

BLACK HEAD SURF LIFE SAVING CLUB INCORPORATED

BY-LAWS

Adopted by the Board 17/7/2017

Altered to reflect changes to Club Guide 4.4 issued by SLSNSW

1. 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 may elect the following Board Members who shall be members of the Club:

Board

- President
- Vice President
- Director Administration
- Director Finance
- Director Lifesaving
- Director Surf Sports
- Director Education
- Director Junior Activities

The Club may elect the following office bearers who shall be members of the Club:

Officers

- Social Activities Officer
- Functions Co-Ordinator
- Bar Manager
- Registrar
- House Captain
- Branch Delegate
- Publicity Officer
- Carnival Organiser
- IRB Captain
- First Aid Officer
- Boat Captain
- Board & Ski Captain
- Swim Captain
- Beach Captain
- Sunday Events Co-Ordinator
- Member Services Officer
- JAC Beach Supervisor
- JAC Water Safety Officer
- JAC Gear Steward
- JAC Branch Delegates
- JAC Age Managers
- JAC Surf Education Coordinator
- JAC Clothing / Presentation Coordinator

These Board members and officers shall have the right to vote at any General Meeting of the Club, if not voting members.

Assistants may be appointed by the Board, to any of the positions in this sub clause (b).

(c) At the Annual General Meeting if no nominations are received to fill a specific position, it will be deemed a casual vacancy.

(d) If one nomination is received for a specific position, the person nominated shall, subject to declaration by the chairperson, be deemed to be elected unopposed.

(e) At the Annual General Meeting if more than one nomination is received for a specific position, a poll will be held, voting papers shall be prepared, for each vacancy.

(f) Nominations will not be taken from the floor.

(g) In the event of a casual vacancy in any officer of the club, the Board may appoint a Member to the vacant office and the person so appointed may continue in office up to the start of the next Annual General Meeting at which the term of the previous appointee would have expired in accordance with the rule.

2. DUTIES OF OFFICERS

President

Responsible to: Club Board

Responsibilities and Duties

- Act as the principal leader with overall responsibility for the Club's administration
- Set the overall Board agenda and help the board prioritise its goals and ensure office bearers work within this framework
- Facilitate meetings, including: board, general and annual general meetings
- Represent the surf club appropriately at local, regional, state and national levels
- Act as a facilitator for club activities and voice members views at appropriate forums
- Ensure planning and budgeting is completed in accordance with the needs of the club and members wishes
- Ensure all rules and By-Laws of the Club are upheld
- Engage sponsors and supporters
- Ensure financial, social and structural viability of the club is established and maintained
- Identify and communicate to members opportunities available at club, branch, state and national levels
- Be responsible for Club planning, including succession and business planning
- Ensure all Club activities are carried out within the laws of NSW
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Have a good knowledge of and ensure the Club works within the Office of Liquor Gaming & Racing's Best Practise Guidelines
- Have good knowledge of organisational governance

Vice President

Responsible to: Club President

Responsibilities and Duties

- Assist the President, deputise as required and in the President's absence assume the responsibility of that office.
- Be the nominated Member Services Officer of the Club, should no member be elected to the position
- Supervise the Member Services Officer, Functions Co-Ordinator, Social Activities Officer and Bar Manager
- Other duties that may be assigned by the Board or President
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and committees
- Must be a supportive leader for all members
- Have a good knowledge of and ensure the Club works within the Office of Liquor Gaming & Racing's Best Practise Guidelines
- Have good knowledge of organisational governance

Director Administration:

Responsible to: Club President

Responsibilities and Duties

- Make arrangements including agenda, venue, date, etc, for club meetings in consultations with the Chairperson and advise members accordingly
- Collect and collate reports from office bearers
- Call for and receive nominations for positions for the club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Receive, record, read, reply and file correspondence promptly
- Provide a copy of correspondence in and out if required
- Collate and arrange printing of the annual report
- Maintain data entry to surfguard and ensure records are current
- Act as Public Officer if no separate Public Officer is appointed by the Board
- Maintain files, including (but not limited to) legal documents, constitutions, leases and titles
- Perform the general routine administration of the club
- Ensure circulation of minutes to board members well prior to the next meeting
- Maintain a policy of loyalty to the Surf Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality
- Have a good working knowledge of the Club Constitution and By-laws
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- A good business sense
- A practical knowledge of computer systems and programs such as Surfguard and Microsoft Office applications
- Have good knowledge of organisational governance

Director Finance:

Responsible to: Club President

Responsibilities and Duties

- Is the Chief Financial Officer for the Club
- Drive the Board to prepare annual budgets with assumptions for their respective areas
- Collate and consolidate the area/divisional budgets into an overall Club budget
- Produce relevant and timely financial reports and submit these to each Board meeting as required
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget

- Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Board can be advised
- Maintain the Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- Liaise with Club Auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO
- Liaise with Director Administration and Public Officer to ensure the entity is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (1984) (www.fairtrading.nsw.gov.au) and the Charitable Fundraising Act (1991) (www.dgr.nsw.gov.au) and various taxation requirements
- Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Prior bookkeeping or accounting experience essential
- Prior experience in the preparation of bank reconciliations essential
- Prior experience in the preparation of Balance Sheet and Profit & Loss statements highly desirable
- Computer skills in Excel and MYOB (or like) highly desirable
- Well organised and able to work unsupervised and be self motivated
- Understanding of the need for proper controls and governance over Club finances i.e.
- Purchase orders (properly authorised with supporting documentation)
- Payment/Cheque requisitions (properly authorised with supporting documentation)
- Cheques & EFTs authorised by two authorised members
- Ability to allocate regular time periods to maintain the books and records
- Ability to keep correct up-to-date records
- Able to work in a logical orderly manner
- Time management skills
- Maintain a policy of loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards members
- Awareness of information, needed for the annual audit.
- Have good knowledge of organisational governance

Director Life Saving

Responsible to: Club President

Responsibilities and Duties

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per Lifesaving Agreement and SOP's (quality assurance)
- Be responsible for the care, maintenance and housing of all lifesaving equipment, including board, boats, vehicles and first aid equipment
- Ongoing management or service deliver standards and issue resolution
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Responsible for the conduct of patrolling and award members in the Club
- Oversee the IRB Captain and First Aid Officer concerning lifesaving gear, ensuring it is well maintained
- Provide regular communication to Patrol Captain's and members direct, by social media and in Clubs newsletters
- Work with Director Education to address training requirements and deficiencies
- Recommend actions to Club Board
- Liaise with Branch Director of Lifesaving
- Communicate with patrol defaulters to maintain efficiency of patrols
- Keep a record of member re-qualifications each season
- Keep a record of members performances at patrol duties
- Submit regular reports to the Club Board
- Head of call out team

- Develop and maintain the Club's POM
- Manage in consultation with others, the annual lifesaving equipment grant
- Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Current Bronze Medallion and Silver Medallion: Beach Management
- Good understanding of Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Aware of Work Health & Safety policy
- Accreditation in TSG (Training Small Groups), desirable
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic

Director Surf Sports:

Responsible to: Club President

Responsibilities and Duties

- Ensure implementation of relevant policies relating to Surf Sports
- Conduct regular communication with Club surf sports representatives
- Ensure effective directorship of surf sports and its competition operations
- Prepare reports for presentation to Boards, and other meetings as required
- Provide leadership and strategic direction relating to Surf Sports
- Represent the Club at meetings/conferences as required
- Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- Surf Sports Official accreditation Level 1 - Essential
- Foundation or Development Coaching accreditation – desirable
- Understand Surf Sports manual
- Understanding of requirements for Coach and Official accreditation
- Project Management skills
- Excellent communication and interpersonal skills
- Adequate computer skills
- Have good knowledge of organisational governance

Director Education

Responsible to: Club President

Responsibilities and Duties

- Is the Club's Chief Training Officer
- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- Assist in development of youth within the Club.
- Coordinate all instruction squads, their trainer/s and the resources
- Assess, develop and coordinate delivery of training solutions to meet the Club's POM needs and service quality issues
- Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA
- Follow procedures and protocols as outlined in SLSA and SLSNSW Training SOPs
- Ensure all training sessions are efficient, records completed and filed
- Develop training solutions for new resource implementation
- Ensure re-qualifications of awards and certificates are completed by required date and recorded
- Analyse skill mix throughout the Club and develop training solutions where needed
- Ensure training manikins are in good working order and have suitable hygiene supplies
- Submit reports to the Board

- Participate as a member of the Board.
- Arrange assessments through the Branch as required, ensuring follow-up as required
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- Liaise with Branch Education Officer
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Required

- SLSA Training Officer Certificate
- Hold a Bronze Medallion
- Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment (preferred)
- Assessor Units of Competency (preferred)
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Proficient computer skills and administration
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Have good knowledge of organisational governance

Director Junior Activities:

Responsible to: Club President

Responsibilities and Duties

- Manage the coordination of Youth Activities
- Identify issues and potential solutions to recommend to the Board
- Responsible for providing advice, direction and coordination for Age Managers
- Monitoring the implementation of new initiatives
- To work with Junior Activities Management to set the agenda for each season's activities
- Chair Age Managers meetings and regularly report to the Board on the progress of the junior groups
- Distribute relevant correspondence to the Age Managers
- Submit reports to the Board
- Work as required with the Director Education, Director Surf Sports, Swim and Beach Captains, Water Safety Co-ordinator to ensure satisfactory outcomes for the Club
- Complete Working with Children Check
- Maintain a policy of loyalty to the Club and it's activities whilst maintaining confidentiality and respect towards members

Knowledge and Skills Recommended

- SLSA Bronze Medallion
- SLSA Level 1 Official Course
- SLSA Level 1 Coaching Course – Desirable
- Identify situations that require Member Protection policy and procedure
- Capacity to negotiate and resolve issues with a range of people
- Good organisation and problem solving skills with the ability to delegate tasks
- Excellent communication and interpersonal
- Ability to work as part of a team
- Maintain confidentiality and discretion on relevant matters
- Friendly, positive and enthusiastic
- Good time management
- Have good knowledge of organisational governance

Member Services Officer

Responsible to: Vice President

Responsibilities and Duties

- Manage the programs, policies and resources relating to Member Services as determined by SLSNSW
- Develop and maintain youth and development programs
- Develop and maintain leadership programs
- Develop and maintain recruitment and retention programs in consultation with relevant personnel, Branch and SLSNSW
- Develop and maintain peer support programs in consultation with relevant personnel, Branch and SLSNSW
- Coordinate Member Protection Information training
- Provide timely reports to the Board on member services programs as required
- Assist in grant proposals and other funding opportunities to support member services programs
- Other duties may be assigned

Knowledge and Skills Recommended

- Communicate effectively
- Well-informed of the SLSNSW and Branch activities
- Be aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and committees
- Must be a supportive leader for all members

Functions Co-Ordinator:

Responsible to: Vice President

Responsibilities and Duties

- Be responsible for the hiring of the Hall and equipment.
- Ensure that all hirers complete agreement and pay relevant hiring fee.
- Provide monthly report detailing all use of hall and equipment and fees paid.

Social Activities Officer:

Responsible to: Vice President

Responsibilities and Duties

- With Social Committee plan social calendar for the year.
- Chair meetings of the Social Committee.

Bar Manager:

Responsible to: Vice President

Responsibilities and Duties

- Be the licensee of the Club.
- Order stock for bar as required.
- Ensure all stock is received.
- Ensure the operation of the bar is as per the relevant legislation.
- Ensure returns are completed for relevant government departments
- With one Board member conduct annual stock-take, and ensure that the stock-take sheets are completed in a timely manner to Director Finance in order that the Audit can be completed before the AGM

Registrar:

Responsible to: Director Administration

Responsibilities and Duties

- Collect completed membership forms
- Maintain data entry in SurfGuard and ensure records are current
- Present submitted membership forms for monthly board meeting to Director Administration for approval.
- Liaise with Director Education and keep records of awards gained.
- Assist Director Administration.

House Captain:

Responsible to: Director Administration

Responsibilities and Duties

- Be responsible for the upkeep, maintenance and care of the clubhouse.
- Ensure cleaner cleans building.

Branch Delegate:

Responsible to: Director Administration

Responsibilities and Duties

- Attend meetings of LNC Branch SLSA and provide a written report to the Director Administration following meetings.
- Following instructions of the Club Board when representing Black Head SLSC at these meetings.

Publicity Officer:

Responsible to: Director Administration

Responsibilities and Duties

- Prepare reports on club activities for local press, radio and social media.
- Endeavour to create a good public relations image with the media.
- Keep copies of all press articles.

I.R.B. Captain:

Responsible to: Director Life Saving

Responsibilities and Duties

- Coordinate pre-season servicing of all powercraft in preparation for annual gear and equipment inspection
- Ongoing coordination of servicing/repair of powercraft
- Administration of fuelling systems/processes
- Administration of defective equipment/fault reporting and resolution
- Support and promote powercraft training in consultation with Director Education
- Recommend purchases and asset management decisions to Club Board
- Responsible for housing/storage of powercraft
- Ensure adherence of all power-craft to Standard Operating Procedure's (including complementary equipment
- Submit reports to the Club Director Life Saving
- Provide regular communication to Patrol Captains and members
- Promote and support powercraft code of conduct

Knowledge and Skills Required

- SLSA Bronze Medallion
- SLSA IRB Driver Silver Medallion Award
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters
- Knowledge and interest in mechanics

First Aid Officer:**Responsible to:** Director Life Saving**Responsibilities and Duties**

- Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies) as per SOP's
- Arrange purchase and receive delivery of supplies when needed
- Monitor adherence to cleaning and hygiene requirements of First Aid Room and Equipment
- Monitor equipment quality and expiry details of supplies (i.e. AED Pads)
- Promote and support first aid training in consultation with Director Education
- Submit reports to the Director Life Saving.
- Prepare first aid room and equipment for annual gear and equipment inspection

Knowledge and Skills Required

- Nationally-recognised First Aid Certificate (current) eg. Apply First Aid
- Patrolling experience (preferred) or experience in similar emergency care or health services environment
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Maintain confidentiality
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised

Carnival Organiser/Race Director:**Responsible to:** Director Surf Sports**Responsibilities and Duties**

- When the Club is hosting a surf carnival or event plan the organisation of the carnival or event.
- Ensure Club meets all requirements of any agreements to host the carnival / event
- Co-op members to assist with various aspects of hosting carnivals.
- Ensure other office bearers (i.e. Social Activities Officer, IRB Captain; Publicity Officer) are aware of relevant aspects of Carnival/Event.
- Organise work groups for various jobs (i.e. beach set-up and tear down).

Boat Captain:**Responsible to:** Director Surf Sports**Responsibilities and Duties**

- Be responsible for the care, maintenance and housing of the surf boats and associated equipment.
- Organise and supervise the training of members in surf boat rowing.

Board & Ski Captain:**Responsible to:** Director Surf Sports**Responsibilities and Duties**

- Be responsible for the care, maintenance and housing of the competition surf boards and skis.
- Organise and supervise the training of members in paddling these craft.

Swim Captain:**Responsible to:** Director Surf Sports**Responsibilities and Duties**

- Organise and supervise the training of members in competitive surf swimming.

Beach Captain:**Responsible to:** Director Surf Sports**Responsibilities and Duties**

- Organise and supervise the training of members in competitive beach events.

Sunday Events Co-ordinator:

Responsible to: Director Surf Sports

Responsibilities and Duties

- Organise and supervise the running of weekly competition events for members during the season.
- With Director Surf Sports plan program with all major events held.

3. JUNIOR ACTIVITIES

(a). The Club shall have a Junior Activities group known as 'The Black Head Surf Life Saving Club "Nippers"' and shall be controlled by the Junior Activities Committee (JAC) which shall be responsible to the Board. The Board shall ensure that all aspects of the JAC including administration and duties of officers are in accordance with the Rules of the SLS.L.N.C.

Persons eligible to vote at a Junior Activities Group General Meeting shall be those members who express an interest and participate in Junior Activities affairs (15 years plus).

(b). The Junior Activities group shall 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.
- (iii). To prepare Junior Activity Members for their eventual transition to the marine and patrol involvement of the Surf Life Saving Association.

(c). The Junior Activities group shall elect:

- Director Junior Activities
- JAC Beach Supervisor
- JAC Water Safety Officer
- JAC Gear Steward
- JAC Branch Delegates
- JAC Age Managers
- JAC Surf Education Coordinator
- JAC Clothing / Presentation Coordinator
- JAC BBQ Coordinator

The Director of Junior Activities will report the activities of the JAC to the Board.

(d). The JAC shall elect two officers from their number, one of whom shall be the JAC Beach Supervisor, to act as Delegates to the Branch Junior Activity Board. They will report the activities of the JAC to the Branch Junior Activities Board and vice-versa.

(e). Officers specified in clause (c) shall be elected at the Junior Activities Annual General Meeting from nominations submitted by those members who express an interest and participate in Junior Activities affairs (15 years plus)..

Officers elected shall need the endorsement of the Board.

(f). Voting and ballots shall be conducted by show of hands or secret ballot.

(g). All Officers shall continue in office subject to resignation, removal from office until their successors are appointed. In the event of a vacancy occurring, such vacancy may be filled at a meeting of the Junior Activities Committee.

(h). Business shall be conducted at the following Junior Activities group meetings.

- (i). The Annual General Meeting, which shall be held in each calendar year, and prior to the Club Annual General Meeting.
- (ii). Junior Activities Committee Meetings shall be held when required.

(iii) Quorum for all JAC Committee Meetings shall be 5 members.

(iv) Minutes of all meetings shall be recorded and shall be circulated to Officers of the JAC and to the Club Director Administration.

4. EX-OFFICIO MEMBERS

The President and the Director Administration, shall be ex-officio members of all committees, except as otherwise may be determined by the Board.

5. CLUB COLOURS AND COMPETITION CAPS

(a). The Club Colours shall be red, black, white and the design of the Club Competition Caps shall be red, black and white striped.

(b). Any desired alterations must first receive the approval of the Surf Life Saving Australia

6. 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.

7. 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 Board, shall patrol Black Head beach during the patrol season and at such hours as may be determined by the S.L.S.L.N.C. Patrolling by members shall be in accordance with By-Law No. 13.

8. PREMISES AND PROPERTY

(a). The security of the Clubhouse shall be vested in the Board.

(b). The President shall have custody of all keys and will be responsible to the Board 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 Clubhouse is for the use of the Club members and/or others at the direction of the Board.

(e). The Club's consent must be obtained for the hiring 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 that for which it is intended without the sanction of the Board of Directors.

(h). All property wilfully damaged or destroyed shall be paid for or replaced by those found to be responsible.

(i). The Board shall at all times ensure that Club property is adequately insured.

9. 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 to be done, so as to indicate that the views expressed are those of the Club.

10. DISPLAY OF RULES AND BY-LAWS

A copy of the Constitution and By-Laws shall be readily available from the Director Administration at all reasonable times and each member shall be deemed to have read them and to have agreed to accept them.

11. 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 seek the consent of the Chairman.
- (f). If two or more members seek 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 cease speaking 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, seconder or any person who has spoken to the original motion or amendment to move "that the question be now 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 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 its re-committal.

12. SAVING PROVISIO

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

13. REGULATIONS FOR PATROLS

- (a). Patrols shall be appointed by the Director Lifesaving in conjunction with the Patrol Captains. 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 and forwarded to each rostered patrol member. Receipt of patrol roster 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 substitution provided that the substitute has no less SLSA qualification.
- (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 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.
- (f). Members of patrols who are candidates for any award of the SLSA will be granted leave to attend classes on notification.
- (g). Life Saving practice shall be carried out from time to time under instruction from the Patrol Captain or the Patrol Captains nominee.
- (h). Patrol Captains shall:
 - (i). Check and have placed on the beach all gear as is required by the Surf Life Saving Lower North
 - (ii). Allot duties to each patrol member immediately on the commencement of the 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, including damage to patrol equipment.
 - (v). Supervise the signing of the patrol log book at the commencement and termination of patrols.
- (i). Any patrol member failing to carry out a rostered patrol without providing a substitute, or who fails to fulfil a duty allocated by the Patrol Captain shall be required within 14 days to explain in person or in writing reasons to the Board 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.

14. LIFE MEMBERSHIP AND HONOURS

A Committee consisting of a Convenor with at least three (3) years of service, two (2) Life Members and two (2) members with at least 12 years of continuous membership shall be appointed by the Board.

The Convenor is to be given any nominations for Life Membership/Honours.

All nominations for Life Membership and Honour Blazer are to be proposed and seconded by financial members of the Club, and forwarded to the Director Administration.

The nomination is to list service to the club of the nominee, and include all appropriate dates of awards gained.

The deliberations of the Committee are to be confidential and the results, are to be announced by the President/Convenor at the next Annual General Meeting, or at an appropriate Club function.

Life Membership Criteria

Life Membership candidates must either fulfil one of the following categories or a combination of categories with Black Head Surf Life Saving Club.

- 18 years of Bronze Medallion Service, and 10 years as an Office Bearer or Board/Committee member.
- 22 years of Bronze Medallion service, and 12 years as a Patrol Captain and/or 8 years as an Office Bearer or a combination.
- Recognising long term dedication and commitment to the Club, Exceptional/Special Circumstances after 15 years of Service.

Honour Blazer Criteria

- Eight (8) years of Bronze Medallion Service with Black Head Surf Life Saving Club to include 6 years as an Office Bearer or Board/Committee Member.
- Consideration will be given to other activities e.g. member award training, competition coaching, fund-raising, club maintenance or administration duties.

15. 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 Board.

16. CLUB APPAREL

Apparel, bearing the Club's name, shall require the approval of the Board.

17. CLUB COMPUTERS

Please respect Club computers

- Club computers are for Club use only. (Private & family member use only in exceptional circumstances)
- All passwords, software installation keys, software discs and the like to be held by Director Administration.
- No Surf Club files/emails to be deleted
- Club business emails to be copied to administration@blackheadslsc.com.au
- No password changes without Director Administration approval.
- Norton software to be kept up to date.
- Microsoft Office software to be updated regularly
- Microsoft Windows to be maintained up to date.

18. SOCIAL MEDIA

The Club and its members endorse and comply with SLSA Policy 6.20 Use of Social Media

19. CODES of CONDUCT

The Club and its members abide by the SLSA Codes of Conduct

- SLS Code of Conduct
- SLS Team Leader Code of Conduct
- SLS Team Manager Code of Conduct
- SLS Age Manager Code of Conduct
- SLS Coach Code of Conduct
- SLS Official Code of Conduct
- SLS Administrator/Director/Officer Code of Conduct
- SLS Parent/Guardian Code of Conduct

20. VEHICLE

Only fully licenced drivers who are suitably qualified members to operate club vehicle.

The Club to conduct training and operating course so members can be suitably qualified.

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