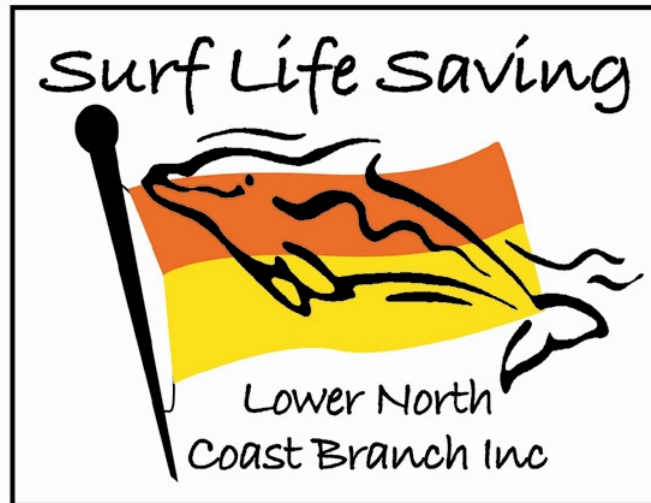


Surf Life Saving
Lower North Coast Branch Inc.



The Constitution

Surf Life Lower North Coast Branch became Incorporated on the 14th day of December 1994.

Registration Number Y2089809.

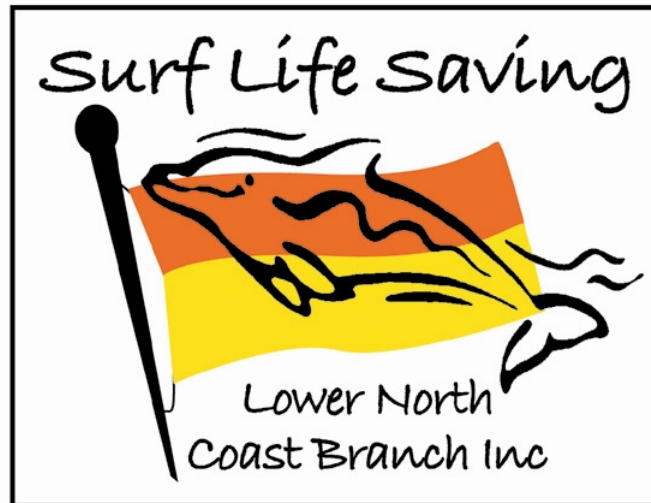
Australian Business Number: 72 715 383 514.

This Constitution was adopted by Surf Life Saving Lower North Coast Branch Inc. on the 6th April 2009

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Surf Life Saving
Lower North Coast Branch Inc.



The Rules

1. NAME:

Surf Life Saving Lower North Coast Branch Incorporated.

2. OBJECTS:

The objects of the Branch shall be:

- a) To extend the operations and education of the Surf Life Saving Association to all clubs within the Branch and to the general public.
- b) To acquire or otherwise deal with land, building, leases, personal property, interests or rights with the object of furthering the interests of the Branch.
- c) To enforce the observance of the Rules and Regulations of the Association in general and in particular of the Branch; to deal with any infringement thereof and to adjudicate on all disputes and difficulties between affiliated Clubs within the Branch, or between individual members of any such affiliated Club.
- d) To carry out any activity whatsoever calculated directly or indirectly to enhance or further the interests of the Branch and Clubs.

3. INTERPRETATION:

Where used:

“Association” shall refer to Surf Life Saving Australia Limited.

“SLSA” shall refer to Surf Life Saving Australia Limited.

“SLSNSW” shall refer to Surf Life Saving New South Wales Incorporated.

“Branch” shall refer to Surf Life Saving Lower North Coast Branch Incorporated.

“Executive Committee” shall refer to the Executive (Rule 11).

“Clubs” shall refer to all affiliated Clubs within the Branch.

“Member” shall refer to a member of an affiliated Club.

4. BRANCH AFFILIATION:

The Branch shall affiliate annually with SLSNSW.

5. BOUNDARIES:

The boundaries of the Branch shall extend from Pacific Palms in the south to Crowdy Head in the north inclusive.

6. MEMBERSHIP:

- a) The membership of the Branch shall consist of the affiliated Surf Life Saving Clubs throughout the Branch and their members, and such other persons who may be elected by the Branch.
- b) Clubs shall confirm their affiliation with the Branch annually on the appropriate form and shall pay the specified fee if any.
- c) A register of members shall be kept electronically via the Surfguard program, and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- d) The liability of a member of the Branch to contribute towards the payment of the debts and liabilities of the Branch or the costs, charges and expenses of the winding up of the Branch is limited to the amount if any, unpaid by the member in respect of membership of the Branch.

7. OFFICERS AND ADVISERS:

- a) The Officers of the Branch shall be:
 - i) President
 - ii) Deputy President
 - iii) Director of Administration
 - iv) Director of Finance
 - v) Director of Life Saving
 - vi) Director of Education
 - vii) Director of Surf Sports
 - viii) Director of Member Services
 - ix) Public Officer

All the foregoing officers shall be members of a Club.

- b) The Branch may appoint Patrons, without a right to vote, and they need not be members of a Club.
- c) The Branch may elect the following who shall have no voting rights and who need not be members of a Club:
 - i) Hon. Auditors
 - ii) Hon. Medical Advisers
 - iii) Hon. Legal Advisers
 - iv) and any other Adviser who the Branch may consider necessary.

All of whom shall have the right to attend all Meetings and to speak on matters relevant to their respective positions, at such meetings without voting rights.

- d) The Branch may elect the following Officers who shall have power to vote only at their respective Board or Committee meetings and who shall be a member of a Club:
 - i) Assistant Directors
 - ii) Minute Secretary
 - iii) Publicity Officer
 - iv) Registrar
 - v) Gear Steward
 - vi) Branch Team Manager
 - vii) Branch Team Coach
 - viii) Officials Liaison Officer
 - ix) OHS Officer
 - x) Member Protection Officer
 - xi) Support Operations Officer
 - xii) Radio Officer
 - xiii) and any other Officers deemed necessary.

All shall have the right to attend Meetings and to speak on matters relevant to their respective elected positions at such meetings.

- e) The duties of any Officer or Adviser not mentioned in these Rules or Regulations shall be the same as those defined in the SLSNSW Rules and Regulations as revised and amended from time to time.
- f) The Branch may employ such paid personnel as it may from time to time determine, but they shall have no power to vote. Furthermore, no member of the Branch Council shall be appointed to any salaried office of the Branch or any office of the Branch paid by fees; and no remuneration or other benefit in money or money's worth shall be given by the Branch to any member of the Branch except repayment of out of pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Branch and reasonable and proper rent for premises let to the Branch.
- g) No one person shall be capable of holding more than one of the positions concurrently on the Branch Council with the exception of the Public Officer.

- h) All officers and advisers shall continue in office, subject to resignation or removal of office, until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at a Branch Council Meeting.
- i) The Branch at a Branch Council Meeting may by resolution remove any officer or adviser from office before expiration of their term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- j) For the purpose of compiling Branch records, years of service shall refer to periods of one Annual General Meeting to the next. Any Officer of the Branch who is elected at an Annual General Meeting and subsequently resigns their position before 6 months service in that position for reasons other than illness or transfer in their job, will be regarded as not having fulfilled the position for purposes of compiling Branch records, including years of service towards Life Membership.
- k) If any Branch Officer or Advisor is absent from two (2) consecutive meetings where their attendance was expected without a satisfactory explanation the seat may be declared vacant.

8. PUBLIC OFFICER

- a) The Public Officer of the Branch shall be a member of the Branch Council with no voting rights, and once appointed remains in that position until they are removed by;
 - i) The Branch Council
 - ii) Resignation
 - iii) Bankruptcy
 - iv) Death
 - v) Residency outside NSW
- b) The Public Officer shall be 18 years of age or older and shall be a resident of New South Wales.
- c) The Executive Committee may at any time remove the Public Officer and appoint a new one. This action must be ratified at the next Branch Council Meeting.
- d) When a vacancy occurs in the position of Public Officer, the Executive Committee shall within 14 days notify the Corporate Affairs Commission / Department of Fair Trading by the prescribed form and appoint a new Public Officer.
- e) The Public Officer is required to notify the Corporate Affairs Commission / Department of Fair Trading by the prescribed form concerning:
 - i) Appointment (within 14 days) of the Public Officer.
 - ii) A change of residential address (within 14 days) of the Public Officer.
 - iii) A Change in the Branch's Objects or Rules (within 14 days).
 - iv) A change in the membership of the Executive Committee (within 14 days).
 - v) The Branch's financial affairs (within one month after the Annual General Meeting).
 - vi) A change in the Branch's name (within one month).
 - vii) Any other matter as is required by the Corporate Affairs Commission / Department of Fair Trading.
- f) Service of documents on the Branch is effected by serving them on the Public Officer or by serving them personally on two members of the Executive Committee.

9. ADMINISTRATION

- a) The administration of the Branch shall be vested in the Branch Council, which shall consist of the Officers and Club representatives as defined in 14 b).
- b) They shall administer the whole organisation for the Branch and their decisions in all matters except where otherwise herein provided shall be final.

10. COMMON SEAL

- a) The Common Seal of the Branch shall be kept in the custody of the Public Officer.
- b) The Common Seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the Common Seal shall be attested by the signatures of either two members of the Committee or of one member of the Committee and the Public Officer.

11. EXECUTIVE:

- a) The Branch Executive Officers shall consist of the Officers as listed in Rule 7 a) i) to viii).
- b) The Branch Executive shall have a vote at all Branch Council and Executive meetings.
- c) The Branch Executive shall have the power to deal with all urgent matters appertaining to the Branch and incur expenses to an amount not in excess of the amount set from time to time by the Branch, and shall report their actions to the next Branch Council Meeting.
- d) A quorum of five (5) is required to conduct an Executive meeting.
- e) They shall meet when required and Minutes shall be kept of proceedings of these meetings.
- f) Advisors and other Branch personnel may be invited to attend Executive meetings for specific discussions without voting rights.

12. CLUB DELEGATES:

- a) Each club shall be represented at meetings of the Branch Council by two (2) delegates appointed by the club from its own membership. Their names and addresses shall be notified to the Branch after the respective clubs have held their Annual General Meetings.
- b) Should a Club Delegate be unable to attend a meeting of the Branch Council, a proxy (who shall be a member of their club) may be appointed to sit in their place.
- c) Where a Delegate of a Club is elected as a voting officer of the Branch, the Club may appoint a replacement Delegate.
- d) No Club Delegate shall be entitled to represent more than one club at the same time.

13. ANNUAL GENERAL MEETING:

- a) The Annual General Meeting of the Branch shall be held not later than September of each year to receive the Annual Report and Audited Financial Statement, for the election of Officers and Advisors etc., and to transact such other business as may be brought forward in accordance with the regulations set by these Rules and Regulations.
- b) Written notice of the Annual General Meeting shall be forwarded by the Director of Administration to the Officers and Advisors of the Branch, Delegates and Secretaries of all affiliated Clubs, together with notice calling for nominations for all offices as provided for in 7 a) and 7 d) at least twenty one (21) days prior to such meeting.
- c) Nine (9) persons (including at least (3) Officers of the Branch Council), providing that at least three (3) clubs are represented shall form a quorum at such meetings. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one week at the same time and place.
- d) All nominations shall be on the form provided and contain the consent of the nominee in writing as well as the signature of the nominator and seconder, and shall be lodged with the Director of Administration at least seven (7) days prior to the meeting. Only one position may be selected on each form.

- e) Completed Nomination Forms may be sent by Fax / Mail / Hand Delivered or Scanned and E-mailed to the Director of Administration. The nomination form must be legible, if the details on the form are illegible the Nomination will be rejected as invalid.
- f) If the number of formal nominations received for a position is equal to the number of vacancies to be filled, then the persons nominated shall be deemed to be elected.
- g) If the number of formal nominations received for a position exceeds the number of vacancies to be filled, a ballot shall be held.
- h) If no formal nominations have been received for a position prior to the close of nominations, the position shall be redistributed, and nominations shall close 7 days prior to the next Branch Council Meeting. No positions may be filled from the floor.
- i) The Order of Business at the discretion of the Chairperson shall be:
 - i) Club Affiliations and accreditation of Delegates
 - ii) Apologies and Proxies
 - iii) Presentation of the Annual Report
 - iv) Presentation of the Financial Statement and Auditor's Report
 - v) Election of Officers etc.
 - vi) Motions of which due notice has been given
 - vii) General Business (Urgent matters).
- j) Positions to be filled at the AGM
 - i) Formal Nominations that have been received 7 day prior to the AGM
 - ii) Patrons
 - iii) Auditors, Medical Advisers, Legal Advisers
 - iv) Judiciary Committee (members and Chairperson)
 - v) Life Membership Committee (members and Chairperson)
 - vi) Constitution Committee (members and Chairperson)
 - vii) Meritorious Awards Committee (members)
- k) Any Officer not re-elected shall be permitted to speak at the AGM but shall not be able to vote.
- l) The Minutes of the Annual General Meeting shall be duly circulated to all Officers and Clubs within fourteen (14) days and confirmed at the next Branch Council Meeting and need not be dealt with at the next Annual General Meeting.
- m) The Office Bearers elected shall take office once elected. Their period of service shall be from one Annual General Meeting to the next.
- n) If a position becomes vacant, the position will be advertised to Clubs and nominations shall close seven (7) days prior to the next Branch Council Meeting.

14. BRANCH COUNCIL MEETINGS:

- a) Branch Council Meetings shall be held on the first Monday of the month or at such other times as the Branch Executive may deem necessary. A minimum of eight (8) Branch Council meetings shall be held annually. At least seven (7) days notice in writing shall be given to Delegates and Officers.
- b) The Branch Council shall consist of the Executive Officers as listed in Rule 11 a) and two (2) Delegates representing the affiliated Clubs, or their proxies.
- c) Nine (9) persons (including at least three (3) Officers of the Branch), providing that at least three (3) clubs are represented shall form a quorum at such meetings. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one (1) week at the same time and place.
- d) The Minute Secretary shall produce at each meeting a statement in writing showing the attendance of Officers and Delegates.

- e) The order of business at the discretion of the Chairperson shall be:
 - i) Apologies and Proxies
 - ii) Confirmation of Previous Minutes
 - iii) Business Arising from Minutes
 - iv) Correspondence
 - v) Reports from Executive, Sub Committees, Officers and Advisers.
 - vi) Finance
 - vii) Motions of which due notice has been given
 - viii) General Business
- f) No Delegate or Officer of the Branch shall be entitled to sit or vote at any meeting of the Branch unless they have signed and printed their name legibly in the attendance book.
- g) The Minutes of each Branch Council Meeting shall be duly circulated to all Officers and Clubs within fourteen (14) days after the meeting.
- h) A hard copy of the Minutes shall be placed in a special Minute Book or Folder, which shall be present at all subsequent Branch Council Meetings.

15. METHOD OF VOTING:

- a) The 'by a simple majority' method of voting shall be employed at all Branch Meetings.
- b) All votes shall be given personally, and there shall be no voting by proxy.
- c) In the event of there being equality of votes for any resolution or ballot, the Chairperson of the meeting shall have a casting vote. In the event that the Chairperson is ineligible to vote, a re-ballot shall be conducted. If the vote still cannot be split, the Chairperson shall call for a motion from the floor to determine the method to achieve an outcome.
- d) Where there has been an equality of votes for two (2) candidates and the number of candidates contesting the ballot exceeds two (2) then there shall be a re-ballot limited to the two candidates with equal votes.
- e) At any meeting a poll may be demanded by the Chairperson or by not less than three members attending for a "secret ballot".

16. BALLOTS:

- a) In the case of any election at any Meeting, where the number of candidates exceeds the number required to fill the vacancy or vacancies, then such vacancy or vacancies shall be filled by an election by secret ballot.
- b) The Chairperson shall give instructions on the method of voting by secret ballot.
- c) Poll clerks shall be appointed by the Chairperson provided that any candidate, if they desires, may appoint one scrutineer to observe the count on their behalf.
- d) The order in which names of the candidates shall appear on a ballot paper shall be as drawn.
- e) At the conclusion of the counting the ballot papers, the Poll Clerks shall hand to the Chairperson the result of the poll and the ballot papers, whereupon the Chairperson shall declare to the meeting the result of the poll. The details of the voting may be disclosed on the vote to the meeting. The ballot papers shall be destroyed at the meeting.

17. CHAIRPERSON'S DECLARATION TO BE CONCLUSIVE:

At any meeting unless a ballot or show of hands is called for, a declaration by the Chairperson that a resolution has been carried, or carried by a particular majority or lost or not carried by a particular majority, shall be conclusive.

18. MOTIONS AND BUSINESS OF MEETINGS:

- a) In notices of all meetings, the Director of Administration shall include all motions of which at least fourteen (14) days notice in writing has been given, provided that the President and the Director of Administration may use their discretion as to other business to be included in such notices.
- b) Matters of an urgent or substantial nature may be discussed and dealt with at the discretion of the meeting.

19. SPECIAL RESOLUTIONS:

- a) A special resolution must be passed by a Special General Meeting of the Branch to effect the following changes:
 - i) A change of the Branch Name
 - ii) A change of the Branch Rules
 - iii) A change of the Branch Objects
 - iv) An amalgamation with another incorporated association
 - v) To voluntarily wind up the Branch and distribute its property
 - vi) To apply for registration as a company or co-operative
- b) A special resolution shall be passed in the following manner:
 - i) A notice must be sent to Officers and Clubs advertising that a Special General Meeting is to be held to consider a special resolution.
 - ii) The notice must give details of the proposed special resolution and give at least twenty-one (21) days notice of the Special General Meeting.
 - iii) To permit the necessary requirements of these Rules to be complied with a special resolution must be in the hands of the Branch Director of Administration forty-two (42) days prior to the meeting at which it is proposed to be considered.
 - iv) A quorum must be present at the meeting.
- c) At least three quarters of those present and voting must vote in favour for the resolution to be successful.

20. NOTICES:

- a) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected two (2) business days after posting.
- b) 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 number to which it was sent.
- c) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

21. DISCIPLINARY, JUDICIAL MATTERS AND APPEALS COMMITTEE:

- a) The SLSA Rules and Regulations shall be followed in relation to any and all meetings called to conduct disciplinary or judicial proceedings or the like proceedings in relation to the conduct of club, member or group of members.

- b) The SLSA Constitution shall be the Constitution that is current at the time that the incident or incidents complained of took place and shall be the Constitution that is current at the time that the last of all incidents under review took place.

22. SUSPENSIONS:

- a) The Branch may suspend permanently or otherwise at its discretion any Officer of the Branch, any Club affiliated to the Branch, any Delegate or member of such club, who, in the opinion of the Branch, has practiced or counselled any unfair or unbecoming conduct, whether arising out of, or connected with Surf Life Saving or otherwise, which reflects on the good name of the Branch.
- b) The suspension of a Club by the Branch shall mean the forfeiture of membership during the period of such suspension. The position of Officers of the Branch who may be members of a club so suspended, will not be affected by such suspension. The Club shall be required to carry out its patrol obligations during the period of suspension in accordance with the Rules and Regulations of SLSA.
- c) Where an individual club member, Delegate or Branch Officer is suspended by the Branch they shall forfeit either completely or partially, as may be decided, all rights and privileges as a member of a Club during the currency of their suspension.
- d) In complete suspension, a member will forfeit all Club rights during its currency; partial suspension will prevent his or her participation in Inter-club or Branch activities but will not interfere with their rights or obligations as a Club member.
- e) On the decision of the Branch being conveyed to the Club concerned it shall be incumbent on such Club immediately to give it effect and notify the Branch that such has been done. A Club failing to give immediate effect to such decision of the Branch shall be answerable to the latter and may be dealt with as the Branch may decide.
- f) Immediate notification shall be given to Surf Life Saving NSW Inc. of all suspensions made by the Branch.

23. RESTRICTION OF MEMBERSHIP OF CLUBS:

- a) Any suspended or expelled member of a Club shall not knowingly apply to join a Club in another Branch, nor shall any affiliated Club knowingly admit to membership any past or present member of any affiliated club or another Branch, who is financially indebted to, or has been expelled, or is suspended from such Club.
- b) Clubs shall immediately update the records in Surfguard of all members who have had their membership cancelled or suspended.
- c) Should a bona fide member of more than one Club be suspended or expelled by a Club within the Branch such member shall not be allowed to compete at any competition conducted within this or another Branch or by SLSNSW or SLSA.

24. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENT:

- a) The Director of Administration shall prepare prior to the Annual General Meeting a report on the Branch's activities throughout the current season.
- b) The Annual Report shall contain the audited financial statements for the financial year last ended, signed by the President, Director of Finance and duly certified by the Branch Auditor.
- c) All affiliated clubs shall submit to the Director of Administration at the close of each season at a date to be determined by the Branch a report on the Club's activities throughout the season for inclusion in the Branch Annual Report.

25. AUDITOR AND INSPECTION OF BOOKS:

- a) The Auditor shall be appointed at the Annual General Meeting to hold office until the next Annual General Meeting. In the event of the position of Auditor becoming vacant between Annual General Meetings or not being filled at the Annual General Meeting, the Branch may appoint an Auditor to fill such vacancy until the next Annual General Meeting.
- b) Branch Council Members are not eligible for election as Auditor.
- c) The Auditor shall conduct an audit of the Books of Accounts of the Branch at the end of each financial year and also certify to the correctness of the Income and Expenditure Account and to the correctness of the Director of Finance's Balance Sheet, for submission to the Annual General Meeting and shall verify the existence of all monies and securities.
- d) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of the Branch and shall be entitled to acquire from the Members and other Officers of the Branch all such information and explanation as may be necessary.
- e) The Auditor shall submit a report to the Annual General Meeting of the Branch on the accounts examined and shall state:
 - i) Whether it is considered the accounts presented to the meeting have been properly drawn as to exhibit a true and correct view of the state of the Branch affairs according to the information and explanations given and as shown by the Books of the Branch.
 - ii) Whether or not all the information and explanations required have been given.
 - iii) In the report recommendations of any change considered necessary to the day to day keeping of the Branch financial affairs.
- f) The Records, Books and other documents of the Branch shall be open for inspection, free of charge, to a member of the Branch at any reasonable hour.

26. FINANCE:

- a) The funds of the Branch shall be used in pursuance of the objects of the Branch subject to any resolution passed by the Branch Council.
- b) All payments shall be made by cheque, or by electronic banking, signed and/or authorised by at least two of the nominated signatories, after the accounts have been approved for payment by the Branch Council or Executive and, if necessary, shall be ratified at the next meeting of the Council and a record made in the Minutes.
- c) The Financial year shall be from the first day of May to the last day of April in the next succeeding year.
- d) No contractual agreement will be entered into with a body or individual without prior approval of the Branch.

27. INSPECTION OF CLUB BOOKS:

The Records, Books and other Documents of any club shall be open for inspection upon a resolution of the Branch or Executive.

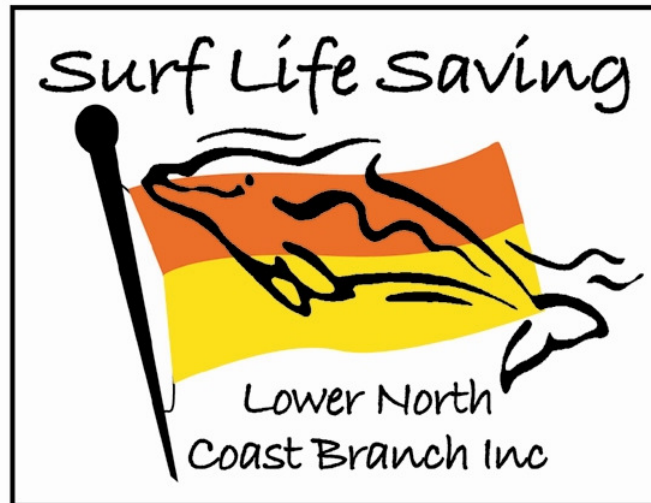
28. COPY OF THE RULES:

A copy of these Rules shall be available to each Officer of the Branch and to each affiliated Club. A copy shall always be available for perusal upon any reasonable request to the Branch Director of Administration.

29. WINDING UP PROVISIO:

- a) The Branch shall be dissolved in the event of membership falling to less than four members, (two clubs) or upon the vote of a three-fourths majority of members at a Special General Meeting convened to consider such questions.
- b) In winding up or dissolution of the Branch, if there remains after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members but shall be given or transferred to SLSNSW.

Surf Life Saving
Lower North Coast Branch Inc.



The Regulations

40. DUTIES OF OFFICERS:

a) PRESIDENT

The **President** shall:

- i) Preside at all Branch meetings and functions.
- ii) Have a deliberate vote and a casting vote in any motion, ballot or election.
- iii) Be responsible to the Branch.
- iv) Ensure that all Officers carry out their duties in accordance with this Constitution.
- v) Be responsible for all matters relating to promoting Surf Life Saving to the Public
- vi) Liaise with the local media for the advancement of Life Saving within the Branch
- vii) As required by SLSNSW Constitution, the Branch President will represent the Branch at SLSNSW Council Meetings.

b) DEPUTY PRESIDENT

The **Deputy President** shall:

- i) Assist the President
- ii) Deputise as required
- iii) In the absence of the President assume the responsibilities and authority of that position

c) DIRECTOR OF ADMINISTRATION

The **Director of Administration** shall:

- i) Be the Chairperson of the Board of Administration
- ii) Be responsible for maintaining a register of the names and addresses of all members in whom the control of the Branch is vested.
- iii) Be responsible for the forwarding of notices of all meetings and the business to be transacted there to members in accordance with the rules.
- iv) Compile the Agenda paper for Branch meetings and must store the minutes of such meetings.
- v) Conduct the correspondence of the Branch and be responsible for the custody of all documents belonging to the Branch and for the disposition thereof.
- vi) Be responsible for the drafting of the Annual Report, arrange for its printing and circulation to all Branch to Officers and Club Secretaries seven (7) days prior to the Annual General Meeting.
- vii) Be responsible for all matters relating to Information Technology (IT) within the Branch
- viii) Distribute authorised Press Releases
- ix) Be responsible for the Publicity Officer.
- x) Be responsible for the Judiciary Committee (As detailed in the SLS Australia's Constitution)

d) DIRECTOR OF FINANCE

The **Director of Finance** shall:

- i) Be the Chairperson of the Board of Finance
- ii) Be responsible for all matters relating to Finance within the Branch
- iii) Receive all monies on behalf of the Branch and issue official receipts for same; all monies shall be deposited to the credit of a banking account in the name of the Branch.
- iv) Submit to each Branch Meeting, prepared statements showing details of receipts and expenditure for the period preceding the meeting and particulars relating to accounts payable. Arrange to produce such statements to the Branch reconciling the balance shown therein with the balance as shown in the Cash Book.
- v) Arrange for the payment of all Branch accounts.
- vi) Keep or cause to be kept, proper books of record and also prepare books of accounts showing all receipts and expenditure and assets and liabilities in connection with the Branch.
- vii) Prepare a schedule of assets and liabilities of the Branch if and when requested to do so by a Branch Meeting.
- viii) Once in every year in conjunction with the Branch Auditor prepare a statement of income and expenditure, together with a balance sheet showing the position of the Branch as at the date of the close of the financial year.
- ix) To compile the Annual Budget for the Branch
- x) Promote Surf Life Saving to Business with the intent of obtaining sponsorship or donations for the Branch and the Clubs
- xi) Be responsible for the collation and invoicing of awards.

e) DIRECTOR OF LIFESAVING

The **Director of Life Saving** shall:

- i) Be a current Bronze Medallion holder with a minimum of 5 years experience.
- ii) Be the Chairperson of the Board of Life Saving.
- iii) Be responsible for all matters relating to Life Saving within the Branch
- iv) Set Minimum Standards for Patrol Strengths
- v) Be responsible for the Radio Officer
- vi) Be responsible for the Support Operations Officer.

f) DIRECTOR OF EDUCATION

The **Director of Education** shall:

- i) Be a current Bronze Medallion Assessor with a minimum of 5 years experience.
- ii) Be the Chairperson of the Board of Education.
- iii) Be responsible for all matters relating to Education within the Branch
- iv) Be responsible for the Assessors of the Branch
- v) Implement the Training SOPs as developed by SLSNSW.
- vi) Have the overall responsibility for the arranging of all assessments for SLSA awards and for the allocation of assessors and endeavour to appoint an Assessor in Charge who has no membership ties with the Club presenting candidates for awards.
- vii) In conjunction with the Registrar, process and forward the relevant documentation to SLSNSW for the issue of awards to successful candidates. In conjunction with the Registrar retain copies of all documentation relating to Assessments and prepare accurate records of all awards gained.
- viii) Be responsible for the Branch Registrar

g) DIRECTOR OF SURF SPORTS

The **Director of Surf Sports** shall:

- i) Be a current Level 1 Official with a minimum of 5 years experience.
- ii) Be the Chairperson of the Board of Surf Sports
- iii) Be responsible for all matters relating to Surf Sports within the Branch
- iv) Appoint judges and officials as required for the successful conduct of all carnivals and competitions.
- v) Be responsible for the welfare and training of all judges and officials.
- vi) Ensure the validity of all club entries to Branch surf carnivals and retain all such entries, results, score sheets and other documentation relating to each carnival.
- vii) Be responsible for the Branch Team Manager
- viii) Be responsible for the Branch Team Coach
- ix) Be responsible for the Branch Official Liaisons Officer
- x) Be responsible for the Gear Steward

h) DIRECTOR OF MEMBER SERVICES

The **Director of Member Services** shall:

- i) Be the Chairperson for the Board of Member Services
- ii) Be responsible for all matters relating to member development and wellbeing within the branch.
- iii) Be responsible for the OHS Officer
- iv) Be responsible for the Member Protection Officer

i) ASSISTANT DIRECTORS

Assistant Directors:

- i) May be elected by the Branch Council, as the need arises, but they shall have no power to vote unless specifically stated in this Constitution.
- ii) Shall assist their relevant Director in all their duties, and in the absence of the Director shall have like powers and authority.
- iii) Assistant Directors shall be required to hold the same qualifications as the relevant Director.

j) MINUTE SECRETARY

The **Minute Secretary** shall:

- i) Make a copy of the minutes of each Branch Council meeting and prepare same for duplicating and distribution.

k) PUBLICITY OFFICER

The **Publicity Officer** shall

- i) Be responsible for a program of activity designed to publicize Surf Life Saving within the Branch and to publicize the Association generally to the community at large.
- ii) Maintain a current media register of those who may be of assistance to/or be contacted by the Branch.
- iii) With the approval of the Executive or the Branch Council obtain Sponsorship and Donations of behalf of the Branch.
- iv) All press releases must be authorised by the President or the Director of Administration.

l) REGISTRAR

The **Registrar** shall

- i) Liaise with all Directors
- ii) Keep a register of all awards and assessments
- iii) Process and forward the relevant documentation to SLSNSW for the issue of awards to successful candidates
- iv) Retain copies of all documentation relating to assessments and prepare accurate records of all awards gained.
- v) Maintain a record of all transfers approved or otherwise, affecting Clubs within the Branch

m) GEAR STEWARD

The **Gear Steward** shall:

- i) Be responsible for the care and maintenance of all carnival equipment owned by the Branch.
- ii) Stock take and maintain a register of equipment.
- iii) Replace equipment subject to authorisation by the Branch Executive.
- iv) Advise on the use of carnival equipment.
- v) Formulate rules and guidelines on the use of carnival equipment.
- vi) Arrange for the storage and transport of carnival equipment.
- vii) Report to the Branch Council through the Director of Surf Sports as required.

n) BRANCH TEAM MANAGER

The **Branch Team Manager** shall:

- i) Be responsible for the Branch Team
- ii) Be responsible for the Budget of the Branch Team
- iii) Be responsible for organising all travel, uniforms, and entry forms
- iv) Be responsible for the Discipline and Conduct for the Branch Team

o) BRANCH TEAM COACH

The **Branch Team Coach** shall:

- i) Be a holder of at least Level 1 Surf Life Saving Coaching Certificate.
- ii) Be responsible for the Training of the Branch Team
- iii) Organise and conduct coaching seminars within the Branch.
- iv) Prepare and have distributed material of coaching value to clubs within the Branch.
- v) Report to the Branch Council through the Director of Surf Sports as required.

p) OFFICIALS LIAISON OFFICER

The **Officials Liaison Officer** shall

- i) Liaise with the Branch Director of Surf Sports, SLSNSW, SLSA and Branch Officials on all matters relating to the role of Officials in competition.
- ii) Collate and regularly review the Branch Officials Register.
- iii) Plan and assist with the operations of an annual Level 1 Officials Course within the Branch.
- iv) Promote, encourage and assist Branch Officials to Officiate at higher levels of competition (Country, State and Australian)

q) SUPPORT OPERATIONS OFFICER

The **Supports Operations Officer** shall:

- i) Be a current Rescue Water Craft Operator.
- ii) Be the Chairperson for the Support Operations Committee
- iii) Coordinate and promote the Rescue Water Craft program within the Branch, under the direction and control of the Director and Board of Lifesaving.
- iv) Liaise with the Director of Education to organise Annual Proficiency tests for Rescue Water Craft Operators.
- v) Coordinate the selection and intake of new Rescue Water Craft Operators, and liaise with the Director of Education to organize their training and assessment.
- vi) Ensure that all the Branches Rescue Water Craft are maintained at all times.

r) RADIO OFFICER

The **Radio Officer** shall:

- i) Be the holder of relevant recognized SLSA accreditation or qualifications
- ii) Be responsible for all radio activities within the Branch
- iii) Report to the Branch Council through the Director of Lifesaving as required.

41. STANDING BOARDS:

- a) Standing Boards shall be:
 - i) Board of Administration
 - ii) Board of Finance
 - iii) Board of Life Saving
 - iv) Board of Education
 - v) Board of Surf Sports
 - vi) Board of Member Services
- b) Four members present shall form a quorum for all Board meetings, providing that a minimum of three (3) clubs are represented.
- c) Unless specifically provided for, the Boards shall have the power to inquire and recommend only.
- d) Fourteen (14) days Notice of Intention to convene a Board meeting must be given to all Board members through the Branch Director of Administration together with the Agenda for the meeting.
- e) Each Board must record their own minutes. The typed minutes will be sent (preferable by e-mail) to the Director of Administration for distribution.
- f) The minutes must be circulated to clubs, the relevant Board members and the members of the Branch Council fourteen (14) days prior to Branch Council Meeting at which they are to be adopted.
- g) All recommendations from Board Meetings shall be presented to next Branch Council Meeting for endorsement or otherwise. Recommendations that have complied with Regulations 41 b) through f) require a simple majority vote to accept the recommendation.
- h) The Branch may refer matters to Boards as required, who shall report upon any question that the Branch may refer to them.
- i) Each club must notify the Branch of their representative to all Boards, and must notify the Branch of any permanent change of their nominated representative. All notices must be in writing and must be endorsed by the Branch.
- j) All Standing Boards shall be autonomous.

42. BOARD OF ADMINISTRATION:

- a) The Branch Board of Administration shall comprise of the Director of Administration, Assistant Director of Administration (if appointed), Minute Secretary, Publicity Officer and one (1) representative from each affiliated Club, preferably their Director of Administration (or equivalent).
- b) Other members of the Branch Executive may attend, but they shall have no voting rights at these Board Meetings.
- c) The Board of Administration shall meet at as directed by the Branch Council. A minimum of one (1) meeting shall be held per year, the first meeting will be scheduled after all clubs have held their respective AGM's. This will enable all members to meet and set the Board's agenda for the year.
- d) Functions of the Board shall be:
 - i) Be responsible for all matters relating to Administration and Information Technology (IT) within the branch.

- ii) Review and draft policy relating to Administration between the Branch and Clubs.

43. BOARD OF FINANCE:

- a) The Branch Board of Finance shall comprise of the Director of Finance, Assistant Director of Finance (if appointed), and one (1) representative from each affiliated Club, preferably their Director of Finance (or equivalent).
- b) Other members of the Branch Executive may attend, but they shall have no voting rights at these Board Meetings.
- c) The Chairperson of each committee and the Director of each Board may attend the Budget Meeting to present their requirements, but they shall have no voting rights at this meeting.
- d) The Board of Finance shall meet at as directed by the Branch Council. A minimum of two (2) meetings shall be held per year, the first meeting will be scheduled after all clubs have held their respective AGM's. This will enable all members to meet and set the Board's agenda for the year.
- e) The Budget should be set prior to the end of March and presented to the May Branch Council Meeting for discussion and adoption.
- f) Functions of the Board shall be:
 - i) Be responsible for all matters relating to Finance within Branch.
 - ii) To produce the Budget for the Branch.
 - iii) Review and draft policy relating to Finance for Branch.
 - iv) Plan to promote Surf Life Saving to Business with the intent to obtain sponsorship and donations for the betterment of the Branch and Clubs

44. BOARD OF LIFESAVING:

- a) The Branch Board of Lifesaving shall comprise of the Director of Life Saving, Assistant Director of Lifesaving (if appointed), Radio Officer, Accident Investigation Officer, Support Operations Officer and one (1) representative from each affiliated Club, preferably their Director of Lifesaving (or equivalent).
- b) Other members of the Branch Executive may attend, but they shall have no voting rights at these Board Meetings.
- c) The Board of Lifesaving shall meet at as directed by the Branch Council. A minimum of one (1) meeting shall be held per year. The first meeting will be scheduled after all clubs have held their respective AGM's. This will enable all members to meet and set the Board's agenda for the year.
- d) Functions of the Board shall be:
 - i) Be responsible for all matters relating to Life Saving within the Branch.
 - ii) Review and draft policy relating to Life Saving Techniques and recommend to Branch on matters raised by SLSNSW or SLSA.
 - iii) Set the Minimum Standards for Patrol Strengths within the Branch.

45. BOARD OF EDUCATION:

- a) The Branch Board of Education shall comprise of the Director of Education, Assistant Director of Education (if appointed), Registrar and one (1) representative from each affiliated Club, preferably their Director of Education (or equivalent).
- b) Other members of the Branch Executive may attend, but they shall have no voting rights at these Board Meetings.
- c) The Board of Education shall meet at as directed by the Branch Council. A minimum of four (4) meetings shall be held per year. The first meeting will be scheduled after all clubs have held their respective AGM's. This will enable all members to meet and set the Board's agenda for the year.

- d) Functions of the Board shall be:
 - i) Be responsible for all matters relating to education within the Branch.
 - ii) Implement the Training SOPs as developed by SLSNSW
 - iii) To conduct assessments for all Life Saving awards of the Association
 - iv) To supervise a proficiency test of Club members as and when required by the Association.

46. BOARD OF SURF SPORTS:

- a) The Branch Board of Surf Sports shall comprise of the Director of Surf Sports, Assistant Director of Surf Sports (if appointed), Branch Team Manager, Branch Team Coach, Gear Steward, Officials Liaison Officer and one (1) representative from each affiliated Club, preferably their Director of Surf Sports (or equivalent).
- b) Other members of the Branch Executive may attend, but they shall have no voting rights at these Board Meetings.
- c) The Board of Surf Sports shall meet at as directed by the Branch Council. A minimum of two meeting shall be held per year. The first meeting will be scheduled after all clubs have held their respective AGM's. This will enable all members to meet and set the Board's agenda for the year.
- d) Draft Carnival Dates for the preceding season at to be set prior to the May Branch Council Meeting.
- e) Functions of the Board shall be:
 - i) Be responsible for all matters relating to Surf Sports within the Branch.
 - ii) Review and draft policy relating to Competition and recommend to Branch on matters raised by SLSNSW or SLSA.

47. BOARD OF MEMBER SERVICES:

- a) The Branch Board of Member Services shall comprise of the Director of Member Services, Assistant Director of Member Services (if appointed), OHS Officer, Member Protection Officer and one (1) representative from each affiliated Club.
- b) Other members of the Branch Executive may attend, but they shall have no voting rights at these Board Meetings.
- c) The Board of Member Services shall meet at as directed by the Branch Council. A minimum of two meeting shall be held per year. The first meeting will be scheduled after all clubs have held their respective AGM's. This will enable all members to meet and set the Board's agenda for the year.
- d) Functions of the Board shall be:
 - i) Be responsible for all matters relating to member development and well being within the Branch.
 - ii) Review and draft policy relating to member development and recommend to Branch on matters raised by SLSNSW or SLSA.

48. COMMITTEES:

- a) Committees shall be:
 - i) Judiciary Committee
 - ii) Life Membership Committee
 - iii) Constitution Committee
 - iv) Meritorious Awards Committee
 - v) Support Operations Committee

- b) Unless specifically provided for, the Committees shall have the power to inquire and recommend only.
- c) Seven (7) days Notice of Intention to convene a Committee meeting must be given to all Committee members by the Committee Chairperson together with the Agenda for the meeting. In special circumstances the Committees may be convened with less Notice if required.
- d) Each Committee must record their own minutes. The typed minutes will be sent (preferably by e-mail) to the Director of Administration.
- e) The minutes must be circulated to clubs, the relevant Committee members and the members of the Branch Council fourteen (14) days prior to Branch Council Meeting at which they are to be adopted, if required.
- f) All recommendations from Committee Meetings, with the exception of the Life Membership Committee and Support Operations Committee, shall be presented to next Branch Council Meeting for endorsement or otherwise. Recommendations that have complied with Regulations 48 c) through e) require a simple majority vote to accept the recommendation.
- g) Recommendations, if adopted, become the resolution of the Branch.
- h) Recommendations from the Support Operations Committee shall be presented to the Director of Lifesaving, who shall either include them in their next report to the Branch Council or refer them to the Board of Lifesaving for its approval first.
- i) The Branch may create special Sub-Committees to consider and report upon any question that the Branch may refer to them.
- j) All Committees shall be autonomous.

49. FUNCTIONS OF COMMITTEES:

- a) **The Judiciary Committee:**
The Judiciary Committee shall consist of 1 representative nominated from each club, with the Chairperson as elected at the AGM. They shall meet as directed by the Branch Council and shall investigate all matters that are referred to them from the Branch Council in accordance with the Rules and Regulations as required by SLSA. No member of the Branch Council shall be capable of holding a position on the Judiciary Committee.
- b) **Life Membership Committee.**
The Life Membership Committee shall consist of five (5) Life Members of the Branch, providing that three (3) separate Clubs are represented, none of whom are current Executive Officers of the Branch, with the Chairperson as elected at the AGM. Three (3) members shall form a quorum. They shall meet as required to review nominations for Life Membership of the Branch.
- c) **Constitution Committee**
The Constitution Committee shall consist of five (5) members as elected at the AGM. Three (3) members shall form a quorum. They shall meet as directed by the Branch Council. Every notice of rescission of a motion and all matters affecting the Rules and Regulations of the Branch shall be referred to this Committee for report and recommendations. Recommendations which involve an alteration in the Rules shall be given effect to as provided in Regulations 53 and 54.
- d) **Meritorious Awards Committee**
The Meritorious Awards Committee shall consist of five (5) members who hold a SLSA Bronze Medallion. The Director of Lifesaving must be a member and shall be the Chairperson of the Committee. Three (3) members shall form a quorum. They shall meet as directed by the Branch Council and shall inquire into and report on all claims emanating within the Branch for recognition under the rules governing the issue of Meritorious Awards by SLSA.

Recommendations shall be accompanied with a citation setting out the details of the circumstances attending recommendation for such awards.

Applications must be lodged with the Director of Administration of the Branch within ninety (90) days of the date of the occurrence.

Recommendations must be forwarded within sixty (60) days of the date of reference to SLSNSW.

Recommendations shall be accompanied by Statutory Declarations from two (2) or more eye witnesses or other satisfactory evidence and an endorsement from the Branch.

e) Support Operations Committee

The Branch Support Operations Committee shall comprise of the Support Operations Officer and all currently proficient holders of the SLSA Rescue Water Craft Operator Certificate.

Members of the Branch Executive may attend, but they shall have no voting rights at these Committee Meetings, unless they are a proficient SLSA Rescue Water Craft Operator.

The Support Operations Committee shall meet at as directed by the Branch Board of Life Saving. A minimum of two (2) meetings shall be held per year.

Functions of the Committee shall:

- i) Be responsible for advising the Board of Lifesaving on all matters relating to Rescue Water Craft within the Branch.
- ii) Review and draft policy relating to Rescue Water Craft and recommend to the Board of Lifesaving on matters raised by the Branch, SLSNSW or SLSA.

50. SPORTS COMPETITIONS AND DISPLAYS:

- a) The Branch shall have the power to regulate all carnivals, competitions and displays within the Branch provided that in all Club and Inter-club competitions the rules of the Association and the general rules for competition as set out in the relevant Association manuals are complied with.
- b) The Branch shall have the power to allocate competitions and displays and shall determine the dates of such provided that in the event of two (2) or more clubs applying for permission to hold carnivals, competitions and displays on the same date, such matter shall be determined by the Branch. No inter-club carnivals, competitions or displays shall be held without the approval of the Branch.

51. LIFE MEMBERSHIP:

- a) Life membership of the Branch, may be granted to members of the association who have rendered distinguished service to the Branch over a period of at least fifteen (15) years.
- b) The record of any person elected or appointed as a Branch, SLSNSW or SLSA Officer to perform a specific Association function shall be taken into account for the purposes of election to Life Membership of the Branch.
- c) Nominations must be in writing on the form provided by the Branch and signed by two members of the Branch, citing all relevant details. The nomination shall be sent directly to the Chairperson of the Life Membership Committee, and the Committee shall then check the record of each candidate nominated, and to determine whether in their opinion the service so rendered has been of an outstanding nature. The Life Membership Committee's final recommendation shall be binding.
- d) Only positive recommendations shall go forward for announcement at an appropriate Branch forum, at which the nominees record shall be read and Life Membership bestowed. Negative recommendations shall be kept strictly confidential.
- e) Life Members may attend all Branch and Annual General Meetings without voting rights.

52. NOTICES OF MOTION:

- a) Notice of any motion intended to be moved at any Branch Council Meeting shall be given in writing by the mover thereof (after being duly seconded) to the Director of Administration at least fourteen (14) days prior to the date of such meeting.
- b) Branch Officers and Delegates shall be given seven (7) days clear notice by circular of such Notices of Motion.
- c) A motion of which notice has been given, on being defeated, cannot be resubmitted, nor may any other motion be moved having a similar effect within three (3) months from the date of its rejection.

53. RESCISSION OF MOTIONS:

A resolution passed at an Annual General Meeting, Special General Meeting or a Branch Council Meeting, may be recommitted at the same meeting on a resolution passed by three-quarters majority of those present and voting, but otherwise shall not be amended or rescinded other than by a Notice of Motion as per Regulation 52.

54. BINDING MOTIONS:

Motions which are carried and which have not been incorporated into these Rules and Regulations and which are still effective after the end of the season in which they have been passed, shall be maintained in a register by the Director of Administration and shall be re-endorsed at the first meeting after the Annual General Meeting.

55. NON - PARTY POLITICAL AND NON - SECTARIAN:

- a) The Branch shall be strictly non-political and non-sectarian, and no action of the Branch shall directly or indirectly allow any subject bearing on politics or religion to be introduced or discussed at any meeting under its control or in any premises or place either permanently or temporarily under its control.
- b) Any member of the Branch who publicly participates in any political or religious gathering or meeting, shall not act as if they represent the views of the Branch.

56. UNBECOMING CONDUCT:

- a) Any officer or delegate guilty of objectionable language or unbecoming conduct at any Branch or Executive meeting may be called upon by the Chairperson of the meeting to retract and apologise for same, or may be dealt with as the Branch or Executive see fit.
- b) Such Officer or delegate shall, if required by the meeting, retire whilst his conduct is being discussed.

57. INTOXICATING LIQUOR:

- a) Intoxicating liquor shall not be brought to any Branch meeting.
- b) When liquor is provided it shall only be upon the direct motion of the Branch for a specific purpose.

58. BRANCH COLOURS AND APPAREL:

- a) The Branch colours shall be Green and Gold.

- b) The Branch blazer shall be Navy Blue with the Branch Logo as the design on the pocket. The blazer may only be worn by Members of the Branch provided that no blazer shall be obtained without the written permission of the Director of Administration.
- c) The Branch competition cap shall be Green with two (2) Gold stripes running from front to back.
- d) A new Club on becoming affiliated to the Branch shall apply to the Branch to register its proposed colours and badge which shall be subject to the approval of the Branch.
- e) An existing club's colours and badges shall not be altered without the approval of the Branch.

59. CLUB AFFILIATION FEE:

- a) An affiliation fee shall be paid to the Branch by all affiliating clubs. Such fee shall be determined at each Annual General Meeting. This fee may be varied at a Branch Council Meeting by a resolution of the Branch.
- b) Any Club being in default in payment of any liability to the Branch or to another Club, may have its affiliation held up, or if already affiliated, may be debarred by the Branch from taking part in any assessment, competition or display held under the control of the Branch: and the Delegate and President of any Club so defaulting may be debarred from speaking or voting at any meeting of the Branch until such liability has been paid.

60. PATROLS:

- a) The Patrol season shall be as approved by SLSNSW.
- b) The standard patrol hours for each Club shall be as approved by the Director of Life Saving and recorded in the Club's annual Lifesaving Service Agreement.
- c) Clubs shall forward a draft roster of its proposed patrols, or part thereof, for the season and a complete list of its active membership by a date to be determined by the Branch.
- d) The Branch shall have the power to formulate policies and guidelines regulating patrol practices within the Branch in accordance with the SLSNSW Standard Operating Procedures (Lifesaving Services).

61. BRANCH PROPERTY:

- a) No person shall remove from the Branch premises or any place, any property belonging to the Branch without first receiving permission of the Branch or Executive.
- b) Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.

62. SAVING PROVISIO:

In the event of any matter or thing arising, not already provided for within the Branch Rules and Regulations or within the policies adopted by the Branch pertaining to patrols and competition, or within the Constitution of SLSNSW or that of SLSA, the Chairperson's ruling shall be conclusive.