



By-Laws

CLIFTON BEACH SURF LIFE SAVING CLUB INCORPORATED

Adopted 22 July 2012

FORWARD

The operating protocols of the Clifton Beach Surf Life Saving Club Incorporated (“Association”) are separated into two parts:

- The Constitution which is the authority under and through which the Association is governed and business is managed; and
- The By-Laws which are the conditions under which the Association operates.

The Constitution (adopted 22 July 2012) at **Clause 33** provides for the Association to formulate its by-laws.

33.1 Committee to Formulate By-Laws

The Committee may formulate, issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of the Association, the advancement of the Objects and surf lifesaving at Clifton Beach as it thinks necessary or desirable. Such By-Laws must be consistent with the Constitution, the SLST constitution, the SLSA constitution and any regulations or by-laws made by SLST or SLSA. If any By-Laws are inconsistent with the SLST or SLSA constitution and regulations the By-Laws shall be null and void and will be inapplicable.

33.2 By-Laws Binding

All By-Laws made under this clause shall be binding on the Association and Members of the Association.

33.3 By-Laws Deemed Applicable

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of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under this clause.

33.4 Notices Binding on Members

Amendments, alterations, interpretations or other changes to By-Laws shall be advised to Members of the Association by means of Notices approved and issued by the Committee.

These By-Laws do not include all SLSA or SLST policies, rules or regulations as these are available in SLSA Manuals and other published forms (both hard copy and on SLSA and SLST websites).

Date	Version	Description of Change
22 July 2012	1.0	Adoption of Constitution and By-Laws

TABLE OF CONTENTS

1.	THE CONSTITUENTS.....	1
1.1	Committee Members.....	1
1.2	Club Officers.....	1
2.	MEETINGS.....	2
2.1	Annual General Meeting.....	2
2.2	General Meetings.....	3
2.3	Committee Meetings.....	3
2.4	Operations Committee Meetings.....	4
2.5	General Committee Meetings.....	4
3.	DUTIES OF COMMITTEE MEMBERS AND OFFICERS.....	4
3.1	Committee Members' Duties.....	4
3.2	Officers' Duties.....	7
4.	SUB-COMMITTEES.....	19
4.1	General.....	19
4.2	Administration Sub-Committee.....	19
4.3	Lifesaving Sub-Committee.....	20
4.4	Competition Sub-Committee.....	20
4.5	Member Services Sub-Committee.....	21
4.6	Finance Sub-Committee.....	22
5.	MEMBERSHIP.....	22
5.1	Categories of Membership.....	22
5.2	Voting Rights.....	24
5.3	Competitive Rights Transfers.....	24
5.4	Membership Clearances and Process.....	24
5.5	Member Welfare.....	24
6.	BADGES, LOGOS AND SEAL.....	25

BY-LAWS
of
CLIFTON BEACH SURF LIFE SAVING CLUB INCORPORATED

1. THE CONSTITUENTS

1.1 Committee Members

The Members shall elect, as provided for in **clause 29**, the following Committee Members:

- (a) the President;
- (b) the Secretary;
- (c) the Treasurer;
- (d) the Club Captain; and
- (e) 2 other Committee Members.

1.2 Club Officers

The Committee may elect or appoint the following Officers:

- (a) General:
 - (i) Patron.
- (b) Administration:
 - (i) Communications Officer;
 - (ii) Newsletter Editor;
 - (iii) Webmaster; and
 - (iv) Social Co-ordinator.
- (c) Lifesaving:
 - (i) Patrol Officer;
 - (ii) Training Officer;
 - (iii) First Aid Officer;
 - (iv) Power Craft Officer;
 - (v) Radio Officer; and
 - (vi) Water Safety Officer.

- (d) Competition:
 - (i) Coaching Co-ordinator;
 - (ii) Senior Team Manager;
 - (iii) Boat Captain; and
 - (iv) Craft Captain.
- (e) Member Services:
 - (i) Junior Activities Co-ordinator;
 - (ii) Youth Captain;
 - (iii) Junior Activities Captain;
 - (iv) Transition Officer; and
 - (v) Junior Activities Team Manager.
- (f) Finance:
 - (i) Registrar;
 - (ii) Clubhouse Officer;
 - (iii) Sponsorship Co-ordinator;
 - (iv) Fundraising Officer;
 - (v) Grants Officer;
 - (vi) Bar Manager;
 - (vii) Canteen Manager; and
 - (viii) Merchandise Officer.

who must all be Individual Members.

2. MEETINGS

2.1 Annual General Meeting

- (a) The Association shall hold an Annual General Meeting, not later than three (3) months after the close of the financial year.
- (b) The Annual General Meeting is to be held in addition to any other general meetings that may be held in that same year.
- (c) Individual Members of the Association may attend, debate and vote. For the avoidance of doubt only Individual Members over the age of fifteen (15) years of age will be entitled to vote.

- (d) Social Members of the Association may attend and debate, but shall have no voting rights.
- (e) The business to be conducted at the Annual General Meeting is to be as follows:
 - (i) Presentation and adoption of the Annual Report and Financial Statements;
 - (ii) Election of Committee Members;
 - (iii) Affiliation with Surf Life Saving Tasmania;
 - (iv) Ratification of Life Members; and
 - (v) Appointment of Auditor
- (f) The minutes of the Annual General Meeting shall be confirmed at the subsequent General Meeting.

2.2 General Meetings

- (a) Individual Members of the Association may attend, debate and vote. For the avoidance of doubt only Individual Members over the age of fifteen (15) years of age will be entitled to vote.
- (b) Social Members of the Association may attend and debate, but shall have no voting rights.
- (c) The business to be conducted at a General Meeting is to be as follows:
 - (i) Apologies and Alternatives;
 - (ii) Confirmation of Previous Minutes;
 - (iii) Business Arising out of Minutes;
 - (iv) Items of Business;
 - (v) Motions of which due notice has given; and
 - (vi) General Business.
- (d) The minutes of the General Meeting shall be confirmed at the subsequent General Meeting.

2.3 Committee Meetings

- (a) Committee Meetings are to be held as provided in **clause 31**.
- (b) The minutes of Committee Meetings shall be confirmed at the subsequent Committee Meeting and copies of the minutes shall be distributed to all Committee members and SLST.

2.4 Operations Committee Meetings

- (a) The Operations Committee of the Association shall meet at least two (2) times each year and consist of:
 - (i) President (Chairman);
 - (ii) Secretary;
 - (iii) Treasurer;
 - (iv) Club Captain;
 - (v) Competition Manager;
 - (vi) Development Manager;
 - (vii) Patrol Officer;
 - (viii) Training Officer;
 - (ix) Coaching Co-Ordinator;
 - (x) Senior Team Manager;
 - (xi) Junior Activities Officer;
 - (xii) Youth Captain;
 - (xiii) Registrar;
 - (xiv) Clubhouse Officer; and
 - (xv) Sponsorship Co-Ordinator.
- (b) The business to be conducted at an Operations Committee Meeting shall include the preparation, implementation and review of annual operating activities of the Association.

2.5 General Committee Meetings

- (a) The General Committee of the Association shall meet at least two (2) times each year and consist of the Committee Members and the Club Officers.
- (b) The business to be conducted at a General Committee Meeting shall include the development and review of strategic priorities of the Association.

3. DUTIES OF COMMITTEE MEMBERS AND OFFICERS

3.1 Committee Members' Duties

(a) President

The President shall be the nominal head of the Association.

Responsibilities include:

- (i) acting as councillor and delegate on the SLST Council;
- (ii) chairing all meetings;
- (iii) liaising and communicating with key stakeholders;
- (iv) negotiating patrol agreements with SLST;
- (v) facilitating the development of the strategic plan;
- (vi) being an ex officio member of all committees and sub-committees of the Association;
- (vii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised; and
- (viii) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines.

(b) **Secretary**

The Secretary shall be responsible for managing the administrative affairs of the Association.

Responsibilities include:

- (i) recording and distributing correspondence to relevant Committee Members and Officers;
- (ii) recording and circulating minutes at of meetings;
- (iii) advertising General Meeting details in public notices;
- (iv) preparing and collating the annual report;
- (v) lodging or arranging the lodgement of the annual report and payment with Business Affairs (as required by incorporated body);
- (vi) lodging copies of annual report with SLST;
- (vii) completing and lodging the annual SLST affiliation form; and
- (viii) chairing meetings of the Administration Sub-Committee.

(c) **Treasurer**

The Treasurer shall be responsible for managing the financial affairs of the Association.

Responsibilities include:

- (i) preparing invoices for debtors and creditors;
- (ii) pursuing outstanding accounts banking and receipting funds;
- (iii) allocating or distributing funds correctly;

- (iv) allocating GST components;
- (v) preparing and lodging BAS with the ATO;
- (vi) reconciling bank accounts;
- (vii) reporting financial matters at meetings;
- (viii) preparing annual accounts for audit and inclusion in the annual report;
and
- (ix) chairing meetings of the Finance Sub-Committee.

(d) **Club Captain**

The Club Captain shall be responsible for managing the life saving activities of the Association.

Responsibilities include:

- (i) representing the Association at SLST lifesaving meetings;
- (ii) the conduct and discipline of members while on patrol and in competition;
- (iii) ensuring all State regulations are adhered to;
- (iv) acting on all matters relating to lifesaving on behalf of the Association;
- (v) acting as a spokesperson for the club on lifesaving matters;
- (vi) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (vii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (viii) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (ix) chairing meetings of the Lifesaving Sub-Committee.

(e) **Competition Manager**

The Competition Manager shall be responsible for managing the Surf Sports activities of the Association.

Responsibilities include:

- (i) applying to host carnivals in consultation with the Committee;
- (ii) ensuring all State regulations are adhered to;
- (iii) lodging carnival entries with SLST and ensuring participants meet eligibility criteria;

- (iv) attending briefings at carnivals if applicable;
- (v) representing the Association at Surf Sports meetings;
- (vi) acting on all matters relating to competition on behalf of the Association;
- (vii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (viii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (ix) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (x) chairing meetings of the Competition Sub-Committee

(f) **Development Manager**

The Development Manager shall be responsible for training and development services, including Junior Activities, for the Association.

Responsibilities include:

- (i) facilitating the education and training of members in consultation with chief instructor;
- (ii) promoting leadership development programs;
- (iii) promoting junior development programs;
- (iv) promoting accreditation for coaching, officials and examiners;
- (v) assisting in the development of special events;
- (vi) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (vii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (viii) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (ix) chairing meetings of the Member Services Sub-Committee

3.2 Officers' Duties

(a) **Communications Officer**

Responsibilities include:

- (i) acting as a central repository for sending emails to members; and

- (ii) receiving emails sent to the Association and forwarding them to the appropriate offer.

(b) **Newsletter Editor:**

Responsibilities include:

- (i) receiving reports and articles from the President, Club Captain, Competition Manager, Development Manager, and other members for inclusion in the Association newsletter;
- (ii) exercising editorial rights as required;
- (iii) inserting reports and articles into newsletter format;
- (iv) emailing completed newsletters to Communications Officer for distribution to members and mailing out newsletters to members without email addresses; and
- (v) attending meetings and raising matters relating to this position as required.

(c) **Webmaster:**

Responsibilities include:

- (i) maintaining the Association's website; and
- (ii) posting items on the Association's website at the request of the President, Club Captain, Treasurer, Competition Manager, Development Manager or Newsletter Editor.

(d) **Social Co-Ordinator:**

Responsibilities include:

- (i) coordinate social events;
- (ii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (iii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (iv) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (v) attending meetings and raising matters relating to this position as required.

(e) **Patrol Officer:**

Responsibilities include:

- (i) preparing, reviewing, revising and publishing the patrol roster;

- (ii) providing education and procedures to Patrol Captains on entering patrol logs relevant for patrols and water safety;
- (iii) entering patrol logs into Surfguard;
- (iv) conducting or organising informal patrol assessments;
- (v) liaising with the Training Officer and SLST to determine award deficiencies and training requirements;
- (vi) targeting proficient members and encouraging them to complete new awards;
- (vii) liaising with SLST regarding the scheduling and advertising of proficiency testing and ensure all members are aware of proficiency dates;
- (viii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (ix) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (x) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (xi) attending meetings and raising matters relating to this position as required.

(f) **Training Officer:**

Responsibilities include:

- (i) in conjunction with relevant Officers determining award requirements;
- (ii) liaising with members to encourage the obtaining of further awards;
- (iii) preparing and arranging, and where appropriate delivering award training courses to members;
- (iv) liaising with SLST and relevant assessors to arrange convenient assessment dates;
- (v) ensuring SLST has all relevant paperwork to process awards;
- (vi) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (vii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (viii) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (ix) attending meetings and raising matters relating to this position as required.

(g) **First Aid Officer:**

Responsibilities include:

- (i) ensuring that all first aid equipment and supplies are compliant, in stock and in working order;
- (ii) ensuring that the First Aid Room is kept clean, tidy and accessible at all times;
- (iii) ordering replacement first aid equipment and supplies;
- (iv) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (v) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (vi) attending meetings and raising matters relating to this position as required.

(h) **Power Craft Officer:**

Responsibilities include:

- (i) ensuring safe usage, handling and storage of IRBs and equipment as per Association, SLST and SLSA policies;
- (ii) ensuring IRB's and motors are maintained and in good working condition;
- (iii) ensuring all equipment complies with SLSA regulations;
- (iv) ensuring all relevant members have the necessary IRB Crew and Driver awards;
- (v) liaising with Club Captain, Patrol Officer and Patrol Captains regarding use and maintenance of IRBs;
- (vi) arranging fuel for IRBs;
- (vii) arranging transport, fuel and crews for IRBs to all special events;
- (viii) liaising with Training Officer regarding IRB Awards and Training;
- (ix) all aspects of IRB racing;
- (x) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (xi) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (xii) attending meetings and raising matters relating to this position as required.

(i) **Radio Officer:**

Responsibilities include:

- (i) ensuring that all radio and telephone equipment is compliant and in working order;
- (ii) arranging for the repair and or replacement of any damaged items;
- (iii) ensuring that all radio equipment is being charged with appropriate chargers after each patrol;
- (iv) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (v) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (vi) attending meetings and raising matters relating to this position as required.

(j) **Water Safety Officer:**

Responsibilities include:

- (i) arranging water safety for carnivals and special events;
- (ii) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (iii) attending meetings and raising matters relating to this position as required.

(k) **Coaching Co-Ordinator:**

Responsibilities include:

- (i) mentoring and assisting coaches develop training and extension programs for Association competitive members;
- (ii) assisting Association coaches to obtain and maintain relevant SLSA coaching accreditation;
- (iii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (iv) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (v) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (vi) attending meetings and raising matters relating to this position as required.

(l) **Senior Team Manager:**

Responsibilities include:

- (i) liaising with competitors to determine carnivals entries;
- (ii) preparing list of competitors for individual and team events for carnivals, championship and special events under the auspices of SLST and or SLSA. (including obtaining proficiency numbers and patrol hours details);
- (iii) maintaining records of competitors and results;
- (iv) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (v) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (vi) attending meetings and raising matters relating to this position as required.

(m) **Boat Captain:**

Responsibilities include:

- (i) maintaining all boats and boat rowing equipment in a safe operating manner;
- (ii) purchasing and selling boats and boat rowing equipment with the Committee's prior approval;
- (iii) organising boats and boat rowing equipment to be towed or shipped to local and interstate carnivals;
- (iv) liaising with boat rowing coaches on selection of crews and training schedules;
- (v) updating the Association on any new changes that SLST or SLSA introduces regarding any boat rowing matters.
- (vi) maintaining a register of Association boats and boat rowing equipment;
- (vii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (viii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (ix) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (x) attending meetings and raising matters relating to this position as required.

(n) **Craft Captain:**

Responsibilities include:

- (i) maintaining all boards and skis and associated craft equipment in a safe operating manner;
- (ii) purchasing and selling boards and skis and associated craft equipment with the Committee's prior approval;
- (iii) organising boards and skis and associated craft equipment to be towed or shipped to local and interstate carnivals;
- (iv) liaising with board and ski coaches on selection of teams and training schedules;
- (v) updating the Association on any new changes that SLST or SLSA introduces regarding any board and ski matters;
- (vi) maintaining a register of Association boards and skis and associated craft equipment;
- (vii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (viii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (ix) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (x) attending meetings and raising matters relating to this position as required.

(o) **Junior Activities Co-Ordinator:**

Responsibilities include:

- (i) co-ordinating activities for Junior Activities members;
- (ii) ensuring Junior Activities water safety standards are met;
- (iii) ensuring all age managers and coaches have appropriate and relevant qualifications and have adhered to the member protection policy;
- (iv) co-ordinating Junior Activities awards and training programs;
- (v) ensuring Junior Activities Members and parents have all relevant information for membership and proficiencies;
- (vi) conducting education sessions;
- (vii) printing and distributing Surf Education books and certificates;
- (viii) ensuring the involvement and valuing of families;

- (ix) providing information and co-ordinating the selection of the Association's Junior Lifesaver of the Year;
- (x) working effectively with coaches and competition managers;
- (xi) collating membership, attendance and award details;
- (xii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (xiii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (xiv) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (xv) attending meetings and raising matters relating to this position as required.

(p) **Youth Captain:**

Responsibilities include:

- (i) representing Under 15 – Under 19 members;
- (ii) working with the Transition Officer to encourage award training and development for Under 15 – Under 19 members;
- (iii) working with the Transition Officer to encourage competition training and development for Under 15 – Under 19 members;
- (iv) working with the Transition Officer to arrange social training functions for Under 15 – Under 19 members; and
- (v) attending meetings and raising matters relating to this position as required.

(q) **Junior Activities Captain:**

Responsibilities include:

- (i) representing Junior Activities members; and
- (ii) attending meetings and raising matters relating to this position as required.

(r) **Transition Officer:**

Responsibilities include:

- (i) facilitating award training and development for Under 15 – Under 19 members;
- (ii) facilitating competition training and development for Under 15 – Under 19 members;

- (iii) facilitating and arranging social training functions for Under 15 – Under 19 members;
- (iv) arranging rides to and transport of personal equipment belonging to Under 15 – Under 19 members to carnivals and events;
- (v) acting as a mentor, role model and contact for Under 15 – Under 19 members;
- (vi) ensure that Under 15 – Under 19 members respect, support and encourage each other in all aspects of Association life;
- (vii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (viii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (ix) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (x) attending meetings and raising matters relating to this position as required.

(s) **Junior Activities Team Manager:**

Responsibilities include:

- (i) coordinating and assisting select age group managers;
- (ii) supporting age group managers;
- (iii) compiling team lists;
- (iv) ensuring appropriate gear is taken to carnivals/trainings;
- (v) monitoring appropriate behaviour in competition;
- (vi) ensuring there is equity in opportunities for all Junior Activities members;
- (vii) assisting with the selection of Junior Activities competition teams;
- (viii) attending meetings and raising matters relating to this position as required.

(t) **Registrar:**

Responsibilities include:

- (i) ensuring all members who have completed and signed annual membership forms (completing office use only) have been lodged with SLST;
- (ii) entering data onto Surfguard membership database as received;

- (iii) ensuring all members are registered;
- (iv) providing reports or member details to appropriate Officers; and
- (v) attending meetings and raising matters relating to this position as required.

(u) **Clubhouse Officer:**

Responsibilities include:

- (i) maintaining the Clubhouse in reasonable repair;
- (ii) organising works;
- (iii) purchasing Clubhouse specific goods and equipment;
- (iv) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (v) attending meetings and raising matters relating to this position as required.

(v) **Sponsorship Co-Ordinator:**

Responsibilities include:

- (i) liaising with relevant Officers to determine equipment additions and replacement and activity requirements;
- (ii) approaching existing and potential sponsors to assist with the sponsorship of equipment and / or activities;
- (iii) maintaining relationships and communications with all sponsors;
- (iv) ensuring sponsor details are provide to relevant officers for inclusion in communications databases;
- (v) maintaining a register of sponsors and sponsorship contributions to, amongst other things, minimise potential conflicts;
- (vi) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (vii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (viii) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (ix) attending meetings and raising matters relating to this position as required.

(w) **Fundraising Officer:**

Responsibilities include:

- (i) coordinating existing fundraising activities;
- (ii) identify new fundraising opportunities;
- (iii) producing newsletter articles relating to the position and forwarding them to the Newsletter Editor by deadlines as advised;
- (iv) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (v) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (vi) attending meetings and raising matters relating to this position as required.

(x) **Grants Officer:**

Responsibilities include:

- (i) liaising with relevant Officers to determine equipment additions and replacement and activity requirements;
- (ii) identifying grants the Association is eligible to apply for;
- (iii) drafting grant applications to assist with the acquisition of equipment and / or funding of activities;
- (iv) ensuring the Association complies with the provisions of with successful grants applications;
- (v) ensuring grant details are provide to relevant officers for inclusion in communications databases;
- (vi) maintaining a register of grants (applications, successes, failures) to, amongst other things, minimise potential conflicts;
- (vii) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (viii) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (ix) attending meetings and raising matters relating to this position as required.

(y) **Bar Manager:**

Responsibilities include:

- (i) ensuring the bar area is safe, secure and operational;

- (ii) ensuring that sufficient stocks are maintained in order to operate the bar at functions and bookings if required;
- (iii) organising rosters to ensure that the bar can be staffed at functions and events if required;
- (iv) maintaining accurate records of sales and purchases relevant to the operation of the bar;
- (v) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (vi) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (vii) attending meetings and raising matters relating to this position as required.

(z) **Canteen Manager:**

Responsibilities include:

- (i) ensuring the canteen is safe, secure and operational;
- (ii) ensuring that sufficient stocks are maintained in order to operate the canteen if and when required;
- (iii) organising rosters to ensure that the bar can be staffed at events if required;
- (iv) maintaining accurate records of sales and purchases relevant to the operation of the canteen;
- (v) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (vi) producing a report relative to the position for inclusion in the Annual Report and forwarding it to the Secretary by nominated deadlines; and
- (vii) attending meetings and raising matters relating to this position as required.

(aa) **Merchandise Officer:**

Responsibilities include:

- (i) ensuring that sufficient stocks of bathers and patrol and competition caps are maintained in order to meet the reasonable requirements of members;
- (ii) organising regular orders of non-standard Association clothing and merchandise;
- (iii) exploring new lines of clothing and merchandise;

- (iv) liaising with distributors to ensure that the best price and quality for clothing and merchandise can be obtained for members;
- (v) maintaining accurate records of sales and purchases relevant to the purchase and sale of clothing and merchandise;
- (vi) preparing an annual income and expenditure budget relevant to the position and forwarding it to the Treasurer by nominated deadlines;
- (vii) attending meetings and raising matters relating to this position as required.

4. SUB-COMMITTEES

4.1 General

- (a) Composition and membership shall be as prescribed in the respective By-Laws.
- (b) In the event of the absence of the Chairman from any meeting the meeting shall appoint one of its members to act during such absence.
- (c) Unless specified otherwise in these By-Laws, a quorum for a meeting of a sub-committee shall be the majority of the members thereof.
- (d) A sub-committee may, at its discretion, co-opt the services of any other person to assist in its deliberations, but such co-opted members or persons shall have no voting rights.
- (e) Reports and recommendations of the sub-committees shall be presented to the Secretary.

4.2 Administration Sub-Committee

- (a) The Administration Sub-Committee of the Association shall meet from time to time and consist of the:
 - (i) Secretary (Chairman);
 - (ii) Communications Officer;
 - (iii) Newsletter Editor;
 - (iv) Webmaster; and
 - (v) Social Co-ordinator.
- (b) The responsibilities of the Subcommittee shall be:
 - (i) to develop, co-ordinate and implement communications policies, activities and programs and specifically the relevant priorities in the Association's strategic plan;
 - (ii) to deal with matters referred to it from time to time by the Committee; and

- (iii) to report to the Committee via the Secretary.

4.3 Lifesaving Sub-Committee

- (a) The Lifesaving Sub-Committee of the Association shall meet from time to time and consist of the:
 - (i) Club Captain (Chairman);
 - (ii) Patrol Officer;
 - (iii) Training Officer;
 - (iv) First Aid Officer;
 - (v) Power Craft Officer;
 - (vi) Radio Officer; and
 - (vii) Water Safety Officer.
- (b) The responsibilities of the Subcommittee shall be:
 - (i) to develop, co-ordinate and implement policies, activities and programs related to lifesaving and specifically the relevant priorities in the Association's strategic plan;
 - (ii) to disseminate lifesaving information and instruction and to unify and advance methods of lifesaving throughout the Association; such instruction and methods shall be as set out in the Manuals of SLSA and Bulletins distributed by SLSA and/or SLST;
 - (iii) to deal with matters referred to it from time to time by the Committee; and
 - (iv) to report to the Committee via the Club Captain.

4.4 Competition Sub-Committee

- (a) The Competition Sub-Committee of the Association shall meet from time to time and consist of the:
 - (i) Competition Manager (Chairman);
 - (ii) Coaching Co-ordinator;
 - (iii) Senior Team Manager;
 - (iv) Boat Captain; and
 - (v) Craft Captain.
- (b) The responsibilities of the Subcommittee shall be:

- (i) to develop, co-ordinate and implement policies, activities and programs related to competition and specifically the relevant priorities in the Association's strategic plan;
- (ii) to disseminate competition information and instruction and to unify and advance methods of lifesaving throughout the Association; such instruction and methods shall be as set out in the Competition Manuals of SLSA and Bulletins distributed by SLSA and/or SLST;
- (iii) on a regular basis to critically analyse competition, coaching and training policies and procedures generally to improve the management and performance of Association competitors;
- (iv) to provide for a balance of competition and ability as it effects members of different age, gender and membership category;
- (v) to deal with matters referred to it from time to time by the Committee; and
- (vi) to report to the Committee via the Competition Manager.

4.5 Member Services Sub-Committee

- (a) The Member Services Sub-Committee of the Association shall meet from time to time and consist of the:
 - (i) Development Manager (Chairman);
 - (ii) Junior Activities Co-ordinator;
 - (iii) Youth Captain;
 - (iv) Junior Activities Captain;
 - (v) Transition Officer; and
 - (vi) Junior Activities Team Manager.
- (b) The responsibilities of the Subcommittee shall be:
 - (i) to develop, co-ordinate and implement policies, activities and programs related to member services and specifically the relevant priorities in the Association's strategic plan;
 - (ii) to enhance membership recruitment and retention and transition through the various age levels and functions within surf life saving;
 - (iii) to implement SLSA/SLST personnel development activities including leadership training and associated programs, policies etc for all membership levels and categories;
 - (iv) to pursue issues and activities of benefit to youth within surf life saving;
 - (v) to deal with matters referred to it from time to time by the Committee; and

- (vi) to report to the Committee via the Development Manager.

4.6 Finance Sub-Committee

- (a) The Finance Sub-Committee of the Association shall meet from time to time and consist of the:
 - (i) Treasurer (Chairman);
 - (ii) Registrar;
 - (iii) Clubhouse Officer;
 - (iv) Sponsorship Co-ordinator;
 - (v) Fundraising Officer;
 - (vi) Grants Officer;
 - (vii) Bar Manager;
 - (viii) Canteen Manager; and
 - (ix) Merchandise Officer.
- (b) The responsibilities of the Subcommittee shall be:
 - (i) to consider any matters relating to the financial operations and activities of the Association;
 - (ii) to develop strategies, identify opportunities and implement programs for generating income for the benefit of the Association;
 - (iii) to deal with matters referred to it from time to time by the Committee; and
 - (iv) to report to the Committee via the Treasurer.

5. MEMBERSHIP

5.1 Categories of Membership

- (a) **Probationary Member** shall be designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a membership.
- (b) **Junior Activity Member** shall be a person who may be a minimum of five (5) years up to a maximum age of thirteen (13) years on a seasonal basis (age for a season is determined as at midnight on the 30th September at the commencement of the season) and such person shall be required to gain the relevant Surf Education Certificate for that persons age group.
- (c) **Cadet Member (13-15 years)** shall be subject to the age qualification as defined in the SLSA Manuals and who has obtained the Surf Rescue Certificate and passed an annual proficiency test.

(d) **Active Member** shall be a Bronze Medallion holder and shall fulfil the full patrol and Club obligations, as provided by SLSA and these By-Laws, and shall qualify in an annual proficiency test each season, unless the member has obtained his Bronze Medallion in that season.

(e) **Reserve Active Membership**

- (i) may be granted to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and these By-Laws;
- (ii) Granting of Reserve Active Membership shall not be automatic, but shall be granted by resolution of the Committee. Recipients may be called upon to perform patrol duties at the discretion of the Committee;
- (iii) Recipients shall complete the Annual Proficiency Test

Note: Notwithstanding (a) above Reserve Active Membership may be granted under exceptional circumstances to active members irrespective of years of service.

(f) **Long Service Membership**

- (i) May be granted to members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years reserve active service.
- (ii) Recipients shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in these By-Laws.
- (iii) Further in exceptional circumstances it shall be competent to grant Long Service Membership to a Reserve Active Member irrespective of the number of years served as a Reserve Active Member.

(g) **Award Membership**

- (i) May be granted to persons who are the holders of an Association Award of one or more of the following qualifications: Radio Award/s, Resuscitation Certificate or Advanced Resuscitation Certificates and such other awards as the Australian Council may decide from time to time that do not require the Bronze Medallion as a prerequisite.
- (ii) Recipients may be called upon to perform patrol and/or other Club obligations within the ability of their qualifications.

(h) **Associate Memberships**

- (i) May be granted to persons who may not be a holder of an SLSA award
- (ii) It does not entitle such members to voting rights unless elected to Office or a position which is provided with voting rights by the Constitution or these By-Laws.

- (iii) A financial Associate member whose child is a financial Cadet or Junior Activity member shall be entitled to voting rights at all General Meetings providing the family is not entitled to a vote due to either parent being a member under any other membership category.
- (iv) Associate membership as defined in (h)(iii) above may be covered by a family membership fee as decided from time to time.
- (v) Unless as provided for in (h)(iii) above, Associate Membership may carry a minimum age qualification and a joining and/or membership fee substantially greater than fees for other categories of Membership.
- (i) **Honorary Membership** may be granted annually to persons who may or may not hold an SLSA award (i.e. Patrons), and shall not be entitled to voting rights unless elected or appointed to a Committee position;
- (j) **Life Membership** may be granted to members who have rendered distinguished, or special service and as provided for in the Constitution and these By-Laws.
- (k) **Dual Membership** any approved person may be admitted as a member of another Club during the currency of any one season, providing a Clearance/Transfer Form has been completed and endorsed. A competing member of an affiliated Club shall not take part in any inter-club competition as the representative of more than one Club during any one season, unless and until granted a transfer as hereinafter provided under "Clearances/Transfers" Regulation 11. If the person is a bona fide member of more than one Club then such person shall be entitled to compete in Club events.

5.2 Voting Rights

Membership voting rights of affiliated clubs shall be limited to Active, Reserve Active, Long Service and Life Members.

5.3 Competitive Rights Transfers

A member of who desires to transfer competitive rights to another Affiliated Club during the currency of a competition season may do so in accordance with the conditions prescribed in the SLST Rules and Regulations.

5.4 Membership Clearances and Process

Any member, who desires to join another Affiliated Club but still retain membership of this Club shall do so in accordance with the conditions prescribed in the SLST Rules and Regulations.

5.5 Member Welfare

- (a) The Club is committed to the health, safety and well-being of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in surf lifesaving activities.
- (b) The Club shall not condone any form of discrimination, harassment, or abuse of, or by, members.

- (c) All members shall abide by the relevant SLSA policies with respect to Member Safety & Wellbeing, Harassment and Equity and the Codes of Conduct as determine from time to time.
- (d) All members involved directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and SLSA requirements as determined from time to time.
- (e) All members shall immediately report any suspected breaches of the SLSA Member Safety & Wellbeing Policy or Equity Policies, or Codes of Conduct to the appropriate authority with the Club or to the General Manager of SLST. The Club shall in accordance with SLSA policies and procedures determine the most appropriate method of dealing with such reports.

6. BADGES, LOGOS AND SEAL



The design shall be as above (black) or in the following colours:

