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**KIRRA SURF LIFE SAVING CLUB INC.**

**PART 2**

**THE BY-LAWS**

**SECTION 1**

**The Constituents**

**BY-LAW 1.1 – EXECUTIVE OFFICERS**

The following Executive Officers shall be elected at the Annual General Meeting as provided for in 1/C/1: President, Deputy President, Treasurer, Captain, Chief Training Officer, Supporters Chairperson, Junior Activities Officer, Sports and Competition Officer, Secretary, Administrator (non voting)

**BY-LAW 1.2 – OTHER OFFICERS**

- a) All or any of the following officers, may be elected at the Annual General Meeting viz.: Patron, Vice Presidents, Surf Boat Officer, IRB/ Power Craft Officer, Craft Officer, Gear & Equipment Officer, First Aid Officer, Clubhouse Officer, Communications Officer, Youth Development Officer, Grievance Officer, Team Manager, Vice Captain

Nomination for Junior Activities Officer shall be subject to endorsement by The Junior Activities Committee, refer to By-Law 4.18.

- b) Officers, as assistants may also be elected and eligible to attend Management Committee meetings without voting rights viz.:

Asst. Secretary, Asst. Treasurer, Surf Boat Vice Captain, Asst. First Aid Officer, Asst. Chief Training Officer, Asst. Gear & Equipment Officer

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

**BY-LAW 1.3 – HONORARY LIFE MEMBERS**

Honorary Life Members of the Club shall be entitled to attend Council Meetings and hold Office if elected,. (Refer 1/C/2). Life Members shall receive special recognition for example, a life members badge (Appendix G) and /or a certificate/plaque and be afforded special privileges to acknowledged life member status.

**BY-LAW 1.4 – HONORARY MEMBER**

Honorary Members shall be limited to distinguished visitors, visiting members of kindred Clubs, or members who have rendered valuable service to the Club. Such persons may, by resolution of the Committee, be elected as Honorary Members for a period of one season or longer, as determined by the Committee. Such Honorary Members shall be entitled to the use of Club premises and such facilities as the Committee may determine.

**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. (Refer 1/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 Councilor and a member of the Branch Council, and an Alternate shall be appointed from the Executive Officers of the Club to act as proxy should the need arise.

**BY-LAW 1.7– AUXILIARY ORGANISATION**

Auxiliary Organisations may be formed as authorised in 1/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 Officers and Members

#### BY-LAW 2.1 – OFFICERS

- a) Officers of the Club shall be elected from the members of the Club.
- b) The Executive members of the Club shall be the President, Deputy President, Secretary, Treasurer, Captain, Chief Training Officer, Surf Sports Officer, Junior Activities Officer, Supporters Chairperson and nominees for these positions should first require an interview by a small panel of Life Members with respect to the applicable work role, the applicants ability and availability to carry out duties of the office for which the nomination is received.
- c) Only current proficient Surf Bronze Medallion awardees shall be eligible for election to the following positions: Club Captain, Vice Captain, Chief Training Officer, Surf Boat Officer, Craft Officer, IRB/Power Craft Officer and deputies to these positions.
- d) Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Officers. Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club.
- e) 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.

- f) Interests:  
An Officer shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club's 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 arrangement entered into by or on behalf of the Club in which an officer is in any way interested will be voided for such reason.
- g) Disclosure of interests:  
The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or if any other case at the first meeting of the Council after the acquisition of the interest. If an Officer becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Council or Management Committee held after the Officer becomes so interested.
- h) General Disclosure:  
A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company.
- i) Recording Disclosures:  
It is the duty of the Secretary to record in the Minutes any declarations made.
- j) Conflicts:  
Any Officer notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested.

An Officer shall not sign a document where the Officer is interested in the contract arrangement to which the document related.

## **BY-LAW 2.-2 – VICE PRESIDENTS**

Vice Presidents may be proposed by any member of the club and no limit shall exist. Such proposals shall be endorsed or rejected at the Annual General Meeting.

**BY-LAW 2.3 – DUTIES AND PRIVILEGES OF MEMBERSHIP**

- a) All financial Active members, club officers and Honorary Life Members shall have access to all Club facilities.
- b) All financial Active, Long Service, Active Reserve, , Life Members and Officers shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings of the Council. 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 Secretary.
- 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/her subscription by the required date shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances application for membership re-acceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees, and further provided that the relevant Committee shall have the sole right to grant or refuse such application.

**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 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 1/E/2/3/4/5.

The order of business shall be:-

- Recording of attendance and apologies
- Confirmation of the previous Annual General Meeting Minutes
- Presentation and adoption of the Annual Report and financial Statements
- Election of Officers

Endorsement of Branch Councillor (Club President)

- Endorse Junior Activities Committee
- Endorse Finance, Building, House, Social or any other Committees
- Election of Hon. Life Members (if any) and /or Hon. Members
- Notice of Motion
- General Business

- c) All members may attend and participate as determined by the Chairperson but voting rights are as provided for in 1/E/3.

### **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 (Refer 1/E/2/3/4/5). 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 of the Club or Council may be summoned by resolution carried at a Council or Management Committee Meeting, or by direction of the President, or a written requisition of not less than 1/3 of the members of the Council.
- b) Special General Meetings of the Club or Council shall be called as directed in 1/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 on the Club notice board shall be

given stating the business to be discussed. The quorum and time limit for such a meeting shall be as detailed 1/E/2/3/4/5.

#### **BY-LAW 3.4 – MANAGEMENT COMMITTEE MEETINGS**

- a) The Management Committee shall comprise those Officers and members as listed in 1/B/10.2.
- b) The Committee shall meet at least once in every two calendar months and the Meeting dates shall be determined at the first Meeting of the Committee and placed permanently on the notice board at least 9 days prior to each meeting.
- 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 1/C/1. Any appeal by the member against the Committees decision shall be in accordance with 1/C/1.7.

The order of Business shall be:-

- Apologies
  - Confirmation of Previous Minutes
  - Business arising out of Minutes
  - Correspondence
  - Finance
  - Membership
  - Delegates Sub –Committee's and other Reports
  - Notice 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 Offices 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.

#### **BY-LAW 4.2 – THE DEPUTY PRESIDENT shall-**

- a) be chairperson of the Building Committee;
- b) 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 CAPTAIN shall –**

- a) be chairperson of the Lifesaving 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 or them regarding the general efficiency of the Club in Surf Life Saving, 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 – THE VICE-CAPTAIN shall**

Assist the Captain in all his duties and in his absence shall have like powers, authority and duties.

**BY-LAW 4.5 – THE SECRETARY shall**

- a) keep a register of all Members and an up-to-date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted;
- b) forward notices of all meetings and the business to be transacted thereat to Members in accordance with the by-laws;
- c) record and keep Minutes of all Annual General, General, Special General, Management Committee, and Executive Committee Meetings;
- d) conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;
- e) be responsible for 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.
- f) carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings.

**BY-LAW 4.6 – THE TREASURER 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 4 days of receipt thereof and all payments over \$100 shall be made by cheque.
- c) keep the necessary records as required by the relevant Government Act viz., a receipt book to acknowledge to collections, a cheque book issued

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

- 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 the reconciliation statement, showing the balance as the debit or credit of the Club's finances, together with Reconciliation Statement.

**BY-LAW 4.7 – THE CHIEF TRAINING OFFICER shall –**

- a) be Chairperson of the Education/Training Committee
- b) arrange classes of instruction and prepare all Probationary Members for award examinations;
- c) arrange a drill roster and deputise other qualified and trainee-Training Officers to assist in the preparation of such Probationary Members;
- d) arrange for the training and preparation of all Members for Annual Proficiency tests, and inter and intra Club competition as per the Competition Manual;
- e) 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.
- f) The Chief Training Officer shall hold a current Training Officer's Certificate.

**BY-LAW 4.8 – THE SPORTS & COMPETITION OFFICER shall -**

- a) be the Chairperson of the Surf Sports Committee
- b) be the Chairperson of the Surf Sports Selection Committee
- c) Be responsible for overseeing and co-ordinating all programs and activities relating to surf sports

Be an accredited member of the Point Danger Branch Board of Surf Sports

**BY-LAW 4.9 .– THE SURF BOAT 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 Club Captain;
- c) be responsible for the training and supervision of all surf boat crews in consultation with the Captain.

**BY-LAW 4.10 – THE IRB/POWER CRAFT OFFICER shall –**

- a) be a qualified IRB Driver;
- b) at all times be subject to the direction of the Club Captain;
- c) be responsible for the care, maintenance and housing of Club IRB's, Motors, equipment and other powercraft .
- d) be responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Club Captain.

**BY-LAW 4.11 – THE CRAFT OFFICER shall –**

- a) be responsible for all the Club's Craft, boards & skis etc. except Surf Boats.
- b) be responsible for the housing of craft, boards & skis belonging to members, refer to Appendix E.1;
- c) in consultation with the Captain permit or prohibit the use of any Club craft or Association gear;
- d) assist in the selection and the supervision of the training of individuals and or teams board & ski competitors;
- e) in consultation with the Boat Officer be responsible for the transport to and from carnivals of Club boards & skis etc.
- f) maintain Club boards & skis etc., in a serviceable condition.

**BY-LAW 4.12 – THE COMMUNICATIONS OFFICER shall –**

- a) be a qualified Radio Officer;
- b) at all times be subject to the directions of the Club Captain;
- c) be responsible for the care, maintenance and availability of serviceable radio equipment and communication equipment.

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

**BY-LAW 4.13 – THE GEAR & EQUIPMENT OFFICER shall –**

- a) be responsible for all the lifesaving gear (with the exception of boards & skis, surf boat or its gear and power craft belonging to the club )
- b) keep all such gear in good repair and condition, and report to the Club Captain any damage which he is unable to repair. Any expense shall require the approval of the Executive Committee.
- c) At the request of the Captain, prepare gear, other than Boats and Craft, required for carnivals and competitions of all kinds and be responsible for its transport to and from such carnival or competitions;
- d) for the purpose of implementation of such duties and with the approval of the Captain, have power to call on the services of any member.

**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 organizations eg St. John and Red Cross.
- b) maintain adequate stocks of approved first aid material and equipment provided that he/she must first obtain the approval of the Committee for the purchase of materials;
- c) maintain the first aid room in a clean and orderly condition and for the purpose, may, with the approval of the Captain, call on the services of any member;
- d) organise and arrange instruction for First Aid Awards in conjunction with the Association;
- e) keep a record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid;

**BY-LAW 4.15 – THE CLUBHOUSE OFFICER shall;**

- a) be chairperson of the Clubhouse Committee;

- b) be responsible for the general conduct of Members in accordance with the Clubhouse Rules, the Club By-Laws and Appendix D;
- c) call a meeting of the Clubhouse Committee when necessary to review the over-all position of the Clubhouse, catering and accommodation.
- d) Ensure the necessary Fire drills are regularly carried out.

**BY-LAW 4.16 – 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 deputy attend all official briefings at events where the Club is represented.

**BY-LAW 4.17 – THE YOUTH DEVELOPMENT OFFICER shall –**

- a) be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 15 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 management committee 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 4.18– THE JUNIOR ACTIVITIES OFFICER 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 Club Captain and Chief Training Officer 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/Executive Committee;
- g) 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 4.19 – THE GRIEVANCE OFFICER**

- a) be appointed by the Club Council from a recommendation by the Management Committee;
- b) attend to all matters referred to him/her by the Club President;
- c) determine (in consultation with State Centre 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 (3) months;

- f) if the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;
- g) if unable to resolve a grievance or the grievance is considered to be of a very serious nature, he/she shall report the grievance to the Club President/Judiciary for action;
- h) keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to the Club President/Judiciary and/or an appropriate enforcement body following written authority from the Club President/Judiciary.

#### **BY-LAW 4.20– COUNCILLOR**

- a) The Branch Councilor shall be the Club President and shall:
  - (i) attend all Branch Council Meetings as the elected Club representative on that body.
  - (ii) act as liaison between the Branch and the Club and fully and regularly report to the Club in writing or in person on the Branch activities.

## **SECTION 5**

### **Staff & Employees**

#### **BY-LAW 5.1 – STAFF APPOINTMENTS**

The Management Committee, pursuant to 1/D/4 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 provision of the Constitution and to the directions from time to time of the Council, Management Committee and Executive, he/she shall:

- a) carry out and implement all decisions of the Council Meetings, the Management Committee and the Executive and within the scope of such

decisions use his/her best endeavors to further the policies of the Club and the advancement of Surf Life Saving:

- b) assist the activities of the Club Officers 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;
- d) be responsible to the President and Secretary 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 State levels of the Association including regular visits provided that he/she shall inform the Committee of proposed visits;
- g) approach and develop Club donors and sponsors with the assistance of the Executive Officers, and oversee all fund raising activities as directed by the Management Committee;
- h) in all aspects of his/her 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;
- 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 Club Secretary 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 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 Secretary or appointing body.

**BY-LAW 6.2 – LIFESAVING COMMITTEE**

- a) The Lifesaving Committee shall comprise the Club Captain(Chairperson), Vice-Captain, Chief Training Officer, Patrol Captains and other officers as determined by the Management Committee.
- b) It shall be responsible for –
  - (i) maintaining and improving lifesaving patrols and services;
  - (ii) conducting training, instructional and proficiency programs for members;
  - (iii) disseminating lifesaving information;
  - (iv) dealing with matters referred to it from the Management Committee or Council;
  - (v) making recommendations relating to lifesaving to the Management Committee.

**BY-LAW 6.3 – SURF SPORTS COMMITTEE**

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

**BY-LAW 6.4 – JUNIOR ACTIVITIES COMMITTEE**

- a) Comprise those members interested in:-
  - (i) The conduct and co-ordination of all matters relating to Junior Activities.
  - (ii) Providing for Junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment.
  - (iii) Preparing Junior members for their eventual transition to the marine and patrol environment of the Senior movement.
  - (iv) Participating in such activities.
- b) Be represented on the Club Management Committee by the Junior Activities Officer.
- c) Operate as provided for in Appendix F.

**BY-LAW 6.5 – LIFESAVING SELECTION COMMITTEE**

The Selection Committee shall consist of the Captain, Vice Captain, Chief Training Officer and shall select Patrol Captains and Patrol Vice Captains and teams for all patrol, intra and inter Club competitions and shall notify members of all selections by placing same on the Club Notice Board. Such selections shall be final and binding.



**BY-LAW 6.6 – SURF SPORTS SELECTION COMMITTEE**

- a) The Surf Sports Selection Committee shall comprise the Surf Sports Officer, Team Manager plus two (2) other members elected by the Club Council.
- b) The Committee shall be responsible for selecting individuals and/or teams for surf sports competitions.
- c) The Committee's selections shall be subject to the approval of the Management Committee.

**BY-LAW 6.7– CLUBHOUSE COMMITTEE**

The Clubhouse Committee shall consist of the Clubhouse Officer and two elected members. It shall be responsible for accommodation and the purchase, preparation and presentation of meals and may roster members for assistance where and when required.

It shall be responsible to the Management Committee for all functions conducted within the Clubhouse and the care and maintenance of the building.

**BY-LAW 6.8 – FINANCE & PROPERTY COMMITTEE**

The Finance & Property Committee shall comprise the President, Treasurer, Secretary, Supporters Association President, and two other elected members. This Committee shall be responsible for the financial well being of the Club its assets and property.

**BY-LAW 6.9 – BUILDING COMMITTEE**

The Building Committee shall comprise the Deputy President and four other elected members who shall act on and investigate matters relative to the Club's buildings and surrounds when so directed by the Club Management Committee.

**BY-LAW 6.10 – SOCIAL COMMITTEE**

A Social Committee shall organise and account for all social activities of the Club and its members may be drawn from within the Club or from outside supporters. Care should be taken over the use of other than Club members and adequate Club insurance cover.

**BY-LAW 6.11 – MEMBERSHIP COMMITTEE**

The Membership Committee shall comprise the Captain, Vice Captain, and Chief Training Officer and two other elected members who shall review, and if necessary interview nominees for membership and shall submit their findings to the Management Committee prior to acceptance. This Committee shall also have the power to investigate and penalise, if necessary, patrol defaulters and those accused of misdemeanors provided that such penalties may be the subject of an appeal (Refer 1/C/1.7).

**BY-LAW 6.12 – JUDICIARY COMMITTEE**

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, Secretary (who shall keep records of findings and decisions) and three members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under By-Law 11.

Note: Executive Officers cannot be members of the Judiciary Committee.

**BY-LAW 6.13 – MERITORIOUS AWARDS COMMITTEE**

To be appointed by the Council at a Annual General Meeting to look at and recommend worthy recipients for meritorious/special awards. This shall comprise of (4) honorary Life Members of the Club.

**BY-LAW 6.14 – OTHER COMMITTEES**

- a) The Club Management Committee may appoint other Committees, Sub-Committees, panels or groups to deal with particular items or projects from time to time;
- b) In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of 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, STATE CENTRE and/or the Branch are accepted as By-Laws of the Club.
- b) Without limiting the current and future scope of SLSA and STATE CENTRE Policies, Rules and Regulations, the Club acknowledges and accepts the following SLSA and/or STATE CENTRE Policies, Rules and Regulations:
  - (i) Surf Life Saving Training Manual
  - (ii) Competition Manual
  - (iii) Capital Expenditure
  - (iv) Business Development/Venue
  - (v) Membership 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. – Old Boys Club, Supporters Club, etc.
- b) Each organisations formation and function shall be reviewed annually and shall be compatible with the provisions contained in 1A/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 relevant government regulations.

**BY-LAW 7.3 – CORRESPONDENCE**

- a) All correspondence from the State Centre to the Club, or from the Club to the State Centre, shall in the first place be transmitted through the Branch and no such correspondence shall be considered and /or attended to by the State Centre unless and until it has been so transmitted; provided that the provisions of this By-Law shall not apply to correspondence which has been copied by the State Centre 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 State Centre gear, equipment or premises;
  - (ix) Constitutional matters;
  - (x) Response to Circulars;
  - (xi) Any other matter which State Centre the Club may, from time to time, direct be exempted from this By-Law as a matter of expediency.

**BY-LAW 7.4– GOVERNMENT SUBSIDY/GRANT**

The Club shall submit returns audited if required, to the appropriate Queensland State Government Department as and when required, and in the form directed by the relevant Department from time to time, 1/D/2.

**BY-LAW 7.5 – GOVERNMENT AUDIT**

- a) The books and accounts of the Club and affiliated auxiliary organisation shall be audited at such intervals as may be required by law and/or the appropriate State Government Department or State Centre. 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 recognized professional accounting body;
- (iii) must not be a past or present employee of the entity being audited;
- (iv) must not be related to the Club Treasurer or President of the entity being audited;
- (v) must not be related to any person employed as the Administrator or Accountant of the entity being audited;
- (vi) must declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed.

#### **BY-LAW 7.6 – COLLECTION SANCTION**

- a) The Club and/or auxiliary organisation shall comply with the provisions 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 7.7 – FUND RAISING**

- a) The Club and any affiliated auxiliary organization shall comply with the law with respect to fundraising.
- b) Fundraising authority is vested in the Management Committee which may allocate portions of its responsibilities pertaining to specific projects to the Finance, Social and/or other special Committees to maintain, direct and/or develop these projects.
- c) The Club is authorised to solicit monetary donation, sell art union ticket by door to door, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of the Club as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the relevant State Centre Manager.
- d) The area of the Club referred to in (c) above is all that area designated by the Branch.

- e) The Branch shall determine, from time to time, areas from within the area prescribed in (b) above, which shall be referred to as “Club” Fund Raising Areas” and it shall be incumbent upon the Club to adhere to this area in relation to fund raising activities within the Branch area.
- f) In the event of any breach of the foregoing provisions of this By-Law, it shall be a condition of continuance of affiliation and/or membership that the Club, member or group of members concerned shall forthwith surrender to the Branch all such monies, and their right thereto, obtained as a result of such breach and the Branch shall thereupon, at its discretion, determine how, and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie with the Branch.

#### **BY-LAW 7.8 – INSURANCE**

a) **General**

It is mandatory that the club and auxiliary organisations hold insurance's approved by the State Centre. In cases where State Centre has appointed one or more Insurance Brokers and the Club does not, then clubs which do not insure through such Broker shall submit such policies to State Centre for approval.

b) **Personal Accident Insurance**

i) **Paid Staff and Employees-**

A WorkcoverPolicy shall be effected by the Club with the Work Cover Queensland to cover all paid staff of the Club.

ii) **Members –**

Personal Accident Insurance is granted under the State Centre's Workcover policy to all registered members of Surf Life Saving Queensland (except Junior Activity (Nipper) members aged 7 to 14 years – non BM holders) whilst engaged in Surf Life Saving activities.

iii) **Cover / Benefits-**

The benefits and conditions applying under the policy are as 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 Members (7-14 years)**

A Personal Accident Policy shall be effected by State Centre to cover all financial Junior 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 State Centre 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 by the Club 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 the State Centre to cover State Centre, the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by the State Centre.

ii) Whilst the cover can apply to normal Surf Life Saving Activities, a separate cover may need to be taken out by the Club or Auxiliary Organisation entering into some activity away from the Club facilities or beach, such as a display or fund raising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

c) **Insurance on Property**

i) State Centre 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 insurance's with a reputable Insurance Company approved by the State Centre, and it is a requirement that such policies, if not managed by State Centre's brokers, be submitted to the State Centre 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
  
- d) **Directors and Officers Insurance**
  - i) A Director and Officers policy is negotiated by the State Centre to cover officers of STATE CENTRE, its affiliated Branches and Clubs and auxiliary organisations against any 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 the State Centre's Insurance Broker.
  
- e) **Professional Indemnity Insurance**
  - i) A professional indemnity policy is negotiated by the State Centre to cover members whilst engaged in authorized 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 7.9 – 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 Club from time to time.

#### **BY-LAW 8.0 – 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 - HONORARIUM**

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 1/E/15 and should any affiliated body fail to make any such specific provision 1/E/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 1/E/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 term 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 the State Centre of any proposed capital expenditure over \$50,000.00.
- 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 (5) years;
  - (iii) market survey/sensitivity analysis confirming the feasibility of the proposal;
  - (iv) funding arrangements.
- g) Such proposals shall be dealt with in the following manner –
  - (i) proposals shall be assessed by the State Centre Board of Finance and Property upon receipt of all relevant information. The Board may seek external advice.  
Any such approval (which may be granted or withheld conditionally or unconditionally at the State Centre discretion ) forms part of the State Centre 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 the State Centre declines to issue and 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 the State Centre (for example following State Centre'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 the State Centre, 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 Supporter's Clubs and related entities) shall inform and consult with State Centre about any developments or redevelopments, or any developments or commercial or non-commercial venture – on existing property or elsewhere – which involve expenditures over \$50,000.00.
- b) Examples of such developments or ventures where the State Centre 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 the State Centre immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club.
- d) State Centre 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) State Centre 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 the State Centre has issued an Authority to proceed.
- g) State Centre shall be kept informed on a regular basis where such developments/ventures have been given approval to proceed.
- h) State Centre 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 –
- (d) The Club shall obtain the State Centre's approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow caps, or patrol uniforms , or patrol flags:
- (e) The State Centre has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Club/Branch's local area;
- (f) State Centre has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a Club/Branch are 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.
- (g) The Club has every right to use its own Club caps, uniforms and imagery in Queensland.

## **SECTION 8**

### **Membership**

#### **BY-LAW 8.1 – MEMBERSHIP 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 the State Centre 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 7.2 – CODES OF CONDUCT –**

All members, 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 adherence 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 consequence of any breach of SLSA’s Member Protection Policy or Code 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 traveling 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 rules 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) Show concern and caution towards others;
  - (viii) Be a positive role model.
- (e) Youth Leader shall –
- (i) Abide by the Code of Conduct for members;
  - (ii) Recognise the importance of, and encourage the development of members, encompassing camaraderie and team work;
  - (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 within Surf Lifesaving;
- (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 Lifesaving 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 Affiliated Clubs colours, badges and competition cap design shall not be altered without re-endorsement of the State Centre and the approval of the Association.

#### **BY-LAW 9.2 – COMPETITIONS**

- a) The State Centre 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, State Centre 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, organizer 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 qualifications 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 Club at its Annual General Meeting.