

***Glenelg Surf Life Saving Club Incorporated
Constitution***

Adopted 1st June 2002

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Clause 1 Name

The name of the Club shall be the "Glenelg Surf Life Saving Club Incorporated" and shall consist of all persons who shall become members and who shall retain membership in accordance with this constitution.

Clause 2 Definitions

In this Constitution, unless the context or subject matter shall otherwise require:

The letters "SLSA" where herein used shall refer to the Surf Life Saving Australia Pty Ltd.

The words "State Centre" where herein used shall refer to the Surf Life Saving South Australia Incorporated.

The word "Club" where herein used shall refer to the Glenelg Surf Life Saving Club Incorporated.

The word "Committee" where herein used by itself shall refer to the Management Committee.

The word "season" where herein used shall refer to the financial period commencing 1st May in any one year to the 30th April of the succeeding year.

The word "the Act" means the Associations Incorporations Act 1985 as amended.

The word "By-law" means any by-law enacted in accordance with this constitution.

The word "member" means any person holding any category of membership.

The words imputing the masculine gender shall include feminine gender.

Clause 3 Objectives

The objectives of the Club shall be:

- (a) To study and practice the methods of surf life saving as laid down by the Surf Life Saving Australia.
- (b) To minimise the loss of life by drowning and render all possible aid to those in distress by providing beach patrols as laid down by the State Centre within the borders of the beach.
- (c) To promote demonstrations and arrange classes of instruction for Members of the public in water safety and resuscitation and so bring about a widespread and thorough knowledge of the principles which underlie the art of rescue and resuscitation in the surf, and to further promote generally the best interest of Surf Life Saving.
- (d) To cooperate with the Local Governing Authorities in taking such measures as are considered necessary by the Club to ensure the safety of beach users of the beach.
- (e) To organise and conduct competitions and social functions for the benefit of the Club and its Members.
- (f) Promote the health and safety of members and all other users of the aquatic environment and seek and obtain improved facilities.
- (g) Encourage members to realise their potential and abilities by extending to them the opportunity of education and participation in surf life saving activities, regardless of gender or age, within the limits of membership categories.

Clause 4 Affiliation

The Club shall affiliate with Surf Life Saving South Australia Incorporated, and any other organisation that the Committee may from time to time determine.

Clause 5 Membership

5.1 Classes of membership:

5.1.1 General

General Membership shall be available to any persons over the age of thirteen (13) years and shall be conferred as detailed in the By-Laws.

5.1.2 Junior

Junior Membership shall be available to any persons between the ages of seven (7) and thirteen (13) years and shall be conferred as detailed in the By-Laws.

5.1.3 Life Membership

Life Membership may be conferred on any member who in the opinion of at least four-fifths (4/5's) of the Life Membership Committee has rendered outstanding and/or extraordinary service to the Club, provided that such nominations is approved by a three-fourths (3/4's) majority of members voting by secret ballot at the Annual General Meeting next held after the nomination. Further detail in By-Law 4.3.

5.1.4 Honorary

Honorary Membership shall be available to any person who may not or cannot be classified as a General or other member and who may afford the Club some necessary or desirable service.

5.2 Resignation/Expulsion

- (a) Any member may resign from the Club at any time by forwarding a notice in writing to the secretary.
- (b) Any member may be subject to expulsion from the Club provided that such expulsion is effected in accordance with the Constitution and By-Laws.
- (c) Any member who separates from the Club by way of resignation or expulsion shall not be excused any financial obligation such member may have at the time of such separation.

5.3 Register of Members

A Register of Members shall be maintained by the Club that shall include the following information as a minimum:

- (a) The name and address of each member.
- (b) The date on which the member was admitted to the Club.
- (c) The date and reason for the separation of any member from the Club.

Clause 6 Patron and Vice Patron

Unless decided otherwise at any General Meeting of the Club the position of Patron shall be offered to the Mayor of the City of Holdfast Bay and that of Vice Patron to the Parliamentary member for the State seat of Morphett. In the event of a refusal to accept the position by the incumbent of either position, the Committee shall determine an alternative nominee who shall be eligible to hold such position until a change of the incumbency.

Clause 7 Vice Presidents

7.1 Election

Vice Presidency of the Club may be conferred on any person who in the opinion of at least four-fifths (4/5's) of the Life Membership Committee has rendered and will continue to provide significant service to the Club, provided that any such nomination is approved by a simple majority of the members voting by secret ballot at the Annual General Meeting next held after the nomination(s).

7.2 Tenure

Those elected to the position of Vice President shall retain such position until a recommendation for removal from this position is put to an Annual General Meeting by the Life Membership Committee which has agreed such recommendation by a four-fifths (4/5's) majority and such recommendation is approved by a simple majority of the Members voting by secret ballot.

Clause 8 Life Governor

The honour of position as Life Governor of the Club shall be available only to those members who have been granted Life Membership and who have subsequently continued to render extraordinary service to the Club over a significant period. Nomination and approval methods shall be similar for that relating to Life Membership as detailed in Clause 5.1.3.

Clause 9 Subscriptions

- (a) The annual subscription shall be determined from time to time by the Committee and General and Junior membership of the Club shall be contingent upon the payment of such subscriptions.
- (b) All subscriptions shall fall due and payable by no later than 30th November in each calendar year.

Clause 10 Conduct of Members

10.1 Expectations

- (a) Pursuant to Section 23 of the Act members shall be bound at all times by this Constitution and its By-Laws and Rules.
- (b) Members shall at all times be aware of their unique responsibilities as a member of a disciplined organisation which carries a high Community profile.
- (c) No member shall act in a manner which may be reasonably calculated to have, or to have been likely to have, caused harm to any other member or to have been detrimental to the best interests or reputation of the Club.

10.2 Breaches

Any member who is charged with alleged misconduct shall be dealt with in accordance with this Constitution and By-laws.

Clause 11 Officers

11.1 Elected Officers

The following officers shall be elected in accordance with this Constitution:

- | | | |
|-----------------------|---------------------------------|------------------------|
| • President | • Promotions Officer | • Board Captain |
| • Deputy President | • House Manager | • Ski Captain |
| • Secretary | • Chief Instructor | • Water Captain |
| • Assistant Secretary | • Assistant Chief Instructor | • Beach Captain |
| • Registrar | • Competition Officer | • IRB Captain |
| • Treasurer | • Assistant Competition Officer | • Junior Chairman* |
| • Club Captain | • Gear Steward | • Under 19 Captain* |
| • Vice Captain | • Boat Captain | • Fundraising Chairman |

11.2 Elected Committee Positions

The following officers shall be elected in accordance with this Constitution:

- | | |
|--|---|
| • Life Membership Committee (1 Life Member required) | • Building Maintenance Committee (5 members required) |
| • Fundraising Committee (Minimum 7 members required) | |

11.3 Appointed Officers

The following officers shall be appointed by the Committee at its discretion:

- Sponsorship Officer
- Assistant House Manager
- House Treasurer
- Honorary Auditor
- Honorary Legal Officer
- Under 16 Coordinator
- Medical Officer
- First Aid Officer

11.4 Appointed Committee Members

The following Committee Members shall be appointed by the Committee at its discretion.

- Disciplinary Committee (2 Members required; 1 Life Member and 1 Member of at least 10 years service).
- Life Membership Committee (2 Members required with at least 10 years service).
- Finance Committee (2 Members required).
- Constitution Committee (3 Members required).

11.5 Other *

- Junior Chairman* – shall be elected by the Junior Committee and put the Annual General Meeting for ratification.
- Under 19 Captain* – shall be elected by members classed as under 19 or under 16 for competition purposes and to be ratified by the Committee.

Clause 12 Election of Officers

12.1 Nominations

- (a) No member shall be elected to any office of the Club unless he has been nominated in accordance with the By-Laws.
- (b) Any retiring Officer of the Club shall be eligible to stand for re-election to that same office without any further nomination.

12.2 Election to Office

- (a) Election to office shall be by way of a simple majority of all those present and eligible to vote at any Annual General Meeting of the Club.
- (b) Such vote shall be by way of secret ballot conducted in accordance with Clause 17 of this Constitution.
- (c) Where the number of candidates nominated for any position does not exceed the number of vacancies, each shall be declared elected without ballot.
- (d) The election of the Junior Chairman and the Under 19 Captain shall be conducted as stipulated in Clause 11.5 of this Constitution.

Clause 13 Removal of Officers.

Any member elected or appointed to office within the Club shall cease to hold such office if he is:

- (a) Disqualified pursuant to the Act.
- (b) Absent from more than two consecutive regular meetings or three regular meetings in total, at which his presence could be reasonably expected, without reasonable excuse.
- (c) Permanently incapacitated through ill health.
- (d) Subject to expulsion under this Constitution.

Clause 14 Casual Vacancies

In the event of a casual vacancy occurring in any office of the Club for any reason, including a lack of nomination for office at any Annual General Meeting, such vacancy may be filled by an appointment made by the Committee. Any member so appointed shall hold office for the remainder of the unexpired period of the term of that office and shall be eligible to stand for re-election without any further nomination.

Clause 15 General Management of the Club

15.1 Scope

- (a) The management of the Club shall be vested in the Management Committee referred to herein as 'the Committee'. The Committee shall assume responsibility with respect of, but not necessarily limited to, the following:
 - Policy
 - Strategic Planning
 - Club Finances
 - Club Property (real and personal)
 - Discipline
- (b) The decision of the Committee shall be final in the event of any conflict between it and any other body within the Club.

15.2 Composition of Management Committee

The Committee shall consist of the following officers:

- President
- Deputy President
- Secretary
- Treasurer
- Club Captain
- Junior Division Chairman
- House Manager

15.3 Exclusion

No member under the age of eighteen (18) years shall be eligible to hold a position on the Committee.

15.4 Term of Office

Unless otherwise excluded in accordance with this Constitution all members of the Committee shall hold office from the date of his election or appointment until the next Annual General Meeting of the Club at which all offices shall be declared vacant.

15.5 Proxies

In the event that the Junior Division Chairman is unable to attend a specific meeting he may appoint a proxy. The absence of the Secretary, Treasurer or Club Captain shall be rectified by the attendance of the officer appointed to act in their stead.

15.6 Powers of the Committee

Further to and without limiting the powers conferred by section 25 of the Act the Committee shall have the power to:

- (a) To purchase, sell, mortgage, rent, improve, exchange, manage, develop, lease, and dispose of, turn to account of or otherwise deal with all or any part of the property of the Club.
- (b) To appoint, define the duties fix the rate of pay and dismiss any salaried employee of the Club it deems necessary.
- (c) To raise money by subscription or otherwise and make calls on Members and to borrow or raise money upon such terms and conditions and upon such securities as may be determined.
- (d) To invest and deal with the monies of the Club not immediately required upon such securities and in such manner as may from time to time be determined.
- (e) Pursue through itself or others, such commercial arrangements, including marketing and sponsorship opportunities as are appropriate to further the purposes of the Glenelg SLSC.
- (f) Acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish such facilities or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with any such lands tenements or hereditaments or any part of them.
- (g) Purchase take on lease or in exchange or otherwise acquire any real personal estate which may be deemed necessary or convenient for any of the purposes of the Glenelg SLSC and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof.
- (h) Construct, maintain and alter any structures or facilities, buildings or works necessary or convenient for the purposes of the Glenelg SLSC.
- (i) Do all lawful things which it considers necessary to achieve or further the objectives of the Club provided always that no decision taken is in deliberate contravention of the Act or this Constitution or, except in the case of extreme urgency, contrary to a currently standing resolution passed at a General Meeting.
- (j) The Committee shall have the power to delegate its authority to any sub-committee or member it sees fit in order to expedite any matter it has before it.
- (k) All acts done, or decisions taken by, any meeting of the Committee or a member thereof, shall be valid and effective notwithstanding the fact that it be afterwards discovered that there was some defect in the appointment of such committee or member, unless it is proven that such appointment resulted from acts done fraudulently or in bad faith.

15.7 Proceedings of The Committee

- (a) Unless specified by the President on the basis of extraordinary circumstances, the Committee shall meet at least once in each calendar month to transact the business of the Club.
- (b) The President shall chair all meetings of the Committee. In his absence the chair shall be assumed by the Deputy President. If neither are present, the Committee shall elect a temporary Chairman from those present.
- (c) All decisions of the Committee shall be by simple majority vote. The chair shall have a deliberative and casting vote. Any member holding more than one (1) office on the Committee shall not be entitled to more than one (1) vote by virtue of that fact alone.
- (d) A quorum of the Committee shall consist of four (4) members. In the event that a quorum cannot be reached, the meeting of the Committee shall be adjourned to a date to be fixed by the members present.
- (e) Any member of the Committee having any direct or indirect pecuniary interest in a contract or proposed contract which is under consideration by the Club shall forthwith declare the nature and extent of such interest to the Committee and shall not vote in respect of any decision taken in relation to such matter in accordance with Sections 31 and 32 of the Act.

Clause 16 Operational Management of the Club.

16.1 Scope

A committee to be known as the Beach Committee, which shall be directly accountable to the Management Committee shall be vested with the responsibility to manage the operational aspects of the activities of the Club which shall include the following:

- Training
- Awards
- Patrols
- Competition
- Equipment maintenance

16.2 Composition of the Beach Committee

The Beach Committee shall consist of the following:

- Club Captain
- Assistant Secretary
- Vice Captain
- Chief Instructor
- Competition Officer
- Boat Captain
- Board Captain
- Ski Captain
- Water Captain
- Beach Captain
- IRB Captain
- Gear Steward
- Under 19's Captain
- Under 16 coordinator

16.3 Term of Office

The term of office shall be consistent with that detailed in Clause 12.4 of this Constitution.

16.4 Proxies

- (a) The absence of the Club Captain, Chief Instructor or Competition Officer shall be rectified by the attendance of the officer appointed to act in their stead.
- (b) No other member of the Beach Committee may appoint a proxy.

16.5 Proceedings of The Beach Committee

- (a) The Beach Committee shall meet at the direction and discretion of the Club Captain provided always that such meetings are held at least once each calendar month, with a minimum of ten (10) meetings to be conducted during the term of appointment.
- (b) The Club Captain shall chair all meetings of the Committee. In his absence the chair shall be assumed by the Vice Captain. If neither are present, the Committee shall elect a temporary Chairman from those present.
- (c) All decisions of the Committee shall be by simple majority vote. The chair shall have a deliberative and casting vote. Any member holding more than one (1) office on the Committee shall not be entitled to more than one (1) vote by virtue of that fact alone.
- (d) A quorum of the Committee shall consist of eight (8) members. In the event that a quorum cannot be reached, the meeting of the Committee shall be adjourned to a date to be fixed by the members present.
- (e) Any member of the Beach Committee having any direct or indirect pecuniary interest in a contract or proposed contract which is under consideration by the Club shall, as soon as practicable, declare the nature and extent of such interest to the Committee and shall not vote in respect of any decision taken in relation to such matter in accordance with Sections 31 and 32 of the Act.

Clause 17 Sub Committees

- (a) The Club may establish and maintain Sub-Committees to assist with the overall management of its affairs and to provide advice and recommendations to the Committee and the membership in general. The structure and roles of each sub-committee is defined in the By-Laws.
- (b) The composition, qualifications and appointment method of the membership of the following sub-committees may not be altered by the Committee pursuant to its powers to create, alter or repeal By-Laws:
 - The Disciplinary Committee
 - The Finance Committee
 - The Life Membership Committee

Clause 18 Duties of Officers

All members holding an office in the Club shall be accountable to the membership of the Club for the performance of their duties as specified in the By-Laws.

Clause 19 Meetings

19.1 Annual General Meeting

- (a) The Annual General Meeting of the Club shall be held no later than 31st July of each calendar year unless otherwise determined by the Committee in the face of unusual preclusive circumstances.
- (b) The order of business at any Annual General Meeting, unless otherwise determined by the Chairman, shall be:
 - Confirmation of notice of meeting.
 - Receipt of apologies.
 - Confirmation of the minutes of the previous Annual General Meeting and any Special General Meeting held since that meeting.
 - Business arising from the minutes.
 - Receipt and consideration of any relevant correspondence.
 - Presentation and adoption of the Annual Report and Financial Statements.
 - Receipt of any additional special reports from officers or committees.
 - Consideration of any proposed amendments to the Constitution.
 - Consideration of any motions of which due notice has been given.
 - Consideration of Life Membership nominations.
 - Election of Officers.
 - General business requiring the consideration of the Club at a General Meeting.

19.2 Special General Meeting

- (a) A Special General Meeting of the Club may be called by the Committee at any time.
- (b) On receipt by the Secretary of a written notice signed by no less than twenty five (25) members of the Club who are eligible to vote at any General Meeting, a Special General Meeting shall be convened in accordance with this Constitution. No such notice shall be considered valid unless the issue(s) to be decided are clearly and unambiguously detailed.
- (c) In the event that a Special General Meeting for which a properly endorsed request has been received is not convened in accordance with this Constitution, a minimum of seventy five (75%) percent of the requisitionists may convene a Special General Meeting. Such meeting shall be convened as far as is practicable in accordance with this Constitution and for this purpose the Secretary shall ensure that the requisitionists are provided with the particulars of the members entitled to receive a notice of meeting. All reasonable expenses associated with the convening and conduct of such a meeting shall be borne by the Club.
- (d) No business other than that which is specified in the notice of meeting shall be discussed at any Special General Meeting.

19.3 Notice of General Meetings

- (a) At least twenty-one (21) days notice of any General Meeting of the Club shall be given to members with the exception of any General Meeting called to wind up the affairs of the Club for which twenty eight (28) days notice shall be provided.
- (b) This notice shall detail the date, time and venue of the meeting, the order of business and the details of any resolution which will be presented for discussion.
- (c) Any such notice may be served on a member personally or by posting it to the address listed in the register of members. Where such notice is sent in a properly addressed and prepaid package, service shall be taken to have been effected at the time at which the notice would have been delivered in the ordinary course of the post unless the contrary can be proved.

19.4 Proceedings at General Meetings

- (a) Twenty- five (25) members present and eligible to vote shall constitute a quorum at any General meeting of the Club.
- (b) In the event that a quorum does not exist within thirty minutes following the time set down for the commencement of a Special Meeting convened under Clause 16.2 (c) the meeting shall lapse.
- (c) In the case of any other General Meeting the lack of a quorum as detailed shall result in a deferment of the meeting to the same day and time of the following week when in the further absence of a quorum within thirty minutes of the commencement time, those members present shall constitute a quorum.
- (d) All General Meetings of the Club shall be chaired by the President, or in his absence, the Deputy-President. In the absence of both a Chairman shall be elected by a simple majority of those present and eligible to vote. The Chairman shall have a deliberative and casting vote.
- (e) The Chairman of any General Meeting shall have the final decision as to any and all points of order provided always that such decision is not in deliberate contravention of the Act or this Constitution.

Clause 20 *Voting*

20.1 Voting Rights

All financial members of the Club who are the holders of the Surf Life Saving Australia Bronze Medallion, current and/or retiring officers as elected at an Annual General Meeting, and all Life Members of the Club shall be eligible to vote at any General meeting provided always that such members are currently registered and that no such member shall be entitled to cast more than one (1) vote in relation to the resolution of any particular issue with the exception of the Chairman.

20.2 Exclusions

The following officers shall be deemed ineligible to vote at any meetings unless also complying with other requirements as stipulated for entitlement to vote within these rules.

- Patron
- Vice Patron
- Appointed Officers

20.2 Proxies

Proxy votes shall not be accepted at any General Meeting of the Club.

20.3 Voting Method

- (a) The election of Officers and Life Members shall be conducted by way of secret ballot at all times. Two scrutineers who are not eligible to vote and whom the Chairman appoints shall oversee any such ballot. On being satisfied that the vote has been cast and recorded legitimately, the Chairman shall announce the result to the meeting whereupon all ballot papers shall be destroyed without further scrutiny.
- (b) All other votes may be cast by way of secret ballot or on the show of hands at the direction of the Chairman.

20.4 Authority

- (a) The President shall, when presiding at all General and Committee meetings have a deliberate and casting vote and have unlimited authority on every question of order.
- (c) The Chairman of any General meeting other than the President, or the Chairman of any Sub-Committee, shall have a casting vote only when presiding and have unlimited authority on every question of order.

Clause 21 *Minutes*

- (a) Minutes of all General Meetings and other committee meetings shall be kept and presented for confirmation at the next subsequent General or committee meeting. The minutes kept pursuant to this Clause shall be signed by the Chairman of the meeting at which the proceedings took place or by the Chairman of the next succeeding meeting at which the minutes are confirmed.
- (b) Where minutes have been duly signed in accordance with this Clause, they shall, until the contrary is proved, be evidence that the meeting was convened and duly held and that all decisions and appointments made shall be deemed to be valid.
- (c) All minutes of the Club shall be held for a minimum period of seven years following the date of the meeting to which they apply.

Clause 22 *Finance*

22.1 Overview

The finances of the Club shall be managed by the Committee in accordance with the Act and this Constitution. The Committee shall take all steps necessary to ensure that any surplus funds are managed so as to provide reasonable returns.

22.2 Financial Year

The Financial Year of the Club shall commence on the first of May in any year and close at the thirtieth of April in each year and the books shall be subject to audit at that time.

22.3 Receipt of Monies

An official receipt shall be issued for all monies received on behalf of the Club and such monies shall be banked forthwith in the account(s) held by the Club for this purpose.

22.4 Payment of Monies

Unless otherwise directed by the Committee, all monies paid by the Club shall be by way of cheque signed by authorised officers. Accounts will only be paid with the prior approval of the Committee provided that in an emergency approval may be given by the President and one other signatory.

22.5 Signatories

- (a) The authorised signatories of the Club shall be the President, Secretary and Treasurer. The Committee may choose to nominate additional signatories, however all cheques must be signed by one of the previously specified officers in addition to these additional persons. No cheque issued on behalf of the Club shall be considered valid unless signed by two (2) signatories.
- (b) The Committee may provide for signatories to sub committees on an annual basis.

22.6 Titles and Securities

All documents of titles and other securities held by the Club or relating to Club property shall be lodged with the Club's bankers and shall only be redeemed or transferred with the prior approval of the Committee. Discharge may be effected of any two of the President, Secretary or Treasurer.

22.7 Accounting Records

In accordance with the Act, the Club shall keep and retain all such accounting records as are necessary to correctly record and explain the financial transactions and the financial position of the Club. Any such records shall be retained for a minimum of seven years following transactions to which they relate.

22.8 Appointment of Auditor

The Committee shall appoint the Club Auditor providing always that the person appointed is a Certified Practising Accountant or member of the Institute of Chartered Accountants and has no direct involvement with the financial affairs of the Club save for the purposes of audit.

22.9 Prohibition Against Securing Profits for Members

Consistent with the requirements of the Act the income and capital of the Club shall be applied exclusively to the promotion of the objectives of the Club. No portion shall be paid or distributed directly or indirectly to any member or the associate of any member except by way of a bona fide remuneration for services rendered or expenses incurred on behalf of the Club by such member or associate.

Clause 23 Common Seal

The Club shall maintain a Common Seal bearing at least the corporate name of the Club in legible characters. The Common Seal shall be held in the custody of the Secretary and shall be used only with the prior authority of the Committee. Such authority shall be expressly recorded in the minutes of the relevant meeting of the Committee. The President and the Secretary shall countersign every instrument to which the Common Seal is affixed.

Clause 24 Public Officer

- (a) The Public Officer of the Club shall be the Secretary or such other person who may be nominated by the Management Committee of the Club.
- (b) The Public Officer shall supply the State Business and Corporate Affairs Commission with particulars of his name, address and occupation.
- (c) Any changes to the Public Officers appointment shall be conveyed to the State Business and Corporate Affairs Commission within fourteen (14) days.

Clause 25 By-Laws

The Committee shall have the power to make, repeal or amend any By-Law as it may from time to time consider necessary for the effective management of the Club. Any such By-Law, repeal or amendment shall have immediate effect providing always that it does not contravene the Act or this Constitution or until set aside by the Committee or by the members at a General Meeting.

Clause 26 Amendment to Constitution

- (a) This shall be the only Constitution of the Club and shall not be amended unless by a vote of three-fourths ($\frac{3}{4}$) of the members present and eligible to vote at any General Meeting.
- (b) No alteration of the Constitution shall be made except at an Annual General Meeting or a Special General Meeting called for that purpose.
- (c) The details of any proposed alteration to this Constitution shall be forwarded in writing to the Secretary in sufficient time to allow for inclusion in the relevant Notice of Meeting provided to members.

Clause 27 Indemnity

- (a) The members of the Committee and other officers of the Club and their respective heirs, executors and administrators and assigns shall be indemnified and saved harmless out of fund of the Club from and against all charges, costs, losses, damages and expenses which they or any of them shall or may incur or sustain in or about the execution of their respective offices or in or about any contracts or agreements made by them for or on behalf of the Club or in the furtherance of the objects of the Club except such charges or expenses as shall be incurred or sustained by or through their own wilful default and none of them shall be answerable for the others of them nor for joining in any receipt for the sake of conformity only, nor for any banker, broker or other person whom any money or effects belonging to the Club shall or may be lodged for safe custody sale investment or otherwise nor for the insufficiency of any security on which any monies belonging to the Club may be placed out or invested nor any other misfortune.
- (b) Loss or damage which may happen in the execution of their respective offices or in any way in relation thereto, except the same shall happen by or through their own will not default respectively and no committee person or officer of the Club shall be liable to repay any money which he/she did not personally receive and misappropriate.

Clause 28 *Members Bound by Other Authorities*

Pursuant to the affiliation of the Club with Surf Lifesaving South Australia Incorporated, all members shall be bound by the Constitution, By-Laws, Resolutions and Manuals of the Australian Council of Surf Lifesaving and those of State Centre. Where the provisions of the Constitution of the Club and those of the aforementioned bodies are in conflict, the Constitution of the Club shall be subordinate.

Clause 29 *Interpretation*

The interpretation of this Constitution, insofar as any decision subsequent to an interpretation does not contravene the Act, shall rest solely with the Committee. Such powers shall extend to the resolution of any matter which is not specified in any Constitution which binds Club members and any such decision of the Committee shall be binding on the Club.

Clause 30 *Winding Up*

- (a) The winding up of the Club shall be effected in accordance with the provisions of the Act.
- (b) No resolution of winding up of the Club shall be deemed to have been passed unless a notice of resolution to that effect at a Special General Meeting shall have been given to the Members twenty-eight (28) days prior to such meeting, and unless such proposition shall have been carried at such meeting by at least three-fourths ($\frac{3}{4}$) majority of those present and eligible to vote at that meeting.
- (c) On winding up, the property and assets will revert to the State Centre.

By-Law 1 Membership

1.1 Membership Season

Membership of the Club shall be recognised from the first day of December in each year and shall conclude on the thirtieth day of November in the following year.

1.2 New Membership

- (a) Any person wishing to become a member of the Club shall make written application in the form required.
- (b) All applications for new membership shall be scrutinized by the Committee which may refuse the application.
- (c) No applicant for new membership shall be accepted without the prior payment of the required membership subscription. Members accepted subsequent to the commencement of the membership year will be required to pay a pro-rata subscription.

1.3 Renewal of Membership

- (a) Membership of the Club may be renewed annually on the completion of the form required and the payment of the required subscription. Any member whose application for renewal is received subsequent to the commencement of the membership year shall still be required to pay a full subscription, unless this requirement is waived by the Committee.
- (b) The Committee shall retain the right to refuse any application for renewal of membership.

1.4 Right of Appeal

- (a) Any person who is refused membership or a renewal of membership may appeal that decision in a notice in writing to the Secretary.
- (b) Any such appeal shall be considered by the Committee who shall ensure that the appellant is provided with the opportunity to present any relevant evidence either personally or in writing prior to the final decision.

1.5 Deferred Membership

- (a) Any member of the Club may be granted deferred membership by the Committee on written application to the Secretary. Such deferral shall be for any period considered reasonable by the Committee and any member granted such deferral shall be excluded from the requirement of the payment of subscriptions for that period.
- (b) Any member who is the subject of a deferred membership shall retain normal voting rights during that period.

By-Law 2 Nomination for Office

- (a) Any member of the Club wishing to nominate for any office within the Club must ensure that a "Nomination for Office" form which has been duly completed and endorsed is received by the Secretary no later than 14 days prior to the Annual General Meeting at which such nomination is to be put forward.
- (b) Alternative forms of written nomination may be accepted by the Committee in exceptional circumstances provided that always that the nomination is appropriately signed by the nominee and those who have proposed and seconded the nomination.

By-Law 3 Duties of Officers

3.1 President:

The President shall:

- (a) Ensure that the affairs of the Club are managed in accordance with the Act and this Constitution.
- (b) Preside at all General, Special and Annual meetings of the Club.
- (c) Maintain order and monitor the activities of all Officers of the Club to ensure that each is effectively performing his duties.
- (d) Be ex-officio at all meetings and committees of the Club.

3.2 Deputy President:

The Deputy President shall be directly accountable to the President and shall:

- (a) Assist the President in the performance of his duties as may be required.
- (b) Deputise for the President in his absence.
- (c) Preside over the Disciplinary Committee.
- (d) Be an ex-officio member of all committees involved with Fundraising, Promotion and Sponsorship and shall report the activities of these areas to the Committee.

3.3 Secretary:

The Secretary shall be directly accountable to the President and shall:

- (a) Take charge of all papers and receive and promptly deal with the correspondence of the Club.
- (b) Attend all General Meetings of the Club and all meetings of the Committee and keep a true record of the proceedings.
- (c) Ensure all members are provided with Notices of Meeting for all General Meetings of the Club in accordance with this Constitution.
- (d) Prepare and present the Annual Report of the Club to the Annual General Meeting.
- (e) Maintain the Register of Members.
- (f) Perform any other like duties as directed by the Committee.

3.4 Assistant Secretary:

The Assistant Secretary shall be directly accountable to the Secretary and shall:

- (a) Deputise for the Secretary in his absence.
- (b) Provide support as may be necessary to the Secretary from time to time.

- (c) Attend all meetings of the Beach Committee, keep a true record of the proceedings and promptly forward the minutes to the Secretary.
- (d) Perform any other like duties as directed by the Committee.

3.5 Club Registrar:

The Club Registrar shall be directly accountable to the Secretary and shall:

- (a) Keep a record of all Members and Officers of the Club together with the details of all awards, competition results, patrol hours and any other Surf Life Saving activities of such Members.
- (b) Arrange the registration and insurance of all Members as required by State Centre.
- (c) Submit a report as to those records to the Secretary for each meeting of the Management Committee of the Club and ensure an up to date list of registered and proficient members is placed on the notice board.
- (d) Perform any other like duties as directed by the Committee.

3.6 Treasurer:

The Treasurer shall be directly accountable to the President and shall:

- (a) Ensure that the accounting records of the Club are raised and maintained in accordance with the Act.
- (b) Prepare and present to each meeting of the Committee such records as are required to accurately detail the financial transactions which have occurred since the previous meeting and the current financial position of the Club.
- (c) Monitor the appropriate receipt and payment of monies by the Club and ensure that appropriate audit controls are in place to identify any instance of malpractice.
- (d) Maintain a register of Club assets.
- (e) Maintain an oversight of all Club fundraising programmes in relation in particular to the achievement of targets and efficiency of operation.
- (f) Prepare and present to the Club Auditor all documents and other advice as may be necessary to facilitate an annual audit of the financial affairs of the Club.
- (g) Prepare and present a report of the financial affairs of the Club to the Annual General Meeting.
- (h) Be the Chairman of the Finance and Treasurers Committees.
- (i) Perform any other like duties as directed by the Committee.

3.7 Captain:

The Club Captain shall be directly accountable to the President and shall:

- (a) Be the holder of a Bronze Medallion.
- (b) Be responsible for all life saving activities performed by Members of the Club.
- (c) Have jurisdiction over all members in all life saving and competitive activities.
- (d) With the Vice Captain, select and place all financial qualified Members into rostered patrols for that season. This roster to be set no less than one (1) month prior to the commencement of the patrolling season.
- (e) Submit a report to each meeting of the Committee.
- (f) Be Chairman of the Beach Committee and Beach Committee Executive.

3.8 Vice Captain:

The Vice Captain shall be directly accountable to the Club Captain and shall:

- (a) Be the holder of a Bronze Medallion.
- (b) Be responsible for the efficiency of patrols and shall record and log all patrol hours and their activities, and shall, in conjunction with the Secretary and/or Registrar submit to the State Centre such details as may be required from time to time.
- (c) Provide support to the Club Captain as required and Deputise for him in his absence.
- (d) Be responsible for the care and maintenance of all the Club's radios and related equipment, including the rostering of persons to the State Radio Operations Centre as required.
- (e) The Vice Captain shall also submit a report to each meeting of the Committee covering the performance of all patrols and detail all persons in breach of patrol for the period immediately passed.

3.9 House Manager:

The House Manager shall be directly accountable to the President and shall:

- (a) Be responsible for the maintenance, care, cleaning and hire of all the Top Room social activities of the Club including the operation and control of the bar.
- (b) Ensuring monies arising out of the use of the hire of the Top Room takings (in excess of the float) shall be balanced and delivered to the Treasurer weekly.
- (c) Recommend to the Committee the need for employment, either casual or full time for decision by the Committee. This will include the reimbursement of costs or payment to any person.
- (d) Seek such support as required for the effective running and management of the upstairs section including the appointment of bar captains.
- (e) Submit a report and account of the previous months operation at each meeting of the Committee including a financial report.

3.10 Assistant House Manager:

The Assistant House Manager shall be directly accountable to the House Manager and shall:

- (a) Assist the House Manager in the performance of his duties as may be required.
- (b) Deputise for the House Manager in his absence.
- (c) The Assistant House Manager will be appointed by the Committee.

3.11 House Treasurer:

The House Treasurer shall be directly accountable to the House Manager and shall:

- (a) Be responsible for the financial aspect of the top room and bar facilities.
- (b) Provide the House Manager with a monthly financial report for submission to the Committee.
- (c) The House Treasurer will be appointed by the Committee.

3.12 Chief Instructor:

The Chief Instructor shall be directly accountable to the Club Captain and shall:

- (a) Be the holder of the Bronze Medallion and Training Officers Certificate.
- (b) Assist the Club Captain in the performance of his duties as may be required.
- (c) Formulate new Members into squads for training and instruction for examination for the appropriate awards under competent instructors.
- (d) Assume overall responsibility to foster and encourage the interest of new members and to see that they are usefully integrated into all Club activities.
- (e) Arrange such other instruction for existing members as considered necessary for their overall betterment and/or the gaining of additional SLSA awards.
- (f) Submit a report to each meeting of the Committee.

3.13 Assistant Chief Instructor:

The Assistant Chief Instructor shall be directly accountable to the Chief Instructor and shall:

- (a) Be the holder of the Bronze Medallion and Training Officers Certificate.
- (b) Assist the Chief Instructor in the performance of his duties as may be required.
- (c) Deputise for the Chief Instructor in his absence.

3.14 Competition Officer:

The Competition Officer shall be directly accountable to the Club Captain and shall:

- (a) Assist the Club Captain in the performance of his duties as may be required.
- (b) Be responsible for the organisation and conduct of all Club competition. This to include internal Club activity such as the conduct of the Club Swim and the Club Championships.
- (c) Be responsible for the coordination and participation in all other SLSA and SLSSA competitions.
- (d) Liaise with all area captains and the Club Captain to ensure coordinated coaching programs are conducted for all sections of the Club.
- (e) Be responsible for compiling particulars for all point scores, etc in conjunction with the Club Registrar.
- (f) Submit a report to each meeting of the Committee.

3.15 Assistant Competition Officer:

The Assistant Competition Officer shall be directly accountable to the Competition Officer and shall:

- (a) Assist the Competition Officer in the performance of his duties as may be required.
- (b) Deputise for the Competition Officer in his absence.

3.16 Junior Chairman:

The Junior Chairman shall be directly accountable to the President and shall:

- (a) Be responsible to the Committee for the Administration and control of all activities pertaining to those members whose ages range from seven (7) to thirteen (13) years of age.
- (b) Submit a report to each meeting of the Committee.

3.17 Fundraising Chairman:

The Fundraising Chairman shall be directly accountable to the Deputy President and shall:

- (a) Be responsible to the Committee for the coordination, conduct and arrangement of all social and fundraising activities conducted by, or on behalf of the Club, whether within the Club or not.
- (b) Be responsible for the liaison between committees and officers with regards to the conduct of such events.
- (c) Submit a report to each meeting of the Committee.

3.18 Promotions Officer:

The Promotions Officer shall be directly accountable to the President and shall:

- (a) Endeavour to advance the interests of the Club bringing the activities of the Club before the notice of the public.
- (b) Be responsible to the Committee for the implementation of appropriate recruiting campaigns as from time to time are deemed necessary.
- (c) Assume the responsibility for the coordination and dissemination of the Club newsletter as agreed to by the Committee.
- (d) Be responsible for liaising with appropriate officers to provide necessary assistance to the Sponsorship and Fundraising Chairmen.

3.19 Sponsorship Officer:

The Sponsorship Officer shall be directly responsible to the Deputy President and shall:

- (a) Endeavour to advance the interests of the Club through actively seeking sponsors and other benefactors for the Club.
- (b) Be responsible to the Committee for the implementation of appropriate marketing / sponsorship campaigns as from time to time are deemed necessary.
- (c) Be charged with the responsibility of seeking financial, or otherwise, assistance by way of sponsorship, donations or other financial benefits to the Club as approved by the Committee for the Club.
- (d) Refer all sponsorships to the Committee for endorsement and/or ratification before agreement is reached.
- (e) Submit a report to each meeting of the Committee.
- (f) The Sponsorship Officer will be appointed by the Committee.

3.20 Ski Captain:

The Ski Captain shall be directly accountable to the Club Captain and shall:

- (a) In liaison with the Competition Officer arrange coaching and instruction for suitable members for craft competition work.
- (b) Familiarise all Club Members with the use and care of relevant equipment.
- (c) Under the direction of the Gear Steward, shall be responsible for the necessary maintenance and care of the Club's competitive skis and will arrange necessary transportation to and from carnivals.

3.21 Water Captain:

The Water Captain shall be directly accountable to the Club Captain and shall:

- (a) In liaison with the Competition Officer arrange coaching and instruction for suitable members in water events.
- (b) Familiarise all Club Members with the use and care of relevant equipment.
- (c) Under the direction of the Gear Steward, shall be responsible for the necessary maintenance and care of the Club's equipment required for water events and will arrange necessary transportation to and from carnivals.

3.22 IRB Captain:

The IRB Captain shall be directly accountable to the Club Captain and shall:

- (a) Be the holder of hold an IRB Training Officers Certificate.
- (b) Arrange instruction for suitable members in all phases of IRB work as described in the IRB Training and Examination Manual.
- (c) Be responsible for the care and maintenance of the Clubs' IRB hulls, motors and accessories.

3.23 Beach Captain:

The Beach Captain shall be directly accountable to the Club Captain and shall:

- (a) In liaison with the Competition Officer arrange coaching and instruction for suitable members in beach events.
- (b) Familiarise all Club Members with the use and care of relevant equipment.

3.24 Boat Captain:

The Boat Captain shall be directly accountable to the Club Captain and shall:

- (a) In liaison with the Competition Officer arrange coaching and instruction for suitable members in boat events.
- (b) Familiarise all Club Members with the use and care of relevant equipment.
- (c) Be responsible for the necessary maintenance and care of the Club's surfboats and associated equipment.
- (d) Will arrange necessary transportation to and from carnivals.

3.25 Board Captain:

The Board Captain shall be directly accountable to the Club Captain and shall:

- (a) In liaison with the Competition Officer arrange coaching and instruction for suitable members for craft competition work.
- (b) Familiarise all Club Members with the use and care of relevant equipment.
- (c) Under the direction of the Gear Steward, shall be responsible for the necessary maintenance and care of the Club's competitive boards and will arrange necessary transportation to and from carnivals.

3.26 Gear Steward:

The Gear Steward shall be directly accountable to the Club Captain and shall:

- (a) Be responsible for the upkeep and maintenance of all life saving gear and equipment with the exception of the IRB's, surf boats, competition boards and competition skis and their associated equipment.
- (b) Be responsible for proper presentation of all gear and equipment for gear inspections.

3.27 Under 19's Captain:

The Under 19's Captain shall be directly accountable to the Club Captain and shall:

- (a) Be a member who is represented in the under 19 category for that season.
- (b) Be a representative to the Beach Committee for members fourteen (14) to nineteen (19) years of age and represent the views of this group to this forum and other forums as required.
- (c) Be elected by secret ballot by members who are within the Under 19 category with such ballot to be ratified by the Committee.

3.28 Under 16 Coordinator:

The Under 16 Coordinator shall be directly accountable to the Club Captain and shall:

- (a) Be responsible for the coordination of activities for Under 16 members.
- (b) Liaise with area Captains and other officers to ensure sufficient coordinated programs are available for these members.
- (c) Foster and encourage the interest of Under 16 members and to see that they are usefully integrated into all Club activities.
- (d) Will be appointed by the Committee and will be prepared to undertake a police screen check.

3.29 Honorary Auditor:

It shall be the duty of the Auditor to carefully audit the books and accounts prepared by the Treasurer for submission at the Annual General Meeting and to certify the correctness thereof. He shall be appointed by the Committee.

3.30 Honorary Legal Officer:

The Legal Officer shall render such legal advice as may be called upon from time to time and be appointed by the Management Committee.

3.31 Honorary Medical Officer:

The Medical Officer shall render such medical advice and assistance as may be called upon from time to time and shall be appointed by the Committee.

3.32 First Aid Officer:

The First Aid Officer will be responsible for the First Aid Training of Club Members and the upgrading of First Aid Policies and Equipment, and shall be appointed by the Committee.

By-Law 4 Standing Sub-Committees

4.1 Junior Activities Committee:

- (a) The Junior Activities Committee shall be formed annually from persons interested in the well being of members whose ages range from seven (7) to thirteen (13) years of age. These members must be members of the Club.
- (b) The Junior Activities Committee shall elect from amongst themselves a Chairman who shall be the Junior Division Chairman, a Secretary, Treasurer, Chief Instructor, and such other office bearers as considered necessary. Seventy five per cent (75%) of the Junior Activities Committee shall form a quorum.
- (c) The Junior Activities Committee may conduct a separate bank account to administer their activities, cheques being signed by any two (2) of the elected Chairman, Secretary and Treasurer. Signatories to be recommended to and ratified by the Committee.
- (d) Monies so raised by this Committee shall be transferred to the Club's general account at regular intervals.
- (e) An income and expenditure statement for each financial year is to be submitted to the Club Secretary for presentation in the Annual Report.

4.2 Disciplinary Committee:

- (a) The Disciplinary Committee shall comprise the:
 - Deputy President
 - Club Captain
 - Junior Division Chairman
 - *Life Member
 - *Active Member of at least 10 years serviceNote: * Both of whom are to be appointed by the Management Committee.
- (b) Four (4) shall form a quorum.
- (c) The Disciplinary Committee shall be convened to hear all matters referred to it pursuant to the Rules of this Constitution determine action to be taken in the best interest of the Club.
- (d) The Disciplinary Committee may expel, or for a period suspend or reprimand and/or penalise any member who violates a rule of the Club or who shall be guilty of misconduct, breach of discipline or act contrary to the general policy of the Club, provided that such member shall have the opportunity to state his case either personally or through another member to the Disciplinary Committee before it arrives at its decision.
- (e) The Disciplinary Committee shall forthwith report its findings and determinations to the Committee in writing within fourteen (14) days of such meeting.
- (f) The Member affected by the findings and determinations of the Disciplinary Committee shall have the right of appeal against such findings and determinations to the Committee and the following provisions shall apply:
 - i. The Member shall within fourteen (14) days of the findings of determinations of the Disciplinary Committee inform the Secretary in writing of the grounds of such appeal.
 - ii. The Secretary, with the authority of the President, shall forthwith convene a meeting of the Committee to hear and determine the appeal of the member against the findings and determinations of the Disciplinary Committee.
 - iii. At such hearings the Members may appear personally or through another Member.
 - iv. The Committee shall hear and determine the appeal.
 - v. The determination of the Management Committee in respect of the appeal shall be final and binding on the Member.
 - vi. The Member shall have the right to appeal the matter to Surf Life Saving SA for appeal in accordance with the State Constitution and By-laws.
- (g) Should such misconduct or breach of discipline be proved, the Member may be expelled, suspended, reprimanded or penalised.

4.3 Life Membership Committee:

- (a) The Life Membership Committee shall be convened to receive and evaluate nominations for election to Life Governor, Life Membership and Vice President and to forward recommendations to the Annual General Meeting of the Club.
- (b) The Life Membership Committee shall consist of three (3) Life Members and two (2) other Members of at least ten (10) years service. The three (3) Life Members will be elected at the AGM. The two (2) remaining members of at least ten (10) years service shall be appointed by Committee.
- (c) One (1) Life Membership position shall fall due each season for election with each Life Member elected serving a three (3) year term. The two (2) appointed officers shall be done on an annual basis by the Committee.
- (d) The Committee shall also appoint a person to act as Chairman.
- (e) Nominations for the honour of Life Governor, Life Membership or Vice President may be submitted to the Life Membership Committee of the Club in confidence. Such nominations shall be in writing and shall include a detailed resume of the nominees history with the Club together with the rationale for such nomination.
- (f) The Life Membership Committee shall meet at least one (1) month prior to the Annual General Meeting to consider such nominations as may have been received and to review all Members who may be eligible.
- (g) The names of those approved by the required four-fifths (4/5's) majority of the Life Membership Committee shall be forwarded to the Secretary together with all supporting documentation for presentation to the next occurring Annual General Meeting.
- (h) In carrying out its deliberations the Life Membership Committee shall be mindful always of the fact that Life Membership of the Club is a singular honour which should only be recommended for those members who have demonstrated a willingness to accept a significant level of personal responsibility for the welfare of the Club and its members over a number of years. Life Membership should not be considered as an appropriate recognition of lengthy limited service or membership only.

Without necessarily restricting the deliberations and/or recommendations of the Life Membership Committee, significant effective service to the Club at Officer level should be considered as a minimum requirement for the achievement of Life Membership.

In the event that such service has not been performed, the nomination of a candidate for this award should be considered only in those circumstances where the level of personal commitment or achievement of such nominee is clearly superior to his or her peers and has resulted in a significant and demonstrable benefit to the Club.

- (i) In the event that a nominee for Life Membership is not considered to have performed sufficiently meritorious service to the Club to be recommended for that honour, the Life Membership Committee may recommend that the nominee be proposed for the honour of election to the position of Vice President of the Club, provided that always that such a nomination shall not be considered to have extinguished the nominee's right for subsequent election to Life Membership in the event of continued significant service to the Club.
- (j) Stand alone nominations for the position of Vice President of the Club may also be forwarded in writing for consideration by the Life Membership Committee

4.4 Treasurers Committee:

- (a) The Treasurers Committee shall consist of the:
 - Treasurer
 - Junior Treasurer
 - Fundraising Treasurer
 - House Treasurer
 - A representative of the Beach Committee
- (b) The Treasurers Committee shall meet as required to deal with matters relating to report requirements and reporting in relation to financial matters and aspects relating thereto referred to them by the Committee or in relation to the sub-committees they represent.

4.5 Finance Committee:

- (a) The Finance Committee shall consist of the:
 - Treasurer
 - 2 Members as appointed by the Committee
- (b) The Treasurer will be Chairman.
- (c) The Finance Committee shall report and advise on all financial matters and aspects relating thereto referred to them by the Committee.
- (d) The nominated persons will have appropriate experience and understanding of financial matters.
- (e) The Finance Committee will be responsible for advising the Committee on recommendations for the investment of such funds surplus to the operations of the Club.
- (f) The Finance Committee will be responsible to the Committee at all times.

4.6 Fundraising Committee

- (a) The Fundraising Committee shall be elected annually at the Annual General Meeting.
- (b) The Committee shall comprise a Chairman as elected at the AGM, and a Secretary and Treasurer who shall be determined by the Fundraising Committee.
- (c) The Fundraising Committee shall consist of a minimum of seven (7) members including the Chairman, Secretary and Treasurer. Four (4) shall form a quorum.
- (d) The Fundraising Committee shall assist the Chairman in the coordination, conduct and arrangement of all social and fundraising activities conducted by, or on behalf of the Club, whether within the Club or not.
- (e) The Fundraising Committee may conduct a separate bank account to administer their activities, cheques being signed by any two (2) of the elected Chairman, Secretary and Treasurer. Signatories to be recommended to and ratified by the Committee.
- (f) Monies so raised by this Committee shall be transferred to the Club's general account at regular intervals.
- (g) An income and expenditure statement for each financial year is to be submitted to the Club Secretary for presentation in the Annual Report.

4.7 Building Maintenance Committee

- (a) The Building Maintenance Committee shall consist of five (5) Members all of whom shall be elected at the Annual General Meeting.
- (b) Three (3) shall form a quorum.
- (c) The Building Maintenance Committee shall be responsible to the Committee for alterations and additions as may be considered necessary and for the general repair and maintenance of existing facilities comprised in and around the Club premises.

4.8 Constitution Committee

- (a) The Constitution Committee shall comprise three (3) Members all of whom shall be appointed by the Committee.
- (b) The Constitution Committee shall be responsible to the Committee to deal with all matters affecting the Constitution and By-Laws that may be referred to it for report and recommendations to the Committee.

By-Law 5 Visitors to the Club

- (c) Every adult Member shall be allowed to introduce visitors to the Club subject to such regulations as the Committee shall from time to time determine, provided that no person shall be introduced as a visitor who has been expelled from membership of a Surf Life Saving Club or whose conduct or presence on the Club's premises shall be considered objectionable to the interests of the Club.
- (d) The introducing member shall be responsible for the behaviour of any such visitor.

By-Law 6 *Patrol and Competition*

6.1 Patrol Accreditation

6.1.1 General Patrol Activity.

In order to participate in general activity a member will:

- (a) If between the ages of thirteen (13) and fifteen (15) years have gained the Surf Rescue Certificate accreditation in that season or have passed the annual Association proficiency requirement for that award.
- (b) If over the age of fifteen (15) years have gained the Surf Life Saving Bronze Medallion accreditation in that season or have passed the annual Association proficiency requirement for that award.

6.1.2 Ancillary Patrol Activity.

In order to participate in ancillary patrol activity a member will:

- (a) Be of the age as defined in the Association's manuals who has gained radio, resuscitation or first aid accreditation and be current as required by the Association in that discipline.
- (b) Members in this category may only participate in activity pertaining to the scope of the said accreditation requirement.

6.2 General Patrol Statements

- (a) Members shall attend at the beach for patrol duty on such dates and at such hours as may be specified by the Beach Committee in the patrol roster or as directed by the State Centre.
- (b) Each member shall be personally responsible that he/she acquaints himself/herself with such dates and hours and the number of his/her patrol from the patrol roster.
- (c) Any Member who is unable attend his/her patrol shall find a substitute. The transfer of this responsibility to the substitute will only be acknowledged by the Club provided the proper form is completed and lodged with the Club Captain, or Vice Captain.
- (d) Notwithstanding anything contained in preceding paragraphs of these rules, the Management Committee may indicate to any Member in writing that in their opinion he/she is not giving satisfactory patrol service and call upon him for an explanation.
- (e) Any member who has been granted exemption for patrol at his/her own request may be called upon to make good such patrol either in that season or the following one.
- (f) Failure to comply shall render him/her liable to be dealt with by the Committee upon a recommendation of the Beach Committee. A monthly report shall be provided to the Committee detailing relevant patrol details and including those in breach for the period prior to the meeting.
- (g) Patrol Captains are responsible for members of their patrol signing the patrol sheet and the notation thereon of irregularities, rescue performed etc. The Patrol Captain shall also see that his/her Members have a knowledge of such State Centre obligations as are considered necessary. Any Member competing at carnivals when rostered for patrol duty shall be liable to arrange a substitute for that particular patrol.
- (h) Any Member missing two (2) patrols during any one (1) season is liable to suspension.
- (i) All Members upon entering the club premises automatically become liable to carry out a patrol if requested by a person with the necessary authority.
- (j) Exemption from patrols may be granted in exceptional circumstances, or to members and/or senior Club Officers whose duties may warrant such exemption.

6.3 Competition Accreditation

6.3.1 Conditions of entry

- (a) Conditions of entry into Club competitions shall be as laid down in the relevant Association Handbooks.
- (b) Conditions of entry in Association competitions shall be as laid down in the relevant Association Handbooks.

6.3.2 Eligibility to Competitions

In order to participate in competition activity a member will:

- (a) If between the ages of seven (7) and thirteen (13) years be accredited for their age group as identified in the Association junior activity manuals.
- (b) If between the ages of thirteen (13) and fifteen (15) years be accredited with the Association Surf Rescue Certificate in the season or be the holder of the Association Surf Life Saving Certificate and have passed the annual Association proficiency requirement for that award.
- (c) If over fifteen (15) years of age be accredited with the Association Bronze Medallion in that season or be the holder of the Association Bronze Medallion and have passed the annual Association proficiency requirement for that award.
- (d) Not be in default or arrears of patrol duties in excess of those allowed by the Club Constitution and By-Laws for which the member is competing or in excess of ten (10) hours, whichever is the least.
- (e) An additional requirement in the case of State Championships competition participation is that the members shall be accredited with the minimum personal patrol hour requirement for that season.
- (f) Life Members shall be accredited with the Association Bronze Medallion in that season, or be the holder of the Association Bronze Medallion and have passed the annual Association proficiency requirement for that award and in case of State Championships competition participation the member shall be required to carry out his required number of personal patrol hours as may be set by the State or Australian Councils.

By-Law 7 *Club Colours, Uniform and Badge*

- (a) The Club colours shall be Australian green and gold and the Club cap shall be green with 2 parallel gold stripes running lengthwise from front to back.
- (b) The Club uniform may be amended as deemed necessary by the Management Committee, however will retain the traditional colours either in part or totality of green and gold. Any alterations, modifications and change in style must be first authorised by the Management Committee.
- (c) Life Members may have a special inscription included under the badge. The Club badge will be that as authorised by the Management Committee, in keeping with the need to maintain the image and identity of the Glenelg SLSC and its purpose.

- (d) The Committee is authorised to amend the Club badge as may be so required from time to time, however will maintain the traditional colours either in part or totality of green and gold.

By-Law 8 Touring Team Subsidy

8.1 Introduction

The following procedures detail the policy under which selected touring team members will have their transport and accommodation costs offset by means of a financial allocation by the Club.

8.2 The Team Manager

- (a) The Committee of the Glenelg Surf Life Saving Club Inc shall appoint the Team Manager.
- (b) The Management Committee reserves the right to replace the Team Manager at any time if they consider he/she is not carrying out his/her duties.
- (c) Duties of Team Manager
 - i. Organisation and coordination of all suitable transport and accommodation arrangement for Touring Team Members. Transport is interpreted as travel to and from the titles).
 - ii. Maintenance of subsidy schedule, to be posted on notice board and updated every month. This to be in consultation with the Registrar and reports provided to the Management Committee.
 - iii. To recommend to the Management Committee a list of Club Members eligible for touring team allocation.
 - iv. Responsible to report to the Management Committee within 7 days of return from the titles in writing and to supply a report for the annual report (within 1 month).
 - v. Organisation of suitable attire for touring team members and if required the sourcing of sponsors to offset the cost of such clothing. All subject to Management Committee approval.
 - vi. Responsible for any other such duties as the Management Committee deems necessary for proper coordination of the touring team.

8.3 Eligibility and Selection of Touring Team Members

- (a) Any Member of the Glenelg Surf Life Saving Club Inc may be considered for financial allocation
- (b) Structure of points system as endorsed by the Committee and advised to members each season.

8.4 Financial Allocation

- (a) The financial allocation will be based on the estimates as determined and suggested by the Management Committee and will relate to personal transport and accommodation costs only. The determination will be based on the most feasible and economical means to travel to and from the event and upon 7 nights (maximum) accommodation at an establishment chosen for members of the touring team by the Management Committee.
- (b) Those members who have accrued sufficient points to gain consideration for allocation shall be deemed eligible to receive a financial allocation. The financial allocation for competitors selected in the Touring Team as part of the Competitive Team shall not exceed 75% of the estimated costs as outlined in 4(1). Those members selected as part of the Touring Team but not selected, as a competitor will be allocated no more than 50% of the determined costs. Allocation for approved uniform will come out of the original allocation or be paid for by the member.
- (c) The cost of transport of equipment of all eligible competitors (duly authorised by Management Committee) will be met out of the touring team budget funds. This will only apply where an individual or team has qualified for financial allocation under this policy and are determined by the Management Committee to be competitively proficient.

8.5 Financing of Touring Team

The Management Committee of the Glenelg Surf Life Saving Club Inc., will bear in mind at all times its responsibility to consider each seasons touring team allocations as one of its annual expenditures.

8.6 General

- (a) The financial allocation will be made available to successful applicants after the championships on the specific understanding that it is to be only used to offset costs initially paid by them during their attendance at the Australian Titles and in no way should it be implied as simply payment for services to the Glenelg Surf Life Saving Club Inc.
- (b) The financial allocation shall be made available only for travel and accommodation costs in respect of Surf Life Saving Association Championships.
- (c) Members selected to receive allocation will be automatically deemed Touring Team Members. All other Club members or non-club members travelling with or staying with the touring team will be regarded as official team members and must make application for such.
- (d) The Committee in its own right or on receipt of such application from the Team Manager may refuse to accept the application of any member or non-member for the Official Touring Team where it considers the granting of this to be not in the best interests of the club. That person has the right of appeal to the Management Committee within 14 days of that selection date.
- (e) Any member of the Touring Team (apart from State Team members and Officials and Examiners) who does not stay in the approved accommodation shall have his/her allocation determined by the Management Committee at their sole discretion.
- (f) Any member wishing to travel separately shall inform the Team Manager of that fact no later than 28 days before the departure of the team. He/she shall furnish all details of these alternative travel arrangement to the Team Manager. Such member may then forfeit all or any proportion of such allocation. Approval of these arrangements shall be at the sole discretion of the Management Committee.
- (g) Team Members are to obey any reasonable instructions made by the Team Manager. Where in the opinion of the Management Committee following the Australian Titles a member has not shown a conscientious attitude towards his/her responsibilities or is found guilty of a breach of conduct likely to bring the club into disrepute. The allocation may be varied or cancelled in full, that person having the right of appeal to the Management Committee within 14 days of the judgement.

- (h) Where a member considers he/she has qualified for a financial allocation but has not been selected he/she has the right of appeal to the Management Committee. Any appeal must be lodged with the Secretary in writing stating the grounds for appeal within 28 days of the Team announcement.
- (i) Where a member who is eligible for allocation considers that payment of the allocation to him/her prior to the Titles will be essential for him/her to attend due to financial difficulty may make such application direct to the Management Committee. The Management Committee will consider all applications and if granted will arrange for the full or part allocation prior to departure.
- (j) The amount available for funding will be determined by the Committee. A budgeted amount will be forecast each season.
- (k) The only coaches that will be recognised are those that have been appointed by the Management Committee.
- (l) Applications for financial allocation will be accepted on the prescribed form, which will be available to all members at the beginning of each season.

By-Law 9 Trophy Committee and Selection

9.1 Introduction

In the selection of awards and trophies the Management Committee will be asked to provide names for consideration to the Trophy Selection Committee. The Trophy Selection Committee will have the ability to add to this list of names as so required.

The Trophy Selection Committee will consist of the following officers:

- President (Chairman)
- Deputy President
- Captain
- Junior Chairman
- Chief Instructor

Should any of these officers be nominated for any awards/trophies then they shall be disqualified from taking part in discussion and selection for such award. The Chairman may allow for a proxy representative to attend should any officer be unable to attend or to sit in for the selection of award/trophy this officer has been nominated for.

Some awards may be required to only be ratified by the Trophy Committee due to criteria listed for each.

9.2 Remeljej Trophy – Most Conscientious Member

This award recognises a contribution far exceeding that expected of a member or officer of the Club. In general it relates to providing service above and beyond the call of duty across the various streams of the club, including lifesaving (patrols/education); sport (competition/coaching) and other (administration/fundraising/bar etc).

A person may not contribute in all areas – however their contribution would be expected to be above and beyond in 1 or 2 of the other areas to a significant level to warrant such recognition.

The award is the highest accolade presented annually by the Club (should a suitable nominee be made) and as such should be awarded with due acknowledgement to the status this award carries.

This award can be provided to any member – with reference to the outline noted above.

9.3 Most Outstanding Members (U/16; U/19; Open)

Awarded to an Under 16; Under 19 and Open Member. The Most Outstanding Awards recognise a member from each of the age categories and acknowledge the commitment and service provided to the Club over this 12 month period. As with the Remeljej and other awards it should be measured against involvement across the 3 core streams. Members nominated for this award would be expected to again have performed above and beyond that required of their position and have made a significant contribution to the Club.

9.4 Presidents - Awards of Excellence

The awards of excellence have been introduced to acknowledge a member who may or may not have been nominated for the awards of Most Outstanding and Remeljej, but have not been successful.

The awards of excellence acknowledge the limiting awards available to the many areas outside of pure patrolling and competition. In doing so these awards recognise and acknowledge a minimum of 3 years service and performance of duty above and beyond that normally expected and as per the award recognise "Excellence".

The premise for these awards is that they should honour and recognise the contribution of a member over a minimum of a 3 year period – this in general means that the members must be an office holder of some type and providing significant contribution to the Club during this time. Further to this the recipients may be able to receive the award again, however not for a further 2 seasons after receiving the first award, so eligible every 3 years, should they have not been recognised through other awards during this time.

As noted with the Remeljej these awards are provided as a significant recognition and should be presented to persons who are worthy or receiving such acknowledgment – this is not a general thank you or service award.

Unless exceptional circumstances a maximum of 3 are to be awarded in any one season.

The President will select successful recipient(s). Officers may provide suggested names to this officer for consideration.

9.5 Captains – Encouragement Award

This award is given to 1 or more people, to a maximum of 3 in one season (unless exceptional circumstances) as it states for encouragement – so acknowledgement of input, effort and contribution within the Club and presented to provide acknowledgement and motivation to go the next level of involvement – should only be awarded on a needs basis, not as a standard. The Captains award is issued to member(s) in the active area of lifesaving eg patrol, education and competition areas.

The Club Captain will select successful recipient(s). Officers may provide suggested names to this officer for consideration.

9.6 Mayors Trophy (Juniors)

This award acknowledges the efforts and contributions of a member within the junior area of the Club. It acknowledges a contribution and commitment which is significant and above that generally required.

This award will be determined in consultation between the President and Junior Chairman.

9.7 Best New Recruit

This award acknowledges the efforts and contributions of a new member to the Club. It may also include a member who joined late in the previous season.

9.8 Most Improved Member (U/16; U/19; Open)

This award is designed to acknowledge a recipient from each of the 3 age categories for their increased involvement and contribution within the Club and may be also drawn from those names who are put forward for Most outstanding member, and in doing so this award follows those same principles while acknowledging an increase in contribution at various levels.

9.9 Most Outstanding Patrol Member

This purpose of this award is to recognise a rostered patrolling member, who through their efforts have provided leadership and demonstrated best practice and/or contributed to improvements with regards to patrol operations of the club.

This award does acknowledge the contributions with regards to the Radio Room as this is part of the Club's patrol obligations, however does not include other services eg Helicopter, Jet Boat etc.

The Club Captain, in liaison with the Vice Captain (and other necessary officers) will select the successful recipient.

9.10 Most Patrol Hours

As it refers this award recognises the member who has performed the most patrol hours for the Club, excludes Penalty Patrols.

It does include club patrols; radio room patrols; water safety a carnivals (junior and senior) as all are club obligations.

It does not include patrols performed with the Jet Rescue Boat and Helicopter Services – albeit these hours and the efforts of these people will be duly acknowledged in the Club Annual Report.

Selected based on hours.

9.11 Most Outstanding Competitor

This award recognises the efforts of a competitor (or team) in representing the Club at various carnivals and championship events. In general at this time it is generally awarded to a member who has performed at the highest level at State and/or National events. This may include participation at carnivals etc.

The Club Captain, in liaison with the Competition Officer (and other necessary officers) will select the successful recipient.

9.12 Champion Club Swim (U/16; U/19; Open; Masters)

Recognises those in each of the categories who completed club swim and placed on the points system over the season.

Selection based on points system as provided by Swim Captain

9.13 Club Champion (U/16; U/19; Open; Masters)

Awarded based on the Club Champion criteria established on a seasonal basis.

9.14 Glenn Tidswell Memorial – Boat Trophy

This award recognises the most conscientious boat rower and recognises a contribution to the boat area far exceeding that expected of a member within this area.

It is normally selected by the Boat Captain in consultation with the Club President.

9.15 Other:

Appreciation: noted there are some acknowledgements that should be made annually and will be at the discretion of the Trophy Committee and/or Management Committee and may include:

- Officials (junior and senior)
- Assessors and Training Officers
- Coaches
- Other key persons in acknowledgement of service.

NOMINATION FOR OFFICE

SEASON XXXX/YYYY

Return to Club Secretary, PO Box 39 Glenelg SA 5045 by no later than XXXXXXXX

I, _____

Wish to nominate for the position of (please tick relevant positions):

- President
- Deputy President
- Secretary
- Assistant Secretary
- Registrar
- Treasurer
- Club Captain
- Vice Captain
- Promotions Officer
- House Manager
- Chief Instructor (must hold Training Officers Certificate)
- Assistant Chief Instructor (must hold Training Officers Certificate)
- Competition Officer
- Assistant Competition Officer
- Boat Captain
- Board Captain
- Ski Captain
- Water Captain
- Beach Captain
- Radio Officer
- IRB Captain (must hold an IRB Training Officers Certificate)
- Fundraising Chairman
- Gear Steward

I wish to nominate to be a representative on the following committees (please tick relevant positions):

- Building Committee (5 Members required)
- Life Membership Committee (1 Life Member required)
- Fundraising Committee (7 Members required - minimum)

I wish to register my expression of interest to the Management Committee for the position of / on the Committee of (please tick relevant positions):

The Management Committee reserves the right to approach other people who may not have registered an interest.

- Constitution Committee (3 Members required)
- Finance Committee (2 Members)
- Sponsorship Officer
- Assistant House Manager
- House Treasurer
- Under 16 Coordinator
- Disciplinary Committee (1 Life Member and 1 Member of at least 10 years required)
- Life Membership Committee (2 Members required, minimum 10 years service)

The positions of Medical Officer; First Aid Officer; Honorary Legal Officer and Honorary Auditor will be also appointed by Management and suitable person approached, however should duly qualified persons be interested in these positions they are encouraged to put in writing an expression of interest.

The nominee, nominator and seconder must all be current registered members of the Glenelg SLSC and eligible to nominate or second such persons for this nomination form to be accepted.

In nominating for the relevant positions I acknowledge that I have read and understand the role and obligations of the position as contained within the Constitution and can meet all necessary requirements of this position. Furthermore I am a current registered member.

Signature of Nominee

Date

Nominated by

Signature

Date

Seconded by

Signature

Date

**Return to Club Secretary
PO Box 39, Glenelg SA 5045**

By no later than

XXXXXXXXXXXXXXXXXX

Patrol Swap Form

Upon completion of this form it is to be provided to either the Club Captain or Vice Captain for endorsement and acceptance.

I, _____, wish to swap a patrol with the member stated under for the dates as stipulated within this form and acknowledge that I accept all responsibility associated with meeting that members patrol obligations.

Patrol requested to be swapped.

Patrol Number: _____ Patrol Date: _____

Signature: _____ Date: _____

I, _____, agree to swap a patrol with the member stated above for the dates as stipulated within this form and acknowledge that I accept all responsibility associated with meeting that members patrol obligations.

Patrol requested to be swapped.

Patrol Number: _____ Patrol Date: _____

Signature: _____ Date: _____

Received and accepted by Club Captain and/or Vice Captain.

Date: _____

Signature: _____

Name: _____ Position: _____