

KIAMA SURF LIFE SAVING CLUB Inc.

CONSTITUTION AND BY-LAWS

" KIAMA SURF LIFE SAVING CLUB Inc. - CONSTITUTION"

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1. TITLE

- The Club will be called “Kiama Surf Life Saving Club Inc.” and will consist of all members as indicated in Clause 5 of this Constitution.

2. AFFILIATION

- The Club will be affiliated with Surf Life Saving Australia, Surf Life Saving New South Wales Association and South Coast Branch Surf Life Saving Association.

3. OBJECTS

The objects of the Club will be:

- a) To provide for the positive conduct, encouragement, promotion and administration of surf life saving throughout Kiama.
- b) The Study and implementation of the methods and practices of Surf Life Saving.
- c) To minimise the loss of life from drowning by providing an efficient rescue system.
- d) Encourage long term involvement of club members in the Surf Life Saving movement.
- e) Through community involvement and support assist junior and cadet members to make a lifetime commitment to the Surf Life Saving movement.
- f) Encourage all members to be involved in all aspects of the club i.e. patrolling, social interaction, fundraising activities, Club maintenance and training prospective members.
- g) To implement and enforce SLSA, SLSNSW and South Coast Branch SOP’s, Regulations and Policies.

4. POWERS

The club has power:

- a) To acquire or hold (whether on trust or absolutely) and dispose of property.
- b) To construct, improve, maintain, develop, work, manage, carry out, alter or control any buildings, grounds, works or conveniences to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control of them.

- c) To invest and deal with moneys not immediately required in such manner as is from time to time thought fit.
- d) To subscribe to, become a member of and co-operate with any other association, club or organisation whether incorporated or not, whose objects are altogether or in part similar to those of the Club.
- e) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the club, in the shape of donations, annual subscriptions or otherwise.
- f) To make donations for charitable or community purposes.
- g) To do all such other things as are incidental or conducive to the attainment of the purposes and the exercise of the powers of the club.

5. MEMBERSHIP

- All members shall be Financial and abide by the Club's Constitution and shall be bound by the Constitution of Surf Life Saving Australia Ltd. and its By-Laws, and Manuals of Surf Life Saving Australia Ltd.

5.1 Active Member:

- a) Is a SLSA Bronze qualified patrolling member and is required to complete the full patrol and club obligations as provided by the Association and the Club's Constitution.
- b) Is required to qualify in an annual proficiency test unless the member has received their SLSA qualification during the current season.
- c) An Active Member must be a minimum of 18 years of age.
- d) Active Members have the right to be present, debate and vote at General Meetings.
- e) Active Members shall be entitled to use the club's premises and facilities as approved by the Executive Committee.

5.2 Active Junior Member:

- a) Is a SLSA Bronze qualified member, aged 15 to 18 years.
- b) Is required to qualify in an annual proficiency test unless the member has received their SLSA qualification during the current season.
- c) Are required to complete full patrol obligations.
- d) Active Junior Members shall be entitled to use the club's premises and facilities as approved by the Executive Committee.
- e) Active Junior Members have no voting rights in the management of the club.

5.2 Cadet Member:

- a) Is a member aged 13 to 15 years and who has gained a SLSA Surf Rescue Certificate qualification.
- b) Is required to qualify in an annual proficiency test unless the member has received their SLSA qualification during the current season.
- c) Are required to complete full patrol obligations.
- d) Cadet Members shall be entitled to use the club's premises and facilities as approved by the Executive Committee.
- e) Cadet Members have no voting rights in the management of the club.

5.3 Active Reserve Member:

- a) An Active Reserve Member as defined in the By-Laws.
- b) Is required to complete the Annual Proficiency Test.
- c) Active Reserve Members have the right to be present, debate and vote at General Meetings.
- d) Shall be entitled to use the club's premises and facilities as approved by the Executive Committee.
- e) Under special circumstances the General Committee may call upon an Active Reserve Member to perform occasional patrol duties.

5.4 Award Member:

- a) Is a SLSA qualified patrolling member (who does not have a current SLSA Bronze qualification) and is required to complete the full patrol and club obligations as provided by the Association and the Club's Constitution.
- b) Is required to qualify in an annual proficiency test unless the member has received their SLSA qualification during the current season.
- c) An Award Member must be a minimum of 18 years of age.
- d) Award Members have the right to be present, debate and vote at General Meetings.
- e) Award Members shall be entitled to use the club's premises and facilities as approved by the Executive Committee.

5.5 Life Member:

- a) A Life Member as defined in the By-Laws.
- b) Have the right to be present, debate and vote at General Meetings.
- c) Have all the rights and privileges of an Active Member and are exempt from patrol duties.
- d) Life Members are not required to pay the Annual Membership Fee.

5.6 Kingfisher Member:

- a) Are Junior Members with ages as defined in the SLSA manuals.
- b) They have no voting rights.

5.7 Associate Member:

- a) Are entitled to the benefits of the club.
- b) Have no vote rights at Senior Club Meetings unless they have an elected position within the club as listed in clause 8 of the Constitution.
- c) Can be part of the selection process for positions in the Kingfishers committee.
- d) They are not required to perform patrol duties.

5.8 Long Service Member – Veteran:

- a) A Long Service Member as defined in the By-Laws.
- b) A Long Service Veteran member is required to pay the Retiree's rate of Membership.
- c) A Long Service Veteran Member has the right to be present, debate and vote at General Meetings.
- d) A Long Service Veteran Member has all the rights and privileges of an Active Member and is exempt from patrol duties.

5.9 Probationary Member:

- a) Will be a prospective member that is in the process of gaining an award.
- b) Have no voting rights.

5.10 Honorary Member:

- a) Will be granted this at the discretion of the Executive.
- b) An Honorary member has the right to be present, debate and vote at General Meetings.
- c) An Honorary Member is not required to pay annual membership subscription; this will be paid for by the Club.
- d) Honorary Membership will extend for a period of two years from the date it was granted.
- e) Honorary Members shall include Club patron and Trauma Councillor.
- f) They are entitled to Club rights and privileges.

6. NEW MEMBERSHIPS

- a) New members must complete the required membership form. Each application must be accompanied by the relevant subscription.
- b) Application for membership must be approved by the Executive Committee.
- c) New members are not entitled to use the Club premises or property, until approval for membership has been approved.
- d) Any person in arrears to any club affiliated with S.L.S.A. will not be entitled to join Kiama S.L.S.C. as a member.

- e) The Executive Committee has the right to deny membership to the club if the person seeking membership is not deemed appropriate to the Object of the Club.

7. MEMBERSHIP FEES / SUBSCRIPTIONS

- a) The annual membership fee shall be determined by the Executive Committee and ratified at each Annual General Meeting of the Club and will be due by the first day of November in each year.
- b) The Fees are set according to each Membership classification.
- c) Any member of the Club regardless of classification or type shall be entitled to a concessional family member rate, as determined at each Annual General Meeting, for their spouse, who may choose the type of membership and for each dependent child who shall be allocated the appropriate membership category for their age.
- d) The Executive Committee has the right to refuse renewal of membership but a member will have the Right of Appeal under the provisions of section 14 of the Constitution.
- e) Any member who fails to renew their membership by the 31st of December will cease to be a member and will cease using the facilities provided by the Club until fees are paid.
- f) Should any member find that they cannot pay the membership fee by the due date, may apply in writing to the Executive Committee who may grant an extension to pay. Each case will be treated on its merits.

8. OFFICERS OF THE CLUB

8.1 Executive Committee

- President
- Club Secretary
- Treasurer
- Club Captain
- Kingfisher Chairperson (JAC)
- Club Manager

8.2 General Committee

- President
- Club Secretary
- Treasurer
- Kingfisher Chairperson (JAC)

- Club Manager
- Club Captain
- Chief Training Officer
- Club Registrar
- IRB Captain
- JRB Captain
- Emergency Coordinator
- Radio Communications Officer
- First Aid Officer
- Gear Steward
- Boat Captain
- Junior Female Captain **
- Junior Male Captain **
- OH & S Officer
- Publicity Officer

** Non voting members

8.3 Other Officers

- Club Patron(s)
- Club Auditor
- Trauma councilor
- Club Vice Captain
- IRB Vice Captain
- JRB Vice Captain
- Boat Vice Captain
- Kingfisher Committee
- Vice President

9. ELECTION OF OFFICE BEARERS

- a) Nominations for positions shall be called three weeks prior to the Annual General Meeting.
- b) Nominations for positions (in writing) should be lodged with the Secretary prior to the Annual General Meeting. Written nominations must be signed by the proposer, seconder and the nominee.
- c) No person shall be selected for a position if in the previous season they have been subject to Disciplinary Action by the club, as defined in section 13 of the Constitution
- d) An election must be held for Club Officers forming the Executive and General Committees.
- e) Vice Captain Positions will be determined as outlined in the By-Laws.
- f) The Honorary positions of Trauma Councillor, Auditor and Club Patron(s) will be decided upon by the Executive Committee.

- g) Vacancies existing after the Annual General Meeting and occurring during the year may be filled by the Executive Committee or Lifesaving Committees as outlined in their roles, section 12 of the Constitution.
- h) An Officer of the Club's position becomes vacant if the Officer: -
 - i) Ceases to be a member of the Club; or
 - ii) Resigns their office by notice in writing given to the Secretary; or
 - iii) Is removed by majority vote of the Executive Committee.

10. VOTING FOR OFFICE BEARERS

- a) In the event of there being two or more nominations for the one position, a secret ballot shall be conducted.
- b) In the event of an equal number of votes being lodged for two or more candidates, then the casting vote by the Chairperson of the meeting shall be counted to determine the election result.
- c) In the event of there being one nomination for any one of the positions, it will be necessary for the candidate to receive a simple majority of votes to be elected to the position.
- d) If a valid written nomination is received for a position, no nomination will be accepted from the floor.

11. CONSTITUTION & ROLES OF OFFICE BEARERS

- a) The Secretary will supply each member with a copy of the Club's Constitution, upon request, and a copy will always be available for perusal on request to the Secretary.
- b) Upon election to a position within Kiama Surf Life Saving Club each office bearer will be presented with a copy of the Position Description of the Office to which they have been elected.

12. ROLES OF THE COMMITTEES MANAGING KIAMA SLSC

12.1. Executive Committee

- a) Management and control of Kiama Surf Life Saving Club Inc. will be vested in the Executive Committee.

- b) The Executive Committee shall be responsible for and set strategic direction through the endorsement of strategic and business plans, adopt an annual budget, set major policies, ensure that internal control systems are in place, monitor the performance, progress and results associated with these functions.
- c) The Executive Committee shall have the control and management of the receipts and payments of the Club, its affairs and concerns, and members.
- d) Has power to appoint Sub-Committees to consider and report upon any questions referred to the Executive Committee.
- e) Consists of the President, Club Captain, Secretary, Treasurer, Club Manager, and Kingfisher Chairperson. Four (4) members of the committee must be present to have a quorum.
- f) No Member can hold more than one Executive position at one time.
- g) The Committee has the power to fill any vacancies that occur within the Executive Committee during the year.
- h) This Committee has the power to deal with all Club matters and report their action to the General Committee meetings.
- i) Meetings will be held monthly, on a day and time approved by the Executive Committee.
- j) Will select a representative (on a rotational basis) to attend monthly General Committee meetings.
- k) Will select a representative (on a rotational basis) to attend monthly branch Council meetings.

12.2 General Committee

- a) Responsible for the management and control of matters pertaining to surf life saving for Kiama Surf Life Saving Club Inc.
- b) The General Committee, through the Club captain, shall have the control of a \$100 petty cash fund to finance maintenance of lifesaving and training equipment.
- c) Six (6) members of the committee must be present to have a quorum.
- d) The person presiding at any meeting has an ordinary vote, and if the voting is equal, may then exercise a casting vote.
- e) The Committee has the power to fill any vacancies within the committee occurring during the year.

- f) This Committee has the power to deal with all Club matters with regards to patrols, training
- g) Meetings will be held monthly in conjunction with Club General Meetings, on a day and time approved by the Executive Committee.
- h) Two representatives from the General Committee are required to attend the Monthly South Coast Branch Board of Life Saving Meeting.
- i) That wherever practical to do so the reports of the General Committee members are to be submitted in writing to the club secretary one week prior to the next meeting date
- j) That four (4) days prior to the holding of the General Committee meeting the Club Secretary is to forward all available reports of the life saving committee member together with notice of the meeting.
- k) Notwithstanding (k) and (l) the person presiding at the General Committee meeting has the discretion to grant leave to accept from any Lifesaving Committee member either a written report submitted lat, or a verbal report.”

12.3. Sub-Committees

- a) An Executive Committee Meeting may appoint officers and/or members to a sub-committee to undertake any matter referred to them.
- b) Such Sub-Committees shall have no authority to transact any business other than that referred to them by the Executive Committee.
- c) Any recommendation or resolution made by the Sub-Committee shall be reported to the Executive Committee to review.
- d) Any vacancy existing on such Sub-Committee shall be filled by the Executive Committee.
- e) The makeup of specific Sub-Committees is outlined in the By-Laws.

12.4 Kingfisher Committee

- a) Responsible for the management and control of matters pertaining to the Kiama Surf Life Saving Nippers.
- b) Made up of Kingfisher Chairperson (JAC), Vice Kingfisher Chairperson, Kingfisher Registrar, Water Coordinator, Beach Coordinator, Carnival Coordinator, Kingfisher Secretary and Fund Raising Committee.
- c) Kingfisher Chairperson is a member of the Executive Committee.
- d) Provide a delegate to the monthly General Committee meeting.

- e) The Kingfisher Committee, through the Kingfisher Chairperson (JAC), shall have control of a \$100 petty cash fund.
- f) Attachment A of the Constitution will outline the structure and powers of the Kingfisher Committee.

13. DISCIPLINE

- a) Members who fail to carry out any duty or request of the Executive Committee or who violate the Rules of the Club, or any act contrary to the Objects of the Club, will render themselves liable to immediate suspension.
- b) Members who violate SLSA rules and regulations will render themselves liable to immediate suspension.
- c) Such suspension will be dealt with by a specially convened Discipline and Grievance Committee, who may reinstate the member concerned, or take Disciplinary Action.
- d) Types of Disciplinary Action that can be taken
 - a reprimand,
 - Loss of competition rights
 - suspension,
 - or expulsion from the Club.
- e) Any Member who is suspended from the Club shall not be entitled to use the club's premises and facilities for the duration of the suspension.
- f) Any Member who has been expelled or suspended, will immediately hand in all Club keys and any other club property to the Executive Committee.

14. GRIEVANCE PROCEDURES

- a) Where a member of the Club has a grievance with another member or with the Club, and that member considers the grievance warrants investigation and action by the Club, the grievance must be presented in writing (stating clearly and completely the details of the grievance) to the Club Secretary.
- b) The Executive Committee shall consider the grievance and as soon as is practicable, decide on the matter and advise the aggrieved member of the Committee's decision in person. A letter outlining the decision will also be forwarded to the member as soon as practicable.

- c) Where the Executive Committee sees fit they may appoint a Discipline and Grievance Committee to adjudicate or manage the grievance directly.
- d) All grievances received and all information surrounding the circumstances of a grievance shall be confidential and may be communicated only to the Secretary and to the Executive Committee of the Club.

15. CLUB PROPERTY

- a) No person will remove from the Club premises any property belonging to the Club without first receiving permission from a member of the Executive Committee. Persons receiving such equipment shall be held responsible for the full value of such property until its return in the same conditions it was borrowed.
- b) The Executive Committee member shall as at the next Executive Committee Meeting report:
 - the equipment borrowed,
 - the name of the borrower,
 - the date the equipment was borrowed,
 - the date the equipment will be returned
- c) Any damage done to the club property by a member at any time must be reported by the member to the Club Captain, Club Manager or Gear Steward. The member concerned may be requested to appear at the next Executive Committee Meeting to explain the circumstances. The Committee may then determine what action should be taken.

16. ORDER OF BUSINESS

16.1. Order of business for General Meetings:

1. Apologies.
2. Reading and confirmation of previous meetings minutes
3. Actions arising out of the previous meetings minutes
4. Correspondence
5. Club Reports

16.2. Order of business for Committee Meetings:

1. Apologies.
2. Reading and confirmation of previous meetings minutes
3. Business arising out of the previous meetings minutes
4. Correspondence
5. Delegates and Sub-Committee's Reports
6. Motions of which due notice has been given
7. General Business

16.3. Order of Business for Annual General Meetings:

1. Apologies
2. Reading and confirmation of previous AGM's minutes
3. Business arising from previous AGM's minutes
4. Presentation of Annual Report and Balance Sheet
5. Notice of motions to amend Constitution, Life Member Committee recommendations and adoption of amendments to By-Laws if any.
6. Election of Officers Bearers and Committees as outlined in the Club's Constitution, including adoption of Kingfisher Chairperson.
7. Urgent General Business. Provided that in all cases where Special Meetings are called, the business thereof will be as the Executive Committee determines.

17. RULES OF DEBATE

- a) Any member desiring to speak should indicate permission of the Chairperson in a respectful manner.
- 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 of the motion or amendment before the item is put to the vote.
- d) A reply will be allowed only to a member who has made a substantial motion.
- e) No member will use offensive language or threatening actions.
- f) The mover of a motion is permitted to speak for not more than five minutes in support of the motion. No other speaker is permitted more than three minutes. The meeting may by way of Resolution, without debate, grant an extension of time to any speaker.
- g) No speaker may digress from the subject under discussion, use improper motives or make aspersions on any member and/or members. All conduct of this nature is unacceptable and the Chairperson will state the speaker is out of order.
- h) Whenever the Chairperson rises during a debate the speaker will stop their argument and listen to the Chairperson.
- i) No member is to interrupt another while speaking except on a point of order.
- j) Any member, during the debate may raise a point of order. The member then speaking will stop until the point of order is decided. The member raising the point of order is required to state the point and the Chairperson, without further debate will give their ruling to the point.
- k) It is acceptable for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent will concisely state their point. The mover, seconder and the Chairperson only may speak to the motion.
- l) A member may move an adjournment of the debate. If the motion is resolved in the negative, the mover is not allowed to speak again on the question under debate. If the motion is resolved in the affirmative the mover has the right of resuming the debate at the ensuing meeting. No member is allowed to move an adjournment at the end of their speech.
- m) At any time during the debate any member may without notice move "that the question be now put", and any such motion being duly seconded, shall then be put without debate. If carried, the question will be put to the vote; if lost the debate will proceed.

- n) An amendment may be moved on any original motion. The Chairperson will put the amendment to the meeting and if carried, it will be declared to supersede the original motion carried at a previous meeting. If there is no amendment carried, the original motion will stand.
- o) The Chairperson will refuse any amendment that is directly opposed to the motion carried.
- p) In the event of any matter being brought before any General or Committee Meetings which affects the Chairperson or their interests, the Chairperson will vacate the chair and the meeting will elect a Chairperson “pro term” until a decision on the matter has been reached.
- q) Voting will be made by the voices or a show of hands. Any member, supported by three others, may call a division. In this case members will move to the right or left of the Chair as directed by the Chairperson, e.g. Affirmative to the right, Negative to the left and members declining to vote may retire behind the Chairperson.
- r) The Chairperson may appoint scrutineers to assist them in counting votes, by a show of hands, a division, or a secret ballot.
- s) The mover of the original motion must have the permission of their seconder and the approval of the meeting before making any amendment to the wording of the original motion.
- t) Only one amendment to a motion can be dealt with at any one time.
- u) In the absence of the Chairperson of a meeting (as outlined in Constitution), their vice will take the chair. If neither is in attendance an acting chairperson will be elected by a vote of the members in attendance.

18. CLUB MEETINGS

- a) The Annual General Meeting will be held in the month of August to receive the Annual Report and the Financial Statement, elect officers. Notice of Motion at an Annual General Meeting is required to be publicised three (3) weeks prior to the advertised date.
- b) A Special General Meeting will be called by the Secretary upon the request in writing by seven (7) members who must state the business to be discussed.
- c) The executive committee will hold a General Meeting of members once a month. These meetings are for all members of the Club to be informed and to present ideas or concerns to the Club executive. They will also be used to make all members fully aware of the Clubs’ position relative to finance, life saving, safety & indeed all other matters. This meeting will be used to foster & encourage participation of all members in the future development of all matters relating to the maintenance and improvement of the Club.
- d) Four (4) days notice is required to call any General Meeting.
- e) Ten (10) members will form a quorum at any General Meeting.
- f) All other meetings maybe called at the mutual agreement of members, or as outlined in other parts of the Constitution.

18.1 – Proxy voting must not be undertaken at or in respect of a general meeting

18.2 – Voting

- a. On any question arising at a general meeting of the association a member has one vote only.
- b. In the case of equality of votes on a question at a general meeting, the chair person of the meeting is entitled to exercise a second or casting vote.
- c. Proxy voting must not be undertaken at or in respect of a general meeting.
- d. The association may hold a postal ballot to determine any issue or proposal (other than Under Section 13)

19. FINANCE

19.1. Funds - Source

- a) The funds of Kiama SLSC shall be derived from annual subscriptions of Members, donations, sponsorships and such other sources as the Executive Committee determines.
- b) All money received by the Club shall be deposited as soon as practicable and without deduction into the account name of Kiama SLSC or any other Account as designated by the Executive Committee. The Kiama SLSC shall, as soon as practicable after receiving any money, issue an appropriate receipt.

19.2. Funds - Management

- a) Subject to any resolution passed by the Executive Committee, the funds of the Kiama SLSC shall be used in pursuance of the objects of the Kiama SLSC.
- b) The President, Treasurer and one other designated member of the Executive Committee are to be the authorized signatory's operating the bank accounts.
- c) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any 2 of the authorised signatories.
- d) The assets and income of the Kiama SLSC shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the Members of the Club except as Bona Fide compensation for services rendered or expenses incurred on behalf of the Kiama SLSC.
- e) All compensation, where practicable, shall be completed after obtaining an appropriate receipt for the transaction.
- f) The Executive Committee has the power to expend the Club's funds (income and/or profits) for the purchase of life saving equipment; promotion of Surf Life Saving; training of members; fund raising promotions; or any other item/s which promote the Objects as shown in Clause 3 of the Constitution.

- g) Petty Cash expenditures are for expenses less than \$100. Any Group within Kiama SLSC requiring a Petty Cash expenditure must receive **FIRST** the approval the officer responsible for Petty Cash in the associated area – Lifesaving (Club Captain); Kingfishers (Kingfisher Chairperson); and Club Manager.
- h) All Petty Cash expenditure must be accompanied by an appropriate receipt which must include the supplying companies ABN.
- i) The Club Captain, Kingfisher Chairperson and Club Manager to submit a report on a monthly basis at Executive meetings at which time the fund is reimbursed. Receipts to be attached to the report.
- j) Any transaction greater than \$100 will require approval from the Executive Committee before the transaction takes place.

19.3 Inspection of the books etc

The following documents must be open to inspection free of charge by a member of the association at any reasonable hour

- A) Records, books and other financial documents of the association
- B) This Constitution
- C) Minutes of all committee meetings and general meetings of the association

20. TRUSTEES

- a) The Executive Committee will appoint Trustees for any club property. They will be responsible for making recommendations to the Executive Committee for the maintenance and repair of such property. The appointed Trustees are to hold office for not more than 12 (twelve) months.
- b) In the absence of any specific appointment, the Treasurer will be deemed to be Trustee of all Club Property.

21. CLUB COLOURS

- a) The Club Colours are Royal Blue and Gold on a white background.
- b) Club Competition Caps will be Royal Blue.
- c) Any use of the club name and/or insignia is subject to the approval of the Executive Committee.

22. PATROLS

- a) Active Members will attend to patrol duties as requested by the Club Captain or Patrol Captain(s).

- b) Members on patrol duties are required to remain on patrol, for the duration of patrol, unless given approval from their Patrol Captain.
- c) Members absenting themselves from patrols are responsible for arranging a substitute or at least informing the Patrol or Club Captain that they are not available to perform their patrol. Any member not arriving for their patrol without reasonable excuse may be disciplined under Section 13 of the Club's Constitution.
- d) Members must report to their Patrol Captain
 - when arriving to sign on the Patrol Log;
 - when signing off the Patrol Log
 - and when leaving the clubhouse/ patrol area.
- e) The Patrol Captain and the patrol should abide by SLSA policy and procedures.

23. SALE AND CONSUMPTION OF LIQUOR

- a) The club shall at all times comply with the current requirements of the NSW Liquor Licensing act.
- b) When alcoholic beverages are provided on Club Premises, it is only for a specific purpose and has been approved by the Club Manager.

24. PROVISIO

- a) The Executive Committee shall be the sole authority for the interpretation of the Constitution, and any of the Regulations or By-Laws made there under.
- b) In the event of anything occurring not within the scope of the rules outlined in the Constitution, the Executive Committee will deal with the event at their discretion.

25. ALTERATION OF THESE RULES AND/OR CONSTITUTION

- No alteration of the Constitution can be made except at an Annual General Meeting, due notice of which has been given under Section 18 of the Club's Constitution.

26. INDEMNITIES

- The members of the Executive Committee and other officers of the Club and their respective heirs, executors and administrators shall be indemnified and saved harmless out of the funds of the Club from and against all charges, costs, losses, damages and expense

which they or any of them shall or may occur or sustain in or about the execution of their respective offices or in or about the contracts of agreements made by them for or on behalf of the Club or in furtherance of the objects of the Club except such charges or expenses as shall be incurred or sustained by or through their own willful default and none of them shall be answerable for the others of the conformity only, nor for any banker, broker or other person with whom any monies or effects belonging to the Club shall or may be lodged for safe custody, sale investment or otherwise or for the insufficiency of any security in which any monies belonging to the Club may be placed out or invested nor for any other misfortune, loss or damage which may happen in the execution of their respective offices, or in any way in relation thereto, except the same shall happen by or through their own willful default respectively and no Executive Committee or other officer of the Club shall be liable to repay any money which he/she did not personally receive and misappropriate.

27. WINDING UP

- On the winding up of the Club, the surplus of assets and property of the Club shall be reverted to Surf Life Saving NSW Inc. to be held in Trust pending the reformation of a Surf Life Saving Club at Kiama in the State of NSW, provided that such Club is reformed within the auspices of the SURF LIFE SAVING AUSTRALIA Ltd.

28. COMMITTEES THAT MANAGE AND CONTROL KIAMA SLSC

28.1 Executive Committee:

- As outlined in the Constitution.

28.2 General Committee:

- As outlined in the Constitution.

28.3 Kingfisher Committee:

- As outlined in the Constitution.

29. MAJOR ANNUAL PRESENTATION AWARDS

- LYMBERG FAMILY AWARD for the most outstanding cadet
- PARKINSON FAMILY AWARD for the most outstanding junior
- NEIL (BROTHER) BROWN MEMORIAL TROPHY for the most outstanding competitor
- KIM TABER MEMORIAL TROPHY for the most outstanding female

- PARKES FAMILY AWARD for the most outstanding contribution by a member behind the scenes
- BRIAN JONES MEMORIAL TROPHY for the life saver of the year
- LES PEPPER MEMORIAL AWARD for the club person of the year
- PETER DOBSON FAMILY TROPHY for the best team performance
- Competition representation for the Club at surf carnivals.
- Representation on behalf of the Club at various functions.
- Any member who has been reprimanded in any manner by the disciplinary committee within the previous 12 months is not eligible for an award.

30. Financial Year

The financial year of the association is the period commencing on 1st July and ending on the 30th June each year.

KIAMA SURF LIFE SAVING CLUB Inc.

By-Laws

B1. OFFICE BEARERS OF KIAMA SURF LIFE SAVING CLUB Inc.

B1.1 President

- a) To be a member of the Executive Committee as outlined in the Constitution.
- b) Represent the interests of the Club and its members at various external forums, eg State Council representative, local council liaison.
- c) Report to the Executive Committee after all meetings that impact on Kiama Surf Club.
- d) Motivate and lead the Club to success
- e) Have the power to temporarily suspend any Club officer/member whose activities or membership have been detrimental to the Club or SLSA until the Executive Committee has had the opportunity to discuss and determine same.
- f) Overall responsibility for ensuring the ongoing health and welfare of the Club is maintained in accordance with SLSA standard
- g) They, or their representative, shall chair all General Meetings and Executive Committee Meetings.
- h) If desired be an ex-officio member of all Sub-Committees.
- i) Have a deliberate and a casting vote.
- j) At the Annual General Meeting, following the election of the new Committee, appoint from the balance of the Executive, a Vice to take their place and have like powers in their absence.
- k) Ensure that all office bearers are performing their required duties and acting in accordance with the Constitution and Rules of the Club.
- l) Be responsible for media interviews as regards to Kiama Surf Club and its actions.
- m) Shall be responsible for Club strategic planning.
- n) They, or their representative, shall sign after ratification, as a true record, the minutes of the General and Executive meetings.
- o) Shall sign, after ratification the Annual Financial Report.
- p) Responsible for attendance of Kiama SLSC representatives at monthly Branch meetings.

B1.2 Vice- President

- a) Will assist the President with all required duties and deputise for the President as required or requested.
- b) Is appointed by the president from the members of the Executive.

B1.3 Club Captain

- a) To have overall management of active Club members with respect to surf life saving, training and competition.
- b) Ensure the effective development and operation of lifesaving patrols
- c) Ensure lifesaving equipment is maintained in good working order and in accordance with SLSA and legal requirements
- d) A member of the Executive Committee as outlined in the Constitution.
- e) Submit an itemised budget, with respect to surf life saving, training and competition, for submission to the Executive Committee within four weeks of the completion of the AGM. The budget must including fund raising initiatives.
- f) To represent the Club on any external Board, Committee or Group that may assist the growth, development or advancement of the Club, or in their absence an authorized proxy.
- g) To arrange annual proficiency session for all active members, at least once per year.
- h) Have the authority to permit or refuse access to any club member as deemed appropriate.
- i) Ensure patrolling members understand their responsibilities and regularly review activities.
- j) Ensure Patrol Captains undertake regular audits of their equipment and areas of responsibility and report maintenance requirements.
- k) Assist Committee/Patrol members achieve their season objectives
- l) Be responsible for the conduct and discipline of members in all Club matters with respect to surf life saving, training and competition.
- m) Prior to the commencement of each season he shall submit to the Executive Committee for approval, a schedule of patrols and their Captains, together with a roster of patrol duties for the ensuing season.
- n) Ensure patrols comply with SLSA rules and regulations.
- o) Be responsible for the efficiency of the patrols, keep a record of attendance there at and of all life saving work performed by members of the Club.
- p) Must be a current proficient Bronze holder.
- q) Will forward to South Coast Branch SLSA reports detailing patrolling hours for each proficient member, patrol details, rescue statistics etc.
- r) Following appoint shall select a deputy to take their place as appropriate and have like powers in their absence, The name of the candidate for Club Vice Captain shall be presented to the Executive Committee for approval.
- s) Manage a Petty Cash Fund of \$100 and report expenses from this fund to the Executive on a monthly basis.

B1.4 Treasurer

- a) A member of the Executive Committee as outlined in the Constitution.
- b) Ensure appropriate budget for the ensuing season is presented to the Executive Committee by a date set by the Executive Committee.
- c) Control and manage the financial records and funding of the Club and report activities and financial position in writing to each meeting of the Executive Committee.
- d) To maintain records of accounts, in the prescribed format, and present a duly audited full set of accounts, statements and Balance Sheet for inclusion in the Annual Report.

- e) Report upon request, the financial position of individual areas of the club to the appropriate captain.
- f) Be responsible for the Receipting, banking and recording all monies on behalf of the Club.
- g) Making all payments due by the Club, by cheque.
- h) Controlling, or delegating control, of a Petty Cash fund and ensure appropriate records of all transactions are maintained.
- i) Receive all monies on behalf of the Club and issue receipts for same. All monies received shall be immediately deposited into the credit of a Banking Account in the name of the Club as soon as practicable.
- j) Arrange for payment of all accounts that have been raised for payment by the Executive Committee or accounts required prior to the next Executive Committee meeting, in which case the Treasurer and one other signatory may approve such payment which must be ratified at the next Executive Committee meeting.
- k) Prepare a schedule of assets and liabilities of the Club if and when requested to do so by the Executive Committee.

B1.5 Club Secretary

- a) A member of the Executive Committee as outlined in the Constitution.
- b) To receive, log and process all items of correspondence to ensure all areas of the Club are sufficiently informed in order to carry out duties, instructions etc.
- c) To coordinate the recording and distribution of agendas and minutes of all General and Executive meetings
- d) To collate and draft the Club's Annual Report for presentation at the AGM.
- e) To be the Public Officer for Kiama Surf Life Saving Club Inc. and ensure that all government forms required for incorporation are completed and submitted on time.
- f) Shall conduct the correspondence of the Club and be responsible for custody of all documents belonging to the Club and for the disposition thereof.
- g) The Secretary shall keep in their custody or under their control all books, documents and securities of the Club.

B1.6 Chief Training Officer

- a) Be responsible for the instruction of all members in the principles of surf life saving.
- b) Identify the Club's training needs and develop a training plan to assist members and new members to achieve SLSA qualifications.
- c) Develop a training strategy in consultation the Club Captain.
- d) Continually review training content and instruction techniques to ensure effective outcomes
- e) Encourage members to undertake training and education that will advance their Life Saving skills and general Personal Development.
- f) Coordinate instruction in Life Saving techniques and associated skills for all new, existing members who wish to undertake examination for Surf Life Saving Awards.
- g) Oversee the activities of the Club's instructors.
- h) Liaise with Examiners.

- i) Will produce a budget for Training activities for the coming season and present this budget to the General Committee prior to the commencement of the season.
- j) Responsible to manage the budget that has been approved for training activities.
- k) A member of the General Committee as outlined in the Constitution.

B1.7 Club Manager

- a) A member of the Executive Committee as outlined in the Constitution.
- b) Be controlling officer for all functions held within the Kiama Surf Life Saving Club premises.
- c) Responsible for recruiting staff for any function held within the club.
- d) Will be Works Supervisor for any work carried out by the Building Committee.
- e) Keeps the records for the Key Register.
- f) Be responsible for club equipment, other than that associated with lifesaving duties.
- g) Manage a Petty Cash Fund of \$100 and report expenses from this fund to the Executive on a monthly basis.

B1.8 Kingfisher Chairperson

- a) Coordinate the management of the Kiama Kingfishers.
- b) Represent the interests of the Junior membership and their parents/guardians at a Senior Club Level.
- c) A member of the Executive Committee as outlined in the Constitution.
- d) Shall ensure that for all activities undertaken by Junior members the appropriate SLSA regulations are adhered to.
- e) To ensure a representative of the Kingfishers attends South Coast Branch junior Activities Board meetings.
- f) Ensure a representative of the Kingfishers attends monthly General Committee meetings.
- g) Be responsible to coordinate the maintenance and serviceability of junior equipment.
- h) Produce a budget for Kingfisher activities for the coming season and present this budget to the General Committee within four weeks of the completion of the AGM. The budget must including fund raising initiatives.
- i) Responsible to manage the budget that has been approved for Kingfisher activities.
- j) Manage a Petty Cash Fund of \$100 and report expenses from this fund to the Executive on a monthly basis.

B1.9 Club Registrar

- a) A member of the General Committee as outlined in the Constitution.
- b) Ensure members details are recorded in SLSA computer based system.
- c) Develop achievement recognition systems.
- d) Attend monthly General Committee meetings on a regular basis.
- e) Maintain accurate membership records for all Club members and officers, together with details of all awards gained and any other appropriate activities of members.
- f) Oversee the activities of the Registration.

- g) Ensure all members are registered and financial, and that appropriate insurance documentation is in place in a timely manner.
- h) Be responsible for the maintenance of membership records, annual membership renewal and the provision of membership lists and statistics as required by other officers.
- i) Will submit all completed competition entries as provided by General Committee to South Coast Branch SLSA.
- j) Ensure all statutory forms are completed and maintained.

B1.10 IRB Captain

- a) A member of the General Committee as outlined in the Constitution.
- b) Ensure that each operational IRB has a minimum of two fully working IRB motors.
- c) Responsible for training prospective IRB drivers and supervision of IRB competition teams.
- d) Provide an IRB report to each monthly General committee meeting and an annual report to the Secretary on request.
- e) Will manage all IRB's and equipment and is responsible for keeping them in good running order and Condition.
- f) Produce a budget for IRB activities for the coming season and present this budget to the General Committee within four weeks of the completion of the AGM. The budget must including fund raising initiatives.
- g) Following appoint shall select a deputy to take their place and have like powers in their absence, The name of the candidate for IRB Vice Captain shall be presented to the Executive Committee for approval.

B1.11 JRB Captain

- a) A member of the General Committee as outlined in the Constitution.
- b) Ensure that for each Patrol the JRB is in full working order.
- c) Is responsible for training prospective JRB drivers and crewman for rostering on patrols.
- d) Is responsible in ensuring all JRB drivers and crewman provide written reports for any rescues they are involved in.
- e) Will at all times have the final decision whether or not the JRB goes to sea. The JRB Patrol Captain on the day will deputise for the JRB Captain when required and requested.
- f) Liaise with Captain and Emergency Coordinator to advise when the Jet boat is not available.
- g) Provide a JRB report to each monthly General Committee meeting and an annual report to the Secretary on request.
- h) Produce a budget for JRB activities for the coming season and present this budget to the General Committee within four weeks of the completion of the AGM. The budget must including fund raising initiatives.
- i) Following appoint shall select a deputy to take their place and have like powers in their absence, The name of the candidate for JRB Vice Captain shall be presented to the Executive Committee for approval.

B1.12 Surf Boat Captain

- a) A member of the General Committee as outlined in the Constitution.
- b) Be in charge of the surfboats and all their gear and is responsible for keeping them in good order and condition.
- c) Is responsible for the training and supervision of surfboat competition teams.
- d) Provide the “Boaties” report to each monthly General Committee meeting and an annual report to the Secretary on request.
- e) Will be responsible for the transportation of the boats and gear to and from carnivals.
- f) Will have the delegated powers to direct and command the boat crews representing the club.
- g) Produce a budget for Boat activities for the coming season and present this budget to the General Committee within four weeks of the completion of the AGM. The budget must include fund raising initiatives.
- h) Following appointment shall select a deputy to take their place and have like powers in their absence, The name of the candidate for Surf Boat Vice Captain shall be presented to the Executive Committee for approval.

B1.13 Emergency Coordinator

- a) A member of the General Committee as outlined in the Constitution.
- b) Will represent Kiama Surf Life Saving Club at the District Emergency Management Sub-Committee Meetings.
- c) Manage all callout situations on behalf of Kiama SLSC.
- d) Liaise with State Emergency Service and Police in all rescue situations as required.
- e) Responsible for ensuring that all rescues are fully documented including names and addresses where applicable.
- f) Provide a report to each monthly General Committee meeting and an annual report to the Secretary on request.

B1.14 Radio Communications Officer

- a) A member of the General Committee as outlined in the Constitution. Responsible for rostering available Radio Operators during the patrol season and submitting roster to the Management Committee.
- b) Responsible for ensuring all radios are in working condition and organising radio repairs after communication with Club Executive.
- c) Liaise with Emergency Manager in regards to communication and/or rescues.
- d) Provide written reports for all rescue callouts and submit to the next management committee meeting.
- e) Produce a budget for Radio activities for the coming season and present this budget to the General Committee within four weeks of the completion of the AGM.
- f) Provide a report to each monthly General Committee meeting and an annual report to the Secretary on request.

B1.15 Gear Steward

- a) A member of the General Committee as outlined in the Constitution. Will be responsible for the maintenance and upkeep of all life saving equipment and competition gear belonging to the club with the exception of IRB, Surfboat, JRB, First aid and Radios.
- b) Will itemise each article of gear and ensure maintenance logs are updated regularly and submitted to the monthly General Committee meeting.
- c) Will not dispose of any equipment without firstly gaining approval of a member of the Executive Committee.
- d) Will provide a report to each monthly General Committee meeting and an annual report to the Secretary on request.
- e) Ensure the lifesaving equipment is ready for the annual “Gear Inspection” by the South Coast Branch Board of Life Saving at the beginning of each patrolling season.
- f) Ensures that all plant items within the club are registered and insured as required.

B1.16 Club Publicity Officer

- a) A member of the General Committee as outlined in the Constitution Will be responsible for all club publicity, reporting results of all club competitions and general advertising.
- b) Assist the Carnival Organiser and Social Organiser when required.
- c) Liaise with Kingfisher publicity Officer.
- d) Direct all media interviews to the President or his representative.

B1.17 First Aid Officer

- a) A member of the General Committee as outlined in the Constitution. Is responsible for the Club’s First Aid Room.
- b) To carry out regular audits of the Clubs First Aid Supplies to ensure adequate stock of first aid supplies and equipment are available.
- c) Responsible for a First Aid Attendant to be rostered on whenever a carnival is held at Kiama Surf Beach.
- d) Ensure the first aid room is ready for the annual “Gear Inspection” by the South Coast Branch Board of Life Saving at the beginning of each patrolling season

B1.18 Junior Female and Male Captains

- a) Non voting members of the General Committee as outlined in the Constitution.
- b) Encourage junior members in Kingfisher activities and promote a positive attitude to Surf Life Saving.
- c) Liaise and actively show the senior Kingfishers, the roles and responsibilities of the different areas within the Club.
- d) Assist junior members in their transition from Kingfishers to cadets as an active patrol member.
- e) Organise activities for Cadet and senior Kingfishers i.e. mini carnivals, outings with chaperones, inspections of Club areas.
- f) Monitor any problems that may arise and communicate with Kingfisher Chairperson or Club Captain to assist to remedy them.

- g) Encourage all Kingfishers and cadets to bring their friends along and enjoy your friendly Club.

B1.19 Club Vice-Captain

- a) Will assist the Club Captain with all required duties and deputise for the Club Captain as required or requested.
- b) The Club Captain will put forward a candidate to be ratified by the Executive Committee.

B1.20 IRB Vice-Captain

- a) Will assist the IRB Captain with all required duties and deputise for the IRB Captain as required or requested.
- b) The IRB Captain will put forward a candidate to be ratified by the General Committee.

B1.21 JRB Vice-Captain

- a) Will assist the JRB Captain with all required duties and deputise for the JRB Captain as required or requested.
- b) The JRB Captain will put forward a candidate to be ratified by the General Committee.

B1.22 Surf Boat Vice-Captain

- a) Will assist the Surf Boat Captain with all required duties and deputise for the Surf Boat Captain as required or requested.
- b) The Surf Boat Captain will put forward a candidate to be ratified by the General Committee

B1.23 Trauma Councilor

- a) Manage trauma counseling as required for all Kiama SLSC personnel involved in a major rescue.
- b) Follow up initial counseling for all Kiama SLSC rescue personnel.
- c) Provide a written report to Club Executive for all persons counseled after major rescues.

B1.24 Club Patron

- To support the Club through public exposure and inter-business interaction.

B.1.25 Surf Sports Coordinator

- Submit all carnival entries upon payment of any entry fees
- Coordinate and publise surf Sports training activities and upcoming carnivals/events
- Member of the General Committee

B2. PATROL BY-LAWS

- a) Members are required to complete the Patrol Obligations set by the Club Captain.
- b) Absent From Patrol Duties:
 - Members who are unable to complete their rostered patrol should first try to find a substitute.
 - If a substitute is found the substitute should record on the Patrol Log on the day of the patrol. The Patrol Captain must be informed of the substitute.
 - The substitute must be a like substitute, i.e. a Bronze holder for a Bronze holder.
- c) If a member is unable to fulfill their rostered patrol, the Patrol Captain must be advised no later than 6:00pm on the Friday prior to the said patrol.
- d) Patrol Captains are responsible for the recording in the Patrol Log of their patrolling, the starting and finishing times of patrol members.

B3. COMPETITION

- a) All Members who wish to compete must be financial members of Kiama Surf life Saving Club before partaking in SLSA Competition.
- b) To be eligible to compete for the club, the Member must be of the following categories:-
 - Active Member
 - Cadet Member
 - Kingfisher Member
- c) Members are unable to compete at carnivals unless they have fulfilled their rostered Patrol Obligations.
- d) Names of competitors must be presented to the General Committee for approval to compete for the club prior to them partaking in SLSA Competition during the current season.
- e) All competing Members must have fulfilled the obligations and criteria for eligibility for competition as set out in SLSA Regulations, Manuals and Guidelines.
- f) No group or person shall submit an entry to a carnival or competition without prior approval of the General Committee. This entry must be forwarded through the Club Registrar.
- g) Team uniforms must be endorsed by the General Committee.

B4. SURF BOAT RULES AND BY-LAWS

- a) The use of Surf Boats and associated equipment must be undertaken in accordance with SLSA rules and Regulations.
- b) No persons other than proficient club members are permitted to use the boats.

- c) Members are not permitted to use the surf boats without consent of either Club Captain or the Surf Boat Captain. This member will be held responsible for the conduct of the boat crew and the manner in which the boat is used whilst under their control and for any breach of the Surf Boat By-Laws.
- d) The boat and equipment will be stored in a safe and secure manner. Members of the Club authorized to use the boat are responsible for securing the boats after use. Any damages, loss of gear and/or misconduct should be put in writing to the General Committee.
- e) Any officer or member violating any of these By-Laws will be dealt with under Section 13 of the Club's Constitution.

B5. SUB COMMITTEES

B5.1 DISCIPLINE & GRIEVANCE COMMITTEE

- a) The Discipline & Grievance Committee shall consist of three Members of the Club. The Club Captain is one member of the committee. The other members will be another member of the Executive and a Life Member.
- b) In the event of there being no Life Members available for appointment, the Club President will take this place.
- c) This Committee will be appointed as required by the Executive Committee.
- d) The duties of the Discipline & Grievance Committee shall be to hear and give final judgement on
 - i) any member who has breached the Discipline policy of the Club.
 - ii) Grievance between two or more members of the Club.
- e) The report and findings of the Discipline & Grievance Committee shall take effect immediately and their report shall be tabled at the first meeting of the Executive Committee after their investigation is concluded.
- f) Pending the report of the Discipline & Grievance Committee, the member or members facing the Discipline & Grievance Committee shall be subject to the decision made by the Executive Committee.

B5.2 SELECTION COMMITTEE

- Consists of the
 - a) Club Captain;
 - b) Boat Captain. IRB Captain or Kingfisher Chairperson depending on the competition discipline concerned;
 - c) and a member selected from the Executive Committee.

- The three (3) Selectors will select teams as required and report their actions to the next monthly General Committee meeting.

B5.3 BUILDING COMMITTEE

- a) Consists of up to six (6) members including the Club Manager and is formed if required to manage any building works in Kiama SLSC.
- b) This Committee has full control of all aspects of the building maintenance but cannot pass any accounts for payment. These accounts must be submitted to the Executive Committee for approval.
- c) The Club Manager will supervise any building works and report to the Executive committee each month.

B6. CRITERIA FOR FOR ANNUAL AWARD NOMINATIONS

The Executive Committee, may use for example, a number of the following items as criteria for these very important awards:

- Attendance and Door Knock for the Annual Appeals Day.
- Organising Company Sponsorship for the Club.
- Taking on positions of Office Bearers within the Club.
- Attend Service Club meetings and gain monetary assistance.
- Work for the Club at various functions e.g. weddings, parties.
- Assist with building maintenance on working bees.
- Be committed to beach patrols to 100% proficiency status.
- Being of assistance with on call rescues scenario.
- Cannot have had disciplinary action taken against them in the preceding surf season.

B7. A GUIDE FOR NOMINATION TO LIFE MEMBERSHIP

- Must be a current club member
- Special service to the club includes at least five (5) years in a Management position of the Club, ie President, Club Secretary, Club Captain, Treasurer, Club Manager, Chief Training Officer, Communications Officer, Surf Boat Captain, JRB Captain, IRB Captain, Kingfisher Chairperson, Emergency Manager, Kingfisher Secretary.
- In excess of 1000% Patrols.
- Life Membership may be bestowed on a member who has rendered at least twenty (20) years service and has performed outstanding service to Kiama SLSC.
- The Life Membership Committee can only propose a recommendation for Life Membership. The Life Membership Committee consists of the Executive Committee and at least one (1) Life Member.

- This Committee will ensure that the matter is confidential and will, if the recommendation is seconded by the Life Membership Committee, forward the matter to the next Annual General Meeting for the motion to be put to the members. A member can only be awarded Life Membership by a vote of two-thirds majority of the members present who are entitled to vote at an Annual General Meeting.

B8. A GUIDE FOR ANYONE SEEKING LONG SERVICE MEMBERSHIP

- Is a financial Active Member having twenty (20) consecutive years of membership from the date of gaining their SLSA qualification.
- The right to make application for Long Service Membership is available to any member with twenty (20) years active membership of Kiama SLSC or any other Club affiliated with SLSA. This member must have served at least five years as an active member at Kiama SLSC. The vote will be by secret ballot at an Executive Committee meeting of Kiama SLSC. When approved, the member will be placed on the Long Service Veterans Register.

B9. Eligibility and procedures for Active Reserve Status

- Is a financial active member having ten consecutive year's membership from the date of gaining the SLSA Bronze Medallion. With at least five years have been served as an Active Member of Kiama SLSC. In exceptional circumstances this member may make an application in writing to the committee to be placed on the Active Reserve Register.
- The Club Registrar is responsible for recording on the membership nomination form particulars relating to the service with another club.
- The vote for appointment to the Active Reserve Register will be taken by secret ballot at the Club's Executive Committee meeting. The member must be financial before confirmation of their appointment.

Definitions:

AGM: Annual General Meeting

Association: South Coast Branch Surf Life Saving Association.

Boaties: Boat teams, boat rowers.

Club: Kiama Surf Life Saving Club, including - financial members;
Premises and
Equipment.

Constitution: The document as presented herein.

Current Season: As per SLSA definition.

Executive: Executive Committee: As outlined in the Constitution.

JAC: Junior Activities Chairperson, Kingfisher Chairperson.

Life Saving Committee: As outlined in the Constitution.

Office Bearer: A person performing a duty to which they have been elected or appointed as outlined in the Constitution.

Patrol Duties: Those duties as assigned by the Club Captain and in accordance with SLSA regulations.

Radio Operator: A person performing Branch radio duties in the branch radio room.

Senior Club: That part of the Club involved with patrolling.

Vice: Deputy position

Year (Season): shall mean in the case of :-

- 1) Proficiency Obligations the period between 1st January and 31st December in any one year.
- 2) Competition and Age Classification the period between 1st October in any one year and 30th September in the year following.
- 3) Financial Year the period between July 1st in any one year and June 30th in the following year.
- 4) Membership Year the period between January 1st in any one year and December 31st of that year.

Attachment A

Nippers Committee Structure Rules and Powers

The Nippers Committee will abide by the rules and regulations as set out in the Constitution.