



**South Maroubra Surf Life Saving Club
Incorporated**

Constitution

Rules of the Club

South Maroubra SLSC Inc
Rules
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South Maroubra SLSC Inc

Rules

It should be recognised that South Maroubra SLSC INC believes in/and operates under strict equity guidelines. Any reference to a person as he in this document is meant to read as unisex.

Rule No.

1. Name

The Club shall be called "South Maroubra Surf Life Saving Club Incorporated". (Referred to in the rules as "The Club").

2. Affiliation

The Club shall be affiliated with :

- (a) Surf Life Saving NSW through Surf Life Saving Sydney Incorporated.
- (b) And may be with such other organisations with kindred objectives or interests.

3. Objects of the Club Shall be :-

- (a) To ensure a safe beach and aquatic environment, including maintaining and improving life saving standards at the southern end of Maroubra beach.
- (b) To continue to encourage our competitors to compete in sanctioned Surf Life Saving competitions throughout the season.
- (c) To encourage strong membership.
- (d) To provide suitable premises and facilities for its members.
- (e) To encourage the physical and social welfare of its members.
- (f) To encourage community participation within the membership of the Club.

4. Season

The patrol season shall be that as laid down by Surf Life Saving Sydney Incorporated.

5. Club Colours and Competition Caps

The Club's colours shall be Royal Blue, Sky Blue and White. The design of the Club Competition Cap shall be, White Cap, Sky Blue Stripe from front to back in centre and Royal Blue Ear Patches. Any desired alterations must first receive the approval of Surf Life Saving Australia.

6. Club Emblem

The Club emblem shall be of a design approved by the Board of Management and shall incorporate the Club colours. The design of the Club emblem shall remain the property of the Club at all times..

7. Club Blazer

The Club blazer can only be worn by financial members of the Club with the Boards approval.

8. Honour Blazer

- (a) The honour blazer shall conform with the club blazer, with the addition of the word 'Honour' and the year awarded, in block letters beneath the badge.
- (b) The honour blazer is awarded for outstanding service and can only be awarded to a member on one occasion. However, it is not necessary that an Honour Blazer be awarded each year.
- (c) All nominations for the Honour Blazer must be first made to the Board in writing stating the reason for the nomination and the nominee's service to the Club. The nomination must be in the hands of the Secretary prior to the final April meeting. The Board shall consider the nominations at the final April meeting and for that nomination to obtain their recommendation for approval by the members of the Annual General Meeting.
- (d) The Honour Blazer may be awarded for bravery regardless of membership category and the minimum of 10 years membership may be waived. Otherwise the Honour Blazer can only be awarded to Active (18 years & over), Reserve Active, Long Service, Life Member, Active (15-18 years), Cadet (13-15 years) and only to other membership classifications (refer rule 11) who have had at least ten (10) years membership of the Club.
- (e) Only one (1) nomination each year for Honour Blazer may be recommended by the Board of Management to the Annual General Meeting, except where the nomination is with regard to rule 9 (a) (i) (bravery) in which case more than one nomination can be recommended.

9. Life Membership

- (a) Life Membership may be conferred at the Annual General Meeting by two thirds (2/3) majority of the members present and entitled to vote by secret ballot, provided that the member in question has either :
 - (i) performed an exceptional act of bravery in saving or attempting to save a life
 - (ii) at least fifteen (15) years senior active, active reserve, long service or associate membership during which he has rendered outstanding service to the Club.
- (b) All nominations for Life Membership must be submitted to the Club Secretary on the prescribed form "Nomination for Life Membership" by January 31st.
- (c) During the month of February the Secretary shall verify the service record of each nominee and forward all the nominations to the members of the Life Membership Committee.
- (d) The Life Membership Committee as elected at the Annual General Meeting shall meet during the month of March to review all nominations and make recommendation back to the Board of Management April meeting.
- (e) The proposer and seconder of the nominations shall be advised in writing and have the right to be heard at the meeting of the Life Membership Committee at which the nomination is being considered.
- (f) Only one nomination each year for Life Membership may be recommended by the Board of Management to the Annual General Meeting, except where the nomination is with regard to rule 9 (a) (i) in which case more than one nomination can be recommended.
- (g) For a nomination to be recommended to the Annual General Meeting, it must be agreed to by a two thirds (2/3) majority vote by the Board of Management at their April meeting.
- (h) Following approval by the Board the nomination shall be included on the agenda for the Annual General Meeting together with the nominee's service record.

10. Membership

- (a) Membership of the Club shall be open to persons, of or about the age of five (5) years, whose nomination proves satisfactory to the Board.
- (b) All nominations must be in writing on the prescribed membership form signed by parent/guardian if under eighteen (18) years of age.
- (c) Persons applying for membership shall apply for a membership category as defined in these Rules. The final determination of the membership and appropriate category will be approved by the Board.
- (d) All membership forms are to be lodged with the Club Secretary or Registrar for processing.
- (e) The Board is not required to supply reasons for approving or rejecting an application.

10.1 Membership Fees

Membership fees are to be set for the following year by the Board at the final April meeting and shall fall due at the forthcoming Annual General Meeting.

10.2 Arrears

Any new member who is in arrears in the payment of any dues at the expiration of sixty (60) days from the due date, shall be deemed to be unfinancial and shall be notified in writing by the Secretary to that effect. He shall be barred from the privileges of membership until such times as the payment has been made.

10.3 Membership Renewal

All members shall renew their membership annually by November 30th each year. Members who fail to pay their membership fees and complete renewal by this date will be declared unfinancial and their membership shall lapse.

10.4 Dual Membership

- (a) Any individual member of a Club may be admitted as an individual member of another Club or Clubs, providing such member has a 'clearance' as provided for in SLSA's Clearances Policy.
- (b) Any competing individual member shall not participate in any inter-affiliated Club competition as a representative of more than one Club during any one competition season unless and until their "competitive rights" have been transferred as provided for in SLSA's "Competitive Rights Transfer" Policy.
- (c) Any competing individual member who is an individual member of more than once Club shall be entitled to compete in intra-Club events of all such Clubs.

10.5 Resignation

A member may at any time by giving notice in writing to the Secretary resign his membership of the Club, but shall continue liable for any annual membership fees and all arrears due and unpaid at the time of his resignation and shall forfeit all claims on property and equipment.

11. Membership Classifications

- (a) Active 18 years & over
- (b) Reserve Active
- (c) Active (15-18 years)
- (d) Cadet (13-15 years)
- (e) Junior Activity Member (5-13 years)
- (f) Long Service
- (g) Associate

- (h) Life Member
- (i) Award Member
- (j) General Membership
- (k) Life Patron
- (l) Patron
- (m) Vice Patrons
- (n) Honorary
- (o) Probationary

11.1 Active Membership (18 years and over)

- (a) Active members shall have reached the age of eighteen (18) years on or before October 1st, each season.
- (b) All active members are required to pass the annual proficiency test each season as laid down by Surf Life Saving Australia. Failure to pass the test within the required period will result in suspension from the Club.
- (c) All active members shall do lifesaving patrols and other duties in accordance with the Club's rules.
- (d) Shall obtain the Bronze Medallion award within twelve (12) months of joining the Club.
- (e) A member who is by way of employment a life guard on a surfing beach with a recognised Council in Australia shall be exempt from patrols for the period of employment and shall have his record credited as if he has performed Club patrols. Such a member shall not be eligible for the 100% patrol efficiency award of the Club. Further, he must obtain the Bronze Medallion award of Surf Life Saving Australia and complete and pass the annual proficiency test each season. Fifty (50%) percent of the period when such a member is exempt from patrols shall be taken into account and credited toward service when determining that members entitlement to active reserve membership of the Club.
- (f) Any active member due to extenuating circumstances may apply in writing to the Lifesaving Services committee for patrol exemption which may be granted, without the loss of continuity of service for that season only. Patrol efficiency may also be granted to such a member for that season.
- (g) Shall be required to pay a membership fee as set annually by the Board.

11.2 Reserve Active Member

- (a) A member may apply in writing to the Board for transfer to Reserve Active membership providing he has had at least ten (10) years service as an active member. Any Club Training Officer who instructs three (3) or more BM, SRC, IRB or ARTC squads in one season (maximum of two (2) seasons) will be entitled to one (1) year credited towards their 10 years on the beach. All applications for Reserve Active membership shall be checked as to the members patrol record over their years of service. Ten (10) years active membership with another Club may entitle a member to apply for Reserve Active membership, providing he does at least one (1) years active membership service with this Club.
- (b) All reserve active members as a concession and a privilege for their ten (10) years service, will be exempt from patrol duty unless called upon by the Club. All reserve actives who are called upon to do patrols must pass the annual proficiency test according to Rule 11.1 (b).
- (c) The ten (10) years qualifying period commences from the time the member gains the surf life saving Bronze Medallion award.
- (d) Shall be required to pay a membership fee as set annually by the Board.

11.3 Active (15-18 years)

- (a) Shall have reached the age of sixteen (16) years, but not eighteen (18) on the 1st October each season.
- (b) Shall be required each season to pass the annual proficiency test in accordance with Rule 11.1 (b).
- (c) Shall obtain the Bronze Medallion award of Surf Life Saving Australia within twelve (12) months of joining or progressing to be an U/18 member.
- (d) Shall be required to do lifesaving patrols and other duties in accordance with the Club's rules.
- (e) Shall be required to pay a membership fee as set annually by the Board.

11.4 Cadet (13-15 years)

- (a) Shall have reached the age of thirteen (13), but not sixteen (16) on the 1st October each season.
- (b) Must obtain the required age appropriate award Surf Rescue Certificate within twelve (12) months of joining.
- (c) Shall be required to pass the annual proficiency test in accordance with Rule 11.1 (b).
- (d) Shall be required to assist in lifesaving patrols in accordance with the Club's rules.
- (e) Shall be required to pay a membership fee as set annually by the Board.

11.5 Junior Activity Member (5-13 years)

- (a) Shall have reached the age of five (5) but not fourteen (14) on the 1st October each season.
- (b) Shall be required to gain the relevant aged awards as laid down by Surf Life Saving Australia.
- (c) Shall be required to pay a membership fee as set annually by the Board.

11.6 Long Service Member

- (a) A member may after fifteen (15) years membership as a senior active and/or active reserve member, apply for long service membership.
- (b) He shall not be required to pass the annual proficiency test or be rostered for patrol duty.
- (c) He shall be eligible to compete in Club events, however, in this case, he must have passed the annual proficiency test as laid down by Surf Life Saving Australia.
- (d) Shall be required to pay a membership fee as set annually by the Board.

11.7 Associate Member

- (a) Shall have reached the age of thirty (30), except where disabilities prevent him from becoming an active member. In such cases he may be required to furnish a medical certificate from a nominated medical officer.
- (b) Shall not be entitled to perform the duties of an active member.
- (c) Shall not be entitled to vote at a meeting until he has had at least twelve (12) months membership of the Club.
- (d) All applications for Associate membership must be approved by the Board.
- (e) Shall not exceed twenty (20%) percent of the total membership of senior active, U/18, active reserve, long service and life membership of the Club.
- (f) Shall be eligible for election to office, after twelve (12) months membership except for the positions that constitute the requirement of holding a Bronze Medallion. Refer Rule 13.

- (g) Shall be entitled to compete in Club events if he is the holder of the Surf Life Saving Australia Bronze Medallion award and has passed the annual proficiency test each season.
- (h) Shall be required to pay a membership fee as set annually by the Board.

11.8 Award Member

- (a) Award membership may be granted to persons who hold one or more of the following Surf Life Saving Australia awards : - Resuscitation Certificate, Advanced Resuscitation Techniques Certificate, Training Officers Certificate, Radio Award/s. Proof of award and proficiency validity will be required with such membership applications.
- (b) Such members may be called upon to perform patrol and/or other Club obligations within the scope of their qualifications providing they have passed the annual proficiency pertaining to their award.
- (c) Award members shall be required to pay a membership fee as set annually by the Board and are entitled to full use of the Club's facilities.

11.9 General Membership

- (a) General Membership may be granted to persons who may or may not hold an SLSA award and all applications must be approved by the Board.
- (b) General members shall not have any Club voting rights and are not eligible to stand for an elected position at an Annual General Meeting.
- (c) Shall have limited privileges and access of the clubhouse to the time of Junior Activity events and/or social functions.
- (d) Shall be required to pay a membership fee as set annually by the Board.

11.10 Life Patrons/Patron

The Club may elect Life Patrons and Patron at its Annual General Meeting. Such officers shall have no voting rights and need not be members of the Club. These officers shall have the right to attend Annual and Special General meetings of the Club and to speak or express opinions on business conducted at those meetings.

11.11 Honorary Membership/Vice Patrons

Honorary membership/Vice Patrons may be conferred annually upon any person by two thirds (2/3) majority vote of the Board. If it is considered that such action is in the interest on the Club. Honorary members shall not be required to perform any active or official duties and shall not be entitled to vote at any meetings of the Club and shall not pay any membership fees.

11.12 Country Member

- (a) Members may apply in writing to the Board for Country membership if they reside outside the metropolitan area.
- (b) No credit for active or long service membership of the Club will be credited for the period missed.
- (c) A country member shall be required to pay a membership fee as set annually by the Board.

11.13 Special Categories Member

In time of national conflict or called upon by the Australian Armed Forces, a member may be eligible to be credited with active membership providing the application in writing is made to the Board with supporting documents for the period missed.

12. Officers of the Club – Eligible to Stand/Vote for Office

The Officers of the Club shall be elected at the Annual General Meeting from Active (18 years and over), Reserve Active, Long Service, Active (15-18 years), Life Members, Award Members and Associate members who conform to Rule 11.7. All voting members must be financial for both the current and previous season.

13. Officers - to be elected at the Annual General Meeting

Life Patron
Patron
*Chairman
Vice Chairman
Secretary/Public Officer
Director of Finance
*Director of Lifesaving Services
*Director of Competition
*Director of Youth Development
Treasurer
Assistant Secretary
Fundraising Coordinator
Sponsorship Coordinator
Social Coordinator
Building Coordinator
*Assistant Director of Lifesaving
*Education & Training Coordinator
*Water Safety Coordinator
Gear & Equipment Coordinator
Registrar
*U/18 Coordinator
*U/16 Coordinator
*Assistant Director of Competition
*Swim Coordinator
*Board Coordinator
*Ski Coordinator
*Boat Coordinator
*Beach Coordinator
*IRB Coordinator
*R & R Coordinator
*Masters Coordinator
*Coaching Coordinator

*Board Riding Coordinator
Touring Team Manager – Summer
Touring Team Manager - Winter
*Assistant Director of Youth Development
Youth Registrar
Competition Secretary
Nipper Gear Coordinator
Disciplinary Committee (4 Life Members)
Life Membership Committee (4 members – minimum of 2 Life Members)

**Shall be the holders of the Bronze Medallion Award*

13.1 Officers – to be elected by the Board of Management

Auditor
Hon Professional Officers
Licensee

14. The Board

The following officers shall constitute the Board : Chairman, Vice Chairman, Secretary, Finance Director, Director of Lifesaving Service, Director of Competition, Director of Youth Development.

The Board shall have the powers to carry out the following :-

- (a) Control and manage the income and expenditure of the Club, its affairs and concerns of officers and members.
- (b) Call for nominations to fill any vacancies which may occur amongst the officers of the Club, or any committees and from the nominations received appoint a member to the vacant position. Such officers elected shall have all rights and authority of that position.
- (c) Appoint subcommittees to assist them (the Board) in carrying out the business of the Club but the sub committee will have no authority to transact any business other than that referred to them by the Board. Any recommendations or resolutions made by a subcommittee if adopted by the Board shall be recorded as business of the Board.
- (d) Shall have the power to make regulations, for the satisfactory working of the Club and maintenance of order.
- (e) Should any member of the Board absent himself from three (3) consecutive meetings without a reasonable excuse or apology, the position will be declared vacant and the Board shall elect another member in his seat, in accordance with Rule 14 (b) and such election to be confirmed or otherwise at the next special or annual general meeting. A Board member so removed shall be advised in writing by the Secretary.
- (f) Each member of the Board shall hold office from the date of their election or appointment until the next Annual General Meeting.
- (g) Retiring Board members are eligible for re-election.
- (h) Four (4) members shall form a quorum of the Board which shall meet monthly and on any other date as required.
- (i) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting shall be dissolved.
- (j) The Board may function validly provided its number is not reduced below a quorum. Should Board members fall below the quorum, the remaining Board members may act only to appoint new Board members.

- (k) Questions arising at any meeting of the Board shall be decided by a majority of votes of those present. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.
- (l) Any of the Board has the immediate power to discipline a member and request he vacate the Club premises until such time as a Board meeting is convened.
- (m) To suspend or expel any officer or member on the grounds of misconduct, breach of rules or regulations and neglect of duty (refer Rule 30).
- (n) The Board shall approve all social functions.
- (o) Shall have the power to determine any such matters not provided for in these rules and shall have the power to pronounce a decision in the event of any difficulty arising as to the interpretation of any rule.
- (p) A Board meeting may be adjourned to any future date, determined by the members present at such meeting.
- (q) It shall consider any proposed rule changes to the Clubs rules that may be submitted to an annual or special general meeting.
- (r) All Board members must produce written reports to each meeting.
- (s) The Board can approve a member of the Board to receive payment for services to the Club and to include repayment of out of pocket expenses (any such payments will be shown as a notation in the Annual Report/Financial Statement).
- (t) The Board shall endorse/reject minutes and decisions of all meetings.

15. Chairman

The Chairman shall :-

- (a) Be the nominal head of South Maroubra Surf Life Saving Club Incorporated and will act as Chairman of any Board meeting or Annual General Meeting or Special General meeting at which he is present.
- (b) Be the holder of the bronze medallion award.
- (c) Have the right to attend all committees and sub committees and shall be an ex-officio of all with full voting rights, or his representative.
- (d) Administer and be responsible for all affairs of the Club and uphold the rules.
- (e) In consultation with the Board and incorporating all other committees strategic plans draw up a Club strategic plan and continually overview and update same.

16. Vice Chairman

The Vice Chairman shall :-

- (a) Assist the Chairman in carrying out his duties and in his absence shall deputise and assume the responsibility for the Chairman.
- (b) Convene and chair the meetings of the Disciplinary committee.
- (c) Be responsible for the overall media coverage of relevant matters pertaining to events conducted by the Club and shall endeavour to create good public relations with media and general public. No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club or Surf Life Saving Australia.
- (d) Initiate, organise and otherwise control such special projects that are referred to him by the Board.

17. Secretary/Public Officer

The Secretary/Public Officer shall :-

- (a) Be the Public Officer of the Club and perform the functions of a public officer as part of the duties of the Secretary.
- (b) Provide notice of, compile an agenda for and maintain the minutes of all Board, Annual General meetings and Special General meetings.

- (c) Be responsible for the collection of all membership forms and compile a mailing list of all members.
- (d) Compile and maintain a register of members of the Club specifying the name and address of each person together with the date on which the person became a member. The register of members must be kept at the principal place of administration of the Club and must be open for inspection, free of charge, by any member of the Club at any reasonable hour.
- (e) Conduct all correspondence, receive incoming mail and minutes and distribute to appropriate committee members. Keep appropriate record of all correspondence, minutes and similar in files readily available to the Club.
- (f) He shall have available at the request of a member (and at all meetings) a copy of the Clubs rules.
- (g) Ensure correct membership categories are allocated to members as contained in these Rules.
- (h) Assist the Youth Development Committee with Junior Activity registration days.
- (i) Supervise the hiring of the Club premises to members and outside organisations which must first have the approval of the Board and shall control booking dates hours and collection of fees.
- (j) Be responsible for the production and distribution of the Clubs newsletter.
- (k) Compile the Clubs annual report.
- (l) Initiate, organise and otherwise control such special projects that are referred to him by the Board.
- (m) Ensure the distribution of all committee minutes to Board members prior to Board meetings. Upon adoption of all minutes by the Board, they are to be displayed on the Clubs notice Board for a minimum period of 2 weeks.
- (n) The first public officer shall be the person who completed the application for the incorporation of the Club.
- (o) The Board may at any time remove the public officer and appoint a new person, provided that the person appointed is 18 years of age or older and a resident of New South Wales.
- (p) The public officer shall be deemed to have vacated their position in the following circumstances :-
 - (i) Appointment (within 14 days)
 - (ii) Change of residential address (within 14 days)
 - (iii) Change in the Clubs rules (within 1 month)
 - (iv) Change in the membership of the committee (within 14 days)
 - (v) Clubs financial affairs (within 1 month after the Annual General Meeting)

18. Director of Finance

The Director of Finance shall :-

- (a) Be the Chairman of the Finance committee.
- (b) In consultation with his committee develop a financial plan, which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- (c) Initiate , organise and otherwise control such special projects that are referred to him by the Board.
- (d) Oversee and be responsible for all activities and duties of the officers of his Finance Committee.

19. Director of Life Saving Services (Club Captain)

The Director of Life Saving Services (Club Captain) shall :-

- (a) Be the holder of the Bronze Medallion award of Surf Life Saving Australia.
- (b) Be the Chairman of the Lifesaving Services Committee.
- (c) In consultation with his committee develop a Lifesaving Development Plan which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- (d) Before the commencement of each season, he shall draw up a roster of patrols and patrol captains and a calendar of events for approval by the Board.
- (e) Generally supervise and police all lifesaving patrols throughout the season.
- (f) Responsible for the annual proficiency test as laid down by Surf Life Saving.
- (g) Have jurisdiction over members in all Club lifesaving activities and control the discipline of members in relation to patrols.
- (h) Initiate, organise and otherwise control such special projects that are referred to him by the Board.
- (i) Oversee and be responsible for all activities and duties of the officers of the Lifesaving Services committee.

20. Director of Competition

The Director of Competition shall :-

- (a) Be the holder of the Bronze Medallion award of Surf Life Saving Australia.
- (b) Be Chairman of the Competition committee.
- (c) In consultation with his committee develop a competition development plan, which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- (d) Responsible for members entries for inter Club and championship carnivals and keep a record of names and events.
- (e) Initiate, organise and otherwise control such special projects that are referred to him by the Board.
- (f) Oversee and be responsible for the activities and duties carried out by the Competition committee.

21. Director of Youth Development

The Director of Youth Development shall :-

- (a) Be the holder of the Bronze Medallion award of Surf Life Saving Australia.
- (b) Be the Chairman of the Youth Development Committee.
- (c) In consultation with his committee develop a Youth Development plan, which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- (d) Be responsible for all activities relating to Junior Activity members.
- (e) Initiate, organise and otherwise control such special projects that are referred to him by the Board
- (f) Oversee and be responsible for the activities and duties of the officers of the Youth Development committee.
- (g) Attend Branch meetings as required.

22. Finance Committee

22.1 Composition

- (a) The Finance Committee shall comprise :-
 - Finance Director
 - Treasurer
 - Fundraising Coordinator
 - Sponsorship Coordinator
 - Social Coordinator
 - Building Coordinator
 - Licensee
- (b) The Finance Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters from time to time.
- (c) Visitors and/or observers may attend meetings by prior arrangement of the meeting.
- (d) In the event of the absence of the Finance Committee Chairman, the meeting shall appoint one of its members to act during such absence.

Duties & Functions shall be as follows : -

22.2 Charter

- (a) The Finance Committee reports via the Finance Director to the Board.
- (b) The Finance Committee shall be responsible for the financial affairs of the Club.

22.3 Responsibilities

The Finance Committee shall : -

- (a) Prepare, monitor and control budgets and ensure correct accounts and records are kept of all financial affairs of the Club. A financial statement and account balances are to be submitted to each Board meeting. Final approval of accounts for payment will be given by the Board.
- (b) Be responsible for all fundraising activities.
- (c) Organise all Club social activities.
- (d) Prepare and implement plans for improving social activities among members.
- (d) Oversee all building matters.
- (e) Be responsible for preparation of all sponsorship proposals.
- (f) Attend to matters referred by the Board and other committees
- (g) Prepare a budget at the commencement of each season for a 12 month period incorporating all budgets received from other committees.

22.4 Meetings

Finance Committee meetings shall be held monthly prior to the Board meeting.

22.5 Quorum

The quorum for any Finance Committee meeting shall be 4 members.

22.6 Voting

All listed members including the Finance Committee Chairman shall be entitled to one vote only on any resolution at all meetings of the Finance Committee at which they are present in person. The Chairman shall be allowed a casting vote.

22.7 Minutes

- (a) The Finance Committee Chairman or their nominee shall take full and accurate minutes of the Finance Committee meetings.
- (b) The minutes shall be promptly distributed to members of the committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

23. Duties of Office Bearers

23.1 Treasurer

The Treasurer shall :-

- (a) Be responsible to the Finance Director and shall be a member of the finance committee.
- (b) Be responsible for the day to day financial matters of the Club.
- (c) Be responsible for the receipting of all membership fees.
- (d) Assist the Youth Development Committee on Junior Activity registration days.
- (e) Report in writing to each finance committee meeting.

23.2 Fundraising Coordinator

The Fundraising Coordinator shall :

- (a) Be responsible to the Finance Director and shall be a member of the finance committee.
- (b) Organise and be responsible for all fundraising activities undertaken by the Club.
- (c) Report in writing to each finance committee meeting.

23.3 Sponsorship Coordinator

The Sponsorship Coordinator shall :

- (a) Be responsible to the Finance Director and shall be a member of the finance committee.
- (b) Prepare sponsorship proposal for the Club.
- (c) Report in writing to each finance committee meeting.

23.4 Social Coordinator

The Social Coordinator shall :

- (a) Be responsible to the Finance Director and shall be a member of the finance committee.
- (b) Recommend, organise and supervise the conduct of all social functions held by the Club.
- (c) Organise a 'catering team' for all events.
- (d) Report in writing to each finance committee meeting.

23.5 Building Coordinator

The Building Coordinator shall :-

- (a) Be responsible to the Finance Director and shall be a member of the finance committee.
- (b) Be responsible for the supervision of the Caretakers and their duties.
- (c) Police 'House Rules' which will be drawn up by the Finance Committee for endorsement by the Board. These rules are to be displayed on the Clubs notice Board at all times.
- (d) Supervise the care and maintenance of Club equipment and facilities, other than first aid, patrol, competition or lifesaving equipment.

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- (e) Initiate a building and maintenance plan for the Club which should be continually updated.
- (f) Have custody of all keys and will be responsible to the Board for the proper allocation of them to selected office bearers at each Annual General Meeting and throughout the season. A register of all keys issued shall be kept under the control of the Building Coordinator.
- (g) Report in writing to each finance committee meeting.

23.6 Licensee

The Licensee shall :-

- (a) Be responsible to the Finance Director and shall be a member of the Finance Committee.
- (b) Be responsible in ensuring all licensing laws, rules and information are upheld by the club.
- (c) Report in writing to each Finance meeting.

24. Lifesaving Services Committee

24.1 Composition

- (a) The Lifesaving Services Committee shall comprise :-
 - Director of Lifesaving Services (who shall act as Chairman)
 - Assistant Director of Lifesaving
 - Education & Training Coordinator
 - Water Safety Coordinator
 - Gear & Equipment Coordinator
 - Patrol Captains (as per appointment)
 - Registrar
 - IRB Coordinator
 - Rapid Response Coordinator
 - U/16 Coordinator
 - U/18 Coordinator
- (b) The Lifesaving Services Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance specific matters from time to time.
- (c) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (d) In the event of the absence of the Life Saving Services Chairman, the meeting shall appoint one of its members to act during such absence.

24.2 Charter

Duties and functions shall be as follows : -

- (a) The Lifesaving Services Committee reports via the Director of Lifesaving Services to the Board.
- (b) The Lifesaving Services Committee shall be responsible for the lifesaving and education business of the club.
- (c) The Lifesaving Services Committee shall support and coordinate all matters in relation to members having access to appropriate SLSA awards and other qualifications.

24.3 Responsibilities

The Lifesaving Services Committee shall :-

- (a) Compile the patrol roster, calendar and patrol obligations for the season, which are circulated to all members prior to the commencement of the season.
- (b) Shall deal with all matters of discipline in respect to patrols.
- (c) May exempt active members who carry out regular rostered patrol services with the District Power Boat, Helicopter Rescue Service, Sydney Surf Radio. Such exemptions must be in writing to the Lifesaving Services Committee from the member.
- (d) May grant patrol exemption to the members of the Board.
- (e) Keep the members informed of all lifesaving and education and training activities within the Club.
- (f) Supervise and conduct the annual proficiency test as laid down by Surf Life Saving Sydney.
- (g) Prepare a budget at the commencement of each season for a 12 month period to be presented to the Director of Finance.
- (h) Encourage members to gain maximum qualifications to carry out their duties.
- (i) Organise events that will educate the public in matters of water safety and the understanding of beach conditions.

24.4 Meetings

Lifesaving Services Committee shall be held monthly prior to a Board meeting.

24.5 Quorum

The quorum for any Lifesaving Services Committee meeting shall be four (4) members.

24.6 Voting

All listed members including the Lifesaving Services Director shall be entitled to one vote only on any resolution at all meetings of the Lifesaving Services Committee at which they are present in person. The Chairman shall be allowed a casting vote.

24.7 Minutes

- (a) The Lifesaving Services Committee Chairman or their nominee shall take full and accurate minutes of the Lifesaving Services Committee meetings.
- (b) The minutes shall be promptly distributed to members of the committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

25. Duties of the Office Bearers

25.1 Water Safety Coordinator

The Water Safety Coordinator shall :-

- (a) Be responsible to the Life Saving Services Director and shall be a member of the Lifesaving Services Committee.
- (b) Be the holder of either the Surf Life Saving Certificate or Bronze Medallion and pass the annual proficiency as laid down by Surf Life Saving.
- (c) Be responsible for the supervision of water safety for all events held by the Club.
- (d) Liaise with the IRB coordinator on lifesaving matters.
- (e) Report in writing to each lifesaving services meeting.

25.2 Gear and Equipment Coordinator

The Gear and Equipment Coordinator shall :-

- (a) Be responsible to the Lifesaving Services Director and shall be a member of the Lifesaving Services committee.
- (b) Be responsible for the maintenance and handling of all the Clubs lifesaving equipment.
- (c) Have complete charge of the first aid room and of all the Clubs first aid equipment and life preservation equipment and shall ensure the room is adequately stocked and maintained in good order for immediate use.
- (d) Oversee all sections in relation to the annual gear inspection and be responsible for the distribution of paperwork in relation to same.
- (e) Prepare plans for future gear requirements and submit these to the Sponsorship Coordinator.
- (f) Be responsible for the housing, use and maintaining of the Club bus.
- (g) Report in writing to each lifesaving services meeting.

25.3 Patrol Captains

The Patrol Captains shall :-

- (a) Be responsible to the Lifesaving Services Director and shall be a member of the Lifesaving Services committee.
- (b) Be appointed by the Director of Lifesaving Services prior to the first meeting of the lifesaving services committee after the Annual General Meeting.
- (c) Uphold the Club rules in relation to patrols and lifesaving activities.
- (d) Liaise between the patrolling members and the lifesaving services committee.
- (e) Manage designated patrol and ensure effective and efficient patrols are maintained at all times. Notify alterations as and when necessary.
- (f) Report in writing to each lifesaving services meeting. Should he be unable to attend any lifesaving services meeting he may appoint his vice captain to attend in his absence.

25.4 Registrar

The Registrar shall :-

- (a) Be responsible to the Director of Lifesaving Services and shall be a member of the lifesaving services committee.
- (b) Shall report and record the following information :
 - lifesaving patrol attendances and rescues
 - members record of service and positions held
 - patrol hours for championship entry
 - membership lapses/suspensions
- (c) Assist the Youth Development Committee with Junior Activity registration days.
- (d) Report in writing to each lifesaving services meeting.

25.5 IRB Coordinator

IRB Coordinator shall :

- (a) Be responsible to the Director of Lifesaving Services and shall be a member of the Lifesaving Services committee, be the holder of the Bronze Medallion and IRB Drivers awards.
- (b) Be responsible for the training of drivers and shall liaise with the Director of Education and Training on these matters.
- (c) Have the jurisdiction over the control of the clubs IRB's, motors, trailers and associated equipment wherever situated and shall be responsible for the care, maintenance and storage of same.
- (d) Have the right to call on any member in the Club to assist in handling the boat in all reasonable circumstances and conditions.
- (e) Liaise with Surf Life Saving Sydney on aspects concerning emergency services.
- (f) Liaise with the Water Safety Coordinator on matters concerning IRB's.
- (g) At the request of the Director of Lifesaving, Director of Competition or Patrol Captain, lay buoys for examinations, Club events and the like.
- (h) Provide a list of current IRB drivers to the Director of Lifesaving for inclusion in the patrol roster each season.
- (i) Keep diaries of training schedules, carnival attendance and results and make recommendations where necessary to the competition committee on the formation of teams.
- (j) Attend all IRB competitions to assist the IRB members.
- (k) Responsible for the collation of all carnival entries of all IRB competitors in conjunction with the Director of Competition.

- (l) Attend competition meetings as the need arises to make representation for his members.
- (m) Report in writing to each lifesaving services meeting.

25.6 Assistant Director of Lifesaving

The Assistant Director of Lifesaving shall :

- (a) Be the holder of the Bronze Medallion award and pass the annual proficiency as laid down by Surf Life Saving.
- (b) Be responsible to the Director of Lifesaving Services and shall be a member of the Lifesaving Services Committee.
- (c) Assist the Director of Lifesaving in carrying out his duties and in his absence shall deputise and assume the responsibility for the Director of Lifesaving.
- (d) Initiate, organise and otherwise control such special projects that are referred to him by the Director of Lifesaving.
- (e) Report in writing to each Lifesaving Services meeting.

25.7 Education & Training Coordinator

The Education & Training Coordinator shall :

- (a) Be responsible to the Director of Lifesaving and shall be a member of the Lifesaving Services Committee, be the holder of the Bronze Medallion award and pass the annual proficiency test as laid down by Surf Life Saving
- (b) Review, maintain and make recommendations for the purchase of appropriate training aids.
- (c) Be responsible for the appointment of qualified/trainee instructors annually in preparation for the allocation of squads of all awards as laid down in the manual of Surf Life Saving Australia.
- (d) Coordinate and oversee all education training and examinations.
- (e) Assist with the supervision and training of the annual proficiency test as laid down by Surf Life Saving Sydney Branch.
- (f) Keep informed of all award syllabus changes and advise members of same.
- (g) Report in writing to each Life Saving Services meeting.

25.8 U/16 Coordinator

The U/16 Coordinator shall :

- (a) Be responsible to the Director of Lifesaving and shall be a member of the Lifesaving Services Committee and be the holder of the Bronze Medallion award.
- (b) Assist in supervision of activities and present suggestions and requests on behalf of U/16 members.
- (c) Liaise with appropriate competition section coordinators to ensure the U/16 competitors are entered in carnivals.
- (d) Report in writing to each Lifesaving Services meeting.

25.19 U/18 Coordinator

The U/18 Coordinator shall :

- (a) Be responsible to the Director of Life Saving Services and shall be a member of the Life Saving Services Committee and be the holder of the Bronze Medallion award.
- (b) Assist in supervision and activities and present suggestions and requests on behalf of U/18 members.
- (c) Liaise with appropriate competition section coordinators to ensure that all U/18 competitors are entered in carnivals.
- (d) Report in writing to each Life Saving Services meeting.

26. Competition Committee

26.1 Composition

- (a) The Competition Committee shall comprise :-
- Director of Competition (who shall act as the Chairman of this committee)
 - Assistant Director of Competition
 - Swim Coordinator
 - Board Coordinator
 - Boat Coordinator
 - Beach Coordinator
 - R&R/March Past Coordinator
 - Masters Coordinator
 - Touring Team Manager – Summer
 - Touring Team Manager - Winter
 - Ski Coordinator
 - Coaching Coordinator
 - Board Riding Coordinator
 - Competition Secretary
- (b) The Competition Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance specific matters from time to time.
- (c) Visitors and/or observers may attend meetings by prior agreement of they meeting.
- (d) In the event of the absence of the Director of Competition Chairman, the meeting shall appoint one of its members to act during such absence.

Duties and functions shall be as follows :-

26.2 Charter

- (a) The Competition committee reports via the Director of Competition to the Board.
- (b) The Competition committee shall be responsible for the management of all competition and coaching matters within the club.

26.3 Responsibilities

- (a) Encourage members to realise their potential and athletic abilities.
- (b) Shall select members and/or teams to represent the club at Branch, State, Australian and other approved events of Surf Life Saving Australia, based on the selection criteria laid down by the Club.
- (c) To produce a selection criteria at the start of each season for Board endorsement and distribution to all members.
- (d) Shall keep attendance records of all Club organised training.
- (e) Shall be responsible for all carnival entries.
- (f) Shall liaise with Club Coaches.
- (g) Keep informed of all technical rule changes to competitions and advise coaches and members of same.
- (h) Organise and run the Club Championships and weekly Club events for over 18 members.
- (i) Prepare a budget at the commencement of each season for a 12 month period to be presented to the Director of Finance.

- (j) Consider and if agreeable endorse recommendations for the allocation and use of equipment and the composition of teams as submitted by competition committee coordinators.

26.4 Meetings

The Competition Committee shall be held monthly or as required prior to a Board meeting.

26.5 Quorum

The quorum for any Competition Committee meeting shall be four (4) members.

26.6 Voting

All listed members including the Director of Competition shall be entitled to one vote only on any resolution at all meetings of the Competition meetings at which they are present in person. The Chairman shall be allowed a casting vote.

26.7 Minutes

- (a) The Competition Committee Chairman or their nominee shall take full and accurate minutes of the Competition Committee meetings.
- (b) The minutes shall be promptly distributed to members of the committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

27. Duties of Office Bearers

27.1 Swim Coordinator

The Swim Coordinator shall

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee and be the holder of the Bronze Medallion award.
- (b) Be responsible for the discipline and control of members involved in surf races, belt races, run swim run events, training and competition.
- (c) Arrange swim events for members and submit a suitable program to the Competition Committee.
- (d) Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the competition committee on the formation of teams.
- (h) Attend all competitions to assist the swim team.
- (i) Responsible for the collation of all carnival entries for all swim team competitions in conjunction with the Director of Competition.
- (j) Report in writing to each Competition meeting.

27.2 Board Coordinator

The Board Coordinator shall :

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee and be the holder of the Bronze Medallion award.
- (b) Be responsible for the discipline and control of members involved in board events, training and competition.
- (c) Have the jurisdiction over the control of the clubs boards wherever situated and shall be responsible for the care, maintenance and storage of same.
- (d) Allocate the use of boards to members each season and this must be endorsed by the Competition Committee.
- (e) Arrange board events for members and submit a suitable program to the Competition Committee for approval.

- (f) The craft must be used in special allocated areas as marked out by the Director of Competition, Patrol Captain, Beach Inspector or Director of Lifesaving.
- (g) Keep diaries of training schedules, carnival attendance and results and make recommendations where necessary to the competition committee on the formation of teams.
- (h) Attend all competitions to assist the board paddlers.
- (i) Responsible for the collation of all carnival entries for all board competitions in conjunction with the Director of Competition.
- (j) Report in writing to each Competition meeting.

27.3 Boat Coordinator

The Boat Coordinator shall :

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee and be the holder of the Bronze Medallion award.
- (b) Be responsible for the discipline and control of members involved in surf boat events, training and competition.
- (c) Have the jurisdiction over the control of the clubs surf boats, trailers and associated equipment wherever situated and shall be responsible for the care, maintenance and storage of same.
- (d) Allocate the use of surf boats and training times to members each season and this must be endorsed by the Competition Committee.
- (e) Arrange surf boat events for members and submit a suitable program to the Competition Committee for approval.
- (f) The craft must be used in special allocated areas as marked out by the Director of Competition, Patrol Captain, Beach Inspector or Director of Lifesaving.
- (g) Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the competition committee on the formation of teams.
- (h) Attend all competitions to assist the boat crews.
- (i) Responsible for the collation of all carnival entries for all surf boat competitions in conjunction with the Director of Competition.
- (j) Report in writing to each Competition meeting.

27.4 Beach Coordinator

The Beach Coordinator shall :

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee and be the holder of the Bronze Medallion award.
- (b) Be responsible for the discipline and control of members involved in beach sprint, beach relay and beach flag events, training and competition.
- (c) Arrange beach events for members and submit a suitable program to the Competition Committee for approval.
- (d) Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the competition committee on the formation of teams.
- (e) Attend all competitions to assist the beach competitors.
- (f) Responsible for the collation of all carnival entries for all beach competitions in conjunction with the Director of Competition.
- (g) Report in writing to each Competition meeting.

27.5 R & R / March Past Coordinator

The R & R / March Past Coordinator shall :

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee and be the holder of the Bronze Medallion award.
- (b) Be responsible for the discipline and control of members involved in R & R and March Past events, training and competition.
- (c) Have the jurisdiction over the control of the clubs reels and associated equipment wherever situated and shall be responsible for the care, maintenance and storage of same.
- (d) Allocate the use of surf reels to members each season and this must be endorsed by the Competition Committee.
- (e) Arrange training and events and submit a suitable program to the Competition Committee for approval.
- (f) The equipment must be used in special allocated areas as marked out by the Director of Competition, Patrol Captain, Beach Inspector or Director of Lifesaving.
- (g) Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the competition committee on the formation of teams.
- (h) Attend all competitions to assist the R & R and March Past teams.
- (i) Responsible for the collation of all carnival entries for all R & R and March Past competitions in conjunction with the Director of Competition.
- (j) Report in writing to each Competition meeting.

27.6 Masters Coordinator

The Masters Coordinator shall :

- (a) Be responsible to the Director of Competition and shall be a member of the Competition committee and be the holder of the Bronze Medallion award.
- (b) Keep diaries of training schedules and carnival attendance and results.
- (c) Attend all master competitions to assist the members.
- (d) Responsible for the collation of all carnival entries for all masters competitors in conjunction with the Director off Competition.
- (e) Report in writing to each competition meeting.

27.7 Touring Team Manager – Summer

Touring Team Manager - Winter

The Touring Team Manager shall :

- (a) Be responsible to the Director of Competition and shall be a member of the Competition committee.
- (b) Be responsible for the State and Australian Club representative teams.
- (c) Co-opt assistance to ensure the appointment of appropriate managers (to be confirmed by the Board) for other selected Club representative teams, which may include as examples, State and Australian IRB, State Nipper and Masters. He shall liaise with appropriate Managers to ensure all necessary arrangements are carried out.
- (d) Assist/organise all fundraising activities to raise funds for touring team and liaise with the Finance Committee on such matters.
- (e) Be responsible for accommodation and travel arrangements for touring team and transporting of gear.
- (f) Be responsible for the outfitting of touring team.
- (g) Set team meeting dates.
- (h) Advise the Board of any misconduct by touring team members.
- (i) Report in writing to each competition meeting.

27.8 Ski Coordinator

The Ski coordinator shall :

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee and be the holder of the Bronze Medallion award.
- (b) Be responsible for the discipline and control of members involved in ski events, training and competition.
- (c) Have the jurisdiction over the control of the clubs skis and associated equipment wherever situated and shall be responsible for the care, maintenance and storage of same.
- (d) Allocate the use of skis to members each season and this must be endorsed by the Competition Committee.
- (e) Arrange ski events for members and submit a suitable program to the Competition Committee for approval.
- (f) The craft must be used in special allocated areas as marked out by the Director of Competition, Patrol Captain, Beach Inspector or Director of Lifesaving.
- (g) Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the competition committee on the formation of teams.
- (h) Attend all competitions to assist the ski paddlers.
- (i) Responsible for the collation of all carnival entries for all ski competitions in conjunction with the Director of Competition.
- (j) Report in writing to each Competition meeting.

27.9 Coaching Coordinator

The Coaching Coordinator shall: -

- (a) Be responsible to the Director of Competition and shall be the holder of the Bronze Medallion award and shall be a member of the Competition Committee.
- (b) Source and make recommendations of all club coaches, professional and otherwise.
- (c) Attend Finance Committee meetings to negotiate coaching remunerations as and when required.
- (d) Formulate agreements with coaches for approval by the Competition Committee and final approval by Board of Management.
- (e) Monitor and report on the performance of all club coaches.
- (f) Liaise with all club coaches and make recommendations where necessary for change.
- (g) Keep diaries of all training schedules, carnival attendance and results and make recommendations where necessary for changes.
- (h) Attend all competitions.
- (i) Liaise with the Youth Development Coordinator and/or his representative on coaching programs for this age group of children.
- (j) Attend Youth Development Committee meetings as the need arises, in a non-voting capacity.
- (k) Liaise with the Education & Training Coordinator to promote and encourage members to participate in carnival officials and coaching accreditation programs.
- (l) Report in writing to each Competition committee meeting.

27.10 Board Riding Coordinator

The Board Riding Coordinator shall :-

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee and the holder of the Bronze Medallion award.
- (b) Be responsible for the discipline and control of members involved in surfboard riding events, training and competition.
- (c) Arrange suitable board riding events for members and submit a suitable program to the Competition committee for approval.
- (d) Keep diaries of training schedules, carnival attendance and results and make recommendations where necessary to the Competition committee on the formation of teams.
- (e) Attend all competitions to assist the board riding competitors.
- (f) Be responsible for the collation of all carnival entries for all Board Riding competitions in conjunction with the Director of Competition.
- (g) Report in writing to each Competition committee meeting.

27.11 Assistant Director of Competition

The Assistant Director of Competition shall:

- (a) Be the holder of the Bronze Medallion award and pass the annual proficiency as laid down by Surf Life Saving.
- (b) Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- (c) Assist the Director of Competition in carrying out his duties and in his absence shall deputise and assume the responsibility for the Director of Competition.
- (d) Initiate, organise and otherwise control such special projects that are referred to him by the Director of Competition.
- (e) Report in writing to each competition meeting.

27.12 Competition Secretary

The Competition Secretary shall:

- (a) Be responsible to the Director of Competition and shall be a member of the Competition Committee
- (b) Shall report and be responsible for administration tasks of the Competition Committee including carnival entries, carnival results, minutes and any other duties as directed by the Director of Competition.
- (c) Report in writing to each competition meeting.

28. Youth Development Committee

28.1 Composition

- (a) The Youth Development Committee shall comprise :-
 - Director of Youth Development (who shall act as Chairman)
 - Assistant Director of Youth Development
 - Youth Registrar
 - Age Managers
 - Nipper Gear Coordinator
- (b) The Youth Development Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters from time to time.
- (c) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (d) In the event of the absence of the Youth Development Chairman, the meeting shall appoint one of its members to act during such absence.

Duties and functions shall be as follows : -

28.2 Charter

- (a) The Youth Development Committee reports via the Director of Youth Development to the Board.
- (b) The Youth Development Committee shall be responsible for the programming of all Junior Activity activities of the Club.

28.3 Responsibilities

The Youth Development Committee shall: -

- (a) Be responsible for the conduct and co-ordination of all matters relating to Junior Activity members.
- (b) Provide Junior Activity members with an education and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
- (c) Prepare Junior Activity members for their eventual transition into the marine and patrol involvement of the Club.
- (d) Organise and run all weekly Club events for Junior Activity members.
- (e) Make recommendation to the Competition Committee for appropriate carnival representations for Junior Activity members.
- (f) Encourage members to realise their potential.
- (g) Attend to matters referred by the Board and other committees.
- (h) Prepare and implement plans to attract new members in all categories.
- (i) Organise visits to schools and outside organisations to "spread the word" of surf life saving within South Maroubra.
- (j) Prepare a budget at the commencement of each season for a 12 month period to be presented to the Director of Finance.

28.4 Meetings

Youth Development Committee meetings shall be held monthly prior to a Board meeting.

28.5 Quorum

The quorum for any Youth Development Committee meeting shall be four (4) members.

28.6 Voting

All listed members including the Youth Development Committee Chairman shall be entitled to one vote only on any resolution at all meetings of the Youth Development Committee at which they are present in person. The Chairman shall be allowed a casting vote.

28.7 Minutes

- (a) The Youth Development Committee Chairman or their nominee shall take full and accurate minutes of the Youth Development Committee meetings.
- (b) The minutes shall be promptly distributed to members of the committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

29. Duties of Office Bearers

29.1 Assistant Director of Youth Development

The Assistant Director of Youth Development shall: -

- (a) Be responsible to the Director of Youth Development and shall be a members of the Youth Development Committee and be the holder of the Bronze Medallion award.
- (b) Be responsible for the overall running of Sunday activities and events for Junior Activity members.
- (c) Assist the Director of Youth Development in carrying out his duties and in his absence shall deputise and assume the responsibility of the Director of Youth Development.
- (d) Initiate, organise and otherwise control such special projects that are referred to him by the Director of Youth Development.
- (e) Report in writing to each Youth Development Committee meeting.

29.2 Youth Registrar

The Youth Registrar shall:

- (a) Be responsible to the Director of Youth Development and shall be a member of the Youth Development Committee.
- (b) Responsible for Junior Activity registration days with assistance from the Club Secretary, Treasurer and Registrar.
- (c) Compile lists of members for appropriate Age Managers and keep them updated.
- (e) Compile results from Age Managers.
- (d) Report in writing to each Youth Development meeting.

29.3 Age Managers

The Age Managers shall:

- (a) Be responsible to the Director of Youth Development and shall be members of the Youth Development committee.
- (b) Be appointed and notified by appointment by the Director of Youth Development prior to the first meeting of the Youth Development committee and after the Annual General Meeting.
- (c) Be responsible for the activities and organisation of members in respective ages and compiling results of same for the Youth Registrar.
- (d) Ensure that all Junior Activity members are trained and examined for their respective awards as laid down by Surf Life Saving Australia.
- (e) Report in writing to each Youth Development Committee meeting.

29.4 Nipper Gear Coordinator

The Nipper Gear Coordinator shall:

- (a) Be responsible to the Director of Youth Development and shall be a member of the Youth Development Committee.
- (b) Be responsible for and recording of any youth equipment allocations.
- (c) Be responsible for the housing, use and maintaining of all youth equipment.
- (d) Report in writing to each Youth Development Committee meeting.

30. Discipline and Judicial

The process and procedure for discipline and judicial matters will be as per SLSA Regulations (copy of regulation attached)

31. Right of Appeal of a Disciplined Member

- (a) A member may appeal to the Club at a special general meeting against a resolution of the Board under Rule 30, within seven (7) days after notice of resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (b) The notice, may, but need not, be accompanied by a statement of the grounds on which the member intends to reply for the purposes of appeal.
- (c) On receipt of a notice from a member under clause (a), the Secretary must notify the Board which is to convene a special general meeting of the Club to be held twenty eight (28) days after the date on which the Secretary received the notice.
- (d) At a special general meeting of the Club convened under clause (c) :
 - (i) no business other than the question of the appeal is to be transacted; and
 - (ii) the Board and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
 - (iii) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (e) If at the special general meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

32. Resolution of Internal Disputes

Disputes between members (in their capacity as members) of the Club, and disputes between members and the Club are to be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

33. Executive Committee

The following officers shall constitute the Executive: Chairman, Vice Chairman, Secretary and Finance Director. The Executive shall be empowered to deal with any matters or urgency or emergency. Any matters so dealt with shall be reported to the first Board meeting occurring thereafter for confirmation and endorsement. Three (3) members shall form a quorum.

34. Disciplinary Committee

The disciplinary committee shall consist of the Vice Chairman (Convenor) and four (4) Life Members as elected at the Annual General Meeting. It shall deal with all actions referred to them by the Board and report to the Board its findings and recommendations.

35. Life Membership Committee

- (a) The Life Membership Committee shall consist of a minimum of two (2) Life Members and two (2) members eligible to stand/vote for office (refer Rule 12) as elected at the Annual General Meeting.
- (b) The Life Membership Committee shall appoint a convenor from this committee who shall act as the Chairman of this committee and shall be entitled to a casting vote.
- (c) The Life Membership Committee shall deal with all nominations for Life Membership as provided to them by the Club Secretary.

36. Constitution Committee

The constitution committee shall consist of four (4) members elected at the Annual General Meeting, with a minimum of 2 Life Members. The committee shall deal with all matters referred to them by the Board and to report to the Board its recommendation or any changes or alterations to the Rules of the Club.

37. Sub Committees

Sub committees or special committees may be elected from time to time by the Board. Duties of sub committees are referred to in officers duties.

38. Financial Year

The financial year of the Club shall commence on May 1st through to April 30th.

39. Members Liability

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership fees.

40. Annual General Meeting

- (a) Shall be held once every calendar year on any Sunday in June or July.
- (b) Shall receive the Annual Report and Financial Statement of the previous year and to elect the officers of the Club for the ensuing twelve (12) months.
- (c) Persons eligible to vote are defined in Rule 12.
- (d) 20 members eligible to vote shall form a quorum. If a quorum is not gained the meeting shall be adjourned and re-convened 7 days after the original meeting date and those present shall form a quorum.
- (e) Voting at the AGM shall be a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except those matters which must be decided by a special resolution of 2/3 majority, ie. Life membership & Honour Blazer.
- (f) Any proposed alterations to rules, refer to Rule 47.
- (g) The Secretary shall carry out the following in relation to the AGM : -
 - (i) advise all members in writing 14 days prior, including agenda, office bearers for election with nomination form, and any other relevant information.
 - (ii) place notice of meeting on Clubs notice Board 30 days prior.
 - (iii) nominations for office must be in writing and must be proposed and seconded and in the hands of the Secretary 4 days clear of the meeting.
 - (iv) nominations received shall be checked and placed on the Clubs notice Board 3 days prior to the AGM.
 - (v) in the absence of written nominations for any office or office bearer prior to the AGM, nominations may be made orally at the meeting by members eligible to vote and having the nominees approval.

41. Special General Meeting

- (a) May be called when deemed necessary by the Secretary and/or the Board, or a request in writing signed by fifteen (15) active and financial members eligible to vote.
- (b) Such notice must clearly state the business to be transacted.

- (c) shall be placed on Clubs notice Board by the Secretary within twenty one (21) days of receipt of the request and members be advised in writing fourteen (14) days prior to the intended date.
- (d) No other business shall be transacted.
- (e) Meeting shall be conducted under the same rules as an Annual General Meeting.
- (f) If the committee fails to convene the meeting within one month after the date on which a requisition was lodged with the Secretary, any or one of the members who made the requisition may convene a special general meeting to be held no later than three (3) months after that date.
- (g) A meeting convened in the above manner shall be convened as nearly as practical in the same manner as general meetings and any member who incurs expenses may be entitled to be reimbursed by the Club.

42. Politics and Religion

- (a) The Club shall be strictly non political and non sectarian and shall not directly or indirectly allow to be introduced at any meeting any matter intended or likely to support or attach may cause in any political or religious controversy, actual or potential.
- (b) Any member who publicly participates in any political gathering or meeting, be done, so as to indicate that the views expressed are those of the Club.

43. Premises and Property

- (a) The security of the Clubhouse shall be vested in the Board.
- (b) The Board shall at all times ensure that the Club property is adequately insured.
- (c) All equipment purchased by the Club or donated to the Club shall always remain the property of the Club.
- (d) No member shall remove from the Club or use any of the Clubs property for any purpose other than that for which it is intended without the sanction of the Chairman and/or the Building Coordinator.
- (e) All property wilfully damaged or destroyed shall be paid for or replaced by those found to be responsible.
- (f) The Clubhouse is for the use of Club members or as directed by the Board.

44. Loan or Hiring of Clubhouse

- (a) The Club premises cannot be loaned or hired to individuals or outside organisations for the staging of social functions without the permission of the Board and then only if the "hiring rules" are carried out fully and supervised by the Secretary/Public Officer. All applications for hire must be in writing and directed to the Secretary/Public Officer. A formal Club Hire form must be signed by the hirer and the Club prior to the function and all monies received.
- (b) No unseemly conduct likely to interfere with the comfort of the Club members will be permitted.

45. Purchases

No member shall make any purchases or commit the Club to financial debt using the Clubs name without prior approval of the Board or in an emergency receiving the approval of the Executive Committee, who must verify their action at the next Board.

46. Dissolution

The Club shall be dissolved in the event of membership being less than three (3) persons or upon the vote of three fourths majority of members present at a special general meeting convened to consider such question. Upon dissolution, assets and funds on hand shall, after payment of all expenses and liabilities be handed over to Surf Life Saving Sydney Inc or if it is not a registered or exempt charity at the time of dissolution, then to some other registered or exempted charity or charities.

47. Common Seal

The common seal of the Club shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Board. The stamping of the common seal shall be witnessed by the signatures of two (2) members of the Board.

48. Alterations to Rules

Provided that the Minister of the Crown for the time being administering the Charitable Collections Act, 1934, shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made.

- (a) Any proposed new alterations to the Club's rules which have not been approved by the Board, or any other business shall only be considered if handed to the Secretary twenty one (21) days prior to the AGM and duly signed by fifteen (15) petitioning members who are financial and eligible to vote. Such changes must be sent to all members fourteen (14) days prior.
- (b) A regulation shall, until repealed or amended and after any amendment, as amended, be binding upon the Committees and all sub committees and members.
- (c) A regulation that is made, repealed or amended shall be posted on the Clubs notice Board within seven (7) days of such making, repealing or amending and remain so posted for one (1) month.
- (d) All members shall be deemed to have had notice of the rules and regulations of the Club and to have agreed to abide thereby.

49. Proviso

The foregoing Rules are intended to not conflict with the Commissions Association Incorporation Act 1984 (No. 143) "Model Rules" and where conflict may seem to occur the Model Rules shall apply.

50. Non Committee Positions

50.1 Assistant Secretary

The Assistant Secretary shall:

- (a) Be responsible to the Club Secretary.
- (b) Assist the Secretary in carrying out his duties and in his absence shall deputise for the Secretary.
- (c) When deputising for the Secretary, the position does not allow voting on any committees to which they may attend on behalf of the Secretary.

50.2 Club Safety Officer

The Club Safety Officer shall:

- (a) Be responsible to the Board of Management.
- (b) Liaise with Sydney Branch Safety Officer and SLSNSW Safety Officer where required.
- (c) Perform Risk Management responsibility for the Club.
- (d) Supervise Injury Reporting and Injury Management.
- (e) Provide written reports monthly to the BOM meeting via the Club Secretary.

50.3 Honorary Professional Officers

The Club may appoint such officers from time to time in an honorary capacity, in that professional sphere that would assist the good management of the Club and the welfare of its members.

50.4 Auditor

The Finance Director shall present the books of the Club to the Hon. Auditor for examination prior to the printing of the Annual Report and Financial Report. The Hon. Auditor shall provide a written statement of the Club's financial affairs which shall form a part of the annual report.

51. Press Statements

No member shall make statements to the press or media concerning policy, activities, incidents etc. Such information may only be supplied by the Secretary, Chairman or Vice Chairman and in their absence by an officer of the Clubs Executive.

52. Stationery

The Club shall supply all books, stationery etc for the use of the officials. Such stationery etc shall be the property of the Club.

53. Custody of Books

Except as otherwise provided by in these rules, the public officer must keep in his custody or under his control all records, books and other documents relating to the Club.

54. Inspection of Books

The records, books and other documents of the Club must be open to inspection, free of charge, by a member of the Club at any reasonable hour.

55. Funds - Source

- (a) The funds of the Club are to be derived from annual subscriptions of members, donations and, subject to any resolution passed by the Club, such other sources as the Club determines.
- (b) All money received by the Club must be deposited as soon as practicable and without deduction to the credit of the Club's bank account.
- (c) The Club must as soon as practicable after receiving any money issue an appropriate receipt.

56. Funds - Management

- (a) Subject to any resolution passed by the Club in general meeting, the funds of the Club are to be used in pursuance of the objects of the Club in such manner as the Board determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two (2) members of the Board, being members authorised to do so by the Club.

57. Visitors

A member may invite a visitor into the Club premises provided that such visitor is first introduced to a member of the Board. The introducing member shall be responsible for such visitor. Notwithstanding the foregoing, an Officer may permit distinguished visitors to use the Club premises at his discretion and shall report such permission to the Board.

58. Standing Orders of the Board

The Board shall meet at least once in every month for the conduct of business which is to be dealt with in the following order:-

- (a) Opening - Apologies
- (b) Reading and Confirmation of Minutes of Previous Meeting
- (c) Business arising from Minutes
- (d) Minutes of Committees - Executive, Lifesaving Services, Competition, Youth and Development, Finance etc.
- (e) Correspondence - Secretary
- (f) Financial Report - Director of Finance
- (g) Accounts for payment
- (h) Written reports from Officers
- (I) Questions relating to current business
- (j) Adjourned motions
- (k) Motions of which due notice seven (7) days has been given to the Secretary
- (l) Notices of motion in writing for subsequent meeting
- (m) General Business
- (n) Closure or Adjournment

59. Special Meeting of the Board

A special meeting of the Board may be summoned: -

- (a) By a resolution of the Board.
- (b) On written request by any four (4) of the Board, within seven (7) days of receipt of such request to the Secretary, specifying the business to be dealt with.
- (c) By the Chairman or the Secretary.
- (d) At least two (2) clear days of notice of such meeting, in writing be given to each Board member.

60. Procedures and Rules of Debate

- (a) Whenever the Chairman arises during debate, the member then speaking shall be silent and resume his seat.
- (b) In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon the speaker to withdraw and apologise.
- (c) The Chairman may call a member to order. If such member persists in being disorderly, the Chairman may call upon such member to withdraw from the meeting.
- (d) It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from a ruling, on matter or procedure and points of order.
- (e) Any members desiring to speak shall stand up and address the Chairman.
- (f) If two or more members rise to speak at the one time, the Chairman shall decide who is entitled to priority.
- (g) 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.
- (h) No member shall interrupt another member who is speaking except to raise a point of order.
- (i) No member shall digress from the subject under discussion.
- (j) No member shall use offensive or unbecoming words.
- (k) During the debate a member may raise a point of order whereupon the member then speaking shall be seated until the point of order. The mover of the motion of

dissent shall concisely state the point. The seconder and Chairman only may then speak to the motion.

- (l) It shall be competent of 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 the motion of dissent shall concisely state the point. The seconder and Chairman only may then speak to the motion.
- (m) 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 any 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".
- (n) 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.
- (o) A member may move the adjournment of the debate to a subsequent meeting. If a 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.
- (p) Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- (q) The mover of the motion shall not occupy more than five (5) minutes, provided that the meeting may, by resolution, without debate grant on any amendment to the motion.
- (r) 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 but may speak again on any amendment to the motion.
- (s) The mover of the motions right of reply shall be exercised at the end of the debate.
- (t) The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- (u) Any member (other than as provided in sub clause (v)) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- (v) 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.
- (w) A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- (x) 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 one time.
- (y) 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.
- (z) The mover of an amendment has not right of reply:-
 - (aa) A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
 - (ab) Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in order in which they are received.

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- (ac) When an amendment is carried the motion as amended becomes the motion before the meeting.
- (ad) 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.
- (ae) 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 a two to one majority vote, orders its re-committal.

Attachment – SLSA Regulations Discipline & Judicial

Updated After AGM July 2011