

CONSTITUTION & BY-LAWS



**Kiama Surf Life
Saving Club Inc.**

August, 2018

Clause	Index	Page
	Index	2-4
1	Title	5
2	Affiliation	5
3	Objectives	5
4	Powers	5
5	Membership	6
5.1	Active Member	6
5.2	Active (15-18 years) Member	6
5.3	Cadet Member	6
5.4	Active Reserve Member	7
5.5	Award Member	7
5.6	Life Member	7
5.7	Kingfisher Member	7
5.8	Associate Member	7
5.9	Long Service Member - Veteran	8
5.10	Probationary Member	8
5.11	Honorary Member	8
6	New Memberships	8
7	Membership Fees / Subscriptions	9
8	Officers of the Club	9
8.1	Executive Committee	9
8.2	General Committee	9-10
8.3	Other Officers	10
9	Election of Office Bearers	10-11
10	Voting for Office Bearers	11
11	Constitution & Roles of Office Bearers	12
12	Roles of the Committees Managing Kiama SLSC	12
12.1	Executive Committee	12
12.2	General Committee	12-13
12.3	Sub-Committees	13
12.4	Kingfisher Committee	13
13	Discipline	14
14	Grievance Procedures	14
15	Club Property	15

16	Order of Business	15
16.1	Order of Business for Executive & General Meetings	15
16.2	Order of Business for Annual General Meetings	15
17	Rules of Debate	16-17
18	Club Meetings	17
18.1	Voting	17
19	Finance	18
19.1	Funds - Source	18
19.2	Funds - Management	18
19.3	Inspection of the Books	18
20	Club Colours	19
21	Patrols	19
22	Sale and Consumption of Liquor	19
23	Proviso	19
24	Alteration to this Constitution	20
25	Indemnities	20
26	Winding Up	20
27	Committees that Manage & Control Kiama SLSC	21
27.1	Executive Committee	21
27.2	General Committee	21
27.3	Kingfisher Committee	21
28	Major Annual Representation Awards	21
29	Financial Year	21
	Kiama SLSC Inc. By-Laws	22
B1	Officer Bearers of Kiama SLSC Inc.	22
B1.1	President	22
B1.2	Vice President	22
B1.3	Club Captain	23
B1.4	Club Vice-Captain	23
B1.5	Treasurer	24
B1.6	Club Secretary	24
B1.7	Club Manager	25
B1.8	Club Manager (Vice)	25
B1.9	Kingfisher Chairperson (JAC)	25
B1.10	Club Registrar	26
B1.11	Chief Training Officer (CTO)	26-27
B1.12	Surf Sports Coordinator	27

B1.13	Inflatable Rescue Boat (IRB) Captain	27
B1.14	Jet Rescue Boat (JRB) Captain	27-28
B1.15	Surf Boat Captain	28
B1.16	Radio Communications Officer	29
B1.17	First Aid Officer	29
B1.18	Junior Female & Male Captains	29
B1.19	Gear Steward	30
B1.20	WHS Officer	30
B1.21	Inflatable Rescue Boat (IRB) Vice-Captain	30
B1.22	Jet Rescue Boat (JRB) Vice-Captain	30
B1.23	Surf Boat Vice-Captain	31
B1.24	Youth Development Officer	31
B1.25	Publicity Officer	31
B1.26	Public Officer	31
B1.27	Club Auditor	31
B1.28	Club Patron(s)	31
B2	Patrol By-Laws	32
B3	Competition	32
B4	Surf Boat Rules & By-Laws	33
B5	Sub Committees	33
B5.1	Discipline & Grievance Committee	33
B5.2	Surf Sports Selection Committee	34
B5.3	Building Committee	34
B6	Criteria for Annual Award Nominations	34
B7	A Guide for Nomination to Life Membership	35
B8	A Guide for Anyone Seeking Long Service Membership	36
B9	Eligibility & Procedures for Active Reserve Status	36
	Definitions	37
	Attachment A - Nippers Committee, Structure, Rules & Powers	38-40

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. OBJECTIVES

The objectives of the Club will be:

- a) To provide for the positive conduct, encouragement, promotion and administration of surf lifesaving throughout Kiama.
- b) The Study and implementation of the methods and practices of SLSNSW and SLSA.
- 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 including and additions & bylaws.

4. POWERS

The Kiama SLSC has the 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 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 its By-Laws and shall be bound by the Constitution of Surf Life Saving Australia Ltd. and its By-Laws, and all Manuals of Surf Life Saving Australia Ltd.

5.1 Active Member:

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

5.2 Active (15-18 years) Member:

- a) A member aged 15 to 18 years and who has gained a SLSA Bronze Medallion and must be proficient in said award.
- b) Is required to complete an annual proficiency test unless the member has received their SLSA qualification during the current season.
- c) Are required to complete full patrol and club obligations as provided by the Association and the Club's Constitution.
- d) Active (15-18 years) Members shall be entitled to use the club's premises and facilities as approved by the Executive Committee.
- e) Active (15-18 years) Members have no voting rights in the management of the club.

5.3 Cadet Member:

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

5.4 Active Reserve Member:

- a) An Active Reserve Member as defined in the By-Laws (Section B9).
- b) Is a SLSA SRC, Bronze Medallion or Radio Operator Certificate patrolling member and must be proficient in said award.
- c) Is required to complete an annual proficiency test.
- d) Active Reserve Members have the right to be present, debate and vote at General Meetings.
- e) Shall be entitled to use the club's premises and facilities as approved by the Executive Committee.
- f) Under special circumstances the Club Captain may call upon an Active Reserve Member to perform occasional patrol duties.

5.5 Award Member:

- a) Is an SLSA fully qualified member, Radio, First Aid or ARTC qualification (the member does not hold a current SLSA SRC, Bronze Medallion qualification).
- b) Is required to complete 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.

5.6 Life Member:

- a) A Life Member as defined in the By-Law (Section B7).
- 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.

5.7 Kingfisher Member:

- a) Kingfisher Members age groups as defined as per the SLSA manuals.
- b) Kingfisher Members have no voting rights in the management of the club.
- c) Kingfisher Members are entitled to use the club's premises and facilities (excluding the gymnasium) as approved by the Executive Committee.

5.8 Associate Member:

- a) Have no voting rights at Senior Club Meetings unless the member has an elected position within the club as listed in (Section 8) of this Constitution.
- b) Can be part of the selection process for positions in the Kingfishers committee.
- c) They are not required to perform rostered patrol duties.
- d) Associate Members are entitled to use the club's premises and facilities (excluding the gymnasium) as approved by the Executive Committee.

5.9 Long Service Member – Veteran:

- a) A Long Service Member as defined in the By-Laws (Section B8).
- b) A Long Service Veteran member is required to pay the Retiree's rate of Membership.
- c) A Long Service Veteran Member has all the rights and privileges of an Active Member and is exempt from patrol duties.

5.10 Probationary Member:

- a) Will be a prospective member that is in the process of gaining an award.
- b) Probationary members do not have voting rights.
- c) Probationary members do not have the rights to use the Kiama SLSC Clubs facilities.

5.11 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) Honorary Members are entitled to use the club's premises and facilities (excluding the gymnasium) as approved by the Executive Committee.

6. NEW MEMBERSHIPS

- a) New members must complete the required membership form. Each application must be accompanied by the relevant subscription.
- b) New members will not be accepted between the closing of the season (the last patrol of the season) and the start of the next season (directly after the AGM is completed and the seasons fees are ratified).
- c) New membership requests must be presented and approved at a General Meeting, in some circumstances membership requests may also be referred to an Executive Committee for approval.
- d) Any person in arrears to any club affiliated with SLSA will not be entitled to join Kiama SLSC as a member.
- e) Any person involved in disciplinary action (be it a current disciplinary action or a lifetime disciplinary action) with any club affiliated with SLSA will not be entitled to join Kiama SLSC as a member.
- f) The Executive Committee has the right to deny membership to the club if the person seeking membership is not deemed appropriate to the Objective of the Club.
- g) New members do not have the rights to use the Kiama SLSC Clubs facilities until their membership is ratified and approved.

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 as per SLSA rules.
- b) The annual membership 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, the family concession rate is ratified at each Annual General Meeting, the family member concession rate includes 2 Adults & any family members under the age of 18.
- d) The Executive Committee has the right to refuse renewal of membership, a member does then have the Right of Appeal under the provisions of (Section 14) of this Constitution.
- e) Any member who fails to renew their membership by midnight on the 31st of December must be archived and required to cease patrols.
- f) Any member who achieves 5 years of consecutive 100% rostered patrol service will have their membership fees paid for by the Kiama SLSC and this will continue as long as the member in question maintains a 100% rostered patrol record. Once the run of consecutive 100% rostered patrol years is broken membership fees will be reinstated and the years of consecutive membership requirement then restarts after 2 more years of consecutive 100% Rostered Patrols.
- g) Should any member find that they cannot pay the membership fee by the due date, the member then 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 Captain
- Treasurer
- Club Secretary
- Club Manager
- Kingfisher Chairperson (JAC)

8.2 General Committee

- President
- Club Captain
- Treasurer
- Club Secretary
- Club Manager
- Kingfisher Chairperson (JAC)
- Club Registrar
- Chief Training Officer
- Surf Sports Coordinator
- Inflatable Rescue Boat (IRB) Captain
- Jet Rescue Boat (JRB) Captain

- Surf Boat Captain
- Radio Communications Officer
- First Aid Officer
- Junior Female Captain **
- Junior Male Captain ** ** Non-voting members
- Gear Steward
- WHS Officer

8.3 Other Officers

- Vice President
- Vice Club Captain
- Vice Club Manager
- Kingfisher Committee
- Inflatable Rescue Boat (IRB) Vice Captain
- Jet Rescue Boat (JRB) Vice Captain
- Surf Boat Vice Captain
- Youth Development Officer
- Publicity Officer
- Public Officer
- Club Auditor
- Club Patron(s)

9. ELECTION OF OFFICE BEARERS

- a) Nominations for positions shall be called three weeks prior to the Annual General Meeting.
- b) Nominations for positions should be in writing and lodged with the Secretary no later than 5.00pm on the last Friday prior to the Annual General Meeting. Written nominations will not be accepted after this time and date. Written nominations must be signed by the proposer, seconder and the nominee.
- c) Nominations must be made in writing, in a sealed envelope and lodged either:
 - Provided directly with the Secretary.
 - Mailed to Kiama Surf Life Saving Club at PO Box 15 Kiama, or
 - Placed in the mail box located at the Surf Club (*mail box in the front door of the Club*).

No unsealed nominations will be accepted for inclusion in the voting process.
- d) All sealed nominations will be opened by the Secretary at the commencement of the meeting and passed onto the interim Chairperson responsible for chairing the election of officers.
- e) No nominations will be accepted from the floor for a position if a valid written nomination has already been received.
- f) No nomination shall be accepted from any member or individual (excluding life members) for any Executive Committee position if the nominee in question was not a financial member of the Kiama SLSC for the 12-month period prior to the current AGM.
- g) After all business arising from the outgoing committee has been completed, the outgoing President will ask for an interim Chairperson to take control of the meeting and election of Office Bearers.

- h) The interim Chairperson will be responsible for the election process and manage any issues or disputes that may arise during this process. If an issue of dispute arising cannot be resolve using The Constitution of Kiama Surf Life Saving Club Inc., the interim Chairperson may determine an outcome or if acceptable to the meeting pass the issue or dispute onto the incoming Executive Committee to resolve.
- i) No person shall be selected for any committee position if in the previous season, are under disciplinary review or have been the subject of disciplinary action by the club, as defined in section 13 of the Constitution or SLS.
- j) Each nominee can have 1 minute maximum to outline their reasons for wanting to take on the position.
- k) An election must be held for Club Officers forming the Executive and General Committees.
- l) Vice-Captain Positions will be determined as outlined in the By-Laws.
- m) Vacancies existing after the Annual General Meeting and occurring during the year may be filled by the Executive Committee or referred to the Executive Committee by the General Committees for approval as outlined in their roles, Section 12 of the Constitution.
- n) If an Officer of the Club's position becomes vacant the Executive Committee will take on the position for the remainder of the current season and an expression of interest sent to all members detailing the role until a suitable candidate is appointed:
- o) An Officer of the Club's position can become vacant as per the following;
 - 1. The individual ceases to be a member of the Club; or
 - 2. The individual resigns their position by notice in writing given to the Secretary; or
 - 3. The individual is removed by a majority vote of the Executive Committee.; or
 - 4. The individual is removed as the result of a disciplinary verdict/action.
- p) The Honorary positions of Trauma Councillor, Auditor and Club Patron(s) will be decided upon by the Executive Committee.

10. VOTING FOR OFFICE BEARERS

- a) The interim Chairperson shall be eligible to vote. In the event of there being two or more nominations for the one position, a secret ballot shall be conducted. This process will be managed by a person or persons not eligible to vote.
- b) In the event of an equal number of votes being lodged for two or more candidates, then a casting vote by the interim Chairperson of the meeting shall be requested 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) No nominations will be accepted from the floor for a position if a valid written nomination has already been received.
- e) After the election of officers has been completed the interim Chairperson will then hand the meeting over to the elected President.

11. CONSTITUTION & ROLES OF OFFICE BEARERS

The Secretary will refer each member requiring a copy of the Kiama SLSC's Constitution to the Kiama SLSC Web Site member's area, the latest copy of the Constitution will always be available for review from this location.

<http://kiamaslsc.com.au/Members.html>

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 Kiama SLSC President, Club Captain, Secretary, Treasurer, Club Manager, and Kingfisher Chairperson (JAC).
- f) Four (4) members of the committee must be present to have a quorum.
- g) No Member can hold more than one Executive position at one time.
- h) The Committee has the power to fill any vacancies that occur within the Executive Committee during the year.
- i) This Committee has the power to deal with all Club matters and report their action to the General Committee meetings.
- j) Will supply a delegate to attend monthly General Committee meetings.
- k) Will supply a delegate other than the JAC to attend monthly Kingfisher meetings.
- l) Will supply a delegate to attend monthly South Coast Branch Council meetings.
- m) Ensure all Critical or Traumatic incidents are reported to the South Coast Branch in a prompt and timely manner.

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) Meetings will be held monthly, and these meetings are for all members of the Club to be informed and to present ideas or concerns to the Club executive. The meetings will also be used to make all members fully aware of the Clubs' position relative to all other matters.
- c) 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) Seven (7) members of the committee must be present to have a quorum.

- e) The person presiding at any meeting has an ordinary vote, and if the voting is equal, may then exercise a casting vote.
- f) 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.
- g) That four (4) days prior to the holding of the General Committee meeting the Club Secretary is to forward all available reports of the General Committee members together with notice of the meeting.

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 and must then be ratified by the Executive Committee.
- d) 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 (Kingfishers).
- b) The Kingfisher Committee is made up of the following positions;
 - Kingfisher Chairperson (JAC)
 - Vice Kingfisher Chairperson
 - Kingfisher Registrar
 - Water Coordinator
 - Beach Coordinator,
 - Carnival Coordinator
 - Kingfisher Secretary
 - Fund-Raising Committee.
- c) The Kingfisher Chairperson (JAC) is a member of the Executive Committee.
- d) Provide a delegate to the monthly General Committee meeting who is a member of the kingfisher committee.
- e) Are required to hold a monthly Kingfisher meetings and report back the Minutes taken at that meeting to the Executive committee.
- f) Attachment A of the Constitution will outline the structure and powers of the Kingfisher Committee.

13. DISCIPLINE

- a) All Discipline & Misconduct matters are to be dealt with under the SLSA Policies and Regulations and must adhere to all SLSA regulations.
- b) Any Member who violate SLSA rules and regulations will render themselves liable to immediate suspension.
- c) Members who fail to carry out any duty or request of the Executive Committee or who violate the policies and regulations of SLSA or the Kiama SLSC, or act contrary to the Objects of the Club, will render themselves liable to immediate suspension.
- d) Such suspension will be dealt with by a specially convened Discipline and Grievance Committee, who may reinstate the member concerned, or take Disciplinary Action.
- e) Types of Disciplinary Action that can be taken;
- f) A reprimand.
- g) Loss of competition rights.
- h) Suspension.
- i) Expulsion from the Kiama SLSC.
- j) 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.
- k) Any Member who has been expelled or suspended, will immediately hand in all Kiama SLSC keys and any other club property to the Executive Committee.
- l) Any Member who has been found guilty for disciplinary reasons and suspended shall not be eligible to hold any position in the Kiama SLSC for a minimum of 1 years upon completion of their suspension, the exact length may be extended at the discretion of the 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 of 3 (which includes an active Life Member) 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 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 then report the loan of the equipment to the General Committee:
 - The equipment borrowed and 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 said member to the Club Captain, Club Manager or Gear Steward. The member may then be requested to appear at the next Executive Committee meeting to explain the reasons for the damage. The Committee would then determine what action, if any, should be taken.
- d) All club equipment and facilities are restricted to the members as per the club constitution.

16. ORDER OF BUSINESS

16.1. Order of business for Executive & General Meetings:

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

16.2. Order of Business for Annual General Meetings:

1. Apologies
2. Reading of previous AGM's minutes
3. Acceptance of previous AGM's minutes
4. Business arising from previous AGM's minutes
5. Presentation of Annual Report and Balance Sheet
6. Notice of motions to amend Constitution, Life Member Committee recommendations and adoption of amendments to By-Laws if any.
7. Appointment of a chairperson to take control of the meeting for election of Office bearers.
8. Election of Officers Bearers and Committees as outlined in the Club's Constitution, including adoption of Kingfisher Chairperson.
9. 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 addresses the meeting in support of the motion or amendment before the item is put to the vote or 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 for the meeting (as outlined in Constitution), a majority vote will be taken of members attending the AGM to decide the Chairperson.

18. CLUB MEETINGS

- a) The Annual General Meeting will be held between the start of July to the 1st week in August to receive the Annual Report and the Financial Statement and elect office bearers.
- b) A Notice of Motion at an Annual General Meeting is required to be publicised three (3) weeks prior to the advertised date.
- c) 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.
- d) An Executive Meeting will be held monthly, on a day and time as approved by the Executive Committee.
- e) General Meetings requires 1 weeks' notice to all members.
- f) All other meetings may be called at the agreement of members, or as outlined in other parts of the Constitution.

18.1 Voting

- a) On any question arising at an Annual General meeting a member has one vote only including the acting Chairperson.
- b) In the case of equality of votes on a question at an Annual General meeting, the acting chairperson of the meeting is entitled to exercise a second or casting vote.
- c) Proxy voting must not be undertaken at or in respect to all Kiama SLSC meetings.

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 a bank account of Kiama SLSC, whom is a sole beneficiary. 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 authorised 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 shall be completed after obtaining an appropriate receipt and approval 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 promotes the objects of KSLSC.

19.3 Inspection of the Books

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 general meetings of the association.

20. 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 Kiama SLSC Name and/or Kiama SLSC Insignia for actions taken outside of the Kiama SLSC must gain approval from the Executive Committee.
- d) All Team Uniforms (Junior and Senior) must be presented and be endorsed at a General Committee meeting.

21. PATROLS

- a) Active Members will be assigned to a Patrol and expected to attend all Rostered Patrols as designated by the Club Captain.
- b) Active Members will attend to any patrol duties as requested by the Club Captain or Patrol Captain(s).
- c) The Patrol Captain and the patrol members must abide by SLSA policy and procedures.
- d) Each patrol member is responsible for signing the Patrol log book at the start of patrol and signing off at the end of patrol.
- e) Members must report to their Patrol Captain
 - When arriving sign on to the Patrol Log. (start time and the members signature);
 - When leaving the clubhouse/patrol area;
 - When signing off the Patrol Log.
- f) Members on patrol are required to remain on patrol, for the duration of patrol, unless given approval from their Patrol Captain.
- g) Members absenting themselves from patrols are responsible for arranging a substitute or at least informing their Patrol Captain or the 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.
- h) Patrol Captains are responsible for ensuring all relevant documentation is accurate and completed on each patrol, (ie Patrol log, IRB log and Incident Report log books).

22. SALE AND CONSUMPTION OF LIQUOR

- a) The club shall always comply with the current requirements of the NSW Liquor Licensing act.
- b) When alcoholic beverages are provided on Club Premises, the alcohol must be for a predefined purpose and must be approved by the Club Manager.
- c) The Kiama SLSC will continue to maintain its current Level 3 Good Sports accreditation.

23. 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.

24. ALTERATION'S TO THIS CONSTITUTION

No alteration to this Constitution can be made except at an Annual General Meeting or Special General meeting, due notice of which must be as detailed under Section 18 of the Club's Constitution.

25. 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 wilful 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 wilful 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.

26. WINDING UP

On the winding up of the Kiama SLSC, 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.

27. COMMITTEES THAT MANAGE & CONTROL KIAMA SLSC

27.1 Executive Committee:

- As outlined in the Constitution.

27.2 General Committee:

- As outlined in the Constitution.

27.3 Kingfisher Committee:

- As outlined in the Constitution (Attachment A, Nippers Committee Structure Rules and Powers).

28. MAJOR ANNUAL PRESENTATION AWARDS

- Club Person of the Year - Les Pepper Memorial Award
- Life Saver of the year - Brian Jones Memorial Trophy
- Most Outstanding Female - Kim Taber Memorial Trophy
- Behind the Scenes award - Vince Hardman Family Award
- Competitor of the Year - Neil Brown Memorial Trophy
- Best Team performance - Peter Dobson Family Trophy
- Most Outstanding Cadet - Lymbery Family Award
- Most Outstanding Junior - Parkinson Family Award

Any member who has been reprimanded in any manner by the disciplinary committee within the previous 12 months is not eligible for any award.

29. FINANCIAL YEAR

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

KIAMA SURF LIFE SAVING CLUB Inc.

By-Laws

B1 OFFICE BEARERS OF KIAMA SLSC 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 standards.
- 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 in the event of a tied 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 in regard 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) Required to attend monthly South Coast Branch Council meetings, if unable to attend is responsible for organizing the attendance of a Kiama SLSC delegate in their place and report back the outcomes to all members or Kiama SLSC as per the monthly General Meeting.

B1.2 Vice-President

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

B1.3 Club Captain

- a) A member of the Executive Committee as outlined in the Constitution.
- b) Must be a current and proficient Bronze Medallion holder.
- c) To oversee the overall management of active Club members with respect to surf lifesaving, training and competition.
- d) Ensure the effective development and operation of lifesaving patrols
- e) Submit an itemised budget, with respect to surf lifesaving for submission to the Executive Committee within four weeks of the completion of the AGM.
- 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) Have the authority to permit or refuse access to any club member as deemed appropriate.
- h) Ensure patrolling members understand their responsibilities and regularly review activities and ensure all patrols comply with SLSA rules and regulations
- i) Ensure Patrol Captains undertake regular audits of their equipment and areas of responsibility and report maintenance requirements.
- j) Assist Committee/Patrol members achieve their season objectives.
- k) Be responsible for the conduct and discipline of members in all Club matters with respect to surf lifesaving, training and competition.
- l) Prior to the commencement of each season 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.
- m) Be responsible for the efficiency of the patrols, keep a record of attendance there at and of all lifesaving work performed by members of the Club.
- n) 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.
- o) Be responsible for the ordering and distribution of Patrol Uniforms to patrolling members.
- p) Required to attend monthly South Coast Branch Council meetings, if unable to attend is responsible for organizing the attendance of a Kiama SLSC delegate in their place and report back the outcomes to all members or Kiama SLSC as per the monthly General Meeting.

B1.4 Club Vice-Captain

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

B1.5 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 when requested to do so by the Executive Committee.

B1.6 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.
- h) Ensure any membership changes are conveyed to the Registrar immediately for checking against the current Patrol Roster to ensure all members are financial and proficient.

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) Responsible for gathering all Keys Register.
- g) Be responsible for club equipment, other than that associated with lifesaving duties.

B1.8 Club Manager (Vice)

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

B1.9 Kingfisher Chairperson (JAC)

- a) Coordinate the management of the Kiama Kingfishers.
- b) Must be a current and proficient Bronze Medallion and Junior Activities Age Manager Certificate holder.
- c) Represent the interests of the Junior membership and their parents/guardians at a Senior Club Level.
- d) A member of the Executive Committee as outlined in the Constitution.
- e) Shall ensure that for all activities undertaken by Junior members the appropriate SLSA regulations are adhered to.
- f) To ensure a representative of the Kingfishers attends South Coast Branch Junior Activities Board meetings.
- g) Ensure a representative of the Kingfishers attends monthly General Committee meetings.
- h) Ensure that copies of every Kingfishers monthly meeting minutes are provided to the Kiama General Committee.
- i) Be responsible to coordinate the maintenance and serviceability of junior equipment.
- j) 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 include fund raising initiatives.
- k) Responsible to manage the budget that has been approved for Kingfisher activities.
- l) Required to attend all South Coast Branch Junior activity meetings, if unable to attend is responsible for organizing the attendance of a Kiama SLSC delegate in their place and report back the outcomes to all members of the Kiama SLSC as per the monthly General Meeting.

B1.10 Club Registrar

- a) A member of the General Committee as outlined in the Constitution.
- b) Ensure all members details are recorded and maintained in a timely manner in the SLSA computer-based member records system.
- c) Maintain accurate membership records for all club members and officers, and any other appropriate activities of members.
- d) Ensure all members are registered and financial, and that appropriate insurance documentation and statutory forms is in place in a timely manner.
- e) Be responsible for the maintenance of membership records, annual membership renewal and the provision of membership lists and statistics as required by other club officers.
- f) Ensure the Club Captain is notified immediately of any changes to any individual's membership to ensure all patrol team members are financial and proficient.
- g) Ensure every non-financial member be archived as of midnight the 31st of December each patrol season, and the Club Captain notified immediately so as to the remove the member until such time as the member has completed payment of the membership fees before being permitted to re-commence their rostered patrols.
- h) Ensure all membership and course fees are collected from new members attending any club sanctioned SRC/Bronze training.
- i) Attend monthly General Committee meetings on a regular basis.
- j) Oversee the activities of all Membership Registrations.
- k) Ensure all statutory forms are completed and maintained.

B1.11 Chief Training Officer (CTO)

- a) Be responsible for the instruction of all members in the principles of surf lifesaving.
- b) Must hold a current Training Officers award holder and be proficient in said award.
- c) Identify Kiama SLSC's Training needs and develop a training plan in consultation with the Club Captain to assist members and new members to achieve SLSA qualifications.
- d) To arrange annual proficiency session for all active members and that these proficiencies are then submitted and completed by December 31st each year.
- e) If any member fails to complete their annual proficiency by December 31st each year the Club Captain is to be notified so as to remove the member from all patrols until such time as the proficiency is completed.
- f) Convey all member's successful completion of all training courses to the Club Captain for member inclusion in the Kiama SLSC Patrol Rosters.
- g) Continually review training content and instruction techniques to ensure effective delivery and outcomes.
- h) Encourage members to undertake training and education that will advance their Life Saving skills and general Personal Development.
- i) Coordinate instruction in Life Saving techniques and associated skills for all new, existing members who wish to undertake examination for Surf Life Saving Awards.
- j) Oversee the activities of the Club's Trainers and Assessors.
- k) Liaise with the South Coast Branch Board of Life Saving to organize all required training course assessments.

- l) 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.
- m) Responsible to manage the budget that has been approved for training activities.
- n) A member of the General Committee as outlined in the Constitution.
- o) Ensure all Training equipment is ready for the annual “Gear Inspection” by the South Coast Branch Board of Life Saving at the beginning of each patrolling season.
- p) Attend all South Coast Branch “Board of Life Saving” monthly committee meetings and reporting back the outcomes to all members or Kiama SLSC as per the monthly General Meeting.

B.1.12 Surf Sports Coordinator

- a) A member of the General Committee as outlined in the Constitution.
- b) Ensure all competitors meet all the necessary requirements for competition eligibility (Patrol hours, Proficiency etc.).
- c) Submit all carnival entries upon payment of any entry fees.
- d) Coordinate and publicise Surf Sports training activities and upcoming Carnivals/Events.
- e) Attend all South Coast Branch “Board of Surf Sports” monthly committee meetings and report back the outcomes to all members or Kiama SLSC as per the monthly General Meeting.

B1.13 Inflatable Rescue Boat (IRB) Captain

- a) A member of the General Committee as outlined in the Constitution.
- b) Must hold a current IRB Drivers award holder and be proficient in said award.
- c) Ensure that each operational IRB has a minimum of two fully working IRB motors.
- d) Will manage all IRB’s and equipment and is responsible for keeping them in good running order and Condition.
- e) Provide an IRB report to each monthly General committee meeting and an annual report to the Secretary on request.
- 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.
- g) Ensure all IRB’s are ready for the annual “Gear Inspection” by the South Coast Branch Board of Life Saving at the beginning of each patrolling season.
- h) Following appointment 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 and must hold a current IRB Drivers award.

B1.14 Jet Rescue Boat (JRB) Captain

- a) A member of the Kiama SLSC General Committee as outlined in the Constitution.
- b) Must be a current JRB Drivers award holder and be proficient in said award.
- c) Must ensure that for each Patrol the JRB is in full working order.
- d) Is responsible for training prospective JRB drivers and crewman for rostering on patrols.
- e) Convey all member’s successful completion of all training courses to the Chief Training Officer.

- f) To arrange annual proficiency session for all active members and that these proficiencies are then submitted and completed by December 31st each year.
- g) Convey all member's successful completion of all proficiencies to the Chief Training Officer.
- h) Is responsible in ensuring all JRB drivers and crewman provide written reports for any rescues they are involved in.
- i) Will always 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.
- j) Liaise with the Club Captain and Emergency Coordinator to advise when the Jet Rescue Boat is not available for use.
- k) Provide a JRB report to each monthly General Committee meeting and an annual report to the Secretary on request.
- l) 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.
- m) 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 and must hold a current JRB award.

B1.15 Surf Boat Captain

- a) A member of the General Committee as outlined in the Constitution.
- b) Oversee the surfboats and all their gear and is responsible for ensuring all surfboat related gear is in good and working condition.
- c) Is responsible for the overseeing 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 be responsible for the registration and maintenance of all surf boats trailers.
- g) Will have the delegated powers to direct and command the boat crews representing the club.
- h) 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 all fund-raising initiatives.
- i) Ensure all Surfboat related gear/trailers are ready for the annual "Gear Inspection" by the South Coast Branch Board of Life Saving at the beginning of each patrolling season.
- j) 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 General Committee for approval.

B1.16 Radio Communications Officer

- a) A member of the General Committee as outlined in the Constitution.
- b) Must hold a current Radio Operators Certificate at minimum and be proficient in said award.
- c) Will be responsible for the maintenance and upkeep of all Radio equipment belonging to the club ensuring all radios are in working condition and organising radio repairs after communication with Club Executive.
- d) 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.
- e) Provide a report to each monthly General Committee meeting and an annual report to the Secretary on request.
- f) Ensure all radio equipment is ready for the annual “Gear Inspection” by the South Coast Branch Board of Life Saving at the beginning of each patrolling season.

B1.17 First Aid Officer

- a) A member of the General Committee as outlined in the Constitution.
- b) Is responsible for the Club’s First Aid Room.
- c) To carry out regular audits of the Clubs First Aid Supplies to ensure adequate stock of first aid supplies and equipment are available.
- d) Responsible for a First Aid Attendant to be rostered on whenever a carnival is held at Kiama Surf Beach.
- e) Ensure the First Aid room is fully stocked and 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 & 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 (JAC) 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 Gear Steward

- a) A member of the General Committee as outlined in the Constitution.
- b) Ensure lifesaving equipment is maintained, in good working order and in accordance with SLSA and legal requirements.
- c) Will be responsible for the maintenance and upkeep of all lifesaving equipment and competition gear belonging to the club except for IRB, Surfboats, JRB, First Aid equipment and Radios.
- d) Will itemise each article of gear and equipment and ensure the “Manage Gear and Equipment Logs” maintenance logs are updated regularly and submitted to the monthly General Committee meeting.
- e) Will not dispose of or remove any gear and equipment from the “Manage Gear and Equipment Logs” without firstly gaining approval from the Club Captain.
- f) Ensure that all lifesaving equipment is ready for the annual “Gear Inspection” conducted by the South Coast Branch Board of Life Saving prior to the commencement of each patrolling season.
- g) Will provide a report to each monthly General Committee meeting and an annual report to the Secretary on request.
- h) Ensures that all plant items within the club are registered and insured as required.

B1.20 WHS Officer

- a) Be responsible to the Kiama Executive. It is desirable that the appointee have minimum qualifications of Certificate III Occupational Health and Safety and/or experience in the area of Occupational Health and Safety;
- b) Be responsible to ensure that Clubs complies with processes of all health and safety regulations as set out by current SLSA Policies and Government agencies as required from time to time;

B1.21 Inflatable Rescue Boat (IRB) Vice-Captain

- a) A member of the General Committee as outlined in the Constitution.
- b) Must hold a current IRB Drivers award holder and be proficient in said award.
- c) Will assist the IRB Captain with all required duties and deputise for the IRB Captain as required or requested.
- d) The IRB Captain will put forward a candidate to be ratified by the General Committee.

B1.22 Jet Rescue Boat (JRB) Vice-Captain

- a) A member of the General Committee as outlined in the Constitution.
- b) Must hold a current JRB award holder and be proficient in said award.
- c) Will assist the JRB Captain with all required duties and deputise for the JRB Captain as required or requested.
- d) The JRB Captain will put forward a candidate to be ratified by the General Committee.

B1.23 Surf Boat Vice-Captain

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

B1.24 Youth Development Officer – *Refer SLSNSW Club Guide v4.5 (Appendix 4.7) Page 133*

- a) Coordinate all youth related applications for programs within the Club.
- b) Act as primary contact for all youth related matters within the Club.
- c) Coordinate all Junior and U14-U17 year old activities.
- d) Liaise with Club committee members and Club Youth.
- e) Coordinate participants for National, State and Branch run leadership & other development programs.
- f) Organise the Club Junior Lifesaver of the Year award and any related applications for state and regional programs.
- g) Coordinate the Club Youth committee.
- h) Club contact for all Youth and Branch members.
- i) Club contact for Youth Development and Memberships SLSNSW and SLSA.

B1.25 Publicity Officer

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

B1.26 Public Officer

- a) This is sub role of the Club Secretary, refer section B1.6 Club Secretary.

B1.27 Club Auditor

- a) Refer SLSNSW Club Guide v4.5 in regard to Auditing, Section 6.6, Page 58
- b) This role is to be appointed by the Kiama SLSC Executive Committee

B1.28 Club Patron(s)

- a) To support the Club through public exposure and inter-business interaction.
- b) Attempt to organize potential Sponsor for the Kiama SLSC.
- c) This role is to be appointed by the Kiama SLSC Executive Committee

B2 PATROL BY-LAWS

- a) Members are required to complete the Patrol Obligations set by the Club Captain and SLSA.
- b) Absent from Patrol Duties:
 - Members who are unable to complete their rostered patrol must try to find a substitute.
 - If a substitute is found the substitute should record on the Patrol Log on the day of the patrol that they are a substitute. The Patrol Captain must then be informed of the substitution.
- c) If a member is unable to fulfil 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 ensuring all patrol members are financial and proficient.
- e) Patrol Captains are responsible for the recording in the Patrol Log of their patrolling members, that the starting and finishing times of patrol members are recorded accurately and that patrol members sign the patrol log.
- f) The Club Captains is responsible for ensuring all relevant documentation is completed fully and accurately on each patrol, (ie Patrol log, IRB log and Incident Report log).

B3 COMPETITION

- a) All Members who wish to compete must be financial and proficient members of Kiama Surf Life Saving Club before partaking in SLSA Competition.
- b) To be eligible to compete for the Kiama SLSC, the Member must be one of the following categories: -
 - Active Member.
 - Cadet Member.
 - Kingfisher Member.
 - Life Members
- c) All members wishing to compete must have fulfilled the obligations and criteria for eligibility for competition as set out in SLSA Regulations, Manuals and Guidelines.
- d) The names of all competitors must be presented to the Surf Sports Coordinator for eligibility verification and approval to compete for the club and presented at the following general meeting.
- e) All Carnival or Competition entries requests must be submitted to the Surf Sports Coordinator for submission using the SLSA carnival management system.
- f) All Carnival/Competition fees must be paid prior to attending any competition by the individual competing and once payment is made and the Surf Sports coordinator notified unless otherwise agreed with the Executive Committee.

B4 SURF BOAT RULES & BY-LAWS

- a) The use of Surf Boats and associated equipment must be undertaken in accordance with SLSA rules and Regulations.
- b) Kiama SLSC club members are permitted to use any of the Kiama SLSC Surf Boats.
- c) Members are not permitted to use the Surf Boats without consent of either the Surf Boat Captain or the Club Captain.
- d) The Surf Boat Sweep will be held responsible for the conduct of the boat crew and the manner in which the Surf Boat is used whilst under their control the Surf Boat Sweep will also be held responsible for any breach of the Surf Boat By-Laws.
- e) The Surf Boat and equipment will be stored in a safe and secure manner. Members of the Club authorized to use the Surf Boat are responsible for securing the Surf Boats after use. Any damages, loss of gear and/or misconduct should be put in writing and presented to the General Committee.
- f) 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 who is member of the committee. The other members will consist of 1 another member of the Executive Committee and a Life Member.
- b) In the event of there being no Life Members available for appointment, the Club President will take the place of the Life Member.
- 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;
 - e) i) Any member who has breached the Discipline policy of the Club.
 - f) ii) A grievance between two or more members of the Club.
- g) 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.
- h) 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 SURF SPORTS SELECTION COMMITTEE

- a) The Selection Committee consists of the following;
 - Club Captain
 - Boat Captain, IRB Captain, Surf Sports Coordinator or Kingfisher Chairperson (JAC) depending on the competition discipline concerned.
 - or a member selected from the Executive Committee.
- b) 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 ANNUAL AWARD NOMINATIONS

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

- 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.
- Compliance regarding wearing the Patrol Uniform in full.
- Being of assistance with on call rescues scenario.
- No current or previous member shall be eligible for an Annual Award if they have had disciplinary action taken against them in the current surf season and been found guilty by the Kiama SLSC, any other Surf Club, the South Coast Branch, SLSNSW or SLSA.

B7 A GUIDE FOR NOMINATION TO LIFE MEMBERSHIP

The criterion for Life Membership is the performance of extraordinary and exceptional service to the Kiama SLSC.

- Must be a current member of the Kiama SLSC.
- Special service to the club includes at least five (5) years in a Management position of the Kiama SLSC, *Refer to Sections 8 - 8.3 Officers of the Club.*
- More than 1000% Patrols (This is defined as 10 years of 100% patrol attendance).
- Life Membership may be bestowed on a member who has rendered at least twenty (20) years of service and has performed outstanding service to Kiama SLSC.

On recommendation to the Executive Committee by the Life Members or the Executive Committee on its own motion may from time to time define “extraordinary or exceptional service”, as not fitting the above category but still worthy due to other circumstances.

The Election Process;

- a) The nomination in writing shall be made by two members of at least 15 years’ service to the club.
- b) The nomination shall proceed to a “Committee” (Committee to exist of 2 x long serving members or life members not belonging to the executive) elected by the Executive Committee to ascertain if the criterion for Life Membership has been met.
- c) The nomination shall then proceed to a meeting of Life Members of which 10 Life Members shall be a quorum or 50% of those living, whichever is the lesser.
- d) At the Life Members meeting 75% majority of those Life members present must approve the nomination.

If the Nominations is then Approved:

- a) The nomination shall proceed to the Executive Committee, where 80% of the votes cast by those present at the meeting need to approve it.
- b) The nomination shall then proceed to the Annual General Meeting and it must be carried by 80% majority of the votes cast by those present and entitled to vote.
- c) The proposer/s may speak for the nomination at the Life Member meeting, Executive meeting and at the Annual General Meeting.
- d) Secret ballot voting to be conducted at all meetings.

B8. A GUIDE FOR ANYONE SEEKING LONG SERVICE MEMBERSHIP

The criterion for Long Service Membership is the performance of extraordinary and exceptional service to the Kiama SLSC.

- a) Is a financial Active Member having twenty (20) consecutive years of membership from
- b) the date of gaining their SLSA qualification.
- c) 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.
- d) 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 & PROCEDURES FOR ACTIVE RESERVE STATUS

- Is a financial active member having ten consecutive year's memberships 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 a 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 all particulars on the membership nomination form pertaining to any service with any another Surf Lifesaving 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 proficient and financial before confirmation of their appointment.

Definitions:

AGM: Annual General Meeting

Associations:

SLSA - Surf Life Saving Australia

SLSNSW - Surf Life Saving New South Wales

SCBSLSA - South Coast Branch of Surf Life Saving, New South Wales.

Boaties: Surf Boat teams, Surf Boat rowers.

Club: Kiama Surf Life Saving Club, including - Financial Members, Premises and Equipment.

Constitution: This document as presented herein.

Current Season: As per SLSA definition.

Executive: Executive Committee: As outlined in the Constitution.

IRB: Inflatable Rescue Boat.

JAC: Junior Activities Chairperson, Kingfisher Chairperson.

JRB: Jet Rescue Boat.

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.

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) Membership Year - the period between January 1st in any one year and December 31st of that year.
- 3) Financial Year - the period between July June 1st in any one year and May 30th in the following year.
- 4) Competition and Age Classification - the period as set out in SLSA Regulations, Manuals or Guidelines.

Attachment A

Nippers Committee, Structure, Rules and Powers

JUNIOR ACTIVITIES

- a) The Nippers Committee will abide by the rules and regulations as set out in the Constitution.
- b) The Club shall have a Junior Activities group known as "The Kiama Surf Life Saving Club Kingfishers" and shall be controlled by the Junior Activities Committee (JAC) who shall be responsible to the Club Management Committee.
- c) The Club Executive Committee shall ensure that all aspects of the JAC including administration and Duties of Officers are in accordance with the Rules of the Kiama SLSC, SLSA and SLSNSW.
- d) Junior Activities Coordinator shall be a member of the Executive and Committee and will provide reports to the Committee on issues that may involve the Club.
- e) Persons eligible to vote at a Junior Activities Group General Meeting shall be those members designated as Junior/Nipper members and other members who express an interest in Junior Activities affairs.
- f) The Junior Activities group shall be subject to the following terms of reference:
 1. The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
 2. To provide Junior Activity members with an educational and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
 3. To prepare Junior Activity members for their eventual transition to the Club beach patrol and involvement of the Surf Life Saving Association.
- g) Minutes of all meetings shall be recorded and shall be circulated to Officers of the JAC and to the Club Secretary.
- h) The Junior Activities Committee members shall have the following duties:

COMMITTEES THAT MANAGE NIPPERS for the KIAMA SLSC

Junior Activities Chairperson (JAC)

- All duties are pre-defined as per Section B1.9 Kingfisher Chairperson (JAC) of this Constitution.
- Is the Chairperson of the Junior Activities Committee.
- Preside at all Junior Activity meetings and functions.
- In the event of a Tie when a vote is taken by the Junior Activities Committee the JAC shall then have the casting vote.

Junior Activities Vice Chairperson

- Assist the Chairperson in the duties and in the absence of the Chairperson, shall assume the responsibilities and duties of the Chairperson.

Secretary (Juniors)

- Keep a register of names and addresses of all members in whom the control of the Junior Activity Committee is vested.
- Forward notice of all meetings and the business to be transacted thereat to members in accordance with these rules.
- Compile an agenda paper for all Junior Activity Committee meetings and keep the minutes of such meeting.
- Conduct the correspondence of the Junior Activity Committee.
- Be responsible for records and documents belonging to the Junior Activity Committee.
- Be responsible for drafting of the Junior Activity annual general meeting report and its circulation to all Junior Activity Members.

Registrar (Juniors)

- Keep a register of names and addresses of all members in whom the control of the Junior Activity Committee is vested.
- Record all awards, examinations and competitions;
- Record expulsions and suspensions.

Water Safety Coordinator

- Must be a current and proficient Bronze Medallion holder.
- Be responsible for organising the water areas in consultation with Beach Patrol Captain for Nippers and carnivals at own beach.
- Co-ordinate the IRB for assistance and be responsible for arranging water safety personnel for Nippers and carnivals at own beach.
- Monitor the progress and safety of children during water events. Identify potential safety problems. To act under the direction of the Patrol Captain and JAC.

Publicity Officer (Juniors)

- Advance the work of the Junior Activity movement by bringing activities before the notice of the public per medium of press, Social Media and television.
- Advise on matters relative to other forms of publicity beneficial or otherwise to Junior Activities.

Carnival/Competition Organiser

- Liaise with the Beach and Water Captains and Age Managers to organise point score and competition activities.
- Act as Convenor of the Junior Activity selection committees (comprising Water Captain, Beach Captain and Coaches) responsible for the selection of nipper's teams and representatives at carnivals.
- Keep a record of all junior competitors at carnivals and their results at these carnivals.

Uniform Co-Ordinator (Juniors)

- Be responsible for ordering and purchasing uniform items for sale to club members, after approval of Club Committee.
- Provide a range of uniform items for purchase by Association members
- Issue receipts for orders and transfer money to the Treasurer.

Social Committee

- Be responsible for the organisation and co-ordinating of Social events as recommended by the Junior Activity Committee.

Gear Steward (Juniors)

- Be responsible for the storage, care and maintenance of all Junior Activity equipment.
- Advise the Junior Activity Committee on matters relating to improvement in equipment.
- Maintain a folder containing a complete and itemised list of all equipment.

Age Managers

- Will be responsible for recording the attendance of children and the recording of event results at point score.
- Be responsible to ensure that the necessary preliminaries are done.
- Be responsible for the general running of events in their age groups.