf life saving, including Association/Club policies, procedures and rules
- b) as part of the Membership Selection Committee, select Patrol Captains
- c) coordinate the patrol roster for the season
- d) conference with Patrol Captains during the season to discuss suggestions and observations regarding the general efficiency of the Club in Surf Life Saving (refer to Appendix C)
- e) liaise with the Director of Training with respect to the required training needs of members commensurate with patrol groups satisfactorily completing the service delivery commitments
- f) have the power to refuse the use of Club gear or property to any person
- g) call upon any members to perform such duties as he deems necessary in the interests of the Club
- h) maintain authority over all Officers with respect to the conduct of the Club's day to day lifesaving affairs
- i) in the absence of his Vice Captain appoint a delegate to undertake the duty of Captain if required
- j) report directly to the Club President whilst retaining functional accountability to the Director of Lifesaving
- k) provide a written report to Management Meetings taken from the patrol records indicating any patrol breaches, including those requiring investigations (Appendix C – Rule 20) and as provided for in By-Law 13.2, 13.3
- l) be a member of the Executive, Management, Membership Selection, Lifesaving, SportSport Selection and Trophy/Meritorious Committees

BY LAW 4.6 – THE VICE CAPTAIN shall –

- a) Assist the Captain in all his duties and in the absence of the Captain, have the like powers, authorities and duties
- b) shall be a member of the Membership Selection, Life Saving and Trophy/Meritorious Committees

BY-LAW 4.7 - THE DIRECTOR OF LIFESAVING shall -

- a) be responsible for the overall development of the lifesaving area and ongoing satisfactory performance of Officers who report to him
- b) strategically guide the lifesaving services and effectively manage the life saving resources
- c) support the efforts of the Club Captain (The Club Captain retains operational control of the Club during weekends and responsibility for the day to day operations of the Club and is supported by the Director of Lifesaving)
- d) Officers (and their Assistants) who are functionally accountable to the Director of Lifesaving are:
 - IRB Officer
 - Communications Officer
 - Gear and Equipment Officer
 - First Aid Officer
 - Director of Training
 - Club Captain (reports directly to the Club President and has functional reporting responsibilities only to the Director of Lifesaving)
 - Other officers who are appointed from time to time
- e) provide a written report to Management Meetings
- f) prepare and present a budget covering all financial matters associated with fulfilling the requirements of the position and functionally accountable Officers, by the first Management Meeting following the AGM
- g) be the Chairman of the Life Saving Committee, and a member of the Management, Membership Selection and Trophy/Meritorious Selection Committees

BY-LAW 4.8 - DIRECTOR OF FINANCE shall -

- a) be responsible for the overall development of the financial and ongoing satisfactory performance of Officers who report to him
- b) strategically guide the finance, fundraising and facilities (Clubhouse) development along with the marketing and promotion in the community of our Club and the services we offer
- c) liaise with the Supporters Club, JAC, Old Boys Committee and other committees as necessary
- d) Officers (and their Assistants) who are functionally accountable to the Director of Finance are:
 - Director of Clubhouse
 - Publicity Officer
 - Fundraising Coordinator
 - Mobile Services Officer
 - Merchandise Officer

- Treasurer (reports directly to the Club President and has functional reporting responsibilities only to the Director of Finance)
 - Other officers who are appointed from time to time
- e) provide a written report to Management Meetings
- f) be the Chairman of the Finance and Fundraising Committees, and a member of the Management and Trophy/Meritorious Selection Committees

BY-LAW 4.9 - DIRECTOR OF MEMBERSHIP shall -

- a) be responsible for the overall development of members and recruitment, and ongoing satisfactory performance of Officers who report to him
- b) strategically guide Membership and implement programs and systems that support this major priority within the Club
- c) ensure the Club is adequately fulfilling the developmental requirements its members (including liaising with Junior Activities)
- d) Officers who are functionally accountable to the Director of Membership are:
- Member Representative
 - Female Representative
 - Youth Development Officer
 - U18 Representative
- e) provide a written report to Management Meetings
- f) prepare and present a budget covering all financial matters associated with fulfilling the requirements of the position and functionally accountable Officers, by the first Management Meeting following the AGM
- g) be the Chairman of the Membership Committee and the Membership Selection Committee, and a member of the Management, SportSport and Trophy/Meritorious Selection Committees

BY-LAW 4.10 - DIRECTOR OF SPORT shall -

- a) be responsible for the overall development of SportSport and ongoing satisfactory performance of Officers who report to him
- b) strategically guide the development and management of all surf sport related activities
- c) arrange for the training and preparation of all Members for inter and intra Club competition as per the Competition Manual
- d) be responsible for the notification and arrangement of all interested members in attending coaching and officials courses

- e) be responsible for notification to all members of upcoming carnivals and competition events
- f) be responsible for arranging training sessions for all interested members under the guidance of accredited coaches
- g) be responsible for the organising and conducting of the annual Club Championships
- h) maintain an up-to-date knowledge of the SLSA Competition Manual and associated bulletins or circulars
- i) identify members to attend talent identification and relevant SportSport camps, for recommendation to the SportSport Selection Committee
- j) liaise with relevant Officers and Coaches to ensure that training schedules are prepared for all areas, and present same to the Management Committee or Council for endorsement
- k) Officers who are functionally accountable to the Director of SportSport are:
 - Surf Boat Officer
 - Board and Ski Officer
 - Team Manager – appointed as required by the SportSport Committee
 - Coaches (as appointed by the Club)
- l) provide a written report to Management Meetings
- m) prepare and present a budget covering all financial matters associated with fulfilling the requirements of the position and functionally accountable Officers, by the first Management Meeting following the AGM
- n) be the Chairman of the SportSport Committee and SportSport Selection Committee, and a member of the Management and Trophy/Meritorious Selection Committees

BY-LAW 4.11 - DIRECTOR OF JUNIOR ACTIVITIES shall –

- a) be responsible for the overall development of the Junior Activities members and ongoing satisfactory performance of Officers who report to him
- b) strategically guide the development and management of the Junior Activities program
- c) provide a written report to Management Meetings
- d) prepare and present a budget covering all financial matters associated with Junior Activities, by the first Management Meeting following the AGM
- e) be the Chairman of the Junior Activities Committee, and a member of the Management, and Finance Committees

BY-LAW 4.12 - DIRECTOR OF CLUBHOUSE shall -

- a) be responsible for the general conduct of Members in accordance with the Clubhouse Rules (Appendix D) and the Club By-Laws
- b) be responsible for the purchasing of all necessary items for the provision of meals, hygiene and members comfort
- c) co-ordinate the preparation of all meals
- d) liaise with the relevant committees, when necessary, to review the overall condition of the Clubhouse i.e.: catering, accommodation and maintenance
- e) be responsible for the receiving of all monies in respect to meals
- f) liaise with, and be responsible to, the Treasurer with regard to such monies
- g) be responsible for the coordinating of minor Clubhouse repairs and maintenance including the annual test and tag of electrical appliances, firefighting equipment, pest control, carpet cleaning, gas supply, and provision of other consumables
- h) provide a written report to Management meetings
- i) prepare and present to the Director of Finance, a budget covering all financial matters associated with fulfilling the requirements of the position
- j) report to the Director of Finance
- k) be a member of the Management, Building and Trophy/Meritorious Selection Committees

BY-LAW 4.13 - THE DIRECTOR OF TRAINING shall -

- a) hold proficient SLSQ/SLSA trainer and assessor qualifications
- b) arrange a training schedule to assist in the preparation of members for award assessments.
- c) arrange the preparation and training of all members for Proficiency assessments and ensure all qualified members maintain an up-to-date knowledge of Surf Life Saving methods
- d) on the advice of the Director of Lifesaving, initiate proactive training and assessment programs that develop specific skill sets that are deemed necessary to ensure the Club has adequate coverage of these skills within patrol groups and other areas associated with the Club's service delivery commitments
- e) maintain an up-to-date knowledge of the latest surf life saving and the training requirements and impart such knowledge to the membership
- f) provide a written report to Management meetings

- g) prepare, a budget covering all financial matters associated with fulfilling the requirements of the position
- h) be a member of the Management, Membership Selection and Life Saving Committees

BY-LAW 4.14 - THE GEAR & EQUIPMENT OFFICER shall -

- a) be responsible for all the lifesaving gear (with the exception of power craft, surf boat and its gear) belonging to the Club, refer to Appendix E;
- b) keep all such gear in good repair and condition, and report to the Club Captain any damage which he is unable to repair.
- c) for the purpose of implementation of such duties and with the approval of the Captain, have power to call on the services of any member.
- d) provide a report to the Director of Lifesaving prior to each Management meeting
- e) prepare in consultation with the Director of Life Saving, a budget covering all financial matters associated with fulfilling the requirements of the position
- f) report to the Director of Lifesaving
- g) be a member of the Lifesaving Committee

BY-LAW 4.15 - THE FIRST AID OFFICER shall -

- a) possess a current First Aid Award, be responsible for fostering high standards for first aid treatments
- b) maintain adequate stocks of SLSA approved first aid material and equipment
- c) maintain the First Aid room in a clean and orderly condition and with the approval of the Captain, call on the services of any member
- d) oversee a record of details of patients treated for major first aid incidents and forward a copy to the Administrator and/or Administration Assistant for recording
- e) be responsible for updating and display a list of current First Aid, Advanced Resuscitation and Defibrillator Resuscitation operators
- f) provide a report to the Director of Lifesaving prior to each Management meeting
- g) prepare in consultation with the Director of Life Saving, a budget covering all financial matters associated with fulfilling the requirements of the position
- h) report to the Director of Lifesaving
- i) be a member of the Lifesaving Committee

BY-LAW 4.16 - THE COMMUNICATIONS OFFICER shall -

- a) be a proficient Radio Operator
- b) be responsible for the care, maintenance and availability of serviceable radio and communications equipment
- c) ensure that a log of all messages is kept in accordance with the regulations laid down from time to time
- d) ensure that a current list of all Club vehicles and their call sign is prominently displayed
- e) be responsible for displaying a current list of all persons, organisations or bodies the Club is likely to contact, indicating the means by which such communication shall be affected
- f) provide a report to the Director of Life Saving prior to each Management Meeting
- g) prepare in consultation with the Director of Lifesaving, a budget covering all financial matters associated with fulfilling the requirements of the position
- h) report to the Director of Lifesaving
- i) be a member of the Life Saving Committee

BY-LAW 4.17 - THE IRB OFFICER shall -

- a) be a proficient IRB Driver
- b) be responsible for the care, maintenance and housing of Club IRBs. (Appendix E/3)
- c) provide a written report to the Director of Life Saving prior to each Management Meeting
- d) prepare and present to the Director of Lifesaving, a budget covering all financial matters associated with fulfilling the requirements of the position
- e) report to the Director of Lifesaving
- f) be a member of the Life Saving Committee

BY-LAW 4.18 – THE MOBILE SERVICES OFFICER shall –

- a) hold a open Queensland drivers license and have appropriate license category to drive the Club vehicles (or be willing to obtain)
- b) arrange regular servicing and maintenance of Club vehicles, including scheduled Qld Transport inspections, ensuring vehicles are adequately fuelled and mechanically sound ready for Club duties

- c) may call upon any member of the Club to assist in the cleaning and/or preparation of the vehicles
- d) liaise with Club Secretary to ensure all Club vehicles are roadworthy and registered as per the relevant Queensland Transport Regulations
- e) be responsible for the general upkeep and cleanliness of the Club's vehicle storage facilities
- f) provide a written report to the Director of Finance prior to each Management meeting
- g) prepare and present to the Director of Finance, a budget covering all financial matters associated with fulfilling the requirements of the position
- h) report to the Director of Finance
- i) be a member of the Lifesaving Committee

Note – for the purposes of this description, “Vehicles” refers to all means by which members, property, gear and equipment are transported (including trailers)

BY LAW 4.19 - YOUTH DEVELOPMENT OFFICER shall -

- a) be a minimum of 18 years of age
- b) be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 14 years to 18 years)
- c) be responsible for the supervision of and liaising with members making the transition from Junior Activities Membership and/or for new Cadet/Junior members
- d) assist the Club Captain in the responsibility for conduct and discipline of Active Cadet and Junior members in Club matters
- e) provide educational and other worthwhile experiences in a wide range of subjects and skills for Cadet/Junior members
- f) in conjunction with the Club Captain and Director of Membership coordinate all matters pertaining to the responsibilities and obligations of youth membership
- g) foster recognition of the important role youth plays within the Club
- h) oversee youth recruitment and retention programs/activities within the Club
- i) promote youth members' participation in Development Camps and Leadership Programs and camps
- j) pursue any issues of benefit to the safety and enjoyment of youth members
- k) work with and assist other Officers to enhance recruitment and retention and transition through the various age levels

- l) provide a report to the Director of Membership prior to each Management meeting
- m) prepare in consultation with the Director of Membership, a budget covering all financial matters associated with fulfilling the requirements of the position
- n) report to the Director of Membership
- o) be a member of the Membership Selection, Membership and Trophy/Meritorious Selection Committees

BY-LAW 4.20 - THE U18 REPRESENTATIVE shall –

- a) be an Active Junior member
- b) assist with the liaison of members making the transition from Junior Activities Membership and/or for new Cadet/Junior members
- c) assist the Club Captain in the responsibility for conduct and discipline of Active Junior and Cadet members in Club matters
- d) assist with the enhancement of membership recruitment and retention through the various age levels
- e) be a representative and spokesperson for Cadets/Junior members
- f) encourage Cadet/Junior members to participate in all Club activities
- g) report to the Director of Membership
- h) be a member of the Membership Committee

BY-LAW 4.21 - FEMALE REPRESENTATIVE shall -

- a) be a minimum of 18 years of age
- b) be a representative and spokesperson of all female members
- c) encourage all female members to participate in all Club activities
- d) assist with the enhancement of membership recruitment and retention of female members
- e) provide a report to the Director of Membership, prior to each Management meeting
- f) report to the Director of Membership
- g) be a member of the Membership Committee

BY LAW 4.22 - MEMBER REPRESENTATIVE shall -

- a) be an Active, Active Reserve or Long Service member of the Club
- b) be a representative or spokes person of all Senior members
- c) assist the Club Captain in the responsibility for the conduct and discipline of Active Senior members in Club matters
- d) encourage all Senior members to participate in all Club Activities
- e) assist with the enhancement of membership recruitment and retention of Senior members
- f) provide a written report to the Director of Membership prior to each Management meeting
- g) report to the Director of Membership
- h) be a member of the Membership Committee

BY-LAW 4.23 - THE TEAM MANAGER shall -

- a) arrange and prepare all carnival entries and forward to SportSport Selection Committee within a suitable period of time prior to closing date
- b) upon final selection, arrange for nominations to be made
- c) prepare and present a budget (if required) for each competition attended and the associated team being managed for the Director of SportSport
- d) be responsible for any outfitting of team members and funding in excess of provision made by the Club Management Committee
- e) be responsible for the transport, accommodation and general behaviour of the team
- f) in the case of large financial commitment submit a statement with receipts and invoices within thirty (30) days after the completion of the events
- g) represent the Club at all official briefings at competitions and events (or nominate proxy)
- h) maintain an up-to-date knowledge of the SLSA Competition Manual and associated bulletins or circulars
- i) submit results to the Director of SportSport at the conclusion of each competition and provide a report as required
- j) report to the Director of SportSport
- k) be a member of the SportSport Selection and SportSport Committees

BY-LAW 4.24 – THE FUNDRAISING CORDINATOR shall -

- a) be responsible for the coordination of all fundraising opportunities including island and mainland raffles
- b) clearly record all such activities as per the instructions set down by the Finance Committee
- c) be responsible for the receiving of all fundraising monies, on behalf of the Club and liaise with, and be responsible to, the Treasurer with regard to such monies
- d) provide a report to the Director of Finance prior to each Management meeting
- e) report to the Director of Finance
- f) be a member of the Fundraising Committee

BY-LAW 4.25 - THE SURF BOAT OFFICER shall -

- a) be responsible for the coordination of accredited coaches and/or coordination of training and supervision of all surf boat crews in consultation with the Director of SportSport
- b) be responsible for the care, maintenance and housing of the surf boat(s) and all associated equipment (Appendix E/2)
- c) prior to any carnival, present a list of eligible surf boat competitors' names to the Director of SportSport for endorsement by the SportSport Selection Committee
- d) maintain an up-to-date knowledge of the SLSA Competition Manual and associated policies, bulletins or circulars
- e) provide a report to the Director of Sport prior to Management Meetings when required
- f) prepare and present to the Director of SportSport, a budget covering all financial matters associated with fulfilling the requirements of the position
- g) report to the Director of SportSport
- h) be a member of the SportSport Committee

BY-LAW 4.26 - THE BOARD AND SKI OFFICER shall -

- a) be responsible for the coordination of accredited coaches and/or coordination of training and supervision of all non motorised competition craft in consultation with the Director of SportSport
- b) be responsible for the care, maintenance and housing of Club boards and skis. (Appendix E/1)
- c) prior to any carnival, present a list of eligible craft competitors' names to the Director of SportSport for endorsement by the SportSport Selection Committee

- d) maintain an up-to-date knowledge of the SLSA Competition Manual and associated policies, bulletins or circulars
- e) provide a report to Director of SportSport prior to Management meetings when required
- f) prepare and present to the Director of SportSport, a budget covering all financial matters associated with fulfilling the requirements of the position
- g) report to the Director of SportSport
- h) be a member of the SportSport Committee

BY-LAW 4.27 – THE MERCHANDISE OFFICER shall -

- a) be responsible for the purchase of all Club apparel as approved by the Management Committee
- b) liaise with relevant Club Officers in relation to the design and purchase of such Club apparel.
- c) liaise with relevant Club sub committees and or teams (i.e. Junior Activities, Old Boys, representative and touring teams) in relation to the approval and design of any such Club apparel
- d) provide a written report to Director of Finance prior to each Management meeting
- e) prepare and present to the Director of Finance, a budget covering all financial matters associated with fulfilling the requirements of the position
- f) report to the Director of Finance and be accountable to the Management Committee

BY-LAW 4.28 – THE GRIEVANCE OFFICER shall -

- a) attend to all matters referred to him by the Club President
- b) as soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report
- c) if the grievance is determined to be not legitimate, advise the aggrieved party accordingly
- d) determine (in consultation with State Centre CEO or Appointee) matters relating to grievances, harassment, equity and the like
- e) if unable to resolve a grievance or the grievance is considered to be of a very serious nature, refer the grievance to the Club President/Judiciary for action; who must then action the grievance within a reasonable time but no longer than three (3) months

- f) keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to the Club President/Judiciary and/or an appropriate enforcement body following written authority from the Club President/Judiciary
- g) be accountable to the Management Committee

BY-LAW 4.29 – THE PUBLICITY OFFICER shall -

- a) be responsible for all Club publicity releases through the press, radio and television
- b) liaise with any Club Office Bearer pertaining to articles of public interest
- c) publication of any matter must have the approval of at least one Executive member, matters of a contentious nature, must have the approval of the Executive Committee
- d) promote and enhance the profile of the Club, through media releases and promotional activities as directed by the Committee
- e) prepare and present to the Director of Finance, a budget covering all financial matters associated with fulfilling the requirements of the position
- f) be accountable to the Management Committee

BY-LAW 4.30 - SAFETY OFFICER shall -

- a) ensure the Surf Club health and safety and rehabilitation systems are up to date, implemented and monitored in all areas within the Club
- b) implement and oversee risk management procedures
- c) set up, implement and monitor injury reporting system
- d) carry out investigations of Surf Club workplace incidents
- e) set up, implement and monitor OHS education and training systems
- f) implement systems to review workplace stress and critical incidents
- g) implement rehabilitation and 'return to life saving' procedures
- h) attend a Safety Officers training course
- i) liaise with Director of Clubhouse on safety matters concerning the Clubhouse
- j) be accountable to the Management Committee
- k) be a member of the Building Committee

BY-LAW 4.31 – CHAPERONE COORDINATOR shall -

- a) prepare a roster of chaperones for the season
- b) check chaperone availability weekly and advise Club Captain and Administrator of need to notify U18 members and parents if no chaperone will be attendance

BY-LAW 4.32 - BRANCH COUNCILLOR (OR ALTERNATE) shall -

- a) be the Club President
- b) attend all Branch Council Meetings as the elected Club representative on that body
- c) act as liaison between the Branch and the Club and fully and regularly report to the Club in writing or in person on the Branch activities
- d) appoint an Executive Officer as proxy as and when required

BY-LAW 4.33 OFFICERS' ASSISTANTS shall –

assist the Officer for whom they act as Assistants, and in the absence of that Officer, have the like powers, authorities and duties

BY-LAW 4.34 OFFICERS COMPLIANCE

All Officers and their Assistants will comply with the guidelines, rules, policies and procedures as set out in the Club Constitution, By-Laws; and as established and communicated from time to time by the Club and it's Governing Bodies. Failure to do so may result in removal from office in accordance with 31

SECTION 5

STAFF & EMPLOYEES

BY-LAW 5.1 - STAFF APPOINTMENTS

The Management Committee, may appoint an Administrator and/or Administration Assistant and/or other paid employees for specific assignments.

BY-LAW 5.2 - THE ADMINISTRATOR and/or ADMINISTRATION ASSISTANT

The Administrator and/or Administration Assistant is a paid Officer position and subject to the provisions of the Constitution 1/D/4 and to the directions from time to time of the Council, Management Committee and Executive.

The position is primarily responsible for providing efficient secretarial and administrative assistance to the Club and associated personnel.

The Administrator and/or Administration Assistant shall have responsibilities and perform tasks as provided for in Appendix I

Report directly to the President or his nominated delegate

BY-LAW 5.3 – THE CARETAKER

The Caretaker's position is subject to the directions from time to time of the Council, Management Committee and Executive.

The position is primarily responsible for providing safety, security and well being of the Point Lookout SLSC Clubhouse facilities. Failure to carry out responsibilities may result in a review of the caretaker's role and live-in arrangements.

The Caretaker will be responsible to perform tasks as provided for in Appendix I.

SECTION 6

COMMITTEES

BY-LAW 6.1 - GENERAL

The President is member ex-officio on all Committees

- a) composition and membership shall be as prescribed in the respective By-Laws.
- b) membership may be drawn from members of the Club.
- c) a member appointed to a Committee shall retain his appointment only whilst he retains his membership of the Club; provided that the Council may, at its discretion, remove any member from membership of a Committee.
- d) in the event of the absence of the Chairman from any meeting the meeting shall appoint one of its members to act during such absence.
- e) it shall be the duty of the Club Secretary to refer for consideration and recommendation all matters as they properly relate to the jurisdiction of each Committee.
- f) in the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Management Committee thereon.
- g) unless specified otherwise in these By-Laws, a quorum for a meeting of a Committee shall be a simple majority of the members thereof.
- h) A Committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee.
- i) reports and recommendations of the Committees shall be presented in writing to the Secretary or appointing body.
- j) selection committees are required to meet formally to discuss selections and make recommendations

BY-LAW 6.2 - EXECUTIVE COMMITTEE shall -

- (a) consist of the President, Deputy President, Secretary, Treasurer and Captain, shall meet as and when required to deal with specific issues and/or items requiring prompt or urgent attention arising between Management Committee meetings
- (b) the Director of Lifesaving, Director of Membership, Director of SportSport, Director of Finance and Director of Junior Activities shall be non-voting members of the Club Executive Committee, and may be called upon on a consultative basis in relation to matters pertaining to their specific areas

BY-LAW 6.3 - LIFESAVING COMMITTEE shall -

- a) consist of the Director of Lifesaving (Chairperson), Club Captain, Vice Captains, Director of Training, First Aid Officer, Gear and Equipment Officer, Communications Officer, IRB Officer, Mobile Services Officer
- b) be responsible for
 - (i) maintaining and improving lifesaving patrols and services
 - (ii) disseminating lifesaving information
 - (iii) dealing with matters referred to it from the Management Committee or Council
 - (iv) making recommendations relating to lifesaving to the Management Committee

BY-LAW 6.4 – FINANCE shall -

- a) consist of the Director of Finance (Chairperson), Treasurer, Secretary, Supporters Club Representative and Director of Junior Activities
- b) be responsible for
 - i) the financial well being and property of the Club, its
 - ii) endorsing and monitoring all budgets
 - iii) preparing 6 monthly forecasts
 - iv) consider development and capital expenditure
 - v) review and provide recommendations to Management on all matters relating to Finance

BY-LAW 6.5 - MEMBERSHIP COMMITTEE shall -

- a) consist of the Director of Membership (Chairman), Youth Development Officer, U18 Representative, Member Representative, Female Representative and Junior Activities Representative
- b) meet regularly to discuss issues relating to all areas of membership including but not limited to recruitment and retention of members

BY-LAW 6.6 – MEMBERSHIP SELECTION COMMITTEE shall -

- a) consist of the Director of Membership (Chairperson), Club Captain, Vice Captains, Director of Lifesaving, Director of Training, and Youth Development Officer
- b) select members
 - i) as Patrol Captains & Patrol Vice Captains
 - ii) for development camps
 - iii) for lifesaving awards
 - iv) for Surf Lifesaving courses and conferences

Committee selections in b) ii), iii) and iv) shall be subject to the approval of the Management Committee.

Once approved, the Membership Selection Committee shall notify members of all selections , and such selections shall be final and binding

BY-LAW 6.7 –SPORT COMMITTEE shall -

- a) consist of the Director of SportSport (Chairperson) Director of Membership, Surf Boat Officer, Board and Ski Officer, Team Managers as appointed by this Committee and Coaches as endorsed by the Club Management
- b) be responsible for -
 - (i) developing and implementing the growth of SportSport within the Club;
 - (ii) ensure all SportSport disciplines within the Club are supported with coaching and resources associated with same.
 - (iii) ensure that all aspects of the Club's participation in SportSport are managed effectively and in accordance with Club and Association policies and procedures;
 - (iv) dealing with matters referred to it from the Management Committee or Council;
 - (v) making recommendations relating to SportSport to the Management Committee.

BY-LAW 6.8 - SPORT SELECTION COMMITTEE shall -

- a) consist of the Director of SportSport (Chairperson), Club Captain, Team Manager (relevant to the selections, as appointed by the SportSport Committee) , plus two (2) members elected at the AGM.
- b) select individuals and/or teams for all intra and inter Club SportSport competitions

Committee selections shall be subject to the approval of the Management Committee.

Once approved, the SportSport Selection Committee shall notify members of all selections, and such selections shall be final and binding.

BY-LAW 6.9 – JUNIOR ACTIVITIES COMMITTEE shall -

- a) comprise of those members interested in:-
 - (i) the conduct and co-ordination of all matters relating to Junior Activities.
 - (ii) providing an educational experience in a wide range of subject and skills within the aquatic/marine environment for Junior members
 - (iii) preparing Junior members for their eventual transition to the marine and patrol environment of the Senior movement.
 - (iv) participating in such activities.
- b) be represented on the Club Management Committee by the Director of Junior Activities.
- c) operate as provided for in Appendix F.

BY-LAW 6.10 - JUDICIARY COMMITTEE shall -

- a) consist of five (5) members and a non-voting Secretary (who shall keep records of findings and decisions) elected at the AGM (refer Appendix A, 4.2)
- b) appoint a chairman at each meeting

- c) act in accordance with Appendix A on matters referred to it under By-Law 13.2.

NOTE: Executive Officers (with voting rights) cannot be members of the Judiciary Committee

BY-LAW 6.11 - BUILDING COMMITTEE shall -

- a) consist of the Director of Clubhouse, Safety Officer plus four (4) members elected at the AGM, one of whom shall be appointed as chairperson by the Committee
- b) act on and investigate matters relative to the Club's buildings and surrounds when so directed by the Club Executive Committee

BY-LAW 6.12 - FUNDRAISING COMMITTEE shall -

- a) consist of the Director of Finance (Chairperson), Fundraising Coordinator, Surf Girl Committee Representative, Junior Activities Representative plus two (2) members elected at the AGM.
- b) be responsible for the coordination and conduct of all fundraising activities on behalf of the Club
- c) identify and put forward fundraising opportunities to the Management Committee

BY-LAW 6.13 – TROPHY/MERITORIOUS SELECTION COMMITTEE shall -

- a) consists of President (Chairperson), Secretary, Club Captain, Vice Captains, Director of Life Saving, Director of Sport, Director of Membership, Youth Development Officer, Director of Training, Director of Clubhouse
- b) meet at the completion of the season to select recipients of the Club awards and trophies
- c) select members for any meritorious awards

The selection of such trophies shall be by secret ballot.

Following advertisement of the criteria and closing date of the awards, nominations may be made via the notice board or in writing prior to the selection meeting

BY-LAW 6.14 - LIFE MEMBERSHIP COMMITTEE shall -

- a) consist of the President (Chairman), Secretary, Club Captain and four (4) Life Members (whom shall not be members of the Executive Committee) elected at the AGM
- b) meet annually to review nominations for Life Membership and liaise with Life Members known to the nominee/s
- c) investigate, and report its findings and recommendation to the Executive Committee for endorsement

Note: i) The Executive Committee will present the endorsed nominee to the Annual General Meeting for members' consideration.

ii) The Secretary shall provide a copy of the successful nomination to all Life Members of the Club prior to the AGM

BY LAW 6.15 – OTHER COMMITTEES

- a) The Management Committee may appoint other Committees, Sub Committees, panels or groups to deal with particular items or projects from time to time
- b) In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of reference of such Committees, panels, groups etc
- c) The JAC is an ongoing Committee and operates as per Appendix F
- d) The Old Boys is an ongoing Committee and operates as per Appendix G
- e) The Supporters Club is an ongoing Committee and operates as per its Constitution and By-Law, approved by the Club
- f) Ongoing Committees are subject to Review by Management at any time

SECTION 7

PROCEDURES AND RULES

BY-LAW 7.1 - ASSOCIATION POLICIES, RULES, REGULATIONS

- a) Current policies, rules and regulations, of SLSC, SLSQ and/or the Branch are accepted as By-Laws of the Club.

BY-LAW 7.2 - AUXILIARY ORGANISATIONS

- a) The Club may authorise the formation and/or affiliation of auxiliary organisations, e.g. Supporters Club, with the approval of SLSQ.
- b) Each organisation's formation and function shall be reviewed annually and shall be compatible with the provisions contained in 2 & 3 of the Constitution.
- c) The Constitution of any such organisation and any amendments thereto shall at all times be subject to the endorsement of the Council.
- d) The Club may be represented on any such organisation by an Officer or member of the Club appointed annually for the purpose; and such organisation may by special invitation likewise be represented on the Club.
- e) Such organisations shall be registered incorporated bodies subject to 33.1.

BY-LAW 7.3 - CORRESPONDENCE

- a) All correspondence received in by the Club shall be registered and distributed to the relevant office bearers for information and/or action. Outwards correspondence must also be registered by the Club.
- b) Correspondence relating to the following subject matters should be copied to SLSQ and/or the Branch:
 - (i) Government subsidy and/or subsidy returns;
 - (ii) State or Local Government matters;
 - (iii) Workers' Compensation, Public Risk and general Insurance matters;
 - (iv) Large financial investments or borrowings;
 - (v) Clubhouse building, extensions or alterations;
 - (vi) Cancellation or suspension of membership;
 - (vii) Hire of SLSQ/Branch gear and equipment or premises;
 - (viii) Constitutional matters;

BY-LAW 7.4 - AUDITS

- a) The books and accounts of the Club and affiliated auxiliary organisation shall be audited at such intervals as may be required by the appropriate State Government Department or SLSQ, by an approved auditor in the State of Queensland. Such audits shall be carried out by an auditor approved to operate in the State of Queensland.
- b) Auditors shall be appointed annually at the AGM.
- c) To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor:

The Auditor –

- (i) must be formally qualified;
 - (ii) must be a member of a recognised professional accounting body;
 - (iii) must not be a past or present employee of the Club;
 - (iv) must not be related to the Club Treasurer or President;
 - (v) must not be related to any person employed as the Administrator or Accountant
- d) The appointment of Auditors shall be subject to the approval of SLSQ as regards their suitability for the task.

BY-LAW 7.5 - COLLECTION SANCTION

- a) The Club and/or auxiliary organisation shall comply with the provisions relevant Government Acts or any subsequent amendments gazetted from time to time.
- b) The Club shall make application to the relevant Government Department for entitlement under the Collection Sanction. When Registration is approved and a number issued, all relevant requirements to maintain Registration shall be complied with in every detail.

BY-LAW 7.6 - FUND RAISING

- a) The Club and any affiliated auxiliary organisation shall comply with the law with respect to fundraising.
- b) All fundraising undertaken by Club members, either as an individual, a committee or a team, shall require the approval of the Executive Committee, prior to commencing fundraising.
- c) Fund raising authority is vested in the Executive Committee which shall allocate portion of its responsibilities pertaining to specific projects to the Fundraising Committee to maintain, direct and/or develop these projects as required.
- d) The use of the Club name or Club logo or Club equipment for fundraising activities must have the approval of the Executive Committee, prior to commencing fundraising.
- e) The Club is authorised to solicit monetary donation, sell art union ticket by door to door, canvass to any company, firm, newspaper or other business operation or trading or any

person within the area of the Club as designated by the Branch/SLSQ. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the State Centre.

- f) In the event of any breach of the foregoing provisions of this By-Law, it shall be a condition of continuance of affiliation and/or membership that the Club, member or group of members concerned shall forthwith surrender to the Branch/SLSQ all such monies, and their right thereto, obtained as a result of such breach and the Branch/SLSQ shall thereupon, at its discretion, determine how, and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie with the Branch/SLSQ.

BY-LAW 7.7 - INSURANCE

- a) General

It is mandatory that the Club and auxiliary organisations hold insurances approved by State Centre. In the case where State Centre has appointed Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to SLSQ for approval.

- b) Personal Accident Insurance

- i) Paid Staff and Employees -

A Work Cover policy shall be affected by the Club with Work Cover Queensland to cover all paid staff of the Club.

- ii) Members -

Personal Accident Insurance is granted under the State Centre's Work Cover policy to all registered members of the Club (except Junior members aged 5 to 13 years) whilst engaged in Surf Life Saving activities.

- iii) Cover/benefits -

The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance.

An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.

- iv) Junior Members (5-13 years)

A Personal Accident Policy shall be affected by State Centre to cover all financial Junior Activities members

- c) Public Liability Insurance

- i) A Public Liability policy shall be negotiated by State Centre to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by State Centre.

- ii) Whilst the cover will apply to normal Surf Life Saving activities, it is suggested that a separate cover be taken out by the Club or Auxiliary Organisation entering into some activity away from the Clubhouse facilities or beach, such as a display or fund raising activity where the public are involved. The State Centre Insurance Brokers should be consulted in these situations

- d) Insurance on Property

- i) State Centre shall negotiate insurance policies on behalf of the Club to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.

- ii) It is mandatory for the Club and Auxiliary Organisations to hold Property Insurances with a reputable Insurance Company approved by State Centre. It is a requirement that such policies, if not managed by State Centre, be submitted to SLSQ for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
 - iii) Clubs and Auxiliary Organisations shall be responsible for the cost of their own insurance and shall reassess values at least every second year.
- e) Directors and Officers Insurance
 - i) A Directors & Officers policy shall be negotiated by State Centre to cover Officers of the Club and its affiliated Organisations, against any claim first made against an Officer during the policy period for a wrongful act committed before or during the policy period legal action instigated by a member of the public.
 - ii) It is noted that this is a "claim made" policy, e.g. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to the State Centre's Insurance Broker
- f) Professional Indemnity Insurance
 - i) A Professional Indemnity policy shall be negotiated by State Centre to cover members whilst engaged authorized Association activities.
 - ii) The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

BY-LAW 7.8 - FEES AND CHARGES

Fees may be payable annually for affiliation, assessment, registration, carnival entry and other general lifesaving costs as determined by and for the Club, and may, at times be determined by the Branch/SLSQ.

BY-LAW 7.9 - AFFILIATION

The Club and its affiliates agree that they are bound by this Constitution and By-Laws and that this Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the Club and surf life saving are to be conducted, promoted and administered;

BY-LAW 7.10 – HONORARIUMS

An Honorarium may be granted to an Officer, Member or Supporter of the Club on the decision of the Management Committee, and such Honorarium shall be reviewed on an annual basis.

BY-LAW 7.11 - DISSOLUTION OF AFFILIATED BODIES

- a) The Constitution of every affiliated body shall contain a dissolution clause similar to that set out in 7 and should any affiliated body fail to make any such specific provision 7 of this Constitution is deemed to be included in the Constitution of such affiliated body.

- b) In the event of any affiliated body becoming inactive, going into recess or having its affiliation terminated, the Club is empowered to require such body to implement the requirements of 7 regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution, the Club is empowered by its Constitution to take any necessary action in this regard.
- c) Upon the dissolution of an affiliated body in terms of the preceding Clauses, the books, accounts and assets of the affiliated body shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, see fit.

BY-LAW 7.12 – CAPITAL EXPENDITURE –

- a) Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- b) Capital expenditure also includes expenditure to purchase or invest in any business venture, community project, or other project using Club (including Supporters Club) funds or borrowings.
- c) The Club shall notify the State Centre of any proposed capital expenditure over one hundred thousand dollars (\$100 000.00)
- d) Such notification is to include –
 - i) a brief outline of the proposed expenditure clearly stating the intended purpose;
 - ii) details of architectural plans (where necessary)
 - iii) cost estimates with recommendation and justification (3 quotes);
 - iv) details of recommendation of the above proposal in Council Meeting Minutes;
 - v) latest financial information (Profit & Loss & Balance Sheet) prepared in accordance with accrual accounting requirements;
 - vi) confirmation that appropriate insurance cover is in place; and
 - vii) any other information considered relevant.
- e) Where financing is required to support the capital expenditure, the Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- f) In the situation where future anticipated income (eg: future distributions from Supporters Clubs including gaming, meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following–
 - i) a detailed business plan;
 - ii) cash flow projections for at least five (5) years;
 - iii) market survey/sensitivity analysis confirming the feasibility of the proposal;
 - iv) funding arrangements.
- g) Such proposals shall be dealt with in the following manner –
 - i) proposals shall be assessed by the State Centre Board of Finance upon receipt of all relevant information. The Board may seek external advice.

Any such approval (which may be granted or withheld conditionally or unconditionally at the State Centre discretion) forms part of the State Centre Policy of encouraging responsible financial and asset management, but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.

- ii) If the State Centre declines to issue an Approval to Proceed it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by the State Centre (for example following State Centre's recommendation or conditions of approval), if the applicant must undertake any professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by the State Centre, the risk that this might not be appropriate for your circumstances is accepted by the applicant.
- h) Failure to comply with this policy shall result in a "policy breach notice" being issued and the non-complying entity shall be required to show cause to the SLSQ Executive to explain why disciplinary action should not be taken.

BY-LAW 7.13 – BUSINESS DEVELOPMENT/VENTURE –

- (a) In order to protect and enhance the Association's objective, Clubs (including Supporters Clubs and related entities) shall inform and consult with State Centre about any developments or redevelopments, or any developments or commercial or non-commercial venture – on existing property or elsewhere – which involve expenditures over one hundred thousand dollars (\$100 000.00)

Examples of such developments or ventures where the State Centre needs to be consulted include:

- i) major development or re-development of a Clubhouse;
 - ii) development or re-development of any property;
 - iii) land and/or property acquisition (Freehold or lease);
 - iv) negotiation and/or renewal of leases;
 - v) a commercial or non-commercial venture on either side (e.g. at the Clubhouse) or off-site, either singularly or in partnership.
- (b) The Club shall notify the State Centre immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club.
 - (c) State Centre may request further information such as plans, contractual arrangements, Insurance cover, financial and feasibility studies (as per the Capital Expenditure Policy) etc to ensure the project/venture is in keeping with the aims and objects of the Association, and is financially sound.
 - (d) State Centre shall review all such information (with external expert advice if necessary) and if considered appropriate issue an Approval to Proceed (as per the existing Capital Expenditure Policy).
 - (e) No development or venture shall proceed until the State Centre has issued an Authority to proceed.

State Centre shall be kept informed of progress on a regular basis where such developments/ventures have been given approval to proceed.

- (f) State Centre shall respect and comply with any commercial in confidence issues.
- (g) Failure to comply with this policy shall result in a "policy breach notice" being issued and the non-complying entity shall be required to show cause to the SLSQ Executive to explain why disciplinary action should not be taken.

BY-LAW 7.14 – INTELLECTUAL PROPERTY –

- (a) The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSA.
- (b) No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.
- (c) The following procedures shall apply where a Club wishes to use red and yellow imagery/property –
 - i) The Club shall obtain the State Centre's approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags
 - ii) The State Centre has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Clubs/Branch's local area
 - iii) State Centre has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a Club/Branch area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a licence fee attached
 - iv) The Club has every right to use its own Club caps, uniforms and imagery in Queensland

SECTION 8

MEMBERSHIP

BY-LAW 8.1– MEMBER PROTECTION

- a) The Club is committed to the health, safety and well being of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in surf life saving activities.
- b) The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.
- c) All members shall abide by the relevant SLSA policies
- d) All members involved, either directly or indirectly in leading, chaperoning, coaching, training and assessing, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements
- e) All members shall immediately report any suspected breaches of the relevant SLSA policies to the appropriate authority with their Club or Branch, or to the SLSQ Chief Executive Officer.

BY-LAW 8.2 – CODES OF CONDUCT –

All members, Officers and staff shall comply with the current Codes of Conduct as per the SLSA website. All members and those undertaking roles such as Officers, leaders, coaches, trainers, chaperones, team managers, age group leaders etc are to be directed to the relevant policy.

BY-LAW 8.3 - MEMBERSHIP CLEARANCES AND PROCESS

Members shall comply with the relevant SLSA policy

BY-LAW 8.4 - MEMBERSHIP COMPETITIVE RIGHTS TRANSFER

A member of an Affiliated Club who desires to transfer competitive rights may do so as outlined in the relevant SLSA policy

SECTION 9

CLUB COLOURS/BADGES, COMPETITIVE CONDITIONS

BY-LAW 9.1 - COLOURS AND BADGES

- a) Active members and members approved by the Management Committee only shall be eligible to wear the Club Emblem.
- b) Non-active financial members of the Club shall wear Club logo.
- c) The Club blazer shall be of an approved design with the Club emblem on the left breast pocket. It may be worn only by members who hold a Bronze Medallion, and Officers of the Club, as approved by the relevant committee.
- d) The Club's swimwear shall meet the Association guidelines and the design and colours must be approved by the Management Committee for all forms of competition. The Club's March Past and R&R costume shall be of a design approved by the Committee.
- e) The Club's colours, emblem and competition cap design shall not be altered without re-endorsement of the State Centre and approval of the Association.
- f) A member shall be entitled to have a laurel wreath in white surrounding the Club emblem, if they have:
 - i) Held an Executive or Management Position for five consecutive years, or
 - ii) Been elected as a Life Member of the Club, or
 - iii) Completed in excess of 1000 beach patrol hours for the Club, or
 - iv) Won five overall Open Club Championships.

The Management Committee may, at its discretion, approve the wearing of a laurel wreath for outstanding service to the Club and/or achievement other than as stated in the preceding sub-clauses (i) – (iv).

- g) The wreath may only be worn on approval of the Management Committee given on application to the Secretary in writing with full particulars of the claim. Unauthorised wearing of the wreath will render the member wearing it liable to expulsion from the Club.
- h) The Club tracksuit may be worn by all Bronze Medallion holders or other members approved by the Management Committee and shall be of a design approved by the Management Committee.

BY-LAW 9.2 - COMPETITIONS

- a) SLSQ shall have power to regulate all competitions between Clubs, Branches within Queensland and/or directly affiliated Clubs within its boundaries.
- b) The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.
- c) No Inter-Club competition within the Branch shall be held without the approval of the Branch.
- d) The Club shall only participate in competitions endorsed by Branch, State Centre or SLSA.
- e) Wagering or gambling on any competition conducted by SLSA, SLSQ, Branch or the Club is not permitted.
- f) Members over 18 years are responsible for their own behavior during non-competition hours and should not bring the Club into disrepute.

BY-LAW 9.3 - COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS

Members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

- a) Inherent in membership of SLSA, subject to gaining and maintaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.
- b) Members are obliged to ensure they complete patrols, proficiency tests, fundraising, and other Club obligations, to enable them to enter and participate in events, contests, carnivals and competitions conducted by SLSA/SLSQ.
- c) Only those members endorsed by the Sport Selection Committee can compete for the Club. Award members wishing to compete must also comply with (b).
- d) Members are permitted to compete in events that have been sanctioned by SLSA/SLSQ only, and as approved by the Sport Selection Committee.
- e) Members are required to fulfill the minimum competition hours as per the SLSA/SLSQ regulations.
- f) Long Service members are required to complete a minimum of 5 patrol hours for the competition season to be eligible to compete for the Club.
- g) Awards members are required to complete 5 patrol hours per month to be eligible to compete for the Club

- h) Members are required to wear the Club swimwear, Club cap and other items as per SLSA/SLSQ regulations when competing
- i) Members must demonstrate appropriate and adequate training for events to be considered for selection
- j) Members must demonstrate appropriate competition experience prior to being considered for selection for State and Australian Championships

BY-LAW 9.4 - CLUB CHAMPIONSHIPS

- a) The Club may, on dates specified by the Management Committee, circumstances permitting, hold a competition to determine the Club Championships. The Director of Sport shall submit events from the SLSA SportSport Manual to be contested to the Management Committee for consideration.
- b) To be eligible to compete, members must have competition rights with the Club, have maintained relevant qualifications and have completed all obligations relevant to their respective membership category.
- c) To be eligible to compete in Open category events, a member must first have competed in the same event in their respective age category. Only qualified members shall be entitled to enter events and U18 members holding a Bronze Medallion shall be entitled to enter in the Open events.
- d) No member will be allowed to participate in events without appropriate qualifications and skills to enable them to complete the event, as determined by the Director of Sport and/or Club Captain.
- e) For an event to proceed there must be a minimum of two (2) starters.
- f) Special consideration may be given by the Club Management to include 50% of water safety hours for total competition hours to be eligible to compete in Club Championships ONLY.

BY-LAW 9.5 - TROPHIES, PRIZES AND ELIGIBILITY

In relation to trophies, prizes (whether cash or kind) and the eligibility of individual member(s) representing a section of the Club to compete for or accept such trophies or prizes the following shall apply:

- a) the Association shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.

BY-LAW 9.6 - TEAM MANAGEMENT

- a) The Club when participating in any carnival or similar function shall appoint a Team Manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.
- b) Every Team Manager so appointed shall be responsible for the proper conduct of himself and of the members under his control, and attend all briefings.
- c) A Team Manager shall, as far as practicable, remain with the party under his control during the entire period of his managership. In the event of the party under his control separating into sections the Team Manager shall be responsible for appointing a member of each and every section to act as his Team Manager of the section.
- d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.
- e) The Team Manager shall remain in attendance with his team during the course of competition.
- f) The Team Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given him.

SECTION 10

PROCEDURES AND REQUIREMENTS

BY-LAW 10.1 – CONSTITUTION

The Club Constitution will be made available to all members.

BY-LAW 10.2 – ASSOCIATION MANUAL

Upon a person's acceptance by the Committee for initial probationary membership, the Club shall make available the current SLSA Training Manual at a reasonable price, as set down by the Committee.

BY-LAW 10.3 – VISITORS

Visitors from other Clubs may be accommodated at the Clubhouse, provided they are able to furnish evidence of their financial membership, current Blue Card and obtain written permission from the Management Committee. Where visiting members are under the age of 18 years they must be accompanied by a chaperone(s) from their Club at all times. Accommodation is determined as per Appendix D/2

BY-LAW 10.4 – TRAINING

Any candidate training for assessment for an Association award or any member selected to represent the Club in competition must attend the majority of training sessions as arranged.

BY-LAW 10.5 – HANDICAP SURF RACES

- a) A series of handicap surf races may be held during the patrol season on suitable days set down by the Director of Sport. The handicap shall be determined by the Director of Sport, based upon the pool swim time.

Points shall be allocated as follows:

1 st	10 points	6 th	5 points
2 nd	9 points	7 th	4 points
3 rd	8 points	8 th	3 points
4 th	7 points	9 th	2 points
5 th	6 points	10 th	place and above – 1 point

The winner shall be the member holding the highest aggregate points score at the end of such season.

- b) To be eligible to participate in handicap surf races, a member must have recorded a current pool swim time to enable accurate handicaps to be set.
- c) The Director of Sport shall keep a copy of a record of each race which shall be presented to the Management Committee at the end of each season.

BY-LAW 10.6 – COMPLAINTS

Complaints can be made in writing to the Secretary who shall then submit them to the Committee at their next meeting, provided that Committee members have been notified of the complaint prior to the meeting.

Complaints from the floor can be vetoed at the discretion of the Chairperson and/or discussed at the next Committee meeting.

BY-LAW 10.7 – CLUB AND/OR MEMBERS' PROPERTY

- a) No person shall remove from the Club premises any property belonging to the Club without first receiving permission of the Captain or written permission of the Committee and/or Council meeting.
- b) Persons receiving such permission shall be held responsible for the full value of the property until it is returned in same condition as when it was removed.
- c) Any damage done to Club property by a member at any time must be reported by him to the Captain, President, Secretary or Director of Clubhouse immediately, whereupon such member may be ordered to make good such damages or be subject to a fine or may be requested to appear before the Judicial Committee
- d) Property owned by the Club or its members shall be required to have the name of the owner clearly marked on such property.
- e) Property shall be housed to the satisfaction of the Gear & Equipment Officer and he may call on any member of the Club to assist in placing the craft in a desired position.
- f) Members shall not use other members' property without permission from the owner and Club property shall only be used under the direction of the Gear & Equipment Officer or the Club Captain or in the case of an emergency.
- g) The area of use of equipment by Club members shall be as prescribed for in the By-Laws of the Redland City Council and Association policies and the members and craft shall be subject to the provision therein.
- h) Members' personal craft and equipment in a damaged state shall be removed from Club premises at the request of the Gear & Equipment Officer and/or Club Captain.
- i) Members' personal gear and property shall be stored at the owner's risk.

SECTION 11

SUBSIDIES AND REIMBURSEMENTS

BY-LAW 11.1 – TRAVEL & ACCOMMODATION SUBSIDY

On written application to the Management Committee, travel assistance to SLSA/SLSQ Carnivals and or Conferences may be approved for in the following way:

- a) use of Club bus for transport, or;
- b) assistance with hire of vehicular transport, and/or;
- c) financial assistance in transportation of gear.

The Club will meet the cost of a replacement vehicle for members travelling to the Club for patrolling commitments in the event of (a).

No subsidy will be made for accommodation costs.

BY-LAW 11.2 – COURSES

On written application to the Management Committee and presentation of relevant receipts, a member may claim reimbursement for fees paid for attendance at courses, as follows:

- a) Coaching and Officials courses – 50% of fees, and then providing the 12 month follow up requirements are completed, the Club will refund the remaining 50% upon request from the member.
- b) Non sanctioned training camps are assessed on an individual basis, however the Club may contribute up to 75% of the fees.

The Club will pay 100% of the fees for:

- c) National Leadership Development Camps
- d) All other State and Branch sanctioned development courses, attending members are encouraged to participate in fundraising activities to assist with costs.
- e) Managerial position courses eg: Presidents' Conference
- f) Upon written application and presentation of relevant tax invoices/receipts the Club will reimburse all fees associated with the obtaining of bus licenses and marine licenses

All first aid courses are to be paid for by the member

.

BY-LAW 11.3 - COMPETITION CRAFT SUBSIDY

If a member wishes to train/compete the following options are available:

- a) A member purchases gear himself where he has sole ownership
- b) A member may utilise Club equipment under the following guidelines

Craft Subsidy Guidelines

Subject to availability of craft the Management Committee will determine the craft subsidy under the following guidelines:

- The craft will be photographed prior to release to successful applicants
- Any current financial member meeting competition requirements may apply for a craft subsidy;
- Subsidy applications open on 1 August, annually and must be submitted to the Director of Sport for consideration;
- Successful applicants must make themselves available for all selected team events;
- Preference is given to active members in the following order – U15, U17, U19, Seniors, Masters
- Junior Activity Members refer to Appendix F/1.10
- The applications and eligible candidates will be submitted to the Management Committee for approval
- A bond of five hundred dollars (\$500.00) per craft is paid by all successful candidates;
- Point Lookout SLSC will remain the sole owner of all craft;
- The period of subsidy ceases when the member is deemed to be no longer competing for the Club.

All successful applicants must:

- Maintain craft in good condition and repair;
- Not allow the craft to be used by any other member without approval by the Director of Sport

Repairs & Returns

The applicant is responsible for any damage and repairs to the craft, however all repairs must be completed by a qualified manufacturer/repairer under the direction of the Director of SportSport.

The member is responsible for all costs incurred in returning the craft to its as borrowed condition. When the craft is returned, an inspection will be carried out by the Director of Sport

- a) if the craft is returned in good condition and repair, the bond will be fully refunded to the member.
- b) the cost of repairing damage to the craft will be deducted from the bond.

Members granted with a subsidy who do not adhere to the following commitments will also result in the loss of bond monies as follows:

Missed patrol with no substitution or not fulfilling patrol requirements	15%
Did not compete at the Branch Titles	15%
Did not compete at the State Titles	15%

Example:

Missed a patrol =	15%
Not at State Titles =	15%
TOTAL	30%

NOTE: Members that have a legitimate reason for non attendance to the above guidelines may be considered for exemption. This reason must be made known to the Director of Sport prior to the carnival nomination.

SECTION 12

VISITS AND TOURS

In relation to visits and tours by Club members or teams who shall include all persons who travel with or under the arrangements made by the Club, the following directions shall be mandatory requirements.

All visits and tours shall be conducted as per the SLSA/SLSQ policy and meet the chaperone requirements

BY-LAW 12.1 - INTER-CLUB/INTERSTATE VISITS

In relation to affiliated Clubs or a member or members of an affiliated Club wishing to visit other Clubs within Australia, the following shall apply:

- a) Visits within a State, Territory or Branch shall be subject to the control of that State Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.
- b) With the exception of national surf carnivals, interstate visits shall be subject to advice to SLSQ and Branch by the intending touring party at least twenty-one (21) days prior to such visits.
- c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address of the Team Manager/s who shall be deemed responsible in the event of necessity for future reference.
- d) Providing there are no grounds for objection, the State Centre of the intending touring party shall forthwith advise the relevant State Centre/s of the proposed visit to their region.

BY-LAW 12.2 - INTERNATIONAL TOURS POLICY

When individuals or teams are identifiable as Association members by uniform or insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply:

- a) At least six months notice of the proposed departure date shall be given by a Club, Branch or State Centre before permission to tour shall be granted, unless under special circumstances as approved by the Australian Council.
- b) SLSQ shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by the Club
- c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the Club, however, the Association strongly recommends the inclusion of Educational Officers in any team to tour overseas.

- d) The Club shall not knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ.
- e) The Association shall reserve the right to set special conditions under which permission will be granted to the Club, to tour overseas countries in the same season that an Australian Representative Team shall be visiting those same countries.
- f) At least one month prior to the departure of the Club team, SLSQ and Australian Council shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team manager.
- g) The Club team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the manager shall be automatically responsible to the Association and may be called before the Branch, State or Australian Council to face judiciary inquiry and possible disciplinary action.
- h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to SLSQ within ten (10) weeks of the completion of the tour.
- i) Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of team members and to such special life saving and/or display equipment as shall be provided for use on the tour.

BY-LAW 12.3 - INTERNATIONAL TOURS - WITHOUT INVITATION

The Club seeking to tour overseas without having received a specific invitation shall -

- a) make application to the Branch, for permission to conduct a tour which will include the following
 - i) proposed itinerary;
 - ii) duration of the tour;
 - iii) proposed composition of the team (a detailed composition of team members, names, capacities, etc., should be supplied as soon as it is completed);
 - iv) details of how the tour will be financed including any proposals of sponsorship;
 - v) aims and objectives of the tour, having regard to surf life saving;
 - vi) an undertaking that the Branch, SLSQ or Association will not in any way be financially responsible for the tour;
 - vii) the method of selection to be used.
- b) If the application by the Club is endorsed at Branch level, the Branch shall then forward the application to SLSQ requesting endorsement of same and on forwarding to Australian Council, and in the case of an application to tour by a Club affiliated directly to SLSQ, SLSQ shall, if it endorses the application, forward same to Australian Council.
- c) The Australian Council upon receipt of the application, and if satisfied all conditions have been met, may then seek from the overseas country, district or Club concerned, permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body.

BY-LAW 12.4 - INTERNATIONAL TOURS - WITH INVITATION

The Club, seeking to tour overseas after having received a specific invitation shall -

- a) if the invitation is accepted, make application for permission to conduct the tour, to its Branch, SLSQ and the Australian Council setting out all details as required by the Association's Regulations 7.10.1(c) and 7.10.3(a) accompanied by full details and a copy of the invitation received;
- b) if the Branch and SLSQ endorse the application, it shall be forwarded to the Australian Council seeking final approval for the tour to be conducted;
- c) the Australian Council, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body. Before granting this permission, the Australian Council will ascertain from the national overseas body that the invitation has been endorsed by them;

BY-LAW 12.5 - TOURS TO AUSTRALIA

In relation to tours by overseas Life Saving organisations to the Club, the following conditions shall apply:

- a) If the Club wishes to issue an invitation to any overseas lifesaving body to tour in Australia, it must firstly make an application to the Australian Council through its Branch/SLSQ. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary and details of any appointed Liaison Officer(s)
- b) Branches and/or State Centres receiving such applications shall, before endorsing the application, consider the following -
 - i) the ability of the Club and/or Branch to host such a tour having in mind the membership and financial situation of the hosting Club and/or Branch;
 - ii) that the proposed visit will not seriously disrupt any programming of the Club, Branch or SLSQ;
 - iii) that qualifications of the host body's Liaison Officer(s) are satisfactory to properly carry out the required duties;
 - iv) such tours may be referred to as domestic tours and once authority has been given by the applicable Branch, SLSQ and Australian Council these authorities shall not bear any responsibility, financial or otherwise, in connection with the tour.
- c) The Australian Council upon receipt of the endorsed application, and provided that all the necessary conditions have been met, will consider the application, and if approved, the Australian Council shall notify the overseas Association concerned. However, the tour should not be considered confirmed until the overseas Association has advised the Australian Council of the invitation's acceptance.
- d) Within eight (8) weeks of the completion of any tour by an overseas body, the Club, shall supply the Australian Council with a comprehensive report detailing the activities and achievements of the tour.

- e) Despite a tour being classified as a “domestic tour” it is anticipated that the Club, will take such opportunities to invite the Branch, SLSQ and the Australian Council representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

SECTION 13

DISCIPLINE, PENALTIES AND APPEALS

(Refer Appendix A)

BY-LAW 13.1 - JURISDICTION

- a) The penalising authority for the Club shall be vested in the following -
- The Council
 - The Management Committee
 - The Judiciary Committee
 - The Executive Committee
 - The President
 - The Club Captain
- b) Should the Club decide the alleged offence is beyond the responsibility of the Club, the matter may be referred to the Branch for determination.

BY-LAW 13.2 - DISCIPLINE

- a) General
- i) The Club may penalise or refer to the Judiciary Committee, a member of any Auxiliary Organisation within its jurisdiction or any member of such, who, in the opinion of Club has practiced or counselled any unbecoming conduct or conduct which reflects upon the good name of the Club, the Association or any or all of its Officers, whether at any competition, meeting, function or other activity, or at any other time.
 - ii) Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on the Club to give immediate effect to such decision, and to notify the Branch and the State Centre.
- b) Other
- The Judiciary Committee shall have the power to reprimand, suspend, terminate, expel or fine, any member who in its opinion:-
- i) has been guilty of misconduct on the Club's premises or elsewhere or who has acted prejudicially to the interest of the Club or the Association
 - ii) is unfit to be a member of the Club and may or may not return portion or any of the subscription fee
 - iii) fails to obey any reasonable order or request issued by an Officer of the Club in the pursuance of his duty
 - iv) shall knowingly introduce into the Club any person who has been expelled or refused admission to any other Club
 - v) is found guilty of any breach of the By-Laws of the Club
 - vi) has failed in their duty as Officers or members of any Committee or Special Committee and has been guilty of any neglect of duty, breach of confidence, or other misconduct
 - vii) has supplied for consumption alcohol, drugs or cigarettes to under age persons

- viii) is responsible for buying, selling, using, consumption, possession and/or manufacturing of prohibited drugs

BY-LAW 13.3 - PENALTIES

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:-
 - i) Reprimand - with the offence being recorded in the books of the penalising body.
 - ii) Partial suspension – the member is required to fulfill all Club obligations without being able to avail himself of the normal facilities and privileges of a member. Further requirements may be imposed by the penalising authority. Failure to meet these requirements will result in a review of membership status. The period of partial suspension shall not be longer than one (1) calendar year from the date of the order.
 - iii) Complete Suspension - all member's privileges are withdrawn for a definite period of time or until a definite pre-set goal is reached, The extent or limit of the penalty must be set by the penalising authority, provided that a period of complete suspension shall not be longer than five (5) calendar years from the date of the order.
 - iv) Termination - Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted. A member whose membership is terminated may re-apply for membership of the Association at some later time.
 - v) Expulsion - from "Club Membership" would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals.
 - vi) Fines - imposed in such amounts as the penalising authority thinks fit.
 - vii) Such combination of any of the above as the penalising authority thinks fit.
 - viii) Such other penalty or penalties as the penalising authority thinks fit.
- b) Where a member is suspended by the Club, he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with his rights as a Club member. Members suspended by the Club shall be on probation until the penalty has been completed. Further breaches while on probation will be directed immediately to the Judiciary Committee.

BY-LAW 13.4 - APPEALS

- a) Any member penalised by a penalising authority for the Club shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the Club provided that the appeal shall be lodged in writing to Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the Club, and shall be dealt with in the following manner -
 - i) dismissed and the penalty upheld;
 - ii) dismissed and a heavier penalty imposed;
 - iii) upheld and a lighter penalty imposed;
 - iv) upheld and the appellant exonerated;

- b) Any member penalised by the Club shall have the right to appeal to the Branch against the penalty, provided that -
 - i) Such an appeal shall be allowed only after the party concerned has properly availed himself of the rights of appeal to the Club as contained in the Constitution and By-Laws of the Club ;
 - ii) the appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the Club within fourteen (14) days of the notification of the decision of such appeal;
 - iii) the appeal shall be made through the Club who shall forthwith refer the appeal to the Branch, provided that the Club may at the same time submit any representations on the appeal which it may wish to make;
 - iv) upon the setting of an appeal hearing, the Branch shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant;
 - v) pending an appeal hearing by the Branch or by the Branch Judiciary Committee or by a Branch Committee appointed for the purpose, the President of the Branch, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by the Branch.

BY-LAW 13.5 - REFERENCES

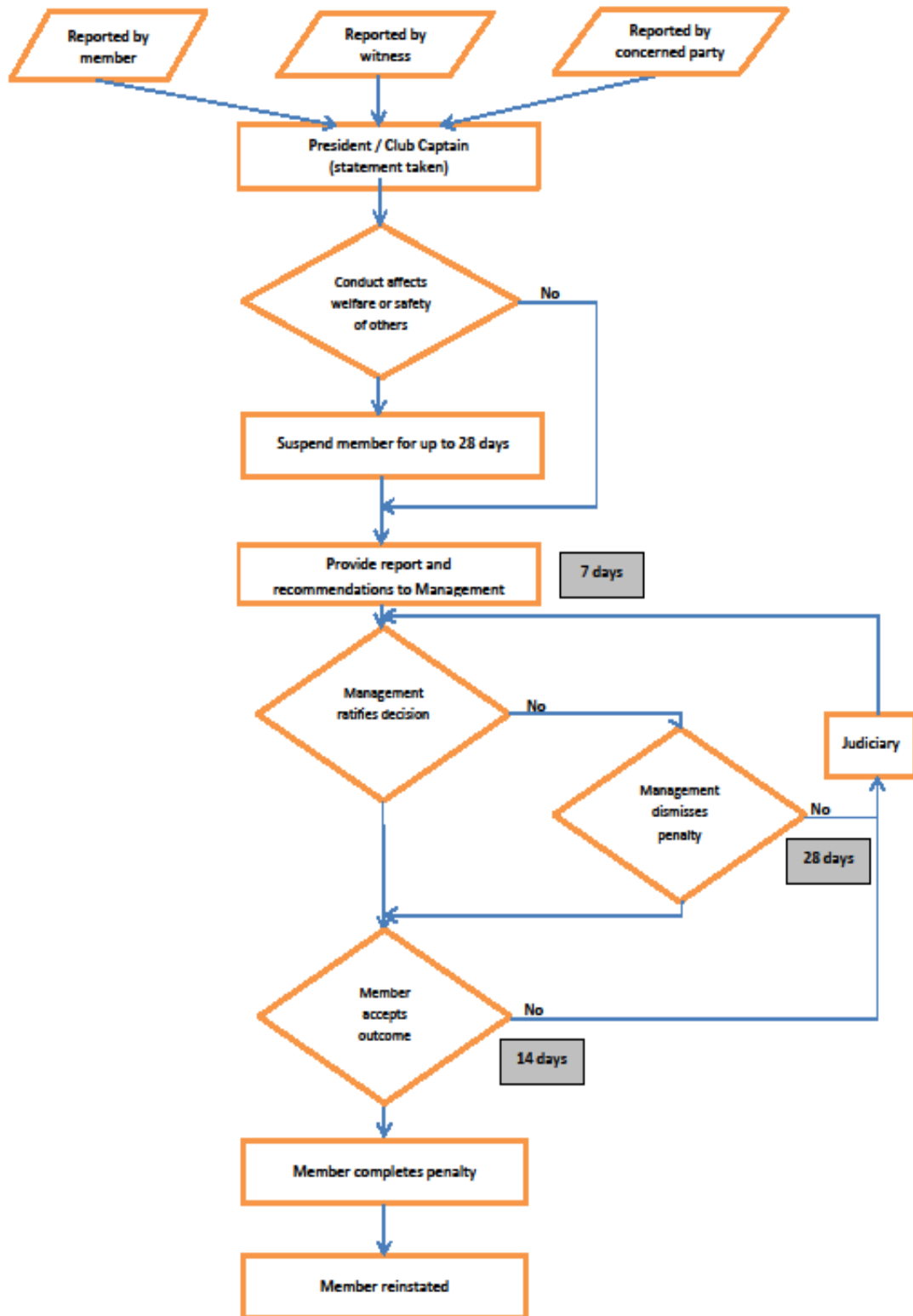
- a) In addition to the matters set out in By-Laws 13.1-13.4, which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the Club upon any matter touching the affairs of the Club, the Association and its members.
- b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Club, and the Executive shall then decide where such Reference shall be directed.
- c) The hearing of a Reference or Grievance shall proceed in accordance with Appendix A

BY-LAW 13.6 – DISCIPLINE FLOWCHARTS

Appear on the following pages:

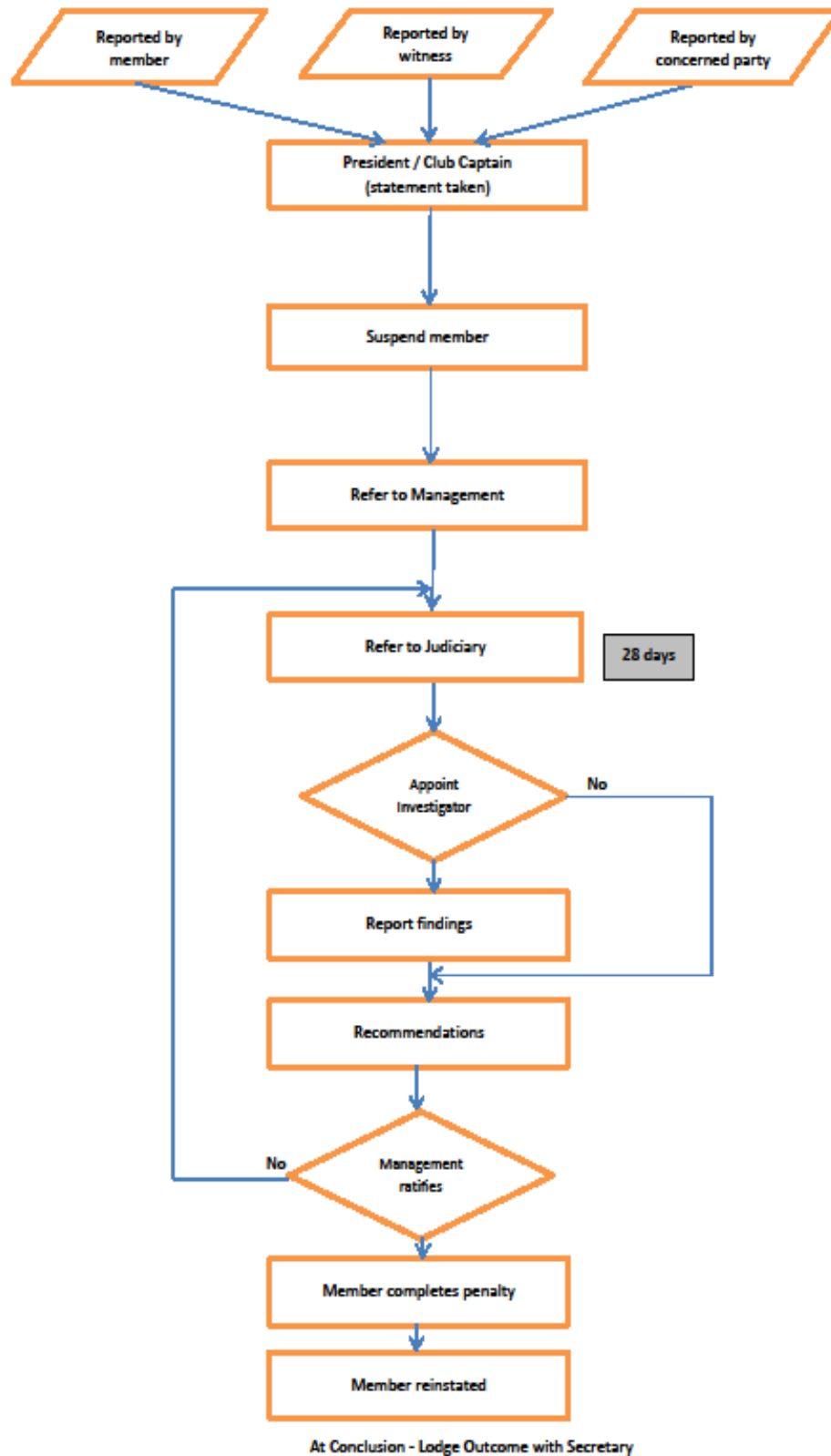
- a) Minor Conduct (Disciplinary Matter)
- b) Major Conduct (Misconduct)
- c) Grievance (Complaint)

MINOR CONDUCT ISSUE	(DISCIPLINARY MATTER)
Minor matter relating to conduct and rule breaches	
eg: minor breaches of Club rules, bullying	=<28 days suspension

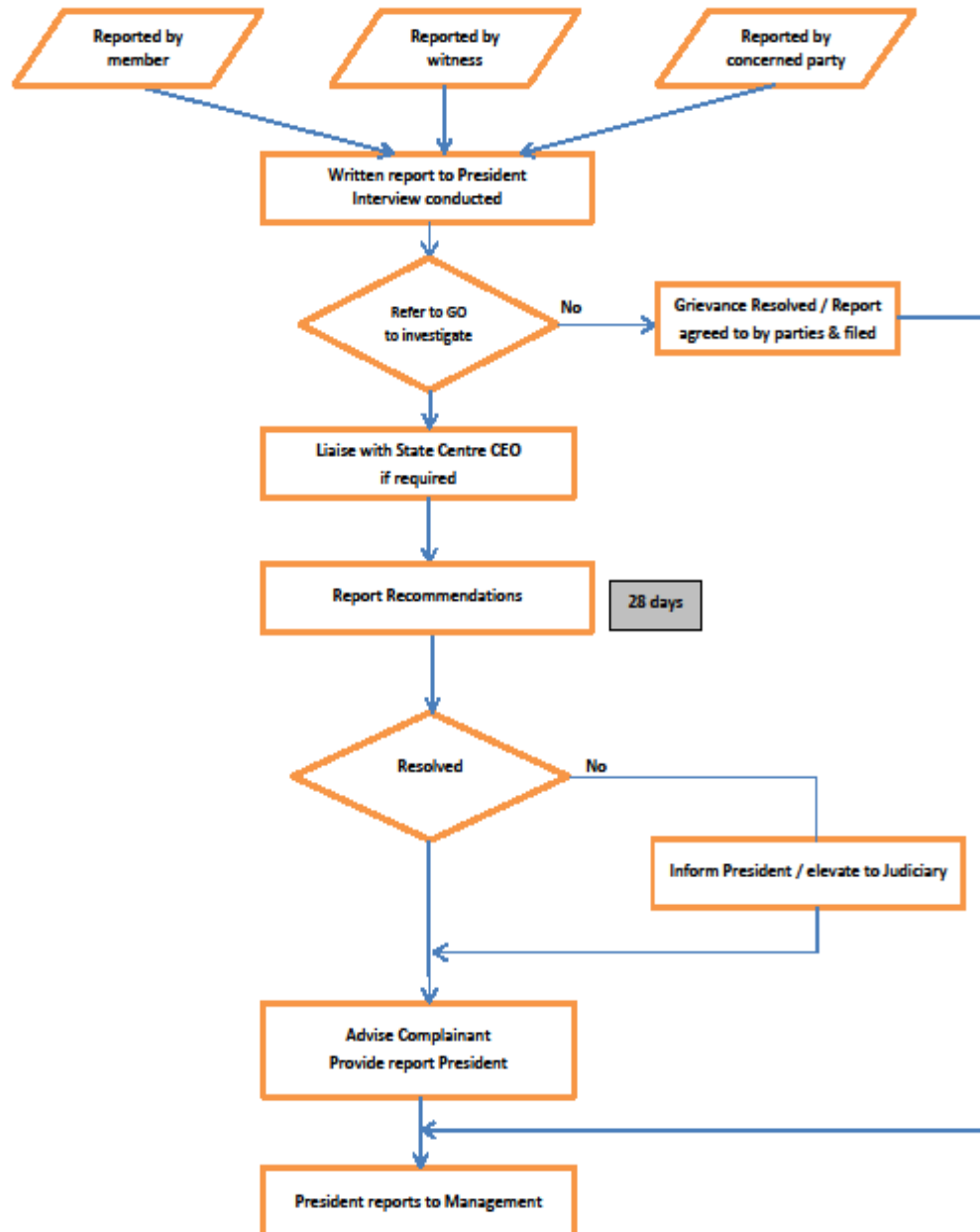


At Conclusion - Lodge Outcome with Secretary

MAJOR CONDUCT ISSUE	(MISCONDUCT)
Major matter relating to conduct and rule breaches, Breach of Code of Conduct and/or behaviour affecting welfare/safety of others	
eg: under age drinking, bullying, missed 3 penalty patrols	>28 days suspension



COMPLAINT	(GRIEVANCE)
Complaint by member	
eg: in relation to harassment, equity, bullying etc	



At Conclusion - Lodge Outcome with Secretary

APPENDIX A

JUDICIARY COMMITTEE

Rules of Procedure

1. DEFINITIONS

In these Rules -

- 1.1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3 "Member" for the purposes of these rules of procedure means a member of the Association, and includes a Club, subject to the jurisdiction of the State Centre or the Branch by which the Committee shall have been appointed.
- 1.4 "Reference" includes any complaint against a member of the Club brought by any person, and any dispute under the Club's Constitution and/or rules. The term also includes grievances brought by a member of the Association against another member.

2. JURISDICTION

- 2.1 The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 13.2.
- 2.2 The Committee may also hear References directed to it by the Club Executive or Management Committees pursuant to By-Law 13.5.
- 2.3 Every Reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the reference to the Branch or State Centre. –
 - a) In whose area the matter for Reference arises, or
 - b) Having the most direct interest in the matters raised by the Reference

If the Reference is referred to a Branch or State Centre, that Branch or State Centre shall appoint its Judiciary Committee to hear the reference and proceed in the term of Rule 3 set out hereunder.

- 2.4 Every person bringing a Reference shall have a right to be heard by the Committee provided that –
 - a) he has an interest in the subject matter of the reference;
 - b) his reference is in clear and unambiguous terms.
- 2.5 In every case the Committee is required to provide in accordance with the rules of natural justice.

3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee:

- 3.1 Upon receipt of a reference, the Chairman of the Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days written notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form -

POINT LOOKOUT SURF LIFE SAVING CLUB (letterhead)

To:

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at on20.... ata.m./p.m. to enquire into the following matter, referred to the Committee by the Club.

(insert matter of jurisdiction here)

You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr/Ms has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.) - Optional

The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of the Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.

In any event, you are required to advise the Committee of your intention to attend or not to attend as the case may be, 3 days before the hearing is due to commence.

You are not entitled to legal representation as of right but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

Yours faithfully,

*Secretary
Judiciary Committee*

- 3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.
- 3.5 In the case of a complaint against a member of the Club who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairman of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chairman of the Committee shall make enquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.
- 3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary shall be subject to such action as the Executive of the Club, shall, on the report of the Committee think fit.

4. AT THE HEARING

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the Committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing.
- 4.2 A quorum of the Committee shall be the five elected (5) members. Where necessary a proxy committee member will be by appointment by the majority of the Executive Committee.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject

always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.

- 4.5 If an independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.6 The Reference to the Committee shall be read by the Chairman.
- 4.7 The person, who is the subject of the reference shall then present relevant evidence on his own behalf.
- 4.8 In all cases where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairman.

Such cross-examination may be conducted through the Chairman and/or by telephone or other multi-media as determined by the Committee.

- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairman may direct. Right of reply by any party shall be at the discretion of the Chairman.

5. AT THE CONCLUSION OF THE HEARING

- 5.1 The Committee shall meet in camera after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairman having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6. DETERMINATION OF ANY PENALTY

- 6.1 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made shall be invited to make submissions on penalty.
- 6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again in camera to consider a penalty.

7. NOTIFICATION

- 7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 7.4 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

8. APPEALS

- 8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within twenty-eight (28) days of being notified of a decision in writing.

APPENDIX B

RULES OF DEBATE

1. GENERAL

- 1.1 The under mentioned Rules shall apply to the conduct of all meetings of the Council, and Committees.
- 1.2 For the purpose of these Rules, the word "member" shall refer to members of the Club.

2. CHAIRMAN'S AUTHORITY

- 2.1 Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his seat.
- 2.2 In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon a speaker to withdraw and apologise.
- 2.3 The Chairman may call a member to order. If such member persists in being disorderly, he may call upon such member to withdraw from the meeting.
- 2.4 It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

3. DEBATE

- 3.1 Any member desiring to speak shall stand up and address the Chairman.
- 3.2 If two or more members rise to speak at the one time, the Chairman shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- 3.4 No member shall interrupt another while speaking except to raise to a point of order.
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairman only may then speak to the motion;

- a) At any time during the debate, a member may move "that the question be now put" provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
- b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
- c) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

4. MOTIONS AND AMENDMENTS

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 4.3 No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.5 The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- 4.6 Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.

- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommitment.

5. VOTING

- 5.1 Voting shall be by the voices, or at the discretion of the Chairman or at the request of any member, by show of hands or by secret ballot.
- 5.2 Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairman, as directed by him.
- 5.3 In the event of a division any member declining to vote shall elect to retire behind the Chairman or have his vote counted in the negative.
- 5.4 The Chairman may appoint tellers to assist him in counting a vote.

APPENDIX C

PATROL RULES

The patrol season shall be as determined by SLSQ annually. The method of patrol duties shall be determined by the Management Committee prior to the commencement of each Season.

1. Active and Award members shall attend patrols as rostered provided that:-
 - a) Active Cadet Member shall be eligible for duties commensurate with their qualifications;
 - b) A member wanting to transferring from one Patrol to another shall do so only with the consent of the Captain of the Club;
 - c) A substitute may be appointed, who must hold the same or higher qualifications, when unable to attend. The member appointing such substitute to be responsible in the event of the substitute not attending;
 - d) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute patrol attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
 - e) Exemption for patrol duty may be granted by the Captain in special circumstances, however for periods exceeding one month written application shall be made to the Management Committee who shall decide the issue;
 - f) At the next Management Committee Meeting the Captain or Vice Captain shall report any breaches that require investigation as provided for in By-Law 13.
2. The first Patrol on duty shall see that all lifesaving gear is placed in position on the beach as per SLSQ requirements and the last Patrol on duty shall clean and return such gear to the Clubhouse or gear shed. The Patrol Captain from last patrol is responsible for returning all radio equipment to the Radio Room.
3. The Patrol shall assemble in the Club Room fifteen (15) minutes before the appointed time to commence duty unless it is the first patrol of the day in which case it shall assemble 30 minutes before the appointed time.
4. A member who is late for Patrol duty or who misses a Patrol without notifying the Patrol Captains or the Club Captain shall be allotted a penalty patrol or other duties at the discretion of the Club Captain. Failure to complete a penalty and the associated make-up patrol incurs automatic suspension until the next Club Meeting. Penalty patrols must be completed on an open beach, where possible.
5. Patrol members shall wear Association Caps and other dress as directed by the Association.

6. Before the Patrol commences duty, the Patrol Captains shall detail the position each patrol member is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty, and a member to Radio Room duty.
7. In the absence of the Patrol Captain/s the acting Patrol Captain/s shall have like power and authority.
8. Members of patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
9. Patrol members shall be visible to the public at all times including at times when the beach may be closed. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports to the Club Captain.
10. Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Attendance Log the names of absentees from their Patrols (prior to the commencement of patrol), and any irregularity such as being late, leaving early.
11. Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
12. A member shall obey his Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
13. Patrol members shall at all times comply with the Associations Patrol Operations and Training manuals.
14. Patrol Captains may elect to stand volunteer members down opting to patrol a closed beach, if numbers are surplus to needs.
15. Patrol Captains are required to ensure that the Patrol, Radio, IRB and Incident logs are completed and that all patrol members have signed appropriately.
16. Patrol Captains are to ensure that motorised equipment is operated only by members with the appropriate licences and qualifications.
17. Patrol Captains have the power to extend patrolling hours as and when required.
18. The Club Captain shall have the discretionary power to call upon any qualified member to perform patrolling duties as and when required.
19. Consumption of alcohol, drugs or cigarettes whilst undertaking patrolling duties is strictly prohibited.
20. Any member receiving three (3) or more penalty patrols in one season shall automatically be requested to appear before the Judiciary Committee for disciplinary action.

Patrol Exemption Policy

In relation to Patrol duties the following shall apply:-

- a) Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.
- b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
- c) Clubs may provide exemptions for Senior Club Officers, and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a Council Meeting of the Club.
- d) The Association may provide exemption from all, or part, of Club patrol duties for members of the Board of Surf Life Saving, senior Association Officers or, members of Association patrols or rescue services.
- e) Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.
- f) Any patrol, or duty exemption, granted by the Club - unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.

PATROL HOURS

- 1. All Operation Support Services (e.g. Rescue Watercraft, Helicopter, Jet Rescue Boat, Surf Com and Duty Officer) applications must be approved by the Management Committee.
- 2. The Club supports members participating in Operation Support Services, however the hours accumulated will not be recognised as beach patrol hours or competitive requirement hours.
- 3. Operation Support Services hours shall be recognised in the Club Annual Report.
- 4. Special event or basic Club water safety hours accumulated will not be recognised as beach patrol hours or competitive requirement hours, however will be displayed in the Annual report.
- 5. Radio Room patrol hours will be accredited to beach patrol hours.
- 6. All beach patrols undertaken at any other lifesaving Club other than Point Lookout will not be recognised as beach patrol hours for the Club or competitive requirement hours, however will be displayed in the Club Annual Report.

APPENDIX D

CLUBHOUSE RULES

GENERAL

1. The benefits of Club privileges shall be permitted only to financial members of the Club and such Association visitors as are approved by the Captain or Committee
2. Preference in allocation of accommodation shall be determined on the following basis:- Active Members, Active Reserve Members, Cadet Members, Award Members, Life Members, Long Service Members, visiting Association Members
3. Active Cadets and Active Juniors shall be permitted to stay at the Clubhouse on weekends during the season providing there are two or more of these members staying, and a Senior member of the same gender is staying at the Club and is willing to accept responsibility for such members
4. Unaccompanied members, under the age of eighteen (18), who are travelling with the Club on the first barge of the weekend must stay at the Club on that night. These members not permitted to leave the Club on the night of arrival or after gear pick up on any day members are staying at the Club. All meals available (i.e.: breakfast and dinner) are to be eaten at the Club
5. Unaccompanied members, under the age of eighteen (18), who make their own way to the Club at the start of a patrol 'weekend' will not be the responsibility of the Club or the Captain (or his delegate) until the Captain arrives at the Clubhouse. Unaccompanied members, under the age of eighteen (18), who elect not travel home with the Club at the end a patrol 'weekend' are no longer the responsibility of the Club or the Club Captain
6. U14 Junior Activities members who have obtained their Surf Rescue Certificate are permitted to stay at the Clubhouse one weekend in four, provided the conditions in #3 & #4 are satisfied and permission has been sought and received from the Club Captain or his delegate (in writing, by email, phone or SMS) prior to departure from Cleveland. U14 Junior Activities members are required to travel with the Club or be accompanied to/from the Club by a parent.
7. Any member who wishes to stay at the Clubhouse other than weekends and public holidays shall make written application to the Secretary providing at least seven (7) days notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks. Members under 18 years of age must have a chaperone of the same gender staying at the Club during this time
8. Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct
9. Damage occasioned to Clubhouse facilities shall be subject to investigation and decision of liability by the Management Committee

10. Members shall use their individual efforts in preserving the cleanliness of the Club's premises
11. A roster of weekend duties, undertaken by all members staying at the Clubhouse, shall be placed on the Duties Board and all matters pertaining to this roster shall be under the control of the Director of Clubhouse
12. All morning duties shall be completed by 9am to the satisfaction of the Director of Clubhouse
13. Any refusal or non completion of Clubhouse duties shall be dealt with by the Club Captain
14. Bad language (swearing) shall not be tolerated in or around the Clubhouse premises
15. Pets shall not be allowed in the Clubhouse
16. Clubhouse keys shall be in the control of the Club Captain, Director of Clubhouse, Secretary, President and Caretaker, and/or as determined by the Committee.
17. Wet costumes shall not be permitted into the sleeping quarters, hall/kitchen area, bar area or training rooms
18. Food stuffs shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Director of Clubhouse
19. All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Director of Clubhouse
20. No alcohol or illegal substances shall be brought onto the Club premises, by Club members or visitors.
21. Alcohol may only be consumed in the designated licensed areas of the Club, as specified in accordance with licensing regulations, or at an organised function arranged by the Committee
22. The First Aid Officer, Assistants, qualified members and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only
23. Junior Activities members shall be permitted the use of the Club premises only whilst under the supervision of a Club and or JAC Officer (Refer also #6)
24. Each member requiring meals, shall on arrival at the Clubhouse, record his name in the book provided and indicate the meals he requires. Meal deadline is 2.00pm. Any exceptions shall be at the discretion of the Director of Clubhouse
25. Members presenting themselves for a meal 15 minutes or more later than the commencement of the serving may be served at the discretion of the Director of Clubhouse

26. Any member indicating that he requires a meal by a mark in the book shall pay, whether he is present or not for that meal
27. All members staying at the Clubhouse shall be present at Club premises at 6am
28. All members who are staying at the Clubhouse shall assist with the taking down of the gear for first patrol. All members who have completed patrolling duties during the day or are staying at the Clubhouse shall assist with gear pick up in the afternoon
29. Members are not permitted to be in the cold room and/or help themselves to food leftover from meals unless directed to or made available by the Director of Clubhouse
30. Members are required to present appropriately attired for meals, including footwear. Eating meals in swimwear, towels, without a shirt or with a hat/cap on is not permitted.
31. Cadet members must retire to bunkrooms by 10.30pm, or as directed by the Director of Clubhouse and/or Club Captain
32. Junior members must retire to bunkrooms by 12pm, or as directed by the Director of Clubhouse and/or Club Captain
33. Members under 18 years of age must obtain the Captain's, or his delegate's, permission to leave the Club premises at all times
34. Members are not permitted on their bunks between the hours of 6.00am and 9.00am unless all duties have been completed to the satisfaction of the Club House Director
35. Members' personalised surf craft are not permitted in the bunkrooms
36. Smoking is not permitted within the Clubhouse

BUNK ROOMS

1. The use of a sleeping bag, at least one sheet and clean pillow case shall be compulsory. Members who do not provide themselves with these items shall be denied the use of the Clubhouse premises. Under no circumstances shall members interfere with or remove these items belonging to another member of the Club
2. The Director of Clubhouse shall be responsible for the designation of bunks and at all times members will only sleep in their designated bunk
3. Noise or behaviour likely to interfere with the sleeping members will not be tolerated
4. Main lights in sleeping quarters must be extinguished by 10.30pm
5. All members shall vacate their bunks by 6 am during the patrolling season
6. Quarters shall be swept, beds made, private clothing and belongings left in an orderly manner by 9 am

7. All lockers shall be cleared and vacated at the end of each patrolling season. Locker inspections shall be carried out by the Director of Clubhouse and/or Club Captain at any time
8. No food or beverages shall be consumed in bunkrooms, TV Room or Radio Room
9. Members may be assigned a locker at the beginning of the season and are responsible for keeping it in good condition. Any damage shall be reported to the Director of Clubhouse. Any interference shall be reported to the Cub Captain
10. Any belongings or lost property found in the bunkrooms shall be removed from the premises and disposed of under the direction of the Director of Clubhouse
11. All belongings and lost property collected shall be housed in the lost property storage box and will be displayed at the end of each month for members to reclaim prior to disposal
12. At all times male members are not permitted to enter the female bunkroom
13. At all times female members are not permitted to enter the male bunkroom

APPENDIX E

GEAR RULES

1. BOARDS & SKIS

- 1.1 Competition boards and skis owned by the Club shall be stored under the control of the Board and Ski Officer. Boards and skis owned by members shall be stored under the control of the Gear and Equipment Officer
- 1.2 Members shall not use other members' boards or skis without prior approval of the owner
- 1.3 Members shall not use Club gear without prior approval of the Gear and Equipment Officer, Club Captain or Director of Training. Members shall not use equipment designated for patrols or training
- 1.4 Boards and skis shall never be launched or brought into the marked swimming area or buffer zones, nor where swimmers are likely to be encountered, or in areas that may cause damage to the equipment
- 1.5 Boards and skis stored at Clubhouse must always be clearly identified by the members' name
- 1.6 Any damage incurred to boards and skis shall be immediately reported to the Gear And Equipment Officer
- 1.7 No person, other than qualified Club members, shall be allowed on surf skis. Financial members who have commenced training for their Bronze Medallion may participate, if in the opinion of the Director of Training, Club Captain or Vice Captain they are qualified to do so

2. SURF BOAT

- 2.1 The Surf Boat shall not be used for any other purpose than Surf Life Saving and the practice thereof, and the training in rowing, except with the permission of the Management Committee
- 2.2 No members of the Club shall use the surf boat unless it is in the charge of the Surf Boat Officer, Club Captain, Vice Captain or suitably qualified and authorised delegate. The member in charge shall be responsible to the Management Committee for the conduct of the crew and the manner in which the boat is used while it is under his control, and for each breach of the Surf Boat By-Laws
- 2.3 Only proficient Bronze Medallion holders of 16 years or older, as per SLSA policy, shall be allowed in a surf boat.
- 2.4 The surf boat and gear shall be housed in the boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Executive Committee

- 2.5 The Officer last in charge of the Boat each day shall be responsible for its return to the shed/storage place and shall report to the Management Committee in writing any damage to or loss of gear that may have occurred.
- 2.5 Members, except those on patrol, may be called upon to assist in getting the Boat in and out of the water.
- 2.6 A boat crew of no more or no less than five (5) members shall be taken in a surf boat.
- 2.7 The Boat shall never be launched or brought in near the marked surf swimming area or buffer zones, nor where swimmers are likely to be encountered or in areas that may cause damage to the equipment

3. INFLATABLE RESCUE BOAT (IRBs)

The IRB Officer shall -

- 3.1 be responsible for the general maintenance and up-keep of all IRB hulls, motors, associated equipment and storage facilities
- 3.2 at all times ensure that the IRBs are ready for patrols and adequate fuel is on hand;
- 3.3 provide an IRB for all assessments and surf events as per the Association policy
- 3.4 maintain a register of all power craft equipment, including outboard motors;
- 3.5 liaise with the Administrator to ensure that all power craft are appropriately registered and insured.
- 3.6 ensure that all current Powercraft registration certificates are appropriately displayed within the Powercraft storage facilities
- 3.7 in conjunction with the Club Captain ensure all Powercraft operators abide by the associations policies and codes of conduct for the operation of SLSA powercraft.
- 3.10 maintain adequate stocks of marine incident forms and in conjunction with the Club Captain ensure that in the event of an accident the forms are completed within the required timeframes.

4. CLUB VEHICLES

- 4.1 Club vehicles shall be used only when in control of appropriately licensed and authorised members. Such members shall be held responsible to the Mobile Services Officer and Management Committee for the conduct of the vehicle and the manner in which it is used whilst under his charge and for any breach of the By-Laws.
- 4.2 No person other than Club members shall be allowed to use the vehicles without the permission of the President or Captain. Provided that, in the case of an emergency, and sufficient members cannot be located, non-members may be called upon to assist.

- 4.3 Members using the vehicle shall at all times when practicable observe all rules of the road, and shall report to the Captain or Mobile Services Officer any loss or damage to the vehicle or misconduct of members.
- 4.4 The vehicles shall be used for patrol work, carnivals, demonstrations and uses authorised by the Committee and shall not be used for personal requirements unless authorised by the Committee.
- 4.5 All drivers of the Club Bus shall hold the relevant licence for that vehicle and be approved by the Club Captain.
- 4.6 Drivers of the Club vehicles shall hold the appropriate QLD Transport and SLSA/SLSQ qualifications as required.
- 4.7 Any member found guilty of a driving offence, parking or tollway infringement while operating a Club vehicle shall be held responsible for full restitution of the infringement and/or fine.
- 4.8 First Aid and Resuscitation equipment shall be located in the Club four wheel drives at all times including weekends and weekdays
- 4.9 Club vehicles are not to be used for towing vehicles belonging to the public

APPENDIX F

JUNIOR ACTIVITIES COMMITTEE RULES

1. APPOINTMENT, OBJECTS, MANAGEMENT, MEETINGS, PROCEDURES AND COMPETITION.

1.1 Appointment

The Club, at its Annual General Meeting, shall endorse the appointment of the Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.8, of current financial members of the Club who are interested in the objects and duties of the JAC. The JAC decisions shall be subject to ratification of the Club and operate under the general rules of Committee control (By-Law 6.1), the Constitution and the By-Laws

1.2 The Objects and Duties of the JAC shall:

- a) be responsible for the conduct and co-ordination of all matters relating to Junior Activities.
- b) provide for Junior Activities members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- c) prepare Junior Activities members for their eventual transition to the marine and patrol environment of the Senior section of the Club
- d) provide training and conduct of assessments of Junior Activities members' Junior Age Awards.
- e) in conjunction with the Club organise training and/or assessment of relevant awards for Junior Activities members
- f) provide rules and regulations for the conduct of Junior Activities for its members who have attained the age of five (5) but who have not attained the age of fourteen (14) years. (11.1(b))
- g) endeavour to raise finance to provide for equipment and the running of Junior Activities

Note: The age classifications required for various purposes shall be five (5) to thirteen (13) years, and shall be the members age as at the 'common age date' as determined by the Association (30th September). However, a Junior Activities member who turns 14 years of age in the then current Season shall be permitted to continue as a Junior Activities member for the remainder of the Season.

Note: Junior Activities members shall be permitted to gain their respective award only for their age group for that particular season. Junior Activities members are not to advance to the next award upon reaching a new age during the season.

1.3 Management and Composition

- a) The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members of the Club. Following the Junior Activities Annual General Meeting, a list of Officers' names is to be submitted to the Club Annual General Meeting for endorsement as the JAC for the forthcoming year.
- b) The Director of Junior Activities, elected at the Junior Activities Annual General Meeting, is a member of the Management Committee and is endorsed at the AGM of the Club.
- c) The JAC shall also elect all or any of the following Officers and Assistants to conduct the activities of the JAC – Deputy Director of Junior Activities, Secretary, Treasurer, Registrar, Clothing Coordinator, Education and Awards Officer, Team Manager(s), Gear Steward, Chief Water Safety Officer, Publicity Officer, Lunch Coordinator Coaches (Water, Beach, Board, March Past and Champion Lifesaver, Program Coordinator, Chief Fundraiser, First Aid Officer and Age Group Leaders.
- d) The JAC decisions shall be subject to ratification of the Club and the general rules of Committee control as provided for specifically in By-Laws 6.1 and the Constitution and By-Laws
- e) An Executive shall be responsible for JAC decisions between JAC meetings, and shall be comprised of the Club President, Director of Junior Activities, Deputy Director of Junior Activities, JA Secretary, and JA Treasurer
- f) Following the JA AGM and prior to the Club AGM the incoming JAC assumes responsibility for the management of Junior Activities operating as per the By-Laws. The outgoing Director of Junior Activities is responsible for facilitating the transition of the incoming Director of Junior Activities to Management.

1.4 Meetings of the JAC

- a) The Annual General Meeting of the JAC shall be held at least twenty one (21) days prior to the Club Annual General Meeting with the following agenda:
 - Attendances
 - Apologies
 - Annual Report of Activities
 - Adoption of Financial Report
 - Endorsement of Junior Activities Officer Nomination(s)
 - Election of Officers
 - Meeting dates
 - General Business
- b) JAC meetings shall be held monthly or as required, with the following agenda-
 - Attendances
 - Apologies
 - Confirmation of Minutes of previous Meeting
 - Business Arising
 - Correspondence

- Reports
- General Business

- c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC Meeting, and if necessary the Club.
- d) Special Meetings with a specific agenda may be held at the discretion of the Chairman or the JAC as provide for in By Law 3.3
- e) A quorum shall be as provided for in the Club Constitution (32.4)

1.5 Elections

- a) Nominations for the Election of Officers shall be in writing and signed by the nominee signifying his willingness to stand for election, and lodged with the JA Secretary fourteen (14) days prior to the Junior Activities Annual General Meeting
- b) If the number of candidates for any one office exceeds one, the decision shall be determined by secret ballot of the voting members present at the meeting
- c) If there are no nominations received as aforesaid, nominations may be accepted at the Junior Activities Annual General Meeting provided the person nominated is present or has given written consent to accept office. The election of Officers shall be by secret ballot, or by show of hands, at the discretion of the Chairman of the AGM.

1.6 Voting

- a) Junior Activities Annual General Meeting: All members, 15 years and over and who are financial members of the Club, and outgoing Officers shall be eligible to vote. The Director shall when presiding have the deliberate and casting vote.
- b) JAC Meetings: Officers of the Junior Activities Committee are the only persons eligible to vote. Questions arising at any meeting shall be determined by a majority of votes of the members present and in the case of equality of votes, the Director shall have the deliberate and casting vote.

1.7 Finance

- a) The JA Treasurer, and where convenient assisted by the Club Treasurer, shall receive all monies, issue receipts and bank such monies to the account of the Club to be used for Club endorsed Junior Activities.
- b) Payment of accounts shall be effected by the JA Treasurer. Payments should be signed by any two (2) of the following JA Officers: Chairman, Secretary or Treasurer.
- c) Credit and debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the Club. i.e.: profit and loss report.
- d) The finance of the JAC shall be supported by means approved by the Club which shall include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

1.8 Competition

- a) The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by the Club.
- b) No Inter-Club contest or competition shall be held without the approval of the Club and the Branch.
- c) All Junior competitors shall wear clothing and safety items required by the Association in all water activities as directed by SLSQ/SLSA.
- d) A Sub-Committee comprised of the Age Group Leaders and the Team Manager shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.
- e) Carnival nominations can only be altered by the Team Manager on the day of the carnival in the cases of illness, injury or absence.
- f) Competitors selected to compete at a Junior State Titles may be called upon to contribute a fixed amount as determined by the JAC.

1.9 Discipline

The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the Club.

1.10 Use of JA Boards (Guidelines)

If a Junior Activity member wishes to train/compete on boards outside of normal Junior Activity training days, the following options are available.

- a) A member purchases gear himself where he has sole ownership
- b) A member may utilise Club equipment under the following guidelines.

GUIDELINES:

Subject to availability of boards, the JAC will determine the use of boards under the following guidelines.

- 1.10.1 Preference will be given to Junior Activity members who are involved in training sessions and who make themselves available for carnivals competing in board events.
- 1.10.2 If approved, the board will be registered to the member and the board will be photographed prior to release to the Member. Written parental agreement is a condition of the use of JA boards.
- 1.10.3 Members must maintain the board in good condition. Any damage to the board will be the responsibility of the member to repair. NOTE: All repairs must be completed by a qualified manufacturer. The member is responsible for all costs incurred in returning the craft to its pre-loan condition.

1.10.4 The board is not allowed to be used by another member without the approval of a JAC Executive.

1.10.5 All boards are to be returned to the Club at the conclusion of the season for stocktake and auditing.

2. OFFICERS AND THEIR DUTIES

2.1 The **Director of Junior Activities** shall chair all meetings of the Committee at which he is present and shall exercise a general supervision over the affairs of the JAC. He shall be a member of the Management Committee and shall represent the JAC on the Branch JAB. The Director of Junior Activities shall, when presiding at a meeting, have a deliberative and a casting vote. He shall submit an Annual Report of the JAC to the Club and submit regular reports to Management Meetings

2.2 **Deputy Director of Junior Activities** in the absence of the Director of JAC, the Deputy Director shall perform all the duties of the Director

2.3 The Junior Activities **Secretary** shall attend to all the correspondence, attend all meetings, record the minutes of the meetings and assist in the preparation of the Reports. He shall issue notices of meetings and any circulars of matters of interest to the JAC. He shall prepare and forward minutes of all meetings to Junior Activities Officers, members, Club Secretary and President

2.4 The Junior Activities **Treasurer** shall be responsible for the overall supervision of any financial commitments of the JAC and shall submit reports to the JAC. He shall submit budget of income and expenditure and shall maintain credit and debit ledger of the JAC financial dealings monthly with a view to establishing the standing of the JAC. He shall provide and seek co-operation of the Club Treasurer

2.5 The Junior Activities **Education & Awards Officer** shall be responsible for the training and assessing arrangements for the Junior Age Awards. He shall be responsible to and work in conjunction with the Director of Training and Age Group Leaders. In conjunction with the Director of Training, he shall actively train or recruit qualified members for JAC water safety. He shall be responsible for organising specific educational programs and events to further the education of the JAC membership

2.6 The Junior Activities **Team Manager** shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. He or the Age Group Leaders shall record the attendance of the competitors at Carnivals. He shall be responsible for preparing the age competitors and teams as selected by the Lifesaving Selection Committee for their respective events and ensure the competitors are at the marshalling area at the prescribed time for such events. He shall be responsible for lodging all protests as per the Association Handbook. He shall be assisted by the JA Assistant Team Manager and the JA Age Group Leaders. He shall be responsible for making travel and accommodation arrangements for the JA State Team

2.7 The Junior Activities **Gear Steward** shall be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach setup for training

- 2.8 The Junior Activities **Chief Water Safety Officer** shall hold the minimum qualification of a Bronze Medallion and shall be responsible for all water safety at JA training days. He shall liaise with the Club Captain to ensure there are sufficient numbers of Water Safety personnel and for the recording of all water safety hours in the appropriate log book
- 2.9 The Junior Activities **Clothing Officer** shall liaise with the Club Merchandise Officer with regard to the design, purchase and marketing of costumes and clothing for Junior Activities
- 2.10 The Junior Activities **Publicity Officer** shall be responsible for the publicity of the Junior Activities, to publish the results of the JA Carnivals from time to time as well as points of interest from the Committee Meetings. He shall also work in conjunction with the Club's Publicity Officer
- 2.11 The Junior Activities **Lunch Coordinator** shall be responsible for the organisation and preparation of all food for JA members
- 2.12 The Junior Activities **Age Group Leaders** shall implement programs and work in conjunction with the JA Education and Awards Instructor and Program Coordinator in his duties and act as an assistant to the JA Team Manager during the performance of his duties. U8 to U14 Age Group Leaders shall hold the minimum qualification of a proficient Bronze Medallion, hold and Age Managers Award and other Age Group Leaders qualifications as determined by SLSQ/SLSA.
- 2.13 The Junior Activities **Registrar** shall be responsible for keeping a true and correct record of attendance records for all JA members shall be responsible for the collection of all weekly beach fees, He shall provide assistance to the Secretary with the recording of the Club Championship results.
- 2.14 The Junior Activities **Program Coordinator** shall be responsible for the preparation of a weekly program for the JA season and regularly liaise with the JAC, Chief Water Safety, Age Group Leaders and specialist coaches. He shall coordinate the training of all competitors with specialist coaches. If adverse weather conditions prevail, he shall converse with the coaches and Age Group Leaders and he shall then have the power to change the format of the training/program. He shall be in full control of coordinating all age groups
- 2.15 The Junior Activities **Surf Swim Coach** shall be responsible for the training of all competitors in all swimming events, under the guidance of an accredited coach. In conjunction with the Chief Water Safety Officer, he shall ensure that there are sufficient Water Safety Officers in the water whilst the competitors are in the water. The Coach shall be responsible for keeping accurate attendance records.
- 2.16 The Junior Activities **Beach Coach** shall be responsible for the training of all competitors in all beach events, under the guidance of an accredited coach. The Coach shall be responsible for keeping accurate attendance records.
- 2.17 The Junior Activities **Board Coach** shall be responsible for the training of all competitors in all board events, under the guidance of an accredited coach. The Coach shall be responsible for keeping accurate attendance records.

NOTE: All coaches are required to attain their relevant coaching accreditation qualifications prior to undertaking any training and complete a risk assessment prior to each training session commencing.

- 2.18 The Junior Activities **Drink Steward** shall be responsible for the purchase and sales of all beverages for the JAC members
- 2.19 The Junior Activities **Fundraising Coordinator** shall be responsible for the co-ordination of all fundraising activities as requested by the JAC. Shall liaise with the Club Fundraising Committee in regards to the co-ordination of Club fundraising activities
- 2.20 The Junior Activities **First Aid Officer** shall hold the minimum requirement of a First Aid Certificate or higher, and shall be responsible for stocking the first aid kit and overseeing all first aid cases
- 2.21 **Officers' Assistants** shall assist the Officer for whom they act as Assistants, and in the absence of that Officer, have the like powers, authorities and duties

3. MEMBERSHIP

- 3.1 Members of the Junior Activities (11.1(b)) shall be members of the Point Lookout SLSC
- 3.2 All applicants for membership of Point Lookout SLSC shall be required to complete the prescribed Association Forms, additional forms and documents as determined by the Club Management, and payment of the prescribed fee as determined at the Club Annual General Meeting
- 3.3 All Junior Activities applications for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications, i.e.: Associate, Award, Active Reserve, etc. Only one parent application is required for siblings

4. TROPHY SELECTION COMMITTEE

- 4.1 The Trophy Selection Committee shall comprise of Director of Junior Activities (Chairman), Secretary, Chief Water Safety Officer, Beach Coach, Surf Swim Coach, Board Coach, and Team Manager/s. Nominations for awards shall be received in writing prior to the Committee Meeting, and may be received from Age Group Leaders and members of the Trophy Selection Committee.
- 4.2 The Lifesaving Selection Committee shall comprise of the Director of Junior Activities (Chairman), Secretary, relevant Age Group Leaders and Assistants and shall select members for any lifesaving and youth development programs. Committee selections shall be subject to the approval of the Management Committee. Once approved, the Committee shall notify members of all selections and such selections shall be final and binding.

APPENDIX G

OLD BOYS COMMITTEE RULES

1. APPOINTMENT, OBJECTS, MANAGEMENT, MEETINGS AND PROCEDURES.

1.1 Appointment

The Club, at its Annual General Meeting, shall endorse the appointment of the Old Boys Committee (hereinafter referred to as the Old Boys), as provided for in By-Law 6.14 of current financial members of the Club who are interested in the objects and duties of the Old Boys. The Old Boys decisions shall be subject to ratification of the Club and operate under the general rules of Committee control (By-Law 6.1), the Constitution and the By-Laws

1.2 The Objects and Duties of the Old Boys shall:

- a) To assist in the promotion and encouragement of participation in Surf Life Saving for the Point Lookout Surf Life Saving Club Incorporated.
- b) To raise funds to enable the association to meet its objects.
- c) To encourage good fellowship amongst its members, their families and guests.
- d) To provide financial and other assistance to the Point Lookout Surf Life Saving Club.

To promote and foster the values, tradition and history of the Point Lookout Surf Life Saving Club Incorporated to its members and Supporters.

1.3 Management and Composition

- a) The Old Boys shall be responsible for the management of Old Boys Activities and shall be comprised of current financial members of the Club. Following the Old Boys Annual General Meeting, a list of Officers names is to be submitted to the Club Annual General Meeting for endorsement as the Old Boys Committee for the forthcoming year.
- b) The Old Boys President, elected at the Annual Old Boys Meeting, is endorsed at the AGM of the Club
- c) The Old Boys shall also elect all or any of the following Officers to conduct the activities of the Old Boys – Deputy President, Secretary, Treasurer, Recruitment Officer and two (2) Directors
- d) An Executive shall be responsible for Old Boys decisions between Old Boys meetings, and shall be comprised of the President, Deputy President, Secretary, and Treasurer.

1.4 Meetings of the Old Boys

- a) The Annual Meeting of the Old Boys shall be held at least twenty one (21) days prior to the Club Annual General Meeting with the following agenda:
 - Attendance & Apologies

- Confirmation previous AGM Minutes
 - Annual Report of Activities
 - Adoption of Financial Report
 - Election of Officers
 - Membership Fees
 - Meeting dates
 - General Business
- b) Old Boys Meetings shall be held at least quarterly throughout the year, with the following agenda-
- Attendances & Apologies
 - Confirmation of Minutes of previous Meeting
 - Business Arising
 - Correspondence
 - Reports
 - General Business
- c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a Old Boys meeting, and if necessary the Club.
- d) Special Meetings with a specific agenda may be held at the discretion of the Chairman of the Old Boys as provide for in By Law 3.3.
- e) A quorum shall be as provided for in the Club Constitution (32.4)
- f) Voting at meetings of the Old Boys shall be limited to currently endorsed members of the Old Boys.

1.5 Elections

- a) Nominations for the Election of Officers shall be in writing and signed by the nominee signifying his willingness to stand for election, and lodged with the Old Boys Secretary fourteen (14) days prior to the Old Boys Annual General Meeting
- b) If the number of candidates for any one office exceeds one, the decision shall be determined by secret ballot of the voting members present at the meeting.
- c) If there are no nominations received as aforesaid, nominations may be accepted at the Old Boys Annual General Meeting provided the person nominated is present or has given written consent to accept office. The election of Officers shall be by secret ballot, or by show of hands, at the discretion of the Chairman

1.6 Voting

Old Boys Annual General Meeting: All members 18 years and over and who are financial members of the Old Boys, and outgoing Officers shall be eligible to vote. The Chairman shall when presiding, have the deliberate and casting vote.

General Meetings: Members of the Old Boys Committee are the only persons eligible to vote. Questions arising at any meeting shall be determined by a majority of votes of the members

present and in the case of equality of votes, the Chairman shall have the deliberate and casting vote.

1.7 Finance

- a) The Old Boys Treasurer, and where convenient assisted by the Club Treasurer, shall receive all monies, issue receipts and bank such monies to the account of the Old Boys to be used for Club endorsed Old Boys Activities.
- b) Payment of accounts shall be effected by the Old Boys Treasurer. Payments by cheque should be crossed not negotiable and signed by any two (2) of the following Old Boys Officers: President, Secretary, Treasurer or Club Treasurer.
- c) Credit and debit ledgers shall be established and maintained by the Old Boys to determine the financial standing of the Old Boys in relation to the Club.
- d) The finance of the Old Boys shall be supported by means approved by the Club which shall include a Club budget allowance, donations, membership levies, socials and other functions.
- e) The financial records must be submitted to the Club Treasurer at the end of the Club's financial year to be included in the Club's Financial Statement.

1.8 Discipline

The conduct of members who participate in Old Boys Activities shall be subject to the control of the Old Boys in the first instance, provided that any disciplinary actions are subject to review by the Club.

2. OFFICERS AND THEIR DUTIES

- 2.1 The **Old Boys President** shall chair all meetings of the Committee at which he is present and shall exercise a general supervision over the affairs of the Old Boys. The Old Boys President shall, when presiding at a meeting, have a deliberative and a casting vote. He shall submit an Annual Report of the Old Boys to the Club and submit regular reports to the Club Management.
- 2.2 The Old Boys **Deputy President** in the absence of the President, the Deputy President shall perform all the duties of the President.
- 2.3 The Old Boys **Secretary** shall attend to all the correspondence, attend all meetings, record the minutes of the meetings (in a Minute Book or by other means) and assist in the preparation of the Reports. He shall issue notices of meetings and any circulars of matters of interest to the Old Boys. He shall forward minutes of all meetings to Old Boys Members, the Club Secretary and President.
- 2.4 The Old Boys **Treasurer** shall be responsible for the overall supervision of any financial commitments of the Old Boys and shall submit reports to the Old Boys Committee. He shall submit budget of income and expenditure and shall maintain credit and debit ledger of the Old Boys financial dealings with a view to establishing the standing of the Old Boys. He shall provide and seek co-operation of the Club Treasurer.

- 2.5 The Old Boys **Recruitment Officer** shall be responsible for the recruitment of new members to the Old Boys Committee and the retention of current members of the Old Boys. He shall liaise with the Old Boys Secretary to ensure a member register is current and maintained regularly.

3. MEMBERSHIP

- 3.1 To participate in the Old Boys members shall be 18 years of age or over.
- 3.2 To participate in the Old Boys all members shall be members of the Point Lookout SLSC.
- 3.3 All applicants for membership of Point Lookout SLSC shall be required to complete the prescribed SLSC forms and pay the required fee as determined by the Club Management Committee.
- 3.4 Membership fees for the Old Boys shall be decided at the AGM of the Committee and endorsed at the Club AGM.

APPENDIX H

EXPENDITURE POLICY

1. Quotations and Authorisation Limits

Expenditure under five hundred dollars (\$500.00)

For all Officers and Committees, the Club has an authorisation limit of \$500 without the need for quotations. Members must provide all tax invoices to ensure reimbursement can be effected by the Club Treasurer as quickly as possible.

Expenditure over five hundred dollars (\$500.00)

- a) Officers or Committee members are required to obtain three (3) quotations for the proposed goods or services and to seek Management and/or Council approval PRIOR to proceeding. This should be by way of approval at the monthly Meetings
- b) Where it is impractical to obtain three (3) quotations or where a preferred supplier arrangement exists or it is felt the proposed expenditure is of an urgent nature and needs a decision prior to the next monthly meeting, the originating Committee or Officer can refer the matter to the Executive Committee for discussion, consideration and approval PRIOR to proceeding.
- c) Any expenditure that has been approved by the Executive Committee must be tabled at the next monthly Meeting for endorsement.

Members who are not Officers or do not hold positions on Committees MUST seek endorsement from Club Management before proceeding with any form of expenditure on the Club's behalf.

Junior Activities:

It is recognised that the Junior Activities operations require special consideration in relation to the above policy to effectively fulfil their role within the Club. The above authorisation limits shall apply, with the following provisions:-

Expenditure over five hundred dollars (\$500.00)

For expenditure over \$500, the Junior Activities officer must obtain three (3) quotations for the proposed goods or services and to seek Junior Activities Committee approval PRIOR to proceeding.

Expenditure over one thousand five hundred dollars (\$1500.00)

- a) The Junior Activities Committee must obtain/endorse three (3) quotations for the proposed goods or services and then seek Management Committee and/or Council approval PRIOR to proceeding with the proposed expenditure. This should be by way of approval at the monthly Meetings
- b) Where it is impractical to obtain 3 quotations, or it is felt the proposed expenditure is of an urgent nature and needs a decision prior to the next monthly meeting, the Junior Activities Chairperson or Treasurer shall refer the matter to the Club Executive Committee for discussion, consideration and approval PRIOR to proceeding.

- d) Any expenditure that has been approved by the Executive Committee must be tabled at the next monthly Meeting for endorsement.

The above procedures must be adhered to without exception.

2. Purchasing Controls and Procedures

The following purchasing controls shall also be adhered to:

Expenditure under one hundred dollars (\$100.00)

No purchase order to be issued and tax invoices to be forwarded to the Club Treasurer for reimbursement.

Expenditure over one hundred dollars (\$100.00) but less than five hundred dollars (\$500) where no purchase order required

Subject to the approvals process as highlighted above, no purchase order to be issued and tax invoices to be forwarded to the Club Treasurer for settlement or member reimbursement.

All expenditure where purchase order is required (including Junior Activities) and for all expenditure over five hundred dollars (\$500) (including Junior Activities)

The only Officer authorised to issue purchase orders to suppliers/vendors on behalf of the Club is the Club Treasurer. Purchase orders shall be issued by the Club Treasurer within 48 hours of close of business of the day that the Club Treasurer received copies of quotations and authorisation from Management or Council, or Executive to proceed

Purchase orders will be issued by the Club Treasurer for ALL expenditure over \$500 irrespective of whether the vendor / supplier require one or not.

The Treasurer has been instructed NOT to raise any purchase orders unless he is in receipt of quotations and/or an authorisation from Club Management to proceed - without exception.

APPENDIX I

ROLE DESCRIPTIONS

1.0 ADMINISTRATOR

Intentionally left blank for inclusion of role description in the future

2.0 ADMINISTRATION ASSISTANT

REPORT TO: President and one other nominated Member of Management

CONSULT WITH: Club Secretary
JAC Secretary
Club Officers and Members

PURPOSE:

This position is primarily responsible for providing efficient secretarial and administrative assistance to the Point Lookout SLSC and associated personnel.

RESPONSIBILITIES:

- 1) Work under the authority of the President, and in close cooperation with the Secretary; JAC Secretary and other Officers and Committees who may have influence into the Club's activities, services and programs.
- 2) Under the direction of the Secretary, assist with the administration of the day-to-day operations of all Club services and programs including the preparation of relevant correspondence and other communications (notes, briefs and reports for Committee meetings, projects, etc).
- 3) Maintain an up-to-date 'Incident Report Database' (IRD) for all major incidents, and ensure trends and recommendations are reported and follow-up actions are carried out.
- 4) Assist with the distribution of internal and external communications via correspondence, newsletters, and memorandums to all lifesaving personnel.
- 5) Assist with maintaining an up-to-date Administration Manual including policies, protocols, position statement; Forms Register; correspondence templates; Constitution; new member induction package in both hard copy and web-site forms.
- 6) Assist with the collation of membership and patrol statistical information.
- 7) Assist with the completion and distribution of annual reports and annual summaries to Club Officers; SLSQ and Redland City Council as and when required.
- 8) Assist with the coordination of appointments, meetings, conferences, and other activities, including travel and accommodation and facilities arrangements (e.g. catering, audio visual aids, etc).

- 9) Coordinate facilities and arrangements (e.g. catering, cleaning, equipment, etc) for Clubhouse bookings arranged by the Administrator including visiting surf clubs etc.
- 10) Assist with the entry of lifesaving information (i.e. personnel, awards, patrol hours and rescue statistics) onto the SLSA reporting application.
- 11) Assist with the distribution of Committee agendas and minutes in a timely manner.
- 12) Maintain an up to date and accurate diary of all lifesaving events, meetings and conferences etc, including input into the Club calendar.
- 13) Develop, maintain and circulate an up-to-date register of Office Bearers, Members and Supporters contacts.
- 14) Assist with the procurement of lifesaving equipment, apparel and recognition plaques/certificates.
- 15) Carry out other specific tasks as required by the President.

The responsibilities are subject to review every 12 months and any variations shall be reflected in the current contract of employment

SKILLS / ATTRIBUTES:

- Intermediate knowledge of Microsoft Word, Excel, PowerPoint, and Access
- Good analytical/research skills
- Good negotiation and communication skills
- Advanced administrative skills (computer, typing and report writing skills)
- Ability to work autonomously and meet deadlines
- Highly motivated and enthusiastic
- A flexible approach to work hours

3.0 CARETAKER

REPORT TO: The President

CONSULT WITH: Secretary
Administration Assistant
Club Officers and Members

PURPOSE:

This position is primarily responsible for the safety, security and well being of the Point Lookout SLSC facilities.

RESPONSIBILITIES:

- 1) In consultation with the President, be responsible for the coordinating of minor and/or emergency Clubhouse repairs and maintenance including the annual test and tag of electrical appliances; firefighting equipment; and pest control management.

- 2) Ensure the Clubhouse facilities are secured and locked at all times outside of volunteer patrol times/weekends.
- 3) Ensure the Clubhouse facilities and surrounds are kept clean and tidy at all times outside of volunteer patrol times/weekends (i.e. floors swept/vacuumed, rubbish binned, bins emptied, windows cleaned and working, furniture returned to correct position).
- 4) Liaise with the Club Secretary/Administration Assistant in relation to Clubhouse bookings and hire.
- 5) In consultation with the Secretary/Administration Assistant, ensure the Clubhouse is appropriately prepared for groups hiring out the Clubhouse.
- 6) Maintain an up to date register of any Clubhouse maintenance requirements and provide this register to the President on a monthly basis.
- 7) Ensure the Caretaker's facilities are kept clean and tidy at all times.
- 8) Be responsible for the weekly collection of Club mail from the Point Lookout Post Office and forward on any such mail to the Secretary.
- 9) Be a financial member of the Club.
- 10) When absent from the Clubhouse for two (2) or more consecutive nights contact Secretary/President.
- 11) Be available to receive incoming goods and deliveries.
- 12) Carry out other specific tasks as required by the President.

SKILLS / ATTRIBUTES:

- Good communication skills
- Ability to work autonomously and meet deadlines
- Highly motivated and enthusiastic
- A flexible approach to work hours

Note: A live-in Caretaker must hold a current Blue Card

APPENDIX J - COMMITTEES

Committee	Members
Executive	President (Chair) Deputy President Secretary Treasurer Club Captain
Management	President (Chair) Deputy President Secretary Treasurer Club Captain Director Lifesaving Director Finance Director Sport Director Membership Director of Training Director of Junior Activities Director of Clubhouse
Lifesaving	Director Lifesaving (Chair) Club Captain Vice Captains Director of Training First Aid Officer Gear & Equipment Officer Communications Officer IRB Officer Mobile Services Officer
Finance	Director Finance (Chair) Treasurer Secretary Supporters Club Representative Director Junior Activities
Fundraising	Director Finance (Chair) Fundraising Coordinator Surf Girl Committee Representative Junior Activities Representative plus two (2) members – elected at AGM
Membership	Director Membership (Chair) Youth Development Officer U18 Representative Member Representative Female Representative Junior Activities Representative

Committee	Members
Membership Selection	Director Membership(Chair) Club Captain Vice Captains Director of Training Director Lifesaving Youth Development Officer
SportSport	Director Sport (Chair) Director Membership Surf Boat Officer Board & Ski Officer Team Managers – appointed by this Committee Coaches – endorsed by Management
Sport Selection	Director Sport (Chair) Club Captain Team Manager plus two (2) members – elected at AGM
Judiciary	Five (5) members – elected at AGM non-voting Secretary (appointed as required) (not to be voting Executive members) Chairman appointed at each meeting
Building	Director of Clubhouse Safety Officer plus four (4) members – elected at AGM Chairman appointed by Committee
Trophy/Meritorious Selection	President (Chair) Secretary Club Captain Vice Captain Director Life Saving Director Sport Director Membership Director of Training Director of Clubhouse Youth Development Officer
Life Member	President (Chair) Secretary Club Captain Elected Life Member #1* Elected Life Member #2* Elected Life Member #3* Elected Life Member #4* * not Executive & elected at AGM

APPENDIX K

1 - BADGES AND COLOURS

- 1.1 The Club emblem shall be worn only by accredited representatives and members of teams who are selected or approved by the Management Committee and shall be to the design appearing below. Such emblem shall be obtained only on the written order of the Management Committee and such written order shall detail the lettering to be embroidered beneath the emblem
- 1.2 The Club Life Membership Badge shall be presented by the Club to each duly elected Life Member and shall be to the design below
- 1.3 The Club Membership Badge shall be available to members
- 1.4 The Club Colours shall be red, white and royal blue and such colours shall not be varied without the approval of the Club, Branch and Surf Life Saving Queensland

2 - THE COMMON SEAL

- 2.1 The form of the Common Seal shall be as shown below, together with the words "Point Lookout Surf Life Saving Club Inc." around its perimeter and the words "The Common Seal of" in its centre
- 2.2 The Management Committee shall provide for the safe custody of the Seal
- 2.3 The Seal shall only be used by the Authority of the Management Committee, and every document to which the Seal is affixed shall be signed by two (2) members of the Management Committee one of whom shall be the President

THE COMMON SEAL



LIFE MEMBERSHIP BADGE



CLUB EMBLEM



CLUB LOGO

