

PORT MACQUARIE SURF LIFE SAVING CLUB INC

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1. MEMBERSHIP

Life Governor, Life Member and Honorary Members are appointed as described by the following by-laws.

All persons seeking inclusion in other membership categories shall complete the prescribed application form and pay such annual subscription as determined by the Committee.

(a) Life Governor

An honorary life member who has rendered exceptional services after their appointment may be elected a life governor. The conditions for election to honorary life membership shall apply to the election of a life governor. They shall be entitled to the rights and privileges and be subject to the duties and obligations of an active member without being liable for patrol duty or for any membership subscription.

(b) Life Member

The Life Membership Sub-committee may recommend to the Annual General Meeting that a member be elected as a Life Member.

A motion to adopt the recommendation requires a vote in favour by 75% of the members present.

c) Honorary Members

Any person for any reason deemed satisfactory to the committee may be appointed as an honorary member for any period terminating no later than the first committee meeting after the following annual general meeting.

Honorary members shall not vote at any meetings. They shall not be called upon to perform any active duties except where agreed by the committee.

Patrons, the Auditor, and honorary professional officers (such as a Legal Officer) shall be honorary members. Persons other than members who render honorary services to the club may by virtue of such services be elected by the committee as honorary members.

With agreement of the full Committee, the positions of Secretary and Treasurer may be held by an honorary member if it is deemed to be in the best interests of the club.

Honorary membership is conferred by a vote of 65% majority of the Committee.

(d) Active, Active Reserve and Active-In-Training Membership.

Active membership shall consist of members who have been awarded the bronze medallion or Certificate II Public Safety (Aquatic Rescue) of the SLSA. All active members shall complete the proficiency test each season as prescribed by the SLSA.

Candidates for active membership shall upon payment of fees, and prior to attaining the bronze medallion, be deemed to be active-in-training member. The Club Captain has discretionary powers to decide what rights individual active-in-training members have, in accordance with SLSA guidelines.

After 90 days since paying membership fees, the Committee will review the membership rights of an active-in-training member if a bronze medallion or award certificate has not been attained.

Active Reserve membership may be granted by the Committee to active members who have satisfactorily completed at least ten years of patrol and club obligations as provided by the Rules. Granting of active reserve membership shall not be automatic, but shall be granted by majority resolution of the Committee. Active reserve membership may be granted under exceptional circumstances to active members irrespective of years of service.

Active reserve members may be called upon to perform patrol duties at the discretion of the Committee.

The Committee shall have power to remove any member from the active reserve category, and return that person to active membership.

Members transferring from an affiliated club of the SLSA who have had a minimum of three consecutive years active membership with such club may, at the discretion of the committee, be credited with such consecutive period of service not exceeding nine (9) years, for the purpose of deciding their eligibility for active reserve status.

(e) Award Member

Award membership shall consist of members who are unwilling or unable to complete the Bronze Medallion (Cert II Public Safety, Aquatic Rescue) but still want to participate in patrol activities. They must have a Surf Rescue Certificate or an award of the SLSA for which the minimum age is 15 years. Award members shall complete the proficiency test associated with their award(s) as prescribed by SLSA and shall conform to all requirements as laid down by the club.

Award members are eligible to wear the SLS uniform with the exception of the red and yellow quartered cap. They otherwise have the same rights and responsibilities of an active member.

(f) Cadet Member

Cadet membership shall consist of members who are at least 13 years of age and under 15 years of age. They must have a Surf Rescue Certificate or an award of the SLSA for which the minimum age is 13 years. Cadet members shall complete the proficiency test associated with their award(s) as prescribed by SLSA and shall conform to all requirements as laid down by the club.

Cadet members with their Surf Rescue Certificate have the same rights and responsibilities of an active member.

(g) Junior Activities “Nipper” Membership

Junior Activities Members (Nippers) shall conform to the age limits as laid down by the SLSA and meet all requirements as set down by the Junior Activities Sub-committee and the Club.

The application form for a Nipper membership must be signed by a parent or guardian of the proposed Nipper.

At least one parent or guardian of the Nipper must be a current, financial member of the Club before the Nipper membership can be accepted.

All Nippers shall be encouraged to undertake the age awards as laid down by the SLSA.

Nippers shall, at the earliest possible time after reaching the age of 8 years of age, be encouraged to complete their “S” badge, to indicate their proficiency in the water.

(h) Long Service Membership

Long service membership shall be for those members who

- have been granted active reserve status,
- have at least twelve years continuous active membership, and
- no longer wish to do the annual proficiency test required to retain active reserve status.

Long service membership will not be automatic, and will be granted by majority resolution of the Committee.

Long service members are not required to perform Patrol duties.

If a long service member wishes to compete in any competition they must first meet the proficiency requirements for that season.

(i) Associate Membership

Associate membership is available to anyone who is unwilling or unable to undertake a bronze medallion, an award certificate, and/or the annual proficiency test, nor is entitled to honorary membership, long service, active reserve, or life membership.

Associate members must be nominated and seconded by an active member, and must attend the first available Committee meeting for approval. They can be refused associate membership by the Committee.

Associate members are eligible for nomination to the positions of Secretary, Treasurer, JASC Chairperson, Regulatory & Legislative Officer and Events & Publicity Officer. If elected, they are eligible to vote as a member of the Committee and any sub-committee associated with that role.

Associate members not holding a Committee position are not eligible to vote.

An Associate member is not eligible to compete in the Club Championships or any SLS competition unless they are proficient Bronze Medallion holders. The exception to this clause is the NSW and Australian Open March Past Event for which the eligibility requirement is being over the age of 23 years and being proficient in a resuscitation certificate.

Associate membership entitles the member to use of the hot showers and lockers.

Associate members shall be encouraged to consider becoming active or award members.

2. SUBSCRIPTIONS and DUES

The annual subscription shall be determined by the Committee prior to the AGM. In addition, the Committee shall have power to impose a levy in any one season not exceeding the amount of the annual subscription.

The annual subscription for each year shall be due and payable on or before the date of the AGM and shall be in respect of the upcoming year. No member shall be entitled to hold office or permitted to vote on the election of Committee members for the upcoming year until they have paid such annual subscription, together with any arrears due by them.

Any member who fails to renew their subscription by October 30th in any year shall not be entitled to any privileges of the Club as long as their subscription remains in arrears. After this date, a notice will appear on the Club Captain's noticeboard listing those members who are un-financial. From this point, it is at the discretion of the Committee whether membership is terminated.

A family payment plan is available to any family involved in the club. It shall be available to one or two parents/guardians, and one or more members aged 18 years or under. The maximum fee payable per year would be the equivalent of four active membership fees, regardless of how many extra immediate family members are involved in the club.

3. COMMITTEE MEMBERS

All Committee members other than the Chair of the JASC, shall be elected annually at the AGM unless the AGM, or these rules, requests the incoming Committee to so elect any officer. The Chair of the JASC shall be elected at the AGM of the JASC which will be held prior to the AGM of the Club. Their election shall be confirmed at the AGM of the Club.

Nominations shall be in writing and signed by two financial members and the nominee and delivered to the Secretary seven (7) days before the AGM. An election by ballot shall take place if the number of nominations exceeds the number required for any office. If the number of nominations equals the number required, the nominee still requires a majority vote to be elected.

The exception to this rule is if a nomination in writing is not received prior to the annual general meeting. In this case, the Chair shall call for nominations. If two or more officers of the same category are required and an insufficient number of nominations in writing are received, the Chair shall declare the person/s nominated in writing to be duly elected then call for nominations for the remainder required. Nominations at the meeting shall be subject to the consent of the nominees. The nominee still requires a majority vote to be elected.

Life Governors, Life Members, Long Service, Active and Award members are entitled to nominate for the Committee and to vote for Committee members.

4. COMMITTEE MEMBER POWERS and DUTIES

The duties, powers and authority of officers shall be prescribed by this By-Law.

As defined in the Rules, the Committee shall be made up of President, Secretary, Treasurer, Club Captain, Vice President, Chief Training Officer, Chair of the Junior Activities Committee, Regulatory and Legislation Officer, Competition Manager, Gear & Maintenance Officer, and Events & Publicity Officer.

The Committee shall appoint Club members to assist the Committee with their duties. Such appointments shall include a Registrar, Vice Club Captain, Patrol Captains, IRB Captain, Head Coach, Gym Manager, OHS Officer, Event Manager and any others that may be required from time to time.



Committee members

President

As chief executive, the President shall

- supervise the functions and activities of the club and perform such other duties as pertain to the office
- be the official representative and spokesperson of the club,
- have authority to call a general meeting and a meeting of the Committee,
- chair Committee meetings and General meetings. In the absence of the President, the Vice-President shall be chair. If the President and the Vice-President are both absent from the meeting, the members present shall elect a Chair for that meeting.
- be an ex-officio member of all sub-committees and may attend any or all meetings of the Club, and may at their discretion preside over such meetings,
- ensure Committee members and sub-committee members are aware of their duties as defined and that they are carried out in accordance with the rules and by-laws, and
- lead the club in fundraising activities.

Vice President

The Vice President shall

- support the President in their duties at all times, and
- in the absence of the President, represent the Club and carry out their duties.

Secretary

The Secretary shall

- be responsible for the recording of the minutes of all business dealt with in all Committee proceedings, general meetings and annual general meetings,
- be responsible to see that all records of the club are properly kept,
- keep the common seal of the Club in their custody,
- issue notices of meetings when required,
- conduct the Club's correspondence and post notices in the clubhouse as directed by the Committee,
- be entitled to attend all sub-committee meetings of the Club,
- in the absence of the Treasurer, have authority to receive monies on behalf of the Club for which they shall account to the Treasurer,
- prepare the Club's annual report for submission to the annual general meeting and shall have this report endorsed by the Committee before publication.

The Secretary may nominate an assistant secretary to assist with their duties provided such nomination is approved by the Committee. The Secretary may delegate authority to the Assistant Secretary as they see fit.

Treasurer

The Treasurer shall

- receive and be responsible for all monies and shall keep all records and/or books relevant to the financial position of the Club. These records must be available for inspection by any member of the Club.
- close off the books at the end of June each year and submit an audited balance sheet and statement of receipts and expenditure of the Club to the Committee.
- keep an inventory of the Club property and for such purpose may request any officer to furnish them with a list of property under their control.
- ensure that all money received by the Club is paid into bank accounts in the Club's name in a timely manner. Payment shall be made by cheque signed by two of any three signatories authorised by the committee. Major or unusual expenditure shall be authorised in advance by the Committee, or at a general meeting.
- chair the finance sub-committee
- be directly responsible for the Club's overall budget strategy, including the fundraising strategy.
- at the Committee meeting held in October of each year, table a report to the Committee of members whose subscriptions or other dues are in arrears.

Club Captain

The Club Captain shall

- be responsible for the general conduct of the members when associated with Club activities,
- have direct responsibility for the care and maintenance of all the assets of the Club,
- have the authority to refuse the use of any/all Club property to any member as they see fit,
- have the authority to require any member to perform any duty consistent with the objects of SLSA, SLS NSW and these rules,
- work closely with the Vice-Captain in improving patrol captains and their patrol members,
- ensure the gym is appropriately equipped, maintained and supervised to support the fitness of active and award members for their patrol duties,
- organise a handicapped swim, known as the Club Swim, each Sunday of the patrol season. The results of Club Swims are to culminate in the announcement of an A-grade and B-grade winner at the Annual Presentation/Award night, and
- work with the Competition Manager to improve the quantity and quality of competitors of all age divisions.

Chair of the Junior Activities Committee

The Chair of the Junior Activities Committee shall

- be responsible for all activities involving Nippers,
- chair the Junior Activities Committee, and
- ensure Nippers and members of the Junior Activities Committee are aware of their duties as defined and that they are carried out in accordance with the Club rules, as well as the Junior Activities Committee by-laws.

Chief Training Officer

The Chief Training Officer shall

- coordinate training for members in awards and qualifications,
- liaise with the Club Captain to ensure proficiency of all patrol members,
- provide necessary information for the Registrar to be able to maintain SurfGuard records for all members,
- have control, subject only to the Club Captain, of the instruction of all members in the area of surf life-saving, and shall have authority to call upon any qualified instructor, facilitator &/or assessor to assist them in this regard,
- use their best endeavours to improve the quality training conducted throughout the club, and
- maintain equipment and resources designated for training purposes.

Competition Manager

The Competition Manager shall

- be responsible for improving the quality and quantity of coaching staff and officials within the club,
- be responsible (with support of the Head Coach) for improving the skills and fitness of all competing members,
- encourage active members to participate in competition as a way of maintaining and/or improving their patrol skills,
- provide all active members with information about competitions including entry details,
- coordinate selection of senior, open and masters competition teams, submit and record all entries for carnivals, and if necessary, travel and accommodation associated with competition,
- submit competition entries, including names of officials, for all SLS events being entered by Club members,
- coordinate the availability of competition equipment (such as boards, skis, boats) and transport of that equipment to and from the competition,
- attend key carnivals, confirm attendance of Club competitors and ensure their welfare during training and competition, and
- record results of all such competitions and pass any competition results of news value to the Events and Publicity Officer as soon as possible post-event.

Regulatory and Legislation Officer

The Regulatory and Legislation Officer shall

- enforce the Child Protection policy of the Club and of SLS NSW to the strict letter of the law,
- develop compliance policies for OHS legislation and WorkCover regulations,
- complete liquor licensing applications,
- ensure compliance policies are in place for any other legislative or regulatory requirements that may apply to the Club,
- provide assistance to the Committee and/or any sub-committee on matters of law relevant to the Club, and
- shall Chair the judiciary sub-committee.

Gear and Maintenance Officer

The Gear and Maintenance Officer shall

- be responsible for the care, repair and maintenance of all Club equipment and building internals including surf life-saving, rescue and competition equipment and craft, radios, IRB's, computer equipment, DVD's, fax machines, and TV's,
- maintain a register of Club assets and at least annually, update that register with notes on the condition of each item,
- be responsible for promptly reporting to Council any relevant building matters,
- work closely with the Treasurer and have responsibility for the purchase, sale, maintenance and repair of all assets,
- be responsible for all grant applications for gear and building maintenance and ensure such grants are completed in a timely manner, and
- at their discretion, and on approval from the Committee, appoint Club members to support positions as necessary. Such positions may include a Grants Officer and a Building Maintenance Officer.

Events and Publicity Officer

The Events and Publicity Officer shall,

- with the support of the Events Coordinator, organise the annual Presentation/Awards night
- liaise with the Competition Manager, and with the support of the Event Coordinator, organise and promote Club competitions including
 - 2 Port Macquarie Ocean Swims
 - Club fun run
 - Veterans Carnival
 - Open Carnival
- provide to the media information approved by the Committee as appropriate to promote the Club, its news, events and activities, and
- coordinate the regular (at least monthly) production and distribution of an internal 'newsletter' via the website and email.

Committee Support Positions

Registrar

The Registrar shall

- support the Secretary and the Treasurer in all aspects of membership and competitor management, in particular with the accurate data entry and management of the SurfGuard software system
- from time to time, produce reports for the Committee on request
- work with the Branch Registrar to ensure necessary record keeping as required by SLS NSW and SLSA

Vice Club Captain

The Vice Club Captain shall

- assist the Captain in the discharge of their duties and carry out such other duties as the Captain may assign,
- in the absence of the Captain they shall have the same powers and authority as the Captain, and
- have as their primary focus, the efficiency of all patrol captains, and by association, the quality and quantity of patrolling members.

Patrol Captains

Patrol Captains shall

- report directly to the Vice-Captain,
- have direct responsibility for active and award members allocated to them,
- ensure patrol members are dressed in required uniform for patrol,
- ensure the Member Protection Policy, OHS and other relevant policies are adhered to during patrol duties,
- ensure duty of care is exercised by all patrol members, in particular, sun safety and correct lifting and carrying techniques with equipment such as craft and IRB,
- encourage and actively arrange for patrol members to undertake skill and fitness developing activities during patrol if time and conditions allow,
- actively work towards the development of younger or less experienced members of their patrol,
- ensure all documentation associated with patrol duties is completed in a timely manner (eg patrol log, IRB log, Radio log, incident reports, first aid report),
- promote and role model professional behaviour including prompt attendance, proper standard of patrol uniform, friendly attitude with the public, a willingness to participate in competition, a desire to improve knowledge of surf life-saving, and a willingness to assist the Club with its broader goals including fund-raising.

IRB Captain

The IRB Captain shall be a proficient IRB driver and shall

- in conjunction with the Club Captain and Chief Training Officer, arrange for training and proficiency of IRB Drivers and IRB Crewpersons,
- in conjunction with the Gear & Maintenance Officer, maintain the IRB craft and associated equipment,
- monitor and maintain, stock levels of consumable items such as fuel and oil,
- in conjunction with the OHS Officer, put in place such measures as are necessary to ensure the health and safety of members associated with the use, storage and maintenance of the IRB and related equipment, and
- ensure the IRB storage area(s) is/are clean, tidy and accessible to members authorised to use the IRB.

Head Coach

The Head Coach shall

- support the Competition Manager and the Club Captain,
- put in place skill and fitness development programs for patrol and competition members,
- ensure the training needs of all competition members (open, senior and masters) are considered and catered for,
- seek the assistance of any member with necessary qualifications, skills, experience and/or interest in specific aspects of skill and/or fitness training (eg swim, board, ski, boat, sprint/flags), and
- provide advice to the Competition Manager regarding acquisition and maintenance of craft and equipment necessary for training or competition.

Cadet Supervisor

The Cadet Supervisor shall

- provide mentor support for members who are in transition from Nippers to Bronze Medallion (ie under 15 category)
- encourage cadets to participate in patrol, competition and social activities of the Club
- represent the views and concerns of cadet members at Club meetings and similar forums

OHS Officer

The OHS Officer shall

- support the Regulatory and Legislative Officer in ensuring compliance by the Club and its members with OHS legislative and regulatory requirements,
- in conjunction with the Chief Training Officer, provide necessary education and/or training for members in relation to OHS matters, and
- from time to time provide reports and advice to the Committee regarding OHS related matters.

Gym Manager

The Gym Manager shall

- report directly to the Club Captain,
- support the Head Coach and Competition Manager in their roles,
- be responsible for putting place such measures as are necessary to ensure the health and safety of members using the gym,
- put in place necessary signage and/or other measures to ensure those using the gym and are aware of any rules associated with that use,
- in conjunction with the Head Coach, provide advice and guidance to members using the gym regarding appropriate use of the equipment to develop strength and fitness for patrol and/or competition, and
- with permission of the Committee, acquire and maintain gym equipment for the use of members to develop and maintain fitness.

Event Coordinator

The Events Coordinator shall,

- support the Events and Publicity Officer in the organisation of the annual Presentation/Awards night
- support the Competition Manager and Events & Publicity Officer in the organisation of
 - 2 Port Macquarie Ocean Swims
 - Club fun run
 - Veterans Carnival
 - Open Carnival
- provide such support as required for the holding of any other events held by the Club from time to time.

5. SUB-COMMITTEES

The Committee shall ensure the following Standing Sub-committees operate as per these by-laws.

- Awards
- Building
- Finance
- Governance
- Judiciary
- Junior Activity Committee
- Life Member

The Committee shall form other sub-committees from time to time as is necessary to properly manage and achieve the objects of the Club.

All sub-committees can make recommendations to the Committee relevant to their area of concern unless otherwise specified in these by-laws.

Each sub-committee has discretionary powers to deal with management issues within their area of relevance and within the policy direction of the Committee and the Club.

At the first meeting after the AGM, the Committee shall, within the financial guidelines of the Club, approve a purchasing/spending limit for each standing sub-committee such that the sub-committee can achieve its purpose and operate.

The Chair of each sub-committee is directly accountable to the treasurer and the Committee, for purchasing/spending, and must only do so in accordance with the policy direction of the committee and the club. The Committee, through the treasurer, has the ability to stop any spending/purchase at any time, for any reason.

Sub-committee decisions will be made on majority vote of the members of that sub-committee.

The Chair of each sub-committee must make every effort to include all sub-committee members in the decision-making process.

Apart from these requirements, the Chair of each sub-committee has the discretion to communicate with other sub-committee members by any 'mainstream' means, including phone and/or email.

The Committee is to keep a record of recommendations presented by sub-committees, as well as a record of whether these recommendations were adopted.

Awards Sub-committee

The Awards Sub-committee shall

- be chaired by the Club Captain,
- consist of the Junior Activities Chair, Chief Training Officer, Competition Manager and any other club or Committee member(s) the Committee feels appropriate, and
- decide on awards and presentations to be made to members at the Club Presentation/Awards night.

Building Sub-committee

The building sub-committee shall

- be chaired by the Secretary,
- consist of the Vice-President, Regulatory & Legislative Officer, Club Captain, Treasurer, and the Gear & Maintenance Officer,
- focus on immediate compliance issues necessary for action,
- concentrate on securing the building and the assets within,
- develop a master plan for the future development of the club facilities, including a staged approach to improving the facility over the medium-term, and
- take into account the advice of the Finance Sub-committee.

Finance Sub-committee

The finance sub-committee shall

- be chaired by the Treasurer,
- consist of the President, Vice-President, Junior Activities Chair, Junior Activities Treasurer, Club Captain, Secretary, and Events Co-ordinator,
- shall develop and implement a three(3) year club budget, including a three(3) year fundraising strategy,
- implement a “one club” approach to budgeting that takes into consideration the different functions within the Club and the needs of the sub-committees, and
- shall make recommendations to the Committee regarding investment and other financial strategies to enhance the viability and operating capacity of the Club.

Governance Sub-committee

The governance sub-committee shall

- be chaired by the President
- consist of the Regulatory and Legislation Officer, JASC Chair, Club Captain, Chief Training Officer, Treasurer and Secretary,
- review the constitution (rules and by-laws) on a regular basis,
- monitor and improve communication of information within the Club,
- review the responsibilities and duties of Committee members and support positions,
- liaise with outside agencies such as Council and State bodies as required, and
- ensure all standards and other compliance matters are addressed by the Club.

Judiciary Sub-committee

The Judiciary Sub-committee shall

- be chaired by the Regulatory and Legislative Officer,
- consist of three other Committee members (other than the President), chosen by the Committee, and two non-committee members (of long standing service to the law, surf life saving, and/or the Club) elected at the annual general meeting,
- meet as required when a disciplinary matter is referred to it by the committee, and
- will act in accordance with the Constitution.

Junior Activities Sub-committee

The Junior Activities Sub-committee shall

- be known as the JASC
- be chaired by a person elected by members who meet the eligibility criteria in the By-laws of the JASC. The election of the Chair of the JASC shall be endorsed by members of the Club at the AGM.
- shall have an annual meeting prior to the AGM of the Club. At this meeting the chair and other positions within the JASC shall be elected.
- shall act as per this constitution and by-laws, as well as the attached **Junior Activities Sub-Committee By-Laws**.

Life Membership Sub-committee

The life membership sub-committee shall

- be chaired by the Vice President,
- consist of any five (5) Life Governors and/or Life Members willing and able to participate. If five Life Governors and/or Life Members are not available or able to participate in the sub-committee, the vacant positions shall be filled by current long service members.
- not include any Committee member other than the Chair (Vice President),
- act in accordance with requirements as written in these by-laws under "Honorary Life Membership".
- meet at least once each year to consider and record outstanding service to the Club by a member or members.

To be considered for Life Membership, the Club member must be

- nominated in writing by two or more life, active or long service members, or
- be identified by the Life Member Sub-committee.

6. CLUB COLOURS, BADGES AND BLAZERS

The club colours shall be black, gold and white, except where a combination of these colours must be altered in cases of expediency.

Coat, costume and blazer badges of the current lapel design adopted by a general meeting of the club, may be worn by active and award members of the club.

A member shall be entitled to wear a laurel wreath in gold under the club pocket badge provided they have won an event at the Australian Open titles.

A member shall be entitled to wear a laurel wreath in blue under the club pocket badge provided they have won an event at the NSW Open titles, or won an event at the NSW or Australian Masters Championships.

A member shall be entitled to wear a laurel wreath in red under the club pocket badge provided they have been granted the distinguished service award by SLSA, been granted 50 the 50 year service award by SLSA, or life membership of the club.

A member shall be entitled to wear a laurel wreath in gold that encompasses the entire club pocket badge if at least 85% of the AGM, following a unanimous recommendation of the full committee, acknowledges a meritorious and/or courageous act undertaken by a member in their role as an active surf lifesaver.

7. AUDITOR

At the AGM, a suitably qualified accountant shall be appointed as auditor, who shall at least one month before the next AGM examine the accounts and shall certify the annual statement of accounts and the balance sheet. All information required will be provided by the Treasurer, the Committee, the sub-committees, and the Club.

8. CARE AND USE OF CLUB HOUSE and CLUB PROPERTY

The clubhouse shall be available to active, award and associate members; and to the Committee and sub-committees for such purposes as may be determined by the committee.

Keys of the clubhouse shall be issued by the Secretary on behalf of the Committee. Members resigning or retiring from the club shall return such keys immediately.

No Club property shall be removed from the clubhouse without the approval of the Committee, or the Club Captain or the Gear & Maintenance Officer.

Club members shall carry out any necessary actions required for the cleanliness and maintenance of Club property and surroundings.

The Club endorses responsible service of alcohol provisions at all times and will adhere to all relevant licensing laws in relation to this.

No unseemly conduct likely to interfere with the comfort of other members shall be permitted and members shall assist in preventing such conduct. This includes but is not limited to prohibition of games liable to damage club equipment, climbing on the roof of the clubhouse.

Respect for the welfare of other members is expected at all times in and around the club.

9. PATROLS

The beach shall be patrolled by active members at such times as agreed by the Committee, the Council, and SLS NSW.

Patrol Captains shall be appointed by the Club Captain and shall be under the direct control of the Vice Club Captain. Patrol members will report directly to their Patrol Captain.

Patrol members must ensure they are on time and appropriately dressed for patrol,

Patrol members unable to attend their allotted patrol must arrange a substitute in advance, and if not able to achieve this, then they must inform their Patrol Captain in advance of their absence,

Members of patrols shall perform any duty allotted by the Patrol Captain either in the actual work of life-saving or any other task deemed necessary to the efficient patrolling of the beach,

Members of patrols who are candidates for any award or qualification of the SLISA may be granted leave to attend training sessions by their Patrol Captain,

Leave from rostered patrol may be granted in certain circumstances by the Club Captain and/or Club Vice-Captain,

Exemption from patrol for an extended period is at the discretion of the Committee with recommendation from the Club Captain. Application for this should be in writing to the Club Captain. Exemption from patrols by a Committee member may be approved by the Committee in consultation with the Club Captain.

It is at the Club Captain's discretion whether to refer to the Committee, a member who fails to attend patrol. It is then at the discretion of the Committee whether to refer the member to the Judiciary Sub-committee.

Patrol Captains must follow best practice in fulfilling their duties and must encourage each patrol member to do likewise.

The upmost discretion must be used in all dealings with the public by both Patrol Captains and all patrol members. Abuse of any person will not be tolerated and will be immediately referred to the Committee for immediate referral to the Judiciary Sub-committee.

10. CLUB EQUIPMENT

The marked swimming/bathing area is for swimming and bathing only. No craft (including board or ski) shall enter this area.

Rostered patrols have first priority on any craft and equipment. In emergency situations, the Patrol Captain or the Club Captain will prioritise the use of craft and equipment.

Members must take every care to maintain the good condition of Club equipment. If an item of equipment is damaged while being used by a member, they must as soon as possible notify the

- Patrol Captain (if during patrol)
- Gear & Maintenance Officer and/or Competition Manager (if during training or competition)
- or Club Captain.

Members authorised to use the IRB may call upon any other member(s) to assist in the launching and housing of the craft. Any member refusing to assist shall be reported to the Club Captain, who has the discretion to refer the matter to the committee.

Members using craft (boat, board, ski or other) for competition or competition training purposes are responsible for getting the craft to and from the water, and for the condition of the craft while in their use.

Only an authorised boat crew of five (5) is allowed in the boat at any one time, unless exceptional circumstances warrant otherwise.

Only the Club Captain and the Gear and Maintenance Officer can approve alterations to the boat.

All members using craft or equipment for competition or competition training will be aware of and adhere to the ***“rules of use of competition equipment”*** that may be issued and amended by the Gear & Maintenance Officer and Competition Manager from time to time. These rules will be posted on the notice board in the Clubhouse.

All members using the gym will be aware of and adhere to the ***“rules of use of the gym”*** that may be issued and amended by the Club Captain, Gear & Maintenance Officer and Competition Manager from time to time. These rules will be posted on the notice board in the Clubhouse and in the gym.

Craft and equipment may only be used for competition or competition training with the knowledge of and under the supervision of the Club Captain, Gear & Maintenance Officer, Head Coach or Competition Manager. Such supervision does not necessarily mean the supervising person must be in attendance.

11. CLUB CHAMPIONSHIPS

All Club championships and Club carnivals will be conducted in accordance with the SLSA and SLS NSW current competition requirements.

At the first meeting following an AGM, the Committee will determine the type and grade of events to be conducted in the club championships, and confirm the dates for each.

Championship points will be allotted for each event as follows: 1st (7 points), 2nd (6 points), 3rd (5 points), 4th (4 points), 5th (3 points), 6th (2 points), all other entrants receive 1 point.

Each championship will be conducted over three (3) rounds.

Only financial, proficient Bronze Medallion, Certificate II Public Safety (Aquatic Rescue) and Surf Rescue Certificate holders can compete in the club championship point score.

12. CARNIVALS and COMPETITIONS

The Competition Manager, through the Club Captain, will submit to the Committee a list of carnivals that the club will compete in during the forthcoming season. This list of carnivals will be the first duty of the Competition manager following their appointment at the AGM.

The Competition Manager will notify on the noticeboard the carnival program for the season. This will be done as soon as possible following appointment at an AGM.

The Competition Manager will display all carnival information including entries, on the noticeboard.

13. MEMBERS PROPERTY ON CLUB PREMISES

The Club does not take responsibility for the care of and loss of or damage to members' property on the club premises. Members' belongings are left at the club at the members own risk, whether the members are present or absent from the clubhouse.

14. HONOUR AND CHAMPIONSHIP BOARD

Honour boards shall be provided in the clubhouse and shall include the following; Honorary Life Members, Distinguished Service/50 Year Service Awards, Office Bearers. All boards will be correctly inscribed as soon as practicable.

15. RULES OF DEBATE

The rules of debate follow standard meeting procedure as in the definitive "Horsley's Guide to Meetings".

16. CHILD PROTECTION

The club endorses and adheres to NSW Surf Life-Saving Member Protection policy including Child Protection.