

**SURF LIFE SAVING
FAR NORTH COAST
BRANCH INC**



Constitution

(Adopted 20th October, 2009)

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SURF LIFE SAVING FAR NORTH COAST BRANCH INCORPORATED CONSTITUTION

1 NAME

The name of the organisation is Surf Life Saving Far North Coast Branch Incorporated (SLSFNC INC).

2 OBJECTS

SLSFNC is a charitable community service based institution. The objects for which SLSFNC is established are to;

- a) Create a single uniform entity through and by which surf life saving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- b) Provide for the conduct, encouragement, promotion and administration of surf life saving through and by various affiliated Clubs and Body/s;
- c) Ensure the maintenance and enhancement of SLSA's standards, quality, reputation and image for the benefit of the Members and Surf Life Saving Australia;
- d) At all times promote mutual trust and confidence between SLSFNC and its Members in pursuit of these objects;
- e) At all times act in the interest of the Members and surf life saving;
- f) Promote the economic and community service success, strength and stability of SLSFNC, each affiliated Club and surf life saving;
- g) Conduct, encourage, promote, advance and control surf life saving, its many aspects devoted to aquatic safety, management and the preservation of life in the aquatic environment.
- h) Conduct the research and development for improvements in methods of surf life saving and surf life saving equipment and to improve and safeguard the use of the aquatic environment;
- i) Use and protect the Intellectual Property of Surf Life Saving Australia;
- j) Apply the property and capacity of SLSFNC towards the fulfilment and achievement of these objects;
- k) Promote the involvement and influence of surf life saving standards, techniques, awards and education with bodies involved in aquatic life saving;
- l) Strive for governmental, commercial and public recognition of SLSFNC as the peak authority on aquatic safety and management;
- m) Promulgate, and secure uniformity in, such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment;
- n) Further extend the operations and teachings of SLSFNC to affiliated Clubs;
- o) Further develop surf life saving into an organised institution and with these objects in view, to foster, regulate, organise and manage assessments, competitions, displays and other activities and the issue new of badges, medallions and certificates and award trophies and certificates to successful members;

- p) Review and/or determine any matters relating to surf life saving which may arise, or be referred to it, by any affiliated Club;
- q) Recognise and record any penalty imposed by any affiliated Club;
- r) Be the arbiter on all matters pertaining to the conduct of surf life saving in Far North Coast (NSW), including disciplinary matters;
- s) Pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf life saving;
- t) Formulate or adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in SLSFNC;
- u) Represent the interests of its Members and of surf life saving generally in any appropriate forum;
- v) Have regard to the public's interest in the operations and activities of SLSFNC;
- w) Do all that is reasonably necessary to enable the objects to be achieved and to enable the Members to receive the benefits which these objects and activities are intended to achieve;
- x) Ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by SLSFNC;
- y) Promote the health and safety of Members and all other users of the aquatic environment;
- z) Encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving competition and to award trophies and rewards to successful competitors;
- aa) Encourage and promote performance-enhancing drug free activities and competition;
- bb) Recommend and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;
- cc) Give and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than surf life saving;
- dd) Seek and obtain improved facilities for the enjoyment of the aquatic environment;
- ee) Promote uniformity of laws for the control and regulation of the aquatic environment and to assist authorities in enforcing these laws;
- ff) Award Life Membership of SLSFNC, recommend the conferring of Life Membership of SLSNSW and/or Surf Life Saving Australia, on any Member of SLSFNC, subject to the requirements of SLSFNC Constitution and the requirements of the respective higher authority;
- gg) Undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of the objects.

hh) INTERPRETATION

Where used:

- 'Australian Council' shall refer to Surf Life Saving Australia Limited;
- 'Association' shall refer to Surf Life Saving Australia Limited;
- 'SLSA' shall refer to Surf Life Saving Australia Limited;
- 'SLSNSW' shall refer to Surf Life Saving New South Wales;
- 'State Centre' shall refer to Surf Life Saving New South Wales;
- 'Branch or SLSFNC' shall refer to Surf Life Saving Far North Coast Branch Inc;
- 'Branch Council' shall refer to Officers and Delegates of Surf Life Saving Far North Coast Branch Inc;
- 'Executive' shall refer to the Executive Clause 11;
- 'The Branch Operational Boards' shall refer to the Board of Lifesaving, Surf Sports, Education and Member Services;
- 'YAC' shall refer to the Youth Activities Committee;
- 'Clubs' shall refer to all affiliated Clubs and affiliated Body(s) within the Branch;
- 'Member' shall refer to a registered member of an affiliated Club(s) and affiliated Body(s);
- 'Affiliated Clubs or Bodies' shall refer to an organisation or group with like objectives as SLSA;
- 'Executive' means a person elected as such from time to time under Clause 7 a) of this Constitution;
- 'Officer' means a person elected or appointed as such from time to time under Clauses 7 a), d), e) and f) of this Constitution;
- 'Adviser' means a person elected or appointed as such from time to time under Clauses 7 c), e) and f) of this Constitution;

3 AFFILIATION

The Branch will be affiliated with Surf Life Saving New South Wales.

4 BOUNDARIES

The boundaries of the Branch shall extend from the Queensland border in the north to the Sandon River as the southern boundary.

The headquarters and registered office of the Branch shall be in this area.

5 MEMBERSHIP

- a) The membership of the Branch shall consist of the affiliated Surf Life Saving Clubs throughout the Branch and their members, and such other persons who may be elected or appointed to the Branch;
- b) Before the Annual General Meeting of the Branch, Clubs shall seek confirmation of their affiliation with the Branch on the appropriate form and pay the specified fees if any;
- c) A register of members shall be kept at the principal place of administration of the Branch and shall be open for inspection, free of charge, by any member of the association at any reasonable hour.

6 EXECUTIVE, OFFICERS AND ADVISERS

- a) Shall be:
- i. President
 - ii. Director of Administration
 - iii. Director of Finance
 - iv. Public Officer
 - v. Director of Life Saving
 - vi. Director of Surf Sports
 - vii. Director of Education
 - viii. Director of Member Services
- All the above Officers shall be elected at the Branch Annual General Meeting (AGM) and be responsible to the Branch Council and shall be a registered member of an affiliated Club, except the Public Officer.
- b) The Branch may appoint Patrons, without a right to vote and they need not be member of a Club;
- c) The Branch may appoint the following Advisors, without a right to vote and who need not be members of a Club:
- i. Hon. Medical Advisers, Hon. Legal Advisers and any other Adviser whom the Branch may consider necessary, all of whom shall have the right to attend all General Meetings and to speak on matters relevant to their respective appointed positions.
- d) At the Branch (AGM) the Branch shall appoint an Auditor, Branch Registrar and Public Officer;
- e) The Branch shall endorse or otherwise the following Officers and Advisors who shall have no voting rights and shall be a member of an affiliated Club:
- i. District Supervisors, Support Operations Officer, Communication Officer, First Aid Officer, Chief Scrutineer, Gear Steward, Coaching Adviser, and any other advisers deemed necessary.
- All shall have the right to attend Branch Council Meetings and may speak on matters relevant to their respective endorsed positions at such meetings.
- f) Immediately following the (AGM), the Branch Executive shall appoint the following officers and advisors who shall have no voting rights and shall be a member of an affiliated Club, Body or a person from a professional organisation with current qualifications; Duty Officers, Team Manager, Team Coach, Media Officer, Occupational Health and Safety Adviser, Grievance Officer, Trauma Adviser and any other Officer or Advisor, deemed necessary. All shall have the right to attend Branch Council Meetings and may speak on matters relevant to their respective appointed positions at such meetings;
- g) The Branch shall endorse or otherwise the Youth Activities Committee Coordinator and Secretary who shall have no voting rights and be a member of affiliated Club. They shall have the right to attend Branch Council Meeting and may speak on matters relevant to the respective endorsed positions at such meetings;

- h) The Branch shall elect the following Committees; Constitution, Honours and Life Membership, Finance and Meritorious Awards. Each Committee shall consist of five (5) members and the President or respective Director shall be the Chairman and Convener. All members shall be a registered member of an affiliated Club;
The Branch shall endorse or otherwise the following Committees, Support Operations, Communications, Competition and Selection. All members shall be a registered member of an affiliated Club;
- i) The duties of any Executive, Officers and Advisers not mentioned in the Constitution or Duties and Responsibilities for Executive, Officers Advisers and Committees shall be the same as those defined in SLSNSW and SLSA Constitutions and Regulations as revised and amended from time to time;
- j) The Executive may employ such paid personnel as it may from time to time determine, without the right to vote and they need not be a member of an affiliated Club;
- k) The Branch at a Branch Council Meeting may by resolution remove any Executive, Officer or Adviser from office;
- l) All Executive, Officers and Advisers shall continue in office, subject to resignation or removal from office until the next Annual General Meeting. In the event of a vacancy occurring during the year, such vacancy may be filled at an Executive Meeting Clause 11 d). All positions as defined in Clause 7 a) shall become vacant at the AGM immediately prior to the voting for that respective position;
- m) All members elected or appointed under this Clause should be a registered member of an affiliated Club, except the Public Officer;
- n) All members elected or appointed under this Clause should have an awareness of all Policies and Procedures relative to their roles.

7 STATE CENTRE DELEGATE

Shall:

- a) Be a member as defined in Clause 11 a);
- b) Represent the Branch at all State Centre meetings and any other meetings where Branch representation is required;
- c) Be required to submit a written report to the Branch Council of all meetings attended;
- d) Vote and carry out all instructions as directed by the Branch, including the election of SLSNSW Officers, Advisers and Committees. When not directed by the Branch the State Centre Delegate is to act, where possible, responsibly and in the best interests of the Branch.

8 ADMINISTRATION

The administration of the Branch shall be vested in the officers as defined in Clause 7 a) together with two (2) delegates nominated by and representing each affiliated Club.

9 COMMON SEAL

- a) The Common Seal of the Branch shall be kept in the custody of the Public Officer and where possible, secured in the registered office of the Branch;
- b) The Common Seal shall not be affixed to any instrument except by the authority of the Executive and the affixing of the Common Seal shall be attested by the signatures of any two (2) members of the Executive.

10 EXECUTIVE

- a) Shall consist of the President, Director of Administration, Director of Finance, Director of Lifesaving, Director of Surf Sports, Director of Education, Director of Member Services and Public Officer. These are the Executive who shall have a vote at Branch and Executive Meetings. A member of the Executive is not permitted a proxy;
- b) The Executive may invite any interested party to attend Executive Meetings for specific discussion without the right to vote;
- c) If a member of the Executive is absent from three (3) consecutive Executive Meetings without a satisfactory explanation the position may be declared vacant;
- d) The Executive shall have power to deal with all urgent matters appertaining to the Branch and may appoint Executive, Officers, Advisors and Committees as required and shall report their actions to the next Branch Council Meeting for endorsement. Any Member of the Executive, in conjunction with President, may request an Executive Meeting be held;
- e) At any Executive Meeting five (5) Executive Officers shall form a quorum.

11 CLUB DELEGATES

- a) Each Club shall be entitled to be represented at meetings of the Branch Council by two (2) delegates appointed by the affiliated Club from its own membership. The names and addresses shall be notified on the application form for affiliation, or at later appointment;
- b) In accordance with Clause 12 a) each Club may have two (2) delegates who each may have the right to speak but only one (1) voting right per Club;
- c) Where a Club Delegate is appointed as a voting officer of the Branch the Club may appoint a proxy delegate;
- d) No delegate shall be entitled to represent more than one Club at the same time.

12 BRANCH ANNUAL GENERAL MEETING

- a) The Branch AGM shall be held no later than the last day of June each year to receive the Annual Report and Financial Statement and Auditor's Report and for the election, appointment and endorsement or otherwise of Executive, Officers, Advisers and Committees, and transact other business as may be brought forward in accordance with the Constitution;

- b) Written notice of such meeting shall be forwarded by the Director of Administration to the Executive, Delegates and Clubs, together with notice calling for nominations for all officers as provided for in Clauses 7 a) and 7 h) at least fourteen (14) days before the date fixed for such meeting. Nominations shall be signed by the member nominated and by at least two other members of an affiliated Club and shall be lodged with the Director of Administration at least seven (7) days prior to the meeting;
- c) If insufficient nominations are received to fill all vacancies the candidates nominated shall be deemed to be elected and further nominations may be received from 'the floor'. If sufficient further nominations are not received then any vacant positions remaining may be filled by the Executive;
- d) **Eleven (11)** voting Delegates and Executive combined, including delegates from at least seven (7) affiliated Clubs shall form a quorum at such meetings. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one (1) week at the same time and place;
- e) The order of business at the discretion of the Chairman shall be:
 - i. Club affiliations and accreditation of delegates;
 - ii. Apologies and proxies;
 - iii. Presentation of Annual Report;
 - iv. Presentation of Financial Statement and Auditor's Report;
 - v. Election, Appointment and Endorsement or otherwise of Executive Officers;
 - vi. Advisers and Committees;
 - vii. Motions of which due notice has been given;
 - viii. Correspondence (Urgent Matters);
 - ix. General Business (Urgent Matters).
- f) The Minutes of the Annual General Meeting shall be circulated to all the Executive, Delegates and affiliated Clubs within fourteen (14) days of the meeting date and be available to any Club registered member and confirmed at the next Branch Council Meeting.

13 BRANCH COUNCIL MEETINGS

- a) The Branch will hold a minimum of four (4) meetings per year and the Executive may convene special meetings as required. In addition the Annual General Meeting shall be held as per Clause 13 a). At least fourteen (14) days notice in writing shall be given to Executive, Delegates and Clubs;
- b) A special meeting may be convened on the request in writing of at least two (2) registered members of an affiliated Club;
- c) The Branch Council shall consist of the President, Director of Administration, Public Officer, Director of Finance, Director of Lifesaving, Director of Surf Sports, Director of Education Director of Member Services and the **eleven (11)** Clubs Delegates;
- d) **Eleven (11)** voting Delegates and Executive combined; including delegates from at least seven (7) Clubs shall form a quorum at such meetings. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one (1) week at the same time and place;

- e) The order of business at the discretion of the Chairman shall be:
 - i. Apologies and Proxies;
 - ii. Confirmation of Minutes;
 - iii. Business arising from Minutes;
 - iv. Correspondence;
 - v. Reports from Executive including a Financial Statement of Income and Expenditure, Executive, Officers, Advisers the Branch Operational Boards and the State Centre Delegate;
 - vi. Motions of which Due Notice has been given;
 - vii. General Business.
- f) The Minutes of each Branch Council Meeting shall be circulated to all Executive, Delegates and Clubs within fourteen (14) days of the meeting date and confirmed at the next Branch Council Meeting;
- g) Minutes of proceedings at a meeting shall be signed by the Chairman of the meeting or by the Chairman of the succeeding meeting;
- h) Should the President be absent from a meeting, voting members present shall elect one of their number to act as Chairman;
- i) The Chairman may at the meeting's discretion, alter the order of, or add to the business of a meeting if circumstances require.

15 THE BRANCH OPERATIONAL BOARDS

- a) Shall consist of the Director of Lifesaving, the Director of Surf Sports, Director of Education, Director of Member Services, and all members of the Branch who are currently accredited by SLSA in any field as well as personnel with expertise relevant to our association relevant to their Boards as well as personnel with expertise relevant to our Association. All shall be registered members of an affiliated Club;
- b) An Annual General Meeting of the Boards of Lifesaving, Surf Sports, Education and Member Services shall be held at a time and place to be determined by the four (4) Directors at least thirty (30) days prior to the Branch AGM;
- c) Within seven (7) days of the Board/s Annual General Meeting/s the Directors shall ensure that the recommendations of members for positions and Committees are forwarded to the Director of Administration to be presented for consideration at the Branch AGM;
- d) Within seven (7) days all recommendations of the Boards shall be submitted for endorsement or otherwise to the next meeting of the Branch Council Meeting;
- e) Shall hold a minimum of four (4) meetings per year in addition to the Annual General Meeting, or as stipulated in the relevant Standard Operating Procedure.

16 YOUTH ACTIVITIES COMMITTEE

- a) Shall consist of the Director of Member Services, Director of Lifesaving, Director of Surf Sports, Director of Education, the Youth Activities Committee's Coordinator and Secretary. Each Club shall be entitled to one (1) delegate who will be part of the Youth Activities Committee;
- b) The Annual General Meeting of the Committee is to be held at a time and place to be determined by the full Committee and shall be at least thirty (30) days prior to the Branch AGM;

- c) Within seven (7) days of the Committee's Annual General Meeting, the Committee Secretary shall forward all recommendations to the Branch Director of Administration to be presented for consideration at the Branch AGM;
- d) All recommendations of the Committee shall be submitted for endorsement or otherwise to the next meeting of the Branch Council;
- e) Shall hold a minimum of four (4) meetings per year in addition to the Annual General Meeting.
- f) All members referred to in Clause 16 a) shall have voting rights, nine (9) Directors, Officers and Delegates combined, including delegates from at least six (6) Clubs shall form a quorum at such meetings. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one (1) week at the same time and the same place.

17 METHOD OF VOTING

- a) Except where provided in Clauses 19 and 21 b) vi, the 'by a simple majority' method of voting shall be employed at all Branch meetings, with the exception of elections of Officers, Team Managers and Coaches, the selection of venues for Carnivals, and the selection of person or persons to act as representatives of the Branch;
- b) In the election of Officers, Team Managers and Coaches, the selection of venues for carnivals and the selection of person or persons to act as representatives of the Branch, the 'exhaustive secret ballot system' shall be used;
- c) In the event of there being an equality of votes in any resolution in the 'by the simple majority' voting, the Chairman of the meeting shall have a casting vote;
- d) In the event of there being an equality of votes for two (2) or more candidates or venues and there are no other candidates or venues in the ballot other than those with equal votes, the position shall be filled by 'lot';
- e) At any meeting a poll may be demanded by the Chairman or by not less than three (3) members attending for a 'secret ballot'.

18 METHOD OF BALLOTING FOR EXECUTIVE, OFFICERS, ADVISERS AND COMMITTEES

- a) Poll clerks shall be appointed by the Chairman provided that any nominee, if so desired, may appoint one (1) scrutineer to observe the count on behalf of the nominee;
- b) The order in which names of the nominees shall appear on a ballot paper shall be as drawn;
- c) Any member entitled to vote shall do so by striking out the name or names of such nominee or nominees not required;
- d) At the conclusion of the counting of the ballot papers, the poll clerks shall hand to the Chairman the result of the poll and the ballot papers, whereupon the Chairman shall declare to the meeting the result of the poll. The details of the voting may be disclosed on the vote of the meeting. The ballot papers shall be destroyed at the meeting.

19 CHAIRMAN'S DECLARATION TO BE CONCLUSIVE

At a meeting, unless a show of hands is called for, a declaration by the Chairman that a resolution has been carried, or carried by a particular majority or lost or not carried by a particular majority shall be conclusive.

20 NOTICE OF MOTIONS

In notices of meetings, the Director of Administration shall include all motions of which at least twenty-one (21) days notice in writing has been given provided that the President may use discretion as to other business to be included in such notice.

21 SPECIAL RESOLUTIONS

- a) A Special Resolution must be passed by a General Meeting of the Branch to effect the following changes:
 - i. A change of the Branch Name;
 - ii. A change of the Branch Constitution;
 - iii. A change of the Branch Objects;
 - iv. An amalgamation with another incorporated association;
 - v. To voluntarily wind up the Branch and distribute its property;
 - vi. To apply for registration as a company or a cooperative;
 - vii. Affiliate with the Branch by a Like Incorporated Body with like objectives to SLSA.
- b) A Special Resolution shall be passed in the following manner:
 - i. A notice must be sent to the Executives, Delegates and Clubs, advising that a general meeting is to be held to consider a special resolution;
 - ii. The notice to be considered by the Constitution Committee to ensure that it complies with the relevant procedures of the existing Constitution;
 - iii. The notice must give details of the proposed Special Resolution and give at least twenty-one (21) days notice of the meeting;
 - iv. To permit the necessary requirements of the Constitution to be complied with a special resolution must be in the hands of the Director of Administration at least forty two (42) days prior to the meeting at which it is proposed to be considered;
 - v. A quorum must be present at the meeting;
 - vi. At least three quarters (3/4) of those present and eligible to vote must vote in favour for the resolution to be successful.

22 NOTICES

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

23 DISCIPLINARY, JUDICIAL, GRIEVANCE MATTERS AND APPEALS

Surf Life Saving Australia Limited Regulations shall be followed in relation to any and all meetings called to conduct disciplinary, judicial and grievance proceedings or like proceedings in relation to conduct of Club, member or group of members. Surf Life Saving Australia Limited Regulations shall be the regulations that are current at the time that the incident or incidents complained of took place and shall be the constitution that is current at the time that the last of all incidents under review took place.

24 RESTRICTION OF MEMBERS OF CLUBS

- a) Clubs shall immediately notify the Branch of names and addresses of all members who have had their membership cancelled or suspended, together with a copy of the Club's judicial meeting minutes. The advice of cancellation or suspension shall in turn be forwarded to SLSNSW;
- b) Any unfinancial, suspended or expelled member of a Club shall not knowingly apply to join a Club in another Branch or State, nor shall any affiliated Club knowingly admit to membership any past or present member of any affiliated Club or another Branch, who is financially indebted to, or has been expelled, or is suspended from such Club;
- c) Should a bona fide member of more than one Club be suspended or expelled by a Club within the Branch such member shall not be allowed to compete at any competition conducted within this or another Branch, State or SLSA.

25 ANNUAL REPORT, FINANCIAL STATEMENT AND AUDITOR'S REPORT

The Director of Administration shall prepare or cause to be prepared prior to the Annual General Meeting:

- a) A report of the activities of the Branch during the season;
- b) Financial statements for the financial year just ended, duly certified by the Auditor and signed by the Director of Finance;
- c) All Clubs shall make available to the Director of Administration at the close of each season and not later than May 15, statistics of their respective Clubs on the forms as prescribed by SLSNSW;
- d) The Annual Report, Financial Statement and Auditor's Report shall be forwarded to members of the Branch Council seven (7) days prior to the Annual General Meeting.

26 AUDITOR AND INSPECTION OF BOOKS

- a) An Auditor with the current relevant qualifications shall be appointed at the Annual General Meeting to hold office until the next Annual General Meeting. In the event of the position of the Auditor becoming vacant between Annual General Meetings or not being filled at the Annual General Meeting, the Branch Council may appoint an Auditor to fill such vacancy until the next Annual General Meeting;
- b) Branch Council Members are not eligible for election as the Auditor;
- c) The Auditor shall conduct an audit of all Books of Accounts of the Branch at the end of each financial year and shall also certify to the correctness of the Income and Expenditure Account and to the correctness of the Director of Finance's Balance Sheet, for submission to the Annual General Meeting and shall verify the existence of all monies and securities;
- d) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of the Branch and shall be entitled to acquire from the President, Director of Finance and Public Officer all such information and explanation as may be necessary;

- e) The Auditor shall submit a report to the Annual General Meeting of the Branch on the accounts examined and shall state:
 - i. Whether it is considered the accounts presented to the meeting have been properly drawn up as to exhibit a true and correct view of the state of the Branch affairs according to the information and explanations given and as shown by the books of the Branch;
 - ii. Whether or not all the information and explanations required have been given;
 - iii. In the report recommendations of any change considered necessary to the day to day keeping of the Branch financial affairs.

The Records, Books and other documents of the Branch shall be open for inspection, free of charge, to a member of the Branch at any reasonable hour.

27 FINANCE

- a) The funds of the Branch shall be used in pursuance of the objects of the Branch subject to any resolution passed by the Council;
- b) All payments shall be made by cheque signed by any of the two (2) members of the Executive Director of Finance, President and Director of Administration after the accounts have been approved for payment by the Council or Executive. All other payments made shall be ratified at the next meeting of the Council and a record made in the Minutes;
- c) The financial year shall be from 1st April to 31st March in the succeeding year;
- d) Capital items and expenses up to the value of \$500.00, not within the approved budget account reference number, must be approved by the Director of Finance. All items from \$501.00 to \$2,000.00 to be approved by the Branch Executive. While items above \$2,001.00 must be approved by the Branch Finance Committee;
- e) No contractual agreement will be entered into with a Body or individual without prior approval of the Branch.

28 INSPECTION OF CLUB AND GROUP BOOKS

The books and papers of any Club shall be open at all reasonable times for inspection by an authorised Officer of the Branch, but no inspection shall be made unless by resolution of the Branch Council or Executive.

29 COMPETITION AND DISPLAYS

- a) The Branch Council shall have power to regulate all carnivals, competitions, special events and displays within the Branch provided that in all Branch and Inter-Branch competitions the rules of the Association and general rules for competitions as set out in the current SLSA Competition Manual and relevant Circulars and Bulletins are complied with;
- b) The Branch Council shall have power to allocate any carnival, competition special events or display under its control to any Club, provided that the rules as set out in the current SLSA Competition Manual and the relevant Circulars and Bulletins are complied with;
- c) Persons officiating at a carnival, competition or lifesaving display held within the Branch must hold the relevant qualifications relating to that activity and hold a current licence where applicable;

- d) No Club or member shall participate in any carnival, competition procession or display conducted by or on behalf of any outside person or organisation unless the Club has first obtained written permission of the Branch Director of Surf Sports, SLSNSW or SLISA as may be required;
- e) Holders of perpetual or series shields, cups or trophies shall be responsible for their safekeeping and proper care and insurances;
- f) All perpetual or series shields, cups or trophies shall be returned to the Branch one (1) month prior to the completion of next competition;
- g) Any Club or member wishing to compete outside the Branch must first obtain written approval from the Branch Director of Surf Sports. Permission may be granted upon the Clubs application which is to be dealt with on its merit and assurance must be given that a full patrol will be on duty (if applicable).

30 LIFE MEMBERSHIP

- a) Members of the Branch may be considered by the Honours and Life Membership Committee for Life Membership of the Branch. To be eligible for consideration the nominee shall have rendered special service to the Branch over a period of at least twenty (20) years, twelve (12) years of which have been as an elected Officer or Adviser separately or collectively of the Australian Council, SLSNSW, or the Branch and/or members who have had twenty (20) years active membership of the Boards or their equivalent;
- b) Any person elected or appointed to a Branch, SLSNSW or Australian Council Office to perform a specific Association function shall be deemed to be an elected Officer or Adviser for the purposes of election to Life Membership of the Branch;
- c) The Branch President shall have the power to nominate another member of the Committee to act as Chairman, if unable to be present at a meeting of the Committee;
- d) Candidates must be nominated in writing to the Branch by two (2) members of the Association;
- e) The Club shall check the submission of each candidate nominated to the Branch to ensure that in its opinion the service so rendered has been of a special nature and, if endorsed by the Club, it shall be the responsibility of the Club to submit the nomination with all relevant details to the Branch President. The President shall then refer the nomination to the members of the Honours and Life Membership Committee for recommendation to the Branch Annual General Meeting. At the Branch Annual General Meeting the recommendation shall be voted on by secret ballot without debate or discussion;
- f) Only nominations recommended by the committee shall go forward to the Branch Annual General Meeting for their consideration;
- g) In order to be elected a Life Member the nominee must receive three quarters (3/4) of the votes cast at a Branch Annual General Meeting;
- h) Period of membership for consideration shall commence at Bronze Medallion eligibility age or date of joining a Club, which ever is the later;
- i) In the event that the nominee is also a member of the Honours and Life Membership Committee, then that member shall abstain from sitting on or voting on the Committee;
- j) Life Members may attend all Branch General Meetings without voting rights.

31 OFFICIAL CORRESPONDENCE

All official correspondence to and from the Branch must be through the Director of Administration except to and from the Judiciary Committee and the Directors who may correspond to the SLSNSW Directors. A copy of the correspondence must be forwarded to the Branch Director of Administration.

32 VOTING BY MAIL, FACSIMILE OR ELECTRONIC TRANSMISSION

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

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

33 PROXIES

Should delegates of a Club be unable to attend a meeting of the Branch the Club may appoint proxies.

34 RULES OF DEBATE

- a) Any member desiring to speak shall stand up and shall address the Chairman respectfully;
- b) No member may speak more than once to a question except in explanation or reply;
- c) A member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate;
- d) A reply shall be allowed only to a member who has moved a substantive motion;
- e) No member shall use offensive or unbecoming words;
- f) No speaker shall digress from the subject under discussion and all personal reflections on members shall be deemed disorderly;
- g) Whenever the Chairman rises during debate the member then speaking shall sit down;
- h) No member shall interrupt another while speaking except on a point of order;

- i) Point of order:
 - i. Any member during the debate may raise a point of order, when the member speaking shall then sit down until the point of order has been decided;
 - ii. The member raising the point of order shall state concisely the point, and the Chairman without further discussion shall give a ruling.
- j) It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state the point. The seconder and the Chairman only may speak to the motion;
- k) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to speak again on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of that member's speech;
 - i. At any time during a debate a member may move 'that the question now be put', and such motion being duly seconded shall be put without debate. If carried, the question shall be put to vote, if lost the debate shall continue. It shall not be in order to move 'that the question be now put' until at least two (2) members shall have had an opportunity of speaking against the motion;
 - ii. When the motion that the question now be put' is carried, the mover of the original motion shall have the right to reply, but it shall not be competent for the mover of the original motion to move 'that the question be now put' unless the right of reply is forfeited.
- l) An amendment may be moved on any original motion. The Chairman shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there is no amendment the original motion shall be put after the mover has replied;
- m) The Chairman shall refuse to receive any amendment which is direct negative;
- n) The Chairman may appoint tellers to assist counting a vote by show of hands or division, or at a secret ballot;
- o) The mover of an original motion must obtain the consent of the seconder and the approval of the meeting before making any alteration to the wording of the motion;
- p) An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one (1) amendment can be considered at the same time;
- q) A motion passed at a meeting may be recommitted at that meeting only with the concurrence of two thirds (2/3) of the voting members present.

35 RECISION MOTIONS

A motion once moved and carried may only be amended or rescinded by a Notice of Motion as per Clause 20.

36 BINDING MOTIONS

Motions which are carried and have not been incorporated into this Constitution and are still effective after the end of the season in which they were adopted, shall be maintained in a register by the Director of Administration. They shall be re-endorsed as a 'Motion Binding' at the first meeting after the Annual General Meeting.

37 NON-POLITICAL AND NON-SECTARIAN

The Branch shall be strictly non-political and non-sectarian, and no section of the Branch shall directly or indirectly allow any subject bearing on politics or religion to be introduced or discussed at any meeting under its control or in any premises or place either permanently or temporarily under its control.

No member of the Branch shall:

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

38 UNBECOMING CONDUCT

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

39 PROMOTING MEMBERS HEALTH AND WELFARE

The Branch shall formulate or adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in surf life saving.

40 CLUB ANNUAL REPORTS

Within seven (7) days after their Annual General Meeting each Club is to supply the Branch with as many copies of their reports as may be required by the Branch.

41 BRANCH COLOURS

The Branch colours shall be Black and Gold.

42 SAVING PROVISO

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

43 COPY OF RULES

A copy of the Constitution shall be given to the advisers and members of the Branch Council. A copy shall always be available for perusal by any member of the Branch at any reasonable time on request to the Director of Administration.

44 WINDING UP PROVISIO

In winding up or dissolution of the Branch there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members but shall be given or transferred to SLSNSW.