MOOLOOLABA SLSC BYLAWS

Version 4

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PART 2 THE BY-LAWS

PLEASE NOTE:

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular, and as stated earlier are available on SLSA or SLSQ web sites.

SECTION 1: The Constituants

BY-LAW 1.1 - MANAGEMENT MEMBERS

The following Executive Officers shall be elected at the Annual General Meeting as provided for in Constitution **Rule 31 & 32**:

Lifesaving:
President, Secretary, Treasurer. Director of Surf Sports, Club Captain, Chief Training Officer, Junior Activities Representative

The Supporters Club President may attend as a guest with non-voting rights. It is his/her choice to attend.

BY-LAW 1.2 -OTHER OFFICERS

a) All or any of the following officers, shall be elected at the Annual General Meeting viz.:

Patron, Vice Presidents, Surf Boat Officer, IRB Officer, Lifesaving Gear and Equipment Officer, First Aid Officer, Safety Officer, Radio Officer, Youth Development Officer, Masters Officer, Team Manager, Judiciary Committee (7 positions), Grievance Officer (By Appointment), Club Supervisor (Branch Rep - By Appointment).

Nomination for Junior Activities Officer shall be subject to endorsement by the Junior Activities Committee, refer to (Appendix F).

b) Officers, as assistants may also be elected and eligible to attend Management Committee meetings without voting rights viz.:
(These members so elected may act as proxies in the absence of the officer for whom they act as assistants.)
Asst. Secretary, Asst. Treasurer, Vice-Captain, Asst. Surf Boat Officer, Asst. Dir Surf Sports, Asst. First Aid Officer, Asst. Chief Training Officer, Asst. Gear & Equipment Officer

c) The Club shall appoint (by invitation) at its Annual General Meeting the Club Auditor and Club Solicitor.

BY -LAW 1.3 -LIFE GOVERNORS

a) Life Governor Status may be granted to a Life member who has contributed to the Club with extraordinary service over and above that of Life Membership.
b) Life Governor Appointments, up to a maximum of two Life Governors, are for the term of the recipient's life and are not transferable.
c) New Life Governors can only be appointed upon the passing of an existing Life Governor.
d) In all other respects, Life Governors have the same rights and privileges as Life Members.
e) Life Governors have an open invitation to attend All Committees for both Life Saving and Supporters Club

BY -LAW 1.4 -LIFE MEMBERS

Life Members of the Club shall be entitled to attend General Meetings and hold Office if elected. Life Members shall receive special recognition, for example, a Life Members' badge (Appendix G) and/or certificate and be afforded special privileges to acknowledged Life Member status.

a) Life Members of the Club shall be entitled to attend General Meetings and hold Office if elected.

b) Entitled to full voting rights, full usage of Club facilities and privileges.

c) Guidelines of time frames of sustained distinguished / special service are:

(i) Members with normally a minimum of **20** years of continuous voluntary service.

(ii) Active, Active Reserve, Long Service members with consideration of Patrol duties, competition, further lifesaving training, patrol captain, administrative duties, nipper involvement, committee activity

(iii) Award, Associate, Honorary membership may be considered.

(iv) Other areas of distinguished/special services that maybe considered are:

a) Patrols as per their relevant award. e.g. Radio, First Aid, ART, IRB
b) Involvement with Nippers. e.g. Coaching, managing, JAC
c) Involvement with carnivals. e.g. Official, water safety
d) Involvement in fundraising
e) Committee involvement e.g. Management, JAC, Judiciary, Supporters Club, Surf Sports, managing, coaching, gear maintenance

BY-LAW 1.5– MEMBERS

Membership shall be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club and the Association and having completed the prescribed Association Form and submitted the required fee.

BY-LAW 1.6 - BRANCH COUNCILOR

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

BY-LAW 1.7 - AUXILIARY ORGANISATIONS

Auxiliary Organisations may be formed provided that the Constitution and activities of such organisations are subject to the approval of the Club and further provided that delegate representation to and from such organisation shall be as determined by the Club from time to time.

SECTION 2: Conditions Pertaining to Officers and Members

BY-LAW 2.1 –CONDITIONS

Membership of the Club shall be available to all persons provided that Active Membership Category shall be limited to holders of the Bronze Medallion, and subject to an annual proficiency test, and all members shall apply for membership (annually) on the prescribed Association Application for Membership Form.
Note: - Other conditions as provided for in Constitution Rules 14, 15, 16, 17, 18 & 19.

BY-LAW 2.2 - OFFICERS

a. Officers of the Club shall be elected from the Eligible voting members of the Club.

b. The Management Committee of the Club shall be the President, Secretary, Treasurer, Club Captain**,** Director of Surf Sports, Chief Training Officer, Junior Activities Representative nominees for these positions should first be reviewed by the Governance and Review Committee respect to the applicable work role, the applicants ability and availability to carry out duties of the office for which the nomination is received.

c. Only current Surf Bronze Medallion awardees shall be eligible for election to the following positions; Club Captain, Surf Boat Officer, IRB Officer and deputies to these positions.

d. Chief Training Officer shall hold a minimum of current training officer's certificate - desirable current industry Cert IV in training and assessment.

e. Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Officers. Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club.

f. Officers shall comply with the following principle statutory and common law duties:

1. to act honestly and in good faith in the interests of the Club;
2. to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
3. to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
4. to avoid any actual or potential conflict with their obligations to the Club.

a) Interests:

An Officer shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the eligible voting members at a General Meeting. Any such contract or arrangement entered into by or on behalf of the Club in which an Officer is in any way interested will be voided for such reason.
Note: with the exception of Water Safety as this is a service the club provides to the community and certain numbers are needed for these events

b) Disclosure of interests:

The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the members after the acquisition of the interest. If an Officer becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first General Meeting or Management Committee held after the Officer becomes so interested.

c) General Disclosure:

A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice, it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company.

d) Recording Disclosures:

It is the duty of the Secretary to record in the Minutes any declarations made.

e) Conflicts:

An Officer notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested. An Officer shall not sign a document where the Officer is interested in the contract or arrangement to which the document relates.

BY-LAW 2.3 - PATRON

A Patron shall be nominated at the Annual General Meeting and shall be a person of significant public standing.

BY-LAW 2.4 - DUTIES AND PRIVILEGES OF MEMBERSHIP

a. All financial members who fulfill patrol and club obligations as per their membership status shall have access to all Club facilities as per constitution rule 14

b. All financial Active (over 18 years of age), Long Service, Active Reserve, Life Members, and Officers shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings. Award members shall be given voting rights if approved and minuted by the Management Committee in accordance with rule 14.2c in the constitution. All other members may attend such meetings but have no voting rights.

b. All Active and Junior Lifesavers may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.

c. All members shall abide by the Constitution, By-Laws and Rules of the Club and the Association.

BY-LAW 2.5 - RENEWAL OF MEMBERSHIP

a. Members shall apply annually for renewal of membership by submission of the prescribed Association Form and payment of the prescribed fee, payable by 1st October each year. An additional administration fee may be charged for membership renewals and transfers that occur after 30th September each year.

b. For a member to be eligible to vote at the Annual General Meeting he/she shall be required to be a current financial active member.

c. Any member who fails to renew his/her subscription by the required date shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances, application for membership re-acceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees, and further provided that the relevant Committee shall have the sole right to grant or refuse such application.

BY-LAW 2.6 - LIFE MEMBER FUNCTION

a. The Club shall organise and subsidise an Annual Function for and on behalf of the Life Members and partners at which past members and partners may be invited to attend. Relative costs shall be determined by the Management Committee.

b. The Agenda of such function may include:

(i) A catered event'
(ii) A Presidents overview of the Clubs operations, budgets, financial situation and future proposals,
(iii) Question time,

In addition, may include:

(i) Guest speakers,
(ii) Entertainment
(iii) Nominations for other Club elections
(iv) Date of next function.

By-Law 2.7 - TRANSFERRING MEMBERS –

Any applicant transferring from another club shall have their membership dealt with by the Management Committee in line with club requirements for Active Reserve and Long Service membership as determined in the constitution under categories of membership noting the requirements for years of continuous service and patrol hour requirements.

As per the MSLSC Constitution Rule 14.4c;

Should a member join from another Surf Life Saving Club where they are a long Service Member then such a Member's Long Service may be recognized by the Board.

A transferring long service member will be required to undertake 25 hours of patrol at MSLSC within 12 months of joining.

SECTION 3: Conduct of Meetings

(Refer to Appendix 'B' and Rule 21 of the Constitution)

BY-LAW 3.1 - ANNUAL GENERAL MEETING

a) The Annual General Meeting of the Club shall be held at least two (2) weeks prior to the Annual General Meeting of the Branch on a date determined by the Management Committee. The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statement, the Election of Officers for the ensuing year, to deal with Notices of Motion correctly moved and to transact general business.

b) Written notice of the meeting shall be forwarded to each member as prescribed in the Constitution Rules 21, 22, 23 & 24

c) The order of business shall be:-

- Recording of attendance and apologies
- Confirmation of the previous Annual General Meeting Minutes
- Presentation and adoption of the Annual Report and Financial Statements
- Endorse Finance Budget for the coming season
- Election of Officers
- Endorsement of club nominations to the committee of the Supporters Club
- Endorsement of Branch Councilor (Club President)
- Endorse Junior Activities Committee
- Elect Judiciary Panel, Governance and Advisory Committee or any other Committee
- Election of Life Members (if any)
- Notice of Motion

d) All members may attend and participate as determined by the Chairperson but voting rights are as provided in the Constitution **Rule 14**.

BY-LAW 3.2 - MANAGEMENT MEETINGS

- The Management Committee shall meet as outlined in Constitution Rule 33.

a. Attendance at Management meetings may be open to other offices of the club to report as may be required from time to time meeting with the requirements of Constitution Rule 33.

b. Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be referred to the Association.

c. The order of Business shall be:-

- Apologies
- Disclosure of Interest
- Matters of Safety
- Confirmation of Previous Minutes
- Business arising out of Minutes
- Correspondence
- Finance
- Membership
- Delegates' Sub-Committee's and other Reports
- Notices of Motion
- General Business

BY-LAW 3.3 - OTHER COMMITTEE MEETINGS

Other Committees shall meet and operate in the area for which they are specifically created at times and places as required or as decided by the Committee Chairperson or the Management Committee.

SECTION 4: OFFICERS AND OTHERS

BY-LAW 4.1 - REQUIREMENTS

4.1.1 Work or other experiences relevant to the Role
4.1.2 Demonstrate commitment to the Mooloolaba Surf Lifesaving Club
4.1.3 Demonstrate interpersonal and communication skills
4.1.4 Desirable minimum 3 year's experience within Surf Lifesaving
4.1.5 Ability to manage change
4.1.6 Be a financial member of Mooloolaba Surf Life Saving Club;
4.1.7 Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian
4.1.8 Hold other association awards as per the club constitution
4.1.9 Be able to commit to sufficient hours per week, to ensure smooth and efficient running of the club.
4.1.10 Be able to commit to a full, one-year term in office upon election.
4.1.11 No Dual Member will be entitled to hold an appointed club position.

BY-LAW 4.2 - DUTIES

BY-LAW 4.2- 1 - THE PRESIDENT shall

a. be the nominal head of the Club and shall be a member ex-officio of all Committees;

b. be chairperson of the General and Management Committee meetings;

c. preside at all meetings of the Club and shall exercise his/her authority by generally supervising the affairs of the Club in conjunction with the Management Committees;

d. when presiding at a meeting, have a deliberative and a casting vote;

e. have unlimited authority on every question of order, only to what is equitable and just in the circumstances;

f. sit on the Supporters Club Management Committee as a Guest with non-voting rights

g. Be the Club representative on the Branch.

h. Publicity Officer of the Club

i. Has the authority to provide paid staff with direction.

BY-LAW 4.2- 2 - THE VICE PRESIDENT shall

a. assist the President and shall deputise for him/her in his/her absence, and shall carry out special assignments as directed by the President or the Management Committee.

BY-LAW 4.2- 3 - THE CLUB CAPTAIN must be an Active Member and hold a Cert II / Bronze Medallion

a. be chairperson of the Lifesaving Committee;

b. be responsible for the conduct and discipline of all Active Members in all Club matters, in Surf Life Saving;

c. arrange patrols and conferences with Patrol Captains during the season to discuss suggestions and observations made by him/her or them regarding the general efficiency of the Club in Surf Life Saving, refer to Appendix C; on to their proper destination;

d. have the power to refuse the use of Club gear or property to any person;

e. call upon any members to perform such duties as he/she deems necessary in the interests of the Club;

f. be an ex-officio member of Sub-Committees associated with his duties. E.g. Board of Lifesaving at Sunshine Coast Branch and SLSQ Operations Support

g. Desirable minimum of 1 year as a Patrol Captain

BY-LAW 4.2- 4 - THE SECRETARY shall

a. keep a register of all Members and an up-to-date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted;

b. forward notices of all meetings and the business to be transacted there at to Members in accordance with the By-Laws;

c. record and keep Minutes of all Annual General, General, Special General, Management Committee Meetings;

d. conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;

e. be responsible for collation of the Annual Report and to circulate to the Management Committee for approval prior to printing and circulation to Members at the Annual General Meeting.

f. carry out all duties arising from decisions of Annual, Special, General and /or Committee meetings.

g. Be responsible for organizing the Annual Dinner

BY-LAW 4.2- 5 - THE TREASURER shall

a. be chairperson of the Finance Committee;

b. Knowledge of accounting procedures and the ability to ensure all sections adhere strictly to relevant budgets

c. Receive all monies on behalf of the Club and shall issue receipts for same, and shall be responsible to the Management Committee for such monies. All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments over $100 shall be made by cheque;

d. Keep the necessary records as required by the relevant Government Act, viz., an electronic receipt book to acknowledge collections, ensure payments are made either electronically or via a cheque book issued by

the Club's bankers for the purposes of payments, and a Ledger to record income and expenditure. Details of cheque payments are to be recorded by the Treasurer, and duly presented to a meeting as set out in 1/D/2/5. The Treasurer shall ensure that the annual audited statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required.

e. At each Management Committee Meeting, present a report relating to the Club's finances, showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank statement together with a reconciliation statement, showing the balance as the debit or credit of the Club's finances.

BY-LAW 4.2- 6 - THE DIRECTOR OF SURF SORTS shall

a. be the Chairperson of the Surf Sports Committee;

b. be responsible for overseeing and coordinating all programs and activities relating to surf sports.

c. be chairperson of the Selection Committee.

d. arrange entries for carnivals and competitions in conjunction with the Selection Committee

e. in conjunction with relevant club officers arrange training schedules for club competitions;

f. be responsible for recommendation to the Management Committee in relation to purchase and sale of any competition equipment;

g. submit budgets to the Management Committee on proposed expenditure in relation to Surf Sports;

h. oversee all club coaches, ensuring they abide by all directions, policies and by-laws as laid down by the Management regarding purchase and sale of equipment for competition,

i. in conjunction with Team Managers oversee all competition and carnival activity of club members

j. Oversee all Club Coaches, Sweeps and Craft n and their activities but cannot appoint a paid coach without the approval of the Management Committee and that coaching terms be no more than 1 year with 1 year option, Ensuring they abide by Workplace Health & Safety, Club, Branch, State & SLSA Policies relating to Surf Sports

BY-LAW 4.2- 7 - THE CHIEF TRAINING OFFICER shall

a. arrange classes of Instruction and prepare all Probationary Members for award examinations; and the general education of Members

b. arrange a roster and deputise other qualified and trainee-Training Officers to assist in the preparation of such Probationary Members;

c. maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers.

d. Chief Training Officer shall hold a minimum of current training officers certificate - desirable current industry Cert IV in training and assessment

e. In conjunction with Club Captain prepare and promote annual calendar outlining training opportunities for members.

BY-LAW 4.2- 8 - THE JUNIOR ACTIVITIES REPRESENTATIVE shall

a. be chairperson of the Junior Activities Committee;

b. represent all Junior Activities at the Management Committee

c. be responsible for all matters relating to Junior Activities, refer to Appendix F;

Note: Where the Club appoints a Committee to manage Junior Activities act as its Chairman and shall be responsible for the conduct of that Committee and its activities refer to Appendix F.

BY-LAW 4.2- 9 - THE SURFBOAT OFFICER shall

a. be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto, refer to Appendix E-2;

b. at all times be subject to the direction of the Director of Surf sports

c. be responsible for the training and supervision of all surf boat crews in consultation with the Director of Surf Sports

BY-LAW 4.2- 10 - THE IRB OFFICER shall

a. be a qualified IRB Driver

b. at all times be subject to the direction of the Club Captain;

c. in consultation with the Club Captain ensure that powered surf rescue craft are ready for all operations including IRB ready for patrols and adequate fuel available in the IRB room.

d. be responsible for the care, maintenance and housing of Club IRB

e. be responsible for the provision of IRBs for training, assessment, water safety for competition and special events in consultation with the Club Captain

f. In consultation with the Club Captain be responsible for supervision of IRB drivers and crew

g. Enforces the Power Craft Code of Conduct see Appendix E/3

BY-LAW 4.2 - 11 - LIFESAVING GEAR AND EQUIPMENT OFFICER shall

a. be responsible for the housing and maintaining all club equipment in a serviceable condition and reports to the Club Captain, any damage which he is unable to repair. Any expense shall require the approval of the Management Committee;

b. Oversee the housing of boards & skis belonging to members, refer to Appendix E-1;

c. in consultation with the Director of Surf Sports permit or prohibit the storage of any personal equipment on the club premises

d. at the request of the Club Captain and/or Director of Surf Sports, make available club trailers for the transport of club craft and personal craft for transport to and from club carnivals and competitions.

e. in consultation with the Club Captain, CTO and Director of Surf Sports, permit or prohibit the use of any Club craft or gear; Delegate personal spots according to the craft matrix

f. Ensure member's equipment is stored according to their height and weight ratio in accordance with health and safety standards

BY-LAW 4.2- 12 - THE COMMUNICATIONS OFFICER shall

a. be a qualified Radio Officer;

b. at all times be subject to the directions of the Club Captain;

c. be responsible for the care, maintenance and availability of serviceable radio equipment;

d. be responsible for training and rostering of members and the radio communications requirements of the Club.

BY-LAW 4.2- 13 - THE MASTERS OFFICER shall

a. Report to the Director of the Surf Sports

b. Be responsible for all matters relating to the Masters

c. Sit on Master's selection committee

d. Be responsible for liaising / organising with relevant club departments for anything involving Master's

e. Subject to the direction of the Club Management Committee

f. Enforce competition patrol hours and raffles roster

BY-LAW 4.2- 14 - THE FIRST AID OFFICER shall

a. Possess a current SLSA nationally accredited First Aid Award, be responsible for fostering high standards for first aid treatment, and liaise with other accredited First Aid organisations e.g. St. John and Red Cross.

b. maintain adequate stocks of approved first aid material and equipment provided that he/she must first obtain the approval of the Committee for the purchase of materials;

c. maintain the first aid room in a clean and orderly condition and for the purpose, may, with the approval of the Captain, call on the services of any member;

d. organise and arrange instruction for First Aid Awards in conjunction with the Association;

e. keep a record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid;

BY-LAW 4.2- 15 - SAFETY OFFICER shall

1. **Club's duties and obligations under the *Work Health and Safety Act 2011***

a) Having a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of not only workers, including volunteers but all other third parties at the workplace including; other members, visitors, relatives, and others;
b) Maintaining places of work under your control in a safe condition and ensuring safe entrances and exits;
c) Making arrangements for ensuring the safe use, handling, storage and transport of plant and substances;
d) Providing and maintaining systems of work and working environments that are safe and without risks to health;
e) Providing the information, instruction, training and supervision necessary to ensure the health and safety of employees;
f) Providing adequate facilities for the welfare of workers;
g) Having a duty to consult with workers and other relevant bodies;
h) Exercise Due Diligence by keeping up-to-date on WHS matters;
i) Resolving WHS issues promptly; and
j) Notifying serious WHS incidents to WHSQ and recording all incidents

2. **How does the Club Safety Advisor assist the club with the above-mentioned duties and obligations?**

a) Through regular inspections of premises and providing the findings to the Management Committee with recommendations
b) Managing the incident notification process and subsequent incident investigation
c) Researching issues, providing the management committee with specific information as it relates to work health

and safety

d) Acting as the consultation and collaboration point between volunteers and the Management Committee on matters of work health and safety

e) Ensuring that the club is complying with their WHS obligations.

3. **Required training for Club Safety Advisors**

There is a 6 hour Club Safety Advisor Training Package that covers the following areas:

I. Fundamentals of Club Safety- Application of legislation in a Lifesaving context

II. Risk Management

III. Introduction to the Principles of Incident Management

4. **Report to the Management Committee**.

BY-LAW 4.2- 16 - THE TEAM MANAGER shall

a. be responsible for any outfitting and funding in excess of provision made by the Club Management Committee;

b. submit progress reports regularly to the Management Committee;

c. be responsible for the assembly (after selection), transport, accommodation and general behavior of the team;

d. in the case of large financial commitment submit a statement with receipts and invoices within thirty (30) days after the completion of the events;

e. assist with any displays or demonstrations required, where the Club is involved;

f. he/she or his/her appointed proxy attend all official briefings at events where the Club is represented.

g. Ensure carnival entries are submitted to the office for entering in to Carnival Manager prior to the closing date.

BY-LAW 4.2- 17 –THE YOUTH DEVELOPMENT OFFICER –

a. be responsible for the supervision of and liaising with members making the transition from Junior Activities Membership and/or for those new members joining the Club under the Cadet Membership category;

b. at all times be subject to the direction of the Club Captain and Vice Club Captain to provide educational and other worthwhile experiences in a wide range of subjects and skills for members within Junior Lifesaving groups;

c. in conjunction with the Captain, co- ordinate all matters pertaining to the responsibilities and obligations of cadet membership;

d. assist with the enhancement of membership recruitment and retention through the age levels;

e. pursue issues and activities of benefit to Junior Lifesavers;

f. foster recognition of the important role Junior Lifesavers play within the Club.

g. be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 15 years to 20 years);

g. oversee youth recruitment and retention programs/activities within the Club;

BY-LAW 4.2- 18 - BRANCH COUNCILLOR (OR ALTERNATE)

a. The Branch Councilor shall be the Club President and shall:

(i) attend all Branch Council Meetings as the elected Club representative on that body.
(ii) act as liaison between the Branch and the Club and fully and regularly report to the Club in writing or in person on the Branch activities.
(iii) appoint a Management Officer as proxy as and when required.

BY-LAW 4.2-19- THE GRIEVANCE OFFICER shall:

a. be appointed by the Club, Eligible voting Members at a General Meeting from a recommendation submitted by the Management Committee;

b. attend to all matters referred to him/her by the Club President;

c. determine (in consultation with Branch) matters relating to grievances, harassment, equity and the like;

d. as soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report;

e. refer it to the Club/Branch President who must then action the grievance within a reasonable time but no longer than three (3) months;

f. if the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;

g. if unable to resolve a grievance or the grievance is considered to be of a very serious nature, he/she shall report the grievance to the Club President/Judiciary for action;

h. keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to the Club President/Judiciary and/or an appropriate enforcement body following written authority from the Club President/Judiciary.

BY-LAW 4.2- 20- THE VOLUNTEER CO-ORDINATOR shall:

a. be appointed by Eligible Voting Members at a General Meeting from a recommendation submitted by the Management Committee;

b. develop and manage a Volunteer Recognition Program (VRP) at Club level which will raise the enjoyment and satisfaction of volunteers involved in Club activities;

c. liaise with the Branch and State Volunteer Coordinators on a regular basis and ensure that Club programs complement those conducted by the Branch and State Volunteer Coordinators;

d. provide advice to Club Officers on ways to ensure volunteers are recognised and satisfied the within the Clubs different areas of operations;

e. assist Club Officers to identify and recruit new volunteer officers, members etc.

f. in consultation with the relevant Club Officers, coordinate the interviewing/briefing sessions which may be required from time to time;

g. coordinate the development, review and updating of formal job descriptions/duties for all Club voluntary positions;

h. provide advice on the development and coordination of professional development programs and resources which will assist volunteer performance and satisfaction;

i. carry out research into volunteer satisfaction and performance levels and provide appropriate

recommendations;

j. be a member of the Youth and Membership Development and Junior Activities Committees;

k. submit an annual report for inclusion in the Club Annual Report document.

SECTION 5: Staff & Employees

BY-LAW 5.1 - STAFF APPOINTMENTS

The Management Committee may appoint paid employees for specific assignments.

BY-LAW 5.2 - ADMINISTRATION STAFF

The Administration Staff are paid positions (non lifesaving / volunteers) and subject to the directions of the Management Committee, he/she shall:

a. carry out and implement all decisions of the General Meetings, the Management Committee and within the scope of such decisions use their best endeavors to further the policies of the Club and the advancement of Surf Life Saving;

b. assist in the activities of the Club Officers and assist wherever possible or as directed;

c. be responsible to the President or his/her delegate on matters of day to day routine business and work performance.

d. be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Club to the Officers and members;

e. maintain close contact with Branch and the State levels of the Association including regular visits provided that he/she shall inform the Management committee of proposed visits;

f. assist and develop Club donors and sponsors with the assistance of the Management Committee Members, and oversee all fund raising activities as directed by the Management Committee;

g. in all aspects of their activities observe and comply with existing procedures of the Club as regards correspondence and communications;

h. assist to the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution.

i. All appointments are to be based on merit and approved by the management committee.

j. Volunteer members cannot be appointed to a permanent paid position without withdrawing their volunteer membership from the Club. (This is not retrospective)

k. All contractors and casual employees are to be approved by the management committee.

MSLSC expect all members to be respectful and courteous to staff members at all times. MSLSC will take a ZERO tolerance stance against verbal and physical abuse toward staff. MSLSC Code of Conduct applies to all members' interactions with all Permanent paid staff, contractors, casual employees, suppliers, tradespeople and all Mooloolaba Surf Lifesaving Supporters Club staff.

BY-LAW 5.3 – COACHING APPOINTMENTS

a) All coaching appointments need to be funded by external sponsorship or fundraising activities.
NOTE: not to be club expenditure discuss next meeting

Coaching remuneration is not to exceed 8% of gross revenue from the preceding year or $100K whichever is lower.

Where practicable all coaching appointments will be funded by sponsorship or fundraising activities.

b) All appointments need to provide coaching for all interested members (not only competitors)
c) No coaching contracts to extend beyond 12 months without review

d) All contracts to be reviewed on the basis of performance indicators, agreed at commencement of contract

e) All appointments are to be based on merit and approved by the full management committee.

f) All coaches report through to the Director of Surf Sports.

SECTION 6: Committees

BY-LAW 6.1 -GENERAL

a. Composition and membership shall be as prescribed in the respective By-Laws.

b. Membership may be drawn from members of the Club.

c. A member appointed to a Committee shall retain his/her appointment only whilst he/she retains his/her membership of the Club.

d. Eligible voting members at a General meeting may remove any member from membership of a Committee.

e. In the event of the absence of the Chairperson from any meeting, the meeting shall appoint one of its members to act during such absence.

f. It shall be the duty of the Club Secretary to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.

g. In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Management Committee thereon.

h. Unless specified otherwise in these By-laws, a quorum for a meeting of a Committee shall be a simple majority of the members thereof.

i. A Committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee.

j. Reports and recommendations of the Committees shall be presented in writing to the Secretary or appointing body.

k. No Dual Member will be entitled to an appointed club position.

BY-LAW 6.2 – MANAGEMENT COMMITTEE

a. The Management Committee shall comprise the Board viz. President (Chairperson), Secretary, Treasurer Director Of Surf Sports, Club Captain, Chief Training Officer Junior Activities Representative
b. the Supporters Club President is entitled to attend all meetings as a non-voting Guest.

BY-LAWS 6.3 – GOVERNANCE AND ADVISORY COMMITTEE

Shall comprise the Life Governors, and between two (2) and **four** (4) Eligible voting Members of the Mooloolaba Surf Club. Members of the management committee are not eligible to be on the Governance and Advisory committee. At times positions may be needed from other committees of the club to help in different circumstances. Positions will ideally be filled by the most suitably qualified candidates including some of the following:

a) minimum of 5 years continuous Club Membership
b) Understanding of the structure, culture, policies, Procedures of the Club.
c) Experience on Boards/committees and/or experience in the area of responsibility of the Governance and Review Committee.

d) Ability to operate as part of a team.
e) Ability to manage change

All nominations for Governance and Advisory to be reviewed by two Life Governors based on the suitability of above criteria.

Committee will elect their own Chairperson.

Their responsibilities shall include;

i) Constitution and Bylaw updates

ii) Recommendations on Club Policy matters as this committee determines are required

iii) Assess whether candidates for Management Committee positions meet the criteria for their position and advise the candidate and members accordingly.

iv) Review and consider recommendation for all capital expenditure over $30K

v) Review of the Clubs Performance Management practices and effectiveness making recommendations where necessary

vi) Review Governance processes to ensure they provide accountability and transparency

vii) Review, Financial reports prior to Quarterly General Meetings

BY-LAW 6.4 - LIFESAVING COMMITTEE

a. The Lifesaving Committee shall comprise the Club Captain (Chairperson), Vice-Captain, Chief Training Officer, Patrol Captains, Club Supervisor, Radio Officer and other officers as determined by the Management Committee.

b. It shall be responsible for

(i) maintaining and improving lifesaving patrols and services;

(ii) conducting training, instructional and proficiency programs for members;

(iii) disseminating lifesaving information;

(iv) dealing with matters referred to it from the Management Committee or Council;

(v) making recommendations relating to lifesaving to the Management Committee.

BY-LAW 6.5 - SURF SPORTS COMMITTEE

a. The Surf Sports Committee shall comprise Director of Surf Sports (Chairperson), Asst. Dir. Surf Sports, Club Coaches, Team Manager(s) and other Officers as determined by the Management Committee.

b. It shall be responsible for

This Selection Committee shall consist of the Director of Surf Sport, Coaches and the Team Manager and selection made as per the Competitors Manuel and shall notify members of all selections by placing same on the Club Notice Board, Club Website and/or notification by Email. Such selections shall be final and binding.

BY-LAW 6.6 - JUNIOR ACTIVITIES COMMITTEE

a. Comprise those members interested in:

   (i) The conduct and co-ordination of all matters relating to Junior Activities.

   (ii) Providing for junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment.

   (iii) Preparing junior members for their eventual transition to the marine and patrol environment of the senior movement.

   (iv) Participating in such activities.

   (v) Be represented on the Club Management Committee by the Junior Activities Chairperson

   (vi) Operate as provided for in Appendix F.

BY-LAW 6.7 - LIFESAVING SELECTION COMMITTEE

Captain, Vice-Captain, Chief Training Officer, Club Supervisor

The Life Saving Selection Committee shall consist of and shall select Patrol Captains and Patrol vice Captains and teams for all patrol, intra and inter Club competitions and shall notify members of all selections by placing same on the Club Notice Board, email or electronic notification. Such selections shall be final and binding.

BY-LAW 6.8 - SURF SPORTS SELECTION COMMITTEE

a. The Surf Sports Selection Committee shall comprise the Director of Surf Sports (Chairperson), Assistant Dir, Surf Sports, Team Manager plus two (2) other members elected by the Club Council.

b. This Selection Committee shall consist of the Director of Surf Sports, Coaches and the Team Manager and selection made as per the Competitors Manual and shall notify members of all selections. Such selections shall be final and binding

c. The Committee shall be responsible for selecting individuals and/or teams for surf sports competitions.

d. The Committee's selections shall be subject to the approval of the Management Committee.

BY-LAW 6.9 - FINANCE COMMITTEE

The Finance shall comprise the Lifesaving Treasurer (Chairperson), Supporters Club Treasurer, Assist Treasurer, JAC treasurer. (General Manager/ Accountant & Lifesaving Manager non-voting members)

This committee shall be responsible for the financial well-being of the Club its finance, financial plan assets, five year capital plan and property.

BY-LAW 6.10 - MEMBERSHIP COMMITTEE

The Membership Committee shall comprise any three members of the Management Committee, and shall review and if necessary interview nominees for membership and shall submit their findings to the Management Committee.

This Committee shall also have the power to investigate and penalise, if necessary, patrol defaulters and those accused of misdemeanors provided that such penalties may be the subject of an appeal By-Law 11.4

BY-LAW 6.11 - BUILDING COMMITTEE

The Building Committee shall be formed as required.

BY-LAW 6.12 - SOCIAL COMMITTEE

A Social Shall be formed as required.

BY-LAW 6.13 - JUDICIARY COMMITTEE

The Judiciary Committee shall be appointed by the eligible voting members at a General Meeting following a recommendation of persons submitted by the Management Committee and shall comprise a Chairperson, a Secretary (who shall keep records of findings and decisions) and seven Association members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under By-Law 11.

Note: MSLS Management Committee Members cannot be members of the Judiciary Committee.

BY-LAW 6.14 - OTHER COMMITTEES

a. The Club Management Committee may appoint other Committees, Sub-Committees, panels or groups to deal with particular items or projects from time to time;
b. In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of reference of such Committees, panels, groups etc.

SECTION 7: Procedures and Rules

BY-LAW 7.1 - ASSOCIATION POLICIES, RULES, REGULATIONS

a. Association policies, rules and regulations, as issued from time-to-time by SLSA, SLSQ and/or the Branch are accepted as By-Laws of the Club.

b. Without limiting the current and future scope of SLSA and SLSQ Policies, Rules and Regulations, the Club acknowledges and accepts the following SLSA and/or SLSQ Policies, Rules and Regulations:

    (i) Surf Life Saving Training Manual
    (ii) Competition Manual
    (iii) Capital Expenditure
    (iv) Business Development/Venture
    (v) Member Protection
    (vi) Competitive Rights, Obligations and Qualifications
    (vii) Trophies, Prizes and Eligibility
    (viii) Team Management
    (ix) Membership Categories and Restrictions
    (x) Membership Clearances
    (xi) Competitive Rights and Transfers
    (xii) Intellectual Property
    (xiii) Sponsorship
    (xiv) Visits and Tours

BY-LAW 7.2 - CORRESPONDENCE

a. All correspondence from the SLSQ to the Club, or from the Club to the SLSQ, shall in the first place be transmitted through the Branch and no such correspondence shall be considered and/or attended to by the SLSQ unless and until it has been so transmitted; provided that the provisions of this By-Law shall not apply to correspondence which has been copied by the SLSQ to the Branch and Club for attention and/or action on the following subject matters:

i) Government subsidy and/or subsidy returns;
ii) State or Local Government matters;
iii) Workcover, Public Risk and general Insurance matters;
iv) Large financial investments or borrowings;
v) Clubhouse buildings, extensions or alterations;
vi) Cancellation or suspension of membership;
vii) Purchasing orders;
viii) Hire of SLSQ/Branch gear, equipment or premises;
ix) Constitutional matters;
x) Response to Circulars;
xi) Any other matter which the SLSQ or Branch may, from time to time, direct be exempted from this By-Law as a matter of expediency.

b. Upon receipt of any correspondence from a Club, which is required to be transmitted through a Branch, the State Chief Executive Officer shall, at his/her discretion, either forward such letter to the Branch concerned for appropriate action or return it to the Club concerned for transmission through the Branch.

BY-LAW 7.3. AUDITS

a. The books and accounts of the Club and any affiliated auxiliary organisations shall be audited at such intervals as may be required by law and/or the appropriate State Government Department or SLSQ. Such audits shall be carried out by an auditor approved to operate in the State of Queensland.

b. Auditors shall be appointed annually.

c. To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor:

The Auditor –

(i) must be formally qualified;
(ii) must be a member of a recognised professional accounting body;
(iii) must not be a past or present employee of the entity being audited;
(iv) must not be related to the Club Treasurer or President of the entity being audited;
(v) must not be related to any person employed as the Administrator or Accountant of the entity being audited;
(vi) must declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed.

BY-LAW 7.4 - COLLECTION SANCTION

a. The Club or Auxiliary Organisation shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.

b. The Club shall make application to the relevant Government Department for entitlement under the "Collection Sanction". When Registration is approved and a "number" issued, all relevant requirements to maintain Registration shall be complied with in every detail.

BY-LAW 7.5 - FUND RAISING

a. The Club and any affiliated auxiliary organisation shall comply with the law with respect to fundraising.

b. Fundraising authority is vested in the Management Committee, which may shall allocate portions of its responsibilities pertaining to specific projects to the Finance, Social, and/or other special Committees to maintain, direct and/or develop these projects.

c. The Club is authorised to solicit monetary donation, sell art union ticket by door-to-door, canvass to any

company, firm, newspaper or other business operation or trading or any person within the area of the Club as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the SLSQ.

d. The area of the Club referred to in (c) above is all that area designated by the Branch.

e. The Branch shall determine, from time to time, areas from within the area prescribed in (b) above, which shall be referred to as "Club" Fund Raising Areas" and it shall be incumbent upon the Club to adhere to this area in relation to fund raising activities within the Branch area.

f. In the event of any breach of the foregoing provisions of this By-Law,- it shall be a condition of continuance of affiliation and/or membership that the Club, member or group of members concerned shall forthwith surrender to the Branch all such monies, and their right thereto, obtained as a result of such breach and the Branch shall thereupon, at its discretion, determine how, and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie with the Branch.

BY-LAW 7.6 - INSURANCE

a) General It is mandatory that the Club and auxiliary organisations hold insurances approved by SLSQ. In cases where SLSQ has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to SLSQ for approval.

b) Personal Accident Insurance

(i) Paid Staff and Employees a Workcover policy shall be effected by the Club. With Workcover Queensland to cover all paid staff of the Club.

(ii) Members Personal Accident Insurance is granted under the SLSQ'S Workcover policy for all registered members of Surf Life Saving Queensland (except Junior Activity (Nipper) members aged 5 to 14 years – i.e. non BM holders) whilst engaged in Surf Life Saving activities.

(iii) Cover/benefits

The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance.

An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.

(iv) Junior Activity Members (5-14 years) A Personal Accident Policy shall be effected by SLSQ to cover all financial Junior Activity members (non-BM holders). The benefits cover exceptional items (refer Insurance Manual), e.g. Death, Liability, Medical (restricted), Dental, Ambulance.

(v) Volunteer Workers a Personal Accident Policy shall be arranged by SLSQ to cover all persons engaged in voluntary work for the Club, and/or who are not eligible for workers' compensation. The benefits cover exceptional items (refer Insurance Manual), e.g. death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity, which should be signed by all volunteer workers prior to commencement of work.

c) Public Liability Insurance

(i) A Public Liability policy shall be negotiated by SLSQ to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by SLSQ.
(ii) Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from the Club facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

d) Insurance on Property

(i) SLSQ shall negotiate on behalf of the Club insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.
(ii) It is mandatory for the Club to hold property insurances to be held with a reputable Insurance Company approved by the SLSQ, and it is a requirement that such policies, if not managed by SLSQ'S brokers, be submitted to SLSQ for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
(iii) Branches and Clubs and Auxiliary Organisations shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.

e) Directors and Officers Insurance

A directors & Officers policy shall be negotiated by SLSQ to cover officers of SLSQ and its affiliated Branches and Clubs and auxiliary organisations against claims made against an officer during the policy period for a wrongful act. ii) It is noted that this is a "claims made" policy, e.g. no claim can be made against the policy once it has expired or has been cancelled. In addition, if a case exists where a claim may be possible, immediate notification must be given to SLSQ'S Insurance Broker.

f) Professional Indemnity Insurance

(i) A Professional Indemnity policy shall be negotiated by SLSQ to cover members whilst engaged in authorised Association activities.
(ii) The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

BY-LAW 7.7 - FEES AND CHARGES

Fees may be payable annually for affiliation, examination, registration, carnival entry and other general lifesaving costs for the Club, and shall be determined by the Branch from time to time.

BY-LAW 7.8 - AFFILIATION

The Club and its affiliates agree

a) that they are bound by this Constitution and By-Laws and that this Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the Club and Surf Life Saving are to be conducted, promoted and administered;

b) in all other respects the provisions of the Club Constitution shall apply.

BY-LAW 7.9 - HONORARIUMS

An Honorarium may be granted to an Officer on the decision of the Management Committee. Any such Honorarium paid would be subject to Income Tax.

BY-LAW 7.10 - DISSOLUTION OF AFFILIATED BODIES

a) The SLSQ Constitution of every affiliated body shall contain a dissolution clause similar to that set out in 1-E-14 and should any affiliated body fail to make any such specific provision 1-E-14 of this SLSQ Constitution is deemed to be included in the Constitution of such affiliated body.

b) In the event of any affiliated body becoming inactive, going into recess or having its affiliation terminated, the Club is empowered to require such body to implement the requirements of 1-E-14 regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution; the Club is empowered by its Constitution to take any necessary action in this regard.

c) Upon the dissolution of an affiliated body in terms of the preceding Clauses, the books, accounts and assets of the affiliated body shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, see fit.

BY-LAW 7.11 - CAPITAL EXPENDITURE

a) The Club shall notify SLSQ of any proposed capital expenditure over $100,000.

b) Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.

c) Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Club (including affiliated Supporters Club) funds or borrowings.

d) Such notification is to include –

(i) a brief outline of the proposed expenditure clearly stating the intended purpose;
(ii) details of architectural plans (where necessary)
(iii) cost estimates with recommendation and justification (3 quotes);
(iv) details of recommendation of the above proposal in General Meeting Minutes;
(v) latest financial information (Profit & Loss & Balance Sheet)prepared in accordance
    i. with accrual accounting requirements; and
    ii. any other information considered relevant
(vi) confirmation appropriate insurance cover is in place

e) Where financing is required to support the capital expenditure, the Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.

f) In the situation where future anticipated income (eg. future distributions from Supporters Clubs including gaming, meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following –

(i) a detailed business plan;
(ii) cash flow projections for at least five (5) years;
(iii) market survey/sensitivity analysis confirming the feasibility of the proposal;
(iv) funding arrangements.

g) Such proposals shall be dealt with in the following manner –

(i) Proposals shall be assessed by SLSQ'S Audit, Finance and Compliance Committee upon receipt of all relevant information. The Management Committee must seek advice from the Supporters Club committee on proposals outlined in (f) above. The Club Management Committee may also external advice.

(ii) After assessing the proposal, the Audit, Finance and Compliance Committee May issue a "no objection". Any such approval (which may be granted or withheld conditionally or unconditionally at the SLSQ Audit, Finance & Compliance Committee's discretion) forms part of SLSQ's policy of encouraging responsible financial and asset management, but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.

(iii) If the SLSQ Audit, Finance & Compliance Committee declines to issue an Approval to Proceed to the Club, it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by the SLSQ Audit, Finance & Compliance Committee (for example following- SLSQ'S recommendation or conditions of approval), if the club must undertake any further such action based on independent financial and other relevant professional advice. Should the Club proceed with the expenditure based on any recommendations or conditions made by the SLSQ Audit, Finance & Compliance Committee, the risk that this might not be appropriate for Club's circumstances is accepted by the Management Committee.

BY-LAW 7.12 - BUSINESS DEVELOPMENT/VENTURE –

a) In order to protect and enhance the Association's objective, SLSQ affiliated Clubs(including SLS Supporters Clubs and related entities) and Branches must inform and consult with SLSQ about any developments of redevelopments, or any developments or commercial or non-commercial venture – existing property or elsewhere – which involve expenditure over $100,000

b) Examples of such developments or ventures where the SLSQ needs to be consulted include, but not limited to:

(i) major development or re-development of a clubhouse;
(ii) development or re-development of any property;
(iii) land and/or property acquisition (Freehold or lease);
(iv) negotiation and/or renewal of leases;
(v) a commercial or non-commercial venture on either side (e.g. at the Clubhouse) or off- site, either singularly or in partnership.

c) SLSQ affiliated Clubs and Branches must notify the SLSQ CEO immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club or Branch.

d) SLSQ may request further information such as plans; contractual arrangements, financial and feasibility studies (as per the Capital Expenditure Policy) etc. to ensure the project/venture is in keeping with the aims and objects of the Association, and is financially sound.

e) SLSQ shall review all such information (as per the existing SLSQ Capital Expenditure Policy BY-LAW 7.7 and if considered appropriate issue an Approval to Proceed

f) No development or venture shall proceed until SLSQ has issued an Authority to proceed.

g) SLSQ shall be kept informed on a regular basis where such developments/ventures have been given approval to proceed.

h) SLSQ shall respect and comply with any commercial in confidence issues.

Failure to comply with this SLSQ policy will result in a “policy breach notice” being issued and the non-complying Club will be required to show cause to the SLSQ Board to explain why disciplinary action should not be taken.

BY-LAW 7.13 - INTELLECTUAL PROPERTY –

a) The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSA.

b) No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.

c) The following procedures shall apply where a Club wishes to use red and yellow imagery/property –

(i) A The Club must obtain SLSQ’S approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags:

(ii) The SLSQ has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Clubs/Branch's local area;

(iii) SLSQ has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a club/Branch area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a license fee attached.

d) The Club has every right to use its own Club caps, uniforms and imagery in Queensland.

SECTION 8: Membership

BY-LAW 8.1 - DUAL MEMBERSHIP

In relation to dual or multi-club membership, the following applies:

(a) Any member of a club can be admitted as a member of another club or clubs, providing such member has a "clearance" as provided for in "clearances" (By-Law 8.3).

(b) Any competing member must not participate in any inter-club competition as a representative of more than one club during any competition season unless and until their "competitive rights" have been transferred as provided for in "Competitive Rights Transfer" (By-Law 8.2).

(c) Any competing member who is a member of more than one club is entitled to compete in intra-club events of all such cubs.

(d) No Dual Member will be entitled to hold an elected club position. (By-Law 4.1.11)

BY-LAW 8.2 - COMPETITIVE RIGHTS TRANSFERS

A member of an affiliated club who desires to transfer competitive rights to another affiliated club during the currency of a competition season must comply with the following conditions:

(a) The member desiring the transfer must apply for the transfer, after entering the relevant detail, lodge with the "losing" club and the relevant controlling authority.

(b) The losing club or its executive must, within fourteen (14) days of receiving the application, endorse or reject the application and, after recording the decision on the application, immediately forward the club's decision to the controlling authority.

(c) If the losing club approves the application the controlling authority must endorse the application

(d) If the losing club rejects the application, the application must be considered by the controlling authority for a decision and such decision is final. The decision must be recorded and inform the winning and losing club and member.

(e) If the controlling authority does not receive a decision on the form from the losing club within 21 days of the receipt of the application, the application must be considered by the controlling authority for a decision. Any decision made at the meeting is final. The winning and losing club and the member must be advised of such decision.

(f) A member is permitted two competitive rights transfer per calendar year (i.e. 1 January to 31 December of that year). Any further transfer in that year may be processed but will only take effect (if approved) in the next calendar year. An exception to this will be bone fide relocation because of employment, study or family commitments. Such competitive rights transfers will be subject to consideration and approval by the relevant controlling authority of the member's losing club.

(g) Any International Life Saving (ILS) ruling in respect of competition transfers, international transfers and World Championships events will be complied with.

BY-LAW 8.3 - MEMBERSHIP CLEARANCES

(a) Any member who desires to join another affiliated club but still retain membership of their existing club(s), and any person who has ceased to be a member of an affiliated club but who desires to join another affiliated club, must first obtain from their present affiliated club(s) or from the affiliated club of which they were last a member, a clearance which must clearly indicate -

(i) any awards that may be held by such person;
(ii) that such person is not in debt in any way to such affiliated club(s);
(iii) that such person is not expelled or under suspension from such affiliated club(s);

(iv) the destination of such person's competition rights.

(b) The "losing" club or its executive must, within fourteen (14) days of receiving the application, approve or reject the application and after recording its decision on the application, immediately forward with the club's decision to the controlling authority.

(c) If the "losing" club objects to the application, the application may be considered by the next level controlling authority for a decision. Such controlling authority decisions are final. The decision must be recorded and advised to the winning club and member forthwith. A copy must be retained by the authority with a notation of the decision. The "losing" Club must be advised, in writing, of the controlling authority's decision.

(d) If the controlling authority does not receive a decision from the "losing" club within twenty-one (21) days of the receipt of the application, it must be dealt with by the controlling authority for a decision. Any decision made is final. The "losing" club and the member must be advised of such decision in writing.

(e) Clearance of transferring members automatically takes effect from the date when the application is approved by the controlling authority, until such time; the applicant is not deemed a member of the winning club and should not undertake any lifesaving activity.

BY-LAW 8.4 - MEMBER PROTECTION

All members, Officers and staff shall comply with the following Codes of Conduct –

a) The Club is committed to the health, safety and well-being of all members, and shall use its best endeavors to ensure a safe environment exists for all members participating in surf lifesaving activities.

b) The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.

c) All members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.

d) All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.

e) All members shall immediately report any suspected breaches of the SLSA Membership Protection or Equity Policies or Codes of Conduct to the appropriate authority with their Club or Branch, or to the SLSQ Chief Executive Officer. The Chief Executive Officer shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

BY – LAW 8.5 CODE OF CONDUCT

QUEENSLAND

CODE OF CONDUCT
FOR MEMBERS

Members and all people involved in any way with SLS will:

a) Respect the rights, dignity and worth of others—treat others as you would like to be treated yourself
b) Be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations
c) Be professional in, and accept responsibility for your actions
d) Be aware of and follow—at all times—SLS' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others
e) Operate within the rules and spirit of the sport, including the national and international guidelines that govern SLS
f) Understand the possible consequences of breaching the codes and/or this policy
g) Report any breaches of the codes or this policy to the appropriate PPA
h) Refrain from any form of abuse, harassment, discrimination and victimisation towards others
i) Raise concerns regarding decisions of PPA through the appropriate channels and in a timely manner
j) Provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy
k) Show concern, empathy and caution towards others that may be sick or injured
l) Be a positive role model to all
m) Respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organisational information
n) Maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s)
o) Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
p) Refrain from intimate relations with persons over whom you have a position of authority
q) Agree to abide by the codes
r) Maintain a duty of care towards others
s) Be impartial and accept the responsibility for all actions taken

Person in Position of Authority (PPA):

PPA include everyone who holds a position of authority in SLS, whether paid or unpaid, and includes, but is not limited to, all SLS Entity Individual Members. For the avoidance of doubt, PPA also includes Child or Young Person (CYP) who may hold a position of authority in SLS over other CYP.

9 May 2018

SECTION 9: Club Colours/Badges, Competitive Conditions

BY-LAW 9.1 - COLOURS AND BADGES

a) The existing Club's Colours, badges and competition cap design shall not be altered without re- endorsement of the SLSQ and the approval of the Association.

BY-LAW 9.2 - COMPETITIONS

As provided for in SLSQ By-Law 9.2

a) The SLSQ shall have power to regulate all competitions between Club, Branches and/or directly affiliated Clubs within its boundaries.

b) The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.

c) The Club shall only participate in competitions endorsed by the Branch, SLSQ or SLSA.

d) No Inter-Club competition within the Branch shall be held without the approval of the Branch.

e) Wagering and/or gambling by persons competing or participating (e.g. as a competitor, coach, official, manager, organiser etc.) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event, in which they are involved, will be liable to appropriate disciplinary action.

BY-LAW 9.3 - COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS

Members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.

b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in Association events, contests, carnivals and competitions.

c) Members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA that they will attract disciplinary action under the Regulations, which may result in forfeiture of their competitive rights set out in By-Law 9.3 (a) above.

d) Members acknowledge and agree that they must comply and abide with all club policies to be eligible to nominate and compete in carnival competitions.

BY-LAW 9.4 - CLUB CHAMPIONSHIPS

a) The Club Championships shall be conducted annually on a date determined by the Club at its Annual General Meeting.

b) The list of events to be conducted at the Championships shall also be decided at the Annual General Meeting.

BY-LAW 9.5 - TROPHIES, PRIZES AND ELIGIBILITY

In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply:

a) The Association shall reserve unto itself the authority to determine, from time to time, conditions relative to

the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.

b) Wagering or gambling on any competition conducted by the Association, State, Branch or Club is not permitted.

c) If the Association wishing to allocate any "cash prizes" for competition events shall seek the approval of their respective Branch, SLSQ or in the case of events involving international or interstate competitors, the Association.

d) "Cash prizes" shall not be awarded for any event at an Association, State or Branch championship carnival.

e) "Cash prizes" shall not be made available from Club general funds, however, sponsor income may be distributed utilising the club banking account.

f) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash but where "cash prizes" are presented they shall be portrayed as coming direct from the sponsors.

BY-LAW 9.6 - TEAM MANAGEMENT

a) The Club when participating in any carnival or similar function shall appoint a Manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.

b) Every Manager so appointed shall be responsible for the proper conduct of himself/herself and of the members under his/her control, and attend all briefings.

c) A Manager shall, as far as practicable, remain with the party under his/her control during the entire period of his/her managership. In the event of the party under his/her, control separating into sections the Manager shall be responsible for appointing a member of each and every section to act as his/her Manager of the section.

d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.

e) In the case of a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the carnival.

f) The Manager shall remain in attendance with his/her team during the course of such carnival or similar function and shall take action to ensure that competitors under his/her control report to the Check Marshal immediately they are called upon to do so.

g) The Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions given to him or her.

SECTION 10: Visits and Tours

In relation to visits and tours by Club members or teams who shall include all persons who travel with or under the arrangements made by the Club, the following directions shall be mandatory requirements.

BY-LAW 10.1 - INTER-CLUB/INTERSTATE VISITS

In relation to the Club or a member or members of the Club wishing to visit other Clubs within Australia, the following shall apply:

a) Visits within a State, Territory or Branch shall be subject to the control of that Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.

b) With the exception of national surf carnivals, interstate visits shall be subject to advice to SLSQ and Branch by the intending touring party at least twenty-one (21) days prior to such visits.

c) Such advice shall detail the proposed destination, dates of the visit, method of travel, the number intending to travel and the name, address, and contact details of the Team Managers who shall be deemed responsible in the event of necessity for future reference.

d) Providing there are no grounds for objection, the State Centre of the intending touring party shall forthwith advise the relevant State Centre/s of the proposed visit to their region.

BY-LAW 10.2 - INTERNATIONAL TOURS POLICY

When individuals or teams are identifiable as Club or Association members by uniform or insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply:

a) At least six months' notice of the proposed departure date shall be given by the Club before permission to tour shall be granted, unless under special circumstances as approved by SLSA.

b) SLSQ shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by the Club.

c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the Club; however, the Association strongly recommends the inclusion of Educational Officers in any team to tour overseas.

d) The Club shall not knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ.

e) The Association shall reserve the right to set special conditions under which permission will be granted to the Club to tour overseas countries in the same season that an Australian Representative Team shall be visiting those same countries.

f) At least one month prior to the departure of the Club team, SLSQ and SLSA shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team manager.

g) The Club team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the manager shall be automatically responsible to the Association and may be called before the Branch, SLSQ or SLSA to face judiciary inquiry and possible disciplinary action.

h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to SLSQ within ten (10) weeks of the completion of the tour.

i) Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of team members and to such special lifesaving and/or display equipment as shall be provided for use on the tour.

BY-LAW 10.3 - INTERNATIONAL TOURS - WITHOUT INVITATION

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

a) make application to the Branch for permission to conduct a tour which shall include the following;

i) proposed itinerary;
ii) duration of the tour;
iii) proposed composition of the team (a detailed composition of team members, names, capacities, etc., should be supplied as soon as it is completed);
iv) details of how the tour will be financed including any proposals of sponsorship;
v) aims and objectives of the tour, having regard to surf lifesaving;
vi) an undertaking that the Branch, SLSQ or Association will not in any way be financially responsible for the tour;
vii) the method of selection to be used.

b) If the application by the Club is endorsed at Branch level, the Branch shall then forward the application to SLSQ requesting endorsement of same and on forwarding to SLSA, and in the case of an application to tour by a Club affiliated directly to SLSQ, SLSQ shall, if it endorses the application, forward same to SLSA.

c) The Australian Council upon receipt of the application, and if satisfied all conditions have been met, may then seek from the overseas country, district or Club concerned, permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body.

BY-LAW 10.4 - INTERNATIONAL TOURS - WITH INVITATION

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

a) if the invitation is accepted, make application for permission to conduct the tour, to its Branch, SLSQ and the SLSA setting out all details as required by the Association's Regulations 7.10.1(c) and 7.10.3(a) accompanied by full details and a copy of the invitation received;

b) if the Branch and SLSQ endorse the application, it shall be forwarded to the SLSA seeking final approval for the tour to be conducted;

c) the SLSA, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body. Before granting this permission, the SLSA will ascertain from the national overseas body that the invitation has been endorsed by them;

BY-LAW 10.5 -TOURS TO AUSTRALIA

In relation to tours by overseas Life Saving organisations to the Club, the following conditions shall apply:

a) If the Club wishes to issue an invitation to any overseas lifesaving body to tour in Australia, it must firstly make an application to the SLSA through its Branch/SLSQ. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary and details of any appointed Liaison Officer/s.

b) Branches and/or SLSQ'S receiving such applications shall, before endorsing the application, consider the following

I. the ability of the Club and/or Branch to host such a tour having in mind the membership and financial situation of the hosting Club and/or Branch;

II. that the proposed visit will not seriously disrupt any programming of the Club, Branch or SLSQ;

III. that qualifications of the host body's liaison officer/s are satisfactory to properly carry out the required duties;

IV. such tours may be referred to as "domestic tours" and once authority has been given by the applicable Branch, SLSQ and SLSA these authorities shall not bear any responsibility, financial or otherwise, in connection with the tour.

c) The SLSA upon receipt of the endorsed application, and provided that all the necessary conditions have been met, will consider the application, and if approved, SLSA shall notify the overseas Association concerned. However, the tour should not be considered confirmed until the overseas Association has advised the SLSA of the invitation's acceptance.

d) Within eight (8) weeks of the completion of any tour by an overseas body, the Club shall supply SLSA with a comprehensive report detailing the activities and achievements of the tour.

e) Despite a tour being classified as a "domestic tour", it is anticipated that the Club will take such opportunities to invite the Branch, SLSQ and SLSA representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

SECTION 11: Discipline, Penalties and Appeals

(Refer Appendix A)

BY-LAW 11.1 -JURISDICTION

a) The penalising authority for the Club shall be vested in the following order of priority based on the seriousness of the offence

- The Association
- The Management Committee
- The Judiciary Committee
- The President
- The Captain

b) Should the Association (Club) decide the alleged offence is beyond the responsibility of the Association (Club), the matter may be referred to the Branch for determination.

BY-LAW 11.2 -DISCIPLINE

General

i) The Club may penalise or refer to the Judiciary Committee, a member of any Auxiliary Organisation within its jurisdiction or any member of such who, in the opinion of the Club has practiced or counselled any unbecoming conduct or conduct which reflects upon the good name of the Club, the Association or any or all of its Officers, whether at any competition, meeting, function or other activity, or at any other time.

ii) Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on the Club to give immediate effect to such decision, and to notify the Branch and SLSQ.

BY-LAW 11.3 -PENALTIES

a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes

(i) Reprimand - with the offence being recorded in the books of the penalising body;

(ii) Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his/her duties in the Club without being able to avail himself or herself of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty, provided that a period of suspension shall not be longer than 5 calendar years from the date of the order.

(iii) Termination - Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted;

a. A member whose membership is terminated may re-apply for membership of the Association at some later time.

(iv) Expulsion - from "Club Membership" would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals.

(v) Fines - Imposed in such amounts as the penalising authority thinks fit.

(vi) Such combination of any of the above as the penalising authority thinks fit.

(vii) Such other penalty or penalties as the penalising body thinks fit.

b) Where an individual Club member is suspended by the Club, he/she shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his/her suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of his/her suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with his/her rights as a Club member.

BY-LAW 11.4 –APPEALS

a) Any member penalised by a penalising authority for the Club shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the Club provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the Club, and shall be dealt with in the following manner

- dismissed and the penalty upheld;
- dismissed and a heavier penalty imposed;
- upheld and a lighter penalty imposed;
- upheld and the appellant exonerated;

b. any member penalised by the Club shall have the right to appeal to the Branch against the penalty, provided that

(i) Such an appeal shall be allowed only after the party concerned has properly availed himself of the rights of appeal to the Club as contained in the Constitution and By-Laws of the Club;

(ii) the appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the Club within fourteen (14) days of the notification of the decision of such appeal;

(iii) the appeal shall be made through the Club who shall forthwith refer the appeal to the Branch, provided that the Club may at the same time submit any representations on the appeal which it may wish to make;

(iv) upon the setting of an appeal hearing, the Branch shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant.

(v) pending an appeal hearing by the Branch or by the Branch Judiciary Committee or by a Branch Committee appointed for the purpose, the President of the Branch, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by the Branch.

BY-LAW 11.5 -REFERENCES

a) In addition to the matters set out in By-Law 11.1-11.4, which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the Association (Club) upon any matter touching the affairs of SLSQ, the Association and its members.

b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Club, and the Management shall then decide where such Reference shall be directed.

c) The hearing of a Reference or Grievance shall proceed in accordance with Appendix “A” to these By- Laws.

d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Appendix “A” to these By-Laws. (Refer to Appendix “A”).

APPENDIX "A" JUDICIARY COMMITTEE Rules of Procedure

1. **DEFINITIONS**

In these Rules

1.1. "The Committee" means the Judiciary Committee.

1.2. "Secretary" means the Secretary appointed from the members of the Judiciary Committee.

1.3. "Member" for the purposes of these rules of procedure means an eligible member of the Association elected in accordance with BY-LAW 6.13

1.4. "Reference" includes any complaint against a member of the Club brought by any person, and any dispute under the Club’s Constitution and/or rules. The term also includes Grievances brought by a member of the Association against another member.

2. JURISDICTION

2.1. The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 11.2.

2.2. The Committee may also hear References directed to it by the Club Management Committees pursuant to By-Law 11.5.

2.3. Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the Reference to the Branch or SLSQ

a) in whose area the matter for Reference arises, or b) having the most direct interest in the matters raised by the reference

If the Reference is referred to a Branch or SLSQ that Branch or SLSQ shall appoint its Judiciary Committee to hear the Reference and proceed in the terms of Rule 3 set out hereunder.

2.4. Every person bringing a reference shall have a right to be heard by the Committee provided that-a) he has an interest in the subject matter of the reference; b) his/her reference is in clear and unambiguous terms.

2.5. In every case, the committee is required to proceed in accordance with the rules of natural justice.

3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee

3.1. Upon receipt of a reference, the Chairperson of the Committee or his/her Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.

3.2. The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.

3.3. Upon receipt of a reference, the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He/she shall give at least seven (7) days' notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form

APPENDIX

To: .....

MOOLOOLABA SURF LIFE SAVING CLUB INC

Dear _____,

You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at ..... on .....20….. At .....a.m. / p.m. to enquire into the following matter, referred to the Committee by the Club.

……

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

The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of the Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.

In any event, you are required to advise the committee of your intention to attend or not to attend as the case may be, 3 days before the hearing is due to commence.

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

Yours faithfully,

Secretary Judiciary Committee

3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him/her of the time and place of the hearing, and that he/she is required to attend.

3.5 In the case of a complaint against a member of the Club who has been suspended, he/she shall remain under suspension until the decision of the Committee, unless the Chairperson of the Committee decides otherwise.

3.6 The independent investigator if appointed by the Chairperson of the Committee shall make enquiries within a reasonable time.

3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.

3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.

3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.

3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him/her by the Secretary shall be subject to such action as the Management of the Club, shall, on the report of the Committee think fit.

4. AT THE HEARING

4.1. All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.

4.2. A quorum of the Committee shall be three (3) members.

4.3. In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.

4.4. The independent investigator, if appointed, shall be present to assist the Committee.

4.5. The reference to the Committee shall be read by the Chairperson.

4.6. The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.

If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.

4.7. The person who is the subject of the reference shall then present relevant evidence on his/her own behalf.

4.8. In all cases where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairperson.

Such cross-examination may be conducted through the Chairperson and/or by telephone or other multi- media as determined by the Committee.

4.9. The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.

4.10. At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairperson may direct. Right of reply by any party shall be at the discretion of the Chairperson.

5. AT THE CONCLUSION OF THE HEARING

5.1. The Committee shall meet in camera after the hearing has been completed and formulate its findings.

5.2. The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6. DETERMINATION OF ANY PENALTY

6.1. The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.

6.2. If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.

6.3. The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again in camera to consider a penalty.

7. NOTIFICATION

7.1. The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.

7.2. The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.

7.3. The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.

7.4. A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

8. APPEALS

8.1. Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within fourteen days (14) days of being notified of a decision in writing. Refer Rule 11.4

APPENDIX "B" RULES OF DEBATE

1. GENERAL

1.1. The undermentioned Rules shall apply to the conduct of all meetings of the members, and Committees.

1.2. For the purpose of these Rules, the word "member" shall refer to members of the Club.

2. CHAIRPERSON'S AUTHORITY

2.1. Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume his/her seat.

2.2. In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.

2.3. The Chairperson may call a member to order. If such member persists in being disorderly, he/she may call upon such member to withdraw from the meeting.

2.4. It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from his/her ruling, on matters of procedure and points of order.

3. DEBATE

3.1. Any member desiring to speak shall stand up and address the Chairperson.

3.2. If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.

3.3. The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.

3.4. No member shall interrupt another while speaking except to raise to a point of order.

3.5. No speaker shall digress from the subject under discussion.

3.6. No member shall use offensive or unbecoming words.

3.7. During the debate, a member may raise a point of order whereupon the member then speaking shall resume his/her seat until the point of order has been decided.

3.8. It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his/her point. The seconder and Chairperson only may than speak to the motion;

a) At any time during the debate, a member may move "that the question be now put" provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate -it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".

b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.

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

4. MOTIONS AND AMENDMENTS

4.1. Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.

4.2. The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.

4.3. No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.

4.4. The mover of a motion's right of reply shall be exercisable at the end of the debate.

4.5. The mover of an original motion must get the consent of his/her seconder, and the approval of the meeting, before making any alteration to the wording of his/her motion.

4.6. Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.

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

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

4.9. An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.

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

4.11. The mover of an amendment has no right of reply.

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

4.13. Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.

4.14. When an amendment is carried the motion as amended becomes the motion before the meeting. Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.

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

5. VOTING

5.1. Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any eligible voting member, by show of hands or by secret ballot.

5.2. Any eligible voting member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairperson, as directed by him.

5.3. In the event of a division any eligible voting member declining to vote shall elect to retire behind the Chairperson or have his/her vote counted in the negative.

5.4. The Chairperson may appoint tellers to assist him/her in counting a vote.

APPENDIX "C" Patrol Rules

The patrol season shall be as decided by the Branch, annually. The method of patrol duties shall be determined by the Management Committee prior to the commencement of each Season.

1. Active Members shall attend patrols as rostered or appointed provided that:

   a) Junior Lifesavers shall be eligible for duties only commensurate with their qualifications;

   b) A member desirous of transferring from one Patrol to another shall do so only with the consent of the Captain of the Club;

   c) It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;

   d) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;

e) Exemption for patrol duty may be granted by the Captain in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;

f) At each Meeting of the Management Committee a report, taken from the Patrol Register, shall be tabled by the Club Captain or his/her deputy indicating any breaches that require investigation as provided for in By-Law 6-6.8.

2. The first Patrol on duty shall see that all lifesaving gear including operational IRB is placed in position on the beach and the last Patrol on duty shall return such gear to the clubhouse or gear room.

3. The Patrol shall assemble in the Club Room five (5) minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble 15 minutes before the appointed hour.

4. A member who is late for Patrol duty or who misses a Patrol without notifying his/her Patrol Captain or the Club Captain may be allotted a Penalty Patrol or other duties at the discretion of the Club Captain. Failure to attend penalty patrol incurs automatic suspension until the next Club Meeting.

5. Patrol members shall wear Association Caps and other dress as directed by the Association.

6. Before the Patrol commences duty, the Patrol Captain shall detail the position each person is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.

7. In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.

8. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.

9. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports to the Club Captain.

10. Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.

11. Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.

12. A member shall obey his/her Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.

13. Clubs are reminded of requirements as per the Association's Memorandum of Association, Articles of Association and Rules & Regulations.

14. Patrol Exemption Policy In relation to patrol duties the following shall apply:

a. Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.

b. Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.

c. Clubs may provide exemptions for senior Club Officers and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a General Meeting of the Club.

d. The Association may provide exemption from all -or part -of Club patrol duties for members of the Board of Surf Life Saving, senior Association Officers or, members of Association patrols or rescue services.

e. Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.

f. Any patrol, or duty exemption, granted by a Club -unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.

15. Patrol Captains are required to ensure that the Patrol, Radio and IRB logs are completed.

16. Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licenses.

NOTE: Providing the spirit of these Rules are not minimised in any manner, Clubs may see fit to provide for their own problems in relation to patrol

APPENDIX "D" Clubhouse Rules

(Including Supporters Club) GENERAL

1. The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Captain and/or written approval of the Secretary.

2. Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.

3. Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Management Committee.

4. Bad language shall not be tolerated in the clubhouse.

5. Pets shall not be allowed in the clubhouse.

6. Allocation of Clubhouse keys shall be in the control of the President.

7. Foodstuffs shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Committee.

8. All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Captain.

9. Only authorized people are permitted in the First Aid Room and should only be used for first aid purposes only.

APPENDIX E Gear Rules

1. BOARD & SKI

1.1. Board & Ski owned by the Club or its members shall be stored as per the craft policy of the management committee and administered by the Lifesaving Gear and Equipment Officer

1.2. Members shall not use other members' Board & Ski without prior approval of the owner.

1.3. Members shall not use Club gear without prior approval of the Lifesaving Gear and Equipment Officer, DOSS, Club Captain or Chief Training Officer.

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

2. SURF BOAT

2.1. The Surf Boat shall not be used for any other purpose than Surf Life Saving and the practice thereof, and the instruction in rowing, except with the permission of the Management committee.

2.2. No members of the Club shall use the boat unless it is in charge of the Boat Officer, Club Captain or

Vice-Club Captain, except that if these Officers are unavailable, one of them may grant permission to a member of the Club (who in his/her opinion is qualified to do so) to take charge of a Boat and such member shall be responsible to the Committee for the conduct of the crew and the manner in which the boat is used while it is under his/her control and for each breach of the Surf Boat By-Laws.

2.3. Save in the case of rescues, no person other than Club members, shall be allowed in a Boat, except with the approval of the Boat Officer or his/her deputies.

2.4. The Boat and gear shall be housed in the Boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Management Committee. The Officer last in charge of the Boat each day shall be responsible for its return to the shed/storage place.

2.5. No more than a boat crew of five (5) or less than that number shall be taken in a Boat unless under special circumstances.

2.6. The Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

APPENDIX "E/3" POWER BOAT CODE OF CONDUCT

1. **SAFETY –** Ensure the safety of yourself, your crew and the public. Regularly assess risk while operating powercraft and promote safety at every opportunity.

2. **LIMITATIONS –** Understand the limitations of your craft and crew in different conditions. Alsways aim to maintain a high level of competency.

3. **SEARCH AND RESCUE –** SLS powercraft are part of emergency service operations. Always have your craft ready to respond and follow standard operating procedures.

4. **CRAFT –** Your craft is highly visible. Always demonstrate a culture of safety and respect the rights of others in the water.

APPENDIX "F" Junior (Nipper) Activities Committee Rules

1. APPOINTMENT, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES.

1.1. Appointment The Club, at its Annual General Meeting shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.2 of current financial members of the Club who are interested in the objects and duties of the JAC.

1.2. The Objects and Duties of the JAC shall be:

a) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.

b) To provide for Junior (Nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.

c) To prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the Senior section of the Movement

d) To provide for the instruction and the conduct of examinations of Junior (Nipper) members willing to gain the Junior Age Awards.

e) To organise, in conjunction with the Club, the instruction and/or examination of Junior (Nipper) members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSA of A.

f) To provide rules and regulations for the conduct of Junior Activities for Junior (Nipper) members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years. (Constitution clause 3b)

g) To endeavor to raise finance to provide for the foregoing objects.

1.3. Management and Composition

a) The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members who have applied to the Management Committee for membership of the JAC and been endorsed. Group applications are also acceptable.

b) The Chairman of the JAC shall be an Officer of the Club and shall be elected at the AGM of the Club following an endorsed nomination from the Annual Meeting of the JAC.

c) The JAC shall elect all or any of the following officers to conduct the activities of the JAC – Deputy Chairman, Secretary, Treasurer, Register, Education Officer, Carnival Nomination Officer, Clothing coordinator, Awards Officer, Team Manager, Gear Steward, Chief Water Safety Officer, Publicity Officer, Canteen Coordinator, Two Age Group Managers per age group and may appoint Assistant Age Group Managers as required.

d) The JAC decisions shall be subject to ratification of the club and the general rules of Committee control as provided for in By-Law 6.1.

e) An Executive shall be responsible for JAC decisions between JAC meetings, and shall be comprised of the Chairman, the Deputy Chairman, the Secretary, the Treasurer, the Registrar, the Awards Officer and the Team Manager.

1.4. Meetings of the JAC

a) The Annual Meeting of the JAC shall be held prior to the Club Annual General Meeting with the following agenda:

Attendances Apologies Annual Report of Activities Endorsement of Junior Activities Officer Nomination(s) Election of Officers Meeting dates

b) JAC meetings which shall be held at the discretion of the Chairman of the JAC with the following agenda-

- Apologies
- Disclosure of Interest
- Safety
- Confirmation of Previous Minutes
- Business arising out of Minutes
- Correspondence
- Finance
- Membership
- Delegates' Sub-Committee's and other Reports
- Notices of Motion
- General Business

c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary the Club.

d) Special Meetings with a specific agenda may be held at the discretion of the Chairperson or the JAC.

e) A quorum shall be as provided for in the Club Constitution.

f) Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC

1.1. Elections

a) Nominations for the Election of Officers shall be in writing and signed by the nominee signifying his/her willingness to stand for election, and lodged with the JA Secretary three (3) weeks prior to the Annual Meeting of the JAC.

b) If the number of candidates for any one office exceeds one, a decision shall be determined by secret

ballot of the members present, and voting at the meeting.

c) As per section 31 of the Constitution.

1.2. Finance

a) The Club Treasurer, and where convenient assisted by the JA Treasurer, shall receive all monies, issue receipts and bank such monies to the account of the Club to be used for Club endorsed Junior Activities.

b) Payment of accounts shall be effected by the Club Treasurer, following checking of the accounts by the JA treasurer.

c) Credit and Debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the Club.

d) The finance of the JAC shall be supported by means approved by the Club which shall include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

1.3. Competition

a) The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by the Club.
b) No Inter-Club contest or competition shall be held without the approval of the Club and the Branch.
c) All junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch.

d) A Sub-Committee comprised of the Age Managers and the Team Manager shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

1.4 **Discipline**

e) The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the Club.

2. OFFICERS AND THEIR DUTIES

2.1. The Junior Activities Officer: Shall chair all meetings of the Committee at which he/she is present and shall exercise a general supervision over the affairs of the JAC. He shall be an Officer of the Club and shall represent the JAC on the Branch JAB. The Chairperson shall, when presiding at a meeting, have a deliberative and a casting vote. He/she shall submit an Annual Report of the JAC to the Club and submit regular reports to Club management.

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

2.3. The Junior Activities Secretary: Shall attend to all the correspondence, attend all meetings, record the minutes of the meetings in a Minute Book and assist in the preparation of the Reports. He shall issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with the Club Secretary.

2.4. The Junior Activities Treasurer: Shall be responsible for the overall supervision of any financial commitments of the JAC and shall submit reports to the JAC. He/she shall submit budget of income and expenditure and shall maintain Credit and Debit ledger of the JAC financial dealings with a view to establishing the standing of the JAC. He/she shall provide and seek co-operation of the Club Treasurer.

2.5. The Junior Activities Registrar: Shall be responsible for keeping a true and correct record of the birth dates of all juniors (nippers), compiling the registration of all competitors for annual submission to the Registrar of the Branch, and provide other relevant information as required.

2.6. The Junior Activities Awards Officer: Shall be responsible for the training and examination

arrangements for the Junior Age Awards. He shall be responsible to and work in conjunction with the Club Chief Training Officer.

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

2.8. The Junior Activities Gear Steward: Shall be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach setup for training.

2.9. The Junior Activities Chief Water Safety Officer: Shall be responsible for water safety at JAC training days.

2.10. The Junior Activities Education Officer: Shall be responsible for organising specific educational programs and events to further the education of the JAC membership.

2.11. The Junior Activities Carnival Nomination Officer: Shall be responsible for Carnival nominations in conjunction with the JA Age Managers and JA Team Manager.

2.12. The Junior Activities Clothing Coordinator: Shall be responsible for obtaining and marketing costumes and clothing following decisions by the JAC.

2.13. The Junior Activities Publicity Officer: Shall be responsible for the publicity of the Committee, to publish the results of the Committee Activities and Carnivals from time to time as well as points of interest from the Committee Meetings. He/she shall also work in conjunction with the Club's Publicity Officer.

2.14. The Junior Activities Canteen Coordinator (or Committee): Shall be responsible for provisioning the canteen and subsequent marketing activities.

2.15. The Junior Activities Age Managers: Shall prepare programs and work in conjunction with the JA Awards Officer in his/her duties and act as an assistant to the JA Team Manager during the performance of his/her duties.

3. MEMBERSHIP

3.1. To participate in Junior Activities at SLSC all shall be members of the SLSC.

3.2. All applicants for membership of SLSC shall be required to complete the prescribed SLSA form and pay the required fee as determined by the Management Committee.

3.3. Any Nipper applicant for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications ie. Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Nipper in the same family.

APPENDIX "G"
Common Seal, Club Badge, Life Member Badge

THE COMMON SEAL



CLUB BADGE

LIFE MEMBERSHIP BADGE