



**NORTH NARRABEEN  
SURF LIFE SAVING CLUB INC.  
CONSTITUTION**



31/07/2022

<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>RULES .....</b>	<b>4</b>
1. Name and Affiliation .....	4
2. Objects .....	4
3. Membership .....	4
4. Cessation of Membership.....	4
5. Executive Office Bearers and Duties .....	<b>5</b>
6. Public Officer (Corporate Director) .....	6
7. Discipline .....	6
8. Appeals.....	7
9. General Meetings .....	7
10. Special Resolutions .....	8
11. Notices .....	8
12. Committees .....	8
13. Executive Committee .....	8
14. Management Board .....	8
15. Corporate Governance .....	9
16. Sub Committees .....	10
17. Casual Vacancies .....	10
18. Register .....	10
19. Inspection of Books etc.....	10
20. Finance .....	10
21. Members' Liability .....	11
22. Insurance .....	11
23. Dissolution .....	11
24. Common Seal.....	11
25. Amendment of Rules .....	11
26. Proviso .....	11
27. Interpretation.....	11
<b><u>BY-LAWS</u>.....</b>	<b>12</b>
28. Club Colours and Competition Caps.....	12
29. Badges and Blazers .....	12
30. Membership Categories .....	12
31. Application for Membership.....	15
32. Office Bearers of the Club .....	15
33. Election of Officers .....	16
34. Duties of Officers.....	16
35. Management of the Club.....	19
36. Management Board Meetings .....	20
37. Special Management Board Meetings .....	20
38. Procedures and Rules of Debate .....	20
39. Notices of Motion .....	22
40. Making, Repealing, and Amending By-Laws.....	22
41. Junior Activities .....	22
42. Financial Year .....	23
43. Audit.....	23
44. Annual Report.....	23
45. Membership Fees .....	24
46. Selection Committees .....	24

**BY-LAWS (Cont.)**

47. Club Championships .....24  
48. Premises and Property..... 25  
49. Intoxicating Liquor .....25  
50. Politics and Religion .....25  
51. Patrols.....25  
52. Display of Rules, By-Laws, and Regulations ..... 25  
55. Ex-Officio Members .....25  
54. Eligibility to Vote at Annual and Special Meetings .....25  
55. Saving Proviso.....26

**REGULATIONS..... 26**

56. Making, Repealing, and Amending Regulations ..... 26  
57. Regulations for Patrols..... 26  
58. Club Competitions .....27  
59. Open Orders, Trophies, and Prizes .....27  
60. Club Apparel..... 27

## **RULES**

### **RULE 1. Name and Affiliation**

The name of the Club shall be NORTH NARRABEEN SURF LIFE SAVING CLUB INCORPORATED and shall consist of all persons duly elected as members. The Club shall be affiliated with:

- (I) Surf Life Saving Australia Limited
- (II) Surf Life Saving New South Wales
- (III) Surf Life Saving Sydney Northern Beaches

### **RULE 2. Objects**

The objects of the club shall be:

[A] The study and practice of the methods of Surf Life Saving as taught by Surf Life Saving Australia Limited.

[B] To minimise the loss of life from drowning by providing efficient lifesaving apparatus.

[C] To promote demonstrations and arrange classes of instruction, to further the best interests of surf bathing and surf lifesaving.

[D] To appoint patrols to render all possible aid to those in distress.

[E] To organise and conduct carnivals and social functions for the benefit and assistance of the club in the attainment of the above objectives.

[F] To exercise the power to acquire, lease, or hire, or in any way, deal with any real or personal estate.

[G] To carry on any other activity, whatsoever, calculated directly or indirectly, to enhance or further the interests of the Club.

### **RULE 3. Membership**

[A] Subject to these Rules, the members of the club shall be the members of the club immediately prior to incorporation, together with such other people as the Management Board admits to membership.

[B] Membership is open to all persons who accept the Objects, Rules, By-Laws, and Regulations of the Club, and of Surf Life Saving Australia Limited.

[C] Persons wishing to become members of the Club shall apply on the membership application form, which, among other details, will require acceptance of the Club's and the Surf Life Saving Association's, Rules, By-Laws, and Regulations.

[D] The Management Board shall determine whether to approve an application or a re-application for membership. The Management Board is not required to supply reasons for approving or rejecting an application.

[E] Membership Fees shall be paid by all members, except for Life Members. Fees shall be paid with the submission of the membership form and the fees shall be set by the Management Board from year to year prior to the start of each season and before the Annual General Meeting.

### **RULE 4. Cessation of Membership**

A person ceases to be a member if the person:

[A] Dies.

[B] Resigns Membership.

[C] Is expelled from the Club or is rejected by the Management Board as provided for in Rule 3[D].

[D] Suffers cancellation of membership under By-Laws relating to breaches concerning patrols, financial status, or the gaining of awards, or breaches of discipline.

## **RULE 5. Executive Office Bearers and Duties**

[A] **The Executive Office Bearers** shall be the President, Deputy President, Administration Director, Finance Director, Lifesaving Director and, together with the Public Officer (see Rule 6[A]), shall constitute the Executive Committee and shall be nominated to the NSW Fair Trading in conjunction with the application for incorporation of the Club. They shall be ex-officio members of the Management Board.

[B] **The President** shall administer, and be responsible for, all affairs of the Club and shall chair all meetings appertaining to the administration of the Club, except as provided for, in these Rules, and shall report to each Management Board meeting, those activities undertaken on behalf of the Club.

[C] **The Deputy President** shall assist the President, deputise as required, and in the President's absence, assume responsibility and authority of that Office. Should the President and Deputy President both be absent from a meeting or are unwilling to act as Chairperson, the members present at the meeting shall elect one of their own numbers to act as Chairperson. Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting, or by the Chairperson of the succeeding meeting.

[D] **The Administration Director** shall

(I) Conduct all the correspondence of the Club, be responsible for the clerical administration of the Club, and for the exhibiting of all instructions and notices on the notice boards. The Administration Director shall ensure that records are kept of the business of the Club, including the Rules, By-Laws, and Regulations, register of members, minutes of all general and committee meetings, and a file of correspondence. These records shall be held in the custody of the Administration Director.

(II) Attend Management Board meetings.

(III) Conduct sub-committee meetings, prepare and present minutes and recommendations for the Management Board.

[E] **The Finance Director** shall

(I) Control all financial aspects of the Club as authorised and pay accounts as required.

(II) Ensure that all money received by the Club is deposited into an account in the Club's name as soon as practicable.

(III) Ensure that correct books and accounts are kept, showing the financial affairs of the Club. These records shall be held in the custody of the Finance Director.

(IV) At each monthly meeting of the Management Board, produce a list of accounts paid and a full reconciliation of finances.

[F] **The Lifesaving Director** shall

(I) Be responsible for the conduct of the members in all Club activities, for the general education in surf lifesaving and surf awareness, for the discipline of members, and for the conduct of surf lifesaving operations, including competition and training operations.

(II) Attend Management Board meetings.

(III) Conduct sub-committee meetings, prepare, and present minutes and recommendations for the Management Board.

**RULE 6. Public Officer (Corporate Director)**

[A] The Public Officer be elected by the Members at the Annual General Meeting. The person elected must be 18 years or older and a resident of N.S.W.

[B] The first Public Officer shall be the person who completed the application for incorporation of the Club.

[C] The Management Board may at any time remove the Public Officer and appoint a new one.

[D] The Public Officer shall be deemed to have vacated the position in the following circumstances:

(I) Death

(II) Resignation

(III) Removal by the Management Board or at a General Meeting

(IV) Bankruptcy or financial insolvency

(V) Mental illness

(VI) Residency outside N.S.W.

[E] When a vacancy occurs in the position of Public Officer, the Executive Committee shall, within 14 days, notify the NSW Fair Trading by the prescribed form and appoint a new Public Officer.

[F] The Public Officer is required to notify the NSW Fair Trading by the prescribed form concerning:

(I) Appointment (within 28 days)

(II) A change of residential address (within 28 days)

(III) A change in the Club's Objects or Rules (within 28

days) (IV) A change in the Club's Name (within one month).

(V) The Club's financial affairs (within one month after the Annual General Meeting)

(VI) A change in the Club's Address (within 28 days).

[G] Service of documents on the Club is affected by serving them on the Public Officer, or by serving them personally on two members of the Executive Committee.

[H] The Public Officer shall be responsible for:

(I) All corporate matters, the judiciary, all matters relating to the Rules, By-Laws, Regulations and Life Membership.

(II) Attend Management Board meetings

(III) Conduct sub-committee meetings, prepare, and present minutes and recommendations for the Management Board.

[I] The Corporate Director shall have a copy of the Members Registry,

**RULE 7. Discipline**

[A] Reprimand

[B] Suspension

[C] Removal from Office

[D] Cancellation of Membership

[E] Expulsion.

The National Council of the Surf Life Saving Association's Constitution shall be followed in relation to all meetings called to conduct disciplinary or judicial proceedings or the like proceedings in relation to the conduct of a member or groups of members. The National Council Constitution shall be the Constitution that is current at the time that the incident or incidents complained of, took place, and in the event, there being two or more incidents, it shall be the Constitution that is current at the time that the last incident of all incidents under review, took place.

## **RULE 8. Appeals**

Appeals within the Association's structure shall lie in accordance with the National Council Constitution that is current at the time that the Judiciary or Disciplinary Meeting is called and conducted in accordance with Rule 7.

## **RULE 9. General Meetings**

[A] An Annual General Meeting of the Club shall be held each year within six months from the end of the financial year of the Club (except the first Annual General Meeting which shall be held two months from the end of the first financial year and within 18 months of incorporation).

[B] At least 28 days' notice of all General Meetings and Notices of Motion shall be given to members.

[C] Written notice of all General Meetings shall be given personally or by post or electronic notification.

[D] In the case of the Annual General Meeting, the following minimum business shall be transacted:

(I) Confirmation of the minutes of the last annual general meeting and any recent special general meeting.

(II) Receipt of the Management Board's report upon the activities of the Club in the last financial year.

(III) Election of the Office Bearers of the Management Board and the members of sub-committees.

(IV) Receipt and consideration of a statement from the Management Board which is not misleading and gives a true and fair view of the last financial year of the Club's: -

{a}-income and expenditure

{b}-assets and liabilities

{c}-mortgages, charges and other securities

{d}-trust properties

[E] The quorum for a General Meeting shall be 20 members present in person. If, within an hour of the time appointed for a General Meeting a quorum is not present, the meeting shall be postponed to a date, time and place to be determined by the Management Board

[F] Nominations of candidates for election as office bearers or committee members may be made at the Annual General Meeting or in such other ways as may be determined by the club at a General Meeting.

[G] If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

[H] If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.

[I] If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected, and further nominations shall be received and dealt with at a Management Meeting.

[J] Voting at General Meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority except for those matters which must be decided by a special resolution where a three-quarter majority is required.

[K] All votes shall be given personally and there shall be no voting by proxy.

[L] In the case of equality of votes, the person appointed to chair the Meeting shall have a second or casting vote.

[M] The Chairperson of a General Meeting at which a quorum is present may, with the consent of most of the members present and voting at the meeting, adjourn the meeting to a time (not exceeding 14 days) and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

#### **RULE 10. Special Resolutions**

[A] A special resolution must be passed by a General Meeting of the Club to effect the following changes:

- (I) A change of the Club's Name
- (II) A change in the Club's Rules
- (III) A change in the Club's Objects
- (IV) An amalgamation with another incorporated association
- (V) To voluntarily wind up the Club and distribute its property
- (VI) To apply for registration as a company or a co-operative

[B] A special resolution shall be passed in the following manner:

- (I) A notice must be sent to all members advising that a General Meeting is to be held to consider a special resolution
- (II) The notice must give details of the proposed special resolution and give at least 28 days- notice of the Meeting
- (III) A quorum must be present at the Meeting
- (IV) At least three quarters of those present and voting must vote in favour for the resolution to be successful

#### **RULE 11. Notices**

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

#### **RULE 12. Committees**

[A] The Club shall have its affairs controlled and managed by Office Bearers known as the Management Board.

[B] Notice of Board Meetings shall be given at the previous Board Meeting or by such other means as the Board may decide upon.

[C] Questions arising at any Meeting of a Board shall be decided by most votes of those present and voting. In the case of an equality of votes, the person appointed to chair the Meeting shall have a second or casting vote.

[D] The quorum for Meetings of the Board and sub-committees shall be one half of the number of members of the committee.

#### **RULE 13. Executive Committee**

The Executive Committee shall comprise the Officers outlined in Rule 5[A].

They shall be responsible for the dealing with the NSW Fair Trading and with matters requiring attention between Management Board Meetings and shall meet as and when required as decided by the President or Administration Director.

All decisions and deliberations of the Executive shall be reported to the next Management Board Meeting.

#### **RULE 14. Management Board**

[A] The Office Bearers of the Management Board shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Management Board may be filled by a member appointed by the Management Board. In the event of a director being elected to two or more positions on the Management Board, then additional



Director's positions be elected at the Annual General Meeting or at a later date as directed by the Management Board.

[B] Each member of the Management Board shall hold office from the date of his or her election or appointment, until the next Annual General Meeting.

[C] Retiring Management Board Members are eligible for re-election.

[D] The Management Board shall meet as often as necessary to conduct the business of the Club and not less than once a month.

#### **RULE 14 (cont.).**

[E] If within one hour of the time appointed for a Management Board Meeting, a quorum is not present, the meeting will stand adjourned to the same place and at the same hour of the same day in the following week.

Additional meetings of the Management Board may be convened by the President and/or Administration Director, or by resolution of the Board.

[F] The Management Board may, whenever it thinks fit, convene a Special General meeting of the Club. A Special General Meeting must be convened by the Management Board on receiving a written request to do so from at least five percent of the Membership of the Club.

[G] A requisition of members for a Special General Meeting:

(I) Shall state the purpose or purposes of the Meeting

(II) Shall be signed by the members making the requisition

(III) Shall be lodged with the Administration Director

(IV) May consist of several documents in a similar form, each signed by one or more of the members making the requisition

### **CORPORATE GOVERNANCE.**

#### **RULE 15[A] Material Personal Interests**

(I) A Director who has a material personal interest in a matter being considered at a Board Meeting must disclose the nature and extent of that interest

(II) A Director with such a personal interest must not:

(i) be present while the matter is being considered at the meeting and

(ii) must not vote on the matter

(III) A general notice that a director is to be regarded as having a material personal interest in a matter being considered is sufficient declaration for such director and the said matter. After such general notice it is not necessary for such director to give a special notice relating to the said matter.

(IV) Any declaration made or any general notice as aforesaid given by a director under this Rule 15[A] must be recorded in the minutes of the relevant meeting.

#### **RULE 15[B] Financial Interest**

(I) A Director is disqualified from:

(i) holding any place of profit or position of employment in the club, or in any Company or Incorporated Club in which the Club is a shareholder or otherwise interested or

(ii) contracting with the Club either as vendor, purchaser or otherwise except with express resolution of approval of the Board

(II) Any contract or arrangement in which any Director is in any way interested which is entered into by or on behalf of the Club without the approval of the Board, will be voided for such reason.

(III) The nature of the financial interest of such Director must be declared by the Director at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest exists, or in any case at the first meeting of the Board after the acquisition of the interest.

- (IV) A general notice that a director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under **Rule 15[B](III)** for such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.
- (V) Any declaration made or any general notice as aforesaid given by a director in accordance with **Rule 15[A]** must be recorded in the minutes of the relevant meeting.

#### **RULE 15[C] Conflicts**

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

#### **RULE 16. Sub-Committees.**

A General Meeting or a Management Board Meeting may appoint officers and/or members to a sub-committee to undertake any matter referred to it and to report back to the body appointing it. A sub-committee may meet and adjourn as it thinks proper.

#### **RULE 17. Casual Vacancies**

For these Rules, a casual vacancy in the office of a member of a committee or sub-committee occurs if a member:

[A] Dies

[B] Ceases to be a member of the Club.

[C] Becomes an insolvent under administration within the meaning of the Companies (NSW) Code.

[D] Resigns office by notice in writing given to the Administration Director.

[E] Is removed from Office.

[F] Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

[G] Is absent without consent of the Committee from all meetings of the Committee held during the period of three months.

Any such vacancy occurring shall be filled by the Management Board.

#### **RULE 18. Register**

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

#### **RULE 19. Inspection of Books**

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

#### **RULE 20. Finance**

[A] The financial year of the Club shall be as determined by the Australian Charities and Not for Profit Commission (ACNC) in line with SLSA.

[B] The funds of the Club shall be derived from the fees of members, donations, grants, and fundraising approved by the Club.

[C] The income and property of the Club shall be used for promotion of the objects of the Club, and may be paid, or transferred, to Members, by way of dividend, bonus, or

[D] profit, providing always that a Member of the Club may be employed for specific duties.

[E] Payments shall be made by Electronic Funds Transfer, or cheque signed by two signatories authorised by the Management Board. Major, or unusual expenditures, shall be authorised in advance by the Executive Committee or by a General Meeting.

#### **RULE 21. Members' Liability**

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

#### **RULE 22. Insurance**

The Club shall affect and maintain insurance as is required under the Associations Incorporation Act, together with any other insurance which may be required by law or regarded necessary by Surf Life Saving Australia Limited.

#### **RULE 23. Dissolution**

[A] The Club shall be dissolved in the event of membership becoming less than 10 persons, or upon the vote of a three quarters majority of the financial members, voting at a Special General Meeting convened to consider such question.

[B] Upon a resolution being passed in accordance with paragraph [A] of this Rule, all assets, and funds of the Club on hand shall, after payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a simple majority of the members at the Special General Meeting so convened, or at a subsequent Special General Meeting, may decide as per Rule 10[A] (V).

#### **RULE 24. Common Seal**

The Common Seal of the Club shall be kept in the custody of the Public Officer and shall only be affixed to a document with the approval of the Executive Committee. The stamping of the Common Seal shall be witnessed by two members of the Executive Committee.

#### **RULE 25. Amendment of Rules**

These Rules may be amended by a Special Resolution passed by 75% of those present and voting in favour of the resolution, at any Special General Meeting convened for such purpose, or at any Annual General Meeting, at which notice of the proposed amendment shall have been given, if NSW Fair Trading is notified within one month on Form 6, being the 'Notice of Alteration of Objects or Rules' as supplied by NSW Fair Trading. Such alterations have effect only when the form lodged is accepted by NSW Fair Trading.

#### **RULE 26. Proviso**

The foregoing Rules are intended not to conflict with NSW Fair Trading's Association Incorporation Act, 1984 (no.143) "Model Rules" and where conflict may seem to occur, the "Model Rules" should apply.

#### **RULE 27. Interpretation**

Where reference is made to the Surf Life Saving Association or to the SLSA, it shall refer to the "Surf Life Saving Australia Limited".

## **BY-LAWS**

### **By-Law 28. Club Colours and Competition Caps**

[A] The Club colours shall be Black and White, and the design of the competition cap shall be White.

[B] Any desired alterations must first receive the approval of the Surf Life Saving Australia Limited.

### **By-Law 29. Badges and Blazers**

[A] The design and colour of Club Badges and Blazers shall be adopted at a General Meeting and only be changed by the passing of a motion as provided for in Rule 10[B]

[B] The Club Blazer shall be Black with the official Club Badge embroidered on the breast pocket. It has been determined that the official Club Badge shall be a diamond shape containing a double "N" with the words "North Narrabeen S.L.S.C. included on the Badge.

### **By-Law 30. Membership Categories**

[A] **Probationary Membership** shall be the designation of any person for the 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.

(I) All new members shall be deemed to be on probation for a period of three (3) months from the date of joining.

(II) At the conclusion of a member's probationary period, they may be called upon to appear in person for final acceptance, rejection, re-classification.

(III) No probationary member is eligible to stand for any office or vote on any matter

(IV) During the probationary period, newly elected senior members must obtain the Bronze Medallion of the S.L.S.A. Failure to do so shall result in the forfeiture of the fees paid and the termination of membership, unless the Management Board decides that, because of exceptional circumstances, the time may be extended

(V) During the probationary period, Under-15 years members must qualify for the S.L.S.A. Surf Life Saving Certificate. The Management Board may extend the time for these certificates to be gained, if it thinks fit

(VI) During the probationary period, the Training Officer, or his deputy, may be called on to report upon the applicant's progress, to the Management Board.

#### **[B] Junior Activities Membership.**

(I) A Junior (JAG) member shall be a person who may be a minimum age of 5 years up to the maximum age of 13 years on a seasonal basis and such person shall be required to gain the relevant Junior Activity Achievement Certificate for that person's age group

(II) J.A.G. members shall not be entitled to vote at any Club meeting, except when voting for J.A.G. Captain.

(III) They may use the Club premises and equipment and participate in Club activities as approved or assigned to by the Management Board.

#### **[C] Under 15-Years Membership**

(I) An under 15-years member shall be a person of the age qualification as defined in the Association's Manual and who has obtained the S.L.S.A. Certificate in that season or has passed an annual proficiency test

(II) Under 15-years members shall not be entitled to vote at any meeting or hold any office in the Club

(III) They may use that portion of the Club premises assigned to them and shall have the use of whatever equipment is considered necessary for training for their S.L.S.A. Awards

**By-Law 30[C] (cont.)**

(IV) They may participate in Club activities approved for them by the Management Board.

**[D] Active Membership**

An active member shall be a Bronze Medallion holder and shall fulfil the full patrol and Club obligations, as provided by the Association and the Club Rules, By-Laws, and Regulations, and shall qualify in an annual proficiency test each season, unless the member has obtained the Bronze Medallion in the current season.

**[E] Reserve Active Membership**

(I) Reserve Active Membership may be granted to Active Members who have satisfactorily completed (after gaining the Bronze Medallion) at least eight years of patrol and Club obligations with any club affiliated with the S.L.S.A. as provided by the Association and Club Rules, By-Laws, and Regulations, providing the granting of Reserve Active Membership shall not be automatic, but shall be granted by a resolution of the appropriate committee

(II) Such members shall perform a minimum number of patrol hours as required by Surf Life Saving Australia, and any further patrol duties as may be required at the discretion of the Club

(III) Such members shall complete the annual proficiency test

Note: notwithstanding sub-clause [E] (I) above, Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of the years of service

(IV) Applications for re-classification must be made in writing to the Management Board for consideration and determination.

**[F] Long Service Membership**

(I) Long Service Membership may be granted to members who have completed ten (10) years Active service or to members who have completed eight (8) years Active service and two (2) years Reserve Active service at any approved Surf Life Saving Australia club.

(II) Such members shall be exempted from all patrol obligations and may be granted other special privileges of membership as may be provided in the Club Rules and By-Laws. In exceptional circumstances, it shall be competent to grant Long Service membership to a Reserve Active member irrespective of the number of years served as a Reserve Active member.

**[G] Award Membership**

(I) Award membership may be granted to persons who hold an Association Award of one or more of the following designations:  
Radio Award, Resuscitation Certificate, Advanced Resuscitation Certificate.

(II) Such members may be called upon to perform patrol and/or other Club obligations within the scope of their qualifications

### **[H] Associate Membership**

(I) Associate membership may be granted to persons who may, or may not, hold an Association Award.

(II) In general, they will be persons who have shown an interest in the Club or have helped in any way

(III) Associate Membership will be granted for one year at a time, although membership is renewable

(IV) They shall be entitled to the same privileges as ordinary members but are not liable for patrol or similar duties. They are free to attend General Meetings of the Club and to speak at such meetings, but not to vote unless appointed/elected as an Officer of the Club.

(V) Associate members may be elected to any Office of the Club, except: Life Saving Director, Deputy Life Saving Director, Boat Captain, Boat Vice Captain, Training Officer, Deputy Training Officer, Craft Captain, I.R.B. Captain, or Junior Captain.

### **[I] Life Membership**

(I) The Club shall have the authority to elect Life Members in any one year for special services rendered to the Club. Life membership shall be restricted to those whose activities on behalf of the Club, extend over at least ten (10) years or who have rendered outstanding service over a shorter period.

(II) The procedure for the election of Life Membership shall be as follows:

{a}- the completed nomination form shall be in the hands of the President, who is the Chairperson of the Life Membership and Honours Committee, no later than three (3) months before the Annual General Meeting.

{b}- the completed nomination form shall be forwarded to the Registrar for checking of the submitted details and then the Registrar shall submit a report to the Life Membership and Honours Committee.

{c} - The Life Membership and Honours Committee shall meet and discuss any nominations received and have the power to accept or reject any nomination. This committee shall submit a written report to the Annual General Meeting regarding a successful nomination, and this will be read out as part of the Agenda of the Annual General Meeting. This Committee's decision will be final with no appeal regarding acceptance or rejection of a nomination.

{d} - This nomination will then be voted on by secret ballot by the financial members at the Annual General Meeting with a simple majority of votes for the affirmative to award Life Membership

(III) Privileges of Life Membership: Life

Members shall be eligible to

{a}- attend all General Meetings of the Club, except the Life Membership and Honours Committee, unless appointed to that Committee, and to speak and vote on any motion put forward, and to discuss any item of importance relating to the business of the Club.

{b}- to use the Club's premises and facilities

{c}- to hold any official position in the Club

{d}- to participate in all Club activities

{e}- To wear the Club's Uniform and Badge

{f}- Be exempt from payment of any fees or performing any patrol duties

### **[J] Country Membership**

Country Membership may be granted at the discretion of the Management Board to Active Members who may have either temporarily or permanently moved their place of residence to any locality which makes attendance for patrols impractical. Applications for Country Membership must be submitted in writing each year before the third Sunday in September, or such later date as the Management Board may decide and be accompanied by the required annual subscription. If an application has not been re-submitted by the third Sunday in September, or such later date as the Management Board may decide, the membership shall be deemed terminated.

### **[K] Honorary Membership**

The Management Board may, at its discretion, confer the privilege of honorary membership for a period not exceeding one (1) year on:

- {a}– visiting members of affiliated clubs
- {b}– visiting members of kindred clubs
- {c}– distinguished visitors

Honorary Members shall be entitled to use all the Club's premises and facilities.

### **By-Law 31. Application for Membership**

[A] Applications for membership shall be proposed and seconded in writing by members of the Club other than Under 15-Years and J.A.G. members.

[B] Applications shall be made on a special application form approved by the Management Board.

[C] The completed form, signed by the applicant, shall be handed to the Administration Director, together with a year's membership fee. This fee shall be refunded if the applicant is not granted membership.

[D] The Administration Director may grant Provisional Membership. This must be ratified at the next meeting of the Management Board.

[E] A vote to admit a member must be carried by a two-thirds majority of the members of the Management Board present at the meeting.

[F] Applicants for membership, who were previously members of other affiliated clubs, must obtain a clearance from their previous club before being admitted.

[G] Members of other affiliated clubs may be granted dual membership at the discretion of the Management Board.

[H] All applicants for Active membership must appear in person before membership can be granted

[I] The Management Board may, from time to time, prescribe a still water swimming test for applicants to Active membership. All applicants must pass such a test before membership can be granted.

### **By-Law 32. Office Bearers of the Club**

[A] The Club may elect the following **Honorary Officers** who need not be members of the Club: **Patron (s); Vice Patron (s); Solicitor; Medical Officer (s); Auditor.**

These Officers shall have the right to attend Annual and Special General Meetings and to speak or express opinions of business conducted at those meetings.

[B] The Club shall elect the following Officers who shall be members of the Club:

(I) **Executive:**

{a} **President**

{b} **Deputy President**

{c} **Administration Director**

{d} **Finance Director**

{e} **Life Saving Director**

{f} **Public Officer**

(II) **Management:**

{a} **Competition Director**

{b} **Licensee**

{c} **Junior Activities Chairperson or Director**, will be elected by the J.A.C. as per By-Law 33 [I].

(III) The above Directors will be the **Management Board**.

[C] The Club shall elect the following Officers who shall be members of the Club. These Officers may be invited to attend Management Board Meetings to report specifically only on matters related to their portfolio.

- |  |                                       |
|--|---------------------------------------|
| (I) Assistant Administration Director              | (II) Assistant Financial Director     |
| (III) Deputy Life Saving Director(s)               | (IV) Training Officer                 |
| (V) Deputy Training Officer                        | (VI) Craft Officer                    |
| (VII) Boat Captain                                 | (VIII) Boat Vice Captain              |
| (IX) Boat Steward                                  | (X) I.R.B. Captain                    |
| (XI) Handicapper                                   | (XII) Race Secretary                  |
| (XIII) Assistant Race Secretary                    | {XIV} Communications Officer          |
| (XV) Communications Officer                        | (XVI) Registrar                       |
| (XVII) Rules, By-Laws, and Regulations Officer(s). | (XVIII) House Officer                 |
| (XX) Carnival Organiser                            | (XIX) First Aid Officer(s)            |
| (XXII) Club Historian.                             | (XXI) Patrol Coordinator              |
|  | (XXIII) Youth and Development Officer |

[D] {a} The **Management Board** shall appoint the following Officers who shall be members of the Club. These Officers may be invited to attend Management Board Meetings to report specifically only on matters relating to their Portfolio.

- |                             |                   |
|-----------------------------|-------------------|
| (I) Publicity Officer       | (II) Tour Manager |
| (III) Gymnasium Manager     | (IV) Bar Manager. |
| (V) Under 19 Years Captain. |                   |

{b} The Management Board shall appoint one Branch Delegate. Should the delegate be a non-board member, the delegate will be required to submit verbal or written reports to the Board.

[E] The Club shall elect at the Annual General Meeting, a “**Life membership and Honours**” Committee every year. This Committee shall consist of the following members:

- (I) President (ex officio) who will be the Chairperson
- (II) Two Life Members: appointed by the Management Board prior to the A.G.M.
- (III) Two Members: elected at the Annual General Meeting, who must have at least 25 years’ service with the North Narrabeen SLSC Inc.

**By-Law 33. Election of Officers:**

Officers shall be elected at an Annual General Meeting or at a subsequent General or Special General Meeting.

[A] Written notice of such meeting shall be forwarded to all financial members, together with a notice calling for nominations for all offices as provided in Clause 31 of the Club’s By-Laws, at least 28 days before the date fixed for such meeting.

[B] Nominations for office, submitted on the correct form, shall be signed by the member being nominated, and two financial members.

[C] This shall be lodged with the Administration Director at least 14 days prior to such meeting.

[D] A notice be prepared by the Administration Director, is to list all positions and the members nominating for the positions, no later than seven (7) days from the close of nominations and be placed on the Club notice board for perusal by members.



[E] The following would apply:

- (I) One nomination for a position would only require endorsement from the voting members present.
- (II) Two or more nominations for a position would require a secret ballot unless directed otherwise by the voting members present at the Annual General Meeting.
- (III) With no nominations being received by the prescribed date for a position, this would be put to the members present at the Annual General Meeting for nomination and possible ballot.

**By-Law 34. Duties of Officers**

[A] **The Deputy Life Saving Director(s)** shall assist the Life Saving Director and be responsible for all life- saving gear and shall be directly responsible to ensure sufficient persons to man patrols and will communicate with patrol defaulters to maintain efficiency of patrols, and in the absence of the Life Saving Director, shall exercise that Officer's functions.

[B] **The Training Officer** shall arrange and be responsible for classes of instruction in the methods of surf life- saving as laid down in the manuals of the S.L.S.A. and arrange for examinations for awards.

[C] **The Boat Captain** shall be responsible for the care, housing, and maintenance of all surfboats and surfboat equipment and shall supervise and organise the training of members in surfboat practices. The Boat Captain shall be empowered to require any member to assist in the launching or housing of a boat and shall always be subject to the direction of the Life Saving Director.

[D] **The Inflatable Rescue Boat Captain** shall be qualified and currently proficient as an I.R.B. driver in accordance with the manuals of the S.L.S.A. and shall always be subject to the direction of the Life Saving Director. The I.R.B. Captain shall be responsible for the care, maintenance, and housing of the I.R.B. (s) and gear, and shall also be responsible for the training, rostering, and supervision of all I.R.B. drivers and crew in consultation with the Life Saving Director.

[E] **The Publicity Officer** shall be responsible for the overall media coverage of relevant matters pertaining to events conducted by the Club and shall create a good public relations image with the media, public, and supporters of the Club. The Publicity Officer shall maintain a full record of all publicity coverage and report same to the Management Board. No mention shall be made of any domestic affairs of members, nor shall any media controversy be entered into involving any member, club, or the Association.

[E] **Delegate(s) to Branch** shall attend all general meetings of the S.N.B. Branch of the S.L.S.A. and shall submit a report in writing to the Administration Director of the Proceedings of meeting attended. Should a Delegate be unable to attend a meeting, the Club will be required to appoint a proxy delegate. The Delegate(s) shall carry out all instructions that are received from the Management Board.

[F] **The Communications/Radio Officer** shall be responsible for the upkeep, maintenance, and supervision of all Club equipment relevant to communications and shall be responsible for the training of members in the proper use and care of this equipment and shall report to the Club Deputy Life Saving Director.

- (I) Ensure that all communication/radio devices used by the Club for life saving, are operational and in good order and condition.

(II) Liaise with the Life Saving Director, I.R.B. Captain, and patrol captains to effect Part (I).

(III) Maintain radio log in good order and condition.

(IV) Assist with the training of patrol members in the use of communication/radio equipment.

**[H] The Registrar** shall be responsible for:

(I) Maintaining a register of members including addresses etc.

(II) Maintaining a register of membership awards

(III) Maintaining a register of membership categories

(IV) Produce members' records when required as authorised by the Administration Director.

(V) Apply to SLSA for Awards due.

**[I] The Junior Activities Committee Chairperson** besides being a member of the Management Board, shall be directly concerned with all matters which affect the Junior Activity Members.

**[J] The Craft Captain shall:**

(I) Be responsible for the care and maintenance of the Club's craft and ancillary equipment.

(II) Submit recommendations to the Management Board for the purchase or repair of skis, boards, or craft equipment.

(III) Organise craft participants and co-ordinate their training.

(IV) Arrange for the transport of craft and equipment to and from interclub competitions.

**[K] The Race Secretary** shall:

(I) Prepare a program for the season's main events, including championships, and submit this to the Management Board for approval.

(II) Receive entries for all Club events.

(III) Keep records of the results of all such events, including point score and other trophy events.

(IV) Prepare a list of the season's results of Club events for inclusion in the Annual Report.

(V) Assist generally with the actual preparation for, and running of, Club events.

[M]

**[L] The Handicapper** shall:

(I) Be responsible for the actual conduct of Club events

(II) Handicap, where necessary, entrants for Club events

**[M] The Rules, By-Laws, and Regulations Officer(s)** shall:

(I) See that all amendments to the Rules, By-Laws, and Regulations, are recorded and ultimately incorporated in the printed copy of the Rules, By-Laws, and Regulations.

(II) Examine all proposed amendments to the Rules, By-Laws, and Regulations and report on such amendments to the Administration Director within fourteen (14) days  
The report shall deal with:

{a} the actual construction of the amendment

{b} any likely conflict with other Rules, By-Laws, and Regulations.

{c} other amendments which will become necessary if the amendment is passed.

[N] **The House Officer** shall be responsible for the general management of the clubhouse itself. This shall include supervision of rentals and the making of recommendations to the Management Board about necessary clubhouse repairs and alterations.

[O] **The Licensee** shall be responsible for the purchase, storage, and supply of liquor on the premises. They shall liaise with the relevant State Licensing Court, Local Council, Police, and other authorities as may be determined from time to time by Legislation, to ensure functions are held accordingly to the relevant liquor licensing laws. "They will manage the Bar Roster and staffing with the nominated Supervisors. The Licensee shall ensure all staff are RSA (Responsible Serving of Alcohol) Accredited."

[P] **The Youth and Development Officer** shall be responsible for the development of all Members, with the emphasis on Under 19 members, and younger.

### **By-Law 35. Management of the Club**

#### **[A] Executive**

(I) The Club Executive shall comprise the following as referred in Rule 5.

- |                             |  |
|-----------------------------|--|
| {a} President               | {b} Deputy President   |
| {c} Administration Director | {d} Finance Director   |
| {e} Lifesaving Director     | {f} Public Officer (if not already a member of the Executive). |

(II) The Executive shall have the authority to deal with any emergencies and any urgent business. At least three (3) Executive Members shall confer before any decision is made. Such decision shall be reported to the next Meeting of the Management Board, or a General Meeting, for ratification.

(III) Members of the Executive Committee shall, if so desired, be exempt from all surf patrol duties.

#### **[B] Management Board**

(I) The following officers shall constitute the Management Board of the Club:

- |                             |   |
|-----------------------------|---|
| {a} President               | {b} Deputy President  |
| {c} Administration Director | {d} Finance Director  |
| {e} Lifesaving Director     | {f} Public Officer (refer Rule 6)   |
| {g} Director of Surf Sports | {h} Junior Activities Director, or a nominated committee person of the Junior Activities Group. |
| {i} Licensee                |   |

Note: The Club may have additional, or different, Officer positions, but the Officers of the Executive must be included.

(II) Non-Executive Directors will have the following responsibilities:

- {a} **Director of Surf Sports** will be responsible for:
- (1) Carnival entries, Club events, inter-club competition, touring, travel, and competition equipment.
  - (2) Attend Management Board Meetings
  - (3) Conduct sub-committee meetings, prepare and present minutes and recommendations for the Management Board.
- {b} **Junior Activities Director**

Chairperson of the Junior Activities Group, liaison between Junior and Senior Groups.

- (1) Or a nominated committee person of the Junior Activities Group, attend Management Board Meetings.
- (2) Present minutes of J.A.C. meetings and financial position, to the Management Board, and J.A.C. Annual Report to the Administration Director.



[H] No member shall interrupt another member who is speaking, except to raise a point of order.

[I] No member shall digress from the subject under discussion.

[J] No member shall use offensive or unbecoming words.

[K] During the debate, a member may raise a point of order, whereupon the member then speaking, shall be seated until the point of order has been ruled upon by the Chairperson.

[L] It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than procedure or points of order. The mover of the motion of dissent shall concisely state the point. The seconder and the Chairperson only may then speak to the motion.

[M] At any time during the debate, a member may move "that the question be put". Providing 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 vote. It shall not be competent for the mover, seconder, or any person who has spoken to the original motion or amendment, to move "that the question be now put".

[N] If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply. If lost, the debate may proceed.

[O] A member may move the adjournment of the debate to a subsequent meeting. If a motion for adjournment is lost, the mover shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

[P] Any member proposing a motion or amendment, shall state its nature before addressing the meeting thereon.

[Q] 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.

[R] 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, but may speak again on any amendment to the motion.

[S] The mover of the motion's right of reply shall be exercisable at the end of the debate.

[T] The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of the motion.

[U] Any member (other than provided in sub-clause [V]) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.

[V] The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.

[W] A particular member may move or second one amendment only to each motion but may speak on amendments moved by others.

[X] An amendment having been moved, it shall be competent to move any further amendment, if notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at one time.

[Y] If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of debate on the first amendment.

[Z] The mover of an amendment has no right of reply.

[AA] A member, who formally seconds a motion or amendment without speaking, may speak in support at a subsequent stage of the debate.

[AB] Amendments shall be put to the meeting before the motion is put and shall be committed to the meeting in the order in which they are received.

[AC] When an amendment is carried, the motion, as amended, becomes the motion before the meeting.

[AD] Motions and amendments can be withdrawn only when a majority of those present at the meeting, consent. A motion for withdrawal is open to debate, which, however, must be confined to the matter of withdrawal.

[AE] If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by a two to one majority vote, order its recommittal.

### **By-Law 39. Notices of Motion**

To make, amend, or repeal a Rule, By-Law, or Regulation, may only be done by means of a notice of motion.

Notices of motion will be heard at the Club's A.G.M. unless a General Meeting is called by the Management Board in accordance with Rule 14[G].

A notice of motion shall be given in writing, by the mover and seconder, to the Administration Director.

Notices of motion to be heard outside of the Club's A.G.M. will be done so at a general meeting held in accordance with the Club's Rules and By-Laws.

### **By-Law 40. Making, Repealing, and Amending By-Laws**

[A] A General Meeting of the Club may, by resolution, make By-Laws, not inconsistent with the Club and the S.L.S.A. Rules, for or with respect to any matter that by these Rules is required or permitted to be prescribed by the By-Laws, or that is necessary or convenient to be prescribed for the just and efficient administration of the Club.

[B] A By-Law shall, until repealed or amended and after any amendments, as amended, be binding upon the Committee and all Sub-committees and Members.

[C] A By-Law may be made, repealed, only by a notice of motion in accordance with By-Law 38.

[D] A By-Law that is made, repealed, or amended, shall be posted on the Club notice board within 7 days of such making, repealing, or amending, and remain so posted for one month.

### **By-Law 41. Junior Activities**

[A] The Club shall have a Junior Activities Group known as "The North Narrabeen S.L.S.C. Junior Activities Group" and shall be controlled by the Junior Activities Committee (J.A.C.) who shall be responsible to the Club Management Board. The Club Management Board shall ensure that all aspects of the J.A.C. including administration and duties of officers, are in accordance with the Rules of the S.N.B.S.L.S.A. Persons eligible to vote at a J.A.G. General Meeting shall be those members designated as a J.A.G. member and other members who express an interest in J.A.G. affairs.

[B] The J.A.G. shall be subject to the following terms of reference:

(I) The responsibility for the conduct and co-ordination of all matters relating to the Junior Members.

(II) To provide J.A. Members with an educational and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.

(III) To prepare the J.A. Members for their eventual transition to the marine and patrol involvement of the S.L.S.A.

**[C] The J.A.G. shall elect:**

(I) {a} J.A. Chairperson, {b} J.A. Secretary, {c} J.A. Treasurer, {d} J.A. Registrar, and {e} J.A. Supervisor, all with full voting powers within the J.A.G.

(II) And may elect:

{a} Deputy J.A. Chairperson, {b} Deputy J.A. Supervisor, {c} J.A. Publicity Officer, {d} J.A. Gear Steward, {e} J.A. Assistant Administration Director, {f} J.A. Assistant Registrar, and {g} J.A. Communications Officer, without the right to vote. Note: The J.A.G. may appoint additional officers to those mentioned in sub-clause (II)

**[D]** The Officers mentioned in sub-clause C (I) shall constitute the Executive of the J.A. Committee and shall have the power to deal with matters requiring immediate attention.

**[E]** The J.A.C. shall elect two Officers from their number, one of whom shall be the J.A.C. Supervisor, to act as delegates to the Branch J.A. Board. They will report the activities of the N.N.J.A.C. to the Branch J.A. Board and vice-versa.

**[F]** Officers specified in clauses C (I) & (II) shall be elected at the J.A. Annual General Meeting from nominations submitted by the J.A. members. Officers elected shall need the endorsement of the Club Management Board. Notice calling for nominations shall be in accordance with the Rules of the Club.

**[G]** Voting and ballots shall be conducted in accordance with the Rules of the Club.

**[H]** All Officers shall continue in office subject to resignation, removal from office until their successors are appointed. In the event of a vacancy occurring, such vacancy may be filled at a meeting of the J.A.C.

**[I]** Any “honours” bestowed by the J.A. Group prior to integration with the N.N.S.L.S.C. shall be applicable to the J.A. Section only.

**[J]** Business shall be conducted at the following J.A. Group Meetings:

(I) The Annual General Meeting, which shall be held in each calendar year prior to the Club Annual General Meeting.

(II) Ordinary General Meetings, which shall be held as required.

(III) Special General Meetings, which shall be held if required

(IV) Committee Meetings, which shall be held at least monthly during the surfing season.

(V) Executive Committee Meetings, which shall be held as and when required.

Quorum for all General Meetings shall be in accordance with Rule 9 [E] and a quorum for Committee Meetings shall be in accordance with Rule 12 [D]. Minutes of all meetings shall be circulated to Officers of the J.A.C. and the Club Administration Director.

**By-Law 42. Financial Year**

**[A]** The financial Year of the Club shall run from the first day in May in one year, to the 30<sup>th</sup> of April in the following year.

**By-Law 43. Audit**

The Auditor (or Auditors) shall conduct an audit of the books of accounts of the Club at the end of the financial year (30<sup>th</sup> April). He shall also certify to the correctness of the income and expenditure account and balance sheet as prepared by the Financial Director for submission to the Annual General Meeting and shall verify the existence of all Club securities. An Auditor shall not be a member, or closely related to a Member, of the Management Board.

#### **By-Law 44. Annual Report**

The Annual Report shall be prepared under the direction of the Management Board and presented for adoption at the Annual General Meeting. The report shall contain those requirements stated in Rule 9 [D] (II) and (IV).

#### **By-Law 45 Membership Fees**

[A] The annual Membership Fee for each year shall be due and payable in advance before the commencement of the Annual General Meeting in each year and shall be in respect of the year ensuing and no member shall be entitled to be elected to office, or permitted to vote, until fees for the ensuing season, together with any arrears due, have been paid.

[B] Any member failing to pay their subscription by 31<sup>st</sup> January in any year, shall not be entitled to the privileges of the Club so long as the subscription shall remain in arrears and at the discretion of the Management Board. If the arrears are not paid by that date, membership may be terminated.

[C] No person financially indebted to any other affiliated club of the S.L.S.A. shall knowingly be admitted to membership.

[D] The Club shall not enter any person who is unfinancial at the time of submitting entries in S.L.S.A. competitions or displays.

#### **By-Law 46. Selection Committees**

Where teams of any kind are to be selected to represent the Club, the following rules will apply:

[A] The Boat Captain shall be the sole selector of all boat crews and shall have the power to allocate members of the crews to their positions in the boats.

[B] The Beach Sprint Coach shall be the sole selector of the beach sprint relay teams and of individual sprinters where there is limited entry. In the absence of a Coach, the Management Board shall appoint a Sole Selector.

[C] Where composite teams with limited numbers are to be selected, the Selection Committee shall consist of:

- (I) Boat Captain
- (II) Beach Sprint Coach or replacement
- (III) Lifesaving Director
- (IV) Race Secretary
- (V) Handicapper

#### **By-Law 47. Club Championships**

There shall be held, annually, Club Championships in such events and in such grades or age divisions as the Club may, from time to time, decide.

#### **By-Law 48. Premises and Property**

[A] The security of the Surf Clubhouse shall be vested in the Executive Committee.

[B] The President shall have custody of all keys and will be responsible to the Executive Committee for the proper allocation of them to selected Office bearers at each Annual General Meeting and throughout the season.

A register of all keys issued shall be kept and be under the President's control.

[C] The Surf Clubhouse is for the use of club members and/or others, at the direction of the Management Board.

[D] The Club's consent must be obtained for the hiring or leasing of the building or its precincts.

[E] No unseemly conduct, likely to interfere with the comfort of the club members, will be permitted.

[F] No member shall remove from the Club, or use, any of the Club's property for any purpose other than that for which it was intended, without the sanction of the Club President.



[G] All property wilfully damaged or destroyed, shall be paid for, or replaced by those found to be responsible.

[H] The Management Board shall always ensure that Club Property is adequately insured.

**By-Law 49. Intoxicating Liquor**

[A] Intoxicating liquor shall not be brought to the Club premises by any person except with the permission of the Executive Committee.

[B] When liquor is provided in the Club premises, it shall only be at the direction of the Executive Committee.

**By-Law 50. Politics and Religion**

[A] The Club shall be strictly non-political and non-sectarian and shall not directly or indirectly allow to be introduced at any meeting, any matter intended, or likely to support or attack, any cause in any political or religious controversy, actual or potential.

[B] Any member who publicly participates in any political gathering or meeting, or who publicly makes any political statement, express or implied, shall not act or suffer to be done, to indicate that the views expressed, are those of the Club.

**By-Law 50. Patrols**

All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the Management Board, shall patrol North Narrabeen Beach during the patrol season and at such hours as may be determined by the S.N.B.S.L.S.A. Patrolling by members shall be in accordance with Regulation 57.

**By-Law 51. Display of Rules, By-Laws, and Regulations**

A copy of the Rules, By-Laws, and Regulations shall be readily available from the Administration Director at all reasonable times and each member shall be deemed to have read and have agreed to accept them.

**By-Law 52. Ex-Officio Members**

The President and the Administration Director shall be Ex-Officio members of all committees, except as otherwise determined.

**By-Law 53. Eligibility to Vote at Annual and Special Meetings**

[A] Financial Members, together with Life Members and those elected/appointed to positions of Officers in accordance with Clause 31 [B], are eligible to vote at Annual and Special General Meetings.

[B] Probationary, Honorary, Associate, under 15 years, and J.A. Members are ineligible to vote at such meetings.

[C] Associate Members, however, if elected/appointed to an Office Bearer's Position at the Annual General Meeting, are entitled to vote immediately after election/appointment as an Officer.

[D] The Club President (at all meetings) has a casting vote in addition to a primary vote.

[E] Part (I) The membership attendance register is to be ruled off immediately prior to the agenda item "election of office bearers" and, at that point, the meeting to be advised of the total number of members eligible to vote.

(II) Those members eligible to vote are to be issued with appropriate identification by scrutineers (2) who shall be appointed in advance of a meeting.

(III) Should a member who was not originally qualified to vote at the commencement of the meeting, qualifies by being elected to an official position, then that member shall be immediately issued with appropriate identification.

#### **By-Law 54. Saving Proviso**

In the event of anything occurring not within the scope of these Rules and By-Laws, the Management Board shall first determine if the matter is covered in the Branch, State, or Association Rules and By-Laws, and if not provided for, shall deal with same and its decision shall be binding.

## **REGULATIONS**

#### **Regulation 56. Making, Repealing, and Amending Regulations**

[A] A General Meeting or a Management Board Meeting of the Club may, by resolution, make Regulations not inconsistent with the Club or the S.L.S.A. Rules and By-Laws, that are considered necessary or convenient to be prescribed for the just and Efficient administration of the Club.

[B] A Regulation shall, until repealed or amended, and after any amendment, as amended, be binding upon the Committees, Sub-Committees, and members.

[C] A Regulation may be made or amended only by a notice of motion in accordance with By-Law 38.

[D] A Regulation that is made, repealed, or amended, shall be posted on the Club notice board within seven days of such making, repealing, or amending, and remain so posted for at least a month.

#### **Regulation 57. Patrols**

[A] Patrols shall be appointed by the Life Saving Director in conjunction with the Club Deputy Life Saving Director. Once appointed, the patrol members shall be under the immediate direction of the patrol captain, assisted by the patrol vice- captain.

[B] Dates of patrol rosters and hours of duty of each patrol member, shall be set out on a patrol roster card and forwarded to each rostered patrol member. Receipt of patrol roster cards shall be deemed to be sufficient notice of the times such member shall be on duty. Patrol members must ensure that they are at the beach and ready to start and suitably attired, at the rostered starting times for the patrols.

[C] A member unable to attend an allotted patrol may arrange a substitute provided that the substitute has no less S.L.S.A. qualifications.

[D] No member of a patrol shall be permitted to leave the area being patrolled during the period of duty, without the permission of the patrol captain.

[E] Members of patrols shall perform any duty allotted by the patrol captain in the actual work of life saving, or any other task deemed necessary for the efficient patrolling of the beach.

[F] Members of patrols who are candidates for any award of the S.L.S.A. will be granted leave to attend.

[G] Lifesaving practice shall be carried out from time to time under the instruction from the patrol captain or his nominee.

[H] Patrol Captains shall:

(I) Check and have placed on the beach, all gear as is required by the S.N.B.S.L.S.A.

(II) Allot duties to each patrol member immediately on the commencement of the patrol.

- (III) Ensure that the last patrol on duty each day returns all gear in a clean and serviceable condition and see that such gear is securely stowed.
- (IV) Enter appropriate information into various Association Logbooks.
- (V) Supervise the signing of the patrol logbook at the commencement and termination of patrols.
- (VI) Be conversant with the Local Government Ordinance relating to the posers of Surf Clubs, Beach Inspectors, etc. The utmost discretion should be used in all Dealings with the public.

[I] Any patrol member failing to carry out a rostered patrol without providing a substitute, or who fails to fulfil a duty allocated by the Patrol Captain, shall be required within 14 days to explain in person or in writing, reasons to the Management Board which shall determine what action, if any, shall be taken.

[J] In the event of a patrol finishing its period of duty and not being relieved on time, the Patrol Captain shall retain sufficient patrol members to maintain efficiency until relieved.

[K] In the event of extreme circumstances, the Life Saving Committee may recommend to the Management Board for their decision, that a member may be granted “special patrol duties” for that season. If the “special patrol duties” are to extend more than one season, then the application would have to be re-applied each year.

#### **Regulation 58. Club Competitions**

Club competitions shall be conducted in accordance with the Rules of the current S.L.S.A. Manuals and Association Rules and By-Laws. The types of events, grades of events, scheduling of events and minimum requirements for the number of starters for events, shall be determined from time to time by the Management Board.

#### **Regulation 59. Open Orders, Trophies, and Prizes**

In relation to open orders, trophies, and prizes (cash or kind) and eligibility to accept or compete for such open orders, trophies, and prizes, shall be in accordance with the current competition manuals and Rules and By-Laws of Surf Life Saving Australia Limited.

#### **Regulation 60. Club Apparel**

Apparel, other than that referred to in By-Law 28, and bearing the Club’s name, shall require the approval of the Management Board.