

RULES

North Wollongong Surf Life Saving Club Incorporated

PART I: PRELIMINARY

Title

The Association shall be known as the North Wollongong Surf Life Saving Club Incorporated and shall consist of all persons duly elected, or who shall hereafter be duly elected as members thereof.

Affiliation

The Association shall be affiliated with the Illawarra Branch S.L.S. Association of Australia.

Objects

The object of the Association shall be:

- (a) The study and practice of the methods of life saving.
- (b) To minimise the loss of life from drowning by providing efficient life saving apparatus and appointing patrols for the purpose of manning and operating such apparatus upon such days and between such times as the Committee shall decide from time to time.
- (c) To promote demonstrations and arrange classes of instruction, so as to bring about a widespread and thorough knowledge of the principles which underline the art of resuscitation of the apparently drowned and further generally the best interests of surf bathing.
- (d) To assist the Council's life-saver in his duty of surf life-saving and render all possible aid to those in distress.
- (e) To enforce observance of the rules and policy of the Association and deal with any infringement of same.

- (f) To co-operate with the Local Government Authority in taking such measures as are considered necessary by the Association to ensure the safety of surf bathers and the correct conduct of persons on the beach and in the surf, and to assist the Authorities in enforcing the laws applicable thereof.
- (g) To promote Association competitions and displays, to compete at surf championships and inter-Club carnivals, to provide conveniences for the Association members, and to obtain the best facilities for improving their physical surfing ability.
- (h) To carry out research and experiments for the improvement of methods of surf life-saving and resuscitation of the apparently drowned.
- (i) To obtain improved facilities for surf bathing.
- (j) To co-operate and advise interested authorities in any matter appertaining to surf bathing.
- (k) To buy, sell and deal in all kinds of apparatus and all kinds of provisions and refreshments, liquids and solids, required by persons frequenting the Association's premises.
- (l) To carry on the business of caterers for the purpose of supplying refreshments, liquids or solids, to person using or to visitors to the Association's premises and to apply for, take out and hold licences for the conduct of such business.
- (m) To acquire and otherwise deal with land, buildings, leases interests or rights and dispose thereof with the object of furthering the interests of the Association.
- (n) To obtain all statutory permits and licences to raise money for the purpose of promoting the objects of the Association.
- (o) To raise money for the purpose of providing funds for the training, development and education of members of the Association for surf life saving purposes.

1. Interpretation

- 1.1 In these rules, except in so far as the context or subject matter otherwise indicates or requires -

“Association” means the North Wollongong Surf Life Saving Club Incorporated;

“Committee” means the Committee of management of the Association.

“Secretary” means the person holding office under these rules as secretary of the Association;

“special general meeting” means a general meeting of the Association other than the annual general meeting;

“the Act” means the Associations Incorporation Act, 1984;

“the Regulation” means the Associations Incorporation Regulation, 1985.

1.2 In these rules:-

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

1.3 The provisions of the Interpretation Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

PART II: MEMBERSHIP**2. Membership Qualifications**

2.1 A person is qualified to be a member of the Association if, but only if:-

- (a) the person is a person referred to in section 14(1)(a), (b) or (c) of the Act and has not ceased to be a member of the Association at any time after incorporation of the Association under the Act; or
- (b) the person is a natural person who:-
 - (i) has been nominated for membership of the Association as provided by rule 3; and
 - (ii) has been approved for membership of the Association by the Committee.

2.2 Membership shall consist of the following classes:

- (a) *Active Senior Member*;

To be classed as an Active Senior Member, the member must be the holder of a bronze medallion awarded by Surf Life Saving Australia. A probationary Active Senior Member shall be required to obtain a bronze medallion within three (3) months of the acceptance of his nomination or within such further period as the Committee may see fit to allow upon reasonable cause being shown. The application of any probationary Active Senior Member who fails to obtain his bronze medallion within the prescribed period of such period allowed shall be deemed to have lapsed. Where the term "Active Senior Member" is used in this connection, it is deemed to conform with any definition of Active Senior Member in the rules, regulations and by-laws of the constitution of Surf Life Saving Australia. Every Active Senior Member shall complete a bronze proficiency test to conform with any rules, regulations and by-laws of the constitution of the Surf Life Saving Australia.

(b) *Active Reserve Member;*

Active Reserve Members shall be appointed from among the Active Senior Members who have completed seven (7) years continuous and satisfactory membership as a senior member of the Surf Life Saving Association. Where this term comprises a term of service with any other club or Association, the onus of providing to the satisfaction of the Committee that such service has been continuous and satisfactory rests upon the applicant. Any member wishing to transfer to Active Reserve, must make application in writing to the Registrar, through the Secretary, twenty-eight (28) days prior to the annual general meeting. Such an application is to be investigated by the Committee and, if the member is found to be eligible for Active Reserve, the application is to be placed before the annual general meeting, together with a result of the Committee's investigations and the Committee's recommendations in regard the application. A member who is transferred to an Active Reserve shall be a bronze proficient and entitled to all privileges of active membership. Active Reserve members shall be called upon to perform patrol duties at the discretion of the Committee.

(c) *Long-Service Members;*

Long-service members may be either:

- i) Active Reserve Members who have satisfactorily completed four (4) years Active Reserve membership; and
- ii) Active Senior Members who have completed eleven (11) years continuous and satisfactory membership as senior members of the Surf Life Saving Association.

Any members wishing to transfer to long-service membership must make application in writing to the Registrar, through the Secretary, twenty-eight (28) days prior to the annual general meeting. Such an application is to be investigated by the Committee and, if an application is to be placed before the annual general meeting, together with a result of the

Committee's investigations and the Committee's recommendations in regard to the application.

(d) *Under 15 Member;*

An Under 15 Member shall be a person between the ages of 13 and 15 years as at the first day of October of the current season and must comply with the requirements as set out in the constitution of Surf Life Saving Australia. An Under 15 Member shall be required to obtain a qualifying certificate within a period of three (3) months from the acceptance of his nomination or within such further period as the Committee may allow in its discretion. The application of any Under 15 Member who fails to obtain a qualifying certificate within the prescribed period, or such period as allowed, shall be deemed to have lapsed. Probationary Under 15 Memberships shall be open to any person under the age of 15 years for the purpose of being trained and instructed in surf life saving procedures and drills with the aim of achieving the Surf Life Saving Association Award applicable to the age of the member. Any Under 15 Member who has attained the age of 15 years shall, upon attaining his bronze medallion, be deemed as an Active Junior Member.

(e) *Active Junior Member;*

An Active Junior Member shall be a person between the age of 15 and 18 years as at the first day of October of the current season or such other date determined by Surf Life Saving Australia from time to time. Any Active Junior Member who has been awarded a bronze medallion shall be deemed to be an Active Junior Member and is also eligible to vote at general meetings of the Association and shall be eligible for office on the Committee.

(f) *Junior Activity Member;*

A Junior Activity Member shall be a person between the ages of 5 and 13 years as at the first day of October of the current season and must comply with the requirements as set out in the Constitution of Surf Life Saving Australia.

(g) *Life Member;*

The Club shall have power to elect life members from amongst the members who have had at least twenty (20) years service with the Association (before and after incorporation), ten (10) years of which should have been as an Active Junior Member and/or Active Senior Member. Life Members must be nominated and nominations handed to a special investigation committee at least twenty-eight (28) days before the annual general meeting with appropriate notices being displayed to that effect. The special investigation committee will consider the nominees' history and submit a report and recommendation to the annual general meeting. The nominee must obtain a four fifths majority of the members present and entitled to vote at the annual general meeting. Life Members shall be ex-officio officers of the Committee and shall be exempt from all active duties. No more than two (2) Life Members are to be appointed annually.

(h) *Associate Member;*

Associate Members may be admitted from amongst persons who wish to support the Association. Applicants for admission as an Associate Member should be 28 years of age or over. Associate Members shall have the privilege of using the Club's rooms at all times during the year of their membership and shall be subject to the Rules of the Association. Associate Members shall be eligible to hold a position on the Committee.

(i) *Honorary Members;*

Financial members may, at a general meeting, elect Honorary Members from amongst person who have rendered special service to the club, or who are still in the position to render such service. Such nominations must be approved by special resolution. The period of such membership to conclude at the end of each financial year. Members may re-elect honorary members at the annual general meeting. Honorary members may attend meeting at the club if called upon to assist in any special work which they can render or to advise on such members. Honorary members shall have the privilege of using the club's rooms at all

reasonable times during the year of membership and shall be subject to all rules and regulations of the club.

They shall not be entitled to hold a position on the Committee or vote at any meeting.

(j) *Family Member/Helper (Junior Activity)*

A Family Member/Helper (Junior Activity) member shall act under the direction of the Junior Activities chairperson and shall consist of the following categories:

- (i) Water Safety Helpers (must be the holder of a Surf Life Saving Certificate or Bronze Medallion);
- (ii) Age Managers;
- (iii) Marshalls;
- (iv) Recorders;
- (v) Junior Activity Committee members;
- (vi) Coaches (must be accredited and have completed the training course as set down by Surf Life Saving Australia).

3. Nomination for Membership

3.1 A nomination of a person for membership of the Association:-

- (a) shall be made by a member of the Association in writing in the form approved by Surf Life Saving Australia from time to time; and
- (b) shall be lodged with the Secretary of the Association.

3.2 A candidate for Active Senior Membership must, prior to introduction to the Committee, have completed a run, swim, run as prescribed in the manner as conducted in the proficiency test. In the event of the candidate failing to satisfactorily complete such test after 2 attempts, the candidate shall not be eligible for membership for a period of twelve (12) months without the express permission of the committee. The candidate must complete an application for membership in the form prescribed by the Association from

time to time and hand the same to the Secretary together with a full subscription for the season and a statement certifying that the candidate has satisfactorily completed the run, swim, run. Upon receipt of the fully completed nomination form, subscription and statement as satisfactory completion of the run, swim, run, the Secretary shall endorse the nomination form and shall forthwith display the nomination form upon the notice board of the club for a period of fourteen (14) days prior to the introduction of the candidate to the committee. Upon display of the nomination form of the candidate for membership, any member who for any reason is of the opinion that such candidate should not be admitted to probationary membership of the Association, may make a submission in writing or appear personally before the Committee stating his/her reasons why the candidate should not be admitted to the Association.

- 3.3 As soon as practicable after the expiration of fourteen (14) days from the time the nomination form has been posted on the Association notice board, the Secretary shall refer the nomination to the Committee which shall determine whether to approve or reject the nomination. The nominee shall make themselves available for introduction to the Committee when notified to do so. To be approved as a member, a nominee will require a vote of seventy five percent (75%) majority of the Committee members present and entitled to vote.
- 3.4 Where the Committee determines to approve a nomination for membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of that approval as a probationary member for a period of three (3) months after which time the nominee shall be deemed a member. During the probationary period the Committee may in its absolute discretion terminate the nominee's membership. The Secretary shall also request the nominee to pay within the period of twenty-eight (28) days after receipt by the nominee of the notification the sum payable under these Rules by a member as an annual subscription.
- 3.5 The Secretary shall, on payment by the nominee of the annual subscription, enter the nominee's name in the register of members and upon the name being so entered, the nominee becomes a member of the Association.

4. Cessation of Membership

A person ceases to be a member of the Association if the person:-

- (a) dies;
- (b) resigns that membership;
- (c) is expelled from the Association; or
- (d) becomes unfinancial.

5. Membership Entitlements Not Transferable

A right, privilege or obligation which a person has by reason of being a member of the Association:-

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the person's membership.

6. Resignation of Membership

- 6.1 A member of the Association is not entitled to resign that membership except in accordance with this rule.
- 6.2 A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by first giving notice (being not less than one (1) month or not less than such other period as the committee may determine) in writing to the Secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- 6.3 Where a member of the Association ceases to be a member pursuant to clause 6.2, and in every other case where a member ceases to hold membership, the Secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

7. Register of Members

- 7.1 The Registrar of the Association shall establish and maintain a register of members of the Association specifying the name, address and occupation of the members and the date on which each member last paid the annual subscription for membership of the Association.

- 7.2 The register of members shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.

8. Fees, Subscriptions, etc.

- 8.1 A member of the Association shall, upon admission to membership, pay to the Association a fee determined by the Committee.
- 8.2 In addition to any amount payable by the member under clause 8.1, a member of the Association shall pay to the Association an annual membership fee being an amount determined by the committee:
- (a) except as provided by paragraph 8.2(b), before July 1 in any calendar year; or
 - (b) where the member becomes a member on or after July 1 in any calendar year upon becoming a member, and before July 1 in each succeeding calendar year.

9. Members' Liabilities

- 9.1 The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by rule 8.

10. Disciplining of Members

- 10.1 A complaint may be made by any members of the Association that some other member of the Association:-
- (a) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (b) has persistently and wilfully acted in a manner prejudicial to the interest of the Association,
- 10.2 On receiving such a complaint, the Committee:-
- (a) must cause notice in writing of the complaint to be served on the member concerned; and

- (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint.
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- 10.3 The Committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- 10.4 If the Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's right of appeal under rule 11.
- 10.5 The expulsion or suspension does not take effect:-
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - (b) if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution under rule 11(4), whichever is the later.

11. Right of Appeal of Disciplined Member

- 11.1 A member may appeal to the Association in a general meeting against a resolution of the Committee which is confirmed under rule 10, within seven (7) days after notice of the resolution is served on the member by lodging with the Secretary a notice to that effect in writing.
- 11.2 Upon receipt of a notice from a member under clause 11.1, the Secretary shall notify the Committee which shall convene a general meeting of the Association to be held within twenty- eight (28) days after the date on which the Secretary received the notice.

- 11.3 At a general meeting of the Association convened under clause 11.2,
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (c) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 11.4 If at the general meeting the Association passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

PART III: THE COMMITTEE**12. Powers of the Committee**

The Committee shall be the committee of management of the Association and, subject to the Act, the Regulation and these rules and to any resolution passed by the Association in general meeting:-

- (a) shall control and manage the affairs of the Association;
- (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these rules to be exercised by a general meeting of members of the Association; and
- (c) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association;
- (d) shall have the power to make policies for ensuring the more efficient management of the Association and the conduct of members in regard to Association activities and such policies shall be binding until altered, amended or revoked pursuant to a special resolution by a general meeting of the Association.

13. Constitution and Membership

13.1 Subject in the case of the first members of the Committee to section 21 of the Act, the Committee shall be elected at the annual general meeting of the Association pursuant to rule 14.

13.2 The Committee shall consist of:-

- (a) the President;
- (b) the Vice-President;
- (c) the Treasurer;
- (d) the Secretary;
- (e) the Hall Manager;
- (f) the Registrar;
- (g) the Club Captain;
- (h) the Vice-Captain;
- (i) the Chief Instructor;
- (j) the Executive Delegate;
- (k) the IRB Captain;
- (l) the Junior Activities Representative;
- (m) the Boat Captain;

- (n) the Gear Steward;
- (o) the Social Organiser;
- (p) the Recruitment and Development Manager;
- (q) the Publicity and Promotions Officer; and
- (r) the Under 18 Captain.

- 13.3 The Executive Committee shall consist of the President, the Vice-President, the Treasurer, the Secretary and the Club Captain. The Executive Committee has the power to deal with all urgent matters at a moments notice and will report their actions at the next Committee meeting.
- 13.4 Each member of the Committee shall, subject to these rules, hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- 13.5 In the event of a casual vacancy occurring in the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of appointment.
- 13.6 The Committee shall be constituted by eligible members, 75% of whom shall be holders of a bronze medallion.
- 13.7 Not more than one person who is a member of the Junior Activities can be appointed to the Executive Committee of the Association.

14. Election of Committee

- 14.1 Nominations of candidates for election to the Committee:-
- (a) shall be made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Secretary of the Association not less than fourteen (14) days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- 14.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

- 14.3 If insufficient further nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- 14.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 14.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 14.6 The ballot for the election of members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
- 14.7 A nomination of a candidate for election under this clause is not valid if that candidate has been elected to another office at the same election.

15. Secretary

- 15.1 The Secretary of the Association shall, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.

16. Duties of Committee

The Committee members shall have the following duties:-

President

Shall be the Senior Executive Officer and nominal head of the Association.

Is the Association's chief representative at all functions ascertaining to life saving or the business of the Association.

Vice President

Shall, in the absence of the President, assume all duties and privileges of the President.

Treasurer

Shall ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made.

Shall ensure correct books of account are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.

Secretary

Shall keep all minutes of all appointments of members of the Committee.

Shall keep minutes of the names of members of the Committee present at the Committee meeting, or a general meeting of the Association.

Shall keep minutes of all proceedings at Committee meetings and general meetings.

Shall ensure that all minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the next meeting.

Prepare an annual report of the Association's activities.

Issue notices of all meetings of the Association where required.

Hall Manager

Shall be in charge of all function areas within the Association's premises.

Taking care of all bookings, cleaning, maintenance, organising staff and caterers where necessary in relation to any function held on the Association premises.

Registrar

Shall keep a complete list of all members showing the following particulars:-

- (a) Date of admission of membership.
- (b) Record of all awards, examinations and competitions.
- (c) Record and check status of Active Senior Members.
- (d) Record expulsions, suspensions and transfers.
- (e) Record completion of proficiency tests and transfers.
- (f) Record payment of subscriptions.
- (g) Record applications for leave of absence.
- (h) Record attendance at club pointscore competitions.
- (i) Ensure that all eligible members are capitated and insured.
- (j) Record all details of property owned by the Association.

Club Captain

Shall act as Chairman of any meeting in the absence of the President and Vice President.

Shall be responsible for exhibiting all notices ascertaining to patrol work.

Shall be responsible for the general conduct of members and their general education in the area of surf life saving.

Shall have full control of all members on the beach, in the surf, in the Association rooms, at any inter-club carnival and travelling to and from such carnivals.

Vice Captain

Shall assist the Captain in discharge of all his duties and in the absence of the Captain, shall have like powers and authority.

Shall have the responsibility for the efficiency of all patrols.

Shall keep a record of attendances of all patrols and of all life saving work effected by the members.

Shall carry out such other duties as the Captain may assign to him.

Shall have the power to call upon any members to perform a patrol at any time.

Chief Instructor

Shall have the power to call on any members holding a Surf Life saving Instructor's Certificate to assist in the instruction of any teams.

Shall arrange any classes for members of all teams selected to represent the Club and report to the Committee, any members who fail to attend practice.

Shall have the power to call meetings of the Club instructors.

Shall be the holder of a Surf Life saving Australia Instructor's Certificate.

Executive Delegate

Shall attend all branch meetings and will submit to the Secretary, a report of proceedings at the meetings which have been attended.

Shall carry out all instructions as requested by the Committee in relation to meetings attended.

Shall be reimbursed upon request for any expenses incurred as a result of attending meetings outside the Illawarra district.

IRB Captain

Shall be responsible for the care and upkeep of the in-shore rescue boat craft and endeavour to instruct members in the use of the same.

Shall have the authority to call on any member to assist in the launching and housing of the in-shore rescue boat.

Junior Activities Representative

Shall be a member of the Association.

Shall be responsible for liaison between the Junior Activities Committee and the Committee.

Boat Captain

Shall be responsible for the care and upkeep of the boat.

Shall endeavour, so far as possible, to instruct any members of the Association as boat crews.

Shall be empowered to call on any member to assist in the launching and housing of the boat.

Gear Steward

Shall ensure that all Club life saving gear is returned to its place after use.

Shall report any breach of mishandling of any gear by club members or any person outside the Club to the Committee.

Shall report the condition of all Club gear and shall furnish the report to the Secretary of the Association at the termination of each season.

Shall ensure that the gear room is kept clean and that all gear is in its proper place.

Shall report to the Committee, any adjustments or repairs that are necessary from time to time to any gear.

Shall have the power to call on any member to assist with the gear and to effect minor repairs, adjustments and maintenance as may, from time to time, be required.

Carnival Organiser

Shall assist the Captain with carnival entries and, where necessary, assist the Captain with the general organisation of competitions at all carnivals.

Social Organiser

Shall be responsible for the organisation of all Club social functions and shall have a committee of four to help in the execution of all duties.

Recruitment and Development Manager

Shall be responsible for helping and promoting the introduction of new members to the Club and, whilst they are obtaining their awards, set guidelines relating to Club activities and their responsibilities towards the Club.

Publicity and Promotions Officer

Shall help to promote the operations and achievements of the Club and its members through the media and assist in the recruitment of members where possible.

Under 18 Captain

Shall be responsible for liaison between the Under 15 Members, Under 18 Members and the Committee.
Shall help guide and assist all members under their jurisdiction in the areas of life saving and competition.

17. Casual Vacancies

For the purpose of these rules, a casual vacancy in the office of a member of the Committee occurs if the member:-

- (a) dies;
- (b) ceases to be a member of the Association;
- (c) becomes an insolvent under administration within the meaning of the Corporations Law;
- (d) resigns office by notice in writing given to the Secretary;
- (e) is removed from office under rule 18;
- (f) becomes of a mentally incapacitated person; or

- (g) is absent without the consent of the Committee from all meetings of the Committee held during a period of six (6) months.

18. Removal of Committee Member

- 18.1 The Association in a general meeting may by resolution remove any member of the Committee from the office before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Committee member so removed.
- 18.2 Where a member of the Committee to whom a proposed resolution referred to in clause 18.1 relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of the Association, the Secretary or the President may send a copy of the representations to each member of the Association or, if they are not so sent, the Committee member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

19. Meetings and Quorum

- 19.1 The Committee shall meet at least once in each month of the year at such place and time as the Committee may determine.
- 19.2 Additional meetings of the Committee may be convened by the President or by any member of the Committee.
- 19.3 Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least forty eight (48) hours (or such other period as may be unanimously agreed upon by the members of the Committee) before the time appointed for the holding of the meeting.
- 19.4 Notice of a meeting given under clause 19.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee members present at the meeting unanimously agree to treat as urgent business.
- 19.5 Any seven (7) members of the Committee which includes 2 members of the Executive Committee shall constitute a quorum for the transaction of the business of a meeting of the Committee.
- 19.6 No business shall be transacted by the Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week.
- 19.7 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.
- 19.8 At a meeting of the Committee:-
- (a) the President or, in the President's absence, the Vice-President or Captain shall preside; or
 - (b) if the President, the Vice-President or Captain are absent or unwilling to act, such one of the remaining members of the Committee as may be chosen by the members present at the meeting shall preside.

20. Delegation by Committee to Sub-Committee

- 20.1 The Committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the Association as the Committee thinks fit) the exercise of such of the functions of the Committee as are specified in the instrument, other than:-
- (a) this power of delegation; and
 - (b) a function which is a duty imposed on the Committee by the Act or by any other law.
- 20.2 A function the exercise of which has been delegated to a sub-committee under these rules may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 20.3 A delegations under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- 20.4 Notwithstanding any delegation under this rule, the Committee may continue to exercise any function delegated.
- 20.5 Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rules has the same force and effect as it would have if it had been done or suffered by the Committee.
- 20.6 The Committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- 20.7 A sub-committee may meet and adjourn as it thinks proper.

21. Voting and Decisions

- 21.1 Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined by a majority of the votes of the members of the Committee or sub-committee present at the meeting.
- 21.2 Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote

but, in the event of any equality of votes on any question, the person presiding may exercise a second or casting vote.

21.3 Subject to rule 19.5, the Committee may act notwithstanding any vacancy on the Committee.

21.4 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

PART IV: GENERAL MEETINGS**22. Annual General Meetings - Holding of**

22.1 With the exception of the first annual general meeting of the Association, the Association shall, at least once in each calendar year and within the period of six (6) months after the expiration of each financial year of the Association, convene an annual general meeting of its members.

22.2 The Association shall hold its first annual general meeting:-

- (a) within the period of eighteen (18) months after its incorporation under the Act; and
- (b) within the period of two (2) months after the expiration of the first financial year of the Association.

22.3 Clause 22.1 and 22.2 have effect subject to any extension or permission granted by the Commission under section 26(3) of the Act.

23. Annual General Meetings - Calling of and Business at

23.1 The annual general meeting of the Association shall, subject to the Act and to rule 22, be convened on such date and at such place and time as the Committee thinks fit.

23.2 In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting shall be:-

- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
- (b) to receive from the Committee reports upon the activities of the Association during the last preceding financial year;
- (c) to elect members of the Committee;
- (d) to receive and consider the statement which is required to be submitted to members pursuant to section 26(6) of the Act;
- (e) determine any Notice of Motion;

- (f) to attend to the election of life members;
 - (g) to attend to the election of Active Reserve Members;
 - (h) to attend to the election of Long Service Members;
 - (i) to elect Honorary Members; and
 - (j) attend to matters of General Business.
- 23.3 An annual general meeting shall be specified as such in notice convening it.

24. Special General Meetings - Calling of And Business at

- 24.1 The Committee may, whenever its thinks fit, convene a special general meeting of the Association.
- 24.2 The Committee shall, on the requisition in writing of not less than five per cent (5%) of the total number of members entitled to vote at a annual general meeting, convene a special general meeting of the Association.
- 24.3 A requisition of members for a special general meeting:-
- (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisitions;
 - (c) shall be lodged with the Secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 24.4 If the Committee fails to convene a special general meeting to be held within one (1) month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than three (3) months after that date.
- 24.5 A special general meeting convened by a member or members as referred to in clause (4) shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Committee and any member who thereby

incurs expense is entitled to be reimbursed by the Association for any expense so incurred.

- 24.6 A special general meeting convened pursuant to this rule 24 will have the power to revoke any decision of the Committee by special resolution.

25. Notice

- 25.1 Except where the nature of the business proposed to be dealt with at a general meeting required a special resolution of the Association, the Secretary shall, at least fourteen (14) days before the date fixed for the holding of the general meeting, cause to be sent by prepaid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 25.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least twenty one (21) days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in clause 25.1 specifying, in addition to the matter required under clause 25.1, the intention to propose the resolution as a special resolution.
- 25.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of any annual general meeting, business which may be transacted pursuant to rule 23.2
- 25.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

26. Procedure

- 26.1 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- 26.2 Twenty (20) members present in person (being members entitled under these rules to vote at a general meeting)

constitute a quorum for the transaction of the business of a general meeting.

- 26.3 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 26.4 If at the adjourned meeting a quorum is no present within half and hour after the time appointed for the commencement of the meeting, the members present (being not less than twelve (12)) shall constitute a quorum.

27. Presiding Member

- 27.1 The President or in the President's absence, the Vice-President, shall preside as chairperson at each general meeting of the Association.
- 27.2 If the President and the Vice-President are absent from a general meeting or unwilling to act, the members present shall elect one of their number to preside as chairperson at the meeting.

28. Adjournment

- 28.1 The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 28.2 Where a general meeting is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

- 28.3 Except as provided in clauses 28.1 and 28.2, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

29. Making of Decisions

- 29.1 A question arising at a general meeting of the Association shall be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 29.2 At a general meeting of the Association, a poll may be demanded by the chairperson or by not less than three (3) members present in person at the meeting and entitled to vote.
- 29.3 Where a poll is demanded at a general meeting, the poll shall be taken:-
- (a) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (b) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs;

and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

30. Special Resolution

A resolution of the Association is a special resolution if:-

- (a) it is passed by a majority which comprises not less than three-quarters of such members of the Association as, being entitled under these rules so to do, vote in person at a general meeting of which not less than twenty one (21) days' written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or

- (b) where it is made to appear to the Commission that it is not practicable for the resolution to be passed in the manner specified in paragraph (a), if the resolution is passed in a manner specified by the Commission.

31. Voting

- 31.1 Upon any question arising at a general meeting of the Association a member has one vote only.
- 31.2 All votes shall be given personally.
- 31.3 In the case of any equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.
- 31.4 A member is not entitled to vote at any general meeting of the Association unless all money due and payable by the member to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- 31.5 The members entitled to vote at a general meeting shall be:-
 - (a) Members who are the holders of a bronze medallion awarded by Surf Life Saving Australia;
 - (b) Members of the Committee.

PART V: JUNIOR ACTIVITIES**32. Powers of the Junior Activity Committee**

32.1 The Junior Activity Committee:-

- (a) shall be responsible for conduct and co-ordination of all matters relating to junior activities;
- (b) shall provide Junior Activity Members with an educational and learning experience in a wide range of subjects and skills within the surf life saving environment; and
- (c) prepare Junior Activity Members for their eventual transition to full participation in the full Surf Life Saving Movement.

33. CONSTITUTION

33.1 The Junior Activity Committee shall be a sub-committee of the Committee of the Association and shall be subject to the conditions and limitations set out in this Part V of the Rules.

33.2 The Committee shall endorse the Chairperson, Vice Chairperson, Secretary and Treasurer of the Junior Activity Committee.

33.3 The Junior Activity Committee shall consist of:-

- (a) A Chairperson, Vice Chairperson, Secretary, Treasurer, Carnival/Competition Organiser, Registrar, Branch Delegate, Social Secretary, Clothing Co-ordinator, Water Captain, Beach Captain, Gear Steward, Surf Education Co-ordinator, Pointscore Recorder, Publicity Officer, Age Managers and Accredited Coach(s) (ie. completed training course as set down by the Surf Life Saving Australia).
- (b) The Junior Activity Committee shall be elected at the Junior Activity annual general meeting from nominations by members of the Association over the age of fifteen (15) years present and voting at the Junior Activity annual general meeting.

34. Election of Members

34.1 Ballots will be a secret ballot and scrutinised by two (2) members elected at the meeting.

- 34.2 All officers shall continue in office subject to resignation, disciplinary action, suspension, removal or disqualification from office until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at an ordinary meeting of the Junior Activity Committee.
- 34.3 Nomination of candidates for election as members of the Junior Activity Committee:
- (a) shall be made in writing, signed by two (2) members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) shall be delivered to the Junior Activity Secretary not less than fourteen (14) before the date fixed for the holding of the Junior Activity annual general meeting at which the election is to take place.
- 34.4 If insufficient nominations are received to fill all vacancies on the Junior Activity Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 34.5 If insufficient further nominations are received, any vacant positions remaining on the Junior Activity Committee shall be deemed to be casual vacancies.
- 34.6 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 34.7 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 34.8 The Junior Activity Committee must consist of at least two (2) bronze medallion holders.
- 34.9 All nominees for election as members of the Junior Activity Committee must be financial members of the Association at the date of nomination.

35. Executive Committee

The Junior Activity Committee shall have an Executive Committee who shall:-

- 35.1 Consist of five (5) officers, namely Chairperson, Vice Chairperson, Secretary, Treasurer of the Junior Activity Committee and the President of the Association or his delegate from the Committee, who shall have the power to deal with matters requiring immediate attention.
- 35.2 Circularise details of such business conducted at a Junior Activity Executive meeting to Officers, Advisers and Delegates of the Junior Activity Committee within fourteen (14) days of such a meeting.

36. Meetings

- 36.1 The Junior Activity Committee shall convene the following meetings:-
 - (a) The annual general meeting, which shall be held prior to the Association annual general meeting.
 - (b) Ordinary Junior Activity Committee Meetings, which shall be held as required.
 - (c) Junior Activity Executive Committee meetings, which shall be held as required.
- 36.2 Junior Activity Committee meetings are open to parents and members unless otherwise decided by the Committee.
- 36.3 The Junior Activity annual general meeting shall be held at the Association rooms, North Wollongong. Seven members to form a quorum, to receive the Annual Report and Balance Sheet and to elect Officers for the ensuing year and to transact any other urgent business as may be brought forward.
- 36.4 A quorum for Junior Activity Committee meetings, shall be seven (7) comprising at least three (3) Junior Activity Committee Executives.

- 36.5 A quorum for Executive Junior Activity Committee Meetings shall be three (3), one of which must be the President of the Association or his delegate.
- 36.6 The Chairperson shall have unlimited authority on every question of order.
- 36.7 Minutes of all meetings shall be recorded and shall be circulated to Junior Activity Members and duly posted on the Notice Board.
- 36.8 Persons voting at Junior Activity Meetings must be financial members of the Association.
37. The Junior Activities Committee members shall have the following duties:

Chairperson

Be the Chairperson of the Junior Activities Committee.
Preside at all Junior Activity meetings and functions.
Have the casting vote.
Shall report all Junior Activities to the Committee.

Vice Chairperson

Assist the Chairperson in the duties and in the absence of the Chairperson, shall assume the responsibilities and duties of the Chairperson.

Secretary

Keep a register of names and addresses of all members in whom the control of the Junior Activity Committee is vested.
Forward notice of all meetings and the business to be transacted thereat to members in accordance with these rules.
Compile an agenda paper for all Junior Activity Committee meetings and keep the minutes of such meeting.
Conduct the correspondence of the Junior Activity Committee.

Be responsible for records and documents belonging to the Junior Activity Committee.
Be responsible for drafting of the Junior Activity annual general meeting report and its circulation to all Junior Activity Members.

Be responsible for the provision of a report of the activities of the Junior Activity Committee for inclusion in the Association's Annual Report.

Treasurer

Shall ensure that all money due to the Junior Activity Committee is collected and received and that all payments authorised by the Junior Activity Committee are made. Shall ensure correct books of account are kept showing the financial affairs of the Junior Activity Committee including full details of all receipts and expenditure connected with the activities of the Junior Activity Committee.

Registrar

Keep a register of names and addresses of all members in whom the control of the Junior Activity Committee is vested.
Record all awards, examinations and competitions;
Record expulsions and suspensions.

Publicity Officer

Advance the work of the Junior Activity movement by bringing activities before the notice of the public per medium of press, radio and television.
Advise on matters relative to other forms of publicity beneficial or otherwise to Junior Activities.

Maintain a folder containing copies of all publicity draft submitted for publication.

Carnival/Competition Organiser

Liaise with the Beach and Water Captains and Age Managers to organise pointscore and competition activities.
Act as Convenor of the Junior Activity selection committees (comprising Water Captain, Beach Captain and Coaches) responsible for the selection of teams and representatives at carnivals.
Keep a record of all competitors at carnivals and their results at these carnivals.

Gear Steward

Be responsible for the storage, care and maintenance of all Junior Activity equipment.

Advise the Junior Activity Committee on matters relating to improvement in equipment.

Maintain a folder containing a complete and itemised list of all equipment.

Pointscore Recorder

Shall have responsibility for collation of weekly pointscore results.

Be responsible for weekly update of pointscore sheets.

Pointscore sheets to be provided at regular meetings.

Be responsible for collating with Assistant Pointscore Recorder as appointed by the Junior Activities Committee for Club Championships and ensure results are handed to the Chairperson.

Beach Captain

Be responsible for setting up beach areas for pointscores and carnivals held at our own beach.

Organise starter and marshall for beach events

Be responsible for the collection and storage of gear used in beach events.

Water Captain

Must be a proficient Bronze Medallion holder.

Be responsible for organising the water area for pointscore and carnivals at own beach.

Co-ordinate the IRB for assistance during pointscore.

Be responsible for arranging water safety officers for pointscore and carnivals at own beach.

Monitor the progress and safety of children during water events.

Identify potential safety problems and notify the appropriate water safety officer. To act under the direction of the Patrol Captain.

Clothing Co-Ordinator

Be responsible for ordering and purchasing uniform items for sale to club members, after approval of Junior Activity Committee.

Provide a range of inexpensive uniform items for purchase by Association members

Carry out a stocktake of club clothing prior to the annual general meeting.

Process written orders for uniform items as approved by the Junior Activity Committee.

Issue receipts for orders and transfer money to the Treasurer.

Surf Education Co-Ordinator

Liaise with pointscore recorder to ensure completion of preliminary evaluation.

Ensure appropriate information concerning awards are submitted to Branch.

Ensure that all Branch team members have completed their appropriate award before State, Branch or Interbranch carnivals.

Inform Age Managers of those who have completed their awards and are therefore eligible for participation in the State Carnival.

Arrange for the issue of Awards (eg SLSC) and ensure children attend Senior Presentation to receive these awards.

Be a proficient Bronze holder, plus hold an Advance Resuscitation Certificate and Training Officer Certificate.

Liaise with Branch Board Examiner for examinations.

Branch Delegate

Shall attend all Branch Meetings and submit to the Secretary a report of proceedings at the meeting.

In the event of inability to attend a meeting, the Delegate shall notify the Chairperson who shall, in Association with the Secretary, appoint a proxy Delegate, and a written request for the approval of the substitute as proxy Delegate shall be forwarded to the Secretary of the Illawarra Branch of the SLSA prior to such meetings.

The Delegates shall carry out all instructions as requested by the Junior Activity Committee.

Delegates can make requests in writing for expense should they have to attend meetings outside the Wollongong District.

Coaches

Shall be nominated by the Junior Activity Committee and must be accredited and have completed the training course as set down by Surf Life Saving Australia.

Age Managers

Will be responsible for recording the attendance of children and the recording of event results at pointscore.

Be responsible to ensure that the necessary preliminaries are done.

Be responsible for the general running of events in their age group.

Social Organiser

Be responsible for the organisation and co-ordinating of Social events as recommended by the Junior Activity Committee.

PART VI: LINDSAY MAY FOUNDATION

38. The Association shall establish a separate fund with its own bank account to be known as the Lindsay May Foundation.
39. Funds held in the Lindsay May Foundation shall be applied towards individual members of the Association for their training, development and education in surf life saving.
40. The Lindsay May Foundation shall be administered by the Executive Committee of the Association who will by unanimous agreement exercise their discretion as to the amount of any such grant and the number of members to which the funds are to be applied.

PART VII: MISCELLANEOUS**41. Insurance**

41.1 The Association shall effect and maintain insurance pursuant to section 44 of the Act.

41.2 In addition to the insurance required under clause 33.1, the Association may effect and maintain other insurance.

42. Funds - Source

42.1 The funds of the Association shall be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in general meeting, such other sources as the committee determines.

42.2 All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.

42.3 The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

43. Funds - Management

43.1 Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such manner as the Committee determines.

43.2 All moneys received by the Association shall be banked in the name of the Association and payments made with be made by cheque or withdrawal slip signed by any two of the President, Treasurer or Secretary.

44. Alteration of Objects and Rules

44.1 The statement of objects and these rules may be altered, rescinded or added to only by a special resolution of the Association.

45. Common Seal

45.1 The common seal of the Association shall be kept in the custody of the Secretary.

45.2 The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures either of two (2) members of the Committee.

46. Custody of Books, etc.

Except as otherwise provided by these rules, the Secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

47. Inspection of Books, etc.

The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at any reasonable hour.

48. Service of Notices

48.1 For the purpose of these rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the member's address shown in the register of numbers.

48.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

49. Political Questions

No question of party, municipal politics or sectarian matters shall be discussed at any meeting of the Association, nor shall the Association Premises be used for any such purpose.

50. Insignia

The Corfu Life Buoy will remain the official insignia of the Association.