



The
Constitution
of the

**KIAMA DOWNS SURF
LIFE SAVING CLUB
INCORPORATED**

August 2018

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DEFINITIONS

KDSLSC Inc	Kiama Downs Surf Life Saving Club Incorporated also known as the Club
SLSNSW	Surf Life Saving of New South Wales, the State body of Surf Life Saving
SLSA	Surf Life Saving of Australia, the National body of Surf Life Saving
Association	Surf Lifesaving including Surf Life Saving Australia, Surf Life Saving NSW, Surf Life Saving South Coast Branch (NSW) and Kiama Downs Surf Life Saving Club Incorporated
Constitution	This document
Rules	Relates to the Constitution
AGM	Annual General Meeting
General Meeting	Meeting held for special resolutions
Policy	Document outlining rules for the club

PART 1 –INTRODUCTION

1. NAME & AFFILIATION:

- a) The name of the club shall be "Kiama Downs Surf Life Saving Club Incorporated" and shall consist of all the persons duly elected as members.
- b) The club shall be affiliated with the Surf Life Saving Association of Australia through the Surf Life Saving South Coast Branch (NSW) and Surf Life Saving NSW and such other kindred bodies as may be decided upon.

2. OBJECTS:

The objects of the club shall be:

- a) The study and practice of the methods of Surf Life Saving as taught by the Surf Life Saving Association of Australia.
- b) To minimise the loss of life from drowning, by providing efficient life saving apparatus.
- c) To promote demonstrations and arrange classes of instruction, and to further the best interests of surf bathing and Surf Life Saving.
- d) To appoint patrols to render all possible aid to those in distress.
- e) To organise and conduct carnivals and social functions for the benefit and assistance of the Club in the attainment of the above objectives.
- f) To exercise the power to acquire, lease or hire or in any way deal with real or personal estate.
- g) To carry on any other activity whatsoever calculated directly or indirectly to enhance or further the interests of the Club.
- h) To engage with and in the local community in a positive and nurturing manner.
- i) Act at all times in the interest of the Members and Surf Life Saving.
- j) Promote the health, safety and welfare of Members and all other users of the aquatic environment.

PART 2 – MEMBERSHIP

3. MEMBERSHIP

- a) Membership is open to all persons who accept the Objects, Rules, By-Laws, Regulations and policies of the Association.
- b) Persons wishing to become members of the Club shall apply via the Membership Application process, which, among other details, will require acceptance of the Association Rules, By-Laws, Regulations and Policies.
- c) The Management Committee shall determine or delegate whether or not to approve an application or re-application for membership.
- d) Members shall pay such fees, and at such time, as has been determined by the club.
- e) The Registrar upon payment of fees will place or update the member in the Register of Members
- f) The methods to becoming a Member are set out in the Membership Application Process Policy.

4. MEMBERSHIP CATEGORIES

There are five (5) Primary Membership categories within the Club. There are also sub-categories to further identify membership. They are set out as follows:

a) Junior Membership

This consists of the following sub-categories:

i) Junior Membership

- ∞ A Junior member shall be a person who may be a minimum age of five 5 years up to a maximum age of thirteen 13 years on a seasonal basis and such person shall be required to gain the relevant Junior Activity Achievement Certificate for that person's age group.
- ∞ The key focus for five and six year old junior activity is play participation and fun, with guidelines to support this focus to include:
 - beach activities that emphasise games and group activities,
 - water activities to be limited to shallow water near the water's edge,
 - no competition for these age groups other than that involved in fun games.
- ∞ Junior members shall not have Club voting rights.

ii) Cadet Membership

- ∞ a Cadet Member shall be a person aged between 13 and 15 and, who has obtained a Surf Life Saving Certificate making them eligible to patrol in that season or has passed an Annual Proficiency Test.
- ∞ Cadet members shall have Club voting rights.

b) Active Membership

This consists of the following sub-categories:

i) Active Membership

An Active Member shall

- ∞ Be a Bronze Medallion holder, and
- ∞ Shall fulfill the full patrol and Club obligations, as provided by the Association and the Club Rules, Policies, and
- ∞ Shall qualify in an annual proficiency test each season, unless the member has obtained the Bronze Medallion in the season current.
- ∞ Active members shall have Club voting rights.

ii) Reserve Active Membership

- ∞ Reserve Active Membership may be granted to Active Members who have satisfactorily completed (after the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by the Association and Club Rules and Policies, provided the granting of Reserve Active Membership shall not be automatic, but shall be granted by a resolution of the appropriate Club committee.
- ∞ Such members shall perform a minimum number of patrols as required by the Association and any further patrol duties as may be required at the discretion of the Club.
- ∞ Such members shall complete the annual proficiency test.

- ∞ Reserve Active members shall have Club voting rights.

NOTE: Notwithstanding sub-clause (ii) above Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of the years of service.

iii) Award Membership

- ∞ Award Membership may be granted to persons who hold a proficient Association Award
- ∞ Such members may be called upon to perform patrol and/or other Club obligations within the scope of their qualifications.
- ∞ Award members shall have Club voting rights.

c) Associate Membership

This consists of the following sub-categories:

i) Probationary Membership

- ∞ Probationary Membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Club committee.
- ∞ Probationary members shall not have Club voting rights.

ii) Associate Membership

- ∞ Associate Membership may be granted to persons who may, or may not, hold an association award.
- ∞ Associate members shall not have Club voting rights unless elected to office or position, which is provided with voting rights by the relevant club constitution.

d) Honorary and Service Membership

This consists of the following sub-categories:

i) Long Service Membership

- ∞ Long Service Membership may be granted to members who have completed ten years Active service or to members who have completed eight years of Active service plus four years Reserve Active service.
- ∞ Such members shall be exempted from all patrol obligations and may be granted other special privileges of membership as may be provided in the Club Rules and Policies.
- ∞ Long Service membership has Club voting rights

NOTE: In exceptional circumstances it shall be permitted to grant Long Service Membership to a Reserve Active Member irrespective of the number of years served as a Reserve Active Member.

ii) Life Membership

- ∞ Life Membership may be granted to members who have rendered distinguished service over a minimum of fifteen (15) years.
- ∞ The Life Membership Committee shall consist of seven (7) members and include the Club Executive Committee and at least two other Life Members who shall be appointed by the President.
- ∞ The process for nominations will be as follows:
 - All nominations for Life Membership must be submitted to one of the Executive Committee in writing, signed by a proposer and a seconder, both of whom must be current financial Members and entitled to vote at the time of the nomination, 3 months before the Surf Club Annual General meeting. The nomination will be handed to the Club President to continue the nomination process.
 - Any nominations for Life Membership shall be passed on to a Life Membership Committee for investigation and verification. The service record of the nominee as set out in the nomination shall then be verified by the Life Membership Committee as meeting the criteria for Life Membership.
 - If the nomination meets the criteria for Life Membership, as set out in the Club Life Membership Policy, it shall be sent to club members as a special resolution for the next Annual General Meeting and such process shall be followed.
 - Only two (2) nominations for Life Membership may be recommended by the Life Membership Committee to the Annual General Meeting in any year.
- ∞ If more than two (2) nominations are received, the Life Membership Committee must vote by secret ballot for each nominee. The nominee with the least number of votes shall be eliminated. This process is to be repeated until two (2) nominations remain.
- ∞ Life Members shall be entitled to hold office in the Club and may sit and vote on the Management Committee regardless of holding a position.
- ∞ Life members shall be exempt from paying any fees to the Club.
- ∞ Life membership may be revoked by the Club Life Membership Committee if a Life Member brings any severe disrepute towards Surf Life Saving or The Club as a result of any actions carried out by the Life Member.

e) Community Membership

- ∞ This may be granted to a person that has an interest with the Club that may not be of a patrolling nature, but supports the Club.
- ∞ The membership may be, but not limited to, educational, social or other interests.
- ∞ Community membership has no Club voting rights

5. RESIGNATION OF MEMBERSHIP

- a) A Member having paid all arrears of fees payable by them to the Club, may withdraw from membership by giving notice in writing of such withdrawal to the Club.
- b) A Member who ceases to be a Member shall forfeit all right in and claim upon the Club and its property, and shall not use any surf life saving equipment or any other property of the Club, including Intellectual Property.
- c) Such member will be considered to have vacated any office held with the Club.

6. REGISTER OF MEMBERS

- a) The Club Registrar shall establish and maintain a Register in which shall be entered (as a minimum):
 - (i) The full name, address, class of membership and date of entry of the name of each Member; and
 - (ii) The full name, address and date of entry of the name of each Committee member.
- (b) The Register of Members shall be kept at the principal place of administration of the Club and shall be open for inspection, free of charge, by any Member of the Club at any reasonable hour, upon reasonable notice.

7. FEES AND SUBSCRIPTIONS

- a) The annual subscription for each year shall be due and payable in advance between the 1st July and 31st December in each year and shall be in respect of the year then ensuing and no member shall be entitled to be elected to office or permitted to vote until fees for the ensuing season, together with any arrears due, have been paid.
- b) Any member failing to pay their subscription by 31st December in any year shall not be entitled to any privileges of the Club so long as the subscription shall remain in arrears and at the discretion of the Management Committee, if the arrears are not paid by that date, membership may be terminated.
- c) No person financially indebted to any other affiliated Club of the Surf Life Saving Association of Australia shall knowingly be admitted to membership.
- d) The membership fee amount will be decided upon at either a general meeting or management meeting
- e) If a new member joins after 1st March, the membership will carry until the 31st December the following year

8. MEMBER'S LIABILITIES

- a) The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club, is to the amount, if any, unpaid by the Member in respect of membership of the Club as required by Rule 7.

9. CESSATION OF MEMBERSHIP:

A person ceases to be a member if the person:

- a) Dies (with exception of Life Membership)
- b) Resigns membership
- c) Is expelled from the club or is rejected by the management committee.
- d) Suffers cancellation of membership under Policies relating to breaches regarding patrols, financial status or the gaining of awards or breaches of discipline.

10. DISCIPLINING OF MEMBERS

- a) Where the Club is advised or considers that a Member has allegedly:
 - i) breached, failed, refused or neglected to comply with a provision of this Constitution, or any Association constitution, regulation, by-laws or policies
 - ii) acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of the club and/or surf life saving; or
 - iii) brought the Club or surf life saving into disrepute;

The Club may commence or cause to be commenced, disciplinary proceedings against that Member and, that Member, will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms of the Club.

- b) The following are avenues of discipline available:
 - i) Cancellation of Membership
 - ii Removal from Office.
 - iii) Expulsion.
 - iv) Reprimand.
 - v) Suspension.

11. INTERNAL DISPUTES

- a) a dispute between:
 - i) a member(s) and member(s), or
 - ii) member(s) and the Club or Association,
- shall be dealt with under the current Club Disputes and Appeals Policy

12. APPEALS

Appeals will be dealt with under the current Club Disputes and Appeals Policy

13. PATROLS

- a) All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the Management Committee, shall patrol Jones Beach and surrounding areas during the patrol season and at such hours as may be determined by the Association.
- b) Patrolling by members shall be in accordance with the Club Patrol Policy

PART 3 – COMMITTEES, SUB-COMMITTEES AND DUTIES

14. COMMITTEES - GENERAL

- a) The Club shall have its affairs controlled and managed by office bearers known as the Management Committee.
- b) Notice of Management Committee meetings shall be given at the previous committee meeting or by such other means as the committee may decide upon.
- c) Questions arising at any meeting of a committee shall be decided by the majority of votes of those present and voting. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.
- d) Each Member will only be entitled to one (1) vote regardless of amount of positions held, with exception of the chairperson's casting vote.
- e) The quorum for meetings of the Management Committee and Sub-Committees shall be five (5) members of the committee, unless there is less than five (5) members, than three quarters of the committee must be present.
- f) The quorum for the Annual General Meeting or any General Meeting shall be twenty (20) members of the Club

15. EXECUTIVE OFFICE BEARERS & DUTIES:

- a) The Executive Office Bearers shall be a President, Vice President, Secretary, Treasurer and Captain and together with the Public Officer shall constitute the Executive Committee and shall be nominated to Corporate Affairs Commission in conjunction with the application for incorporation of the club. They shall be ex-officio members of the management committee.
- b) The President shall administer & be responsible for all affairs of the club and shall chair all meetings appertaining to the administration of the club, except as provided for in these rules, and shall report to each Management Committee meeting those activities undertaken on behalf of the club.
- c) The Vice President shall assist the President, deputise as required and in the Presidents absence assume the responsibility and authority of that office. Should the President & Vice president both be absent from a meeting or are unwilling to act as chairman, the members present at that meeting shall elect one of their own number to act as chairman.
- d) The Secretary shall conduct all the correspondence of the club, be responsible for the clerical administration of the club. The Secretary shall ensure that records are kept of the business of the club, including the Rules, Policies, and Minutes of all general and committee meetings and a file of correspondence. These records shall be held in the custody of the Secretary.
- e) The Treasurer shall:
 - i) Control all the financial aspects of the club as authorised and outlined in the rules and pay such accounts that have been presented to the management committee and approved for payment
 - ii) Ensure that all money received by the Club is paid into an account in the Club's name as soon as practicable and without deduction and a receipt is issued.
 - iii) Ensure that correct books and accounts are kept, showing the financial affairs of the Club. These records shall be held in the custody of the Treasurer.
 - iv) At each meeting of the Management Committee produce the Club bank statement/s, cheque book/s, a list of accounts for payment, unrepresented cheques and a full reconciliation.

- f) The Captain shall be responsible for the conduct of members in all Club activities, for the general education in Surf Life Saving and surf awareness, for the discipline of members and for the conduct of Surf Life Saving operations, including competition, juniors and training operations.
- g) All other duties and roles of the Executive Officers will be set out in the Club Committee Members Duties and Roles Policy

16. EXECUTIVE COMMITTEE

- a) The Executive Committee shall comprise the officers outlined in the rule 15. Executive Office Bearers and Duties part a). They shall be responsible for dealing with the NSW Fair Trading and with matters requiring attention between Management Committee Meetings and shall meet as and when required as decided by two (2) of the Executive Committee.
- b) All decisions and deliberations of the Executive shall be reported to the next Management Committee Meeting.

17. MANAGEMENT COMMITTEE

- a) The office bearers of the Management Committee, shall be elected at each Annual General Meeting. Any Casual vacancy occurring in the Management Committee may be filled by a member appointed by the Management Committee.
- b) Each member of the Management Committee shall hold office from the date of their election or appointment until the next Annual General Meeting.
- c) Retiring Management Committee members are eligible for re-election.
- d) There are no maximum terms of office for any positions within the committee.
- d) The Management Committee shall meet as often as necessary to conduct the business of the Club and not less than once in each month.
- e) If within one hour of the time appointed for a Management Committee Meeting a quorum is not present, the meeting will stand adjourned to an agreed time by the members present.
- f) Additional meetings of the Management Committee may be convened by the President and/or the Secretary or by resolution of that Committee.
- g) The Management Committee may, whenever it thinks fit, convene a General Meeting of the Club.

18. PUBLIC OFFICER

- a) The Management Committee shall appoint a person, who is 18 years of age or older and resident of NSW to the position of Public Officer. If the person appointed is not already a member of the Executive Committee, he or she shall become a member of that Committee.
- b) The Management Committee may at any time remove the Public Officer and appoint a new one.

- c) The Public Officer shall be deemed to have vacated the position in the following circumstances:
- i) Death.
 - ii) Resignation.
 - iii) Removal by the Management Committee or at a general meeting.
 - iv) Bankruptcy of financial insolvency.
 - v) Mental Illness.
 - vi) Residency outside New South Wales.
- d) When a vacancy occurs in the position of Public Officer, the Executive Committee shall within twenty eight (28) days notify the NSW Fair Trading by the prescribed form and appoint a new Public Officer.
- e) The Public Officer is required to notify NSW Fair Trading by the prescribed form concerning:
- i) Appointment (within twenty eight (28) days).
 - ii) A change of residential address (within twenty eight (28) days).
 - iii) A change in the Club's Objects or Rules (within twenty eight (28) days).
 - iv) A change in the membership of the Executive Committee (within 14 days).
 - v) The Club's financial affairs (within one month after the Annual General Meeting).
 - vi) A change in the Club's name'(within twenty eight (28))
- f) A document may be served on the association by delivering copies of it personally to the association's public officer, or to a person who has at any time within the past 12 months been the association's public officer.
- g) The public officer must bring any served document to the attention of the Management Committee as soon as practicable.

19. OFFICERS OF THE CLUB

- a) The Club may elect the following Honorary Officers who shall have no voting rights and who need not be members of the Club:
- Patron/s
 - Vice Patron/s
 - Solicitor
 - Medical Officer/s
 - Architect/s
 - Auditor
- These Officers shall have the right to attend Annual General Meetings and General Meetings and to speak or express opinions on business conducted at those meetings.
- b) The Club shall elect the following officers as a minimum at the Annual General Meeting, who shall be members of the Club:
- President
 - Vice/ President
 - Secretary
 - Treasurer
 - Club Captain
 - Vice Club Captain
 - Training Officer
 - Inflatable Rescue Boat Captain

- Inflatable Rescue Boat Vice Captain
- Welfare Officer
- Member Protection Information Officer
- Member Services Officer
- First Aid Officer
- Publicity Officer
- Delegate/s to Branch
- Gear Steward
- Registrar
- Radio Officer
- Junior Club Captain
- Hall Hire Manager
- Uniform Officer
- Safety Officer
- Bar Manager
- Fundraising
- Public Officer

20. DUTIES OF OFFICERS

- a) The Duties of the Club Officers shall be set out in the Club Committee Members Duties and Roles Policy

21. COMPOSITION OF THE MANAGEMENT COMMITTEE

- a) The following shall comprise the Management Committee:-

- President
- Vice President
- Secretary
- Treasurer
- Club Captain
- Public Officer
- Vice Club Captain
- Training Officer
- Inflatable Rescue Boat Captain
- Inflatable Rescue Boat Vice Captain
- Welfare Officer
- Member Protection Information Officer
- Member Services Officer
- First Aid Officer
- Gear Steward
- Publicity Officer
- Delegates to Branch
- Junior Activities Chairperson
- Registrar
- Radio Officer
- Junior Club Captain
- Hall Hire Manager
- Uniform Officer
- Safety Officer
- Bar Manager
- Fundraising

- b) The Management Committee members shall have full voting rights at all Management Committee Meetings

- c) The Management Committee may elect two Delegates from their number who shall attend any sub-committee meetings at which they shall have voting rights on all matters.

22. APPOINTMENT OF SUB-COMMITTEES

- a) The Club may elect or appoint any of the following, but not limited to, sub-committees to ensure the efficient running of the affairs of the Club:
- Junior Activities
 - Social
 - Life Saving
 - House
 - Selection
 - Rules, Policies
 - Life Membership
 - New Members Liaison
- b) Reports, including any recommendations made at any Sub-Committee meeting must be presented at the next Management Committee Meeting unless authority has been granted and agreed upon, by Executive Committee or Management Committee.

23. JUNIOR ACTIVITIES

- a) The Club shall have a Junior Activities group known as "The Kiama Downs Surf Life Saving Club Dolphins" and shall be controlled by the Junior Activities Committee (JAC) who shall be responsible to the Club Management Committee.
- b) The Club Management Committee shall ensure that all aspects of the JAC including administration and Duties of Officers are in accordance with the Rules of the Association.
- c) Persons eligible to vote at a Junior Activities Group General Meeting shall be those members designated as Junior/Nipper members and other members who express an interest in Junior Activities affairs.
- d) The Junior Activities group shall be subject to the following terms of reference:
- i) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
 - ii) To provide Junior Activity members with an educational and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
 - iii) To prepare Junior Activity members for their eventual transition to the marine and patrol involvement of the Surf Life Saving Association.
- e) Minutes of all meetings shall be recorded and shall be circulated to Officers of the JAC and to the Club Executive.

24. EX-OFFICIO MEMBERS

- a) The President and one other executive shall be ex-officio members of all committees except as otherwise may be determined.

PART 4 – MEETINGS

25. ANNUAL GENERAL MEETINGS AND GENERAL MEETINGS

- a) An Annual General Meeting of the Club shall be held each year within six months from the end of the financial year of the Club
- b) At least fourteen (14) days notice of all Annual General Meetings, General Meetings and notices of motion shall be given to members. In the case of where a special resolution is proposed, notice of the resolution shall be given to members at least twenty one (21) days before the meeting.
- c) Written notice of all Annual General Meetings and General Meetings shall be given either personally, by post or via electronic media.
- d) In the case of the Annual General Meeting, the following minimum business shall be transacted:-
 - i) Confirmation of the minutes of the last Annual General Meeting and any recent General Meeting.
 - ii) Receipt of the Management Committee's report upon the activities of the Club in the last financial year.
 - iii) Election of office bearers of the Management Committee and members of sub committees.
 - iv) Receipt and consideration of a statement from the Management Committee which is not misleading and gives a true and fair view for the last financial year of the Clubs:
 - Income and expenditure.
 - Assets and liabilities.
 - Mortgages, charges and other securities.
 - Trust properties.
- e) The quorum for an Annual General Meeting shall be twenty (20) members present in person. If within an hour of the time appointed for an Annual General Meeting a quorum is not present, the meeting shall be postponed to a date, time and place to be determined by the Management Committee.
- f) Nominations of candidates for election as office bearers or committee members may be made at the Annual General Meeting or in such other ways as may be determined by the Club at a Management Meeting.
- g) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- h) If the number of nominations received exceeds the number of vacancies to be filled, a secret ballot shall be held.
- i) If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected, and further nominations shall be received and dealt with at a Management Meeting.
- j) Voting at Annual General and General meetings shall be by a secret ballot. Decisions shall be made by a simple majority vote except for those matters which must be decided by a special resolution where a three quarter majority is required.
- l) In the case of equality of votes, the person appointed to chair the meeting shall have a second or casting vote.

- m) The chairman of an Annual General Meeting or General Meeting at which a quorum is present may, with the consent of the majority of members present and voting at the meeting, adjourn the meeting to a time (not exceeding 14 days) and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

26. ANNUAL REPORT

- a) The Annual Report shall be prepared under the direction of the Management Committee and presented for adoption at the Annual General Meeting.
- b) The Report shall contain those requirements stated previously.

27. SPECIAL RESOLUTIONS

- a) A special resolution must be passed by a General Meeting of the Club to effect the following changes:
 - i) A change of the Club's Name.
 - ii) A change of the Club's Constitution.
 - iii) A change of the Club's Objects.
 - iv) An amalgamation with another incorporated association.
 - v) To voluntarily wind up the Club and distribute its property.
 - vi) To apply for registration as a company or a co-operative.
 - vii) Grant Life Membership to a Club Member.
- b) A special resolution shall be passed in the following manner:
 - i) A notice must be sent to all members advising that a general meeting is to be held to consider a special resolution.
 - ii) The notice must give details of the proposed special resolution and give at least 21 days notice of the meeting.
 - iii) A quorum of twenty (20) must be present at the meeting.
 - iv) At least three quarters of those present and voting must vote in favour for the resolution to be successful.
 - v) Voting will be by secret ballot.

28. ALTERATIONS TO RULES

- a) The Objects and this constitution may be altered only by a special resolution in accordance with the rule 27. Special Resolutions.

29. MAKING, REPLACING AND AMENDING CLUB POLICIES

- a) An Annual General Meeting, General Meeting or Management Committee Meeting is required to make, repeal, or amend a Club Policy
- b) A Policy shall, until repealed or amended and after any amendment, as amended, be binding upon the committees and all sub-committees and members.
- c) A Policy may be made, repealed or amended only by a notice of motion in accordance with the rule 30. Notice of Motion.
- d) A policy that is made, repealed or amended shall be posted on the Club notice board or similar, within 7 days of such making, repealing or amending and remain so posted for one month.

30. NOTICE OF MOTION

- a) To make, amend or repeal a Rule or Policy, may only be done by means of a Notice of Motion which shall be given in writing, by the mover and seconder, to the Secretary at least twenty one (21) days prior to the date of the meeting at which the notice of motion is to be dealt with.
- b) Notices of Motion in relation to Special Resolutions (See Special Resolutions) must be in the hands of the Secretary at least twenty eight (28) days prior to the date of the meeting.

31. NOTICES

- a) Notices sent by post shall be deemed to have been received two (2) days after the date of posting.
- b) Notices given in person shall be deemed to have been received at that time
- b) Notices sent via electronic forms shall be deemed to have been received one (1) day after the date of sending

32. POSTAL BALLOTS

- a) Postal ballots will be accepted from all eligible members at annual general meetings and general meetings.

33. PROXY VOTING

- a) Proxy voting will not be accepted at any Meeting

PART 5 – FINANCIAL AND PROPERTY

34. SOURCES OF FUNDS

- a) The funds of the association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting, such other sources as the committee determines.
- b) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- c) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

35. MANAGEMENT OF FUNDS

- a) The funds of the Club shall be used in pursuit of the objects of the Club.
- (b) The income and property of the Club shall be applied solely towards the promotion of the Club and its objects and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to Members of the Club provided that nothing herein shall prevent the payment in good faith of remuneration to any servant of the Club. Any good faith made under this Rule must first be approved by the Board.

36. CUSTODY OF BOOKS

- a) Except as otherwise provided by this constitution, the public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the association.

37. INSPECTION OF BOOKS

- a) The following documents must be open to inspection, free of charge, by a member of the association at any reasonable hour:
 - i) records, books and other financial documents of the association,
 - ii) this constitution,
 - iii) minutes of all committee meetings and general meetings of the association.

38. FINANCIAL YEAR

- a) The financial year shall be from the 1 July to 30 June in the next year.

39. PREMISES AND PROPERTY

- a) The security of the Surf Clubhouse shall be vested in the Executive Committee.
- b) The Club Captain shall have custody of all keys and will be responsible to the Executive Committee for the proper allocation of them to selected Office Bearers and members at each Annual General Meeting and throughout the season.
- c) A register of all keys issued shall be kept and be under the Club Captain's control.
- d) The Surf Clubhouse is for the use of the Club Members and/or others at the direction of the Management Committee.
- e) The Club's consent must be obtained for the hiring or leasing of the building or its precincts.

40. SURPLUS PROPERTY

- a) The NSW South Coast Branch Inc. of the Surf Life Saving Association of Australia is to become possessed of the Club's surplus property in the event of the Club being wound up.

PART 6 – GENERAL

41. SAVING PROVISIO

- a) The foregoing Rules are intended to not conflict with the New South Wales Corporate Affairs Commission's Association Incorporation Act
- b) If any question arises which is not specifically provided for in any Association Constitution, the Association Regulations and the Association Manuals or this Constitution or the Club Policies, it shall be competent for the Club to temporarily legislate therefore, pending due alterations to the Constitution by Special Resolution.

42. CLUB COLOURS AND COMPETITION CAPS

- a) The Club Colours shall be Black, White and Red and the design of the Club Competition Cap shall be Black with one red and one white stripe.

43. UNIFORM AND APPAREL

- a) The design and colour of Club uniform and other apparel, and bearing the Club name shall be approved at the Club Management Meeting.
- b) The Club Uniform Policy shall be followed for all uniform matters.

44. VISITORS

- a) A member may invite a visitor into the Club premises provided that such visitor is first introduced to a Management Committee Officer.
- b) The introducing member shall be responsible for such visitor.
- c) Notwithstanding the foregoing, an Officer may permit distinguished visitors to use the Club premises at their discretion and shall report such permission to the Management Committee.
- f) No unseemly conduct likely to interfere with the comfort of Club Members will be permitted.
- g) No member shall remove from the Club or use any of the Club's property for any purpose other than that for which it is intended without the sanction of the Club.
- h) All property willfully damaged or destroyed shall be paid for or replaced by those found to be responsible.
- i) The Management Committee shall at all times ensure that Club property is adequately insured.

45. POLITICS AND RELIGION

- a) The Club shall be strictly non political and non sectarian, and shall not directly or indirectly allow to be introduced at any meeting any matter intended or likely to support or attack any cause in any political or religious controversy, actual or potential.
- b) Any member who publicly participates in any political gathering or meeting, or who publicly makes any political statement, express or implied, shall not act or suffer to be done, so as to indicate that views expressed are those of the Club.

46. DISPLAY OF RULES, BY LAWS, REGULATIONS AND POLICIES

- a) A copy of the Rules, and Policies shall be readily available from the Secretary at all reasonable times and each member shall be deemed to have read them and to have agreed to accept them.
- b) A copy of the Rules and Policies shall be kept at all times on the Club's premises.

47. CLUB COMPETITIONS

- a) Club competitions shall be conducted in accordance with the rules of the current SLSA Competition Manual/s and Association Rules and By-Laws.
- b) The Club Competition Policy shall be followed for all competition matters.