



# **Evans Head-Casino SLSC Inc.**

## **CONSTITUTION**

07/12/2016

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# Evans Head-Casino Surf Life Saving Club

## INCORPORATED CONSTITUTION

### 1. Name

The name of the organisation is Evans Head-Casino Surf Life Saving Club Inc. (EHCSLSC) and is a charitable community service based institution.

### 2. OBJECTIVES

The objectives for which EHCSLSC is established are to;

- a) Participate as an affiliated member of Surf Life Saving Far North Coast Branch Inc (SLSFNC) through and by which surf lifesaving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- b) Provide for the conduct, encouragement, promotion and administration of surf lifesaving all beaches and Evans River within the boundary of Richmond Valley or as agreed with Surf Life Saving New South Wales (SLSNSW) as per the signed Lifesaving Service Agreement by elected club officials and SLSNSW.
- c) Ensure by teaching Education that we maintain and enhancement of SLSA's standards, quality, reputation and image for the benefit of the members and SLSA;
- d) At all times promote mutual trust and confidence between Surf Life Saving Clubs, SLSFNC, SLSNSW, SLSA and their members in pursuit of the objectives;
- e) Promote the economic and community service success, strength and stability of EHCSLSC through sponsorship and marketing opportunities as are appropriate to further the interest of surf lifesaving activities;
- f) Conduct, encourage, promote, advance, educate and control surf lifesaving activities, and its many aspects devoted to aquatic safety, management and the preservation of life in the aquatic environment;
- g) Use and protect the Intellectual Property of SLSA;
- h) Apply the property and capacity with the power of EHCSLSC towards the fulfilment and achievement of the objectives;
- i) Promote the involvement and influence of SLSA standards, techniques, awards and education with bodies involved in aquatic lifesaving activities;
- j) Circulate, and secure uniformity in, such rules as may be necessary for the management and control of surf lifesaving and related activities and the preservation of life in the aquatic environment;

- k) Review and/or determine any matters relating to surf lifesaving activities which may arise, or be referred to it, by any member;
- l) Implement all relevant policies, as promulgated by SLSLA;
- m) Represent the interests of its members and of surf lifesaving generally in any appropriate forum;
- n) Be aware of the public's interest and perception, in the operations and activities of EHCSLSC and its members;
- o) Do all that is reasonably necessary to enable the objectives as set out in clause 2 to be achieved and to enable the members to receive the benefits which the objects are intended;
- p) Ensure that environmental considerations are taken into account in all club, surf lifesaving and related activities;
- q) Promote the WH&S of members and all other users of the aquatic environment;
- r) Encourage members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in all surf lifesaving activities and surf sports;
- s) Promote and encourage illicit drug free activities;
- t) Recommend and support awards available to members or other associates in honourable recognition of exceptional bravery in the course of surf lifesaving activities and other distinguished services;
- u) At all times where appropriate promote recognition for members to obtain awards or public recognition in fields of endeavour other than surf lifesaving;
- v) Endeavour to improve facilities for the enjoyment of members in the aquatic environment;
- w) Promote uniformity of laws for the control and regulation of the aquatic environment and to assist authorities in enforcing these laws;
- x) Undertake all activities which are necessary, incidental or conducive to the advancement of the objectives.

### **3. INTERPRETATION**

Where used:

- The Act means the Associations Incorporations Act 2009
- i. "The Club and or EHCSLSC shall refer to Evans Head-Casino Surf Life Saving Club Inc;
- ii. 'SLSA' shall refer to Surf Life Saving Australia Limited;
- iii. 'SLSNSW' shall refer to Surf Life Saving New South Wales Limited;
- iv. 'Branch or SLSFNC' shall refer to Surf Life Saving Far North Coast Branch Inc;
- v. 'YAC' shall refer to the Youth Activities Committee;
- vi. 'Member' shall refer to a financial and registered member of EHCSLSC;
- vii. "Voting Members" shall refer to active members fifteen (15) years or over, active reserve members, long service members, award members, life members, current Officers of the Management Committee, sub-committees and Associate Members.
- viii. 'Management Committee Member' means a person under Clause 8 of this Constitution;
- ix. 'Officers and/or Advisors' means a person elected under Rule 7 of this Constitution;
- x. AGM means "Annual General Meeting" of all voting members entitled to conduct the business as under Clause 11 of this Constitution;
- xi. 'Special General Meeting' shall refer to a meeting of voting members who have the same voting rights of an AGM Clause 11.
- xii. 'Intellectual Property' means all rights existing in copyright, business, names, trademarks (or signs), logos, designs, equipment, images (including photographs), television, videos (or films) or any service marks (whether registered or registrable) relating to EHCSLSC or any championship, competition, series or event surf lifesaving activity of or conducted, promoted or administered by EHCSLSC;

### **4. AFFILIATION**

EHCSLSC will be affiliated with SLSFNC and SLSNSW.

### **5. BOUNDARIES**

The boundaries of EHCSLSC shall be Main Beach Evans Head or as agreed with SLSNSW or as per the Lifesaving Service Agreement, all other beaches on roving, callout to emergency basis only.

## **6. HEADQUARTERS**

The headquarters and registered office of EHCSLSC shall be located at Evans Head-Casino Surf Club, 1 Captain Cook Drive, Evans Head, New South Wales, 2473.

## **7. MEMBERSHIP**

- a) A person is eligible for membership of EHCSLSC if they have been nominated and approved by the club for membership in accordance with SLSA policy. They can only be admitted as junior members (nippers), active members, active reserve members, long service members, award members, associate members, honorary members, general and life members;
- b) A member of the Club shall, upon admission to membership, pay a fee which shall be determined by the first Management Committee Meeting following the AGM ;
- c) A member ceases to be a member of the club if the person;
  - i. Dies;
  - ii. Resigns their membership;
  - iii. If suspended from the club for the duration of the penalty by the authority.
  - iv. Fails to pay the annual membership fee within one (1) month after the fee is due, 1<sup>st</sup> October each year.
- d) All members shall be entered on the SLSA "Surf Guard" programme and a register of members kept at the principal place of administration of EHCSLSC.
- e) The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership or any other debt to the club only after limited, or their outstanding personal debts to the club by a member;

### **7.1 The Members of the Club shall consist of:**

- (a) Probationary Members shall be the designation of any person for the time period between making applying for membership and the gaining of an award and/or the granting of a formal category of membership of the Club. Probationary Members are not entitled to vote at General Meetings;
- (b) Junior Activities Members shall be a person who shall be a minimum age of five (5) years and up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education

Certificate for that person's age group. Junior Activities Members are not entitled to vote at General Meetings;

- (c) Cadet Members shall be a Member of the age qualification as defined in SLSA's Manuals (i.e. Under 15) and who has obtained the Surf Rescue Certificate or has passed the annual proficiency test. Cadet Members are not entitled to vote at General Meetings;
- (d) Active Members, who shall hold an SLSA Bronze Medallion, fulfil patrol and Club obligations and qualify in an annual proficiency test (unless that Member has obtained their Bronze Medallion in that season). Active Members shall have the right to be present, to debate and to vote at General Meetings;
- (e) Reserve Active Membership may be granted to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club Constitution. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the appropriate club body. Reserve Active Members shall have the right to be present, to debate and to vote at General Meetings;
- (f) General Members, who may be granted such membership by the Club regardless of whether they hold an SLSA award. General Members are not entitled to vote at General Meetings;
- (g) Long Service Members, may be deemed as such by the Club after having completed ten (10) years active service or eight (8) years active service plus four (4) years reserve active service. These Members shall have the right to be present, to debate and to vote at General Meetings, and may be exempt from patrol obligations and granted other special privileges;
- (h) Award Members, who must hold an SLSA award of one or more of the following qualifications: Surf Rescue Certificate, Radio Award, Resuscitation Certificate, Advance Resuscitation Certificate or First Aid Certificate. Award Members may be granted voting rights by the Club if they are undertaking lifesaving patrol duties.
- (i) Associate Members, who may or may not have a SLSA award. Associate members who shall be over eighteen (18) years of age and play an active role with the running of the club as approved by the Management Committee, such roles will consist of;
  - a) Assistant Secretary, Vice Club Captain, Mobile Service Officer, Junior Club Captain, First Aid Officer, Publicity Officer, Fundraising Coordinator, Gear Steward, Building Maintenance Manager, Water Safety Officer, Boat Captain, Craft Advisor, Radio Adviser, WH&S Adviser, Branch Delegate, Council Liaison, Youth Development, Junior Activities Officer, Age Managers . All shall have the right to attend Management Committee Meetings and

may speak on matters relevant to their respective appointed positions at such meetings;

- (j) Honorary Members may be granted to Members who may or may not hold an SLSA award. Honorary Members are not entitled to vote at General meetings; and
- (k) Life Membership may be granted by the Club to Members who have rendered distinguished or special service and shall have the right to be present, to debate and to vote at General meetings.

## **8. MANAGEMENT COMMITTEE**

- a) Shall be;
  - i. President;
  - ii. Vice President;
  - iii. Secretary;
  - iv. Treasurer;
  - v. Club Captain;
  - vi. Youth Activities Coordinator;
  - vii. Chief Training Officer;
  - viii. Surf Sports Coordinator;
  - ix. Registrar;

All the above Officers shall be elected at the Club's AGM and shall form the Management Committee and be responsible to the general membership of the club,

- b) The Public Officer shall be appointed at the first Management Committee Meeting and need not be a member of the club. But must not be an existing Officer of the Management Committee and must be over 18 years of age.
- c) The Club may appoint Patrons, without a right to vote and they need not be member of the Club;
- d) The Club may appoint the following Advisors, without voting rights and may be made honorary members of the club;  
Hon. Legal Advisers and any other Advisors, as prescribed in sub clause (e), who the Club may consider necessary, all of whom shall have the right to attend all Management Committee Meetings and to speak on matters relevant to their respective appointed positions;
- e) Following the AGM, the Management Committee shall appoint the following advisors who shall have voting rights and shall be a member of the Club or a person from a professional organisation with current qualifications. Assistant Secretary, Vice Club Captain, Mobile Service Officer, Junior Club Captain, First Aid Officer, Publicity Officer, Fundraising Coordinator, Gear Steward, Building Maintenance Manager, Water Safety Officer, Boat Captain, Craft Advisor, Radio Adviser, WH&S Adviser, Branch Delegate, Council Liaison,



Youth Development. All shall have the right to attend Management Committee Meetings and may speak on matters relevant to their respective appointed positions at such meetings;

- f) The Management Committee may elect the following Committees, Finance, Constitution, Honours and Life Membership, Building, Life Saving, Competition, Safety or any committees required for the efficient running of the club; The Committees shall elect their own Chairperson/Convenor at their first meeting and each Committee shall consist of a minimum of three (3) members;
- g) The duties of any Officers and/or Advisers not mentioned in the Constitution or Duties and Responsibilities for Officers/Advisers and Committees shall be the same as those defined in SLSFNC, SLSNSW and SLSA Constitutions and Regulations;
- h) The Management Committee may employ such paid personnel as they consider to be required, without the right to vote and they need not be a member of an affiliated Club;
- i) Officers and Advisers shall continue in office, subject to resignation from office, until the next AGM. In the event of a vacancy occurring during the year, such vacancy may be filled at a Management Committee meeting.
- j) All positions defined in Rule 8 of this Constitution shall become vacant at the AGM;
- k) The Management Committee may by resolution remove any Officer or Adviser for unbecoming Conduct, failing to abide by the Constitution, Rules or Regulations of the club, Derelict of Duties, bringing the club into disrepute or failing to attend 3 consecutive meetings from office before the expiration of the member's term of office and may by resolution appoint another person to hold that office until the expiration of the term of the member so removed;
- l) All members elected or appointed under this clause should be a member of the Club, except the Public Officer and Patrons;
- m) All members elected or appointed under this clause should be made aware of all their responsibilities.
- n) Period of time for special advisors or committees shall be the completion of the project.



## 9. ADMINISTRATION

The administration of the Club shall be vested in the Management Committee. Subject to the Associations Incorporation Act 2009 and this Constitution and any resolution passed by the Club at a General Meeting, the Management Committee; Shall be responsible for;

- a) Control and manage the affairs of the Club;
- b) Such functions as may be conducted by the Club, other than those functions that are required by this constitution to be conducted by a general meeting of all members of the Club;
- c) To perform all such acts and do all such things as appear to the Management Committee as necessary or desirable for the proper management of the affairs and Objects of the Club, subject to SLSFNC, SLSNSW or SLSA Policies and Procedures.

## 10. DOCUMENTS

Any document required to be attested shall be by the signatures any two (2) of the following; President, Vice President, Secretary, Treasurer;

## 11. CLUB ANNUAL GENERAL MEETING

- a) An Annual General Meeting of the Club shall be held each year prior to the 30<sup>th</sup> September.
- b) Notice of such meeting shall be written notice and shall be given either personally or by post, electronic mail also displayed on the Club Notice, together with notice calling for nominations for all officers as provided for in Rule 8 of this Constitution at least fourteen (14) days before the date fixed for such meeting. Nominations shall be signed by the member nominated and by at least two other voting members of the Club and shall be lodged with the Secretary at least seven (7) days prior to the meeting;
- c) The order of business shall be;
  - i. Apologies;
  - ii. Presentation of Annual Report;
  - iii. Presentation of Financial Statement and Auditor's Report;

- iv. Election of the Management Committee;
  - v. Only Motions of which due notice has been given;
  - vi. Season Membership Fees
  - vii. Special & Urgent General Business
- d) If only one nomination is received to fill a vacancies the candidates nominated shall be deemed to be elected. If written nomination have not been received nomination may be received from the floor. If nomination are not received than any vacant positions remaining may be filled at the next Management Committee Meeting.
- e) The Minutes of the AGM shall be circulated to all members of the Management Committee and displayed on the Club's website and the Club's notice board within fourteen (14) days of the meeting date and confirmed at the next Management Committee Meeting;
- f) At least fifteen (15) voting members shall form a quorum. If a quorum is not present thirty (30) minutes after the specified time of starting the meeting shall stand adjourned for one (1) week to reconvene at the same time and place.

## **12. MANAGEMENT COMMITTEE MEETINGS**

- a) The Management Committee shall convene monthly meetings at time and date to be set by the Management Committee. At least fourteen (14) days notice in writing, by the Secretary, shall be given to Management Committee members and at least two (2) days notice in writing shall be given for the final agenda;
- b) A special meeting of the Management Committee may be convened on the request in writing of at least two (2) members of the Management Committee. The Management Committee shall consist of the President, Vice President, YAC Coordinator, Secretary, Treasurer, Club Captain, Chief Training Officer, Surf Sports Coordinator, Registrar.
- c) At least five (5) voting members shall form a quorum. 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 to reconvene at the same time and place;
- d) The order of business shall be;

- i. Apologies;
  - ii. Confirmation of Minutes;
  - iii. Business arising from Minutes;
  - iv. Correspondence;
  - v. Written reports from Officers and Advisers;
  - vi. Motions of which due notice has been given;
  - vii. General Business;
  - viii. Set Date for next meeting;
- e) The Chairperson may at the meeting's discretion, alter the order of, or add to the business of a meeting if circumstances require;
  - f) The Minutes of each Management Committee Meeting shall be circulated to all Committee members and displayed on the Club's Website and the Club's notice board, within fourteen (14) days of the meeting date and confirmed at the next Management Committee Meeting;
  - g) Minutes of proceeding from the previous Committee meeting shall be signed and endorsed by the Chairperson of the meeting;
  - h) Should the President and the Vice President be absent from a meeting, voting members present shall elect one of their number to act as Chairperson;
  - i) If a member of the Management Committee is absent from three (3) consecutive meetings of the Committee without a satisfactory explanation the position may be declared vacant.

### **13. YOUTH ACTIVITIES COMMITTEE**

- a) Shall consist of the YAC Coordinator, YAC Officer, Water Safety Officer and Age Managers any two (2) of from each age group shall be entitled to a vote;
- b) The Annual General Meeting of the Committee is to be held at a time and place to be determined by the YAC Committee and shall be at least twenty one (21) days prior to the Club AGM;
- c) Within seven (7) days of the YAC Committee's Annual General Meeting, the YAC Coordinator shall forward the names, in writing, of the nominated persons to the Club Secretary to be presented for consideration at the Club's AGM;
- d) All recommendations from the Committee shall be submitted in writing for endorsement or otherwise to the next meeting of the Management Committee meeting;

- e) Shall hold a minimum of four (4) meetings per year in addition to the Annual General Meeting;
- f) Six (6) Members 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 to reconvene at the same time and the same place.

#### 14. METHOD OF VOTING

- a) The 'by a simple majority' method of voting shall be employed at all Club meetings with the exception of the election of the Management Committee then the "secret ballot system" shall be used;
- b) In the event of there being an equal number of votes in any resolution in the 'by the simple majority' voting, the Chairperson of the meeting shall have a casting vote;
- c) 'A "secret ballot" may be instituted on a ruling from the Chairperson or by a motion by two (2) voting members;
- d) The Members entitled to vote at any meeting shall be those "voting Members" as defined by Rule 3;
- e) No member is entitled to a proxy vote at any meeting.



#### 15. METHOD OF BALLOTING FOR OFFICERS

- a) Poll Clerks shall be appointed by the Chairperson. Any nominee, if so desired, may appoint one (1) scrutineer to observe the count on behalf of the nominee;
- b) Any voting member shall do so by recording the name or names of such nominee or nominees to be elected;
- c) At the conclusion of the counting of 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 the name/s of the successful candidate/s. The ballot papers shall be destroyed at the meeting.

## **16. CHAIRPERSON'S DECLARATION TO BE CONCLUSIVE**

At a meeting, unless a 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.

## **17. NOTICE OF MOTIONS**

In notices of meetings, Secretary shall include all motions of which at least twenty-one (21) days' notice in writing has been given.

## **18. SPECIAL RESOLUTIONS**

- a) The Management Committee may convene a Special General Meeting of the club to consider a Special Resolution;
- b) A General Meeting to consider a Special Resolution may be convened by the Secretary at the request, in writing, of at least 5% of the voting membership;
- c) A Special Resolution must be passed by a Special General Meeting of the club to effect the following changes;
  - i. A change of the Club Name;
  - ii. A change of the Club Constitution;
  - iii. A change of the Club Business, Strategic and Operational
    - a. Plans;
  - iv. Affiliate the Club with a like Incorporated Body with like
    - a. objectives to SLSA.
- d) A Special Resolution shall be passed in the following manner;
  - i. A notice must be sent to all voting members at least twenty one (21) days prior to the meeting advising that a Special General Meeting is to be held to consider a special resolution;
  - ii. The notice to be considered by the Constitution Committee to ensure that it complies with the relevant procedures of the existing Constitution;
  - iii. The notice must give details of the proposed Special Resolution;
  - iv. To permit the necessary requirements of the Constitution to be complied with a special resolution must be in the hands of the Secretary at least forty two (42) days prior to the meeting at which it is proposed to be considered;

## **19. NOTICES**

Notices sent by post or electronic transmission shall be deemed to have been received two (2) working days after the date of sending.



## **20. DISCIPLINARY, JUDICIAL, GRIEVANCE MATTERS AND APPEALS**

Surf Life Saving Australia Limited Regulations shall be followed in relation to any and all meetings called to conduct disciplinary, judicial and grievance proceedings or like proceedings in relation to conduct of the Club, member or group of members. Surf Life Saving Australia Limited Regulations shall be the regulations that are 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.

## **21. RESTRICTIONS OF MEMBERS OF CLUB**

The Club shall immediately notify the Branch of names and addresses of all members who have had their membership cancelled or suspended, together with a copy of the Club's Judicial Meeting Minutes. The advice of cancellation or suspension shall in turn be forwarded to SLSNSW.

## **22. ANNUAL REPORT, FINANCIAL STATEMENT AND AUDITOR'S REPORT**

The Secretary shall prepare or cause to be prepared prior to the Annual General Meeting;

## **23. AUDITOR AND INSPECTION OF BOOKS**

- a) An Auditor with the current relevant qualifications shall be appointed at the AGM to hold office until the next Annual General Meeting;

- b) In the event of the position of the Auditor becoming vacant between Annual General Meeting or not being filled at the AGM, the Management Committee shall appoint an Auditor to fill such vacancy until the next Annual General Meeting;
- c) A Management Committee Member is not eligible for election as the Auditor;
- d) The Auditor shall conduct an audit of all Books of Accounts of the Club at the end of each financial year and shall also certify to the correctness of the Income and Expenditure Account and to the correctness of the Treasurer's Balance Sheet, for submission to the AGM and shall verify the existence of all monies and securities;
- e) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of the Club and shall be entitled to acquire from the President, Treasurer and Public Officer all such information and explanation as may be necessary; The Auditor shall submit a report to the AGM of the Club on the accounts examined and shall state:
  - i. Whether it is considered the accounts presented to the meeting have been properly drawn up as to exhibit a true and correct view of the state of the Club affairs according to the information and explanations given and as shown by the books of the Club;
  - 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 Club's financial affairs.
  - iv. The Records, Books and other documents of the club shall be open for inspection, free of charge, to a member of the Club at any reasonable hour having made a written request to the management committee;

#### **24. SOURCE OF FUNDS**

- a) The funds of the Club are to be derived from annual subscriptions of members, donations, sponsorship, fundraising and, subject to any resolution passed by the Club in general meeting, such other sources as the Management Committee determines;
- b) All money received by the Club must be deposited as soon as practicable and without deduction to credit of the Club's bank or other authorized deposit taking institution account;
- c) The Club must, as soon as practicable after receiving money, issue an appropriate receipt.

#### **25. MANAGEMENT OF FUNDS**



- a) The funds of the Club shall be used in pursuance of the objectives of the Club subject to any resolution passed by the Management Committee;
- b) All payments shall be made by electronic transfer or cheque signed by any two (2) of the following; Treasurer, President, Vice President or Secretary, after the accounts have been approved for payment by the Management Committee. All other payments made shall be ratified at the next meeting of the Management Committee and a record made in the Minutes;
- c) The financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March in the succeeding year;
- d) No contractual agreement will be entered into without prior approval of the Management Committee.

## **26. LIFE MEMBERSHIP**

- a) Members of the Club may be considered by the Honours and Life Membership Committee for Life Membership of the Club. To be eligible the nominee shall have rendered distinguished service to the Club over a period of at least fifteen (15) years. For service to be considered as distinguished it must be both sustained and a conspicuous contribution;
- b) Candidates must be nominated in writing by two (2) members of the Club;
- c) Period of membership for consideration shall commence at Bronze Medallion eligibility age or date of joining the Club, whichever is the latter;
- d) Should the Chairperson be absent from a meeting, Committee members present shall elect one of their number to act as Chairperson;
- e) The Honours and Life Membership Committee of the Club shall check the submission of each candidate nominated ensure that in its opinion the service so rendered has been of a special nature and, if endorsed by the Honours and Life Membership Committee, it shall be the responsibility of the Honours and Life Membership Committee to submit the recommended nomination/s to the President. The President shall then refer the recommendation to the AGM. At the AGM the recommendation shall be voted on by members, entitled to vote, by secret ballot without debate or discussion;
- f) Only nominations recommended by the Honours and Life Membership shall go forward to the AGM for their consideration;
- g) In order to be elected a Life Member the nominee/s must receive three quarters (3/4) of the votes cast by voting members attending the AGM;

- h) In the event that the nominee is also a member of the Honours and Life Membership Committee, then that member shall abstain from sitting on or voting on the Committee;
- i) Life Members may attend all Annual General Meetings with the right to vote;
- j) Life Members shall be exempt from any membership fees.

## **27. OFFICIAL CORRESPONDENCE**

All official correspondence to and from the Club must be through the Secretary except the Chief Instructor who may correspond to the SLSFNC Directors of Education and the Club Captain who may correspond to the SLSFNC Directors of Lifesaving. A copy of the correspondence must be forwarded to the Secretary.

## **28. VOTING BY MAIL, FACSIMILE OR ELECTRONIC TRANSMISSION**

Urgent matters arising between meetings of the Management Committee may be decided by a mail, facsimile or electronic transmission vote that shall be conducted in the following manner:

- a) Upon the instructions of the President any matter which may be dealt with by the Management Committee shall be submitted to a vote by mail, facsimile or electronic transmission;
- b) Where a vote by mail, facsimile or electronic transmission is intended to be taken the Secretary shall send by mail to each member of the Management Committee a clear statement of the question to be voted upon with a request that the vote thereon be sent by mail or electronically to the Secretary. Such request shall state the time and date upon which voting shall close;
- c) Within seven (7) days of the closing of a vote the Secretary shall mail to each Management Committee member a report of the result of such voting. The report shall contain a copy of the question and the resultant decision;
- d) All mail, facsimile and electronic votes received by the Secretary shall be filed with a copy of the question and a copy of the report of the result of the voting, and shall be retained in the official file of the Club for a period of not less than one (1) year.

## **29. RULES OF DEBATE**

- a) Any member desiring to speak shall address the Chairperson respectfully;
- b) No member may speak more than once to a question except in explanation or reply;
- c) A member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate;
- d) A reply shall be allowed only to a member who has moved a substantive motion;
- e) No member shall use offensive or unbecoming words;
- f) No speaker shall digress from the subject under discussion and all personal reflections on members shall be deemed disorderly;
- g) Whenever the Chairperson rises during debate the member then speaking shall sit down;
- h) No member shall interrupt another while speaking except on a point of order;
- i) Point of order:
  - i. Any member during the debate may raise a point of order, when the member speaking shall then sit down until the point of order has been decided;
  - ii. The member raising the point of order shall state concisely the point, and the Chairperson without further discussion shall give a ruling.
- j) It shall be in order for any member to move a motion of dissent from the Chairperson's ruling. The Mover of the motion of dissent shall concisely state the point. The Mover and the Chairperson only may speak to the motion;
- k) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to speak again on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of that member's speech; At any time during a debate a member may move 'that the question now be put', and such motion being duly seconded shall be put without debate. If carried, the question shall be put to vote, if lost the debate shall continue. It shall not be in order to move 'that the question be now put until at least two (2) members shall have had an opportunity of speaking against the motion';

- i. When the motion that the question now be put is carried, 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 the right of reply is forfeited.
- l) An amendment may be moved on any original motion. The Chairperson shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there is no amendment the original motion shall be put after the mover has replied;
- m) The Chairperson shall refuse to receive any amendment which is direct negative;
- n) The Chairperson may appoint tellers to assist counting a vote by show of hands or division, or at a secret ballot;
- o) The mover of an original motion must obtain the consent of the seconder and the approval of the meeting before making any alteration to the wording of the motion;
- p) An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one (1) amendment can be considered at the same time;
- q) A motion passed at a meeting may be recommitted at that meeting only with the concurrence of two thirds (2/3) of the voting members present.

### **30. RECISION MOTIONS**

A motion once moved and carried may only be amended or rescinded by a Notice of Motion as per Rule 17 of this Constitution.

### **31. BINDING MOTIONS**

Motions which are carried and have not been incorporated into this Constitution and are still effective after the end of the season in which they were adopted, shall be maintained in a register by the Secretary. They shall be reviewed as a 'Motion Binding' at the first meeting of the Management Committee Meeting after the AGM.

### **32. NON-POLITICAL AND NON-SECTARIAN**

The Club shall be strictly non-political and non-sectarian, and no section of the club 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. No member of the Club shall:

- a) Publicly participate in any political gathering or meeting representing EHCSLSC or SLSA ;
- b) In any publication or on television, film or radio or like production, or in any other manner, express an opinion or belief which supports or tends to support or discredits or tends to discredit any political or religious party, activity or belief;
- c) At any time publicly profess or claim to represent the views or beliefs of the Club or any part thereof or members thereof;
- d) Draw a comparison or compare the discipline, procedures or activities of the Club or any part thereof with any political or religious activity, body or organisation.

### **33. UNBECOMING CONDUCT**

Any member guilty of objectionable language or unbecoming conduct at any meeting may be called upon by the Chairperson of the meeting to retract and apologise for same, or may be dealt with as the meeting decides. Any such person shall, if required by the meeting, retire whilst the matter is being discussed.

### **34. CLUB COLOURS**

The Club colours shall be Royal Blue and White.



### **35. SAVING PROVISIO**

In the event of anything occurring not within the scope of this Constitution the Management Committee shall first determine if the matter is covered in SLSFNC, SLSNSW, SLSA Constitutions and if not provided for, shall deal with same and their decision shall be binding.

### **36. COPY OF CONSTITUTION**

A copy of the Constitution shall be given to Members of the Management Committee. A copy shall always be available for perusal by any member of the Club at any reasonable time on request to the Secretary. A copy is to be posted on the club web site for all members to access.

### **37. WINDING UP PROVISIO**

In winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members but shall be given or transferred to SLSFNC to be held in trust for a period of five (5) years and subject to review by SLSNSW pending the reformation of the Club.

