



NOBBYS Surf Life Saving Club INC.

Established: 23rd March 1923

CONSTITUTION

And

RULES

As adopted by Members on the 22nd July 2018

ABN: 70 118 833 592

Inc. Assoc Reg No: 08984-37

AMENDMENTS

Section	Part	Clause	Description	Ver	Rev	Authorised	Date

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Constitution (Regulations)

PART 1 - PRELIMINARY

1. CLUB NAME

Nobbys Surf Life Saving Club Inc. (herein referred to as “**the Club**” shall consist of all persons duly elected as Members, and shall be affiliated with Hunter Branch Surf Life Saving Inc., New South Wales Surf Life Saving and to Surf Life Saving Australia.

2. OBJECTS OF THE CLUB

The Club is a charitable community service based incorporated association the purpose of which is to protect and minimise loss of life and injury on Nobbys by providing there and for the nearby surrounding environment surf lifesaving services, training and equipment. Without the limiting the generality of its main purpose, the objects of the club include to:

- (a) Study, teach, promulgate and practice the methods of surf life saving;
- (b) Foster, promote and encourage community service, leadership, development and sporting competition through surf life saving;
- (c) Conduct carnivals, competitions and social functions for the benefit of the club;
- (d) Cooperate with lifeguards appointed by Newcastle City Council to ensure the safety of beach users on Nobbys;
- (e) Promote the health and safety of members and all other users of the club facilities and the surrounding environment;
- (f) Encourage junior development through an educational and teaching experience in a wide range of subjects and skills useful within the aquatic environment;
- (g) Foster a safe, abuse free and drug free environment both in and out of competition;
- (h) Carry out all activities in such a manner as to reduce our impact on the environment; and
- (i) Carry on any activity whatsoever calculated directly or indirectly to enhance the interests of the club and achieve its main purpose.

3. POWERS OF THE CLUB

The Club has the legal capacity and powers of an individual both in and outside New South Wales including doing all things as are incidental, conducive or subsidiary to achieving its purpose and all or any of the objects as set out in Rule 2 of this Constitution.

4. DEFINITIONS & INTERPRETATION

- (a) In this Constitution unless the contrary intention appears the following definitions apply:

Act: means the *Associations Incorporation Act 2009* (NSW) (as amended).

Active Members: means Active, Reserve Active, Cadet and Long Service Members.

Adviser: means a person elected to perform such duties and undertake such responsibilities as specified from time to time in these Rules or the Regulations.

Annual General Meeting or AGM: means the Annual General Meeting.

Association means the Club.

ATV: means All Terrain Vehicle.

Auditor: means the person or organisation appointed by the Club under this Constitution to audit the books of accounts and provide a report to the Members on an annual basis.

Branch: means a Surf Lifesaving organisation which is a member of SLSNSW and formed to further the objects of Surf Lifesaving in a particular area.

Branch Council: means the body consisting of the Officers of HSL Inc. and the President of each affiliated club.

Branch Councillor: means a person appointed by a club to represent that club at meetings of HSL Inc. or a member of the HSL Inc. Executive.

Clubhouse: means the current location of the Club's administrative office.

Club: unless the context indicates otherwise, means **Nobbys Surf Life Saving Club Inc.** (ABN 70 118 833 592).

Committee or Executive: unless otherwise qualified, or where the context indicates otherwise, wherever used in this Constitution or the Regulations shall mean the Executive Committee.

Constitution Committee: means a standing committee of Members elected as required, to review all Special Resolutions purporting to amend this Constitution.

Constitution: means this document comprised of Regulations but not including the Rules.

Executive Committee: means the committee of management of the Club elected by the Members in accordance with this Constitution.

General Meeting means a general meeting of Members as provided for by the Act and includes an AGM or Special General Meeting.

HSL or HSL Inc. means Hunter Surf Life Saving Incorporated.

IRB: means Inshore Rescue Boat.

Intellectual Property Rights: means all rights subsisting in copyright, trade names, trademarks, logos, designs, equipment, images (including photographs, videos or films) or service marks (whether registered or registrable) including for example the words "surf life saving" the Club's logos and other information published by the Club.

JA: shall mean Junior Activities.

Life Member: means an individual appointed as a Life Member of the Club in accordance with Rule 17.1.

Life Membership Committee: means a Committee established by the Club to deal with Life Membership nominations and Honours for Members as per the Rules and Regulations.

Member means a duly elected and current member of the Club.

Officer: means a person elected by the Members or the Committee as such for the Club from time to time.

WH&S: shall mean Work Health and Safety.

Public Officer: means the Public Officer of the Club as required by the Act.

Regulations: means the regulations in this Constitution as may be amended, added to or varied from time to time by the Members in General Meeting in accordance with Regulation 6.

RSA: means Responsible Service of Alcohol as controlled by the NSW Office of Liquor Gaming & Racing.

Rules: means the rules of this document as may be amended, added to or varied from time to time by the Executive Committee in accordance with Regulation 50.

Season: means the period commencing 1 October in any year and ending on the 30 September in the following year.

Service: means cumulative years:

- (a) From first patrol as surf life saving award holder
- (b) From date of holding first committee position
- (c) From first holding an official position in the Club – e.g.: Coaches, Officials, Age Managers, Assessors, etc.

SLSNSW: shall mean Surf Life Saving New South Wales Inc.

SLSA: shall mean Surf Life Saving Australia Limited.

SLSA Regulations: means any regulations made by SLSA from time to time.

Special General Meeting: means a General Meeting other than the AGM.

Special Resolution means a resolution passed at any properly convened Committee meeting, or General Meeting at which a quorum is present, and passed by at least three quarters (3/4) of those present and entitled to vote in accordance with this Constitution.

Standing Committees: mean those committees established and appointed by the Club or the Executive Committee in accordance with this Constitution.

- (b) In this Constitution unless inconsistent with the context or subject matter wherever expressed, the singular includes the plural and vice-versa, and words importing gender include both male and female.
- (c) References to persons include corporations and bodies politic.
- (d) References to a person include the legal personal representatives, successors and permitted assigns of that person.

- (e) A reference to a function includes a reference to a power, authority and duty.
- (f) A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty.
- (g) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction).
- (h) Except where the contrary intention appears in this Constitution, an expression in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Law has the same meaning as that provision of the Law.
- (i) Expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.
- (j) If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of the Constitution or affecting the validity or enforceability of that provision in any other jurisdiction.
- (k) The specification of the objects of the Club in Rule 2 and the powers set out in Rule 3 of the Constitution, are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power nor than any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the ejusdem generis rule shall not apply.
- (l) The words "include" or "including" or their derivations and not words of limitation.

5. CLUB COLOURS

The Club colours are to be Sky Blue and White

6. AMENDMENTS TO CONSTITUTION

- (a) No amendment, addition to or other variation to this Constitution may be made or will be effective unless approved by a Special Resolution at a General Meeting of which twenty-one (21) days' notice has been given to Members stating the exact nature of the proposed amendment, addition or other alteration and such notice has been lodged with the Director of Administration at least forty-two (42) days before the required General Meeting.

- (b) Any amendment or variation to this Constitution required to be notified to and approved by a Minister of the Crown for the time being administering the *Charitable Fundraising Act, 1991 (NSW)*, will be subject to and must be so notified to and approved by such Minister of the Crown prior to such amendment or variation coming into effect.
- (c) The Public Officer will within two (2) weeks after the passing of a Special Resolution relating to the amendment, addition to or other variation of this Constitution, lodge with the relevant Regulatory Body notice of the same in the prescribed form.

7. CLUB REGULATIONS

- (a) The Club's Regulations and the Executive Committee may, from time to time, formulate, issue, adopt, interpret, amend or vary such Regulations for the proper advancement, encouragement, management and administration of the Club, the Club's Objects and surf lifesaving, as the Executive Committee thinks necessary or desirable. Such Regulations must be consistent with the Constitution and any policy directives of the Members in General Meeting.
- (b) All Regulations made under this Rule will be binding on all Members.
- (c) Amendments, alterations, interpretations or other amendments or variations to the Regulations will be advised to Members by mail, fax or email or any other available media deemed reasonably necessary by the Executive Committee.

PART 2 - MEMBERSHIP AND AFFILIATIONS

8. MEMBERSHIP

The Membership of the Club shall consist of:

- (a) The Executive Committee elected in accordance with the Rules and who shall have the right to be present, debate and vote at Executive and Sectional Meetings.
- (b) Officers elected in accordance with the Rules and who have the right to be present, debate and vote at Sectional Meetings.
- (c) Life Members, who have the right to be present at the Club Meetings, and who shall have voting and debating rights.
- (d) All Active Members who have obtained relevant SLSA awards.
- (e) All other Members shall have the right to be present at Sectional and Executive Meetings, but shall have no voting or debating rights.
- (f) All applications for Membership shall be made on the approved Association Form and all Members shall be bound by this Constitution and the Rules and Regulations.
- (g) Members must renew their Membership annually in accordance with the Constitution. Members, who are not financial by 1 October in the year of the forthcoming season, shall be deemed non-Members and shall therefore default all rights and privileges afforded to financial Members.

- (h) Because the Club is comprised of elected or appointed Members there is no right of rejection or right against termination of Membership and therefore no right of appeal against rejection or termination of Membership.

9. NEW MEMBERSHIP

- (a) All applications for Membership shall be made on the approved SLSA or SLSNSW Form and once elected or appointed all Members will be bound by this Constitution and the Regulations.
- (b) Each Membership application must be accompanied by the relevant subscription and as soon as practicable after receiving it and the subscription the Membership application will be considered by an Executive Committee Meeting which will determine and vote on whether to approve or to reject the application.
- (c) As soon as practicable after the Executive Committee has made its determination, the Club Registrar or other appropriate Officer will notify the applicant of the Executive Committee's determination.
- (d) No person financially indebted to any other affiliated club under Surf Life Saving Australia shall knowingly be admitted to Membership unless a Clearance Certificate is obtained from the other creditor club.
- (e) No new Member shall be allowed to vote at any meeting of the Club until, after acceptance of their application and six (6) months financial membership and is entitled to vote under their membership category.
- (f) Members shall not be allowed to stand for any position until they have been a financial member for a full twenty-four (24) months.

10. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) This Constitution constitutes a contract between each of the Members and the Club and they are bound by and will observe this Constitution, the Regulations, and also the constitutions, rules and regulations of HSLs, SLSNSW and the SLSA and:
 - (i) They will comply with and observe any determination or resolution, which may be made or passed by the Club or the Executive Committee or any duly authorised committee or board of HSLs, SLSNSW or the SLSA;
 - (ii) By submitting to this Constitution, the Regulations and also the constitutions, rules and regulations of HSLs, SLSNSW and the SLSA, they are subject to the jurisdiction of HSLs, SLSNSW and SLSA.
- (b) This Constitution, the Regulations and also the constitutions, rules and regulations of HSLs, SLSNSW and the SLSA are necessary and reasonable for promoting and achieving the purposes and objects of the Club and particularly the advancement and protection of Surf Life Saving as a community service.

- (c) Subject and according to this Constitution and the Regulations each Member is entitled to the respective benefits, advantages, privileges and services of the Club as allowed to their particular Membership category.
- (d) Members of the Club must renew their Membership annually in accordance with the Constitution and Regulations. Members, who are not financial by 31st October in the year of the forthcoming Season, will be deemed non-members and will forfeit all rights and privileges afforded to financial Members.
- (e) Because the Club is comprised of elected or appointed Members, there is no right of rejection or right against termination of Membership and therefore no right of appeal against rejection or termination of Membership.
- (f) Membership within the categories of educational member and junior activity member as defined in Rule 17 must be financial Members by 31 October in the year of the forthcoming Season. No further registrations for Membership will be taken after this date unless approved in writing by the Executive Committee.

11. DISCONTINUANCE OF MEMBERSHIP

A person ceases to be, or may be reinstated as, a Member in the following circumstances:

- (a) A Member having paid all arrears of fees payable by them to the Club may resign their Membership by giving their written notice of resignation to the Club:
- (b) The Club may cancel or discontinue a Member's Membership upon that Member's breach of:
 - (i) This Constitution (including, but not limited to the failure to pay any monies owed to the Club);
 - (ii) The Regulations;
 - (iii) HSLs constitution or rules and regulations;
 - (iv) SLSNSW constitution or regulations;
 - (v) SLSA constitution or regulations; or
 - (vi) Any resolutions or determinations made or passed by the Executive or Management Committees or any duly authorised Standing Committee.
- (c) A Membership may not be discontinued under Rule 11 (b) without the Club first giving the relevant Member, notice of their breach, the opportunity to satisfactorily explain to the Executive Committee and or remedy the breach.
- (d) Where in the Committee's reasonable opinion, a Member fails, to adequately explain or remedy the breach, that Member's membership may be discontinued under Rule 11 (b) by the Committee giving written notice of the discontinuance to the Member's Membership;
- (e) Membership, which has been discontinued under Rule 11 (b), may be reinstated at the discretion of the Committee;

- (f) A Member who ceases to be a Member shall forfeit all right in and claim upon the Club and its property, and shall not use any surf life saving equipment or any other property of the Club, including the Club's Intellectual Property. Where a Member ceases to be a Member he or she shall also forfeit all representation rights on the Sectional and Executive Committees;
- (g) Where an individual Member fails to renew their Membership within three (3) months after being requested to do so their Membership lapses and may only be reinstated if the lapsed Member reapplies for Membership in accordance with this Constitution which reapplication may be granted or rejected by the Executive in its absolute discretion; and
- (h) When the Member dies.

12. REGISTER OF MEMBERS

- (a) The Club Registrar shall establish and maintain a register in the appropriate SLSA approved membership database in which shall be entered (as a minimum):
 - (i) The full name, address, contact details and class of Membership and date of entry of the name of each Member; and
 - (ii) The full name, address, contact details and class of Membership and date of entry of the name of each Committee Member and their position of office held.
- (b) Members and Life Members shall provide the Registrar with notice of any change and required details within one (1) month of such change.
- (c) The Register of Members will be kept at the principal place of administration of the Club and will be open for inspection, free of charge, by any Member at any reasonable hour, upon reasonable notice. Details shall be maintained controlled in accordance with privacy laws.

13. COMMON SEAL

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

14. AFFILIATION, MEMBERSHIP AND INSURANCE LEVY FEES

- (a) The Executive Committee prior to any registration days determines membership fees.
- (b) Any Member being in default in payment of any liabilities to the Club may have their membership held up, or if already a Member, may be debarred by the Committee from participating at any examination, competition or display held under the control of the Club
- (c) Should any Member have difficulty in paying or meeting membership fees and levies, due to financial hardship, such Member may apply in writing to the Executive Committee for fees to be paid on behalf of such Member. The

Executive Committee shall deal with such matter in confidence and a decision shall be at the Executive Committee's discretion.

15. BRANCH AND CLUB AFFILIATION

- (a) The Club must re-affiliate annually with HSLs and to be eligible for membership of HSLs the Club must be incorporated.
- (b) The Club's annual application for membership of HSLs must be in writing on the form prescribed from time to time by HSLs and lodged with HSLs by the Club or its nominated representative.
- (c) Upon such re-affiliation the Club must lodge with HSLs any amendments to its Constitution or changes in its nominated representatives. The Club will ensure that this Constitution is amended in conformity with amendments made to the constituent documents and constitution of SLSNSW and SLSA.

16. DISCIPLINE OF MEMBERS

- (a) No Member, shall in their capacity as such a member or otherwise in any way purporting to represent the Club or surf life saving or the views of the Club or surf life saving generally;
 - (i) Participate publicly in any party political gathering or meeting, professing to represent the views or policies of the Club or surf life saving generally;
 - (ii) Be directly involved in any publication whether in a newspaper, on the internet, television, film or radio or like production or in any other manner express an opinion or belief tending to support or tending to discredit any political or religious party or any political candidate, activity of belief;
 - (iii) Draw any comparison or compare the discipline, procedures or activities of the Club or surf life saving generally of any part thereof with any political or religious activity, body or organisation.
- (b) Where the Committee is advised or understands that a Member has allegedly:
 - (i) Breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations, or the HSLs, SLSNSW or SLSA constitution, rules or regulations or any resolution or determination of HSLs or any duly authorized Committee or board; or
 - (ii) Acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of the Club and/or surf life saving; or
 - (iii) Brought the Club or surf life saving into disrepute

The Club may commence or cause to be commenced, disciplinary proceedings against that Member, who will be subject to, and submit unreservedly to the jurisdiction, disciplinary procedures, penalties and the appeal mechanisms of the Club as set out in the relevant SLSA regulations.
- (c) The Club may appoint a judiciary committee to deal with any disciplinary matter referred to it in accordance with the relevant SLSA regulations and any Member alleged to be in a breach of this clause or the other

requirements of this Constitution or the Regulations must be given written notice (forwarded by Certified/Registered Mail) by the Committee:

- (i) Clearly setting out the allegations against the relevant Member;
- (ii) Giving to the relevant Member reasonable notice to attend the judiciary committee at a specified place and time at which the allegations against the relevant Member may be dealt with;
- (iii) Inviting the relevant Member to respond to the allegations against them in writing and/or in person or both before the judiciary committee; and
- (iv) Advising the relevant Member they may not be assisted or legally represented but may call witnesses in their defense before the judiciary committee.

17. MEMBERSHIP CATEGORIES

The Membership categories of the Club shall consist of, and shall be consistent with SLSA membership categories as stated in the SLSA regulations and SLSA Membership Form namely:

- (a) Life Member
- (b) Long Service
- (c) Active (18 and over)
- (d) Active (15-17years)
- (e) Reserve Active
- (f) Cadet Member (13-15years)
- (g) Junior Activity Member (7-13years)
- (h) Educational Member (5-6years)
- (i) Award Member
- (j) Probationary
- (k) Associate
- (l) Honorary; and
- (m) Parent Member.

17.1 Life Membership

- (a) Subject to the other relevant requirements of this Constitution, Life Membership will be conferred upon Members who have rendered outstanding services to the Club and who are elected as a Life Member by secret ballot by a two-thirds (2/3) majority of the Members present and entitled to vote at an Annual General Meeting.
- (b) Life Members may be appointed from amongst the Members:
 - (i) Who may have become incapacitated in their performance of their duties as Lifesavers, however have continued to contribute to the Club,
or

- (ii) Who after twenty 25 years service, including a minimum 5 years on the Executive Committee, have rendered special and extraordinary services to the Club.
- (c) Nominations for Life Membership must receive the endorsement of the Life Membership Committee. The endorsement must be submitted to the Life Membership Committee for approval prior to presentation in writing to the Annual General Meeting of the Members.
- (d) Life Members shall be entitled to vote at all AGMs and Committee Meetings.
- (e) The calculation of an Active Member's length of active Membership for eligibility for Life Membership commences from the date of that Member's first rostered patrol.
- (f) Life Membership entitles the Life Member to have their annual membership fee waived for the remainder of their Life Membership.
- (g) The calculation of an Associate and other Non-active Member's eligibility for Life Membership commences from the date of that Member's commencing their period of Service. Refer to definition of Service.

17.2 Long Service Membership

- (a) Long Service membership may be granted in accordance with the requirements of SLSA from among Active Members or Reserve Active Members who have completed twenty (20) years of satisfactory patrols or who have completed fifteen (15) years of satisfactory Active patrols plus 5 (five) of satisfactory Reserve Active patrols inclusive of Club obligations with the Club, or any other Club affiliated with SLSA.
- (b) Long Service Members shall be exempted from patrol obligations. However they may be called upon to assist patrols as required by the Director of Life Saving.
- (c) Long Service Members shall be subject to all Regulations.
- (d) Upon written application of an Active Member or Reserve Active Member, the appointment to Long Service Membership may be made by a two-thirds (2/3), majority of the Committee present at an Executive Committee meeting.
- (e) Application may only need to be made once for Long Service Membership.

17.3 Active Membership

- (a) Active Members shall be the holders of the SLSA Bronze Medallion.
- (b) Active Members shall fulfil Club patrol obligations as rostered, or at such other times as may be deemed necessary by the Director of Lifesaving.
- (c) Active Members shall qualify in an annual proficiency test, each season unless the Member has obtained their Bronze Medallion in that season.
- (d) Active Members shall fulfil all Club obligations as required in this Constitution.

17.4 Reserve Active Membership

- (a) Reserve Active membership shall be in accordance with the relevant SLSA regulations and may be granted to Active Members who have satisfactorily completed, from the time of gaining the SLSA Bronze Medallion, fifteen (15)

years of Active service with the Club, or any other Club affiliated with the SLSA. If service is broken by no fault of a member, the Club will review the case.

- (b) Members must make application in writing to the Director of Lifesaving and gain approval from the Executive Committee to be eligible.
- (c) Reserve Active Members may be called upon to perform a minimum of sixteen (16) patrol hours in each club where they hold Reserve Active membership, as required by SLSA and further patrols at the discretion of the Director of Lifesaving.
- (d) Reserve Active Members shall complete an annual proficiency test.
- (e) Notwithstanding the above, Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of years of service.
- (f) Satisfaction of the requirements alone does not ensure a Member will be granted Reserve Active status.

17.5 Cadet Membership

- (a) A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals and, who has obtained the Surf Rescue Certificate or has passed and annual proficiency test.
- (b) A Cadet Member shall be rostered for patrols.

17.6 Junior Activity Member (7-13years)

- (a) A Junior Activities Member shall be a Member that shall be a minimum age of seven (7) years up to a maximum age of thirteen (13) years prior to midnight on the 30 September, and such a person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- (b) For Educational Members (5-6years) refer to Rule 17.7

17.7 Educational Membership (5-6years)

Educational Members shall be coordinated and managed as per the SLSNSW Junior Guidelines.

17.8 Award Member

- (a) Award membership may be granted to a Member who holds an SLSA award of one, or more awards as listed in the SLSA regulations.
- (b) Such Member may be called upon to perform patrols and/or other club obligations within the ability of their qualifications.

17.9 Probationary Membership

- (a) Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and /or the granting of a formal category membership.
- (b) All applicants for Active membership or Cadet Membership of the Club shall be known as Probationary Members until relevant awards are attained within the season of application. After that period they may be accepted or

rejected by the Committee as Active Members or Cadet Members without appeal.

- (c) They shall attend the required classes and sessions for their qualification for relevant awards and carry out patrols or other duties as required by the Committee.

17.10 Associate Member

- (a) No Member shall be eligible as an Associate Member under the age of thirty-five (35) years unless incapacitated or for some other reason satisfactory to the Committee.
- (b) An Associate Member shall be elected by a simple majority of the Committee present.
- (c) An Associate Member upon acceptance of his application is entitled to all Membership Privileges except voting, (unless elected to the Executive or Sectional Committees after twenty four (24) months of membership).
- (d) An Associate Member shall be subject to all Rules and be eligible for election to any official position, with the exception of the positions as stated under the Rules and Regulations.
- (e) At no stage shall there be more than one (1) Associate Members on the Executive Committee. An Associate Member will be exempt from this Rule if they have held a Surf Rescue Certificate and/or Bronze Medallion and completed a minimum of fifteen (15) years of patrol.
- (f) Associate Members will not be eligible to compete in any form of surf sports competition.
- (g) Associate Membership fees shall be more than Active Membership fees.

17.11 Honorary Members and Advisors

- (a) A General Meeting may, at its discretion, appoint Honorary Members of the Club. Honorary Members shall be limited to a total of ten (10) persons in any one Season whose nominations must be voted upon at a General Meeting. Honorary Members shall be entitled to the use of the Club premises and facilities only and shall have no voting rights.
- (b) A General Meeting may, at its discretion, appoint Honorary Advisors of the Club. Honorary Advisors may be requested to assist the Committee within the scope allowed by their professional codes and the Committee shall, with a resolution by the Executive, request such advisors to act on its behalf.

17.12 Parent Members

- (a) Parent Membership may be granted to parents of Junior Activities Members.
- (b) An Associate Member shall be elected by a simple majority of the Committee present.
- (c) An Associate Member upon acceptance of their application is entitled to limited membership privileges set by the Committee and shall not be entitled to vote,
- (d) Parent Membership fees shall be set by the Committee.

PART 3 - MEETINGS

18. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting shall be held each year prior to the HSLC AGM to receive the Annual Report and audited financial statements and to transact such other business as may be brought forward in accordance with these Rules;
- (b) The Annual General Meeting shall be held in the Club's clubrooms, unless other circumstances prevent this and only as approved by the Executive Committee;
- (c) Twenty Five (25) Members shall form a quorum to receive the report and balance sheet for the year, motions of which due notice has been given, general business such as may arise and to elect officers for the ensuing Season;
- (d) No non-financial members or Associate Members as stated in Rule 17.10(c) shall be allowed to vote at the Annual General Meeting;
- (e) Not less than twenty-eight (28) calendar day's notice of the Annual General Meeting shall be given in the local newspaper and or social media.
- (f) Voting shall be as per Rule 23
- (g) At least one (1) calendar month prior to the date of the Annual General Meeting, notice calling for nominations for all Executive and Officers shall be forwarded by the Director of Administration to the Members.
- (h) Should a quorum not be in attendance at the designated time and place, the Annual General Meeting shall be deferred and reconvened at a time and place designated by a majority of Members present at the Annual General Meeting, and if at such adjourned meeting a quorum is not present, it shall be adjourned sine die unless those present resolve to transact the business for which the meeting was called and in such case those persons present shall be a quorum;

(The words "sine die" mean indefinitely without any date being appointed)
- (i) With the exception of Patron and Vice Patrons all nominations shall be:
 - (i) Signed and endorsed by the Member being nominated;
 - (ii) Nominated and seconded by a Member who is entitled to vote;
 - (iii) Lodged with the Director of Administration of the Club at least fourteen (14) days before the meeting;
 - (iv) All nominations received by a Member (endorsed or otherwise) shall be forwarded to the Director of Administration;
 - (v) Nominations shall be as per Rule 22.
- (j) The Minutes of the Annual General Meeting shall be duly circulated to all Officers, Advisers, and Members and confirmed at the next Annual General Meeting of Members.

19. SPECIAL GENERAL MEETINGS

- (a) Special General Meetings may be called at the direction of the Executive. Written notice of such meeting including the date, venue and particulars of business to be dealt with by the proposed Special General Meeting, shall be forwarded by the Director of Administration to the Club. Officers, Advisers, and Members.
- (b) The Director of Administration, on the direction of the Executive Committee, or upon the request in writing of twenty-five (25) Members, stating the business to be discussed, shall call a Special General Meeting. Seven (7) days notice shall be given, and twenty-five (25) voting Members shall form a quorum. Voting shall be as laid down as for the Annual General Meeting.
- (c) Should a quorum not be in attendance at the designated time and place, the Special General Meeting shall be deferred and reconvened at a time and place designated by a majority of Members present at the Special General Meeting, and if at such adjourned meeting a quorum is not present, it shall be adjourned sine die unless those present resolve to transact the business for which the meeting was called and in such case those persons present shall be a quorum.
- (d) Only the business for which the meeting was called may be transacted.

20. MEETINGS OF THE EXECUTIVE COMMITTEE

- (a) The Executive shall meet as often as is deemed necessary in every calendar year for the dispatch of business (at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. The President shall on the requisition of four (4) Officers, convene a meeting of the Executive within reasonable time.
- (b) Subject to this Constitution, questions arising at any meeting of the Executive shall be decided by a majority of votes and a determination of a majority of Officers shall for all purposes be deemed a determination of the Executive. All Directors shall have one (1) vote on any question. The President shall have an additional casting vote where voting is equal.
- (c) A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Directors for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of the Executive duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.
- (d) Without limiting the power of the Executive to regulate their meetings as they think fit, a meeting of Executive may be held where one or more of the Directors is not physically present at the meeting, provided that:
 - (i) All persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) Notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Executive or this Constitution and such notice

specifies that Directors are not required to be present in person. In the event that a failure in communications prevents Rule 20(d)(i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule, then the meeting shall be suspended until Rule 20(d)(i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

- (e) At meetings of the Executive the number of Directors whose presence is required to constitute a quorum is five (5), refer to Rule 21.
- (f) Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence) not less than seven (7) days written notice of the meeting of the Executive shall be given to each Director. The agenda shall be forwarded to each Director not less than four (4) days prior to such meeting.
- (g) Members of the Executive Committee shall have the authority to make decisions pertaining to their area of responsibility needed for the day to day running of the Club. (Other than in contravention of the Rules, Regulations, HSLs, SLNSW, SLA regulations or a resolution of the Executive Committee during the current season).
- (h) The Executive Committee shall have the power to make and amend Rules within the scope of the Objects of the Club and this Constitution and pertaining to Lifesaving and competition.

21. QUORUMS AT ALL MEETINGS.

- (a) If there is not a quorum present at a Committee Meeting one (1) hour after the specified time of starting, the meeting shall be adjourned to a time and place to be decided by the Executive. Notwithstanding that a quorum is present, the Chairman or Officers present may adjourn the meeting until a later time in the same week.
- (b) The quorum at all Executive Committee Meetings shall be five (5) financial eligible Members;
- (c) The quorum at a Special Meeting shall be twenty five (25) financial eligible to vote Members;
- (d) The quorum at an Annual General Meeting shall be twenty five (25) financial eligible to vote Members;
- (e) The quorum at a Constitution and Rules Committee Meeting shall be five (5) financial eligible to vote Members;
- (f) The quorum at a Meritorious Awards Committee Meeting shall be five (5) financial eligible to vote Members;

- (g) The quorum at a Life Membership and Honours Committee Meeting shall be five (5) financial eligible to vote Members;
- (h) The quorum at a House and Building Committee Meeting shall be five (5) financial eligible to vote Members;
- (i) The quorum at Junior Activities Committee Meeting shall be five (5) financial eligible to vote Members.

22. NOMINATIONS

Nominations of candidates for election as Office Bearers of the Club:

- (a) Shall be submitted to the Director of Administration fourteen (14) days prior to the date of the Annual General Meeting given the support of two (2) financial Members who are entitled to vote.
- (b) Shall be taken from the floor of the meeting, given the support of two (2) eligible financial Members if no prior nomination has been received prior to the date of elections, refer to Rule 22(a).
- (c) If insufficient nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- (d) 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.
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (f) The ballot for the election of Office Bearers and ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (g) A Member may not be nominated for election to the Executive Committee or the same management position for more than seven (7) consecutive terms unless no other nominations are received for the position in question.

23. METHOD OF VOTING AT MEETINGS

- (a) Voting on any matter, the "by a simple majority" method of voting shall be employed at the Club meetings, with exception to Rule 17.1(a).
- (b) In the event of there being an equality of votes on any resolution in the "by the simple majority" voting, the Chairman of the meeting shall have a casting vote.
- (c) Only Members eligible to vote shall vote at the Club Committee Meetings.
- (d) All votes shall be given personally and there shall be no proxy voting.
- (e) Voting shall not be by postal ballot or electronic voting.

24. BALLOTS

- (a) In the case of any election, if insufficient nominations are received prior to the meeting to fill the position of an Officer or Adviser further nominations shall be recalled.

- (b) 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.
- (c) If the number of candidates exceeds the number required to fill the vacancy or vacancies then such vacancy or vacancies shall be filled by election by secret ballot.
- (d) The Chairman shall appoint poll clerks provided that any candidate, if they so desire, may appoint one scrutineer to observe the count on their behalf.
- (e) The order in which names of the candidates shall appear on a ballot paper shall be alphabetical.
- (f) Any member entitled to vote shall do so following the direction of the Chairman as to how to cast that vote and thereupon shall hand his ballot paper to a poll clerk.
- (g) At the conclusion of the counting of the ballot papers, the poll clerks shall hand to the Chairman the result of the poll and the ballot papers, whereupon the Chairman shall declare to the meeting the result of the poll. The result of the count may be disclosed on the vote of the meeting.

25. CHAIRMAN'S DECLARATION TO BE CONCLUSIVE

At any meeting, unless a show of hands is called for, a declaration by the Chairman that a resolution has been carried, or carried by a particular majority or lost or not carried by a particular majority shall be conclusive.

26. VOTING BY MAIL, FACSIMILE OR ELECTRONIC METHODS

- (a) Urgent matters arising between meetings of the Executive may be decided by a mail, facsimile or e-mail vote, which shall be conducted in the following manner:
 - (i) Upon the instructions of the President or by resolution of the Executive any matter which may be dealt with by the Executive shall be submitted to a vote by mail, facsimile or e-mail;
 - (ii) Where a vote by mail, facsimile or e-mail is intended to be taken, the Director of Administration shall send by mail, facsimile or e-mail to each Member who is entitled to vote, a clear statement of the question to be voted upon, with a request that they return their vote thereon by mail, facsimile or e-mail to the Director of Administration. Such request shall state the date upon which voting shall close;
 - (iii) Within seven (7) days of the closing of vote by mail, facsimile or e-mail the Director of Administration shall mail, facsimile or e-mail each Executive Member, a report of the result of such voting. The report shall contain a copy of the question and the resultant decision;
 - (iv) All mail, facsimile or e-mail votes received by the Director of Administration shall be filed with a copy of the question and a copy of the report of the result of the voting, and shall be retained in the official file of the Club for a period of not less than one (1) year.

27. NOTICES OF MOTION

- (a) Notice of any motion of which notice is required to be given shall be given in writing by the mover thereof (after being duly seconded) to the Director of Administration at least twenty- eight (28) days prior to the date of a meeting. The Committee and Members shall be given fourteen (14) days clear notice of such notices of motion by the Director of Administration. Any motion or resolution passed by NSLSC INC. may be rescinded or altered provided notice of rescission or alteration has been given in accordance with the Rules of Debate.
- (b) All notices of motion, of which notice is required to be given in writing, shall be considered by the Executive Committee to ensure they are in accordance with the Rules and Regulations.
- (c) Leave may be granted to amend such notice by resolution.
- (d) A motion of which due notice has been given, on being defeated, cannot be resubmitted nor may any other motion be moved having a similar effect within twelve (12) months from the date of its rejection except a motion relating to lifesaving appliances or methods.

28. RESCISSION OF RESOLUTIONS

A resolution passed at an Executive Meeting shall not be rescinded other than at a subsequent Executive Meeting. Notice in writing of the intention to propose a rescission shall be given to the Director of Administration at least twenty - eight (28) days before the Committee Meeting at which the proposal is intended to be moved and at least fourteen (14) days notice of the motion of rescission shall be given by the Director of Administration to the Members.

PART 4 - EXECUTIVE

29. EXECUTIVE

- (a) The Club Executive shall consist of the following Officers. :
 - (i) President
 - (ii) Director of Club Services/Deputy President
 - (iii) Director of Administration
 - (iv) Director of Lifesaving
 - (v) Director of Finance
 - (vi) Director of Junior Member Services
 - (vii) Director of Surf Sports
 - (viii) Director of Education
- (b) The management of the Club shall be vested in the Executive Committee consisting of the Executive Officers of the Club as per Rule 6(a).
- (c) The Executive Committee shall deal with all matters requiring immediate action.
- (d) Five (5) shall form a quorum.

- (e) All the foregoing Officers shall be financial members of NOBBYS SLSC and must meet the qualifications as prescribed from time to time by this Constitution.
- (f) The Executive Committee shall meet at least every second month and chair Sectional Meetings at least once every thirty (30) days or other interval as approved by the Executive.
- (g) Written notice need not be given of the meeting of the Executive.
- (h) Time and place of meetings shall be left to the Executive to decide from time to time.
- (i) Should any member of the Executive Committee absent himself from three (3) consecutive meetings, or otherwise neglect his duties without reasonable excuse, his seat may be declared vacant and the Executive Committee may elect another in his stead.
- (j) The Executive Committee will receive and deal with correspondence, receive and deal with reports from Standing and Sectional Committees, and generally administer and conduct the affairs of the Club.
- (k) Findings and rulings of the Executive Committee may only be varied by notice of rescission, Special General Meetings and General Meetings of the Club.
- (l) This Committee shall have the power to elect or delegate persons to special positions, which may arise to assist the proper functioning of the Club.
- (m) At Executive Committee Meetings, Members entitled to vote shall be Executive Members or their Sectional Committee delegate.
- (n) The President shall have a deliberate vote and a casting vote but no other Member shall have more than one (1) vote irrespective of the number of positions he holds.
- (o) The President shall Chair all meetings. If he shall not be able to attend any such meetings, the Director of Club Services shall Chair the proceedings. Should both the President and Director of Club Services be unable to attend any such meeting, then an Executive Committee Member shall assume the position of Chair for the meeting.
- (p) Subject to the Act and this Constitution, the business of the Club shall be managed, and the Executive shall exercise the powers of the Club. In particular, the Executive as the authority for surf lifesaving in the Club shall be responsible for acting on local issues in accordance with the objects of the Club and shall operate for the benefit of the Members and the community and shall govern surf lifesaving in the Club in accordance with the Objects set out in this Constitution.
- (q) The Executive shall authorise persons to speak on behalf of the Club.
- (r) The Executive shall be elected in accordance with this Constitution, and subject to this Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the declaration of positions open at the following Annual General Meeting. Officers may be re-elected.
- (s) In the event of a vacancy occurring during the year, such vacancy may be filled at an Executive Meeting, after calling for nominations or by vote by mail,

facsimile or e-mail conducted in accordance with a resolution of the Executive.

- (l) The President of the Club shall be the HSLC Council representative and shall represent the Club at meetings of HSLC, provided however in the event of an absence of the President the Executive may appoint a proxy representative.
- (u) In the absence of the President and Director of Club Services, the Chairman of all meetings shall be elected by vote of the Members in attendance.

30. PUBLIC OFFICER

For the purpose of the Law, the Public Officer shall be the appointed at the Annual General Meeting.

31. CASUAL VACANCIES

- (a) For the purposes of these Rules, a casual vacancy in the office of a Member of the Executive Committee or an Officer occurs if the Member:
 - (i) Dies;
 - (ii) Ceases to be a Member.
 - (iii) Becomes an insolvent under administration within the meaning of the Companies (NEW SOUTH WALES) code;
 - (iv) Resigns office by notice in writing given to the Director of Administration.
 - (v) Becomes of unsound mind or a person or estate is liable to be dealt with in any way under the law relating to mental health or;
 - (vi) Is absent without the consent of the Committee from three (3) consecutive meetings.
 - (vii) Is removed under Rule 32.
- (b) All Officers and Committee position holders shall continue in office subject to resignation, removal or disqualification from office until their successor/s are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at an Executive Meeting.

32. REMOVAL OF OFFICERS AND ADVISERS

In addition to the circumstances in which the office of an Officer becomes vacant by virtue of the Law, the office of an Officer becomes vacant if the Officer:

- (a) Dies;
- (b) Becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) Resigns his office in writing to the Committee;
- (e) Is absent without the consent of the Executive from three (3) consecutive meetings without valid excuse;
- (f) Without the prior consent or later ratification of the members in General Meeting holds any office of profit under the Club;

- (g) Is directly or indirectly interested in any contract or proposed contract with the Club. and fails to declare the nature of his interest;
- (h) Is removed by Special Resolution;
- (i) Has been expelled or suspended from membership;
- (j) Would otherwise be prohibited from being a Director of a corporation under the *Corporations Act*;
- (k) On the recommendation of the Executive Committee.

33. DELEGATION OF AUTHORITY

- (a) The Executive Committee may by instrument in writing create or establish or appoint from among its own members or from other selected personnel as occasion may require, special or standing committees, sub-committees, boards or individual officers and consultants to carry out such duties and functions and with such powers as the Executive determines.
- (b) The Executive may in the establishing instrument delegate such functions as are specified in the instrument, other than:
 - (i) This power of delegation; and,
 - (ii) A function imposed on the Executive by the Law, or any other law, or this Constitution or by resolution of the Committee.
- (c) A function, the exercise of which has been delegated under this Rule, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- (d) A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.
- (e) The Executive may by instrument in writing, revoke wholly or in part any delegation made under this Rule.

34. STANDING COMMITTEES

Exercising its authority under Rule 29, the Executive Committee will maintain and supervise the Standing Committees as listed below and may dissolve such Committees or establish other Standing Committees as the Executive Committee may decide which Committees will be organised and operate as provided for by the Regulations:

- (a) Constitution and Rules Committee
- (b) Meritorious Awards Committee
- (c) Life Membership and Honours Committee
- (d) Junior Activities Committee;
- (e) House and Building Committee;
- (f) Selection Committee; and
- (g) Judiciary Committee.

PART 5 - FINANCE AND PROPERTY

35. FINANCE

- (a) The funds of the Club shall be used in pursuance of the Objects and powers of the Club subject to any resolution passed by the Executive Committee.
- (b) The income and property of the Club shall be applied solely towards the promotion of the Club and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members. Provided that nothing herein shall prevent the payment in good faith of remuneration to any servant or Officer of the Club except for reimbursement of approved expenses incurred by Officers of the Club.
- (c) Investments should be as per the Charities Act/Guidelines.

36. FINANCIAL YEAR

- (a) The financial year shall be from 1 May to 30 April in the next year.
- (b) All payments received shall be banked in the name of the Club, and any payments made by cheque must be authorised by any two (2) of the President, Director of Administration and Director of Finance or any other person duly appointed for that purpose by the Executive Committee. Other methods of payment may be authorised by the Executive Committee after accounts have been passed for payment.
- (c) The Director of Finance shall submit a financial statement to each Executive Committee meeting and the Annual General Meeting.
- (d) The funds and all property of the Club shall be under the absolute control of the Executive Committee and shall be invested, applied, disposed of or used as directed by the Executive Committee.
- (e) The Director of Finance shall present the books of the Club to the Auditor for examination prior to the publication of the Annual Report and Financial Statement.
- (f) A copy of the Annual Report and Financial Statement shall be forwarded each year to SLSA, HSLs, SLSNSW and the relevant regulatory Body.

37. FUNDS – SOURCE

- (a) The funds of the Club shall be derived from entrance fees, annual membership fees of Members, donations and, subject to any resolution passed by Members in general meeting, such sources as the Committee determines.
- (b) All money received by the Club shall be deposited as soon as practicable and without deduction to the credit of the Club's account;
- (c) The Committee shall as soon as practicable after receiving any money, issue an appropriate receipt.

38. FUNDS – MANAGEMENT

- (a) Subject to any resolution passed by Members in General Meeting, the funds of the Club shall be used in pursuance of the Objects of the Club in such manner as the Committee determines.

- (b) All payments must be authorised by any two (2) of the President, Director of Administration and Director of Finance or any other person duly appointed for that purpose by the Executive Committee.
- (c) No two (2) persons from the same family or any person(s) in a relationship which may pose any potential conflict shall be permitted to be signatories for the Club

39. AUDITOR AND INSPECTION OF BOOKS

- (a) The Auditor shall be appointed at the Annual General Meeting to hold office until the next Annual General Meeting. In the event of the position of Auditor becoming vacant between the AGM and not being filled at the AGM, the Members may appoint an Auditor to fill such vacancy until the next AGM of Members;
- (b) The Clubs Officers and Members are not eligible for election as Auditor;
- (c) The Auditor shall conduct an audit of the books of accounts on the Club at the end of each financial year;
- (d) He shall also certify to the correctness of the Income and Expenditure Account and to the correctness of the Balance Sheet for submission to the Annual General Meeting and shall verify the existence of all the Club's monies and securities;
- (e) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of the Club, and shall be entitled to acquire from the Officers, Members and employees of the Club all such information and explanation as may be necessary for the performance of his duties
- (f) The Auditor shall submit a report to the Annual General Meeting of Members on the accounts examined by him and shall state:
 - (i) Whether in his opinion the accounts presented to the meeting have been properly drawn up so as to exhibit a true and correct view of the state of the Clubs affairs according to the best of his information and explanations given to him and as shown by the books of the Club;
 - (ii) Whether or not he has obtained all the information and explanations he has required;
- (g) The records, books and other documents of the Club shall be open for inspection, free of charge, by a Member at any reasonable hour and upon reasonable notice;
- (h) Except as otherwise provided for in this Constitution or the Rules, the Public Officer will keep in his or her custody or under his or her control all records, books or documents relating to the Club.

40. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENT

- (a) The Director of Administration shall cause to be prepared prior to the Annual General Meeting:
 - (i) A report of the activities of the Club during the previous season;

- (ii) Audited, financial statements for the financial year last ended, duly certified by the Auditor or Auditors and signed by the Director of Finance;
- (iii) All relevant Members shall submit to the Director of Administration at the close of each season and not later than three (3) weeks prior to the AGM, statistics and a report of their respective sections for the compilation of the Club's Annual Report.

41. REIMBURSEMENT OF COSTS

- (a) Subject to approval by the Executive Committee, Members or of any Standing Committees and Sub-Committees may be entitled to reimbursement of any costs incurred in carrying out their duties as laid down in the Constitution and Rules.
- (b) Prior permission and approval must be sought from the President or Director of Finance prior to incurring any costs.
- (c) Relevant receipts, invoices and any other relevant supporting documents, shall accompany these requests for reimbursement.
- (d) All documentation to be surrendered to the Director of Finance.

42. ACCOUNTS

- (a) No accounts for payment shall be paid unless an invoice or receipt form is produced.
- (b) Accounts may be paid provided correct invoice has been issued and the invoice certified that the account is in order.
- (c) The Director of Finance shall have the authority to pay recurring accounts in connection with the running of the Club (e.g. salaries, wages, telephone, electricity, etc.).

43. FEES, CAPITATION AND LEVIES

- (a) Annual membership fees shall be determined by the Executive each year and shall be payable by each Member prior to the 31st October. Members who are non-financial at a date agreed by the Executive will be notified by mail or any other method available at the time, informing them of their obligations. Whilst a Member's subscription remains overdue, the Member shall not be entitled to use the Club's premises or enter competitions.
- (b) The Club's gymnasium fees may be determined each year and shall be payable by each Member prior to utilising and accessing the gym. Fees shall include a deposit for the issue of a key. This deposit fee is to cover the replacement cost of the key.
- (c) Membership fees are to be paid annually as per this Constitution and the Rules.
- (d) Should any Member find he cannot pay his membership by the due date, he may apply in writing to the Executive Committee, who may grant him an extension of time to pay or other arrangements. Each case shall be treated and judged on its merits and in confidence.

- (e) Any Member (subject to Rule 43(d) above who is non-financial by 30 November in each Season shall forfeit all rights to membership and interest in the property or assets of the Club.
- (f) Any Member may invite a visitor into the Club premises. The introducing Member shall be responsible for such visitors. An Executive Member may permit distinguished guests to use the Club's facilities at his discretion. Such usage of the premises shall be reported to the subsequent meeting of the Executive Committee.

44. CLUB PROPERTY

- (a) No person may remove any property from the Club premises, or any place wheresoever any property belonging to the Club is kept, without first receiving permission of the Director of Club Services. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.
- (b) No person shall remove any surf life saving property or equipment from the Club premises, or any place wheresoever any property belonging to the Club is kept, without first receiving permission of the Director of Lifesaving. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.
- (c) Application for loan of equipment shall be made in writing and delivered to the Director of Club Services.
- (d) Should the Club cease to function as a Surf Life Saving Club or affiliated group, the HSLs shall stand possessed as trustee of all real and personal property of the Club or group. If failing to reform within a period of three (3) years, the Club or group shall be treated as defunct, and its property both real and personal shall (in consultation with the Clubs Trustees) vest in the HSLs absolutely.

45. PURCHASE OF GEAR & EQUIPMENT

- (a) All purchases for and on behalf of the Club (apart from petty cash purchases by holders of petty cash) shall be made after consultation with and approval by the Executive.
- (b) No Member is authorised to sign contracts or orders unless specifically approved by the Executive.
- (c) No Member is authorised to lend any Club equipment unless it is co-ordinated through the relevant Executive Member.
- (d) The Director of Finance shall maintain an Assets Register of all gear and equipment.

46. WINDING-UP PROVISIO

- (a) The action of winding up and distribution of the Club's surplus property shall be subject to decision by Special Resolution of the Members.
- (b) If on winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be

paid or distributed amongst the Members but shall be given or transferred to some other body that is a registered or exempt charity having objects similar to the objects of the Club and which shall prohibit the distribution of its or their income and property amongst its or their Members.

- (c) Notwithstanding anything contained in these Rules the "finance" and "winding up or dissolution" Rule 35 and Rule 46 will not be amended or removed from these rules.

47. MEMBER LIABILITIES

The liability of a Member to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club, is limited to the amounts, if any, unpaid by the Member in respect of their respective Membership fees and part sponsorship of equipment of the Club.

48. INDEMNITY

- (a) Every Officer, Adviser, Auditor, Manager, employee or agent of the Club shall be indemnified out of the property or assets of the Club against any liability incurred by them in their capacity as an Officer, Adviser, Auditor, Manager, employee or agent in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Law, granted to them by the court.
- (b) The Club shall indemnify its Officers, Advisers, Managers and employees against all damages and costs (including legal costs) for which any such Officer, Adviser, Manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (i) In the case of an Officer or Adviser, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
 - (ii) In the case of an employee, performed or made in the course of, and within the scope of his employment by the Club.

49. CLUB TRUSTEES

Four (4) trustees (Three (3) of whom shall be Life Members of the club and the Honorary Legal Advisor) shall be appointed at the Annual General Meeting for a period of five years.

Nominations shall be in accordance with, Part 3 – 22, supported by two (2) financial members who are eligible to vote and acceptance of the nomination signed by the respective nominees.

The nomination shall then be submitted to the Director of Administration 14 days prior to the AGM for review and subject to endorsement by the executive before presentation at the AGM. Voting shall be by a simple majority of financial members who are eligible to vote (in accordance with, Part 3 – 23).

Election to office shall be constitutional upon the elected trustees agreeing to abide by the Constitution and Rules of the club. The Trustees shall continue in office subject to resignation or removal there from until successor/s is appointed. A trustee shall cease to hold office where upon the following situations prevent the functional activity required:

1. The trustee dies or ceases to be a member of the club
2. By nature of bankruptcy
3. Due to medical condition that prevents such functional activity
4. By domicile outside the Hunter Region that prevents functional activity (unless leave is granted for a specified period
5. By the trustee's endorsed resignation being submitted to the Director of Administration
6. By forced removal from office

In the event of vacancy occurring in the office of trustees, the Club Executive shall review such vacancy and a suitable nominee shall be presented for endorsement at the Management Committee Meeting (or Special General Meeting?) at the earliest opportunity. However, the continuing Trustees shall continue in office.

Duties of Trustees (Refer also: Part 5 - 49)

In the event the Executive Committee ceases to function and / or the club should cease to function as a Surf Life Saving Club or affiliated group, the Trustees of the club shall assume a custodial role of the club's financial resources, intellectual, real and personal property in association with Hunter SLS Inc. during the period of recess (Nominated three (3) year max.)

In this situation, the Trustees shall be the sole authorised liaison with Hunter SLS Inc. and shall continue to provide progress reports on any proposed reformation of a functional club.

50. RULES

The Rules have been separated from the Club Constitution for the purpose of permitting them to be amended without the necessity of having to resort to an Annual or Special General Meeting of the Club.

In this regard any Rule may be amended by a two-thirds majority vote of the Club Executive Committee. Proposals for an amendment to a Rule must be received by the Director of Administration, no later than 14 days prior to the next scheduled Executive meeting to allow the proposal to be circulated to the Executive Committee prior to the meeting.

Rules

PART 6 - RULES AND MISCELLANEOUS

51. INSURANCE

- (a) The Club shall effect and maintain insurances pursuant to Section 44 of the Act 1984.
- (b) In addition to the insurance required under Regulation 51(a), the Club may effect and maintain other insurances.

52. GYMNASIUM

- (a) No Member under the age of 15 years shall train in or utilise the Gymnasium and its facilities, unless under the supervision of a qualified trainer or parent/guardian deemed appropriate by the Committee. Equipment or activities involving the application of masses (weights) or applied torque, stress and strain deemed inappropriate, for such members, by the committee or not in accordance with SLSA-A or Work Cover recommendations shall not be used.
- (b) Only current financial Members approved by the Executive of are permitted to access and use the Gymnasium facilities once they have paid a key deposit and any applicable fees.
- (c) Access to the Gymnasium shall be twenty-four (24) hours a day, unless directed otherwise by the Executive Committee.
- (d) Members using the Gymnasium must abide by the terms and use and the code of conduct, signing the register each use. The Executive will determine the terms of use and code of conduct based on SLSA standard procedures and guidelines and relevant WH&S legislation.

53. SALARIED STAFF

The Executive Committee representing the Club shall have the power to appoint, dismiss, define the duties of, and fix the rate of pay of, any salaried employees of the Club.

54. SPONSORSHIP

- (a) All sponsorship dealings and negotiations are under the coordination and control of the Sponsorship Coordinator. All dealings with prospective sponsors are to be progressed by the Sponsorship Coordinator once the initial contact has been made.
- (b) Sponsorship signage on the Clubhouse and its facilities shall be under the discretion of the Executive Committee.
- (c) All sponsorship proposals shall be first authorised by the Executive.
- (d) At no time shall rival enterprises be approached causing conflict between existing sponsors, unless authorised by the Executive.
- (e) Sponsorship will be in line with Club requirements as set out by the Executive.

55. KIOSK/CAFE

- (a) The management of the Kiosk/Cafe lease shall fall under the Director of Club Services.

- (b) The rent and subsequent incomes from the lease of the Club, Kiosk/Cafe shall be authorised by the Executive.
- (c) All monies and rent fees shall be forwarded to the Director of Finance.
- (d) Any such lease arrangement shall be authorised in writing as per the Kiosk/Cafe Lease contract document.

56. ASSESSMENTS

- (a) Proficiency dates are to be set prior to the season in consultation with the Director of Life saving and HSLs.
- (b) Any requests for proficiency tests outside designated proficiency dates must be approved by the Director of Life saving and submitted in writing to the Director of Lifesaving of HSLs.
- (c) Paperwork for all assessments is to be provided to the HSLs INC. office at least fourteen (14) days before the assessment.
- (d) Exams are to be rostered in conjunction with the HSLs INC.
- (e) All Examinations should be co-ordinated through the HSLs INC. office

57. REGISTRATION DAYS

- (a) Registration days are to be held annually prior to the commencement of the forthcoming season and after the Annual General Meeting.
- (b) The number of registration days and dates are to be set by the Executive Committee in consultation with the Director of Junior Member Services and HSLs.
- (c) The dates and timing for the registration days shall allow satisfactory timing for the manufacture and delivery of patrol rosters.

58. EQUIPMENT SPONSORSHIP

- (a) Equipment sponsorship shall be determined by the Executive Committee in consultation with the relevant sponsor.
- (b) Half share sponsorship of equipment between the Club and Members shall be determined by the sponsorship agreement.

59. NAMING OF CLUB EQUIPMENT

- (a) Members who may be eligible for the naming of equipment after them will be at the discretion of the Executive Committee.
- (b) Eligible Member's names shall be submitted in writing to the Executive Committee.
- (c) The Executive Committee shall have the authority to maintain the name of the relevant equipment confidential until such time as the time of the unveiling ceremony.

60. AUTHORITY TO APPOINT ADMINISTRATOR

- (a) Should the Executive Committee consider that a situation has developed within the Club which gives them extreme concern and is detrimental to the image of surf life saving, it shall have the authority to initiate discussion and investigate the operations of the Club and then if considered necessary the

authority to appoint person/s to take over control and re-establish a sound and satisfactory administration within the Club and for such time as considered necessary.

- (b) In such situation, HSLC INC. Shall be notified forthwith of the action taken by the Club.
- (c) In respect of Rule 57(a), Rule 57(b) any action taken shall be subject to ratification of the Executive Committee.

61. SAVING PROVISIO

In the event of any question arising which is not specifically provided for in the SLSA Constitution, the SLSA Regulations and the SLSA Manuals, the Rules and Regulations of SLSNSW or the Rules and Regulations of HSLC INC.it shall be competent for the Club to temporarily legislate thereon, pending due alterations to the Rules by Special Resolution.

62. AUDITORIUM HIRE

The Auditorium or any such facility of the Club may be hired under the Rules and conditions of the Hall Hire Agreement.

63. OFFICIAL CORRESPONDENCE

All official correspondence to and from the Club must be forwarded through the Director of Administration.

64. COPY OF THE CONSTITUTION

Each Member shall have access to the Club Constitution. A copy shall be available in the office of the Club and shall always be made available for perusal at any reasonable time by Members.

65. NON-POLITICAL AND NON-SECTARIAN

- (a) The Club shall be strictly non-political and non-sectarian and shall not directly or indirectly allow any subject bearing on politics or religion to be introduced or discussed at any meeting under its control or in any premises or place under its control either permanently or temporarily.
- (b) No Member shall, as such a member:
 - (i) Publicly participate in any political gathering or meeting as a surf lifesaver.
 - (ii) In any publication or on television, film or radio or like production, or in any other manner express an opinion or belief, which supports or tends to support or discredits or tends to discredit any political or religious party, activity or belief.
 - (iii) At any time publicly profess or claim to represent the views or beliefs of the Club or any part thereof or Members thereof.
 - (iv) Draw a comparison or compare the discipline, procedures or activities of the Club any part thereof with any political or religious activity, body or organisation.
- (c) Any Member alleged to be in breach of this rule shall be given notice by the Committee to attend a meeting of the Executive Committee at which he will

be dealt with. The notice shall set out clearly the allegations against the member and advise him that he may call witnesses in his defence at the meeting.

66. CONFLICT OF INTEREST

(a) A Member shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent themselves from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of an uncertainty as to whether it is necessary for an Officer to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Executive Committee or the relevant Committee.

67. CLUB CLOTHING

The Club competition cap will be sky blue with one (1) white stripe running front to back with a white stripe around the base.

- (a) All club clothing and merchandise shall be approved by the Executive Committee.
- (b) The Club uniforms shall be approved by the committee and shall have the club badge / emblem shall be positioned on the upper left hand side of jackets, shirts, blouses, etc.
- (c) The Cub swimming costumes shall be of a design as deemed appropriate at the time;
- (d) The Club Honour apparel shall be the same as 67(a) above, except that the Club badge shall be suitably endorsed. Permission to wear such apparel must first be obtained through the Executive Committee.

68. PATROL HOURS

- (a) The Patrol Season shall be from the first Saturday in the Spring public school holidays to the last Sunday in the Autumn public school holidays or, in special circumstances, as directed by the SLSNSW and agreed to by the Club
- (b) The Club shall perform rostered patrols during the season on Saturday, Sunday and Public Holidays as agreed to by the Club unless otherwise authorised by HSLs;
- (c) The compositions and hours of duty of beach patrols will be determined prior to the season beginning and notified to all Members ensuring proper surveillance and protection is afforded to beach users.

69. PATROLS

- (a) Members as per the Life saving Agreement and as directed by HSLs, SLSNSW and SLSA shall patrol Nobbys.
- (b) Patrols shall be appointed by the Director of Lifesaving and assisted by the Lifesaving Coordinator and shall be under the direction of the Patrol Captains selected by the Director of Lifesaving.
- (c) All Patrol Members shall be notified of their patrol obligations prior to the commencement of the forthcoming season. A patrol roster shall be displayed on the Club notice board, and any other forms of

communication afforded to the Club, and the plea of not having received notice of such duties shall not be deemed as excuse for failure to attend thereto.

- (d) The Executive Meeting may grant leave of absence of patrols on the grounds of sickness, other areas of duress or continuous absence from the District. Members granted leave through absence from the District must resume patrols upon returning to the District. The Executive Committee Meeting may at its discretion require any Member to whom leave has been granted to make up such time missed from patrol duties as it see fit.
- (e) Patrol penalties shall come under the jurisdiction of the Director of Life Saving.

70. PATROL REGULATIONS

- (a) Patrols shall assemble at the Club premises thirty- (30) minutes prior to the appointed time to commence duty.
- (b) Prior to the patrol commencing duty the Patrol Captain shall detail the position each person is to take in the event of emergencies and rescue.
- (c) Members of patrols are not allowed to leave their designated patrol area unless in extenuating circumstances and then must first obtain permission from their Patrol Captain.
- (d) Patrol Captains are held responsible for the efficiency of their patrol and are requested to hand to the Director of Life Saving the names of the absentees from their patrols and bring under his notice any irregularities, such as being late, leaving early, not being in uniform and being unready for instant call while on patrol. In the event of the Director of Life Saving not being available any such names shall be handed to the Life Saving Coordinator.
- (e) Patrol Members may appoint a substitute in their place when unable to attend their patrol. The Member appointed to substitute shall be responsible in the event of the substitute not attending.
- (f) In the event the patrol having finished its term of duty and the succeeding patrol failing to relieve it, the Patrol Captain shall leave sufficient members on patrol to carry on while he reports to the Director of Life Saving or Life Saving Coordinator.
- (g) The first patrol on duty shall see that all life saving equipment is placed in an adequate position on the beach.
- (h) The last patrol on duty shall return all such life saving equipment to the clubhouse, stored as directed by the Director of Life Saving in a clean, safe and operational condition.
- (i) Any faulty or defective equipment shall be removed from service and reported to the Director of Life Saving or Life Saving Coordinator immediately.
- (j) Patrol Members whilst on duty, must at all times wear the current SLSA approved Patrol Uniform that is deemed necessary for the completion of

patrol duties. Patrol Uniforms shall only be worn whilst travelling directly to, from and whilst on official surf life saving business.

- (k) Patrol Captains on the completion of their respective patrols must complete in detail all patrol logbooks and all relevant logbooks provided for that purpose.
- (l) All Active Members including Members of rostered patrols shall pass an annual proficiency test, the requirements for such test being those laid down by SLSA.

71. DUTIES OF OFFICERS AND ADVISERS

The Club requires the various Officers that are elected to perform such duties and undertake such responsibility as specified from time to time in the Club Regulations.

72. OFFICERS OF THE CLUB

The Officers of the Club shall consist of:

- (a) Life Members, OH&S Officer, Gym Coordinator, Licensee, Registrar, Junior Registrar, Member Protection Officers (1male & 1female), Publicity Officer, Website Coordinator, Fundraising Coordinator, Major Events Coordinator, Sponsorship/Grants Coordinator, Social Secretary, Merchandise Coordinator, Youth Development Coordinator, Age Manager Coordinator, Water Manager, Beach Manager, Junior Recorder, Competition Coordinator, Surf Boat Captain, Board and Ski Captain, Life Saving Coordinator, IRB Captain, Life saving Equipment Coordinator, Rookie Coordinator, Junior Education Officer.
- (b) Patrons, Honorary Positions and Honorary Advisers.
- (c) Any Member accepting nomination for the position of Director of Life Saving, Life Saving Co-ordinator, Director of Education, Director of Surf Sports, IRB Captain, Junior Education Officer, Surf Boat Captain, Board and Ski Captain, shall be the holder of the SLSA Bronze Medallion and an Active Member. .

73. POWERS & DUTIES OF EXECUTIVE OFFICERS

73.1 President

The President:

- (a) Shall administer and be responsible for all affairs of the Club;
- (b) Shall preside at all meetings of the Executive and functions where present;
- (c) Shall have one (1) deliberate and one (1) casting vote where there is an equality of votes at the Club meetings of which he is the Chairman;
- (d) Shall be responsible for seeing that all Office bearers carry out their duties in accordance with the Rules and By-Laws of the Club;
- (e) Shall be an ex-officio member of all Committees/Boards formed under these Rules;
- (f) Shall represent the Club at HSLC INC. Management meetings;
- (g) Shall represent the Club at any external functions where a member of Executive is required;

- (h) Shall have been an Active Member of a surf life saving club for a minimum of three (3) years.

73.2 Director of Club Services / Deputy President

The Director of Club Services:

- (a) Shall deputise for the President as, required, in his absence and assume responsibility for the President;
- (b) Shall assist the President as required;
- (c) Shall Chair all meetings of the Club Services Sectional Committee;
- (d) Shall appoint a Member of the Club Services Sectional Committee to take accurate minutes of all Sectional Committee Meetings and forward them to the Director of Administration within seven (7) days of meeting;
- (e) Shall maintain a register of all assets of sectional committee;
- (f) Shall manage the Clubhouse and its surrounding environment;
- (g) Shall manage and direct all sections of the Club structure under his control;
- (h) Shall oversee duties and responsibilities of the Club Services Sectional committee, see appendix 1;
- (i) Shall manage Club key register and be custodian of the Club keys;
- (j) Shall convene a meeting of their Sectional Committee at regular intervals of no less than thirty (30) days apart or as required and approved by the Executive of the Club;
- (k) In their absence shall appoint a delegate from the Sectional Committee to attend any Executive Meetings and notify the Director of Administration of the delegate.

73.3 Director of Administration

The Director of Administration:

- (a) Shall be responsible for the true minutes of the business done thereat and issue notices of meetings;
- (b) Shall attend to all correspondence, take charge of all papers, post notices in the Clubhouse of all matters in connection with the Club as directed by the Committee;
- (c) Shall Chair the Administration Sectional Committee meetings where present;
- (d) Shall appoint a Member of the Administration Sectional Committee to take accurate minutes of all Sectional Committee meetings and forward them to the Director of Administration within seven (7) days of meeting;
- (e) Shall maintain a register of all assets of sectional committee;
- (f) Shall convene a meeting of their sectional committee at regular intervals of no less than thirty (30) days apart or as required and approved by the Executive of the Club;

- (g) In their absence shall appoint a delegate from the Sectional Committee to attend any Executive meetings and notify the Director of Administration of the delegate;
- (h) Is empowered to receive monies on behalf of the Club. He shall account for all such monies to the Director of Finance;
- (i) Shall be responsible for the drafting of all Annual Reports of the Club's activities and its distribution to all members prior to the Annual General Meeting;
- (j) Shall, while he holds that position, shall be the Club's Public Officer as required by the Act and shall be responsible to see that the Club complies with the Act in all respects. The Public Officer shall liaise with the relevant Government Body administering the Associations Incorporation Act. This Officer will comply with the Act and will, among other things, notify the relevant body within fourteen (14) days of:
 - (i) Resources to all notices and correspondence from the relevant body;
 - (ii) Alterations to the Club Rules or Statement of Objects;
 - (iii) Alteration of his or her address;
 - (iv) Alteration of Public Officer;
 - (v) Lodgement of Annual Statement;
- (k) Shall be responsible for all documents, records and books belonging to the Club including the preparation of agendas and the production of minutes for all Executive Meetings and Sectional Committee Meetings;
- (l) Shall prepare reports for presentation and approval at Executive and Sectional Meetings;
- (m) Shall oversee duties and responsibilities of the Club Administration Sectional Committee, see appendix 1;
- (n) If at any time the position of Director of Administration becomes vacant the President shall assume the role of Public Officer pending the appointment or election of a Director of Administration.

73.4 Director of Finance

The Director of Finance;

- (a) Shall ensure that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b) Shall Chair the Finance Sectional Committee meetings where present;
- (c) Shall convene a meeting of their sectional committee at regular intervals of no less than thirty (30) days apart or as required and approved by the Executive of the Club;
- (d) Shall appoint a Member of the Finance Sectional Committee to take accurate minutes of all Sectional Committee meetings and forward them to the Director of Administration within seven (7) days of meeting;

- (e) In their absence shall appoint a delegate from the sectional committee to attend any Executive meetings and notify the Director of Administration of the delegate;
- (f) Shall ensure correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of the Club;
- (g) Hold in safe keeping the financial records of the Club at the principal place of business;
- (h) Shall cause all money to be lodged to the credit of the Club at the approved financial institution;
- (i) Shall at least monthly and at other times as required, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank passbooks and statements reconciling the balance shown therein with the balance as shown on the cash book;
- (j) Shall prepare accounts of the Club if and when requested by the Executive Committee;
- (k) Shall once in every year prepare a statement of income and expenditure together with balance sheet showing the position of the Club as at the date of the close of the financial year and arrange for presentation to the auditors for audit;
- (l) Shall maintain a master inventory of all assets of the Club.;
- (m) Shall arrange insurance on assets and for all risks that the Club. may require;
- (n) Shall keep a cash book, and other books that may be required to show the financial position of the Club, as well as the financial status of all members;
- (o) Shall report to the Committee any member whose subscriptions or dues are in arrears;
- (p) Shall control all funds and pay only such accounts as have been passed. He shall submit a summarised statement of receipts and payments at each Committee Meeting for the calendar month immediately preceding such meetings, together with a reconciliation of the balance of Bank Accounts;
- (q) Shall carry out the duties of purchasing and insurance activities of the Club; (r)
- (r) Shall oversee duties and responsibilities of the Club Finance Sectional Committee, see appendix 1.

73.5 Director of Junior Member Services

The Director of Junior Member Services:

- (a) Shall be the Manager of the Club Junior Activities;
- (b) Shall preside at all JA meetings and JA functions;
- (c) Shall represent the Club Junior Activities Section on the Executive Committee;
- (d) Shall manage and oversee all activities of Nobbys SLSC Junior Activities;
- (e) Shall manage and oversee attendance of JA Members at Club activities;

- (f) Shall manage and oversee all activities of the administration of the JA Section;
- (g) Shall appoint a Member of the Junior Member Services Sectional Committee to take accurate minutes of all Sectional Committee Meetings and forward them to the Director of Administration within seven (7) days of meeting;
- (h) Shall maintain a register of all assets of sectional committee;
- (i) Shall convene a meeting of their Sectional Committee at regular intervals of no less than thirty (30) days apart or as required and approved by the Executive of the Club;
- (j) In their absence shall appoint a delegate from the Sectional Committee to attend any Executive Meetings and notify the Director of Administration of the delegate;
- (k) Shall manage and oversee all activities of the JA Recorder;
- (l) Shall manage and oversee all activities of the JA Water and Beach Managers;
- (m) Shall manage and oversee the activities of the Age Manager Coordinator;
- (n) Shall liaise with the Patrol Captain prior to the commencement of beach and water activities;
- (o) Shall manage and oversee that all records of JA Activities are kept and are in order;
- (p) Shall provide a safe environment for JA Activities;
- (q) Shall manage and oversee the development and implementation of activities for JA Members of the club;
- (r) Shall manage and oversee the safe and efficient management and administration of JA gear and equipment;
- (s) Shall manage and oversee that all qualifications are in order for JA Members of the Club.;
- (t) Shall coordinate water safety in accordance with rules set down by SLSA, SLSNSW, HSL;S;
- (u) Shall manage and oversee all internal club competitions and Club Championships pertaining to JA;
- (v) Shall manage, organise and oversee Club Officials for all competitions where the Club is required to supply Officials at JA competitions;
- (w) Shall manage and oversee coaching requirements for Junior Activities Members;
- (x) Shall have the authority to appoint two (2) support people in an administration role and a JA Sub-Committee as necessary.

73.6 Director of Surf Sports

The Director of Surf Sports:

- (a) Shall ensure implementation of all SLSA, SLSNSW, HSL INC.and the Club policies relating to competition;

- (b) Shall manage, coordinate and administer all carnivals held on Nobbys;
- (c) Shall oversee security and maintenance of all competition equipment in conjunction with the relevant sectional surf sports captains;
- (d) Shall Chair all meetings of the Surf Sports Sectional Committee;
- (e) Shall appoint a member of the Surf Sports Sectional Committee to take accurate minutes of all Sectional Committee Meetings and forward them to the Director of Administration within seven (7) days of meeting;
- (f) Shall maintain a register of all assets of sectional committee;
- (g) Shall oversee duties and responsibilities of the Club Surf Sports Sectional Committee, see appendix 1;
- (h) Shall convene a meeting of their Sectional Committee at regular intervals of no less than thirty (30) days apart or as required and approved by the Executive of the Club;
- (i) In their absence shall appoint a delegate from the Sectional Committee to attend any Executive Meetings and notify the Director of Administration of the delegate;
- (j) Shall be an Active Member of the Club;
- (k) Shall manage and coordinate carnival entries and this shall include lodging JA and Senior entries at all HSLs, NSW and National competitions;
- (l) Shall manage and oversee all internal club surf sports competitions and Club Championships;
- (m) Shall manage, organise and oversee Club Officials for all competitions where the Club is required to supply Officials;
- (n) Shall manage and oversee all the Club team selections where multi discipline events are required;
- (o) Shall actively encourage and promote surf sports participation within the Club and the community;
- (p) Shall manage and oversee the appointment by nomination of a Touring Team Manager. Shall manage and oversee attendance by relevant Members at coaching, training, and Official's seminars and educational courses;
- (q) Shall ensure that all Trainers and Coaches are accredited as per SLSA regulations;
- (r) Shall forward any relevant surf sports information to all Members who require such information.

73.7 Director of Life Saving

The Director of Life Saving:

- (a) Shall be responsible for the general conduct of the Members;
- (b) Shall be responsible for the arranging and efficient running of patrols;
- (c) Shall manage and oversee all patrol competitions pertaining to the Club;

- (d) Shall encourage the participation of all Members in surf lifesaving activities;
- (e) Shall manage and oversee the preparation of patrol rosters;
- (f) Shall oversee and manage patrol logbooks and relevant information;
- (g) Shall manage and ensure the qualifications of all patrol members are current and coordinate the upgrading and continuous improvement of patrol members skills and qualifications;
- (h) Shall manage and ensure all Active patrolling members complete an annual proficiency;
- (i) Shall manage and oversee the entry of relevant patrol information into the recognised process as required by SLSA;
- (j) Shall ensure that all logbooks are completed satisfactorily at the end of each patrol;
- (k) Shall oversee duties and responsibilities of the Club Life Saving Sectional Committee, see appendix 1;
- (l) Shall Chair all meetings of the Life Saving Sectional Committee;
- (m) Shall appoint a Member of the Life Saving Sectional Committee to take accurate minutes of all Sectional Committee Meetings and forward them to the Director of Administration within seven (7) days of meeting;
- (n) Shall maintain a register of all assets of sectional committee;
- (o) Shall convene a meeting of their Sectional Committee at regular intervals of no less than thirty (30) days apart or as required and approved by the Executive of the Club;
- (p) In their absence shall appoint a delegate from the Sectional Committee to attend any Executive Meetings and notify the Director of Administration of the delegate;
- (q) Shall ensure implementation of all SLSA, SLSNSW and HSL INC. policies relating to lifesaving;
- (r) Shall be an Active Member of Nobbys SLSC.

73.8 Director of Education

The Director of Education:

- (a) Shall arrange and supervise the training of classes to qualify for the respective awards of Surf Life Saving Australia;
- (b) Shall be the holder of a Certificate 4 Training and Assessing or a Training Officer's Certificate, and shall regularly report his activities to the Director of Life Saving to aid in patrol qualifications;
- (c) Shall ensure implementation of all SLSA, SLSNSW and HSL INC. policies relating to education;
- (d) Shall ensure effective management of all relevant Training Officers. This is to include maintaining a register of all qualified Trainers;
- (e) Shall allocate appropriately qualified Trainers to each training squad and assist as required;

- (f) Shall manage and oversee the safe keeping and maintenance of all equipment used to instruct and train Members and the public;
- (g) Shall manage and oversee all examinations and ensure that all records are completed and submitted as per SLSA requirements;
- (h) Shall manage and oversee the collection and allocation of all SLSA awards for the Members as required by the Club;
- (i) Shall ensure that all training devices and aids are in satisfactory condition to allow for safe and efficient training;
- (j) Shall maintain a register of all Surf Lifesaving training aids and devices;
- (k) Shall oversee duties and responsibilities of the Club's Education Sectional Committee, see Appendix 1;
- (l) Shall Chair all meetings of the Education Sectional Committee;
- (m) Shall appoint a member of the Education Sectional Committee to take accurate minutes of all Sectional Committee Meetings and forward them to the Director of Administration within seven (7) days of meeting;
- (n) Shall maintain a register of all assets of sectional committee;
- (o) Shall convene a meeting of their Sectional Committee at regular intervals of no less than thirty (30) days apart or as required and approved by the Executive of the Club;
- (p) In their absence shall appoint a delegate from the Sectional Committee to attend any Executive Meetings and notify the Director of Administration of the delegate;
- (q) Shall be an Active Member of Nobbys SLSC.

74. POWERS & DUTIES OF CLUB OFFICERS

74.1 Work Health and Safety Coordinator

The Work Health and Safety Coordinator:

- (a) Shall be the Club authority on WH&S issues;
- (b) Shall monitor the safety of all Club facilities and Club equipment;
- (c) Shall complete WH&S inspections on all Club facilities and equipment as required in the SLSA WH&S inspection checklist. This inspection is to be completed annually or at more frequent intervals as required. The annual inspection is to be completed prior to the commencement of the new season following the Annual General Meeting;
- (d) Shall maintain a hazard register pertaining to any faults or problems as found as part of inspections or Member complaints. This register to be updated on a regular basis;
- (e) Shall report and recommend any WH&S issues to the Director of Club Services;
- (f) Shall oversee any works to be completed as a result of any WH&S issues;
- (g) Shall be the Club representative on WH&S panels and committees as required by HSLC INC. or any other parties;

- (h) Shall be a Member of the Club Services Sectional Committee;
- (i) Shall maintain a register of all Club assets pertaining to this position;
- (j) Shall provide the Director of Club Services with a proposed budget and annual plan within a time specified by the Executive;
- (k) Shall attend the Club Services Sectional Committee Meetings.
- (l) Shall undertake any training course as required by SLSNSW Policy and Guidelines.

74.2 Gymnasium Coordinator

The Gymnasium Coordinator:

- (a) Shall oversee all aspects of the operations of the Gymnasium;
- (b) Shall manage and oversee all maintenance and safety of the Gymnasium and its equipment;
- (c) Shall manage and oversee the Gymnasium budget as approved by the Executive;
- (d) Shall recommend and purchase new equipment as required by the operations of the Gymnasium and its Members with Executive approval;
- (e) Shall receive applications for Gym membership and forward to Executive for approval;
- (f) Shall collect all monies and fees for Gymnasium access and deliver to the Director of Finance;
- (g) Shall manage and oversee the cleanliness and hygiene of the Gymnasium and its equipment;
- (h) Shall ensure that all Members using the Gym qualify as per the Rules and Regulations of Gymnasium usage;
- (i) Shall advise Members on the use and methods of using the Gymnasium equipment;
- (j) Shall be a Member of the Club Services Sectional Committee;
- (k) Shall maintain a register of all Club assets pertaining to this position;
- (l) Shall provide the Director of Club Services with a proposed budget and annual plan within a time specified by the Executive;
- (m) Shall attend Club Services Sectional Committee Meetings.

74.3 Licensee

The licensee:

- (a) Shall act as the Club's Licensee and ensure that the Club is compliant with the relevant Liquor Administration Act and Legislation;
- (b) Shall maintain a list of Club functions and submit these to the relevant authorities for approval;
- (c) Shall ensure that all Liquor Licensing requirements are adhered to by the Club;

- (d) Shall maintain a register of Members qualified in the Responsible Service of Alcohol;
- (e) Shall ensure that only RSA qualified members access and work from the bar area at Club functions;
- (f) Shall manage and oversee any training required in the attainment of the Responsible Service Of Alcohol;
- (g) Shall be a Member of the Club Services Sectional Committee;
- (h) Shall maintain a register of all Club assets pertaining to this position;
- (i) Shall provide the Director of Club Services with a proposed budget and annual plan within a time specified by the Executive;
- (j) Shall attend the Club Services Sectional Committee Meetings.

74.4 Hall Manager

The Hall Manager:

- (a) Shall assume the responsibility for the care and control of the Clubhouse.
- (b) Shall maintain each section of the building to its maximum efficiency and keep the Committee informed of any improvements and/or renovations necessary to maintain such standards.
- (c) Shall require the approval of the Committee for any and all major items of expenditure except in cases of emergency whereby immediate action is called for
- (d) Shall be responsible for the hiring of the auditorium and shall maintain all records of such hiring and future bookings. Charges for the use of the auditorium shall be set by the Committee and reviewed from time to time.
- (e) Shall ensure that all relevant Hall Hire documentation is completed and held by both the club and lessees
- (f) Shall be responsible for collection of such fees from hall bookings and hiring. These monies are to be handed to the Hon Treasurer
- (g) Shall manage and oversee all cleaning of the facilities after functions
- (h) Shall liaise with any catering and clients engaged to utilise the hall and its facilities
- (i) Shall manage and oversee the cellar and cool room operations

74.5 Registrar

The Registrar:

- (a) Shall keep a register of Membership setting out in detail the name and address of every Member of the Club, date and year Member's joined the Club, this record should be kept in the appropriate SLSA application;
- (b) Shall keep a true record of all Office Bearers of the Club as elected at the Annual General Meeting each year;
- (c) Shall keep a true record of any outstanding feats, done either by the Club or Member(s), as authorised by the Committee or General Meeting;

- (d) Shall keep a Record of all external competition results;
- (e) Shall accept and process all Club registrations;
- (f) Shall enter and record all registrations and subsequent information in to the recognised SLSA system;
- (g) Shall manage and oversee the organisation and operation of Club registration days;
- (h) Shall collect all monies and fees for Club membership and deliver to the Director of Finance;
- (i) Shall be a Member of the Administration Sectional Committee;
- (j) Shall maintain a register of all Club assets pertaining to this position;
- (k) Shall provide the Director of Administration with a proposed budget and annual plan within a time specified by the Executive;
- (l) Shall attend the Administration Sectional Committee Meetings.

74.6 Junior Activities Registrar

The Junior Registrar:

- (a) Shall collect all monies and fees for Club membership and deliver to the Director of Finance;
- (b) Shall manage and coordinate carnival entries, and this shall include lodging JA entries at all HSLs, SLSNSW carnivals and JA events;
- (c) Shall enter and record all registrations and subsequent information in to the recognised SLSA system;
- (d) Shall assist the Club Registrar to manage and oversee the organisation and operation of Club registration days;
- (e) Shall be a Member of the Administration Sectional Committee and may attend Junior Member Services meetings when necessary;
- (f) Shall maintain a register of Club assets pertain to this position;
- (g) Shall provide the Director of Administration with a proposed budget and annual plan within a time frame specified by the Executive;
- (h) Shall attend the Administration Sectional Committee Meetings.

74.7 Public Officer

The Public officer:

- (a) Shall place all required public notices in the media as required by the Club's Constitution and Executive Committee;
- (b) Shall investigate and maintain any other forms of media that may be necessary to convey information to Members and the community;
- (c) Shall maintain a register of all Club assets pertaining to this position;
- (d) Shall provide the Director of Administration with a proposed budget and annual plan within a time specified by the Executive;
- (e) Shall attend the Administration Sectional Committee Meetings;

74.8 Publicity Officer

The Publicity Officer:

- (a) Shall place in the media all major Club and Club Member's achievements;
- (b) Shall prepare, maintain and distribute Club Newsletters;
- (c) Shall keep Members informed as required of Club activities;
- (d) Shall be a Member of the Administration Sectional Committee and may be necessary to convey information to Members and the community.

74.9 Website Officer

The Website Officer:

- (a) Ensure the website is up to date
- (b) Make any changes requested by the Executives

74.10 Member Protection Officers

The Member Protection Officers: 2

- (a) Shall be a Male and Female, both over the age of 21 years;
- (b) Shall ensure the safety and welfare for Club Members;
- (c) Shall assist in grievance and complaints resolution;
- (d) Shall act as an impartial body offering a sounding board to bounce ideas off;
- (e) Shall identify options for resolution of conflicts and grievances;
- (f) Shall have awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies;
- (g) Shall liaise with Members of the Club, President and other bodies;
- (h) Shall ensure completion of Prohibited Employment Declaration forms by all Members;
- (i) Shall be a Member of the Administration Sectional Committee.

74.11 Fundraising Coordinator

The Fundraising Coordinator:

- (a) Shall coordinate all fundraising activities designed to assist the operation of the Club;
- (b) Shall have the capacity to form a small sub-committee to assist with fundraising activities;
- (c) Shall report all activities and projected fundraising activities to the Executive prior to commencement;
- (d) Shall communicate and liaise with the Sponsorship Coordinator and Director of Finance on all activities of fundraising;
- (e) Shall be a Member of the Finance Sectional Committee;
- (f) Shall maintain a register of all Club assets pertaining to this position;

- (g) Shall provide the Director of Finance with a proposed budget and annual plan within a time specified by the Executive;
- (h) Shall attend the Finance Sectional Committee Meetings.

74.12 Major Events Coordinator

The Major Events Coordinator:

- (a) Shall manage and oversee all aspects of the clubs major events
- (b) Shall liaise with relevant organisations and parties during the process of organising the event. Shall have the capacity to form a small committee to assist with fundraising activities
- (c) Shall report all activities and projected major events to the Executive and Management Committees prior to commencement
- (d) Shall communicate and liaise with the Sponsorship Coordinator and Director of Finance on all activities of the major event
- (e) Shall manage and oversee the participants of the major events
- (f) Shall collect all monies and fees from the major event and deliver to the Director of Finance
- (g) Shall ensure that all relevant forms are submitted to the relevant authorities

74.13 Sponsorship Liaison/Grants Coordinator

The Sponsorship Liaison/Grants Coordinator:

- (a) Shall manage and oversee the sourcing and investigation of new and potential sponsors;
- (b) Shall support and assist all Members in the pursuit of sponsorship;
- (c) Shall be the central person of the Club to contact and approach potential sponsors;
- (d) Shall manage and oversee the invitation of sponsors to Club functions and relevant events;
- (e) Shall rigorously pursue Government grants and any form of grant that may assist the Club in its operations;
- (f) Shall manage and oversee the promotion of Club sponsors in the media and on Club facilities in conjunction with the Publicity officer;
- (g) Shall communicate and liaise with the Director of Finance on all activities in the pursuit of sponsorship;
- (h) Shall communicate the source and style of a sponsorship to the Executive before a sponsorship is negotiated;
- (i) Shall be a Member of the Finance Sectional Committee;
- (j) Shall maintain a register of all Club assets pertaining to this position;
- (k) Shall provide the Director of Finance with a proposed budget and annual plan within a time specified by the Executive;
- (l) Shall attend the Finance Sectional Committee Meetings.

74.14 Social Secretary

The Social Secretary:

- (a) Shall be responsible for the activities of the Social Committee including the organising and conducting of social functions for and on behalf of the Club;
- (b) Shall liaise with relevant organisations and parties during the process of organising the social activity;
- (c) Shall have the capacity to form a small committee maximum of four (4) Members to assist with social activities;
- (d) Shall report all activities and projected social activities to the Executive prior to commencement;
- (e) Shall communicate and liaise with the Director of Finance on all aspects of the social activity;
- (f) Shall manage and oversee the participants of the social activity;
- (g) Shall collect all monies and fees from the social activity and deliver to Director of Finance;
- (h) Shall ensure that all relevant forms are submitted to the relevant authorities through the Executive;
- (i) Shall liaise with the Licensee and Hall Manager to ascertain appropriate dates for functions;
- (j) Shall manage and oversee catering for major events, competition carnivals and any Club event requiring catering;
- (k) Shall liaise with suppliers of catering supplies;
- (l) Shall manage and oversee all forms of entertainment required at all functions and events of the Club;
- (m) Shall be a Member of the Finance Sectional Committee;
- (n) Shall maintain a register of all Club assets pertaining to this position;
- (o) Shall provide the Director of Finance with a proposed budget and annual plan within a time specified by the Executive;
- (p) Shall attend the Finance Sectional Committee Meetings.

74.15 Merchandise Coordinator

The Merchandise Coordinator:

- (a) Shall manage and oversee all aspects of Club merchandise when the Executive Committee deems it appropriate to do so;
- (b) Shall manage and oversee the purchase of Club competition clothing and apparel;
- (c) Shall manage and oversee the purchase of Club clothing and merchandise;
- (d) Shall collect all monies and fees from the sale of clothing and deliver to the Director Finance;
- (e) Shall manage and oversee the Club clothing stock;

- (f) Shall coordinate Club clothing for representative teams and touring teams;
- (g) Shall assist with the purchase of Club items for any relevant presentations or Club awards;
- (h) Shall be able to appoint a maximum of two (2) Members to assist with the role;
- (i) Shall liaise with suppliers of Club clothing and apparel;
- (j) Shall be a Member of the Finance Sectional Committee;
- (k) Shall maintain a register of all Club assets pertaining to this position;
- (l) Shall provide the Director of Finance with a proposed budget and annual plan within a time specified by the Executive;
- (m) Shall attend the Finance Sectional Committee Meetings

74.16 Age Manager Coordinator

The Age Manager Coordinator:

- (a) Shall manage and oversee all Junior Activities on Inter-Club competition days and on Club competition days;
- (b) Shall manage and oversee all activities of the Age Managers;
- (c) Shall act as Team Manager at Inter-Club competitions and surf carnivals for Junior Activities Members;
- (d) Shall ensure that all Age Managers are kept informed of current rules and regulations regarding competition;
- (e) Shall attend HSLs Age Manager Meetings;
- (f) Shall attend the HSLs Age Manager Course;
- (g) Shall educate the Age Managers in beach and water activities and education requirements;
- (h) Shall be a Member of the Junior Member Services Sectional Committee;
- (i) Shall maintain a register of Club assets pertaining to this position;
- (j) Shall provide the Director of Junior Member Services with a proposed budget and annual plan within a time frame specified by the Executive;
- (k) Shall attend the Junior Members Services Committee Meetings.

74.17 Junior Education Officer

The Junior Education Officer shall:

- (a) Manage and oversee the award requirements for all age groups under the Junior Activities;
- (b) Shall keep records of all awards progress;
- (c) Shall enter all records into the current Surf Life Saving Program;
- (d) Submit a copy of all required documentation to HSLs INC. by 10th December each year;

- (e) Shall assist the Age Managers in delivery of the education modules as set out by SLSA, SLSNSW, HSL INC.and the Club;
- (f) Shall coordinate with the Director of Education resources to assist with education modules;
- (g) Shall be a Member of the Education Sectional Committee;
- (h) Shall provide the Director Of Education with a proposed budget and annual plan within a time frame specified by the Executive;
- (i) Shall attend the Education Sectional Committee Meetings;
- (j) Shall maintain a register of Club assets pertaining to this position;
- (k) Shall be the holder of a SLSA Bronze Medallion.

74.18 Water Area Coordinator

The Water Area Coordinator:

- (a) Shall be responsible for the set up of the water area
- (b) Ensure there is adequate number of proficient water safety and IRBs
- (c) Coordinate and conduct water events

74.19 Beach Area Coordinator

The Beach Area Coordinator:

- (a) Shall be responsible for the setup of the beach area
- (b) Ensure there is adequate number of judges
- (c) Coordinate beach events

74.20 Junior Activities Recorder

The Junior Activities Recorder:

- (a) Shall adjust and monitor all handicaps directed by the Director of Junior Member Services;
- (b) Shall record the results of all JA Club competitions;
- (c) Shall after handicap events have been completed, make the necessary adjustments to handicaps as set down by the JA to ensure that at the commencement of each Club handicap day all pertinent handicaps are current and correct;
- (d) Shall provide attendance (sign in/ sign out) sheets for Age Managers each week;
- (e) Shall manage and oversee all the Club team selections where required pertaining to JA competitions;
- (f) Shall be a Member of the Junior Member Services Sectional Committee;
- (g) Shall provide the Director of Junior Member Services with a proposed budget and annual plan within a time frame specified by the Executive;
- (h) Shall coordinate awards for end of season with the approval of the Junior Member Services Sectional Committee;

- (i) Shall have an assistant appointed if required;
- (j) Shall attend the Junior Members Services Committee Meetings.

74.21 Junior Activities Equipment Coordinator

The Junior Activities Equipment Coordinator:

- (a) Shall be responsible for the safe storage, care and maintenance of all JA carnival, competition and Club equipment;
- (b) Shall advise the Director of Junior Member Services on matters relating to improving and replacement of competition equipment;
- (c) Shall ensure that the necessary equipment required for competitions is on hand and available for that day at both carnivals and club competition days;
- (d) Shall be a Member of the Junior Activities Standing Committee;
- (e) Shall maintain a register of Club assets pertain to this position;
- (f) Shall provide the Director of Junior Member Services with a proposed budget and annual plan within a time frame specified by the Executive;
- (g) Shall attend the Junior Activities Committee Meetings.

74.22 Junior Activities Age Managers

The Junior Activities Age Managers:

- (a) Shall be responsible for providing constant supervision of Members of the particular age group under their control and supervision during Club competition days;
- (b) Shall attend the HSLs Age Managers Course;
- (c) Shall attend HSLs carnivals where competitors from their age group are competing;
- (d) Shall ensure that all age group members are signed in and out at each Club activity;
- (e) Shall ensure all age Group Members remain under supervision until signed out by parent or guardian;
- (f) Shall record all attendance at Inter-Club competition days and Club competition days for that particular age group as well as events entered and places gained by competitors in such events;
- (g) Shall ensure that at the end of each day the relevant documents are returned to the Junior Activities Recorder;
- (h) Shall assist the Publicity Officer by supplying the names of Members for publicity purposes approved by the JA Member's parent/guardians;
- (i) Shall assist the Director of Junior Member Services with achievement awards and award instruction for that particular age group;
- (j) Shall be a Member of the Junior Activities Standing Committee;
- (k) Shall report to the Age Manager Coordinator.

74.23 Competition Coordinator

The Competition Coordinator:

- (a) Shall set dates for internal Club competition;
- (b) Shall set the format for Club Championships upon approval of the Surf Sports Committee;
- (c) Shall set the format for Club competition upon approval of the Surf Sports Committee;
- (d) Shall coordinate and conduct Club competition days and Club championships;
- (e) Shall keep accurate records of all Club competitions and results;
- (f) Shall liaise with sectional captains pertaining to Club competition requirements;
- (g) Shall be responsible for the care and maintenance of all equipment that is the property of the Club used for the operation of Club competitions;
- (h) Shall be responsible for handicap records as required;
- (i) Shall after handicap events have been completed, make the necessary adjustments to handicaps to ensure that at the commencement of each Club handicap day all pertinent handicaps are current and correct;
- (j) Shall be a Member of the Surf Sports Sectional Committee;
- (k) Shall maintain a register of Club assets pertaining to this position;
- (l) Shall provide the Director of Surf Sports with a proposed budget and annual plan within a time frame specified by the Executive;
- (m) Shall attend the Surf Sports Sectional Committee Meetings.

74.24 Surf Boat Captain

The Surf Boat Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all surf boats and ancillary surf boat equipment that is the property of the Club;
- (b) Shall manage and oversee the issue and utilisation of all surfboats and ancillary surfboat equipment that is the property of the Club;
- (c) Shall supervise and organise the training and education of Members in surfboat practices;
- (d) Shall be responsible for the upkeep and supervision of the premises at which the surfboat and ancillary equipment is stored;
- (e) Shall oversee and manage all surfboat competitors during the Inter-Club competitions and any event at which they compete;
- (f) Shall ensure that all competition entries are submitted to the Director of Surf Sports;
- (g) Shall actively encourage participation in surf boat rowing by Club Members and the community;

- (h) Shall assist the Director of Surf Sports as required in relation to selection of the Club, representative teams where surf boat competitors are required;
- (i) Shall oversee all selections of surfboat crews in consultation with Coaches, Trainers and surfboat sweep hands;
- (j) Shall be a Member of the Surf Sports Sectional Committee;
- (k) Shall maintain a register of Club assets pertaining to this position;
- (l) Shall provide the Director of Surf Sports with a proposed budget and annual plan within a time frame specified by the Executive;
- (m) Shall attend Surf Sports Sectional Committee Meetings.

74.25 Board and Ski Captain

The Board and Ski Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all boards and skis and ancillary board and ski equipment that is the property by the Club;
- (b) Shall manage and oversee the issue and utilisation of all board and ski and ancillary board and ski equipment that is the property of the Club;
- (c) Shall supervise and organise the training and education of Members in board and ski paddling practices;
- (d) Shall be responsible for the upkeep and supervision of the premises at which the boards, skis and ancillary equipment are stored;
- (e) Shall oversee and manage all board and ski competitors during the Inter-Club competitions and any event at which they compete;
- (f) Shall ensure that all competition entries are submitted to the Director of Surf Sports;
- (g) Shall actively encourage participation in board and ski paddling by Club Members and the community;
- (h) Shall assist the Director of Surf Sports as required in relation to selection of the Club representative teams where board and ski competitors are required;
- (i) Shall oversee all selections of board and ski teams in consultation with Coaches and Trainers;
- (j) Shall be a Member of the Surf Sports Sectional Committee;
- (k) Shall maintain a register of Club assets pertaining to this position;
- (l) Shall provide the Director of Surf Sports with a proposed budget and annual plan within a time frame specified by the Executive;
- (m) Shall attend the Surf Sports Sectional Committee Meetings

74.26 The Life Saving Coordinator

The Life Saving Coordinator:

- (a) Shall assist the Director of Life Saving at all times;
- (b) Shall in the absence of the Director of Life Saving carry out the duties allotted to the Director of Life Saving as authorised by the Director of Life Saving;

- (c) Shall in consultation with the Director of Life Saving appoint Patrol Captains for the rostered patrols;
- (d) Shall in consultation with the Director of Life Saving prepare and organise patrol teams as per SLSA requirements;
- (e) Shall prepare, organise and distribute patrol rosters as per SLSA requirements;
- (f) Shall liaise with Patrol Captains to ensure that Members complete their patrols or substitutes are available;
- (g) Shall enter relevant patrol information into the recognised process as required by SLSA;
- (h) Shall ensure that patrol logbooks and relevant information is in place ready for patrol commencement whenever a patrol is to be performed;
- (i) Shall be a Member of the Life Saving Sectional committee;
- (j) Shall provide the Director of Life Saving with a proposed budget and annual plan within a time frame specified by the Executive;
- (k) Shall attend the Life Saving Sectional Committee Meetings;
- (l) Shall maintain a register of Club assets pertaining to this position.

74.27 IRB Captain

The IRB Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all IRB equipment and ancillary IRB equipment that is the property of the Club;
- (b) Shall manage and oversee the issue and utilisation of all IRB equipment and ancillary IRB equipment that is the property of the Club;
- (c) Shall supervise and organise the training and education of Members in IRB practices;
- (d) Shall be responsible for the upkeep and supervision of the premises at which the IRB and ancillary equipment are stored;
- (e) Shall ensure that the appropriate log books are available and correctly completed as per SLSA requirements;
- (f) Shall ensure that IRB equipment is in satisfactory condition and ready for service at all times for beach patrols, lifeguards and after hours call outs;
- (g) Shall actively encourage participation in IRB competition by Club Members and the community;
- (h) Shall oversee and manage a roster for IRB services pertaining to water safety of surf carnivals held on Nobbys or by the Club in consultation with the Director of Surf Sports;
- (i) Shall oversee and manage a roster for IRB services pertaining to water safety for any major event on Nobbys or In consultation with the Major Events Coordinator;
- (j) Shall be a Member of the Life Saving Sectional Committee;
- (k) Shall maintain a register of Club assets pertaining to this position;

- (l) Shall provide the Director of Life Saving with a proposed budget and annual plan within a time frame specified by the Executive;
- (m) Shall attend the Life Saving Sectional Committee Meetings.

74.28 Life Saving Equipment Coordinator

The Life Saving Equipment Coordinator:

- (a) Shall assist the Director of Life Saving at all times with the management and maintenance of surf lifesaving rescue equipment;
- (b) Shall advise the Director of Life Saving on matters relating to improving and replacing surf life saving rescue equipment;
- (c) Shall ensure that surf life saving rescue equipment is fit for service and in satisfactory condition;
- (d) Shall ensure that all statutory inspections and calibrations are performed on surf life saving rescue equipment when required;
- (e) Shall liaise with the Life Saving Coordinator to ensure adequate training and instruction is performed on life saving equipment and surf rescue equipment;
- (f) Shall maintain a register of all surf life saving rescue equipment. The surf rescue equipment shall include but not be limited to:
 - (i) The Mobile vehicle and ATV's;
 - (ii) Trailers used to transport surf rescue equipment and surf life saving equipment;
 - (iii) Communications and radio systems for use on patrols and surf life saving communications;
 - (iv) Rescue boards;
 - (v) Rescue tubes;
 - (vi) Patrol shelters and associated equipment;
 - (vii) Resuscitation equipment;
 - (viii) Defibrillation equipment;
 - (ix) First Aid equipment;
- (g) Shall be a member of the Life Saving Sectional Committee;
- (h) Shall provide the Director of Life Saving with a proposed budget and annual plan within a time frame specified by the Executive;
- (i) Shall attend the Life Saving Sectional Committee Meetings;
- (j) Shall be an Active Member of the Club.

74.29 Youth Coordinator

The Youth Coordinator:

- (a) Will be responsible for the overall organisation of the Program within their Club.
- (b) The Youth Coordinator needs to ensure that all Youths are present at the induction evening

- (c) Organise and conduct a Youth and mentor meeting so Youths, Youths parents and mentors can meet. This can be done when 1st year Youths have completed their Surf Rescue Certificate by holding a BBQ in celebration of gaining their award and completing one part of the Program.
- (d) Need to liaise with your clubs Chief Instructor to ensure SRC training is going well and on track.
- (e) Need to liaise with your clubs Club Captain and ensure the Youths are assigned a mentor, have been allocated and entered into the patrol log and Surfguard.
- (f) During the initial implementation of the Program, it will be imperative for Branch to liaise closely with the Club Youth Coordinator. When the Program is up and running, a monthly check will be conducted by Branch with the Club Youth Coordinator to monitor progress.

74.30 Youth Development Coordinator

The Youth Development Coordinator:

- (a) Shall manage and oversee the conduct and co-ordination of all matters pertaining to youth development and youth membership;
- (b) Shall assist and advise Junior Activities Members to complete the transition from Junior Activities to Senior Club activities and responsibilities in association with the Youth Coordinator;
- (c) Shall implement, manage and oversee programmes for the development and integration of 14-year-old to 20-year-old Members;
- (d) Shall liaise with sectional surf sports captains to arrange a pathway to competition;
- (e) Shall liaise with the Director of Life Saving to manage and oversee youth development within beach patrols;
- (f) Shall arrange social activities and a development program each season;
- (g) Shall be entitled to three (3) assistants to assist with coordination to form the Youth Sub-Committee;
- (h) Shall be a Member of the Life Saving Sectional committee;
- (i) Shall maintain a register of Club assets pertaining to this position;
- (j) Shall provide the Director Of Life Saving with a proposed budget and annual plan within a time frame specified by the Executive;
- (k) Shall attend the Life Saving Sectional Committee Meetings.

74.31 Key Officer

The Key Officer:

- (a) Shall report to the Director of Club Services
- (b) Is responsible for the distribution and record keeping of keys

75. STANDING COMMITTEE MEETINGS

- (a) Oral or written notice of a meeting of a Standing Committee or Sub-Committees shall be given to each Member of the Committee at least 48 hours (or such period as may be unanimously agreed upon by the Members of the Standing Committee and Sub-Committee) before the time appointed for the holding of the meeting.
 - (i) Notice of a meeting given under clause (a) shall specify the general nature of the business to be transacted at the meeting.
 - (ii) No business shall be transacted by a Standing Committee or Sub-Committee unless a quorum is present and if within thirty (30) minutes after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same date of the following week.
- (b) If at the adjourned meeting a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the meeting shall be dissolved.
- (c) The Standing Committees of the Club shall be elected as required each year in accordance with the qualifications stated in the Clubs Rules.
- (d) Standing Committees shall meet as required and shall furnish a full and comprehensive report of the deliberations and recommendations to the subsequent Executive Committee meeting.
- (e) Any Member of the Standing Committee being absent from two (2) consecutive meetings without reasonable excuse shall forfeit his seat on such Committee.
- (f) The Executive Committee and Officers of the Club shall fill vacancies.
- (g) Each Committee shall elect a Chairman, who shall be the Convener, and a Secretary, except where otherwise provided, from the elected members at the first meeting held in each season.
- (h) The Club President or nominee shall occupy the Chair at such occasion.
- (i) The President and Director of Administration shall be Members, ex-officio, of each Committee.

76. CONSTITUTION AND RULES COMMITTEE

- (a) A Constitution and Rules Committee of five (5), two (2) of which shall be the President and Director of Administration and at least three (3) shall be Active Members shall be elected as required at an Executive Committee Meeting. All matters affecting the Rules, RULES and Regulations of the Club shall be referred to this Committee for report and recommendation to the Club
- (b) Every notice of rescission of a motion and all matters affecting the Rules of the Club shall be referred to this Committee for report and recommendations.
- (c) Recommendations which involve an alteration to the Rules, and Regulations shall be given effect to as provided in Rule 33.

- (d) Motions to alter the Rules or Objects may only be passed by a two-thirds (2/3) majority of voting Members present at a Special General Meeting or Annual General Meeting of the Club, of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution as a Special Resolution was given.
- (e) Any such alterations shall take effect when made and be promulgated and incorporated in the printed Rules Handbook.
- (f) Wherever any Rule or By-Law of this Club shall conflict with the HSLC INC. Constitution or By-Laws, the latter shall prevail.
- (g) Three (3) Members shall form a quorum. The Minutes of the Committee must be approved by the Executive Committee.

77. MERITORIOUS AWARDS COMMITTEE

- (a) The Meritorious Awards Committee of eight (8) members shall be limited to the Executive. The Committee shall investigate and report on all claims of Members for recognition under the Rules governing the issue of meritorious awards of SLSA. The recommendations of such Committee shall be submitted to the first following meeting of the Executive Committee.
- (b) Five (5) Members shall form a quorum.
- (c) Applications must be lodged with the Club within sixty- (60) days of the incident. Applications shall indicate that an award could be pending and investigations are proceeding.

78. LIFE MEMBERSHIP AND HONOURS COMMITTEE

- (a) The Life Membership and Honours Committee shall examine each nomination for Life Membership of the Club and decide whether the nomination has sufficient merit to warrant presentation to the Annual General Meeting. A Committee of six (6) Life Members shall be elected as required at an Executive Committee Meeting and shall constitute the Life Members and Honours Committee.
- (b) Five (5) Members shall form a quorum.
- (c) Nominations for Life Membership of the Club shall be submitted to the Director of Administration in writing. The nomination must address the criteria and the reasons for nomination. Nominations are to be signed by at least two (2) members with a minimum of 15 years service to the club. Nominations are to be retained by the President and Director of Administration and are to remain confidential until a determination is made by the Life Membership Committee and club executive.
- (d) The Life Membership Committee shall elect a Chairperson.
- (e) In order to be elected a Life Member, the nominee must receive at least two-thirds (2/3) support of the Life Membership and Honours Committee.
- (f) Recommendations by the Life Membership Committee shall be forwarded for consideration to the Executive Committee prior to the next Annual General Meeting. (For the criteria for Life Membership of the Club refer to Rule 17.1).

- (g) In the event of the President of NSLSC INC, being nominated for Life Membership, their duties and functions shall be performed by an Executive member elected for that purpose.

79. JUNIOR ACTIVITIES SUB COMMITTEE

- (a) The Junior Activities Sub-Committee will be Chaired by the Junior Member Services
- (b) In the absence of the Director of Junior Member Services, the Age Manager Coordinator shall assume the Chair;
- (c) The Junior Activities Sub-committee shall consist of: Director of Junior Member Services, Junior Education Officer, Age Manager Coordinator, Junior Registrar, Junior Recorder, Junior Equipment Coordinator, Age Managers and Coaches;
- (d) The Junior Activities Sub-committee shall meet once a month during the surf life saving season and as required during the rest of the year;
- (e) The Junior Activities Sub-Committee shall be responsible for:
 - (i) The conduct and coordinating of all matters relating to the junior development in the club;
 - (ii) Providing Junior Activities Members with education and skills relating to surf life saving;
 - (iii) Preparing Junior Activities Members for their eventual transition to Active Members.
- (f) The Junior Activities Sub-committee shall submit records of any meeting to the subsequent Executive Meeting.

80. HOUSE AND BUILDING COMMITTEE

- (a) The House and Building Committee shall consist of Executive Committee and elected Members as required. These Members, one (1) of whom shall be the Director of Club Services will be elected as required at an Executive Committee Meeting.
- (b) The House and Building Committee shall be responsible for all matters affecting the Club House, club buildings, fixtures and fittings.
- (c) The House and Building Committee shall be responsible for investigation into club renovations and extensions.
- (d) The house and building committee shall be responsible for the project management of any such works on the clubhouse and its facilities.

81. SELECTION COMMITTEES

- (e) A Selection Committee of five (5) one of which shall be the Competition Manager shall be elected at a general meeting of the Club as required. It shall be responsible for the selection of the Club representative teams and composite team events and the competition representatives in competition representation only. Three (3) members shall form a quorum.
- (f) Any other type of representation from time to time shall be dealt with by the Executive Committee.

- (g) Surf sports sectional selection committees shall be the Sectional Captains and two eligible section Members elected at a meeting of the eligible Members of that section.

Note: Eligible section Members shall be competitors and coaches with proven current interest and participation in that section discipline.

- (h) March Past Selection Committee shall be the March Past Coach, March Past Captain (elected by Team Members), Beach Sectional Captain and one other eligible competitor.
- (i) Beach competition selection and control shall be under the jurisdiction of the Beach Sectional Captain.
- (j) Patrol and First Aid Competition selection and control shall be under the jurisdiction of the Club Captain and Lifesaving Manager.
- (k) IRB competition selection and control shall be under the jurisdiction of the IRB Captain.
- (l) Ski competition selection and control shall be under the jurisdiction of the ski Sectional Captain.
- (m) Board competition selection and control shall be under the jurisdiction of the Board Sectional Captain.
- (n) Surfboat competition selection and control shall be under the jurisdiction of the Surfboat Sectional Captain.
- (o) Swim competition selection and control shall be under the jurisdiction of the Swim Sectional Captain.
- (p) The management of Representative and Touring Teams will be elected by the Committee according to the needs of the competition to be entered.
- (q) Junior Activity selection shall be under the control and jurisdiction of the Junior Activities Manager, a maximum of two (2) Age Supervisors, Competition Manager and Sectional Trainers.

82 JUDICIARY

- (r) Shall be elected at the AGM and shall consist of the Director of Club Services as Chairperson and six (6) elected members who represent a cross section of the Club including three (3) Life Members and shall be Guided by Rules and Principles of Natural Justice:
 - (i) A Member who is subject of a complaint must be fully informed of the allegations against them; A Member who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their defence;
 - (ii) All parties need to be heard and all relevant submissions considered; Irrelevant matters will not be taken into account; No Member may judge their own case; All Decision makers must be unbiased, fair and just;
- (s) The penalty imposed must not outweigh the offence. Five Members shall form a Quorum at any meeting of the Committee.

- (t) Any matter of contentious nature may be referred by the Executive Committee to the Judiciary Committee for adjudication.
- (u) The Committee shall report at once in writing as to its findings to the ensuing meeting of the Executive Committee Meeting. Upon reference or any inquiry to the Committee, the Chairman shall forthwith appoint a time and place suitable to the Members of the Committee for the inquiry. The inquiry shall be made as soon as possible after reference to the Committee.
- (v) The Director Of Administration shall give to the subject of inquiry at least fourteen (14) days notice in writing (forwarded by Certified/Registered Mail) of the time and place appointed for the investigation:
 - (i) Such notice shall clearly set out; The matter to be investigated; The time, date and place of the meeting; That the Member or Members may call upon such relevant witnesses, as they may desire.
 - (ii) That the Member or Members may, by the date set for such a meeting, supply in writing,(forwarded by Certified/registered Mail to the Director of Administration) for an adjournment not exceeding fourteen (14) days.
 - (iii) That the Member or Members may, by seven (7) days notice in writing (forwarded by Certified/Registered Mail) to the Director of Administration, request to have available at the inquiry the Members' whose names and addresses are therein furnished.
- (w) That the member or Members are not entitled to legal representation at any proceedings, but:
 - (i) The member or members are entitled to have with them, a Support Person, chosen by the Member;
 - (ii) That Support Person cannot otherwise participate in the proceedings and has no other role in the proceeding.
- (x) The Committee shall have the power to require the attendance of any Member at any investigation by the Committee. The Director of Administration shall give at least fourteen (14) days notice in writing (forwarded by Certified/Registered Mail) to a Member informing them of the time and place of the Investigation, and that they are requested to attend and shall give such notice to any Member whom the subject of the inquiry requests them in writing (forwarded by Certified/Registered Mail) at least seven (7) days before the date appointed by the investigation, to call as a witness.
- (y) Any notice requested by the Constitution to be given to the Director of Administration shall be given in writing, delivered personally or sent by certified/registered mail only to the Member or Members for whom the Notice is intended. A notice sent by post shall be deemed to have been given to the Member or Members on the consecutive day of the posting.
- (z) Any Member or Members who fail without reasonable excuse to comply with the requirements of such notice addressed to them by the Club's Director of Administration and who fails without reasonable excuse to comply with sub section (8) hereof shall be subject to such action as the Committee deems fit.

- (aa) Pending investigation, the subject of such an inquiry shall remain under suspension unless the Executive Committee making the reference direct to the contrary.
- (bb) The Committee may adjourn the inquiry.
- (cc) The findings of the Committee cannot be altered by the Authority appointing it, but a two-thirds majority of those present and voting at the meeting at which such findings are presented may refer the matter back to the Committee for further consideration or the hearing of additional evidence. The grounds for such reference shall be clearly stated.
- (dd) A member against which a Judiciary Committee has given adverse finding or decision, may, within twenty eight (28) days of the decision being conveyed to such a Member, appeal to the Club Executive Committee which ordered the investigation for leave to appeal to the next highest authority. HSLS, SLSNSW or SLSA as the case may be and such appeal must be lodged through the body against whose decision the appeal is being made. Fourteen (14) days notice shall be given of intention for leave to appeal and notice calling the meeting.

PART 7 - COMPETITION

83 CARNIVALS

- i. The Club cannot compete at any surf carnival if they do not have a properly constituted patrol on the beach.
- ii. A Member may not compete at any surf sports event if they are rostered on patrol and have not arranged a swap.
- iii. A Member may not compete at any surf sports event if they have not completed the required patrol requirements.
- iv. The Club shall have power to regulate all Club competitions and displays within the Club.
- v. The Club shall have power to allocate and appoint Officials to control such competitions or displays held within the Club
- vi. The Club may appoint referees, judges and other officials and may make rules for such competitions or displays held within the club respecting their power and duties.
- vii. The Club may appoint as an Official (other than examiner, referee or judge) any person (whether a member of any Club, or HSLS, or not) provided that it is satisfied that they have special knowledge qualifying them for such position. Any such person so appointed shall thereupon become and be a Member for the time they occupy such position.
- viii. An examiner, referee or judge in any Club Competition or display held within the Club must be a duly qualified Member or an accredited Official.
- ix. No competitor shall participate in any carnival, competition, procession or display conducted by or on behalf of any outside

person or organisation unless such Member has first obtained the written permission from the Club or completed a SLSA carnival entry and has been authorised by the Director of Surf Sports.

- x. In relation to trophies, prizes (cash or kind) and eligibility of Member/s representing a section of SLSA to compete for or accept such trophies or prizes, the SLSA Regulations shall apply.
- xi. A member must notify the Director of Surf Sports before entering any carnival.
- xii. All members must pay for their carnival entry unless agreed otherwise in writing by the Executive. The club will pay for early entry State and National entries for competitors. Any difference between the early entry and late entry fee will be paid by the member.
- xiii. The club will invoice members for their competition entry fee on receiving the tax invoice by the organising authority, should payment not have already been received by the Club.

84 CLUB CHAMPIONSHIP EVENTS

- i. The Club Competition Coordinator shall coordinate all aspects of the club championships.
- ii. The Club Competition Coordinator shall consult with relevant surf sports section Captains and the Director of Surf Sports to select relevant dates for the Championship events.
- iii. The number of rounds that the Championships shall consist of shall be put to the Surf Sports Sectional Committee prior to a calendar being issued.
- iv. The Club Competition Coordinator shall put to the Surf Sports Committee the surf sports disciplines to be included in the Championships.
- v. The Championship shall include but not be limited to a swim event, a running race and a board race at minimum.
- vi. The dates for Championships once finalised shall be distributed to all Members by the various means available to the Club
- vii. The Club Championship rounds shall be set on dates that will, where possible, accommodate all surf sport disciplines.

85 TOURING TEAMS

Touring teams will be selected as per Rule 81 of this Constitution.

85.1 Touring Team Manager

- i. The Executive may call for nominations for a Manager of a Touring Team as the need arises.
- ii. Nominations are to be submitted to the Executive Committee for endorsement.
- iii. The Manager shall be responsible to the Executive for organisation and management of the team selected to represent the Club.

- iv. The duties and responsibilities of the Manager shall be determined by the Executive in accordance with the requirements and nature of the tour and team selected.
- v. The Touring Team Manager shall assist the Director of Surf Sports with organisation of accommodation and transportation of competition equipment.
- vi. The Touring Team Manager is responsible for coordinating any touring team fundraising activities.

86 RULES OF DEBATE

STANDING ORDERS

- i. Order of business of the meeting shall be as laid down in the agenda of the meeting.
- ii. The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
- iii. Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, except the following formal motions may be moved, received and put to the meeting:
 - 1. Amendments to the motion;
 - 2. And procedural motions.
- iv. Only one (1) amendment shall be considered at a time.
- v. A person may move only one (1) amendment to a motion, but may speak on all other amendments.
- vi. The mover of an amendment has no right of reply.
- vii. The mover of the original motion shall exercise his right of reply at the end of the debate on the first amendment.
- viii. The mover of the original motion may not move an amendment to his motion.
- ix. Amendments shall be taken in order in which they affect the terms of the motion.
- x. No amendments shall be allowed with regard to those parts of the motion, which have already been determined.
- xi. An amendment must be relevant to the substantive motion, and must not be a simple negation of the motion.
- xii. Before any motion is put to the meeting the Chairman may require that it be committed to writing and handed to him.
- xiii. The Chairman shall have the power to refuse the closure motion ("that the question be now put").
- xiv. It shall not be permissible for any person who has spoken in the debate on a motion to move the closure of that motion.

- xv. If the closure motion is carried, the mover of the original motion shall have the right to reply before the question is put.
- xvi. It shall be the duty of the Chairman to preserve order so that the business may be conducted with due form and propriety.
- xvii. The Chairman shall have the right of debating on any question under discussion, but must first leave the Chair and not resume it until the question has been resolved.
- xviii. It shall be the duty of the Chairman to call to order a speaker who violates any rule of debate, and the privilege of any member to raise a point of order.
- xix. When more than one (1) Member rises at the same time to speak, the Chairman shall decide who shall be heard.
- xx. The Chairman may call the attention of the meeting to continued irrelevance or tedious repetition on the part of a speaker and may, with the approval of the meeting, direct such a Member to discontinue his speech.
- xxi. The question of whether a Member shall discontinue his speech shall be decided without debate.
- xxii. Any Member may raise a point of order against a speaker during debate, and the speaker against whom the point is raised shall cease speaking and shall sit down. The Member raising the point of order shall then state his reason, and the Chairman shall, without further discussion give his ruling. Subject to such ruling, the speaker shall be allowed to proceed. The Chairman's ruling shall be final unless challenged by a motion of dissent.
- xxiii. A Member dissatisfied with the Chairman's ruling may move a motion of dissent in the following terms "That the Chairman's ruling be dissented from". The Chairman shall then vacate the Chair and call upon a deputy to take the Chair. When the mover and the Chairman (in that order) have stated their cases, the acting Chairman shall put to the vote the question "That the Chairman's ruling be upheld".
- xxiv. Debates on motions shall not exceed twenty (20) minutes and speeches shall not exceed three (3) minutes.
- xxv. A motion of a negative character, the carrying of which will not alter the status quo, shall yield place to a relevant motion purporting to take positive action.
- xxvi. When a Member speaks he shall stand, address the Chair and confirm himself to the question under consideration, avoiding personalities and unbecoming language.
- xxvii. A Member, when speaking shall not be interrupted except by the Chairman, or by a Member raising a point of order, and then only for a breach of the Rules, By-Laws, or Standing orders.

- xxviii. A Member shall have the right to speak once only on any motion with the exception of the mover, who shall have the right to reply, when, however, he shall not introduce any new matter.
- xxix. Explanations shall be allowed from a member who has already spoken, but only to explain an actual misunderstanding or misstatement, and the Member shall be prohibited from debating the merits of any proposal in the course of such explanation.
- xxx. A Member moving a resolution or any amendment thereto shall be held to have spoken on the question.
- xxxi. A motion or amendment, which has been submitted to a meeting, may not be withdrawn without the consent of the meeting.
- xxxii. A motion shall be declared lost if it is not supported by a majority of Members voting.
- xxxiii. A Member requesting information, or wishing to ask a question, shall do so through the Chairman.
- xxxiv. Either three - (3) months must have lapsed or a two-thirds majority of those Members present and entitled to vote must be in favour of re-submission of any business that has already been decided by the Committee.
- xxxv. Provided that no speaker is on his feet and addressing the Chair, any Member may move that the meeting be adjourned to a specified time and place. Such a motion shall be treated as an ordinary motion except that:
 - 1. It may interrupt a debate; and
 - 2. The mover shall have the right of reply.
- xxxvi. Motions of which notices have been given shall be dealt with in the order in which they are received.
- xxxvii. Any Member desiring to speak shall stand up, unless special circumstances prevent this, and shall address the chairman respectfully. No Member shall use offensive or unbecoming words.
- xxxviii. Whenever the Chairman rises during a debate, the member then speaking shall sit down.
- xxxix. No Member shall interrupt another while speaking except on a point of order.
 - xl. The Chairman shall refuse to receive any amendment that is a direct negative.
 - xli. The Chairman shall have the casting vote any meeting.
 - xlii. In the event of any further matter being brought before any meeting which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the Chair and the meeting shall elect a Chairman pro tem until such a matter is dealt with.

- xliii. Voting shall be by the voices, show of hands, or division at the request of any member.
- xliv. If two (2) Members, who are present thereat, demand a secret ballot at any meeting it shall be taken upon such conditions as the Chairman of such meeting directs.
- xlv. The Chairman may appoint Members to assist him in counting a vote by a show of hands or division or a secret ballot.

APPENDIX 1 NOBBYS SLSC STRUCTURE

PURPLE: Elected Club Executives

BLUE: Elected Club Officers

ORANGE: Advisory Roles (not elected)

