



**Tugun Surf Life Saving Club
BY-LAWS**

Adopted 13 May 2019

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TUGUN SURF LIFE SAVING CLUB INC

THE BY LAWS

These By-Laws do not include all Surf Life Saving Australia (SLSA) or Surf Life Saving Queensland (SLSQ) policies, rules or regulations as these are available in Association manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

SECTION 1 - THE CONSTITUENTS

1.1 BOARD OF DIRECTORS

The following shall be elected as the Board of Directors at the Annual General Meeting as provided for in Section 29.1 of the Constitution:

- (i) President
- (ii) Secretary
- (iii) Treasurer
- (iv) Director of Lifesaving
- (v) Director of Surf Sports
- (vi) Director of Junior Activities

1.2 OTHER OFFICERS

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

- i. Patron;
- ii. Chief Training Officer;
- iii. Surf Boat Captain;
- iv. IRB Officer;
- v. Transport Officer;
- vi. First Aid Officer;
- vii. Clubhouse Officer;
- viii. Youth Development Officer;
- ix. Grievance Officer.
- x. Team Manager

Nomination for Director of Junior Activities shall be subject to endorsement by the Junior Activities Committee, refer to By-Law 4.19.

- b) Officers, as assistants may also be eligible to attend Board of Directors meetings at the discretion of the Board of Directors. These members will not have voting rights at the Board of Directors meeting.

(These members so elected may act as alternates in the absence of the officer for whom they act as assistants.)

- I. Assistant Secretary;
 - II. Assistant Treasurer;
 - III. Deputy/Assistant Director of Surf Sports;
 - IV. Deputy/Assistant Director of Lifesaving; and
 - V. Deputy/Assistant Director of Junior Activities
- c) The Club shall appoint at its Annual General Meeting the Club Auditor.

1.3 LIFE MEMBERS

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

1.4 MEMBERS

- a) Membership may be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club and the Association and having completed the prescribed Association Form and submitted the required fee.
- b) Membership shall be limited by category qualification and/or the Club to cope with the number of members in each category.

1.5 BRANCH COUNCILLOR

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

1.6 AUXILIARY ORGANISATIONS

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

SECTION 2 - CONDITIONS PERTAINING TO DIRECTORS, OFFICERS AND MEMBERS

2.1 OFFICERS

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

- b) Only current and proficient SLSA Bronze Medallion (Certificate 2 in Public Safety)-awardees shall be eligible for election to the following positions; Director of Lifesaving, Surf Boat Captain, Chief Training Officer, IRB Officer and deputies to these positions.
- c) Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Officers. Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club.
- d) Directors and Officers shall comply with the following principle statutory and common law duties:
 - I. To act honestly and in good faith in the interests of the Club;
 - II. To exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
 - III. To exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
 - IV. To avoid any actual or perceived conflict between their obligations owed to the Club and their personal interests and other duties;
 - V. To keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office;
 - VI. To prevent insolvent trading by the Club.
- e) **Interests:**

An Officer shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council.

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

f) Disclosure of interests:

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

g) General Disclosure:

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

h) Recording Disclosures:

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

i) Conflicts:

A Director and/or Officer notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested.

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

2.3 DUTIES AND PRIVILEGES OF MEMBERSHIP

- a) All financial members shall have access to Club facilities.
- b) All financial Active, Long Service, Active Reserve, Life Members and Officers shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings of the Council as provided for by the Constitution. Award members may be given voting rights as provided for by the Constitution. All other members may attend such meetings but have no voting rights.
- c) All Active and Cadet Members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.
- d) All members shall abide by the Constitution, By-Laws and Rules of the Club and the Association.

2.4 RENEWAL OF MEMBERSHIP

- a) Members shall apply annually for renewal of membership by submission of the prescribed Association Form and payment of the prescribed fee.
- b) For a member to be eligible to vote at the Annual General Meeting they shall be required to be a current financial member and adhere to the provisions of the Constitution.
- c) Any member who fails to renew their subscription by the required date shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances application for membership reacceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees, and further provided that the relevant Committee shall have the sole right to grant or refuse such application.

SECTION 3 - MEETINGS

(Refer to Appendix 'B')

3.1 ANNUAL GENERAL MEETING

- a) The Annual General Meeting (AGM) of the Club shall be held at least two weeks prior to the Annual General Meeting of the Branch on a date determined by the Board of Directors.

The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statement, the election of Directors and Officers for the ensuing year, to deal with Notices of Motion correctly moved and to transact general business.

- b) Written notice of the General meeting shall be forwarded to each member in accordance to the Constitution, Clause 20 Notice of General Meeting and the posting of such notice shall be deemed as notice received.

The order of business shall be:

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

- Election of Officers
 - Endorsement of Branch Councillor (Club President)
 - Endorse Junior Activities Committee
 - Endorse Finance, Building, House, Social or any other Committees
 - Election of Life Members (if any)
 - Notice of Motion
 - General Business
- c) All members may attend and participate as determined by the Chair but voting rights are as provided for in the Club Constitution.

3.2 GENERAL MEETINGS

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

3.3 SPECIAL GENERAL MEETINGS

- a) A Special General Meeting of the Club or Council may be summoned by resolution carried at a Council or Board of Directors Meeting, or by direction of the President, or a written requisition signed by not less than 35 voting members of the Club.
- b) Special General Meetings of the Club or Council shall be called as directed in the Constitution, to deal with Special Business only as detailed in the Notice of the Meeting.
- c) Such meeting shall be held within one (1) month of receipt of such request or directive and at least nine (9) clear days' notice shall be given stating the business to be discussed. The procedure for such a meeting shall be as detailed in the Constitution.

3.4 BOARD OF DIRECTORS BOARD MEETINGS

- a) The Board of Directors shall comprise those Officers and members as listed in the Club Constitution.
- b) The Board shall meet at least once in every calendar month and the Meeting dates shall be determined at the first Meeting of the Board following the AGM.
- c) Should any member of the Committee absent himself without satisfactory reason for two (2) consecutive meetings, their office shall be declared vacant and the position may be filled by an appropriate person appointed by the Board of Directors.
- d) The order of Business shall be:
- Apologies and Proxies
 - Confirmation of Previous Minutes
 - Business arising out of Minutes
 - Correspondence
 - Finance

- Membership
 - Delegates' Sub-Committee's and other Reports
 - Notices of Motion
 - General Business
- e) The responsibility of the Board of Directors shall be managing the day to day business of the Club, and the allotment of items to Boards, Committees and/or staff.
- f) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be referred to the Club Council.

3.5 OTHER COMMITTEE MEETINGS

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

SECTION 4 - DUTIES OF OFFICERS AND OTHERS

4.1 THE PRESIDENT shall

- a) Be the nominal head of the Club and shall be a member ex-officio of all Committees;
- b) Be chairperson of the General and Board meetings;
- c) Preside at all meetings of the Club and shall exercise their authority by generally supervising the affairs of the Club in conjunction with the Board of Directors;
- d) When presiding at a meeting, have a deliberative and a casting vote;
- e) May appoint a nominee from the Board of Directors, to act on their behalf in their absence with day-to-day matters;
- f) Have unlimited authority on every question of order, only to what is equitable and just in the circumstances; and
- g) Be the Club representative on the Branch Council.

4.3 THE DIRECTOR OF LIFESAVING shall

- a) Be chairperson of the Lifesaving Committee;
- b) Be responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of Members in Surf Life Saving;
- c) Arrange patrols and meetings with Patrol Captains and Vice Captains during the season to discuss suggestions and observations made by them or patrolling members regarding the general efficiency of the Club in Surf Life Saving, refer to Appendix C;
- d) Have the power to refuse the use of Club gear or property to any person;
- e) Call upon any members to perform such duties as deemed necessary in the interests of the Club; and
- f) Be an ex-officio member of Sub-Committees associated with their duties.

4.4 THE SECRETARY shall

- a) Be chairperson of the Planning & Administration Committee;
- b) Keep a register of all Members and an up-to-date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted;
- c) Forward notices of all meetings and the business to be transacted there to Members in accordance with the By-Laws;
- 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) Be responsible for the drafting of the Annual report to be submitted to the Board of Directors for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting;
- g) Carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings

4.5 - THE TREASURER shall

- a) Be chair of the Finance & Property Committee;
- b) Be responsible to the Board of Directors for the financial management and financial administration of the Club.
- c) Manage and coordinate the receipt of all monies on behalf of the Club and 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 seven (7) days of receipt thereof and all payments shall be made by electronic funds transfer;
- c) Coordinate the data entry and maintenance of the necessary financial records as required by the relevant Government Act, viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments and a Ledger (electronic or otherwise) to record income and expenditure. Details of all income and expenditure are to be recorded, and duly presented to the Board of Directors monthly.
- d) The Treasurer shall ensure the annual audited statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required;
- e) The Treasurer will coordinate the development of the Club annual budget to be approved by the Board of Directors; and
- f) At each Board of Directors Meeting, present a report relating to the Club's finances, showing bank reconciliations, details of profit and loss, balance sheet and cash flow financial statements.

4.6 THE SURF SPORTS DIRECTOR shall

- a) Be the Chairperson of the Surf Sports Committee;
- b) Be the Chairperson of the Surf Sports Selection Committee; and
- c) Be responsible for overseeing and co-ordinating all programs and activities relating to surf sports.
- d) Present a yearly budget covering all financial matters associated with the Club Surf Sports competition;

- e) Be responsible for overseeing and co-ordinating of carnival competition events in Surf Sport;
- f) Be primarily responsible for the conduct of all Active Members in all Surf Sport matters, and the general education of Members in Surf Sport;
- g) In consultation with the Branch or SLSQ Grievance Officer, participate in the discipline of all Members in all Surf Sport matters;
- h) Attend Branch and SLSQ Surf Sport forums where required;
- i) Be the Club's representative on the Branch Surf Sports Committee; and
- k) Arrange post carnivals/events gatherings with Supporters Club Events/Social Coordinator.

4.7 - THE CHIEF TRAINING OFFICER shall

- a) Arrange classes of Instruction and prepare all candidates for award assessments;
- b) Arrange a roster and deputise other qualified and probationary -Training Officers to assist in the preparation of such candidates;
- c) Maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers; and
- d) Chief Training Officer shall hold a current Training Officer's Certificate.

4.8 THE SURF BOAT CAPTAIN shall

- a) Be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto, refer to Appendix E;
- b) At all times be subject to the direction of the Director of Life Saving and/or the Director of Surf Sports; and
- c) Be responsible for the training and supervision of all surf boat crews.

4.9 THE IRB OFFICER shall

- a) Be a qualified IRB Driver;
- b) At all times be subject to the direction of the Director of Life Saving Director;
- c) Be responsible for the care, maintenance and housing of Club IRB refer to Appendix E/3;
- d) Be responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Director of Life Saving Director; and
- e) Be responsible for IRB competition in consultation with the Director of Surf Sports Director and Team Manager

4.13 THE FIRST AID OFFICER shall

- a) Possess a current First Aid Accreditation and be responsible for fostering high standards for first aid treatment;
- b) Maintain adequate stocks of approved first aid material and equipment provided they first obtain the approval of the Committee for the purchase of materials;

- c) Maintain the first aid room in a clean and orderly condition and for the purpose, may, with the approval of the Director of Life Saving, call on the services of any member;
- d) Organise and arrange instruction for First Aid Awards in conjunction with the Association; and
- e) Keep a confidential record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid.

4.15 THE CLUBHOUSE OFFICER shall

- a) Be chairperson of the Clubhouse Committee;
- b) Be responsible for the general conduct of Members in accordance with the Clubhouse Rules, the Club By-Laws and Appendix D;
- d) Keep all club gear in good repair and condition and report to the Director of Lifesaving and/or Director of Surf Sports and/or Director of Junior Activities any damage;
- e) Coordinate with the Director of Surf Sports and/or Director of Junior Activities or Coaches all gear, other than boats and craft, required for carnivals and competition for its transport to and from carnivals; and
- f) Any costs shall require the approval of the Board of Directors.

4.16 THE TEAM MANAGER shall

- a) Obtain and present via the Director of Surf Sports a budget covering all financial matters associated with Club Teams for consideration by the Board of Directors when required;
- b) Be responsible for any outfitting and funding in excess of provision made by the Board of Directors;
- c) Submit progress reports regularly to the Board of Directors;
- d) Be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
- e) In the case of large financial commitment submit a statement with receipts and invoices within thirty (30) days after the completion of the events;
- f) Assist with any displays or demonstrations required, where the Club is involved;
- g) Attend or appointed delegate all official briefings at events where the Club is represented; and
- h) Represent the club in all protests and/or disputes at carnivals in accordance with the current Surf Sports Manual.

4.18 THE DIRECTOR OF JUNIOR ACTIVITIES shall

- a) Be chairperson of the Junior Activities Committee;
- b) Be responsible for the conduct and co-ordination of all matters relating to Junior Activities, refer to Appendix F;
- c) In conjunction with the Director of Life Saving and Chief Training Officer provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- d) Prepare junior members (Nippers) for their eventual transition to the marine and patrol environment of Surf Life Saving;

- e) Participate in all such activities; and
- f) Be a member of the Board of Directors;

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

4.19 BRANCH COUNCILLOR (OR ALTERNATE)

- a) The Branch Councillor shall be the Club President and shall:
 - I. Attend all Branch Council Meetings as the elected Club representative on that body;
 - II. Act as liaison between the Branch and the Club and fully and regularly report to the Club in writing or in person on the Branch activities; and
 - III. Appoint an Executive Officer as proxy as and when required.

4.20 THE GRIEVANCE OFFICER shall:

- a) Be appointed by the Club Council at the AGM from a recommendation submitted by the Board of Directors;
- b) Attend to all matters referred to them by the Club President;
- c) Adhere to the SLSA/SLSQ regulations and policies as it relates to the handling of grievances”
- d) Determine, in consultation with SLSQ CEO or Appointee matters relating to grievances, harassment, equity and the like;
- e) As soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report;
- f) Refer it to the Club President who must then action the grievance within a reasonable time but no longer than three (3) months;
- g) If the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;
- h) If unable to resolve a grievance or the grievance is considered to be of a very serious nature, The grievance Office shall report the grievance to the Club President/Judiciary for action; and
- i) Keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to the Club President and/or an appropriate enforcement body following written authority from the Club President/Judiciary.

4.21 - THE YOUTH DEVELOPMENT OFFICER shall:

- (a) Be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members;
- (b) Oversee youth recruitment and retention programs/activities within the Club;
- (c) Promote youth members’ participation in development camps and leadership programs and camps;
- (d) Pursue any issues of benefit to the safety and enjoyment of youth members;
- (e) Be subject to the direction of the Club Board of Directors.

4.22 - THE TRANSPORT OFFICER shall:

- (a) Report to the Director of Surf Sport and Director of Lifesaving;
- (b) Work in cooperation with the Boat Captain; Boat Sweeps; Team Manager; Club House Officer; Head Coach and Club Administrator;
- (c) Shall hold an unrestricted open driver licence;
- (d) Ensure all transport equipment is in working order, included but not limited to bus, van, ute, boat trailers, gear trailers, box trailers, IRB trailers, ATV, tractor, patrol arena;
- (e) Ensure all transport equipment is clean and in working order at all times;
- (f) Obtain quotes as required and submit for approval in line with Club Financial policy and procedures;
- (g) Escalate any issues with equipment to the appropriate Board Director to ensure equipment is placed out of action and repaired as needed; and
- (h) Be subject to the direction of the Club Board of Directors.

4.23 - THE MARKETING & MEDIA OFFICER shall:

- (a) Report to the Board of Directors and liaise with the Club Administrator;
- (b) Is responsible for the media and marketing of Tugun SLSC;
- (c) Manage and update all Club social media sites;
- (d) May use Club approved Club logos to promote and market the Club;
- (e) Submit a yearly report for inclusion in the annual report;
- (f) Update the Board of Directors as required and submit a marketing plan for approval at the commencement of each season; and
- (g) Ensure the club has a media presence at events hosted by the Club or in Club surrounds where possible;

4.24 - THE GRANTS & SPONSORSHIP OFFICER shall:

- (a) Be subject to the direction Board of Directors and liaise with the Club Administrator;
- (b) Source and investigate grant and sponsorship opportunities;
- (c) Work in cooperation with all sections of the Club to identify requirements leading to the development of a priority "wish list" submitted to the Board of Directors for review annually;
- (d) Ensure all grants available to the Club are submitted to a high standard;
- (e) Work in cooperation with the SLS Foundation to write and submit grants on behalf of the Club;
- (f) Work alongside the external sponsorship team to develop the Club's sponsorship package and source potential sponsors for the entire club; and
- (g) Liaise and communicate with all Club Sponsors, ensuring all correspondence forwarded through the Club Administrator.

SECTION 5 - STAFF & EMPLOYEES

5.1 STAFF APPOINTMENTS

The Board of Directors, may appoint an Office Manager and/or other paid employees for specific assignments.

5.2 Club Administrator and/or Office Manager

The Club Administrator and/or Office Manager is a paid Officer position and subject to the provisions of the Constitution and to the direction the President and from time to time the Board of Directors. The Club Administrator and/or Office Manager shall have an agreed and documented role description clearly defining their responsibilities to:

- a) Carry out and implement all decisions of the Board of Directors and within the scope of such decisions use their best endeavours to further the policies of the Club and the advancement of Surf Life Saving;
- b) Co-ordinate the activities of the Club Officers and assist wherever possible or as directed;
- c) Attend meetings and act as Minute Secretary for all Council General or Special Meetings as well as the Board of Directors Meetings;
- d) Be responsible to the President on matters of day to day routine business;
- e) Be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Club to the Officers and members;
- f) Maintain close contact with Branch and the State levels of the Association including regular visits provided that they inform the Committee of proposed visits;
- g) Provide administrative support for club fundraising and sponsorship activities;
- h) In all aspects of their activities observe and comply with existing procedures of the Club as regards correspondence and communications;
- i) Prepare and issue notices and agendas for General Meetings of the Council, the Board of Directors;
- j) Attend to the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution.
- k) Other duties and responsibilities as assigned by the Board of Directors;

SECTION 7 - PROCEDURES AND RULES

7.1 ASSOCIATION POLICIES, RULES, REGULATIONS

- a) Without limiting the current and future scope of SLSA and SLSQ Policies, Rules and Regulations, the Club acknowledges and accepts the following SLSA and/or SLSQ Policies, Rules and Regulations:
 - (i) Surf Life Saving Training Manual
 - (ii) Competition Manual
 - (iii) Capital Expenditure

- (iv) Business Development/Venture
- (v) Member Protection
- (vi) Competitive Rights, Obligations and Qualifications
- (vii) Trophies, Prizes and Eligibility
- (viii) Team Management
- (ix) Membership Categories and Restrictions
- (x) Membership Clearances
- (xi) Competitive Rights and Transfers
- (xii) Intellectual Property
- (xiii) Sponsorship
- (xiv) Visits and Tours

7.2 AUXILIARY ORGANISATIONS

- a) The Club may authorise the formation and/or affiliation of auxiliary organisations, e.g. Old Boys Club, Supporters Club.
- b) Each organisation's formation and function shall be reviewed annually and shall be compatible with the provisions contained in the Constitution.
- c) The Constitution of any such organisation and any amendments thereto shall at all times be subject to the endorsement of the Council.
- d) The Club may be represented on any such organisation by an Officer or member of the Club appointed annually for the purpose; and such organisation may by special invitation likewise be represented on the Club.
- e) Such organisations shall be registered incorporated bodies subject to the Club Constitution.

7.3 CORRESPONDENCE

- a) All correspondence from SLSQ to the Club, or from the Club to SLSQ, shall in the first place be transmitted through the Branch and no such correspondence shall be considered and/or attended to by SLSQ unless and until it has been so transmitted; provided that the provisions of this By-Law shall not apply to correspondence which has been copied by SLSQ to the Branch and Club for attention and/or action on the following subject matters:-
 - (i) Government subsidy and/or subsidy returns;
 - (ii) State or Local Government matters;
 - (iii) WorkCover, Public Risk and general Insurance matters;
 - (iv) Large financial investments or borrowings;
 - (v) Clubhouse buildings, extensions or alterations;
 - (vi) Cancellation or suspension of membership;
 - (vii) Purchasing orders;
 - (viii) Hire of State Centre/Branch gear, equipment or premises;

- (ix) Constitutional matters;
- (x) Response to Circulars; and
- (xi) Any other matter which the State Centre or Branch may, from time to time, direct be exempted from this By-Law as a matter of expediency.

7.4 AUDITS

- a) The books and accounts of the Club and any affiliated auxiliary organisations shall be audited at such intervals as may be required by law and/or the appropriate State Government Department or SLSQ. Such audits shall be carried out by an auditor approved to operate in the State of Queensland.
- b) Auditors shall be appointed annually at the Annual General Meeting.
- c) To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor:

The Auditor

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

7.5 COLLECTION SANCTION

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

7.6 FUND RAISING

- a) The Club and any affiliated auxiliary organisation shall comply with the law with respect to fundraising.
- b) Fundraising authority is vested in the Board of Directors which may allocate portions of its responsibilities pertaining to specific projects to the Finance, Social, and/or other special Committees to maintain, direct and/or develop these projects.
- c) The Club is authorised to solicit monetary donation, sell art union ticket by door to door, canvass to any company, firm, newspaper or other business operation or trading or any person.

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

7.7 INSURANCE

a) General

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

b) Personal Accident Insurance

i) Paid Staff and Employees

A WorkCover policy shall be effected by the Club. With WorkCover Queensland to cover all paid staff of the Club.

ii) Members

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

iii) Cover/benefits

The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.

iv) Junior Activity Members (5-14 years)

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

(v) Volunteer Workers

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

c) Public Liability Insurance

- (i) A Public Liability policy shall be negotiated by the State Centre to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by the State Centre.

- (ii) Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from the Club facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.
- d) Insurance on Property
 - (i) State Centre shall negotiate on behalf of the Club insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.
 - (ii) It is mandatory for the Club to hold property insurances to be held with a reputable Insurance Company approved by the State Centre, and it is a requirement that such policies, if not managed by State Centre's brokers, be submitted to the State Centre for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
 - (iii) Branches, Clubs and Auxiliary Organisations shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.
- e) Directors and Officers Insurance
 - (i) Directors & Officers policy shall be negotiated by the State Centre to cover officers of the State Centre 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 State Centre's Insurance Broker.
- f) Professional Indemnity Insurance
 - (i) A Professional Indemnity policy shall be negotiated by the State Centre to cover members whilst engaged in authorised Association activities.
 - (ii) The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

7.8 FEES AND CHARGES

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

7.9 HONORARIUMS

An Honorarium may be granted to an Officer on the decision of the Board of Directors. Any such Honorarium paid would be subject to the relevant government taxation and legal legislation.

7.10 AFFILIATION

The Club and its affiliates agree that they are bound by the Constitution and By-Laws and that the Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the Club and surf lifesaving are to be conducted, promoted and administered.

7.11 DISSOLUTION OF AFFILIATED BODIES

- a) The Constitution of every affiliated body shall contain a dissolution clause similar to that set out in the Constitution and should any affiliated body fail to make any such specific provision then the designated clauses of the 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 regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution, the Club is empowered by its Constitution to take any necessary action in this regard.
- c) Upon the dissolution of an affiliated body in terms of the preceding Clauses, the books, accounts and assets of the affiliated body shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, sees fit.

7.12 CAPITAL EXPENDITURE

- (a) The Club shall notify SLSQ of any proposed capital expenditure over \$100 000.00.
- (b) Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- (c) Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Club (including affiliated Supporters Club) funds or borrowings.
- (d) Such notification is to include:
 - (i) a brief outline of the proposed expenditure clearly stating the intended purpose;
 - (ii) details of architectural plans (where necessary);
 - (iii) cost estimates with recommendation and justification;
 - (iv) details of recommendation of the above proposal in General Meeting Minutes;
 - (v) latest financial information (Profit & Loss & Balance Sheet) prepared in accordance with accrual accounting requirements; and
 - (vi) any other information considered relevant.
- (e) Where financing is required to support the capital expenditure, the Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- (f) In the situation where future anticipated income (e.g. future distributions from Supporters Clubs including gaming, meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following –
 - (i) A detailed business plan;
 - (ii) Cash flow projections for at least five (5) years;
 - (iii) Market survey/sensitivity analysis confirming the feasibility of the proposal;
 - (iv) Funding arrangements.
- (g) Such proposals shall be dealt with in the following manner –

- (i) Proposals shall be assessed by the Board of Directors of the Club which may seek external advice;
- (ii) Once approved by the Board of Directors a copy of the proposal shall be submitted to SLSQ with any response to be provided within 21 days; and
- (iii) Should the SLSQ consider that the proposal is not technically, financially or otherwise feasible or responsible, any issues raised by SLSQ shall be considered by the Board of Directors at the next meeting following the advice from SLSQ. At that Board of Directors Meeting, and after proper consideration of the advice from SLSQ, the Board of Directors shall be empowered to finally determine the proposal.

7.13 BUSINESS DEVELOPMENT/VENTURE

- (a) In order to protect and enhance the Association's objective, Clubs(including Supporters Clubs and related entities) shall inform and consult with SLSQ about any developments or redevelopments, or any developments or commercial or non-commercial venture – on existing property or elsewhere – which involve expenditures over \$50 000.00.
- (b) Examples of such developments or ventures where SLSQ needs to be consulted include:
 - (i) Major development or re-development of a clubhouse;
 - (ii) Development or re-development of any property;
 - (iii) Land and/or property acquisition (Freehold or lease);
 - (iv) Negotiation and/or renewal of leases; and
 - (v) A commercial or non-commercial venture on either side (e.g. at the Clubhouse) or off-site, either singularly or in partnership.
- (c) The Club shall notify the SLSQ immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club.
- (d) SLSQ may request further information such as plans, contractual arrangements, financial and feasibility studies (as per the Capital Expenditure Policy) etc. to ensure the project/venture is in keeping with the aims and objects of the Association, and is financially sound.
- (e) SLSQ shall be kept informed on a regular basis where such developments/ventures have been given approval to proceed.
- (f) SLSQ shall respect and comply with any commercial in confidence issues.

7.14 INTELLECTUAL PROPERTY

- (a) No one shall be permitted to inappropriately exploit Tugun SLSC imagery / branding such as the gold, green and white cap, logos/trademarks etc.
- (b) The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLISA.
- (c) No one shall be permitted to inappropriately exploit Surf Life Saving imagery / branding such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.
- (d) The following procedures shall apply where a Club wishes to use red and yellow imagery/property:
 - (i) The Club shall obtain the SLSQ's approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags;

- (ii) SLSQ has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Clubs/Branch's local area;
- (iv) SLSQ has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a club/Branch area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a license fee attached; and
- (v) The Club has every right to use its own Club caps, uniforms branding and imagery in Queensland.

SECTION 8 - MEMBERSHIP

8.1 MEMBER PROTECTION

- (a) The Club is committed to the health, safety and well-being of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in surf lifesaving activities.
- (b) The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.
- (c) All members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- (d) All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- (e) All members shall immediately report any suspected breaches of the SLSA Membership Protection or Equity Policies or Codes of Conduct to the appropriate authority with the Club or Branch, or to the SLSQ Chief Executive Officer. The Chief Executive Officer shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

8.2 CODES OF CONDUCT

Members and all people involved in any way with SLS will in accordance with the SLSA Member Protection Policy:

- a) Respect the rights, dignity and worth of others—treat others as you would like to be treated yourself.
- b) Be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations.
- c) Be professional in, and accept responsibility for your actions.
- d) Be aware of and follow at all times SLS' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others.
- e) Operate within the rules and spirit of the sport, including the national and international guidelines that govern SLS.
- f) Understand the possible consequences of breaching the codes and/or this policy.
- g) Report any breaches of the codes or this policy to the appropriate PPA.
- h) Refrain from any form of abuse, harassment, discrimination and victimisation towards others.

- i) Raise concerns regarding decisions of PPA through the appropriate channels and in a timely manner.
- j) Provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy.
- k) Show concern, empathy and caution towards others that may be sick or injured.
- l) Be a positive role model to all.
- m) Respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organisational information.
- n) Maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s).
- o) Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development.
- p) Refrain from intimate relations with persons over whom you have a position of authority.
- q) Agree to abide by the codes.
- r) Maintain a duty of care towards others.
- s) Be impartial and accept the responsibility for all actions taken

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

SECTION 9 - CLUB COLOURS/BADGES, COMPETITIVE CONDITIONS

9.1 COLOURS AND BADGES

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

9.2 COMPETITIONS

- a) The SLSQ shall have power to regulate all competitions between Club, Branches and/or directly affiliated Clubs within its boundaries.
- b) The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.
- c) The Club shall only participate in competitions endorsed by the Branch, SLSQ or SLSA.
- d) No Inter-Club competition within the Branch shall be held without the approval of the Branch.
- e) Wagering and/or gambling by persons competing or participating (eg as a competitor, coach, official, manager, organiser etc) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event in which they are involved, will be liable to appropriate disciplinary action.

9.3 COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS

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

- a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.
- b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in Association events, contests, carnivals and competitions.
- c) Members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA that they will attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in By-Law 9.3 (a) above.

9.4 CLUB CHAMPIONSHIPS

- a) The Club Championships shall be conducted annually on a date determined by the Director of Surf Sports.
- b) The list of events to be conducted at the Championships shall also be decided by the Director of Surf Sports.

9.5 TROPHIES, PRIZES AND ELIGIBILITY

In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of Surf Life Saving 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 the Association, State, Branch or Club is not permitted.
- c) SLSA shall be the authority to approve competitions involving "cash prizes" and therefore any Affiliated Club or other section of the Association wishing to allocate any "cash prizes" for competition events shall seek the approval of their respective Branch, SLSQ or in the case of events involving international or interstate competitors, SLSA.
- d) "Cash prizes" shall not be awarded for any event at an SLSA, State or Branch championship carnival.
- e) "Cash prizes" shall not be made available from Affiliate Club general funds, however, sponsor income may be distributed utilising the club banking account.
- f) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash but where "cash prizes" are presented they shall be portrayed as coming direct from the sponsors.

9.6 TEAM MANAGEMENT

- a) The Club when participating in any carnival or similar function shall appoint a Manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.
- b) Every Manager so appointed shall be responsible for the proper conduct of themselves and of the members under their control, and attend all briefings.
- c) A Manager shall, as far as practicable, remain with the party under their control during the entire period of the manager-ship. In the event of the party under their control separating into sections the Manager shall be responsible for appointing a member of each and every section to act as a Manager of the section.
- d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.
- e) In the case of a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the carnival.
- f) The Manager shall remain in attendance with their team during the course of such carnival or similar function and shall take action to ensure that competitors under their control report to the Check Marshal immediately they are called upon to do so.
- g) The Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given.

9.7 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, will be required to adhere to SLSA, SLSQ and Branch policies and guidelines.

SECTION 10 - DISCIPLINE, PENALTIES AND APPEALS

(Refer Appendix A)

10.1 JURISDICTION

- a) The penalising authority for the Club shall be vested in the following -
- The Council
 - The Board of Directors
 - The Judiciary Committee
 - The President
 - The Secretary
 - The Life Saving Director
- b) Should the Club decide the alleged offence is beyond the responsibility of the Club, the matter may be referred to the Branch or SLSQ for determination.

10.2 DISCIPLINE

- a) General
- (i) The Club may penalise or refer to the Judiciary Committee, a member of any Auxiliary Organisation within its jurisdiction or any member of such who, in the opinion of the Club has practised or counselled any unbecoming conduct or conduct which reflects upon the good name of the Club, the Association or any or all of its Officers, whether at any competition, meeting, function or other activity, or at any other time.
- (ii) Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on the Club to give immediate effect to such decision, and to notify the Branch and SLSQ.

10.3 PENALTIES

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:
- (i) Reprimand: with the offence being recorded in the books of the penalising body;
- (ii) Suspension: may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of their duties in the Club without being able to avail themselves of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty, provided that a period of suspension shall not be longer than 3 calendar years from the date of the order.

- (iii) Termination: Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted; A member whose membership is terminated may re-apply for membership of the Association at some later time.
 - (iv) Expulsion: from "Club Membership" would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals.
 - v) Fines: imposed in such amounts as the penalising authority thinks fit.
 - vi) Such combination of any of the above as the penalising authority thinks fit.
 - vii) Such other penalty or penalties as the penalising body thinks fit.
- b) Where an individual Club member is suspended by the Club, they shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of their suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of their suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with their rights as a Club member.

10.4 APPEALS

- a) Any member penalised by a penalising authority for the Club shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the Club provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the Club, and shall be dealt with in the following manner -
- dismissed and the penalty upheld;
 - dismissed and a heavier penalty imposed;
 - upheld and a lighter penalty imposed;
 - upheld and the appellant exonerated;
- b) Any member penalised by the Club shall have the right to appeal to the Branch against the penalty, provided that -
- i) Such an appeal shall be allowed only after the party concerned has properly availed himself of the rights of appeal to the Club as contained in the Constitution and By-Laws of the Club;
 - ii) The appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the Club within fourteen (14) days of the notification of the decision of such appeal;
 - iii) The appeal shall be made through the Club who shall forthwith refer the appeal to the Branch, provided that the Club may at the same time submit any representations on the appeal which it may wish to make;
 - iv) Upon the setting of an appeal hearing, the Branch shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant.
 - v) Pending an appeal hearing by the Branch or by the Branch Judiciary Committee or by a Branch Committee appointed for the purpose, the President of the Branch, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by the Branch.

10.5 REFERENCES

- a) In addition to the matters set out in By-Law 10.1- 10.4 which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the Club upon any matter touching the affairs of the Club, the Association and its members.
- b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Club, and the Executive shall then decide where such Reference shall be directed.
- c) The hearing of a Reference or Grievance shall proceed in accordance with Appendix "A" to these By- Laws.
- d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Appendix "A" to these By-Laws. (Refer to Clause 8 - Appendix "A").

APPENDIX "A": JUDICIARY COMMITTEE
RULES OF PROCEDURE

1. DEFINITIONS

In these Rules -

- 1.1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3 "Member" for the purposes of these rules of procedure means a member of the Association, and includes a Club, subject to the jurisdiction of State Centre or Branch by which the Committee shall have been appointed.
- 1.4 "Reference" includes any complaint against a member of the Club brought by any person, and any dispute under the Club's Constitution and/or rules. The term also includes Grievances brought by a member of the Association against another member.

2. JURISDICTION

- 2.1 The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 10.2.
- 2.2 The Committee may also hear References directed to it by the Club Executive or Management Committees pursuant to By-Law 10.5.
- 2.3 Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the Reference to the Branch or State Centre:
 - a) In whose area the matter for Reference arises, or
 - b) Having the most direct interest in the matters raised by the reference. If the Reference is referred to the Branch or State Centre, the Branch or State Centre shall appoint its Judiciary Committee to hear the Reference and proceed in the terms of Rule 3 set out hereunder.
- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that:
 - a) They has an interest in the subject matter of the reference;
 - b) Their reference is in clear and unambiguous terms.
- 2.5 In every case the committee is required to proceed in accordance with the rules of natural justice.

3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee:

- 3.1 Upon receipt of a reference, the Chair of the Committee or Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant inquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant inquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. They shall give at least seven (7) days' notice of

the hearing to all interested parties and such notice shall be in or to the effect of the following form:

TUGUN SURF LIFE SAVING CLUB INC

To:

Dear Sir,

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

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

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

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

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

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

Yours faithfully,

Secretary

Judiciary Committee

3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing them of the time and place of the hearing, and that they are required to attend.

- 3.5 In the case of a complaint against a member of the Club who has been suspended, they shall remain under suspension until the decision of the Committee, unless the Chair of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chair of the Committee shall make enquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.
- 3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to them by the Secretary shall be subject to such action as the Executive of the Club, shall, on the report of the Committee think fit.

4. AT THE HEARING

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chair.
- 4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by them, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence. If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.7 The person who is the subject of the reference shall then present relevant evidence on their own behalf.
- 4.8 In all cases where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that

witness shall be allowed except by leave of the Chair. Such cross-examination may be conducted through the Chair and/or by telephone or other multi-media as determined by the Committee.

- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chair may direct. Right of reply by any party shall be at the discretion of the Chair.

5. AT THE CONCLUSION OF THE HEARING

- 5.1 The Committee shall meet after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chair having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6. DETERMINATION OF ANY PENALTY

- 6.1 The Chair or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.
- 6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again in camera to consider a penalty.

7. NOTIFICATION

- 7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 7.4 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

8. APPEALS

- 8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within twenty-eight (28) days of being notified of a decision in writing.

APPENDIX "B" - RULES OF DEBATE

1. GENERAL

- 1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Council, and Committees.
- 1.2 For the purpose of these Rules, the word "member" shall refer to members of the Club.

2. CHAIR'S AUTHORITY

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

3. DEBATE

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

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

4. MOTIONS AND AMENDMENTS

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

5. VOTING

- 5.1 Voting shall be by the voices, or at the discretion of the Chair or at the request of any member, by show of hands or by secret ballot.
- 5.2 Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chair, as directed.
- 5.3 In the event of a division any member declining to vote shall elect to retire behind the Chair or have their vote counted in the negative.
- 5.4 The Chair may appoint tellers to assist in counting a vote.

APPENDIX "C" - Patrol Rules

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

1. Active Members shall attend patrols as rostered or appointed provided that:-
 - a) Active Cadet Member shall be eligible for duties only commensurate with their qualifications;
 - b) A member desirous of transferring from one Patrol to another shall do so only with the consent of the Life Saving Director of the Club;
 - c) It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
 - d) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
 - e) Exemption for patrol duty may be granted by the Life Saving Director in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;
 - f) At each Meeting of the Board of Directors a report, taken from the Patrol Register, shall be tabled by the Director of Life Saving or deputy indicating any breaches that require investigation as provided for in the By-Law.
2. The first Patrol on duty shall see that all lifesaving gear including operational IRB is placed in position on the beach and the last Patrol on duty shall return such gear to the clubhouse or gear room.
3. The Patrol arrive fifteen (15) minutes prior to the commencement of duty to commence patrol, unless it is the first patrol of the day, in which case it shall assemble thirty (30) minutes before the appointed hour.
4. A member who is late for Patrol duty or who misses a Patrol without notifying their Patrol Captain or the Club Life Saving Director may be allotted a Penalty Patrol or other duties at the discretion of the Club Life Saving Director. Failure to attend penalty patrol incurs automatic suspension until the next Board of Director's Meeting.
5. Patrol members shall wear Association Caps and other dress as directed by the Association.
6. Before the Patrol commences duty, the Patrol Captain shall detail the position each member is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.
7. In the absence of the Patrol Captain, the Patrol Vice-Captain shall have like power and authority.
8. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
9. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst they report to the Director of Life Saving.

10. Patrol Life Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
11. Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
12. A member shall obey their 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 the Association's Memorandum of Association, Articles of Association and Rules & Regulations
14. Patrol Exemption Policy
In relation to patrol duties the following shall apply:-
 - a) Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.
 - b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
 - c) Clubs may provide exemptions for senior Club Officers and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a General Meeting of the Club.
 - d) The Association may provide exemption from all - or part - of Club patrol duties for members of the Board of Surf Life Saving, senior Association Officers or, members of Association patrols or rescue services.
 - e) Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.
 - f) Any patrol, or duty exemption, granted by a Club - unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.
15. Patrol Captains are required to ensure that the Patrol, Radio and IRB logs (electronic or otherwise) are completed.
16. Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licences.

APPENDIX "D" - CLUBHOUSE RULES

GENERAL

1. The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Life Saving Director and Clubhouse Director and/or written approval of the Secretary.
2. Preference in allocation of accommodation shall be determined on the following basis: - Active Members, Active Reserve Members, Cadet Members, Qualified Associates, and visiting Association Members.
3. Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
4. Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Membership Committee.
5. Members shall use their individual efforts in preserving the cleanliness of the Club's quarters.
6. Any refusal of clubhouse duties shall be dealt with by the Membership Committee.
7. Bad language shall not be tolerated in the clubhouse.
8. Pets shall not be allowed in the clubhouse.
9. Clubhouse keys shall be in the control of the Club Life Saving Director, Clubhouse Director, Secretary and President.
10. Wet costumes shall not be permitted into the sleeping quarters or kitchen nor allowed to remain in the dressing room.
11. Foodstuffs shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Committee.
12. All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Clubhouse Officer.
13. Liquor may only be consumed in the clubhouse at an organised function arranged by the Committee.
14. The First Aid Officer, assistants and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
15. Junior (Nippers) members shall be permitted the use of the "Club Room" whilst under the supervision of a Club Official.

APPENDIX "E" - GEAR RULES

1. BOARD & SKI

- 1.1 Board & Ski owned by the Club or its members shall be stored under the control of the Board & Ski Officer.
- 1.2 Members shall not use other members' Board & Ski without prior approval of the owner.
- 1.3 Members shall not use Club gear without prior approval of the Board & Ski Officer, Gear Steward, Club Life Saving Director or Chief Training Officer.
- 1.4 The Skis and Boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

2. SURF BOAT

- 2.1 The Surf Boat shall not be used for any other purpose than Surf Life Saving and the practice thereof, and the instruction in rowing, except with the permission of the Board of Directors.
- 2.2 No members of the Club shall use the boat unless it is in charge of the Surf Boat Captain, Director of Surf Sports or Director of Life Saving, except if these Officers are unavailable, one of them may grant permission to a member of the Club (who in their opinion is qualified to do so) to take charge of a Boat and such member shall be responsible to the Committee for the conduct of the crew and the manner in which the boat is used while it is under their control and for each breach of the Surf Boat By-Laws.
- 2.3 Save in the case of rescues, no person other than Club members, shall be allowed in a Boat, except with the approval of the Director of Surf Sports or Deputies.
- 2.4 The Boat shall not be taken away from the area patrolled by the Club without the special permission of the Executive Committee except for the express purpose of rescuing persons in danger in the vicinity of that area or for training purposes or for Carnivals.
- 2.5 The Boat and gear shall be housed in the Boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Executive Committee. The Officer last in charge of the Boat each day shall be responsible for its return to the shed/storage place and shall report the Committee in writing any damage to or loss of gear that may have occurred.
- 2.6 Members, except those on patrol, may be called upon to assist in getting the Boat in and out of the water, and a refusal to do so will be a matter for report to the Committee for action thereon.
- 2.7 No more than a boat crew of five (5) or less than that number shall be taken in a Boat unless under special circumstances.
- 2.8 The Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

3. POWER RESCUE CRAFT (IRB)

The IRB Officer shall:-

- 3.1 Be responsible for the general maintenance and up-keep of all powered surf rescue craft and equipment.
- 3.2 At all times ensure that the IRB is ready for patrols and adequate fuel is on hand.
- 3.3 In consultation with Club Life Saving Director, be in charge of all powered surf rescue craft operations.
- 3.4 Have an IRB in attendance at all examinations where directed by the Club Life Saving Director.
- 3.5 have an IRB in attendance at the buoys on all occasions that surf events or tests are being held.

APPENDIX "F" - JUNIOR (NIPPER) ACTIVITIES COMMITTEE 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.

1.2 The Objects and Duties of the JAC shall be:

- a) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- b) To provide for Junior (Nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- c) To prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the senior section of the Movement.
- d) To provide for the instruction and the conduct of assessments of Junior (Nipper) members willing to gain the Junior Age Awards.
- e) 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) years as per the Club Constitution.
- f) To endeavour to raise finance to provide for the foregoing objects.

1.3 Management and Composition

- a) The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members who have applied to the Executive Committee for membership of the JAC and been endorsed. Group applications are also acceptable.
- b) The Chair of the JAC shall be an Executive Officer of the Club and shall be elected at the AGM of the Club following an endorsed nomination from the Annual Meeting of the JAC.
- c) The JAC shall elect all or any of the following officers to conduct the activities of the JAC – Deputy Chair, Secretary, Treasurer, Register, Education Officer, Carnival Nomination Officer, Clothing Co-ordinator, Awards Officer, Team Manager, Gear Steward, Chief Water Safety Officer, Publicity Officer, Canteen Co-ordinator and Age Group Managers.
- d) The JAC decisions shall be subject to ratification of the club and the general rules of Committee control as provided for in By-Law 6.1.
- e) An Executive shall be responsible for JAC decisions between JAC meetings, and shall be comprised of the Chair, the Deputy Chair, the Secretary, the Treasurer, the Registrar, the Awards Officer and the Team Manager.

1.4 Meetings of the JAC

- a) The Annual Meeting of the JAC shall be held prior to the Club Annual General Meeting with the following agenda:
 - Attendances
 - Apologies
 - Annual Report of Activities

- Endorsement of Junior Activities Officer Nomination(s)
 - Election of Officers
 - Meeting dates
- b) JAC meetings which shall be held at the discretion of the Chair of the JAC with the following agenda-
- Attendances
 - Apologies
 - Confirmation of Minutes of previous Meeting
 - Business Arising
 - Correspondence
 - Reports
 - General Business
- c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary the Club.
- d) Special Meetings with a specific agenda may be held at the discretion of the Chair or the JAC.
- e) A quorum shall be as provided for in the Club Constitution.
- f) Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC.

1.5 Elections

- a) Nominations for the Election of Officers shall be in writing and signed by the nominee signifying their willingness to stand for election, and lodged with the JA Secretary three (3) weeks prior to the Annual Meeting of the JAC.
- b) If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the members present, and voting at the meeting.

1.6 Finance

- a) The Club Treasurer, and where convenient assisted by the JA Treasurer, shall receive all monies, issue receipts and bank such monies to the account of the Club to be used for Club endorsed Junior Activities.
- b) Payment of accounts shall be effected by the Club Treasurer, following checking of the accounts by the JA Treasurer.
- c) Appropriate financial systems and records shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the Club.
- d) The finance of the JAC shall be supported by means approved by the Club which shall include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

1.7 Competition

- a) The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by the Club.
- c) No Inter-Club contest or competition shall be held without the approval of the Club and the Branch.

- d) All Junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch, SLSQ and SLSA.
- e) A Sub-Committee comprised of the Age Managers and the Team Manager shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

1.8 Discipline

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

2. OFFICERS AND THEIR DUTIES

- 2.1 The Junior Activities Officer: Shall chair all meetings of the Committee at which they are present and shall exercise a general supervision over the affairs of the JAC. They shall be an Executive Officer of the Club and shall represent the JAC on the Branch JAB. The Chair shall, when presiding at a meeting, have a deliberative and a casting vote. They shall submit an Annual Report of the JAC to the Club and submit regular reports to Club management.
- 2.2 The Junior Activities Deputy Chair: In the absence of the Chair, the Deputy Chair shall perform all the duties usually undertaken by the Chair.
- 2.3 The Junior Activities Secretary: Shall attend to all the correspondence, attend all meetings, record the minutes of the meetings and assist in the preparation of the Reports. They shall issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with the Club Secretary.
- 2.4 The Junior Activities Treasurer: Shall be responsible for the overall supervision of any financial commitments of the JAC and shall submit reports to the JAC. They shall submit budget of income and expenditure and shall maintain the records of the JAC financial dealings with a view to establishing the standing of the JAC. They shall provide and seek co-operation of the Club Treasurer.
- 2.5 The Junior Activities Registrar: Shall be responsible for keeping a true and correct record of the birth dates of all Juniors (nippers), compiling the registration of all competitors for annual submission to the Registrar of the Branch, and provide other relevant information as required.
- 2.6 The Junior Activities Awards Officer: Shall be responsible for the training and examination arrangements for the Junior Age Awards. They shall be responsible to and work in conjunction with the Club Chief Training Officer.
- 2.7 The Junior Activities Team Manager: Shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. The Team Manager or the Age Managers shall record the attendance of the competitors at Carnivals. They 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. They shall be responsible for lodging all protests as per the Association Handbook. They shall be assisted by an assistant JA Team Manager and the JA Age Group Managers.
- 2.8 The Junior Activities Gear Steward: Shall be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach setup for training.
- 2.9 The Junior Activities Chief Water Safety Officer: Shall be responsible for water safety at JAC training days.

- 2.10 The Junior Activities Education Officer: Shall be responsible for organising specific educational programs and events to further the education of the JAC membership.
- 2.11 The Junior Activities Carnival Nomination Officer: Shall be responsible for Carnival nominations in conjunction with the JA Age Managers and JA Team Manager.
- 2.12 The Junior Activities Clothing Co-Coordinator: Shall be responsible for obtaining and marketing costumes and clothing following decisions by the JAC.
- 2.13 The Junior Activities Publicity Officer: Shall be responsible for the publicity of the Committee, to publish the results of the Committee Activities and Carnivals from time to time as well as points of interest from the Committee Meetings. They shall also work in conjunction with the Club's Publicity Officer.
- 2.14 The Junior Activities Canteen Co-ordinator (or Committee): Shall be responsible for provisioning the canteen and subsequent marketing activities.
- 2.15 The Junior Activities Age Managers: Shall prepare programs and work in conjunction with the JA Awards Officer in their duties and act as an assistant to the JA Team Manager during the performance of their duties.

3. MEMBERSHIP

- 3.1 To participate in Junior Activities at Tugun SLSC all shall be members of the Tugun SLSC.
- 3.2 All applicants for membership of Tugun SLSC shall be required to complete the prescribed SLSA form (electronic or otherwise) and pay the required fee as determined by the Board of Directors.
- 3.3 Any Nipper applicant for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications i.e. Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Nipper in the same family.

APPENDIX "G" – The Common Seal and Club Badge

THE COMMON SEAL

CLUB BADGE

LIFE MEMBERSHIP BADGE

Track By-Law Amendments/Changes

By Law	Description	Approved
Item 4.5 – Treasurer	Minor adjustments to wording in point (a) and (c)	October 2019
Item 4.22 Transport officer / Item 4.23 Marketing & Media Officer /4.24 Grants & Sponsorships	Roles and descriptions added	May 2021