

JAN JUC SURF LIFE SAVING CLUB INCORPORATED

STATEMENT OF PURPOSES

The purposes of the Association are—

- (a) To preserve and safeguard life by the study and practice of the methods of life saving as taught by the Surf Life Saving Association of Australia, provide efficient life saving appliances and render first aid on the beach and reserves, as required.
- (b) To establish itself in a manner to bring about permanence of establishment by pursuing a policy of enlistment of suitable new members, and progressive promotion and instruction of it's active members.
- (c) To promote demonstrations and arrange classes of instruction in life saving and resuscitation.
- (d) To provide conveniences for Association Members, and obtain the best facilities for surf bathing by acquiring and improving any premises necessary for carrying out the objects of the Association.
- (e) To enforce observance of the Rules, By-Laws and Regulations governing the Association and deal with any infringement of same.
- (f) To co-operate with the Local Governing Authorities in taking such measures as are considered necessary by the Association to ensure the safety of surf bathers.

Solely for the purpose of furthering the purposes set out above the Association shall have power—

- (a) To subscribe to, become a member of and co-operate with any other Association Club or Organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with it's funds any Club, Association or Organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of the Rules.
- (b) To buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises.
- (c) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Association : provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in

such manner as is allowed by law having regard to such trusts.

- (d) To enter into any arrangements with any Government or Authority which are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (e) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.
- (f) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out alteration or control thereof.
- (g) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- (h) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (i) To lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
- (j) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities.
- (k) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (l) To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- (m) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of

the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.

- (n) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in paragraph(c)
- (o) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- (p) To print and publish any newspapers, periodicals, books or leaflets which the Association may think desirable for the promotion of its objects.
- (q) To amalgamate with any one or more incorporated Associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of the Rules.
- (r) To purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated Associations with which the Association is authorised to amalgamate.
- (s) To transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated Associations with which the Association is authorised to amalgamate.
- (t) To make donations for patriotic, charitable or community purposes.
- (u) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

JAN JUC SURF LIFE SAVING CLUB INCORPORATED
Affiliated with
THE SURF LIFE SAVING ASSOCIATION OF AUSTRALIA
VICTORIAN CENTRE

Section One: RULES

- 1.1 The name of the incorporated Association is "Jan Juc Surf Life Saving Club Incorporated". (In these rules called "the Association").

INTERPRETATION

- 1.2 (a) In these rules, unless the contrary intention appears—
- "Executive Committee" means the Committee of Management of the Association.
- "Financial Year" means the year ending on April 30.
- "General Meeting" means a general meeting of members in accordance with Rule 15 and Rule 16.
- "Member" of the Association.
- "Ordinary Member of the Committee" means a member of the General Committee or Executive Committee who is not an officer of the Association under Rule 10.
- "The Act" means the Associations' Incorporation Act 1981.
- "The Regulations" means regulations under the Act.
- "Club" means the Incorporated Association.
- (b) In these Rules, a reference to the secretary of an Association is a reference—
- (i) where a person holds office under these Rules as Secretary of the Association - to that person; and
- (ii) in any other case, to the Public Officer of the Association.
- (c) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts' Interpretation Act 1958

AFFILIATION

and the Act as in force from time to time.

AFFILIATION

- 1.3 The Association shall be affiliated with Surf Life Saving Victoria a division of Surf Life Saving Australia.

MEMBERSHIP

- 1.4 The membership shall consist of the following classes—

- (a) Probationary
 - (b) Active
 - (c) Active Reserve
 - (d) Cadet Active
 - (e) Junior Association Member (Nipper)
 - (f) Long Service
 - (g) Award Member
 - (h) Associate
 - (i) Life Members
 - (j) Patrons
 - (k) Temporary Honorary Members
- (a) **PROBATIONARY MEMBERSHIP:** All applicants for Active membership of the Association will be known as Probationary Members until they have gained their Surf Bronze Medallion. They are amenable, however, to the Rules of the Association and are required to perform Patrol Duties when and where directed.
- (b) **ACTIVE MEMBERSHIP:** Active Members must hold the Bronze Medallion or Qualifying Certificate of the Surf Life Saving Association of Australia and shall attend at the Beach or elsewhere, for Patrol Duties on such dates and at such hours as may be specified by the Executive Management Committee in the Patrol Roster or at such other times as may be deemed necessary by the Life Saving Services Manager.

Active Members shall consist of four classes—

- (i) Senior Active *
- (ii) Junior Active **
- (iii) Cadet Active ***
- (iv) Active Reserve

* Senior Active Member is one who is 18 years of age or over on October 1, in each season.

** Junior Active Member is one who holds the S.L.S.A. Bronze Medallion and who is under 18 years of age on

MEMBERSHIP

October 1 in each season.

*** Cadet Active Member is one who is 14 years of age and under 16 years of age on October 1, in each season and who holds the Surf Life Saving Association Qualifying Certificate.

- (c) **ACTIVE RESERVE MEMBERSHIP:** Active Reserve Members may be appointed annually from amongst the Active Members who have completed continuous and satisfactory membership of the Association, or who, through illness or other reasons satisfactory to the Executive Management Committee, are prevented from carrying out their Patrol Duties.

Such members shall be exempt from rostered patrols, but when present may be called upon to perform Association Duties at the discretion of the Life Saving Services Manager or their Deputy. Such Active Reserve Members shall be subject to the same rules of discipline as Active Members.

Upon the written application of a Senior Active Member, the appointment to Active Reserve Membership may be made, for a definite period not exceeding one season, by a majority vote of the Executive Management Committee present. Association Members who also hold the Examiner's Certificate and are Active Members of the Board of Examiners shall be entitled to Active Reserve Membership if they so apply. Should such member fail to carry out the duties and obligations required by the Board of Examiners, then their membership shall revert to Active Membership of the Association.

- (d) **CADET ACTIVE MEMBERSHIP:**
- (i) A Cadet Member must hold the Surf Life Saving Association Qualifying Certificate
 - (ii) Any Cadet Member who obtains the age of 16 years and has not obtained the Bronze Medallion shall be regarded as a Junior Member notwithstanding that they have not obtained their Bronze Medallion. They shall be subjected to the rules governing Bronze holders.
- (e) **JUNIOR ASSOCIATION MEMBER:** A Junior Association Member (Nipper) is any person between the ages of 7 years and 13 years on October 1, in each season.
- (f) **ASSOCIATE MEMBER:** Associate Members shall, upon acceptance of his/her nomination, be entitled to all Association privileges, but shall not be eligible to compete in any competition. They shall be amenable to all Rules and Regulations of the Association and be eligible for election to any Official Position in the Association with the

MEMBERSHIP

exception of those offices associated with the Life Saving Activities. An Associate Member must have attained the age of 18 years, and shall be elected by a majority vote of the Committee present.

- (g) LONG SERVICE MEMBERSHIP :
- (i) Long Service Membership may be granted at the discretion of the Executive Management Committee to a member who has completed fifteen(15) years active service or to a member who has completed twelve(12) years active service plus four(4) years active reserve service. Annual application will be necessary to the Executive Management Committee.
 - (ii) Such members shall be exempted from all patrol obligations but must be available to perform Association duties as requested by the Life Saving Services Manager. They may be granted other special privileges of membership as provided in the Club Constitution and By-Laws and shall be subject to the same rules of discipline as Active members.
- (h) AWARD MEMBERS:
- (i) Award Membership may be granted by a Club to persons who hold an Association Award of one, or more, of the following designations :- Radio Award/s, Resuscitation Certificate, Advanced Resuscitation Certificate.
 - (ii) Such members may be called upon to perform patrol and/or other Club obligations within the ability of their qualifications
- (i) LIFE MEMBERS: Full membership shall be reserved to those members who in the Executive(General) Committee's opinion have rendered outstanding service to the Association.
- Nominations for Life Membership must receive the endorsement of the Executive Management Committee and be submitted to the Annual General Meeting of Members. Such recommendation must be carried by a two thirds majority of those present and voting at the Annual Meeting. Consultation, where necessary, shall be sought from present Life Members.
- (j) PATRONS:
- (k) TEMPORARY HONRARY MEMBERS : This membership shall include all person who are on the Association premises for one or all of the following purposes including—
- (i) Any person affiliated with a Surf Lifesaving Club, or other Lifesaving Associations, within Australia or from other Countries for the purpose of attending a lifesaving, sporting training, or educational event.

ASSOCIATE MEMBERSHIP

- (ii) An employee of any Australian Educational Department for the purpose of attending or for the purpose of attending for the specific role of supervising, conducting or instructing sporting, Educational and or training event.
- (iii) Any person renting or hiring the premises of the Association for the purposes of conducting, supervising or instructing an educational or training event.
- (iv) Any person pursuant to section 120 or relevant other sections of the Liquor Control Reform Act 1998.

A Temporary Honorary Member shall not be entitled to any voting entitlements within the Association and may be subject to the same rules and regulations contained in the Constitution, Rules Secondary Rules By Laws and regulations of the Association.

ASSOCIATE MEMBERSHIP

- 1.5 Should an Active Member wish to become an Associate Member, they shall fill out a new application form applying for Associate Membership. The application form will then be forwarded to the Secretary, accompanied by the member's reasons for wishing to become an Associate Member. The application will then be considered by the Executive Management Committee at it's next meeting.

Should an Associate Member wish to become an Active Member, they will complete a new application form and submit it to the Secretary for consideration at the next Executive Management Committee meeting.

Upon acceptance as an Active Member they will be considered as a Probationary Member. If they are already a holder of the Bronze Medallion of the Surf Life Saving Association of Australia they will be considered an Active Member.

NEW MEMBERS

- 1.6 (a) A person who is not a member of the Association at the time of the incorporation of Association (or who was a member at that time but has ceased to be a member) must complete an application form signed by at least one financial member of the Association. Each application must be accompanied by the relevant subscription. The Executive Management Committee may accept or reject the nomination without giving any reason for such rejection, and will give notice of the decision to the nominee.
- (b) An applicant for Active Membership will then become a Probationary Member until they have gained the Surf Bronze Medallion which must be accomplished within twelve (12) months from the date of acceptance.

DUTIES AND PRIVILEGES OF MEMBERSHIP

DUTIES AND PRIVILEGES OF MEMBERSHIP

- 1.7
- (a) All financial Active Members, Honorary Life Members, Associates and Office Bearers, shall have the right to attend and vote at the Annual General Meeting and at all Special General Meetings, subject to sub rule 7(b) and sub rule 1.18.
 - (b) To vote at the Annual General Meeting a member must be a financial member for the season just completed.
 - (c) A Member whose subscription is in arrears cannot renew their membership until such arrears have been paid. Active members renewing their subscription fees must complete prescribed forms.
 - (d) Any Member who fails to renew their subscription fee prior to the date of the commencement of patrols shall cease to be entitled to all rights and privileges of the Association, and in the case of any class of Active Member being desirous of readmission they may be required to submit a nomination form, as in the case of a new Active Member. The Executive Management Committee shall have the right to determine the conditions or qualifications necessary in connection with such application.
 - (e) The Executive Management Committee may refuse to accept the nomination of the new Active Member without giving any reason. Renewal of membership of a previous Active Member may also be refused, but in such case the individual concerned shall have the right of appeal in writing through the Secretary to a General Meeting.
 - (f) New Members shall not be entitled to the use of the Association premises until such time as they are officially notified of their selection or given authority to do so by either the President, Secretary or Life Saving Services Manager.
 - (g) No person financially indebted to, or under suspension by any other Club affiliated with the Association, shall be knowingly admitted to membership to the Club.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 1.8
- (a) There shall be no Entrance Fee.
 - (b) The Annual Subscription for Family, Senior Active, Associate, Junior and Cadet Memberships and other categories as required, shall be set by the Executive Management Committee following the Annual General Meeting (or such other amounts as determined from time to time) and is payable in advance on or before July 1, in each year.

REGISTER OF MEMBERS

- 1.9 The Membership Manager shall keep and maintain a register of members

OFFICERS OF THE CLUB

in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Officer.

OFFICERS OF THE CLUB

- 1.10
- (a) The following officers shall be elected annually at the Annual Meeting: President, Juniors' Manager, Life Saving Services Manager, Team Manager, Fundraising Manager, Finance Manager, Secretary, Juniors' Representative, Nippers' Representative, Gear Manager, First Aid Manager, Instruction and Examinations Manager, IRB Manager, Board and Ski Manager, Boat Manager, Beach and Water Manager, Social Functions Manager, Publications Manager, Club House Manager, Membership Manager.
 - (b) All nominations of members proposed as Office Bearers must be received by the Secretary in writing, not less than seven(7) days prior to the commencement of the Annual General Meeting. At the commencement of the meeting the Secretary will call for nominations for the positions for which no nominations have been received.
 - (c) Every nomination of a member as Office Bearer shall be signed by two(2) financial members entitled to vote at the Annual General Meeting. The Nominee must either sign their nomination or attend at the Annual General Meeting and give their personal consent to the nomination.
 - (d) All Officers appointed under Rule 10(a) hereof shall hold Office until the Annual General Meeting next following election or until otherwise ceasing to hold office for any reason.
 - (e) Any position not filled at the Annual General Meeting or any vacancy which occurs during a season shall be filled at an Executive Management Committee meeting provided that written nomination is made to the Secretary prior to the commencement of such meeting. The Secretary shall notify Committee Members of such vacancy.

EXECUTIVE MANAGEMENT COMMITTEE

- 1.11
- (a) The affairs of the Association shall be managed by an Executive Management Committee constituted as provided in Rule 1.11.
 - (b) The Executive Management Committee shall have the control and management of the income and expenditure of the Association, its affairs and concerns, and Officers and servants, and has the power to appoint Standing Committees to consider and report upon any questions referred to them.
 - (i) Any vacancy existing on such Standing Committee shall be filled by the Executive Management Committee.

EXECUTIVE MANAGEMENT COMMITTEE

- (ii) Any resolution by a standing Committee shall be put forward as a recommendation to the Executive Management Committee and shall have effect only upon adoption by the Executive Management Committee.
 - (iii) The Executive Management Committee shall have power from time to time to draw up such by-laws, secondary rules and regulations to be finally adopted at a General Meeting of members for ensuring the more efficient management of the Association, and the conduct and control of the members in regard to Club Duties. Such by-laws, secondary rules and regulations shall be binding until altered, amended or revoked by a General Meeting.
 - (iv) Standing Committees shall be regarded only as appointed to assist the Executive Management Committee in carrying out the business of the Association. Such Committee shall have no authority to transact any business other than that referred to them by the Executive Management Committee.
- (c) The Executive Management Committee shall have power in its absolute discretion to—
- (i) Suspend or expel any members proved to its satisfaction to have been guilty of misuse of the Association's equipment or equipment in the custody of the Association, misconduct in the Club premises or elsewhere, or who in the opinion of the Executive Management Committee has acted prejudicially to the interest of the Association.
 - (ii) Suspend or expel any member who in its opinion is unfit to be a member of the Association and may return any subscription or portion thereof to any such member, or refuse to receive any subscriptions without assigning any reason therefore.
 - (iii) Suspend from office any of its officers or members or any officers and members of any committee who in its opinion have been found guilty of any neglect of duty, breach of confidence or other misconduct.
 - (iv) Suspend or expel any member who shall knowingly introduce any person who has been expelled from or has been refused admission to the Association or any other affiliated Surf Club.
 - (v) Fine or suspend any member who has been found guilty of breaches under Rules for Patrols.
- (d) Any member who in the opinion of the Executive Management Committee has committed any offence by virtue of which action can be taken as provided in the preceding subclause(b) shall be summoned before the Executive Management Committee by at least

POWERS OF THE GENERAL COMMITTEE

seven(7) days notice in writing and shall show cause why the Executive Management Committee should not exercise any of its foregoing powers. The decision of the Executive Management Committee shall be final and appeal can only be made therefrom to Judiciary Committee.

- (e) The Executive Management Committee shall consist of the President, Juniors' Manager, Life Saving Services Manager, Team Manager, Fundraising Manager, Finance Manager and Secretary. Provided however that in the event of one member of the Executive Management Committee holding two positions(eg Secretary/Finance Manager) then an additional member may be elected to the Executive.

The Executive Management Committee shall be elected for a term of not less than twelve(12) months by members who constitute not less than 60% of the total membership of the Club, excluding temporary or honorary members and persons who are members by reason of reciprocal arrangements with another club.

POWERS OF THE GENERAL COMMITTEE

- 1.12 (a) The purpose of the General Committee is to meet from time to time to discuss the management of the Association by the Executive Management Committee.
- (b) The Secretary may, upon request of two members of the General Committee or the Executive Management Committee, call a meeting of the General Committee.
- (c) In the event of a recommendation of the General Committee being defeated by the Executive Management Committee, the recommendation shall be put to a vote at a joint sitting of the Executive and General Committees. The decision reached shall then be conclusive.

JUDICIARY COMMITTEE

- 1.13 The Judiciary Committee shall consist of the President, Life Saving Services Manager, Secretary, Juniors' Manager, Team Manager.

FINANCE

- 1.14 The Executive Management Committee shall have power to invest, lend or advance money and to borrow, raise or secure the payment of money in such manner as the Executive Management Committee may think fit and in particular by the issue of Debentures and Bank Loans and to purchase, redeem or pay off such liabilities.

ANNUAL GENERAL MEETING

SPECIAL GENERAL MEETINGS

- 1.15 The Association shall in each calendar year convene an Annual General Meeting of its members.

The date of the Annual General Meeting shall be decided by the Executive Management Committee. Such meeting shall receive the Annual Report and Financial Statement, elect Officers, appoint Delegates, Signatories, Sub-Committees and transact General Business. The quorum for this meeting shall be one third of the financial memberships eligible to vote under Rule 7 on that date or fifteen(15) members eligible to vote under Rule 7 whichever is the fewer. In the event of a quorum not being reached subsequent meetings shall be called until the quorum is obtained.

SPECIAL GENERAL MEETINGS

- 1.16 (a) All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
- (b) The quorum shall be one third of the financial membership eligible to vote under Rule 7 on that date or fifteen(15) members eligible to vote under Rule 7 whichever is the fewer. If a quorum is not obtained then another meeting shall be called within fourteen days and if still no quorum is obtained, the business shall be considered binding as if a quorum had been present.
- (c) The Secretary of the Association shall, at least fourteen(14) days before the date fixed for holding a General Meeting of the Association(either the Annual General Meeting or Special General Meeting), cause to be sent to each member of the Association at his/her address appearing in the register of members, a notice by prepaid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (d) The Secretary shall upon receipt of a notice in writing, signed by at least 10% of the financial members, stating what business is to be discussed, or by discretion of the Executive Management Committee, call a Special General Meeting of which seven(7) days notice shall be given. One third of the financial membership on that date is required to form a quorum. In the event of a quorum not being attained, the Secretary shall call another meeting within fourteen(14) days and if still no quorum is obtained, the business shall be conducted by those present at that meeting. Any decision arrived at shall be considered as binding as if a quorum had been present.

EXECUTIVE MANAGEMENT / GENERAL MEETINGS

- 1.17 (a) The Executive Management Committee shall meet as often as may be necessary, but not less than once every six(6) weeks. Five(5) shall form a quorum. Seven(7) days notice shall be given.

VOTING

- (b) The General Committee shall meet as directed by the Executive Management Committee or upon the request in writing of two(2) members of the General Committee. Seven(7) days notice shall be given. Seven(7) shall form a quorum.
- (c) The President or in their absence, a member elected from one of the Executive Management Committee present, shall chair the meeting. In the event of no Executive Management Committee members being present, the meeting shall elect a chairperson from one of the members present and entitled to vote. The chairperson of any meeting shall be entitled to a casting vote as well as their ordinary vote.

VOTING

- 1.18
- (a) Voting at meetings shall be by a show of hands for and against any motion before the chair. Any member entitled to vote may request a division.
 - (i) Election of Office Bearers at the Annual General Meeting will be conducted by secret ballot.
 - (ii) When three(3) or more candidates are nominated and stand for one position, exhaustive voting shall be enforced.
 - (b) No member shall be nominated for, or hold office, or vote at any meeting of the Club unless his subscription or outstanding debts for the previous year have been paid.
 - (c) No probationary member shall be entitled to be nominated for or hold office, or vote at any meeting of the Association.
 - (d) No member under 18 years of age on October 1 of the season, shall be eligible to hold office or vote in respect of any position forming part of the Executive Management Committee.
 - (e)
 - (i) Associate Members shall be entitled to vote at the Annual General Meeting.
 - (ii) Honorary Officers shall have no voting power.
 - (f) Members absent from an Annual or General Meeting of the Association may appoint, in writing, a proxy vote on their behalf.

VACANCY OF COMMITTEE MEMBERSHIP

- 1.19 For the purposes of the Rules, the office of an officer of the Association or of an ordinary member of either the Executive or General Committee becomes vacant if the officer or member—
- (a) ceases to be a member of the Association;

REMOVAL OF A COMMITTEE MEMBER

- (b) becomes an insolvent under administration within the meaning of the Companies(Victorian) Code; or
- (c) resigns their office by notice in writing given to the Secretary.

REMOVAL OF A COMMITTEE MEMBER

- 1.20 Should any member of the Executive Management or General Committee absent themselves from three(3) consecutive meetings of the Committee without satisfactory excuse, their office may be declared vacant and the Committee shall have power to appoint a successor for the remainder of the season.

CHEQUES ETC

- 1.21 All moneys received shall be banked in the name of the Club. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two (2) members of the Executive Management Committee.

COMMON SEAL

- 1.22 (a) The Common Seal of the Association shall be kept in the custody of the Secretary.
- (b) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures either of two (2) members of the Executive Management Committee or of one (1) member of the Executive Management Committee and of the Public Officer of the Association.

ALTERATION OF RULES AND STATEMENT OF PURPOSE

- 1.23 These Rules and the statement of purpose of the Association shall not be altered except in accordance with the Act.

DISPOSAL OF ASSETS

- 1.24 (a) The income and property of the Association shall be used and applied solely in promotion of its purposes and the exercise of its powers as set out herein and no proportion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such members in respect of moneys advanced by them to the Association or otherwise owing by the Association to them of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein

CUSTODY OF BOOKS

contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association or the provision of services to a member to which they would be entitled in accordance with the purposes if they were not a member.

- (b) If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to the Surf Life Saving Association of Australia, 'Surf Life Saving Victoria'.

CUSTODY OF BOOKS

- 1.25 Except as otherwise provided in these Rules, the Secretary shall keep in their custody or under their control, all books, documents or securities of the Association.

SOURCE OF FUNDS

- 1.26 The funds of the Association shall be derived from annual subscriptions, donations and other sources as the Executive Management Committee determines.

VISITORS

- 1.27 A member may invite friends into the Association premises. Such friends must be introduced to a Committee (Executive / General) member and together with the member introducing them, must sign the Visitors' Book. Members of affiliated clubs must present themselves to a Committee Member and sign the Visitors' Book.

POLITICAL QUESTIONS

- 1.28 No question of party or municipal politics or religious matters shall be discussed at any meeting of the Association, nor shall the Association premises be used for any such purpose.

DUTIES OF OFFICERS

PRESIDENT

- 1.29
 - (a) The President shall preside at meetings of the Association and shall exercise a general supervision over the affairs of the Association in conjunction with the Executive Management and General Committee.
 - (b) In the absence of a President, the nominated representative from the executive Management Committee shall perform all the duties usually undertaken by the President. The President shall determine the tasks to be undertaken by each member of the Executive

DUTIES OF OFFICERS

Management Committee.

CHAIRPERSON

- 1.30
- (a) The Chairperson shall, when presiding at a meeting have a deliberate and casting vote.
 - (b) The Chairperson shall have unlimited authority on every question of order.

Section Two: SECONDARY RULES

POSITION AND DIVISIONAL OUTLINES

2.1.1 PRESIDENT—key responsibilities

- (a) shall preside at meetings of the Association and shall exercise a general supervision over the affairs of the Association in conjunction with the Executive Management and General Committees.
- (b) shall, ex-officio, be a member of all Standing Committees.
- (c) to provide executive Club representation at all official functions, meetings and sponsor gatherings
- (d) attend all Surf Life Saving Australia meetings as required, representing the Club and its interests
- (e) along with other members of the Executive Management Committee, make presentations to community groups, sponsors and Surf Life Saving Australia as required
- (f) oversee all Club policy development
- (g) in conjunction with members of the Club's Executive Management Committee, develop financial, marketing and strategic management plans. If any expense, subject to budgetary constraints is involved, exceeding \$50, the approval of the Executive Management Committee must first be obtained.
- (h) in conjunction with members of the Club's Executive Management Committee, allocate divisional budgets
- (i) be a co-signatory to any financial payments
- (j) chair all relevant committee meetings, ensuring proceedings adhere to accepted principles of the Club's constitution
- (k) ensure the Club's adherence to all National and State Association policies concerning Surf Life Saving
- (l) maintain current knowledge of developments within Surf Life Saving
- (m) be aware of any legislation which may impact upon the Club's operation
- (n) initiate a Public Relations policy to deal with media and general public enquiries, concerning both the benefits and risks involved in Surf Life Saving.

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

2.1.2 CHAIRPERSON—key responsibilities

- (a) shall, when presiding at a meeting have a deliberate and casting vote.
- (b) have unlimited authority on every question of order.

2.2 **JUNIORS' DIVISION**—This division is to be headed by the *Juniors Manager*

2.2.1 JUNIORS' MANAGER—key responsibilities

- (a) oversee the implementation of a strategic management plan for the division
- (b) oversee the implementation of a Junior Development Program incorporating surf skills, competition and patrolling
- (c) implement an induction program for all new junior members
- (d) co-ordinate the progression of Nipper members into the Junior ranks
- (e) co-ordinate the efficient use of divisional key area personnel
- (f) in consultation with Key Area Personnel, develop a divisional budget. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Executive Management Committee must first be obtained.

Key Area Personnel

2.2.2 JUNIORS' REPRESENTATIVE—key responsibilities

- (a) to provide input and advice to the Juniors' Manager regarding the induction requirements of junior members
- (b) assist the Juniors' Manager to conduct the Junior development program
- (c) liaise with both the Team Manager and Social Functions Manager to ensure Juniors' needs are being met in these areas. If any expense, subject to budgetary constraints is involved exceeding \$50, the approval of Juniors' Manager must first be obtained.

2.2.3 NIPPERS' REPRESENTATIVE—key responsibilities

- (a) provide input and advice to the Juniors' Manager regarding special requirements for Nipper members
- (b) devise and organise the Nipper Summer Program as per established National Association guidelines

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

- (c) liaise with Team Manager to ensure the competitive aspects of the Nipper program are fulfilled
- (d) liaise with the Social Functions Manager to ensure this aspect of the Nipper program and parental involvement is being met
- (e) If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Juniors' Manager must first be obtained.

2.3 **LIFE SAVING SERVICES DIVISION**—this division is to be headed by the *Life Saving Services Manager*

2.3.1 LIFE SAVING SERVICES MANAGER—key responsibilities

- (a) The Life Saving Services Manager shall be responsible for the conduct and discipline of all Active Members in all matters relating to Life Saving Services and the general education of members in Surf Life Saving.
- (b) oversee the implementation of a strategic management plan for the division
- (c) oversee the competence and efficiency of all patrols
- (d) administer all Club policies as they relate to patrol penalties, make-up patrols and be aware of the conduct of patrolling members
- (e) in conjunction with divisional Key Area Personnel and other qualified committee members, organise and administer the patrol competition
- (f) develop and implement the current season's patrol roster
- (g) in conjunction with Key Area Personnel, develop a division budget. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Executive Management Committee must first be obtained.
- (h) co-ordinate the efficient use of divisional Key Area Personnel
- (i) shall have the power to refuse the use of Association gear or property to any person.
- (j) may call upon any active member to perform such Life Saving Services as they deem necessary in the interest of the Association.
- (k) shall be responsible for the keeping of accurate records and detailed accounts of rescues and supply the Secretary with a copy for filing in Association records.
- (l) submit to each meeting of the Executive Management Committee a

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

report of the preceding months activities.

- (m) submit to the Publications Manager for inclusion in the Annual Report, a summary of the Life Saving Services for the past season.

Key Area Personnel

2.3.2 GEAR MANAGER—key responsibilities

- (a) maintain all patrol, rescue and radio equipment in a safe and functional order as per existing National Association guidelines, and report to Life Saving Services Manager any damage which they are unable to repair. If any expense, subject to budgetary constraints, is involved exceeding \$50 the approval of the Life Saving Services Manager must first be obtained.
- (b) advise the Life Saving Services Manager on the maintenance requirements of existing equipment and developments regarding new patrol equipment and the purchase of replacement equipment
- (c) shall at the request of the Life Saving Services / Team Manager prepare gear required for carnivals and competitions of all kinds and be responsible for its transport to such carnivals and competitions.
- (d) for the purpose of implementation of such duties they shall have power to call on the services of any active member.
- (e) prior to the Annual General Meeting, with the assistance of the IRB Manager, First Aid Manager, Surf Boat Manager, Board and Ski Manager, Beach and Water Manager, compile a detailed list of all Life Saving equipment owned by the Association and submit it to the Publications Manager for inclusion in the Annual Report.

2.3.3 FIRST AID MANAGER—key responsibilities

- (a) maintain adequate stocks of first aid material and equipment, provided that they must first obtain the approval of the Life Saving Services Manager for the purchase of materials in excess of \$50 subject to budgetary constraints.
- (b) maintain the First Aid room in a clean and orderly condition, including resuscitation manikins and for this purpose may call on the services of any active member/s.
- (c) organise and arrange instruction for St.Johns Ambulance awards in conjunction with the Association and/or Association First Aid Certificate as directed by the Life Saving Services Manager.
- (d) advise the Life Saving Services Manager on the purchase of additional equipment and supplies in accordance with current National Association guidelines.

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

2.3.4 INSTRUCTION AND EXAMINATION MANAGER—key responsibilities

- (a) shall be required to arrange classes of instruction and prepare all probationary active members for award examinations.
- (b) shall be required to maintain a current knowledge of the latest methods of Surf Life Saving and impart such knowledge to all qualified instructors.
- (c) select suitable members to qualify for the Training Officer's Certificate of Surf Life Saving, Australia.
- (d) shall be responsible for seeing that each applicant has completed an application form, paid their subscription and examination fees.
- (e) shall make all arrangements required by the Surf Life Saving Association for the conduct of examinations.
- (f) develop and organise Bronze squad training for new members, including 'live-in' weeks at the Club.
- (g) provide an induction program for new senior members
- (h) provide opportunities for existing members to upgrade their awards
- (i) source and provide the Life Saving Services Manager with information relating to equipment, maintenance and purchase. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of Life Saving Services Manager must first be obtained.
- (j) liaise with the Team Manager concerning IRB competition and carnival requirements

2.3.5 IRB MANAGER—key responsibilities

- (a) maintain all IRB equipment in a proper and functional order as per existing National Association guidelines, if any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of Life Saving Services Manager must be first obtained.
- (b) shall at the request of the Life Saving Services Manager or Examiner in charge, lay buoys for examinations, swimming trials and races and stand by the said buoys during these events.
- (c) shall select IRB crews for carnivals and supervise the training of such crews.
- (d) be in charge of the IRB and its gear during the transport thereof to and from carnivals.

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

- (e) have the right to call on any members of the Association to assist in handling the IRB in all reasonable circumstances and conditions.
- (f) the IRB crew shall be under the IRB Manager's direction and command.
- (g) shall be required to clean out the IRB with fresh water at the conclusion of each day of use, and for such purposes has the power to call on the services of any member.
- (h) assist the Instruction and Examination Manager in the provision of equipment and personnel for IRB award training
- (i) source and provide the Life Saving Services Manager with information relating to equipment maintenance and purchase
- (j) liaise with the Team Manager concerning IRB competition and carnival requirements

2.4 **COMPETITION DIVISION** This division is to be headed by the *Team Manager*

2.4.1 TEAM MANAGER—key responsibilities

- (a) shall be responsible for the general supervision of competitive members at all inter-club competitions and shall report to the Executive Management Committee on all matters of discipline at such competitions.
- (b) oversee the implementation of a strategic management plan for the division
- (c) organise all aspects of competition at a Club, State and National level as it relates to travel, accommodation, carnival entries, Club training programs and staging carnivals allocated to Jan Juc Surf Life Saving Club Inc.
- (d) organise and co-ordinate working parties to stage carnivals and special events. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Executive Management Committee must first be obtained.
- (e) co-ordinate and represent competitors at all main carnivals
- (f) oversee the development of each of the competition areas including recruitment and team selections
- (g) in consultation with key divisional area personnel, devise policy regarding equipment usage and competition eligibility
- (h) develop a divisional budget in consultation with Key Area Personnel

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

Key Area Personnel

2.4.2 BOARD AND SKI MANAGER—key responsibilities

- (a) maintain all equipment in a functional order. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Team Manager must first be obtained
- (b) allocate equipment as required
- (c) provide advice to the Team Manager, regarding Board and Ski issues and equipment purchase
- (d) in consultation with the Team Manager, organise training programs, recruitment, carnival team selection and equipment transport
- (e) liaise with the Nipper representative regarding special requirements for Nipper members
- (f) for the purpose of implementation of such duties, they shall have the power to call on the services of any active member

2.4.3 SURF BOAT MANAGER—key responsibilities

- (a) maintain all equipment in a functional order. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Team Manager must first be obtained.
- (b) allocate equipment as required
- (c) provide advice to the Team Manager regarding Boat section issues and equipment purchase
- (d) in consultation with the Team Manager, organise training programs, recruitment and carnival team selection
- (e) be in charge of the boat and it's gear during transport thereof to and from carnivals
- (f) shall have the right to call on any members of the Association to assist in handling the boat in all reasonable circumstances and conditions.
- (g) the Boat crew shall be under the Surf Boat Manager's direction and command
- (h) shall be required to clean out the boat with fresh water at the conclusion of each day of use, and for such purposes has the power to call on the services of any member

2.4.4 BEACH/WATER MANAGER—key responsibilities

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

- (a) maintain all equipment in a functional order. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Team Manager must first be obtained
- (b) allocate equipment as required
- (c) provide advice to the Team Manager regarding Beach and Water area issues and equipment purchase
- (d) in consultation with the Team Manager, organise training programs, recruitment, carnival team selection and equipment transport
- (e) liaise with the Nipper representative regarding special requirements for Nipper members
- (f) for the purposes of implementation of such duties, they shall have the power to call on the services of any active member

2.5 **SPONSORSHIP DIVISION** This division is to be headed by the *Fundraising Manager*

2.5.1 FUNDRAISING MANAGER—key responsibilities

- (a) oversee the implementation of a strategic management plan for the division
- (b) develop a Club policy which reflects sponsorship issues concerning compatibility of sponsors, product association, product/sponsor conflict and relationships to State and National Association sponsors
- (c) source and approach potential Club and event sponsors
- (d) prepare necessary documentation in support of sponsorship submissions
- (e) ensure Club adherence to sponsorship servicing requirements
- (f) oversee all fundraising activities. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Executive Management Committee must first be obtained.
- (g) in conjunction with the Social Functions Manager, develop a fundraising program, division budget and rosters as required for the efficient management of all fundraising and Club social activities

Key Area Personnel

2.5.2 SOCIAL FUNCTIONS MANAGER—key responsibilities

- (a) in consultation with the Fundraising Manager, develop, plan and initiate fundraising activities

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

- (b) provide advice and information regarding social activities to the Fundraising Manager
- (c) in consultation with the Fundraising Manager, plan and initiate Club social activities, enhancing member retention
- (d) develop and manage Club social facilities including the Bar and any recreation equipment
- (e) liaise with both the Nippers' and Juniors' representatives regarding special social requirements for these members
- (f) the Social Functions Manager is not to spend more than \$50, subject to budgetary constraints, on behalf of the Club without prior approval from the Fundraising Manager.

2.6 **ADMINISTRATIVE DIVISION** This division is to be headed by the *Finance Manager*, with the *Club Secretary* acting in an assistant capacity

2.6.1 FINANCE MANAGER—key responsibilities

- (a) shall receive all monies on behalf of the Association and issue receipts for the same, and be responsible to the Executive Management Committee for such monies. All monies received on behalf of the Association are to be banked promptly and all payments shall be made by cheque.
- (b) shall keep the necessary books and accounts as directed by the Auditor and conduct financial affairs of the Association in the manner prescribed by the Auditor.
- (c) oversee the implementation of a strategic management plan for the division
- (d) prepare monthly financial reports, showing details of receipts and expenditures together with a Bank reconciliation statement for Executive Management Committee meetings
- (e) be a co-signatory for any financial payments
- (f) in consultation with key divisional area personnel, develop Club policy regarding administrative procedures
- (g) develop a divisional budget in consultation with key area personnel

2.6.2 SECRETARY—key responsibilities

- (a) file all nomination forms whether or not the nominees have been accepted. It shall be the duty of all members to notify the Secretary in writing of any changes of address.

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

- (b) forward notices of all meetings and the business to be transacted thereat to members in accordance with the Rules
- (c) compile an Agenda Paper for all Annual, General and Committee meetings and keep the minutes of such meetings.
- (d) conduct the correspondence of the Association and be responsible for the custody of all documents belonging to the Association and for the disposition thereof, with the exception of those documents required to be held by the Trustees.
- (e) be required to carry out all the duties arising from decisions of Annual, Special, General and/or Committee meetings.
- (f) If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Finance Manager must be first obtained.

Key Area Personnel

2.6.3 PUBLICATIONS MANAGER—key responsibilities

- (a) source relevant articles for publication and distribution to the general membership
- (b) produce and distribute the regular Club magazine, 'The Dune'. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Finance Manager must first be obtained
- (c) produce and distribute special event publications and newsletters
- (d) compile, produce and distribute the Club Annual Report
- (e) provide advice to the Finance Manager regarding publication issues, copyrights and liability

2.6.4 CLUB HOUSE MANAGER—key responsibilities

- (a) be responsible for the general conduct of members in accordance with Club House By-Laws
- (b) be responsible for carrying out all Club House By-Laws
- (c) co-ordinate the hiring of Club facilities to special interest groups and the general public
- (d) establish rates of hiring for Club facilities
- (e) initiate regular Clubhouse maintenance and repairs. If any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Finance Manager must first be obtained.

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

- (f) ensure adequate cleaning and maintenance supplies for kitchen, bar and change areas
- (g) provide advice to the Finance Manager regarding the development of maintenance issues and rosters

2.6.5 MEMBERSHIP MANAGER - key responsibilities

- (a) maintain an accurate membership data base
- (b) produce address and mailing lists
- (c) recommend improvements to the Finance Manager for data base collection
- (d) forward any membership monies received to the Finance Manager, issuing all Club membership cards and receipts
- (e) if any expense, subject to budgetary constraints, is involved exceeding \$50, the approval of the Finance Manager must first be obtained.

2.7 ASSOCIATION DELEGATES - key responsibilities

- (a) Delegates to the Association shall attend all such Association meetings and report on the proceedings thereof to the next Executive Management Committee meeting
- (b) Where any matter before the Association has been considered by the Committee and a decision given thereon, the Delegates must vote in accordance with such decision.
- (c) Any Delegate not attending two successive Association meetings of which they have received due notice, without reasonable excuse, may forfeit their office should the Executive Management Committee so determine, where upon the Executive Management Committee may elect another Delegate forthwith.

2.8 CLUB COLOURS AND COSTUMES

- (a) The Association colours shall be royal blue and light blue and shall be registered as required with Surf Life Saving Victoria. The Association's badge shall be in accordance with the design adopted by an Annual Meeting and shall be registered as required with Surf Life Saving Victoria. Active Members only shall be entitled to wear the Association's badge on their costume.
- (b) Association costumes and/or badges may be supplied to the members on conditions determined by the Executive Management Committee from time to time.

JUNIORS' DIVISION—This division is to be headed by the Juniors Manager

- (c) No member other than those holding the Bronze Medallion or Surf Life Saving Certificate of the Surf Life Saving Association or qualifying under the heading Active or Active Reserve shall wear any badge(metal or cloth) bearing the words "Life Saving" or the letters S.L.S.C. arranged in such a manner that they suggest the member is a qualified lifesaver.

Section Three: BY-LAWS, RULES AND REGULATIONS

PATROL CAPTAINS

- 3.1 Patrol Captains are held responsible for the efficiency and discipline of their patrols, and shall—
- (a) before the patrol commences duty, detail the position each person is to take in the event of a rescue
 - (b) be responsible for placing the flags and should do this with the view to maximum safety to the public and not at the convenience of board riders or to save the patrol the extra effort in carrying equipment. The distance apart will depend on the day and they should not hesitate to shift them if conditions change during the day. They are also responsible for seeing that the public is kept between the flags and to see that this is done courteously
 - (c) in the event of the patrol having finished its turn of duty and the succeeding patrol failing to relieve it, sufficient Bronze Medallion holders shall be left on patrol to carry on until they report it to the Life Saving Services Manager or the senior active member present
 - (d) record in the appropriate book the names of the absentees from their patrol and report to the Life Saving Services Manager and bring under their notice any irregularities such as being late, leaving early, not being in the Association's regulation costume and unready for instant call whilst on duty
 - (e) in the event of adverse weather conditions or the absence of swimmers on the beach, have the authority to cancel the patrol providing that the Life Saving Services Manager is not in attendance. A notice of the cancellation of the patrol must be made in the patrol book and the patrol must remain in attendance in the Clubhouse until the completion of their tour of duty.
 - (f) in the event of the beach being closed due to dangerous conditions, lay the patrol flags down and erect a danger notice on the beach. Two(2) patrol members will remain in attendance and warn swimmers of the dangerous conditions.
 - (g) put their patrols through the resuscitation methods, including rescue drills, and shall satisfy themselves that each patrol member maintains adequate knowledge of the Association Manual.
 - (h) They shall have the power to require any active member to join the patrol if the patrol is undermanned.

PATROL MEMBERS

LEAVE FROM PATROLS

3.2 All Patrol members shall abide by the following—

- (a) the patrol shall assemble at the Clubhouse or the appointed place thirty (30) minutes before the appointed time to commence duty.
- (b) members shall be dressed correctly in the regulation costume which will consist of red shorts, surf patrol shirt and patrol cap tied beneath the chin. Track suits may be worn if the conditions warrant, but every member must be ready for instant action.
- (c) members of the patrol must sign the patrol book prior to the commencement of their patrol
- (d) the first patrol on duty shall see that all life saving gear is placed in position on the beach unless otherwise instructed by the Patrol Captain.
- (e) members of the patrol are not allowed to leave their patrol positions unless in extenuating circumstances and then must first obtain permission from their Patrol Captain.
- (f) the last patrol on duty shall return all gear, including the IRB to the Club house unless otherwise instructed by the Life Saving Services Manager or IRB Manager.
- (g) the last patrol on duty will be responsible for the cleanliness of the Club house including the patrol equipment.
- (h) members desirous of transferring from one patrol to another shall do so only with the consent of the Life Saving Services Manager.
- (i) Patrol Captains may call the assistance of members other than their own patrol to assist in transporting equipment to and from the beach.

LEAVE FROM PATROLS

3.3 When the members are unable to attend their patrol duty, they must comply with the following procedures—

- (a) Apply for leave of absence to the Patrol Captain at least twenty-four (24) hours before the date of the patrol duty from which leave is required and appoint a substitute to take their place in the patrol. The member appointing the substitute shall be held responsible in the event of the substitute not attending. Substitutes must report to the Patrol Captain on duty.
- (b) Members who through reasons beyond their control, can not appoint a substitute or advise the Life Saving Services Manager before the date of their patrol duty, shall within three(3) days after such date tender an explanation of their absence or lateness to the Life Saving

PENALTY PATROLS

Services Manager.

PENALTY PATROLS

- 3.4 (a) If any patrol member is absent or consistently late for patrol duty they shall incur one penalty patrol to be performed as directed by the Life Saving Services Manager.
- (b) If any patrol member is absent from two (2) patrols they shall be automatically suspended from competing at carnivals until they have performed a Penalty Patrol.

PATROL COMPETITION

- 3.5 (a) The Patrol Competition is to be conducted on similar lines to the State Centre Patrol Competition by the Life Saving Services Manager.
- (b) In the event of a dispute, the matter should be referred to a Dispute Committee consisting of the Life Saving Services Manager, Instruction and Examination Manager and Team Manager.

CLUB HOUSE BYLAWS

- 3.6 (a) The benefits of Association privileges shall be permitted only to members of the Club and such visitors as are approved by the President or Executive Management Committee.
- (b) No unnecessary noise, likely to interfere with the sleep of members, will be tolerated.
- (c) Lights in sleeping quarters must be extinguished by 12 midnight.
- (d) Wet costumes must not be taken into the sleeping quarters.
- (e) A roster of weekend duties will be placed on the notice board and all matters pertaining to the Club House, whether included in the Rules or not, shall be under the control of the Club House Manager.
- (f) The quarters must be swept, beds made and private clothing and belongings must be left in an orderly manner by 9.30 am.
- (g) No unseemingly conduct likely to interfere with the comfort of other members of the Association will be tolerated and members are requested to assist in preventing such conduct.
- (h) Members and visitors shall use their individual efforts in preserving the cleanliness of the Club quarters.
- (i) Any refusal of Club Duties shall be dealt with by the Executive Management Committee.

RULES FOR CREW OF SURF BOAT

- (j) Under no circumstances will any member or visitor, using the Club House accommodation, remove or interfere with bedding or other effects belonging to another member of the Club.
- (k) No member can stay longer than three weeks in any one Club year (Annual Meeting to Annual Meeting) and whilst staying at the Club House they will be held responsible for all Club equipment.

RULES FOR CREW OF SURF BOAT

- 3.7
- (a) No member or members shall use the Surf Boat unless in charge or the Surf Boat Manager provides that in the event of their absence, their may grant permission to any member of the Club (whom, in their opinion, is qualified to do so), to take charge of the boat. Such member shall be held responsible to the Boat Manager and Executive Management Committee for the conduct of the boat crew and the manner in which the boat is used whilst under their charge and for any breach of the Boat By-Laws.
 - (b) The boat and gear shall be housed in the boat shed provided for that purpose and kept under lock and key. Officers of the Club authorised to use the boat shall be held responsible for the safe return of the boat and gear to the shed and the proper housing of the same and shall report in writing to the Executive Management Committee any loss of gear, damage to boat or misconduct of members of the crew.
 - (c) No persons, other than Club members shall be allowed in, or use, the boat without the permission of the Team Manager provided that in the case of the boat being used to rescue persons in danger of drowning, where sufficient Club members cannot be found to launch the boat, non-members of the Club may be called to assist in launching or rowing the boat.
 - (d) Officers authorized to use the boat may call upon any member of the Club to assist in its launching or housing. Any member so refusing shall be deemed guilty of a breach of this Rule, provided that members of the Patrol on Duty shall not leave the Patrol to launch or house the boat unless by permission of the Patrol Captain.
 - (e) On no account is the boat to be left outside the boathouse overnight, unless adequately covered.
 - (f) Unless under special circumstances, the boat crew shall not exceed five(5) members.
 - (g) At the conclusion of each day or use, the boat shall be cleaned out with fresh water.

RULES FOR SURF BOARDS AND SKIS

- (h) Any officer or member violating any of these By-Laws shall be dealt with by the Executive Management Committee.
- (i) Officers authorized to use the boat shall not shoot waves through the surfing public and must at all times when using the boat, have regard for the safety of the public.
- (j) Unless in the case of emergency, the boat must not pass through the flagged surfing area.

RULES FOR SURF BOARDS AND SKIS

- 3.8
- (a) No board or ski shall be brought in through the marked surf bathing area. Failure to observe this rule will result in immediate suspension of the rider for a minimum period of two (2) hours.
 - (b) No board, ski or paddles shall be used without the permission of the owners of such boards or skis.
 - (c) An owner of any board or ski who leaves same in a position dangerous to the public, shall be dealt with by the Executive Management Committee.
 - (d) All boards and skis must be kept in a seaworthy condition.
 - (e) Any board or ski may be removed at any time by order of the Executive Management Committee.
 - (f) Boards and skis must be placed at the Club's disposal in cases of emergency.

RULES FOR CARE OF EQUIPMENT

- 3.9
- (a) If a reel has been used for training of Bronze Medallion classes, races, competition training, etc., it must be hosed down and made free from sand and other matter. Lines must be rewound correctly onto the reel. The responsibility for carrying out this task will lie with the members using this equipment.
 - (b) After use, buoys, anchors and any other patrol equipment, will be returned to the Club house and stored in the correct place in the gear shed. Before storing, they will be hosed free of sand and bladders will be removed from the buoys. Ropes will also be hosed and made free of sand before storing on their correct pegs.
 - (c) The Rescue and Resuscitation reel is not to be used other than for the purpose of rescues or use by patrol members whilst actually on patrol.
 - (d) Rescue skis and boards are not to be used other than for the purpose of rescues or use by patrol members whilst actually on

RULES FOR CREW OF IRB

patrol.

RULES FOR CREW OF IRB

- 3.10 (a) No member or members shall use the IRB unless in charge or the IRB Manager provides that in the event of their absence, they may grant permission to any member of the Club (who in his/her opinion is qualified to do so), to take charge of the IRB. Such member shall be held responsible to the IRB Manager and Executive Management Committee for the conduct of the IRB crew and the manner in which the boat is used whilst under their charge and for any breach of the Boat By-Laws.
- (b) The IRB and gear shall be housed in the boat shed provided for that purpose and kept under lock and key. Officers of the Club authorised to use the IRB shall be held responsible for the safe return of the IRB and gear to the shed and the proper housing of the same and shall report in writing to the Executive Management Committee any loss of gear, damage to IRB or misconduct of members of the crew.
- (c) No persons, other than Club members, shall be allowed in or use the IRB without the permission of the Life Saving Services Manager provided that in the case of the IRB being used to rescue persons in danger of drowning, where sufficient Club members cannot be found to launch the IRB, non-members of the Club may be called to assist in the launching.
- (d) Officers authorised to use the IRB may call upon any member of the Club to assist in its launching or housing. Any member so refusing shall be deemed guilty of a breach of this Rule, provided that members of the Patrol on duty shall not leave the patrol to launch or house the IRB unless by permission of the Patrol Captain.
- (e) On no account is the IRB to be left outside the boathouse over-night, unless adequately secured and covered.
- (f) Unless under special circumstances, the IRB crew shall not exceed two (2) members.
- (g) The IRB shall be in attendance at the buoys on all occasions when surf events are being held by the Club and shall be equipped with regulation equipment.
- (h) At the conclusion of each day of use, the IRB shall be cleaned out with fresh water.
- (i) Any officer or member violating any of these By-Laws shall be dealt with by the Executive Management Committee.
- (j) Officers authorized to use the IRB shall not shoot waves through the

4.1

surfing public and must at all times when using the IRB have regard for the safety of the public.

- (k) Unless in the case of emergency, the IRB must not pass through the flagged surfing area.

Section Four: RULES OF DEBATE

4.1 MOTIONS

- (a) All motions should be couched in an affirmative manner or language and must be moved and seconded by a member entitled to vote.
- (b) Individuals may speak once only to one motion(or amendment) with the exception that, with the permission of the Chair, one has already spoken may speak on a point of personal explanation.
- (c) No motion shall be proceeded with, in the absence of the person giving notice, unless he has authorized some other person to move it.
- (d) Motions and amendments can be withdrawn only with the consent of the meeting. The consent of the mover and seconder alone is not sufficient.

4.2 AMENDMENTS

- (a) No amendment may be made which is a direct negative to a motion or amendment.
- (b) Mover or seconder of a motion may not move or second any amendment thereon.
- (c) Individuals may move or second only one amendment to each motion. The mover and seconder of a motion may not move or second any amendment thereon, but may speak thereto if moved by someone else.
- (d) The Chairperson may allow only one amendment before the meeting at a time; on the moving of amendment, or whilst discussion thereon, notice of a further amendment may be given.
- (e) The Chairperson may disallow an amendment to an amendment.
- (f) Amendments should be taken in the order in which they affect the terms of a motion.
- (g) No amendment should be allowed with regard to those parts of the motion which have already been accepted.

- (h) When an amendment is before the meeting, if notice of further amendment arises applying to an earlier portion of the original motion, the Chairperson should ask leave to withdraw the first amendment in order to deal with the amendment affecting the prior section of the motion.

4.3 RIGHT OF REPLY

- (a) The right of reply is exercisable at the end of the debate, unless one or more amendments are brought forward, in which event the mover of the original motion must reply at the end of the debate on the first amendment.
- (b) The mover of an amendment has no right of reply and there is no right of reply to an amended motion.
- (c) The right of reply on the main motion must be made at the end of the debate on a first amendment - not just prior to the motion being put after amendments have been considered.
- (d) There is no right of reply in favour of the mover of an amendment.
- (e) Secunder may reserve speech until later, provided such desire is made clear at the time of the formal seconding.
- (f) The seconder of an amendment may not reserve his speech in support until later.

4.4 FORMAL MOTIONS (are new questions)

Where discussion is permissible persons who have spoken to the original motion may speak again after such new question has been proposed.

Although a motion or amendment may be properly before a meeting, a formal motion may be introduced and, pending its disposal, discussion on the original motion or amendment will be suspended.

It is important to note that not one of the formal motions can be moved or seconded by any person who has moved, seconded or spoken on the motion or amendment under consideration by the meeting.

Formal motions are as follows—

- (a) **THE CLOSURE:** "I move that the motion be now put"
(no seconder required)

THE CLOSURE

If lost, discussion continues, but this formal motion may be again moved later in the same discussion.

It has immediate priority and supersedes "adjournment of the meeting".

RIGHT OF REPLY

- (b) ADJOURN THE MEETING: "I move that the meeting be adjourned".
(seconder required)
- (c) THE PREVIOUS QUESTION: "I move that the question be *not* now put".
(seconder required)

THE PREVIOUS QUESTION

The most important aspect arises if this motion is lost - the motion before the meeting must be put immediately without further discussion or amendment. Compare the resumption of or continuation of discussion on the motion (or where applicable on the amendment) if the other formal motions are lost. This motion is the only exception to the affirmative wording principle. The formal motion can be discussed and the meeting may even be adjourned to further debate the previous question. It is superseded only by motion to adjourn meeting and the closure and there is no right of reply.

If this formal motion is carried, the subject on which discussion is thus avoided cannot be considered again at the same meeting.

PROCEED TO NEXT BUSINESS: "I move that the meeting proceed to the next business".
(seconder required)

ADJOURN DEBATE: "I move that the debate be adjourned".
(seconder required).

QUESTION LIE ON TABLE: "I move that the question lie on the table".
(seconder required).

POINT OF ORDER: "I rise to a point of order".
(no seconder required)