

[Template 2]

MORUYA SURF LIFE SAVING CLUB INCORPORATED

BY-LAWS

RULE 26

PREAMBLE

MAKING REPEALING AND AMENDING BY-LAWS

Any successful motion tabled at Management Committee Meeting , that has a future bearing on Club activities , intended to be a By-law and adopted , will become binding as a By-law and shall be given a By-law number as part of the motion adopted.

To make a By-Law or to repeal or amend a By-law, the change motion as well as the current By-law is to be tabled at a Management Committee Meeting , discussion allowed and amendment, if any, permitted.

At the subsequent meeting, no earlier than 4 weeks after first being tabled, further discussion is permitted and then the motion can be put.

At the second meeting to consider the tabled By-law, no amendment or change can be made to the tabled motion. If a change or amendment is to be made, it must be tabled for another month.

If the motion is successful it becomes the By-law, replacing the old By-law that is appropriate, or as an additional By-law .

All new or amended By-laws shall be placed on the web site and a Club notice board within seven (7) days of being made and all members who have provided an electronic address shall be advised within the same period.

All new or amended By-laws exhibited on the web site and a Club Notice Board shall so remain for not less than 28 days.'

[Management Committee Meeting 13/10/2015]

BY-LAWS

A-1 Annual Report

The Annual Report , to be presented to members at the Annual General Meeting, shall include as a minimum the following items, to ensure that the document is both a historical and statistical record :

1. List of Office Bearers, Standing Committees, sub-committees, panels,

- groups, etc.
2. List of Management Committee meeting attendances, noting present and absents, apologies not to be counted.
 3. List of Delegates attendances at Branch and other meetings.
 4. A list of members as detailed in the Constitution and By-laws and recorded on Surfguard .
 5. List of patrol members and patrol hours performed
 6. Junior Activity Annual Report.
 7. List of Junior Activity members progressing to senior activity.
 8. Audited Financial Statements of Moruya Surf Life Saving Club Incorporated .
 9. Reports from President, Secretary, Treasurer, Club Captain, Chief Training Officer, Gear Steward, Boat Captain, IRB and ATV Captain, House Manager, and from any other officers directed by the Management Committee .
 10. List of the awards gained by members
 11. Inter-club and Championship results up to National level.
 12. Club Championships and Club events results including point scores.

The Annual Report shall be printed and distributed with authority of the Management Committee.

The Annual Report shall be available to members either on the Club website , emailed individually or, where a member has not provided an electronic contact, provided with a hard copy, prior to the Annual General Meeting if requested .

Likewise, when the audited Financial Statements are to hand , it shall be served as provided above.

[Management Committee Meeting 13 /10/ 2015]

A-2 Auditorium Hire

Auditorium to be hired out in accord with any fees and requirements for Hall hire as set out by the Management Committee from time to time.

[Management Committee Meeting 13/10/2015]

A-3 All Terrain Vehicle

Only SLSA qualified members shall be allowed to drive the club ATV.

[Management Committee Meeting 13 /10 /2015]

B-1 Barbecue Area

The Management Committee or delegate may approve use of the area by other than members subject to the following :

May be hired out in accord with any fees and rules for Barbeque Hire as set by the Management Committee from time to time.

[Management Committee Meeting 13 /10 /2015]

B-2 Bronze Medallion

It is a requirement that proposed new members for the Bronze medallion have applied for membership and been approved as a Probationary Member and have paid the Club fees, prior to undertaking the Bronze award. Current Cadet members training for the Bronze award will already be club members...

Members undertaking training for Bronze Medallion will undertake the club training program as set down by the club Chief Training Officer . The proposed new member will be advised on where to find any relevant policies pertaining to their membership and awards on the relevant websites as directed by the Club Chief Training Officer.

These requirements will not preclude any potential new member from trying out or using club equipment while under the supervision of a club coach or trainer.

Candidates who successfully completed their Bronze Medallion examination shall not be physically presented with this award until they have completed twenty five (25) hours of rostered patrols as an Active Member and this fact shall be made known to candidates by the Training Officer.

Notwithstanding , the Management Committee may determine that exceptional circumstances prevail and present the Medallion, OR in the case where a member of the community has gained the Bronze Medallion and paid the required fee , the Medallion may be presented at the successful completion of the award.

[Management Committee Meeting 13/10/2015]

C-1 Cadet Members

Cadet members who attain the age of 15 years in a season , may gain the Bronze Medallion and will remain eligible to compete as a Cadet in events that do not have the holding of a Bronze medallion as a prerequisite .

[Management Committee Meeting 13/10/2015]

C-2 Caretaker

The club caretaker will be bound to the job description as detailed by the Club Management Committee from time to time.

C-3 Carnival Entries

The Club shall pay all entry fees [other than late entry fees] for Australian, State, and Country Championship Carnivals, and Branch Carnivals and other Carnivals or events sanctioned by Surf Life Saving Australia, State or Branch bodies, where there are monetary rewards.

Entry fees for all other carnivals or events shall be the responsibility of the competing teams and/or individuals.

The Club may consider, on merit , any application by members for the assistance with payment of these other entry fees.

The club may require a team or individual to reimburse any entry fees, if it is proved that there was not good and sufficient reason for failing to compete.

Vehicle towing expenses , to or from each carnival or event, will be considered on merit on application by the owner of the vehicle.

The Secretary/Assistant Secretary/Competition Secretary, as determined by the Management Committee, shall be responsible for the lodgement of entries.

The Sectional or Club Captain shall be responsible to approve the entry of respective competitors, of any desire to compete and shall advise the responsible officer within adequate time, of the need to submit entries.

[Management Committee Meeting 13 /10/2015]

C-4 Club Awards

C-5 Club Badges/Blazers - see Club Identification

C-6 Club Championships

C-7 Club Pointscore

C-8 Club Craft

Boats

- (a) In this clause, “boat” includes Inflatable Rescue Boat (“IRB”) unless specifically excluded.
- (b) The boats and boat gear shall, whenever practicable, be stored in the Clubhouse boat shed or sheds and kept under lock and key.

- (c) A member authorised by the Club Captain or Boat Captain (for oared boats) or IRB Captain (for IRB's) to use a boat shall be responsible for the safe return of the boat and its gear.
- (d) The Surf Boat Captain shall report in writing to the Club Captain any loss or damage to the boats or boat gear .
- (e) The IRB Captain shall report in writing to the Club Captain any loss or damage to IRB gear.
- (f) At least one fully equipped IRB must be available at all times during patrol hours and in accordance with the Club's Patrol Service Agreement.

Boards and Skis

- (a) Boards and skis owned by the Club, whenever practicable, are stored in the club house for members use.
- (b) Members using club equipment are asked to do as if it were their own. If any items of equipment are marked as Competition Only, members are asked to seek Gear Steward approval before use.

Boards and skis owned by members may be stored in the allocated racks of the craft shed with the permission of the Club Captain or Gear Steward, and the owner-member shall accept all responsibility for any damage or loss of the equipment stored in the Club.

- (c) Members shall report to the Gear Steward any loss or damage to a Club board or ski.

(Management Committee meeting 13/10/2015)

C-9 Club Identification

Club colours shall be as per the Constitution and any use of the club colours and or logo will be administered by the club Management Committee.

[Management Committee Meeting 13/10/2015]

C-10 Club Person of the Year

An annual award to recognize effort and conduct establishing a bench mark above the ordinary, by a Club member.

Guidelines:

The following shall be taken into consideration but shall not be limited thereto :

[a] Fellowship

To be well received by their fellow member, others in the Movement, and generally

[b] Competitive spirit

Assisting others to learn and compete ; to be prepared to pass on their experience readily to other club members.

[c] Reliability

To be known as one who can be relied on upon, when allocated a task or duty, either as a patrol member, club official or other club member.

[d] Participation

A member who contributes to club activity .

Sub-Committee Procedure

- [a] To be considered annually, by a sub-committee comprising the President, Club Captain and one other member elected by the Management Committee .
- [b] Nominations may come from any area of the Club or be identified by the Management Committee.
- [c] Sub-committee will consider each nomination against the criteria and any other additional information and select the winner by a simple vote.

[Management Committee Meeting 13/10/2015]

D-1 Duties of Officers

[Rule 20.2]

- (a) President
 - Act as the leader of the Club Committee with overall responsibility to the Club's administration
 - Lead the committee in setting club agendas and work with the committee to prioritise its goals
 - Liaises with all officers. sub-committees, and Executive officers offering assistance and encouragement to undertake their roles
 - Liaises between the Club and FSC Branch of Surf Life Saving Australia

- Ensures all rules and regulations of the Club are upheld
- Represent the surf club appropriately at local, regional, state and national levels
- Attends and chairs all Club committee meetings .

KNOWLEDGE AND SKILLS REQUIRED

- Be a good communicator and have an ability to delegate
- Well informed of the organisations activities
- Ability to assist in setting and staying across the clubs future directions and plans
- Demonstrate a high level of professionalism when representing the Club to members, other organisations and the general public
- Have a good working knowledge of the constitution, rules and duties of all office holders and sub-committees
- Be an empathetic and supportive leader for all club members.

(b) Vice President

- Supports the President as alternate leader and in all duties outlined in the President's Duty Statement
- Takes on the President's duties of administering meetings and overall club management in the absence of the President all as detailed in the President Duty Statement
- May take on special club projects in consultation with the President
- Is a member of the club Management Committee

(c) Secretary

- Is also the clubs Public Officer
- Monitors, distributes and responds to all correspondence where necessary
- Attends and records minutes of all Club Committee meetings
- Must be computer literate , able to attend meetings
- Co-ordinates meetings, including : committee, management and AGM

- Identify and communicate to members, opportunities available at Club, Branch, State and National levels
- Communicate effectively at all levels of the club
- Well informed of the organisations activities
- Have responsibility to collate and organise the Annual Report
- Maintain effective and efficient administration keeping all records records of meetings etc
- Have a good working knowledge of the constitution, rules and duties of all office holders and subcommittees

- (d) Assistant Secretary
- (e) Treasurer
- (f) Chief Training Officer
- (g) Assistant Training Officer
- (h) Club Captain
- (i) Deputy Club Captain
- (j) Gear Steward
- (k) House Manager
- (l) IRB/ATV Captain
- (m) Assistant IRB/ATV Captain
- (n) Junior Activities Co-Ordinator
- (o) Cadet/Junior Co-Ordinator
- (p) Special Nippers Co-Ordinator
- (q) Boat Captain
- (r) Registrar
- (s) Management Member
- (t) Archives Officer
- (u) First Aid Officer
- (v) Health and Safety Officer

- (w) Media Officer
- (x) Membership Protection Officer
- (y) Radio Officer
- (z) Social Secretary
- (z)(i) Uniform Sales Officer]

(Management Committee Meeting 13/10/2015)

E-1 Expenditure

- (a) As a general rule any club purchase should be endorsed on a club order form. This order may take the style of a club letter , confirming electronic transmission or club order book.
- (b) Expenditure of an urgent nature may be authorised by the Club President, Secretary, Treasurer and Captain up to a value of \$1000
- (c) Expenditure over \$1000 should be approved by the Club Management Committee
- (d) All expenditure to be ratified at the next club management meeting .

[Management Committee Meeting 13/10/2015]

F-1 Financial Year

The financial year of the Club shall commence on 1st July each year and end on 30th June of the following year .

[Management Committee Meeting 13/10/2015]

G- Gymnasium

- (a) Only members holding a current gymnasium membership are permitted to use the gymnasium facilities and the equipment contained in that area .
- (b) Gymnasium members are not permitted to invite or provide access to the gymnasium to persons who are ineligible.
- (c) Gymnasium members shall comply with the ' Gymnasium Code of Conduct Rules' displayed in the gymnasium.

- (d) Gymnasium members shall promptly report any damage or malfunction of equipment to the House Manager.
- (e) A member under the age of fifteen (15) years shall not use the Club gym equipment unless under the specific supervision of a qualified gym instructor or in the case of cardio equipment, the supervision of a Club Level 1 coach .
- (g) Members desiring to use the gymnasium are required to complete the membership application form , to acknowledge and sign the ‘Terms and Conditions for the use of the Club Gymnasium ‘ and to undergo the induction process.

The forms are as prescribed (Appendix 5)
- (h) The Management Committee may determine a fee for gymnasium membership .

[Management Committee Meeting 13/10/2015]

H-1 Hall of Fame

Individual or team competitors are entitled to have their photo displayed in the Club's Hall of Fame if they have been placed in the first three of an Australian Surf Life Championship , a World Life Saving Championship or a State Championships or have won a Country Branches Championship.

No photograph, or such other form of recognition, shall be affixed to the walls without the express approval of the House Committee .

[Management Committee Meeting 13/10/2015]

H-2 House Committee

- a) Shall be responsible for minor repair work to the club building
- b) Shall monitor and report any major issues to the building or surrounds to the Management Committee .

(Management Committee Meeting 13/10/2015]

I-1 Inventory

At the end of each season an assets list of all gear, equipment, vehicles, office equipment and other assets owned by the club and with an individual value in excess of \$100.00., shall be prepared by the Gear Steward.

The JAC shall also provide such a list of its equipment to the Gear Steward.

This inventory will be included in the Annual Report of the Club.

[Management Committee Meeting 13/10/2015]

J-1 Junior Activities

- (a) Membership of Junior Activities is open to all persons of the age of five (5) years and up to the age of fourteen (14) years. Age as at midnight on September 30th will determine their age group in accordance with SLSA rules.
- (b) The Junior Activities Co-Ordinator shall be the chairperson of all meetings conducted within Junior Activities.
- (c) The Junior Activities Co-Ordinator (JAC) will be responsible to the Management Committee for the conduct and management of matters and activities relevant to Junior Activities and its members.
- (d) The JAC shall be empowered to form a sub-committee to assist dispatching the requirements for all Junior Activities.
- (e) All funds received for or as a result of Junior Activities shall at all times be regarded as funds of the Club and shall be accounted for to the Treasurer.
- (n) The Junior Activities Co-ordinator shall furnish monthly a report on Activities to the Management Committee meeting.

[Management Committee Meeting 13/10/2015]

K-1 Keys

- (a) A key register shall be maintained by the Club office.
- (b) The Register shall contain details of the date key/s are issued , the name of the member to whom issued, the keys issued, and the signature of the recipient who will also be required to sign and undertaking to return the keys when requested to do.

[Management Committee Meeting 13/10/2015]

L- 1 Life Membership

[Rule 8.7]

Life Membership is the highest Club honour and, as such, is a significant and important award of respect and represents recognition by members, of distinguished voluntary service to the Club , by another member .

- (a) A maximum of no more than five (5) Life members may be elected over a period of five (5) years.
- (b) Nominations for Life Membership of the Club shall be in form prescribed by the By-Laws (Appendix 1) and contain sufficient detail of the service rendered by the nominee, and be signed by two (2) Club members , each of whom has been a member for a period of not less than five (5) years in membership categories other than Junior Activities or Cadet membership .

The nomination must be delivered to the Secretary at least ninety (90) days prior to the Annual General Meeting and the Secretary shall be required, with the assistance of the Registrar , to verify the details shown on the nomination form and endorse verification or report otherwise on such nomination, to the Management Committee.

- (c) The Management Committee shall consider the nomination and if the majority are satisfied as to the bona fides of the nomination , the nomination shall be referred to the Life Membership Committee for recommendation or otherwise , on or before a date specified by the Management Committee.
- (d) The Life Membership Committee shall consist of three (3) members , at least one of whom shall be Life Members, the remainder to have served at least eight (8) yeas in any category other than Junior Activities or Cadet membership , such Committee to elect its own chair.

It shall be competent for the Life Membership Committee to :

- (i) call for the production of Club records in its consideration of the nomination
- (ii) refer the nomination back to the proposers if the Life Membership Committee is of the opinion that the information is insufficient for the Committee to make a determination without further detail .

Should a majority of the Life Membership Committee endorse recommendation of the nomination , it shall be returned to the

Management Committee which shall refer the nomination to the next Annual General Meeting as a Notice of Motion of a Special Resolution, accompanied by a copy of the nomination .

A resolution to confer Life Membership will be in accord with the Constitution .

[Management Committee Meeting 13/10/ 2015]

[Amendment - Management Committee Meeting 12/7/2016]

M 1- Memorabilia

To facilitate the hiring of the Club auditorium as a function centre, restrictions as to the exhibition of memorabilia shall apply.

- (a) The following, only, shall be exhibited on the northern wall of the auditorium:
 - (i) Life Members Board
 - (ii) Life Member Photographs
 - (iii) Club Person of the Year Board
 - (iv) Allan Head Award .
 - (v) Jill Nicholson Award and
 - (vi) Bunt FamilyAward

- (b) The following, only, shall be exhibited in, or in the vicinity of, members' bar:
 - (i) Garney' s Corner
 - (ii) Frank King Tribute
 - (iii) Etched Moruya SLSC mirror
 - (iv) BuildingNo.2 Donor Board
 - (v) Building Opening Plaque 1978

- (c) The following, only, shall be exhibited in the stairway:
 - George Bass Marathon winners' plaques

- (d) The following, only, shall be exhibited on that wall between the kitchen and the storeroom:
 - (i) Historic photographs of the Club, particularly those relative to past Club houses
 - (ii) All framing to be of a style or quality to compliment and be long lasting .

- (e) The following shall be exhibited in the Members Room:
 - (i) 1981 George Bass Marathon display
 - (ii) GBM winning boat crew photographs
 - (iii) Hall of Fame photographs in accord with By-law H1

- (f) The following shall be exhibited on the two roof trusses in the auditorium:
 - (i) George Bass Marathon commemorative oars .

(Management Committee Meeting 8/11/2016)

P-1 Prohibited Drugs

- (a) No prohibited drug shall be brought on to the Club premises.
- (b) A member shall not come on to Club premises under the influence of a prohibited drug.

[Management Committee Meeting 13/10/2015]

P-2 Patrols

- (a) Rostered Active Members shall be allocated to a patrol and are encouraged to complete all rostered patrols, arrange substitutes for rostered patrols that the member cannot attend, undertake make-up hours for missed patrols for which a substitute is not arranged and to repay any substitution, in accordance with the directions of their Patrol Captain .
- (b) A member of a patrol shall carry out such lifesaving duties and other duties, as may from time to time be allotted to him/her by the Patrol

Captain .

- (c) A member of a patrol shall clear with the Patrol Captain their absence before leaving the patrol if urgent circumstances require.
- (d) A member who fails to carry out his/her patrol duties shall be in breach of these By-Laws, and shall be asked to discuss any issues with the Club Captain .
- (e) An Active Member who is unable to attend a patrol for which he/she is rostered and for which leave of absence has not been granted by the Club Captain , shall arrange a substitution with another Active Member of the same classification and shall notify the Patrol Captain in the days prior to the rostered patrol.
- (f) This substitution is to be repaid by the absent member at a future patrol as agreed between the members.
- (g) A member who unable to carry out a patrol for which he/she is rostered, and for which no substitute has been arranged, shall notify the Patrol Captain with plenty of notice of his/her inability to secure a substitute before the commencement of the period of duty of the Patrol. The Patrol Captain shall endeavour to backfill and patrol shortfall as required.
- (h) A member who shows a pattern of missing patrols will be asked to talk with the Club Captain to work out any issues that may be causing the patrol default .If a member continues to fail in attending patrols they may be removed from the patrol roster until they can commit to fulfilling their duties.
- (i) All patrols shall be responsible for leaving the patrol gear in a state of readiness for the next patrol and any area used by the patrol such in a neat and tidy condition after each patrol.

[Management Committee Meeting 13/10/2015]

P-3 Proviso

In the event of anything occurring not within the scope of these By-laws, the Management Committee may deal with the same at its discretion and the decision shall be binding upon the Club.

The By-laws are intended to not conflict with the Constitution of the Club and where conflict may seem to occur, the Constitution shall apply.

[Management Committee Meeting 13/10/2015]

S-1 Scholarship - David Pheenev Memorial

- (a) The **Scholarship**, is to awarded on an annual basis to a club member entering into Year 12 HSC studies and, in the event there being no such person, applications will be invited from Year 12 students at the MORUYA HIGH SCHOOL.
- (b) The Scholarship shall have a minimum value of \$250.00, and is to be used for the purchase of text books and other requirements relative to the HSC examination.
- (c) A sub-committee of three persons, two of whom shall be LIFE MEMBERS of the Club, will select the recipient and the sub-committee may co-opt the views of other members of the MORUYA SLSC or staff of the particular secondary education facility .
- (d) The criteria shall be -
 - (i) Applicants to have physically commenced the final year of HSC studies
 - (ii) Applicants to be actual patrolling members of the MORUYA SLSC, except that where there are no such applicants, applications are invited from students of MORUYA HIGH SCHOOL ;
- (e) Written applications, of not less than 250 words in length, shall be lodged with the Club Secretary and referred to the sub-committee which shall base its decision on the following aspects but not limited thereto, nor in any particular order of relevance -
 - (i) Club membership record incl. patrol hours performed
 - (ii) Participation within the Club
 - (iii) Citizenship
 - (iv) Academic record
 - (v) Presentation of the written application
 - (vi) Appraisal of an applicant at a personal interview, should the sub-committee deem it expedient
 - (vii) Personal economic position of applicant
- (f) The sub-committee shall furnish a recommendation to the Club Management Committee for ratification ; ratification shall be final and

no further discussion or correspondence shall be entertained.

[Management Committee Meeting 13/10/2015]

S-2 Signatories

[RULE 31]

- (a) The club shall have four (4) signatories being the President, Secretary, Treasurer and Club Captain, with any two authorised to act on behalf of the Club in financial transactions.
- (b) Signatories acting together shall not be related by birth or marriage or have similar other familial connection.

[Management Committee Meeting 13/10/2015]

S-3 Surfguard

The Management Committee shall determine annually those members, other than those authorised by SLSA, who may be provided with access to the Club records data stored in Surfguard.

[Management Committee Meeting 13/10/2015]

S-8 Statements Regarding Club

No financial member of this Club shall indicate, state or otherwise advise, any member of the Press, or news media, or any official of the Association of any information concerning the Club, or its members, without prior permission being granted by an Executive Officer of the Club.

[Management Committee Meeting 13/10/2015]

V-1 Visitors

Members of affiliated Surf Life Saving Clubs may be admitted to use the Club premises, provided approval has been granted by the Management Committee or an Executive member.

Other club visitors would be expected to respect the club and remain within any club guidelines as set out from time to time.

[Management Committee Meeting 13/10/2015].

Y-1 Year of Service

No Member shall be credited with 'year of service' unless having performed a minimum of ten (10) hours of patrol in that season or that member is exempted by SLSA regulations or the Club Constitution, by reason of holding a particular Office or being a Long Service Member.

No Reserve Active Member shall be credited with 'year of service' unless

having performed a minimum of ten (10) hours of patrol in a season.

[Management Committee Meeting 13/06/2017].

APPENDIX 1

Nomination for Life Membership

APPENDIX 2

Application for Long Service Membership

APPENDIX

Application for Reserve Active Membership

APPENDIX 4

Nomination for Distinguished Service Award

APPENDIX 5

Application for Gymnasium Membership
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