

**CONSTITUTION
OF
LONG REEF
SURF LIFE SAVING CLUB
INCORPORATED**

(Incorporated under the Associations Act 2009)

as amended 4th August 2019



ASSOCIATIONS INCORPORATION ACT 2009 (NSW) CONSTITUTION
LONG REEF SURF LIFE SAVING CLUB INCORPORATED

1. NAME

The name of the club is Long Reef Surf Life Saving Club Incorporated (**LRSLSC**).

2. DEFINITIONS AND INTERPRETATIONS

2.1. DEFINITIONS

In this constitution unless the contrary intention appears:

“Act” means the Associations Incorporations Act 2009 (NSW)

“Cadets Coordinator” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Chief Instructor” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Club” or “LRSLSC” means Long Reef Surf Life Saving Club Inc.

“Club Captain” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Competition Captain” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Constitution” means this Constitution of the Association

“Coordinator of Community Partnerships and Merchandise” means the person elected/appointed to that Role by the Members in accordance with this Constitution.

“Coordinator of Marketing and Member Engagement ” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Council” means the Northern Beaches Council, or such other local government body having jurisdiction over Long Reef Beach at that time.

“Director” means a Member of the Management Committee and includes any person acting in that capacity from time to time appointed in accordance with this Constitution but does not include the Executive Director.

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

“Intellectual Property” means all rights subsisting in copyright, business name, names, trademarks (or signs), logos, designs, equipment including computer software, images (including photographs, videos or films) or service marks relating to LRSLSC or any activity of or conducted, promoted or administered by LRSLSC in New South Wales.

“Judiciary Committee” means a committee established by LRSLSC under this Constitution.

“Local Area” means the geographical area for which LRSLSC is responsible as recognised by the SLSSNB and/or SLSNSW of which LRSLSC is a Member.

“Management Committee” means those members elected to the governing body of the Club at the Annual General Meeting or otherwise elected in accordance with this Constitution.

“Management Committee Meeting” means a meeting of the Management Committee.

“Member” means a Member of LRSLSC for the time being under **clause 7**.

“Nippers Coordinator” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Nippers Coordinator Beach Activities” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Objects” mean the Objects of LRSLSC in **clause 4**.

“President” means the person elected/appointed to that role by the Members in accordance with this Constitution.

“Public Officer” means the person appointed to be the public officer of the Associations in accordance with the Act.

“Register” means a register of Members kept and maintained in accordance with **clause 9**.

“Regulation” means the By Laws

“SLSA” means Surf Life Saving Australia Limited and associated companies.

“SLSA Regulation” means any regulations made by SLSA from time to time.

“SLSNSW” means Surf Life Saving New South Wales Inc.

“SLSSNB” means Surf Life Saving Sydney Northern Beaches Incorporated.

“Special Resolution” means a resolution passed at any Management Committee meeting, at which a quorum is present, and passed by at least three quarters of those members present and entitled to vote, and of which not less than twenty-one (21) days’ notice specifying the intention to propose the resolution as a special resolution was given in accordance with this Constitution.

“Treasurer and Administration” means the person elected/appointed to that role by the Members in accordance with this Constitution.

2.2. 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 includes 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.

2.3. SEVERANCE

If any of the provisions of this Constitution or any phrase contained in it 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.

2.4. 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. Model rules under the Act are expressly displaced by this Constitution.

3. AFFILIATION

LRSLSC shall be affiliated with Surf Life Saving Sydney Northern Beaches Inc, and through SLSSNB to SLSNSW and SLSA.

OBJECTS OF LRSLSC

LRSLSC is a charitable community service based association. The objects for which the association is established are:

- (a) to provide Surf Life Saving patrols and promoting a safe marine, beach and aquatic environment for the community and all beach users.
- (b) to conduct, encourage, promote, advance and administer LRSLSC throughout the local area;
- (c) act, at all times, on behalf of and in the interests of the Members and LRSLSC in the local area;
- (d) liaise with SLSA, SLSNSW and/or SLSSNB of which LRSLSC is affiliated and adopt their rules and policy frameworks to further these Objects;
- (e) abide by, and make known, enforce and secure uniformity in the application of the rules of LRSLSC as may be determined from time to time by SLSSNB and as may be necessary for the management and control of LRSLSC and related activities in New South Wales; and
- (f) to encourage, foster and promote a healthy environment and atmosphere amongst the membership that brings a spirit of comradeship and good citizenship in the best interests of the public.

4. POWERS OF LRSLSC

- (a) Solely for furthering the Objects, LRSLSC, has in addition to the rights, powers and privileges conferred on it under section 25 of the Act, the legal capacity and powers of a company as set out under section 124 of the Corporations Act 2001 (Cth).
- (b) Appoint, hire, employ, remove, replace a person/s for the purpose of carrying out the objects of LRSLSC and to pay them in return for services rendered to LRSLSC, salaries, wages and gratuities.

5. LONG REEF SLSC COLOURS AND UNIFORM

- (a) LRSLSC colours shall be navy blue and white.
- (b) LRSLSC competition cap shall be registered with SLSA and be a white cap with four navy blue stripes.
- (c) LRSLSC carnival costume, team uniform and badges shall be of a design as approved by the board.
- (d) LRSLSC blazer shall be a Navy blue single breasted 2 button blazer with the full logo of LRSLSC as the design on the pocket, along with appropriate wording denoting award and year of award. The blazer may only be worn by Distinguished Service Members, Outstanding Services members and Life Members of LRSLSC, or persons awarded Best Club Member, a NSW or Australian Award at the Awards of Excellence, a Gold Medal at the Australian Surf Lifesaving Championships or SNB Lifesaver or Volunteer of the Year.

6. MEMBERS

The members of LRSLSC shall have the following categories of membership as defined in the current version of the SLSA manual:

MEMBERS

- 1. Junior Membership**
- 2. Active Membership**
- 3. Associate Membership**
- 4. Honorary/Service Membership**
- 5. Internal Membership**

6.1 Junior Membership

Incorporates the sub-categories: Junior Activities “Nipper” Membership and Cadet (13-15yrs) membership.

6.1.1 Junior Activities "Nipper" Membership

(i) Candidates for Junior Activities “Nipper” Membership must have attained the age of five (5) years and be under the age of 13 years on the 1st day of October in the then current season and such person shall be required to gain the relevant Surf Education Certificate for that person’s age group.

(ii) “Nipper” members shall comply with this Constitution and Regulations there under.

(iii) This Constitution and the Regulations made hereunder which relate to Junior Activities shall, so far as is possible, govern Junior Activities “nipper” members.

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6.1.2 "Cadet" 13-15 yrs.

(i) Candidates for Cadet membership must have attained the age of 13 years and be under the age of 16 years on the 1st of October of the then current season.

(ii) A Cadet Member shall be a Member of the Age-qualification in SLSA’s Manuals (i.e. Under 15) and or obtained the Surf Rescue Certificate or has passed an annual proficiency test.

(iii) Cadet members shall comply with this Constitution and Regulations thereunder.

(iv) This Constitution and the Regulations made hereunder which relate to Junior Activities shall, so far as is possible, govern Cadet members.

6.2 Active Membership

Incorporates the Sub-categories: Active (15-18yrs and 18+), Reserve Active, and Award memberships.

6.2.1 Active 15-18yr members

(i) An Active 15-18yr member is an Active Member who shall be the minimum age of 15 years of age on the 1st day of October in the then current season and has or is eligible to obtain their Bronze Medallion and/or qualify in an annual proficiency test unless the member has obtained their Award in that season.

(ii) An Active 15-18yr member shall fulfil patrol and Club obligations, as provided by SLSA and the Constitution.

6.2.2 Active 18+ Members

(i) An Active 18+ member is an Active Member who has obtained their Bronze Medallion and qualify in an annual proficiency test unless the member has obtained their Award in that season.

(ii) An Active 15-18yr member shall fulfil patrol and Club obligations, and in all other respects comply with this Constitution and Regulations provided by SLSA and the Club.

(iii) All Active 18+ members shall have served for a minimum of one (1) season as a Probationary and hold the Bronze Medallion or Surf Rescue Certificate of SLSA.

6.2.3 Reserve Active Members

(i) Reserve Active membership may be granted by the Management Committee, to Active members who have satisfactorily completed, from gaining their SLSA Bronze Medallion or Surf Rescue Certificate (SRC) ten (10) years active service in any Surf Life Saving Club from the date of obtaining their Bronze Medallion or SRC of which 5 years has been served at the Club. Such five (5) years need not be consecutive. Active service embodies Cadet, Probationary and Active Membership

(ii) The foregoing provisions do not automatically confer Reserve Active membership on any member but only entitle such member to apply to the Management Committee for transfer to the Reserve Active Member list of members.

(iii) Reserve Active members shall have all the rights and privileges of an active member and shall perform a minimum of patrols as required by

SLSA and further patrol duties at the discretion of the Club Captain and must complete an annual proficiency test. Notwithstanding anything contained in these clauses or regulations made thereunder such Reserve Active members as aforesaid shall be subject to the same rules of discipline as active members.

- (iv) Application for transfer to the Reserve Active Membership list must be made to the Management Committee and be approved by a two-thirds majority of the Management Committee voting at a meeting thereof when such application is considered.
- (v) Notice of any application for transfer to the Reserve Active Membership list must be given to each member on the Management Committee on the Agenda calling the meeting at which such application is to be considered.
- (vi) Any applicant for Reserve Active membership shall be the holder of a minimum of 3 surf lifesaving qualifications including but not limited to Bronze Medallion, Surf Rescue Certificate, Radio Operators Certificate, Resuscitation Certificate, IRB drivers or IRB crewman certificate or First Aid Certificate (or Equivalent).

6.2.4 Award Members

- (i) Award membership may be granted by the Club to persons who hold an SLSA award of one or more, of the following Qualifications: - Surf Rescue Certificate, Radio Operators Certificate, Resuscitation Certificate or First Aid Certificate (or Equivalent).
- (ii) Such Members may be called upon to perform patrol duties and/or other club obligations within the ability of their qualifications.
- (iii) The Club may grant an Award member voting rights if they are undertaking lifesaving duties.

6.3 Associate Membership

Incorporates the Sub-categories of Associate, Probationary and General membership.

6.3.1 Associate Members

- (i) Associate membership may be granted by the Club to persons who have or have not been active members of the Club and satisfy the Management Committee that through special circumstances they are unable to perform the duties of active membership and they have rendered services to the Club and intend to continue an active association with the Club.

(ii) Associate Members shall not have Voting Rights unless elected to Office or a Position, which is provided with Voting Rights by the Management Committee.

(iii) Associate members shall have a joining and/or annual membership fee substantially greater than fees for other Categories.

6.3.2 Probationary Members

(i) Probationary membership shall be the designation of any person (15yrs+) for the time between applying for membership and the gaining of an award and/or granting of a formal membership by the Management Committee after 1 year.

(ii) Probationary membership may be terminated at any time by the resolution of the Management Committee without giving reason therefore.

(iii) Probationary members are entitled to vote at any meeting of the Club once they have attained their SLSA Bronze Medallion.

6.3.3 General Members

(i) General Membership may be granted by the Club to persons who may or may not hold an SLSA award.

(ii) General members shall not have voting rights unless elected to office or position which is provided with Voting Rights provided by the Constitution.

6.3.4 Leave/restricted

Those members of the Club who are granted absence or restricted patrol duties by a two-thirds majority of the Management Committee from carrying out their duties as an active member of the club due but not limited to:

- (i) being on active service in one of the armed, police, fire or ambulance services
- (ii) overseas or interstate for work
- (iii) the member sustaining significant injury or illness or being required to look after a family member with a significant injury or illness.
- (iv) change in residence or temporary work commitments outside Sydney Metropolitan area

Such members shall have the rights and privileges of an active member required by the Regulations. Such members shall be subject to the same rules of discipline as Active members.

Any application for such membership shall by notice be given to each member of the Management Committee.

The Management Committee may revoke any such membership at any time provided that such member has been given at least fourteen (14) days' notice and had the opportunity either personally or in writing to the Management Committee to present their case as to why such membership should not be revoked.

6.4 Honorary/Service Member

Incorporates the subcategories: - Life Members, Long Service, Honorary and Past Active

6.4.1 Life Member

Life members shall be those members who have rendered particularly distinguished or particularly special service to the Club.

- (i) Nominations for Life Membership will be referred to a special Committee to be called the Life Membership Committee constituted for that purpose who will verify the nominees' qualifications and submit the application along with their recommendation to the Annual General Meeting.
- (ii) Voting at the Annual General Meeting shall be by secret ballot, and for election to Life Membership a nominee must secure a two-thirds majority of the vote.
- (iii) The Life Membership Committee shall consist of the Club President, three (3) Life Members and one (1) Active Club member.
- (iv) All nominations for Life Membership must be submitted in writing prior to June 30th in the year for consideration and must include a list of the nominee's record with the Club.

Life members shall have all the rights and privileges of Active members without payment of any subscription and they shall be exempt from all duties and obligations of Active members.

6.4.2 Long Service

- (i) Shall consist of members who have completed ten years active service, or eight years active service plus four years active reserve service in a surf lifesaving club from the date of obtaining the Surf Life Saving Bronze Medallion or Surf Rescue Certificate of which five (5) years active service shall have been served with the Club. Such

five years active service need not be consecutive. Active service embodies cadet, probationary and active membership.

- (ii) The foregoing provisions do not automatically confer Long Serving Membership on any member but only entitle such member to apply to the Management Committee for transfer to the Long Serving member list of members.
- (iii) Long Serving members shall have all the rights and privileges of an active member and shall be exempt from all duties and obligations of active members (except the payment of an annual subscription) as required by the regulations unless the Captain or his deputy otherwise directs. Notwithstanding anything contained in these clauses or regulations made thereunder such Long Serving members as aforesaid shall be subject to the same rules of discipline as Active members.
- (iv) Application for transfer to the Long Serving Membership list must be made to the Management Committee and be approved by a two-thirds majority of the Management Committee voting at a meeting thereof when such application is considered.
- (v) Notice of any application for transfer to the Long Serving Membership list must be given to each member on the Management Committee on the Agenda calling the meeting at which such application is to be considered.

6.4.3 Honorary

Honorary members shall be those persons whom the Management Committee may wish to honour with Honorary Membership for a period not exceeding one season.

6.4.4 Past active

- (i) Past Active membership may be granted by the Management Committee to persons who have held an SLSA bronze medallion and has been an active patrol member for a minimum of three (3) years and for adequate reasons (which reasons shall be at the sole discretion of the Management Committee) is unable to perform his /her active member duties.
- (ii) Past Active members shall subject to them paying their annual membership fee have voting rights.

6.5 Long Reef SLSC Internal Membership

6.5.1 Distinguished Service Members

- (i) Distinguished Service Members shall be those members who have rendered distinguished service to the Club for an extended period

typically greater than 12 years and have served some time as a member of the Management Committee

- (ii) Nominations for Distinguished Service Membership will be referred to a special Committee to be called the Distinguished Service Committee constituted for that purpose who will verify the nominees' qualifications and submit the application along with their recommendation to the Annual General Meeting.
- (iii) Voting at the Annual General Meeting shall be by secret ballot, and for election to Distinguished Service Membership a nominee must secure a two-thirds majority of the vote.
- (iv) The Distinguished Service Membership Committee shall consist of the Club President, three (3) Life Members and one (1) Active Club member.
- (v) All nominations for Distinguished Service Membership must be submitted in writing prior to June 30th in the year for consideration and must include a list of the nominee's record with the Club.

Distinguished Service members shall have all the rights and privileges of Active members without payment of any subscription and they shall be exempt from all duties and obligations of Active members.

6.5. Outstanding Service Members

- (i) Outstanding Service Members shall be those members who have rendered/sustained outstanding service to the Club for an extended period typically greater than 10 years.
- (ii) Nominations for Outstanding Service Membership will be referred to a special Committee to be called the Outstanding Service Committee constituted for that purpose who will verify the nominees' qualifications and submit the application along with their recommendation to the Annual General Meeting.
- (iii) Voting at the Annual General Meeting shall be by secret ballot, and for election to Outstanding Service Membership a nominee must secure a two-thirds majority of the vote.
- (iv) The Outstanding Service Membership Committee shall consist of the Club President, three (3) Life Members and one (1) Active Club member.
- (v) All nominations for Outstanding Service Membership must be submitted in writing prior to June 30th in the year for consideration and must include a list of the nominee's record with the Club.

6.6 Members Liability

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges, and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the club as required by clause 28.

7. MEMBERSHIP APPLICATION

7.1. APPLICATION FOR MEMBERSHIP

An application for membership must be:

- (a) In writing on the form prescribed from time to time by the Board (if any), from the applicant or its nominated representative and lodged with LRSLSC; and
- (b) Accompanied by the appropriate fee (if any).

7.2. DISCRETION TO ACCEPT OR REJECT APPLICATION

- (a) LRSLSC may accept or reject an application whether the applicant has complied with the requirements in clause 8.1 or not. LRSLSC shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where LRSLSC accepts an application, the applicant shall become a Member. Membership shall be deemed to commence upon acceptance of the application by LRSLSC. The Register shall be amended accordingly as soon as practicable.
- (c) Where LRSLSC rejects an application, it shall refund any fees forwarded with the application and the application shall be deemed rejected by LRSLSC.

7.3. RENEWAL

- (a) Members (other than Life Members and Distinguished Service Members) must renew their membership annually in accordance with the procedures set down by LRSLSC in Regulations from time to time.
- (b) If not renewed and/or proficient in accordance with SLSA policy by 31st December deemed no longer a member of LRSLSC.

7.4. DEEMED MEMBERSHIP

- (a) All persons who are, prior to the approval of this Constitution under the Act, Members of LRSLSC shall be deemed Members from the time of approval of this Constitution under the Act.
- (b) Any Members of LRSLSC, prior to approval of this Constitution under the Act, who are not deemed Members under clause 8.4 (a) shall be entitled to carry on such functions, analogous to their previous functions as are provided for under this Constitution.

8. REGISTER OF MEMBERS

8.1. CLUB TO KEEP REGISTER

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

- (a) the full name, address, date of birth, sex, contact details, class of membership and date of entry of each Member; and
- (b) where applicable, the date of termination of membership of any Member.

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

8.2. INSPECTION OF REGISTER

- (a) Having regard to the Act, confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, shall be available for inspection (but not copying) by members, upon reasonable request.
- (b) Notwithstanding the provisions of clause 9.2 (a) no details of any Member under the age of 18 years shall be made available for inspection to any Member except those with lawful reason to do so.

8.3. USE OF REGISTER

Subject to the Act, confidentiality considerations and privacy laws, the Register may be used to further the Objects, in such manner as the Board considers appropriate.

9. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) This Constitution forms a contract between each of them and LRSLSC and that they are bound by this Constitution and the Regulations.
- (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 Board or other entity with delegated authority;
- (c) By submitting to this Constitution and the SLSA Regulations they are subject to the jurisdiction of LRSLSC, SLSSNB, SLSNSW and SLSA.
- (d) The Constitution and Regulations are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Surf Life Saving; and
- (e) They are entitled to all benefits, advantages, privileges and services of Club membership.

10. DISCONTINUANCE OF MEMBERSHIP

10.1. NOTICE OF RESIGNATION

- (a) A Member who has paid all arrears of fees payable to LRSLSC may resign or withdraw from membership of LRSLSC by giving one month's notice in writing to LRSLSC.
- (b) Once LRSLSC has received a notice of resignation of membership given under clause 10.1(a) it must make an entry in the Register that record the date on which the Member ceased to be a Member.

10.2. EXPULSION OF MEMBERS

- (a) Where in the opinion of the Management Committee any member has violated any Article of the Constitution or any Regulations thereunder or otherwise been guilty of any conduct prejudicial to the interests of the Club, such member may be expelled from the Club.
- (b) Such member shall be notified at least seven (7) days prior to the meeting by the Management Committee of the proposed Resolution and notified that he has the right to appear and be heard by the Management Committee prior to such resolution being passed.
- (c) Notice of the proposed Resolution must be given to each member of the Management Committee on the Agenda of such meeting.
- (d) Any member expelled in accordance with clause 10.2 shall have the right to appeal to a Special General Meeting of the Club.
- (e) Such Special General Meeting shall be called by the Secretary on receipt within 21 days of such expulsion of a requisition signed by 20 financial members eligible to vote.
- (f) Ten (10) days' notice of such meeting shall be given to all members and such meeting shall be held within 21 days from the date of the Secretary having receipt of the requisition.
- (g) If such expulsion be not confirmed by a Resolution of at least 3/4 of those present and voting, the member shall be deemed to have been reinstated.
- (h) The Secretary shall notify Surf Life Saving Sydney Northern Beaches immediately after any such appeal under the preceding provisions of clause 10.2 has failed OR if no appeal has been made, then immediately on the expiration of the time for appeal of the name and address of any member who is expelled

10.3. MEMBER TO RE-APPLY

A Member whose membership has been discontinued under clauses 10.1 or 10.2:

- (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 Board.

10.4. FORFEITURE OF RIGHTS

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon LRSLSC and its property and shall not use any property of LRSLSC including Intellectual Property. Any Club documents, records or other property in the possession, custody or control of that Member shall be returned to LRSLSC immediately.

10.5. MEMBERSHIP MAY BE REINSTATED

Membership which has been discontinued under this clause 11 may be reinstated at the discretion of the Board, with such conditions as it deems appropriate.

10.6. 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.

11. JUDICIARY COMMITTEE

- (a) In accordance with this constitution the Management Committee shall, at its first Meeting in each year, appoint five (5) members, including a Chairman, one of whom shall be the Secretary, who shall constitute the Judiciary Committee.
- (b) The Judiciary Committee shall have the power to hear and determine all matters referred to it by the Management Committee relating to the breach by any member of any clauses or any Regulations thereunder and all other matters so referred relating to the conduct and discipline of members. Whereupon the Judiciary Committee after hearing the evidence may find the offence not proven or may exonerate or suspend the member or take such other action against him/ her as it deems fit.
- (c) The Judiciary Committee shall conduct the inquiry referred to it within twenty one (21) days, due notice of such inquiry having been given to the member who shall have the right to appear and be heard, provided always that a member may apply for an adjournment by application in writing to be in the hands of the Secretary at least two (2) days before the time fixed for such inquiry, and provided further that a member may call witnesses by application in writing to be in the hands of the secretary at least four (4) days before the time fixed for such meeting, setting out the names and addresses of those members whom he desires to call as witnesses.
- (d) The report of the Judiciary Committee shall be tabled at the first meeting of the Management Committee after the investigation is concluded.

- (e) The finding of the Judiciary Committee cannot be altered by the authority appointing it, but a two-thirds majority of those present and voting at the meeting at which such finding is presented may refer the matter back to the Judiciary Committee for further consideration or the hearing of additional evidence. The ground for such reference shall be clearly stated.
- (f) No member shall be entitled to legal representation as of right, provided always that a member may apply at the commencement of the inquiry for such representation and the Judiciary Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.
- (g) A member against whom the Judiciary Committee has given an adverse finding or decision may, within twenty-eight (28) days after the decision is conveyed to such member, may appeal against such decision. His appeal shall be by way of a Special General Meeting.
- (h) The Judiciary Committee shall function in accordance with the rules of procedure of a Judiciary Committee as laid down in the Regulations.
- (i) The Judiciary Committee may impose such penalty as it sees fit but in no case, shall it have the power to expel a member. The decision of the Judiciary Committee on any matter determined by it shall be final subject to the right of appeal by the offending member contained in clause 10.2.
- (j) If in the opinion of the Judiciary Committee the appropriate penalty is expulsion, then such opinion shall be brought before the Management Committee which shall then deal with it in accordance with clause 11.2 of this Constitution.

12. SUBSCRIPTIONS AND FEES

The annual membership subscription (if any) and any fees or other levies payable by members to LRSLSC and the time for and manner of payment shall be as determined by the Board.

13. EXISTING DIRECTORS

The Members of the administrative or governing body (by whatever name called) of LRSLSC in office immediately prior to approval of this Constitution under the Act shall continue in those positions until the next annual general meeting following such adoption of this Constitution. After the General Meeting the positions of Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

14. POWERS OF THE BOARD

- (a) Subject to the Act and this Constitution, the business of LRSLSC shall be managed and the powers of LRSLSC shall be exercised by the Board. In particular, the Board shall act in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the local area.

- (b) To expend the funds of the Club as it deems expedient in the interest of the Club.
- (c) The collection and disbursement of the funds of the Club shall be under the absolute and direct control of the Board of Directors and no expense shall be incurred on behalf of the Club without its consent or ratification.

15. COMPOSITION OF THE MANAGEMENT COMMITTEE

15.1. THE MANAGEMENT COMMITTEE SHALL COMPRISE:

- (a) The Management Committee shall comprise the following officers who shall be elected at the Annual General Meeting:
 - (i) President
 - (ii) Deputy President
 - (iii) Executive Director (two)
 - (iv) Secretary
 - (v) Treasurer
 - (vi) Club Captain
 - (vii) Chief Instructor
 - (viii) Competition Captain
 - (ix) Nippers Coordinator
 - (x) Director of Marketing and Member Engagement
 - (xi) Director of Community Partnerships and Merchandise
 - (xii) Nippers Coordinator Beach Operations
- (b) All the officers shall be members of LRSLSC and must meet the qualifications as prescribed from time to time by the Management Committee.
- (c) Subject to sub article (e) below the maximum consecutive period that a member can hold the position of President, Deputy President, Club Captain or Secretary shall be a period of four (4) years provided that nothing in this sub article shall prevent such person holding that same position after a further period of four (4) years.
- (d) Subject to sub article (e) below the maximum total period that a member can hold any of the positions referred to in sub article (c) above is eight (8) years.
- (e) The provisions of (c) and (d) above shall not apply should no other person nominate for any of those positions in the year that but for this sub article (e) the holder of the position would be in breach of either (c) or (d) above.

- (f) Note for the purposes of (c) above if what would be the President's 5th year there is no other nomination for that position then the incumbent President can be appointed for that 5th year but if in the next year there is a nomination for position of President then the incumbent President may not stand in that year.

15.2. ELECTION AND APPOINTMENT OF DIRECTORS

- (a) The elected Directors shall be elected under clause 16
- (b) The appointed Directors shall be appointed under clause 17
- (c) Board of Life Saving – shall be the Club Captain, 2 x Vice Captains, Gear Steward, OHS officer, First Aid Officer, Radio officer, IRB Captain and Patrol Captains. The Club Captain to be the chairperson of all meetings of the Board of Life Saving.
- (d) Board of Education – shall be the Chief Instructor, Chief Assessor, ARC officer, Power craft officer, SRC/Bronze Medallion officer, Instructors and Assessors. The Chief Instructor to be the chairperson of all meetings of the Board of Education.
- (e) Board of Surf Sports – shall be the Competition Captain, Licensed Officials, Coaches, IRB Captain, Boat Captain, Nippers Carnival coordinator, Club Captain and Board and Ski Captain. The Competition Captain to be the chairperson of all meetings of the Board of Surf Sports.
- (f) Board of Finance and Administration – shall be the Treasurer and the Secretary, Executive Director, Publicity Officer, Treasurer, Assistant Treasurer, Registrar, Functions officer, Merchandise coordinator, Web administrator and Communications officer. The Secretary to be the chairperson of all meetings of the Board of Finance and Administration.
- (g) Board of Youth – shall be the Nippers Coordinator, Nippers Secretary, Nippers Registrar, Youth Development Officer, Point score and Awards coordinator, Proficiency Coordinator and age managers. The Nippers Coordinator to be the chairperson of all meetings of the Board of Youth.
- (h) Board of Sponsorship and Marketing – shall be the Director of Marketing and Member Services, Executive Director, Sponsorship Manager and 3 fundraising officers. The Director of Marketing and Member Services to be the chairperson of all meetings of the Board of Sponsorship and Marketing.

16. ELECTED DIRECTORS

16.1. NOMINATION FOR MANAGEMENT COMMITTEE

- (a) Nominations for elected Directors positions shall be called for twenty-one (21) days prior to the annual general meeting. When calling for nominations, details of the necessary qualifications and job descriptions for the positions shall also be provided. Qualifications and job descriptions shall be determined by the Board from time to time.

- (b) Nominees for elected Director positions must declare any position they hold in SLSSNB, SLSNSW or SLSA.

16.2. FORM OF NOMINATION

Nominations must be:

- (a) in writing;
- (b) on the prescribed form (if any) provided for that purpose;
- (c) signed by two Members;
- (d) certified by the nominee (who must be a Member) expressing their willingness to accept the position for which they are nominated; and
- (e) delivered to LRSLSC not less than seven (7) days before the date fixed for the annual general meeting.

16.3. ELECTIONS

- (a) If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies on the Management Committee, then those nominated shall be declared elected only if approved by the majority of Members entitled to vote.
- (b) If there are insufficient nominations received to fill all vacancies on the Management Committee, or if a person is not approved by the majority of Members under clause 16.3 (a), the positions will be deemed casual vacancies under clause 18.1.
- (c) 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 Management Committee.
- (d) Voting shall be conducted in such a manner and by such a method as determined by the Management Committee from time to time.

16.4. TERMS OF APPOINTMENT FOR ELECTED DIRECTORS

- (a) Directors elected under clause 16 shall be elected for a term of one year except for the position of Executive Director which shall be elected for a term of two years. Subject to provisions in this Constitution relating to early retirement or removal of Directors, elected Directors shall remain in office from the conclusion of the annual general meeting at which the election occurred until the conclusion of the second annual general meeting.

17. APPOINTED DIRECTORS

17.1. APPOINTED DIRECTORS

The elected Directors may appoint up to two (2) Directors.

17.2. MANAGEMENT COMMITTEE QUALIFICATIONS

- (a) The President
 - (i) The President must have been a bronze medallion holder and a member of LRSLSC for five consecutive seasons prior to the season in which they will serve.
 - (ii) The President must have served as an active patrol member for at least three years.
 - (iii) The President shall represent LRSLSC at SLSSNB, SLSNSW and SLSA level.
 - (iv) The President shall preside over and chair all Management Committee meetings.
 - (v) The President shall preside over and chair all Meetings of Members of LRSLSC.
- (b) Deputy President
 - (i) The Deputy President must have served as an active patrol member for at least three years.
 - (ii) The Deputy President must have been a member of LRSLSC for five consecutive seasons prior to the season in which they will serve.
 - (iii) The Deputy President shall support the President and act on behalf of the President when required.
 - (iv) The Deputy President will be a member of one of the Management Boards of LRSLSC
- (c) Club Captain
 - (i) The Club Captain must be a holder of the SLSA Bronze Medallion, Advanced Resuscitation Techniques Certificate and Silver Medallion IRB Drivers, Silver medallion Basic Beach Management.
 - (ii) The Club Captain must have been a member of LRSLSC for three consecutive seasons prior to the season in which they will serve.
 - (iii) The Club Captain must have served as an active patrol member for at least two years.
 - (iv) The Club Captain shall be responsible for lifesaving, patrols and rescue equipment at LRSLSC.
 - (v) The Club Captain shall be assisted by the Board of Life Saving in the conduct of lifesaving at LRSLSC.
 - (vi) The Club Captain or his/her delegate shall represent LRSLSC at SLSSNB Board of Life Saving and any other meetings in lifesaving matters.
- (d) Chief Training Officer (CTO)
 - (i) The Chief Training Officer must be a current, proficient, holder of the Bronze Medallion and Training Officers Certificate and desirable to

hold the Training Assessors Certificate or willingness to undertake training towards.

- (ii) The Chief Training Officer must have been a member of LRSLSC for three consecutive seasons prior to the season in which they will serve.
 - (iii) The Chief Training Officer must have served as an active patrol member for at least two years.
 - (iv) The Chief Training Officer shall be responsible for all training, education and assessment at LRSLSC.
 - (v) The Chief Training Officer shall be assisted by the Board of Education in the conduct of education at LRSLSC.
 - (vi) The Chief Training Officer or his/her delegate shall represent LRSLSC at SLSSNB at Board of Education and any other meetings in education matters.
- (e) Treasurer
- (i) The Treasurer must have been a member of LRSLSC for three consecutive seasons prior to the season in which they will serve.
 - (ii) The Treasurer shall be responsible for all financial matters at LRSLSC.
 - (iii) The Treasurer shall be assisted by the Board of Finance and Administration in the conduct of financial and administrative matters at LRSLSC.
- (f) Secretary
- (i) The Secretary must have been a member of LRSLSC for three consecutive seasons prior to the season in which they will serve.
 - (ii) The Secretary shall be responsible for all administrative, secretarial, and legal matters at LRSLSC.
 - (iii) The Secretary shall be assisted by the Board of Finance and Administration in the conduct of financial and administrative matters at LRSLSC.
- (g) Nippers Coordinator
- (i) The Nippers Coordinator must have been a member of a SLSA affiliated Club for not less than two seasons prior to the season in which they will serve.
 - (ii) The Nippers Coordinator shall be responsible for management of the Nippers program and development of Nipper members at LRSLSC.
 - (iii) The Nippers Coordinator shall be assisted by the Nippers Committee in all Nipper program matters at LRSLSC.
 - (iv) The Nippers Coordinator or delegate shall represent LRSLSC at a SLSSNB level in all Nipper/junior activity matters.

- (h) Nipper Coordinator Beach Activities
 - (i) The Nipper Coordinator Beach Activities must have been a member of a SLSA affiliated Club for not less than two seasons prior to the season in which they will serve and shall be Bronze Medallion proficient in the year they serve.
 - (ii) The Nipper Coordinator Beach Activities shall be responsible for operational activities for the Nipper program at LRSLSC.
- (i) Competition Captain
 - (i) The Competition Captain must have been a member of LRSLSC for three consecutive seasons prior to the season in which they will serve.
 - (i) The Competition Captain must have served as an active patrol member for at least two years.
 - (ii) The Competition Captain must have served as an active SLSA Surf Sports Official and/or SLSA Coach.
 - (iii) The Competition Captain shall be responsible for all surf sports events conducted by LRSLSC. Including but not necessarily limited to responsible for ensuring, overseeing and encouraging of intra club competition (Surf race, and Club Championships) assisted by the Race Secretary and be responsible to ensure that Club competitors meet competition requirements ie. are financial, proficient and required patrol hours completed (where applicable) and that sufficient Club officials are provided and entries are made by the required time.
 - (iv) The Competition Captain shall be assisted and provided input by the Board of Surf Sports in the conduct of surf sports events in by LRSLSC.
 - (v) The Competition Captain or his/her delegate shall represent LRSLSC at a SLSSNB level in all surf sport matters.
- (j) Coordinator of Marketing and Member Engagement
 - (i) The Coordinator of Marketing and Member Engagement shall have been a member of LRSLSC in the season prior to the season in which they will serve.
 - (ii) The Coordinator of Marketing and Member Engagement shall be responsible for the marketing of LRSLSC to its members and potential new members. This role shall include development of initiatives to increase member participation and engagement in LRSLSC activities.
 - (iii) The Coordinator of Marketing and Member Engagement (or their delegate) shall responsible for organising LRSLSC events, including but not limited to – New Season Welcome BBQ, Christmas Party and Annual Dinner.

- (iv) The Coordinator of Marketing and Member Engagement (or their delegate) shall be responsible for organising events that LRSLSC runs which involve non-LRSLSC participants, such as Surf Life Saving Carnivals, Ocean Swims and other similar events.
 - (v) The Coordinator of Marketing and Member Engagement (or their delegate) shall be responsible for running the LRSLSC Facebook account and external communications, including but not limited to the club's website and 'Reef Recorder' newsletter.
- (k) Coordinator of Community Partnerships & Merchandise
- (i) The Coordinator of Community Partnerships & Merchandise shall have been a member of LRSLSC in the season prior to the season in which they will serve.
 - (ii) The Director of Community Partnerships & Merchandise (or their delegate) shall be responsible for the development and ongoing relationship management of all organisations and businesses that support or sponsor LRSLSC. This shall cover all members of LRSLSC.
 - (iii) The Director of Community Partnerships & Merchandise (or their delegate) shall be responsible for all LRSLSC merchandise and uniforms, and their suppliers.
 - (iv) The Director of Community Partnerships & Merchandise (or their delegate) shall be responsible for running the LRSLSC Instagram, Twitter and YouTube accounts.
- (l) Cadets Coordinator
- (i) The Coordinator of Cadets must have been a member of a SLSA affiliated Club for not less than two seasons prior to the season in which they will serve and shall be Bronze Medallion proficient in the year they serve.
 - (ii) The Coordinator of Cadets shall be responsible for management of the Cadets program and development of Cadet members at LRSLSC.
 - (iii) The Coordinator of Cadets or delegate shall represent LRSLSC at a SLSSNB level in all Cadet activity matters.
- (m) Vice Presidents
- (i) Up to three (3) Vice Presidents may be appointed at a General Meeting of Long Reef SLSC
 - (ii) Vice Presidents shall be appointed for a fixed term of up to 1 year for a specific purpose by the voting members to assist with the operation and management of Long Reef SLSC
 - (iii) Vice Presidents will be able to act as proxies for other members of the Board when they are absent.

- (iv) Vice Presidents will not have a vote on the Management Committee unless they are acting as a Proxy for an absent Director .

18. VACANCIES ON THE MANAGEMENT COMMITTEE

18.1. CASUAL VACANCIES

Any casual vacancy occurring in the position of Director may be filled by the remaining Directors from among appropriately qualified persons. Any casual vacancy may only be filled for the remainder of the Director's term under this Constitution.

18.2. GROUNDS FOR TERMINATION OF A MEMBER OF THE MANAGEMENT COMMITTEE

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office becomes vacant if the officer:

- (a) Dies
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally
- (c) 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 LRSLSC
- (e) should any member of the Committee absent himself from any three meetings, his office in the Club and position as a member of the Management Committee may be declared vacant. The Management Committee may elect another member to hold office and fill his place on the Management Committee until the next Annual General Meeting.
- (f) holds any office of employment within LRSLSC without the approval of the Management Committee
- (g) is directly or indirectly interested in any contract or proposed contract with LRSLSC and fails to declare the nature of that interest
- (h) in the opinion of the Management Committee (but subject always to this Constitution):
- (i) has acted in a manner unbecoming or prejudicial to the Objects and interests of LRSLSC
- (j) has brought LRSLSC into disrepute
- (k) is removed by Special Resolution; or
- (l) would otherwise be prohibited from being involved in the management of a corporation under the Corporations Act 2001 (Cth.)

18.3. MANAGEMENT COMMITTEE MAY ACT

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act. However, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Management Committee, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute a quorum.

19. MEETINGS OF THE MANAGEMENT COMMITTEE

19.1. MANAGEMENT COMMITTEE TO MEET

- (a) The Management Committee shall meet at least once each calendar month. At least five (5) days' notice of such meeting shall be given to all members of the Management Committee. Seven (7) members present shall form a quorum.
- (b) The following sub-boards as previously listed are required to provide a written report on all areas of operation to their director seven (7) days prior to the Management Committee meeting.

19.2. DECISIONS OF THE MANAGEMENT COMMITTEE

Subject to this Constitution, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and a determination of a majority of directors shall for all purposes be deemed a determination of the Management Committee. All directors shall have one vote on any question. Where voting is equal, the chairperson may exercise a casting vote. If the chairperson does not exercise a casting vote, the motion will be lost.

19.3. RESOLUTIONS NOT IN MEETING

A resolution in writing that has been signed or assented to by electronic communication by all the directors shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.

19.4. CHAIRPERSON

The board shall appoint a chairperson from among its number. The chairperson shall be the nominal head of LRSLSC and will act as chair of any Management Committee meeting or General Meeting at which he is present. If the chairperson is not present or is unwilling or unable to preside at a Management Committee meeting the remaining Management Committee Members shall appoint another Director to preside as chair for that meeting only.

19.5. CONFLICT OF INTEREST

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

19.6. DISCLOSURE OF INTEREST

- (a) The nature of the interest of a director must be declared at the meeting of the board at which the relevant matter is first taken into consideration, if the interest then exists. In any other case, the interest should be revealed to the Management Committee at the next meeting of the Management Committee. If a Director becomes interested in a matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Management Committee held after the Director becomes interested.
- (b) All disclosed interests must also be disclosed to each annual general meeting in accordance with the Act.

19.7. GENERAL DISCLOSURE

A general notice stating that a Director is a member of any specified firm or company and that he is 'interested' in all transactions with that firm or company is sufficient declaration under clause 19.7. After the distribution of the general notice, it is not necessary for the director to give a special notice regarding any particular transaction with that firm or company

19.8. RECORDING DISCLOSURES

Any declaration made, any disclosure of any general notice given by a director in accordance with clauses 19.6 and/or 19.7 must be recorded in the minutes of the relevant meeting.

19.9. EXPENDITURE

- (a) The Management Committee may not commit expenditure on any one (1) item in excess of \$20,000.00 unless such expenditure has been previously approved by the Members by way of a Special Resolution at a General Meeting.
- (b) The Management Committee may not purchase a registered motor vehicle or motor vehicle which is capable of being registered for use on a public road unless such purchase has been previously approved by the Members by way of a Special resolution at a General Meeting.

20. DELEGATIONS

20.1. MANAGEMENT COMMITTEE MAY DELEGATE FUNCTIONS

The Management Committee may, by instrument in writing, create, establish or appoint special committees, individual officers and consultants to carry out specific duties and functions.

It will determine what powers these committees are given. In exercising its power under this clause, the Management Committee must take into account broad stakeholder involvement.

20.2. DELEGATION BY INSTRUMENT

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

- (a) this power of delegation; and
- (b) a function imposed on the Management Committee or the executive officer by the Act, any other law, this Constitution, or by resolution of LRSLSC in a General Meeting.

20.3. DELEGATED FUNCTION EXERCISED IN ACCORDANCE WITH TERMS

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

20.4. 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 Management Committee under clause 20. The entity exercising delegated powers shall make decisions in accordance with the Objects, and it shall promptly provide the Management Committee with details of all material decisions. The entity shall also provide any other reports, minutes and information required by the Management Committee.

20.5. DELEGATION MAY BE CONDITIONAL

A delegation under this clause may be made subject to certain conditions or limitations regarding the exercise of any functions. These may be specified in the delegation.

20.6. REVOCATION OF DELEGATION

At any time, the Management Committee may, by instrument in writing, revoke wholly or in part any delegation made under this clause. It may amend or repeal any decision made by a body or person under this clause.

21. GENERAL MEETINGS

- (a) The Annual General Meeting of the Club shall be held in the month of August each year to receive the Annual Report and Financial Statement for the past year, elect officers for the ensuing year and transact general business. Fourteen (14) days written notice of such meeting shall be given to each member.
- (b) A General Meeting of the Club shall be held in the month of February in each year. Fourteen days written notice of such meetings shall be given to each member.
- (c) The Secretary, upon a request in writing signed by twenty (20) financial members entitled to vote in accordance with clause 7 stating the business to be discussed, shall call a Special General Meeting for a date within twenty-one (21) days of the request. Seven (7) days written notice of such meeting shall be given to each member of the Club.
- (d) The Executive Committee or Management Committee may call a Special General Meeting at any time. Seven (7) days, notice of such meeting shall be given to each member.
- (e) Twenty members shall form a quorum at all General Meetings and if there should not be a quorum present thirty (30) minutes after the time for which the Meeting was called, then the Meeting shall stand adjourned for one week at the same place and hour, if at the adjourned meeting a quorum of twenty (20) members is not present within half an hour from the time appointed for the meeting, the meeting will lapse.
- (f) All officers of the Club shall vacate their positions as from the time election of office bearers takes place at the Annual General Meeting.
- (g) All members of the Management Committee, Life Members, Distinguished Service Members, Outstanding Service Members, Long Serving Members, Active Reserve Members and Active Members shall be entitled to vote (provided they are financial) at any General Meeting of the Club.
- (h) Notices of any motion intended to be moved at any General Meeting shall be given in writing by the mover thereof to the Secretary at least seven (7) days prior to the date of such meeting.
- (i) The accidental omission to give any notice of any General Meeting above mentioned to any member shall not invalidate any resolution passed at any such meeting.
- (j) Any General Meeting of the Club may be adjourned to any future date, to be determined by the Meeting.
- (k) Members absent from an Annual or General Meeting of the Club may not appoint a proxy to vote on their behalf.
- (l) If nominations are not received in writing for any position, then the meeting may nominate and elect a member for the same.

21.1. RULES OF VOTING

- (a) The Chairman shall have a deliberate and casting vote at any meeting.
- (b) In the event of any matter being brought before any meeting which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the Chair and the meeting shall elect Chairman pro term until the matter is dealt with.
- (c) The “first past the post” method of voting shall be employed at all meetings.
- (d) Voting shall be by the voices, show of hands or division by request of any member.
- (e) If a secret ballot is demanded at any meeting by two members, who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.
- (f) The Chairman may appoint tellers to assist him in counting a vote by show of hands or division, or at a secret ballot.
- (g) The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alteration to the wording of his motion.
- (h) An amendment having been moved, it shall not be competent to move any further amendment, but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the same time.
- (i) In the absence of the President or Deputy President, the Chairman of all meetings shall be elected by vote of the members in attendance.

22. SPECIAL GENERAL MEETINGS

22.1. SPECIAL GENERAL MEETINGS MAY BE HELD

The Management Committee may, whenever it thinks fit, convene a special general meeting. When, but for this clause, more than fifteen months elapses between annual general meetings, the Management Committee shall convene a special general meeting before the expiration of that period.

22.2. REQUISITION OF SPECIAL GENERAL MEETINGS

- (a) The secretary will convene a special general meeting when 20 members (no less) submit a requisition in writing.
- (b) The requisition for a special general meeting shall state the object(s) of the meeting, be signed by the Members making the requisition and be sent to LRSLSC. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.

- (c) If the Management Committee does not cause a special general meeting to be held one month after the date in which the requisition is sent to LRSLSC, the Members making the requisition, or any of them, may convene a special general meeting to be held no 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 close as possible, as those convened by the Board.

23. GRIEVANCE PROCEDURES

- (a) The grievance procedure set out in this rule applies to disputes under these rules between a Member and:
 - (b) Another Member; or
 - (c) LRSLSC.
- (d) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (e) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within ten (10) days, refer the dispute for resolution to an independent tribunal established by SLSSNB in accordance with the procedures determined by SLSSNB from time to time.
- (f) The Management Committee may prescribe additional grievance procedures in the Regulations consistent with this clause 24 (d).

24. RECORDS AND ACCOUNTS

24.1. RECORDS

LRSLSC shall establish and maintain proper records and minutes concerning all of its transaction, business, meetings and dealings (including those of LRSLSC and the Management Committee). It shall produce these as appropriate at each Management Committee or general meeting.

24.2. RECORDS KEPT IN ACCORDANCE WITH THE ACT

Property 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.

24.3. MANAGEMENT COMMITTEE TO SUBMIT ACCOUNTS

The Management Committee shall submit LRSLSC's statement of accounts to the members at the annual general meeting in accordance with this Constitution and the Act.

24.4. ACCOUNTS CONCLUSIVE

The statements of account, when approved or adopted by an annual general meeting, shall be conclusive except when errors have been discovered within three months after such approval or adoption.

24.5. ACCOUNTS TO BE SENT TO MEMBERS

The Secretary shall cause to be sent to all persons entitled to receive notice of annual general meetings in accordance with this Constitution, a copy of the statements of account, the Management Committee's report, the auditor's report and every other document required under the Act (if any)

24.6. NEGOTIABLE INSTRUMENTS

All cheques, promissory notes, bankers, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to LRSLSC, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two duly authorised directors or in such other manner as the Management Committee determines.

25. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed by LRSLSC in a general meeting. The auditor's duties shall be regulated in accordance with the Act. If no relevant provisions exist under the Act the duties shall be regulated in accordance with the Corporations Act 2001 (Cth.) and generally accepted principles and/or any applicable code of conduct. The auditor may be removed by LRSLSC in a general meeting.
- (b) The accounts of LRSLSC 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.

26. INCOME

- 26.1. Income and property of the association shall be derived from such sources as the Management Committee determines from time to time
- 26.2. The income and property of LRSLSC shall be applied solely towards the promotion of the objects.
- 26.3. Except as prescribed in this constitution or the act:
 - (a) no portion of the income or property of LRSLSC shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member
 - (b) No remuneration or other benefit in money or money's worth shall be paid or given by LRSLSC to any Member who holds any office in LRSLSC.

26.4. PAYMENT IN GOOD FAITH OF OR TO ANY MEMBER CAN BE MADE FOR:

- (a) any services rendered to LRSLSC whether as an employee, director or otherwise
- (b) goods supplied to LRSLSC 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 LRSLSC; or
- (e) any out-of-pocket expenses incurred by a Member on behalf of LRSLSC.

Nothing in clauses 26.2 or 26.3 preclude such payments provided they do not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

27. WINDING UP

- (a) Subject to this Constitution LRSLSC may be wound up in accordance with the Act.
- (b) The liability of the Members of LRSLSC is limited.
- (c) Every Member undertakes to contribute to the assets of LRSLSC in the event of it being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of LRSLSC contracted before the time at which they ceased to be a Member and toward the costs, charges and expenses of winding up LRSLSC, such an amount not exceeding one dollar (\$1.00)

28. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of LRSLSC there remains, after satisfaction of all its debts and liabilities, any assets or property, they shall not be paid to or distributed among the Members. Instead, the assets or property shall be given to or transferred to another organisation(s) that has Objects similar to those of LRSLSC. The organisation(s) must prohibit the distribution of its income and property among its Members to an extent at least as great as that imposed on LRSLSC by this Constitution. The organisation(s) is to be determined by the Members in a general meeting at or before the time of dissolution. If this does not occur, the decision is to be made by a judge of the Supreme Court of New South Wales or other court as may have or acquire jurisdiction in the matter.

29. ALTERATION OF CONSTITUTION

- (a) No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by a Special Resolution at a General Meeting of which twenty-one (21) days' notice shall be given to LRSLSC members. Such notice shall state the exact nature of the proposed addition, alteration or amendment.

- (b) Provided that the relevant Minister for the time being administering the Associations Incorporation Act 2009 shall be notified of the amendment and such amendment shall not be effective unless it has been lodged with the relevant Minister.
- (c) The Public Officer shall within one month after the passing of a special resolution relating to the addition, alteration or amendment of this Constitution, lodge with the Department of Fair Trading notice of the change in the prescribed form.

30. REGULATIONS

30.1. MANAGEMENT COMMITTEE TO FORMULATE REGULATIONS

The Management Committee may formulate, issue, adopt, interpret and amend Regulations for the proper advancement, management and administration of LRSLSC, the advancement of the purposes of LRSLSC and Surf Life Saving in the local area. Such Regulations must be consistent with the Constitution and any policy directives of the Management Committee.

30.2. REGULATIONS BINDING

All Regulations are binding on LRSLSC and all Members.

30.3. REGULATIONS DEEMED APPLICABLE

All clauses, rules, regulations and regulations of LRSLSC in force at the date of the approval of this Constitution (as long as such clauses, rules, regulations and regulations are not inconsistent with or have been replaced by, this Constitution) shall be deemed to be Regulations and shall continue to apply.

30.4. BULLETINS BINDING ON MEMBERS

Amendments, alterations, interpretations or other changes to Regulations shall be advised to Members by means of bulletins approved by the Management Committee and prepared and issued by LRSLSC. LRSLSC shall take reasonable steps to distribute information in the bulletins to Members. The matters in the bulletins are binding on all members.

31. STATUS AND COMPLIANCE OF CLUB

31.1. CONSTITUTION OF LRSLSC

This Constitution will clearly reflect the Objects of SLSSNB and will conform to their Constitution, subject always to the Act.

31.2. SLSSNB AND SLSNSW

LRSLSC may not resign, disaffiliate or otherwise seek to withdraw from SLSSNB and/or SLSNSW without approval by Special Resolution.

32. NOTICE

- (a) Notices may be given by LRSLSC to any person entitled under this Constitution to receive any notice. The notice can be sent 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. In the case of a delegate the notice can be sent to the last recorded address, facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be affected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been affected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be affected 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 affected the next business day after it was sent.

33. INDEMNITY

- (a) Every Management Committee member (herein called "officer ") and employee of LRSLSC will be indemnified out of the property and assets of LRSLSC against any liability incurred by them in their capacity as officer or employee in defending any proceedings, civil or criminal, in which judgement is given in their favour or in which they are acquitted or connected with any application in relation to any such proceedings in which relief is granted by the Court.
- (b) LRSLSC shall indemnify its officers and employees against all damages and losses (including legal costs) for which any such director or employee may be or become liable to any third party in consequence of any act or omission, except wilful misconduct:
 - (i) In the case of an officer, performed or made while acting on behalf of and with the authority, express or implied, of LRSLSC; or
 - (ii) In the case of an employee, performed or made in the course of, and within the scope of, their employment by LRSLSC.

BY LAWS

1. INTERPRETATIONS

In these By-Laws unless the contrary intention appears:

"ATV" shall mean "the all-terrain rescue vehicle".

"Captain" shall mean "the Captain of the Club for the time being".

"Club" means "Long Reef Surf Life Saving Club Incorporated" as laid down in the Constitution.

“**IRB**” shall mean “the Inflatable Rescue Boat and Motor”.

“**Management Committee** ” means the body managing Long Reef SLSC

“**Season**” means the current surfing season as set by SLSA and SLSSNB.

2. PATROLS

(a)

- (i) The Captain shall prepare a patrol roster before the beginning of each season and supply a copy to each Active, Probationary and Cadet member. A copy shall also be displayed on the notice board and in the patrol book and every member shall be personally responsible to acquaint themselves with the dates and hours of their patrols and shall attend at the beach for patrol duty on those dates and at those hours.
 - (ii) Should a member arrive late for a patrol then the Captain shall if they deem fit request the late-comer to make up such time on the succeeding patrol, add the time lost to such member’s next patrol or otherwise penalise them for such lateness.
- (b) Patrols shall be under the control of Patrol Captains who shall be responsible to the Captain and shall report to the Captain for necessary action any members who fail to attend, arrive late, leave early, are not in uniform and ready for instant call during their patrol hours, leave the patrol area without the permission of the Patrol Captain or fail to carry out the Patrol Captain’s orders. All members on patrol must wear SLSA approved patrolling uniform & patrol caps and shall sign the patrol book or other approved SLSA device on commencing and leaving patrolling duty or any other approved SLSA device or requirement.
- (c) A member who is unable to attend their patrol should find a substitute but shall be responsible for non-attendance if the substitute fails to attend. If such member is unable to find a substitute, they must notify the Captain twenty-four (24) hours before the commencement of their patrol stating their reason for inability to attend the patrol.
- (d) Patrol Captains are responsible to ensure that each member of their patrol has completed their respective annual proficiency updates in consultation with the Chief Training Officer. This includes but is not limited to Surf Rescue Certificate, Bronze Medallion, Advanced Resuscitation, Defibrillation, ATV, Silver Medallion IRB Drivers and IRB Crewman’s. Such proficiencies **MUST** be completed by the 31st December each year. **FAILURE** to complete the proficiency by this date renders members ineligible to participate in any form of competition or continue patrols. The proficiency can only be signed off by a qualified SLSA Assessor, or their approved delegate
- (e) Patrol Captains shall be responsible for the efficiency of their patrols and shall at the commencement of each patrol detail the position each person is to take in the event of a rescue.

- (f) In the absence of a Patrol Captain the patrol Vice-Captain or any other member so appointed shall assume the responsibilities, powers and authority of the Patrol Captain.
- (g) In the event of a patrol finishing its allotted time and no member of the following patrol being present to relieve it, the Patrol Captain shall report to the Club Captain and the patrol shall carry on until relieved.
- (h) Patrol Procedures
 - (i) The first patrol on duty each day shall see that all life-saving gear is placed in position on the beach and the last patrol each day shall return all gear to the Clubhouse and ensure that it is appropriately washed
 - (ii) For the purposes of (i) above, life-saving gear shall be deemed as in accordance with SLSA standard operating procedures and patrol operating procedures.
 - 1) The Patrol Captain is also responsible for the club's ATV in accordance with SLSA standard operating procedures and regulations.
 - 2) At the conclusion of patrol each day or during the patrol the ATV should be washed and hosed thoroughly before putting it away. Any person found to be acting inappropriately, recklessly or driving the vehicle without a license or outside its intended purpose will be called before the Management Committee for further investigation and appropriate action
 - (iii) For the purposes of patrol and training the IRB driver on patrol duty will be responsible for the use of the IRB but must follow any directives of the Patrol Captain. Should no IRB driver be on duty the Patrol Captain must immediately make arrangements to contact an alternate driver and advise the Club Captain.
- (i) The first patrol on duty each day shall see that the Clubhouse and surroundings are swept thoroughly and generally tidied at the beginning of their patrol and the last patrol each day shall leave the Clubhouse and its surroundings in a clean and tidy condition and see that all windows and doors are closed and locked.
- (j) Members wishing to transfer from one patrol to another may do so only with the consent of the Club Captain.
- (k) Members of patrol who are candidates for any award of SLSA will be granted leave to attend classes on notification to the Patrol Captain.
- (l) It shall be a breach of patrol By-laws for a member to attend any patrol duty not suitably attired and ready for instant call.
- (m) It shall be the responsibility of Patrol Captains to check all gear allotted for the use of patrols. All discrepancies/issues should be reported to the Captain.

- (n) Patrol Captains are advised to make themselves conversant with local government ordinances relating to the powers of surf clubs, beach inspectors, etc. The utmost discretion should be used in all dealings with the general public.
- (o) Abuse of any person by a Patrol Captain or a member of a patrol will not be tolerated and will be severely dealt with.

3. MANAGEMENT COMMITTEE MEMBERS DUTIES

The following represent the main duties of the members of the Management Committee of the Club but may be altered from time to time by the Management Committee as it sees fit.

(a) The President

- (i) Shall be an ex-officio Chairman of all meetings of the Club Management Committee excepting the Judiciary Committee and in their absence the Deputy President will be Chairman. In the absence of both the meeting will elect a Chairman.
- (ii) The President shall attend all SLSSNB Management Committee meetings and other meetings called by SLSSNB in their absence one of the Executive Directors or Deputy President is to attend.

(b) The Deputy President

Shall be a member of the Executive and shall deputise for and assist the President in their duties.

(c) Club Captain

- (i) The Club Captain must be a holder of the SLSA Bronze Medallion, Advanced Resuscitation Techniques Certificate, Silver Medallion IRB Drivers and Silver Medallion Basic Beach Management.
- (ii) Shall have full control of all members when associated with the Club or its activities and shall be responsible for their conduct and general education in the art of Surf Life Saving.
- (iii) Shall arrange patrols and be responsible for their efficiency and keep a record of same and report all breaches of patrol By-laws to the Management Committee and shall report on the efficiency of patrols at each Management Committee meeting.
- (iv) Shall attend all SLSSNB Board of Life Saving meetings held by the SLSSNB Club Captain.
- (v) Organise Patrols at the commencement of the season and ensure that it meets SLSA and Council requirements.
- (vi) Liaise with Chief Training Officer regarding proficiency requirements and ensure dates are set for the season.
- (vii) Liaise with the Council Beach Supervisor and arrange sufficient HBI training and reaccreditations.

- (viii) Liaise with Shore School Master in Charge regarding patrolling, equipment uses, education and competition.
 - (ix) Liaise with Gear Steward and ensure that all equipment is fixed and ready for gear inspection (normally the first week in September) as per SLSNSW gear inspection list.
 - (x) Liaise with IRB Captain and ensure that IRB's and engines are in correct working order and there is sufficient petrol each weekend with at least two functioning motors.
 - (xi) Liaise with council lifeguards and Branch Duty Officers in any emergency that may occur.
 - (xii) Physically check patrollers are wearing correct uniform and that all equipment required for patrol is on the beach.
 - (xiii) Conduct internal patrol competition in conjunction with the Competition Captain.
 - (xiv) Check patrol book is completed correctly by patrol members paying special attention to the hours that have been inputted. Ensure that such hours and other patrolling information is accurately entered into SurfGuard. Once again this is automated with the SLSA App?
 - (xv) Shall be Director of the Board of Lifesaving and provide a written report to the Management Committee.
- (d) Secretary
- (i) Shall record the proceedings of all meetings, issue notices of meetings, attend to correspondence, take charge of all papers and records, post notices in the Clubhouse of all matters in connection with the Club as directed by the Management Committee and prepare the Annual Report each season.
 - (ii) May receive moneys on behalf of the club and shall forthwith account for same to the Treasurer.
 - (iii) Shall keep a record of all members showing their names, addresses, dates of acceptances, breaches of Club rules and regulations and such other details relating to members' association with the club as he or the Management Committee shall deem fit.
 - (iv) Shall be the Public Officer of the Club.
 - (v) Shall be responsible for the publication and distribution to all Active members of the Club communications unless otherwise delegated.
 - (vi) Shall be Secretary and provide a written report to the Management Committee.
- (e) Treasurer
- (i) Shall receive moneys on behalf of the Club, issue receipts for same and bank same as soon as possible.

- (ii) Shall keep proper books of account and at each board meeting shall submit a written financial statement to date, together with the Club's bank account statement and a list of unpaid accounts.
 - (iii) Shall keep a membership roll and shall produce at each board Meeting a list of members in arrears financially in any respect.
 - (iv) Shall prepare annually and have audited a statement of receipts and payments for the past year for inclusion in the Annual Report.
 - (v) Shall be Director of the Board of Finance and provide a written report to the Management Committee.
- (f) Chief Training Officer
- (i) The Chief Training Officer must be a current, proficient, holder of the Bronze Medallion and Training Officers Certificate and desirable to hold the Training Assessors Certificate or willingness to undertake training towards.
 - (ii) Shall co-operate with the Club Captain in instruction of all members in the principles of Surf Life Saving and shall arrange classes for members to qualify for all examinations and report to the Management Committee any member who fails to attend classes for instruction.
 - (iii) Shall liaise with Shore school regarding training and education issues to ensure LRSLSC quality standards are maintained.
 - (iv) Shall ensure that all paperwork and data entry into SurfGuard is completed for all club annual proficiencies and entered prior to 31st December each season.
 - (v) Shall attend all Sydney Northern Beaches Education & Training meetings.
 - (vi) Shall be Director of the Board of Education and provide a written report to the Management Committee
- (g) Coordinator of Marketing and Member Services
- (i) Shall oversee club social functions including Annual Dinner, and any other member engagements or functions.
 - (ii) Shall account forthwith to the Treasurer for all moneys received from all functions and events.
 - (iii) Shall liaise with existing club sponsors and forge relationships for new sponsorship opportunities as they present themselves.
 - (iv) Shall report at the following Management Committee Meeting on each social function or event concluded.
 - (v) Shall be responsible to and under the direction of the Board for all Club publicity unless otherwise delegated.
 - (vi) Shall publicise any Club function or event.

- (vii) Shall endeavour to gain for the Club as much publicity as possible of a desirable nature.
 - (viii) Shall be Director of the Board of Marketing and Sponsorship and provide a written report to the Management Committee.
- (h) Nippers Coordinator
- (i) Shall administer and manage the activities of the Junior sections.
 - (ii) Will appoint age group managers who shall report to them when necessary.
 - (iii) Shall be responsible for the running of events for Junior activities.
 - (iv) In the event of a Junior being cited before the Judiciary Committee they shall in this instance, sit on the Judiciary Committee.
 - (v) Shall be Director of the Board of Youth and provide a written report to the Management Committee.
- (i) Coordinator Community Partnerships and Merchandise
- Shall be responsible for
- (i) Shall have been a member of LRSLSC in the season prior to the season in which they will serve.
 - (ii) Shall be responsible for the development and ongoing relationship management of all organisations and businesses that support or sponsor LRSLSC. This shall cover all members of LRSLSC.
 - (iii) Shall be responsible for all LRSLSC merchandise and uniforms, and their suppliers.
 - (iv) Shall be responsible for running the LRSLSC Instagram, Twitter and YouTube accounts.
- (j) Competition Captain
- (i) Shall be responsible for the development of competition within the Club.
 - (ii) Shall liaise with the Race Secretary and the Boat Captain to determine the potential of Club competitors.
 - (iii) Shall encourage coaching, training, trainers and officials for Club competitions.
 - (iv) Shall be responsible for placing entries for competitions to carnivals.
 - (v) Shall publicise upcoming carnivals and events.
 - (vi) Shall generally organise competitors in regard to their starting times and other matters whilst at carnivals.

(vii) When the Club has teams travelling away they shall act as team manager or appoint a team manager who will be responsible for the conduct of team members.

(viii) Shall be Director of the Board of Surf Sports and provide a written report to the Management Committee.

(k) The Executive Directors

(i) Two shall be elected for a two-year term, one of whom must have been on the Management Committee in the preceding season. One shall be elected in an even year and the other in an odd year so that two year ending terms do not coincide.

(ii) They shall render advice and assistance to the Management Committee of Sponsorship and Marketing and shall be appointed specific duties as directed by the Coordinator of Marketing and Member Services relating to the management and running of events.

(iii) They may be required by the Board to undertake the duties of another office bearer of the Club on a temporary basis until the position is filled (in the case of resignation or removal from office in accordance with Clause 19.1 and/or 19.2 or the office bearer is unable to resume his/her duties in the case of absence.

(iv) They shall serve on the Board of Directors.

4. CLUB FUNDS

(a) An official receipt will be issued for all moneys received on behalf of the Club and such moneys shall be immediately banked in its name in such bank as the Club may from time to time direct and payments made only by cheque signed by any two members of the Board of Directors of whose signature shall be handed to the said bank.

(b) Before payments are made the accounts shall be duly certified as correct and be passed by the Management Committee signed by the Chairman of the meeting and a record made in the Minutes of such meeting.

(c) Club funds shall not be invested in any institution, which is not a bank, building society or government guaranteed body.

5. IRB REGULATIONS

(a) The use of club IRB's must be in accordance with SLSA procedures and regulations any person in breach of these shall be dealt with by a club judiciary.

(b) No person shall drive or crew the IRB without the specific permission of the Patrol Captain and IRB driver on duty during patrol hours.

(c) In the case of training no person may use the IRB without the knowledge of the IRB Captain.

- (d) The IRB driver on duty or the last person to have driven the IRB shall be responsible for washing the craft down and the proper storage of both the craft and the motor.
- (e) In the case of a roll-over the driver at the time shall be directly responsible for carrying out the roll-over procedure on the engine. The Management Committee may deal with any driver who fails to carry out proper roll-over procedure.
- (f) An additional IRB, not including the patrol IRB, shall be in attendance at buoys on ALL occasions when swim tests, races, Bronze Medallion classes and examinations are being held by the Club. It also must attend any race held by the Junior members as organised by the Nippers Coordinator.

6. SURF BOAT REGULATIONS

- (a) No member or members shall use the surf boat without permission of the Surf Boat Captain.
- (b) The boat and gear shall be housed in the Clubhouse provided for that purpose and kept under lock and key. Members of the Club authorised to use the boat shall be held responsible for the safe return of the boat and gear to the shed and the proper housing of same, and shall report in writing to the Board of Surf Sports all loss or damage to boat or gear, also any misconduct by the members of the crew.
- (c) Unless under special circumstances, the boat crew shall not exceed five (5) members.
- (d) The boat shall not be altered structurally without the permission of the Management Committee.

7. ORDER OF BUSINESS AT MEETINGS

- (a) Management Committee Meetings
 - (i) Apologies.
 - (ii) Reading and Confirmation of Minutes
 - (iii) Business arising out of Minutes.
 - (iv) Election of new Management Committee members.
 - (v) Correspondence.
 - (vi) Finance.
 - (vii) Reports.
 - (viii) Motions of which due notice has been given.
 - (ix) Secretary's business.
 - (x) General business.
 - (xi) Questions.

The Chairman shall decide the order in which business shall be taken.

At any meeting of the Management Committee a majority of those present may by resolution vary, alter or amend the order of business or may resolve the suspension of Standing Orders and the Rules of Debate in order to permit discussion of urgent matters or for such other purposes as the Management Committee may think fit.

(b) Annual General Meeting

- (i) Apologies.
- (ii) Reading and confirmation of Minutes.
- (iii) Business arising out of Minutes.
- (iv) Presentation of Annual Report.
- (v) Election of Officers.
- (vi) Motions of which due notice has been given.
- (vii) General business.

The Minutes of the Annual General Meeting shall be read and confirmed at the next General Meeting of the Club and need not be read and confirmed at the succeeding Annual General Meeting.

(c) Ordinary General Meetings

- (i) Apologies.
- (ii) Reading and confirmation of minutes.
- (iii) Business arising out of Minutes
- (iv) Motions of which due notice has been given.
- (v) General business.

(d) Special Meetings

The nature of the business to be transacted will be contained in the notice of such meeting and no business other than that stated on the business paper shall be taken at such Special Meeting.

The Management Committee shall determine the date for all meetings except as otherwise provided by the Constitution or these By-laws.

8. CHAIRMAN

- (a) The Chairman shall when presiding have a deliberate and casting vote and have unlimited power on every question of order subject however to the Rules of Debate as set out in these By-Laws.
- (b) At any meeting unless a vote is demanded a declaration by the Chairman that a motion has been carried or lost shall be conclusive.

9. NOMINATIONS FOR OFFICE

- (a) All officers shall continue in office subject to resignation or removal from office until their successors are appointed.

- (b) Notice calling for nominations for all positions under Clause 16.1 of the Constitution shall be affixed to the Club notice board by the Secretary at least twenty-one (21) days before the date fixed for the Annual General Meeting. Nominations on the form provided shall be signed by the member nominated and by two members with power to vote and shall, be lodged with the Secretary at least seven (7) day prior to the meeting.
- (c) Should any nominated member be defeated he may be nominated during the meeting for any other position.
- (d) If nominations are not received in writing for any position, then the meeting may nominate and elect a member for the same.
- (e) All nominations received shall be posted by the Secretary on the Club notice board as received.

10. RULES OF DEBATE

- (a) Any member desiring to speak shall address the Board and Chairman respectfully.
- (b) No member may speak more than once to a motion except in explanation or reply.
- (c) A member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate.
- (d) A reply shall be allowed only to a member who has moved a substantive motion.
- (e) No member shall use offensive or unbecoming words.
- (f) No speaker shall digress from the subject under discussion and impure improper motives and all personal reflections on members shall be declared disorderly.
- (g) No member shall interrupt another while speaking except on a point of order.
- (h) Any member during debate may raise the point of order, concisely and the Chairman without further discussion shall give his ruling.
- (i) It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state his point. The seconder and the Chairman may only speak to the motion.
- (j) A member may move the adjournment of the debate. If motion be resolved in the negative, the mover shall not be allowed to speak again on the question under debate. If the question be resolved in the affirmative the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of his speech.

- (k) At any time during a debate a member may move “that the question be now put” and such motion being duly seconded shall be put without debate. If carried, the question shall be put to vote, if lost the debate shall continue. It shall not be in order to move “that the question be now put” until at least two members shall have had an opportunity of speaking against the motion. When the motion is carried “that the question be now put” the mover of the original motion shall have the right of reply, but it shall not be competent for the mover of the original motion to move “that the question be now put” unless he forfeits his right of reply.
- (l) An amendment may be moved on any original motion. The Chairman shall first put the amendment to the meeting and if carried it shall be declared to embody the decision of the meeting superseding the motion.
- (m) When an amendment has been decided, a further amendment may be moved which if carried shall in turn supersede the motion. If there be no amendment the original motion shall be put after the mover has replied.
- (n) The Chairman shall refuse to receive any amendment which is a direct negative.
- (o) The Chairman shall have a deliberate and casting vote at any meeting.
- (p) In the event of any matter being brought before any meeting which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the Chair and the meeting shall elect a Chairman pro term until the matter is dealt with.
- (q) The “first past the post” method of voting shall be employed at all meetings.
- (r) Voting shall be by the voices, show of hands or division by request of any member.
- (s) If a secret ballot is demanded at any meeting by two members, who are present, it shall be taken upon such conditions as the Chairman of such meeting directs.
- (t) The Chairman may appoint tellers to assist him in counting a vote by show of hands or division, or at a secret ballot.
- (u) The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alteration to the wording of his motion.
- (v) An amendment having been moved, it shall not be competent to move any further amendment, but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the same time.
- (w) In the absence of the President or Deputy President, the Chairman of all meetings shall be elected by vote of the members in attendance.

11. RULES OF PROCEDURE OF A JUDICIARY COMMITTEE

- (a) Every reference to the Judiciary Committee shall be in a clear and unambiguous form and shall clearly set out the matter required to be investigated by the Judiciary Committee.
- (b) The Secretary shall give to the subject of the inquiry at least seven (7) days' notice in writing of the time and place appointed for the investigation. Such notice shall clearly set out:
 - (i) The matter to be investigated.
 - (ii) The time, date and place of the meeting.
 - (iii) That the member may call such relevant witnesses as he desires.
 - (iv) That the member may, by five (5) days' notice to the Secretary prior to the meeting, apply for an adjournment.
 - (v) That the member may, by four (4) days' notice in writing to the Secretary, request to have available at the inquiry the members whose names and addresses are therein furnished.
 - (vi) That the member shall not be entitled to legal representation as of right, but that he may apply for such representation at the commencement of the inquiry.
- (c) The Secretary may then grant such adjournment if the grounds for requesting the same appear to him to be reasonable. His discretion in this respect is absolute.
 - (i) The Judiciary Committee shall have power to require the attendance of any member at any investigation by the committee. The Secretary shall give at least three (3) days' notice in writing to a member informing him of the time and place of the investigation and that he is required to attend and shall give such notice to any member whom the subject of the inquiry requests him in writing at least three (3) days before the day appointed for the investigation to call as witnesses.
 - (ii) If a witness is unable to attend at any meeting as aforesaid it shall be competent for him to submit a written statement setting out all facts in his possession concerning the charge.
- (d) In the case of an adjournment under By-law 11(b)(iv) the Judiciary Committee shall decide the time and place for such adjourned investigation. The same rules of procedure as for an ordinary Judiciary Committee meeting shall apply in the case of an adjourned Judiciary Committee.
- (e) At the inquiry:
 - (i) The charge or reference to the Judiciary Committee shall be read to the member concerned.
 - (ii) The evidence in support of the charge shall be tendered.
 - (iii) The evidence called by the subject of the inquiry shall be tendered.

- (iv) Each witness shall be subject to examination by the party (if any) on whose behalf he is called and then to cross-examination by the opposing party or parties. The party calling the witness shall have the right to re-examine him but no other examination or cross-examination shall be allowed except by the leave of the Judiciary Committee.
- (v) Hearsay and irrelevant evidence shall not be admitted if objected to by any party concerned or by the Chairman.
- (vi) Witnesses other than the party charged shall remain out of the hearing of the inquiry until called upon to give their evidence.
- (vii) The Judiciary Committee may adjourn the inquiry from time to time as it thinks fit. Notice of any adjourned meeting shall be given either to the parties and witnesses present when the adjournment is decided on or by notice in writing at least two (2) days before the day of the adjourned hearing.
- (viii) After the evidence has been completed the Judiciary Committee shall consider the same in camera and report its decision to the next meeting of the Management Committee or to the parties concerned as it thinks fit.

The quorum of a meeting of the Judiciary Committee shall be three (3).

- (f) Any member who fails without reasonable excuse to comply with requirements of any notice addressed to him by the Secretary shall be subject to such action as the Management Committee on the report of the Judiciary Committee think fit. If any member fails to attend a meeting of the Judiciary Committee that he has been called before, then he shall be automatically suspended until he arranges a new date and time for his appearance, unless the member has arranged for an adjournment under By-law 11(b)(iv).
- (g) Any member witnessing a breach of the Club Constitution or By-laws or conduct of a member prejudicial to the interests of the Club must immediately notify the Captain who shall either cite the offender to appear before the Judiciary Committee or take other such action as he deems fit.
- (h) The Secretary shall at the conclusion of each Judiciary Committee meeting furnish the Captain with a list of all members dealt with at such Judiciary Committee meeting and it shall be then the responsibility of the Captain to see that any penalty imposed is carried out. The Captain shall then submit a report of his actions in this respect to each Management Committee meeting.

12. CLUB COLOURS AND UNIFORM

- (a) Club Honour blazer
 - (i) Style, colour and conditions

The honour blazer will be a navy blue single breasted 2 button blazer. The club crest will be embroidered onto the left breast blazer pocket. This crest will be in white stitching or gold shadowed in the case of an Australian Championship. Any other inscription underneath the club coat of arms will also be in white stitching unless it is a NSW or Australian award.

(ii) Award Categories

1. Club level

Each year the club Management Committee when deciding upon the annual awards will select one, or in some cases, perhaps two members who have performed exceptional and distinguished service on behalf of the club. That member/s will then be awarded a club honour blazer with club crest and letters BCM (Best Club Member) and the year next to the club crest.

Should a club member receive the award twice the letters BCM would appear directly below the previous award with the new year.



BCM 99-00



BCM 99-00
BCM 03-04

2. Life Members

Any Life Member of the club is permitted and encouraged to wear a Long Reef honour blazer. The blazer will display the club crest and may have the words 'Life Member 1999' written in white writing directly underneath the crest. The honour blazer respects the input and

commitment of our life members and as a token in appreciation upon a new life member being inducted the club will pay for that members honour blazer should they not already have one, and will pay for the additional line embroidered 'life member' should they already have a blazer.



Life Member 1999

3. Distinguished Service

Any Distinguished Service Member of the club is permitted and encouraged to wear a Long Reef honour blazer. The blazer will display the club crest and may have the words 'Distinguished Service (year)' written in white writing directly underneath the crest. The honour blazer respects the input and commitment of our Distinguished Service members and as a token in appreciation upon a new Distinguished

Service member being inducted the club will pay for that members honour blazer should they not already have one, and will pay for the additional line embroidered 'life member' should they already have a blazer.

1. Outstanding Service

Any Outstanding Service Member of the club is permitted and encouraged to wear a Long Reef honour blazer. The blazer will display the club crest and may have the words 'Outstanding Service Member (year)' written in white writing directly underneath the crest. The honour blazer respects the input and commitment of our Outstanding Service Members and as a token in appreciation upon a new Outstanding Service Member being inducted the club will pay for that members honour blazer should they not already have one, and will pay for the additional line embroidered 'Outstanding Service Member' should they already have a blazer.

2. Competition.

Should any club member be selected for a **NSW Interstate** Team or **National** Competition Team that member may display this honour on their blazer with the team they were selected in and the year.

Should an individual or member of a team win an Australian Championship either open or Masters that person/team is entitled to wear a gold shadowed Long Reef SLSC coat of arms signifying the Australian Championship. The competitor is also entitled to display the letters 'AC' down the side of the crest to signify 'Australian Championship' and the year on the other side. This writing again being in GOLD text.

AC 04-05



3. Branch level

Any member of Long Reef SLSC who wins either the Sydney Northern Beaches Volunteer of the Year or Surf Life Saver of the Year is entitled to display that award and the year won directly underneath the club logo in white writing. No other Branch awards may be displayed on the club honour blazer. These two awards are the most prestigious branch awards and highly contested each season. They further require the applicants to undergo a lengthy interview as a part of the selection process.



02-03

SNB Volunteer of the Year

4. State level

Any member of Long Reef SLSC who wins ANY of the NSW Awards announced at the NSW Awards of Excellence annually are entitled to display their award and the year won directly underneath the club logo in red writing. No other NSW awards may be displayed on the club honour blazer. These awards include:

SLSNSW Examiner of the Year
SLSNSW Competition Official of the Year
SLSNSW Training Officer of the Year
LSNSW Masters Athlete of the Year
SLSNSW Coach of the Year
SLSNSW Athlete of the Year
SLSNSW Junior Athlete of the Year
SLSNSW Administrator of the Year



04-05 SLSNSW Examiner of the Year

5. National Level

Any member of Long Reef SLSC who wins ANY of the Australian Awards announced at the Australian Awards of Excellence are entitled to display their award and the year won directly underneath the club logo in Gold writing.



2004 Australian Surf Life Saver of the Year

2004 Australian Volunteer of the Year

6. SLSNSW Club of the Year.

- (a) Any member who was an ACTIVE, ACTIVE RESERVE or MANAGEMENT COMMITTEE MEMBER of the club in the year the club has won or wins SLSNSW club of the year is entitled to display the SLSNSW crest on the lower right waste pocket and the words in white writing, '20xx SLSNSW Club of the Year' Being a club member for this particular year alone does not entitle a member to obtain an honour blazer.



2004 SLSNSW Club of the Year

- (b) The Club badge, tie, pocket or blazer, may be worn by any present or past member of the Club, who is a holder of the Bronze Medallion of the Surf Life Saving Association of Australia, present or past officer of the Club, or any other person with express permission of the Board.

13. INTRA-CLUB CARNIVALS COMPETITIONS AND EVENTS

(a) Club Championship.

- (i) Club Championships will be determined after one (1) rounds to be held at an advertised date after the Australian Championships.
- (ii) The Race Secretary shall determine the date for the competitions at the beginning of each season and shall advise the Board of Surf Sports and notify club members. The date may be changed only in the following circumstances:
1. Dangerous surfing conditions ie. beach closed.
 2. Board of Surf Sports agreement that the event be held on the next available Sunday morning.
- (iii) Club Championship awards are:
1. Surf Race, Senior and Junior,
 2. Beach Sprint, Senior and Junior,
 3. Beach Flags, Senior and Junior,
 4. Water Flags, Senior and Junior,
 5. Iron Man, Senior and Junior,
 6. Ski, Senior and Junior,
 7. Board race,
 8. or as determined by the Board of Surf Sports

Points are to be awarded for each event and totalled to determine the winner:

1st Place 3 points

2nd Place 2 points

3rd Place 1 point

No points will be awarded for entering the event.

- (iv) Each event must have at least two (2) competitors to be a valid event.
- (v) The Race Secretary will judge all events or in his absence a member of Board of Surf Sports.
- (vi) Events shall be held at 11.00am on the Sunday morning or as determined by the Management Committee.

- (vii) The IRB Captain shall have the IRB available for Club Championship events.
 - (viii) That in the event of a dead-heat in any Championship event of the Club a swim off or run off shall be held.
 - (ix) No member shall be eligible to win any Championship event of the Club unless he is the holder of the Bronze Medallion. This By-law shall not apply to the Under 16 Championships.
 - (x) Any member shall forfeit any Club prize if he has in the opinion of the Management Committee failed to carry out his patrol duties satisfactorily.
- (b) General Point Score and handicap Surf Race competitions shall be held each Sunday at 11.00am during the official season, with the winner having accumulated the highest number of points by the last Sunday of the season.

14. VISITORS

- (a) Members may introduce visitors to the Club and such visitors shall have access to the Club under such conditions as the Management Committee shall from time to time determine.
- (b) A visitor must (if possible) be first introduced to a member of the Management Committee.
- (c) It shall be the duty of any member introducing a visitor to be responsible for such visitor whilst his visitor is on or in the precincts of the Clubhouse.
- (d) A member shall not knowingly introduce as a visitor any person who is under suspension or expulsion from another Surf Life Saving Club by that Club or by the Association.

15. CLUB PROPERTY

- (a) No member shall take away from the Clubhouse or grounds or deface, tear or injure any article which is the property of the Club or of any other member thereof (unless with such member's permission) or used by and for the benefit of the Club, provided that the Management Committee may at its discretion grant permission to members to take away from the Clubhouse or grounds any article upon such terms and conditions as the Management Committee may from time to time determine, provided further that in all cases where an article belonging to the Club is broken or injured by a member then such member shall forthwith make good such damage to the satisfaction of the Management Committee in all respects or he shall pay for it.
- (b) It shall be the duty of all Club members at all times to maintain and carry out the necessary duties required for the cleanliness and maintenance of the Club its property and surroundings. Members not complying with this By-law shall be liable to be dealt with by the Management Committee.
- (c) Members may use the kitchen provided dry clothing is worn and all sand is brushed off feet. The kitchen must be tidied IMMEDIATELY after use. Any breach of this provision will cause the Management Committee to severely restrict members' privileges in this respect.

16. **GENERAL**

- (a) Members on patrol at the time at which the surf race is held shall not compete in the same unless under exceptional circumstances and with the permission of the Captain or in his absence the Patrol Captain.
- (b) Members shall notify the Secretary of any change of their address, in writing, and any notice required to be given to a member shall be deemed to have been duly given to such member by posting the same to the member at his last notified address.
- (c) Active members shall attend for training and practice at such times as the Captain shall appoint, or furnish the Captain with a valid reason for their non-attendance, failing which they shall be dealt with at the discretion of the Management Committee.
- (d) An endorsement on the back of a member's annual subscription receipt shall be made when such receipt is issued. This endorsement shall be signed by either the Secretary or the Treasurer and will thereafter be used by the member concerned as his Club membership card.
- (e) Members desiring leave of absence from the Club or any obligation of the Club must apply for same through the Secretary prior to the date when such leave is required. Failure to comply with this By-law may, except in exceptional circumstances, render the applicant liable to have the required permission refused him.
- (f) Any notice required by the Management Committee or these By-laws by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- (g) A member of any class as laid down by the Constitution of the Club shall be entitled to apply to the Management Committee for transfer to membership of any other class for which he is qualified, and the Management Committee may at its discretion effect the transfer provided that any entrance fee or any additional entrance fee or any subscription or any additional subscription deemed by the Management Committee to be payable be paid.
- (h) No rebate of entrance fee or subscription shall be payable to any member in respect of his transfer of membership to another class.
- (i) The Management Committee from time to time may limit the number of members of any class or classes.
- (j) A member desiring to transfer from the Club to another club shall make application through the Secretary through SLSSNB for permission to do so in accordance with the SLSA Transfer of Membership Form.
- (k) The close of any one season does not automatically entitle a member of the Club to transfer to another.
- (l) Intoxicating liquor shall not be brought onto the Club premises except with the authority of the Management Committee.
- (m) All official correspondence must be forwarded through the Secretary.

(n) A copy of the Constitution and By-laws shall be placed on the club website and will also be kept at the club for perusal by any member on request to the Secretary.

(o) The Club shall pay examination fees for the SLSA Examinations.

17. BOARDS AND SKIS

(a) No board or ski shall be brought in through the marked surf bathing area.

(b) All boards and skis on the Club premises shall be maintained in a seaworthy condition.

(c) Any board or ski may be removed from the Club premises at any time by order of the Management Committee.

(d) No board or ski shall be left in a position dangerous to the public.

(e) If requested any board or ski shall be placed at the Club's disposal in cases of emergency.

(f) All boards and skis must be admitted to Club premises in a clean and sand free condition.

(g) Private boards and skis kept on the premises must be subject to Board's approval each season.

18. SUSPENSION NOTIFICATION

The Secretary shall notify SLSA and SLSSNB of the name and address of any member of the Club who is suspended together with the reason for such suspension and its proposed duration as soon as possible after such suspension has been imposed.

19. ALTERATION OF BY-LAWS

The Management Committee by way of resolution may vary, amend, annul or otherwise modify any of the By-laws for the time being in force, provided that five (5) days' notice of the resolution proposing such variation, amendment, annulment or otherwise shall have been given to all members of the Management Committee. Such amendment, annulment or otherwise shall become effective on the same being exhibited on the Club notice board for a period of seven (7) days and notice of the same being forwarded to all members.