



Black Head
Surf Life Saving Club Incorporated

Constitution

Dated 16 June 2014

Constitution of Black Head Surf Life Saving Club Incorporated

1. NAME

The name of the incorporated association is Black Head Surf Life Saving Club Incorporated (**Club**).

2. INCORPORATION

Club shall incorporate under the Act and shall remain incorporated.

3. OBJECTS OF CLUB

The Club is established solely for these Objects.

The Objects of the Club are to:

- (a) Provide for the conduct, encouragement, promotion and administration of surf lifesaving in the local area;
- (b) Participate as a Member of SLSNSW and SLSA through and by which surf lifesaving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered.
- (c) Ensure the maintenance and enhancement of the Club, and surf lifesaving, its standards, quality and reputation for the benefit of the Members and surf lifesaving;
- (d) At all times act on behalf of and in the interest of the Members and surf lifesaving;
- (e) Promote the economic and community service success, strength and stability of surf lifesaving;
- (f) Affiliate with and otherwise liaise with SLSNSW and SLSA in the pursuit of these objects and surf lifesaving;
- (g) Conduct, encourage, promote, advance and control surf lifesaving in the local area, its many aspects devoted to aquatic safety and management, and the preservation of life in the aquatic environment;
- (h) Apply the property and capacity of the Club towards the fulfilment and achievement of these objects;
- (i) Promote the involvement and influence of surf lifesaving standards, techniques, awards and education with bodies involved in lifesaving;
- (j) Strive for Governmental, commercial and public recognition of the Club as the authority on aquatic safety and management in Local area;

- (k) Foster, regulate, organise and manage assessments, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful members;
- (l) Review and/or determine any matters relating to surf lifesaving which may arise, or be referred to it, by any Member;
- (m) Represent the interests of its Members and of surf lifesaving generally in any appropriate forum in Local area;

4. POWERS OF CLUB

Solely for furthering the Objects set out above, the Club has in addition to the powers and functions under the Act.

5. INTERPRETATION AND DEFINITIONS

5.1 Definitions

In this Constitution, unless the contrary intention appears:

Act means the Associations Incorporation Act 2009 (NSW).

Annual General Meeting means a meeting of Members convened under rule 13.

Annual Subscriptions means the annual fees payable by each category of Member as determined by the Board under rule 9.

Board means the body managing the Club and consisting of the Directors under rule 18.1(a).

Branch means the Lower North Coast Branch of SLSNSW.

By-Laws mean any By-Laws made by the Board under rule 26.

Club means Black Head Surf Life Saving Club Incorporated.

Committee means any committee or sub-committee of the Board created under rule 25 from time to time.

Constitution means this Constitution of the Club as amended from time to time.

Delegate means the person appointed by the Board to act for and on behalf of the Club and to attend, debate and vote at meetings of the Branch.

Director means a Member of the Board appointed under rule 19.

Financial Year means the year ending 30 April in each year.

General Meeting means the annual or any special general meeting of the Club convened under rule 15.

Intellectual Property means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment, images (including photographs, television, videos or films) or service marks (whether registered or registrable) relating to the Club or any championship, competition, series or event or surf lifesaving activity of or conducted, promoted or administered by the Club.

Life Member means an individual appointed as a Life Member of the Club under rule 8.6.

Member means any person recognised as a Member of the Club under rule 8 from time to time.

Objects means the objects of the Club under rule 3.

President means the President for the time being of the Club appointed under rule 13.2(a).

Public Officer means the person appointed to be the public officer of the Club under rule 23.2.

Register means the register of Members kept under rule 10.

Relevant Documents means the records and other documents, however recorded compiled or stored, that relate to the Club and management of the Club and includes membership records, financial statements, financial records, and records and documents relating to transactions, dealings, business or property of the Club.

SLSA means Surf Life Saving Australia Limited.

SLSNSW means the body recognised by SLSA as the body administering surf lifesaving in New South Wales.

Special Resolution means a resolution passed in accordance with the Act.

State means and includes a State or Territory of Australia.

SurfGuard means the national membership and Club administration database owned by SLSA.

Surf Life Saving Club means a Surf Life Saving Club which is a Member of or otherwise affiliated with SLSNSW or SLSA.

5.2 Interpretation

In this Constitution:

- (a) A reference to a rule, regulation, schedule or annexure is to a rule, regulation, schedule or annexure of, or made under, this Constitution;
- (b) Words importing the singular include the plural and vice versa;
- (c) Words importing any gender include the other genders;
- (d) Headings are for convenience only and shall not be used for interpretation;

- (e) Words or expressions shall be interpreted in accordance with the provisions of the Act as they vary from time to time;
- (f) References to persons include natural persons, corporations and bodies politic, and any legal personal representatives, successors and permitted assigns of that person;
- (g) Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act.
- (h) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (i) Expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

5.3 Enforceability

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision shall be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable. If it can not be so read down the provision shall be severed to the extent of the invalidity or unenforceability. The remaining provisions of this Constitution and its validity or enforceability shall not be affected by the severance in any other jurisdiction.

6. STATUS AND COMPLIANCE OF CLUB

6.1 Recognition of Club

Black Head SLSC (the Club) shall be affiliated with Lower North Coast (the Branch), SLSNSW and SLSA. Through the Branch, State and National affiliations with SLSNSW, Taree-Old SLSC will abide by the articles, rules, Constitutions, By-Laws and awards of SLSA, SLSNSW and the Branch. Subject to compliance with this Constitution, the Branch Constitution, the SLSNSW Constitution and the SLSA Constitution the Club shall continue to be recognised as a Member of the Branch and of SLSNSW and shall administer surf lifesaving activities in local area in accordance with the Objects.

6.2 Operation of Constitution

The Club acknowledge and agree:

- (a) Where the Club considers or is advised that a Member has allegedly:
 - (i) Breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws, or any resolution or determination of the Club; or

- (ii) Acted in a manner prejudicial to the Objects and interests of the Club and/or surf lifesaving; or
 - (iii) Brought the Club, any Surf Life Saving Club or surf lifesaving (including the Branch, SLSNSW and/or SLSA) into disrepute;
- (b) The Club may after allowing the Member a reasonable opportunity to explain, adjudicate and if necessary penalise the Member with such penalty as it thinks appropriate.

7. CLUB'S CONSTITUTION

7.1 Alteration of Constitution

- (a) The Constitution of the Club shall not be altered except by Special Resolution in accordance with the Act, and in compliance with all other procedures under the Act (if any).

8. MEMBERSHIP OF CLUB

8.1 Categories of Member

The Members of the Club shall consist of:

- (a) Probationary Members shall be the designation of any person for the time period between making applying for membership and the gaining of an award and/or the granting of a formal category of membership of the Club. Probationary Members are non-voting members of the Club;
- (b) Junior Activities Members shall be a person who shall be a minimum age of five (5) years and up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group. Junior Activities Members are non-voting members of the Club;
- (c) Cadet Members shall be a Member of the age qualification as defined in SLSA's Manuals (i.e. Under 15) and who has obtained the Surf Rescue Certificate or has passed the annual proficiency test. Cadet Members are non-voting members of the Club;
- (d) Active Members, who shall hold an SLSA Bronze Medallion, fulfil patrol and Club obligations and qualify in an annual proficiency test (unless that Member has obtained their Bronze Medallion in that season). Active Members shall have the right to be present, to debate and to vote at General Meetings;
- (e) Reserve Active Membership 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 Club Constitution. Reserve Active Membership shall not be automatic, but shall be granted by

resolution of the Board. Reserve Active Members shall have the right to be present, to debate and to vote at General Meetings;

- (f) Long Service Members, may be deemed as such by the Club after having completed ten (10) years active service or eight (8) years active service plus four (4) years reserve active service. These Members shall have the right to be present, to debate and to vote at General Meetings, and may be exempt from patrol obligations and granted other special privileges;
- (g) Award Members, must hold an SLSA award of one or more of the following qualifications: Surf Rescue Certificate, Radio Award, Resuscitation Certificate, Advance Resuscitation Certificate or First Aid Certificate. Award Members may be granted voting rights by the Club Board if they are undertaking lifesaving patrol duties.
- (h) Associate Members, who may or may not have an SLSA award. Associate Members shall not have voting rights unless elected to office or position, which is provided voting rights by this Constitution;
- (i) Honorary Members, may be granted to Members who may or may not hold an SLSA award. Honorary Members are non-voting members of the Club; and
- (j) Life Membership may be granted by the Club to Members who have rendered distinguished, or special service and shall have the right to be present, to debate and to vote at General meetings.

8.2 Application for Membership

An application for membership by an individual must be:

- (a) In writing on the form prescribed from time to time by SLSNSW and/or SLSA, from the applicant and lodged with the Club; or
- (b) Submitted online via the Lifesaving Online membership portal and in accordance with the process (if any) as proscribed by the Board from time to time; and
- (c) Accompanied by the appropriate fee, if any.

8.3 Discretion to Accept or Reject Application

- (a) The Club Board may accept or reject an application whether the applicant has complied with the requirements in rule 8.2 or not, and shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Club Board accepts an application the applicant shall, subject to notification to the Branch and SLSNSW, become a Member.
- (c) Membership of the Club shall be deemed to commence upon acceptance of the application by the Club Board. The Register shall be updated accordingly as soon as practicable.

- (d) If the Club Board rejects an application, it shall refund any fees forwarded with the application, and the application shall be deemed rejected by the Club. No reasons for rejection need be given.

8.4 Renewal of Membership

- (a) Members must re-apply annually for membership of the Club in accordance with the procedures set down by the Club from time to time. Rule 8.2 and 8.3 apply to applications for renewal of membership.
- (b) Upon re-application a Member must provide details of any change in their personal details, and any other information reasonably required by the Club.

8.5 Membership Transitional Arrangements

Notwithstanding any other rule of this Constitution, the transitional arrangements set out at rule 37 shall apply to the continuation of membership from the date of adoption of this Constitution.

8.6 Life Membership and Honours

- (a) A member who has displayed distinguished and exceptional service to the Club may be nominated for Life Membership.
- (b) Criteria and procedures for nomination refer to Club By-Law 14.
- (c) Life Members shall be entitled to all rights and privileges of the Club for life without payment or any obligation to the Club and shall receive a blazer.

8.7 Liability of Members

The liability of the Members of the Club is limited.

9. SUBSCRIPTIONS AND FEES

- (a) The Annual Subscription and any other fees or levies payable by Members or categories of Members to the Club, the benefits which apply, the time for, and manner of payment, shall be determined by the Board from time to time.
- (b) The Board is empowered to prevent any Member who's Annual Subscription or any other fees are in arrears from exercising the whole or any of the rights or privileges of membership of the Club, including but not limited to the right to vote at General Meetings.

10. REGISTERS

10.1 Club to Keep Register of Members

The Club shall keep and maintain a Register of Members in which shall be entered:

- (a) The full name and address of the Member;
- (b) The category of membership of the Member;
- (c) The date on which the Member became a Member;
- (d) Any other information determined by the Board; and
- (e) For each former Member, the date of ceasing to be a Member.

10.2 Use of SurfGuard

SurfGuard shall be used as the Register of Members.

10.3 Changes to Member Details

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

10.4 Inspection of Register

Inspection of the Register will only be available as required by the Act and under rule 35(b).

10.5 Use of Register

Subject to confidentiality considerations and privacy laws, the Register may be used by the Club to further the Objects, as the Board considers appropriate.

11. DISCONTINUANCE OF MEMBERSHIP

11.1 Discontinuance by Notice of Resignation

A Member having paid all arrears of fees payable to the Club may resign or withdraw from membership of the Club by giving notice in writing to the Club of resignation or withdrawal.

11.2 Discontinuance by Breach

- (a) Membership of the Club may be discontinued by the Board upon breach of any clause of this Constitution, including but not limited to the failure to pay any monies owed to the Club, failure to comply with the By-Laws or any resolution or determination made or passed by the Board or any duly authorised committee.
- (b) Membership shall not be discontinued by the Board under rule 11.2(a) without the Board first giving the accused Member the opportunity to explain the breach and/or remedy the breach. The accused Member shall be granted fourteen days notice of

their right to appear and be heard by the Board to explain the breach and/or remedy the breach.

- (c) Where a Member fails, in the Board's view to adequately explain or remedy the breach, that Member's membership may be discontinued under rule 11.2(a) by the Club giving written notice of the discontinuance.
- (d) Any Member's membership that is discontinued under rule 11.2(a) shall have the right to appeal the discontinuation under the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time.

11.3 Discontinuance by Failure to Pay Subscription

- (a) A Member is taken to have resigned if:
 - (i) the Member's annual subscription is outstanding more than one month after the date on which subscription fees fall due and payable;
 - (ii) Any member who fails to renew their subscription by 31 October in each year shall lose all rights and privileges:
- (b) Should a sufficient explanation be made to the Board for the failure to pay subscription, the Board shall have the power to restore the Membership upon payment of the amount due (if any).

11.4 Resignation by Failure to Re-Apply

If a Member has not re-applied for Membership with the Club within one month of re-application falling due, that Member's membership will be deemed to have lapsed from that time.

11.5 Amendment to the Register

Where a Member resigns under this rule 11 an entry, the date on which the Member ceased to be a Member, shall be recorded in the Register as soon as practicable under rule 10.1(e).

11.6 Forfeiture of Rights

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

11.7 Membership May be Reinstated

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

12. GRIEVANCES, JUDICIAL AND DISCIPLINE

The Club adopts the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time.

13. ANNUAL GENERAL MEETINGS

13.1 Annual General Meeting to be Held

- (a) The Club shall convene and hold an Annual General Meeting of its Members annually within six months after the end of the financial year and in accordance with the Act.
- (b) The Annual General Meeting of the Club shall, subject to the Act and to rule 13.1(a), be convened at a time, date and venue to be determined by the Board.

13.2 Business

In addition to any business required to be transacted at the Annual General Meeting under the Act, the business of the Annual General Meeting shall including the Annual Report, consideration of accounts and the reports of the Board and auditors, the election of Directors under this Constitution, the motion for affiliation with the Branch and SLSNSW, the appointment and confirming of the remuneration of the auditors and any other business of which notice is given in accordance with this Constitution.

13.3 Additional Meetings

The Annual General Meeting shall be in addition to any other General Meetings that may be held in the same year. Any General Meeting other than an Annual General meeting is a Special General Meeting.

14. SPECIAL GENERAL MEETINGS

14.1 Special General Meetings May be Held

The Board may, whenever it thinks fit, convene a Special General Meeting of the Club and, where, but for this clause more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

14.2 Request for Special General Meetings

- (a) The Board shall on the requisition in writing of 10% of Members entitled to vote convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall:
 - (i) state the object(s) of the meeting; and

- (ii) be signed by the Members making the requisition; and
- (iii) be sent to the Club.

The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.

- (c) If the Board does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the Club, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three months after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

15. GENERAL MEETINGS

15.1 Notice to be given for General Meetings

- (a) Notice of every General Meeting shall be communicated to every Club Member (excluding Junior Activities Members), at the address appearing in the Register kept by the Club. Which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) A notice of a General Meeting shall be in writing and shall specify the time, date and place of the meeting and shall state the business to be transacted at the meeting. Notice may be given in any form permitted under rule 31.
- (c) At least 21 days notice of a General Meeting shall be given to every Club Member (excluding Junior Activities Members), together with:
 - (i) the agenda for the meeting;
 - (ii) any notice of motion received from Members under rule 15.2(b).
- (d) The accidental omission to give any notice of any General Meeting to any Member shall not invalidate the meeting or any resolution passed at any such meeting.

15.2 Business of Meeting

Business other than that set out in the notice convening the meeting shall be at the discretion of the President.

15.3 Quorum

No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be 15% of Members eligible to vote, and represented in person.

- (a) If within half an hour after the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting:
 - (i) if convened upon the requisition of Members, shall be dissolved; and
 - (ii) in any other case, shall stand adjourned to:
 - (A) the same day in the next week at the same time and (unless Members are notified of an alternate venue) at the same place; or
 - (B) any date, time and place determined by the chairperson;

And if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the meeting shall lapse.

15.4 President to Chair

The President shall, subject to this Constitution, preside as chairperson at every General Meeting except:

- (a) In relation to any election for which the President is a nominee; or
- (b) Where a conflict of interest exists.

If the President or Vice President, are not present, or unwilling or unable to preside, the Members shall appoint one of the Board members to preside as chairperson for that meeting only.

15.5 Chairperson May Adjourn Meeting

- (a) The chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) When a meeting is adjourned for 30 days or more, a notice of the adjourned meeting shall be given as in the case of the original meeting.
- (c) Except as provided in rule 15.5(b) it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

16. VOTING AT GENERAL MEETINGS

16.1 Members Entitled to Vote

Subject to any other provision of this Constitution, each category of membership that has a right to vote under rule 8.1 shall be entitled to one vote at General Meetings.

16.2 Voting Procedure

- (a) Subject to this rule 16, votes at a General Meeting shall be given in person by those present and entitled to vote.
- (b) Subject to rule 16.4, all questions arising at a General Meeting shall be determined on a show of hands.

16.3 Recording of Determinations

Unless a poll is demanded under rule 16.4, a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

16.4 Where Poll Demanded

- (a) A poll may be demanded for any resolution put to the vote of the meeting (before or on the declaration of the result of the show of hands) by:
 - (i) the chairperson; or
 - (ii) a simple majority of Members.
- (b) If a poll is duly demanded under this rule 16.4, it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

16.5 Casting Vote

The chairperson shall have a casting vote at general meetings. Where voting at general meetings is equal, the chairperson will exercise their casting vote.

16.6 Proxy Voting

Proxy voting shall not be permitted at any General Meetings.

16.7 Postal Voting

Postal Voting shall not be permitted at any General Meetings.

17. MINUTES OF GENERAL MEETINGS

- (a) The Board must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record:
 - (i) the business considered at the meeting;

- (ii) any resolution on which a vote is taken and the result of the vote; and
 - (iii) the names of all persons present at all meetings.
- (c) In addition, the minutes of each Annual General Meeting must include:
- (i) any reports or financial statements submitted to the Members at the Annual General Meeting; and
 - (ii) any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

18. BOARD

18.1 Powers of Board

- (a) The affairs of the Club shall be managed by the Board constituted under rule 18.2.
- (b) Subject to this Constitution and the Act, the Board:
 - (i) shall control and manage the business and affairs of the Club;
 - (ii) may exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
 - (iii) has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club.

18.2 Composition of Board

The Board shall comprise the following officers, who are the only members, entitled to a vote at Board meetings:

- (a) The President;
- (b) Vice President;
- (c) Director of Administration;
- (d) Director of Finance;
- (e) Director of Lifesaving;
- (f) Director of Education;
- (g) Director of Surf Sports;
- (h) Director of Junior Activities
- (i) Public Officer

18.3 Right to Co-Opt

It is expressly acknowledged that the Board may co-opt any person with appropriate experience or expertise to assist the Board in respect of such matters and on such terms as the Board thinks fit. Any person so co-opted shall not be a Director, and shall not exercise the rights of a Director, but shall act in an advisory role only.

18.4 Transitional Arrangements

Notwithstanding any other rule of this Constitution, the transitional arrangements set out in rule 37b. shall apply from the date of adoption of this Constitution.

18.5 Term of Office of Directors

- (a) Directors shall be elected in accordance with this Constitution annually, and subject to this Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the next following Annual General Meeting where all positions are declared vacant.
- (b) Directors may be re-elected.

19. ELECTION OF DIRECTORS

19.1 Nominations of Candidates

- (a) The Club shall call for nominations for candidates to be elected to the Board at the Annual General Meeting. When calling for nominations the Club shall also provide details of the necessary qualifications and job description for the positions (if any). Qualifications and job descriptions shall be as determined by the Board from time to time (refer to by laws).
- (b) The Board contains 9 positions. Only these members have the right to speak, debate and vote at the Board meetings.
- (c) Candidates must:
 - (i) be aged 18 years or over; and
 - (ii) reside in Australia
 - (iii) The Director of Lifesaving must be a current or past Surf Life Saving Bronze Medallion Holder.

- (d) Nominations of candidates for election as Directors shall be:
 - (i) made in writing, signed by two Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
 - (ii) delivered to the Director of Administration prior to the commencement of the Annual General Meeting.
- (e) If no nominations are received to fill a specific Board position, it will be deemed a casual vacancy.
- (f) If one nomination is received for a specific Board position, the person nominated shall, subject to declaration by the chairperson, be deemed to be elected.
- (g) If more than one nomination is received for a specific Board position, a poll will be held, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Board.
- (h) Nominations will not be taken from the floor.

20. VACANCY ON THE BOARD

20.1 Grounds for Termination of Director

For the purposes of this Constitution, the office of a Director becomes vacant if the Director:

- (a) Ceases to be a Member;
- (b) Dies;
- (c) Becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (d) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (e) Resigns their office in writing to the Club;
- (f) Is absent from meetings of the Board held during a period of three months without having previously obtained leave of absence in accordance with rule 21.5 or provided reasonable excuse for such absence;
- (g) Without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Club;
- (h) Is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of his interest;
- (i) Is removed from office in accordance with this Constitution;

- (j) In the opinion of the Board has brought the Club into disrepute;
- (k) Would otherwise be prohibited from being a director of a corporation under the Corporations Act.

20.2 Removal of Director

- (a) The Club in a General Meeting may by Special Resolution remove any Director, before the expiration of their term of office and appoint another Member in their place to hold office until the expiration of the term of the first mentioned Director.
- (b) Where the Director to whom a proposed resolution referred to in rule 20.2(a) makes representations in writing to the President or the Director of Administration, and requests that such representations be notified to the Members, the President or Director of Administration shall communicate a copy of the representations to each Member or, they be read out at the meeting, and the representations shall be so read.

20.3 Casual Vacancy

In the event of a casual vacancy in the office of any Director, 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.

21. QUORUM AND PROCEDURE AT BOARD MEETINGS

21.1 Convening an Board Meeting

- (a) The Board shall meet at least 9 times per year or as is deemed necessary, by the Board, for the dispatch of business. Subject to this Constitution the Board may adjourn and otherwise regulate its meetings as it thinks fit.
- (b) Unless all Directors agree to hold a meeting at shorter notice either by agreement that is sufficiently evidenced in writing or by their presence, or in accordance with rule 21.2, not less than seven days written notice of Board meeting shall be given to each Director.
- (c) Written notice of each Board meeting, must be sent to each Director, specifying the time, date and place of the Board meeting. In accordance with the Directors last notified contact details.

21.2 Urgent Board Meetings

- (a) In cases of urgency, a meeting can be held without notice being given under rule 21.1 provided that as much notice as practicable is given to each Director by the most effective means.

- (b) Any resolution made at an urgent Board meeting must be passed by a majority of the Board.

21.3 Quorum

- (a) At meetings of the Board the number of Directors whose presence is required to constitute a quorum is 5.
- (b) No business shall be transacted unless a quorum is present.

The Board may act notwithstanding any casual vacancy. However, if there are casual vacancies in the office of a Director such that the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, those Directors may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum.

21.4 Procedures at Board Meetings

- (a) At meetings of the Board, the President shall chair the meeting. If the President or Vice President, are absent or unwilling to act, the Board shall appoint one of its Members to chair the meeting.
- (b) Questions arising at any meeting of the Board shall be determined on a show of hands, or if demanded by a Director, by a poll taken in such manner as the person presiding at the meeting may determine.
- (c) Questions arising at any meeting of the Board shall be decided by a majority of votes and a determination of a majority of Directors shall be deemed a determination of the Board. All Directors shall have one vote on any question. The chairman may exercise a casting vote where voting is equal.
- (d) Voting by proxy is not permitted at Board meetings.

21.5 Leave of Absence

- (a) The Board may grant a Director leave of absence from meetings.
- (b) The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Director to seek the leave in advance.

21.6 Material Personal Interests

- (a) A Director who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.
- (b) A Director with such a material personal interest must not:
 - (i) be present while the matter is being considered at the meeting; and
 - (ii) must not vote on the matter.

- (c) A general notice that a Director is to be regarded as having a material personal interest in a matter being considered is sufficient declaration for such Director and the said matter. After such general notice it is not necessary for such Director to give a special notice relating to the said matter.
- (d) Any declaration made or any general notice as aforesaid given by a Director in accordance with this rule 21.6 must be recorded in the minutes of the relevant meeting.

21.7 Financial Interest

- (a) A Director is disqualified from:
 - (i) holding any place of profit or position of employment in the Club, or in any company or incorporated Club in which the Club is a shareholder or otherwise interested; or
 - (ii) contracting with the Club either as vendor, purchaser or otherwise;Except with express resolution of approval of the Board.
- (b) Any contract or arrangement in which any Director is in any way interested which is entered into by or on behalf of the Club without the approval of the Board, will be voided for such reason.
- (c) The nature of the financial interest of such Director must be declared at the meeting of the Board at which the contract or arrangement is first taken into consideration if the interest then exists, or in any other case at the first meeting of the Board after the acquisition of the interest.
- (d) A general notice that a Director is a Member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under rule 21.7(c) for such Director and the said transactions. After such general notice it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.
- (e) Any declaration made or any general notice as aforesaid given by a Director in accordance with rule 21.7 must be recorded in the minutes of the relevant meeting.

21.8 Conflicts

A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

22. DELEGATED POWERS

22.1 Board May Delegate Functions

- (a) The Board may, create, establish or appoint from amongst its own Members, or otherwise, special committees, sub-committees, individual officers and consultants to carry out such duties and functions, and with such powers, as the Board determines.
- (b) At any time the Board may, revoke or amend, wholly or in part any delegation made under this clause.

23. DUTIES

23.1 General Duties

- (a) As soon as practicable after being elected or appointed to the Board, each Director must become familiar with this Constitution and the Act.
- (b) The Board is collectively responsible for ensuring that the Club complies with the Act and that individual Directors comply with this Constitution.
- (c) The Board must ensure that the Club complies with all requirements in the Act regarding financial statements.

23.2 Public Officer

- (a) As per section 34 of the Act, the Club must have a Public Officer position appointed.
- (b) The Board of Directors will appoint the Public Officer to fulfil this position as prescribed under the Act. The Director of Administration may accept the position as the Club's Public Officer.
- (c) The Public Officer must give the registrar of the Department of Fair Trading, notice of their appointment within 28 days after the appointment.
- (d) If the position of Public Officer becomes vacant, the Board must appoint a person to the position within 28 days after the vacancy arises.

24. MINUTES OF BOARD MEETINGS

- (a) The Board must ensure that minutes are taken and kept of each Board meeting.
- (b) As a minimum, the minutes must record:
 - (i) the business considered at the meeting;
 - (ii) any resolution on which a vote is taken and the result of the vote; and

- (iii) any interest declared under rules 21.6 or 21.7.

25. COMMITTEES

The Board may elect or appoint any of the following Committees, and others as required.

- (a) The Lifesaving Committee, the Director of Lifesaving will act as the Chairperson;
- (b) The Surf Sports Committee, the Director of Surf Sports will act as Chairperson;
- (c) The Junior Activities Committee, the Director of Junior Activities will act as the Chairperson;
- (d) The Education Committee, the Director of Education will act as the Chairperson;
- (e) The Administration Committee, the Director of Administration will act as the Chairperson.

26. BY-LAWS

26.1 Board to Formulate By-laws

The Board may formulate issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of the Club, the advancement of the Objects and surf lifesaving in the local area as it thinks necessary or desirable. Such By-Laws must be consistent with the Constitution, the Branch Constitution, the SLSNSW Constitution, the SLSA Constitution and any regulations or By-Laws or the Standard Operating Procedures made by SLSNSW or SLSA. If any By-Laws are inconsistent with the SLSNSW or SLSA Constitution and regulations the By-Laws shall be null and void and will be inapplicable.

26.2 By-Laws Binding

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

26.3 By-Law Transitional Arrangements

Notwithstanding any other rule of this Constitution, the transitional arrangements set out at rule 37 shall apply from the date of adoption of this Constitution.

26.4 Notices Binding on Members

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

27. FUNDS, RECORDS AND ACCOUNTS

27.1 Sources of Funds

The Board shall determine the sources from which the funds of the Club are to be or may be derived and the manner in which such funds are to be managed.

27.2 Club to Keep Records

- (a) The Club shall establish and maintain, in accordance with the Act and this Constitution, proper accounting and other records and minutes concerning all transactions, business, meetings and dealings of the Club and the Board.
- (b) The Club shall retain such records for seven (7) years after the completion of the transactions or operations to which they relate.

27.3 Board to Submit Accounts

The Clubs statements of account are required to be audited as per the Charitable Fundraising Act 1991. At the Clubs Annual General Meeting the audited statements of account will be presented to the Members.

27.4 Accounts to be Available to Members

The Board shall cause to be sent to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the statements of account, the Board's report, the full auditor's report and every other document required under the Act (if any).

28. APPLICATION OF INCOME

- (a) The income and property of the Club shall be applied solely towards the promotion of the purposes of the Club as set out in this Constitution.
- (b) No portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member.
- (c) Nothing in this rule 28 shall preclude payment to a Member in good faith for expenses incurred or services rendered, including, but not limited to:
 - (i) any services actually rendered to the Club whether as an employee or otherwise;
 - (ii) goods supplied to the Club in the ordinary and usual course of operation;
 - (iii) interest on money borrowed from any Member;
 - (iv) rent for premises demised or let by any Member to the Club; or
 - (v) any out-of-pocket expenses incurred by the Member on behalf of the Club,

- (d) Provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

29. NEGOTIABLE INSTRUMENTS

All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two duly authorised Directors or in such other manner as the Board determines.

30. AUDITOR

The Clubs financial statements are required to be audited as per the Charitable Fundraising Act 1991 and specific guidelines as provided by the Office of Liquor, Gaming and Racing.

- (a) A properly qualified auditor or auditors shall be appointed. The auditor's duties shall be regulated in accordance with the Act, or if no relevant provisions exist under the Act, in accordance with the Corporations Act 2001 and generally accepted principles, and/or any applicable code of conduct. The auditor may be removed by the Club in a General Meeting.
- (b) The accounts of the Club shall be examined in accordance with proper accounting and auditing standards, by an auditor or auditors at the conclusion of each Financial Year.

31. SERVICE OF NOTICES

- (a) Notices may be given to any person entitled under this Constitution to receive any notice by sending the notice by post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected at the time the letter would have been delivered in the ordinary course of post.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice is assumed after 3 days from date sent.

32. REGISTERED ADDRESS

The registered address of the Club is

- (a) The address determined from time to time by resolution of the Board; or
- (b) If the Board has not determined an address to be the registered address, the postal address of the Public Officer.

33. INDEMNITY

- (a) Every Director, officer, auditor, manager, employee or agent of the Club shall be indemnified out of the property or assets of the Club against any liability incurred by him/her in his/her capacity as Director, officer, auditor, manager, employee or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him by the Court.
- (b) The Club shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (i) in the case of a Director or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and
 - (ii) in the case of an employee, performed or made in the course of, and within the scope of his employment by the Club.

34. DISSOLUTION

- (a) The Club may be wound up voluntarily by Special Resolution.
- (b) In the event of the Club being wound up, the liability of the Member shall be limited to any outstanding monies due and payable to the Club, including the amount of the Annual Subscription payable in respect of the current Financial Year. No other amount shall be payable by the Member.
- (c) If upon winding up or dissolution of the Club there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members but shall be given or transferred to some registered or exempt charity, having objects similar to the Objects and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Club by this Constitution. Such registered or exempt charity will be determined by the Members

at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of New South Wales or other Court as may have or acquire jurisdiction in the matter.

35. CUSTODY OF BOOKS AND OTHER DOCUMENTS

- (a) Except as otherwise provided in this Constitution, the Board shall keep in its custody or control all books, minutes, documents and securities of the Club.
- (b) Subject to the Act, the Board may determine whether and to what extent, and at what times and places and under what conditions, the financial records, accounts, books, securities or other relevant documents of the Club will be open for inspection by the Members.

36. LIQUOR LICENCE OBLIGATIONS

36.1 No Payments

No officer or servant of the Club can be paid by way of commission or allowance from the receipts of the Club from the sale and disposal of liquor.

37. TRANSITIONAL ARRANGEMENTS

- (a) Notwithstanding any other rule of this Constitution, the transitional arrangements set out in this rule 37 shall apply from the date of adoption of this Constitution.
- (b) The Members of the governing or managing body (by whatever name it is called) of the Club in place immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such approval, and thereafter the positions of the President and other Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.
- (c) All clauses, rules, By-Laws and regulations of the Club 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 rule 37.
- (d) All individuals who are, prior to the approval of this Constitution, Members of the Club shall be deemed Members of the Club from the time of approval of this Constitution under the Act. All such Members shall provide the Club with such details as may be required by the Club under this Constitution within one month of the approval of this Constitution under the Act.

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