



CONSTITUTION

OF THE

NORTH STEYNE

SURF LIFE SAVING CLUB

INCORPORATED

RULES

As at 20 July 2008

1. NAME

The Club shall be called the "North Steyne Surf Life Saving Club Incorporated."

2. OBJECTS

- (a) To study, teach, promulgate and practise the methods of surf lifesaving;
- (b) To minimise loss of life and injury by providing surf lifesaving patrols and equipment;
- (c) To foster, promote and encourage community service and sporting competition through surf lifesaving;
- (d) To conduct carnivals, competitions and social functions for the benefit of the Club;
- (e) To carry on any activity whatsoever calculated directly or indirectly to enhance the interests of the Club.

3. AFFILIATION

The Club shall be affiliated with Surf Life Saving Australia Limited and such other kindred bodies which may be decided upon at the A.G.M.

4. MEMBERSHIP

- (a) Subject to these Rules, Regulations and By-Laws the members of the Club shall be the members of the Club immediately prior to the adoption of this constitution together with such other people as the Board admits to membership.
- (b) Membership is open to all persons who accept the Rules, By-Laws and Regulations of the Club and of S.L.S.A.
- (c) Persons wishing to become members of the Club shall apply on the membership application form, which among other details will require acceptance of the Club's and the S.L.S.A.'s Rules, By-Laws and Regulations.
- (d) The Board shall determine whether or not to approve an application or a re-application for membership.
- (e) Members shall pay such fees, and at such time, as has been determined by the Board.

5. Cessation of Membership

A person ceases to be a member if the person:-

- (a) Dies
- (b) Resigns
- (c) Is expelled from the Club or is rejected by the Board provided in Rule 4(d).
- (d) Suffers cancellation of membership under Rules, Regulations and By-Laws relating to breaches concerning patrols, financial status or the gaining of awards or breaches of discipline.

6. BOARD OF DIRECTORS

The Board of Directors shall consist of:-

President / Chairman of Directors
Deputy President / Deputy Chairman of Directors
Secretary / Administration Director
Treasurer / Finance Director
Club Captain / Lifesaving Director
Competition Director
Chief Instructor / Education Director
Junior Activities Director
Marketing Director
General Activities Director
Director of Youth Development
(and in the absence of any Director for whom there is an Assistant Director, that Assistant Director)

Any Six (6) shall form a quorum.

- (a) Each member of the Board shall be elected at the A.G.M. In addition the members may elect an Assistant Director for each member of the Board other than the President/Chairman. Any casual vacancy occurring on the Board shall be filled by any Assistant Director to that person or if there is none may be filled by a member appointed by the Board. Any casual vacancy in the office of Assistant Director may be filled by a member appointed by the Board. All other Office Bearers shall be appointed by the Board after calling for expressions of interest.
- (b) Each member of the Board and each Assistant Director shall hold appointment from the date of their election or appointment until the next A.G.M.
- (c) Retiring Board members are eligible for re-election.
- (d) The Board shall meet at least monthly.

- (e) If within one ½ hour of the time appointed for the commencement of a Board meeting a quorum is not present, the meeting will stand either adjourned to the same time at the same hour of the same day in the following week or as the President convenes.
- (f) Additional Board meetings may be convened by resolution of the Board or by the President.
- (g) The Board may, whenever it thinks fit, convene a special general meeting of the Club. A special general meeting must be convened by the Board on receiving a written request to do so from at least 10% of the membership.
- (h) A requisition of members for a special general meeting:-
 - (i) Shall state the purpose or purposes of the meeting.
 - (ii) Shall be signed by the members making the requisition.
 - (iii) Shall be lodged with the Secretary.
- (i) Where a member of the Board is absent or ceases to hold office, a reference in this constitution to that Director shall be deemed to be a reference to the Assistant Director for that office.

7. PUBLIC OFFICER

- (a) The Board shall appoint a person who is, 18 years of age or older and resident of New South Wales, to the position of Public Officer.
- (b) The Board may at any time remove the Public Officer and appoint a new one.
- (c) The Public Officer shall be deemed to have vacated the position in the following circumstances:-
 - (i) Death
 - (ii) Resignation
 - (iii) Removal by the Board or at a general meeting
 - (iv) Bankruptcy or financial insolvency
 - (v) Mental Illness
 - (vi) Residency outside New South Wales
- (e) When a vacancy occurs in the position of Public Officer the Board shall within 14 days notify the appropriate government department by the prescribed form and appoint a new Public Officer.
- (f) The Public Officer is required to notify the appropriate government department by the prescribed form concerning:-
 - (i) Notice of Vacancy & appointment of Public Officer (14 days)
 - (ii) A change in residential address of Public Officer (14 days)
 - (iii) A change in the Club's Objects or Rules (1 month)
 - (iv) The Club's financial affairs (1 month)
 - (v) A change in the Club's name (1 month)

- (g) Service of documents is effected by serving them on the Public Officer or by serving them personally on any two members of the Board.

8. DISCIPLINE

- (a) Is vested in the Judiciary Panel.
- (b) At the AGM three persons shall be elected to form the Judiciary Panel (called herein the JP). At the AGM one of the persons so elected to the JP shall be elected as Chairman of the JP. In the event of a casual vacancy for any reason on the JP the Chairman of the JP shall in his or her unfettered discretion appoint a replacement. Any person elected to the Board shall not be eligible to be elected or to be appointed to the JP in that year.
- (c) The Board is not empowered to determine disciplinary matters or to impose any sanction whatsoever on a Member. All disciplinary matters shall be referred in writing by the Board to the Chairman of the JP. Such referral shall state the nature of the misconduct. The Chairman shall promptly convene a meeting of the JP. At least 7 days written notice of such meeting and of the complaint being made shall be given to the Member.
- (d) Members appearing before the JP shall have the right to legal representation, to call evidence and to make submissions to the JP. The JP shall determine its own procedures and rules for the determination of complaints subject only to its obligation to ensure that the rules of natural justice and procedural fairness are observed.
- (e) The JP may impose sanctions including one or more of the following namely removal from office, expulsion, suspension, penalty patrols, reprimand, payment of restitution for property damaged or destroyed or stolen and the ordering of voluntary work relating to Club activities. The JP may also stay part or the whole of any penalty imposed above on terms and conditions that the Member is of good behaviour for a period determined by the JP and or the Member performs voluntary work relating to Club activities as determined by the JP for a minimum number of hours as determined by JP.

9. APPEALS

Appeals must be lodged within 14 days to Surf Life Saving Sydney Northern Beaches. The Board and the member concerned both have right of appeal.

10. DISPUTES

Disputes between members on any issue covered by these Rules, By Laws or Regulations shall be determined by the Board.

If a member disputes any decision of the Board it shall be decided upon as an appeal as per Rule 9.

11. GENERAL MEETINGS

- (a) An A.G.M. shall be held each year within 6 months from the end of the financial year.
- (b) At least 14 days notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- (c) Written notice of all general meetings shall be given either personally, by post or by electronic mail.
- (d) In the case of the A.G.M. the following minimum business shall be transacted:
 - (i) Confirmation of minutes of previous A.G.M. and any subsequent general meetings.
 - (ii) Receipt of the Board's report upon the activities of the previous season.
 - (iii) Election of Patron, Directors, Judiciary Panel and Trustees.
 - (iv) Receipt and consideration of a financial statement from the Board which is not misleading and gives a true and fair view for the last financial year of the Club's:-
 - Income and expenditure
 - Assets and liabilities
 - Mortgages, charges and other securities
 - Trust properties
 - (v) Affiliation with Surf Lifesaving Sydney Northern Beaches Inc.
- (e) The quorum for a general meeting shall be 20 members present and entitled to vote. If within 1 hour of the time appointed for a general meeting a quorum is not present the meeting shall be postponed to a time and date to be determined by the Board.
- (f) Nominations of candidates for election as Directors, Assistant Directors, Life Membership & Honours Panel and Judiciary Panel shall be in writing. If the number of nominations is equal to the number of positions to be filled then the persons nominated shall be deemed to be elected. If the number of nominations exceeds the number of positions then a ballot shall be held.
- (g) If there are insufficient nominations for any position then further nominations will be accepted from the meeting. Any positions that are not filled will be filled by the Board.
- (h) Voting at general meetings shall be by show of hands unless a secret ballot is demanded. Decisions shall be by simple majority except for those meetings which deal with a special resolution where a three quarter majority is required.

- (i) There shall be no proxy votes.
- (j) In the case of equality of votes then the person appointed as chairman shall have a second or casting vote.
- (k) The chairman of a general meeting at which a quorum is present, may, with the consent of the majority of members present and voting adjourn the meeting to a time (not exceeding 14 days) and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

12. SPECIAL RESOLUTIONS

- (a) A special resolution must be passed by a general meeting of the Club to affect the following changes:-
 - (i) A change in the Club's name
 - (ii) A change in the Club's Rules
 - (iii) A change in the Club's Objects
 - (iv) An amalgamation with another incorporated association
 - (v) To voluntarily wind up the Club and distribute its property
 - (vi) To apply for registration as a company or co-operative
- (b) A special resolution shall be passed in the following manner:-
 - (i) A notice must be sent to all members advising that a general meeting is to be held to consider a special resolution.
 - (ii) The notice must give details of the proposed special resolution and give at least 21 days notice of the meeting.
 - (iii) A quorum must be present.
 - (iv) At least three quarters of those present and entitled to vote must vote in favour for the resolution to be successful.

13. NOTICES

Notices sent by post shall be deemed to have been received two days after the date of posting.

14. BOARD OF DIRECTORS

- (a) The club shall have its affairs controlled and managed by office bearers known as the Board of Directors.
- (b) Notice of Board Meetings shall be given at the previous Board meeting or by such other means as the Board may decide upon.
- (c) Questions arising at any meeting shall be decided by majority vote of those present and voting. In the case of equality of votes the person appointed to chair the meeting shall have a second or casting vote.
- (d) A quorum at a Board meeting shall be six and for any panel three.

15. DUTIES OF BOARD OF DIRECTORS

- (a) The President shall be the official representative of the Club. He is the chairman of the Board of Directors. He may call an additional meeting of the Board with due notice.
- (b) The Deputy President shall represent the Club in the absence of the President and shall assist the President and other Directors at all times. He shall take a strong interest in discipline and morale and he shall act as convenor of any disciplinary or judicial panel.
- (c) The Secretary shall conduct all correspondence on behalf of the Club. He shall see that all records are properly kept. He shall issue notices of all meetings as required and shall post notices in the Clubhouse as directed by the Board or as required. He shall propose the Club's Annual Report for submission to the A.G.M. He shall ensure that minutes are taken of all meetings and shall keep a summary of important resolutions passed. He shall have custody of all Club records including current copies of the Constitution including the Rules, By-Laws and Regulations. He shall be the Convenor of the Administration and Finance Panel.
- (d) The Treasurer shall control all financial aspects of the Club as authorised. He shall pay such accounts which have been presented to the Board and approved for payment. He shall ensure that all monies received by the Club are paid into an account in the Club's name as soon as practicable and a receipt issued on official receipt forms. He shall keep proper books of account and shall present a financial statement to each Board meeting. He shall annually prepare a duly audited revenue account and balance sheet for the financial year to be presented to members for adopting with the Annual Report. He shall have custody of all bank passbooks, cheque books, order forms and receipt books. He shall be a member of the Administration and Finance Panel.
- (e) The Club Captain shall arrange patrols and select personnel and Captains thereof. He shall ensure that all active members are proficient. He shall have authority to require any member to perform any duty consistent with the Club Rules, By-Laws or Regulations. He may disqualify any member from competition with approval from Board of Directors. He shall be the Convenor of the Lifesaving Panel.
- (f) The Competition Director shall be responsible for the organisation and discipline of all competitors and teams competing in the Club's name except Junior Activities. He shall prepare entries for all carnivals and championships. He will ensure that proper records are kept of results of all events in which club members are involved. He may disqualify any member from competition with approval of the Board of Directors. He shall oversee all Club competitions and Championships. He shall be the Convenor of the Competition Panel.
- (g) The Chief Instructor shall arrange all classes and squads for members in training for all awards and qualifications. He shall appoint Instructors to squads as required. He shall be the Convenor of the Education Panel.

- (h) The Junior Activities Director shall be responsible for the administration and conduct of junior activity members of the Club. He shall supervise all activities including education, competition and is responsible for all equipment. He shall be the Convenor of the Junior Activities Panel.
- (i) The Marketing Director shall be responsible for the marketing of the Club to sponsors and potential sponsors, publicity and Club Newsletter. He shall be the Convenor of the Marketing Panel.
- (j) The General Activities Director shall be responsible for co-ordinating activities of the Club referred to him by the Board, such as but not limited to:
 - surf carnivals and special events, social activities, Clubhouse and gymnasium administration, Club Representative Teams and history. He shall be the Convenor of the General Activities Panel.
- (k) The Director of Youth Development shall be responsible for development, programming and co-ordinating activities of the Club's 15 – 19 year old members, He shall be the Convenor of the Cadet training and development Panel.
- (l) Each Assistant Director shall, in the absence of the Director concerned, have the responsibilities of that Director. The Assistant Director to the Deputy President shall be House Manager and have responsibility for the Club premises, maintenance, lockers, gym and hire of the Premises and such other matters concerning the Club premises as are delegated by the Board.

16. ADVISORY PANELS

The Board may appoint officers and/or members to a panel on any matter. Panels shall present minutes and or a written report to the next Board meeting.

17. CASUAL VACANCIES

For the purpose of these rules a casual vacancy in the office of a member of the Board or Panel occurs if the member:-

- (a) Dies
- (b) Ceases to be a member of the Club
- (c) Becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code.
- (d) Resigns office by notice in writing given to the Secretary.
- (e) Is removed from office.
- (f) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

- (g) Is serving a sentence of penal servitude or imprisonment with or without hard labour.
- (h) Is absent without consent of the Board from all meetings of the Board held during a period of 3 months.

Any such vacancy occurring shall be filled by the Board.

18. REGISTER

A register of members shall be kept by the Club showing the name address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.

19. INSPECTION OF BOOKS ETC.

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

20. FINANCE

- (a) The financial year of the Club shall be determined by the Board from time to time.
- (b) The funds of the Club shall be derived from the fees of members, donations, grants and other such sources approved by the Board.
- (c) The income and property of the Club shall be used only for promotion of the Objects of the Club and shall not be paid or transferred to members by way of dividend, bonus or profit providing always that a member of the Club may be employed for specific duties.
- (d) Payments shall be made through a petty cash system or by cheques signed by 2 signatories authorised by the Board. Major expenditure can only be approved in advance by the Board.

21. MEMBERS' LIABILITY

The members of the Club shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club except to the amount of unpaid membership fees.

22. INSURANCE

The Club shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded necessary by the S.L.S.A.

23. SURPLUS PROPERTY

Surf Life Saving Sydney Northern Beaches Inc or its successors is to become possessed of the surplus assets and property of the Club in the event of the Club being wound up as per Rule 12 (a) (v).

24. COMMON SEAL

The Common Seal of the Club shall be kept in the custody of the Public Officer and shall only be affixed to a document with the approval of the Board. The affixing of the Common Seal is to be witnessed by the signatures of 2 members of the Board.

25. ALTERATIONS TO RULES

The Objects and these Rules may be altered only by a special resolution in accordance with Rule 12.

26. PROVISIO

The foregoing Rules are intended not to conflict with the New South Wales Associations Incorporation's Act (1984) "model rules" and where conflict may seem to occur the "model rules" shall apply.

27. INTERPRETATION

Where reference is made to Surf Life Saving Association, it shall refer to "Surf Life Saving Australia Ltd" or its successors.

Where reference is made to The Club, it shall refer to "The North Steyne Surf Life Saving Club Incorporated."

Where reference is made to the Board, it shall refer to "The Board of Directors" of the North Steyne Surf Life Saving Club Incorporated.

All words and phrases importing the male gender shall mean the male and female gender.

S.L.S.A. - Surf Life Saving Australia Ltd.

A.G.M. - Annual General Meeting

J.A. - Junior Activities

J.P. - Judicial Panel

BY-LAWS

As at 20 July 2008

1. MAKING, REPEALING AND AMENDING BY-LAWS

- (a) A general meeting of the Cub may, by resolution, make By-Laws, not inconsistent with the Club's or the S.L.S.A.'s Rules, for or with respect to any matter that by these Rules is required or permitted to be prescribed by By-Laws, or that is necessary or convenient to be prescribed for the just and efficient running of the Club.
- (b) A By-Law shall, until repealed or amended, be binding upon the Board and all Panels/sub-committees and members.
- (c) A By-Law may be made, repealed or amended only by a notice of motion in accordance with By-Law 12.
- (d) A By-Law that is made, repealed or amended shall be posted on the Club notice board within 7 days of such making, repealing or amending and remain so posted for a period of one month.

2. MEMBERSHIP CATEGORIES

Membership of the Club shall consist of the following classes:-

- (a) Life
 - (b) Honorary
 - (c) Long Service
 - (d) Active
 - (e) Active Reserve
 - (f) Junior
 - (g) Cadet
 - (h) Junior Activities
 - (i) Associate
 - (j) Auxiliary
-
- (a) Life Members may be appointed from among members who have rendered extraordinary and outstanding service to the Club. Life members shall retain voting rights. Life Members are eligible to be members of all advisory panels.
 - (b) Honorary membership may be conferred annually upon any person if it considered that such action is in the interests of the Club. They shall not be required to perform any active or official duties and shall not have power to vote at any meetings of the Club.
 - (c) Long Service membership shall be granted to those active members who have completed a period of service the length of which shall be determined from time to time by the Board but which shall not be less than 12 years continuous service.

- (d) Active membership shall consist of all members of the Club who are holders of the Association Bronze Medallion. They shall conform to all requirements laid down by either the Club or the S.L.S.A. If an active member becomes resident outside of the metropolitan area he shall be entitled to absentee membership and shall retain all the rights and privileges of active membership.
- (e) Active Reserve Members are active members who have completed a period of service determined from time to time by the Board but which shall not be less than 8 years continuous service, if in the opinion of the Board there are sufficient active members to maintain adequate patrols. The Board may refuse any application for active reserve status if it considers the member's service and record is unsatisfactory. Any member may also be removed from the active reserve list if the member is found guilty of a breach of the Club's Rules, By-Laws or Regulations. Members transferring from other affiliated Clubs of the S.L.S.A., who have a minimum of 3 years continuous service at that Club may at the discretion of the Board have such service credited to the member for the purpose of active reserve and long service requirements.
- (f) Junior members are active members under the age of 19 years.
- (g) Cadet members shall be the holders of the S.L.S.A. Surf Rescue Certificate.
- (h) Junior Activity members shall conform to the age limits and standards laid down by the S.L.S.A. They are not entitled to vote or stand for office.
- (i) Associate members shall consist of members who have an interest or association with the Club or the Association and who for reasons satisfactory to the Board are unable to become active members. Parents of Junior Activity members not holding the Bronze Medallion may be admitted to this category.
- (j) Auxiliary members shall consist of any person that the Board sees fit to admit to this category. Auxiliary members shall not be entitled to vote or stand for office.

3. ELECTION OF MEMBERS

Shall be vested in the Board as per Rule 4. The following requirements shall exist for the following categories:-

- (a) **Life Members:** Life Members may be appointed from among members for extraordinary, & outstanding service to the Club.
 - (i) A member may only be appointed as a Life Member if each of the following steps is satisfied: -
 - (A) The member must be nominated by five (5) members each with a minimum 10 years service with that nomination being endorsed by two Life Members.

- (B) The Life Membership and Honours Panel must by a 75% majority recommend to members that the member be appointed as a Life Member.
 - (C) The members must by a special resolution of 75% of those present in person conducted by secret ballot resolve to appoint the member as a Life Member.
- (ii) The following provisions apply in relation to the appointment of a member as a Life Member:
- (A) Any nomination must be in writing, must be accompanied by supporting documentation and must be submitted to the President.
 - (B) The President must refer any nomination to the Life Membership and Honours Panel.
 - (C) A recommendation by the Life Membership and Honours Panel that a member be appointed as a Life Member must be sent to the Board. The Board must give notice to members of the proposed special resolution to appoint the member as a Life Member for determination at the next Annual General Meeting or in extenuating circumstances at a Special General Meeting.
- (iii) The following guidelines must be applied in determining whether to recommend and appoint a member as a Life Member:
- (A) A minimum fifteen (15) years continuous, extraordinary, and outstanding service is generally required to be considered for Life Membership.
 - (B) There are five core areas in which members contribute to the progress of the Club.
 - Lifesaving (patrols etc)
 - Education (bronze medallion & other instruction)
 - Competition
 - Administration
 - Junior Activities
- (iv) Extraordinary and outstanding service in at least 4 of these core areas over a 15 year period is an appropriate benchmark for Life Membership. If a member did not make this contribution in at least 4 core areas then the member would need to have contributed for a longer period. In some instances a member's contribution is so extraordinary and outstanding that a lesser period would be appropriate.
- (b) **Active Membership.** All candidates must be proposed and seconded by financial members of the Club. The application shall be posted on the Club notice board for a period of 7 days to allow for objections by any member. All candidates may be required to attend the Board meeting which considers

their application. Upon acceptance all candidates must undergo training for the S.L.S.A. Bronze Medallion unless this award is already held. All candidates should complete and pass such examinations as is necessary to gain this award within 3 months of acceptance of his nomination. If the candidate does not pass the appropriate examinations the Board may reconsider his application.

- (c) **Junior Membership.** All conditions attached to active membership shall apply.
- (d) **Cadet Membership.** All conditions attached to active membership shall apply except the candidate shall undergo training for the S.L.S.A. Surf Rescue Certificate.

4. SUBSCRIPTIONS AND DUES

Are due and payable on or before the 31 October each year. Any member who fails to renew his subscription before the 1 December each year shall forfeit his membership.

5. OFFICERS OF THE CLUB

The Board may appoint officers as necessary from time to time.

- (a) **Officers** may include but not be limited to the following:-

Club Captain	}	
Rescue Services Co-ordinator	}	
Patrol Co-ordinator	}	
I.R.B. Co-ordinator	}	Members of the
Patrol Equipment Co-ordinator	}	Lifesaving Panel
Radio Co-ordinator	}	
Patrol Captains	}	
Medical Officer	}	
Chief Instructor	}	
Lifesaver Training Co-ordinator	}	
A.R.C. Co-ordinator	}	Members of the
1 st Aid Co-ordinator	}	Education Panel
Schools Co-ordinator	}	
Recruiting Co-ordinator	}	
Competition Director	}	
Competition Development Co-ordinator	}	
Race Co-ordinator	}	
Board/Ski/Swim Co-ordinator	}	
Beach Co-ordinator	}	Members of the
Boat Co-ordinator	}	Competition Panel
R & R Co-ordinator	}	
Masters Co-ordinator	}	

Entries Co-ordinator	}	
Secretary	}	
Treasurer	}	
Assistant Secretary	}	Members of the Administration and Finance Panel
Assistant Treasurer	}	
Registrar	}	
Legal Advisor	}	
Auditor	}	
Delegates	}	
Junior Activities Director	}	
Assistant J.A. Co-ordinator	}	
J.A. Training Officer	}	Members of the Junior Activities Panel
J.A. Treasurer	}	
J.A. Secretary	}	
J.A. Registrar	}	
J.A. Competition Co-ordinator	}	
Development Co-ordinator	}	
J.A. Age Managers	}	
General Activities Director	}	
Club Manager	}	
Carnival Organiser	}	Members of the General Activities Panel
Special Events Co-ordinator	}	
Social Events Co-ordinator	}	
Gymnasium Co-ordinator	}	
Representative Team Co-ordinator	}	
Historical Co-ordinator	}	
Marketing Director	}	
Assistant Sponsorship Co-ordinators	}	Members of the Marketing Panel
Publicity Officer	}	
Newsletter Editor	}	
Chairman of Judicial Panel	}	Members of the Judiciary Panel
Judicial Panel Members	}	

- (b) The Club may also elect any number of Patrons at the AGM. The Board may appoint additional Patrons from time to time.
- (c) The Club may elect 5 Trustees at the AGM. Trustees should be Life Members or Long Service Members.
- (d) The Club may elect a Life Membership & Honours Panel consisting of the President, plus three (3) Life Members elected at the Annual General Meeting.
- (i) A vacancy in the Panel shall be filled as per Rule 17 by the Board.
 - (ii) A member of the Panel may only be removed from the Panel by a resolution of members.

- (iii) A member of the Life Membership and Honours Panel is not precluded from being a proposer or seconder in relation to a nomination of a member as a Life Member and is not precluded from voting on any such nomination.
- (iv) A member may be both a member of the Panel and a member of the Board.
- (v) Any three (3) members of the Panel shall form a quorum. (all decisions must be by a minimum of 75% of those present).
- (vi) The Panel shall consider nominations for Life Membership, Distinguished & Outstanding Service and any other matter referred to it by the Board.

6. DUTIES OF OFFICERS

- (a) Board of Directors as per Rule 14.
- (b) Other Officers
 - (i) Rescue Services Co-ordinator is responsible to the Captain for the performance of patrols whilst on duty. He shall ensure that patrols are properly signed on and that sufficient equipment is out and ready for use. He shall assist the Captain in the conduct of proficiency tests and ensure that patrols and patrol captains are aware of their duties.
 - (ii) Patrol Co-ordinator is responsible to the Captain for the recording of patrol attendance. He shall ensure that absences from patrols are explained. He shall assign make-up patrols as appropriate.
 - (iii) I.R.B. Co-ordinator is responsible to the Captain for the operation and maintenance of all rescue boats, motors and associated equipment. He shall ensure that rescue boats are available for patrols and other events as required. He shall supervise the training of members in rescue boat operation.
 - (iv) Patrol Equipment Co-ordinator is responsible to the Captain. He shall ensure that rescue boards, tubes and other patrol equipment are in good repair and ready for use.
 - (v) Radio Co-ordinator is responsible to the Captain for the care and maintenance of Club radios. He shall ensure that radios are available for patrols, training and other events as required.
 - (vi) Patrol Captains are responsible to the Captain and Rescue Services Co-ordinator for the performance of their patrol. They should ensure that patrol members are in attendance and properly signed on. They should supervise the performance of the patrol and allocate duties as required.
 - (vii) Lifesaver Training Co-ordinator is responsible to the Chief Instructor for the instruction and training of members in the Bronze Medallion and related surf life saving awards. He shall assist the Chief Instructor and other instructors as required.

- (viii) A.R.C. Co-ordinator is responsible to the Chief Instructor for the instruction and training of members in the Advanced Resuscitation Certificate and associated awards.
- (ix) First Aid Co-ordinator is responsible to the Chief Instructor for the instruction and training of members in First Aid Certificates and associated awards.
- (x) Schools Co-ordinator is responsible to the Chief Instructor for the instruction and training of school groups. He shall liaise with schools and arrange training as required.
- (xi) Recruiting Co-ordinator is responsible to the President for the running of Club recruitment programs. He should liaise with the Captain, Chief Instructor and Competition Director in the operation of recruiting schemes.
- (xii) Competition Development Co-ordinator is responsible to the Competition Director for Club development programs including members coming from the Junior Activities, swimming clubs and athletic clubs etc. He shall closely monitor the development of competitors under the age of 19 years of age.
- (xiii) Race Co-ordinator is responsible to the Competition Director for the conduct of Club Championships and other intra-club competitions. He shall maintain records of all races and set handicaps as required.
- (xiv) Board/Ski/Swim Co-ordinator is responsible to the Competition Director for the conduct of members in board, ski and swimming events. He shall arrange coaching and training sessions as required. He is responsible for the maintenance of equipment subject to the approval of funds by the Board.
- (xv) Beach Co-ordinator is responsible to the Competition Director for the conduct of members in beach events. He shall arrange coaching and training sessions as required.
- (xvi) Boat Co-ordinator is responsible to the Competition Director for the conduct of members in boat events. He shall arrange training sessions as required. He is responsible for the maintenance of equipment subject to the approval of funds by the Board.
- (xvii) Rescue and Resuscitation Co-ordinator is responsible to the Competition Director for the conduct of members in R & R events. He shall arrange coaching and training sessions as required. He is responsible for the maintenance of equipment subject to the approval of funds by the Board.
- (xviii) Masters Co-ordinator is responsible to the Competition Director for the conduct of masters competitors. He shall ensure that members are correctly entered in their respective age categories.
- (xix) Entries Co-ordinator is responsible to the Competition Director for entering members in all S.L.S.A. events. He should ensure that entries are checked for compliance with proficiency, patrol and age requirements.

- (xx) Assistant Secretary is responsible to the Secretary for the compilation of minutes. He shall otherwise assist the Secretary as required.
- (xxi) Assistant Treasurer is responsible to the Treasurer for the collection of subscriptions. He shall otherwise assist the Treasurer as required.
- (xxii) Registrar is responsible to the Secretary for the maintenance of membership records. He should ensure membership records are up to date and accurately record a members years of membership, financial status, personal particulars and any other relevant matter. He shall ensure that all members complete a membership form each year or as required.
- (xxiii) Delegates may be appointed by the Board from time to time to attend S.L.S.A. meetings. Delegates are responsible to the President. Delegates shall vote in accordance with the wishes of the Board.
- (xxiv) Legal Advisor shall advise the Club on legal matters as required.
- (xxv) Medical Officer shall advise the Club on medical matters as required.
- (xxvi) Auditor shall audit the Club's affairs as required by law.
- (xxvii) Assistant J.A. Co-ordinator is responsible to the Junior Activities Director. He shall assist the Director in the conduct of the Junior Activities of the Club.
- (xxviii) J.A. Training Officer is responsible to the Junior Activities Director for the instruction and training of Junior Activity members in surf life saving and resuscitation.
- (xxix) J.A. Treasurer is responsible to the Junior Activities Director for financial matters.
- (xxx) J.A. Secretary is responsible to the Junior Activities Director for administrative matters.
- (xxxi) J.A. Competition Co-ordinator is responsible to the Junior Activities Director for competition and the coaching of Junior Activity members.
- (xxxii) J.A. Registrar is responsible to the Junior Activities Director for the maintenance of Junior Activity member records.
- (xxxiii) Age Managers are responsible to the Junior Activities Director for the management and supervision of Junior Activity members in a particular age group.
- (xxxiv) Development Co-ordinator is responsible to the President for the movement of junior activity members into the lifesaving operations of the Club. He should liaise with the Junior Activities Director, Captain and Competition Director as required.

- (xxxv) Club Manager is responsible to the General Activities Director for the management of areas of the Clubhouse under the exclusive control of the Club. He should ensure that rooms are well maintained and that fixtures and fittings are repaired as required.
- (xxxvi) Publicity Officer is responsible to the Marketing Director. He shall ensure that maximum publicity is obtained for the Club's activities.
- (xxxvii) Newsletter Editor is responsible to the Marketing Director for the publication of a regular Club newsletter. The newsletter should contain a summary of upcoming and past events for the information of members.
- (xxxviii) Carnival Organiser is responsible to the General Activities Director for the organisation and running of the Club's annual surf carnival. He shall present a report and balance sheet as required.
- (xxxvix) Special Events Co-ordinator is responsible to the General Activities Director for the organisation and running of special events such as ocean swims. He shall present a report and balance sheet as required.
- (xxxx) The Social Events Co-ordinator is responsible to the General Activities Director. He shall prepare a social calendar at the start of each season. He shall organise and conduct social functions as approved by the Board. He should ensure that all members receive sufficient notice of social events. He should present to the Board a report and balance as required.
- (xxxxi) Gymnasium Co-ordinator is responsible to the General Activities Director for the running of the Club's gymnasium. He should ensure that any fees are collected and keys issued in accordance with the policies of the Board.
- (xxxxii) Representative Team Co-ordinator is responsible to the General Activities Director for the management of Club representative teams to State and Australian Championships. He shall ensure that all members have paid travel, accommodation and clothing expenses as required. He shall present a report as required by the Board.
- (xxxxiii) Historical Co-ordinator is responsible to the General Activities Director for recording the history of the Club.
- (xxxxiv) Assistant Sponsorship Co-ordinators are responsible to the Marketing Director for the management of sponsors as required.
- (xxxxv) Chairman of the Judicial Panel is responsible to the Deputy President for the conduct of disciplinary hearings.
- (xxxxvi) Judiciary Panel members are responsible to the Deputy President and shall assist the Chairman as required.
- (xxxxvii) The Trustees shall administer the Club should a dismissal of the Board occur. In the event of such dismissal the Trustees shall call a General Meeting within 14 days.

7. APPOINTMENT OF ADVISORY PANELS/SUB COMMITTEES

The Board may appoint any advisory panel or sub-committee to ensure the efficient running of the Club.

8. JUNIOR ACTIVITIES (NIPPERS)

The Junior Activities Section shall be the responsibility of the Junior Activities Director. The Junior Activities Director may appoint any assistants or deputies as he sees fit. The Junior Activities Section is at all times under the control of the Board.

9. CLUB COLOURS

The colours of the Club shall be black and gold. The competition cap shall be black and gold quarters.

10. BADGE

The Club badge shall consist of a gold Maltese cross containing the letters "N S S L S C" in red and surrounded by a white lifebuoy with the words "North Steyne" either above or below the whole.

11. NOTICES OF MOTION

To make, amend or repeal a Rule, By-Law or Regulation a notice of motion shall be given in writing to the Secretary signed by the mover and seconder at least 7 days before the date of the meeting at which the notice of motion is to be dealt with.

12. PATROLS

All members eligible for patrols shall patrol North Steyne Beach under the direction of the Club Captain during the patrol season and at such hours as may be determined by the Board. No member may receive any Club award or trophy if their patrol record for that season is unsatisfactory. If he is a member of a team then his team shall not be considered for any award or trophy.

13. ANNUAL REPORT

The Annual Report shall be prepared for presentation and adoption at the Annual General Meeting.

14. CLUB CHAMPIONSHIPS

The Club shall on dates decided upon by the Board and circumstances permitting hold Club Championships. To be eligible to compete members must hold the appropriate Association award for their age, be current financial members of the Club and shall have satisfactorily completed his allotted patrol duties.

15. PREMISES AND PROPERTY

- (a) The security of the Clubhouse shall be vested in the Board.
- (b) The Clubhouse is for the use of Club members and/or others at the discretion of the Board.
- (c) No Club property shall be removed from the Club by any person without the consent of the Board.
- (d) The Board may make regulations governing the use of Club property, including the behaviour of members, at any time providing such regulations are in accordance with the Rules and By-Laws at the time.
- (e) Any property wilfully damaged or destroyed shall be paid for or replaced by those found to be responsible.
- (f) The Board shall ensure that Club premises are properly insured.

16. POLITICS AND RELIGION

- (a) The Club shall be strictly non-political and non-sectarian, and shall not directly or indirectly be allowed to be introduced at any meeting, any matter, intended or likely to support or attack any cause in any matter of religion or politics.
- (b) Any member who publicly participates in any political or religious gathering shall not make any statement implying the views expressed are the views of the Club.

17. DISPLAY OF RULES, BY-LAWS AND REGULATIONS

A copy of the Rules, By-Laws and Regulations shall be readily available from the Secretary and each member shall be deemed to have read them and to have agreed to accept them.

18. RULES OF DEBATE

- (a) Whenever the chairman rises during debate, the member then speaking shall be silent and resume his seat.
- (b) The chairman may call upon any member to withdraw and apologise in the case of any remark deemed to be offensive or imputing improper motives.

- (c) The chairman may call a member to order. If such member persists in being disorderly the chairman may call on him to withdraw from the meeting.
- (d) It shall not be permissible to dispute the chairman's rulings, or to move a motion of dissent from a ruling on matters of procedure and points of order.
- (e) Any member desiring to speak shall stand up and address the chairman.
- (f) If 2 or more members rise to speak at the one time the chairman shall decide who has priority.
- (g) The meeting may decide that a person shall or shall not be heard providing 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) If a member raises a point of order the person speaking shall be silent and seated until the chairman has ruled on the point of order.
- (l) It shall be competent for any member to move a motion of dissent in the ruling of the chairman other than in (d). The mover of the motion of dissent shall concisely state the point. Only the chairman and seconder may then speak to the motion.
- (m) At any time during debate a member may move "that the question be now put". Providing the chairman is satisfied that reasonable time has been allowed for debate, the motion shall be put without debate - this need not be seconded. It shall not be competent for the mover, seconder or any person who has already spoken on the motion or an amendment to move "that the question be now put".
- (n) If carried, the original motion or subsequent amendments shall be put to the vote without further debate except that the mover thereof has a right of reply - if lost, the debate may proceed.
- (o) A member may move the adjournment of debate to a subsequent meeting. If such a motion 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 debate at the ensuing meeting and the mover of the original motion shall have right of reply.
- (p) Any member proposing a motion or amendment shall state its nature before addressing the meeting thereon.
- (q) The mover of a motion shall not occupy more than 10 minutes and any other speaker more than 5 minutes, provided that the meeting may grant an extension of time to any speaker.

- (r) No member may speak more than once on 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's right of reply is at the end of debate.
- (t) The mover of a motion must get the consent of the seconder, and the approval of the meeting, before changing the wording of a motion.
- (u) An amendment cannot be moved which is a direct negative of the original motion.
- (v) The mover or seconder of the original motion may not move or second any amendment but may speak on such amendment.
- (w) A member may only move or second one amendment to each motion.
- (x) Only one amendment can be considered at any one time.
- (y) The mover of an amendment has no right of reply.
- (z) Amendments shall be put to the meeting before the motion and shall be committed to the meeting in the order in which they are received.
- (aa) When an amendment is carried the motion as amended becomes the motion before the meeting.
- (ab) Motions and amendments can only be withdrawn when the majority of those present consent.
- (ac) 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 order its re-committal.

19. STANDING ORDERS

All meetings shall be conducted according to the following Standing Orders:-

- (1) Attendance
- (2) Apologies
- (3) Minutes of the previous meeting
- (4) Business arising from those minutes
- (5) Correspondence in
- (6) Correspondence out
- (7) Business arising from correspondence
- (8) Reports
- (9) General Business

These standing orders may only be varied with the consent of the majority of those present and entitled to vote.

20. **SAVING PROVISIO**

In the event of anything occurring not within the scope of these Rules and By-Laws, the Board shall first determine if the matter is covered by any Branch, State or Association Rule or By-Law, and if not, shall deal with the matter and their decision shall be final.

21. **SERVICE AWARDS**

- (a) **Outstanding Service Award** To be awarded to current or past members or person from outside the Club who has contributed to the advancement of the Club. Criteria shall be outstanding service over a period of minimum five (5) years together with a suitable record attached to the nomination.
- (b) **Distinguished Service Award** To be awarded to financial members who have rendered distinguished service to the Club as a surf lifesaver. Criteria shall be distinguished service over a period of a minimum of 10 years together with a suitable record attached to the nomination.
- (c) Notwithstanding the criteria set out in By-Law Clause 21 (a) and (b) the same award can be awarded to the same person on more than one occasion.
- (d) Nominations for Service Awards shall be submitted in writing with supporting documentation, moved and seconded by financial members to the President.
- (e) The President must refer the nomination to the Life Membership and Honours Panel for consideration.
- (f) The Panel must consider the nomination and may determine to make a Service Award only by a resolution of the Panel with 75% of the members of the panel present voting in favour.
- (g) The decision of the Life Membership and Honours Panel to make a Service Award shall be final and reported to the Board and the next Annual General Meeting.

22. **MANAGEMENT OF SPECIAL PURPOSE FUNDS**

A SPECIAL PURPOSE FUNDS (SPF)

- (a) The Club may from time to time establish a Special Purpose Fund (SPF) to raise and accumulate funds for a special purpose that will result in the development, improvement and/or benefit of the Club. It is anticipated that the term of any SPF will extend over a number of financial reporting years.

B ORGANISATIONAL STRUCTURE

- (a) Each SPF will
 - (I) be managed by a committee (SPF Committee) appointed by, and reporting to, the Board of Directors.
 - (II) Formulate and formally document the SPF by-laws and day to day operating procedures and practices under which SPF Committee will operate. These procedures and practices must be approved by the Board of Directors and may be subject to change from time to time .

- (III) Be comprised of members having the required knowledge skills and interests consistent with the purpose and objectives of the SPF.
 - (IV) Be given a name describing the nature of the SPF
 - (V) Be ratified as a properly authorised fund at an Annual General Meeting.
 - (VI) Continue until the purpose of the fund expires or is terminated
- (b) The SPF Committee will be comprised of at least 4 members
 - (I) A Chairman and Deputy Chairman
 - (II) One (1) Life Member
 - (III) As many Committee Members as determined by the Board of Directors. Each Committee Member will have at least 5 years service with the Club and not currently be a member of the Board of Directors
 - (IV) One or more honorary advisors
- (c) Within the SPF Committee
 - (I) The Club Treasurer will be appointed Chairman or Deputy Chairman
 - (II) Each committee member will have one vote except for honorary advisors who will have no voting rights.
- (d) Each SPF Committee Member must sign a Statement advising of any interests – both pecuniary and non pecuniary - which may adversely impact the impartiality of their role on the SPF. This Statement must at least disclose
 - (I) any personal business interests or conflicts that may impact or influence the strategy, decisions or direction of a SPF.
 - (II) Details of any bankruptcy, conviction of fraud or any other criminal record

C OPERATIONAL FRAMEWORK

1. Board Control of the SPF

- (a) A SPF will provide
 - (I) on a quarterly basis a written report to the Board of Directors. on the activities and status of the SPF.
 - (II) a financial report in a format specified by the Clubs Treasurer and Auditor submitted in a timely manner to be consolidated in the Clubs Yearly Financial Report.
- (b) Control of a SPF will revert to the Board of Directors if:
 - (I) Board cannot identify any members having the qualifications required of committee members
 - (II) Accusations of irregularities, negligence or fraud have been levelled against the SPF Committee
 - (III) Control will not revert to the Board when such accusations relate to a specific SPF Committee Member and not the Board as a whole. .Where accusations are made against a SPF Committee Member, the Board must request the SPF Committee Member stand aside until such accusations are formally and fully investigated or until the Member resigns from the SPF Committee.

2 Appointment to a SPF

- (c) The Board may accept nominations for appointment to a SPF Committee at
 - (I) An Annual General Meeting (AGM)
 - (II) A Meeting of the Board of Directors
- (d) The Board of Directors will select the most suitable nominee from those nominated given the individuals skills and the purpose and objectives of the SPF
- (e) An Appointee will only be confirmed when the Statement as described in clause B(d) above has been signed and presented to, and accepted by, the Board of Directors
- (f) An appointee once confirmed will remain on the SPF Committee unless that Member resigns from the Committee, the Committee is dissolved or the SPF is terminated.
- (g) Where a SPF Committee member resigns the Board must within 60 days of the SPF Committee members resignation advertise to Club Members for nominees for an acceptable replacement

3 Winding Up of an SPF

- (h) A SPF can be wound up by:
 - (I) The SPF Committee providing a unanimous resolution to the Board that the SPF should be terminated
 - (II) The SPF Committee Charter comes to a natural end ie the existence of the SPF is no longer necessary.
 - (III) All remaining funds at the time of winding up will revert to the operational funds of NSSLSC.

4 Request for Information

- (i) The Board can request a SPF to provide a written report on the SPF's operational and financial performance.
 - (I) The SPF must respond by the second monthly Board meeting after the request has been made.
 - (II) Should the SPF not respond to the Boards request the Board can without notice, dissolve the SPF Committee and appoint a new committee
 - (III) The failure to respond does not entitle the Board to wind up the SPF.

5 SPF Funding

- (j) SPF funds could be sourced from
 - (i) direct donations
 - (ii) return (eg interest) on funds invested
 - (iii) Special Events. The SPF can raise monies through special events and fund raising activities – such events to
 - be co-ordinated with the General Activities Director and approved by the Board of Directors whose decision on whether the event will take place and/or the allocation of money to the SPF will be final

- have all financial records maintained by the Treasurer. The treasurer will within 2 board meetings after the SPF event provide a financial statement to the SPF Committee specifying the income and expenditure of the special event. (event finalisation). The Treasurers financial statement will be considered to be the final record of a Special Events financial result
 - divide the net revenue from the event on the basis of 70% to the SPF, 30% to the Club. This basis of net income allocation can be varied by agreement between the Board of Directors and the SPF Committee.
 - make no charge on SPF funds where a special event results in a net loss
Any funds due to the SPF through a special event must be paid to the SPF within 60 days of the event finalisation.
- (iv) Special Allocation by the Club. On a 6 monthly basis the Board Of Directors will consider the allocation of Funds from its operating activities to a SPF. Any allocation of such funds will
- Be made at the absolute discretion of the Board Of Directors.
 - Will consider factors such as assistance in the clubs fund raising activities by the SPF Committee members, overall financial performance, likely future requirement of the SPF for finance etc
 - Be payable within 90 days of the allocation being approved by the Board Of Directors

6 Distribution of Funds

- (k) The distribution of funds from a SPF will be:
- (I) Subject to the by-laws of the SPF
 - (II) In line with the purpose of the SPF

D INVESTMENT OF FUNDS

1 Investment Alternatives

- (a) The SPF Management will be responsible for all activities associated with the management of the SPF including all monies accumulated in the fund.
- (b) The SPF may deposit and/or invest any of its funds in one or more:
- (I) savings or cheque trading accounts operated by an ADI
 - (II) fixed term or on-call deposit accounts operated by an Authorised Deposit-Taking Institution (ADI)
 - (iii) Managed Investment Funds via specialised Investment Fund Managers whose role it is to invest funds in a variety of asset and security types. The criteria for the selection of Funds and fund managers to manage any invested funds are:
Any nominated Fund/Fund Manager must be
 - A substantial organisation having significant funds under management
 - enjoy a solid reputation in the market place as a prudent investor of client funds,
 - have a track record of obtaining appropriate financial returns for its clients
 - Hold a AFS Licence issued by the Australian Securities and Investment Commission

- Be rated by a credit rating agency as investment grade (3 stars or higher)
 - Be approved by the Board either generally or in a particular case
- (c) Notwithstanding the above investment management guidelines any investment through Authorised Investment Fund Managers must
- (I) Be in line with that of a Prudent investor considering the purpose, term and other circumstances
 - (II) Not impact the ability of the SPF to meet its current and identified future cash commitments and requirements
- (d) If the rating grade of an investment fund falls to a status of “hold” or lower the SPF Committee must within 60 days, review the investment strategy and either switch investment to an alternative Fund or provide a written explanation to the Board of Directors as to why the SPF should continue to invest in the Fund.

2 General Investment Guidelines

- (e) The following general practices will apply to any investments of club funds whether through an ADI or Investment Fund Manager. Such investments must:
- (i) Only be via the forms of investment documented above. Specifically excluded are direct investment in stocks or shares, purchase of capital items which are outside those required by a surf life saving club, purchase of property, loans to individuals or organisations. Excluded from this restriction are all forms of investments and assets that have been directly donated to the Club.
 - (ii) All investments must be in the name of NSSLSC however a sub reference to the purpose of the investment can be included as a subsidiary title in any investment account.
 - (iii) All investments will be for the exclusive use benefit and purpose of NSSLSC and no member or beneficiary shall have or acquire individual rights therein nor become entitled to any apportionment on the surrender of any part thereof.
 - (iv) No investment account can be in overdraft or have a actual or potential negative balance
 - (v) The treasurer must be a member of any sub-committee involved in the management or investment of funds and must be one of three signatories nominated to operate on any financial or investment account – any two of which must authorise every financial transaction.
 - (vi) All members of the Board of Directors and members of an SPF committee must sign a Statement regarding their association with any ADI or nominated Investment Fund Manager.

Definition

ADI (authorised deposit-taking institution) means:

- (a) a body corporate that is an ADI for the purposes of the [Banking Act 1959](#) ; or
- (b) the Reserve Bank of Australia; or
- (c) a bank constituted by a law of a State or internal Territory.

REGULATIONS

As at 20 July 2008

1. MAKING, REPEALING AND AMENDING REGULATIONS

- (a) A general meeting or Board Meeting of the Club may, by resolution, make Regulations not inconsistent with the Club's or the Association's Rules or By-Laws.
- (b) A Regulation shall until repealed or amended be binding upon the Board and all Panels and sub-committees and members of the Club.
- (c) A Regulation may only be made or amended in accordance with the provisions dealing with "Notice of Motion" in the By-Laws.
- (d) A Regulation that is made, repealed or amended shall be posted on the Club notice board within 7 days for a period of at least 1 month.

2. PATROLS

- (a) Members must attend all rostered patrols or shall arrange a substitute.
- (b) Patrol substitutions should be in writing and signed by both members.
- (c) The member should inform his Patrol Captain, by telephone or in person, of the name of his substitute.
- (d) No patrol member may leave the area being patrolled without the permission of his Patrol Captain.
- (e) Patrol members shall perform any duties allotted to them by their Patrol Captain.
- (f) Patrol members shall carry out life saving and/or resuscitation practice at the discretion of the Captain, Chief Instructor or Patrol Captain.
- (g) Patrol members shall be correctly attired.
- (h) Patrol members shall proceed promptly to any person in distress or requiring assistance.
- (i) Patrol Captains shall ensure that adequate life saving equipment is on the beach and available for use, and that such equipment is checked and cleaned before it is put away.
- (j) Patrol Captains shall ensure that all logs and forms are filled out in accordance with Association requirements.
- (k) Patrols shall at all times carry out their duties in accordance with current Association practice and procedure.

- (l) Members absent from patrol without a substitute may be withdrawn from any competition at any time by the Board.
- (m) Any member who's patrol record for any season, or part thereof, is deemed by the Club Captain to have been unsatisfactory, may be required to show cause why their membership should not be cancelled by the Judiciary Panel under Rule 8. The Club Captain must issue such a notice in writing and the member concerned shall have 7 days to reply in writing to the Secretary.

3. CLUB APPAREL

- (a) The Club Blazer shall be black with the Club badge on the breast pocket. Plain gold trimmings on pockets, cuffs and lapels optional. All members holding the Association Bronze Medallion are entitled to wear this Blazer.
- (b) Winners of Association Championships are entitled to inscribe such title and year won on their Blazer. e.g. S.L.S.A.A. R & R PREMIERS, SURF TEAMS C'SHIP, etc.
- (c) Winners of Club Championships are entitled to inscribe such title and year won on their Blazer at the discretion of the Board.
- (d) Members will be entitled to have a laurel wreath in green around the Club badge if they have:-
 - (i) Won an S.L.S.A. Championship
 - (ii) Won 3 inter-club carnivals in 1 season
 - (iii) Represented the Club in 6 representative 'A' teams during 1 season and filled placed on 3 occasions.
 - (iv) Held office as on the Board for a period of 2 years consecutively. The years to be inscribed.
- (e) Members will be entitled to add a star $\frac{3}{4}$ " in diameter on top of the Club badge if they have won an S.L.S.A. Championship. Maximum of 3 stars.
- (f) Applications for the wearing of laurel wreaths and stars shall be made in writing to the Secretary. The Board shall consider all claims and their decision shall be final.
- (g) No persons shall wear any of the honours herein without authorisation.
- (h) All other items of Club apparel may only be worn with the permission of the Board.

4. CONDUCT AND BEHAVIOUR

- (a) No member shall make any public statement regarding the Club without authority from the Board.

- (b) Any member with a grievance may present such grievance in the following ways:-
 - (i) personally by attending a Board meeting.
 - (ii) In writing to the Secretary.
 - (iii) By requesting a member of the Board to raise the matter on his behalf.
- (c) On entering the Clubhouse or patrolled area all eligible active members may be deemed to be 'on patrol' by the Captain, Patrol Captain or a member of the Board.
- (d) No member shall consume, possess or be under the influence of intoxicating liquor on Club premises, unless at a function authorised by the Board.
- (e) No member shall sell, use, possess or be under the influence of any illegal drug on Club premises.
- (f) No member shall behave in any way contrary to the laws of New South Wales or the Commonwealth of Australia on Club premises.
- (g) No member shall by his acts or omissions cause damage to any Club property.
- (h) No member shall use offensive, indecent or blasphemous language on Club premises.
- (i) For the purposes of these regulations Club premises also includes any place, within or without the Commonwealth of Australia, where Club members are present at any Club or Association sanctioned event or are representing the Club or the Association.
- (j) No member shall by any words or deeds, including in writing, bring the good name of the Club in to disrepute, either directly or indirectly.
- (k) Members shall at all times keep the Clubhouse and its environs clean and tidy and shall obey any notices posted in accordance with the Rules, By-Laws or Regulations.
- (l) Members subject to Disciplinary enquiries or Judiciary hearing may be dealt with in their absence if they do not attend after being given due notice.
- (m) Members subject to disciplinary enquiries or Judiciary hearing are entitled to call any other member to give evidence.
- (n) Members appearing before a Disciplinary enquiry or Judiciary hearing shall answer truthfully and shall not mislead or attempt to mislead the enquiry or hearing whether by giving false evidence or by omitting facts known to the member or otherwise.

5. **ADVISORY PANELS AND SUB-COMMITTEES**

- (a) The Board may appoint from time to time an advisory panel or sub-committee comprising such members as the Board sees fit. A convenor shall be appointed at the discretion of the Board. A quorum at a Panel meeting shall be three.
- (b) No person or persons shall form a team or group using the name of the Club without the approval of the Board. The Board shall then form an Advisory Panel or sub-committee to administer the team or group. All details of fundraising and expenditure shall be presented to the Board meeting each month.
- (c) The following standing Advisory Panels shall be appointed at the start of each season. Membership of these panels is at the discretion of the Board.
 - (i) Lifesaving Panel shall be responsible for the operation and management of patrols. It should make recommendations to the Board in relation to the purchase of equipment and any other lifesaving matter.
 - (ii) Competition Panel shall be responsible for the management of competition and coaching. It should make recommendations to the Board in relation to the purchase of equipment and any other competition matter. It should act as a selection committee if required.
 - (iii) Education Panel shall be responsible for the instruction and training of all members. It should encourage all members to obtain Training Officer and Examiner awards. It should make recommendations to the Board in relation to the purchase of equipment.
 - (iv) Junior Activities Panel shall be responsible for the administration and operation of Junior Activities within the Club. It should make recommendations to the Board in relation to the purchase of equipment.
 - (v) General Activities Panel shall be responsible for co-ordinating those activities referred to it by the General Activities Director or the Board. It should take recommendations to the Board in relation to the purchase of equipment.
 - (vi) Administration and Finance Panel shall be responsible for matters referred to it by the Secretary or Treasurer. It should make recommendations to the Board as required.
 - (vii) Marketing Panel shall be responsible for matters referred to it by the Marketing Director. It should make recommendations to the Board as required.

6. CHAMPIONSHIPS AND COMPETITIONS

- (a) Unless otherwise varied by a resolution of the Board, all Club Championships and Competitions shall be conducted according to the S.L.S.A. Competition Manual in force at the time.
- (b) The Competition Director, or his appointee or delegate, shall be the referee.
- (c) The Competition Panel shall act as the Disputes Committee if required. Any appeals from their decision shall be dealt with by the Board.
- (d) Club Championships may be conducted in such events as determined from time to time by the Board.
- (e) Club Championships may be conducted over one or more rounds as determined from time to time by the Board.
- (f) In Club Championships points shall be awarded in the following way:-

1st	60 points
2nd	38 points
3rd	24 points
4th	15 points
- (g) In all other competitions points shall be awarded in the following way:-

1st	10 points	
2nd	9 points	and so on down to
10th	1 point	and all other starters shall receive
	1 point	