



MOORE PARK

SURF LIFE SAVING CLUB INCORPORATED

BY-LAWS and APPENDICES

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SECTION 1 - The Constituents

NOTES:

1. The Constitution refers to the 'CLUB' now as the 'ASSOCIATION' with the correct name being *Moore Park Surf Life Saving Club Inc.* For clarity, *Moore Park Surf Life Saving Club Inc.*, is referred to as the 'CLUB' or Moore Park SLSC within this By-Law document.
2. Definitions and Interpretations: The Definitions and Interpretations contained within the Moore Park SLSC Constitution (Clauses 2.1 and 2.2) are adopted for use throughout these By-Laws.
3. Club Council: Refers to all financial Surf Life Saving Club members over the age of 15 years who are proficient Bronze Medallion holders, Life Members, Long Service and Award members who have been granted voting rights as documented in the Club's Constitution (Clause 12) and By-Laws .
4. These By-Laws are made under the Constitution of Moore Park Surf Life Saving Club Inc. They contain various directions and requirements of Moore Park SLSC which are binding on Moore Park SLSC and members of Moore Park SLSC, but are not of a nature, which justifies inclusion in the Constitution.
5. These By-Laws are made for a dominant purpose of ensuring a safe and fair system or framework within which Surf Lifesaving may be regulated and conducted. These By-Laws are not made for any anticompetitive purpose and in particular not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by SLSA.
6. It should be recognised that Moore Park SLSC believes in/and operates under strict equity guidelines. Any reference to a person as he in this document should be read as unisex or gender neutral.
7. All SLSQ/SLSA Policies referred to within the By-Laws can be accessed from the respective websites or via the Club Secretary.
8. Within this document, Branch refers to Wide Bay Capricorn Branch, SLSQ refers to Surf Life Saving Queensland and SLSA refers to Surf Life Saving Australia.

BY-LAW 1.1 – BOARD

The Board of Directors (Constitution Clause 29): The management of the Club is vested in the Board of Directors who are duly elected at each Annual General Meeting. The Board of Directors shall consist of:

- (a) the President;
- (b) the Deputy President;
- (c) the Director of Finance (Treasurer);
- (d) the Director of Administration (Secretary);
- (e) the Director of Lifesaving (Club Captain);
- (f) the Director of Surf Sports; and
- (g) an appointed Director from the Junior Activities Committee.

BY-LAW 1.2 – OTHER OFFICERS

- (a) All or any of the following officers and assistant officers may be elected at the Annual General Meeting:

Vice Club Captain(s), Chief Training Officer, First Aid Officer, Registrar, Communications Officer, IRB Officer, Building and Property Officer, Grants Officer, Clubhouse Officer, Gear and Equipment Officer, Workplace Health and Safety Officer, Complaints Manager, Member Protection Information Officer (MPIO), Youth Development Officer, Merchandise Officer.
- (b) Endorsement of the Junior Activities Officer shall be subject to the nomination from the Junior Activities Committee. (Refer to By-Law 4.7 and Appendix 'D').
- (c) Officers listed above in By-Law 1.2(a), may also be eligible to attend relevant Committee meetings as dictated by their position with voting rights.
- (d) Where an Officers position is vacant, the Board of Directors will either assume or delegate responsibility to a club member who meets the criteria as per By-Laws in Section 4.

BY-LAW 1.3 – MEMBERS (Refer to Constitution Clause 12)

- (a) Membership may be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club, SLSQ and SLSA and having submitted an application as per Constitution Clause 14 of the Moore Park SLSC Constitution.
- (b) Membership may be limited by category qualifications as per Constitution Clause 12 and this By-Law.

BY-LAW 1.3.1 JUNIOR MEMBERSHIP CATEGORY includes Junior Activities and Cadets (13-15 years)

(a) JUNIOR ACTIVITY MEMBER (Nipper)

- (i) A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years as at 30 September and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- (ii) Junior Activities Members shall not have voting rights.
- (iii) Together with their parents or guardians shall, upon application, be eligible for the category of Family Membership. Rights, privileges, and fees for such membership shall be determined by the Board of Directors. (Refer to Appendix 'D' for additional information).

(b) CADET MEMBER (13-15 years of age) (Refer to Constitution Clause 12 (a))

- (i) A Cadet Member shall be a Member of the age qualification as defined in SLSC's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.
- (ii) Cadet Members shall not have voting rights.
- (iii) Cadet Members and U/14 Nippers who compete in U/15 events on behalf of Moore Park SLSC shall carry out patrols. (Refer to Appendix 'B' Article 15 – Patrol Rules)

BY-LAW 1.3.2 – ACTIVE MEMBERSHIP CATEGORY includes Active Member (15-18 and 18+ years); Reserve Active; Award

(a) ACTIVE MEMBER (15-18 and 18+ years of age)

An Active Member shall:

- (i) be a proficient Bronze Medallion/Certificate II holder;
- (ii) fulfil patrol and Club obligations, as provided by SLSC and this Constitution;
- (iii) qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season;
- (iv) have the right to be present, to debate and to vote at General Meetings.
- (v) The following Officers may be granted exemption from patrol duties by the Board: President, Club Captain, Chief Training Officer, Director of Administration and Director of Finance. Any patrol exemptions must be documented in the Board Minutes. The Club Captain may grant exemption of patrol duties for not more than one (1) calendar month to any Active Member, such application having been applied for in writing.

(b) RESERVE ACTIVE MEMBER

- (i) Reserve Active Membership may be granted to Active Members who have satisfactorily completed (from the gaining of the Surf Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club Constitution.
- (ii) Transfer of Reserve Active Membership to Moore Park SLSC from any other club shall not be automatic but shall be determined by the Board or Surf Life Saving Committee.
- (iii) shall complete the annual proficiency test.
- (iv) shall have the right to be present, to debate and to vote at General Meetings.

(c) AWARD MEMBER

- (i) Award Membership may be granted as per Club Constitution Clause 12 (b) (iii).
- (ii) Such members who hold a proficient SLSA Surf Rescue Certificate Award, shall fulfil patrol and/or other club obligations (ie assist with water safety at surf sports defined events; and relevant and approved Nipper Programs at Moore Park SLSC);
- (iii) Such members who hold operational Surf Lifesaving Awards as per Club Constitution Clause 12 (b) (iii) (a) shall be called upon to perform patrol obligations within the ability of their qualifications.
- (iv) Such members who hold a current SLSA Officials Accreditation shall be called upon to perform club obligations (ie assist at surf sports defined events).
- (v) Such members who hold a current SLSA Age Manager Award shall be called upon to perform club obligations (ie assist at relevant and approved Nipper Programs at Moore Park SLSC and/or surf sport defined events) within the ability of their qualifications.
- (vi) Such members shall have the right to be present at general meetings.
- (vii) The Club may grant Award Members, the right to debate and to vote at general meetings if they are undertaking lifesaving patrol duties and/or other club obligations within the ability of their qualifications or elected to office or a position which is provided with voting rights by this Constitution.
- (viii) For Award Members to gain voting rights of the Club, they shall fulfil a minimum of 15 service hours of patrols and/or other club obligations per lifesaving season.
- (ix) Should an Award Member default or cease patrol duties and/or club obligations, their voting rights will be automatically withdrawn and shall be reallocated to Associate Membership without the right of appeal.
- (x) An Award Member elected to a position within a Committee or Sub-Committee shall only have full voting rights to that Committee or Sub-Committee, unless (iv) above has been endorsed.

**BY-LAW 1.3.3 – ASSOCIATE MEMBERSHIP includes Associate, Probationary, General and Leave/
Restricted**

(a) ASSOCIATE MEMBER

- (i) Associate Membership may be granted to persons who may or may not hold an SLSA award.
- (ii) Associate Members shall not have voting rights unless elected to office or position, which is provided with voting rights by the Constitution.
- (iii) Associate Members shall have a joining and/or annual membership fees greater than fees for other categories of membership.
- (iv) Associate Members shall be entitled to use relevant SLSA approved surf lifesaving equipment specific to the award when -
 - (a) registered/enrolled for award training; and
 - (b) under the supervision of a qualified trainer.
- (iii) Associate Members are entitled to use the Clubs' facilities such as toilets.

(b) PROBATIONARY MEMBER

- (i) A Probationary Member who fails to pass the appropriate examination within the required time may automatically be disqualified from membership. The Director of Lifesaving may, at their discretion, extend such a period for one (1) month. Any further extension should be referred to the Board for approval.
- (ii) All Probationary Members shall attend all club courses as determined by the Chief Training Officer until such time as the SLSA Award has been obtained or the period of Probationary Membership has been determined by the Board.

**BY-LAW 1.3.4 – HONORARY AND SERVICE MEMBERSHIPS includes Life Member, Long Service,
Honorary and Past Active**

(a) LIFE MEMBER

- (i) Life Membership may be presented at any Annual General Meeting or another formal gathering of Club members such as Club's Annual Dinner.
- (ii) Nominations must be initiated by a written request accompanied by a summary of the nominee's service. The nominations must be moved and seconded by two (2) current financial members, who have known the nominee(s) for a major period of time, and must be received by the Director of Administration at least two (2) months prior to the Annual General Meeting.
- (iii) Nomination(s) shall be reviewed by a Life Members' Committee who shall investigate all relevant data pertaining to such application(s) in line with the criteria as laid down by the Club, and shall report all findings and recommendations to the Board of Directors.
- (iv) The Board of Directors at its meeting immediately preceding the Annual General Meeting shall either endorse or reject the member(s) for election at the Annual General Meeting.

- (v) Life Member(s), when elected, shall be formally announced by the President at the Annual General Meeting or the Club's Annual Dinner where they will be presented with their Life Members' Badge (see Appendix E).
- (vi) A meeting of Life Members can be convened on an '*as required*' basis.
- (vii) Surviving spouses/partner of Life Members shall be granted Honorary Membership to the Club and shall be invited to any Life Member function and the Clubs' Annual Dinner/Presentation Night.

(b) LONG SERVICE MEMBER

- (i) Long Service Membership may be granted to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.
- (ii) Should a Member join from another Surf Life Saving Club where they are a Long Service Member then such a Member's Long Service may be recognised at the discretion of the Club Board.
- (iii) Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in this constitution.
- (iv) Long Service Members have the right to be present, to debate and to vote at General Meetings.
- (i) Long Service Members who compete on behalf of the Club may carry out patrols – see Appendix 'B' Article 13(g) – Patrol Rules – and shall complete the Annual Skills Maintenance Assessment.

(c) HONORARY MEMBER

- (i) Honorary Membership may be granted to any person at the discretion of the Board. Honorary Members may be exempt from fees, but do not have Moore Park SLSC voting rights.

(d) PAST ACTIVE MEMBER (Refer to Constitution Clause 12 (e))

- (i) Under special circumstances and reviewed individually case by case Past Active Member may have voting rights granted provided they have contributed to the Club during the season. This is at the discretion of the Board;
- (ii) Any voting rights afforded to any Past Active Member shall be recorded in the Minutes of the Board of Directors Meeting.
- (iii) Past Active Members shall have performed a minimum of five (5) years patrolling service to be entitled for voting rights via special circumstances application.

BY-LAW 1.4 – AUXILIARY ORGANISATIONS

- (a) Auxiliary Organisations may be formed as authorised in Constitution Clause 4 (b) 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 organisations shall be as determined by the Club from time to time.

- (b) Refer to SLSQ Policy with regard to Licenced Club Activities.

SECTION 2 - Conditions Pertaining to Directors, Officers and Members

BY-LAW 2.1 – DIRECTORS AND OTHER OFFICER BEARERS

- (a) Directors and other Office Bearers of the Club shall be elected from the membership of the Club.
- (b) Directors and other Office Bearers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Directors and other Office Bearers. Club Directors and other Office Bearers owe a fiduciary (*legally responsible for what belongs to another*) duty to the Club and shall exercise their rights and powers in good faith for the benefit of the Club.
- (c) Directors and other Office Bearers shall comply with following principle statutory and common law duties:
 - (i) To act honestly and in good faith in the interest 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 Clubs' 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; and
 - (vi) To prevent insolvent trading by the Club.
- (d) Interests:

A Director or other Officer Bearers shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which a Director or other Officer Bearers is in anyway interested with be voided for such reason.
- (e) Conflict of Interest: (Refer to Constitution Clause 32.6)

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

BY-LAW 2.2 – PATRONS

- (a) Patrons 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 members shall have access to all Club facilities, except for Associate Members. (Refer to Constitution 12 and By-Law 1.3.3 (a))
- (b) All members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.

BY-LAW 2.4 – RENEWAL OF MEMBERSHIP (Refer to Constitution Clauses 14.5, 17.3 and 17.4)

- (a) Members shall apply annually for renewal of membership by electronic means (Lifesaving Online) or by the submission of the prescribed SLSA Form and payment of the prescribed fee.
- (b) Membership year is 1st October to 30th September in any year.

SECTION 3 – Meetings (Refer to Appendix ‘B’)

BY-LAW 3.1 – ATTENDANCE TO MEETINGS

- (a) Under no circumstances are club activities or training to be scheduled that will be in conflict with any scheduled Annual General Meeting, Special General Meeting or General Meeting of the Club.

BY-LAW 3.2 – ANNUAL GENERAL MEETING (Refer to Constitution Clause 19, 20 and 21)

BY-LAW 3.3 – GENERAL MEETINGS

- (a) Two (2) General Meetings (including AGM) of the Club Council are to be scheduled as required for the benefit of the Club and members. The meetings shall follow the Board of Directors meeting format providing that all members may ask questions and expect competent answers.

BY-LAW 3.4 – SPECIAL GENERAL MEETINGS (Refer to Constitution Clauses 23 and 24)

- (a) Special General Meetings of the Club Council shall be called as directed in the Constitution, Clause 23, to deal with Special Business only as detailed in the Notice of the Meeting.
- (b) Such meetings shall be held within 28 days of receipt of such request or directive and at least 21 clear days’ notice communicated to members shall be given stating the business to be discussed. The quorum and time limit for such a meeting shall be as detailed in the Constitution, Clause 24.1.

BY-LAW 3.5 – BOARD OF DIRECTORS MEETINGS (Refer to Constitution Clause 32)

- (a) The responsibility of the Board of Directors shall be managing the strategic direction and including governance of the Club and Committees and/or Staff.
- (b) Issues relating to major policies, constitution change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be discussed and resolved by the Board of Directors.

BY-LAW 3.6 – OTHER COMMITTEE MEETINGS

- (a) 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 Board of Directors.
- (b) Minutes of all Committees/Sub-Committees shall be provided to the next Board of Directors Meeting for ratification.

BY-LAW 3.7 – QUORUM (Refer to Constitution Clause 24.1)

- (a) In addition to the Constitution, Clause 24.1, in exceptional circumstances when an imminent decision is required, so to avert advertising a rescheduled meeting due to a quorum not being achieved, the Chairman of all Club General and Special General Meetings may reduce the formula to be at least one more eligible voting member than the number of Board of Directors present to total at least seven (7) eligible voting members.
- (b) Quorum for other Committees/Sub-Committees to conduct business is a simple majority of Committee/Sub-Committee members.

SECTION 4 - Duties of Officers and Others

BY-LAW 4.1 – THE PRESIDENT shall:

- (a) Be a financial member of the Club and an SLSA award holder (such as Bronze Medallion, Surf Rescue Certificate, First Aid) with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years;
- (b) Be the Club representative at all Branch Council meetings;
- (c) Be a member ex-officio of all Committees;
- (d) Exercise his authority by generally supervising the affairs of the Club in conjunction with the Board of Directors;
- (e) Have unlimited authority on every question of order, only to who is equitable and just in the circumstances;
- (f) Exercise disciplinary action in accordance with the Constitution Clause 17, and SLSA Regulations Section 5;
- (g) The Board of Directors shall from time to time approve payment to the President to attend Seminars/Functions scheduled by SLSA, SLSQ and Branch where the President is required/expected to attend of such an amount to cover the cost of attendance, travel and accommodation by virtue of holding office of President.

BY-LAW 4.2 – THE DEPUTY PRESIDENT shall:

- (a) Be a financial member with a minimum of with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years; and preferably a Bronze Medallion holder or working towards this qualification with the expectation of proceeding into the position of Club President;
- (b) Assist the President and shall deputise for him in his absence, and shall carry out special assignments as directed by the Club President;
- (c) Where the Club President is unable to fulfil required duties of office, the Deputy President shall automatically assume caretaker role of Club President including the like powers and responsibilities until a Special General Meeting is convened to elect a new Club President

Note: The aforesaid Special General Meeting must be called as per the Constitution Clause 19, and By-Law procedures for the same and must be called within forty-two (42) days of the Deputy President assuming temporary responsibility.

- (d) Be responsible for managing a smooth and effective transitional period for the Club in accordance with all Constitution, By-laws, Policies and Procedures until the replacement Club President effectively takes office.

BY-LAW 4.3 – THE DIRECTOR OF ADMINISTRATION (SECRETARY) shall:

- (a) Be a financial Member of the Club with a minimum of with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years;
- (b) In liaison with the Club Registrar ensure a register (using the approved SLSA program) is maintained of all members and an up to date record of their addresses and file all Application Forms (when applicable) whether or not the nominees have been accepted;
- (c) Forward notices of all meetings and the business to be transacted (Agenda) thereof to members in accordance with the Constitution Clauses 22 and 23 and By-Laws 3.3 and 3.4;
- (d) Record and keep minutes of all Annual General, General, Special General and Board of Directors Meetings;
- (e) 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;
- (f) Ensure all incoming correspondence relative to members of the Club (Circulars, Bulletins, Policies, Procedures etc.) are decimated as a matter of routine;
- (g) Be responsible for the drafting of the Annual Report to be submitted to the Board of Directors for approval before printing;
- (h) Be responsible for the circulation of the Annual Report to all Members at least two (2) days prior to the Annual General Meeting;
- (i) Carry out all duties arising from decisions of Annual General, General, Special General and Board of Directors meetings and as directed by the Club President.

BY-LAW 4.4 – THE DIRECTOR OF FINANCE (TREASURER) shall:

- (a) Be a financial Member with a minimum of with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years;
- (b) Receive all monies on behalf of the Club and shall issue receipts for same, and shall be responsible to the Board of Directors for such monies. All monies received on behalf of the club shall be banked within four days of receipt thereof and all payments shall be made by electronic bank transfers where possible. (Refer Constitution Clause 34.8);
- (c) Keep the necessary records as required by the relevant Government Act; a receipt book to acknowledge collections, a cheque book issued by the Clubs' Bankers for purposes of payments and a Ledger to record income and expenditure. Details of all payments are to be recorded by the Treasurer, and duly presented to a meeting of the Board of Directors as set out in the Constitution, Clause 34. The Treasurer shall ensure that the Annual Audited Statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required – Refer to the Constitution Clauses 34.1, 34.2,

34.3 and 34.4

- (d) At each Board of Directors Meeting, present a report relating to the Clubs' finances, showing details of receipts and expenditure since the presentation of the previous report, a progress report on any loans which the club may have and shall make available upon request the bank statements together with a reconciliation statement, showing the balance as the debit or credit of the Clubs' finances;
- (e) Prepare an Annual Budget compiled from submissions from the various sections of the Club to be presented to the Board of Directors by 30th April each year.

BY-LAW 4.5 – THE DIRECTOR OF LIFESAVING (CLUB CAPTAIN) shall:

- (a) Be a financial Member of the Club and a proficient Bronze Medallion holder and have a minimum of two (2) years' experience as a Patrol Captain;
- (b) Be the Club representative to attend meetings of the Branch Board of Lifesaving Meetings.
- (c) Be responsible for the conduct and discipline of all Members in all matters relating to Surf Life Saving, and the general education of members in Surf Life Saving. Any matters of misconduct and/or discipline must be brought to the immediate attention of the Club President and Director of Administration;
- (d) Arrange patrols and conferences with Patrol Captains and Chief Training Officer on a regular basis with a minimum of three (3) during the season to discuss suggestions and observations or regarding the general efficiency of the Club in Surf Life Saving. (Refer to Appendix 'B')
- (e) Upon request from the Board, submit an Annual Budget for Surf Life Saving to the Club Treasurer by 31st March each year;
- (f) Have the power to refuse the use of club gear or property to any member;
- (g) Call upon any members to perform such duties as is deemed necessary in the interest of the Club;
- (h) Be an ex-officio member of any Committee or Sub-Committee associated with his duties eg: Junior Activities Committee, Youth Development Sub-Committee;
- (i) Submit a written report using the '*Report Template*' (Appendix 'F') as provided to the monthly meeting of the Board of Directors, accompanied by a copy of that months' Surf Life Saving Committee minutes. The report shall include, but not limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board of Directors.

BY-LAW 4.6 – THE DIRECTOR OF SURF SPORTS (SURF SPORTS OFFICER) shall:

- (a) Be an Accredited Level One Officials or Level One Coaching accreditation with a minimum of two (2) years of Life Saving experience;
- (b) Be the Club representative to attend meetings of the Branch Board of Surf Sports Meetings;
- (c) Be Chairperson of the Surf Sports Committee;

- (d) In liaison with the Coaching Coordinator to be responsible for all Club Coaches, overseeing and coordinating all programs and activities relating to Surf Sports;
- (e) Upon request from the Board, submit an Annual Budget prior to 31st March each year, covering, but not limited to, all financial matters associated with Club Teams, Competitions/Competitors and Carnival Officials;
- (f) Liaise with relevant Team Manager/s to determine responsibility for the Transportation (and any infrastructure as required) and accommodation for all Competitors and Officials when attending carnivals when outside of local Bundaberg area;
- (g) Be responsible for any outfitting of the Club's Competition Members and Officials and funding in excess of provisions made by the Board of Directors;
- (h) Ensure the club has sufficient accredited Carnival Officials to meet the club's responsibilities at carnivals;
- (i) Ensure reports are received in a timely manner;
- (j) Submit a written report using the '*Report Template*' as provided (Appendix 'F') to the Board of Directors monthly meetings, accompanied by a copy of that month's Surf Sports Committee minutes. The report shall include, but not limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board of Directors.

BY-LAW 4.7 – JUNIOR ACTIVITIES OFFICER shall:

- (a) Be a financial member, preferably a Bronze Medallion holder with a minimum of with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years;
- (b) Attend and be a Club representative at Branch Junior Activities Committee meetings or arrange for a proxy from the Junior Activities Committee;
- (c) Be Chairperson of the Junior Activities Committee (JAC);
- (d) Be responsible for the conduct and coordination of all matters relation to Junior Activities (Refer to Appendix D);
- (e) In conjunction with the Club Captain and the Chief Training Officer provide for Junior Members an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- (f) Prepare Junior Members (Nippers) for their eventual transition to the marine and patrol environment of Surf Life Saving;
- (g) Participate in all such activities;
- (h) Upon request from the Board, submit an Annual Budget request by the 31st March each year of predicted expenditure for the coming season;
- (i) Submit a written report using the '*Report Template*' as provided (See Appendix 'F') to the

monthly meeting of the Board of Directors, accompanied by a copy of minutes from the last JAC meeting. The report shall include, but not limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board of Directors.

BY-LAW 4.8 – THE CHIEF TRAINING OFFICER shall:

- (a) Be a financial Member of the Club and a proficient Bronze Medallion holder with a minimum of two (2) years' experience as a Trainer and/or Assessor;
- (b) Be the Club representative to attend meetings of the Branch Board of Lifesaving Meetings;
- (c) Be responsible and coordinate the training of new members and Junior Members to Bronze Medallion or Surf Rescue Certificate standard and for existing Bronze Medallion holders to SLSA recognised and promoted Higher Award standards;
- (d) Ensure all training courses and camps conducted at the Club have sufficient Trainers and Assessors and have the courses/camps endorsed by the Surf Life Saving Committee;
- (e) Oversee all training of Junior Activity members, ensuring adequate Training and Assessors are available;
- (f) Be responsible for the development and training of new and existing Trainers;
- (g) Maintain an up-to-date knowledge of the latest methods of Surf Lifesaving and the Training Manuals and impart such knowledge to all qualified Club Training Officers;
- (h) Liaise with the Club Captain to arrange any additional refresher training for Patrol members on Policies/Procedures that have been viewed to be deficient;
- (i) Upon request from the Board, submit an Annual Budget prior to 31st March each year;
- (j) Be responsible to coordinate the Annual Proficiency testing procedures;
- (k) Hold a current Training Officers' Certificate;
- (l) Liaise with the Club Captain to ensure that each patrol has sufficient members with appropriate higher-award qualifications to ensure patrol readiness;
- (m) Be responsible for ensuring that training equipment is adequate and is kept in good condition;
- (n) Be responsible for the clubs' relationship with SLSQ and Branch Education Departments and the maintenance of the Education Policies and Standards set down by them;
- (o) Submit a written report to the Surf Life Saving Committee meetings.

BY-LAW 4.9 – THE CLUB REGISTRAR shall:

- (a) Be a financial Member of the Club with a minimum of two (2) years' experience within Surf Life Saving;
- (b) In liaison with the Club Secretary, keep a Register of all Members, and make any necessary

notation thereon from time to time. (Refer to the Constitution Clause 15)

- (c) Keep a Register (using Surfguard Database) of all examination results, together with a register of all patrol activities including rescues effected and patients treated for First-Aid;
- (d) Submit a list of renewal/new membership applications for ratification at each monthly meeting of the Board of Directors via endorsement by the Surf Life Saving Sub-Committee;
- (e) In addition to (d) above, submit a written report to each Surf Life Saving Committee meeting.

BY-LAW 4.10 – THE COMMUNICATION OFFICER shall:

- (a) Be a financial member of the Club with a minimum of two (2) years' patrolling experience;
- (b) Be a holder of a current SLSA Radio Operators Certificate;
- (c) At all times be subject to the directions of the Club Captain;
- (d) Upon request from the Board, submit an Annual Budget prior to 31st March each year;
- (e) Be responsible for the Care, Maintenance and availability of serviceable radio equipment;
- (f) In liaison with the Club's Chief Training Officer, be responsible for training of members and the Radio Communication requirements of the Club.

BY-LAW 4.11 – THE FIRST AID OFFICER shall:

- (a) Be a financial member of the Club with a minimum of two (2) years' experience in First-Aid and preferably a patrolling member;
- (b) Possess a current SLSA First-Aid Award and be responsible for fostering high standards for First-Aid Treatment;
- (c) Maintain adequate stocks of approved First-Aid material and equipment provided that approval has been given by the Surf Life Saving Committee prior to the purchase of materials;
- (d) Be responsible for the annual servicing/maintenance checks of all Club Oxy-Vivas and Defibrillators prior to the commencement of each patrolling season;
- (e) Maintain the First-Aid Room in a clean and orderly condition and for the purpose, may, with the approval of the Club Captain, call on the services of any member;
- (f) In liaison with the Chief Training Officer, organise and arrange training for First-Aid Awards in conjunction with SLSQ/SLSA;
- (g) Record patients treated for major First-Aid cases and also a record of the number of patients treated for minor First-Aid cases as per SLSQ/SLSA policies.

BY-LAW 4.12 – THE CLUBHOUSE OFFICER shall:

- (a) Be a financial member of the Club;
- (b) On finding maintenance that is required to be carried out, report it directly to the President;

BY-LAW 4.13 – THE GEAR AND EQUIPMENT OFFICER shall:

- (a) Be a financial member with a minimum of with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years; and preferably a Bronze Medallion holder and hold SLSA SSV Award;
- (b) Be responsible for all the Surf Lifesaving and Surf Sports equipment belonging to the Club – (Refer to Appendix 'C');
- (c) Be a holder of a 'C' Class Licence;
- (d) Keep all such gear in good repair and condition, and report to the Club Captain any damage that he is unable to repair. Any expense shall require the approval of the Surf Life Saving Committee and adhere to the Club's Purchasing Policy;
- (e) Assist the Club Captain with the Annual Gear Audit;
- (f) For the purpose of implementation of such duties and with the approval of the Club Captain, have authority to call on the services of any member.

BY-LAW 4.14 – THE IRB OFFICER shall:

- (a) Be a financial member of the Club, being both a proficient Bronze Medallion holder and IRB Driver with a minimum of two (2) years' patrolling experience;
- (b) At all times be subject to the direction of the Club Captain;
- (c) Be responsible for the Care, Maintenance and Stowage of all Club IRBs. (Refer to Appendix 'C', Article 3 for additional instructions)
- (d) Coordinate the training of all IRB Drivers and Crewpersons in consultation with the Club Captain and Chief Training Officer;
- (e) Ensure all club IRB Drivers and Crewpersons are aware of the Power Craft Code of Conduct;
- (f) Maintain up-to-date knowledge of SLSA/SLSQ Circulars, Policies and Procedures on IRB Operations;
- (g) If applicable, obtain an IRB Training Officers' Certificate at the first available opportunity.

BY-LAW 4.15 – SAFETY OFFICER shall:

- (a) Be a financial member with a minimum of one (1) year membership of the Club and where

possible, be a holder of a current Workplace Health and Safety Certificate;

- (b) Ensure the Club's Health, Safety and Rehabilitation systems are up-to-date, implemented and monitored in all arrears within the Club;
- (c) Implement and oversee Risk Management procedures;
- (d) Set up, implement and monitor Injury Reporting system;
- (e) Carry out investigations of Club Workplace incidents;
- (f) Set up, implement and monitor OHS Education and Training Systems;
- (g) Implement systems to review Workplace Stress and Critical incidents;
- (h) Implement rehabilitation and return to Lifesaving procedures;
- (i) As required, attend Safety Officers training courses;
- (j) Be accountable to the Board of Directors;
- (k) For additional instructions, refer to relevant SLSA and SLSQ Policies.

BY-LAW 4.16 – THE YOUTH DEVELOPMENT OFFICER shall:

- (a) Be a financial member with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years; and preferably a holder of a Bronze Medallion or a patrolling Award Member.
- (b) Be the Club representative to attend meetings of the Branch Board of Youth and Membership Development Meetings.
- (c) Be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 14 to 25 years);
- (d) Oversee youth recruitment and retention programs/activities within the Club including the transition through the various age levels;
- (e) Promote youth members participation in development camps and leadership programs and camps;
- (f) Pursue any issues of benefit to the safety and enjoyment of youth members;
- (g) Be subject to the direction of the Board of Directors;
- (h) Submit a written report to the Director of Junior Activities for Board meetings.

BY-LAW 4.17 – THE TEAM MANAGER shall:

- (a) Be a financial member with a minimum of with a minimum of one (1) year membership at Moore Park SLSC within the last three (3) years or have been a financial member of any other surf lifesaving club for a minimum three (3) years within the last five (5) years; have
 - (i) attended several carnivals (local and branch level); or
 - (ii) completed Level One Official accreditation;
 - (iii) preferably a Bronze Medallion holder or a patrolling Award Member.
- (b) Prepare and present a budget (if required) for each competition attended and any associated team being managed for the Surf Sports Officer;
- (c) Coordinate any outfitting of the competition team members;
- (d) Submit progress reports regularly to the Board of Directors via the Surf Sports Officer;
- (e) Coordinate the assembly (after selection), transport, accommodation and be responsible for the conduct and behaviour of competitors and team;
- (f) Record the attendance of competitors at carnivals and all results in competition and forward the latter to the Secretary;
- (g) Be responsible for the collection of monies for carnival nominations and accommodation (if applicable) prior to the event;
- (h) Receive and arrange entries for carnivals;
- (i) Assist with any displays or demonstrations required in which the Club is involved;
- (j) Maintain an up-to-date knowledge of the SLSA Competition Manual, Codes of Conduct and associated Circulars;
- (k) Attend all official Team Managers' briefings at events where the club is represented, either in person or by his appointed proxy;
- (m) Have the power/authority to discipline members of a Touring Team and report any discipline action(s) in writing to the Club Secretary within seven (7) days;
- (n) Report to the Surf Sports Officer;
- (o) Be a members of the Surf Sports Selection Panel.

BY-LAW 4.18 – THE COMPLAINTS MANAGER shall:

- (a) Be a financial member with two (2) years' membership of the Club and preferably a Bronze Medallion holder;
- (b) Be appointed by the Board of Directors;
- (c) Attend to all matters referred to them by relevant and authoritative persons or entities;

BY-LAW 4.19 – THE MERCHANDISING OFFICER shall:

- (a) Be a financial member with a minimum of one (1) years' membership of the Club;
- (b) Be responsible for the purchase of all club apparel as approved by the Board of Directors – (See By-Laws Section 8, article 8.1);
- (c) Liaise with relevant Club Committees, in relation to the approval and design of any such club apparel;
- (d) Be accountable to the Board of Directors.

BY-LAW 4.20 – THE BUILDING AND PROPERTY OFFICER shall:

- (a) Be a financial member of the Club;
- (b) Act on direction from the Board of Directors in regard to Building/Property renovations and/or development and the management of Club Leases (Bundaberg Regional Council);
- (c) Make recommendations to the Board of Directors for Building and Property improvements.

BY-LAW 4.21 – GRANTS AND SPONSORSHIP OFFICER

The Grants and Sponsorship Officer will be subject to the provisions within the Position Description and to the directions from time to time of the Board of Directors. The Grants and Sponsorship Officer shall report directly to the President. The Grants and Sponsorship Officer shall:

- (a) Provide a medium for financially viable Sponsorship Activities for the Club;
- (b) Raise the profile and awareness of the Moore Park Surf Life Saving Club;
- (c) Develop the brand of Moore Park SLSC in conjunction and compliance with SLSQ brand to achieve the objectives of the Club;
- (d) Provide a means for Sponsorship and Membership growth;
- (e) Develop and implement a successful Grant Application process;
- (f) Develop and implement programs that engage and involve various stakeholders (e.g.: Sponsors, Suppliers, Volunteers, Donors, Members and other Non-For-Profit Organisations partners) to benefit Moore Park SLSC;
- (g) Work within and comply with the SLSQ and SLSA Policies and Procedures of the Moore Park SLSC;
- (h) Research and develop new Sponsorship and Marketing initiatives;
- (i) Plan, Manage and coordinate Sponsorship activities;
- (j) Analyse and review existing Sponsorships and Marketing activities to enhance and develop benchmarks for success;

- (k) Build, cultivate and retain key relationships with current and potential Stakeholders, Sponsors and Suppliers;
- (l) Confidentiality shall be adhered to in all aspects of the Club.

BY-LAW 4.22 – OFFICE BEARERS ASSISTANTS shall:

- (a) Be appointed to assist the Officer for whom they act as Assistants and be directed by that Officer.

SECTION 5 - Committees

BY-LAW 5.1 – GENERAL

- (a) Composition and membership of appointed and/or delegated Committees and Sub-Committees shall be as prescribed in the respective By-Laws, and in accordance with Clause 33 (Delegations) of the Constitution;
- (b) A member or person with appropriate experience to act in an advisory role but such co-opted member or person shall have no voting rights, except as may be determined by the Committee;
- (c) A member appointed to a Committee shall retain his appointment only whilst he retains his membership of the Club, provided that the Club 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 Secretary, as instructed by the Board of Directors, 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 Club President may direct such Committees to jointly consider and report and/or recommend to the Board of Directors thereon;
- (g) Unless specified otherwise in these By-Laws, a quorum of a meeting of a Committee shall be a simple majority of the members thereof;
- (h) Reports and recommendations of the Committee or Sub-Committee shall be presented in writing to the Secretary or appointing body;
- (i) Where possible, a Life Member should be appointed to each Committee with full voting rights.

BY-LAW 5.2 – JUNIOR ACTIVITIES COMMITTEE

- (a) The Junior Activities Committee (JAC) shall comprise those elected members listed at Appendix 'D', article 1.3.
- (b) JAC shall be responsible for:
 - (i) The conduct and coordination of all matters relating to Junior Activities;
 - (ii) Providing for Junior Members (Nippers) an educational experience in a wide range of subjects and skills within the aquatic/marine environment;
 - (iii) Preparing Junior Members (Nippers) for their eventual transition to the marine, patrol and competition environment of the Senior Club;
 - (iv) Participating in such activities.
- (c) Junior Activities Officer, on behalf of the JAC, shall prepare and submit a budget of anticipated expenditure and income by the 31st March each year to the Board of Directors;

- (d) The JAC shall have a discretionary spending limit of \$150 annually or as amended from time to time and shall submit a written request for spending in excess of the discretionary limit;
- (e) Operate as provided for in Appendix 'D'.

BY-LAW 5.3 – LIFE MEMBERS COMMITTEE

The Life Members Committee may be elected/appointed by the Clubs' Life Members from within its membership and shall consist of a Chairperson and three (3) other members and shall be responsible for:

- (a) Compiling and maintaining the Clubs' History;
- (b) Assembling items of memorabilia and the like for display;
- (c) Set down the traditions, club song(s) and past memorable matters for the Clubs' History;
- (d) Review Life Membership applications and matters for advice as requested by the Board of Directors of the day and reply in due course;
- (e) In liaison with the Club President, assist to conduct an Annual Luncheon (March/April) of Life members provided for by the Club at a set budget. Advising the Board of Directors of the date and time of the luncheon and approximately numbers attend;
 - (i) Invite appropriate members to the luncheon; Club President, Club Captain and Special Guest(s)/Member(s) who may have excelled in the past twelve (12) months.

BY-LAW 5.4 – OTHER COMMITTEES OR SUB-COMMITTEES

The Board of Directors may appoint other Committees, Sub-Committees, Panels or Groups to deal with particular items or projects (such as Constitution & By-Laws Review) from time to time as provided in Clause 32 of the Club Constitution.

SECTION 6 - Procedures and Rules

BY-LAW 6.1 – SLSA AND SLSQ POLICIES, RULES AND REGULATIONS

- (a) SLSA, SLSQ and Wide Bay Capricorn Branch Policies, Rules and Regulations, as issued from time to time are accepted as By-Laws of the Moore Park SLSC. Refer to SLSQ and SLSA websites for current Policies, Rules and Regulations.
- (b) Without limiting the current and future scope of SLSA, SLSQ and Wide Bay Capricorn Branch Policies, Rules and Regulations, the Club acknowledges and accepts the following SLSA and SLSQ Policies, Rules and Regulations:

BY-LAW 6.2 – AUXILIARY ORGANISATIONS

Auxiliary organisations may be formed and affiliated to the Club providing such organisations have similar aims and objects as the Club and are subject to the overall control of the Club. (Constitution Clause 4 and refer SLSQ Policy).

- (a) The Club may authorise the formation and/or affiliation of Auxiliary Organisations, eg Past Members Club, Supporters Club etc, with the approval of SLSQ;
- (b) Each Organisation's formation and function shall be reviewed annually and shall be compatible with the provisions contained in the Constitution, Clause 4.
- (c) The Constitution of any such organisation and any amendments thereto shall not conflict with the Constitution, By-Laws, Policies or Rules of the Club, Wide Bay Capricorn Branch or SLSQ and shall at all times be subject to the endorsement of the Club Council;
- (d) The Club may be represented on any such organisation by an Director/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 may be registered Incorporated Bodies.

BY LAW 6.3 – AUDITS

In addition to the Constitution Clause 36, refer to relevant policy and requirements of regulatory authority.

BY-LAW 6.4 – COLLECTION SANCTION

- (a) The Club or Auxiliary Organisation shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time;
- (b) The Club shall make application to the relevant Government Department for entitlement under the '*Collection Sanction*'. When registration is approved and the '*Number*' issued, all relevant requirements to maintain registration shall be complied with every detail.

BY-LAW 6.5 – FUNDRAISING

- (a) The Club and any affiliated Auxiliary Organisation shall comply with the law with respect to fundraising;
- (b) Fundraising authority is vested in the Board of Directors which may allocate portions of its responsibilities pertaining to specific projects to other Committees/Sub-Committees to maintain, direct and/or develop these projects;
- (c) The Club is authorised to solicit monetary donation(s), sell Art Union Tickets by door to door, canvass to any company, firm, newspaper or other business operations or trading or any person within the area of the Club as defined. Similar fundraising shall be permitted outside these areas after prior negotiation and with approval of SLSQ;
- (d) Fundraising/Collecting at Traffic Lights is strictly forbidden (refer SLSQ Policy);
- (e) The area of the Club referred to in (c) above is all the area designated by SLSQ and/or Wide Bay Capricorn Branch. Authorised Club collection Areas/Boundaries shall be maintained by the Club.

BY-LAW 6.6 – INSURANCE

(a) General

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

(b) Personal Accident Insurance

(i) Members

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

(ii) Cover/benefits

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

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

(iii) Junior Activity Members (5-14 years)

A Personal Accident Policy shall be effected by SLSQ to cover all financial Junior Activity members (non-BM holders). The benefits cover exceptional items. Refer to Insurance Manual.

(iv) Volunteer Workers

A Personal Accident Policy shall be arranged by SLSQ to cover all persons engaged in voluntary work for the Club, and/or who are not eligible for workers' compensation. The benefits cover exceptional items. Refer to Insurance Manual. A register of workers shall be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

(c) Public Liability Insurance

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

(d) Insurance on Property

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

(e) Directors and Officers Insurance

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

(f) Professional Indemnity Insurance

- (i) A Professional Indemnity policy shall be negotiated by the SLSQ to cover members whilst engaged in authorised Club 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 6.7 – FEES AND CHARGES

Fees may be payable annually for affiliation, examination(s), registration(s), carnival entries and other general Lifesaving costs for the Club and shall be determined by the Branch from time to time.

BY-LAW 6.8 – AFFILIATIONS

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 Clause 3(g) and Clause 4(b) shall apply.

BY-LAW 6.9 – HONORARIUMS

An Honorarium may be granted to a Director/Officer when recommended by the Board of Directors and ratified by the Club Council. (Refer to SLSQ Policy).

BY-LAW 6.10 – DISSOLUTION OF AFFILIATED BODIES

- (a) The Constitution of every affiliated body shall contain a Dissolution Clause similar to that set out in the Constitution, Clause 40. Should any affiliated body fail to make any such specific provision, Clause 40 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 the Constitution Clause 40 regarding dissolution. Should there be no remaining responsible Officer(s) of such an affiliated body capable of carrying out the required procedures for dissolution, the Club is empowered by its Constitution to take any necessary action in this regard;
- (c) Upon the dissolution of an affiliated body in terms of the preceding clauses, the books, accounts and assets of the affiliated body shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, see fit.
- (d) In addition to (a) to (c) above, reference shall always be made to the Associations Incorporation Act (1981) (Qld) and Associations Incorporation Regulation (1999) (Qld).

BY-LAW 6.11 – CAPITAL EXPENDITURE

Procedures for Capital Expenditure are contained in Constitution Clause 35.2 and SLSQ Policy.

BY-LAW 6.12 – BUSINESS DEVELOPMENT/VENTURE

Procedures for Business Development/Venture are contained in SLSQ Policy.

BY-LAW 6.13 – INTELLECTUAL PROPERTY

(Refer Constitution Clause 2.1)

- (a) The Policy and Procedures for the use of **'Red and Yellow'** Surf Life Saving imagery and property shall be as determined by SLSA Policy and SLSQ Policy;
- (b) No one shall be permitted to inappropriately exploit Moore Park SLSC Club and Surf Life Saving imagery such as the Red and Yellow Cap, Flags, Patrol Uniforms, Logos/Trademarks;
- (c) The following procedure shall apply where a Club wishes to use the Red and Yellow imagery/property:
 - (i) The Club shall obtain SLSQs approval to use, or allow someone else to use images or pictures of Lifesavers wearing Red and Yellow Patrol Caps, or Patrol Uniforms, or Patrol Flags;
 - (ii) SLSQ has the authority to approve the use of such Red and Yellow imagery if the promotion is restricted to Clubs/Branch's' local area;
 - (iii) SLSQ has the authority to approve the use of Red and Yellow imagery in advertisements/promotions that go beyond a Club/Branch area if the use of the imagery is in good taste, not conflicting with a State or National Sponsor. There may be a licence fee attached;
 - (iv) The Club has every right to use its own Club Caps, Uniforms and Imagery in Queensland;
 - (v) Members, individual members, shall not wear their Patrol Uniform unless SLSQ permission is obtained prior to the event

SECTION 7 - Club Colours/Badges and Competitive Conditions

BY-LAW 7.1 – COLOURS AND BADGES

- (a) Club Colours shall be Green, and Three Gold Stripes;
- (b) The Club Logo, the '**Eagle**', without any variations, shall be mandatory on all Club apparel and be positioned over the left breast – see Appendix 'E' for the actual design;
- (c) The existing Club Colours, Badges and Competition Cap design shall not be altered without re-endorsement of SLSQ and the approval of SLSA;
- (d) A Club Life Membership Badge shall be presented by the Club to each duly elected Life Member and shall be to the design appearing at Appendix 'E';
- (e) The Club Emblem/Logo shall be worn only by accredited representatives and members of teams who are selected or approved by the Board of Directors and shall be to the design appearing at Appendix 'E'. Such emblem/logo shall be obtained only on the written order of the Club Secretary and such written order shall detail the lettering to be embroidered beneath the Emblem/Logo.
- (f) Club Membership Card shall be available to members;
- (h) The procurement of all Club apparel shall be referred to the Merchandising Officer (Refer By-Law 4.28). The uniform shall reflect the majority choice and shall remain in place for a minimum of three (3) years.
- (i) A single, one off design of clothing, may be proposed for special events e.g. Championship Events.

BY-LAW 7.2 – COMPETITIONS

- (a) SLSQ shall have power to regulate all competitions between the Club, Branches and/or directly affiliated clubs within its boundaries;
- (b) The Branch shall have power to regulate competitions between clubs affiliated within the Branch;
- (c) The Club shall only participate in competitions endorsed by the Branch, SLSQ or SLSA;
- (d) No inter-club competition within the Branch shall be held without the approval of the Branch;
- (e) Wagering and/or gambling by persons competing or participating (e.g. a Competitor, Coach, Official, Manager, Organiser) in events conducted by SLSA, SLSQ or Branch is not permitted. Such members proven to have gambled on SLSA, SLSQ or Branch Competition Events in which they were involved will be liable to appropriate disciplinary action. Refer to SLSA Policy for full details.

BY-LAW 7.3 – COMPETITIVE RIGHTS, TRANSFERS, OBLIGATIONS AND QUALIFICATIONS (Refer to SLSA Regulations 4.3)

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, transfers, obligations and qualifications the following shall apply:

- (a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA (refer current edition of the Competition Manual), 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 SLSA events, contests, carnivals and competitions. Refer to SLSA Policy for Proficiency and Patrol Hours obligations;
- (c) Competitors are entitled to only one (1) Transfer of Competitive Rights from one affiliated club to another affiliated club in a calendar year (January to December). Refer to SLSA Policy for Competitive Rights Transfer.
 - (i) Members who have an obligation to the Club will have their Transfer delayed/not endorsed until the obligation to the Club has been satisfactory resolved.
- (d) 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 7.4 – CLUB CHAMPIONSHIPS

- (a) The Club Championships may be conducted annually on dates determined by the Junior Activities Officer and Director of Surf Sports/Lifesaving and ratified by the Board of Directors;
- (b) The list of events to be taken into consideration for the Championships may be selected for each age group from
 - (i) physical events from the current Surf Sports Manual;
 - (ii) written questions relevant to age group;
 - (iii) CPR;
 - (iv) patrol/junior activities attendance.
- (c) In the event of a tie, a 'Count-Back' in the following order will be decide the Age Champion: Resuscitation, Questionnaire, Surf Race, Board Race, Beach Sprint, Flags and Surf Ski;
- (d) To be declared a Club Age Champion, a competitor must complete the Physical Skills, written questions and/or Resuscitation Sections.

BY-LAW 7.5 – TROPHIES, PRIZES AND ELIGIBILITY (Refer SLSA Regulation)

In relation to Trophies, Prizes (whether cash or kind) and the Eligibility of Individual Member(s) representing a section of SLSA to compete for or accept such Trophies or Prizes the following shall apply:

- (a) SLSA shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of Trophies or Prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for Trophies or Prizes;
- (b) Wagering or Gambling on any competition conducted by SLSA, SLSQ, Branch or Club is not permitted – Refer to SLSA Policy;
- (c) SLSA shall be the authority to approve competitions involving 'Cash Prizes' and therefore any Affiliated Club or other section of SLSA wishing to allocate any 'Cash Prizes' for competition events shall seek the approval from Branch, SLSQ or in the case of events involving International or Interstate competitors, SLSA;
- (d) 'Cash Prizes' shall not be awarded for any event at SLSA, SLSQ or Branch Championship Carnivals;
- (e) 'Cash Prizes' shall not be made available from Affiliated Club general funds, however, Sponsor Income may be distributed utilising the Club's bank account;
- (f) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of Lifesaving Gear as prizes rather than cash but where 'Cash Prizes' are presented they shall be portrayed as coming direct from the Sponsor.

BY-LAW 7.6 – TEAM MANAGEMENT

- (a) The Club, when participating in any carnival or similar function, shall appoint a Manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnivals;
- (b) Every Manager so appointed shall be responsible for the proper conduct of himself and of the members under his control, and attend all briefings;
- (c) Manager shall, as far as practicable, remain with the party under his control during the entire period of his Management. In the event of the party under his control separating into sections the Manager shall be responsible for appointing a member of each and every section to act as his Manager of the section;
- (d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed;
- (e) In the case of a Carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the least, before the commencement of the Carnival;
- (f) The Manager shall remain in attendance with his team during the course of such carnival or similar function and shall take action to ensure the competitors under his control report to the Check Marshall immediately they are called upon to do so;

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

BY-LAW 7.7 – CLUB SUBSIDY

Club Subsidy will be at the discretion of the Board of Directors to approve all applications (subject to finances being available) on the recommendations from the Director of Surf Sports or Director of Junior Activities.

Consideration needs to be given to those members who are actively representing or fulfilling designated duties for the Club at the designated event.

BY-LAW 7.8 – CARNIVAL OFFICIALS

The club is to actively recruit members to be Surf Sports and Surf Rescue Carnival Officials. The Member will pay any associated fees to attend the Basic Official's Course and any Accreditation costs then seek reimbursement from the Club after having completed the required training.

SECTION 8 - Visits and Tours

In relation to Visits and Tours by Club Members or Teams who shall include all persons who travel with or under the arrangements made by the Club – Refer to SLSA Policy.

APPENDIX 'A' - Rules Of Debate

1. GENERAL

- 1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Club Council, Board of Directors and Committees;
- 1.2 For the purpose of these Rules, the word 'Members' shall refer to members of the Club.

2 CHAIRPERSON'S AUTHORITY

- 2.1 Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume his seat;
- 2.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon the speaker to withdraw and apologies;
- 2.3 The Chairperson may call a member to order. If such member persists in being disorderly, he may call upon such member to withdraw from the meeting;
- 2.4 It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

3. DEBATE

- 3.1 Any member desiring to speak shall stand up and address the Chairperson;
- 3.2 If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority;
- 3.3 The meeting may decide that a particular member shall or shall not be heard, provided that a motion of this nature shall not be debated;
- 3.4 No member shall interrupt another while speaking except to raise a point order
- 3.5 No speaker shall digress from the subject under discussion;
- 3.6 No member shall use offensive or unbecoming words;
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided;
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and point of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairperson only may then speak to the motion:
 - (a) At any time during the debate, a member may move *'that the question be now put'* provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate – it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move *'that the question be now put'*.

- (b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply, if lost, the debate may proceed.
- (c) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right to resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

4. MOTIONS AND AMENDMENTS

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon;
- 4.2 The mover of the motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate. Grant an extension of time to any speaker;
- 4.3 No member may speak more than once to a motion except with the Chairperson's permission. In explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion;
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate;
- 4.5 The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion;
- 4.6 Any member (other than as provided in rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed;
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it;
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others;
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time;
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate of the first amendment;
- 4.11 The mover of any amendment has no right of reply;
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate;
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received;
- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting;
- 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which, however, must be confined to the matter of withdrawal;

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

5. VOTING

- 5.1 At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) The Chairperson; or
- (b) A simple majority of members.

- 5.2 Unless a poll is demanded under Clause 23.4 of the Constitution, a declaration by the Chairperson that resolution has on a show of hands has been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the Minutes of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution;

- 5.3 If a poll is duly demanded under Clause 23.4 of the Constitution, it shall be taken in such manner and either at once or after an interval of adjournment or otherwise as the Chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

5.4 Use of Technology

- (a) A member not physically present at a General Meeting may participate in the meeting by the use of technology that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other;
- (b) A member participating in a General Meeting as permitted under sub-para (a) above is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

5.5 Voting at General Meetings

- (a) Each Active Member over the age of 15 years (SLSQ Policy refers) and entitled to vote as set out in Clause 11.1 of the Constitution shall have one vote at General Meeting which, subject to this Constitution, shall be exercised by that member;
- (b) Where voting at General Meetings is equal, the Chairperson may exercise a casting vote.

4.6 Proxy and Postal Voting

- (a) Proxy voting shall not be permitted at any General Meeting;
- (b) Unless otherwise determined by the Board of Directors, there shall be no postal voting. If the Board of Directors determines a matter be decided by postal vote it shall also determine the process by which such postal vote is undertaken.

APPENDIX 'B' - Patrol Rules

The Patrol Season shall be decided by SLSQ annually. The method of Patrol Duties shall be determined by the Director of Lifesaving and endorsed by the Board of Directors prior to the commencement of each season.

1. Active and Award Members shall attend Patrols as rostered or appointed provided that:

(a) Active Cadets and Award Members shall be eligible for duties only commensurate with their qualifications;

(i) Nipper Parents with an SRC Award may be exempt from patrols, but provide Water Safety at Nipper activities, with the approval of the Club Captain.

(b) U/14 Nippers, with a Surf Rescue Certificate, will be allocated to a Patrol:

(i) U/14 Nippers will be required to attend their nominated Patrol;

(ii) During this time, the Patrol Captain is to ensure these members receive follow-up.

On-The-Job-Training is such areas as:

(a) Radio Procedures;

(b) Resuscitation;

(c) First Aid;

(d) Setting up Patrol;

(e) Breaking Down Patrol;

(f) Patrolling on the Water's Edge (controlling the bathing public);

(g) Identifying Rips;

(h) Signals etc. ...

(iii) Over the course of the Patrolling Season, each U/14 Nipper is to be signed-off in a master log, having had completed each task as set.

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

(d) It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending. The substitute must have the same awards(s) status of the person he/she is substituting for and the substitute must remain on duty for the duration of the patrol. All substitutes must be confirmed with the Patrol Captain;

(e) Representation at any Carnival as a selected Competitor or Carnival Official or at any demonstration or meeting of the SLSA does not constitute patrol attendance and it shall be the responsibility of the individual to arrange substitution in these instances as per Sub-Para (d) above.

(f) Exemption for patrol duty may be granted by the Club Captain in special circumstances but for extended periods of exemption, an application shall be made to the Surf Life Saving Committee who shall decide the issue and forward to the Board of Directors for endorsement;

(g) At each meeting of the Surf Life Saving Committee a report taken from the Patrol Register shall be tabled by the Club Captain or Deputy.

2. The first patrol on duty shall see that all lifesaving gear including operational IRB is placed in

- position on the beach and the last patrol on duty shall return washed down gear to the Clubhouse;
3. Patrols shall assemble at the fifteen (15) minutes before the appointed hour to commence duty;
 - (a) Volunteers and Substitutes must report to the Patrol Captain before signing on.
 4. A member who is late for patrol duty or who misses a Patrol without notifying the Patrol Captain or the Club Captain, may perform a 'Make-Up Patrol' prior to their next rostered patrol. Repeat defaulters may be allotted a Penalty Patrol or other duties at the discretion of the Club Captain. No member shall be eligible to represent the Club until the Penalty Patrol or other duties are performed. Failure to attend Penalty Patrols or other duties incurs automatic suspension until the next Surf Life Saving Committee meeting;
 5. Patrol members shall wear SLSA approved patrol uniforms. Patrol Caps MUST be worn at all times whilst on patrol;
 6. Patrol Duties:
 - (a) Before each patrol commences, the Patrol Captain shall detail the position each member is to take in the event of Rescues (e.g. allocate qualified IRB personnel to the IRB), and may detail a Bronze Medallion member or an Award Member who holds a Radio and Observers Awards to the fixed tower for lookout duty.
 - (b) Patrol members may be in the fixed tower during inclement weather.
 - (c) No club members are to be in the Tower if not on Patrol.
 7. In the absence of the Patrol Captain, the Patrol Vice-Captain shall have like power and authority.
 8. Patrol Commitment:
 - (a) Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain;
 - (b) If, for any reason, a patrol member cannot be on patrol during a patrol, they must get a substitute for the time they are absent. Surf Sports Training whilst on patrol is not permitted without Patrol Captain approval;
 - (c) Club Patrol Vehicle(s):
 - (i) Only club members with appropriate Driver's Licence and SLSA/SLSQ Awards are permitted to drive the Club's vehicle(s);
 - (ii) It is the responsibility of the Patrol Captain to ensure that non-Licensed members do not drive these vehicles;
 - (iii) Non-Licensed member are not covered for insurance purposes, both to themselves, members of the public, or damage to property;
 - (iv) For those members who are on 'P' Plate driving licences, the appropriate 'P' Plate must be displayed on the club patrol vehicle before use.
 9. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports

to the Club Captain;

10. Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Log the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress;
11. Patrol Captains shall regularly test their Patrol Members on their ability and knowledge of Resuscitation Methods and Rescue Procedures utilising the gear on patrol;
12. A member shall obey his Patrol Captain, either in the actual work of Lifesaving, or any other duty associated with the activities of the Patrol within the Club;
13. Clubs are reminded of requirements as per SLSAs Memorandum of Association, Articles of Association and Rules and Regulations:

Patrol Exemption Policy:

In relation to patrol duties, the following shall apply:

- (a) Members, Clubs and SLSA generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure;
 - (b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances;
 - (c) Club may provide exemptions for senior Club Officers and members whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or by special resolution of a General Meeting of the Club;
 - (d) SLSA may provide exemption from all, or part, of Club Patrol Duties for members of the Surf Life Saving Committee, Senior Club Officers/Directors or, members of SLSA patrols or Rescue Services;
 - (e) Under no circumstances shall competitors be granted patrol, or club duty exemptions, solely upon competition reasons;
 - (f) Any patrol, or duty exemption, granted by a club, unless those provided for in (c) and (d) above must be immediately submitted for ratification to SLSA (Branch or SLSQ) stating names and reasons for exemption;
 - (g) Any Long Service Member who wishes to compete on behalf of the Club, maybe required to perform minimum patrol hours per calendar year and/or any further patrol duties at the discretion of the Club Captain;
14. Patrol Captains are required to ensure that Patrol logs are completed as per SLSQ Patrol Operations Manual.
 15. All Competitors, including Cadets and U/14 Nippers, wishing to compete at State and National Championships must perform a minimum number of patrol hours per calendar year in accordance with the Rules and Regulations laid down by SLSA.

APPENDIX 'C' - Gear Rules

1. BOARDS AND SKIS

- 1.1 Boards and Skis owned by the Club or Club Members shall be stored under the control of the Club's Board and Ski Officer when on Club Premises.
- 1.2 Members shall not use other Members' Board and/or Ski without prior approval of the owner.
- 1.3 Members shall not use Club Gear without prior approval of the Surf Sports Officer, Club Captain or Chief Training Officer.
- 1.4 Boards and Skis shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

2. POWER BOAT RESCUE CRAFT

The IRB Officer shall:

- 2.1 Be responsible for the general maintenance and up-keep of all Powered Surf Rescue Craft and associated equipment including regulation helmets and PFDs;
- 2.2 At all times ensure that the IRB is ready for Patrols and adequate fuel is on hand.
- 2.3 In consultation with the Club Captain, be in charge of all Powered Surf Rescue Craft Operations.
- 2.4 Have an IRB in attendance at all examinations where directed by the Club Captain and/or Chief Training Officer.
- 2.5 Have an IRB in attendance when requested on all occasions that surf events or tests are being held.
- 2.6 All drivers must be holders of a current Harbour's and Marine Licence and current SLSA Award. Trainee drivers must be holders of a current Harbour's and Marine Licence and be under the direction of a qualified driver (Proficient IRB Driver).
- 2.7 All IRB Drivers and Crewpersons shall be aware of and meet the requirements of the current Power Craft Code of Conduct (current SLSQ Policy and SLSA Policy) and SLSA/SLSQ Circulars.

3. MOTORISED VEHICLES

- 3.1 Members in control of Club Motorised Vehicles must be holders of a current Queensland Transport Motor Vehicle Drivers Licence. To operate the Club's motorised vehicles members must have gained the relevant Award(s) as per SLSQ/SLSA Policy.
- 3.2 The relevant Award shall be delivered/conducted by a proficient Training Officer.
- 3.3 Patrol Captains to be responsible for ensuring that only authorised Club Members use Club motorised vehicles.

- 3.4 Vehicles shall be washed down after each afternoon patrol and/or beach usage.
- 3.5 Vehicles should not be driven through salt water. If any vehicle is driven through salt water, the vehicle shall be washed down immediately, not waiting until the completion of the Afternoon Patrol.
- 3.6 Any known vehicle defects shall be reported immediately to either the Club Mobiles/Vehicle Officer or the Club Captain to ensure early rectification.

APPENDIX 'D' - Junior (Nippers) Activities Committee Rules

1. APPOINTMENT, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES

1.1 Appointment

The Club, at its Annual General Meeting, shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.4 of current financial members of the Club who are interested in the objects and duties of the JAC. The JAC decisions shall be subject to ratification by the Board of Directors and the general rules of Committee control as provided for in By-Law 6.1.

1.2 The Objects and Duties of the JAC shall be:

- (a) The responsibility for the conduct and coordination of all matters relating to Junior Activities;
- (b) To provide for Junior (Nippers) members an education experience in a wide range of subjects and skill within the aquatic/marine environment;
- (c) To prepare Junior (Nippers) members for their eventual transition to the marine and patrol environment of the Senior Section of the Club;
- (d) To provide for the instruction and the conduct of examinations of Junior (Nipper) members willing to gain their respective Junior Age Award;
- (e) To organise, in conjunction with the Club, the instruction and/or examination of Junior (nipper) members willing to gain their Resuscitation Certificate, and/or their Surf Rescue Certificate of SLSA;
- (f) To provide rules and regulations for the conduct of Junior Activities for Junior (Nipper) members who have attained the age of five (5) but who have not attained the age of fourteen (14) as of 30 September. Refer to Constitution Clause 11.1(b).

1.3 Management and Composition

- (a) The JAC shall be responsible for the management of Junior Activities and shall comprise current financial members who have applied to the Board of Directors for membership of the JAC and been endorsed. Group applications are also acceptable.
- (b) The JAC may elect any of the following Officers to conduct the activities of the JAC:
 - (i) Chairperson;
 - (ii) Minute Secretary;
 - (iii) Junior Team Manager;
 - (iv) Gear Steward;
 - (v) Water Safety Supervisor;
 - (vi) Canteen Coordinator; and
 - (vii) Age Group Managers.
- (c) The JAC decisions shall be subject to ratification of the Club Council/Board of Directors and the general rules of Committee Control as provided for in By-Law 6.1.
- (d) An Executive shall be responsible for JAC decisions between JAC meetings, and shall

comprise the Chairperson, Deputy Chairperson, Minute Secretary and Team Manager.

1.4 **Meeting of the JAC**

- (a) The Annual Meeting of the JAC shall be held prior to the Club's Annual General Meeting with the following Agenda:
 - (i) Attendances;
 - (ii) Apologies;
 - (iii) Annual Report of Activities
 - (iv) Endorsement of Junior Activities Officer nomination(s);
 - (v) Election of Officers
 - (vi) General Business (advised 7 days prior to meeting).
- (b) JAC Meetings which shall be held at the discretion of the Chairperson of the JAC with the following Agenda:
 - (i) Attendances;
 - (ii) Apologies;
 - (iii) Confirmation of Minutes of Previous Meeting;
 - (iv) Business Arising from Previous Minutes;
 - (v) Correspondence;
 - (vi) Reports
 - (vii) General Business.
- (c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by the JAC Meeting, and if necessary the Board of Directors of the Club.
- (d) Special Meetings with a specific agenda may be held at the discretion of the Chairperson of the JAC.
- (e) A Quorum shall be as provided for in By-Law 3.7(b)
- (f) Voting at meeting of the JAC shall be limited to currently endorsed members of the JAC and shall be in accordance with the Constitution Clauses 24 and 25.
- (g) An Annual Budget request shall be submitted to the Board of Directors by 31st March each year.
- (h) Be authorised to action Junior Activities expenditure as approved by the JAC. The JAC shall have a discretionary spend limit of \$150, receipts shall be forwarded to the Club Treasurer. Any urgent expenses in excess of this amount shall be submitted to the Club Treasurer for action.
- (i) The JAC Chairperson shall submit a written report using the 'Report Template' as provided (See Appendix 'F') to the following meeting of the Board of Directors, accompanied by a copy of the JAC Minutes. The report shall include, but not limited to, emergent unbudgeted expenses, budgeted expenses and motions to be considered by the Board of Directors.

1.5 **Elections**

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

- (b) Conducting of elections and ballots, refer to Club Constitution Clause 30.

1.6 **Finance**

- (a) The Club Treasurer shall receive all monies from the JAC, issue receipts and bank such monies;
- (b) Payment of accounts shall be effected by the Club Treasurer, following checking of the accounts by the JAC Chairperson.

1.7 **Competition**

- (a) The JAC shall have the power to regulate all Intra-Club competitions providing such competition has been approved by the Club;
- (b) No Inter-Club contest or competition shall be held without the approval of the Club and the Branch;
- (c) All junior competitors shall wear protective and high visibility clothing approved by SLSA/SLSQ in all water activities as directed by SLSA/SLSQ;
- (d) A Sub-Committee comprising the Age Managers, Team Manager, JA Coaching Coordinator and one committee member may select the competitors and teams for all inter/intra Club Competitions and Carnivals and may alter such selections at its discretion, and its decision shall be final.

1.8 **Discipline**

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

2. **OFFICERS AND THEIR DUTIES**

- 2.1 **The Junior Activities Officer:** shall chair all meetings of the JAC at which he is present and shall exercise a general supervision over all the affairs of the JAC. The JA Officer (as Chairperson) shall, when presiding at a meeting, have a deliberative and a casting vote. He shall submit an Annual Report of the JAC to the Club and submit regular reports to Board of Directors.
- 2.2 **The Deputy Junior Activities Officer:** in the absence of the JA Officer, the Deputy JA Officer shall perform all the duties usually undertaken by the JA Officer.
- 2.3 **The Junior Activities Minute Secretary:** shall attend to all the correspondence, attend all meetings, record the minutes of the meeting in a Minute Book or File, and assist in the preparation of the reports. He shall issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with the Club Secretary. He shall prepare and forward minutes of all meeting to JAC Officers, Members and Board of Directors.
- 2.4 **The Junior Activities Team Manager:** shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. He or the Age Group Managers shall record the attendance of the competitors at carnivals. He shall

be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events and ensure the competitors are at the Marshalling Area at the prescribed time for such events. He shall be responsible for lodging all Protests as per SLSA Competition Manual. He shall be assisted by an assistant JA Team Manager and the JA Age Group Managers.

- 2.5 **The Junior Activities Gear Steward:** shall be responsible for all the JA Equipment, making sure such equipment is in good condition and repair and properly housed and coordinate beach set-up for training.
- 2.6 **The Junior Activities Chief Water Safety Supervisor:** (Refer to SLSA Policy) shall be responsible for Water Safety at JA Training days. The Chief Water Officer must be a proficient Bronze Medallion holder. He shall liaise with the Club Captain to ensure there are sufficient numbers of Water Safety personnel and for the recording of all Water Safety hours in the appropriate log book.
- 2.7 **The Junior Activities Canteen Coordinator (or Committee)** shall:
- (a) Be responsible for provisioning the canteen and subsequent marketing activities, along with appropriate accounting;
 - (b) Provide a reconciliation report (including stock, all saleable items and merchandising items) to the Club Treasurer prior to each monthly meeting of the Board of Directors;
 - (c) Hours of Operation – to be available for club functions as required;
 - (d) Use of the Canteen to be under mutual consultation between the JAC and the Club.
- 2.8 **The Junior Activities Age Group Managers:** shall prepare programs and work in conjunction with the JA Awards Officer in his duties and act as an assistant to the JA Team Manager during the performance of his duties.

NOTE: The above Office Bearers, regardless of Membership Category, shall comply with By-Law 8.1(d)

3. MEMBERSHIP

- 3.1 To participate in Junior Activities at Moore Park SLSC, all shall be members of the Moore Park SLSC.
- 3.2 All applicants for membership of Moore Park SLSC shall be required to complete the prescribed SLSA Membership Form or register for access to 'SLSA Member Portal' whereby members can both make application and pay online, and pay the required fee as determined and endorsed by the Club Council.
- 3.3 Any Nipper application for membership shall be accompanied by a Parent or Guardian application for membership of some type depending on their qualifications e.g. Associate, Award Member, Active Senior, Reserve Active etc. Only one parent or guardian application is required for siblings.

APPENDIX 'E' - Club Emblem, Life Membership Badge(s) and Common Seal

Club Emblem



Life Membership Badge

The Common Seal

APPENDIX 'F' - Committee Report Template

NAME OF COMMITTEE:

DATE OF MEETING:

ITEMS OF INTEREST:

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-
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MOTIONS FOR CONSIDERATION:

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Attachments to this report (please list)