

These by-laws completely replace any pre-existing copies of the club by-laws

1. Executive Committee

The executive committee shall consist of the following directors who are elected at the AGM as per the club constitution.

President

Vice President

Club Captain

Director of Finance

Director of Administration

Director of Education

2. Club Officers

As well as the duties listed below, Directors will be responsible for certain officer roles that will be filled by club members at the discretion of the Executive Committee. Members filling these roles will report directly to the director responsible for their role. These members may request or be requested to attend committee meetings from time to time to discuss certain issues specific to their roles. The following Directors will responsible for the officer roles listed below:

Vice President

Safety Officer

Governance Officer

Strategy Officer

Dispute Resolutions Officer

Member Protection Officer

Director of Lifesaving

Patrol Captains

Gear Shed Officer

First Aid Officer

Club Captain

Youth Officer

Nippers Officer

Surf Sports Officer

School Liaison Officer

Director of Finance

Administration Officer

Merchandise Officer

Fundraising Officer

Sponsorship Officer

Grants Officer

Public Relations Officer including website and social media

Director of Education

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Trainers
Assessors

3. Executive Committee Duties:

3.1 President:

- Shall be official head of the Club;
- Shall be the Chair of all Executive Committee meetings unless absent
- Shall preside at all meetings of the Club unless absent;
- Shall maintain order and see the duties of other Executive Committee members are properly performed;
- Shall represent the Club at all appropriate meetings of the SLSWA;
- Shall be an ex-officio member of all Sub-Committees and
- Shall commit to providing a handover to their successor when their time in the role is completed.

3.2 Vice President:

- Shall assist the President as required;
- Shall in the absence of the President have all the duties, powers and authority of the President;
- Shall represent the Club at all appropriate meetings of the SLSWA;
- Shall be responsible to the Executive Committee and see that the duties of the officers under them are properly performed;
- Shall be an ex-officio member of any Sub-Committees formed by the officers under them. In the event of irreconcilable differences arising between those sub-committees the Vice President shall be the final arbitrator, and such decisions shall be approved at the next Executive Committee Meeting;
- Shall be a member and Chairperson of the Disciplinary Committee; and
- Shall commit to providing a handover to their successor when their time in the role is completed.

3.3 Club Captain:

- Shall be responsible to the Executive Committee and see that the duties of the officers under them are properly performed;
- Shall be responsible to the Executive Committee for the general well being of Active Members and shall have jurisdiction over Active Members in all Club activities;
- Shall represent the Club at all appropriate meetings of the SLSWA;
- Shall represent the views of Active Members to the Executive Committee;
- The Club Captain shall be an ex-officio member of any Sub-Committee formed by the officers under them. In the event of any irreconcilable differences arising between these sub-committees the Club Captain shall be the final arbitrator, and any such decisions shall be approved at the next Executive Committee Meeting; and
- Shall commit to providing a handover to their successor when their time in the role is completed.

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3.4 Director of Life Saving:

- Shall be responsible to the Executive Committee for the management of the life saving activities of the Club;
- Shall be a member and Chairperson of any Sub-Committee formed in relation to life saving;
- Shall represent the Club at all appropriate meetings of the SLSWA;
- Shall be responsible for the development of Patrol teams and rosters;
- Shall be responsible for and oversee the following areas: patrol, first aid, IRB, communication, water safety, and equipment are being properly performed; and
- Shall commit to providing a handover to their successor when their time in the role is completed.

3.5 Director of Education:

- Shall be responsible to the Executive Committee for the instruction, qualification, and examination of all members in surf life saving awards;
- Shall be a member and Chairperson of any Sub-Committee formed in relation to Education;
- Shall represent the Club at all appropriate meetings of the SLSWA;
- Shall be responsible for and oversee that Bronze Medallion, Surf Rescue Certificate and other Specialist Award training is facilitated in accordance with SLSWA;
- Shall be responsible for the examination of the annual proficiency of awards;
- Shall commit to providing a handover to their successor when their time in the role is completed.

3.6 Director of Finance:

- Shall be responsible to the Executive Committee for the financial management of the Club;
- Shall assist the Executive Committee with the overall financial management of the Club;
- Shall be responsible for maintaining adequate insurance of the property and assets of the Club;
- Shall be required to ensure that financial records are being kept in compliance with applicable Australian Accounting Standards;
- Shall represent the Club at all appropriate finance meetings of the SLSWA;
- Shall be responsible for moneys received from subscriptions, prompt banking and finance record keeping
- Shall be responsible for the receipting and stocktaking of Club merchandise;
- Shall be responsible for the management and recording of all funds received and all payments made by the Club;
- Shall be responsible for the licensing of Club vehicles and trailers;
- Shall be responsible for maintaining an up to date accurate asset register
- Shall see that the duties of the officers under them are properly performed
- Shall commit to providing a handover to their successor when their time in the role is completed.

4. Membership Classifications

4.1 Active Membership

- Includes Active 15-18yrs, Active 18+, Reserve Active and Award members
- An Active Member shall be a Bronze Medallion holder and shall fulfill the full patrol and Club obligations as specified by the club and by SLSWA
- An Active member shall qualify in the annual requalification each season, unless the member has obtained the Bronze Medallion in that season;
- An award member is any member holding an award approved by SLSWA, other than the Bronze Medallion and the Surf Rescue Certificate;
- An Award Member may be called upon to perform patrol and Club obligations within the ability of their award(s).
- Nipper parents who obtain their nipper rescue certificate are also considered to be active members
- These members who are 18 years and over have voting rights at club general meetings including the AGM

4.2 Junior Membership

- Includes Junior Activities (nippers) and Cadet (13-15yrs)
- A Junior Member shall be a minimum of five (5) years of age on the 30th September to fifteen (15) years of age.
- A Junior Member shall be required to gain the relevant Surf Education Certificate for their age group;
- Once a junior member is thirteen (13) years of age they will be required to gain their Surf Rescue Certificate
- Junior members 13-15 years of age shall be a Surf Rescue Certificate holder and shall fulfill the full patrol and Club obligations as specified by the club and by SLSWA
- Junior members 13-15 years of age shall qualify in the annual requalification each season unless the member has obtained the Surf Rescue Certificate in that season
- A parent or legal guardian of a Junior Member must also be a member of the Club
- A parent or legal guardian of a Junior Member under 13 years must be present on the beach during beach activities
- These members do not have voting rights

4.3 Honorary and service membership

The following types of membership are included in this category: Life member, Long service, Honorary, Past Active

4.3.1 Long Service Membership:

- Long Service Memberships may be granted by the Club to members who have completed ten (10) years of Active Service;
- Active service is defined as fulfilling annual patrol requirements of a minimum of 16 patrol/service hours per year for the club

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- The 10 years must be consecutive
- Members must still be an active patrolling member of the club at the time of being awarded Long Service membership
- Long Service Members shall be exempted from all patrol obligations
- Long Service Membership may be granted in exceptional circumstances to an Active Member irrespective of the years of service;
- A Long Service Member shall complete such annual requalification test as required by SLSWA.
- Long Service Members have voting rights

4.3.2 Honorary Membership

- An Honorary Membership is granted to a person who may wish to visit the Club, is a minimum of eighteen (18) years of age, an official of SLSWA or SLSA, a visiting member of a club affiliated with SLSA or SLSWA, a visiting officer of the armed forces of any country outside Australia, or a person of distinguished or public position;
- The period of Honorary Membership shall be for the term advised in writing by the Club or if no such advice for the current financial year
- Honorary members do not have voting rights.

4.3.3 Life membership

- Life membership shall be awarded on recommendation by the executive committee to the Annual General Meeting (AGM)
- A three quarters (3/4) majority by secret ballot of Directors eligible to vote must be attained before the nomination for life membership is submitted to the AGM as a special resolution
- Life Membership shall only be elected at an Annual General Meeting upon attaining a three quarters (3/4) majority by secret ballot of those present and eligible to vote,
- Life Membership may be granted to any member who has contributed outstanding service to the Club over a considerable period of time;
- Life membership may not be considered until a member has been awarded their 10 year long service award
- Members must be a current financial member of the club at the time of being nominated for life membership
- Life members will have voting rights
- However, Life Membership may also be granted under any exceptional circumstances such as a member who has become incapacitated in the performance of duty as a surf life saver

4.4 Associate membership

The following types of membership are included in this category: Associate, Probationary, General, Leave/restricted

4.4.1 Associate membership

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- An Associate Member shall be a minimum of eighteen (18) years of age and may use the facilities of the Club;
- An Associate Member may attend social functions organised by the Club;
- An Associate Member does not hold an award
- An Associate Member is not permitted to use Club lifesaving equipment other than during supervised club activities
- Associate members have voting rights

4.4.2 Probationary Membership:

- A Probationary Membership is the designation of any member during the time period between becoming a financial member and gaining an award approved by SLSWA and/or the gaining of a formal category of membership;
- A Probationary Member shall be required to gain the award appropriate to their desired category of membership within three (3) months of being granted probationary membership and/or the holding of the appropriate award examination and/or when extenuating circumstances exist.
- Probationary members do not have voting rights

5. Election to Membership

- All new applications for Junior, Active, Associate or Honorary/Service Membership shall be on a completed appropriate form as issued by SLSA. The application must be submitted with the appropriate membership fee. Applications under eighteen (18) year of age must produce a Birth Certificate, Extract of Birth Entry or Statutory Declaration confirming their date of birth;
- Election to Membership shall be by resolution of the Executive Committee;
- Election to Honorary Membership shall be at the Annual General Meeting or by two (2) members of the Executive Committee and confirmed at the next Executive Committee Meeting;
- The Executive Committee shall limit membership numbers in all classes to a total that will lend itself to the efficient operation of the Club;
- The Club will maintain a register of Members that is current at all times. The register shall be continually available for inspection at the Club premises.

6. Standing Orders of Meetings

- Any member wishing to speak shall stand and address the Chairperson respectfully;
- Any member wishing to speak will be allowed a total of five (5) minutes to so;
- No member shall speak more than once to a question except in explanation;
- A reply shall be allowed only to a member who has moved a substantive motion;
- No member shall use offensive or unbecoming words;
- No member shall digress from the subject under discussion, and imputations of improper motives and personal reflections on members shall be deemed disorderly;

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- Whenever the Chairperson rises during debate the member that is speaking shall cease and sit down;
- No member shall interrupt another whilst speaking, except on a point of order;
- Any member during the debate may raise a point or order, when the member that is speaking shall sit down until the point or order has been decided. The member raising to order shall state concisely the point of order, and the Chairperson, without further discussion, shall give a ruling;
- The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion;
- At any time during the debate a member may without notice move “that the question now be put”, and such motion, being duly seconded, shall than be put without debate; if carried, the question shall be put to a vote; if lost , the debate shall proceed;
- If a member becomes disorderly the meeting shall be adjourned until the member leaves the meeting, if that member refuses to leave the meeting, the meeting will be adjourned until a later date;
- The chairperson shall have a deliberative as well as a casting vote on any resolution before the chair.

THE END