



**Constitution for Soldiers Beach Surf Life Saving
Club incorporated under the
Associations Incorporation Act, 1984**



TABLE OF CONTENTS

1.	NAME OF ASSOCIATION	3
2.	OBJECTS OF ASSOCIATION	3
3.	POWERS OF THE ASSOCIATION	5
4.	APPLICATION OF INCOME	7
5.	LIABILITY OF MEMBERS	7
6.	MEMBER'S CONTRIBUTIONS	7
7.	DISTRIBUTION OF PROPERTY ON WINDING UP	7
8.	DEFINITIONS AND INTERPRETATION	8
9.	STATUS AND COMPLIANCE OF ASSOCIATION	10
10.	ASSOCIATION'S CONSTITUTION	12
11.	MEMBERS	13
12.	SUBSCRIPTIONS AND FEES	13
13.	APPLICATION	14
14.	REGISTER OF MEMBERS	15
15.	EFFECT OF MEMBERSHIP	15
16.	DISCONTINUANCE OF MEMBERSHIP	16
17.	DISCIPLINE	17
18.	ANNUAL GENERAL MEETING	18
19.	NOTICE OF GENERAL MEETING	18
20.	BUSINESS	19
21.	NOTICES OF MOTION	19
22.	SPECIAL GENERAL MEETINGS	19
23.	PROCEEDINGS AT GENERAL MEETINGS	20
24.	VOTING AT GENERAL MEETINGS	21
25.	PROXY VOTING	21
26.	EXISTING COMMITTEE MEMBERS	22
27.	POWERS OF THE COMMITTEE	22
28.	COMPOSITION OF THE COMMITTEE	22
29.	ELECTION OF COMMITTEE MEMBERS	23
30.	VACANCIES OF COMMITTEE MEMBERS	24
31.	MEETINGS OF THE COMMITTEE	25
32.	SECRETARY	27
33.	DELEGATIONS	27
34.	REGULATIONS	28
35.	RECORDS AND ACCOUNTS	29
36.	AUDITOR	30
37.	NOTICE	30
38.	SEAL	30
39.	ALTERATION OF CONSTITUTION	31
40.	INDEMNITY	31
41.	DISSOLUTION	32
42.	AUTHORITY TO TRADE	32
43.	GRIEVANCE PROCEDURE	32
44.	SLSA Membership Application Form	33
45.	SLSA Membership Declaration Form	35
46.	Appointment of Proxy Form	36
47.	Nomination Form	37
48.	Job Descriptions	38



ASSOCIATIONS INCORPORATION ACT 1984 NEW SOUTH WALES
CONSTITUTION

of

SOLDIERS BEACH SURF LIFE SAVING CLUB INCORPORATED
PART I - INTERPRETATION

1. NAME OF ASSOCIATION

The name of the Association is Soldiers Beach Surf Life Saving Club Incorporated (“**Association**”).

2. OBJECTS OF ASSOCIATION

The Association is a charitable community service based institution. The objects for which the Association is established are to:

- (a) participate as a member of Surf Life Saving Central Coast, Surf Life Saving NSW and Surf Life Saving Australia Limited (“SLSA”) through and by which surf life saving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- (b) provide for the conduct, encouragement, promotion and administration of surf life saving throughout Soldiers Beach;
- (c) ensure the maintenance and enhancement of the Association, Surf Life Saving Central Coast, Surf Life Saving NSW, Affiliated Clubs, SLSA and surf life saving, its standards, quality and reputation for the benefit of the Members and surf life saving;
- (d) at all times promote mutual trust and confidence between the Association, Surf Life Saving Central Coast, Surf Life Saving NSW, Affiliated Clubs, SLSA and the Members in pursuit of these objects;
- (e) at all times act on behalf of and in the interest of the Members and surf life saving;
- (f) promote the economic and community service success, strength and stability of the Association, Surf Life Saving Central Coast, Surf Life Saving NSW, Affiliated Clubs, SLSA and surf life saving;
- (g) affiliate and otherwise liaise with Surf Life Saving Central Coast, Surf Life Saving NSW and SLSA, in the pursuit of these objects and the objects of surf life saving;
- (h) conduct, encourage, promote, advance and control surf life saving at Soldiers Beach, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (i) conduct or commission research and development for improvements in methods of surf life saving and surf life saving equipment and in all ways to improve and safeguard the use



of the aquatic environment;

- (j) use and protect the Intellectual Property
- (k) apply the property and capacity of the Association towards the fulfilment and achievement of these objects;
- (l) promote the involvement and influence of surf life saving standards, techniques, awards and education with bodies involved in aquatic life saving;
- (m) strive for Governmental, commercial and public recognition of the Association as the authority on aquatic safety and management at Soldiers Beach
- (n) promulgate, and secure uniformity in, such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment;
- (o) further extend the operations and teachings of the Association throughout at Soldiers Beach;
- (p) further develop surf life saving into an organised institution and with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful Members;
- (q) review and/or determine any matters relating to surf life saving which may arise, or be referred to it, by any Member;
- (r) act as arbiter on all matters pertaining to the conduct of surf life saving at Soldiers Beach, including disciplinary matters;
- (s) pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf life saving;
- (t) formulate or adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in surf life saving;
- (u) represent the interests of its Members and of surf life saving generally in any appropriate forum in the Central Coast;
- (v) have regard to the public interest in its operations;
- (w) do all that is reasonably necessary to enable these objects to be achieved and to enable the Members to receive the benefits which these objects are intended to achieve;
- (x) ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by the Association;
- (y) promote the health and safety of Members and all other users of the aquatic environment;



- (z) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving competition and to award trophies and rewards to successful competitors;
- (aa) encourage and promote performance-enhancing drug- free competition;
- (bb) establish, grant and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;
- (cc) give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than surf life saving;
- (dd) seek and obtain improved facilities for the enjoyment of the aquatic environment at Soldiers Beach;
- (ee) promote uniformity of rules for the control and regulation of the aquatic environment at Soldiers Beach
- (ff) effect such objects as may be necessary in the interests of surf life saving and the aquatic environment at Soldiers Beach; and
- (gg) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

3. **POWERS OF THE ASSOCIATION (Soldiers Beach Surf Club Inc.)**

Solely for furthering the objects set out above, the Association has power to:

- (a) acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
- (b) take over the whole or any part or parts of the real and personal property belonging to and to undertake all or any of the liabilities of the Association;
- (c) purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the objects of the Association and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof;
- (d) construct, maintain and alter any houses, buildings, or works necessary or convenient for the objects of the Association;
- (e) borrow and raise money in such manner as the Association thinks fit;
- (f) raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of the Association or without any such security and upon such terms as the Committee shall think fit;



- (g) receive money on deposit with or without allowance of interest thereon;
- (h) invest any monies of the Association, not immediately required for the objects of the Association, in such manner as may from time to time be determined by the Committee;
- (i) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by or through any factors, trustees or agents;
- (j) take any gift of property whether subject to any special trust or not for any one or more of the objects of the Association;
- (k) take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the form of donations, annual subscriptions or otherwise;
- (l) subscribe to, become a member of or co-operate with any other organisation whether incorporated or not whose objects are similar, in whole or in part, to those of the Association, so long as that other organisation prohibits the distribution of its income and property amongst its members at least to the extent provided under this Constitution;
- (m) print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (n) appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees and other persons in and for the carrying out of the objects of the Association and to pay them in return for services rendered to the Association, salaries, wages and gratuities;
- (o) subscribe to any charities and to grant donations for any public purpose;
- (p) produce, develop, create, licence and otherwise exploit, use and protect Intellectual Property;
- (q) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof, of the Association and for that purpose, to utilise any of the assets of or held on behalf of the Association;
- (r) promote any other person or company for any purpose calculated to benefit the Association;
- (s) purchase or otherwise acquire and undertake all or any part of the property, assets and liabilities of any one or more of the companies, institutions, societies or associations whose activities or objects are similar to those of the Association, or with which the Association is authorised to amalgamate or generally for any purpose calculated to benefit the Association;
- (t) take and effect insurance or seek, obtain and in its discretion act on, any professional advice necessary or appropriate; and
- (u) do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of the Association.



4. APPLICATION OF INCOME

4.1 The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set out in this Constitution.

4.2 Except as prescribed in this Constitution:

- (a) no portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and
- (b) no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.

4.3 Nothing contained in **clauses 4.1 or 4.2** shall prevent payment in good faith of or to any Member for:

- (a) any services actually rendered to the Association whether as an employee or otherwise;
- (b) goods supplied to the Association in the ordinary and usual course of operation;
- (c) interest on money borrowed from any Member;
- (d) rent for premises demised or let by any Member to the Association;
- (e) any out-of-pocket expenses incurred by the Member on behalf of the Association;
or
- (f) any other reason;

provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

5. LIABILITY OF MEMBERS

The liability of the Members of the Association is limited.

6. MEMBER'S CONTRIBUTIONS

Every Member of the Association undertakes to contribute to the assets of the Association in the event of it being wound up while the Member, or within one year after ceasing to be a Member for payment of the debts and liabilities of the Association contracted before the time at which it ceases to be a Member and the costs, charges and expenses of winding up the Association, such an amount not exceeding one dollar (\$1.00).

7. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members but shall be given or transferred to some registered or exempt charity, having objects similar to the objects of the Association and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Association by this Constitution. Such registered or exempt charity to be



determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of NSW or other Court as may have or acquire jurisdiction in the matter.

8. DEFINITIONS AND INTERPRETATION

Definitions

In this Constitution unless the contrary intention appears:

“Act” means the Associations Incorporation *Act* 1984, NSW.

“Regulation” means the Associations Incorporation Regulation 1999.

“Policies” means best practices of the Association

“Affiliated Club” means a surf life saving club which is a member of or otherwise affiliated with Surf Life Saving Central Coast, Surf Life Saving NSW or SLSA.

“Association” means *Soldiers Beach Surf Life Saving Club Incorporated.*

“Club Delegate” means the person(s) appointed from time to time to act for and on behalf of the Association and to represent the Association at General Meetings of Surf Life Saving Central Coast

“Executive Committee” means the body consisting of the Executive Committee Members.

“Club Committee” means the body consisting of the Executive Committee Members & Club Committee Members.

“Committee Member” means a member of the Committee and includes any person acting in that capacity from time to time appointed in accordance with this Constitution.

“Constitution” means this Constitution of the Association.

“Financial year” means the year ending 30 April in each year.

“General Meeting” means the annual or any special general meeting of the Association.

“Individual Member” means a member of a Club and can only include junior (*“Nipper”*) members; cadet members; active members; reserve active members; general members; long service members; award members; associated members; honorary members; and life members of that club which are defined in the Regulations.

“Intellectual Property” means all rights subsisting in copyright, business names, names, trade marks (or signs), logos, designs, equipment, images (including photographs, television, videos or films) or service marks (whether registered or registrable) relating to the Association or any regatta, race, championship, competition, series or event or surf life saving activity of or conducted, promoted or administered by the Association in Surf Life Saving Central Coast.

“Life Member” means an individual appointed as a Life Member of the Association under **clause 11.2**.

“Member” means a member for the time being of the Association under **Part IV** of this Constitution.



“**Objects**” means the objects provided under **clause 2** of this Constitution.

“**President**” means the President for the time being of the Association.

“**Regulations**” means any Regulations made by the Committee under **clause 34**.

“**Seal**” means the common seal of the Association and includes any official seal of the Association.

“**SLSA**” means Surf Life Saving Australia Limited.

“**Special Resolution**” means a resolution passed:

- (a) at a General Meeting of the Association of which 21 days notice, accompanied by notice of intention to propose a resolution as a special resolution, has been given to the Members in accordance with these Rules; and
- (b) by at least three quarters of those Members who, vote in person at the meeting or by another form of visible or electronic communication approved by the Association from time to time.

“**State**” means and includes a State or Territory of Australia.

“**State Centre**” means an independent entity (including the Association) recognised by SLSA as the body administering surf life saving in its particular State.

“**Surf Life Saving NSW**” means a State Centre recognised by SLSA as the body administering surf life saving in NSW.

8.1 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and



- (h) a reference to “writing” shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

8.3 Severance

If any provision of this Constitution or any phrase contained in them is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

- 8.4 The specification of the objects of the Association in **clause 2** and the powers set out in **clause 3** of this Constitution, are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power nor that any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the *ejusdem generis* rule shall not apply.

8.5 The Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act, has the same meaning as that provision of the Act.

8.6 Sole Purpose

The Association is established solely for the objects set out in this Constitution.

PART II - THE ASSOCIATION AS A CLUB

9. STATUS AND COMPLIANCE OF ASSOCIATION

9.1 Recognition of Association

Subject to compliance with this Constitution, the Surf Life Saving Central Coast Constitution, Surf Life Saving NSW Constitution, and the SLSA Constitution the Association shall continue to be recognised as a Member of Surf Life Saving NSW and Surf Life Saving Central Coast and shall administer surf life saving activities in the Central Coast in accordance with the objects of the Association.

9.2 Compliance of Association as a Club

The Members acknowledge and agree the Association shall:

- (a) be or remain incorporated in NSW;
- (b) appoint a Club Delegate annually to represent the Association at General Meetings of Surf Life Saving Central Coast;
- (c) nominate such other persons as may be required to be appointed to Surf Life Saving Central Coast committees from time to time under this Constitution or the Surf Life Saving Central Coast Constitution or otherwise;



- (d) forward to Surf Life Saving NSW & Surf Life Saving Central Coast a copy of its constituent documents and details of its committee members;
- (e) adopt the objects of Surf Life Saving NSW (in whole or in part as a re applicable to the Association) and adopt clauses or rules which reflect, and which are, to the extent permitted or required by the Act, generally in conformity with the Surf Life Saving NSW Constitution & Surf Life Saving Central Coast Constitution.
- (f) apply its property and capacity solely in pursuit of the objects of the Association and surf life saving;
- (g) do all that is reasonably necessary to enable the objects of the Association to be achieved;
- (h) act in good faith and loyalty to ensure the maintenance and enhancement of surf life saving, its standards, quality and reputation for benefit of the Members and surf life saving;
- (i) at all times act on behalf of and in the interests of the Members and surf life saving; and
- (j) by, adopting the objects of Surf Life Saving NSW & Surf Life Saving Central Coast, abide by the Surf Life Saving NSW Constitution & Surf Life Saving Central Coast Constitution.

9.3 Operation of Constitution

The Association and the Members acknowledge and agree:

- (a) that they are bound by this Constitution and that this Constitution, operates to create uniformity in the way in which the objects of the Association and surf life saving are to be conducted, promoted, encouraged, advanced and administered throughout Soldiers Beach ;
- (b) to ensure the maintenance and enhancement of surf life saving, its standards, quality and reputation for the benefit of the Members and surf life saving;
- (c) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of surf life saving and its maintenance and enhancement;
- (d) to promote the economic and community services success, strength and stability of each other and to act interdependently with each other in pursuit of their respective objects;
- (h) to act in the interests of surf life saving and the Members;
- (j) where the Association considers or is advised that a Member has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations, or any resolution or determination of the Association; or
 - (ii) acted in a manner prejudicial to the objects and interests of the Association and/or surf life saving; or



- (iii) brought the Association, any Affiliated Club or surf life saving into disrepute;

the Association may after allowing the Member a reasonable opportunity to explain, adjudicate and if necessary penalise the member with such penalty as it thinks appropriate.

10. ASSOCIATION'S CONSTITUTION

10.1 Constitution of the Association

The constituent documents of the Association will clearly reflect the objects of, Surf Life Saving Central Coast and Surf Life Saving NSW and shall generally conform with the Surf Life Saving Central Coast Constitution & Surf Life Saving NSW Constitution, subject to any requirements in the Act, and at least to the extent of:

- (a) the objects of Surf Life Saving NSW;
- (b) the structure and membership categories of Surf Life Saving NSW;
- (c) recognising SLSA as the national peak body for surf life saving in Australia, in accordance with Part II of the SLSA Constitution;
- (d) recognising Surf Life Saving NSW as the peak body for surf life saving in NSW;
- (e) recognising Surf Life Saving Central Coast as the peak body for surf life saving on the Central Coast of NSW;
- (f) recognising SLSA as the final arbiter on matters pertaining to surf life saving in Australia, including disciplinary proceedings;
- (g) such other matters as are required to give full effect to the Surf Life Saving NSW Constitution;

with such incidental variations as are necessary having regard to the Act.

10.2 Operation of the Soldiers Beach Constitution

- (a) The Association will take all steps to ensure its Constitution is in conformity with the Surf Life Saving Central Coast Constitution & Surf Life Saving NSW Constitution at least to the extent set out in **clause 10.1** and in respect of those matters set out in **clause 10.1** shall ensure the Association's Constitution is amended in conformity with future amendments made to the Surf Life Saving Central Coast Constitution & Surf Life Saving NSW Constitution, subject to any prohibition or inconsistency in the Act.
- (b) The Association shall provide to Surf Life Saving Central Coast & Surf Life Saving NSW a copy of its Constitution and all amendments to these documents. The Association acknowledges and agrees that the Surf Life Saving Central Coast & Surf Life Saving NSW has power to veto any provision in its Constitution which, in Surf Life Saving's opinion, is contrary to the objects of Surf Life Saving Central Coast & Surf Life



Saving NSW

10.2 Register

The Association shall maintain, in a form acceptable to Surf Life Saving Central Coast & Surf Life Saving NSW and with such details as are required by the Surf Life Saving Central Coast & Surf Life Saving NSW Committee, a register of all Members of the Association. The Association shall provide a copy at a time and in a form acceptable to Surf Life Saving Central Coast & Surf Life Saving NSW, of its Register and regular update of it to Surf Life Saving Central Coast & Surf Life Saving NSW.

PART IV - MEMBERSHIP

11. MEMBERS

11.1 Classes of Members

The Members of the Association shall consist of:

- (a) Life Members, who subject to this Constitution, shall have the right to be present and to debate at General Meetings, and shall have voting rights;
- (b) Individual Members, who shall have the right to be present, to debate and to vote at General Meetings;
- (c) other classes of Members such as but not limiting to; Active, Social, Junior, etc as required in the particular circumstances of the Club; and
- (d) Such other classes of membership as determined by the Club Committee from time to time.

11.2 Life Members

- (a) The Club Committee may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Association and surf life saving, where such service is deemed to have assisted the advancement of the Association and surf life saving at Soldiers Beach be appointed as a Life Member.
- (b) A resolution of the Annual General Meeting to confer life membership (subject to **clause 11.2**) on the recommendation of the Club Committee must be a Special Resolution.
- (c) A person must accept or reject the Association's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the register, and from the time of entry on the Register the person shall be a Life Member.

12. SUBSCRIPTIONS AND FEES

- (a) The annual membership subscription (if any) and fees payable by Members to the Association, the time for and manner of payment shall be as determined by the Association at an Executive Meeting.
- (c) All members must be financial to be eligible to vote.



13. APPLICATION

13.1 Application for Membership

An application for membership by an individual (“applicant”) must be:

- (a) in writing on the form prescribed from time to time by the Executive Committee, from the applicant or its nominated representative and lodged with the Association;
- (b) accompanied by the appropriate fee, if any.

13.2 Discretion to Accept or Reject Application

- (a) The Association may accept or reject an application whether the applicant has complied with the requirements in **clause 13.1** or not, and shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Association accepts an application the applicant shall, subject to notification to Surf Life Saving Central Coast & Surf Life Saving NSW, become a Member.
- (c) Membership of the Association shall be deemed to commence upon acceptance of the application by the Association. The Secretary shall amend the Register accordingly as soon as practicable.
- (d) If the Association rejects an application, it shall refund any fees forwarded with the application, and the application shall be deemed rejected by the Association.

13.3 Re-Application

- (a) Members must re-apply each year for membership of the Association in accordance with the procedures set down by the Association in Regulations from time to time.
- (b) Upon re-application a Member must provide details of any change in his or her relevant personal details, and any other information reasonably required by the Association.

13.4 Deemed Membership

- (a) All individuals which or who are, prior to the approval of this Constitution, members of Soldiers Beach Surf Life Saving shall be deemed Members, and thus Members of the Association from the time of approval of this Constitution under the Act.
- (b) The Members shall provide the Association with such details as are required by the Association under this Constitution within one month of the approval of this Constitution under the Act.
- (c) Any members of the Association prior to approval of this Constitution under the Act, who are not deemed Members under **Clause 13.4(a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution.



14. REGISTER OF MEMBERS

14.1 Secretary to Keep Register

The Secretary shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, date of birth, address, email address if any, class of membership and date of entry of the name of each Member; and
- (b) the full name, address and date of entry of the name of each Club Committee Member and Club Delegate.

Members shall provide notice of any change and required details to the Association within one month of such change.

14.2 Inspection of Register

Having regard to confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, Club Committee Member or Club Delegate, shall be available for inspection (but not copying) by Members, upon reasonable request.

14.3 Use of Register

Subject to confidentiality considerations and privacy laws, the Register may be used by the Association to further the objects of the Association, as the Executive Committee considers appropriate.

14.4 Right of Surf Life Saving NSW to Register

The Association shall provide a copy of the Register at a time and in a form acceptable to Surf Life Saving NSW, and shall provide regular updates of the Register to Surf Life Saving NSW. The Association agrees that Surf Life Saving NSW may utilise the information contained in the Register and the Register itself to further the objects of Surf Life Saving NSW, subject always to reasonable confidentiality considerations and privacy laws.

15. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution constitute a contract between each of them and the Association and that they are bound by this Constitution and Regulations, the Surf Life Saving Central Coast Constitution & Surf Life Saving NSW Constitution and Regulations and the SLSA Constitution and Regulation;
- (b) they shall comply with and observe this Constitution and the Regulations, and any determination, resolution or policy which may be made or passed by the Committee or any other entity with delegated authority;
- (c) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of the Association, Surf Life Saving Central Coast & Surf Life Saving NSW and SLSA;



- (d) the Constitution and Regulations are necessary and reasonable for promoting the objects of the Association and particularly the advancement and protection of surf life saving as a community service in Soldiers Beach; and
- (e) they are entitled to all benefits, advantages, privileges and services of Association membership.

16. DISCONTINUANCE OF MEMBERSHIP

16.1 Notice of Resignation

A Member having paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving notice in writing to the Association and Surf Life Saving NSW and SLSA of resignation or withdrawal.

16.2 Discontinuance by Breach

- (a) Membership of the Association may be discontinued by the Executive Committee upon breach of any clause of this Constitution, including but not limited to the failure to pay any monies owed to the Association, failure to comply with the Regulations or any resolutions or determinations made or passed by the Committee or any duly authorised committee or board.
- (b) Membership shall not be discontinued by the Executive Committee under **clause 16.2(a)** without the Executive Committee first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (c) Where a Member fails, in the Executive Committee's view to adequately explain to remedy the breach, that Member's membership shall be discontinued under **clause 16.2(a)** by the Association giving written notice of the discontinuance.

16.3 Failure to Re-Apply

If a Member has not re-applied for Membership with the Association within one month of re-application falling due, that Member's membership will be deemed to have lapsed from that time. This will be reviewed by the policy from time to time. The Register shall be amended to reflect any lapse of membership under this **clause 16.3** as soon as practicable.

16.4 Member to Re-Apply

A Member whose membership has been discontinued or has lapsed under **clause 16.3**:

- (a) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) may be re-admitted at the discretion of the Executive Committee.

16.5 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Association and its property and shall not use any surf life saving equipment or other property of the Association including Intellectual Property. Any



Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately.

16.6 Membership may be Reinstated

Membership which has been discontinued under this **clause 16** may be reinstated at the discretion of the Executive Committee, with such conditions as it deems appropriate.

16.7 Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

17. DISCIPLINE

17.1. Disciplinary Committee

- (a) Where the Committee is advised or considers that a Member has allegedly:
- (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations, the Surf Life Saving Central Coast & Surf Life Saving NSW Constitution, Regulations, SLSA Constitution or Regulations or any resolution or determination of the Committee, the Surf Life Saving NSW Council or any duly authorised sub-committee; or
 - (ii) acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of the Association, Surf Life Saving Central Coast & Surf Life Saving NSW, SLSA and/or surf life saving; or
 - (iii) brought the Association, SLSA, Surf Life Saving Central Coast & Surf Life Saving NSW any other Affiliated Club or surf life saving into disrepute;

the Committee may commence or cause to be commenced, disciplinary proceedings against that Member, and that Member, will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the Association, Surf Life Saving Central Coast, Surf Life Saving NSW and SLSA as set out in the Regulations.

- (b) The Committee may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. Such a Judiciary Committee shall operate under the principles and in accordance with the procedures expressed in the Regulations.



PART V - GENERAL MEETINGS

18. ANNUAL GENERAL MEETING

- (a) An Annual General Meeting of the Association shall be held in accordance with the provisions of the Act and on a date and at a venue to be determined by the Committee. If no Annual General Meeting is prescribed by the Act, the Association shall hold an Annual General Meeting in accordance with this Constitution, and in order to comply with any requirements of Surf Life Saving Central Coast & Surf Life Saving NSW and the Act.
- (b) All General Meetings other than the Annual General Meeting shall be General Meetings and shall be held in accordance with this Constitution.
- (c) Nominations for office Bearers must be received by the Secretary 7 days prior to the Annual General Meeting.

Notice of Annual General Meetings

- (a) Notice of every General Meeting shall be given to every Member entitled to receive notice, at the address appearing in the Register kept by the Association. The auditor (if any) and Committee Members shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) A notice of a Annual General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (c) At least 21 days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (d) the agenda for the meeting;
 - (e) any notice of motion received from Members; and
 - (f) forms of authority in blank for proxy votes.
 - (g) Nomination for office bearer forms

19. NOTICE OF GENERAL MEETING

19.1 Notice of General Meetings

- (a) Notice of every General Meeting shall be given to every Member entitled to receive notice, at the address appearing in the Register kept by the Association. The auditor (if any) and Committee Members shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (c) At least 21 days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting;
 - (ii) any notice of motion received from Members; and
 - (iii) forms of authority in blank for proxy votes.



20. BUSINESS

20.1 Business of General Meetings

- (a) The business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the Executive Committee and auditors, the election of Club Committee Members under this Constitution and the appointment and fixing of the remuneration of the auditors & consideration of Life Membership, active reserve membership.
- (b) All business that is transacted at a General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of those matters set down in **clause 20.1(a)** shall be special business.

20.2 Business Transacted

No business other than that stated on the notice shall be transacted at that meeting.

21. NOTICES OF MOTION

21.1 Notices of policy changes Motion to be Submitted

Members shall be entitled to submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the Secretary not less than 42 days (excluding receiving date and meeting date) prior to the General Meeting.

21.2 Unsuccessful Notice of Motion

A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at a subsequent General Meeting for a period of twelve (12) months.

22. SPECIAL GENERAL MEETINGS

22.1 Special General Meetings May be Held

The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this clause more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

22.2 Requisition of Special General Meetings

- (a) The Secretary shall on the requisition in writing of 10 Members convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Members making the requisition and be sent to the Association and may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (c) If the Secretary does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General



Meeting to be held not later than three months after that date.

- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Committee.

23. PROCEEDINGS AT GENERAL MEETINGS

23.1 Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Association shall be 10 Members represented personally or by their proxies.

23.2 President to Preside

The President shall, subject to this Constitution, preside as Chairman at every General Meeting of the Association except:

- (a) in relation to any election for which the President is a nominee; or
- (b) where a conflict of interest exists.

If the Vice President is not present, or is unwilling or unable to preside the Members shall appoint one of their number to preside as chairman for that meeting only.

23.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place or to such other day and at such other time and place as the Chairman may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (b) The Chairman may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 23.3 (c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

23.4 Voting Procedure

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

- (a) by the Chairman; or



- (b) a simple majority of Members.

23.5 Recording of Determinations

Unless a poll is demanded under **clause 23.4**, a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

23.6 Where Poll Demanded

If a poll is duly demanded under **clause 23.4** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

24. VOTING AT GENERAL MEETINGS

24.1 Members entitled to Vote

Each Member entitled to vote as set out in **clause 11.1** shall have one vote at General Meetings which, subject to this Constitution, shall be exercised by him/her or his/her validly appointed proxy. The Club Committee Members shall have the right to attend and debate, & vote, at General Meetings.

24.2 President May Exercise Casting Vote

Where voting at General Meetings is equal the Chairman may exercise a casting vote. The Chairman does not have a deliberative vote.

25. PROXY VOTING

25.1 Proxy Voting Permitted

Proxy voting shall be permitted at all General Meetings provided a proxy form in the form approved by the Committee from time to time, has been duly completed and executed and is lodged with the Secretary at or before the commencement of the meeting. Proxies shall only be exercised by Members entitled to vote. No Member entitled to vote shall exercise more than one proxy vote at any one time.

25.2 Proxy

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll. A Member shall be entitled to instruct his proxy to vote in favour of or against any proposed resolutions. Unless otherwise instructed the proxy may exercise the proxy vote as he thinks fit.



PART VI - THE COMMITTEE -+

26. EXISTING CLUB COMMITTEE MEMBERS

The members of the administrative body (by whatever name called) of the Association in place immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such approval, and thereafter the positions of the President and other Committee Members shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

27. POWERS OF THE CLUB COMMITTEE

Subject to the Act and this Constitution, the business of the Association shall be managed, and the powers of the Association shall be exercised, by the Club Committee. In particular, the Executive Committee as the authority for surf life saving at Soldiers Beach shall be responsible for acting on local issues in accordance with the objects and shall operate for the benefit of the Members and the community throughout Soldiers Beach and shall govern surf life saving at Soldiers Beach in accordance with the objects of the Association, subject always to compliance with the Surf Life Saving Central Coast & Surf Life Saving NSW Constitutions, regulations, polices and directives.

28. COMPOSITION OF THE CLUB COMMITTEE

28.1 Composition of the Committees

(a) The Executive Committee shall comprise:

- | | | |
|-----|---------------------------------------|---------------------|
| (a) | the President; | |
| (b) | the Vice President; | |
| (c) | the Director of Administration | (Secretary); |
| (d) | the Director of Finance | (Treasurer); |
| (e) | the Director of Life Saving | (Club Captain), |
| (f) | the Director of Youth Development, | |
| (g) | the Director of Life Saving Education | (Chief Instructor), |
| (h) | the Director of Competition, | |
| (i) | the Vice Director of Life Saving | (Vice Club Captain) |

(b) Club Committee Members shall comprise, but not limiting too;

- the Director of OH&S
- the Vice Director of Youth Development
- the Director of Senior Training
- the Director of Youth Training
- Assistant Secretary
- Assistant Treasurer
- Assistant Instructor
- Boat Captain
- Assistant Boat Captain
- IRB Captain
- Assistant IRB Captain
- Board & Ski Captain
- Assistant Board & Ski Captain
- First Aid Officer
- Bar Manager



- Assistant Bar Manager
- Radio Officer
- Gear Steward
- Social Secretary
- Rookie Co-Ordinator
- the Director of Summer Touring Team (Touring Team Summer)
- the Director of Winter Touring Team (Winter Team Touring)

who must all be Individual Members and who shall be elected under **clause 29**.

28.2 Portfolios

If the Club Committee considers it appropriate, in order to further the objects of the Association, it may allocate Committee Members to specific portfolios, with specific responsibilities, as determined in the discretion of the Committee.

28.3 Right to Co-Opt

It is expressly acknowledged that the Executive Committee shall have the right to co-opt any person with appropriate experience or expertise to assist the Club Committee in respect of such matters and on such terms as the Committee thinks fit. Any person so co-opted shall not be a Committee Member, and shall not exercise the rights of a Committee Member, but shall act in an advisory role only.

28.4 Appointment of Club Delegate

- (a) The Club Committee shall, from amongst its Members or persons holding other Committee or executive positions, appoint a Club Delegate to attend meetings of the Surf Life Saving Central Coast Branch and general meetings of Surf Life Saving Central Coast for a term of one year, in accordance with the Surf Life Saving Central Coast Constitution. The person may be re-appointed in any subsequent year.
- (b) The Association must advise the Branch Director of details of its Club Delegate 28 days prior to each Surf Life Saving Central Coast & Surf Life Saving NSW Annual General meeting.

29. ELECTION OF CLUB COMMITTEE MEMBERS

29.1 Nominations of Executive Candidates

- (a) Nominations shall be called for by the Secretary fifty-six days prior to the Annual General Meeting. When calling for nominations the Secretary shall also provide details of the necessary qualifications and job descriptions for the positions. Qualifications and job descriptions shall be as determined by the Committee from time to time.
- (b) Nominations of candidates for election as the Executive Committee Members (including the President) shall be:
 - (i) made in writing on the nomination form, signed by two Financial Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
 - (ii) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting, and the Association shall



send the nominations to the Members entitled to receive notice under this Constitution together with the agenda for that General Meeting.

- (c) Nominations for Club committee will be made in writing, signed by two Financial Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
 - (ii) delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting, and the Association shall send the nominations to the Members entitled to receive notice under this Constitution together with the agenda for that General Meeting.
- (d) If insufficient nominations are received to fill all available vacancies on the Committee:
 - (i) the candidates nominated shall, subject to declaration by the Chairman, be deemed elected; and
 - (ii) further nominations may in the Chairman's discretion be received at the Annual General Meeting.
- (e) 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.
- (f) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Club Committee.

29.2 Voting procedures

The elections shall be by preferential ballot and shall be by secret ballot on papers prepared by the Secretary.

29.3 Term of Office of Club Committee Members

The Committee Members shall be elected in accordance with this Constitution annually, and subject to this Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the conclusion of the next following Annual General Meeting. Club Committee Members may not be re-elected if they have held office for 4 years.

30. VACANCIES OF COMMITTEE MEMBERS

30.1 Grounds for Termination of Office of a Club Committee Member

In addition to the circumstances in which the office of a Club Committee Member becomes vacant by virtue of the Act, the office of a Committee Member becomes vacant if the Committee Member:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;



- © becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns his office in writing to the Association;
- (e) is absent without the consent of the Club Committee from meetings of the Club Committee held during a period of 6 months;
- (f) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Association;
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- (h) is removed by Special Resolution;
- (i) has been expelled or suspended from membership (without further recourse under these Rules or the Surf Life Saving Central Coast & Surf Life Saving NSW Rules); or
- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act*.

30.2 Remaining Club Committee Members May Act

In the event of a casual vacancy or vacancies in the office of a Club Committee Member or Executive Committee Members, the remaining Executive Committee Members may act but, if the number of remaining Executive Committee Members is not sufficient to constitute a quorum at a meeting of Executive Committee Members, they may act only for the purpose of increasing the number of Executive Committee Members to a number sufficient to constitute such a quorum.

30.3 Casual Vacancy

In the event of a casual vacancy in the office of any Club Committee Member, the Executive Committee may appoint a Member to the vacant office and the person so appointed may continue in office up to the conclusion of the Annual General Meeting at which the term of the previous appointee would have expired.

31. MEETINGS OF THE EXECUTIVE COMMITTEE

31.1 Executive Committee to Meet

The Executive Committee shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. Five Committee Members may at any time, and Secretary shall on the requisition of ten Club Committee Members, convene a meeting of the Club Committee within reasonable time.

31.2 Decisions of Executive Committee

Subject to this Constitution, questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and a determination of a majority of Executive Committee Member shall for all objects be deemed a determination of the



Executive Committee. All Executive Committee Members (except the Chairman) shall have one vote on any question. The Chairman shall have a casting vote where voting is equal, but shall have no deliberative vote.

31.3 Resolutions not in Meeting

- (a) A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Executive Committee Members for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Executive Committee Members duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Executive Committee Members.
- (b) Without limiting the power of the Executive Committee to regulate their meetings as they think fit, a meeting of Committee may be held where one or more of the Executive Committee Members is not physically present at the meeting, provided that:
 - (i) all persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) notice of the meeting is given to all the Executive Committee Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Executive Committee or these Rules and such notice specifies that Executive Committee Members are not required to be present in person;
 - (iii) in the event that a failure in communications prevents **clause 31.3(b)(i)** from being satisfied by that number of Executive Committee Members which constitutes a quorum, and none of such Executive Committee Members are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until **Clause 31.3(b)(i)** is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and
 - (iv) any meeting held where one or more of the Executive Committee Members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Executive Committee Member is there present and if no Executive Committee Member is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

31.4 Quorum

At meetings of the Executive Committee the number of Executive Committee Members whose presence is required to constitute a quorum for the Executive Committee is four plus one, and, for the Club committee is four executive and five ordinary members.

31.5 Notice of Club Committee Meetings

Unless all Club Committee Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence not less than 7 days written notice of the meeting of the Club Committee shall be given to each Club Committee Member. The agenda shall be forwarded to each Club Committee



Member not less than four days prior to such meeting.

31.6 Conflict of Interest

A Committee Member shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of an uncertainty as to whether it is necessary for a Committee Member to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Committee, or if this is not possible, the matter shall be adjourned or deferred.

32 SECRETARY

32.1 Appointment of Secretary

The Secretary shall be appointed by the Committee for such term and on such conditions as it thinks fit.

32.2 Secretary to Act as Public Officer

The Secretary shall act as and carry out the duties of Secretary and Public Officer of the Association and shall administer and manage the Association in accordance with this Constitution.

32.3 Specific Duties

The Secretary shall:

- (a) as far as practicable attend all Executive Committee meetings and all General Club Meetings of the Association;
- (b) prepare the agenda for all Executive Committee and General Club Meetings of the Association;
- (c) record and prepare minutes of the proceedings of all meetings of the Executive Committee and the Association, and shall use its best endeavours to distribute those minutes to Members promptly from the date of the meeting;
- (d) regularly report on the activities of, and issues relating to, the Association.

PART VII - MISCELLANEOUS

33. DELEGATIONS

33.1 Executive Committee may Delegate Functions

The Executive Committee may by instrument in writing create or establish or appoint from amongst its own members, or otherwise, special committees, sub-committees, boards, individual officers and consultants to carry out such duties and functions, and with such powers, as the Executive Committee determines.

33.2 Delegation by Instrument



The Executive Committee may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Executive Committee or the Secretary or Public Officer by the Act or any other law, or this Constitution or by resolution of the Association in General Meeting.

33.3 Delegated Function Exercised in Accordance With Terms

A function, the exercise of which has been delegated under this clause, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

33.4 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Club Committee under **clause 31** above. The entity exercising delegated powers shall make decisions in accordance with the objects and objects of the Association, and shall promptly provide the Association with details of all material decisions and shall provide any other reports, minutes and information as the Association may require from time to time.

33.5 Delegation may be Conditional

A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

33.6 Revocation of Delegation

The Executive Committee may by instrument in writing, revoke wholly or in part any delegation made under this clause, and may amend or repeal any decision made by such body or person under this clause.

34. REGULATIONS

34.1 Club Committee to Formulate Regulations & Policies

The Executive Committee may formulate, issue, adopt, interpret and amend such Regulations & Policies for the property advancement, management and administration of the Association, the advancement of the objects of the Association and surf life saving ON Soldiers Beach as it thinks necessary or desirable. Such Regulations must be consistent with the Constitution of the Association, the Surf Life Saving Central Coast Constitution, NSW Constitution, SLSA Constitution any Regulations made by Surf Life Saving Central Coast, Surf Life Saving NSW or SLSA and any policy directives of the Committee.

34.2 Regulations & Policies Binding

All Regulations & Policies made under this clause shall be binding on the Association



and Members of the Association.

34.3 Regulations Deemed Applicable

All clauses, rules, policies and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be Regulations under this clause.

34.4 Bulletin Binding on Members

Amendments, alterations, interpretations or other changes to regulations shall be advised to Members of the Association by means of Bulletins approved by the Executive Committee and prepared and issued by the Secretary.

35 RECORDS AND ACCOUNTS

35.1 Secretary to Keep Records

The Secretary shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Committee and shall produce these as appropriate at each Committee or General Meeting.

35.2 Records Kept in Accordance with Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Secretary.

35.3 Association to Retain Records

The Association shall retain such records for 7 years after the completion of the transactions or operations to which they relate.

35.4 Executive Committee to Submit Accounts

The Executive Committee shall submit to the Members at the Annual General Meeting the Statements of Account of the Association in accordance with this Constitution.

35.5 Accounts Conclusive

The Statements of Account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within 3 months after such approval or adoption.

35.6 Accounts to be Sent to Members

The Secretary shall cause to be sent to all persons entitled to receive notice of Annual General Meetings of the Association in accordance with this Constitution, a copy of the Statements of Account, the Executive Committee's report, the auditor's report (if any) and every other document required under the Act (if any).

35.7 Negotiable Instruments

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by the Secretary and any



one duly authorised Executive Committee Member or any two duly authorised Executive Committee Members or in such other manner as the Executive Committee determines.

36. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed by the Association in General Meeting, and the remuneration of such auditor or auditors fixed. The auditor's duties shall be regulated in accordance with the Act, or if no relevant provisions exist under the Act, in accordance with the *Corporations Act* and generally accepted principles, and/or any applicable code of conduct. The auditor may be removed by the Association in General Meeting.
- (b) The accounts of the Association shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each Financial Year.

37. NOTICE

37.1 Manner of Notice

- (a) Notices may be given by the Secretary to any person entitled under this Constitution to receive any notice by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

37.2 Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised in this Constitution.

38. SEAL

38.1 Safe Custody of Seal

The Secretary shall provide for safe custody of the Seal.

38.2 Affixing Seal

The Seal shall only be used by authority of the Committee and every document to which the seal is affixed shall be signed by two Committee Members or one Committee Member and the Secretary.



39. ALTERATION OF CONSTITUTION

- (a) The Constitution of the Association shall not be altered except by Special Resolution in accordance with the Act, and in compliance with all other procedures under the Act (if any).
- (b) In addition, there shall be no alteration or amendment to **clauses 42 or 43** without the consent of the relevant Minister or other authorised person under the Act.
- (c) An amendment which affects the special rights of any particular class of Members must be approved by a majority of Members of that class, present at a meeting, and need not be approved by any other class. Provided that the foregoing shall not apply to these classes of Members who have no special rights under this Constitution and hence there shall be no necessity to obtain majority approval from them on any issue unless the resolution purports to impose additional obligations on them, other than any increased annual subscription.

40. INDEMNITY

40.1 Club Committee Members to be Indemnified

Every Club Committee Member, officer, auditor, manager, employee or agent of the Association shall be indemnified out of the property or assets of the Association against any liability incurred by him in his capacity as Club Committee Member, officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him by the Court.

40.2 Association to Indemnify Club Committee Members

The Association shall indemnify its Club Committee Members, officers, managers and employees against all damages and costs (including legal costs) for which any such Club Committee Member, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) in the case of a Club Committee Member of officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
- (b) in the case of an employee, performed or made in the course of, and within the scope of his employment by the Association.



41. DISSOLUTION

Subject to **clauses 6 and 7**, the Association may be wound up in accordance with the provisions of the Act.

42. AUTHORITY TO TRADE

The Association is authorised to trade in accordance with the Act.

43. GRIEVANCE PROCEDURES

Where a Member of the Association has a grievance with another Member or with the Association (but not being any of the grounds set out in **clause 17**) and that Member considers the grievance warrants investigation and action by the Association that Member shall follow the following procedure.

43.1 Grievances Officer

The Member shall contact, either by telephone or in writing, the Association's Grievances Officer, appointed by the Committee (but not a member of the Committee), and advise they have a grievance which they wish to discuss. The identity of the nominated Grievances Officer will be communicated to all Members of the Association by written notice. Where a grievance is to be submitted in writing it should be addressed clearly to the Grievances Officer and marked "Private & Confidential".

43.2 Action by Grievances Officer

- (a) Where a grievance has been received by the Grievances Officer she or he shall, as soon as practicable, meet with, or discuss the grievance with the aggrieved Member. The Grievances Officer may take whatever steps and conduct whatever investigations necessary to determine whether the grievance is legitimate.
- (b) Where the Grievances Officer determines the grievance is legitimate she or he shall take all reasonable steps to resolve the grievance.
- (c) Where the Grievances Officer determines the grievance is not legitimate she or he shall advise the aggrieved Member accordingly. If the aggrieved Member is not satisfied with the Grievances Officer's determination they may take whatever further action they consider necessary or appropriate.
- (d) Where the Grievances Officer is unable to resolve a grievance or considers the grievance of a very serious nature they shall report the grievance to the Secretary and/or the Committee for action.
- (e) All grievances received by the Grievances Officer, and all information surrounding the circumstances of a grievance which is discovered by the Grievances Officer on investigation shall be confidential and may be communicated only to the Secretary and/or the Committee.



Appendix 1

This may be change from time to time only BY SLSA

APPLICATION FOR MEMBERSHIP

SLSA MEMBERSHIP APPLICATION & DECLARATION

I [insert name]of [insert address]

.....

hereby apply for membership of SLSA. In so applying and in consideration of my application for membership being accepted **I acknowledge and agree** that:

1. **“SLSA”** for the purposes of this declaration means & includes Surf Life Saving Australia Limited, its subsidiaries, its

members (including State Centres & Clubs), Branches & their respective directors, officers, members, servants or agents.

2. **If accepted I will be a member** of [Insert Club]..... SLSC, [insert branch if relevant]....., [insert State]..... State Centre & SLSA.

3. **This document cannot be amended.** If I do amend it my application will be null & void. It cannot be accepted by SLSA.

4. **Insurance** is in place that provides limited cover to me whilst I am performing or participating in any authorised or recognised SLSA activity (**“SLSA Activity”**). (*For insurance details contact your SLSC.*) I can, in my own interests, seek & obtain personal insurances over and above the cover provided by SLSA.

5. **The SLSA Constitution** is a contract between me & SLSA. I will be bound by it & any regulations made under it. It is necessary & reasonable for promoting SLSA & surf lifesaving as a community service.

6. **Warning:** Surf lifesaving can be inherently dangerous. Serious accidents can & often do happen which may result in me being injured or even killed. I have voluntarily read & understood this Warning & accept & assume the inherent risks in surf lifesaving.

7. **Exclusion of Liability:** Except where provided or required by law & such cannot be excluded, I agree that it is a term of my membership (if accepted) that SLSA is absolved from all liability however arising from injury or damage however caused (whether fatal or otherwise) arising out of my membership &/or participation in any SLSA Activity.

8. **Release & Indemnity:** In consideration of SLSA accepting my application for membership I:

(a) release & forever discharge SLSA from all Claims that I may have or may have had but for this release arising from or in connection with my membership &/or participation in any SLSA Activity; &

(b) indemnify & hold harmless SLSA to the extent permitted by law in respect of any Claim by any person including but not only another Member of SLSA arising as a result of or in connection with my membership &/or participation in any SLSA Activity.

In this **clause 8 “Claims”** means & includes any action, suit, proceeding, claim, demand, damage, penalty, cost or expense however arising but does not include a claim in respect of any action, suit, etc made by any person entitled to make a claim under a relevant SLSA insurance policy or under the SLSA Constitution or any Regulations.

9. **Fitness to Participate:** I declare that I am & must continue to be medically and physically fit & able to participate in any SLSA Activity. I am not & must not be a danger to myself or to the health & safety of others. I will immediately notify SLSA in writing through my Club of any change to my fitness & ability to participate. I understand & accept that SLSA will continue to rely upon this declaration as evidence of my fitness & ability to participate.

10. **I have provided the information required overleaf and signed both sides of this form.** I warrant that all information provided is true and correct.

11. SLSA has a **Privacy** policy and that the information that I have provided over leaf is necessary for the Objects of SLSA. I acknowledge and agree that the information will be disclosed to my Club and State Centre and will only be used for the Objects of SLSA and to provide me with membership services. I understand that I will be able to access my information through my Club. If the information is not provided my membership application may be rejected.

12. **I have read, understood, acknowledge and agree** to the above declaration including the warning, exclusion of liability, release & indemnity. I acknowledge that if my application for membership is successful I will be entitled to all benefits, advantages, privileges & services of SLSA membership.

Signed:..... Date:

Name:

Where the applicant is under 18 years of age this form must also be signed by the applicant’s parent or legal guardian.

I,..... am **the parent or guardian** of the applicant. I expressly agree to be responsible for

the applicant’s behaviour and agree to personally accept the conditions set out in this membership application and declaration including the provision by me of a release and indemnity in the terms set out above.

Parent’s signature: Date:

(where applicant under 18 y.o)

Name:



This may be change from time to time only BY SLSA

APPLICATION FOR MEMBERSHIP 20__ / 20__ SEASON

WHITE COPY: to State Centre/Branch. YELLOW COPY: to Club. PINK COPY: to Applicant

1. CLUB NAME _____ SLSC

2. PERSONAL DETAILS

I hereby apply for membership of SLSA. I have read, understood, acknowledge and agree to the declaration and application over leaf. I have signed that declaration and application.

INITIAL MEMBERSHIP TRANSFERRING RENEWING

From _____ SLSC

SURNAME _____ GIVEN NAME _____ SECOND INITIAL ____ TITLE ____ (Mr, Mrs, Ms, etc)

ADDRESS _____ POSTCODE _____

PHONE: WORK _____ HOME: _____

FAX: _____

MOBILE : _____ EMAIL: _____

MALE FEMALE DATE OF BIRTH ____ / ____ / ____ OCCUPATION: _____

3. MEMBERSHIP CATEGORY APPLIED FOR – SUBJECT TO CLUB ENDORSEMENT (Tick one box only)

PROBATIONARY ACTIVE (18 years and over) ASSOCIATE

JUNIOR ACTIVITY MEMBER (7-13 years) AWARD MEMBER LIFE MEMBER

CADET MEMBER (13-15 years) RESERVE ACTIVE GENERAL (SA only)

ACTIVE (15-18 years) LONG SERVICE HONORARY

4. OTHER SURF LIFE SAVING CLUB MEMBERSHIPS (Please attach list if more than two)

_____ SLSC _____

SLSC

5. MEDICAL DETAILS

If you suffer or you have suffered from any disease or any physical or mental disability (eg, epilepsy, diabetes or any permanent disability to a limb,

eye or ear) likely to affect your efficiency as a Club member, it may affect your safety and the safety of the public. You should consult your medical practitioner and SLSA prior to commencing any surf lifesaving activity. You should take part in the Hepatitis B vaccination program.

HAVE YOU READ THIS SECTION? YES NO

6. EMERGENCY CONTACT

SURNAME _____ GIVEN NAME _____

ADDRESS _____ POSTCODE _____

PHONE: WORK _____ HOME _____ FAX: _____

MOBILE: _____ RELATIONSHIP: _____

7. DECLARATION I have read, understood, acknowledge and agree to the declaration and application and conditions of membership over leaf.

I have signed that declaration and application. I warrant that all information provided is true and correct.

SIGNATURE _____ DATE: _____

8. PARENT/LEGAL GUARDIAN CONSENT (IN RESPECT TO AN APPLICANT UNDER THE AGE OF 18 YEARS)

I have read, understood, acknowledge and agree to the declaration and application and conditions of membership over leaf and I personally consent to the declaration and application for Membership of the applicant.

SURNAME _____ GIVEN NAMES: _____

SIGNATURE: _____ DATE: _____

9. OFFICE USE ONLY

Date Application received ____ / ____ / ____ Amount paid: \$ _____ Receipt No.: _____

Accepted / Rejected by Club Management – Date ____ / ____ / ____ Signature of Club Officer: _____

Membership Category allocated: _____ Capitation/Membership No.: _____



This may be change from time to time only BY SLSA

Membership Form Declaration

SLSNSW is aware that some Clubs have received SLSA Membership Forms returned from their members containing amendments to particular clauses of the Declaration contained in the Membership Form.

As previously advised to Clubs, Membership Forms which have been amended in any way cannot be accepted by SLSNSW and as such Clubs need to be vigilant of such situations and ensure that they advise members who return forms containing amendments that their membership will not be accepted.

The following comments are provided to assist Clubs and individual members better understand the objectives of the Membership Form.

Insurance

SLSNSW carries a range of insurance policies to cover individual members, Branches, Clubs and the State Centre as a means of protecting members at all levels of the surf lifesaving movement. These policies include Public Liability, Workcover and Personal Accident insurance. Importantly, only persons who have signed the SLSA Membership Form (without making amendments) will be covered under these various forms of insurance.

SLSNSW has been advised by our insurance broker that our Public Liability insurance will cover individual members for any action which may be brought against them by a member of the public provided they are acting within the scope of their duties as a surf lifesaver.

Release & Exclusion of liability

These clauses do not prevent an individual member from suing SLSA, State Centres, Branches or affiliated clubs, however they might be relied upon by such organisations in any defence to an action brought against them by a member. The Release and Exclusion of Liability clauses are based upon the presumption that surf lifesaving activities can be inherently dangerous or risky and that SLSA, State Centres, Branches and Clubs should not be held responsible if a member suffers injury or loss as a result of participating in lifesaving activities.

Importantly, these clauses do not prohibit a member from seeking compensation under a SLSA insurance policy if they are injured. This fact is expressly stated in the new SLSA Membership Form.

Indemnity

The membership form also contains a clause which requires members to indemnify SLSA, their State Centre, Branch or Club in respect of any claim which might be made against it as a result of their membership. For example, if a beachgoer sued SLSA, a State Centre, Branch or Club because he or she suffered an injury as a result of a collision with an IRB being driven negligently by an unlicensed driver, then SLSA, the State Centre, Branch or Club, would have the right to rely upon the indemnity clause to recover its losses from the individual member involved.

The exercise of the right of indemnity is subject to the discretion of the Club, Branch, State Centre or SLSA. As such it is unlikely to be relied upon where insurance cover is provided or the organisation is satisfied that the member was acting in good faith within the scope of his or her duties.

Volunteer Protection Legislation

The New South Wales Parliament is currently in the process of passing legislation which will provide immunity from liability to volunteer lifesavers performing their patrolling duties in good faith.

Further Questions

If you have any further questions in respect of the Membership Form or insurance cover provided to members, please contact SLSNSW so that we can assist you by providing further clarification or raising your concerns with SLSA, our insurers and legal advisors.



Appendix 2

FORM OF APPOINTMENT OF PROXY

I,of
(full name) (address)

being a member of
(name of incorporated association)

hereby appoint of
(full name of proxy) (address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or special general meeting, as the case may be) to be held on the

.....day of.....
(month and year)

and at any adjournment of that meeting.

- * My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).
- * to be inserted if desired.

.....
Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person who is not a financial member of the association.



Appendix 3

NOMINATION FORM Soldiers Beach Surf Life Saving Club Inc.

Section 1

I being a financial member of the above-mentioned Surf Life Saving Club, wish to nominate for the position of: -

- President**
- Vice President**
- Director of Administration**
- Director of Finance**
- Club Committee Member. Position:**

Please tick the position to which this nomination applies.

.....
(Proposer's Signature)

Section 2

I being a financial member of the above-mentioned Surf Life Saving Club and wish to second the nomination.

.....
(Seconder's Signature)

Section 3

I Being a financial member of the above-mentioned Surf Life Saving Club accept nomination for this position.

.....
(Signed)

.....
(Date)

Please Note: All 3 section of the nomination form must be completed and received by the Secretary, seven days prior to the Annual General Meeting..



Appendix 4

Job descriptions may be reviewed from time to time by the Executive as and changed when required;

President:

1. As per his/her legal Constitutional role as defined in the Constitution.

Vice President:

1. Will assist the President as per his/her legal Constitutional role as defined in the Constitution. As well as reviewing all policies and OH&S structures.

Treasurer:

1. As per his/her legal Constitutional role as defined in the Constitution.

Assistant Treasurer:

1. Will be required to support the Treasurer in his/her legal Constitutional role as defined in the Constitution.
2. As well as ensuring that the CPL'S are up to date which has to be forward on a monthly bases with branch and handed to the Assistant Secretary weekly.

Secretary:

1. As per his/her legal Constitutional role as defined in the Constitution.

Assistant Secretary:

1. Will be required to support the Secretary in his/her legal Constitutional role as Register defined in the Constitution. As well as liaising with the Assistant Treasurer .

Club Captain:

1. Will be responsible for all life saving gear and shall be directly responsible to ensure sufficient persons to man patrols and will communicate with patrol defaulters to maintain efficiency of patrols.

Vice Club Captain:

1. Shall assist the Club Captain and be responsible for all life saving gear and shall be directly responsible to ensure sufficient persons to man patrols and will



communicate with patrol defaulters to maintain efficiency of patrols, and in the absences of the Club Captain shall exercise that officers duties.

Youth Development Manger:

1. Will be responsible for the conduct and co-ordination of all matters to youth development activities.
2. To implement the Youth Development Policies and procedures.

Assistant Youth Development Manger:

1. Will support the Youth Development Manager with all his/her duties and will and in the absences of the Youth Development Manager shall exercise that officers duties.

Chief Instructor:

1. Shall arrange and be responsible for classes of instruction in the methods of surf life saving as laid down in the manuals of the Surf Life Saving Australia and shall arrange for examinations for awards.
2. Shall coach members to qualifying for SLSA Instructors Certificate.
3. Shall be the holder of the SLSA Instructors Certificate and current advanced Resuscitation Certificate.

Assistant Instructor:

1. Will support the Chief Instructor with all his/her duties and will and in the absences of the Chief Instructor shall exercise that officers duties.

Competition Manager:

1. Shall Chair the Selection Committee for both Seniors and Juniors.
2. Shall be responsible for all Training Activities of Seniors and Juniors.
3. Shall be responsible for the scheduling, execution and keeping of accurate records for all Carnival's.
4. Shall submit all documents required by Surf Life Saving; Branch/State/Australia.
5. Shall be responsible for the scheduling, execution and keeping of accurate records for all Club events.

**Senior Assistant Competition Manager:**

1. Shall be responsible for the scheduling, execution and keeping of accurate records for all Training Activities of Seniors.
2. Shall be the club liaison officer with all contactors/ trainers.
3. Does not have any authority to negotiate any contract variances unless by written authority by the Executive Committee.
4. Will support the Competition Manager with all his/her duties and will and in the absences of the Competition Manager shall exercise that officers duties.

Junior Assistant Competition Manager:

1. Shall be responsible for the scheduling, execution and keeping of accurate records for all Training Activities of Juniors.
2. Shall be the club liaison officer with all contactors/ trainers.
3. Does not have any authority to negotiate any contract variances .
4. Will support the Competition Manager with all his/her duties and will and in the absences of the Competition Manager shall exercise that officers duties.

Surf Boat Captain:

1. Shall be responsible for the care, housing and maintenance of all surf boats and equipment.
2. Shall supervise and organise the training of members in surf boat best practices.
3. The Boat Captain shall be empowered to require any member to assist in the launching or housing of a boat.
4. Shall always be subject to the direction of the Club Captain.

Vice Surf Boat Captain:

1. Shall assist the boat Captain and shall carry out instructions that may be conveyed to him/her from time to time.
2. Will support the Surf Boat Captain with all his/her duties and will and in the absences of the Surf Boat Captain shall exercise that officers duties.



The Inflatable Rescue Boat Captain:

1. Shall be qualified and currently proficient as an IRB driver in accordance with the manuals of the Surf Life Saving Australia.
2. Shall be responsible for the supervision of all IRB drivers and crew in consultation with the Club Captain.
3. Shall be responsible for the care and upkeep of the club's IRBs, motors and tools required for maintenance.
4. Shall maintain a sufficient quantity of fuel and spare parts at the clubhouse to enable all patrols and any reasonable emergency to be satisfactorily completed.
5. Shall be responsible for the arrangement and coordination of training for all IRB related awards.

Vice Inflatable Rescue Boat Captain:

1. Shall assist the IRB Captain and be responsible for the care and upkeep of the IRBs, Motors and tools required for maintenance.
2. Shall maintain a sufficient quantity of fuel and spare parts at the clubhouse to enable all patrols and reasonable emergency to be satisfactorily completed.

The Surf Board and Ski Captain:

1. Shall control the members use of boards and skis to comply with club regulations.
2. Shall be responsible for the training of members in the use of surf boards and surf skis in competition work.
3. Shall be responsible for the maintenance and safe keeping of the club's surf boards and skis.

First Aid Officer:

1. Shall be responsible for equipment in the first aid room, keep all first aid material replenished and good order.
2. Shall attend any First aid classes required by members and shall keep a correct record of cases treated and material used.
3. Shall submit an annual report at the termination of each season and hand to the secretary a summary of the condition and quality of all first aid equipment.
4. Shall report to the monthly meeting any member of the club or of the public who misuses any first aid equipment.
5. First aid officers of the club shall hold a recognised first aid certificate or



equivalent qualification.

THE CAETAKER:

1. Shall carry out such duties as required by the executive committee.
2. Shall see that club rooms are kept clean and in an orderly manner, and shall reprimand any member who acts in an orderly manner.
3. Shall report any member who breaks, damages or removes any fittings or furnishings, and any person whom it has been necessary to reprimand.
4. All members are to assist the caretaker in keeping the rooms clean and tidy, and will co-operate with him in keeping rooms locked up and all lights turned out on leaving at night.
5. At the termination of each season the caretaker will supply to the Secretary an inventory of all articles of furniture in the clubhouse.