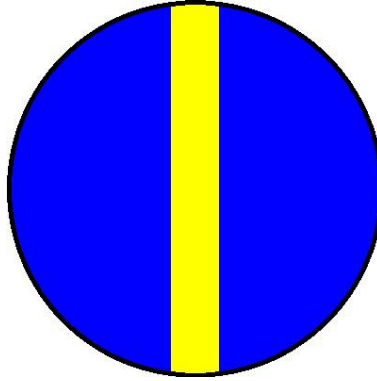


Pacific Palms Surf Life Saving Club Inc.



Constitution

RULES

BY-LAWS

and

REGULATIONS

Pacific Palms Surf Life Saving Club Inc.

Constitution

RULES

1. NAME AND AFFILIATION:

The name of the Club shall be “Pacific Palms Surf Life Saving Club Incorporated” and shall consist of all persons duly elected as members. The Club shall be affiliated with the Surf Life Saving Association of Australia and other such kindred bodies as may be decided upon.

2. OBJECTS:

The objects of the Club shall be:-

- (a) The study and practice of the methods of Surf Life Saving as taught by the Surf Life Saving Association of Australia.
- (b) To minimise the loss of life from drowning by providing efficient life saving apparatus.
- (c) To promote demonstrations and arrange classes of instruction, and to further the best interests of surf bathing and Surf Life Saving.
- (d) To appoint patrols to render all possible aid to those in distress.
- (e) To organise and conduct carnivals and social functions for the benefit and assistance of the Club in the attainment of the above objectives.
- (f) To exercise the power to acquire, lease or hire or in any way deal with any real or personal estate.
- (g) To carry on any other activity whatsoever calculated directly or indirectly to enhance or further the interests of the Club.

3. MEMBERSHIP:

- (a) Subject to these Rules, the members of the Club shall be the members of the Club immediately prior to incorporation together with such other people as the Management Committee admits to membership.
- (b) Membership is open to all persons who accept the Objects, Rules, By-Laws and Regulations of the Club, and of the Surf Life Saving Association of Australia.
- (c) Persons wishing to become members of the Club shall apply on the Membership Application Form, which, among other details, will require acceptance of the Club’s and the Surf Life Saving Association’s Rules, By-Laws and Regulations.
- (d) The Management Committee shall determine whether or not to approve an application or a re-application for membership. The Management Committee is not required to supply reasons for approving or rejecting an application.
- (e) Members shall pay such fees, and at such time, as has been determined by the Club at a General Meeting.

4. CESSATION OF MEMBERSHIP:

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

- (a) Dies.
- (b) Resigns membership.
- (c) Is expelled from the Club, or is rejected by the Management Committee as provided for in Rule 3(c).
- (d) Suffers cancellation of membership under the By-Laws relating to breaches concerning patrols, financial status or the gaining of awards or breaches of discipline.

5. EXECUTIVE OFFICE BEARERS AND DUTIES:

- (a) The Executive Office Bearers shall be a President, Vice/Deputy President, Secretary, Treasurer and Captain and, together with the Public Officer (see Rule 6(a)) shall constitute the Executive Committee and shall be nominated to Corporate Affairs Commission in conjunction with the application for incorporation of the Club. They shall be ex-officio members of the Management Committee.
- (b) The President shall administer and be responsible for all affairs of the Club and shall chair all meetings appertaining to the administration of the Club, except as provided for in these Rules, and shall report to each Management Committee meeting those activities undertaken on behalf of the Club.
- (c) The Vice/Deputy President shall assist the President, deputise as required and in the President's absence assume the responsibility and authority of that office.

Should the President and Vice/Deputy President both be absent from a meeting or are unwilling to act as Chairman, the members present at the meeting shall elect one of their own number to act as chairman.

Minutes of proceedings at a meeting shall be signed by the Chairman of the meeting or by the Chairman of the succeeding meeting.

- (d) The Secretary shall conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the notice board.

The Secretary shall ensure that records are kept of the business of the Club, including the Rules, By-Laws and Regulations, Register of Members, Minutes of all general and committee meetings and a file of correspondence. These records shall be held in the custody of the Secretary.

- (e) The Treasurer shall:-

- i) Control all financial aspects of the Club as authorized and outlined in the rules and pay such accounts which have been presented to the Management Committee and approved for payment.
- ii) Ensure that all money received by the Club is paid into an account in the Club's name as soon as practicable and without deduction, and a receipt is issued.
- iii) Ensure that correct books and accounts are kept, showing the financial affairs of the Club. These records shall be held in the custody of the Treasurer.

- iv) At each meeting of the Management Committee produce the Club bank pass book (s), cheque book (s), a list of accounts for payment, unrepresented cheques and a full reconciliation.

(f) The Captain shall :-

- 1) Be responsible for the control and disciplining of members, including ensuring sufficient persons to man patrols and communicating with patrol defaulters to maintain efficiency of patrols.
- 2) Shall at the beginning of the season submit to the committee for approval a schedule of patrols and captains thereof, and the roster of duties for the forthcoming season.
- 3) Shall be a member of all test and selection committees.
- 4) Shall be responsible for all Club gear and shall take an inventory of all Club gear at the commencement of the season and report to the committee and required replacements or repairs.
- 5) Shall be responsible for the erection of the carnival area and competition area on carnival day.
- 6) Shall be responsible for the transportation of all Club gear, with the exception of the surfboat, surf boards and surf skis to and from all surf carnivals.
- 7) Shall have the power to call on any Active or Cadet Member of the Club to assist in the execution of all duties.

6. PUBLIC OFFICER:

(a) The Management Committee shall appoint a person, who is 18 years of age or older and resident of NSW, to the position of Public Officer. If the person appointed is not already a member of the Executive Committee, he or she shall become a member of that Committee.

(b) The first Public Officer shall be the person who completed the application for incorporation of the Club.

(c) The Management Committee may at any time remove the Public Officer and appoint a new one.

(d) The Public Officer shall be deemed to have vacated the position in the following circumstances:-

- i) Death
- ii) Resignation
- iii) Removal by the Management Committee or at a general meeting
- iv) Bankruptcy or financial insolvency
- v) Mental illness
- vi) Residency outside New South Wales

(e) When a vacancy occurs in the position of Public Officer, the Executive Committee shall within 14 days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.

(f) The Public Officer is required to notify the Corporate Affairs Commission by the prescribed form concerning:-

- i) Appointment (within 14 days)
- ii) A change of residential address (within 14 days)
- iii) A change in the Club's Objects or Rules (within 14 days)
- iv) A change in the membership of the Executive Committee (within 14 days)
- v) The Clubs financial affairs (within one month after the Annual General Meeting)

vi) A change in the Club's name (within one month)

(g) Service of documents on the Club is effected by serving them on the Public Officer or by serving them personally on two members of the Executive Committee.

7. DISCIPLINE:

(a) Cancellation of Membership

(b) Removal from Office

(c) Expulsion

(d) Reprimand

(e) Suspension

The National Council of the Surf Life Saving Association's Constitution shall be followed in relation to any and all meetings called to conduct Disciplinary or Judicial proceedings or the like proceedings in relation to the conduct of a member or groups of members. The National Council Constitution shall be the Constitution that is current at the time that the incident or incidents complained of took place, and in the event of there being two or more incidents, it shall be the Constitution that is current at the time that the last incident of all incidents under review took place.

8. APPEALS:

Appeals within the Association's structure shall lie in accordance with the National Council Constitution that is current at the time that the Judiciary or Disciplinary meeting is called and conducted in accordance with item 7.

9. GENERAL MEETINGS:

(a) An Annual General Meeting of the Club shall be held each year within six months from the end of the financial year of the Club (except the first Annual General Meeting, which shall be held two months from the end of the first financial year and within 18 months of incorporation).

(b) At least 14 days notice of all General meetings and notices of motion shall be given to members. In the case of General meetings where a special resolution is proposed, notice of the resolution shall be given to members at least 21 days before the meeting.

(c) Written notice of all General meetings shall be given either personally or by post.

(d) In the case of the Annual General meeting, the following minimum business shall be transacted: -

i) Confirmation of the minutes of the last Annual General meeting and any recent Special General meeting.

ii) Receipt of the Management Committee's report upon the activities of the Club in the last financial year.

iii) Election of office bearers of the Management Committee and members of sub committees.

- iv) Receipt and consideration of a statement from the Management Committee which is not misleading and gives a true and fair view for the last financial year of the Club's :-
 - Income and Expenditure
 - Assets and Liabilities
 - Mortgages, charges and other securities
 - Trust properties.
- (e) The quorum for a General meeting shall be 20 members present in person. If within an hour of the time appointed for a General meeting a quorum is not present, the meeting shall be postponed to a date, time and place to be determined by the Management Committee.
- (f)
 - i) Nominations of candidates for election of office bearers and committee members shall be made in writing, signed by two (2) members of the Club who are entitled to vote and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - ii) Shall be delivered to the Secretary of the Club not less than 7 days before the date fixed for the meeting at which the election is to take place. All formal nominations will be shown on the Club noticeboard.
 - iii) Such nominations shall be regarded as "formal" nominations.
- (g) Candidates formally nominated unopposed, shall be deemed to be elected.
- (h)
 - i) Any position which cannot be filled by formal nominations may be filled by informal nominations.
 - ii) "Informal" nominations are nominations which do not satisfy (f) (ii).
 - iii) Informal nominations will not be accepted for positions where a formal nomination has been accepted.
- (i) Ballots shall be held where more than one nomination is received for a position.
- (j) Voting at General meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by a special resolution where a three quarter majority is required.
- (k) All votes shall be given personally and there shall be no voting by proxy.
- (l) In the case of equality of votes, the person appointed to chair a meeting shall have a second or casting vote.
- (m) The Chairman of a General meeting at which a quorum is present may, with the consent of the majority of the members present and voting at the meeting, adjourn the meeting to a time (not exceeding 14 days) and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

10. SPECIAL RESOLUTIONS:

- (a) A Special Resolution must be passed by a General meeting of the Club to effect the following changes: -
 - i) A change of the Club's name.
 - ii) A change of the Club's Rules.
 - iii) A change of the Club's Objects.
 - iv) An amalgamation with another incorporated association.
 - v) To voluntarily wind up the Club and distribute its property.

- vi) To apply for registration as a company or a co-operative.
- (b) A Special Resolution shall be passed in the following manner: -
- i) A notice must be sent to all members advertising that a General meeting is to be held to consider a Special Resolution.
 - ii) The notice must give details of the proposed special resolution and give at least 21 days notice of the meeting.
 - iii) A quorum must be present at the meeting.
 - iv) At least three quarters of those present and voting must vote in favour for the resolution to be successful.

11. NOTICES:

Notices sent by post shall be deemed to have been received two days after the date of posting.

12. COMMITTEES:

- (a) The Club shall have its affairs controlled and managed by office bearers known as the Management Committee.
- (b) Notice of Committee meetings shall be given at the previous Committee meeting or by such other means as the Committee may decide upon.
- (c) Questions arising at any meeting of a Committee shall be decided upon by a majority of votes of those present and voting. In the case of an equality of votes, the person appointed to chair the meetings shall have a second or casting vote.
- (d) The quorum for meetings of Committee and Sub-Committees shall be one half of the number of members of the committee, except for the Life Membership and Honours Sub Committee, where the quorum shall be four (4).

13. EXECUTIVE COMMITTEE:

The Executive Committee shall comprise the officers outlined in Rule 5(a). They shall be responsible for dealing with the Corporate Affairs Commission and with matters requiring attention between Management Committee meetings and shall meet as and when required and as decided by the President or Secretary.

All decisions and deliberations of the Executive Committee shall be reported to the next Management Committee meeting.

14. MANAGEMENT COMMITTEE:

- (a) The Office Bearers of the Management Committee, except the Public Officer, shall be elected at each Annual General meeting. Any casual vacancy occurring in the Management Committee may be filled by a member appointed by the Management Committee.
- (b) Each member of the Management Committee shall hold office from the date of their election or appointment until the next Annual General meeting.
- (c) Retiring Management Committee members are eligible for re-election.
- (d) The Management Committee shall meet as often as necessary to conduct the business of the Club and not less than once in each month.

- (e) If within one hour of the time appointed for a Management Committee meeting a quorum is not present, the meeting will stand adjourned until the same place and at the same hour of the same day in the following week.
- (f) Additional meetings of the Management Committee may be convened by the President and/or the Secretary or by resolution of that Committee.
- (g) The Management Committee may, whenever it thinks fit, convene a Special General meeting of the Club. A Special General meeting must be convened by the Management Committee on receiving a written request to do so from at least five percent of the membership of the Club.
- (h) A requisition of members for a Special General meeting: -
 - i) Shall state the purpose or purposes of the meeting.
 - ii) Shall be signed by the members making the requisition.
 - iii) Shall be lodged with the Secretary.
 - iv) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

15. SUB-COMMITTEES

A general meeting or a Management Committee meeting may appoint officers and or members to a sub-committee to undertake any matter referred to it and report back to the body appointing it.

A sub-committee may meet and adjourn, as it thinks proper.

16. CASUAL VACANCIES

For the purpose of these Rules, a casual vacancy in the office of a member of a committee or sub-committee occurs if the member:

- (a) Dies.
- (b) Ceases to be a member of the Club.
- (c) Becomes insolvent under administration within the meaning of the Companies (New South Wales) Code.
- (d) Resigns office by notice of writing given to the Secretary.
- (e) Is removed from office.
- (f) Becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health.
- (g) Is absent without consent of the Committee from all meetings of the Committee held during the period of three months.

Any such vacancy shall be filled by the Management Committee.

17. REGISTER

A register of members shall be kept by the Club showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.

18. INSPECTION OF BOOKS ETC.

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

19. FINANCE

- (a) The financial year of the Club shall be as determined by the Club from time to time.
- (b) The funds of the Club shall be derived from the fees of members, donations, grants and other such sources approved by the Club.
- (c) The income and property of the Club shall be used only for promotion of the Objects of the Club and shall not be paid or transferred to members by way of dividend, bonus or profit, providing always that a member of the Club may be employed for specific duties.
- (d) Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the Management Committee. Major or unusual expenditures shall be authorised in advance by the Executive Committee or by a General meeting.

20. MEMBERS LIABILITY

The members of the Club shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club except to the amount of any unpaid membership fees.

21. INSURANCE

The Club shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded necessary by the Surf Life Saving Association of Australia.

22. SURPLUS PROPERTY

The Lower North Coast Branch Inc. of the Surf Life Saving Association of Australia is to become possessed of the Club's surplus property in the event of the Club being wound up as per Rule 10(a)(v).

If the Lower North Coast Branch Inc. is not registered as a charity at the time of dissolution, then all surplus funds and assets will be handed over to some other registered or exempted charity or charities.

23. COMMON SEAL

The Common Seal of the Club shall be kept in the custody of the Public Officer and shall only be affixed to a document with the approval of the Executive Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Executive Committee.

24. ALTERATIONS TO RULES

The Objects and these Rules may be altered only by a special resolution in accordance with Rule 10, provided that the Minister of the Crown for the time being administering the Charitable Collections Act 1934, shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made.

25. PROVISIO

The forgoing Rules are intended to not conflict with the New South Wales Corporate Affairs Commission's Association Incorporation Act 1984 (No.143) 'Model Rules' and where conflict may seem to occur, the Model Rules shall apply.

26. INTERPRETATION

Where reference is made to the Surf Life Saving Association to the Association or to the SLSA, it shall refer to "The Surf Life Saving Association of Australia Limited".

BY-LAWS OF Pacific Palms Surf Life Saving Club Inc.

41. MAKING, REPEALING AND AMENDING BY-LAWS

- (a) A General Meeting of the Club may, by resolution, make By-Laws not inconsistent with Club and the Surf Life Saving Association Rules, for or with respect to any matter that by these rules is required or permitted to be prescribed by by-laws, or that is necessary or convenient to be prescribed for the just and efficient administration of the Club.
- (b) A By-Law shall, until repealed or amended and after any amendment, as amended, be binding upon the committees and all sub-committees and members.
- (c) A By-Law may be made, repealed or amended only by a Notice of Motion in accordance with By-Law No. 51.
- (d) A By-Law that is made, repealed or amended shall be posted on the Club notice board within seven days of such making, repealing or amending and shall remain so posted for at least one month.

42. MEMBERSHIP CATEGORIES

1. ACTIVE MEMBERSHIP

- (a) Probationary Membership:
 - i) Probationary membership may be granted to any person who has not qualified for the appropriate award, and/or is not currently proficient in an award for their proposed membership category.
 - ii) Probationary membership shall expire after a period of 6 months unless by resolution of the appropriate Club Committee.
 - iii) Probationary members shall be non-voting members of the Club.
- (b) Cadet Membership
 - i) Cadet membership shall be a person of the age qualification as defined in the Surf Life Saving Manual and who has obtained the Surf Life Saving Certificate in that season or has passed an Annual Proficiency Test for the Surf Life Saving Certificate.
 - ii) Cadet members shall be non-voting members of the Club.
- (c) Active Membership
 - i) An Active member shall be a Bronze Medallion holder and shall fulfill the full patrol and Club obligations as provided for by Surf Life Saving Australia and the Club Rules, By-Laws and Regulations, and shall qualify in an annual proficiency test each season, unless the member has obtained the Bronze Medallion in the season current.
 - ii) Active members shall be voting members of the Club.
- (d) Reserve Active Membership
 - i) Reserve Active membership may be granted annually to Active members who have satisfactorily completed (after the gaining of the Bronze Medallion) at least eight years of patrol and Club obligations as provided by Surf Life Saving Australia and Club Rules, By-Laws and Regulations, providing that the granting of Reserve Active membership shall not be automatic, but shall be granted by resolution of the appropriate Club Committee.

- ii) Such members shall perform a minimum of 12 hours patrol duties per season and Club obligations required by Surf Life Saving Australia and Club Rules, By-Laws and Regulations.
- iii) Such members shall complete the Annual Proficiency Test.
- iv) Active Reserve members shall be voting members of the Club.

Note: Notwithstanding sub-clause i), above Reserve Active membership may be granted under exceptional circumstances by the appropriate Club committee to Active Members irrespective of the years of service.

(e) Long Service Membership

- i) Long Service Membership may be granted to members who have completed ten years Active service to Surf Life Saving Australia, or to members who have completed eight years of Active service plus four years Reserve Active service, providing that the granting of Long Service membership shall not be automatic, but shall be granted by resolution of the appropriate Club Committee.
- ii) Such members shall be exempted from all patrol obligations and may be granted other special privileges of membership as may be provided in the Club Rules and By-Laws.
- iii) Long Service members shall be voting members of the Club.

(f) Award Membership

- i) Award membership may be granted to persons who hold an Association award of one or more of the following designations:
 - Radio Award(s), Resuscitation Certificate, Advanced Resuscitation Certificate, First Aid Certificate
- ii) Such members will be called upon to perform patrol and/or other Club obligations within the scope of their qualifications.
- iii) Such members shall complete the Annual Proficiency Test applicable to their award.
- iv) Award members shall be voting members of the Club.

(g) Non Resident Active Membership

- i) A Non Resident Active member shall be a Bronze Medallion holder and fulfill patrol and Club obligations as provided for Reserve Active members by Surf Life Saving Australia and the Club Rules, By-Laws and Regulations, and shall qualify in an Annual Proficiency Test each season.
- ii) A Non Resident Active member shall not have a permanent year long residence within a radius of fifty kilometers of the Club.
- iii) Non Resident Active members shall be voting members of the Club.

2. ASSOCIATE MEMBERSHIP

(a) Associate Membership

- i) Associate membership may be granted to a person who may, or may not, hold a Surf Life Saving award.
- ii) Associate members shall have access to Club facilities, excluding any Club rescue or competition equipment
- iii) Associate members shall be eligible to stand for election to the Management Committee and sub committees and will have a vote within the scope of their position held.
- iv) Associate members shall be non-voting members of the Club, except as in iii) above.

(b) Parent Member

- i) Parent membership may be granted to a person being the parent of a Junior Club Member.

- ii) Parent Members may be elected to the Junior Sub Committee and have voting rights within this committee.
- iii) Parent members shall be non-voting members of the Club, except as in ii) above.

(c) Gym Membership

- (i) Gym Membership may be granted to a person who may, or may not, hold a Surf Life Saving award, at the discretion of the Management Committee.
- (ii) Gym members shall have access to Club facilities, excluding any Club rescue or competition equipment.
- (iii) Gym members shall not be eligible to stand for election to the Management Committee
- (iv) Gym members shall be non voting members of the club

3. LIFE MEMBERSHIP

Life Membership

- i) a Member who has completed a minimum of fifteen (15) years continuous active service with the Club (or qualifies for an exemption as per the SLSA guidelines) or twenty (20) years continuous non active service to the Club may be nominated for Life Membership of the Club if the following minimum conditions are met;
- ii) Has served on Club Committee(s) for a minimum of five (5) years if an active member, or seven (7) years if a non active member.
- iii) Is nominated by two (2) active members with a minimum of five (5) years service with the Club each.
- iv) The above criteria are no guarantee that the award will be granted.
- v) Applications for this award may only be submitted to the Life Membership and Honours Sub Committee for an individual once every two (2) years.
- vi) Life Members are voting members of the Club

Notes: For the purposes of these awards service on a committee(s) will be 75% attendance of the scheduled meetings. All applicants must have a proposer and a seconder. It is preferred that the nominated member not be aware of the nomination. All criteria are a minimum requirement and should not be seen as any sort of indication of the award being granted.

4. JUNIOR ACTIVITIES MEMBERSHIP

Junior Activities

- i) Junior Activities membership may be granted to a person who has reached that age defined by Surf Life Saving Australia as the minimum joining age and has not reached the age that is considered a prerequisite to the Surf Life Saving Certificate.
- ii) Junior Activity members shall be non-voting members of the Club.

43. OFFICERS OF THE CLUB

(a) The Club may elect the following Honorary Officers who shall have no voting rights and who need not be members of the Club.

- Patron/s
- Vice Patron/s
- Solicitor
- Medical Officer/s
- Architect/s
- Auditor

These Officers shall have the right to attend Annual and Special General Meetings and to speak or express opinions on business conducted at those meetings.

(b) The Club shall elect the following Officers who shall be members of the Club:

- President
- Vice/Deputy President
- Secretary
- Treasurer
- Public Officer
- Captain
- Training Officer
- First Aid Officer
- Inflatable Rescue Boat Captain
- Boat Captain
- Publicity Officer
- Assistant Secretary
- Sports Secretary
- Craft Captain
- Delegate/s to Branch
- Social Secretary
- Radio Officer
- Registrar
- Member Services Officer
- Marketing & Sponsorship Officer
- Delegate to JAC

44. DUTIES OF OFFICERS

(a) The Training Officer shall arrange and be responsible for classes of instruction in the methods of surf life saving as laid down in the manuals of the Surf Life Saving Association and shall arrange for the examinations of awards.

(b) The First Aid Officer shall be responsible for the maintenance of the First Aid Room.

(c) The Inflatable Rescue Boat Captain shall be qualified and currently proficient as an IRB driver in accordance with the manuals of the Surf Life Saving Association and shall at all times be subject to the direction of the Club Captain. The IRB Captain shall be responsible for the care, maintenance and housing of the inflatable rescue boat/s and gear, and shall also be responsible for the training, rostering and supervision of all IRB drivers and crew in consultation with the Club Captain.

(d) The Boat Captain shall be responsible for the care, housing and maintenance of all surf boats and surf boat equipment and shall supervise and organise the training of members in surf boat practices. The Boat Captain shall be empowered to require any member to assist in the launching or housing of a boat and shall at all times be subject to the direction of the Club Captain.

(e) The Publicity Officer shall be responsible for the overall media coverage of relevant matters pertaining to events conducted by the Club and shall endeavour to create a good public relations image with the media, general public and supporters of the Club. The Publicity Officer shall maintain a full record of all publicity coverage and report same to the Management Committee. No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club or the Association.

(f) The Assistant Secretary shall record the minutes of meetings as directed by the Secretary and assist the Secretary in all respective duties.

(g) Sports Secretary shall be responsible for the drawing up and the conduct of all club competitions in the surf, baths and on the beach. Shall submit to the committee proposed dates and times of all Club Championship events in order that all members may receive due and timely notice. Shall be responsible for the entries of all members desirous of competing in Club, District, State or Australian Championships. Shall have the power to call on other officers of the Club for assistance in carrying out all duties. Shall keep a record of all events and submit winners and points gained at the end of each fortnight to the Secretary / Registrar who shall keep the record.

h) Craft Captain shall be responsible for the care and maintenance of all boards and skis owned by the Club. Shall supervise and organise the training of members in surf board and ski proficiency. Shall conduct regular competitions as instructed by the committee.

(i) Delegate/s to Branch shall attend all general meetings of the Lower North Coast Branch of the SLSA and shall submit a report in writing to the Secretary of the proceedings of meetings attended. Should a delegate be unable to attend a meeting, the Club will be required to appoint a proxy delegate. The delegate/s shall carry out all instructions that are received from the Management Committee.

(j) The Social Secretary shall recommend, organize and supervise the conduct of all social functions held by the Club and shall submit financial statements of such functions to the Treasurer.

(k) The Radio Officer shall be responsible for the upkeep, maintenance and supervision of all Club equipment relevant to communications and shall be responsible for the training of members in the proper use and care of this equipment and shall report to the Club Vice Captain.

(l) Registrar shall be responsible for maintaining all Club membership records.

(m) The Member Services Officer shall be responsible for promoting Surf Life Saving NSW, Surf Life Saving Australia and any other opportunities, programs, policies and resources relating to Member Services to the members, including developing strategies for membership attraction and retention.

(n) The Marketing and Sponsorship Officer shall be responsible for pursuing opportunities for promoting the club within the local community and further afield and pursuing sponsorship opportunities for the benefit of the club, including the preparation of sponsorship proposals and servicing of sponsors.

45. COMPOSITION OF THE MANAGEMENT COMMITTEE

(a) The following shall comprise the Management Committee:

- President
- Vice/Deputy President
- Secretary
- Treasurer
- Club Captain
- Public Officer
- Training Officer
- Inflatable Rescue Boat Captain
- Publicity Officer

- Delegates to Branch
- Assistant Secretary
- Social Secretary
- Sports Secretary
- Craft Captain
- Boat Captain
- Radio Officer
- First Aid Officer
- Registrar
- Member Services Officer
- Marketing and Sponsorship Officer
- Junior Activity Chairman
- Delegate from Junior Activities Committee

(b) The Management Committee shall elect two Delegates from their number who shall attend Junior Activities meetings at which they shall have voting rights on all matters.

46. APPOINTMENT OF SUB-COMMITTEES

(i) The Club may elect or appoint any of the following sub-committees, to ensure the efficient running of the affairs of the Club:

- Social
- Life Saving
- House
- Ladies Social
- Selection
- Rules, By-Laws and Regulations
- New Members Liaison
- Junior Activities

(ii) The Club may elect or appoint a Life Membership and Honours (LMH) Sub-Committee to receive and adjudicate on nominations for Service, Honour and Life Membership Awards, to supervise and ratify the placement of names on new/existing Honour Boards, to ratify the placement of photographs and memorabilia within the Club and to ratify all discretionary awards made by the Club.

Committee Composition:

- (a) The LMH Sub Committee shall consist of five (5) Life Members of the Club. Until such time as sufficient Life Members of the Club exist, members of the LMH Sub Committee shall be drawn from Club Honour Award members in the first instance, then ex-Executive members of the Club, and finally Life Members of the Lower North Coast Branch.
- (b) The Club President and Secretary shall not be ex-officio members of the LMH Sub Committee.
- (c) A quorum of the LMH Sub Committee shall be four (4).
- (d) Members of the LMH Sub Committee shall be elected at the Annual General Meeting. Casual vacancies shall be elected by the Management Committee.
- (e) Members shall serve a term of two (2) years, with no member serving more than four (4) terms unless there are no other nominations from qualified members.
- (f) A maximum of three (3) members to be changed in any one year, unless extenuating circumstances prevail.
- (g) The Sub-Committee shall elect from their ranks a Chairman and a Secretary. The Secretary will be responsible for taking notes, recording minutes and calling meetings.

Meetings:

- (a) Meetings shall be called by the Secretary when he / she considers it necessary, or when requested by two (2) other members of the LMH Sub Committee.
- (b) The LMH Sub Committee shall be completely autonomous. The LMH Sub Committee may hold its meetings “in camera” and request all visitors to leave a meeting at its discretion, no matter what position within the Club they hold.

Applications for Awards:

- (a) All applications for Service and Honour Awards are to be made on a Club “Nomination of Award” form clearly stating the category of the Award, and should address the criteria of the particular award.
- (b) All nominators and seconders must meet the required criteria for the particular award for the nomination to be accepted.
- (c) All nominations shall be given to the Secretary of the Club in a sealed envelope and shall be forwarded on to the LMHC Secretary within 7 days.
- (d) The LMH Sub Committee shall not be bound by any time constraints when reviewing nominations, other than any nomination (s) must be accepted or rejected within twelve (12) calendar months of the submission date.

Voting

- (a) On Life Membership nominations, the full LMH Sub Committee must be present to vote.
- (b) All voting on Life Membership nominations shall be by secret ballot.
- (c) Voting on other issues to be by open or secret ballot, as decided by the LMH Sub Committee at that time.
- (d) There will be no proxy votes permitted on the LMH Sub Committee.
- (e) All voting on awards must be a minimum 80% majority in favour to be accepted.
- (f) If a member of the LMH Sub Committee has been nominated for an award, the LMH may meet without that member being invited to attend. The voting (for a fellow member of the Sub Committee) by the LMH Sub Committee must be unanimous in favour to be awarded.
- (g) The Chairman will have one vote only.

Granting of Awards

- (a) The Secretary of the LMH Sub Committee shall advise the Club President or Secretary of the granting of any Awards. The Club President or Secretary will make all arrangements for the announcement of the Award.
- (b) The announcement of any successful awards will be at the Club’s AGM or other time considered suitable by the LMHC and the Club’s Management Committee.
- (c) All decisions of the LMH Sub Committee will be final.

47. EX-OFFICIO MEMBERS

The President and the Secretary shall be ex-officio members of all committees except as otherwise may be determined.

48. CLUB COLOURS AND COMPETITION CAPS

- (a) The Club colours shall be Royal Blue and Gold and the design of the Club Competition Cap shall be Royal Blue with centre Gold stripe.
- (b) Any desired alterations must first receive the approval of the Surf Life Saving Association.

49. BADGES AND BLAZERS

The design and colour of the Club Badges and Blazers shall be as adopted at a General meeting and can only be changed by the passing of a motion as provided for in Rule 10 (b).

NOTE: See also “Club Apparel” – Regulation No. 85.

50. PATROLS

All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the Management Committee, shall patrol Elizabeth Beach during the patrol season and at such hours as may be determined by the Lower North Coast Branch of the SLSA. Patrolling by members shall be in accordance with Regulation No. 82.

51. NOTICES OF MOTION

To make, amend or repeal a Rule, By-Law or Regulation may only be done by means of a Notice of Motion which shall be given in writing by the mover and seconder, to the Secretary at least 21 days prior to the date of the meeting at which the notice of motion is to be dealt with.

Notices of Motion in relation to Special Resolutions (see Rule 10) must be in the hands of the Secretary at least 28 days prior to the date of the meeting.

52. ANNUAL REPORT

The Annual Report shall be prepared under the direction of the Management Committee and presented for adoption at the Annual General Meeting.

The report shall contain those requirements stated in Rule 9 (d) (ii) and (iv).

53. SUBSCRIPTIONS

(a) The Annual subscription for each year shall be due and payable in advance before the commencement of the Annual General Meeting in each year and shall be in respect of the year then ensuing and no member shall be entitled to be elected to office or permitted to vote unless fees have been paid by 30 April for the preceding season and membership of the Club renewed for the ensuing season prior to the AGM.

(b) Any member failing to pay their subscription by October 1st in any year shall not be entitled to any privileges of the Club so long as the subscription shall remain in arrears and at the discretion of the Management Committee, if the arrears are not paid by that date, membership may be terminated.

(c) No person financially indebted to any other affiliated Club of the Surf Life Saving Association of Australia shall knowingly be admitted to membership.

54. VISITORS

A member may invite a visitor into the Club premises provided that such visitor is first introduced to a Management Committee Officer. The introducing member shall be responsible for such visitor. Notwithstanding the foregoing, an Officer may permit distinguished visitors to use the Club premises at his or her discretion and shall report such permission to the Management Committee.

55. PREMISES AND PROPERTY

- (a) The security of the Surf Clubhouse shall be vested in the Executive Committee.
- (b) The President shall have custody of all keys and will be responsible to the Executive Committee for the proper allocation of them to selected Office Bearers at each Annual General Meeting and throughout the season.
- (c) A register of all keys issued shall be kept and be under the President's control and the keys shall be returned to the President at the Annual General Meeting.
- (d) The Surf Clubhouse is for the use of the Club Members, and/or others at the direction of the Management Committee.
- (e) The Club's consent must be obtained for the hiring or leasing of the building or its precincts.
- (f) No unseemly conduct likely to interfere with the comfort of Club members will be permitted.
- (g) No member shall remove from the Club or use any of the Club's property for any purpose other than for what it is intended without the sanction of the Club President, or in his absence, two members of the Executive.
- (h) All property willfully damaged or destroyed shall be paid for or replaced by those found to be responsible.
- (i) The Management Committee shall at all times ensure that Club property is adequately insured.

56. INTOXICATING LIQUOR

- (a) Intoxicating Liquor shall not be brought to the Club premises by any person except with the permission of the Executive Committee.
- (b) When liquor is provided in the Club premises it shall be only at the direction of the Executive Committee.

57. POLITICS AND RELIGION

- (a) The Club shall be strictly non political and non sectarian, and shall not directly or indirectly allow to be introduced at any meeting any matter intended or likely to support or attack any cause in any political or religious controversy, actual or potential.
- (b) Any member who publicly participates in any political gathering or meeting, or who publicly makes any political statement, express or implied, shall not act or suffer be done, so as to indicate that the views expressed are those of the Club.

58. DISPLAY OF RULES, BY-LAWS AND REGULATIONS

A copy of the Rules, By-Laws and Regulations shall be readily available from the Secretary at all reasonable times and each member shall be deemed to have read them and to have agreed to accept them.

59. PROCEDURES AND RULES OF DEBATE

- (a) Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his seat.

- (b) In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon a speaker to withdraw and apologise.
- (c) The Chairman may call a member to order. If such member persists in being disorderly, the Chairman may call upon such member to withdraw from the meeting.
- (d) It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from a ruling, on matters of procedure and points of order.
- (e) Any member desiring to speak shall stand up and address the Chairman.
- (f) If two or more members rise to speak at the one time, the Chairman shall decide who is entitled to priority.
- (g) The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- (h) No member shall interrupt another member who is speaking except to raise a point of order.
- (i) No member shall digress from the subject under discussion.
- (j) No member shall use offensive or unbecoming words.
- (k) During the debate a member may raise a point of order whereupon the member then speaking shall be seated until the point of order, is ruled upon by the Chairman.
- (l) It shall be competent for any member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state the point. The seconder and Chairman only may then speak to the motion.
- (m) At any time during the debate, a member may move "that the question be now put". Provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed, the motion shall be put without debate – it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the Mover, Secunder or any person who has spoken to the original motion or amendment to move "that the question now be put".
- (n) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply – if lost, the debate may proceed.
- (o) A member may move the adjournment of the debate to a subsequent meeting. If a motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.
- (p) Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- (q) The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- (r) No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question but may speak again on any amendment to the motion.
- (s) The mover of a motion's right of reply shall be exercisable at the end of the debate.

- (t) The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- (u) Any member (other than as provided for in sub-clause (v)) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- (v) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- (w) A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- (x) An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at one time.
- (y) If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- (z) The mover of an amendment has no right of reply.
- (aa) A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- (ab) Amendments shall be put to the meeting before the motion is put and shall be committed to the meeting in the order in which they are received.
- (ac) When an amendment is carried the motion as amended becomes the motion before the meeting.
- (ad) Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which, however must be confined to the matter of withdrawal.
- (ae) If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by a two to one majority vote, order it recommittal.

60. SAVING PROVISIO

In the event of anything occurring not within the scope of these Rules and By-Laws, the Management Committee shall first determine if the matter is covered in Branch, State or Association Rules and By-Laws, and if not provided for, shall deal with same and their decision shall be binding.

61. RENUMERATION

No member of the Management Committee shall be appointed to any salaried office of the Organisation or any office of the Organisation paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Organisation to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not

exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Organisation and reasonable and proper rent for premises let to the Organisation.

62. SERVICE AND HONOUR AWARDS

(i) The following Service and Honour Awards may be awarded to members meeting the following criteria;

(a) **5 Year Active Service Merit** – A member who has completed five (5) years of rostered active patrol service and is not in arrears or default of the Club Constitution may be awarded 5 Years Active Service.

(b) **10 Year Active Service Merit** – A member who has completed ten (10) years of rostered active patrol service and is not in arrears or default of the Club Constitution may be awarded 10 Years Active Service.

(c) **10 Year 100% Active Service Merit** - A member who has completed ten (10) years of rostered active patrol service and has attained 100% patrol attendance for the entire 10 years and is not in arrears or default of the Club Constitution may be awarded 10 Years 100% Active Service.

(d) **15 Year Active Service Merit** – A member who has completed fifteen (15) years of rostered active patrol service and is not in arrears or default of the Club Constitution may be awarded 15 Years Active Service.

(e) **15 Year 100% Active Service Merit** - A member who has completed fifteen (15) years of rostered active patrol service and has attained 100% patrol attendance for the entire 15 years and is not in arrears or default of the Club Constitution may be awarded 15 Years 100% Active Service.

(f) **20 Year Active Service Merit** – A member who has completed twenty (20) years of rostered active patrol service and is not in arrears or default of the Club Constitution may be awarded 20 Years Active Service.

(g) **20 Year 100% Active Service Merit** - A member who has completed twenty (20) years of rostered active patrol service and has attained 100% patrol attendance for the entire 20 years and is not in arrears or default of the Club Constitution may be awarded 20 Years 100% Active Service.

(h) **25 Year Active Service Merit** – A member who has completed twenty five (25) years of rostered active patrol service and is not in arrears or default of the Club Constitution may be awarded 25 Years Active Service.

(i) **25 Year 100% Active Service Merit** - A member who has completed twenty five (25) years of rostered active patrol service and has attained 100% patrol attendance for the entire 25 years and is not in arrears or default of the Club Constitution may be awarded 25 Years 100% Active Service.

(j) For the purposes of Clauses (a) (b) (d) (f) and (h) in Section 62 (i), to constitute 5 years rostered, 10 years rostered, 15 years rostered, 20 years rostered and 25 years rostered active service at least 75% of a patrolling season must be served and at least 75% of rostered patrols must be carried out by the individual member.

(ii) Distinguished Service Award

From time to time the LMHC may grant to a member of the Club a Distinguished Service Award. This award would be for service that is a major contribution in the activities, direction or promotion of the Club. A nominee for this award must be nominated by two active members of the Club each with 5 years minimum membership with the Club. The award is open to all categories of Club membership irrespective of years of service. Applications for this award may only be submitted to the LMHC for an individual once every two years. The above criteria are only a guide and not a guarantee that the award will be granted.

(iii) Honour Service Award

A member who has;

- (a) completed a minimum of ten (10) years continuous active service or a minimum of fifteen (15) years continuous non active membership of the Club.
- (b) Served on Club Committee(s) for a minimum of five (5) years
- (c) Is nominated by two (2) active members each with five (5) years minimum membership of the Club

may be nominated for the Honour Service Award. The above criteria are no guarantee that the award will be granted. Nominations of a member for Honour Service Award may be submitted to the LMHC Sub Committee only once every two years.

REGULATIONS OF Pacific Palms Surf Life Saving Club Inc.

81. MAKING, REPEALING AND AMENDING REGULATIONS

(a) A General Meeting or a Management Committee Meeting of the Club may, by resolution, make Regulations not inconsistent with the Club or the SLSA Rules and By-Laws, that are considered necessary or convenient to be prescribed for the just and efficient administration of the Club.

(b) A Regulation shall, until repealed or amended and after any amendment, as amended, be binding upon the Committees and all sub-committees and members.

(c) A Regulation may be made or amended only by a Notice of Motion in accordance with By-Law 51.

(d) A Regulation that is made, repealed or amended shall be posted on the Club notice board within seven days of such making, repealing or amending and shall remain so posted for at least a month.

82. REGULATIONS FOR PATROLS

(a) Patrols shall be appointed by the Club Captain in conjunction with the Club Vice Captain. Once appointed, the patrol members shall be under the immediate direction of the Patrol Captain assisted by the Patrol Vice Captain.

(b) Dates of patrol rosters and hours of duty of each patrol member shall be set out on patrol roster cards and forwarded to each rostered patrol member. Receipt of patrol roster cards shall be deemed to be sufficient notice of the times such member shall be on duty.

Patrol members must ensure that they are at the beach and ready for duty and suitably attired at the rostered starting time for their patrols.

(c) A member unable to attend an allotted patrol may arrange a substitute provided that the substitute has not less SLSA qualifications.

(d) No member of a patrol shall be permitted to leave the area being patrolled during the period of duty without the permission of the Patrol Captain.

(e) Members of patrols who are candidated for any award of the SLSA will be granted leave to attend classes on notification to the Club Vice Captain or Club Captain.

(f) Members of patrols shall perform any duty allotted by the Patrol Captain in the actual work of life saving or any other task deemed necessary for the efficient patrolling of the beach.

(g) Life Saving practice shall be carried out from time to time under instruction from the Patrol Captain or the Patrol Captain's nominee.

(h) Patrol Captains shall :-

i) Check and have placed on the beach all gear as is required by the Lower North Coast Branch SLSA.

ii) Allot duties to each patrol member immediately on the commencement of patrol.

iii) Ensure that the last patrol on duty each day returns all gear in a cleaned and serviceable condition and see that such gear is securely stowed.

- iv) Enter appropriate information into the various Association Log Books.
- v) Supervise the signing of the patrol log book at the commencement and termination of patrols.
- vi) Be conversant with Local Government Ordinance relating to the powers of surf clubs, beach inspectors, etc. The utmost discretion should be used in all dealings with the general public.

- (i) Any patrol member failing to carry out a rostered patrol without providing a substitute, or who fails to fulfill a duty allocated by the Patrol Captain shall be required within 14 days to explain in person or in writing reasons to the Management Committee which shall determine what action, if any, shall be taken.
- (j) In the event of a patrol finishing its period of duty and not being relieved on time, the patrol Captain shall retain sufficient patrol members to maintain efficiency until relieved.

83. CLUB COMPETITIONS

Club competitions shall be conducted in accordance with the rules of the current SLSA Competition Manual/s and Association Rules and By-Laws. The types of events, grades of events, scheduling of events and minimum requirements for the number of starters for events, shall be determined from time to time by the Management Committee.

84. OPEN ORDERS, TROPHIES AND PRIZES

In relation to open orders, trophies and prizes (cash or kind) and eligibility to accept or compete for such open orders, trophies and prizes shall be in accordance with the ruling of the current Competition Manual/s and Rules and By-Laws of the Surf Life Saving Association of Australia.

85. CLUB APPAREL

Apparel, other than that referred to in By-Law No. 49 and By-Law No. 50 and bearing the Clubs name shall require the approval of the Management Committee.

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JUNIOR ACTIVITIES BY-LAWS

The Pacific Palms SLSC Junior Activities Committee (herein after referred to as the JAC) shall be endorsed annually by the Pacific Palms SLSC and such Committee shall be responsible for Junior Activities and shall:-

(A) Be comprised of members who shall be recommended by the JAC and be current members of Pacific Palms SLSC provided that the Pacific Palms SLSC on the recommendation of the JAC may approve additional personnel or approve necessary changes.

(B) Be subject to the following terms of reference;

- i) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- ii) To provide Junior Activity members with an educational and teaching experience in a wide range of subjects and skills within the aquatic / marine environment, including competitions and displays.
- iii) To prepare Junior Activity members for their eventual transition to the marine and patrol involvement of the Association.

(C) Have a specific composition of:

- i) Officers as detailed in Clause (D)(i) and other personnel as detailed in (D) (ii).
- ii) Two Delegates from the Pacific Palms SLSC who shall have full voting powers.

(D) Provide for and elect officers in the following manner:

- i) A Chairman, Secretary, Treasurer, Registrar and Junior Activities Supervisor all with full voting powers.
- ii) The JAC may elect the following personnel who shall have the power to vote; Deputy Chairman, Deputy Supervisor, Publicity Officer, Gear Steward, Assistant Secretary, Assistant Registrar, Team Manager and Team Coach.
- iii) The JAC shall also elect two (2) delegates from the voting committee members of the JAC to act as Delegates to the Club Management Committee. They will report the activities of the JAC to the Club, and vice-versa.
- iv) The JAC shall also elect two (2) Delegates from the voting members of the Board, one of whom shall be the Junior Activities Supervisor, to act as Delegates to the LNC SLSA – BJA. They will report the activities of the BJA to the LNC BJA and vice-versa.
- v) Officers and personnel specified in sub paragraphs (D) (i), (D) (ii), (D) (iii) and (D) (iv) shall be elected at the Annual General Meeting from nominations submitted by members of the Pacific Palms SLSC. Notice calling for nominations shall be in accordance with the Club Constitution.
- vi) Ballots for all positions shall be conducted in line with the Club Constitution.
- vii) In the event of a vacancy occurring during the year, such vacancy may be filled at an ordinary general meeting of the JAC.

(E) Provide for Club representative as follows:

The Club Management Committee shall appoint / elect two Delegates who shall attend the JAC meetings with full voting rights on all matters.

(F) Have an Executive Committee which shall:

- i) consist of five (5) Officers, namely Chairman, Secretary, Treasurer, Superintendent and Registrar, who shall have the power to deal with matters requiring immediate attention.
- ii) Circularise details of such business conducted at an Executive Meeting to Officers, Advisers and Delegates of the JAC and the Club within fourteen (14) days of such a meeting.

(G) Conduct JAC meetings with the following provisions:

- i) Business may be conducted at the following meetings.
 - The Annual General Meeting, which shall be held each calendar year, prior to the Club Annual General Meeting.
 - Ordinary General Meetings, which shall be held as required.
 - Special General Meetings, which shall be held if required.
 - Executive Committee Meetings, which shall be held as required.
- ii) A quorum for the JAC Annual General Meeting, Ordinary General Meetings and Special General Meetings shall be five (5), comprising JAC Officers, Advisers and Delegates.
- iii) A quorum for Executive Committee Meetings shall be three (3).
- iv) Voting rights shall be limited to JAC Officers as detailed in Rule (D) (i) and Delegates as detailed in Rule (C) ii).
- v) The Chairman shall have an unlimited authority on every question of order.
- vi) Minutes of all meetings shall be recorded and shall be circulated to Officers and Delegates of the JAC, and the Club.
- vii) Voting rights at the AGM shall be limited to financial Junior activities family members.

(H) Require of the Officers the following duties:

a) CHAIRMAN - The Chairman shall:

- i) Be the Senior Executive Officer and nominal head of the JAC
- ii) Preside at all JAC meetings and functions.
- iii) Have a casting vote, as well as a deliberate vote.
- iv) Be responsible to the Club Management Committee.
- v) Be responsible for seeing that all office bearers carry out their duties in accordance with these Rules.

b) DEPUTY CHAIRMAN - The Deputy Chairman shall:

- i) Assist the Chairman in his duties and in the absence of the Chairman, shall assume the responsibilities and duties of the Chairman.
- ii) Initiate, organize and otherwise control such special projects as are referred by the Executive or JAC meeting.

c) SECRETARY - The Secretary shall:

- i) Keep a register of names and addresses of all members in whom the control of the JAC is vested and all their addresses.
- ii) Forward notice of all meetings and the business to be transacted thereat to members in accordance with the rules.
- iii) Compile an agenda paper for all meetings and keep the minutes of such meetings.
- iv) - Conduct the correspondence of the Junior Activities Committee.
 - Be responsible for records and documents belonging to the JAC and cause such documents to be lodged in the JAC headquarters, apart from such matters that are currently required by the Secretary.
- v) Be responsible for the drafting of the Annual Meeting Report and its circulation to all JAC Officers, Delegates and the Club seven (7) days prior to the Annual General Meeting of the JAC.
- vi) Be responsible for the provision of a Report of the activities of the JAC for inclusion in the Club Annual Report.
- vii) Record all property of the JAC.

d) ASSISTANT SECRETARY - The Assistant Secretary shall assist the Secretary in his duties and in the absence of the Secretary, shall have like powers and authority.

e) TREASURER - The Treasurer shall:

- i) Before each JAC meeting and at other times requested, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable for the period since the previous statement. Shall arrange to produce such statements to the annual General Meeting and meetings of the JAC together with a Bank Pass Book and Statement reconciling the balance shown therein with the balance as shown in the Cash Book.
- ii) Arrange for the payment of all JAC accounts but must not pay any account unless such account has been passed for payment by a meeting of the JAC.
- iii) Keep, or cause to be kept, proper books of record and also prepare books of account showing all receipt and expenditure and assets and liabilities in connection with the Junior Activities Committee.
- iv) Prepare a schedule of assets and liabilities of the JAC if, and when requested to do so by a JAC Meeting.
- v) Once in every year prepare a statement of income and expenditure, together with Balance sheet showing the position of the JAC as at the date of the close of the financial year.
- vi) Carry out the duties of purchasing and insurance activities of the JAC.

f) REGISTRAR - The Registrar shall:

- i) Record all awards, examinations and competitions.
- ii) Register and record JAC colours and badges.
- iii) Represent the JAC at the draw of Carnival entries and check same.
- iv) Record expulsions and suspensions
- v) Make available such records to the Club Registrar upon request.

g) ASSISTANT REGISTRAR - The Assistant Registrar shall:

- i) Assist the Registrar in his duties and in the absence of the Registrar, shall have like power and authority.

h) PUBLICITY OFFICER - The Publicity Officer shall:

- i) Advance the work of the JAC by bringing the activities before the notice of the public per medium of press, radio and television.
- ii) Advise on matters relative to other forms of publicity beneficial or otherwise to the JAC.
- iii) In controversial or detrimental publicity, the actions shall be at the direction of the JAC in consultation with the Chairman and the JAC Executive.
- iv) Maintain a file containing copies of all publicity draft submitted for publication.

i) JUNIOR ACTIVITIES SUPERVISOR - The Junior Activities Supervisor shall:

- i) Through the Deputy Junior Activities Supervisor / Age Managers manage the activities of the JAC.
- ii) Receive through Age Group Managers monthly reports of the activities of the JAC.
- iii) Submit to the JAC reports and recommendations regarding matters within the scope of the Supervisors and Managers.
- iv) Submit to the Club Captain a monthly report of the activities of the JAC including awards gained.

j) DEPUTY JUNIOR ACTIVITIES SUPERVISOR - The Deputy Junior Activities Supervisor shall:

- i) Assist the Junior Activities Supervisor in all duties and in the absence of the Junior Activities Supervisor shall have like powers and authority.

k) GEAR STEWARD - The Gear Steward shall:

- i) Be responsible for the storage, care and maintenance of all JAC Carnival and Competition equipment.
- ii) Advise the JAC on matters relating to improvement in competition and carnival equipment.
- iii) Liaise directly with the Junior Activities supervisor with respect to equipment required at all Carnivals or competitions
- iv) Maintain a folder containing a complete and itemized list of all carnival and competition equipment.

l) JAC ADVISORS

JAC Advisors may be requested to assist the JAC within the scope allowed by their professional codes and the JAC shall with a resolution by the JAC Executive Committee, or JAC request such advisors to act on its behalf.

(I) LIFE MEMBERS

- i) A Life Member may be appointed from member of the JAC who have rendered distinguished service to the JAC over a period of at least 10 years, 5 years of which must have been as a Elected Officer (as defined under section (D) i) of the JAC. Service accumulated under the former name of the Pacific Palms Junior SLSC is to be accredited.
- ii) Nominations must be in writing and signed by two members. The nominations shall contain full details of the nominees's service within the Surf Life Saving movement.
- iii) Nomination for Life Membership will be referred to the Life Membership Committee which will verify the nominee's qualifications and submit the application with its recommendation to the Annual General Meeting or a Special General Meeting called for that purpose.
- iv) Voting shall be by secret ballot and for election a nominee must secure a two-thirds majority of those present and voting.

(J) COMMITTEES

Committees (the membership of which shall be limited to members of Pacific Palms SLSC) of the JAC shall be:

- 1 Selection Committee
- 2 Judiciary Committee
- 3 Life Membership Committee
- 4 Sponsorship Committee
- 5 Constitution Committee

(i) The JAC Chairman and Secretary shall be ex-officio members of all Committees other than the Selection Committee and the Judiciary Committee.

(ii) A quorum of three (3) will be required for each Committee.

(iii) Each Committee shall elect its own Chairman and Secretary.

(iv) Unless otherwise specifically provided for, Committees shall have the power to inquire and recommend only.

(v) The JAC may elect as occasion may require Special Committees or Sub-Committees to consider and report upon any question that the JAC may refer to them. Recommendations embodied in such reports shall, if adopted, become the resolution of the JAC.

(a) THE SELECTION COMMITTEE

Shall consist of three (3) members one of whom shall be the JAC Supervisor. The Selection Committee shall:

- i) Select individuals for events and/or teams as required by the JAC.
- ii) Submit its recommendations to the JAC for ratification and announcement by the Chairman at the most appropriate time. For the purpose of this subsection the JAC shall consist of the Officers as defined under section (d) (i) of these By-Laws.
- iii) In the event of a selected competitor being unable to compete the elected Manager should be notified who then notifies the convenor to the Selection Committee who calls together the Committee. When a decision is made on a replacement, the convenor will notify the Chairman who announces the selection. If a selected member does not fulfill the requirements of the team coach or manager, the manager must notify the convenor of the Selection Committee and a resolution from the Chairman and the Selection Committee will be required to remove the competitor from the team.

b) THE JUDICIARY COMMITTEE

- i) The words “Committee” and “Hon. Secretary” where herein used shall mean respectively the Judiciary Committee and Hon. Secretary for the time being for the Judiciary Committee.
- ii) The Judiciary Committee of five (5) members shall be elected annually to act under and in pursuance of this rule provided that any vacancies thereon, either of a temporary or permanent character shall be filled by the JAC as provided by Clause (D) (vii) of these By-Laws. Three members shall form a quorum.
- iii) The Committee shall conduct its business in accordance with the Club Constitution.

c) THE LIFE MEMBERSHIP COMMITTEE

Shall consist of five (5) members elected annually who shall consider and report on all applications for Life Membership.

d) THE SPONSORSHIP COMMITTEE

Shall consist of five (5) members elected annually who shall endeavour to encourage sponsorship for the JAC and liaise efficiently and properly with such sponsors on behalf of the JAC.

e) CONSTITUTION COMMITTEE

A Constitution Committee of five (5) shall be elected annually and all matters affecting the By-Laws of the JAC shall be referred to this Committee for report and recommendation to the JAC. Recommendations which involve an alteration in the By-Laws shall be given effect as provided by Clause (L).

(K) Abide by the following general conditions:

Decisions of the JAC shall be referred to the Club for ratification unless otherwise provided. All minutes from the JAC shall be copied to the Club.

(L) Alterations to these By-Laws

These By-Laws may be altered by the JAC in the following manner:

- a) Notice of the proposed alteration shall be given in writing and shall specifically state that it is a notice of proposal to alter by By-Laws (either by amending or repealing an existing provision thereof, or by adding a new provision).
- b) The notice of the proposed alteration shall be included in the notice calling the meeting as which it is to be submitted as a Notice of Motion to alter the By-Laws.

c) At least 21 days notice shall be given to all Officers of the Club detailing the date, time and place of the proposed meeting. A quorum for such meeting shall be the same as that outlined in (G) (ii). The resolution shall require a majority of not less than two-thirds of such persons present and entitled to vote.

d) Any such alteration to these By-Laws shall then be submitted to the Club for ratification. Upon notification of its ratification it shall be incorporated in the printed By-Laws.

(M) Interpretation

In these By-Laws, unless inconsistent with the context or subject matter wherever expressed, the singular includes the plural and vice-versa, and the words importing gender include both the male and female.