SORRENTO
SURF LIFE SAVING CLUB
West Coast Drive, Sorrento
PO Box 18 HILLARYS WA 6025
Phone +61 8 9448 1431 Facsimile +61 8 9448 1733

SORRENTO SURF LIFE SAVING CLUB INC

FOUNDED 1958

CONSTITUTION

(Amended July 2025)

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PARA 1. **GENERAL**

1.1 NAME:

(a) The Club shall be called "SORRENTO SURF LIFE SAVING CLUB INC" and shall comprise all persons duly accepted as members and shall affiliate with Surf Life Saving Western Australia (SLSWA). The constitutions of SLSWA and in the event of any further discrepancy, Surf Life Saving Australia (SLSA) shall have precedence in any matter not covered by the Club Constitution.

(b) The Club shall maintain efficient patrolling of the beach under its control in the surf lifesaving season laid down in the SLSWA By-Laws, for that season. Where necessary, special roster patrols shall operate outside the season, as laid down by the Life Saving Committee.

1.2 OBJECTIVES:

(a) To ensure the most efficient methods of rescuing persons in distress by study and practice of current SLSA handbooks and journals, including active participation of members in beach patrols

(b) Provide for the encouragement, conduct, promotion and administration of surf lifesaving in consultation with SLSWA.

(c) Affiliate and participate as a member of SLSWA and SLSA, including compliance with relevant Policies through and by which surf lifesaving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered.

(d) Promote demonstrations and instruction to members of the public in water safety and resuscitation and so bring about a widespread knowledge of the principles of surf lifesaving.

(e) At all times act on behalf of and in the interest of the Members, surf lifesaving and the community.

(f) Use and protect the Intellectual Property of the Club, SLSWA and SLSA.

(g) Strive for all levels of Government, commercial and public recognition of the Club as the benchmark provider of aquatic safety and management.

(h) Acquire and improve premises necessary for carrying out these Objectives.

(i) Pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities, as are appropriate to further the interests of the Club and surf lifesaving.

(j) Promote, adopt and implement appropriate policies, such as equal opportunities, equity, drugs in sport, health and safety to advance surf lifesaving within the club and all other users of the aquatic environment.

1.2 PATROLS:

(a) All Active (15-18 years), Cadet (13-15 years), Active (18 years and over), Reserve Active and Award members must perform patrol duties as laid down in accordance with the By-Laws as set for the season by the Life Saving Committee; and in accordance with the By-Laws as laid down by SLSA, (SLSWA).

(b) Office Bearers as listed in Para 3.1. shall be exempt from patrol duties.

(c) The Board of Management shall have the right to grant exemption from patrol duty to any member as recommended by the Life Saving Committee.

1.3 RECORDS:

(a) All records of the Club, including financial records, competition records, meeting minute books and computer files are the property of the Club and shall be handed over by the outgoing officer or chairperson to their successor.

(b) The Finance Director has custody of all financial records, and the Business and Marketing Director has custody of all other records.

(c) All records, both financial and other, must be kept on the Club premises to meet all legal requirements, for a minimum of 7 years.

1.4 INTERPRETATIONS:

In this Constitution and any amendments thereto and in any By-Laws made in accordance with the provisions thereof unless the context is inconsistent with such interpretation, the following applies:

(a) 'Act' means the Associations Incorporation Act 2015

(b) 'AGM' means the Annual General Meeting of the Club

(c) 'Board' means the Board of Management as listed in Para 5.2

(d) 'By-Law' means the By-Laws made in accordance with Para 12.3.

(e) 'Constitution' means this Constitution

(f) 'Club' means the Sorrento Surf Life Saving Club Inc

(g) "Director" means any Office Bearer listed in Para 5.2(a)

(h) 'Executive' means the Executive Committee (four (4) members) as constituted under Para 5.2

(i) "Financial Member" means any member who has either paid or agreed a Board approved payment plan (and is current with agreed plan) with respect to their membership fee for the year.

(j) 'IRB' means Inflatable Rescue Boat

(k) 'Member' means any person who joins the Club in any category as provided under Para 2.

(l) 'Season' means the standard patrol season as defined from time to time by SLSWA or set by the Board

(m) Skills Maintenance, previously referred as annual proficiency test, means to complete and maintain competency in surf lifesaving awards

(n) 'Special Resolution' means any resolution where a clear seventy-five per cent (75%) majority of persons eligible to vote at the meeting is required for the passing of such resolution

(o) 'SLSA' means Surf Life Saving Australia Ltd, the national sporting organisation for Surf Life Saving in Australia and may be referred to as Surf Life Saving Australia

(p) 'SLSWA' means Surf Life Saving Western Australia Incorporated, the State Centre for Surf Life Saving in Western Australia.

(q) The interpretation of this Constitution and its By-Laws shall be the duty of the Constitution Committee, and such interpretations shall be final and binding, for so far as the power of this Constitution extends.

(r) 'Voting Member' means any Financial Member whose Membership Classification is either Life Member, Long Service, Reserve Active, Active (15-18 years), Active (18 years and over), Associate, or Award Member and has fulfilled their Patrol Obligations as defined in the Club Life Saving Bylaws.

(s) 'Youth Member' means any Financial Member aged between thirteen (13) years and eighteen (18) years.

PARA 2. MEMBERSHIP

2.1 GENERAL:

(a) The Club must have at least twenty (20) voting members.

(b) Membership will be offered in the categories as identified in Para 2.4.

(c) The Board of Management reserves the right to review all membership applications and may refuse membership to any person without any right of appeal by that person.

(d) Membership categories are based on the age of the participant on 30 September of each season.

2.2 REGISTER OF MEMBERS

(a) The President, or another person authorised by the committee, is responsible for the requirements imposed on the Club under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Club.

(b) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.

(c) The register of members must be kept securely at the Club and must include each member's name and a residential, postal or email address.

2.3 FEES:

(a) The annual subscription for Club membership shall be determined for the forthcoming season by members at the Annual General Meeting.

(b) Membership fees shall become due on the 1st of May each and either paid or agreed to be paid as part of a Board approved payment plan before the succeeding Annual General Meeting of the Club, for Voting members to be eligible to vote at that meeting.

(c) No membership registration will be carried out until the membership application is covered by the appropriate fee.

(d) Those members who paid their fees prior to the AGM will be charged at the previous year's fee structure.

2.4 MEMBERSHIP CLASSIFICATIONS:

(a) Membership shall be offered in the following fourteen (14) categories; Junior Activity (5-13 years), Probationary, Cadet (13-15 years), Active (15-18 years), Active (18 years and over), Reserve Active, Long Service, Award, Associate, General, Community, Life, Honorary and Temporary Membership.

(b) **JUNIOR ACTIVITY MEMBER:**

Shall be aged between five (5) and thirteen (13) years. Junior Activity Members in their final year (13) are also eligible for classification in Cadet (13-15 years) membership, if they so desire. Only

one membership classification may apply although competition in both classes is allowable under Surf Life Saving Australia rules.

(c) **PROBATIONARY MEMBER**:
Shall be any member for the time between the granting of membership and the gaining of an award. Probationary members able to achieve Surf Life Saving Australia awards and who have not attempted to gain such awards within three (3) months, may have their membership rescinded by the Board of Management.

(d) **CADET (13-15 years) MEMBER:**
Shall be aged between thirteen (13) and fifteen (15) years, hold the Surf Life Saving Australia SURF RESCUE CERTIFICATE award, and shall fulfill the patrol and Club obligations of such membership. Cadet (13-15 years) members shall be required to complete the Surf Life Saving Australia's annual skills maintenance to maintain competency in the award.

(e) **ACTIVE (15-18 years) MEMBER**:
Shall be aged between fifteen (15) and eighteen (18) years and hold the Surf Life Saving Australia BRONZE MEDALLION and shall fulfill the patrol and Club obligation of such membership as deemed necessary by the Board of Management. Active (15-18 years) members shall be required to complete the Surf Life Saving Australia's annual skills maintenance to maintain competency in the award.

(f) **ACTIVE (18 years and over) MEMBER:**
Shall hold the Surf Life Saving Australia BRONZE MEDALLION and shall fulfill the patrol and Club obligations of such membership as deemed necessary by the Board of Management. Active members are to complete the Surf Life Saving Australia's annual skills maintenance to maintain competency in the award, at the beginning of each season, unless the member has obtained the BRONZE MEDALLION in that season.

(g) **RESERVE ACTIVE MEMBERSHIP**:
A financial member, after eight (8) years of Active membership, may make application in writing, each season, to the Board of Management to be placed on the Reserve Active register. A vote shall be taken thereon by ballot by the Board. Such a member shall remain on the Reserve Active register so long as he observes the conditions governing his or her membership. He or she shall be exempted from patrol duties, except under special circumstances in which an authorised Officer of the Club may call upon him. Reserve Active members are to complete the Surf Life Saving Australia's annual skills maintenance to maintain competency in the award, at the beginning of each season. Years spent in other Life Saving obligations requiring patrol exemption, will count toward the eight years of service required for Reserve Active membership.

(h) **LONG SERVICE MEMBERSHIP:**
Such membership may be granted by the Club to persons who have completed a minimum of ten (10) years Active service, or to members who have completed a minimum of eight (8) years Active service plus four (4) years Reserve Active service. Long Service members shall be exempt from all patrol obligations and may be granted other special privileges of membership as deemed applicable by the Board of Management of the day. In exceptional circumstances the Board may approve such a membership to Reserve Active member irrespective of the number of years served.

(i) **AWARD MEMBERSHIP:**
Such membership may be granted by the Board to persons who are holders of one (1) or more of the following Surf Life Saving Australia awards: RADIO, RESUSCITATION, ADVANCED RESUSCITATION, FIRST AID or SURF RESCUE CERTIFICATE. Award members shall fulfill their Patrol and Club obligation of such membership as deemed necessary by the Board of Management. Award members shall be required to complete the Surf Life Saving Australia's annual skills maintenance to maintain competency in their award.

(j) **ASSOCIATE MEMBERSHIP:**
Associate members can only be elected in the proportion of 10% of Active members. Applicants for Associate membership shall be not less than thirty (30) years of age.

(k) **GENERAL MEMBERSHIP**:
General Membership is reserved for those persons who wish to assist the club in some way but do not want to be Active Surf Life Savers. General Membership may contain various subcategories. Such memberships may be offered in accordance with rules set down by the Board. All subcategories will be registered with SLSA as General Member.

The Membership Bylaws outline each Subcategory's rights and responsibilities.

(l) **COMMUNITY MEMBERSHIP:**
Community Membership is reserved for those persons who wish to be associated with the club in some way but do not want to be Active Surf Life Savers. Community Membership may contain various subcategories. Such memberships may be offered in accordance with rules set down by the Board. All subcategories will be registered with SLSA as Community Member.

The Membership Bylaws outline each Subcategory's rights and responsibilities.

(m) **LIFE MEMBERSHIP:**
The Club shall have the power to elect Life members who have had at least ten (10) years consecutive membership and have rendered outstanding special service to the Club.

Nominations for Life Membership may be submitted to the Business and Marketing Director by any two (2) Voting members. Details of the nominee's membership and service shall accompany the nomination which shall duly be signed by the proposer and seconder. The Business and Marketing Director shall refer the nomination to the Life Membership Committee within seven (7) days of receipt. The Life Membership Committee shall be responsible to decide on the suitability of the nominee for this prestigious award. Life members can only be elected at the Annual General Meeting; such elections shall be secret ballot and the nominee must obtain a majority of not less than 90% of the members present and eligible to vote.

For a nomination to be considered at the next AGM it must be received by the Business and Marketing Director at least Thirty-Five (35) days before that AGM.

Life Members shall not be required to pay membership fees and shall enjoy all the rights of a Voting member. Life Members shall be invited free to the Annual Award and Presentation nights and other special functions, as determined by the Board of Management.

(n) **HONORARY MEMBERSHIP:**
Such membership may be granted to persons deemed by the Board of Management to have rendered outstanding special service to the club. Such members shall not have voting rights, nor shall they be appointed in the proportion of more than five (5) per cent of the active membership. Nominations for the appointment of Honorary Members may, duly proposed and seconded by financial members, be forwarded to the Board of Management for consideration. Honorary members shall be appointed for a period of one year and that membership may be renewed at the discretion of the Board of Management from year to year.

Once elected or appointed, the Patron, Vice Patron(s), honorary Medical Advisor, Honorary Solicitor and the Honorary Auditor will be granted Honorary membership for the term of their office.

(o) **TEMPORARY MEMBERSHIP**:

(1) A person who is on any day visiting the Club as a Member or an Official of another Club or Team, or a person assisting a member or an Official of another Club or Team, or a qualified carer of an Inclusive Member to:
(i) Engage in a pre-arranged event with the Club as per the Club's objects; or
(ii) hold a prearranged function at the Club involving the use of the Club's sporting facilities.
may be taken to be a person who is afforded temporary membership on that day.

(2) As part of the Hall Hire of the Club, temporary membership will be granted to all guests for the period of the designated function.

(p) **OTHER CATEGORIES OF MEMBERSHIP**

The Board is empowered to introduce other categories of membership as it sees fit from time to time to cater for new members' initiatives at appropriate fees as determined by the Board. This is to be reviewed at the next AGM.

2.5 CESSATION OF MEMBERSHIP

(a) Membership ceases on resignation in writing, death or if the membership fee has not been paid by 31 August in any year.

PARA 3. CLUB OFFICE BEARERS

3.1 ELECTED OFFICE BEARERS:

(a) The Elected officers of the Club shall consist of, PRESIDENT, IMMEDIATE PAST PRESIDENT, CLUB SERVICES DIRECTOR, LIFE SAVING DIRECTOR, ASSISTANT LIFE SAVING OFFICER, BUSINESS AND MARKETING DIRECTOR, FINANCE DIRECTOR, COMPETITION DIRECTOR, JUNIOR ACTIVITIES DIRECTOR, ASSISTANT JUNIOR ACTIVITIES OFFICER, CLUB DEVELOPMENT DIRECTOR, EDUCATION OFFICER, PATROL OFFICER, REGISTRAR, YOUTH DEVELOPMENT OFFICER, CONSTITUTION COMMITTEE MEMBERS x 3, LIFE MEMBER COMMITTEE MEMBER x 5

3.2 APPOINTED OFFICE BEARERS:

(a) At the first meeting of the incoming Board of Management, the Board will appoint the following officers: PATRON, VICE-PATRON(S), HONORARY SOLICITOR, HONORARY MEDICAL ADVISER and HONONARY AUDITOR

(b) The Board may also appoint or employ a Club Office Manager.

(c) Honorary Officers will provide advice to the Board when required.

3.3 ELECTIONS:

(a) All positions as listed in 3.1(a) and 3.2(a) are declared vacant at the AGM every year.

(b) At the time of nominating for a position the person must be a Voting Member over 18 years of age.

(c) Nominations for positions must be submitted in writing, on the nomination form for that purpose, and be in the hands of the Business and Marketing Director at least thirty-five (35) days prior to the Annual General Meeting.

(d) Where no nominations are received in accordance with sub para 3.3(c), the Chairperson of the Annual General Meeting will call for nominations from the floor of that meeting to fill the resulting vacancies. Should nominations still not be forthcoming, the vacancy(s) may be filled by the Board.

(e) At the first meeting of the incoming Board of Management additional officers may be appointed for special duties deemed necessary by the Board.

(f) At the time of Election or Appointment the person must be a Voting Member over 18 years of age.

3.4 TERM OF OFFICE:

(a) The term of office of a Board member begins when the member is elected at the AGM or appointed to fill a causal vacancy that occurs through a Board member resigning.

(b) A person ceases to hold a position on the Board on ceasing to be a member of the Club, resignation from the Board and on the occurrence of any of the ineligibility events in Para 3.4 (c).

(c) A person will be ineligible to sit on the Board if they:

i. Are an undischarged bankrupt, or their affairs are under insolvency laws.

ii. Have been convicted of an offence in connection with the promotion, formation or management of a body corporate.

iii. Have been convicted of an offence involving fraud or dishonesty punishable on conviction by at least three months or more imprisonment; or

iv. Have been convicted of an offense under Division 3 (The duties of officers' provisions) or Section 127 (the duty with respect to the incurring of debt) of the Act.

unless with prior approval by the Commissioner for Consumer Protection

(d) Where a person is prohibited because they have been convicted of an offence, they cannot be a Board Member for a period of five years from their conviction, except where the conviction resulted in imprisonment, in which case they cannot be a Board Member from five years from their release from custody.

3.5 REGISTER OF OFFICE BEARERS

(a) The President, or another person authorised by the committee, is responsible for the requirements imposed on the Club under the Act to maintain the register of Office Bearers and record in that register any change of Officer Bearer.

(b) The register of Office Bearers must include the name and residential address, postal address or email address of each Office Bearer.

(c) The register of Office Bearers must also include the name and residential address, postal address or email address of any person who is authorized to use the Club's common seal or is appointed to act as a trustee on behalf of the Club.

(d) The register of Office Bearers must be kept securely at the Club.

PARA 4. <u>DUTIES OF OFFICERS</u>

4.1 DUTIES:

(a) PRESIDENT:

The President shall preside at all General, Board and Executive meetings. He or she shall maintain order and see that the duties of the other officers are properly performed, and the discipline of the Club enforced. He or she shall strictly adhere to the order of business prescribed by the Rules of the Club. After approval, he or she shall sign as a true record of the minutes of the General, Board and Executive meetings.

He or she shall have power to suspend from office or membership, any officer or member of the Club whose continuance in office or membership would, in the opinion of the Board or Executive be detrimental to the Club, and such suspension shall continue until the next meeting of the Board, when it shall cease unless the Board otherwise directs.

The President will ensure the Club has a Five-Year Plan, that the Plan is being followed by each Director and that the Plan is updated annually.

(b) **IMMEDIATE PAST PRESIDENT**:

The duties of the Immediate Past President shall be to provide a continuity of information regarding the Club business to the incoming Board of Management.

He or she shall hold this position, on the Board, only until the next Annual General Meeting.

(c) **VICE PRESIDENT:**
He or she will be elected by the Board at the first meeting following the AGM. The Vice President, in the absence of the President, will preside at Club meetings with all the powers of the President.

(d) **CLUB SERVICES DIRECTOR:**
He or she shall be responsible for the security, maintenance, repairs and general condition of the Club's premises and the hire of club premises and equipment including any area of the club premises sub-leased for any purpose. He or she shall also be responsible for the gaining and supervision of all licenses and permits and the correct operation of the club bar and restaurant.

(e) **LIFE SAVING DIRECTOR**:
The Life Saving Director shall be responsible for the conduct of all members, when associated with the Club's activities and their education in Surf Life Saving. He or she shall in co-operation with the Assistant Life Saving Officer and Patrol Officer arrange patrols and conduct meetings of the Patrol Captains. He or she shall be responsible for the implementation of Club policy and patrol by-laws.

He or she shall have the power to delegate any duty to a Club member.

(f) **ASSISTANT LIFE SAVING OFFICER:**
The Assistant Life Saving Officer shall assist the Life Saving Director in maintaining and developing Surf Lifesaving efficiency.

In the absence of the Life Saving Director, he or she shall have like power and authority.

(g) **BUSINESS AND MARKETING DIRECTOR:**
The Business and Marketing Director is the Club Secretary and shall supervise the activities of the Club Office Manager including the keeping of all minutes and the conduct of the Club's correspondence.

He or she shall also oversee all activities in relation to fundraising, sponsorships and marketing on behalf of the Club and report back to the Board on all these matters as they occur.

(h) **FINANCE DIRECTOR:**
The Finance Director shall supervise the payment of all accounts that have been approved by the Board of Management. He or she shall ensure at each Board meeting a statement showing the financial state of the Club's affairs. He or she shall make available at the Board's request, a listing of all members in arrears financially in any respect.

The Finance Director shall be responsible for the preparation of the annual accounts and ensure that they are audited and are available for inclusion in the Annual Report.

(i) **COMPETITION DIRECTOR**:
The Competition Director shall be responsible for the organisation of all Club competition and follow the coaching and training of members in the competitive areas of Surf Life Saving.

(j) **JUNIOR ACTIVITIES DIRECTOR**:
The Junior Activities Director shall be responsible for all Junior membership and activities.

(k) **ASSISTANT JUNIOR ACTIVITIES OFFICER**:
The Assistant Junior Activities Officer shall assist the Junior Activities Director with all activities required to maintain and develop the junior area while ensuring efficiency.

(l) **CLUB DEVELOPMENT DIRECTOR:**
The Club Development Director shall be responsible for the development of club activities, the induction of new members and shall supervise the transition of members from Junior Activities to Senior Active level.

He or she shall liaise with outside sporting bodies and community groups in promoting club programs and special events.

(m) **EDUCATION OFFICER**:
The Education Officer, under the direction of the Life Saving Director, shall be responsible for the training of all members in the Club and the preparation of new members for award assessments.

The Education Officer must hold the relevant Surf Lifesaving Trainer's Certificate.

(n) **PATROL OFFICER:**
The Patrol Officer, under the direction of the Life Saving Director, shall control the patrolling of the beach and shall keep all patrol records.

(o) **REGISTRAR:**
The Registrar, under the direction of the Business and Marketing Director, shall be responsible for all club records of membership and the details required on the members records.

(p) **CONSTITUTION COMMITTEE MEMBERS:**
The interpretation of this Constitution and its Bylaws shall be the duty of the Constitution Committee Members.

(q) **YOUTH DEVELOPMENT OFFICER**:
The Youth Development Officer, under the direction of the Club Development Director, shall co-ordinate and assist all Active (15-18 years) and Cadet (13-15 years) members in areas of patrol, competition, instruction and other club activities.

(r) **LIFE MEMBERSHIP COMMITTEE MEMBERS:**
The Life Membership Committee members are required to assess nominations for Life Membership as per Para 2.4 (m) and Para 5.4.

(s) **CLUB OFFICE MANAGER**:
The Club Office Manager shall, under the supervision of the Business and Marketing Director, carry out such duties as may be allocated by the Board.

(t) Every Director shall be prepared to take on special tasks as directed by the Board.

4.2 MEETINGS:

(a) Each of the above Officers shall meet regularly, with the members under their control, to discuss matters pertaining to their area.

PARA 5. COMMITTEES

5.1 NON-ELECTED POSITIONS

(a) All Committees with non-elected Officers and Members will have those positions appointed by the Chair of that Committee.

5.2 BOARD OF MANAGEMENT:

(a) The management of the Club shall be vested in a Board of Management consisting of the following Office Bearers; President, Club Services Director, Finance Director, Business and Marketing Director, Life Saving Director, Competition Director, Junior Activities Director, Club Development Director and the Immediate Past President.

(b) The Chairperson of the Board shall be the President or the Vice President in the absence of the President.

(c) The Board shall meet at least once each month.

(d) The Board shall be responsible for the control of finance and general business and shall deal with all matters associated with Surf Life Saving WA, the City of Joondalup and any other relevant bodies. It shall exercise control over the clubrooms and all club property.

(e) The Board shall have the power to fill all vacancies in Club office bearers occurring during the year.

(f) The Board of Management shall have the power to appoint sub - committees for purposes deemed necessary.

(g) Nowhere in this Constitution is there written intent that any Committee shall supersede the powers of the Board and all Committees must at all times obey any instruction issued by the Board of Management. The Disciplinary Committee is exempt from this Statement as per circumstances described to in section 5.9(c).

5.2 EXECUTIVE COMMITTEE:

(a) The Executive Committee shall consist of four (4) officers; President, Business and Marketing Director, Finance Director and Life Saving Director.

(b) The Chairperson of the Executive shall be the President or the Life Saving Director in the absence of the President

(c) The Executive Committee shall deal with all urgent matters arising between meetings of the Board and shall report their action to the next meeting of the Board.

(d) The Executive Committee shall meet as required.

5.3 CONSTITUTION COMMITTEE:

(a) A committee of three members shall be elected at the Annual General Meeting to act as the Constitution Committee.

(b) This committee shall interpret the provisions of this Constitution and its By-Laws and shall recommend such amendments as it deems necessary to maintain the proper function of the Constitution.

(c) The Committee shall appoint one of its members to act as Chairperson.

(d) The Committee shall meet as required.

5.4 LIFE MEMBERSHIP COMMITTEE:

(a) The Life Membership Committee shall consist of five (5) Life Members elected at the Annual General Meeting.

(b) The Committee shall appoint one of its members to act as Chairperson.

(c) When considering a nomination for Life Membership the Committee shall;

- Always have regard to the fact that a Life Membership is the highest award which can be bestowed upon a member by the club.
- Meet within two (2) weeks of receiving the submission of a nominee from the Business and Marketing Director.
- Verify the record and note the special and / or outstanding achievements of the nominee.
- Decide whether or not nominations will be forwarded to the next Annual General Meeting for consideration by the members.
- Through the Chairperson of the Committee shall advise the Board of Management, in writing, of its decision regarding each nomination.

(d) The Committee shall promote engagement between the existing Life Members and the Club

(e) The Committee shall be the Custodians of the Life Member Badges.

5.5 LIFE SAVING COMMITTEE:

(a) The Life Saving committee shall consist of nine (9) Officers; the Life Saving Director, the Assistant Life Saving Officer, IRB Officer, Education Officer, Patrol Officer, First Aid Officer, Gear Officer, Watery Safety / Events Officer and Project Officer.

(b) The Chairperson of the Life Saving Committee shall be the Life Saving Director and in his or her absence, the Assistant Life Saving Officer.

(c) The Life Saving Committee shall be responsible for the work appertaining to Surf Life Saving as practiced in the Club's patrol area. It shall have the right to introduce new or improved methods of operation in an effort to improve the efficiency of the Club.

(d) The Committee shall discuss all applications from members for leave of absence and exemption from patrol duty. The Committee shall take action on breaches of regulations and patrol by-laws by the Club's members on the beach.

(e) At the start of each season the Life Saving Committee shall organise the members into patrols, issue patrol uniforms and draft by-laws for the efficient operation of the Club's beach for that season.

(f) Reports of all action taken by the Life Saving Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

(g) The Committee shall meet at least six (6) times per year

5.6 BUSINESS AND MARKETING COMMITTEE:

(a) The Business and Marketing Committee is responsible for raising club funds. It shall receive the Club budget and endeavor to raise sufficient funds to meet the annual budget.

(b) The Business and Marketing Committee shall consist of the Business and Marketing Director, Finance Director, Club Services Director and others as required.

(c) The Business and Marketing Director, or his or her nominee, shall Chair this Committee. It shall meet at least once a month to fulfill its obligations.

(d) Reports of all action taken by the Business and Marketing Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

5.7 COMPETITION COMMITTEE:

(a) The Competition Committee is responsible for the development of competition and coaching of all members of the club. It shall put into place such activities and programs to ensure an ongoing development of competition within the club.

(b) The Competition Committee shall consist of the Competition Director, Boat Captain, Ski Captain, Board Captain, Beach Captain, IRB Captain, Water Captain, Coaching Co-ordinator, Officials' Liaison, Handicapper and include relevant Captains and others as deemed necessary.

(c) The Competition Director, or his or her nominee, shall chair this committee. This committee should meet at least six (6) times per year.

(d) It shall be responsible for the care and use of the Club's competition equipment.

(e) The Competition Committee is responsible for the conduct of all Club Competition Events.

(f) Reports of all action taken by the Competition Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

(g) The Competition Committee will appoint a Coaching Panel to be chaired by the Coaching Co-ordinator. The Coaching Panel will oversee the coaching of all the Club's athletes, the development of all the Club's coaches and selection of all Club teams. The Coaching panel will report to the Competition Committee.

(h) At the start of each season the Competition Committee shall draft by-laws for the efficient operation of the Club's competitive side and submit a calendar of events to the Board.

5.8 JUNIOR COMMITTEE:

(a) The Junior Committee shall consist of the Junior Activities Director, Assistant Junior Activities Officer, Age Group Managers (or their representative), and others as necessary.

(b) The chairperson shall be the Junior Activities Director or the Assistant Junior Activities Officer in the Junior Activities Director's absence

(c) The Junior committee will meet at least 6 times per year.

(d) The Junior committee is responsible for the continued development of the Club's Junior members through to their transition into the Youth membership of the Club. It is required to put into place such activities and programs that maximise the number of Junior Members coming through to Youth membership.

(e) Reports of all action taken by the Junior Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

5.9 DISCIPLINE COMMITTEE:

(a) Shall be convened to hear all matters referred to in writing and determine action to be taken in accordance with the Constitution and By-Laws in the best interests of the Club and report on its findings to the Board.

(b) Shall consist of a committee of three (3) made up from Past Presidents and/or Life Members appointed, as and when necessary, by the Board of Management. The three Members shall not be current Board Members and shall not have any association with the issue in hand.

(c) The Discipline Committee shall have the power to take immediate action as in Para 10.1 as long as a full written report is presented to the next Board of Management meeting.

(d) The members of the Disciplinary Committee shall select a Chairperson.

5.10 FOOD AND BEVERAGE COMMITTEE

(a) The Food and Beverage Committee shall consist of the Club Services Director, Finance Director, and at least three (3) other members appointed by the Club Services Director. The Food and Beverage Manager shall sit on the committee as an ex officio, with no voting rights.

(b) The Club Services Director will be Chairperson of the Food and Beverage Committee and in his or her absence the Finance Director will act as Chair. It shall meet at least six (6) times per year.

(c) The Food and Beverage Committee is responsible for the correct and profitable operation of the Clubs' Bar and Food sales whilst maintaining the club amenities and delivering affordable services to members.

(d) At the start of each season the Food and Beverage Committee shall, after reviewing all other Sub Committee calendars, submit a calendar of events to the Board for approval.

(e) Reports of all action taken by the Food and Beverage Committee shall be addressed to the Board in the form of minutes. The food and Beverage Manager shall be responsible for taking the

minutes of each meeting. The minutes shall be endorsed by the board before any action can be taken on recommendations contained therein.

5.11 YOUTH COMMITTEE:

(a) The Junior Committee shall consist of the Club Development Director, Youth Development Officer, Youth Age Group Managers, Youth Incentive Program Manager, Youth Pathway Program Manager, Youth Social Committee Representatives, and others as deemed necessary by the Club Development Director. Members of other Sub-committees may be invited to participate to ensure co-ordination of activities across the Club.

(b) The chairperson shall be the Club Development Director or the Youth Development Officer in the Club Development Director's absence.

(c) The Youth committee will meet at least 6 times per year.

(d) The Junior committee is responsible for the continued development of the Club's Youth members through to their transition into the Active 18 years and over membership of the Club. It shall put into place such activities and programs that maximise the development and retention of Youth Members coming through to Active 18 years and over membership.

(e) Reports of all action taken by the Youth Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

5.12 SILVER SALTY COMMITTEE:

a) The Silver Salty Committee shall consist of an existing Director appointed by the Board, Silver Salty Co Ordinator and at least four others. Members of other Sub-committees may be invited to participate to ensure co-ordination of activities across the Club.

b) The chairperson shall be the Director.

c) The committee will meet at least 6 times per year.

d) The committee shall put into place such activities and programs that maximise the involvement and retention of Silver Salty Members.

e) Reports of all action taken by the Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

5.13 DOLPHIN COMMITTEE:

a) The Dolphin Committee shall consist of an existing Director appointed by the Board, Inclusive Program Co Ordinator and at least four others. Members of other Sub-committees may be invited to participate to ensure co-ordination of activities across the Club.

b) The chairperson shall be the Director.

c) The committee will meet at least 6 times per year.

d) The committee shall put into place such activities and programs that maximise the involvement and retention of Inclusive Members.

e) Reports of all action taken by the Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

5.14 POWERS DELEGATED TO COMMITTEES

(a) A committee must exercise the powers assigned to it according to the terms of the delegation and any directions of the Board. The Committee is responsible to and reports to the Board.

(b) Powers delegated to and exercised by a committee are taken to have been carried out by the Board.

PARA 6 COMMITTEE MEETING PROCEDURES

6.1 NOTICE OF MEETING:

(a) The Chairperson of each Committee is to ensure their committee members are given at least three (3) days notice of a meeting.

(b) The Notice must state the date, time and place of the meeting and must include the meeting Agenda and any Reports, Correspondences, Motions and General Business items.

(c) Unless 6.1(d) applies, the only business that may be conducted at the meeting is the business described in the Notice.

(d) Urgent business that has not been described in the notice may be conducted at the meeting if the committee members at the meeting unanimously agree to treat that business as urgent.

6.2 PROCEDURES AND ORDER OF BUSINESS:

(a) The Chairperson or, in their absence, the Deputy – Chairperson must preside as Chairperson of each Committee meeting.

(b) If the Chairperson or Deputy Chairperson are absent or are unwilling to act as Chairperson of the meeting, the committee members at the meeting must choose one of them to act as Chairperson of the meeting.

(c) The procedure to be followed at a committee meeting is set out in the Meeting Bylaws.

(d) The order of business is to follow the Agenda, unless those committee members present unanimously agree to alter the order of the Agenda.

(e) Any financial member may attend a regular meeting of a Committee as a visitor, other than that part of the meeting during which the conduct of a member or employee is to be considered. He or she may not address the meeting unless a majority of the Committee members present vote to permit such an address.

6.3 MATERIAL PERSONAL INTERESTS:

(a) A member of a Committee who has a material personal interest in a matter being considered at a Committee meeting must:

- As soon as he or she becomes aware of that interest, disclose the nature and extent of their interest to the committee.
- Disclose the nature and extent of the interest at the next Annual General Meeting

(b) Para 6.3 (a) does not apply in respect of a material personal interest if that exists only because.

- the member of the committee is an employee or member of the club; or
- the member of the committee has in common with all, or substantial proportion of, the members of the Club.

(d) A member of the Committee who has a material personal interest in a matter being considered at a meeting must not be present while the matter is being considered or voted on.

(e) The Club must record every disclosure made by Committee Members of a personal material interest in the minutes of that committee meeting at which the disclosure is made.

6.4 USE OF TECHNOLOGY TO BE PRESENT:

(a) The presence of a Committee Member at a committee meeting need not be by attendance in person but may be by that committee member and each other committee member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.

(b) A member who participates in a committee meeting as per Para 6.4(a) is taken to be present at that meeting and, if the member votes at the meeting, the member is taken to have voted in person.

6.5 QUORUM FOR COMMITTEE MEETINGS:

(a) The Quorum for each Committee is at least 50% of those eligible to vote at that meeting.

(b) No business is to be conducted at a Committee Meeting unless the Quorum for that committee is present

(c) If a Quorum is not present within 15 minutes after the notified commencement time the Chairperson shall adjourn the meeting to a new date and time within seven days of the original meeting.

(d) If at the reconvened meeting a Quorum is not present within 15 minutes of the start time the meeting can commence if two or more committee members are present.

(e) If at the reconvened meeting a Quorum is not present within 15 minutes of the start time and two or more committee members are not present the meeting cannot be held. The Board is to be notified. The Board may take whatever action as necessary to address the business items of that committee.

6.6 VOTING AT COMMITTEE MEETINGS:

(a) Voting at all Committee meetings is restricted to the members of that committee.

(b) Each Committee member present at a committee meeting has one vote on any question arising at the meeting

(c) Proxy voting is not accepted at any committee meeting

(d) A motion is carried if a majority (50% +1) of committee members vote in favor of the motion

(e) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

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(f) Unless agreed before the vote, voting shall be by a show of hands, else a secret ballot shall be used.

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(g) If a secret ballot is needed, the chairperson of that meeting must decide how the ballot is to be conducted.

6.7 MINUTES OF COMMITTEE MEETINGS:

(a) The Chairperson must ensure that minutes are taken and kept of each committee meeting.

(b) As a minimum the minutes must record

- Date and place of meeting
- The names of the committee members present.
- The names of any visitors present.
- The business considered at the meeting.
- Any motions on which a vote is taken and the result of that vote.
- Any disclosures of Personal Material Interest.
- Confirmation of the minutes of the previous meeting

(c) The minutes of each committee meeting must be forwarded to the Business and Marketing Director within 14 days of the meeting.

(d) The Chairperson of a committee must ensure the minutes of a committee meeting are reviewed and signed as correct by
- The chairperson of the meeting; or
- The chairperson of the next committee meeting

6.8 ATTENDANCE:

(a) The Business and Marketing Director shall supervise the keeping of an attendance record of each meeting of each Committee. Should any member of a Committee absent himself from two (2) consecutive meetings without submitting due apologies, his or her seat and office shall be declared vacant.

PARA 7. ANNUAL AND GENERAL MEETINGS

7.1 ANNUAL GENERAL MEETING:

(a) The Annual General Meeting shall be held in June each year, to
- Receive the Annual Report and Balance Sheet,
- Elect the Office Bearers for the ensuing season in accordance with Para 3.
- Consider any nominations for Life Membership
- Consider any motions to amend the Constitution.
- Determine the Membership Fees for the forthcoming season.
- Consider any Motions provided to the Business and Marketing Director as per Para 7.3
- Consider any General Business Items provided to the Business and Marketing Director as per Para 7.4

(b) If, for whatever the reason, the Annual General meeting cannot be held within six (6) months of the end of the Club's Financial Year, the Business and Marketing Director must, under the Act, make application to the Commissioner for an extension of time to conduct the AGM.

7.2 GENERAL MEETINGS:

(a) Where required the Board may call General meetings during the season. Twenty percent (20%) of Voting members may also call for a general meeting to consider a Motion or General Business item.

7.3 MOTIONS FOR CONSIDERATION:

(a) Any Voting Member may request in writing a Motion to be considered at the Annual General Meeting or a General Meeting provided that such a request is signed by the member and duly signed by a second Voting Member and given to the Business and Marketing Director for presentation to the Board who will refer the Motion to the Constitution Committee for clarification and to ensure compliance with the Constitution. The Board may refer its own proposed Motions to the Constitution Committee.

(b) For a Motion to be considered by an Annual General meeting it must be provided to the Business and Marketing Director at least thirty-five (35) days before the proposed date of the Annual General Meeting.

(c) The Business and Marketing Director shall ensure that the members are advised of the proposed motion(s) at least fourteen (14) days prior to the next Annual General Meeting at which the motions shall be included as business. If the matter is of the utmost urgency, the Business and Marketing Director shall call within twenty-eight (28) days a Special General Meeting to deal with the item, notifying members at least fourteen (14) days prior to that meeting of the proposed Motion.

7.4 GENERAL BUSINESS ITEMS FOR CONSIDERATION:

(a) Any Voting Member may request in writing an item of General Business to be considered at the Annual General Meeting or a General Meeting provided that such a request is signed by the member and duly signed by a second Voting Member and given to the Business and Marketing Director for presentation to the Board who will refer the item to the Constitution Committee for clarification and to ensure compliance with the Constitution. The Board may refer its own proposed items of General Business to the Constitution Committee.

(b) For an item of General Business to be considered by an Annual General meeting it must be provided to the Business and Marketing Director at least thirty-five (35) days before the proposed date of the Annual General Meeting.

(c) The Business and Marketing Director shall ensure that the members are advised of the items of General Business at least fourteen (14) days prior to the next Annual General Meeting at which the items shall be included as business. If the matter is of the utmost urgency, the Business and Marketing Director shall call within twenty-eight (28) days a Special General Meeting to deal with the item, notifying members at least fourteen (14) days prior to that meeting of the proposed item(s).

7.5 NOTICE OF ANNUAL GENERAL MEETING:

(a) Written notice shall be forwarded to each Member by the Business and Marketing Director at least Forty-nine (49) days prior to the meeting date.

(b) The Notice must state the date, time and place of the meeting and must call for any;

- Nominations for Office.
- Nominations for Life Membership
- Amendments to the Constitution
- Motion(s) for consideration at the AGM
- Item(s) of General Business for consideration at the AGM

(c) Written notice of the AGM Agenda shall be forwarded to each Member by the Business and Marketing Director at least fourteen days (14) days prior to the meeting date.

(d) The Agenda must state the date, time and place of the meeting and must include the Business to be conducted, including

- Receiving a copy of or how to view the Annual Report and Financial Statement.
- Nominations received for Office.
- If any nominations received for Life Membership
- Any motions to amend the Constitution.
- Recommended Membership Fees for the forthcoming season
- Any Motions provided to the Business and Marketing Director as per Para 7.3
- Any General Business Items provided to the Business and Marketing Director as per Para 7.4

(e) Only business listed on the Agenda may be conducted at the meeting

7.6 NOTICE OF GENERAL MEETING:

(a) Written notice shall be forwarded to each Voting Member by the Business and Marketing Director at least fourteen (14) days prior to the meeting date.

(b) The Notice must state the date, time and place of the meeting and must include

- Any Motion(s) to be considered.
- Any item of General Business to be considered.
- Any supporting information

(c) The only business that may be conducted at the meeting is the business described in the Notice.

7.7 PROCEDURES AND ORDER OF BUSINESS:

(a) The Chairperson or, in their absence, the Deputy – Chairperson must preside as Chairperson of meeting.

(b) If the Chairperson or Deputy Chairperson are absent or are unwilling to act as Chairperson of the meeting, the members at the meeting must choose one of them to act as Chairperson of the meeting.

(c) The procedure to be followed at the meeting is set out in the Meeting Bylaws.

(d) The following Special Resolutions can only pass or fail; they cannot be amended.

- Motion to Amend the Constitution,
- Motion to Change the Club name,
- Motion to Amalgamate with another organization,
- Motion to Dissolve the Club, or
- Motion to Cancel our Incorporation.

All other motions may be amended in accordance with the meeting Bylaws.

(e) The order of business is to follow the Agenda unless those members present unanimously agree to alter the order of the Agenda.

(f) Any person may attend the meeting as a visitor. He or she may not address the meeting unless a majority of the members present vote to permit such an address.

7.8 MATERIAL PERSONAL INTERESTS:

(a) A member who has a material personal interest in a matter being considered at the meeting must disclose the nature and extent of the interest to the meeting

(b) Para 7.8(a) does not apply in respect of a material personal interest if that exists only because.

- the member is an employee or member of the club; or
- the member has in common with all, or substantial proportion of, the members of the Club.

(d) A member who has a material personal interest in a matter being considered at a meeting must not be present while the matter is being considered or voted on.

(e) The Club must record every disclosure made by Members of a personal material interest in the minutes of the meeting at which the disclosure is made.

7.9 USE OF TECHNOLOGY TO BE PRESENT:

(a) A member must be present at the meeting to speak or vote.

(b) Technology cannot be used to be considered as present at the meeting.

7.10 QUORUM FOR MEETINGS:

(a) The Quorum for an AGM is fifty percent (50%) of all members eligible to vote as per Para 7.11(a)

(b) The Quorum for a General Meeting is twenty five percent (25%) of all members eligible to vote as per Para 7.11(a)

(c) No business is to be conducted at a Meeting unless the Quorum for that meeting is present

(d) If at an Annual General Meeting.

- Quorum is not present within 15 minutes after the notified commencement time the Chairperson shall adjourn the meeting to a new date and time within fourteen (14) days of the original meeting.

- If at the reconvened meeting a Quorum is not present within 15 minutes of the start time the meeting can commence if twenty five percent (25%) of all members eligible to vote are present.

- If the reconvened meeting cannot commence the Chairperson shall adjourn the meeting to a new date and time within 14 days of the reconvened meeting

- If at the second reconvened meeting twenty five percent (25%) of all members eligible to vote are present within 15 minutes of the start time the meeting can commence.

- If this Quorum is not present within 15 minutes of the start time the meeting can commence if at least two (2) Board members and ten (10) members eligible to vote are present.

(e) If at General Meeting.

- Quorum is not present within 15 minutes after the notified commencement time, the Chairperson shall adjourn the meeting to a new date and time within fourteen (14) days of the original meeting.

- If at the reconvened meeting a Quorum is not present within 15 minutes of the start time, the meeting lapses.

7.11 VOTING AT MEETINGS:

(a) Voting at all Annual General and General meetings shall be restricted to Voting Members only.

(b) Each Voting member present at a meeting has one vote on any question arising at the meeting

(c) Proxy voting is not accepted at any meeting

(d) A motion is carried if a majority (50% +1) of members vote in favor of the motion unless the Motion is as Special Resolution to.

- Amend the Constitution,
- Change the Club name,
- To Amalgamate with another organization,
- Dissolve the Club, or
- Cancel our Incorporation,

then the Special Resolution is carried only if a majority of 75% of members vote in favor of the motion

(e) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

(f) Unless agreed before the vote, voting shall be by a show of hands, else a secret ballot shall be used.

(f) If a secret ballot is needed, the chairperson of that meeting must decide how the ballot is to be conducted.

7.12 MINUTES OF MEETINGS:

(a) The Chairperson must ensure that minutes are taken and kept of each meeting.

(b) As a minimum the minutes must record

- Date, time and place of meeting
- The names of the members present.
- The names of any visitors present.
- The business considered at the meeting.
- Any motions on which a vote is taken and the result of that vote.
- Any disclosures of Personal Material Interest.
- Confirmation of previous minutes

(c) The minutes of each meeting must be forwarded to the Business and Marketing Director within 14 days of the meeting.

(d) The Chairperson of a committee must ensure the minutes of a meeting are reviewed and signed as correct by
- The chairperson of the meeting; or
- The chairperson of the next meeting

(e) The minutes of Annual and General meetings shall be made available to members

PARA 8. FINANCE

8.1 GENERAL:

(a) The financial year for the Club shall be from the 1st May to the 30th April in the ensuring year.

(b) The property and income of the Club must be applied solely towards the promotion of the Objects or purposes of the Club.

8.2 CONTROL:

(a) The funds of the Club shall be under the direct control of the Board.

(b) All payments are to be approved by any two (2) of the following signatories: President, Club Services Director, Finance Director or Business and Marketing Director. No payment shall be made until the item of expenditure has been approved by the Board or Executive Committee, in line with the Delegation of Authority as specified in the Finance By-Laws.

(c) The Club may:

(1) Purchase, take on lease, exchange, hire or otherwise acquire any real or personal property and any rights and privileges and erect buildings necessary or convenient for the purposes of the Club.

(2) Borrow any monies required and duly authorised for the purposes of the Club from any person or corporation on overdrawn fluctuating current account or otherwise at such a rate of interest and upon such terms as thought fit and give such securities for the monies so borrowed as the tenderer may require.

(d) The Club shall have a Common Seal which shall be kept by the Business and Marketing Director and where required, the Common Seal shall be affixed to documents by the Business and Marketing Director in the presence of the President who shall sign the document which will be duly countersigned by the Business and Marketing Director.

(e) The Finance Director shall be empowered to receive all monies on behalf of the Club and shall issue receipts for same and manage the financial process. All monies received on behalf of the Club are to be immediately banked. He or she may authorise the Club Office Manager (or other responsible person) to act on his or her behalf in the receipt and banking of Club monies.

8.3 FUNDRAISING:

(a) The profits of all fundraising efforts, not solely conducted for the purpose of General Revenue or for a Gear Trust Account, shall be divided in the proportion forty per cent to General Revenue and sixty per cent to a specified other purpose, provided always that prior approval to raise funds for the specified other purpose has been granted by the Board.

(b) The Finance Director shall receive the total of such monies, either directly or through the Club Office Manager and shall then administer their distribution in the approved proportion, or as requested by the Sponsor.

(c) The Club is able to obtain Sponsorship for purposes identified by the Club or as requested by the Sponsor.

(d) No member of the Club or the general public is to use the Club name, logo, property or premises for fundraising or sponsorship without prior approval from the Board.

8.4 REIMBURSEMENTS

(a) a committee member can be reimbursed out of the funds of the club for any out-of-pocket expenses for travel and accommodation properly incurred:
   I. in attending a committee meeting (includes meeting of a subcommittee) or
   II. in attending a general meeting; or
   III. otherwise in connection with the Association's business.

(b) The member must provide evidence of the payment for the Board to approve.

8.5 PAYMENTS TO MEMBERS

(a) No part of the income or property of the Club may be paid or otherwise distributed, directly or indirectly, to any Member except for payments to a Member in good faith in the promotion of the Objects or purposes as follows:
   i. in return for any services rendered or goods supplied in the ordinary and usual course of business to the Club; or
   ii. of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent; or
   iii. of reasonable rent for premises let by them to the Club.

(b) The member must gain prior approval from the Board for the expense and provide evidence of the expense for the Board to approve payment.

PARA 9. CONDUCT OF MEMBERS

9.1 CODE OF CONDUCT

(a) Every member of the Club must comply with the Code of Conduct as determined by the Board in support of the Objectives of this Constitution.

9.2 USE OF CLUBROOMS

(a) The Club Services Director or the Board of Management may grant permission; otherwise, none but club members shall have the use of the Club's premises in accordance with membership categories.

9.3 LICENSED PREMISES:

(a) Where the club has licensed premises and pursuant to section 48 (4) (b) of the Liquor Licensing Act 1988, the maximum number of guests per member per day for the purposes of Section 48(4) (b) of the Act is five (5).

(b) Where the club has appointed or employed a Club Office Manager, he or she, for the purpose of the Liquor Licensing Act, may be appointed as the club’s nominated licensee.

(c) A person who is on any day visiting the club as a member or an official of, or a person assisting a team that is to contest a pre-arranged event in that sport on that day or at the invitation of a member to engage in that sport on that day, may be taken to be a person who is afforded temporary membership on that day.

(c) All members and guests attending must comply with the current Liquor Licensing Act, and any terms laid down by the Department of Racing Gaming and Liquor.

9.4 CLUB PROPERTY:

(a) No person shall on any occasion remove from the Club premises any property belonging to the Club without first receiving permission from the Club Services Director or the Gear Officer.

(b) Persons receiving such permission shall be held responsible for the full value of the article(s) borrowed until they are returned.

(d) Any damage done to the Club's property by a member at any time must be reported by him or her to the Club Services Director, Gear Officer or any other Club officer immediately.

PARA 10. DISCIPLINE OF MEMBERS

10.1 ACTION ON MISDEMEANOUR:

(a) Any member who breaches any of the rules or By-Laws of the Club or in any way misconducts themselves either on the Club premises or during the course of any activities of the Club at any place or whilst acting as a member of the Club at any place or performing duties on behalf of the Club may be called upon by the Discipline Committee to show cause why he or she should not be disciplined.

(b) Where the Board believes a member of the club:

- Has persistently refused or neglected to comply with a provision or provisions of these rules or of the By-Laws of the Club.
- Has persistently and/or wilfully acted in a manner prejudicial to the interests of the club; or
- Has breached Regulation, By-Laws or Policies of Surf Lifesaving Australia.

The Board may, by a majority vote, refer the matter to the Discipline Committee.

(c) Where a member of the club has been referred to the Discipline Committee, the Board may by majority vote and on recommendation from the Disciplinary Committee, temporarily suspend that member from all rights and privileges of the club for any of the following reasons:

- Protection of the summonsed member.
- Protection of any member of the club.
- Protection of the club.

(d) Where any member, who is subject to an investigation, or has been charged, or who has been convicted of a child sexual assault or sexual assault of a member, shall:

- in the case of an investigation or charges being preferred, through a majority. vote of the Board, be asked to voluntarily temporarily relinquish their membership and all rights and privileges of the club, until the matter is finalized.
- in the case of a conviction, through a majority vote of the Board be suspended from all rights and privileges of the club, or have their membership and all privileges of the club revoked.

(e) The Discipline Committee, if satisfied that the member has been guilty of such infringement or misconduct as aforesaid, may discipline or suspend said member from the Club.

10.2 APPEALS:

(a) A member dealt with by the Discipline Committee and placed under suspension shall have the right to appeal in writing within fourteen (14) days to the next Board meeting, whose decision shall then be final. Until such appeal has been heard, the member shall remain suspended from the Club.

(b) Any further rights of appeal shall be as governed by the constitution and rules of SLSA and/or Surf Life Saving WA.

(c) All documents pertaining to disciplinary action of the Discipline Committee will be retained in a sealed secure place for 7 years.

10.3 EFFECTS OF SUSPENSION:

(a) Any member suspended shall forfeit all claims to the property of the Club and cease to be a member thereof for the term of such suspension.

PARA 11 GRIEVANCE PROCEDURES

(a) The Grievance procedures set out in this clause applies to disputes between a member and
   i. Another Member; or
   ii. The Club,

   where it relates to the Constitution and Bylaws of the Club.

(b) The parties to the dispute must meet (which may, if agreed by the parties, take place by using any technology that allows the parties to clearly and simultaneously communicate with each other) and discuss the matter in dispute and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.

(c) If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties may, within 10 days, refer the dispute to the State Administrative Tribunal (or such other similar body in circumstances where the State Administrative Tribunal is no longer in existence) for resolution.

(d) The Board may prescribe additional grievance procedures in By-Laws consistent with Para 11.

PARA 12. CONSTITUTION AND BYLAWS

12.1 MASTER COPIES:

(a) The master copy of the Constitution and Bylaws, along with notices of motion to amend, and records of amendments made, are the responsibility of the Business and Marketing Director.

12.2 AMENDMENT TO THE CONSTITUTION:

(a) Amendments to the Constitution shall be made at the Annual General Meeting or at a Special General Meeting called for that purpose.

(b) Voting member may request in writing amendments to the Constitution provided that such a request is signed by the member and duly signed by a second Voting member and given to the Business and Marketing Director for presentation to the Board who will refer the amendments to the Constitution Committee for clarification and to ensure compliance with the Constitution. The Board may refer its own proposed amendments to the Constitution Committee and the Constitution Committee may propose its own amendments.

(c) For an amendment to be considered at the next AGM it must be received by the Business and Marketing Director at least thirty-five (35) days before that AGM.

(d) The Business and Marketing Director shall ensure that the members are advised of the proposed amendments at least fourteen (14) days prior to the next Annual General Meeting at which the motions shall be included as business. If the matter is of the utmost urgency, the Business and Marketing Director shall call within twenty-eight (28) days a Special General Meeting to deal with the item, notifying members at least fourteen (14) days prior to that meeting of the proposed amendments.

(e) The Act requires that within one month of the passing of a special resolution to alter its rules, the Board must lodge notice of the special resolution with the Commissioner for Consumer Protection. The notice must set out the particulars of the alteration and include certification by a member of the Board that the resolution was duly passed as a special resolution and that the rules of the association as altered conform to the requirements of the Act.

(f) As soon as is practicable after the making of any proposal for a change to the Constitution or rules of the Club the Business and Marketing Director shall provide to the Director of Liquor Licensing certified particulars of the change proposed. No effect will be given to the change without the prior approval of the Director of Liquor Licensing

(g) All actions by any member of the Club shall be bound within the rules of this Constitution. Where such rules become outmoded, they shall be deemed as requiring amendment as in Para 12.2. The Constitution shall be updated regularly.

(i) The Business and Marketing Director is required to update the Master copy of the Constitution within one month of the amendment being passed. Notice of the change to the Constitution should be sent to all members in the next posting of information to members.

12.3 BY-LAWS:

(a) Each Director is responsible for writing and or reviewing the relevant By-Laws for their portfolio area at the beginning of each season. These By-Laws must be dated and approved by the Board.

(b) Prior to approval by the Board the By-Laws must be checked by the Constitution Committee to ensure compliance with the Constitution.

(c) The Club By-Laws shall be valid if dated for the current season or until superseded.

(d) The Board must adopt as a By-Law a Code of Conduct for members and directors and periodically review the Code of Conduct considering the general principles of good corporate governance.

PARA 13. CLUB COLOURS, BADGES

a) The Club Colors shall be Light Green (Pantone PMS 802), Dark Green (Pantone PMS 3302) and White (Pantone White)”

b) The design of the Club Logo and Badge may be reconsidered at any AGM of the Club, provided no further alteration shall take place for a period of three (3) years. Their design and use shall be recorded in the Bylaws.”

c) The design of the Uniform and swimming costume may be reconsidered at any time by the Board, provided no further alteration shall take place for a period of three (3) years. Their design and use shall be recorded in the bylaws.

PARA 14. ACCESS TO RECORDS

(a) All members shall have access to the Constitution and Bylaws. Current copies of the Constitution and Bylaws shall be available via the club’s web site.

(b) All members shall have on request to the Business and Marketing Director, access to the minutes of all Committee, Annual General and General meetings. A member can make a copy of or take an extract from the minutes but does not have the right to remove the document.

(c) Subject to below, members shall have access to

- The register of members Para 2.2
- The register of Office Bearers, Para 3.5
- Any other documents not referred in Paras 14(a) and 14(b).

(d) A member who wishes to inspect the records or documents of the Club must contact the President or their delegate to make the necessary arrangements.

(e) A member can make a copy of or take an extract from a record or document referred to in Para 14(c) but does not have the right to remove the record or document.

(f) The Board may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Club.

(g) Any Document or Record requested may have the following information Redacted.

- Any Commercial In Confidence information
- Any record of Member Conduct
- Any record of Employee Performance

(h) A member must not use or disclose information in a record or document referred in Para 14 except for a purpose –

- That is directly connected with the affairs of the Club or
- That is related to complying with a requirement of the Act.

PARA 15. DISSOLUTION

(a) The Club may be dissolved by a Special Resolution carried by a three fourths (3/4ths) majority of financial members entitled to vote, present at a General Meeting convened under the conditions of Para 7.2(a) of this Constitution, except that notice shall, in addition, be advertised on two (2) occasions at least seven (7) days prior to such meeting, in the Public Notices column of a leading daily newspaper distributed widely in Western Australia. Any resolution so carried shall be confirmed or otherwise at a further General Meeting convened under the conditions of Para 7.2(a) of this Constitution.

(b) Upon the passing and confirming of any such resolution the Board shall discharge all liabilities from the available funds or realise any investments or property to so do and shall then transfer any remaining monies, assets, equipment and records to Surf Life Saving Western Australia Incorporated to be used at its discretion to provide Surf Life Saving Equipment at Sorrento Beach or to form another Surf Life Saving Club at such beach if and when the opportunity arises.