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MAROOCHYOIRE SURF LIFE SAVING CLUB INC.

PART 1

THE CONSTITUTION

SECTION 'A' NAME, CONTROL, OBJECTS, BADGES

1. **NAME. INTERPRETATION AND DEFINITION**

1.1 Name

The name shall be "Maroochydore Surf Life Saving Club Inc.", hereinafter referred to as "The Club".

- (i) ASSOCIATION - shall mean "Surf Life Saving Australia Limited".
- (ii) AUSTRALIAN COUNCIL - shall mean the body consisting of the SLSA (Association) Directors.
- (iii) SLSQ - shall mean "Surf Life Saving Queensland Inc.", which includes Branches, Clubs and their members.
- (iv) BRANCH - shall mean the Sunshine Coast Branch, which includes the affiliated clubs and their members within the boundaries of that Branch as defined by SLSQ, and representatives of Auxiliary Organisations.
- (v) CLUB - shall mean all the registered, financial members as defined in Sec B(1.1), and the affiliated Auxiliary Organisations.
- (vi) COUNCIL - shall mean the body consisting of the President and elected officers and voting members.

1.2 Interpretation

In this Constitution:

- (a) A reference to a function includes a reference to a power, authority and duty;
- (b) A reference to the exercise of a function includes where the function is a power, authority or duty a reference to the exercise of the power or authority of the performance of the duty;
- (c) Words importing the singular include the plural and vice versa;
- (d) Words importing any gender include the other genders;
- (e) References to persons include corporations and bodies politic;
- (f) References to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) A reference to a statute, ordinance code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction).
- (h) The specification of the objects and powers of the Club in Section A (3) of this Constitution are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any

other object or power, nor than any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and The rule of construction known as the "*ejusdem generis*" rule shall not apply

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

1.3 Definition

- (a) If a Secretary is not elected then the "Director of Administration and Membership" shall be acknowledged to refer to a Secretary as defined in the relevant Government Act.
- (b) Where the words "Director of Finance and Resources" appear in this document they shall be acknowledged to refer to a Treasurer as defined in the relevant Government Act.
- (c) Where the words "Board of Management" appear in this document they shall be acknowledged to refer to the words "Management Committee" so defined in the relevant Government Act.
- (d) Year (Season) shall mean in the case of the Club the period between its respective Annual General Meetings.

2. **CONTROL**

- 2.1 The Club shall be subject to the control of SLSO and the Branch to the extent of the power of SLSQ and the Branch and shall have full control over all Surf Life Saving Services within that part of the branch area designated as the Club's Bathing Reserve or as directed by SLSQ or the Branch from time to time. It shall be charged with the fulfilment of the objects of the Association within the boundaries of its jurisdiction.
- 2.2 Auxiliary organisations may be formed and affiliated to the Club providing such organisations have similar aims and objects as the Club and are subject to the overall control of the Club.
- 2.3 Topics - Religion and Politics and matters such as this shall not be part of the Association business and are banned from discussion at any official meetings held within the Association. These items shall remain as an individual commitment only, without reference to the Association in any way.

3. **OBJECTS AND POWERS**

- 3.1 To prevent injury and the loss of life by providing quality surf life saving services on the beach at Maroochydore.
- 3.2 To promote, advance and control the work of Surf Life Saving, the resuscitation of the apparently drowned, the treatment and resuscitation of any

-
- person stung by any marine sting and, and the application of first aid on surfing beaches and elsewhere.
- 3.3 To assist in research and experiments for the improvement of Surf Life Saving, the resuscitation of the apparently drowned and the treatment of the seriously stung, and to provide efficient life saving equipment of standard design, and oversee the training of members of the Club in the efficient use of such equipment to minimise loss of life in surf bathing and elsewhere.
 - 3.4 To co-operate with any Bodies in promoting the improvement of methods of life saving (whether in still or rough water or elsewhere) and the securing of public recognition and financial support for Life Saving.
 - 3.5 To promulgate rules issued by the Branch, from time to time, for the management and control of surf life saving and resuscitation work so far as local conditions permit, and within the Club's area of authority.
 - 3.6 To promote, demonstrate and instruct in the methods of Surf Life Saving.
 - 3.7 To enforce the observance of the laws of the Association, deal with any infringement thereof and adjudicate upon all disputes and difficulties between members of the Club.
 - 3.8 To obtain improved facilities for surf bathing.
 - 3.9 To promote uniformity of laws for the control and regulation of surf bathing, and assist the authorities in enforcing these laws.
 - 3.10 To effect such purposes as may be necessary in the interest of surf bathing.
 - 3.11 To acquire by purchase, lease, exchange or otherwise, whether for an estate in fee simple or for any less estate in lands, tenements or hereditaments or any tenure whether subject or not to any charges or encumbrances and erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and sell, let, alienate, mortgage, charge or otherwise deal with all or any of such lands, tenements or hereditaments or any part thereof.
 - 3.12 To raise or borrow money on bonds, or mortgage, or other security of any property, held for or on behalf of the Club, or without any such security and upon such terms as the Club shall think fit.
 - 3.13 To receive money on deposit with or without allowance of interest thereon.
 - 3.14 To invest the monies of The Club, not immediately required, in such manner as may from time to time be determined by the Club Board of Management, subject where applicable to the relevant Act.
 - 3.15 To do all or any of the matters hereby authorised, either along with or in conjunction with any person, company or unincorporated body, or by or through any factors, trustees or agents.
 - i. To promote the spirit of comradeship and citizenship which should govern and prevail in the Surf Life Saving Movement
 - ii. To provide accommodation and conveniences for Members.
 - iii. To generally do all such other things as may appear to the Club to be incidental or conducive to the attainment of the foregoing objects of any of them.

4. BADGES AND COLOURS

- 4.1 The Club emblem shall be worn only by accredited representatives and members of teams who are selected or approved by the Club Selection

Committee and shall be to the design appearing in Appendix "G". Such emblem shall be obtained only on the written order of the ~~Chief Executive Officer/Director of Administration and Membership~~ General Manager/Director of Marketing and Promotion and such written order shall detail the lettering to be embroidered/printed ¹ beneath the emblem.

- 4.2 The Club Life Membership Badge shall be presented by the Club to each duly elected Life Member and shall be to the design appearing in Appendix "G".
- 4.3 The Club Membership Badge shall be available to members and shall be to the design appearing in Appendix "G".
- 4.4 The Club Colours shall be Royal Blue, Black and White.

5. THE COMMON SEAL

- 5.1 The form of The Common Seal shall be as set out in the first part of Appendix "G" of this Constitution but together with the words "Maroochydore Surf Life Saving Club Inc." around its perimeter and the words "The Common Seal of" in its centre.
- 5.2 The Board of Management shall provide for the safe custody of the Seal.
- 5.3 The Seal shall only be used by the authority of the Board of Management and every document to which the Seal is affixed shall be signed by two (2) members of the Board of Management one of whom shall be The President.

SECTION 'B' COMPOSITION, MEMBERSHIP, AFFILIATION, MANAGEMENT

1. COMPOSITION

- 1.1 The composition of the Club shall consist of its Officers, Active, Reserve Active, Long Service, Life Governors (2 only) Life, Honorary Life, Past Active, Associate, Award, Honorary, Cadet, Junior "Nipper" and Probationary Members and Membership shall be unlimited.
- 1.2 A Register of these members shall be prepared at the commencement of each year, and shall be updated from time to time as required.
 - a. All applications for membership shall be made on the appropriate Association Form and all members shall be bound by this Constitution, the By-Laws, the Appendices, Resolutions and The Manuals of the Association and the Association's Memorandum of Association, Articles of Association and Rules & Regulations, and a prescribed fee for each category of membership shall be such sum, payable at such time and in such manner as The Board of Management shall from time to time at any General Meeting so determine. Members must renew their membership annually.

2. RESTRICTION

- 2.1 All applications for membership of the Club shall be made on the appropriate Association Form, and shall be available to males and females provided that

¹ Amended at the General Meeting conducted 27 December 2009

-
- active membership shall be limited to holders of the Bronze Medallion, and subject to an annual proficiency test.
- 2.2 A member of a Life Saving Organisation affiliated with International Life Saving may be accepted as a member of the Club provided that the member complies with all the conditions for membership of this Association and its Manuals.
 - 2.3 Separate accommodation and amenities for male and female members, which are satisfactory to the Branch and the SLSQ shall be provided.
 - 2.4 An unfinancial, suspended or expelled member of the Club shall not knowingly apply to join another Club, nor shall a Club knowingly admit to membership nor retain in membership any past or present member of the Club who is indebted in any way to or has been suspended or expelled.
 - 2.5 A club shall immediately provide their respective Branch and SLSQ with the names and addresses of members who have had their membership cancelled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.
 - 2.6 Should a bona fide member of more than one Club be completely suspended or expelled by The Club he shall not be allowed to compete in any competitions conducted by any Club of which he is a member or by the Association.
 - 2.7 in cases in dispute, an appeal may be lodged with the Branch or SLSQ as the case may be.

3. CATEGORIES OF MEMBERSHIP

In relation to membership categories, each Club shall provide for the following types of membership and the following minimum qualifications shall be adhered to -

- (a) **Probationary Member** shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Club committee.
Note: Probationary members are not Individual members for the purposes of the Articles of Association of SLSA.
- ~~(b) **Junior Member (Nipper)** shall be a minimum age of 7 years up to a maximum age of 13 years on a seasonal basis (age for a season is determined as at midnight on the 30 September at the commencement of that season), and such person shall be required to gain the relevant Junior Activity Certificate for that person's age group.~~
- (b) Junior Member (Nipper)
 - (i) A Junior Activity member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
 - (ii) That the key focus for five and six year old junior activity be play participation and fun, with guidelines to support this focus to include:
 - (a) beach activities that emphasise games and group activities,
 - (b) water activities to be limited to shallow water near the water's edge,

-
- (c) no competition for these age groups other than that involved in fun games.²
- (c) **Cadet Member** shall be subject to the age qualification as defined in the Association's Manuals and has obtained The Surf Life Saving Certificate in that season or passed an annual proficiency test.
- (d) **Active Members** shall be Bronze Medallion holders and shall fulfil the full patrol and Club obligations, as provided by the Association and the Club Constitution and By-Laws, and shall qualify in an annual proficiency test each season, unless the member has obtained his Bronze Medallion in that Season.
- (e) **Reserve Active Membership -**
- (i) may be granted by a Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight years of patrol and Club obligations as provided by the Association and Club Constitution and By-Laws. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the appropriate Club body;
 - (ii) members shall perform a minimum of patrols in each club where they hold Reserve Active membership~ as required by SLSA, and further patrol duties at the discretion of the Club management;
 - (iii) members shall complete the Annual Proficiency Test.
- Note: Notwithstanding (i) above Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of years of service.**
- (f) **Long Service Membership -**
- (i) may be granted by a Club to members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years reserve active service;
 - (ii) members shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in the Club Constitutions and By-Laws;
 - (iii) should such members join another affiliated club the receiving club shall determine if such members Long Service shall be recognised by that club.
- (g) **Award Membership -**
- (i) may be granted by a Club to members who are the holders of an Association Award of one or more of the following designations -
 - (a) Radio Award/s
 - (e) Resuscitation Certificate
 - (c) Advanced Resuscitation Certificate or;
 - (f) First Aid Award/s (or equivalent);
 - (ii) members may be called upon to perform patrols and/or other Club obligations commensurate with their qualifications.
- (h) **Associate Membership -**
- (i) may be granted by a Club to a person who may or may not be the holder of an Association award;

² Amended at the General Meeting conducted 27 December 2009

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- (ii) does not entitle such member to voting rights unless elected to office or a position which is provided with voting rights by the Club Constitution or By-Laws;
 - (iii) shall have a joining and/or annual membership fee substantially greater than fees for other categories of Club membership.
- (i) **Honorary Membership**
may be granted by a club to persons who may or may not hold an SLSA award.
 - (j) **Life Membership**
may be granted by Clubs and/or Branches to members who have rendered distinguished or special service as provided for in the Club/Branch Constitution or By-Laws, and is relevant to that Club/Branch only

3A PERIOD OF MEMBERSHIP – MEMBERSHIP FEE SURCHARGE

- (a) In respect of the categories of Membership described in Clause 3 paragraphs (c) to (f) inclusive above, initial applications for membership may be received at any time in the season, without membership fee surcharge.
- (b) In respect of renewals of membership for the categories of membership described in Clause 3 paragraphs (c) to (f) inclusive above, applicants after 31 October in each Season may be required to pay a membership fee surcharge at the complete discretion of the Board of Management. The Board of Management shall set the amount of the surcharge each season, for each category of membership described in Clause 3 Paragraphs (c) to (f) inclusive.³

4. DUAL MEMBERSHIP

In relation to dual or multi-club membership the following shall apply:

- (a) Any member of a club may be admitted as a member of another club or clubs, providing such member has a "clearance" as provided for in "Clearances" (Refer to The By-Laws).
- (b) Any competing member shall not participate in any Inter-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 "Competitive Rights Transfer" (Refer to The By-Laws).
- (c) Any competing member who is a member of more than one club shall be entitled to compete in club events of all such clubs.

5. ADMISSION AND REJECTION OF MEMBERS

- 5.1 At the next meeting of the Board of Management after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Board of Management, who shall thereupon determine upon the admission or rejection of the Applicant. The ~~Membership Committee~~ Board of Administration and Membership⁴ may make recommendations for the assistance of the Board of Management.

³ Inserted at General Meeting conducted 27 December 2009.

⁴ Amended at General Meeting conducted 27 December 2009.

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- 5.2 Any applicant who receives a majority of the votes of the members of the Board of Management present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- 5.3 Upon the acceptance or rejection of an application for any class of membership, The Director of Administration and Membership shall forthwith give the applicant notice in writing of such acceptance or rejection.

6. TERMINATION OF MEMBERSHIP

- 6.1 A member may resign from the Club at any time by giving notice in writing to The Director of Administration and Membership. Such resignation shall take effect at the time such notice is received by the Director of Administration and Membership unless a later date is specified in the notice when it shall take effect on that later date.
- 6.2 If a member:
- (i) is convicted of an indictable offence: or
 - (ii) fails to comply with any of the provisions of the Rules; or
 - (iii) has membership fees in arrears for a period of two months or more; or
 - (iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Club, the Board of Management shall consider whether his membership shall be terminated.
- 6.3 The member concerned shall be given a full and fair opportunity of presenting his case and, if The Board of Management resolves to terminate his membership, it shall instruct the Director of Administration and Membership to advise the member in writing accordingly.

7. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 7.1 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Director of Administration and Membership written notice of his intention to appeal against the decision of the Board of Management.
- 7.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership, the Director of Administration and Membership shall convene, within a month of the date of receipt by him of such notice, a Judiciary Committee to determine the appeal. At any such meeting, the applicant shall be given the opportunity to fully present his case and the Board of Management subsequently shall likewise have the opportunity of presenting its case. The appeal shall be determined by the vote of the members present.
- 7.3 Any member whose membership is rejected, and appeal dismissed by the Board of Management shall have the right to lodge an appeal (within 14 days) to the Club Council. Such appeal shall be dealt with by the Council within 3 months of lodgement. (Refer By-Laws).
- 7.4 Where a person whose application is rejected, does not appeal against the decision of the Board of Management within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Director of Administration and Membership shall forthwith refund the amount of any fee

paid. If the appeal is unsuccessful the person shall have the right to appeal to the next highest authority. (Refer By-Laws).

8. DISCIPLINARY MEASURES

- 8.1 Disciplinary action may result should a member assert pressure on any other member to obtain any form of grace or favour on the grounds of any difference or otherwise in gender.
- 8.2 Disciplinary action may result should a member place any other member under any moral obligation or moral standing for whatever purpose.
- 8.3 Any member suspected of any breaches of club rules may be required to attend a Board of Management meeting to show cause as to why disciplinary action should not be taken as provided in the Constitution and By-Laws, or if a moral or criminal nature is to be referred to the Police for their investigation.
- 8.4 Notwithstanding the foregoing, members may be required to attend Judiciary Committee meetings should they be the subject of an alleged breach of conduct.
- 8.5 Judiciary and appeal procedures to be followed are set out in the By-Laws and Appendix A.

9 AFFILIATIONS

- 9.1 The Club shall apply annually for affiliation to the Branch, and such application shall be made prior to the Branch Annual General Meeting, and may be approved by the Branch providing such application complies with the requirements of the Branch Constitution and conditions set down from time to time and further, providing that an application may be received and granted after the prescribed date.
- 9.2 The Club shall not be granted affiliation unless it is registered under the relevant Government Act nor remain affiliated unless it and its affiliated bodies subscribe to the Constitution, By-Laws, etc. of the SLSQ and Branch.
- 9.3 Continued affiliation of the Club may be subject to challenge for a requirement to show cause why the affiliation should be continued if the Club fails to comply with all or any of the following procedures:-
 - (a) Carry out and perform the duty of patrolling the Club's designated beach at such times as prescribed by the Branch.
 - (b) Comply with written requests and directions as detailed by SLSQ/Branch from time to time.
 - (c) Remain financial with the SLSQ/Branch.
- 9.4 The Club may authorise the formation of Auxiliary' Organisations to function for such purposes and for such periods as may be determined from time to time by the Club.
- 9.5 Auxiliary Organisations shall subscribe to the Constitution, Rules, etc. of the Association and the Club and shall be registered under the relevant Government Act.
- 9.6 No club shall be permitted to affiliate with a branch other than that within the boundaries of whose area it is situated; except when, upon special representation, it is agreed that a better life saving service can be rendered by affiliation elsewhere.

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- 9.7 The initial application for affiliation shall be accompanied by a Constitution or a framework of rules under which the applying body intends to operate and such Constitution or Rules shall be subject to approval or otherwise of SLSQ.
- 9.8 Changes or amendments to the Constitution, Rules, etc., of affiliated and/or auxiliary organisations must not conflict with the Constitution, By-Laws, policies or rules of the Branch or SLSQ.

10 MANAGEMENT

The Management of the Club shall be provided in the following manner:-

10.1 The Club Council

The overall responsibility for the affairs of The Club shall be vested in the Club Council (hereinafter referred to as "the Council"), which shall consist of the Club President (Chairman), elected Officers and voting Members (Refer 1/E/2.1).

10.2 The Board of Management

The business of the Club shall be the responsibility of the Board of Management (hereinafter referred to as the "Board") with the exception of matters relating to Policy, Constitutional Change, Incorporation Responsibilities and Authority, and major financial borrowings and strategic issues. Recommendations only, shall be provided on such issues by the Board to the Council. The Board of Management shall consist of the elected Officers of the Club, namely:-

- * President
- * Deputy President
- * Director of Surf Life Saving
- * Director of Administration and Membership
- * Director of Finance and Resources
- * Director of Surf Sports
- * Director of Marketing and Promotion

The Board shall also include the following position, namely:-

- * Director of Junior Activities

This person shall be the Chairperson of the Board of Junior Activities. The Chairperson shall be elected at the Annual General Meeting of the Club following a nomination from The Annual General Meeting of the Board of Junior Activities, which will precede the Annual General Meeting of The Club. Such nomination of the Chairperson of The Board of Junior Activities shall be as "Director of Junior Activities" of The Club. No other person may nominate for this position, unless the Board of Junior Activities in General Meeting declines to nominate the Chairperson of the Board of Junior Activities for the position of "Director of Junior Activities".

The Board of Management shall also consist of those Life Members elected as the "Life Member Representative" on another Board and otherwise qualified to vote at Board of Management Meetings pursuant to (1/C/2.4 to 2.6).

10.3 The Executive Committee

The Executive Committee shall deal with urgent and any other matters deemed appropriate, which arise outside the meeting dates of the Board provided that all

decisions of such Committee shall be ratified by the Board. It shall comprise of the following elected Officers of the Club:

- * President
- * Deputy President
- * Director of Administration and Membership
- * Director of Finance and Resources
- * Director of Surf Life Saving
- * Other Officers that The Board of Management consider desirable may be added to the Committee.

The ~~Chief Executive Officer~~ General Manager ⁵ shall attend Executive Committee Meetings and act as Minutes Secretary. The Executive Committee may meet weekly or as required by the President.

10.4 Other Boards

Other Boards as provided in the By-Laws shall assist in the management of the Club, shall report and make recommendations to the Board of Management and/or Club Council, and shall be chaired by the respective Chairperson or their nominee as follows:-

Board	President
Surf Lifesaving	Director of Surf Life Saving
Administration and Membership	Director of Administration and Membership
Finance and Resources	Director of Finance and Resources
Surf Sports	Director of Surf Sports
Marketing and Promotion	Director of Marketing and Promotion
Junior Activities	Director of Junior Activities

- (a) The Other Boards shall be constituted by elected Officers and also by Members who are recommended for appointment by the relevant Chairperson.
- (b) In the case of elected Officers, each Officer whose position is listed in the By-Laws for the relevant Other Board shall, upon his election to that Office at the Annual General Meeting of the Club, be duly elected to that Other Board (Refer to By-Laws, Section 6).
- (c) In the case of a Member recommended for appointment: to an Other Board, that recommendation shall be made by the relevant Chairperson to the Board of Management and tabled at its first meeting following the day of the Annual General Meeting of the Club. Expressions of interest for appointment may be received from the floor of the Annual General Meeting, but such appointments shall not be made until the first meeting of the Board of Management as herein provided. This mode of appointment is to ensure the widest possible representation upon The Other Boards, from among the Members of the Club. (Refer 1/C/1 .5, 2/1/1 .2(c)(d)).
- (d) The duties of other Boards shall be those set out in the By-Laws. (refer Section 6).
- (e) The structure of other Boards shall be as set out in The By-Laws. (refer Section 6 and Appendix H)

⁵ Amended at General Meeting 27 December 2009.

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- (f) Each Other Board shall meet monthly at a time prior to the monthly Board of Management Meeting, or two-monthly during the off season so as to coincide with the Board of Management at its monthly or two-monthly report and any recommendations shall be provided to the Board of Management in writing.
- (g) if a member of another Board fails to attend three consecutive meetings he shall be dealt with in accordance with 1/C/1.7 of this Constitution.

10.5 Special Committees

Special Committees as provided in the By-Laws (refer Section 7) shall also assist in the management of the Club, as required. Special Committees may include the following:-

- * Selection Committee
- * Judiciary Committee
- * Constitution Committee
- * Surf Girl Committee
- * Building Committee
- * Carnival Committee

10.6 The Executive Officers

The Executive Officers of the Club shall be:

- * President
- * Deputy President
- * Director of Administration and Membership
- * Director of Finance and Resources
- * Director of Surf Life Saving

10.7 Staff

Shall be provided for in 1/D/4 and may include:-

- (a) A ~~Chief Executive Officer~~ General Manager ⁶ whose duties shall be as set forth in the By-Laws (refer Section 5) and shall operate in close liaison with the Executive Officers and other Club Officers, and shall attend and act as Minutes Secretary for Council, Board and Executive Committee Meetings.
- (b) Other personnel as determined from time to time by the Board

10.8 Order of Authority

Whilst it is accepted that the foregoing represent and act for and on behalf of The Club, the order of priority in relation to authority is:-

- * The Council
- * The Board of Management
- * The Executive Committee
- * The President
- * The Director of Administration and Membership

⁶ Amended General Meeting conducted 27 December 2009.

10.9 Branch Councillor

- (a) The Councillor to the Branch shall be the Club President and shall be elected annually at the Annual General Meeting of the Club. All Councillors shall be endorsed at the commencement of the Annual General Meeting of the Branch.
- (b) No Councillor shall be entitled to represent more than one (1) Club at the same time.
- (c) The Councillor shall hold office until the appointment of his successor, provided that he may resign or may be removed from the office by the Club Council, in which case the Club may submit to the Branch the name of a replacement.
- (d) Any Councillor who is absent from two (2) consecutive meetings of the Branch Council without submitting a satisfactory reason in writing, may be held to have forfeited his seat and in such event, shall not be eligible for re-election during the current year provided always that the Club shall receive due notification and submit the name of a replacement.

SECTION 'C' Election of Officers and Life Members Appointment of other Persons

I. ELECTION OF OFFICERS/APPOINTMENT OF OTHER PERSONS

1.1 Officers who may be elected

The following Officers shall or may be elected annually at the Annual General Meeting by secret ballot:

- * ~~Patron or Patrons~~
- * President
- * Deputy President
- * Director of Administration and Membership
- * ~~Deputy Director of Administration/Registrar~~⁷
- * Director of Finance and Resources
- * Deputy Director of Finance and Resources
- * Clubhouse Officer
- * Building Committee Chairperson
- * ~~Licensed Club Liaison Officer~~
- * Director of Surf Lifesaving
- * Deputy Director of Surf Life Saving
- * Chief Training Officer
- * IRB Captain
- * First Aid Officer
- * Radio Officer
- * Patrol Gear Steward
- * Director of Surf Sports
- * Team Manager
- * Swim Captain
- * Boat Captain

⁷ Deleted at AGM conducted 12 June 2011

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- * Beach Captain
 - * Iron Man Captain
 - * Board Captain
 - * Ski Captain
 - * ~~IRB Competition Director~~
 - * ~~Under 16 Liaison Officer~~ Under 15/17 Liaison Officer
 - * Masters Liaison Officer
 - * Director of Marketing and Promotion
 - * The Carnival Organiser
 - * Safety Officer⁸
 - * Environmental Officer⁹

1.2 Persons to be appointed

The following persons shall be appointed annually at The Annual General Meeting:

- * Honorary Solicitor
- * Honorary Medical Officer
- * Auditors
- * Vice Presidents
- * Club Supervisor

- (a) Nominations for appointment need not be in writing and may be by invitation. Appointment shall be by simple majority of those present and entitled to vote. At the completion of the Election of Officers and Appointments herein referred to, members shall also be invited to place before the Annual General Meeting expressions of interest in being appointed to the five other Boards, as previously referred to in 1/B/10.4.
- (b) Upon appointment of the Club Supervisor at the Annual General Meeting, the name of the appointee shall be transmitted to the Sunshine Coast Branch for endorsement. Refer to By-Laws 4.32 for duties of the Club Supervisor¹⁰.

1.3 Nominations for Officers

Nominations for Officers to be elected at the Annual General Meeting of the Council shall be in writing on the appropriate form, signed by the nominator and seconder, who shall be members of the Club and bearing a certificate signed by the nominee expressing his willingness to accept the position for which he is nominated. Such nominations shall be in the hands of the Director of Administration and Membership at least fourteen (14) days prior to the date of the Annual General Meeting and shall be promulgated to the members at least seven (7) days before that date.

1.4 No Nominations Received

If there are no nominations for election received as aforesaid, nominations may be accepted at the Annual General Meeting provided the person nominated is present or has given written consent to accept office. The election of Officers shall be by secret ballot. In the final ballot, should there be an equality of votes the following will apply:-

⁸ Amended General Meeting conducted 27 December 2009.

⁹ Added General Meeting conducted 02 January 2011

¹⁰ Added General Meeting conducted 27 December 2009.

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- (a) If one of such nominees occupies the office, which is the subject of the ballot, such nominee shall be declared re-elected.
- (b) If none of the nominees occupies the office, which is the subject of the ballot, the presiding Chairman at the time of the ballot shall have a casting vote.

1.5 Further persons who may be appointed

The following persons may be appointed at the first meeting of the Board of Surf Sports to be held after the Annual General Meeting:-

- * Touring Team Manager
- * Swim Manager
- * ~~Boat Vice-Captain~~¹⁴
- * Boat Manager
- * Beach Manager
- * Iron Man Manager
- * Board Manager
- * Ski Manager

At the same time as expressions of interest for Boards and Committees are invited at the Annual General Meeting (pursuant to 1/C/1.2), expressions of interest shall be received by the Meeting in respect of these positions. Any expressions of interest shall be forwarded to the Board of Surf Sports so that the Board may consider appointing those or other interested persons. At the completion of its first meeting, the Board of Surf Sports shall submit its final list of appointees for ratification by the Board of Management.

1.6 Term in office

All Officers and appointees shall continue in office, subject to resignation or removal from office, until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at a Board of Management or Council Meeting, subject to the normal conditions of nomination. If the Board of Management appoints the person, then it shall require endorsement by the Council.

1.7 Absence from meetings

Any Officer or appointee who is absent from three (3) consecutive meetings of the Board or Committee of which he is a member, without a satisfactory reason in writing, may be removed from office and, in such event, shall not be eligible for re-election during the current year.

1.8 Removal from office

Any Officer or appointee who is not satisfactorily carrying out his duties may be removed from office and, in such event, shall not be eligible for re-election during the current year; provided that no such action shall be taken unless notice of intention to move a motion to give effect hereto has been given in accordance with the provisions of 1/E6.1.

¹¹ Deleted General Meeting conducted 27 December 2009.

1.9 Vacancy

Should a vacancy occur, through illness, incapacity, resignation or requirement of some other reason, then the same conditions, as C/1/1.6 shall apply.

1.10 Appeal against removal from office

Any Officer or appointee dealt with in accordance with 1.7 and 1.8 above shall have the right to lodge an appeal against removal from office provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the removal and shall set out clearly the grounds of appeal. The appeal shall be placed before the Club at its next Council Meeting and, at the sole discretion of such body, shall either be accepted or rejected and, if accepted, The Officer or appointee shall be reinstated.

2. **ELECTION OF LIFE MEMBERS**

2.1 Life Members of The Club may be elected from the members who have rendered long and conspicuous service to The Club in an active and/or administrative capacity during a minimum period of fifteen (15) years.

2.2 ~~Nominations for Life Membership, if any, shall be brought before the Board of Management (and may be on the recommendation of the Board of Administration and Membership). Final selections, if any, shall be made by the Board of Management at its Meeting immediately preceding the Annual General Meeting, and The recommendations, if any, shall be made by the Board to the Annual General Meeting. Appointments to Life Membership of the Club shall be by four fifths majority present and voting at the Annual General Meeting. All voting for such awards may be by secret ballot.¹²~~
Nominations for Life Membership shall be conducted each year in the following way:

Step 1: Nominations for Life Membership shall be initially considered each year by a panel of three members appointed for the purpose by the Board of Management. That panel shall consist of at least one Life Governor and one Life Member.

Step 2: The panel shall formulate a list of candidates eligible for election as a Life Member in accordance with the criteria set out in Clause 2.1, by utilising the Club membership database.

Step 3: The panel shall present a list of eligible candidates for discussion at a meeting of Life Members convened no less than 6 weeks before the Annual General Meeting. The panel may propose its own recommendations (ie. a "short list") for discussion by the Life Members. The meeting of Life Members may request the panel to reconsider any candidate for Life Membership not recommended by the panel, or to delete a panel recommendation, before the panel makes its final submission of recommendations to the Board. The panel may, in its complete discretion, accept or reject any request of the meeting of Life Members.¹³

¹² Deleted at General Meeting 31 December 2006

¹³ Added at General Meeting 27 December 2009.

Step 4: The Panel shall submit the recommendations, if any, that arise from Step 2 and Step 3, to the Board of Administration and Membership.

Step 5 Final recommendations, if any, shall be made by the Board of Management at its meeting immediately prior to the Annual General Meeting. The Board of Management must take into account the recommendations arising from Steps 2, 3 and 4 (if each Step occurs in that year), but must formulate its own final recommendations for the Annual General Meeting.

- 2.3: Appointments to Life Membership, if any, shall be by four-fifths majority present and voting at the Annual General Meeting. Voting for appointments to Life Membership may be by secret ballot.¹⁴
- 2.3 4 A Life Member shall receive a Life Membership Badge and shall be entitled to all the rights and privileges of The Club for life without payment of any subscription and shall be entitled to attend all meetings of The Club.
- 2.4 5 One Life Member will be entitled to be appointed as a "Life Members Representative" on each of the Other Boards. There shall be only one such appointment per other Board in each year. Such appointment does not prevent other Life Members from being elected or appointed to an other Board in other capacities.
- 2.5 6 In the event that a Life Member wishes to attend and vote at a Board of Management Meeting, he shall only be entitled to vote thereat if he is the "Life Member's Representative" on one of the Other Boards for the current year, and if he has attended at least 50% of the meetings of that other Board for the year to date (i.e. he is a regular attendee and active participant in the business of the other Board of which he is the "Life Member Representative").
- 2.6 7 Life Members are otherwise entitled to vote at General, Special General and Annual General Meetings of the Club.

3. LIFE GOVERNORS

- 3.1 Two only, Life Governors shall be appointed by the Council at any one time.
- 3.2 Life Governors shall only be appointed from among the duly elected Life Members of the Club.
- 3.3 Life Governors will generally be persons who:
- * are senior Life Members; and
 - * have developed extensive business, surf lifesaving and/or¹⁵ community links on behalf of Maroochydore SLSC; and
 - * are prepared to represent Maroochydore SLSC in special capacities as required by the Club.
- 3.4 One Life Governor may be drawn from the Sunshine Coast based Life Members, and one from the Brisbane-based Life Members, so as to enhance links with both communities.
- 3.5 In all other respects, Life Governors have the same Rights and privileges as Life Members.

¹⁴ Inserted and renumbered at General Meeting 31 December 2006

¹⁵ Amended at General Meeting 31 December 2006

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- 3.6: Selection of a suitable candidate as Life Governor, for recommendation to the Council for appointment, shall be made by the Life Members, in the following way:
- (a) Life Members shall be advised in writing of the requirement to select a replacement Life Governor for recommendation to the Council for appointment;
 - (b) Selection shall be by confidential postal ballot, in which each Life Member shall be asked to nominate in writing only one suitable candidate from ~~among the Life Members~~ a list of Life Members, compiled by the non-retiring Life Governor in consultation with the President.¹⁶;
 - (c) The selected candidate for recommendation to the Council shall be the Life Member who receives the highest number of written nominations by a specified due date;
 - (d) The Returning Officer for the above selection process shall be the non-retiring Life Governor, or, in his/her absence, the President.
 - (e) The Returning Officer shall confidentially ask the selected candidate if he/she wishes to accept the nomination of the Life Members. If the candidate declines, the Life Member with the next highest number of votes shall be deemed selected and shall be approached in like manner.
 - (f) The Ballot papers shall immediately be destroyed by the Returning Officer, upon that Officer reporting to the Council the recommendation of the Life Members.¹⁷

SECTION 'D' PROPERTY, FINANCE, BUDGET & STAFF

1. PROPERTY

- 1.1 The property of the Club shall be vested in the name of the Maroochydore Surf Life Saving Club Inc.

2. FINANCE

- 2.1 An official receipt, in the form prescribed by the State Government, shall be issued for all monies received, and which shall be banked/deposited promptly after receipt thereof, in the name of the Club in such Bank as the Board of Management directs.
- 2.2 ~~Payments shall be made only by cheque, crossed "not negotiable signed by two (2) of the Executive Officers, one of whom shall be the President.~~ Payments shall be made either by cheque, crossed "not negotiable" or via the Clubs Internet Banking Accounts signed by two [2] of the Executive Officers or by the use of the Club's Credit Card the use of which is controlled by the General Manager.¹⁸
- 2.3 The income and property of the Club, whencesoever derived, shall be used and applied solely in promotion of its objects and in the exercise of its powers.

¹⁶ Inserted at General Meeting conducted 27 December 2009.

¹⁷ Inserted at General Meeting 31 December 2006

¹⁸ Inserted at General Meeting conducted 27 December 2009.

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- 2.4 Where any affiliated branch or club of the Association, as the case may be, is unable to make any lawful appeal for support for that affiliated branch or club or for its objects, as distinct from an appeal for support for SLSQ or the objects of SLSQ, no moneys or property whatsoever shall be paid or transferred to the affiliated branch or club by SLSQ or any affiliated branch or club of the Association, as the case may be, or used for the purposes of the affiliated branch or club first mentioned.
- 2.5 Before payment, all accounts shall be ratified by the Director of Finance and Resources and/or the Director of Administration and Membership, and later confirmed by a properly constituted meeting of The Club Council or the Board of Management and a record made in the Minutes.
- 2.6 The Director of Finance and Resources shall maintain a record of the investments of the Club in a book kept for that purpose.
- 2.7 The books and accounts of the Club shall be kept and an annual audit conducted in the manner required by the Auditor-General for the State of Queensland and as required within the State of Queensland and as required by the relevant Government Act as administered by the relevant Government Department. Such audited report to be presented to the Annual General Meeting of the Council. (Refer By-Laws 3.1).
- 2.8 As soon as practicable after the end of each financial year, the Director of Finance and Resources shall cause to be prepared, a statement containing the particulars of:
- (a) the income and expenditure for the financial year just ended and
 - (b) the assets and liabilities of all mortgages, charges and securities affecting the property of The Club at the close of that year.
- 2.9 Government Subsidy
- (a) The Club shall submit returns of endowable subscriptions to the appropriate Queensland State Government Department as and when required on the Form provided by that Department.
 - (b) As soon as possible after the receipt of any Government subsidy, a receipt for the monies received shall be forwarded to the Department.
- 2.10 The financial year of The Club shall be from the first day of May in any one year to the thirtieth day of April in the year next following.
- 2.11 Financial activities of all Boards and Committees of the Club shall be under the control of the Director of Finance and Resources, who shall, in conjunction with the Club President and Chairperson of the Board or Committee concerned, determine the method of financial operation most suited to that particular Board or Committee, providing that at all times, the requirements of the relevant Government Department of the State of Queensland are maintained.
- 2.12 Any Member being in default of payment of liabilities to the Club for in excess of two (2) months from date of default may have his membership deferred or may be penalised by the Board of Management subject to endorsement of The Council; such penalty shall remain in force until the liability has been negotiated to the satisfaction of The Club.
- 2.13 The Council, through the Board of Management, shall provide for the safe custody of books, documents, instruments of title and securities of the Club.
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3. BUDGETS

- 3.1 The Director of Finance and Resources shall prepare a budget by 1st August for the current year, after consultation with all Officers of the Club, provided that the budget may be subjected to further consideration during the year.
- 3.2 The budget shall be submitted by the Board of Management to the next Council meeting for consideration of the budget allocations and, once approved, it shall be competent for each Officer and Other Board or Committee to utilise the Club finances to the limit of its allocation, unless directed otherwise by the Board or Executive Committee.
- 3.3 Any unforeseen items in relation to finance that may arise shall first be considered by the Board of Management or The Executive Committee, which shall, if it is considered important or necessary, recommend that the matter be considered by the Council.

4. STAFF

- 4.1 The Club may provide for the appointment of a ~~Chief Executive Officer~~ General Manager and other full-time employees as may be required from time to time in the conduct of its affairs.
- 4.2 Paid staff of The Club are not permitted to hold the position of "Officer" in the Club, provided that such paid staff may seek election as an Officer with the proviso that if elected they shall forthwith forfeit their paid position.
- 4.3 Salaries of staff members as provided for in 1/B/3.7 shall be determined by the Board of Management who may act on the recommendation of the Board of Finance and Resources.
- 4.4 The Board shall endorse or reject the employment of other paid assistance as may be considered from time to time.
- 4.5 Pay structures of other paid assistance shall be determined by the President and Director of Finance and Resources, following a recommendation which may be submitted by the ~~Chief Executive Officer~~ General Manager¹⁹ or the Board of Finance and Resources.

SECTION 'E' REQUIREMENTS AND PROCEDURES

1. BRANCH REPRESENTATION

- 1.1 The Club shall be represented on the Branch Council by the Club President who shall be a Branch Councillor and be elected at the Annual General Meeting of the Club.
- 1.2 In the event that the President resigns or is removed from office, the Club shall submit the name of a replacement to the Branch.
- 1.3 The Club shall be represented on the Branch Board of Junior Activities by the Director of Junior Activities as elected by The Club, or by his nominee.

2. MEETINGS

- 2.1 The business of The Club shall be transacted at the following classes of meetings -

¹⁹ Amended at General Meeting conducted 27 December 2009.

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- (a) The Annual General Meeting of the Council
General Meetings of the Council;
Meetings of the Board of Management;
Meetings of the Executive Committee;
Meetings of the Other Boards;
Meetings of the Special Committees;
 - (b) Special Meetings of the Council;
- 2.2 Board of Management Meetings shall be held at least monthly during the Season and at least once every two (2) calendar months during the off season or as directed by the Council or as required by the President, having regard to business requirements and circumstances prevailing at the time.
- 2.3 In relation to Minutes of the aforementioned meetings, the following procedures will apply:
- (a) The Director of Administration and Membership shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Council, Board and Executive Committee Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Director of Administration and Membership for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding meeting verifying their accuracy. Similarly, the minutes of every Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting.
- 2.4 Detailed requirements and procedures relative to the conduct of the aforementioned meetings are as provided for in the By-Laws (refer Sections 3 and 6)
- 2.5 Nothing contained in the Constitution shall prevent a meeting of a group of Officers or Members of the Club, provided that any reports or recommendations resulting from such meeting shall be ineligible for consideration by any higher authority unless they are submitted to The Board of Management within a period of seven (7) days of that meeting.
- 2.6 Fourteen (14) clear days notice, in writing, shall be given for the Council Annual General Meeting and General Meetings, nine (9) clear days for any other Special Meetings.
- 2.7 Special Meetings shall be convened when directed by the President or the Board of Management, or not less than the number of ordinary members of the Club which equals double the number of members presently on the Board of Management, plus one. Such requisition shall clearly state the reasons why such Special Meeting is being convened and the nature of business to be transacted thereat. Notice of Meetings of the Board of Management or Other Boards and Committees shall be at the discretion of the respective Chairperson.
- 2.8 Special Meetings of the Board of Management shall be convened by request of the President or by not less than one-third of members of the Board

3. VOTING

- 3.1 Only financial Active, Reserve Active, Long Service, Life Governors, Life Members and Officers shall be eligible to vote at Council Meetings.
- 3.2 All voting members of The Council (1/B/3) shall be entitled to one vote only at all meetings of The Council of which they are present, and the Chairperson shall have both a deliberative and casting vote. Provided that no member shall be entitled to vote at any general meeting if his annual subscription is in arrears at the date of the meeting.
- 3.3 Members elected or appointed to the Board of Management or an Other Board or Committee are the only persons eligible to vote at meetings of their Board or Committee, and the Board or Committee Chairperson shall have both a deliberative and casting vote.

4. CHAIRPERSON

Except where otherwise provided, the President shall be Chairperson of all Meetings of the Council, the Board and the Executive Committee, and in his absence, the Deputy President shall be the Chairperson and, in the absence of both, the Meeting shall elect a Chairperson.

5. QUORUM

- 5.1 At the Annual General Meeting, General Meetings and Special Meetings of the Council, the number necessary to form a quorum shall be double the number on the Board of Management plus one (1).
- 5.2 At Board of Management Meetings, the number of Officers to form a quorum shall be a simple majority of voting members.
- 5.3 At Executive Committee Meetings, The number of Officers to form a quorum shall be a simple majority of voting members, one of whom shall be The President or Deputy President.
- 5.4 At Other Board and Committee Meetings, a majority of members shall be present.
- 5.5 If a quorum as prescribed above is not present within one half-hour after the advised commencement time, the following shall apply:-
 - (a) Council Annual General Meeting
 - (i) The meeting as advertised shall be deferred for one week to the same time and place, provided that a notice signifying the deferment shall be forwarded to each member.
 - (ii) Should a quorum not be present at the advertised commencement time of the deferred meeting, the Chairperson may declare those present to be a quorum and the meeting shall be deemed to be properly constituted.
 - (b) Special Council Meeting
The meeting shall lapse.
 - (c) Council General Meeting
The meeting shall lapse and the business to be transacted at that meeting shall be dealt with by the Board of Management.
 - (d) Other Board and Committee Meetings

The meeting Chairperson shall decide future action on matters before that Board or Committee.

6. NOTICE OF MOTION

- 6.1 Notices of any motion intended to be moved at any Annual General, General or Special Meeting of the Council, shall be given in writing signed by the mover and seconder thereof (who must be members of the Meeting to which the Notice of Motion will be referred) to the Director of Administration and Membership at least twenty-eight (28) clear days prior to the date of such meeting and shall be included in the business paper on the notice calling such meeting.
- 6.2 The meeting may, by ordinary resolution, grant the mover and seconder leave to alter their motion, in a minor way without altering the intention of the motion. No amendment to the motion will be accepted.
- 6.3 A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having similar effect be moved at the next meeting of Council or within six (6) months from the date of its rejection, unless approved by The Board of Management.

7. MOTIONS TO RESCIND

- 7.1 A Motion to rescind any motion carried at a Meeting of the Council or The Board of Management or other Boards or Committees may be considered only at a subsequent Meeting of those bodies.
- 7.2 Notice of Motion to rescind a resolution carried at a previous meeting shall be accepted only on the written resolution of not less than two (2) voting members of the Council or the Board or Committee to which the rescission motion refers. In all respects, the provisions of 1/E/6 shall apply.

8. ALTERATIONS TO THE CONSTITUTION

The Club may alter its Constitution as regards local and domestic matters, which do not conflict with the provisions of the Association, State, or Branch Constitutions as the case may be. The procedure for the making of such alterations shall be as follows:-

- 8.1 Subject to the provisions of the relevant Government Act, the Club Constitution may be amended, rescinded or added to, from time to time by a special resolution carried at an Annual General Meeting or a Special General Meeting of the Council, called for that purpose, provided that no such amendment, rescission or addition shall be valid unless the same is submitted to and approved by the relevant Government Department.
- 8.2 Notice of the proposed alteration shall be given in the manner provided for Notices of Motion but shall specifically state that it is a notice of proposal to alter the Constitution, either by amending or repealing an existing provision thereof or by adding a new provision.
- 8.3 The notice of the proposed alteration shall be included in the Notice calling the Meeting (whether Annual, General or Special), at which it is to be submitted as a "Notice of Motion to alter The Constitution".

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- 8.4 Provided that the aforesaid Notice be duly given, it shall be competent for the alteration of The Constitution to be considered and dealt with at the meeting of the Council.
 - 8.5 A copy of the notices issued in accordance with 1/E/8.2 shall be sent to the Branch and SLSQ, at the time of issue, for endorsement.
 - 8.6 The Club shall lodge with the Branch and SLSQ, copies Constitution and of all amendments and/or alterations thereto have been adopted.

9. MEMBERSHIP FEES

- 9.1 Membership fees shall be as decided from time to time by a General, Special General or Annual General Meeting of the Council.
- 9.2 Members fees shall be paid within thirty (30) days of the Annual General Meeting or membership will lapse and a joining fee may be charged.
- 9.3 Members fees shall be paid prior to The Annual General Meeting for a member to be eligible to vote at that meeting.
- 9.4 A financial member at any material time is a member who is not then indebted to the organisation in respect of any annual subscription or levy or other payment whatsoever.
- 9.5 Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any General Meeting of the organisation.

10. BY-LAWS. DOMESTIC RULES AND STANDING ORDERS

- 10.1 Provided that they do not conflict with the letter or the spirit of the rules incorporated in the Association Constitution and Manuals, the Club may create, alter and repeal By-Laws, Domestic Rules and Standing Orders for the conduct of its local and domestic affairs.
- 10.2 A bound book shall be provided to record such domestic rules and standing orders which shall be laid down from time to time by a Council Meeting. Such By-Laws, Rules and Standing Orders shall remain in force until revoked or altered by a further Council Meeting.

11. MAKING AND ALTERATION OF BY-LAWS AND APPENDICES

- 11.1 Subject to the provisions of the relevant Government Act, the Club By-Laws and Appendices may be amended, rescinded or added to from time to time by a special resolution carried at a General Meeting of the Council. Copies of any amendments shall be forwarded to the relevant Government Department, the Branch and SLSQ for record purposes.
- 11.2 When By-Laws are made, altered or repealed, each affiliated body shall be informed promptly.

12. LEGAL ACTION

No Officer, or group of Officers or Members, whether in a Board or Committee or alone, may institute legal action which purports to be on behalf of the Club or group if it carries legal and financial implications against the Club or group or against a Branch, SLSQ, the Australian Council or another Club affiliated to Surf Life Saving Australia Limited, unless by the following procedures:-

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- 12.1 The constitutional convening of a General Meeting of members of the Club, and a vote affirmative of such action by a two-thirds majority of members present and voting.
 - 12.2 Further, an invitation to such General Meeting must be given to the higher authorities of that body, i.e. Branch, SLSQ or the Australian Council and the body or group against which the legal action is proposed.

13. TROPHIES. PRIZES AND ELIGIBILITY

In relation to trophies, prizes (cash or kind) and eligibility to accept or compete for such trophies or prizes, the following shall apply:-

- 13.1 The Club may determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel or other expenses, subject to Branch approval.
- 13.2 The Branch shall determine a member's eligibility to compete.
- 13.3 The conditions regarding the value, acceptance, custody and control of trophies, and the permitted acceptance, advertisement and value of cash prizes and their distribution shall be prescribed in the State Centre Constitution and By-Laws.

14. HONOURS

The Club may recommend an individual member for a Meritorious Award subject to a two-thirds majority of the voting members of the Council, providing that the recommendation is placed on the Notice Board of the Club at least fourteen (14) days prior to the meeting.

15. UNIQUE ITEMS

In the event of any question or item arising which is not specifically provided for in The Manuals of the Association or in the Constitution or By-Laws of the Club, it shall be competent for the State Centre to legislate thereon temporarily by resolution at any meeting of the State Council or Executive pending the due alteration of the Constitution.

16. DISSOLUTION

The Club shall be dissolved only with the consent of three-fourths of the Officers and voting members present at a Special Meeting called for that purpose, notice of which must be posted to Officers and members at least twenty-eight (28) days prior thereto, and advertised in the major regional newspaper in each centre under the control of the Branch, at least once in each of the two (2) consecutive weeks immediately preceding such meeting.

17. DISTRIBUTION OF SURPLUS ASSETS

In the event of the Club being dissolved in accordance with the provisions of the relevant Government Act, and there remains, after satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to Surf Life Saving Queensland or if that Association has ceased to exist to another surf life saving body which has similar objects and which is approved by the Commissioner of Taxation as

a public benevolent institution for the purposes of any Commonwealth Taxation Act, and which shall prohibit the distribution of its or their income and property among its or their members to the extent at least as great as is imposed on the Club under or by virtue of D12.3 such body to be determined by the members of the Club.

PART 2 THE BY-LAWS

SECTION 1 THE CONSTITUENTS

BY-LAW 1.1 EXECUTIVE OFFICERS

The following Executive Officers shall be elected at the Annual General Meeting as provided for in 1/B/3.2 and 1/C/1:-

- * President
- * Deputy President
- * Director of Surf Lifesaving
- * Director of Administration and Membership
- * Director of Finance and Resources
- * Director of Surf Sports
- * Director of Marketing and Promotion
- * Director of Junior Activities

The Director of Junior Activities shall be elected in accordance with 1/B/3.2 of the Constitution.

BY-LAW 1.2 OTHER OFFICERS

(a) All or any of the following Officers, may be elected at the Annual General Meeting viz:-

- * ~~Patron or Patrons~~²⁰
- * Team Manager
- * Vice Presidents
- * Swim Captain
- * Boat Captain
- * Beach Captain
- * IRB Captain
- * Ski Captain
- * Board Captain
- * Iron Man Captain
- * ~~U/16 U15/17 Liaison Officer~~²¹
- * Masters Liaison
- * ~~IRB Racing Director~~²²
- * Deputy Director of Administration and Membership/Registrar
- * Clubhouse Officer
- * Deputy Director of Surf Lifesaving
- * First Aid Officer
- * IRB Captain
- * Chief Training Officer
- * Radio Officer

²⁰ Deleted at General Meeting conducted 27 December 2009.

²¹ Amended at General Meeting conducted 27 December 2009.

²² Deleted at General Meeting conducted 27 December 2009.

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- * Deputy Director of Finance and Resources
 - * ~~Licensed Club Liaison Officer~~²³
 - * Building Committee Officer
 - * Carnival Organiser
 - * Patrol Gear Steward
 - * Selector²⁴
 - * Safety Officer²⁵
 - * Youth Development Officer²⁶
 - (b) The Club shall appoint (by invitation) at its Annual General Meeting the
 - * Auditor
 - * Honorary Solicitor
 - * Honorary Medical Officer
 - * Club Supervisor²⁷
 - (c) The Club may appoint further persons pursuant to 1C/1.5 namely:-
 - * Touring Team Manager
 - * Swim Manager
 - * ~~Boat Vice Captain~~²⁸
 - * Boat Manager
 - * Beach Manager
 - * Iron Man Manager
 - * Board Manager
 - * Ski Manager
 - (d) In general, Club Officials are required to commit the Club to expenditure only within the budgets set for each Club Board or Committee. In the case of any proposed expenditure, which is outside a particular budget, approval of the Board of Management must first be obtained before any commitment to the proposed expenditure is made by any Club Official.
 - (e) The following Club Officials may be authorised to commit the Club to expend amounts up to a total of ~~One Five~~²⁹ Hundred Dollars; provided that the expenditure is within the relevant budget:-
 - * Deputy Director of Surf Lifesaving
 - * Club House Officer
 - * Boat Captain
 - * Board Captain
 - * Ski Captain
 - * Iron Man Captain
 - * Gear Steward
 - * IRB Captain
 - (f) Any two (2) of The following Club Officials may be authorised to commit the Club to expend amounts up to a total of ~~Five Hundred One Thousand~~³⁰ Dollars; provided that the expenditure is within the relevant budget:

²³ Deleted at General Meeting conducted 27 December 2009.

²⁴ Amended at the General Meeting conducted 30 December 2001

²⁵ Amended at the AGM conducted 11 June 2006

²⁶ Amended at the AGM conducted 11 June 2006

²⁷ Deleted at General Meeting conducted 27 December 2009.

²⁸ Inserted at General Meeting conducted 27 December 2009.

²⁹ Amended at the AGM conducted 07 June 2009

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- * President
 - * Deputy President
 - * Director of Administration and Membership
 - * Director of Finance and Resources
 - * Director of Surf Lifesaving
 - * Director of Surf Sports³¹
 - * Director of Junior Activities
 - * Director of Marketing and Promotion

- (g) Any commitments made under these provisions, if within budget, shall be submitted to the next Meeting of the relevant Other Board for endorsement. if it is outside of budget, the proposal is to be submitted to the Board of Management for endorsement.
- (h) Outside of these provisions, no Member of the Club shall incur any debts on behalf of the Club without written permission of the President, Director of Administration and Membership or Director of Finance and Resources.

BY-LAW 1.3 LIFE MEMBERS AND LIFE GOVERNORS

Life Members and Life Governors of the Club shall be entitled to attend Council Meetings and hold Office if elected. (Refer 1IC/2).

BY-LAW 1.4 MEMBERS

- (a) Membership may be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club and the Association and having completed the prescribed Association Form and submitted the required fee.
- (b) Membership shall be limited by category qualifications (Refer 1/BV/1.1) and/or the adequacy of Clubhouse facilities to cope with the existing situation.

BY-LAW 1.6 COUNCILLOR

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

BY-LAW 1.6 AUXILIARY ORGANISATIONS

Auxiliary Organisations may be formed as authorised in 1/B/2.4 and 2.5 provided that the Constitution and activities of such organisations are subject to the approval of the Club and further provides that delegate representation to and from such organisation shall be determined by the Club from time to time.

SECTION 2 CONDITIONS PERTAINING TO OFFICERS AND MEMBERS

BY-LAW 2.1 OFFICERS

- (a) Officers of the Club shall be elected from the Life Membership of the Club or its Members.

³⁰ Amended at the AGM conducted 07 June 2009

³¹ Inserted at AGM conducted 07 June 2009

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- (b) The Executive Officers of the Club shall be the President, Deputy President, Director of Administration and Membership¹ Director of Finance and Resources and Director of Surf Lifesaving and nominees for these positions may first require an interview by a small panel of selected Club Officers with respect to the applicable work role, the applicants ability and availability to carry out duties of the office for which the nomination is received.
 - (c) Director of Surf Lifesaving of the Club shall hold the Active Member Category and be proficient.
 - (d) Chief Training Officer shall hold a current Training Officer's (Instructor) Certificate.
 - (e) Only holders of the Surf Bronze Medallion shall be eligible for election to the following positions:
 - * Director of Surf Lifesaving
 - * Chief Training Officer
 - * Surf Boat Captain
 - * Craft Captains
 - * IRB Captainand any deputies to these positions
 - (f) Safety Officer shall hold a current Club Safety Officer Level 1 Award³²

BY-LAW 2.2 VICE PRESIDENTS

Vice-Presidents may be proposed by any Member of the Club and no limit shall exist. Such proposals shall be endorsed or rejected at The Annual General Meeting (Refer 1/C/1.2).

BY-LAW 2.3 DUTIES AND PRIVILEGES OF MEMBERSHIP

- (a) All financial Members shall have access to all Club facilities with the exception that a time constraint may be placed on Junior Activities members at the Clubhouse.
- (b) All financial Active, Long Service, Active Reserve, Life Governors and Life Members and Officers shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings of the Council. All other Members may attend such meetings but have no voting rights.
- (c) All Active and U/16 Members may apply in writing for leave of absence from their duties, stating reasons and time for such leave.
- (d) Probationary Members shall not be entitled to the use of the Club premises or facilities until such time as they are officially notified of their acceptance by the Board.
- (e) All Members shall abide by the Constitution, By-Laws and Rules of the Club and the Association.

BY-LAW 2.4 RENEWAL OF MEMBERSHIP

- (a) Members shall apply annually for renewal of membership by submission of the prescribed Association Form and payment of the prescribed fee within one (1) month of the Annual General Meeting.

³² Amended at the AGM 11 June 2006

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- (b) Should the application for renewal of membership be refused, the Member shall have the right of appeal, in writing through the Director of Administration and Membership, to a General Meeting.
- (c) For a Member to be eligible to vote at the Annual General Meeting, he shall be required to have paid his fees and had his membership application accepted prior to the date of the Meeting.
- (d) Any Member who fails to renew his subscription by the required date shall lose all rights and privileges in the Club and shall cease to be a Member. In these circumstances, application for membership re-acceptance is permitted, provided the prescribed Form is submitted accompanied by the current fees, and further provided that the Board of Management shall have the sole right to grant or refuse such application. In this respect, the Board may act on the recommendation of the Board of Administration and Membership.

SECTION 3 MEETINGS (Refer to Appendix 'B')

BY-LAW 3.1 ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of The Council shall be held prior to the Annual General Meeting of the Branch on a date determined by the Board of Management. The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statement, the Election of Officers for the ensuing year, to deal with Notices of Motion correctly moved and to transact general business.
- (b) Written notice of the meeting shall be forwarded to each Member at least 14 days prior to the meeting and the posting of such notice shall be deemed as notice received (Refer 1/E, 2 to 5).
The order of business shall be:-
- * Recording of attendance and apologies
 - * Confirmation of the previous Annual General Meeting Minutes
 - * Presentation and adoption of The Annual Report and Financial Statements
 - * Officers, Delegates, Boards, Committees and other Reports
 - * Election of Officers
 - * Formation of Other Boards (including expressions of interest for appointment to such other Boards)
 - * Formation of Special Committees (including expressions of interest for appointment to such Committees)
 - * Endorsement of Branch Councillor (Club President) and his Alternate (Proxy)
 - * Endorsement of Board of Junior Activities
 - * Appointment of Honorary Solicitor, Auditor and Honorary Medical Officer
 - * Appointment of Vice Presidents
 - * Election of Life Members (if any)
 - * Notices of Motion (if any)
 - * General Business

BY-LAW 3.2 GENERAL MEETINGS

There shall be a minimum of two General Meetings held per year. General Meetings are to be held as required for the benefit of the Club and the members (Refer 1/E 2 to 5). The meeting shall follow Board of Management Meeting format provided that all Members may ask questions and expect competent answers.

BY-LAW 3.3 SPECIAL GENERAL MEETINGS

- (a) Special General Meetings shall be called as directed refer (1E12.6) to deal with Special Business only as detailed in the Notice of Meeting.
- (b) Such meeting shall be held within 21 days of receipt of such request or directive and at least nine (9) clear days notice on the Club notice board shall be given stating the business to be discussed. Quorum and time limit for such a meeting shall be as detailed (Refer 1/E/2 to 5).

BY-LAW 3.4 BOARD OF MANAGEMENT MEETINGS

- (a) The Board of Management shall comprise those Officers and Members set forth in 1/B/3.2.
- (b) The Board of Management shall meet at least once every month during the Season and once in every two calendar months during the off Season. The Meeting dates shall be determined at the first meeting of the Committee and placed on the notice board at least nine (9) days prior to each meeting (Refer 1/E2to5).
- (c) Should any Member of the Board of Management absent himself without satisfactory reason for three (3) consecutive meetings, his office shall be declared vacant and the position filled in accordance with (1/C/1 .5 to 1.8). Any appeal by the Member against the Board's decision shall be in accordance with (1/C/1.8).
- (d) Should a Director be unable to attend a Board of Management meeting, he is required to appoint his Deputy or Nominee to attend the Board meeting and present the report for that Board. His Deputy or Nominee is entitled to vote at the meeting which he has been nominated to attend. The Directors absence may be nevertheless taken into account under paragraph (c) hereof.
- (e) The order of Business shall be:-
 - * Apologies
 - * Confirmation of Previous Board of Management Minutes
 - * Business arising out of Board of Management Minutes
 - * Correspondence
 - * Board of Administration and Membership Report
 - * Board of Finance and Resources Report
 - * Board of Surf Life Saving Report
 - * Board of Surf Sports Report
 - * Board of Marketing and Promotion Report
 - * Other Committee Reports
 - * Delegate Reports
 - * Notices of Motion
 - * General Business

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- (f) At the discretion of the Board of Management, members not elected to the Board of Management may attend its meetings. Such members may be allowed to speak but shall not be allowed to vote.

SECTION 4 DUTIES OF OFFICERS AND OTHERS

BY-LAW 4.1 THE PRESIDENT shall

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

BY-LAW 4.2 THE DEPUTY PRESIDENT shall

The Deputy President shall assist the President and shall deputise for him in his absence, and shall carry out special assignments as directed by the President, Executive Committee or Board of Management.

BY-LAW 4.3 THE DIRECTOR OF SURF LIFESAVING shall

- (a) possess the award of Bronze Medallion.
- (b) be responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of Members in Surf Life Saving. He shall be exempt from Patrol Duties.
- (c) arrange patrols and conferences with Patrol Captains during the season to discuss suggestions and observations made by him or them regarding the general efficiency of the Club in Surf Life Saving. (Refer to Appendix "C")
- (d) have the power to refuse the use of Club gear or property to any person.
- (e) call upon any Members to perform such duties as he deems necessary in the interests of the Club.
- (f) attend monthly Board of Management meetings in the capacity of "Director of Surf Lifesaving" and report, in writing, as to all matters associated with his duties. In his absence from a Board Meeting, to ensure that the Meeting is attended by his deputy or nominee.
- (g) chair meetings of the Board of Surf Lifesaving on a monthly basis, such meetings to be scheduled prior to the monthly Board of Management meetings. In his absence, to ensure that the meetings of his Board are chaired by his nominee.
- (h) ensure regular participation of Board of Surf Lifesaving members in its activities and monthly meetings.
- (i) ensure that the Board of Surf Lifesaving carries out its various functions as set forth in Section 6 of these By-Laws.
- (j) ex-officio, be a Member of other Boards and Committees associated with his duties; and

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- (k) prepare and present to the Director of Finance and Resources, by 1 August in each year, a budget covering all financial matters associated with the Board of Surf Lifesaving.

BY-LAW 4.4 THE DIRECTOR OF ADMINISTRATION AND MEMBERSHIP shall

- (a) keep a register of all Members and an up to date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted.
- (b) forward notices of all meetings and the business to be transacted thereat to Members in accordance with the Constitution and By-Laws.
- (c) record and keep Minutes of all Annual General, General, Board and Executive Committee Meetings.
- (d) conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof.
- (e) be responsible for the drafting of The Annual report to be submitted to the Board for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting.
- (f) carry out and, where necessary in the case of the Chief Executive Officer, supervise, all duties arising from decisions of Annual, General, Board and/or Executive Committee Meetings.
- (g) attend monthly Board of Management meetings in the capacity of "Director of Administration and Membership" and report in writing as to all matters associated with his duties. In his absence from a Board of Management Meeting, to ensure that the meeting is attended by his Deputy or Nominee.
- (h) chair meetings of the Board of Administration and Membership on a monthly basis, such meetings to be scheduled prior to the monthly Board of Management meetings. In his absence, to ensure that the meetings of his Board are chaired by his nominee.
- (i) ensure regular participation of Board of Administration and Membership members in its activities and monthly meetings.
- (j) ensure that the Board of Administration and Membership carries out its various functions as set forth in Section 6 of these By-Laws.

BY-LAW 4.5 THE DIRECTOR OF FINANCE AND RESOURCES shall

- (a) receive all monies on behalf of the Club and shall issue receipts for same, and shall be responsible to the Board of Management for such monies. All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments shall be made by cheque signed by the authorised signatories, or by electronic funds transfer authorised by two (2) Executive Officers or by the use of the Club's Credit Card the use of which is controlled by the General Manager³³.
- (b) keep the necessary books and a minimum number of accounts as required by the Auditor-General for this State of Queensland and the relevant Government Department administering the relevant Government Acts, viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for

³³ Amended at General Meeting conducted 27 December 2009.

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- the purposes of payments, and a Ledger to record endowable and non-endowable collections and expenditure by cheque. Details of cheque payments are to be recorded by him and duly presented to a Meeting as set out in (1/D/2 and 3). He shall submit to the Director of Administration and Membership for on forwarding to the relevant Government Department an annual statement of endowable collections on the Form provided by the Queensland State Centre, for the purpose of assessing Government Subsidy, and shall on forward a copy of same to the Queensland State Centre.
- (c) at each Board of Management Meeting, present a written report relating to the Club's finances, showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank Statement showing the balance as the debit and credit of the Club's finances, together with Reconciliation Statement.
 - (d) attend monthly Board of Management Meetings in the capacity of "Director of Finance and Resources", and report in writing as to all matters associated with his duties. In his absence from a Board of Management Meeting, to ensure that the meeting is attended by his Deputy or Nominee.
 - (e) chair meetings of the Board of Finance and Resources on a monthly basis, such meetings to be scheduled prior to the monthly Board of Management meetings. In his absence, to ensure that the meetings of his Board are chaired by his nominee.
 - (f) ensure regular participation of Board of Finance and Resources members in its activities and monthly meetings.
 - (g) ensure that the Board of Finance and Resources carries out its various functions as set forth in Section 6 of these By-Laws.

BY-LAW 4.6 THE DIRECTOR OF JUNIOR ACTIVITIES shall

- (a) perform all duties as Chairperson of the Board of Junior Activities in accordance with Appendix "F" of these By-Laws.
- (b) attend monthly Board of Management meetings in the capacity of "Director of Junior Activities" and report in writing as to all matters associated with his duties. In his absence from a Board of Management Meeting, to ensure that the meeting is attended by his deputy or nominee.
- (c) chair meetings of the Board of Junior Activities on a monthly basis, such meetings to be scheduled prior to the monthly Board of Management Meetings. In his absence, to ensure that the meetings of his Board are chaired by his nominee.
- (d) ensure regular participation of Board of Junior Activities Members in its activities and monthly meetings.
- (e) prepare and present to the Director of Finance and Resources, by 1 August in each year, a budget covering all financial matters associated with the Board of Junior Activities.

BY-LAW 4.7 THE DIRECTOR OF SURF SPORTS shall

- (a) be responsible for the activities of the Club in all aspects of surf lifesaving competition.

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- (b) attend monthly Board of Management meetings in the capacity of "Director of Surf Sports" and report in writing as to all mailers associated with his duties. In his absence from a Board of Management Meeting, to ensure that the meeting is attended by his deputy or nominee.
 - (c) chair meetings of the Board of Surf Sports on a monthly basis, such meetings to be scheduled prior to the monthly Board of Management Meetings. In his absence, to ensure that the meeting of his Board are chaired by his nominee.
 - (d) ensure regular participation of Board of Surf Sports Members in its activities and monthly meetings.
 - (e) ensure that the Board of Surf Sports carries out its various functions as set forth in Section 6 of these By-Laws.
 - (f) prepare and present to the Director of Finance and Resources by 1 August in each year, a budget covering all financial matters associated with the Board of Surf Sports.

BY-LAW 4.8 THE DIRECTOR OF MARKETING AND PROMOTION shall

- (a) be responsible for the marketing and promotion of Maroochydore Surf Life Saving Club Inc.
- (b) attend monthly Board of Management meetings in the capacity of "Director of Marketing and Promotion" and report in writing as to all matters associated with his duties. In his absence from a Board of Management Meeting to ensure that the meeting is attended by his deputy or nominee.
- (c) chair meetings of the Board of Marketing and Promotion on a monthly basis, such meetings to be scheduled prior to the monthly Board of Management Meetings. In his absence, to ensure that the meetings of his Board are chaired by his nominee.
- (d) ensure regular participation of Board of Marketing and Promotion Members in its activities and monthly meetings.
- (e) ensure that the Board of Marketing and Promotion carries out its various functions as set forth in Section 6 of these By-Laws.
- (f) prepare and present to the Director of Finance and Resources, by 1 August in each year, a budget covering all financial matters associated with the Board of Marketing and Promotion.

~~**BY-LAW 4.9 DEPUTY DIRECTOR OF ADMINISTRATION AND MEMBERSHIP /REGISTRAR shall**~~

- ~~(a) keep a register of all Members, and make any necessary notation thereon from time to time.~~
- ~~(b) keep a register of all examinations and inter and intra-club competition results, together with a register of all patrol activities, including rescues effected and patients treated for first-aid.~~
- ~~(c) be a member of the Board of Administration and Membership and participate regularly in its activities and meetings.~~
- ~~(d) compile and present membership records to the Administration and Membership Committee for consideration of Service Awards.³⁴~~

³⁴ Deleted at AGM conducted 12 June 2011

BY-LAW 4.10 DEPUTY DIRECTOR OF FINANCE AND RESOURCES

The Assistant Director of Finance and Resources shall assist the Director of Finance and Resources and shall deputise for him in his absence, and shall carry out special assignments as directed by the Director of Finance and Resources, Executive Committee or Board of Management. He may be, but is not required to be, The Deputy or nominee of the Director of Finance and Resources for the purpose of attending monthly Board Meetings or chairing monthly meetings of the Board of Finance and Resources.

BY-LAW 4.11 THE CLUBHOUSE OFFICER shall

- (a) be responsible for the general day to day conduct of Members in accordance with the Clubhouse Rules, the Club By-Laws and Appendix "D" and generally be subject to the directions of the Director of Surf Lifesaving.
- (b) attend meetings of the Building Committee when necessary to review the overall position or the Clubhouse, especially as to layout, state of adequacy of accommodation for Members and their gear.
- (c) be a member of the ~~Administration and Membership Committee~~ Board of Surf Life Saving³⁵ and as required in its activities and meetings.
- (d) co-ordinate bookings of the Club Common room.

BY-LAW 4.12 THE BUILDING COMMITTEE CHAIRPERSON shall

- (a) call meetings of the Building Committee, when necessary, to review the overall position of the Clubhouse, especially as to layout, state of repair and adequacy of accommodation for Members and their gear.
- (b) liaise with relevant Authorities, when necessary, in relation to Clubhouse structural changes, so as to be in a position to fully brief the Director of Finance and Resources and the Board of Management as to the structural changes proposed
- (c) be a member of the Board of Finance and Resources and participate as required in its activities and meetings.
- (d) prepare and present to the Director of Finance and Resources, as required, a budget covering all financial matters associated with his responsibilities.

~~BY-LAW 4.13 THE LICENSED CLUB LIAISON OFFICER shall~~

- ~~(a) attend meetings of the Maroochydore Surf Life Saving Club Supporters Club Inc.~~
- ~~(b) report to the Board of Finance and Resources as to the content of the Supporters' Club Meetings and make recommendations where appropriate.~~
- ~~(c) be a member of the Board of Finance and Resources and participate as required in its activities and meetings.³⁶~~

BY-LAW 4.14 THE DEPUTY DIRECTOR OF SURF LIFESAVING shall

The Deputy Director of Surf Lifesaving shall assist the Director of Surf Lifesaving and shall deputise for him in his absence, and shall carry out special assignments as

³⁵ Amended at General Meeting conducted 27 December 2009.

³⁶ Deleted at General Meeting conducted 27 December 2009

directed by the Director of Surf Lifesaving, Executive Committee, Board of Management or Board of Surf Life Saving.

BY-LAW 4.15 CHIEF TRAINING OFFICER shall

- (a) generally, be under the direction of the Director of Surf Lifesaving.
- (b) possess the award of Training Officer.
- (c) arrange classes of instruction and prepare all Members for all award examinations.
- (d) arrange training sessions and deputise other qualified and trainee-instructors to assist in the preparation of such Probationary Members.
- (e) be responsible for the training, preparation and organisation of all Members for the annual proficiency test conducted by the Branch.
- (f) maintain an up-to-date knowledge of the latest methods of Surf Life saving and the Training Manuals and impart such knowledge to all qualified Club Instructors.
- (9) be a Member of the Board of Surf Lifesaving and participate regularly in its activities and meetings.
- (h) prepare and present to the Director of Surf Lifesaving, before 1 August in each year, a budget covering all activities of the Chief Training Officer.
- (i) be exempt from Patrol Duties.

BY-LAW 4.16 THE DEPUTY CHIEF TRAINING OFFICER

The Deputy Chief Training Officer shall assist the Chief Training Officer and shall deputise for him in his absence, and shall carry out special assignments as directed by the Chief Training Officer, Director of Surf Lifesaving, Executive Committee, Board of Surf Lifesaving or Board of Management.

BY-LAW 4.17 THE IRB CAPTAIN shall

- (a) possess the award of IRB Driver.
- (b) at all times be subject to the direction of the Director of Surf Lifesaving.
- (c) be responsible for the care, maintenance, transport and housing of Club IRB's (refer to Appendix E/3).
- (d) be responsible for the training and supervision of all IRB Drivers and Crew in consultation with the Director of Surf Lifesaving.
- (e) be a member of the Board of Surf Lifesaving and participate regularly in its activities and meetings.
- (f) be responsible for the training and organisation of IRB drivers and crew for the purposes of competition.³⁷
- (f g) prepare and present to the Director of Surf Lifesaving before 1 August in each year, a budget covering all activities of the IRB section.

BY-LAW 4.18 THE FIRST AID OFFICER shall

- (a) possess a current First Aid Certificate.

³⁷ Inserted at General Meeting conducted 27 December 2009.

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- (b) maintain adequate stocks of approved first aid material and equipment provided that he must first obtain the approval of the Board of Surf Lifesaving for the purchase of materials.
 - (c) maintain the first aid room in a clean and orderly condition and for that purpose, may, with the approval of the Director of Surf Lifesaving, call on the services of any Member.
 - (d) keep a record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid.
 - (e) be a member of the Board of Surf Lifesaving and participate regularly in its activities and meetings.
 - (f) prepare and present to the Director of Surf Lifesaving, before 1 August in each year, a budget covering all activities of the First Aid Officer.

BY-LAW 4.19 THE RADIO OFFICER shall

- (a) possess a current Radio Operator's Award.
- (b) at all times be subject to the directions of the Director of Surf Lifesaving.
- (c) be responsible for the care, maintenance and availability of serviceable radio equipment.
- (d) be responsible for rostering of members and the radio communications requirements of the Club.
- (e) be a member of the Board of Surf Lifesaving and participate regularly in its activities and meetings.
- (f) prepare and present to the Director of Surf Lifesaving, before 1 August in each year, a budget covering all activities of the Radio Officer.

BY-LAW 4.20 THE PATROL GEAR STEWARD shall

- (a) be responsible for all the patrol lifesaving gear (with the exception of Competition Craft, Surf Boat or its gear) belonging to the Club (Refer to Appendix "E").
- (b) keep all such gear in good repair and condition, and report to the Director of Surf Lifesaving any damage which he is unable to repair. Any expense shall require the approval of the Board of Surf Lifesaving or the Board of Management.
- (c) for the purpose of implementation of such duties and with the approval of the Director of Surf Lifesaving, have power to call on the services of any Member.
- (d) be a member of the Board of Surf Lifesaving and participate regularly in its activities and meetings.
- (e) prepare and present to the Director of Surf Lifesaving, before 1 August in each year a budget covering all activities of The Patrol Gear Steward.

BY-LAW 4.21 THE TEAM MANAGER shall

- (a) prepare and present to the Director of Surf Sports, before 1 August in each year, a budget covering all financial matters associated with Club Teams.
- (b) be responsible for any outfitting and funding in excess of provision made by the Board of Surf Sports or the Board of Management
- (c) submit progress reports regularly to the Board of Surf Sports.

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- (d) with the assistance of the Touring Team Manager, supervise the assembly (after selection), transport, accommodation, outfitting and general behaviour of the team.
 - (e) in the case of large financial commitment, with the assistance of the Touring Team Manager, submit a statement with receipts and invoices within thirty (30) days after the completion of the events.
 - (f) assist with any displays or demonstrations required, where the Club is involved.
 - (g) himself or his appointed proxy attend all official briefings at events where the Club is represented.
 - (h) be a member of the Board of Surf Sports and participate regularly in its activities and meetings.
 - (i) be the Chairperson of the Selection Committee for all Club competition teams.

BY-LAW 4.22 THE TOURING TEAM MANAGER shall

- (a) generally act in support of the Team Manager.
- (b) be responsible for the assembly (after selection), transport, accommodation, outfitting and general behaviour of the team.
- (c) in the case of large financial commitment, under the supervision of the Team Manager, submit a statement with receipts and invoices to the Board of Surf Sports within thirty (30) days after the completion of the event.
- (d) be a member of the Board of Surf Sports and attend its meetings as required to discuss team touring matters.

BY-LAW 4.23 THE AREA CAPTAINS

There may be five Captains, other than the Surf Boat Captain: Swim, Beach, Iron Man, Board, Ski. They shall have like duties in their respective areas as follows:-

Each Area Captain shall:-

- (a) be responsible for all the Club's equipment (except Surf Boats) and its orderly housing. He shall also be responsible for the housing of equipment belonging to Members (Refer Appendix "E/1").
- (b) in consultation with the Director of Surf Lifesaving permit or prohibit the use of any Club or Association equipment.
- (c) assist in the training, selection and the supervision at competitions of individuals and/or teams of competitors.
- (d) in consultation with the Team Manager and Touring Team Manager be responsible for the transport of Club equipment to and from carnivals.
- (e) maintain Club equipment in a serviceable condition.
- (f) be a member of the Board of Surf Sports and participate regularly in its activities and meetings, as an alternate to The Area Managers (i.e. by arrangement decide who will attend the Board of Surf Sports Meetings).
- (g) assist the Selection Committee in selections relevant to his section. (Refer 2/7.1(a)).
- (h) prepare and present to the Director of Surf Sports, before 1 August in each year, a budget covering all activities of his section.

BY-LAW 4.24 THE SURF BOAT CAPTAIN shall

- (a) be responsible for the care, maintenance, transport and housing of the surf boat(s) and all gear appertaining thereto. (Refer to Appendix "E1/2").
- (b) at all times be subject to the direction of the Director of Surf Lifesaving.
- (c) be responsible for the training and supervision of all surf boat crews in consultation with the Director of Surf Lifesaving.
- (d) assist the Selection Committee appointed to select the Boat Crews for carnivals.
- (e) be a member of the Board of Surf Sports and participate regularly in its activities and meetings.
- (f) prepare and present to the Director of Surf Sports, before 1 August in each year a budget covering all activities of the Boat section.

~~BY-LAW 4.25 THE IRB COMPETITIONS DIRECTOR shall~~

- ~~(a) be a qualified Powered Surf Rescue Craft driver.~~
- ~~(b) at all times be subject to the direction of the Director of Surf Lifesaving and IRB Captain.~~
- ~~(c) in consultation with the IRB Captain, and at his direction, be responsible for the care, maintenance and transport of the Club IRB's used in competition. Participation in IRB competition shall be subject always to the availability of Serviceable IRB equipment for life saving purposes at Maroochydore Beach.~~
- ~~(d) be responsible for the training and organisation d IRB drivers and crew for the purposes of competition.~~
- ~~(e) be a member of the Board of Surf Lifesaving Sports³⁸ and participate regularly in its activities and meetings.~~
- ~~(f) prepare and present to the Director of Surf Sports, before 1 August in each year, a budget covering all IRB competition activities.³⁹~~

BY-LAW 4.26 THE U/46 U15/17⁴⁰ LIAISON OFFICER shall

- (a) keep an up to-date record of all Under 46 15/17 Members in the Club.
- (b) keep an up-to-date record of all Nipper Members who are about to enter the "Senior Club" as an Under 46 15 Member.
- (c) assist all Under 46 15 Members to understand and appreciate their Club duties.
- (d) prepare and present to the Director of Surf Sports, before 1 August in each year, a budget covering all U/46 15/17 competition activities.
- (e) to assist all Under 16 Members to participate in Under 16 competition if they so desire.
- (f) assist in the training, selection and the supervision at competitions of Under 46 15/17 Members, in consultation with the Team Manager and Area Captain and Managers.
- (g) liaise at all times with the parents of Under 46 15/17 Members
- (h) be a member of the Board of Surf Sports and participate regularly in its activities and meetings.

³⁸ Amended at General Meeting conducted December 2001

³⁹ Deleted at General Meeting conducted 27 December 2009.

⁴⁰ Amended at General Meeting conducted 27 December 2009.

BY-LAW 4.27 THE MASTERS LIAISON OFFICER shall

- (a) encourage Masters Members to continue their participation in the Club.
- (b) provide Masters Members with a forum for the exchange of S.L.SA. competition information, advice, coaching and assistance.
- (c) encourage Masters Members to participate in administrative or management levels of the Club as well as the Association in areas such as Accredited Officials/Board of Surf Sports.
- (d) be a member of the Board of Surf Sports and participate regularly in its activities and meetings.
- (e) keep an up-to-date record of Masters Members of the Club.

BY-LAW 4.28 THE AREA MANAGERS

There may be six area Managers:-

- * Swim
- * Boat
- * Beach
- * Iron Man
- * Board
- * Ski

They shall have like duties in their respective areas as follows:-

Each Area Manager shall:-

- (a) assist the Area Captains in relation to the provision of equipment at competitions.
- (b) in consultation with the Area Captains supervise the access of members to Club or Association equipment.
- (c) assist the Team Manager at competitions by supervising the individuals and/or teams competing in their respective areas.
- (d) in consultation with the Team Manager and Touring Team Manager be responsible for the transport of Club equipment to and from competitions.
- (e) be a member of the Board of Surf Sports and participate regularly in its activities and meetings, as an alternate to the Area Captain (ie. by arrangement decide who will attend the Board of Surf Sports Meeting)

BY-LAW 4.29 THE CARNIVAL ORGANISER shall

- (a) convene meetings of the Carnival Committee as required for the purposes of arranging for the staging of Surf Carnivals at Maroochydore Beach or at some other venue as directed by the Board of Management and The Board of Marketing and Promotion.
- (b) report to the Board of Marketing and Promotion as required concerning preparations for Carnivals to be held at Maroochydore Beach or elsewhere as directed.
- (c) be a member of the Board of Marketing and Promotion and participate as required in its activities and meetings.

BY-LAW 4.30 YOUTH DEVELOPMENT OFFICER shall⁴¹

- ~~(a) chair the Mal Pratt Youth Development Foundation Committee or similar committee to pursue the aims and objectives of the Foundation;~~⁴²
- ~~(b-a)~~ develop, coordinate and implement activities and programs related to youth and membership development;
- ~~(c b)~~ enhance membership recruitment and retention and transition through the various age levels and functions within Surf Life Saving;
- ~~(d c)~~ to develop, conduct and co-ordinate personal developmental activities including leadership training and associated programs, policies, resources etc. for all membership levels and categories;
- ~~(e d)~~ pursue issues and activities of benefit to youth within the Maroochydore Surf Life Saving Club;
- ~~(f e)~~ foster recognition of the important role youth plays within Surf Life Saving and the community generally;
- ~~(g f)~~ be a member of the Board of Administration and Membership and participate regularly in its activities and meetings.

BY-LAW 4.31 SAFETY OFFICER shall⁴³

- (a) oversee and direct the development and implementation of enhanced and useful risk management policies, plans and practices which:
 - (i) protects members and those availing themselves of surf life saving Services/products from injury or death;
 - (ii) protects the Club, and its Officers and Staff from legal liability;
 - (iii) protects and enhances the Club's reputation;
 - (iv) protects the Club's assets;
 - (v) supports effective decision making; and,
 - (vi) enhances the Club's performance.
- (b) identify and monitor key regulatory requirements and the Club's compliance with such relevant regulatory requirements;
- (c) provide advice and recommendations to the Board of Management on safety and risk management issues;
- (d) attend to matters referred to him by the Board or the CEO.
- (e) Report to the Board of Management when requested by that Board.
- (f) Be a member of the Board of Surf Life Saving and participate regularly in its activities and meetings.

BY-LAW 4.32 – FOUNDATION YOUTH DEVELOPMENT OFFICER shall⁴⁴

- (a) chair the Mal Pratt Youth Development Foundation Committee or similar committee to pursue the aims and objectives of the Foundation;
- (e) develop contacts with potential Foundation referral sources;

⁴¹ By-Law Added to the Constitution AGM 11 June 2006

⁴² By-Law Amended General Meeting 31 December 2006

⁴³ By-Law Added to the Constitution AGM 11 June 2006

⁴⁴ Added to the Constitution General Meeting 31 December 2006

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- (c) make contact and offer Club and Foundation programs to disadvantaged youth of the district on behalf of the Mal Pratt Foundation;
 - (d) Report to the Board of Management when requested by that Board.

By-Law 4.33 -- CLUB SUPERVISOR shall

- (a) be recommended for appointment for appointment by the Club Management Committee and endorsed by the Branch Council.
- (b) be a proficient holder of a recognised Assessors qualification.
- (c) hold a Positive Notice Blue Card for Child Related Employment.
- (d) be endorsed by the Sunshine Coast Branch Council.
- (e) be a member of the Branch Board of Life Saving and attend its meetings.
- (f) be a member of the Board of Surf Life Saving.
- (g) supervise the planning and coordination of Club assessments and inspections and the sourcing of assessors for such assessments in conjunction with the director of Surf Life Saving, the Chief Training Officer, Club Training Officers and Probationary Training Officers.
- (h) conduct activities and duties under the provisions of the current SLSQ Patrol Operation Manual – Club Supervisors Duties and Responsibilities.⁴⁵

By-Law 4.34 ENVIRONMENTAL OFFICER shall

- (a) oversee and direct the development and implementation of enhanced and useful environment management policies, plans and practices which:
 - (i) protects the Club, and its Officers and Staff from legal liability;
 - (ii) protects and enhances the Club's reputation;
 - (iii) protects the Club's assets;
- (b) identify and monitor key regulatory requirements and the Club's compliance with such relevant regulatory requirements;
- (c) liaise with relevant local organisations/government departments to improve the environment, public safety and amenity of the bathing reserve;
- (d) provide advice and recommendations to the Board of Management on environmental issues;
- (e) attend to matters referred to him by the Board or the General Manager.
- (f) Report to the Board of Management when requested by that Board.
- (g) Be a member of the Board of Surf Life Saving and participate regularly in its activities and meetings.⁴⁶

SECTION 5 STAFF AND EMPLOYEES

BY-LAW 5.1 THE EXECUTIVE

The Board of Management pursuant to (1/B/10.7), may appoint a Chief Executive Officer and/or other paid employees for specific assignments.

⁴⁵ Inserted at General Meeting conducted 27 December 2009.

⁴⁶ Inserted at General Meeting conducted 02 January 2011.

BY-LAW 5.2 THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is a paid officer position and subject to the provisions of the Constitution 1/B/10.7 and to the directions from time to time of the Council, Board of Management and Executive Committee. He shall:

- (a) carry out and implement all decisions of the Council Meetings, the Board of Management and the Executive Committee and within the scope of such decisions use his best endeavours to further the policies of the Club and the advancement of Surf Life Saving, particularly as it relates to the ocean beach at Maroochydore.
- (b) attend Meetings and act as Minute Secretary when it is deemed necessary.
- (c) approach and develop Club donors and sponsors with the assistance of the Club President, under the direction of the Board of Marketing and Promotion and to co-ordinate the role of each such sponsor.
- (d) control the activities of any staff employed by the Club.
- (e) organise and then supervise the activities of any commission salespeople undertaking fundraising in the Club's name.
- (f) attend to appropriate insurance and security on the Club's property.
- (g) cultivate and maintain close liaison with the Branch and State Centre.
- (h) in conjunction with any Board or Committee, submit to the relevant Government Authority any necessary application for permits required.
- (i) have the overall responsibility to retain The Records and History of the Club.
- (j) in consultation with the Board of Marketing and Promotion, maintain good relations with the print and visual Media and ensure the Club receives maximum promotional exposure in all areas of the community.
- (k) liaise with all Board and Committee Chairpersons, as required, in their respective areas of responsibility.
- (l) supervise all property sales i.e. T-shirts, shorts, badges, etc.
- (m) in conjunction with the Director of Administration and Membership, be responsible for the production of the Club's newsletter, also, production of leaflets associated with the Club and its aims and objects.
- (n) with the Carnival Organiser, carry out the administrative duties associated with the carnivals conducted at Maroochydore Beach.
- (o) co-ordinate the activities of the Honorary Officers in terms of the year program "planner".
- (p) finally, the Chief Executive Officer shall submit a written Report to each Board of Management and Council Meeting concerning the abovementioned duties.

SECTION 6 BOARDS AND COMMITTEES - GENERAL

BY-LAW 6.1 GENERAL

- (a) composition and membership shall be prescribed in the respective By-Laws.
- (b) membership may be drawn from Members of the Club.
- (c) a Member appointed to a Board or Committee shall retain his appointment only whilst he retains his membership of the Club; provided that the Board of Management may, at its discretion, remove any Member from membership of a Board or Committee.

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- (d) in the event of the absence of the Chairperson from any meeting, the meeting shall appoint one of its Members to act during such absence.
 - (e) it shall be the duty of the Director of Administration and Membership to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Board or Committee.
 - (f) in the event of any matter coming within the jurisdiction of two or more Board or Committees, the President may direct such Board or Committees to jointly consider and report and/or recommend to the Board of Management thereon.
 - (g) a quorum for a Meeting of a Board or Committee shall be a simple majority of the Members thereof.
 - (h) a Board or Committee may, at its discretion, co-opt the services of any Member of the Club or other person to assist in its deliberations, but such co-opted Member or person shall have not voting rights, except as may be determined by the Board or Committee;
 - (i) reports and recommendations of the Board or Committees are to be presented in writing to the Board of Management on a regular basis as set out in these By-Laws, or as required by the appointing body.
 - (j) Boards and Committees are prohibited from engaging in activity which is contrary to the policies of the Club as laid down in this Constitution and from time to time, by the Board of Management and Council.

BY-LAW 6.2 BOARD OF SURF LIFESAVING

- (a) shall comprise:
 - * Director of Surf Lifesaving (Chairperson)
 - * Deputy Director of Surf Lifesaving
 - * Life Member Representative
 - * Chief Training Officer
 - * IRB Captain
 - * First Aid Officer
 - * Radio Officer
 - * Patrol Gear Steward
 - * Club House Officer
 - * Safety Officer
 - * Environmental Officer⁴⁷
 - * Club Supervisor
 - * Ordinary Member
 - * Ordinary Member
- (b) shall generally oversee the effective dissemination of S.L.SA. instruction and methods to all members in respect of the Association objects and, particularly, as they relate to the ocean beach at Maroochydore.
- (c) shall organise regular Patrol Inspections within the Club's Patrol system to ensure all proficient Members receive regular updating in current methods as outlined in the various Association Manuals.
- (d) shall make recommendations to the Board of Management in respect of Club and Association awards/trophies relating to the practical lifesaving/patrols eg. Most Efficient Patrol, Best Patrol Captain, Patrolmen Trophies, etc.

⁴⁷ Inserted at General Meeting conducted 02 January 2011.

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- (e) shall generally advise the Board of Management in the practical lifesaving areas.
 - (f) shall generally administer the matters set out in the (Patrol Rules "C") and Gear Rules (Appendix "E") and report thereon to the Management as the Board sees fit.
 - (g) minutes shall be taken and a report presented to the next Board Meeting.

BY-LAW 6.3 BOARD OF ADMINISTRATION AND MEMBERSHIP

- (a) shall comprise:
 - * Director of Administration and Membership
 - * ~~Deputy Director of Administration and Membership/Registrar~~⁴⁸
 - * Life Member Representative
 - * Ordinary Member
 - * Ordinary Member
 - * ~~Ordinary Member~~⁴⁹
 - * Youth Development Officer.⁵⁰
- (b) shall inquire into and report to the Board of Management upon all applications for the various membership categories as defined in The Club Constitution.
- (c) shall assist the Registrar to maintain an up to-date Membership register.
- (d) shall periodically review the Club's performance in recruitment and retention of members, and make recommendations to the Board of Management.
- (e) shall periodically review Members' facilities and equipment and make recommendations to the Board of Management.
- (f) shall regularly review Members' social activities and form a Social Committee as it sees fit.
- (g) shall supervise the upkeep of the Club's Constitution and By-Laws and shall form a Constitution Committee as it sees fit (Refer By-Law 7.5).
- (h) shall supervise the upkeep of the Club History and records.
- (i) shall supervise the formation of the Judiciary Committee as required (Refer By-Law 7.4).
- (j) shall, prior to the Board of Management Meeting leading up to the Annual General Meeting, consider the question of Life Membership of the Club and may submit recommendations to the Board of Management.
- (k) may carry out any "parent interviews" it may consider necessary.
- (l) may make recommendations about any Club Membership identifications i.e. badges, key rings, etc.
- (m) minutes shall be taken and a report presented to the next Board of Management Meeting.
- (n) shall generally administer the matters set out in the Clubhouse Rules see (Appendix "D") and report thereon to the Board of Management as the Board sees fit.

BY-LAW 6.4 BOARD OF FINANCE AND RESOURCES

- (a) shall comprise.'

⁴⁸ Deleted at AGM conducted 12 June 2011

⁴⁹ Deleted at AGM conducted 11 June 2006

⁵⁰ Inserted at AGM conducted 11 June 2006

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- * Director of Finance and Resources
 - * Deputy Director of Finance and Resources
 - * Life Member Representative
 - * Building Committee Chairperson
 - * ~~Licensed Club Liaison Officer~~⁵¹
 - * Ordinary Member
 - * Ordinary Member
- (b) shall advise the Board of Management and where necessary make recommendations about the operation of the Club's accounting procedures.
- (c) the chairperson of the Board shall carry out or initiate any internal audit he considers necessary and/or as directed by the Club President or Board of Management. Any findings shall be submitted to the Board for recommendation to the Board of Management.
- (d) shall ensure, in a general manner in conjunction with the Director of Finance and Resources and Board of Management that all Club funds are expended in terms of the constitutional aims and objects of the Club.
- (e) shall offer advice to the Board of Management about any Club investments, which may occur from time to time, always having particular regard to the fact that it is "community" money which must not, at any stage, be invested "at risk".
- (f) shall give advice to the Board of Management as to any Club borrowings.
- (g) shall supervise the compilation of the Club Budget in each year, for presentation to the Board of Management.
- (h) shall supervise all financial aspects of maintenance and refurbishment of the Club building, in conjunction with the Building Committee (Refer By-Law 7.2).
- (i) shall maintain liaison with the Maroochydore Surf Lifesaving Supporters Club Inc.
- (j) shall assist the Chief Executive Officer in the maintenance of appropriate insurances over Club property.
- (k) shall supervise the activities of the Surf Girl Committee (Refer By-Law 7.6)
- (l) shall arrange when considered necessary any Meetings with The Club's Official Auditors.
- (m) minutes shall be taken and a report presented to the next Board of Management Meeting.

BY-LAW 6.5 BOARD OF SURF SPORTS

- (a) shall comprise:
- * Director of Surf Sports (Chairperson)
 - * Team Manager (Deputy - optional)
 - * Ordinary Selector⁵²
 - * Touring Team Manager
 - * Life Member Representative
 - * Swim Captain
 - * Boat Captain
 - * Beach Captain

⁵¹ Deleted at General Meeting conducted 27 December 2009.

⁵² Amended at the General Meeting conducted December 2001

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- * Iron Man Captain
 - * Board Captain
 - * Ski Captain
 - * ~~IRB Competition Director~~⁵³
 - * U/16 15/17 Liaison Officer⁵⁴
 - * Masters Liaison Officer
 - * Ordinary Member
 - * Ordinary Member

the Area Captains may arrange for their Area Manager to represent them at Board of Surf Sports meetings.

- (b) shall develop and present a Budget each year to the Board of Management in respect of the planned activities of the Club's competitive team.
- (c) shall co-ordinate the coaching of all competitors and/or competitive teams.
- (d) shall supervise The acquisition, maintenance, storage and disposal of competition equipment used by competitors and/or competitive teams.
- (e) shall supervise the activities of the Selection Committee in relation to the competitive team, (Refer By-Law 7.1).
- (f) shall supervise the recruitment and retention of competitors, including talent identification and identification of weakness or skills gaps in the competitive team.
- (g) shall supervise competitive activity in Masters competition, including ensuring that there is adequate liaison with Masters Members.
- (h) shall supervise competitive Tours intrastate, interstate and internationally.
- (i) shall ensure that there is adequate liaison with Nipper Members and their parents who are about to enter the U/16 competition ranks and to maintain liaison with existing U/16 competitors and their parents.
- (j) to generally act in support of the Team Manager.
- (k) shall, in conjunction with the Board of Surf Lifesaving, generally administer the Gear Rules (Appendix "E").
- (l) minutes shall be taken and a report presented to the next Board of Management Meeting..

BY-LAW 6.6 BOARD OF MARKETING AND PROMOTION

- (a) shall comprise:-
 - * Director of Marketing and Promotion (Chairperson)
 - * Life Member Representative
 - * Carnival Organiser
 - * Ordinary Member
 - * Ordinary Member
- (b) shall plan and oversee the smooth presentation of the Annual Maroochydore Classic Carnival, held at the end of January each year, and any other Surf Carnivals to be staged on Maroochydore Beach, in conjunction with the Chief Executive Officer.
- (c) shall present a budget each year to the Board in respect of its activities, in conjunction with the Chief Executive Officer.

⁵³ Deleted at General Meeting conducted 27 December 2009.

⁵⁴ Amended at General Meeting conducted 27 December 2009.

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- (d) shall arrange for publicity of the Club's activities, in conjunction with the Chief Executive Officer.
 - (e) shall arrange for the promotion of the Club's activities, in conjunction with the Chief Executive Officer.
 - (f) shall develop plans for the marketing of the Club to conjunction with the Chief Executive Officer.
 - (g) shall supervise liaison with the media in the community, in conjunction with the Chief Executive Officer.
 - (h) shall develop strategic plans for such fundraising as may be considered appropriate on behalf of the Club.
 - (i) shall develop a co-ordinated plan for the production of Club clothing, under the supervision and direction of the Board of Management.
 - (j) minutes shall be taken and a report presented to the next Board of Management Meeting.

BY-LAW 6.7 BOARD OF JUNIOR ACTIVITIES

- (a) shall comprise those Members interested in:
 - (i) the responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
 - (ii) providing for Junior Members an educational experience in a wide range of subject and skills within the aquatic/marine environment.
 - (iii) preparing Junior Members for their eventual transition to the marine and patrol environment of the senior movement.
 - (iv) participating in such activities.
- (b) shall be represented on the Board of Management by the Chairperson of the Board of Junior Activities, also known as the "Director of Junior Activities",
- (c) shall operate as provided for in Appendix "F".
- (d) shall prepare and present to the Director of Finance and Resources a budget covering all financial matters associated with this Board.
- (e) minutes shall be taken and a report presented to the next Board of Management Meeting.

SECTION 7 SPECIAL COMMITTEES

BY-LAW 7.1 SELECTION COMMITTEE

- (a) ~~subject only to paragraph (b)~~⁵⁵ shall comprise the Team Manager (Chairperson), Director of Surf Sports, *one (1) Ordinary Selector*⁵⁶ and the six (6) Area Captains. In the case of the Area Captains, their selections shall be relevant to their own areas of responsibility. *When the Team Manager and the Director of Surf Sports is one and the same person, the Board of Surf Sports shall appoint a second selector*⁵⁷ *Second Ordinary Selector to assist the Team Manager/Director of Surf Sports during the competitive Season in which the Team Manager and Director of Surf Sports is one and the same person. If the*

⁵⁵ Amended at the General Meeting conducted December 2001

⁵⁶ Amended at the General Meeting conducted December 2001

⁵⁷ Amended at the General Meeting conducted December 2001

~~second selector~~ *second Ordinary Selector*⁵⁸ is not already a member of the Board of Surf Sports he/she shall be deemed to be a member of the Board of Surf Sports for the duration of his /her appointment as ~~second selector~~⁵⁹ *second ordinary Selector*⁶⁰

- ~~(b) in the selection of events involving more than one discipline (eg. Taplin Relay, Board Rescue), the Team Manager and the Director of Surf Sports shall be joined by the Club President to constitute the Selection Committee. In these instances, the Selection Committee is required to take into account the recommendations of the Area Captains.~~⁶¹
- (b) shall select individual/teams for events at Inter/Intra State and International Carnivals under the control of the relevant governing body. Selections will be made having regard to the Carnival Program the Board of Management may approve for the Season in question.
- (c) shall ensure that the appropriate Club Officer lodges entries by closing date nominated together with lodgement of entry fees.
- (d) *Subject only to paragraph [f]*⁶² shall not require approval of its selections as they shall be final and binding with the exception of teams for which the Club has provided subsidy, which will require the endorsement of the Board of Management.
- (e) *In the case of selections for State, National and World Championships, a competitor who is eligible for selection in a particular Club Team, and who has failed to gain that selection, may, within 48 hours of receiving advice of him/her having failed to gain selection, seek a REVIEW of the selection by seeking the assistance of the "Selection Ombudsman".*
- (f) *The "Selection Ombudsman" shall be the "Life Member, Board of Surf Sports", or his/her nominee, who must in any event be a life member with a background and experience in Surf Sports competition.*
- (g) *Upon a review being requested by the Competitor mentioned in (f) the "Selection Ombudsman" shall present that competitor's case to the Selection Committee, for reconsideration and review of the relevant selection or selections.*
- (h) *Upon the review and reconsideration having taken place, the Selection Committee's decision is final and binding, except where endorsement of the selection is required by the Board of Management (By-Law 7.1 (e))*
- (i)⁶³ minutes shall be taken and a report presented to the next Board of Surf Sports Meeting.

BY-LAW 7.2 BUILDING COMMITTEE

The Building Committee shall comprise the Building Committee Chairperson and other Members as required who shall act on and investigate matters relevant to the

⁵⁸ Amended at the General Meeting conducted December 2001

⁵⁹ Amended at the General Meeting conducted December 2001

⁶⁰ Amended at the Annual General Meeting conducted June 2000

⁶¹ Amended at the General Meeting conducted December 2001

⁶² Amended at the General Meeting conducted December 2002

⁶³ Amended at General Meeting conducted December 2002

Club's buildings and surrounds when so directed by the Board of Finance and Resources or the Board of Management.

BY-LAW 7.3 SOCIAL COMMITTEE

A Social Committee shall organise and account for all social activities of the Club and its Members may be drawn from within the Club or outside supporters. Care should be taken over the use of other than Club Members, and that adequate Club insurance cover is maintained for its proposed social activities. It shall generally be under the supervision of the Board of Administration and Membership.

BY-LAW 7.4 JUDICIARY COMMITTEE

The Judiciary Committee shall be appointed by the Board of Management following a recommendation of persons submitted by the Board of Administration and Membership and shall comprise a Chairperson, a Secretary (who shall keep records of findings and decisions) and three (3) Members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under B/10. It shall convene upon the direction of the Board of Management, the President, or the Board of Administration and Membership.

BY-LAW 7.5 CONSTITUTION COMMITTEE

- (a) shall comprise a Chairperson and any other Club Members as required.
- (b) shall draft any amendments to the Club's Constitution and By-Laws which may become necessary due to any directions of a higher Association Authority.
- (c) shall draft any amendments to the Club Constitution and By-Laws as required by the Board of Management.
- (d) may recommend and report on all matters affecting the Club Constitution.
- (e) shall maintain a record of all alterations and/or additions to the Club's Constitution and By-Laws.
- (f) shall always have regard to the legal requirements of the Associations Incorporation Act (Q) 1981.
- (g) shall generally be under the supervision of the Board of Administration and Membership.

BY-LAW 7.6 SURF GIRL COMMITTEE

- (a) shall comprise a Chairperson and other Members, as required, one of whom shall be a Member of the Board of Finance and Resources.
- (b) will select and then recommend to the Board of Finance and Resources the Club's Surf Girl for the Season having regard to any Appeals Committee requirements.
- (c) shall initiate any social fundraising functions in the name of the Club to support the selected Surf Girl entrant.
- (d) in terms of any Appeal Committee direction, may initiate and then supervise any Surf Girl bank account. That account shall be controlled by the Director of Finance and Resources who shall report to the Board of Finance and Resources as to its financial position on request and only at that Board's Meetings.

BY-LAW 7.7 CARNIVAL COMMITTEE

- (a) shall comprise Members as required.
- (b) shall plan and oversee the smooth presentation of all surf carnivals held on Maroochydore Beach.
- (c) shall present a Budget each year to the Board of Management in this respect.
- (d) shall arrange for sponsorship approach in conjunction with the Board of Marketing and Promotion and the Chief Executive Officer) and, where successful, eventual servicing of the Sponsors in a businesslike manner.
- (e) shall arrange Club liaison with the Sunshine Coast Branch of Board of Surf Sports.
- (f) shall organise the purchase of any trophies or make decisions about the "prizes aspect" of the Carnival.
- (g) shall ensure all Association and Government Laws are respected in the arrangements of any functions associated with the Carnival.
- (h) shall vigorously pursue the print and visual media aspects of the Carnival presentation.

SECTION 8 PROCEDURES AND RULES

BY-LAW 8.1 AUXILIARY ORGANISATIONS

- (a) The Club may authorise the formation and/or affiliation of auxiliary organisation~ eg. Old Boys Supporters Club.
- (b) Each organisation's formation and function shall be reviewed annually and shall be compatible with the objects and powers contained in 1/A/2.2 of the Constitution.
- (c) Such organisations shall be registered incorporated bodies subject to 1/B/2.5

BY-LAW 8.2 CORRESPONDENCE

- (a) All correspondence from the State Centre to the Club, or from the Club to the State Centre, shall in the first place be transmitted through the Branch and no such correspondence shall be considered and/or attended to by the State Centre unless and until it has been so transmitted; provided that the provisions of this By-Law shall not apply to correspondence which has been copied by the State Centre to the Branch and Club for attention and/or action on the following subject matters:
 - (i) Government subsidy and/or subsidy returns
 - (ii) State or Local Government matters
 - (iii) Workers' Compensation, Public Risk and General Insurance matters
 - (iv) Large financial investments or borrowings
 - (v) Clubhouse buildings, extensions or alterations
 - (vi) Cancellation or suspension of Membership
 - (vii) Purchasing orders
 - (viii) Hire of State Centre gear, equipment or premises
 - (ix) Constitutional matters;
 - (x) Response to circulars;
 - (xi) Any other matters which the State Centre or Branch may, from time to time, direct be exempted from this By-Law as a matter of expediency.

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- (b) Upon receipt of any correspondence from a Club which is required to be transmitted through a Branch, the State General Manager shall, at his discretion, either forward such letter to the Branch concerned for appropriate action or return it to the Club concerned for transmission through the Branch.

BY-LAW 8.3 GOVERNMENT SUBSIDY

The Club shall submit returns of endowable subscriptions to the appropriate Queensland State Government Department as and when required and in the form directed by the Department from time to time, 1/D/2.8.

BY-LAW 8.4 GOVERNMENT AUDIT

- (a) The Club shall, as and when required by the Auditor-General for the State of Queensland at such place as is nominated by him, surrender to a nominated officer of his Department all minute books, books of account, vouchers and such other documents and papers as are necessary to enable the conduct of a complete or part audit of the books and accounts of the Club.
- (b) The books and accounts of the Club shall be audited at such intervals as may be required by the Auditor-General and/or the appropriate Queensland State Government Department by a firm of Public Accountants registered in the State of Queensland appointed annually for that purpose by the Club.
- (c) The appointment of Auditors under paragraph (b) above shall be subject to the approval of the Auditor-General and of the State Centre as regards their suitability for the task, 1/D/2.G/2.7.

BY-LAW 8.5 COLLECTION SANCTION

- (a) The Club and/or auxiliary organisation shall comply with the provisions of the relevant Government Act.
- (b) The Club or Auxiliary Organisation shall comply with the provisions of the relevant Government Act.
- (c) The Club shall make application to the relevant Government Department for entitlement under the "Approved Association Registration". When registration is approved and a "number" issued, all relevant requirements to maintain registration shall be complied with in every detail.

BY-LAW 8.6 FUND RAISING

- (a) Funding authority is vested in the Board of Management which may allocate portion of its responsibilities pertaining to specific projects to the Board of Finance and Resources and/or Board of Marketing and Promotion to maintain, direct and/or develop these projects.
- (b) The Club is authorised to solicit monetary donation, sell art union ticket by door to door, canvass to any company, firm or newspaper or other business operation or trading or any person within the area of the Club as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the State Centre Manager - Projects.
- (c) The area of the Club referred to in (b) above is all that area designated by the Branch.

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- (d) The Branch shall determine, from time to time, areas within the area prescribed in (b) above, which shall be referred to as "Club Fund Raising Areas" and it shall be incumbent upon the Club to adhere to this area in relation to fund raising activities within the Branch area.
 - (e) In the event of any breach of the foregoing provisions of this By-Law, it shall be a condition of continuance of affiliation and/or membership that the Club, Member or group of Members concerned shall forthwith surrender to the Branch all such monies, and their right Thereto, obtained as a result of such breach and the Branch shall thereupon, at its discretion, determine how and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie within the Branch.

BY-LAW 9.7 INSURANCE

- (a) Personal Accident Insurance
 - (i) Paid Staff and Employees -
A Workers' Compensation Policy shall be effected with the Workers' Compensation Board of Queensland to cover all paid staff of the Club and its Committee. Auxiliary Organisations who utilise the services of paid staff shall each effect their own accident insurance policy with the Workers' Compensation Board. This requirement is to be enacted under State Government Legislation.
 - (ii) Members -
Personal Accident Insurance is granted under the *Workers' Compensation Act* to all registered members of Surf Life Saving Queensland (except Junior Activities 7-13 years) whilst engaged in Surf Life Saving activities.
Such cover provides for:-
 - (a) payment of compensation to any Member injured during the performance of any of his duties, or on a direct journey to or from his appropriate clubhouse for the purpose of fulfilling those duties whilst participating in lifesaving carnivals, carrying out administrative or instructional duties either in Queensland or temporarily in any other State of the Commonwealth of Australia of its dependencies.
 - (b) indemnity in respect to any liability the Association might incur, to pay damages as a result of injury as specified above (except such injury in respect whereof the Association is required by some other Act) or arising under circumstances created independently of the *Workers' Compensation Act*. a legal liability in the Association to pay damages in respect to that injury.
 - (iii) Benefits -
The benefits applying under the policy are as described in the Act, a copy of which can be obtained from the Government Printing Office.
 - (iv) Time Limit for Lodgement of Claims -
Under The Workers' Compensation Act of Queensland, an injured Member or official has to lodge his claim within a prescribed time; if he is unable to work as a result of the injury, he must submit a claim within

six (6) months after the day on which the injury occurred, or the right to compensation was established. When is able to work but claims medical expenses only, his claim must be lodged within two (2) months of cessation of medical treatment.

NB The Branch, as the employer, shall advise the Workers'

Compensation Board of notification of any claim within fifteen (15) days.

- (v) Junior Members (7 - 13 years) -
A policy has been effected by State Centre to cover all financial Junior Members. The benefits cover exceptional items (refer Insurance Manual) i.e. Death, Liability, Medical (restricted) Dental, Ambulance.
- (b) Public Liability Insurance
 - (i) A public liability policy shall be negotiated to cover the State Centre, its affiliated Branches, Clubs, Auxiliary Organisations and its Members against legal action instigated by a Member of the public.
 - (ii) Whilst the cover will apply to normal Life Saving Association activities, it is suggested that a separate cover be taken out by the Club or Auxiliary Organisations entering into some activity away from their Clubhouse or beach, such as a display or fund raising activity where the public are involved.
- (c) Insurance on Property
 - (i) The Club shall negotiate policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies. Reassessments of values shall be carried out regularly.
 - (ii) It is mandatory for all insurances to be held with a reputable insurance company and it is a requirement that such policies be submitted to the State Centre for its endorsement to ensure that the protection provided serves the interests of the Association.
 - (iii) The Club and its Auxiliary Organisations shall make their own arrangements with regard to this type of insurance and shall be well advised to reassess values at least every second year

BY-LAW 8.8 FEES AND CHARGES

- (a) Affiliation fees shall be included in the annual credit contribution that accompanies the application for Affiliation Form (Refer 1/B/2). This contribution shall be determined by the Branch from time to time.
- (b) Examination, Registration and Carnival Entry Fees and other general lifesaving costs for the Club shall be debited to a Credit and Debit Ledger Account maintained by the Branch Director of Finance and Resources. The amounts shall be balanced as at 1 April each year and the Club shall pay or receive an amount to bring their account to a Nil balance. This system may be subject to change, from time to time, by the Branch.

SECTION 9 MEMBERSHIP

BY-LAW 9.1 CLEARANCES/TRANSFERS

- (a) Any Member who desires to join another Club or transfer competitive rights and retain membership of the Club (or Clubs if more than one) and any person

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- who has ceased to be a Member of the Club and desires to join another Club shall first obtain from the present Club (or Clubs if more than one) or from the Club of which he was last a Member, a Clearance/Transfer Certificate (on the appropriate Association Form) which shall clearly indicate:
- (i) Any awards that may be held by such person;
 - (ii) That such person is not indebted in any way to the Club;
 - (iii) That such person is not expelled or under suspension from the Club;
 - (iv) To which Club the person has assigned his competitive rights.
- (b) The member desiring the clearance shall obtain the DUPLICATE Clearance/Transfer on the appropriate Association Form and after entering the relevant details in duplicate - then lodge the ORIGINAL with the losing Club and the DUPLICATE with the Branch.
 - (c) The losing Club or its executive shall, within fourteen (14) days, consider the application and after recording the decision, forward the ORIGINAL to the Branch.
 - (d) If the losing Club or its executive approves the application, the Branch shall record the decision on the ORIGINAL and return it to the member forthwith. The DUPLICATE shall be retained by the authority with a notation of the decision.
 - (e) If the losing Club objects to the application, such application shall be dealt with at the next meeting of the Branch for a decision and such decision shall be final. The decision on the ORIGINAL and return it to the member forthwith. The DUPLICATE shall be retained by the authority with a notation of the decision.
 - (f) If the Branch does not receive a decision or the ORIGINAL Form from the losing Club within twenty-one (21) days of the receipt of the DUPLICATE Form, the application shall be dealt with at the next meeting of the Branch, and such decision shall be final. The losing Club and member shall be advised of such decision and a copy of such advice shall be retained by the Branch.
 - (g) Clearances of transferring members shall automatically take effect from the date when the application is approved.

SECTION 10 CLUB COLOURS/BADGES COMPETITIVE CONDITIONS

BY-LAW 10.1 COLOURS. BADGES AND UNIFORMS

- (a) The Club shall apply to the Branch to register its proposed colours and badge and these shall be subject to approval by the SLSQ.
- (b) The Club's colours and badge shall not be altered without approval and registration with the Branch and SLSQ, 1/A/4.
- (c) The Club's swimming costume shall be the Association regulation costume for R & R competitions and Royal Blue regulation trunks for all other forms of competition or in designs approved from time to time by the Board of Management for specific team events. The Club competition caps shall be Royal Blue, Black and White as approved by the Board of Management, Branch and SLSQ. Each member shall wear the costume and cap approved by the Board, Branch and SLSQ when performing for or on behalf of the Club.

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- No Member of the Club shall be entitled to wear the Club Colours unless either competing for the Club or authorised to do so in writing by the Board.
- (d) The Club Blazer shall be of a design approved by the Board from time to time of latest trends in fashion with the Club Badge on the left breast pocket. It may be worn by all Members so approved so to do, so that there will be uniformity of design and any approval to purchase a Club Blazer must be obtained from the Board. Officers may add their titles of office, including competitive results at a Branch, State or National level to their Blazers if desired, along with the year of office following the approval of the Board. Any other form of clothing worn as Club uniform by virtue of having some form of Club insignia attached such as track suits, T-shirts, shorts, etc, shall be that which is approved by the Board. No change to this Club uniform gear shall be permitted unless it is first approved by the Board.

BY-LAW 10.2 COMPETITIONS

- (a) The State Centre shall have power to regulate all competitions between Club, Branches and/or directly affiliated Clubs within its boundaries.
- (b) The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.
- (c) Within the limits of their respective jurisdictions, the SLSQ and the Branch through their respective Boards of Surf Sports shall have the power to allocate any competition to any affiliated Club, and to appoint Accredited Officials to control such competitions, provided that, in The event of two or more Clubs applying for permission to hold Carnivals or competitions on the same date such matter shall be determined by the State Board of Surf Sports.
- (d) No Inter-Club competition within The Branch shall be held without the approval of The Branch.
- (e) The Branch, on a recommendation of the Director of Surf Sports, shall appoint Referees, Judges and other Accredited Officials and, subject to the Association's Manuals, may make rules with respect to their powers and duties.
- (f) Wagering and/or gambling by persons competing in events conducted by the Association is not permitted.

BY-LAW 10.3 CLUB CHAMPIONSHIPS

- (a) The Club Championships shall be conducted annually on a date determined by the Board of Management or by the Council.
- (b) The list of events to be conducted at the Championships shall also be decided by the Board of Management or the Council, on the recommendation of the Board of Surf Sports.

BY-LAW 10.4 TROPHIES, PRIZES AND ELIGIBILITY

- (a) Trophies
The following shall apply to trophies:
- (i) No trophy, unless sanctioned by the Branch and suitably inscribed shall be competed for, or accepted by any competitor or competitors. (Where

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- possible, lifesaving gear, badges, pennants, medals or items of clothing are preferred.)
- (ii) Cash equivalents shall not be offered in lieu of an advertised trophy.
 - (iii) Neither of the foregoing paragraphs shall prevent any donor from providing, for competition, any items of approved Association gear.
 - (iv) A trophy offered from any source shall not be accepted for inter-club competition unless such trophy and competitive conditions are approved by the Branch. Such conditions shall provide for the trophy to be won within a period of not more than three (3) years, unless the nature of the trophy warrants a contest over a longer period. Every effort should be made to induce donors to donate trophies in the form of surf lifesaving gear and it is suggested that the winner should be determined in one (1) season.
 - (v) Should the Branch or a Club desire to conduct an inter-Club competition or a competition at an inter-Club carnival, or over a series of inter-Club carnivals for a suggested trophy, the trophy or its value must be in the hands of the Branch or Club before the competition commences.
 - (vi) Notwithstanding the foregoing paragraphs, it shall be permissible for a donor to provide a perpetual trophy for competition to honour the memory of a dignitary, such trophy to be contested under conditions approved by the Branch.
 - (vii) Holder of perpetual or series shields, cups or trophies shall be responsible for their safekeeping and proper care, and shall be returnable to the Branch (if applicable) one (1) month prior to the next competition.
- (b) Prize Money
- The following shall apply to cash prizes:
- (i) The Association/SLSQ shall be the sole authority to determine or approve all conditions for the competition and allocation of "Cash Prizes" and therefore any Club wishing to allocate "Cash Prizes" for competitive events shall seek the approval of the SLSQ or in the case of events involving international or interstate competitors, then the Australian Council.
 - (ii) "Cash Prizes" shall not be awarded for any Association Championship Carnival.
 - (iii) "Cash Prizes" shall not be made available from general funds, however, sponsor income may be distributed utilising the banking account.
 - (iv) Any "Cash Prizes" shall be made payable by cheque, bank draft or open order to the competitor(s), Club and not by "cash".
 - (v) Under no circumstances shall the advertising of a "Cash Prize" or the disbursement by the event Organiser result in less than one third (1/3) retained for the competitors Club and/or other Association approved lifesaving purposes.
 - (vi) if no proportion of a "Cash Prize" received by a Club (as a result of the success of the competitor/s) has previously been determined, Then the disbursement is left to the discretion of The Club – PROVIDING ALWAYS THAT THE CLUB MUST RETAIN AT LEAST ONE THIRD (1/3) FOR THE CLUB FUNDS AND UNDER NO CIRCUMSTANCES
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SHALL MORE THAN TWO-THIRDS (2/3) OF "CASH PRIZES" RECEIVED BE PROVIDED FOR COMPETITORS.

- (vii) Notwithstanding the foregoing, Sponsors should be strongly encouraged to provide items of lifesaving gear as "prizes" rather than "cash" but where "Cash Prizes are presented they shall be portrayed as coming direct from the Sponsor(s).
- (viii) Where Association/SLSQ permission has been given for the awarding of "Cash Prizes" the Club, Branch or other sections of the Association shall:
 - (a) Clearly indicate in their advertising and invitation to compete that such prizes shall be paid to the competitors Club or to other Association approved lifesaving programs or that the winning Club may obtain a piece of approved lifesaving equipment to a certain monetary value.
 - (b) Be permitted to advertise a total cash value of the prizes on offer and shall indicate if any cash disbursements are to be made to the competitor(s). (Refer to paragraph v).
 - (c) Display in their invitation to compete the warning that Members of Olympic sports may infringe their eligibility status, unless such prizes are in accordance with the respective AOF Association Regulations.

Note: The strongest possible caution is given to Members of the SLSA who may also be Members of an Olympic Federation, that they can infringe their eligibility (amateur) status with The Olympic body, by the receiving of cash awards within the SLSA. The regulations of the International Olympic Federation require the establishment of Trust Funds by their domestic Olympic Sports body. Such funds established on behalf of Members by the Surf Life Saving Association or Clubs are not recognised by the IOF.

BY-LAW 10.5 TEAM MANAGEMENT

- (a) The Club when participating in any carnival or similar function shall appoint a Manager of its competitors and other Members of the Club selected to represent and/or assist the Club at such carnival.
- (b) Every Manager so appointed shall be responsible for the proper conduct of himself and of the Members under his control, and attend all briefings.
- (c) A Manager shall, as far as practicable, remain with the party under his control during the entire period of his manager ship. In the event of the party under his control separating into sections, the Manager shall be responsible for appointing a Member of each and every section to act as his Manager of the section.
- (d) In the case of a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the carnival.
- (e) The Manager shall remain in attendance with his team during the course of such carnival or similar function and shall take action to ensure that competitors under his control report to the Check Marshall immediately they are called upon to do so.

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- (f) The Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given him. Refer also to By-Law 4.21- Team Manager).

SECTION 11 VISITS AND TOURS

BY-LAW 11 1 INTER-CLUB VISITS

- (a) The Club proposing to visit any other Club outside the area of the Branch shall apply to the Branch for permission to make such visit. The application shall be lodged with the Branch at least twenty-one (21) days before the date of the proposed visit.
- (b) The Club proposing to visit any other Club or Branch outside the area of the SLSQ shall make application to SLSQ through the Branch for permission to make such a visit. The application shall be lodged by the Branch with SLSQ at least twenty-one (21) days before the date of the proposed visit.
- (c) The Club when visiting any other Club as a team shall be accompanied by a Manager as provided in 2/10.5.

BY-LAW 11.2 OVERSEAS TOURS POLICY

Matters of policy and conditions applicable to all overseas tours shall be as follows:

- (a) At least six months notice of the proposed departure date of the Club shall be given to SLSQ by the Branch before permission to tour shall be granted, unless under special circumstances as approved by the Australian Council.
- (b) Branch/SLSQ shall not, in any way, be responsible financially for any part of the expenses attributed to any tour by a Club.
- (c) Appointment of Officials, size and composition of the team and selection policies shall be a matter for the body making the tour, however, the Association strongly recommends the inclusion of Educational Officers in any team to tour overseas.
- (d) The Club shall not select in an overseas touring team any Member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ.
- (e) No Club Team shall tour any overseas country in the same season that an Australian Representative Team shall be visiting that same country, unless prior approval of the Australian Council has been received.
- (f) At least one (1) month prior to the departure of the Club Team, Branch, SLSQ and Australian Council shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team Members and the Team Manager.
- (g) The Club Team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or Members individually, the Manager shall be automatically responsible to the Association and may be called before The Branch, SLSQ or the Australian Council to face judicial inquiry and possible disciplinary action.

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- (h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to the SLSQ within ten (10) weeks of the completion of the tour.
 - (i) Adequate insurance policies shall be negotiated in respect of personal accident and/or sickness to any Member of the Touring Team, loss of/or damage to the personal affects of team Members and to such special lifesaving and/or display equipment as shall be provided for use on the tour.

Note: All the provisions of 2/9.4 shall apply whether the intending visit or tour shall be for competition, educational or any other purpose. The only exception shall be competition or educational seminars organised and conducted by the SLSQ or Australian Council.

BY-LAW 11.3 OVERSEAS TOURS - WITHOUT INVITATION

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

- (a) make application on the Association Form provided by the SLSO to its Branch for permission to conduct a tour:
- (b) seek the following endorsements:
 - (i) in the case of the Club, it shall require the endorsement of its Branch and SLSQ;
 - (ii) all applications are subject to endorsement at the Australian Council.
- (c) correspond directly with the overseas body after the Australian Council is satisfied that the application to tour is complete in all details and has sought and received an invitation for the Australian body to tour.

BY-LAW 11.4 OVERSEAS TOUR - WITH INVITATION

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

- (a) make application to the Branch on the Association Form provided by SLSQ for permission to conduct the tour, and attach a copy of the invitation received;
- (b) request the Branch to forward the application to SLSQ for endorsement and, if endorsed, to the Australian Council seeking final approval for the tour to be conducted.
- (c) correspond directly with the overseas body after the Australian Council is satisfied with the invitation, and that the application to tour is complete in all details and permission has been granted to tour.

BY-LAW 11.5 TOURS TO AUSTRALIA

Matters of policy and conditions applicable to tours by overseas life saving organisations to a Club shall be as follows:-

- (a) If the Club wishes to issue an invitation to any overseas life saving body to tour Australia, it must firstly make an application to the Australian Council through its Branch/SLSQ. Such application shall include all details of the proposed visit including accommodation, financial obligations to the host body, proposed itinerary and details of any appointed Liaison Officer(s).
- (b) Branch and/or SLSQ receiving such applications shall before endorsing the application, consider the following:
 - (i) that the ability of the Club is such that it can host a visit having in mind the membership and financial situation of the hosting Club;

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- (ii) that the proposed visit will not seriously disrupt any programming of the Club, Branch or SLSQ;
 - (iii) that the qualifications of the host body's Liaison Officer(s) are sufficient to properly carry out the required duties;
 - (iv) that such visits may be referred to as "domestic tours" and once authority has been given by the Branch, SLSQ and the Australian Council, these sections will not bear any responsibility, financial or otherwise, in connection with the visit.
- (c) The Australian Council upon receipt of the endorsed application will then consider permitting the visit to take place, provided that all necessary conditions have been complied with. It shall then convey the invitation the National Association of the country concerned. However, the visit/tour should not be considered a confirmed fact until the overseas National Association has finally advised the Australian Council of the invitation acceptance.
- (d) Within eight (8) weeks of the completion of any visit by an overseas body, the host Club shall supply the Branch, SLSQ and the Australian Council with a comprehensive report and achievements of the visit.

BY-LAW 11.6

VISITORS

Visitors from other Surf Clubs, who are Bronze holders, may be accommodated at the Club House provided they are able to furnish evidence of their Financial Membership and provided also that they obtain permission from two (2) Executive Members of the Club.

SECTION 12 DISCIPLINES, PENALTIES AND APPEALS

(Refer Appendix "A")

BY-LAW 12.1

JURISDICTION

- (a) The penalising authority for the Club shall be vested in the following:
1. The Council;
 2. The Board of Management;
 3. The President;
 4. The Executive Committee;
 5. The Carnival or function Sub-Committee as defined in 2/12.2;
 6. The Judiciary Committee.

Note: It is suggested that any such matter be referred to a Judiciary Committee unless the circumstances are such that in the opinion of the Australian Council, SLSQ, Branch or Club that immediate action is required.

- (b) The jurisdiction of Club, Branch or State Centre penalising authorities shall be that where the Club or a Member of the Club is charged with having committed an offence:
- (i) Within the boundaries of the Club, the alleged offender shall be dealt with by the Club penalising authority.
 - (ii) Within the boundaries of the Branch other than the Club boundaries, the alleged offender shall be dealt with by the Branch penalising authority.

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- (iii) Within the boundaries of Branch other than its/this Branch, the alleged offender shall be dealt with by SLSQ to which it/he belongs.
 - (iv) Within the boundaries of a State Centre and the alleged offence is one against The State Centre, the alleged offender shall be dealt with by the State Centre which may delegate its power in this regard to a Branch, provided that the decision arrived at shall be subject to review by the State Centre.
- (c) Affiliated Auxiliary Organisations shall have similar disciplinary powers over their members as the Club has over its Members and similar rights of appeal shall exist.

BY-LAW 12.2 DISCIPLINE

- (a) General
The Club may penalise or refer to the Judiciary Committee any Member of the Club or Auxiliary Organisation, whether a competitor or not, or any Officer and/or Officers who, in the opinion of the Club has practiced or counselled any unbecoming conduct or conduct which reflects upon the good name of the Club/Association or any or all of its Officers, whether at any competition, meeting, function or other activities, or at any other time.
- (b) Carnivals. Competitions. Conferences
 - (i) Any Association Authority conducting a Carnival0 Competition, Seminar, Congress or associated activity shall appoint a Carnival Disciplinary Committee to inquire forthwith into any allegation of conduct prejudicial to the good name of the Association or an infringement of Association Rules or Regulations alleged to have been committed at any such Carnival, Competition, Seminar, Congress or associated activity or whilst travelling to or from the same or whilst within the jurisdiction of the Authorising Authority and may impose an appropriate penalty upon any Member(s), Club or team which it finds guilty.
 - (ii) The Committee, consisting of no more than three (3) Members but no less than two (2) Members, shall be appointed by the authority conducting the Carnival, Competition, Seminar, Congress or associated activity either for the Authority themselves or on behalf of the Australian Council or SLSQ or the Branch. Penalties may be administered as prescribed in the Constitution and By-Laws but may also include forfeiture of Titles or trophies won at a Carnival, Competition, Seminar, Congress or associated activity which is relative to the misconduct.
 - (iii) The Committee shall forthwith report in writing their inquiries and decisions to the Authority themselves and, if applicable, to the Australian Council or SLSQ or the Branch as the case may be.
 - (iv) Branches shall have like powers over their Club and Club Members within their jurisdiction and likewise Clubs and Auxiliary Organisations shall have like powers over their Members.
 - (v) Penalty decisions shall be promptly conveyed in writing to the body or Member(s) concerned and it shall be incumbent on such body or Member(s) to give immediate effect to such decision and to notify

SLSQ. Anybody failing in any of these requirements may be dealt with by SLSQ.

BY-LAW 12.3 PENALTIES

- (a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:
- (i) Reprimand - with the offence being recorded in the books of the penalising body;
 - (ii) Suspension - may be applied as a complete or partial suspension of a Member's privilege for a definite period of time or until a definite preset goal is reached and partial suspension could well require The Member to carry out all or part of his duties in the Club without being able to avail himself of the normal facilities and privileges of a Member, but the extent or limit of the penalty must be set by the body imposing the said penalty;
 - (iii) Cancellation - Club membership may be cancelled because of the prevailing circumstances, and when the extreme action of expulsion is not warranted;
 - (iv) Expulsion - expulsion from "Club Membership" would only be applied as a response to a very serious offence against the Club, The Association or their principles or ideals.
- (b) The suspension of the Club by the penalising body shall mean the forfeiture of Membership and representation of the Club for the period of such suspension. The position of Officers of the Branch or the Association who are Members of a Club at the time of its suspension shall not necessarily be affected by such suspension, nor shall the suspension absolve the Club from any beach patrolling responsibility.
- (c) Where an individual Club Member is suspended by the Branch or Club, he shall forfeit either completely or partially, as may be decided, all privileges as a Member of an affiliated Club during the period of his suspension. In the case of complete suspension, a Member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such Member's participation in inter-Club or Association activities but shall not interfere with his rights as a Club Member.

BY-LAW 12.4 APPEALS

- (a) Any auxiliary Organisation or Member penalised by the Club shall have the right of appeal against such penalty to the Club provided that the appeal shall be lodged in writing within fourteen (14) days of the notification of the penalty and shall set out clearly The grounds of the appeal. The appeal shall be placed before the Council at its next General Meeting and at the sole discretion of such body shall either be:
- (i) Dismissed and the penalty upheld;
 - (ii) Dismissed and a heavier penalty imposed;
 - (iii) Upheld and a lighter penalty imposed;
 - (iv) Upheld and the appellant exonerated;

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- (v) Referred to the Judiciary Committee, whereupon the Rules and Procedures of the Committee as provided for in Appendix "A" shall become mandatory
 - (b) Any Member penalised by the Club shall have the right to apply to the Club for leave to appeal against the penalty provided that:
 - (i) the decision appealed against was not as a result of a formal Judiciary Committee action, in which case The Rules and Procedures of the relative Judiciary Committee shall become mandatory;
 - (ii) application shall be allowed only after the party concerned has properly availed itself of any right to appeal to the penalising authority as may be contained in the Constitution of such body;
 - (iii) application shall be made within fourteen (14) days of the imposition of the penalty or, if the party concerned has exercised its right of appeal to the penalising body, within fourteen (14) days of the notification of the decision of such appeal;
 - (iv) application shall be made through the penalising body which shall forthwith refer the application to the next highest authority, provided that the penalising body may at the same time submit any representations on The application which it may wish to make;
 - (v) The application must establish some grounds for the rehearing;
 - (vi) It shall be at the sole discretion of the next highest authority whether or not such leave shall be granted, provided that, should the Leave to Appeal be rejected by the authority, the Appellant may seek Leave to Appeal to a further higher authority under similar requirements and time frames as provided herein
 - (vii) Upon the granting of any such application, the next highest authority shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant

APPENDIX "A"

JUDICIARY COMMITTEE Rules of Procedure

1. DEFINITIONS

In these Rules

- 1.1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3 "Member" means a Member of the Club subject to the jurisdiction of the Club by which the Committee shall have been appointed.
- 1.4 "Reference" includes any complaint against a Member of the Club brought by any person, and any dispute as to rights of membership under this Constitution.

2. JURISDICTION

- 2.1 Any interested party may submit a reference to the Board of Management upon any matter touching the affairs of the Club and its Members.
- 2.2 Every reference shall be in writing setting out clearly the manor sought to be Investigated by the Board of Management, and it shall then decide where such reference shall be directed.
- 2.3 Every reference submitted to the Judiciary Committee shall be dealt with by Committee.
- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that:
 - (a) he has an interest in the subject matter of the reference,
 - (b) his reference is in clear and unambiguous

3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee, having conduct of a reference under Rule 2 hereof:

- 3.1 Upon receipt of a reference, the Chairperson of the Committee or his/her Deputy may, if appropriate and as soon as practicable, appoint an independent person to act as investigator upon the reference. Such appointment, if made, shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant inquiries and prepare to assist the Committee with fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant inquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference, the Secretary shall forthwith appoint the time and place for the hearing suitable to the Members of the Committee. He shall give at least seven (7) days notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form:

MAROOCHYDORE SURF LIFESAVING CLUB INC.

To:

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at _____ on _____ 20____ at _____ am/pm to inquire into the following matter, referred to the Committee by the (Branch/Club).

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

[Mr _____ has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant inquiries and assist the Committee at the hearing. (This paragraph optional)]

The Secretary will, upon receipt of your request in writing, at least five (6) days before the day appointed for the investigation setting out the names and addresses of Members of the Association who you desire to call as witnesses, require such Members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed to appear.

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

Yours faithfully,

Secretary1
Judiciary Committee.

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- 3.4 The Committee shall have power to require the attendance of any Member at any hearing by the Committee. The Secretary of the Committee shall give at least seven (7) days notice in writing to a Member informing him of the time and place of the hearing, and that he is required to attend, and shall give such notice in writing at least three (3) days before the day appointed for the hearing to any Member whom the subject of the inquiry requests him to call as a witness.
 - 3.5 In the case of a complaint against a Member of the Association who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairperson of the Committee decides otherwise.
 - 3.6 The independent investigator, if appointed by the Chairperson of the Committee, shall make his inquiries within a reasonable time.
 - 3.7 The Committee shall likewise conduct the inquiry within a reasonable time, subject to any reasonable application for an adjournment in writing received by the Secretary at least two (2) days before the time fixed for the inquiry.
 - 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) Member is charged, it shall be mandatory for a parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the young Member.
 - 3.9 Any notice required by the Rules to be given by the Secretary of the Committee shall be given in writing delivered personally or sent by prepaid post addressed to the Member concerned. A notice given by post shall be deemed to have given on the day following that on which it shall be posted.
 - 3.10 Any Member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary of the Committee shall be subject to such action as the Board of Management of the Club shall, on the report of the Committee, think fit.

4. AT THE HEARING

- 4.1 All interested parties shall be present at the hearing.
- 4.2 A quorum of the Committee shall be three (3) Members;
- 4.3 In the case of a complaint against a Member, all Witnesses, other than the Member concerned, must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairperson.
- 4.6 The independent investigator, if appointed, shall present relevant evidence including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.

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- 4.7 The person, the subject of the reference, shall then present relevant evidence on his own behalf.
 - 4.8 In all cases, witnesses called shall be examined by the party (if any) on whose behalf he is called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee Members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairperson.
 - 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
 - 4.10 At the conclusion of all the evidence, each interested party and the investigator (if appointed) may make submissions to the Committee in such speaking order as the Chairperson may direct. Right of reply by any party shall be at the discretion of the Chairperson.

5. AT THE CONCLUSION OF THE HEARING

- 5.1 The Committee shall meet in camera after the hearing has been completed and if the reference is found to be proved may deliberate upon an appropriate order or penalty.
- 5.2 The findings of the Committee and the order agreed upon may be by the majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order shall be deemed to be the decision of the Committee.
- 5.3 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any penalty imposed, and the penalty shall become effective forthwith.
- 5.4 The Committee shall furnish its report at the first meeting of the appointing body after the hearing is completed. That body shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 5.5 The decision and penalty of the Committee cannot be altered by the appointing body, but a two-thirds (2/3) majority of those present and voting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 5.6 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing body at which the Committee's decision is presented for confirmation or return as the case may be.

6. APPEALS

- 6.1 Any person aggrieved by a decision of the Committee has a right to Appeal to the next highest body from that which appointed the Committee which conducted the hearing (ie. in the case of the Board of Management being the appointing authority, Appeal shall lie to the Club Council).
- 6.2 Any person aggrieved by a decision of the Committee may within twenty-eight (28) days after the decision is conveyed to that person, apply for Leave to

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- Appeal against the decision provided that the application shall be lodged with the Director of Administration and Membership of the Club.
- 6.3 The penalising body may at the same time submit any representation on the application which it may wish to be made to the next highest authority.
- 6.4 In the event that the Appeal is to the Branch, (the Appellant having exhausted all rights of Appeal within the Club), the Board of Administration and Membership shall, upon receipt of the Appeal, forward it immediately to the Secretary/Administrator of the Branch and it shall be dealt with in accordance with the Branch Constitution.

APPENDIX "B"

RULES OF DEBATE

1. GENERAL
 - 1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Council, the Board, and Committees.
 - 1.2 For the purpose of these Rules, the word "Member" shall refer to the Members of the Club.
2. CHAIRPERSON'S AUTHORITY
 - 2.1 Whenever the Chairperson rises during debate, the Member then speaking shall be silent and resume his seat.
 - 2.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.
 - 2.3 The Chairperson may call a Member to order. If such Member persists in being disorderly, he/she may call upon such Member to withdraw from the meeting.
 - 2.4 It shall not be permissible to dispute the Chairperson's rulings or move a motion of dissent from his/her ruling on matters of procedure and points of order.
3. DEBATE
 - 3.1 Any Member desiring to speak shall stand up and address the Chairperson.
 - 3.2 If two or more Members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.
 - 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
 - 3.4 No Member shall interrupt another while speaking except to raise a point of order.
 - 3.5 No speaker shall digress from the subject under discussion.
 - 3.6 No Member shall use offensive or unbecoming words.
 - 3.7 During the debate, a Member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.

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- 3.8 It shall be competent for any Member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his/her point. The seconder and Chairperson only may then speak to the motion;
- (a) At any time during the debate, a Member may move that the question be now put provided that the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment, which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move that the question be now put.
 - (b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
 - (c) A Member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

4. MOTIONS AND AMENDMENTS

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

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- 4.10 If there is any indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
 - 4.11 The mover of an amendment has no right of reply.
 - 4.12 A Member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
 - 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
 - 4.14 When an amendment is carried, the motion as amended becomes the motion before the meeting.
 - 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
 - 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be reopened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.
5. VOTING
- 5.1 Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any Member, by show of hands or by secret ballot.
 - 5.2 Any Member, supported by not less than three (3) others, may call for a division, in which case Members shall move to the right or left of the Chairperson, as directed by him/her.
 - 5.3 In the event of a division, any Member declining to vote shall elect to retire behind the Chairperson or have his vote counted in the negative.
 - 5.4 The Chairperson may appoint tellers to assist in counting a vote.

APPENDIX "C"

PATROL RULES

The Patrol Season shall be as directed by the Branch, annually. The method of patrol duties shall be determined by the Board of Management prior to the commencement of each Season.

1. Active Members shall attend patrols as rostered or appointed provided that:
 - (i) Active U/16 "Cadet" Members shall be eligible for duties only commensurate with their qualifications;
 - (ii) A Member desirous of transferring from one Patrol to another shall do so only with the consent of the Director of Surf Lifesaving;
 - (iii) It shall be permissible to appoint a substitute, when unable to attend, the Member appointing such substitute to be responsible in the event of the substitute not attending;
 - (iv) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
 - (v) Exemption for Patrol duty may be granted by the Director of Surf Lifesaving (refer By-Law 2/4/4.3) in special circumstances but for

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- extended periods of exemption written application shall be made to the Board of Surf Lifesaving who shall decide the issue;
- (vi) At each Meeting of the Board of Surf Lifesaving, a report, taken from the Patrol Register, shall be tabled by the Director of Surf Lifesaving or his Deputy indicating any breaches that require investigation.
2. The first Patrol on duty shall see that all lifesaving gear, including operational IRB, is placed in position on the beach and the last Patrol on duty shall return such gear to the Clubhouse or gear room.
 3. The Patrol shall assemble in the Club Room five (5) minutes before the appointed hour to commence duty unless it is the first Patrol of the day, in which case it shall assemble fifteen (15) minutes before the appointed hour.
 4. A Member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain or the Director of Surf Lifesaving may be allotted a Penalty Patrol or other duties at the discretion of the Director. Failure to attend Penalty Patrol incurs automatic suspension until the next Club Meeting.
 5. Patrol Members shall wear Association Caps and other dress as directed by the Association.
 6. Before the Patrol commences duty, the Patrol Captain shall detail the position each man is to take in the event of rescues, allocate qualified IRB personnel to the Craft, and shall detail a Member to tower or lookout duty.
 7. In the absence of the Patrol Captain, the Patrol Vice-Captain shall have like power and authority.
 8. Members of the Patrol and activities of the Patrol are under the control and direction of the Patrol Captain and Members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
 9. In the event of the Patrol having finished its term of duty, and then the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports to the Director of Surf Lifesaving.
 10. Patrol Captains are held responsible for the efficiency of their Patrols and are required to record in the Patrol Register the names of absentees from their Patrols and any irregularity such as being late, leaving early or not being in the regulation dress.
 11. Patrol Captains shall regularly test their Patrol in their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on Patrol.
 12. A Member shall obey his Patrol Captain, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
 13. Members are reminded of the following provision in the National Council Constitution:
'Patrol Exemption Policy
In relation to Patrol duties, the following shall apply;
 - (a) Members, Clubs and the Association generally must recognise the obligation of all Members to perform patrol duties and/or other duties within the Surf Life Saving structure.
 - (b) Exemptions from patrol, or other duties, may be granted in the most exceptional of circumstances.
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- (c) Clubs may provide exemptions for senior Club Officers, and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a General Meeting of the Club.
 - (d) The Association may provide exemption from all, or part, of Club patrol duties for Members of the Board of Surf Life Saving, senior Association Officers or, membership of Association patrols or rescue services.
 - (e) Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons. only be granted in
 - (f) Any patrol, or duty exemption, granted by a Club unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemptions.
- 14. Patrol Captains are required to ensure that the Patrol, Radio and IRB logs are completed.
 - 15. Patrol Captains are to ensure that motorised equipment is driven only by Members with the appropriate licenses.

APPENDIX "D"

CLUBHOUSE RULES

GENERAL

- 1. The benefits of Club privileges shall be permitted only to Members of the Club and such Association visitors as are approved by the Director of Surf Lifesaving and Clubhouse Officer and/or written approval of the Director of Administration and Membership.
- 2. Preference in allocation of accommodation shall be determined on the following basis:- Active Members, Active Reserve Members, Cadet Members, Qualified Associates, visiting Association Members.
- 3. Junior Active Members shall be permitted to stay in the Clubhouse on weekends during the season providing there are two (2) or more and/or a Senior Active Member or Senior Committee Member is present. Junior Active Members shall not be permitted to stay in the Clubhouse on weekends during the winter season unless a Senior Active Member or Senior Committee Member is present.
- 4. Any Member who is desiring to stay at the Clubhouse other than weekends and Public Holidays shall make written application to the Director of Administration and Membership providing at least ten (10) days notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks.
- 5. Unseemly conduct likely to interfere with the comfort of other Members of the Club shall not be tolerated and Members are requested to assist in preventing such conduct.
- 6. Damage occasioned to Clubhouse facilities shall be subject to investigation and decision of liability by the Board of Administration and Membership.

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7. Members shall use their individual efforts in preserving the cleanliness of the Club's quarters.
 8. A roster of weekend duties shall be placed on the Notice Board by the Clubhouse Officer.
 9. Any refusal of Clubhouse duties shall be dealt with by the Board of Administration and Membership.
 10. Bad language shall not be tolerated in the Clubhouse.
 11. Pets shall not be allowed in the Clubhouse.
 12. Clubhouse keys shall be in the control of the Director of Surf Lifesaving, Clubhouse Officer, Director of Administration and Membership and President.
 13. Wet costumes shall not be permitted into the sleeping quarters or common room nor allowed to remain in the dressing room.
 14. Food stuffs shall not be brought onto Club premises or stored or consumed therein except in the common room or such other areas as may be designated from time to time by the Board of Administration and Membership.
 15. All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Clubhouse Officer.
 16. Liquor may only be consumed in the Clubhouse at an organised function approved by the Board of Management.
 17. The First Aid Officer, his assistants and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
 18. Junior ("Nippers") Members shall be permitted the use of the common room whilst under the supervision of a Club Official.

BUNK ROOMS

1. The use of clean sheets or sleeping bags and clean pillowcase shall be compulsory and Members who do not provide themselves with a pillowcase, sheets or sleeping bag shall be denied the use of the Clubhouse premises.
2. Noise, likely to interfere with the sleeping Members, will not be tolerated.
3. Main lights in sleeping quarters must be extinguished by 12 midnight.
4. All Members shall vacate their bunks by 7 am.
5. Quarters shall be swept, beds made, private clothing and belongings left in an orderly manner by 9 am.
6. All lockers shall be cleared of clothing each weekend. Locker inspections shall be carried out by the Clubhouse Officer and/or Director of Surf Lifesaving.

APPENDIX "E"

1. CRAFT

- 1.1 Craft owned by the Club or its Members shall be stored under the control of the Craft Captains.
- 1.2 Members shall not use other Members' Craft without prior approval of the owner.
- 1.3 Members shall not use Club gear without prior approval of the Craft Captain, Patrol Gear Steward, Director of Surf Lifesaving or Chief Training Officer.

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- 1.4 The Ski and Boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

2. SURF BOAT

- 2.1 The Surf Boat shall not be used for any other purpose than Surf Life Saving and the practice thereof, and the instruction in rowing, except with the permission of the Board of Surf Sports.
- 2.2 No Members of the Club shall use the boat unless it is In charge of the Boat Captain, Boat Vice-Captain or Director of Surf Lifesaving or his Deputy, except that if these Officers are unavailable, one of them may grant permission to a Member of the Club (who in his opinion is qualified to do so) to take charge of a Boat and such Member shall be responsible to the Board of Surf Sports for the conduct of the crew and the manner in which the Boat is used while it is under his control and for each breach of the Surf Boat By-Laws.
- 2.3 Save in the cases of rescues, no person other than Club Members shall be allowed in a Boat, except with the approval of the Boat Captain or his Deputies.
- 2.4 The Boat shall not be taken away from the area patrolled by the Club without special permission of the Board of Surf Sports except for the express purpose of rescuing persons in danger in the vicinity of that area or for training purposes or for Carnivals.
- 2.5 The Boat and gear shall be housed in the Boat Shed provided for that purpose and securely locked up, or a designated storage place approved by the Board of Surf Sports. Tho Officer last in charge of the Boat each day shall be responsible for its return to the Shed/Storage place and shall report to the Board of Surf Sports in writing any damage or loss of gear that may have occurred.
- 2.6 Members, except those on Patrol, may be called upon to assist in getting the Boat in and out of the water and a refusal to do so will be a matter for report to the Board of Surf Lifesaving for action thereon.
- 2.7 No more than a boat crew of five (5) or less than that number shall be taken in a Boat unless under special circumstances.
- 2.8 The Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

3. POWER BOAT RESCUE CRAFT

The IRB Captain shall:

- 3.1 be responsible for the general maintenance and upkeep of all powered surf rescue craft and equipment.
- 3.2 at all times ensure that the craft is ready for Patrols and adequate fuel is on hand.
- 3.3 in consultation with the Director of Surf Lifesaving, be in charge of all powered surf rescue craft operations.
- 3.4 have a craft in attendance at the buoys on all occasions that surf events or tests are being held.

APPENDIX "F"

JUNIOR (NIPPER) ACTIVITIES RULES

1. BOARD OF JUNIOR ACTIVITIES

- (a) The Club, at its Annual General Meeting, shall endorse the appointment of a Board of Junior Activities (hereinafter referred to as the "BJA"), the Members of which shall be elected by the BJA and be current Members of the Club. In the case of the Chairperson he/she shall be nominated to the Annual General Meeting of the Club in accordance with I/B/3.2, whereupon he/she shall become the Director of Junior Activities on the Club Board of Management.
- (b) The Objects and Duties of the BJA shall be:
- (i) The responsibility for the conduct and coordination of all matters relating to Junior Activities.
 - (ii) To provide for Junior Members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
 - (iii) To prepare Junior Members for their eventual transition to the marine and patrol environment to the Senior section of the Movement.
 - (iv) To provide for the instruction and the conduct of examinations of Members willing to gain the Junior Achievement Certificate.
 - (v) To organise, in conjunction with the parent body, the instruction and/or examination of Members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of The SLSA of A.
 - (vi) To provide for the instruction and the conduct of examinations of Members, aged fourteen (14) years or over, willing to gain The Junior Panel of Judges Certificate.
 - (vii) To provide rules and regulations for the conduct of Junior Activities for Members who have attained the age of seven (7) years but who have not attained the age of fourteen (14) years.

NOTE: The age classifications required for various purposes shall be seven (7) to thirteen (13) years, and shall be the Member's age as at 30 September in the ensuing Season. However, a Junior fourteen (14) years of age in the then current Season shall be continue as a Junior for the remainder of the Season.

- (c) The BJA shall be comprised of Chairperson and Officers of the Board as detailed in Clause (d)(i).
- (d) Elected Officers:
- (i) The Officers of the BJA shall consist of all or any of the following:
 - * Junior Activities Officer (Chairperson)
 - * Deputy Chairperson
 - * Secretary
 - * Registrar⁶⁴
 - * Treasurer
 - * Director of Surf Awards
 - * Team Manager
 - * Gear Steward

⁶⁴ Deleted at General Meeting dated 30 December 2012

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- * Coaching Co-Ordinator
- (ii) The Officers shall be elected at the Annual General Meeting of the BJA. The Junior Activities Officer (Chairperson), if elected, shall be confirmed as a Director of Maroochydore SLSC Inc. at its Annual General Meeting in accordance with 1/8/3.2.
 - (iii) The Director of Surf Awards must hold a current Training Officer Award or equivalent at time of election.
 - (iv) The Coaching Co-Ordinator must hold a current Level 1 Coaching Certificate at time of election.
 - (v) All elected Officers shall form part of the Board of Junior Activities and shall be eligible to vote on all matters before the Board.
- (e) Appointed Positions (Voting)
The following positions shall be appointed by the duly elected Officers of the Board:-
- (i) Age Managers (1 per age group)
 - (ii) Water Coach
 - (iii) Beach Coach
 - (iv) Board Coach
 - (v) Clothing Steward
- These duly appointed persons shall form part of the Board of Junior Activities and shall be eligible to vote on all matters before the Board.
- (f) Appointed Positions (Non-Voting)
The following positions shall be appointed by the duly elected Officers of the Board, but shall not be eligible to vote on any matters before the Board:
- (i) Assistants to all positions, whether elected Officers or appointed positions.
- (g) Delegates:
- (i) The Club shall be entitled to be represented at Branch Junior Activities Board Meetings by the Junior Activities Officer.
 - (ii) When a Delegate is appointed an Officer of the Branch JAB, the Club shall be entitled to appoint a replacement.
 - (iii) The Delegate to the Branch JAB shall hold office until the appointment of his successor. Should he be unable to attend, the BJA may appoint a proxy who shall be a Member of the Club. Such appointment to be in writing and signed by the Delegate or the secretary of the BJA.
- (h) Meetings:
- (i) The business of the BJA shall be transacted at the following classes of meetings: The **Annual General Meeting**, which shall be held prior to the Club Annual General Meeting.
 - Agenda
 - Attendances
 - Apologies
 - Annual Report of Activities
 - Endorsement of Junior Activities Officer Nomination(s)
 - Election of Officers
 - Meeting Dates

Ordinary Meetings which shall be held at the discretion of the Chairperson or the Board

Agenda

Attendances

Apologies

Confirmation of Minutes of previous Meeting

Business Arising

Correspondence

Reports

General Business

Special Meetings may be held at the discretion of the Chairperson or the BJA at which other interested Members may attend.

Selection Committee Meetings, which shall be held as required.

Minutes of all meetings shall be kept and notice of the subsequent meeting shall be included with the Minutes.

Voting rights shall be limited to Officers of the BJA. The Chairperson of any meeting shall have a deliberative and a casting vote.

A quorum for the Annual and Ordinary Meetings shall be constituted by a majority in attendance of those Members eligible to vote.

(i) Elections:

(i) Nominations for the Election of Officers shall be in writing and signed by the nominee signifying his willingness to stand for election and lodged with the Director of Administration and Membership three (3) weeks prior to the Annual Meeting of the BJA.

(ii) If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the Members present, and voting at the meeting.

(j) Finance:

(i) The Club Director of Finance and Resources shall receive all monies, issue receipts and bank such monies to the account of the Club to be used for Club endorsed Junior Activities.

(ii) Payment of accounts shall be effected by the Finance and Resources.

(iii) The finance of the BJA shall be supported by the Club which shall include donations, capitation, socials and other functions organised for its aid

(iv) The Treasurer of the BJA shall assist in the preparation of the BJA budget for presentation to the Club Board of Management and shall supervise the approved budget.

(k) Competition:

(i) The BJA shall have power to regulate all intra-Club competitions providing such competition has been approved by the Club.

(ii) No inter-Club contest or competition shall be held without the approval of the Club and the Branch.

(iii) All Clubs shall nominate the names of Junior Activity carnival officials on the prescribed form and forward the nominations to the Branch Deputy superintendent, Junior Activities at least one (1) week prior to the relevant carnival date.

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- (iv) All Junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch.
 - (l) Discipline:
The conduct of Members of the Junior Activities shall be subject to the control of the BJA in the first instance, provided that any disciplinary actions are subject to review by the Club.
 - (m) General:
 - (i) Decisions of the BJA shall be subject to ratification by the Club and all Board of Junior Activities correspondence, unless otherwise specifically approved, shall be through the Club.
 - (ii) Any matters not covered in the foregoing shall be in accordance with the current Constitution of the Club and, if not coming within the scope thereof, shall be determined by the Branch.

2. OFFICERS AND THEIR DUTIES

The Chairperson of the Board of Junior Activities (Junior Activities Officer):

Shall chair all Meetings of the Board at which he is present and shall exercise a general supervision over the affairs of the BJA. He shall be an officer of the Club bearing the title "Director of Junior Activities" and shall represent the BJA on the Branch JAB. (Refer 214.6). The Chairperson shall, when presiding at a Meeting, have a deliberative and a casting vote.

Deputy Chairperson: In the absence of the Chairperson, the Deputy Chairperson shall perform all the duties usually undertaken by the Chairperson.

Secretary: Shall attend to all the correspondence and attend all Meetings, record the Minutes of the Meetings in a Minute Book. He/she shall issue notices of Meetings and any circulars of matters of interest to the Committee in conjunction with the Club Director of Administration and Membership. He/she shall prepare an Annual Report to the Club and shall assist the Chairperson to prepare monthly reports to the Club Board of Management.

Treasurer: Shall assist in preparation of, and balancing of, the Annual BJA budget. He/she shall collect and pass on to the Club Director of Finance and Resources, forthwith, all monies collected by the BJA and all accounts for payment.

Director of Surf Sports: Shall be the holder of the Junior Panel of a Training Officers or equivalent and shall be responsible for the training and examination for the Junior Achievement Awards. He/she shall be responsible to and work in conjunction with the Club Chief Training Officer.

Coaching Co-ordinator: Shall be the holder of a Level 1 Coaching Certificate and shall prepare training programs and work in conjunction with the Junior Activities Officer, Club Director of Surf Lifesaving and Patrol Captains.

~~**Registrar:** Shall be responsible for keeping a true and correct record of the birth-dates of all Juniors. He/she shall be responsible for compiling the registration of all competitors for annual submission to the Registrar of The Branch and to the Queensland State Centre, and provide other relevant information as required. He/she shall be responsible for keeping a true and correct record of all intra-Club Competition results and attendance records of all Members⁶⁵.~~

⁶⁵ Deleted at General Meeting dated 30 December 2012

The Age Managers Supervisors: Shall assist the Director of Surf Awards and the Coaching Coordinator in their duties and act as assistant to the Team Manager during the performance of his duties.

Gear Steward: In conjunction with the Club Patrol Gear Steward, shall be responsible for all the equipment, making sure such equipment is in good condition and repair and Properly housed.

Coaches (Water, Beach, Board): Shall carry out training programs as prepared by, and in conjunction with, the Junior Activities Officer and Coaching Co-Ordinator.

Clothing Steward: Shall maintain control of and responsibility for, clothing supplies, ordering and payment for various items of clothing as required by Junior (Nipper) Members.

Delegates to the Branch JAB: Three (3) Delegates one of whom shall be the Junior Activities Officer shall attend all Branch Meetings and report on the proceedings thereof to the next Club and BJA Meetings. Where any matter before the Association has been considered by the Club and a decision given thereon, the Delegates shall vote in accordance with such decision.

Team Manager: Shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. He/she shall record the attendance of the competitors at Carnivals. He/she shall be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events and ensure the competitors are at the Marshalling area at the prescribed time for such events. He/she shall be responsible for lodging all protests as per the Association Handbook. He/she shall be assisted by the Age Group Supervisors.

4. TEAM SELECTION

A Sub-Committee comprised of:

- * The Chairperson
- * Coaching Coordinator
- * Coaches (Water, Beach and Board)
- * Team Manager

shall select the competitors and teams for all inter/intra Club competitions and carnivals and shall place on the notice board a list of such competitors and teams, and may change such list at its discretion and its discretion shall be final.

APPENDIX “G”

THE COMMON SEAL

CLUB BADGE

LIFE MEMBERSHIP BADGE