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THE BY-LAWS

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BURLEIGH HEADS MOWBRAY PARK SURF LIFE SAVING CLUB INC.

PART 2

THE BY-LAWS

SECTION 1

The Constituents

These By-Laws may not include all SLSA/SLSQ policies, rules or regulations as these are available in Association manuals and other published forms (eg both hard copy and on SLSA/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/SLSQ web-sites.

BY-LAW 1.1 - EXECUTIVE OFFICERS

The following Executive Officers shall be elected at the Annual General Meeting as provided for in Section C – 1.1: President, Deputy President, Director of Administration and Planning, Director of Finance and Property, Director of Life Saving.

BY-LAW 1.2 – OTHER DIRECTORS & OFFICERS

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

Patron, Vice-Patron, Director of Education & Training, Director of Surf Sports, Director of Junior Activities, Surf Boat Officer, IRB Officer, Board & Ski Officer, Gear & Equipment Officer – Life Saving, Gear & Equipment Officer – Surf Sports, First Aid Officer, Safety Officer, Clubhouse Director (2), Registrar, Communications Officer, Youth Development Officer, Team Manager, Grievance Officer, Volunteer Coordinator, Fund Raising Coordinator, Sponsorship & Marketing Coordinator, Apparel Officer, Cadet Officer, Mobile Services Officer, Publicity Officer, Members Representative, Touring Team Manager and Club Historian.

Nomination for Director of Junior Activities shall be subject to endorsement by the Junior Activities Committee, refer to By-Law 4.18.

b) Officers, as Deputies/Assistants may also be elected at the Annual General Meeting and eligible to attend Management Committee meetings without voting rights viz.:

Deputy Director of Administration & Planning, Deputy Director of Finance & Property, Deputy Director(s) of Life Saving, Assistant First Aid Officer, Deputy Director of Education & Training, Assistant Gear & Equipment Officer – Life Saving, Assistant Gear & Equipment Officer – Surf Sports, Assistant IRB Officer (These members so elected may act as proxies in the absence of the Director/Officer for whom they act as deputies/assistants.)

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

BY -LAW 1.3 - LIFE MEMBERS

Life Members of the Club shall be entitled to attend Council Meetings and hold Office if elected Constitution Section C 2.1. Life Members shall receive special recognition, for example, a Life Members' badge (Appendix G) and/or certificate and be afforded special privileges to acknowledge Life Member status.

BY-LAW 1.4 – FELLOW MEMBERS

a) Fellow Members of the Club shall be entitled to attend Council Meetings and hold office if elected Constitution Section C 3.1. Fellow Members shall receive special recognition, for example a Fellow Members Badge (Appendix G) and/or Certificate and shall be afforded special privileges to acknowledge Fellow Member status.

b) Fellow Members do not have voting rights unless able to do so as a financial member of any qualifying category of membership.

BY-LAW 1.5 - MEMBERS

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

b) Membership shall be limited by category qualifications Constitution Section B 1.1 and/or the adequacy of Clubhouse facilities to cope with the existing situation.

BY-LAW 1.6 - BRANCH COUNCILLOR

The Club President shall be the Branch Councillor and a member of the Branch Council, and a nominee 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 as authorised by the Constitution Section A 2.2 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 Directors/Officers and Members

BY-LAW 2.1 – DIRECTORS/OFFICERS

a) Directors/Officers of the Club shall be elected from the members of the Club.

b) The Executive Officers of the Club shall be the President, Deputy President, Director of Administration & Planning, Director of Finance & Property and Director of Life Saving.

c) Only current proficient Surf Bronze Medallion awardees and holders of any relevant certificates as determined and required by SLSA shall be eligible for election to the following positions; Director of Life Saving, Director of Education & Training, Surf Boat Officer, Board & Ski Officer, IRB Officer and Deputies or Assistants to these positions.

d) It is highly recommended that the Director of Surf Sports hold a current Coaching Certificate, but it is not a pre-requisite for holding the position.

e) The Safety Officer should be the holder of relevant certificates of standard to the satisfaction and the discretion of the management committee in the areas within his/her job description eg Work Place Health and Safety, Risk Management and Insurance.

f) Directors/Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Directors/Officers. Club Directors/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.

g) Directors/Officers shall comply with the following principle statutory and common law duties:

i) to act honestly and in good faith in the interests of the Club;
ii) to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
iii) to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
iv) to avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties;
v) to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office;
vi) to prevent insolvent trading by the Club.

h) Interests:

A Director/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 Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which a Director/Officer is in any way interested will be voided for such reason.

i) Disclosure of interests:

The nature and interest of a Director/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 Council after the acquisition of the interest. If a Director/ Officer is interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be

made at the first meeting of the Council or Management Committee held after the Director/Officer becomes so interested.

j) General Disclosure:

A general notice that a Director/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 Directors/Officers to give a special notice relating to any particular transaction with that firm or company.

k) Recording Disclosures:

It is the duty of the Director of Administration and Planning to record in the Minutes any declarations made.

l) Conflicts:

A Director/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 Director/Officer is interested.

A Director/Officer shall not sign a document where the Director/Officer is interested in the contract or arrangement to which the document relates.

BY-LAW 2.2 – PATRON AND VICE-PATRON(S)

A Patron and a Vice-Patron(s) shall be appointed at the Annual General Meeting from a recommendation submitted by the Management Committee. Persons to be considered may be proposed by any member of the Club.

Appointments to these positions shall be made to persons who either hold public office or as a tribute for services to the Club.

BY-LAW 2.3 - DUTIES AND PRIVILEGES OF MEMBERSHIP

a) All financial members shall have access to all Club facilities.

b) All financial Active, Long Service, Reserve Active, Life Members and Directors/Officers shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings of the Council. Award and Past Active members may be given voting rights if approved and minuted by the Club. All other members may attend such meetings but have no voting rights.

c) All Active and Cadet members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.

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

BY-LAW 2.4 - RENEWAL OF MEMBERSHIP

a) Members shall apply annually for renewal of membership by submission of the prescribed Association Form and payment of the prescribed fee.

b) Should the application for renewal of membership be refused the member shall have the right of appeal, in writing through the Director of Administration and Planning.

c) For a member to be eligible to vote at the Annual General Meeting he shall be required to be a current financial member.

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

SECTION 3

Meetings

(Refer to Appendix 'B')

BY-LAW 3.1 - ANNUAL GENERAL MEETING

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

b) Written notice of the meeting shall be forwarded to each member at least 14 days prior to the meeting and the posting of such notice shall be deemed as notice received.

The order of business shall be:-

1. Recording of attendance and apologies
2. Confirmation of the previous Annual General Meeting Minutes
3. Presentation and adoption of the Annual Report and Financial Statements
4. Appointment of Patron and Vice-Patron(s)
5. Election of Directors/Officers/Others
6. Endorsement of Branch Councillor (Club President)
7. Endorse Junior Activities Committee
8. Endorse all Committees as required
9. Election of Life Members (if any)
10. Election of Fellow Members (if any)
11. Notice/s of Motion (if any)
12. Appointment of Club Auditor to act for the Club in the coming season
13. Appointment of Club Solicitor to act for the Club in the coming season
14. Affiliate with Branch, SLSQ and Auxiliary Organisations
15. Endorse the Executive Committee
16. General Business

c) All members may attend and participate as determined by the Chairperson but voting rights are as provided for in Constitution Section E 3.1.

BY-LAW 3.2 - GENERAL MEETINGS

General Meetings of the Club or Council are to be held as required for the benefit of the Club and the members. The meeting shall follow the Management Committee meeting format provided that all members may ask questions and expect competent answers.

BY-LAW 3.3 - SPECIAL GENERAL MEETINGS

a) A Special General Meeting may be summoned by resolution carried at a Council or Management Committee Meeting, or by direction of the President, or a written requisition of voting Members of the Club which equals double the number of Members presently on the Management Committee, plus one.

b) Special General Meetings shall be called as directed in Constitution Section E 2.6 to deal with Special Business only as detailed in the Notice of the Meeting.

c) Such meeting shall be held within 21 days of receipt of such request or directive and at least 9 clear days notice shall be given stating the business to be discussed. The quorum and time limit for such a meeting shall be as detailed Constitution Section E 2.2, 2.3, 2.4 and 2.5.

BY-LAW 3.4 - MANAGEMENT COMMITTEE MEETINGS

a) The Management Committee shall comprise those Directors/Officers and members as listed in Constitution Section B 10.2.

b) The Committee shall meet at least once in every calendar month and the Meeting dates shall be determined at the first Meeting of the Committee.

c) Should any member of the Committee absent himself without satisfactory reason for two (2) consecutive meetings, his office shall be declared vacant and the position filled in accordance with Constitution Section C 1.4. Any appeal by the member against the Committees decision shall be in accordance with Constitution Section C 1.7.

The order of Business shall be:-

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

d) The responsibility of the Management Committee shall be managing the day to day business of the Club, and the allotment of items to Boards, Committees and/or staff.

e) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be referred to the Club Council.

BY-LAW 3.5 - 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 Executive or Committee Chairperson.

SECTION 4

Duties of Directors/Officers and Others

BY-LAW 4.1 - THE PRESIDENT shall -

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

b) be chairperson of the Council, Management and Executive Committee meetings;

c) preside at all meetings of the Club and shall exercise his authority by generally supervising the affairs of the Club in conjunction with the Executive and 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) be the Club representative on the Branch;

g) supervise and direct the daily operations of the Club as and when required.

BY-LAW 4.2 - THE DEPUTY PRESIDENT shall -

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

BY-LAW 4.3 - THE DIRECTOR OF LIFE SAVING shall -

a) be chairperson of the Life Saving Committee;

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

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 and forwarding same to the appropriate Director/Officer. (Refer to Appendix C);

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

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

f) be an ex-officio member of Sub-Committees associated with his duties.

BY-LAW 4.4 – DIRECTOR OF ADMINISTRATION & PLANNING shall -

a) be chairperson of the Administration and Planning Committee;

b) be responsible for the 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;

c) forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws;

d) record and keep Minutes of all Annual General, General, Special General, Management Committee, and Executive Committee Meetings, Sub-Committee Meetings and all other meetings as directed;

e) be responsible for the conduct of 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;

f) be responsible for the drafting of the Annual report to be submitted to the Management Committee for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting;

g) carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings

BY-LAW 4.5 - THE DIRECTOR OF FINANCE & PROPERTY shall -

a) be chairperson of the Finance & Property Committee;

b) 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 shall be made by cheque or by electronic banking

c) keep the necessary books and a minimum number of accounts as required within the State of Queensland, and as required by the relevant Government Legislation viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments, and a Ledger to record endowable and non-endowable collections, and expenditure by cheque.

   Details of cheque payments are to be recorded by him/her and duly presented to a meeting as set out in Constitution Section D 2.5. He shall submit to the Secretary, for onforwarding to the relevant Government Department, an annual statement of endowable collections on the form prescribed by SLSQ, for the purpose of assessing Government Subsidy, and shall forward a copy to SLSQ.

d) 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.

e) Cause the completion of a full audit of the Club’s finances by the Clubs nominated external auditors and carry out those improvements required by them following the audit. The incumbent is responsible for the instruction and education of members and administrative staff for the processes involved and protection of the Club’s financial interests.

BY-LAW 4.6 - THE DIRECTOR OF SURF SPORTS shall -

a) be the Chairperson of the Surf Sports Committee;

b) be an active member and Chairperson of the Surf Sports Selection Committee;

c) arrange entries for carnivals and competitions in conjunction with the Team Manager, Selection Committee and lodge them with the Director of Administration and Planning;

d) be responsible for recommendations to the Management Committee in relation to the purchase of competition equipment for Surf Sports;

e) in conjunction with relevant Club Directors/Officers arrange training schedules for Club competitions;

f) submit budgets to the Management Committee on proposed expenditure in relation to Surf Sports;

g) in conjunction with Team Managers oversee all competition and carnival activity of Club members;

h) be responsible for overseeing and coordinating all programs and activities related to surf sports; and

i) ensuring all coaches are accredited and qualified;

j) organize and chair meetings with competitors and coaches at least twice each season or as required;

k) The Director of Surf Sports be an ex officio member of committees associated with his duties.

BY-LAW 4.7 - THE DIRECTOR OF EDUCATION & TRAINING shall -

a) arrange classes of Instruction and prepare all Probationary Members for award examinations;

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

c) arrange for the training and preparation of all Members for inter and intra Club competition as per the Competition Manual;

d) 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;

e) Director of Education & Training shall hold a current Training Officer's Certificate;

f) arrange suitable external training for members as required

BY-LAW 4.8 - 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;

d) Surf Boat Officer shall hold appropriate current accreditations and qualifications.

BY-LAW 4.9 - THE IRB OFFICER shall -

a) be a qualified IRB Driver;

b) at all times be subject to the direction of the Director of Life Saving;

c) be responsible for the care, maintenance and housing of Club IRB's and motors refer to Appendix E.3;

d) be responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Director of Life Saving and/or Director of Education and Training.

e) The IRB Officer shall hold appropriate current accreditations and qualifications.

BY-LAW 4.10 - THE BOARD & SKI OFFICER shall -

a) in consultation with the Director of Surf Sports permit or prohibit the use of any Club craft or Association gear;

b) assist in the selection and the supervision of the training of individuals and/or teams for board & ski competitors;

c) in consultation with the Gear & Equipment Officer – Surf Sports be responsible for the transport to and from carnivals of Club boards & skis;

d) in conjunction with the Gear & Equipment Officer – Surf Sports and Director of Surf Sports, maintain Club boards & skis in a serviceable condition;

e) be a member of the Beach Board & Ski Committee.

BY-LAW 4.11 - THE COMMUNICATIONS OFFICER shall -

a) hold a Radio Operators Certificate and a Training Officer – Radio Officers Certificate;

b) at all times be subject to the directions of the Director of Life Saving;

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 4.12 - THE GEAR & EQUIPMENT OFFICER – LIFE SAVING shall -

a) be responsible for all the patrol life saving gear (with the exception of competition craft, surf boat and/or its gear, power craft and/or its gear), belonging to the Club including its storage. (Refer to Appendix E).

b) ensure that all gear is in good repair and condition and is fit for the purpose it is designed. Review and report to the Director of Life Saving any damage and recommend appropriate action to ensure equipment is fit for use. Any expense involved shall require the approval of management

c) at the request of the Director of Life Saving, prepare any lifesaving gear (other than Boats and Craft) which is required for use in competition and coordinate its transportation to carnivals from time to time.

d) for the purpose of implementation of such duties and with the approval of the Director of Life Saving, have power to call on the services of any member.

e) be a member of the Life Saving Committee and participate regularly in its activities and meetings.

f) prepare and present an annual budget to the Director of Life Saving for presentation to the Management Committee.

BY-LAW 4.13 - THE GEAR & EQUIPMENT OFFICER – SURF SPORTS shall -

a) be responsible for all the surf sport equipment (with the exception of life saving equipment, surf boat and/or its gear, power craft and/or its gear), belonging to the Club including its storage. (Refer to Appendix E).

b) be responsible for the housing of boards and skis belong to members, refer to Appendix E.1.

c) ensure that all gear is in good repair and condition and is fit for the purpose it is designed. Review and report to the Director of Surf Sports any damage and recommend appropriate action to ensure equipment is fit for use. Any expense involved shall require the approval of management

d) at the request of the Director of Surf Sports, prepare any surf sports equipment (other than Boats and Craft) which is required for use in competition and coordinate its transportation to carnivals from time to time.

e) for the purpose of implementation of such duties and with the approval of the Director of Surf Sports and Surf Sports Committee, have power to call on the services of any member.

f) be a member of the Surf Sports Committee and participate regularly in its activities and meetings.

g) prepare and present an annual budget to the Director of Life Saving for presentation to the Management Committee.

BY-LAW 4.14 - THE FIRST AID OFFICER shall -

a) possess a current SLSA First Aid Award and be responsible for fostering high standards for first aid treatment and liaise with other accredited First Aid organisations eg St. John and Red Cross.

b) maintain adequate stocks of approved first aid material and equipment provided that he 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 Director of Life Saving, 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 4.15 - THE CLUBHOUSE DIRECTOR(S) shall -

a) report directly to the Executive Committee;

b) be responsible for the care, appearance and maintenance of the Clubhouse and the environs;

c) be responsible for the care, appearance and maintenance of those interior areas of the Clubhouse recognized as non-commercial;

d) be responsible for the care, appearance, maintenance and security of all leased/owned offsite facilities;

e) be responsible for the issuing of locker keys and in consultation with the Club President set and collect an annual locker usage fee;

f) be responsible for maintaining a register of locker allocations;

g) be responsible for the external security of all areas of the Clubhouse recognized as non-commercial. This includes the management of the allocation of keys to financial members and the management of any electronic security access system in consultation with the Club President, Director of Administration and Planning and the Director of Life Saving;

h) be responsible for reporting and seeking an allocation of funding from the Executive Committee for maintenance and security items; and

i) be responsible for the general conduct of Members in accordance with the Clubhouse Rules, the Club By-Laws and Appendix D;

BY-LAW 4.16 - THE REGISTRAR shall -

a) keep a register of all Members, and make any necessary notation thereon from time to time;

b) keep a register of all assessments and inter and intra-club competition results, together with a register of all patrol activities, including rescues effected and patients treated for first-aid.

BY-LAW 4.17 - THE TEAM MANAGER shall -

a) prepare and present to the Management Committee a budget covering all financial matters associated with Club Teams;

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

c) submit progress reports regularly to the Management Committee;

d) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;

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

f) assist with any displays or demonstrations required, where the Club is involved ;

g) himself or his appointed proxy attend all official briefings at events where the Club is represented.

BY-LAW 4.18 - THE CADET OFFICER shall -

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 Management Committee;

c) provide educational and other worthwhile experiences in a wide range of subjects and skills for members within the cadet ranks;

d) in conjunction with the Club Director of Administration & Planning, Youth Development Officer, Director of Life Saving and Director of Education and Training, co-ordinate all matters pertaining to the responsibilities and obligations of cadet membership;

e) assist with the enhancement of membership recruitment and retention through the age levels;

f) pursue issues and activities of benefit to cadet members;

g) foster recognition of the important role cadet members play within the Club.

BY-LAW 4.19 – DIRECTOR OF JUNIOR ACTIVITIES shall -

a) be chairperson of the Junior Activities Committee;

b) be responsible for the conduct and co-ordination of all matters relating to Junior Activities, refer to Appendix F;

c) in conjunction with the Director of Life Saving and Director of Education and Training provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;

d) prepare junior members (Nippers) for their eventual transition to the marine and patrol environment of Surf Life Saving;

e) participate in all such activities;

f) be a member of the Club Management Committee;

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

BY-LAW 4.20 - BRANCH COUNCILLOR (OR NOMINEE) shall -

a) be the Club President :

b) attend all Branch Council Meetings as the elected Club representative on that body.

c) 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.

d) appoint an Executive Officer, as proxy as and when required.

BY-LAW 4.21 – THE GRIEVANCE OFFICER shall -

a) be appointed by the Club Council 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 SLSQ CEO or Appointee) 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 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 4.22 – THE VOLUNTEER COORDINATOR shall -

a) be appointed by the Club Council from a recommendation submitted by the Management Committee;

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

f) liaise with the Branch and SLSQ Volunteer Coordinators on a regular basis and ensure that Club programs compliment those conducted by the Branch and SLSQ Volunteer Coordinators;

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

h) assist Club Officers to identify and recruit new volunteer officers, members etc;

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

j) co-ordinate the development, review and updating of formal job descriptions/duties for all Club voluntary positions;

k) provide advice on the development and co-ordination of professional development programs and resources which will assist volunteer performance and satisfaction;

l) carry out research into volunteer satisfaction and performance levels and provide appropriate recommendations;

BY-LAW 4.23 - THE YOUTH DEVELOPMENT OFFICER shall -

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

(b) oversee youth recruitment and retention programs/activities within the Club;

(c) promote youth members' participation in development camps and leadership programs and camps;

(d) pursue any issues of benefit to the safety and enjoyment of youth members;

(e) work with and assist the Cadet Officer to enhance recruitment and retention and transition through the various age levels;

(f) be subject to the direction of the Club Management Committee.

BY-LAW 4.24 - THE PUBLICITY OFFICER shall –

a) be responsible for the publicity of the Club through the press, radio and television;

b) shall publish the results of the Club's activities and carnivals.

BY-LAW 4.25 - THE MOBILE SERVICES OFFICER shall –

a) maintain a register of all IRB's, ATV's, tractors, motor vehicles, buses and all trailers, including type and registration details;

b) attend to all relevant licensing and registration matters;

c) oversee the maintenance of all Club vehicles and mobile equipment and keep a register of such maintenance;

d) ensure those responsible for driving vehicles and mobile equipment hold the appropriate license qualifications.

BY-LAW 4.26 - THE FUND RAISING COORDINATOR shall –

a) be responsible for all fund raising activities within the Club;

b) attend meetings with affiliated fund raising bodies as required;

c) shall handle Club funds in accordance with the requirements of the Director of Finance & Property.

BY-LAW 4.27 - THE SPONSORSHIP & MARKETING COORDINATOR shall –

a) be the Chairperson of the Sponsorship & Marketing Committee;

b) shall be responsible for co-ordinating all sponsorship within the Club;

c) shall be responsible for maintaining a record of all sponsorship approaches and agreements.

BY-LAW 4.28 - THE APPAREL OFFICER shall –

a) be responsible for obtaining and selling all costumes and clothing of the Club after approval by the Management Committee;

b) shall be responsible for providing to the Director of Finance & Property a budget of all income and expenditure;

BY-LAW 4.29 - THE TOURING TEAM MANAGER shall –

a) manage a club touring team for nominated special events with responsibilities similar to the Team Manager.

BY-LAW 4.30 - THE DEPUTY DIRECTOR(S) OF LIFE SAVING shall –

a) assist the Director of Life Saving in all his duties;

b) in the absence of the Director of Life Saving have the like powers, authorities and duties of the Director of Life Saving.

BY-LAW 4.31 - THE MEMBERS REPRESENTATIVE shall –

a) represent and act on behalf of the members of the club;

b) direct to the attention of the Management Committee any complaints, grievances or concerns of any member

BY-LAW 4.32 - THE CLUB HISTORIAN shall –

a) be responsible for the maintenance and custody of all club records and memorabilia;

b) advise on the keeping of Club records and memorabilia.

BY LAW 4.33 THE SAFETY OFFICER shall –

a) Oversee and direct the development and implementation of enhanced and useful risk management policies, plans and practices which:-

    i) Protects members and those availing themselves of surf lifesaving services/products from injury or death;
    ii) Protects the Club, and its Officers and staff from legal liability;
    iii) Protects and enhances the Club reputation;
    iv) Protects the Club's assets;
    v) Supports effective decision making; and
    vi) Enhances the Club's performance

b) identifies and monitors key regulatory requirements and the Clubs compliance with such relevant regulatory requirements

c) provides advice and recommendations to the Management Committee on safety and risk management issues;

d) the Safety Officer also attends to relevant matters referred by Management ; and

e) Serves as a member of the Building and Planning Committee and attends Management Committee on invitation as a non-voting member.

f) Possess appropriate qualified awards.

SECTION 5

Staff & Employees

BY-LAW 5.1 - STAFF APPOINTMENTS

The Management Committee, pursuant to Constitution Section B 10.5(a) may appoint an Administrator and/or other paid employees for specific assignments.

BY-LAW 5.2 - THE ADMINISTRATOR

The Administrator is a paid Officer position and subject to the provisions of the Constitution B 10.5(a) and to the directions from time to time of the Council, Management Committee and Executive, he shall:

a) carry out and implement all decisions of the Council Meetings, the Management Committee, all other committees and the Executive and within the scope of such decisions use his best endeavours to further the policies of the Club and the advancement of Surf Life Saving;

b) co-ordinate the activities of the Club Officers and events and assist wherever possible or as directed;

c) attend meetings and act as Minute Secretary for all Council General or Special Meetings as well as the Executive and Management Committee Meetings as required;

d) be responsible to the President on matters of day to day routine business;

e) 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;

f) maintain close contact with Branch and the SLSQ levels of the Association;

g) approach and develop Club donors and sponsors with the assistance of the Executive Officers and the Sponsorship & Marketing Coordinator and provide support as directed, and oversee all fund raising activities as directed by the Management Committee and the Fund Raising Coordinator;

h) in all aspects of his activities observe and comply with existing procedures of the Club as regards correspondence and communications;

i) prepare and issue notices and agendas for General Meetings of the Council, the Management Committee and the Executive as required;

j) attend to the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution.

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 appointment only whilst he retains his membership of the Club: provided that the Council may, at its discretion, remove any member from membership of a Committee.

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

e) It shall be the duty of the Director of Administration & Planning to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.

f) 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.

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

h) 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.

i) Reports and recommendations of the Committees shall be presented in writing to the Director of Administration & Planning or appointing body.

BY-LAW 6.2 – LIFE SAVING COMMITTEE

a) The Life Saving Committee shall comprise the Director of Life Saving (Chairperson), Deputy Director(s) of Life Saving, Director of Education & Training , Patrol Captains, IRB Officer, Communications Officer, Gear & Equipment Officer – Life Saving, First Aid Officer, Junior Awards Officer and Mobile Services Officer.

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;
   vi) have the power to investigate patrol defaulters and submit their findings to the Management Committee.

c) The Committee shall meet at least once every calendar month or as required.

BY-LAW 6.3 - SURF SPORTS COMMITTEE

a) The Surf Sports Committee shall comprise the Director of Surf Sports (Chairperson), Club Coaches (non-voting), Team Manager(s), Surf Boat Officer, Board & Ski Officer, Gear & Equipment Officer – Surf Sports, Junior Surf Sports Officer, a representative from each of the Beach Board & Ski Committee, the Water & R&R Competition Committee, the IRB Competition Committee and the Surf Boat Competition Committee. .

b) It shall be responsible for -

i) promoting involvement in surf sports activities;
ii) conducting training and coaching programs for members
iii) dealing with matters referred to it from the Management Committee or Council
iv) making recommendations related to surf sports to the Management Committee.

c) The Committee shall meet at least once every calendar month or as required.

BY-LAW 6.4 - JUNIOR ACTIVITIES COMMITTEE

a) The Junior Activities Committee shall comprise the Director of Junior Activities (Chairperson) and 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.

b) Be represented on the Club Management Committee by the Director of Junior Activities.

c) Operate as provided for in Appendix F.

d) Make recommendations relating to Junior Activities to the Management Committee.

BY-LAW 6.5 – LIFE SAVING SELECTION COMMITTEE

a) The Life Saving Selection Committee shall consist of the Director of Life Saving (Chairperson), Deputy Director of Life Saving and Director of Education & Training.

b) The Committee shall be responsible for the selection of 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 and any electronic process available.

BY-LAW 6.6 - SURF SPORTS SELECTION COMMITTEE

a) The Surf Sports Selection Committee shall comprise the Director of Surf Sports (Chairperson), Team Manager, a representative from each of the Beach, Board & Ski Committee, the Water and R&R Competition Committee, the IRB Competition Committee, the Surf Boat Competition Committee and Club Coaches (non-voting).

b) The Committee shall be responsible for selecting individuals and/or teams for surf sports competitions (excluding those selected by any other committee).

BY-LAW 6.7 - FINANCE & PROPERTY COMMITTEE

a) The Finance & Property Committee shall comprise the Director of Finance & Property (Chairperson), President, Director of Administration & Planning, Fund Raising Coordinator and Sponsorship & Marketing Coordinator.

b) This committee shall be responsible for the financial well being of the Club, its assets and property.

BY-LAW 6.8 – ADMINISTRATION & PLANNING COMMITTEE

a) The Administration & Planning Committee shall comprise the Director of Administration & Planning (Chairperson), President, Director of Finance & Property and Registrar.

b) This committee shall be responsible for the administrative well being of the Club;

c) Review, update and record policy and future trends and develop administrative and resources strategies relative to the Club;

d) Enhance administrative, management and technological efficiencies within the Club by:

i) ensuring delivery of co-ordinated and relevant programs of administration, management and associated training

ii) maintaining up to date and useful technological resources, training and reference guides relating to the Club's administrative systems and procedures.

iii) overview and facilitate strategic planning processes within the Club

iv) review administration systems and procedures with the object of eliminating waste and duplication

BY-LAW 6.9 - BUILDING & PLANNING COMMITTEE

a) The Building Committee shall comprise the President, Deputy President, Club House Director(s), up to four (4) other elected Members as determined by the Council at the Annual General Meeting and other qualified personnel as required.

b) The Committee shall action and investigate all matters relative to the Club House buildings and surrounds, and report to the Club Management Committee on a bi-monthly basis or as required

c) The Committee will elect its own Chairperson at its first meeting.

BY-LAW 6.10 - MEMBERSHIP COMMITTEE

a) The Membership Committee shall comprise the Deputy President, Deputy Director of Life Saving , Registrar and two (2) other members as determined by the Council at the Annual General Meeting.

b) They shall inquire and report to the Management Committee upon all applications for the various membership categories as defined in the Club Constitution.

c) The Committee will elect its own Chairperson at its first meeting.

BY-LAW 6.11 - JUDICIARY COMMITTEE

a) The Judiciary Committee shall be appointed by the Council 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 at least three (3) others, one (1) who may or may not be a member of the Club.

b) 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: Executive Officers cannot be members of the Judiciary Committee.

c) The Committee will elect its own Chairperson at its first meeting.

BY-LAW 6.12 – SPONSORSHIP & MARKETING COMMITTEE

a) The Sponsorship & Marketing Committee shall comprise the Sponsorship & Marketing Coordinator (Chairperson), Deputy President, Publicity Officer, Junior Publicity Officer, Fund Raising Coordinator and Junior Fund Raising Coordinator.

b) Initiate and promote, in conjunction with officers and staff of the Burleigh Heads Mowbray Park Surf Life Saving Supporter's Association, all forms of support that may be benefit to the Club;

d) Shall arrange for the publicity of the Club's activities, in conjunction with the Club's Publicity Officer;

e) Shall develop plans for the marketing of the Club to the community;

f) Shall supervise liaison with the media, in conjunction with the Club's Publicity Officer;

g) Shall develop strategic plans for such fundraising and sponsorship as may be considered appropriate on behalf of the Club.

BY-LAW 6.13 – CONSTITUTION COMMITTEE

a) Shall comprise a Chairperson and up to six (6) Club Members as determined by the Council at the Annual General Meeting.

b) Shall draft any amendments to the Club Constitution and By-Laws which may become Necessary

c) The Committee will elect its own Chairperson at its first meeting.

BY LAW 6.14 – BEACH BOARD & SKI COMMITTEE

a) The Beach Board & Ski Committee shall comprise the Board & Ski Officer (Chairperson), Director of Surf Sports, Team Manager and a Fund Raising Coordinator (specifically for this committee) and one (1) other member as determined by the Council at the Annual General Meeting.

b) The Committee shall be responsible for:-

i) All beach, board and ski matters;
ii) Promotion of beach, board and ski events as desirable competitive events;
iii) Oversee and monitor coaching programs;
iv) Coach and competitor liaison;
v) Team selection and its criteria;
vi) The review and recommendations of applications of interested parties for the coaching positions
vii) Oversee and ensure that if a Member of the Club obtains the benefits of coaching, training, subsidies and club facilities, then this Competitor is required to have his/her competition rights at the Club and attend all Surf Sports Carnivals as the member elects relating to the Competitors discipline.

c) The Committee shall prepare a budget to be reviewed by the Surf Sports Committee before being approved by the Management Committee.

BY-LAW 6.15 – WATER AND R & R COMPETITION COMMITTEE

a) The Water and R & R Competition Committee shall comprise the Director of Surf Sports, Team Manager, Fund Raising Coordinator (specifically for this committee) and one (1) other Member as determined by the Council at the Annual General Meeting.

b) The Committee will elect its own Chairperson at its first meeting.

c) The Committee shall be responsible for:-

i) all Water and R & R matters;
ii) promotion of Water and R & R events as desirable competitive events;
iii) overseeing and monitoring coaching programs;
iv) coach and competition liaison;
v) team selection and its criteria;
vi) the review and recommendation of applications of interested parties for the coaching positions when required;
vii) Oversee and ensure that if a Member of the Club obtains the benefits of coaching, training, subsidies and club facilities, then this Competitor is required to have his/her competition rights at the Club and attend all Surf Sports Carnivals as the member elects relating to the Competitors discipline.

d) The Committee will prepare a budget to be reviewed by the Surf Sports Committee before being approved by the Management Committee.

BY-LAW 6.16 – IRB COMPETITION COMMITTEE

a) The IRB Competition Committee shall comprise the IRB Officer (Chairperson), Director of Surf Sports, Team Manager, Fund Raising Coordinator (specifically for this committee), and one (1) other Member as determined by the Council at the Annual General Meeting.

b) The Committee shall be responsible for:-

i) all IRB matters;
ii) promotion of IRB events as desirable competitive events;
iii) overseeing and monitoring coaching programs;
iv) coach and competition liaison;
v) team selection and its criteria;
vi) the review and recommendation of applications of interested parties for the coaching positions when required;

vii) Oversee and ensure that if a Member of the Club obtains the benefits of coaching, training, subsidies and club facilities, then this Competitor is required to have his/her competition rights at the Club and attend all Surf Sports Carnivals as the member elects relating to the Competitors discipline.

c) The Committee will prepare a budget to be reviewed by the Surf Sports Committee before being approved by the Management Committee.

BY-LAW 6.17 – SURF BOAT COMPETITION COMMITTEE

a) The Surf Boat Competition Committee shall comprise the Surf Boat Officer (Chairperson), Director of Surf Sports, Team Manager, Fund Raising Coordinator (specifically for this committee) and one (1) other Member as determined by the Council at the Annual General Meeting.

b) The Committee shall be responsible for:-

i) all surf boat matters;
ii) promotion of surf boat events as desirable competitive events;
iii) overseeing and monitoring coaching programs;
iv) coach and competition liaison;
v) team selection and its criteria;
vi) the review and recommendation of applications of interested parties for the coaching positions when required;
vii) Oversee and ensure that if a Member of the Club obtains the benefits of coaching, training, subsidies and club facilities, then this Competitor is required to have his/her competition rights at the Club and attend all Surf Sports Carnivals as the member elects relating to the Competitors discipline.

c) The Committee will prepare a budget to be reviewed by the Surf Sports Committee before being approved by the Management Committee.

BY LAW 6.18 – LIFE MEMBERSHIP & HONOURS COMMITTEE

a) Shall comprise of five (5) Life Members.

b) The Life Membership and Honours Committee will initiate and/or assess candidates for Life Members and Fellow Members as set out in the Club constitution.

c) This Committee may also be called upon to assist with proposals on behalf of the Club and/or its members when opportunities for community or government awards/honours arise.

d) After advising the Management Committee of the successful applicant/s for Life Membership and Fellow Member, they will seek the approval of these appointments from the Club Council at its next Annual General Meeting.

e) A quorum for a Life Membership and Honours Committee meeting will be a minimum of three and a two thirds (2/3) majority required for a proposal to proceed.

f) The Committee will elect its own Chairperson at its first meeting.

BY-LAW 6.19 - 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 - AUXILIARY ORGANISATIONS

a) The Club may authorise the formation and/or affiliation of auxiliary organisations, e.g. Supporters Club, Old Lifesavers , Sporting Foundation etc with the approval of SLSQ.

b) Each organisation's formation and function shall be reviewed annually and shall be compatible with the provisions contained in Section A paragraph 3 of the Constitution.

c) The Constitution of any such organisation and any amendments thereto shall at all times be subject to the endorsement of the Council.

d) The Club may be represented on any such organisation by an Officer or member of the Club appointed annually for the purpose; and such organisation may by special invitation likewise be represented on the Club.

e) Such organisations shall be registered incorporated bodies subject to Section A paragraph 2.2 of the Constitution.

BY-LAW 7.3 - CORRESPONDENCE

a) All correspondence from SLSQ to the Club, or from the Club to SLSQ, shall in the first place be transmitted through the Branch and no such correspondence shall be considered and/or attended to by 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 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 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 SLSQ Chief Executive Officer shall, at his discretion, either forward such letter to the Branch concerned for appropriate action or return it to the Club concerned for transmission through the Branch.

BY-LAW 7.4 - 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 Director of Finance & Property 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 7.5 - 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 7.6 - 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 SLSQ.

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

e) The Branch and/or SLSQ 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 7.7 - 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 SLSQ'S Workcover policy for all registered members of Surf Life Saving Queensland (except Junior Activity (Nipper) members aged 5 to 14 years – ie 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 (5-13 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 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, 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

i) 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. Also, 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 7.8 - 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 7.9 - 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, Part A, Section B/9 shall apply.

BY-LAW 7.10 - 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 7.11 - DISSOLUTION OF AFFILIATED BODIES

a) The Constitution of every affiliated body shall contain a dissolution clause similar to that set out in Section E Paragraph 15 and should any affiliated body fail to make any such specific provision Section E Paragraph 15 of this 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 Section E Paragraph 15 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 7.12 – CAPITAL EXPENDITURE

(a) The Club shall notify SLSQ of any proposed capital expenditure over $100,000.00.

(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 with accrual accounting requirements; and
vi) any other information considered relevant.

(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 submitted to the SLSQ Chief Executive Officer to be assessed by the SLSQ Audit, Finance and Compliance Committee upon receipt of all relevant information. SLSQ may seek external advice.

Any such approval (which may be granted or withheld conditionally or unconditionally at SLSQ discretion) forms part of SLSQ 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.

(ii) If SLSQ declines to issue an Approval to Proceed it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by SLSQ (for example following SLSQ's recommendation or conditions of approval), if the applicant must undertake any professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by SLSQ, the risk that this might not be appropriate for your circumstances is accepted by the applicant.

BY-LAW 7.13 – BUSINESS DEVELOPMENT/VENTURE –

(a) In order to protect and enhance the Association's objective, Clubs(including Supporters Clubs and related entities) shall inform and consult with SLSQ about any developments or redevelopments, or any developments or commercial or non-commercial venture – on existing property or elsewhere – which involve expenditures over $100,000.00.

(b) Examples of such developments or ventures where SLSQ needs to be consulted include:

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 (eg at the Clubhouse) or off-site, either singularly or in partnership.

(c) The Club shall notify SLSQ immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club.

(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 (with external expert advice if necessary) and if considered appropriate issue an Approval to Proceed (as per the existing Capital Expenditure Policy).

(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.

BY-LAW 7.14 – 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) The Club shall 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) 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.

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

SECTION 8

Membership

BY-LAW 8.1– MEMBER PROTECTION

(a) The Club is committed to the health, safety and well being of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in surf life saving 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 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 8.2 – CODES OF CONDUCT –

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

(a) Individual members shall -

- (i) Respect the rights, dignity and worth of others
- (ii) Be fair, equitable, considerate and honest in all dealings with others;
- (iii) Be aware of, and maintain an uncompromising adhesion to, SLSA standards, rules, regulations and policies;
- (iv) Be professional in, and accept responsibility for actions;
- (v) Make a commitment to providing quality service;
- (vi) Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
- (vii) Refrain from anything which may abuse, intimidate or harass others;
- (viii) Preserve and protect the standing and reputation of the Association;
- (ix) Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.

(b) Team Managers/Age Managers/Chaperones shall -

- (i) Abide by the "Code of Conduct" for Members;
- (ii) Be responsible for the overall welfare and well-being of team members and officials when travelling with a team;
- (iii) Maintain a duty of care towards team members and an accountability for the management of the team;
- (iv) Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
- (v) Foster a collaborative approach to the management of the team.

(c) Coaches/Officials shall –

(i) Abide by the Code of Conduct for members;
(ii) Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
(iii) Maintain a duty of care towards others and an accountability for matters relating to training and competition;
(iv) Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
(v) Ensure that any physical contact with others is:-
  (a) appropriate to the situation
  (b) necessary for the person 's development
(vi) Provide a safe environment for training and competition.
(vii) Be a positive role model for surf lifesavers and SLSA.

(d) Administrators/Directors/Officers shall -

(i) Abide by the Code of Conduct for members;
(ii) Be fair, considerate and honest with others;
(iii) Operate within the rule of SLSA;
(iv) Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
(v) Resolve conflicts fairly and promptly through established procedures;
(vi) Maintain strict impartiality;
(vii) Maintain a safe environment for others;
(viii) Show concern and caution towards others;
(ix) Be a positive role model.

(e) Youth Leaders shall -

(i) Abide by the Code of Conduct for members;
(ii) Recognise the importance of, and encourage the development of members, encompassing camaraderie and teamwork;
(iii) Treat members with respect and accept the duty of care for the welfare, safety health and happiness of members and conduct themselves responsibly;
(iv) Be a role model to all members and conduct themselves in a manner befitting a leader with Surf Life Saving;
(v) Adhere to all Association Policies and ensure that the duty of care to all members is met in these areas;
(vi) Accept that adults in Surf Life Saving do not involve themselves in unobserved activities with individual youth members;
(vii) Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Association;
(viii) Allow members the opportunity and access to gain valuable leadership qualities and skills through lifesaving and surf sports activities;
(ix) Provide the best possible lifesaving and sporting activities for members with the view to encouraging and promoting long term active participation;
(x) Be reasonable in demands on members time, energy, enthusiasm and commitment;
(xi) Ensure young members are involved in planning, leadership, evaluation and decision making processes at various levels within the Association;
(xii) Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.

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 SLSQ and the approval of the Association.

BY-LAW 9.2 - COMPETITIONS

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 (eg 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.

BY-LAW 9.4 - CLUB CHAMPIONSHIPS

a) The Club Championships shall be conducted annually on a date determined by the Management Committee.

b) The list of events to be conducted at the Championships shall also be decided by the Management Committee.

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, SLSQ, Branch or Club is not permitted.

c) The Association shall be the authority to approve competitions involving “cash prizes” and therefore any Affiliated Club or other section of 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, SLSQ or Branch championship carnival.

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

f) Not withstanding 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 and of the members under his control, and attend all briefings.

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

d) In the case of 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 team during the course of such carnival or similar function and shall take action to ensure that competitors under his control report to the Check 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 then given him.

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 and dates of the visit, method of travel, the number intending to travel and the name and address and contact details of the Team Manager's who shall be deemed responsible in the event of necessity for future reference.

d) Providing there are no grounds for objection, SLSQ of the intending touring party shall forthwith advise the relevant SLSQ'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 life saving 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 life saving;
(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 onforwarding 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) SLSA 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 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 SLSA seeking final approval for the tour to be conducted;

c) 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, 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 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 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) 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 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 -

i) The Council
ii) The Management Committee
iii) The Judiciary Committee
iv) The President
v) The Director of Life Saving

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

BY-LAW 11.2 - DISCIPLINE

a) 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 practised 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 duties in the Club without being able to avail himself 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 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 shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with his rights as a Club member.

BY-LAW 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 Club upon any matter touching the affairs of the Club, 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 Executive 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 for the time being of the Judiciary Committee.

1.3 "Member" for the purposes of these rules of procedure means a member of the Association, and includes a Club, subject to the jurisdiction of SLSQ or Branch by which the Committee shall have been appointed.

1.4 "Reference" includes any complaint against a member of the Club brought by any person, and any dispute 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 Executive or 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 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 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 inquiries and prepare to assist the Committee within fourteen (14) days.

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

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

BURLEIGH HEADS MOWBRAY PARK SURF LIFE SAVING CLUB

To: .....

Dear Sir,

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.

(Mr/Ms ..... has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.) - Optional

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 of the time and place of the hearing, and that he is required to attend.

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

3.6 The independent investigator if appointed by the Chairperson of the Committee shall make 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 by the Secretary shall be subject to such action as the Executive 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 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 twenty-eight (28) days of being notified of a decision in writing.

APPENDIX "B"

RULES OF DEBATE

1. GENERAL

1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Council, 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 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 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 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 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 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 seconder, and the approval of the meeting, before making any alteration to the wording of his motion.

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

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

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

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

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.

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

4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be 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 member, by show of hands or by secret ballot.

5.2 Any 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 member declining to vote shall elect to retire behind the Chairperson or have his vote counted in the negative.

5.4 The Chairperson may appoint tellers to assist him 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 Life Saving Committee and endorsed by the Management Committee prior to the commencement of each Season.

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

    a) Active Cadet Member 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 Director of Life Saving;

    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 Director of Life Saving 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 Director of Life Saving or his deputy indicating any breaches that require investigation as provided for in By-Law 6.2.

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 Patrol Operations 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 Patrol Captain or the Director of Life Saving may be allotted a Penalty Patrol or other duties at the discretion of the Director of Life Saving. Failure to attend penalty patrol incurs automatic suspension until the next Club Meeting.

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

6. Before the Patrol commences duty, the Patrol Captain shall detail the position each man is to take in the event of rescues, allocate qualified IRB personnel to the 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 Director of Life Saving.

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 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 -

    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 SLSQ) stating names and reasons for exemption.

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

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

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 patrols.

APPENDIX "D"

Clubhouse Rules

POLICY

1. The Surf Club Premises consist of commercial and non-commercial areas. These Clubhouse Rules apply to non-commercial areas. That is those areas reserved for financial members of the Club.

2. The Clubhouse shall be open to members from 5.30am to 6.30pm daily, and shall not open outside these hours without the approval of the President, member of the Executive Committee or the Clubhouse Director(s).

3. The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by members of the Executive Committee and Clubhouse Director(s) and/or written approval of the Director of Administration & Planning.

4. All members, Officers and staff must use facilities and equipment for their proper purposes and care for and maintain such facilities and equipment correctly.

5. The Surf Club does not accept any legal or financial liability for loss or damage to valuables, personal items and equipment stored temporarily or permanently on the premises.

6. The Club is a smoke and drug free environment with a zero tolerance policy to any offenders.

7. Members are required to conduct themselves in an appropriate manner at all times.

8. Members found damaging club property will be responsible for the cost of repairs to damaged items as determined by the Executive Committee.

9. Instructions issued by the Clubhouse Director/s must be adhered to in the first instance. If a member disagrees with the instruction such objection can be pursued through the Club's grievance process.

GENERAL

10. 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.

11. The Club house, including balconies (and by Queensland law the patrolled beach) are NON-SMOKING areas. Smoking is also not permitted within 4 metres from any entrance to non licensed sections of the Surf Club.

12. Smoking is prohibited in all Club motor vehicles and on any other item of machinery or equipment.

13. The Clubhouse Director/s in consultation with the Director of Life Saving may from time to time prepare a roster of weekend duties. Members will be contacted personally and a notice placed on the Notice Board. Any refusal of clubhouse duties shall be dealt with by the Executive Committee.

14. Offensive language (including swearing, racist and sexist) shall not be tolerated.

15. Pets shall not be tolerated in the Clubhouse .

16. Members may be issued with lockers on an annual basis subject to the payment of an approved fee. The Clubhouse Director/s on behalf of the Club, reserve the right to inspect the contents of members lockers at anytime and without prior notice.

17. Liquor may only be consumed in the Clubhouse with the approval of the Executive Committee.

18. The Director of Life Saving, First Aid officer and assistants, qualified medical personnel and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.

19. Junior (Nipper) members shall be permitted the use of the upstairs “Club Room” only with the approval of a member of the Executive Committee or the Clubhouse Director/s. Junior members must be under the supervision of a Club Official at all times. The Club Official must be a holder of a Working with Children Check-“Blue Card.”

Note: The upstairs area of the club is NOT a general use area and is not to be used as a “playground” for younger members.

20. Food and Drink (except water) are not permitted in the upstairs “Club Room” area” under any circumstances.

21. Skis, Surfboards, bodyguards etc must be stored in designated areas. Failure to comply will result in the offending item being removed from the Clubhouse premises with no liability being accepted by the Club for theft or damage.

22. Members must be dry and free of sand before entering the Clubhouse.

23. No items are to be hung out of the windows or on the verandah railings.

APPENDIX "E"

Gear Rules

1. BOARD & SKI

1.1 Boards & Skis owned by the Club or its members shall be stored under the control of the Board & Ski Officer.

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

1.3 Members shall not use Club gear without prior approval of the Board & Ski Officer, Gear & Equipment Officer – Life Saving, Director of Life Saving or Director of Education & Training.

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 Executive committee.

2.2 No members of the Club shall use the boat unless it is in charge of the Surf Boat Officer or his nominee, of Director or Life Saving or Deputy Director of Life Saving, except that if these Officers are unavailable, one of them may grant permission to a member of the Club (who in his opinion is qualified to do so) to take charge of a Boat and such member shall be responsible to the Committee for the conduct of the crew and the manner in which the boat is used while it is under his control and for each breach of the Surf Boat By-Laws.

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

2.4 The Boat shall not be taken away from the area patrolled by the Club without the special permission of the Executive Committee except for the express purpose of rescuing persons in danger in the vicinity of that area or for training purposes or for Carnivals.

2.5 The Boat and gear shall be housed in the Boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Executive Committee. The Officer last in charge of the Boat each day shall be responsible for its return to the shed/storage place and shall report the Committee in writing any damage to or loss of gear that may have occurred.

2.6 Members, except those on patrol, may be called upon to assist in getting the Boat in and out of the water, and a refusal to do so will be a matter for report to the Committee for action thereon.

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

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

3. POWER BOAT RESCUE CRAFT

The IRB Officer shall:-

3.1 be responsible for the general maintenance and up-keep of all powered surf rescue craft and equipment.

3.2 at all times ensure that the IRB is ready for patrols and adequate fuel is on hand.

3.3 in consultation with Director of Life Saving, be in charge of all powered surf rescue craft operations.

3.4 have an IRB in attendance at all examinations where directed by the Director of Life Saving and/or the Director of Education & Training.

3.5 have an IRB in attendance at the buoys on all occasions that surf events or tests are being held.

APPENDIX "F"

Junior (Nipper) Activities Committee (JAC) Rules

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

1.1 Appointment

The Club, at it's Annual General Meeting shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.4 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. .

f) To provide rules and regulations for the conduct and co-ordination of Junior Activities for Junior (Nipper) members who have attained the age of five (5) but who have not attained the age of fourteen (14) years to ensure the objects and duties of the Junior Activities Committee are implemented and adhered to. (Constitution Section B clause 3(b))

g) To endeavour to raise finance to provide for the foregoing objects and to provide recommendations to the Management Committee from time to time as to the utilisation of such finances raised which may be raised for specific purposes by the Junior Activities Committee to provide for Junior Activities.

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 Executive Committee for membership of the JAC and been endorsed. Group applications are also acceptable.

b) The Director of Junior Activities 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 Director of Junior Activities, Secretary, Treasurer, Registrar, Surf Sports Officer, Awards Officer, Fund Raising Coordinator, Apparel Coordinator, Team Manager,

Gear Steward, Chief Water Safety Officer, Publicity Officer, BBQ Coordinator and Age Group Managers. Assistants may also be elected 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 Director of Junior Activities, the Deputy Director of Junior Activities, the Secretary, the Treasurer, the Awards Officer and the Surf Sports Officer.

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 Director of Junior Activities Nomination(s)
- Election of Officers
- Meeting dates

b) JAC meetings which shall be held at least once every calendar month with the following agenda-

- Attendances
- Apologies
- Confirmation of Minutes of previous Meeting
- Business Arising
- Correspondence
- Reports
- 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 Director of Junior Activities or the JAC.

e) A quorum shall be as provided for in the Club Constitution (Section E Clause 5)

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

1.5 Elections

a) Nominations for the Election of Officers shall be in writing and signed by the nominee signifying 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.

1.6 Finance

a) The Director of Finance & Property, 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 Director of Finance & Property, 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.

1.7 Competition

a) The JAC shall have the 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 Surf Sports Officer, 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.

1.8 Discipline

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. DIRECTORS/OFFICERS AND THEIR DUTIES

2.1 The Director of Junior Activities: Shall chair all meetings of the Committee at which he is present and shall exercise a general supervision over the affairs of the JAC. He shall be a member of the Management Committee 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 shall submit an Annual Report of the JAC to the Club and submit regular reports to Club management.

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

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 Director of Administration & Planning.

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 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 shall provide and seek co-operation of the Director of Finance & Property.

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. He shall work in conjunction with the Club's Registrar

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 Director of Education & Training . He shall hold a current Training Officer's Certificate

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 or the Age Managers shall record the attendance of the competitors at Carnivals. He 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 shall be responsible for lodging all protests as per the Association Handbook. He 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. He shall consult with the Director of Life Saving before the start of each training session. He shall hold a current Bronze Medallion.

2.10 The Junior Activities Surf Sports Officer: Shall be responsible for overseeing and co-ordinating all programs and activities relating to surf sports. He shall hold a current Coaching Certificate.

2.11 The Junior Activities Fund Raising Coordinator: Shall be responsible organising all JAC fund raising activities. He shall also work in conjunction with the Club's Fund Raising Coordinator

2.12 The Junior Activities Apparel Coordinator: Shall be responsible for obtaining and marketing costumes and clothing following decisions by the JAC. He shall work with the Club's Apparel Coordinator.

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 shall also work in conjunction with the Club's Publicity Officer.

2.14 The Junior Activities BBQ Coordinator (or Committee): Shall be responsible for provisioning the BBQ 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 duties and act as an assistant to the JA Team Manager during the performance of his duties.

3. MEMBERSHIP

3.1 To participate in any Junior Activities at the Club all persons shall be members of the Club.

3.2 All applicants for membership of the Club 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"

THE COMMON SEAL



CLUB BADGE



LIFE MEMBERSHIP BADGE



FELLOW MEMBERSHIP BADGE



CLUB EMBLEMS

BURLEIGH HEADS
MOWBRAY PARK
SURF LIFE SAVING CLUB INC.

BURLEIGH HEADS
MOWBRAY PARK
S.L.S.C.