



**Port Kembla**

**Surf Lifesaving Club**

Incorporated

# **Constitution**

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**Revised Constitution and Rules of the Port Kembla Surf Life Saving Club**

(As accepted at Annual General Meeting of the Club 25th August 1985)  
(Amended 24 May 1992 – Special General Meeting)

**1. NAME**

The Club shall be called "Port Kembla Surf Life Saving Club Incorporated".

**2. OBJECTS.**

The objects of the Club shall be:

- (a) The study and practice of the methods of life saving.
- (b) To carry out rostered patrols on Sundays and Public holidays during the surfing season as designated by the head body.
- (c) To minimise the loss of life from drowning by providing efficient life saving apparatus.
- (d) To promote demonstrations and arrange classes of instructions so as to bring about widespread and thorough knowledge of the principles which underlie the art of natation and further generally the best interests of surf bathing.
- (e) To assist the permanent lifesaver in his duty and to render all possible aid to those in distress.
- (f) To provide facilities for holding Carnivals and Entertainments for the benefit of the Club, or for charitable or public purposes, and to acquire and otherwise deal with land, building leases, interests or rights with these objects in view.

**3. AFFILIATION**

The Club shall be affiliated with the Surf Life Saving Association of Australia through the Illawarra Branch.

**4. MEMBERSHIP**

Members shall consist of eight classes:

Active  
Active-Reserve  
Long Service  
Associate  
Life  
Honorary  
Cadet  
Honorary Officers  
and Country Members.

- (a) Active Members shall be holders of the Bronze Medallion of the Surf Life Saving Association of Australia.
- (b) Junior Active Members are those between the age of 15 and 18 years, as defined by the Surf Life Saving Association of Australia.
- (c) Senior Active Members are those of 18 years and over as defined by Surf Life Saving Association of Australia.
- (d) Active Reserve Members may be appointed from Active Members who have completed ten years satisfactory service in the Surf Life Saving Association. Such members shall be exempt from patrols, but may be called upon in an emergency. These appointments will be limited to 20% of the Active Membership and all such appointments shall expire at the Annual General meeting following appointment.

- (e) Cadet Members are people between the age of 12 and 15 years of age. Cadet members who attain the age of 15 years during the surfing season must apply within 14 days of the Club's official form for the re-classification as Probationary Junior Active Members, and if granted, no additional subscription for that season will be necessary.
- (f) Long Service Any person who has completed 15 years or more of satisfactory service as a member of the Surf Life Saving Association shall become eligible for long service membership, which automatically relieves him from any call of active participation. Fees to be the same as an active member.
- (g) Associate Members are persons who participate in General Club activities, but do not conform to Active Membership requirements as defined herein: they may be elected to office.
- (h) Honorary Members may be appointed from amongst persons who have rendered special service to the Club and who the Club does not consider to be eligible for the Life Membership. However, Honorary Members shall be entitled to the use of the Club premises and facilities, but shall not hold any official position or vote at any meeting.
- (i) Life Members may be appointed from members who have rendered special service to the Club, and members, who through permanent disabilities, have been rendered unable to perform the duties of an active member. Nominations must be in writing and signed by two financial members, and the vote must be carried by a two-thirds majority of the members present and entitled to vote.- Nominations for membership will be referred to the Life Membership Committee of the Club constituted for that purpose who will verify the nominees qualifications and submit the application with their recommendation of the Club Council. Nomination recommendations can only be dealt with at the Annual General Meeting convened for the purpose. Each elected Life Member shall be entitled to receive the approved Life Membership Badge of the Club. A Life Member, not being an officer of the Club shall be entitled to attend all meetings of the Club to partake in all discussions and to vote on any motion.
- (j) Honorary Officers shall consist of .... Patron, Vice Presidents, Honorary Auditor, Honorary Legal Adviser, Medical Medical Adviser. Such Honorary Officers may be elected at the Annual General Meeting. They shall hold office until the Annual General Meeting following their election or until otherwise ceasing to hold office for any reason. They shall have no power to vote, but shall be entitled to the use of the Club's premises and facilities.
- (k) Country Members are active members who have taken employment or moved temporarily to the country; or active members who are attending University, Teachers Colleges, etc. They shall carry out patrols whenever possible by mutual agreement between themselves and the Club Captain. The number of country members shall not exceed 10% of the active membership of the Club. All country membership shall expire at the Annual General Meeting following the appointment.

## **5 RENEWAL OF MEMBERSHIP**

- (a) Membership may be renewed annually by written application only, which must be accompanied by payment of subscription for the season, but such application must be made by 30th November.

- (b) A member in arrears in any respect cannot renew his membership until such arrears have been paid.
- (c) The Club Council shall have the right to determine the conditions of qualifications necessary in connection with such application.
- (d) The Club Council may refuse the renewal of membership of any member at the end of the season, but such members shall have the right to appeal in writing (addressed to the Honorary Secretary) to a decision of a Special General Meeting of members called for the purpose.

**6. NEW MEMBERS**

- (a) No persons in arrears to any affiliated Club under the Surf Life Saving Association of Australia shall be admitted to membership.
- (b) A clearance must be produced in every instance by Active Members from an affiliated club.
- (c) Privileges of Membership
  - I. Eligibility to vote at meetings of the Club.
  - II. To hold any official position in the Club.
  - III. To use the club premises and facilities.
  - IV. To participate in the Club's activities.
  - V. To wear the Club's uniform and badge in accordance with the rules.

**7 PROBATION**

- 1. All applicants for membership shall be deemed to be on probation for a period of three months from the date of acceptance of application.
- 2. Privileges of Cadet Members
  - I. To participate in the Club's activities, excepting voting and the right to hold office.
  - II. Allowed use of dressing facilities at the Club Room.

**8 RESIGNATION**

All members duly elected, or who shall hereafter be duly elected as members, shall, except in the cases of expulsion or non payment of subscription vide Rule 5, be deemed to be members of the Club until such time as their resignation in writing has been lodged with the Honorary Secretary.

**9 SUBCRITIONS**

Subscription fees per annum shall be decided at the first Club Council meeting following the Annual General Meeting.

**10 OFFICERS**

- (a) The officers of the Club shall consist of:
  - Patrons **(3)**
  - President
  - Deputy President
  - Vice Presidents
  - Honorary Secretary
  - Honorary Assistant Secretary and Registrar
  - Honorary Treasurer
  - Honorary Assistant Treasurer
  - Captain
  - Vice Captain
  - Boat Captain
  - IRB. Captain

Radio Officer  
Coaches Boat, Ski, Beach, Surf  
Social Committee ( 3 )  
Honorary Gear Stewards  
Honorary Selectors  
Honorary Auditor

Where deemed necessary, assistants may be appointed to assist any of the foregoing officials, but unless specifically stated in the rules, shall not exercise any voting powers conferred on the official concerned.

- (b) Election of Officers shall be elected at the Annual General Meeting. All officers elected shall hold office until the Annual General Meeting or until otherwise ceasing to hold office for any reason. Nominations for office bearers may be called from those members present at the Annual General Meeting, or may be lodged in writing with the Honorary Secretary on or prior to the date of the Annual Meeting. Each written nomination must be signed by the nominee. The Club Captain and Vice Captain shall be elected by Active, Active Reserve, and Long Service Members only.

## **11. CLUB COUNCIL**

(Amended 6 September 1992)

The management of the Organization shall be vested in a Management Committee consisting of the office bearers and four members representatives.

No member of the Management Committee shall be appointed to any salaried office of the Organisation or any office of the Organisation paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Organisation to any member of the management committee except repayment of out-of-pocket expenses, interest at a rate not exceeding at the time being charged by Bankers in Sydney for money lent to the Organisation and reasonable and proper rent for the premises let to the Organisation.

The management of the club shall be vested in a committee, which shall be styled, the club council consisting of:

President  
Deputy President  
Honorary Secretary  
Honorary Assistant Secretary  
Honorary Treasurer  
Assistant Treasurer  
Captain  
Vice Captain  
Chief Instructor  
Boat Captain  
One (1) Honorary Gear Steward  
One (1) Honorary Publicity Officer  
Social Committee Secretary  
2 Senior Representatives  
2 Junior Representatives  
One (1) IRB Captain  
One (1) Boat Coach  
One (1) Board & Ski Coach

One (1) Beach Coach  
One (1) Water Coach

- (a) The Club Council will meet as required to conduct Club business, five (5) members to form a quorum.
- (b) Such delegates as may be necessary to represent the Club on bodies with which it is affiliated will be appointed from among the members of the Club Council at the first meeting of the Club Council after the Annual General Meeting.
- (c) The Club Council shall have the power to fill all vacancies occurring during the year.
- (d) The Executive shall consist of the following:
  - I. President
  - II. Deputy Resident
  - III. Honorary Secretary
  - IV. Captain
  - V. Honorary Treasurer
- (e) The executive of five persons shall act as the management committee. (Amendment 20 June 1992)

## **12 ABSENCE FROM MEETING**

Should any member of the Club Council, except the president, or the Deputy President absent himself from two consecutive meetings of the Club Council or three in all during the year without apology, the seat shall be declared vacant and the Club Council may then elect another member in his place.

## **13 MONIES**

All monies received shall be banked in the name of the Club, and payments made only by cheque signed by the Honorary Treasurer, President or Honorary Secretary after the Council has passed accounts and certified to by the Chairman of the meeting, and a record made in the minutes, two signatures being necessary.

All monies shall be presented to and passed by a management committee meeting and full details of such payments shall be entered in the minute book. (Paragraph Added 20/6/1992)

The work of the Club shall be financed by means of displays, donations and subscriptions, also by social and other gatherings organised in its aid.

The council shall have power to expend the funds of the Club in such manner as they think most expedient. The Honorary Secretary and Honorary Treasurer may receive an honorarium, the value of which is to be determined by the Club Council, full consideration being given to the Club's financial position as at that date. In the event of more than one person performing the duties of Honorary Secretary during the year, the payments of an honorarium to each is to, be left to the Council.

**14 POWERS OF THE CLUB COUNCIL**

- (a) The Club Council shall have the control and management of the income and expenditure of the Club, its affairs and concerns, officers and servants.
- (b) The Club Council shall have the power from time to time to draw up such regulations as may be necessary to ensure the efficient management of the Club and the control and conduct of the members in regard to the Club duties. Such regulations shall be binding until altered, amended or revoked by the Club Council or at a General Meeting. The Club Council shall have power in its absolute discretion to:
  - I. Retire and sit in Committee
  - II. Suspend or expel any member proved, to its satisfaction, to have been guilty of misconduct on the Club premises or elsewhere or who has acted prejudicially to the interests of the Club.
  - III. Suspend or expel any member who, in its opinion is unfit to be a member of the Club and may return any subscription or portion thereof to any such member, or refuse to receive any subscription without assigning any reason thereto.
  - IV. Suspend any of its officers or members, or any officer of member or Sub Committee who, in its opinion, has been guilty of any neglect of duty, breach of confidence, or other misconduct.
  - V. Suspend or expel any member who shall knowingly introduce any person who has been refused admission to any other club.
  - VI. Reprimand any member for any conduct that in its opinion is such that may bring discredit upon the Club, but is not of such a nature that requires decision under Sections (2, 3, 4 and 5). Any member who, in the opinion of the Club Council has committed any offence by virtue of which action can be taken as provided in the preceding sections (2, 3, 4 and 5) shall be summoned before the Club Council by at least seven days notice in writing, and shall show cause by the Club Council should not exercise any of its foregoing powers. The decision of the Club Council shall be final.
  - VII. An appeal for reinstatement can only be recommended by resolution of a Special General Meeting.

**15 MEETINGS**

- (a) Annual General Meeting  
The Annual General Meeting to be held on a suitable date selected by Club's committee. Fifteen (15) members shall form a quorum, and seven days clear notice must be given to members by circular posted to individual members or by suitable notice in the local press. All financial members for the closing season shall be eligible to vote at the Annual General Meeting, new members shall be eligible to stand for office, but are not entitled to vote at the Annual General Meeting.

The order of business at the Annual General Meeting shall be as follows:

- 1. To confirm and adopt the Minutes of the previous Annual General Meeting.
- 2. Business arising out of the Minutes.
- 3. To receive and adopt the Annual Report.



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4. To receive and adopt the Auditor's Report and Honorary Treasurer's financial statements.
5. To elect officials, for the ensuing season.
6. Immediate General Business.

### **(b) General Business**

A general meeting may be called at any time by the resolution of the Club Council or club or by written requisition signed by twelve club members. Seven days' clear notice to be given to members either by circular letter or suitable notice through the local press.

The order of the business at Club meetings shall be as follows: These standing orders (where applicable) shall apply to a ll Club Council, Standing and Sub Committee meetings.

1. Minutes of previous similar meeting to read and confirmed.
2. 2. Business arising out of these minutes.
3. Apologies.
4. Applications for Membership.
5. Correspondence, inwards and outwards to be read and dealt with.
6. Accounts.
7. Secretary's Report and Treasurer's Statement.
8. Reports by Officers and Committees.
9. Election of members for vacancies of Committees or to Office.
10. Motions of which notice has been duly given.
11. General Business.
12. Receive Notices of Motion.

### **(c) Special General Meeting**

1. The Honorary Secretary, upon the request in writing of seven members stating the business to be discussed, shall call a Special General Meeting, fourteen days clear notice to be given, fifteen (15) to form a quorum.
2. The Club Council may call a Special General Meeting at any time; seven days clear notice to be given, fifteen (15) to form a quorum.

### **(d) Club Council Meetings**

The Club Council shall meet as required to conduct Club business. A summary of any important business transacted by the Club Council shall be placed on the Club notice board. The order of business for the Club Council Meeting shall be as outlined in Clause (b).

### **(e) Special Club Council Meeting**

Special meetings of the Club Council may be summed

1. By resolution of the Club Council.
2. By resolution of the Executive Committee.
3. By the President or Honorary Secretary.
3. On written requisition of any five (5) members of the Club Council such requisition to briefly specify the business to be dealt with. Club Council members must be given two days clear notice of any Special Club Council meeting five (5) members to form a quorum.

### **(f) Notices of Motion (addendum added 10 May 1992)**

A notice of any motion to change the rules of the Club at the Annual General Meeting or a Special General Meeting shall be given in writing by the mover thereof (after being duly seconded) to the Honorary Secretary at least fourteen days prior to such meeting. Club Members and Club Officers shall be given ten days clear notice of such a notices of such a motion. For any such notice of motion to be carried, it must receive a two-thirds majority of those members present and voting

**16 LIFE MEMBERSHIP COMMITTEE**

A Committee of three members shall be elected annually at the Annual General meeting to consider and verify the nominee's qualifications for election, for life member of members at the Port Kembla Surf Life Saving Club. Quorum shall consist of three (3) elected members plus two of the executive. The committee shall submit the recommendation to the Club Council for final consideration.

**17 AUDITOR**

The Honorary Auditor shall conduct an audit of the books of account of the Club at the end of each financial year. He shall also certify to the correctness of the Income and Expenditure Account and Balance Sheet as prepared by the Honorary treasurer for submission to the Annual General Meeting and shall verify the existence of all Club Securities.

**18 TRUSTEES**

It shall be competent for the Council to appoint trustees for any property of which the Club may become possessed.

**19 FINANCIAL YEAR**

The financial year of the Club shall be from the first day of May to 30th day of April in the subsequent year.

**20 ANNUAL REPORT AND BALANCE SHEET**

The Honorary Secretary shall cause to be prepared prior to the Annual General Meeting a report of the activities of the Club during the closing season, an account of income and expenditure for the year ending 30th April immediately preceding such meeting and a Balance Sheet of the Club as at 30th July duly certified by the Honorary Secretary and Honorary Treasurer.

**21 POLITICAL AND RELIGIOUS QUESTIONS**

No question of Party or Municipal Policies or of a Religious nature shall be discussed at any meeting of the Club.

**22 UNIFORMS**

1. Colours The Club's colours shall be Sky Blue and Gold and only these colours may be incorporated in the uniform of the Club.
2. Members may not wear the Club badge until they have qualified for the Bronze Medallion of the Surf Life Saving Association of Australia, and then only whilst they are Members of the Club or by resolution of the Club Council requiring a two thirds majority of those present. Any member desiring to purchase and wear Club uniform must conform with the requirements in respect to the Club Uniform and badge as follows:

- I. Written authority £ran the Club Secretary must be tendered by members to the authorised outfitters as the time of purchase.
- II. All blazers must be of standard pattern in all respects, with the exception that extra inscriptions may be embroidered on the top (Badge) pocket by the following who must obtain special authority in writing from the Club's Secretary.
  - President ..... Year of Office
  - Life Member
  - Meritorious Surf Award (denoted by a Laurel Wreath) inscribed around the club badge.
  - Winners of State and Australian Championships.

**23. PATROLS**

- (a) The Captain and the Vice Captain shall arrange the patrols and all active members unless exempted, shall attend the beach on such dates and times as may be arranged.
- (b) Exemptions from patrols may be granted by the Club Council only under exceptional circumstances.

**24. INTOXICATING LIQUOR**

Any member shall not bring intoxicating liquor on the Club premises individually. When liquor is provided in the Club premises it shall only be upon direct motion of the Club Council for a specific purpose. The Club Council shall have absolute power to deal with any members who violate this rule.

**25. UNAUTHORIZED GAMES**

No unauthorized games shall be played on the Club premises.

**26 INDEMNIFICATION**

Every member of the Club Council, Secretary and other officers and servants of the Club shall be indemnified by the Club against, and it shall be the duty of the Club or Club Council out of the Club funds to pay all costs, losses and expenses which any such member of the Club Council, Secretary or other officer or servant may incur or become liable to be reason of any contract entered into or any act or deed done by him as such member Secretary or Officer, in any way in discharge of his duties, and the amount for which such indemnity is provided shall immediately attach as a lien on the property of the Club, and have priority as between the members over all other claims, provided that, such contract shall have been regularly authorized by the Club Council or Club. No member of the Club Council or other officer of the Club shall be liable for acts, receipts neglects or defaults of any other member of the Club Council or Officers, or for joining in any receipt or other act for the sake of conformity or for any loss or expenses happening to the Club through the insufficiency or deficiency of title to any property acquired by the order of the Club Council for or on behalf of the Club or for the insufficiency or deficiency of any security in or upon which any of the monies of the Club shall be invested or for any loss or damage arising from bankruptcy, insolvency or tortuous act of any person which who any monies, securities or effects shall be deposited, or for other loss, damage or misfortune whatever which shall happen in the execution of the duties of this respective office or in relation there as unless the same shall happen through his own wilful act or default.

**27. CLUB FACILITIES**

No one but members are allowed the use of the Club premises, excepting visiting members of any affiliated Surf Life Saving Club upon producing their official club identity. Special permission may be granted to visitors only at the discretion of the Club Executive Committee.

**28. REMOVAL OF GEAR**

No gear will be removed from the Clubroom without approval of the Executive Committee, who will only grant permission upon a suitable guarantee of its safe return.

**29. NOTICES OF MOTION**

A notice of any motion intended to be moved at any meeting shall be given in writing by the mover thereof (after being duly seconded) to the Honorary Club Secretary at least fourteen (14) days prior to the date of such meeting. Club members and Club officers shall be given ten (10) days clear notice in the press of such Notice of Motion. Any Notice of Motion or Resolution passed by the Club may be rescinded or altered provided notice of rescission or alterations has been given in accordance with this rule. Leave may be granted to the mover, by resolution of the meeting, to amend any Notice of Motion, provided that the substance of the Notice of Motion remains unaltered. A Notice of Motion of which due notice has been given, or being defeated, cannot be resubmitted, nor can any other Notice of Motion having a similar effect, within three (3) months from the date of its rejection.

**30. MOTIONS OF RESCIND**

Any ordinary motion of the Club Council after having been duly carried and minuted may be rescinded at any subsequent meeting without notice provided that two-thirds majority, duly carries a motion of rescission.

**31. NEW RULES AND REGULATIONS**

Any new rule or alteration of existing Rules and Constitution shall be made only at the Annual General Meeting, provided due notice of motion has been given or at a Special General Meeting convened for the purpose, after fourteen days clear notice to the Honorary Secretary has been given.

**32. RULES BINDING**

All members of the Club shall be considered to have assented to, and agreed to the bound by the foregoing Constitution.

**33. PROVISIO**

In the event of anything occurring not within the scope of the foregoing rules, and Constitution and the Club Council may deal with same at their discretion and their decision shall be binding upon the Club.

**34. DUTIES OF OFFICERS**

**1. The President**

The President shall be the Senior Executive Officer and Nominal Head of the Club, and is privileged to be the Club's chief representative at functions, etc. He shall be chairman of all meetings at which he is present.

**2. The Deputy President**

The Deputy President shall, in the absence of the President assume the duties and privileges of the President. He shall be a member of the executive committee.

**3. The Honorary Secretary**

The Secretary, in the conduct of his office inter alia, shall carry out the following duties:

- a. Attend to and keep carefully all correspondence, any books, vouchers and other papers belonging or relating to the business of the Club.
- b. Attend all meetings, as far as possible, of the Club, the Club Council and other committees and keep minutes of the proceedings in a book kept for that purpose.
- c. Receive all monies paid by the Club, grant such receipts for same as may be necessary, and hand all monies to the treasurer.
- d. Issue notices of all meetings when required, also notices of subscriptions when due.
- e. Act generally as Executive Officer of the Club.

**4. The Honorary Assistant Secretary and Registrar**

- a. The Honorary Assistant Secretary shall in the absence of the Secretary assume the duties and privileges of the Honorary Secretary.
- b. Keep a correct list of the different office bearers, Standing Committees and Sub Committees.
- c. Keep a complete list of the Club members showing date of joining and qualifications, and will submit to the Club Council a list of names of those who fail to qualify.
- d. He shall hold a *copy* of the Constitution Rules, Regulations and By-Laws, such rules to be made available to members of the Club upon request.
- e. He shall keep a record of all competitions, and exhibit all notices received from the other Clubs, on the Club notice board.
- f. Prepare and maintain a complete inventory of all the property of the Club.
- g. Act as Minute Secretary of the Club.

**5. The Honorary Treasurer**

The Treasurer shall receive from the Secretary all monies paid to the Club, and be responsible for the same being paid into the Club's banking account, and pay all accounts regularly passed and entered. He shall produce Deposit Slips, Pass Book, Cheque Book and a list of all unpaid accounts at each Club Council meeting. He shall keep proper records of the Club's financial transactions. He shall be a member of the Executive Committee.

**6. The Honorary Assistant Treasurer**

The Assistant Treasurer shall assist the treasurer of the Club in the discharge of his duties.

**7. The Honorary Publicity Officers**

The Publicity Officers shall endeavour to advance the interests of the Club by bringing the activities of the Club before the notice of the Public.

**8. The Captain**

The Captain shall be responsible for the general conduct of the members and their general education in the art of life saving. He shall have control over all the Club's Surf Life Saving Gear and equipment and may direct members in the proper use and care of such equipment. He shall arrange the Patrols and keep a proper record of the Same. He shall be a member of the Executive Committee.

**9 The Vice Captain**

The Vice Captain shall assist the Captain and in the absence of the Captain he shall have his power and authority.

**10 The Honorary Chief Instructor**

The Honorary Chief Instructor shall arrange classes for members to qualify and shall arrange classes for the instruction of all teams selected to represent the Club.

**11 The Boat Captain**

The Boat Captain shall be responsible for the care and upkeep of the Surf Life Saving Boat and its equipment, and shall endeavour as far as possible to instruct members in the boat Crews.

**12 I.R.B. Captain**

The Inshore Rescue Boat Captain shall be responsible for the care and upkeep of the Inshore Rescue Boat(s) and its equipment and shall endeavour as far as possible to instruct members in its use.

**13 Radio Officer**

The Radio Officer shall be responsible for the care and upkeep of the radios used by the Club in the I.R.B., on the beach and at the base and its equipment, and shall endeavour as far as possible to instruct members in the use and basic upkeep maintenance.

**14 The Honorary Gear Stewards**

The Gear Stewards shall be responsible for the care and maintenance of the Club's Gear and Surf Life Saving equipment with the exception of the Surf Boat and its equipment.

**15 The Selection Committee**

Club Selectors shall be Club Captain, Vice Captain and the coaches. Should there be a dispute in selection of teams of any one of the disciplines, then the decision of selection shall be determined by the selection committee and their decision shall be final.

**16 Coaches Responsibility**

Board, Beach Boat and Swimming shall be responsible for the instruction of members in respective disciplines.

**17 Point Score Organizer**

Is responsible for running point scores.

**18 The Club Delegates**

Two delegates shall be elected from the members of the Club Council to represent the Club each season on such bodies with which they may be affiliated. The delegates shall submit to the Club Council a report of meetings which they have attended as delegates. Reports shall be submitted in writing if the delegates are unable to attend the

Club Council meeting. In the event of inability of a delegate to attend a delegate meeting he will be required to notify the Secretary. A delegate absenting himself from two consecutive meetings of the body to which he is a delegate will be replaced by the Club Council unless he can give a reasonable excuse for such absence.

### **19 Standing Committee**

Standing or Sub Committee may be appointed at any Club or club Council meeting. These committees shall be regarded as appointed to assist the Club Council in carrying out the business of the Club. Such committees shall have no authority to transact any business other than that referred to them. Any recommendation or resolution made by a committee, if adopted by the Club Council, shall be recorded as business of the Club Council. All Standing and Sub Committees have the power to elect: a Chairman and Secretary for their respective committee. The number required to form a committee and the quorum thereof shall be determined at the meeting when the committee is appointed.

The President shall instruct and Club Secretary to convene the initial meeting of any such committee. The Club executive will be executive members on all such committees.

### **35 RULES OF DEBATE**

The following rules of debate shall apply in all meetings of the Club.

- a. The President shall occupy the chair at all meetings, and in his absence the Deputy President. Should both the President and Deputy President be absent, then the meeting shall appoint a chairman from amongst the members present.
- b. The Chairman shall have a deliberate as well as a casting vote, and may speak to any question by vacating the chair pro tem.
- c. The Chairman shall have full power to decide questions of order. Any member may move a "Motion of Dissent" from the Chairman's ruling. The mover of the motion of dissent shall concisely state his point. The seconder and chairman only may then speak to the motion. In the event of a motion of dissent being carried by two-thirds majority of members present, the Chairman has the option of reversing his ruling or vacation of the chair.
- d. At any time during a debate a member may move "that the question be now put" and such motion being duly seconded shall be put without debate. If carried, the question shall be put to the vote, if lost the debate shall continue.
- e. When the motion is carried, "that the question be now put" the mover of the original motion shall have the right to reply but it shall not be competent for the mover of the original motion to move "that the question be now put" unless he forfeits his rights to reply.
- f. Voting may be by the voices, secret ballot or show of hands at the request of any member. Any member supported by not less than two members may call for a division. Any member not wishing to vote shall retire behind the chair.
- g. The Chairman may appoint a teller or tellers to assist him in the counting of votes by show of hands or division. In the event of secret ballot, the meeting shall elect scrutineers.
- h. The mover of a motion, or amendment, but gets the consent of this motion or amendment.
- i. An amendment having been moved it shall not be competent to move any further amendment but notice must be given of intention

to move such further amendment before the previous amendment has been disposed of. Only one amendment may be disposed of at the one time.

- j. Any member desiring to speak shall stand up and address the chairman respectfully.
- k. A reply shall be allowed only to the mover of a motion.
- l. No member may speak more than once to a motion, except by leave of the Chairman, or in explanation, or reply, or to ask a question.
- m. No member shall use offensive or unbecoming words.
- n. No member shall digress from the subject under discussion and imputations or improper motives and all personal reflections on members shall be deemed disorderly.
- o. Whenever the Chairman rises during a debate, any member then speaking shall cease and sit down.
- p. No member shall interrupt another while speaking, except on a point in order. Any member during a debate may raise a point of order, when the member then speaking shall cease and sit down until the point of order has been decided. The member rising to order shall state concisely "the point of order" and the Chairman without any further discussion shall give this ruling.
- q. The Chairman has the right to limit the time occupied by any speaker during debate.

### **36. RECOMENDED CONSTITUTION CHANGE**

Junior Activities Committee (hereinafter referred to in these Rules as the JAC) shall be appointed annually by the Club and such committee shall be responsible for the Junior Activities and shall:

- a. Be comprised of members who shall be recommended by the JAC and be current members of a Surf Life Saving Club, provided that the Club on the recommendation of the JAC may approve additional personnel or approve necessary changes.
- b. Be subject to the following terms of reference:
  - I. The responsibility for the conduct and co-ordination of all matter relating to Junior Activities.
  - II. To provide Junior Activity members with an educational and teaching experience in wide range of subjects and skills within the aquatic/marine environment.
  - III. To prepare Junior Activity members for their eventual transition to the marine and patrol involvement of the Association.
- c. Have a specific composition of:
  - I. Officers of the Committee as detailed in Rule 34(1) 34(19)
- d. Provide for and elect Officers in the following manner:
  - I. A Chairman, Secretary, Treasurer, Registrar and a Junior Activities Supervisor 'all with full voting powers.
  - II. The JAC may elect the following Officers who shall not have the power to vote. Deputy Chairman, Deputy Supervisor, Publicity Officer, Gear Steward, Assistant Secretary, Assistant Registrar, Communications Officer, etc.
  - III. The JAC shall also elect two (2) Delegates from the voting/or nonvoting members of the JAC to act as Delegates to the Club Management Committee. They



- will report the activities of the JAC to the Club Management Committee.
- IV. The JAC shall also elect two (2) Delegates from the voting/or non voting members of the JAC, one of whom will be the JAC Supervisor to act as Delegates to the Branch Junior Activity Board. They will report the activities of the JAC to the Branch Junior Activities Board and vice-versa.
  - V. Officers specified in subparagraphs Rule 36 (d) (i) and 36 (d) (ii) shall be elected to the JAC Annual General Meeting from nominations submitted by Junior Activity members.
  - VI. Voting and Ballots for all positions shall be conducted in accordance with the Rules of the Club.
  - VII. All Officers shall continue in office subject to resignation, removal or disqualification £ran office until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at an ordinary meeting of the JAC or by postal ballot.
- e. Provide for Club Management Committee representatives as follows: "The Club Management Committee shall appoint/elect two Delegates who shall attend the JAC meetings with voting rights on all matters.
  - f. Have an Executive Committee who shall:
    - I. (i) Consist of five (5) Officers, namely Chairman, Secretary, Treasurer, Superintendent and Registrar, who shall have the power to deal with matters requiring immediate attention.
    - II. Circularise details of such business conducted at an Executive Meeting to Officers, Advisers and Delegates of the JAC and the Club within fourteen (14) days of such a meeting.
  - g. Conduct JAC meetings with the following provisions:
    - I. Business may be conducted a t the following meetings.
      - the Annual General Meeting, which shall be held in each calendar year, and prior to the Club Annual General Meeting.
      - Ordinary General Meetings, which shall be held as required.
      - Special General Meetings, which shall be held if required.
      - - Executive Committee Meetings, which shall be held as required.
    - II. A quorum for the JAC Annual General Meeting, Ordinary General Meetings and Special General Meetings. 15 Shall be 5 comprising Officers referred to in Rule 11
    - III. A quorum for Executive Committee Meetings shall be three(3)
    - IV. Voting rights shall be limited to JAC Officers as detailed in Rule 36 (d) (i) and Delegates of the Club.
    - V. The Chairman shall have unlimited authority on every question of order.
    - VI. Minutes of all meetings shall be recorded and shall be circulated to Officers and Delegates of the JAC and the Club.
  - h. Require of the Officers the following duties:

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- a. JAC Chairman Shall:-
  - I. Be the Senior Executive Officer and nominal head of the Junior Activities Committee.
  - II. Preside at all JAC meetings and functions.
  - III. Have a casting vote, as well as deliberate vote.
  - IV. Be responsible to the Club Management Committee.
  - V. Be responsible for seeing that all office bearers carry out their duties in accordance with these Rules.
- b. JAC Deputy Chairman Shall:
  - I. Assist the Chairman in the duties and in the absence of the Chairman, shall assume the responsibilities and duties.
  - II. Initiate, organise and otherwise control such special projects as are referred by the Executive or JAC Meeting.
- c. JAC Secretary Shall:
  - I. Keep a register of names and addresses of all members in whom the control of the JAC is vested.
  - II. (ii) Forward notice of all meetings and the business to be transacted thereat to members in accordance with the Rules.
  - III. Compile an agenda paper for all JAC meetings and keep the Minutes of such meetings.
  - IV. (i) Conduct the correspondence of the Junior Activities Committee.  
(ii) Be responsible for records and documents belonging to the JAC and cause such documents to be lodged in the JAC headquarters, apart from such matters that are currently required by the secretary.
  - V. Be responsible for drafting of the JAC Annual Meeting Report and its circulation to all JAC Officers, Delegates and Advisers seven (7) days prior to the JAC Annual General Meeting.
  - VI. Be responsible for the provision of a Report of the activities of the Junior Activities Committee for inclusion in the Club Annual report.
- d. JAC Assistant Secretary Shall  
Assist the JAC Secretary in the duties and in the absence of the JAC Secretary, shall have the like powers and authority.
- e. JAC Treasurer Shall:
  - I. Before each JAC Meeting and at other times requested, prepare statements showing details of receipts and expenditure and particulars relating to amounts payable for the period since the previous statement. Shall arrange to produce such statements to the Annual General Meeting and meetings of the JAC Meeting, together with a Bank Pass Book and Statement reconciling the balance shown therein with the balance as shown in the cash book.
  - II. Arrange for the payment of all JAC accounts with a provision that accounts of \$250.00 or more shall have the endorsement of the JAC Executive Committee or the JAC Finance Committee.
  - III. Keep, or cause to be kept, proper books of record and also prepare books or account showing all receipts and expenditure and assets and liabilities in connection with the Junior Activities Committee.
  - IV. Prepare a schedule of assets and liabilities of the Junior Activities Committee if and when requested to do so by a JAC Meeting.

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- V. Once in every year prepare a statement of income and expenditure, together with the Balance Sheet showing the position of the Junior Activities Committee as at the date of the close of the financial year.
- VI. Carry out the duties of purchasing and insurance activities of the Junior Activities committee.
- f. JAC Registrar Shall:
  - I. Record all awards, examinations and competitions.
  - II. Record all properties of the Junior Activities Committee.
  - III. Register and record JAC colours and badges.
  - IV. Record expulsions and suspensions.
- g. JAC Assistant Registrar Shall  
Assist the JAC Registrar in all the duties and in the absence of the JAC Registrar. Shall have the like power and authority.
- h. JAC Publicity Officer Shall:
  - VI. Advance the work of the Junior Activities committee by bringing the activities before the notice of the public per medium of press, radio and television.
  - VII. Advise on matters relative to other forms of publicity beneficial or otherwise to the Junior Activities committee.
  - VIII. In controversial or detrimental publicity, be directed in his actions by the Junior Activities Committee.
  - IX. Maintain a folder containing copies of all publicity draft shifted for publication.
- I. JAC Supervisor Shall:
  - I. Through the JAC Assistant Supervisor/Age Group Managers manage the activities of the Club JAC.
  - II. Receive through Age Group Managers monthly reports of the activities of the JAC.
  - III. Submit to the JAC Committee reports and recommendations regarding matters within the scope of the Supervisors and Managers.
  - IV. Submit to the Club Captain a monthly report of the activities of the Junior Activities Committee, including the awards gained.
- j. JAC Deputy Supervisor Shall  
Assist the JAC Supervisor in all duties and in the absence of the AC Supervisor shall have the like powers and authority.
- k. JAC Gear Steward Shall
  - i. Be responsible for the storage, care and maintenance of all JAC carnival and competition equipment.
  - ii. Advise the JAC on matters relating to improvement in competition and carnival equipment.
  - iii. Maintain a folder containing a complete and itemised list of all carnival and competition equipment.
  - iv. Be responsible to JAC.
  - v. Undertake such other duties as directed by Junior Activities Committee or Executive.
- l. JAC ADVISERS  
JAC Advisers may be requested to assist the JAC within the scope allowed by their professional codes, and the JAC shall with a resolution by the JAC or JAC Executive Committee, request such Advisers to act on its behalf.
  - I. In relation to finance, accept the following responsibilities.
    - 1. The Treasurer shall have control of the funds accredited to the JAC and in consultation with the Club

Treasurer shall be responsible for the collection of all fees and monies due to the JAC.

2. Elect annually a Finance Committee.
  - a. A Finance Committee of five (5) shall be elected, one of whom shall be the Honorary Treasurer who shall act as convenor. The Committee shall:
  - b. Deal with all matters concerning JAC finance that have been referred to it by JAC.
  - c. All decisions of the JAC Finance Committee shall be recommendations to the JAC or JAC Executive Committee unless previous authority to act has been approved by JAC.
3. Elect annually a Competition Selection of five (5) members; one of whom shall be the JAC Supervisor. The JAC Selection Committee shall:- Select individuals for events and or teams as required by JAC.
4. Be responsible for the conduct of members involved in Junior Activities in the first instance, provided that any disciplinary actions are to the Rules of the Club.
5. Abide by the following general conditions:
  - a. Decisions of the JAC shall be referred to the Club for ratification unless otherwise provided. All correspondence from the JAC unless otherwise provided shall be copied to the Club.
  - b. All matters not covered in the foregoing shall be governed and bound by the current Rules of the Club and if not coming within that Body and the JAC thereof shall determine the scope.

### **37 DISSOLUTION**

(Added 6 September 1992)

A The Organisation shall be dissolved in the event of membership less than 10 persons or upon a vote of three-fourths majority of members present at a Special General Meeting conveyed to consider such question.

B Upon a resolution being passed in accordance with paragraph A of this rule all assets and funds of the organisation on hand shall after the payment of all cheques and liabilities be handed over to such registered or exempt charity or charities as a simple majority of members at a Special General Meeting so conveyed or at a subsequent Special General Meeting may decide.

**BY-LAWS AND INSTRUCTION**

**CONSTITUTION**

Booklets containing the Club Constitution and Rules to be printed and made available to Club members on payment of the sum to cover printing. In regard to new members, an appropriate amount be added to the membership fee.

**SMOKING**

Is prohibited in any part of the building in which oxygen is stored or used.

**MOTOR VECHILE**

Parking of motor vehicles, scooters, motor cycles and cycles is prohibited on the southern side of the building.

**TROPHIES**

All trophies (Club) are to be engraved before presentation.

**SURF BOARDS AND SKIS**

All boards and surf skis used by Club members are to have the owners name painted in prominent lettering on the top panel for identification.