



SOUTH COAST

By-Laws

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The By-Laws

Section 1 – The Constituents

By-Law 1.1 Board Members (Directors)

The Councillors (Club Presidents) shall endorse, as provided for in SCB Constitution, the following Directors:

- President
- Deputy President (Secretary)
- Director of Finance and Property (Treasurer)
- Director of Membership Services
- Director of Lifesaving
- Director of Education
- Director of Surf Sports
- Director of Junior Activities

By-Law 1.2 Other Officers

The Branch may elect or appoint the following Officers who shall have no voting power on the Council:

- a. **Governance** – Patron, Vice Patrons, and the following officers – Legal Advisor, Insurance Advisor; Funding & Grants Officer; Social-Media and Promotions Officer.
- b. **Membership** - Youth Development Officer, Grievance Officer(s), Cultural Diversity Advisor, Environment, Work Health & Safety Officer, Meritorious Awards Officer, Branch Chaplain and Volunteer Coordinator.
- c. **Lifesaving** – Deputy Director Lifesaving, Inflatable Rescue Boat (IRB) Officer (Lifesaving), Patrol Development Coordinator, Patrol Development Officers, Lifesaving Member Development Officer/s, First Aid Room Auditors and Surf Rescue Coordinator.
- d. **Education** – Beach Management Officer (Education), Inflatable Rescue Boat (IRB) Officer (Education), Emergency Care Officer (Education), TAF Development Officer.
- e. **Surf Sports** – Deputy Director Surf Sports, Inflatable Rescue Boat (IRB) Officer (Surf Sports), Gear and Equipment Officer, Deputy Gear and Equipment Officer, Surf Boat Officer, Officials Liaison and Training Coordinator, Coaching Officer, and Branch Team Managers and Coaches.
- f. **Junior Activities** – Deputy Director of Junior Activities.

By-Law 1.3 Auditor

The Auditor shall be appointed by the Branch Council on recommendation from the Board at the Annual General Meeting.

By-Law 1.4 Councillors and Delegates

The limitations on the number of Councillors or Delegates representing the Clubs or Auxiliary Organisations on the Council shall be:

- a. Club - One (1) Councillor who shall be the Club President or Club Delegate (refer 2.2b).
- b. Auxiliary Organisations may be represented at the Council's discretion by one (1) Delegate who shall be subject to the provisions contained herein relating to Delegates generally.

By-Law 1.5 Life Members

Members who have rendered special service to the Branch and who have been elected life members shall be entitled to attend Council meetings but shall have no voting rights. Life Members shall be eligible to hold office and have voting rights attributable to the Office held.

Life Members shall receive special recognition e.g., a Life Members badge and or Certificate and be afforded special privileges to acknowledge Life Membership status.

Section 2 – Conditions Pertaining to Councillors, Directors, Officers, and Delegates

By-Law 2.1 Councillors/Directors/Officers

- a. Councillors/Directors/Officers of the Branch shall be members of Clubs affiliated with the Branch.
 - b. Board Members (Directors) of the Branch shall be the President, Deputy President (Secretary), Director of Finance and Property (Treasurer), Director of Membership Services, Director of Lifesaving, Director of Education, Director of Surf Sports and Director of Junior Activities.
 - c. The President, Deputy President (Secretary) and Director of Finance and Property (Treasurer) shall have or have held a SLSQ or SLSA award and be a current member of the Branch and have undertaken, or be prepared to undertake, as soon as possible, Governance Training prior to taking on their official Branch duties.
 - d. The Director of Lifesaving shall have the following qualifications: have held the Bronze Medallion and Silver Medallion Patrol Captain (SMPC) Award (or equivalent), maintain the prerequisites for the SMPC and a minimum of five (5) years patrol experience; have a working knowledge of lifesaving education.
 - e. The Director of Education shall have the following qualifications: be a current Bronze Assessor of preferably three (3) years standing;
 - f. The Director of Surf Sports shall ideally be an Accredited Official and/or Coach.
 - g. The Director of Junior Activities shall ideally have held an Age Managers Award and have five (5) years' experience in a Junior Activities role.
 - h. The Director of Membership shall ideally have experience in Member Services activities and have (5) years' experience is Surf Life Saving.
 - i. Officers as listed in By-law 1.2(a) and By-Law 1.2(b) shall be appointed by the Board.
 - j. Other Offices listed in By-Law 1.2 will be appointed by the Board, following endorsement by the voting members of the respective committees: those listed in By-law 1.2(c) shall require the endorsement of the Lifesaving Committee, those listed under By-law 1.2(d) shall require the endorsement of the Education Committee, those listed under By-law 1.2(e) shall require the endorsement of the Surf Sports Committee, those listed under By-law 1.2(f) shall require the endorsement of the Junior Activities Committee
 - k. Members of the Council and Board shall be required to understand the needs of the Branch and their legal responsibilities as Council and Board members. Council members owe a fiduciary duty to the Branch and shall exercise their rights and powers in good faith and for the benefit of the Branch.
- Councillors and Board Members (Directors) shall comply with the following principle statutory and common law duties:
- i. to act honestly and in good faith in the interests of the Branch;
 - ii. to exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in the Branch's circumstances;
 - iii. to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
 - iv. to avoid any actual or potential conflict between their obligations owed to the Branch and their personal interests and other duties;
 - v. to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of office;
 - vi. to prevent insolvent trading by the Branch.
- l. Interests:

A Councillor shall declare their interest in any Branch contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise and shall unless otherwise determined by the Council absent themselves from discussions of such matter and shall not be entitled to vote in respect of such matter. If there is any uncertainty as to whether it is necessary for a Councillor to absent themselves from discussion or refrain from voting, the issue should be immediately determined by vote of the Council, or if this is not possible, the matter shall be adjourned or deferred. All disclosed interests must be submitted to the Annual General Meeting in accordance with the Act.

m. Disclosure of interests:

The nature and interest of a Councillor or Member of the Board must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists, or in any other case at the first meeting of the Council after the acquisition of the interest. If a Councillor or Member of the Board becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Council or Board held after the Councillor or Member of the Board becomes so interested.

n. General Disclosure:

A general notice that a Councillor or Member of the Board is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Councillors or Member of the Board to give a special notice relating to any particular transaction with that firm or company.

o. Recording Disclosures:

It is the duty of the Deputy President (Secretary) to record in the Minutes any declarations made, although a minute secretary (Branch Administrator) may be used to produce the Minutes.

p. Conflicts:

A Councillor or Member of the Board notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Councillor or Member of the Board is interested, and maybe excluded from any debate associated with that interest. A Councillor or Member of the Board shall not sign a document where the Councillor or Member of the Board is interested in the contract or arrangement to which the document relates.

By-Law 2.2 Councillors and Delegates

- a. The Branch shall be responsible for budgeted travel and accommodation costs of Council meetings.
- b. Club Delegates shall be allowed for all Councillors in all instances and shall be a Board Member of the Club they represent.
- c. The notification of all Club Delegates must be given in writing by the Club concerned and lodged with the Branch prior to the relevant meeting.
- d. Auxiliary Organisation Delegates to the Branch shall be subject to the foregoing provisions provided that unless specifically determined otherwise, travel and accommodation shall be at the expense of the Delegate or Auxiliary Organisation.

Section 3 – Meetings

By-Law 3.1 Annual General Meeting

- a. Unless there are extenuating circumstances, the Branch shall hold its Annual General Meeting at least fourteen (14) days prior to the date of the SLSQ Annual General Meeting. Each Club affiliated with the Branch shall hold its Annual General Meeting at least fourteen (14) days prior to the date of the Annual General Meeting of the Branch. The Branch may refuse the affiliation of any Club in the event of non-observance of this By-Law.
- b. Any member of the Branch may attend. However, only those persons specified in the SCB Constitution shall have voting rights.
- c. The business to be conducted at the Annual General Meeting shall be:
 - i. affiliation of the Clubs;
 - ii. affiliate with SLSQ and SLSA;
 - iii. endorsement of Councillors;
 - iv. apologies and Proxies;
 - v. presentation and Adoption of Annual Report and Financial Statements;
 - vi. election of Directors;
 - vii. announcement of the election of new Life Membership Awards;
 - viii. appointment of Auditor;
 - ix. alterations of the Constitution (when relevant);
 - x. motions of which due notice has been given;
 - xi. the Chairperson shall decide the order in which business shall be undertaken.
- d. The Minutes of the Annual General Meeting shall be confirmed at the subsequent Council General Meeting and copies of the Minutes shall be forwarded to Council members, Alternates, Clubs, other Branches, and SLSQ.

By-Law 3.2 General Meetings

- a. A minimum of three (3) General meetings per year shall be held at a time and venue as decided by the Council or Board, having regard to circumstances prevailing at that time.
- b. Any member of the Branch other than Councillors may attend but shall have no voting rights.
- c. The Business of the General Meetings shall be:
 - i. apologies and alternates;
 - ii. disclosure of conflicts of interests
 - iii. Member well-being, safety and environment issues
 - iv. confirmation of Minutes of the previous meeting;
 - v. business arising from Minutes;
 - vi. correspondence;
 - vii. reports from Committees, Officers;
 - viii. motions of which due notice has been given;
 - ix. items of Business;
 - x. general Business.
- d. The Minutes of the General Meeting shall be confirmed at the subsequent meeting of the Council. Business arising shall be addressed by the Board, and copies of the Minutes shall be forwarded to Board, Council Members, Clubs, and SLSQ.

By-Law 3.3 Special General Meetings

- a. Special General Meetings of the Council may be summoned by resolution carried at a Council or Board Meeting, or by direction of the President or a written requisition of not less than one third of the members of the Council.
- b. The nature of the business to be transacted at a Special Meeting shall be contained in the notice of such meeting and no business other than that stated on the business paper shall be taken at such meeting.
- c. The Minutes of a Special Council Meeting shall be confirmed at the subsequent meeting of the Board or Council and copies of the Minutes shall be forwarded to Board, Council Members, Clubs, and SLSQ.

By-Law 3.4 Council Meetings

- a. In addition to any General Meetings held under this Constitution, the Council shall meet at least once per year. The object of this Council meeting is to:
 - i. inform the Board of significant membership issues;
 - ii. assist the Board to (as relevant) design or review Branch strategic plan and direction;
 - iii. discuss Branch issues;
 - iv. provide feedback to the Board on the results of its governance decisions in practice at Member level; and
 - v. discuss such other issues as a Councillor may wish to raise.
- b. The Council shall determine who should be invited to, and who may attend, Council meetings.
- c. A member of the Council other than the President may be removed at a joint meeting of the Board and Council by a special resolution of the combined number of votes present at the meeting. Such joint meeting must be called in the same manner as a Special General Meeting under this Constitution.

By-Law 3.5 Board Meetings

- a. The Board meeting shall be as per constitution section 31.1, with a minimum of four (4) meetings per year.
- b. The responsibility of the Board shall be managing the day-to-day business of the Branch, and the allotment of items to Committees and/or staff.
- c. Issues relating to major policies, constitutional change, incorporation responsibilities and authority, major financial borrowings and strategic issues shall be referred to the Council.
- d. Special Meetings of the Board may be summoned by resolution of the Board itself, the Chairperson or on the written requisition of not less than one third of the members of the Board.
- e. The Minutes of the Board Meetings shall be submitted for confirmation at the subsequent meeting of the Board, and distributed to members of the Board, the Councillors, Life Members, provided that a summary of the Minutes shall be forwarded to SLSQ at regular intervals.

By-Law 3.6 Proxies at Club Committee meetings

- a. Clubs may substitute their appointed representative to Branch Committee Meetings at any time on the proviso of due written notice being received by the Branch, authorising the nominated substitute to act on the Affiliated Club's behalf.

Section 4 – Duties of Directors, Officers, Councillors, and Delegates

By-Law 4.1 Directors and their duties

- a. **The President** shall be the nominal head of the Branch and shall be a member Ex-Officio of all Committees with the exception of the Selection Committee. The President shall be a Councillor on State Council.
- b. **The Deputy President (Secretary)** shall be a Member of the Board of the Branch and shall assist the President and shall deputise for the President in the President's absence. The Deputy President shall:
 - i. be an active or past-active member of the Branch;
 - ii. oversee the receipting, dissemination for action and filing of all Branch correspondence with the Branch Administrator;
 - iii. oversee all outgoing correspondence in conjunction with the relevant Branch Officer and the Branch Administrator;
 - iv. ensure, through the Branch Administrator, that Branch meetings are properly convened with an Agenda developed and circulated to attendees, and that an accurate record of attendance and minutes are kept for all Branch meetings;
 - v. ensure that all relevant Branch information is provided to Clubs and members through available media, including emails, newsletters, and the Branch and other SLSA websites;
 - vi. ensure Branch operational plan is administered and actioned by relevant officers;
 - vii. ensure that Clubs' gear and equipment (Lifesaving, Education, Junior Activities, Surf Sports, Member facilities) is inspected against SLSA/SLSQ requirements and a report produced for review prior to, and where possible also during, the season and deficiencies shall be reported to the Club and Branch for subsequent action;
 - viii. carry out other special assignments as directed by the President or the Board;
 - ix. receive and, if required, coordinate the investigation of any Special Event applications to the Board and document any recommendations concerned with the running of the events.
- c. **The Director of Finance and Property** shall:
 - i. be the Chairperson of the Finance and Property Committee;
 - ii. ensure compliance with directions of SCB Constitution;
 - iii. ensure the currency and renewal of Branch insurances and compliance with ACNC reporting;
 - iv. review and recommend the level of affiliation fees annually;
 - v. oversee the reconciliation of grant submissions;
 - vi. oversee the collection of all fees and monies due to the Branch;
 - vii. keep account of the finances, the books, documents and property of the Branch;
 - viii. present a detailed account of the finances to each Board Meeting; prepare a Financial Statement for presentation to each Council Meeting covering the period between meetings;
 - ix. prepare a season budget annually for the Branch to be approved by the Council;
 - x. be responsible to the Board for the overall control and operation of the Finance and Property Committee;
 - xi. work in conjunction with Staff, Branch Officers and Branch Administrator who shall attend to all minutes of meetings, routine matters and correspondence.
- d. **The Director of Membership Services** shall:
 - i. be Chairperson of the Membership Services Committee;
 - ii. be a member of a Surf Lifesaving Club within the Branch;
 - iii. work to enhance membership recruitment, transition through the various age levels respecting culture and ability, awards, skills and functions within the Branch, and retention;
 - iv. foster and promote the important role performed by our members and our youth at all Surf Lifesaving and community forums;
 - v. ensure emphasis is given to a broad scope of membership issues, e.g., including cultural diversity and disability;

- vi. represent the Branch on the State Membership Services Committee and attend all meetings of that Committee to develop policies and strategies to ensure the attainment of the objectives of Membership Services and Youth Development activities; including leadership training, and associated programs for all levels;
 - vii. convene conferences and seminars dealing with Membership and Youth issues, when required.
- e. **The Director of Lifesaving** shall:
- i. be Chairperson of the Branch Lifesaving Committee;
 - ii. direct, through the Clubs, the activities of the Branch Lifesaving Committee and its members;
 - iii. be the Branch representative on the State Lifesaving Committee;
 - iv. receive through the applicable Branch Officers, regular reports of their activities;
 - v. regularly submit to the Board reports and recommendations regarding matters within the scope of the Lifesaving Committee;
 - vi. convene conferences and seminars dealing with practical lifesaving matters when required;
 - vii. in conjunction with their Officers, appoint Committee members for duties and special duties associated with Lifesaving operations and specifically related to a Branch strategic and/or management need;
 - viii. work in conjunction with the Branch Administrator (if appointed) to effect all minutes of meetings, routine matters and correspondence.
- f. **The Director of Education** shall:
- i. be Chairperson of the Branch Education Committee;
 - ii. represent Education matters (including Junior activities) to the Branch Lifesaving Committee, and the Board;
 - iii. be the Branch representative on the State Education Committee (or equivalent);
 - iv. liaise with Officers holding similar positions at National, State or Branch levels;
 - v. be responsible for coordinating a program of award training and assessment for the Branch and members and, if required, general surf awareness and safety for the community at large;
 - vi. regularly submit to the Board reports and recommendations within the scope of the Education Committee;
 - vii. recommend action in specific areas of concern that require the preparation and promulgation of material, and shall attend the Lifesaving Committee meetings applicable thereto;
 - viii. convene conferences and seminars dealing with practical lifesaving education matters when required;
 - ix. work in conjunction with the Branch Administrator who will attend to all minutes of meetings, routine matters and correspondence.
- g. **The Director of Surf Sports** shall:
- i. be Chairperson of the Surf Sports Committee;
 - ii. direct, through the Clubs, the activities of the Branch Surf Sports Committee and its members;
 - iii. be the Branch representative on the State Surf Sports Committee;
 - iv. receive, through the applicable Branch Officers, regular and timely reports of their activities;
 - v. regularly submit to the Board reports and recommendations within the scope of the Surf Sports Committee;
 - vi. convene conferences, coaching seminars and clinics, official's accreditations and other programs dealing with competition when required;
 - vii. prepare an annual calendar of surf sports events each year based on Club submissions having due regard for SLSA, SLSQ and other considerations and to submit to the Board and Council for ratification;
 - viii. appoint carnival officials from lists of accredited members of the Surf Sports Committee;
 - ix. work in conjunction with the Branch Administrator who will attend to routine Surf Sports matters including carnivals and correspondence;

- x. be responsible for the preparation of events and Branch program in conformance with the requirements of the Competition Manual.
- h. The Director of Junior Activities shall:**
- i. be Chairperson of the Junior Activities Committee;
 - ii. be the Branch representative on the State Junior Activities Panel;
 - iii. convene conferences and seminars dealing with Junior Activities matters when required;
 - iv. ensure reports and all recommendations be presented to the relevant Committees;
 - v. work in conjunction with the Branch Administrator who will attend to all minutes of meetings, routine matters and correspondence.

By-Law 4.2 Other Officers and their duties

- a. Deputies may be appointed by the Board (Subject to By-Law 2.1) to assist each Board Member and shall deputise for them in their absence or on special assignment.

LIFESAVING

b. The Deputy Director Life Saving shall:

- i. assist the Director Lifesaving in all matters relating to Branch Lifesaving activities;
- ii. be a member of the Branch Lifesaving Committee;
- iii. have held the Bronze Medallion and Silver Medallion Patrol Captain (SMPC) Award (or equivalent), maintain the prerequisites for the SMPC and a minimum of five (5) years patrol experience;
- iv. be responsible for the preparation of material for Lifesaving Committee meetings, and the liaison with Clubs to maintain patrol and water safety standards;
- v. Work with and be responsible for the Patrol Development Coordinator, Patrol Development Officers and Lifesaving Member Development Officer/s;
- vi. in the absence of the Director Lifesaving act in that capacity and assume the full responsibilities and duties of that office.

c. The Inflatable Rescue Boat (IRB) Officer (Lifesaving) shall:

- i. hold a current SLSA Silver Medallion IRB Driver Award;
- ii. Reports to Director of Lifesaving and shall attend meetings of the Lifesaving Committee as required;
- iii. be the recommended Branch representative on the SLSQ Lifesaving IRB Advisory Panel;
- iv. supervise IRB, standards and skills development within the Branch and shall attend meetings of the Lifesaving Committee as required;
- v. regularly visit the Clubs to monitor patrol, serviceability techniques and facility standards and advise on these as required;
- vi. be a consultant for Clubs on new boats, new motors and any failures in manufacture or maintenance;

d. The Patrol Development Coordinator shall:

- i. be a current & proficient SLSA Assessor (Bronze) or, be a former SLSA Assessor (Bronze) who has remained current in club and assessment requirements; be aware of all relevant SLSA/SLSQ policies and Patrol Operations Manual (POM);
- ii. coordinate Patrol Development Officers and First Aid Room Auditors by holding an annual meeting prior to the start of the season to explain their roles (i.e. to assist the clubs in maintaining Patrol Efficiency Standards); to review and maintain all Marking Sheet templates; ensure standardised approaches to the format of the club visits including the completion of Marking Sheets; and to explain how this information is used to reward the clubs at the end of the season;
- iii. Annually ensure Patrol Development Officers and First Aid Room Inspectors are provided with a kit that facilitates their role including instructions and identification for parking at clubs;
- iv. receive all Marking Sheets from the Patrol Development Officers and First Aid Room Inspectors as determined by the Lifesaving Committee each year;

- v. prepare a report to the Branch Director of Lifesaving on patrol development and first aid room inspections on a regular basis and discuss any issues of concern arising from the reports;
 - vi. report on the status of the Patrol Development and First Aid Room Inspections to the Lifesaving Committee at scheduled meetings;
 - vii. maintain a record of the Patrol Development and First Aid Room Point Score for all twelve (12) clubs in order to ascertain and reward the overall Most Efficient Patrolling Club and Most Improved Patrolling Club, Club First Aid Room at the end of the season.
- e. **The Patrol Development Officers** shall:
- i. be a current & proficient SLSA Assessor (Bronze) or, be a former SLSA Assessor (Bronze) who has remained current in club and assessment requirements; be aware of all relevant SLSA/SLSQ policies and Patrol Operations Manual (POM);
 - ii. report on Club patrol activities to the **Patrol Development Coordinator** on the basis determined each year by the Life Saving Committee;
 - iii. liaise with the **Patrol Development Coordinator** on the standard of patrol services including, personnel rosters, gear and equipment etc.;
 - iv. carry out inspections in accordance with the Branch Guidelines approved by the Lifesaving Committee;
 - v. ensure that all completed Patrol Development reports are delivered to the Branch Administrator within seven (7) days to enable distribution to relevant clubs and Patrol Development Coordinator;
 - vi. As requested by the Director of Lifesaving (DOLS), Patrol Development Coordinator (PDC) or Lifesaving Committee provide assistance to the **Patrol Development Coordinator** where required;
 - vii. Possess a thorough knowledge of relevant SLSA, SLSQ and Branch Policies, the Patrol Operations Manual (POM), the Training Operations Manual and the PSAR manual and also have access to these documents and understand their acceptance and introduction within the club at all levels;
 - viii. Be asked to assist the Club Captain /CTO/Club DOL with issues relating to Patrols and Lifesaving activities should they arise. Mentor new Officers in their role if required;
 - ix. be aware of all relevant SLSA & SLSQ Policies as they arise, and continue Professional Development via Industry correspondence and Branch courses;
- The following duties as requested by the DOLS, PDC or Lifesaving Committee:
- be present at nominated club run courses, assessments, or activities over the year to report on the level of training provided;
 - review and revisit a nominated club to ensure that the club has complied with any requirements set down as a result of any lifesaving audits conducted;
 - assist a nominated Club in planning to maintain lifesaving services, and to plan for potential future extension or expansion, and be available to attend assessments and presentations to give an explanation/presentation of the Association and its structure;
 - act as an adviser to SLSQ and/or Branch, in the event of any external assistance or support being required with lifesaving service delivery;
 - assist Branch/SLSQ officers in the collection of evidence for breaches of patrol service agreements.
- f. **The Lifesaving Member Development Officer/s** shall:
- i. have previously held a position at a Club/Branch/SLSQ/SLSA;
 - ii. be elected at a Lifesaving Committee meeting;
 - iii. report to the Director of Lifesaving;
 - iv. liaise with and coordinate with the IRB Officer (Lifesaving);
 - v. focus on current patrol members;
 - vi. report on activities planned and undertaken to the Lifesaving Committee prior to a scheduled meeting;
 - vii. liaise with Club Captains, CTOs, Membership Officers and / or Patrol Officers on ways to improve and grow the standard of patrol services including personnel, rosters, gear & equipment etc.;

- viii. possess a thorough knowledge of relevant SSA, SLSQ and Branch policies, the Patrol Operations Manual (POM), the Training Operations Manual and the PSAR manual and also have access to these documents and understand their acceptance and introduction within the club at all levels;
 - ix. develop key programs to grow active and operational members skills set, broaden their understanding of SLSQ and SLSA systems, process and training;
 - x. run programs that enhance a lifesavers skill set and or provide a higher skill set;
 - xi. educate on volunteer pathways within clubs, branch and SLSQ;
 - xii. focus on current member engagement and grow interaction within the branch between members and clubs;
 - xiii. facilitate forums, workshops and training sessions as approved by the Lifesaving Committee;
 - xiv. establish branch patrol teams to support in need clubs and services;
 - xv. develop and implement advanced rescue teams to assist in emergency response, disaster management and specialist ocean rescue operations (e.g. shallow water rescue for carnivals)
 - xvi. special projects as requested by the Director of Lifesaving.
- g. Drone Operations Advisor shall:**
- i. hold a current Sub 25kg RePL issued by CASA;
 - ii. hold a Current AROC issued by CASA reports to Director of Lifesaving and shall attend meetings of the Lifesaving Committee as required;
 - iii. be the recommended Branch representative on the SLSQ Lifesaving Drone Advisory Panel;
 - iv. report on Drone activities to the Director of Lifesaving on the basis determined each year by the Branch Life Saving Committee;
 - v. liaise with the Branch Lifesaving Committee and relevant Executive and Council members as required;
 - vi. develop and maintain rosters, gear and equipment in regard to drone operations;
 - vii. carry out inspections and maintain operating standards;
 - viii. possess a thorough knowledge of relevant CASA operating procedures regarding drone operations;
 - ix. understand the requirements of a Chief Remote Pilot and have relevant industry knowledge regarding drone operations;
 - x. conduct base checks, crew training, currency or type checks with pilots as required;
 - xi. as requested by the DOLS act as an adviser to SLSQ and/or Branch, in the event of any external assistance or support being required with lifesaving service delivery;
 - xii. establish best practice Search and Rescue Drone operations for the branch.
- h. The First Aid Room Auditors shall:**
- i. hold a current SLSA First Aid Award;
 - ii. report to the Patrol Development Coordinator on the basis determined each year by the Branch Life Saving Committee;
 - iii. liaise with the Patrol Development Coordinator on the Branch Guidelines applied to First Aid room assessments;
 - iv. carry out Club First Aid Room audits in accordance with the Branch Guidelines approved by the Life Saving Committee;
 - v. be aware of all relevant SLSA/SLSQ policies and the Patrol Operations Manual (POM);
 - vi. ensure that all completed First Aid Room Audit Reports are delivered to the Branch Administrator within seven (7) days to enable distribution to relevant clubs and Branch Patrol Development Coordinator;
 - vii. Provide assistance to the Branch Patrol Development Coordinator where required.
- i. The Surf Rescue Coordinator shall:**
- i. Support the Director of Lifesaving, with the planning, coordination and running of the Branch Surf Rescue competitions.
 - ii. Coordinate with the Director of Surf Sports in these duties

EDUCATION

- a. **The Beach Management Officer (Education)** shall:
 - i. hold a current SLSA Assessor/Facilitator Award, the current Silver Medallion Patrol Captains (SMPC) Facilitator Award or equivalent;
 - ii. reports to the Branch Director of Education and attend meetings of the Branch Education Committee as necessary;
 - iii. coordinate and oversee Award standards and training within the Branch for SMPC and Gold Medallion awards;
 - iv. be a consultant for Clubs on training and assessment matters related to relevant awards;
- b. **The Inflatable Rescue Boat (IRB) Officer (Education)** shall:
 - i. hold a current SLSA IRB Assessors Award;
 - ii. reports to the Branch Director of Education and attend meetings of the Branch Education Committee as necessary;
 - iii. be the recommended Branch representative on the SLSQ Education Advisory Panels for IRB, SSV, Tractor and 4WD Awards;
 - iv. coordinate and oversee Award standards and training within the Branch for IRB, SSV, Tractor and 4WD awards;
- c. **The Emergency Care Officer (Education)** shall:
 - i. hold current SLSA First Aid; Advanced Resuscitation Techniques and Resuscitation Facilitator Award or equivalent;
 - ii. reports to the Branch Director of Education and attend meetings of the Branch Education Committee as necessary;
 - iii. be responsible for fostering high standards of First Aid and Resuscitation training within the Branch;
 - iv. liaise with all State Emergency Care officers;
 - v. attend to all matters referred to them by the Branch Director of Education;
 - vi. have a wide experience and up-to-date knowledge on the teaching and performance of First Aid, Resuscitation Techniques and education programs;
 - vii. assist in the coordinate of Branch run Emergency Care Courses, in conjunction with the Education & Training Supervisor Gold Coast.
- d. **The TAF Development Officer** shall:
 - i. hold a current SLSA Assessor/Facilitator Award, Certificate IV in Training and Assessing and ideally a Diploma in Training and Assessing;
 - ii. reports to the Branch Director of Education and attend meetings of the Branch Education Committee as necessary;
 - iii. liaise with Club CTOs, SLSQ and SLSQ RTO staff on the running of TAF Courses;
 - iv. assist, coordinate or deliver Trainer Courses and mentor members through the TAF Awards, working in conjunction with Club CTOs;
 - v. supervise Award standards and training within the Branch TAF awards;
 - vi. remain up to date with RTO Standards and provide guidance to SCB Director of Education and Club CTOs on significant changes.

SURF SPORTS

- a. **The Deputy Director of Surf Sports** shall:
 - i. assist the Director Surf Sports in all matters relating to Branch Surf Sports activities;
 - ii. Ideally be an accredited Official or Coach and a member of the Branch Surf Sports Committee;
 - iii. Assist in the development of Coaching standards, Officials recruitment, development and retention.
- b. **The Inflatable Rescue Boat (IRB) Officer (Surf Sports)** shall:
 - i. hold a current SM IRB Drivers award, and desirably be a current Official;

- ii. be the recommended Branch representative on the SLSQ Surf Sports IRB Advisory Panel;
 - iii. supervise coaching and training standards for IRB Competition within SCB Clubs and shall attend meetings of the Surf Sports Committee as necessary;
 - iv. be a consultant for Clubs on new boats, new motors and any failures in manufacture or maintenance related to competition;
 - v. Report to Director of Surf Sports.
- c. **The Gear and Equipment Officer** (Surf Sports) shall:
- i. be appointed for Surf Sports activities;
 - ii. be responsible for all surf sports gear and equipment belonging to the Branch and shall supervise its maintenance and prepare a register for records and loan details and shall attend meetings of the Committee;
 - iii. supervise and coordinate the supply and return of the equipment required from Branch for any carnival, seminar, display or training activity and make a date record of same, its place of destination, date of return and any remarks required on condition of gear returned;
 - iv. store equipment so that deterioration shall not occur and unauthorised access is not available;
 - v. see that disposable and useable items are replenished for immediate use;
 - vi. arrange for the purchase of gear and equipment when directed and dispatch of same upon request;
 - vii. arrange for regular inspections and storage of mobile equipment and vehicles, and ensure only authorised persons within the Branch have access;
 - viii. be responsible to the Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Board Member concerned.
- d. **The Deputy Gear and Equipment Officer** (Surf Sports) shall:
- i. Provide support to the Gear and Equipment Officer and deputise for the Gear and Equipment Officer in their absence.
- e. **The Surf Boat Officer** shall:
- i. have a close relationship and experience within the Association in the field of surf boat use and manufacture;
 - ii. be responsible for all boat scrutineering and officiating at Branch run carnivals and Branch championships;
 - iii. be responsible to the Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Board Member concerned.
- f. **The Officials Liaison and Training Coordinator** shall:
- i. hold a minimum of a current Technical Official's accreditation and be responsible for education and general welfare of Branch competition officials;
 - ii. be a member of the Surf Sports Committee;
 - iii. attend to appropriate licensing matters with the appropriate authorities and SLSQ;
 - iv. arrange seminars and training programs;
 - v. co-ordinate relevant examinations in line with the Association's training manual and protocols;
 - vi. be responsible to the Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Board Member concerned;
 - vii. maintain contact with and advise club liaison officers.
- g. **The Coaching Officer** shall:
- i. hold a current SLSA Surf Coaching Accreditation, and be responsible for the coaching programs initiated within the Branch and shall attend meetings of the Surf Sports;
 - ii. appoint a panel of specialists drawn from members and representative of the various disciplines of competition;
 - iii. chair regular meetings of the Branch Coaching Advisory Panel to arrange courses and programs of coaching, and update relevant resources and manuals; organize and oversee Coaching Accreditation seminars throughout the Branch;

- iv. be responsible to and prepare regular reports for the Director Surf Sports on activities and prepare and submit any panel recommendations to the Surf Sports Committee provided that reporting shall be through the Branch and redirected to the Board Member concerned.
- h. **The Branch Team Managers and Coaches** shall:
- i. be appointed separately by the Surf Sports Committee from nominations received, for Teams representing the Branch;
 - ii. prepare and present to the Director of Surf Sports, within fourteen (14) days of their appointment, a budget covering all financial matters associated with the Branch Team for endorsement by the Board;
 - iii. be responsible for the outfitting and funding of the Branch Team in excess of provisions made by the Board;
 - iv. submit progress reports to the Surf Sports Committee regularly, and a final report on team member performances and results;
 - v. be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
 - vi. submit a report and financial statement with receipts and invoices within thirty (30) days after the competition date;
 - vii. Assist with any displays or demonstrations required during the season.

JUNIOR ACTIVITIES

- a. **The Deputy Director of Junior Activities** shall:
- i. assist the Director Junior Activities in all matters relating to Branch Junior activities.
 - ii. have held an Age Managers Award and have three (3) years' experience in a Junior Activities role.

By-Law 4.3 Duties of Specialist Officers

- a. Each Officer shall:
- i. be appointed by the Board on a recommendation from the relevant Branch Committee;
 - ii. investigate and report on matters referred to them by the Branch and its Committees, in relation to their particular field (By-law 4.4);
 - iii. be encouraged to attend meetings of the Council;
 - iv. be prepared to attend the Board meetings when requested and shall attend meetings of the Committee to which their duties shall apply;
 - v. submit regular written reports to the applicable Committee Chairperson;
 - vi. process all correspondence through the Branch Administrator;
 - vii. provide and submit to the Branch, when requested, a brief annual summary in the form of a report on their season's activities;
 - viii. keep records for reference purposes if applicable to their particular field, e.g. price lists, number of units in use, etc.;
 - ix. liaise with all sections of the Branch and maintain a close relationship with the Branch Board Members associated with their particular activity and the Branch Administrator;
 - x. co-opt any members or people outside the Association to assist them in their duties;
 - xi. receive endorsement by club of nomination prior to election from the relevant Committee.

GOVERNANCE

- a. **The Immediate Past President's** duties shall be limited to assisting the President at the request of the President.
- b. Patron, Vice Patrons, and the following officers –

- c. Patron's and Vice Patron's duties shall be limited, and in most cases, the appointments will be made with respect to a person holding public office, or as a tribute for services to the Association.

The following roles will be developed as required:

- d. **Insurance Advisor;**
- e. **Funding & Grants Officer;**
- f. **Social-Media;**
- g. **Promotions Officer and**
- h. **The Legal Advisor shall:**
 - i. be appointed by the Council from a recommendation submitted by the Branch Board;
 - ii. attend to all legal matters relating to the Branch as determined by the Board or Council;
 - iii. advise on legal rights, with regard to summons or complaints, involving the Branch or its members;
 - iv. submit opinions on constitutional items requiring legal interpretation;
 - v. prepare legal documents, submissions etc. at the request of the Board or Council;
 - vi. Review documents, contracts etc. as required by the Branch.

MEMBERSHIP

- a. **The Youth Development Officer shall:**
 - i. be a member of a Surf Lifesaving Club and foster and promote the important role performed by our youth at all surf lifesaving and community forums;
 - ii. act as Chairperson of any Committees or Committees formally established within the Branch to identify, analyse and evaluate Youth Development policies or issues and provide reports to relevant Committees;
 - iii. liaise with the Director of Membership Services to refer matters to the State Membership Services Committee and if required, attend meetings of that Committee;
 - iv. in conjunction with the State Membership Services Committee assist in the development and coordination of Youth Development activities; including leadership training, and associated programs for all levels;
 - v. in conjunction with relevant Branch Committees enhance membership recruitment and retention and transition through the various age levels and functions within the Branch;
 - vi. conduct regular assemblies of members involved with Youth issues to discuss matters relevant to the betterment of Youth/leadership in conjunction with the State Membership Services Committee.
- b. **The Grievance Officer shall:**
 - i. be appointed by the Council from a recommendation submitted by the Board;
 - ii. attend to all matters referred by the Branch in accordance with SLSQ/SLSA policy and procedures;
 - iii. advise on matters relating to grievances (in consultation with SCB President or Appointee);
 - iv. as soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report;
 - v. refer it to the SCB President who must then action the grievance as per the SLSA Complaints Resolution Policy and flow chart within a reasonable time but no longer than three (3) months.

The following roles will be developed as required:

- c. **Cultural Diversity Advisor,**
- d. **Environment, Work Health & Safety Officer,**
- e. **Meritorious Awards Officer,**
- f. **Branch Chaplain and**
- g. **Volunteer Coordinator.** There are no role descriptions or mention of these anywhere

By-Law 4.4 Duties of Specialist Advisors

This Section is currently under development.

By-Law 4.5 Councillors, and Club and Branch Delegates

- a. Councillors, and Club Delegates to the Council, shall:
 - i. attend all Council Meetings either personally, or by proxy, and be the elected representative on that body;
 - ii. Act as a liaison between the Branch and their Club or the body they represent and fully and regularly report to that body in writing or in person on the overall activities of the Branch.
- b. Delegates from Branch to the Auxiliary Organisations shall:
 - i. either themselves, or by proxy, attend all General Meetings of the organisation and represent the Branch on that body;
 - ii. act as a liaison between the Branch and the organisation and fully and regularly report to the Branch in writing on the overall activities of the Auxiliary Organisation;
 - iii. except where otherwise specifically directed by the Branch, exercise personal discretion on matters of a general nature at meetings of the Auxiliary Organisations but shall have no authority to commit the Branch to decisions of a major or policy nature without first having had the express authority of the Branch Council or Board.

Section 5 – Employees

By-Law 5.1 Administrator

The Board pursuant SCB Constitution may appoint a Branch Administrator who shall, subject to the provisions of this Constitution and By-Laws and to the directions from time to time of the Branch Council and Board:

- a. carry out and implement all decisions of the Council and the Board and within the scope of such decisions, use their best endeavour to further the policies of the Branch and the advancement of Surf Lifesaving;
- b. attend meetings and act as Minute Secretary for all Council and Board Meetings and in addition, where possible, attend the meetings of other Committees;
- c. shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Board Meeting and General Meeting to be maintained and be available for inspection at all reasonable times by any member who previously applies to the Branch Administrator (if appointed) for that inspection. For the purposes of ensuring the accuracy of the recording of such Minutes, the Minutes of every Board Meeting shall be signed by the Chairperson of that Meeting or the Chairperson of the next succeeding Board Meeting verifying their accuracy.
Similarly, the Minutes of every General Meeting shall be signed by the Chairperson of that Meeting or the Chairperson of the next succeeding General Meeting provided that the Minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting;
- d. control the activities and working of the Branch Headquarters and staff;
- e. refer to the President and/or Directors, as the case may require, every matter arising for consideration which does not come within the policy or directions previously decided on by the Branch;
- f. be available at all reasonable times to members for consultation with and assistance in matters which are within the jurisdiction of the Branch;
- g. develop and implement, in conjunction with the appropriate Officer or Officers, plans and proposals for the continued progress of Surf Lifesaving, including approaches at levels of Local Government and in both the public and private sectors;
- h. maintain close contact with Clubs, including regular visits, and be available to offer advice and guidance, provided that he shall inform the President in advance of all proposed visits;
- i. cultivate and maintain close liaison with SLSQ, its Officers and staff, and expedite matters held to be important by that body;
- j. approach and develop donors and sponsors with the assistance of the Directors;
- k. conduct the correspondence of the Branch and at all times, make available to the President and Officers, either by submission of the office copy, or by supplying copies of all such correspondence, so as to keep those members fully aware of all activities;
- l. in all aspects of their activities, be responsible to the Council and Board and consult the President between meetings on matters of policy, and report to each meeting of the Board and Council on the activities within the Branch;
- m. in all aspects of their activities, observe and comply with existing procedures as regards correspondence and communications with the various sections of the Association;
- n. prepare and issue the notices for all meetings;
- o. attend to the preparation and presentation of the Annual Report, Official Championship Program and booklets and special handbooks that may be issued from time to time;
- p. keep up to date stock lists on goods and stationery and an inventory of all gear and equipment on loan or held by the Branch;
- q. maintain credit and debit ledger on behalf of the affiliated bodies (By-law 7.7(b)), and be a member and attend meetings of the Finance Committee;
- r. be responsible for the availability and distribution of all trophies associated with the Branch championships;
- s. attend to all appropriate insurance and security on Branch property.

By-Law 5.2 Other Employees

The Board, in pursuance of SCB Constitution, and in conjunction with the Branch Administrator (if appointed), shall monitor and endorse the employment or dismissal of full-time or casual employees or other paid assistance e.g. contractors or consultants.

Section 6 – Committees

By-Law 6.1 General

- a. Composition and membership of Branch Committees shall be as prescribed in the respective By-Laws.
- b. Membership may be drawn from Council members and/or other members of the Branch.
- c. A member appointed to a Committee shall retain their appointment only whilst they retain their membership of the Council or Branch, provided that the Council may, at its discretion, remove any member from membership of a Committee.
- d. In the event of the absence of the Chairperson from any meeting the meeting shall appoint one of its members to act during such absence.
- e. It shall be the duty of the Branch Administrator to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.
- f. In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Board thereon.
- g. A Committee may, in its discretion, co-opt the services of any member of the Branch or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee.
- h. Reports and recommendations of the Committees shall be presented in writing to the Board or appointing body.
- i. Expressions of interest may be called from members interested in being appointed to panels, committees, task forces as and when required.

By-Law 6.2 Finance and Property Committee

- a. The Board, following the Annual General Meeting may appoint a Finance and Property Committee to support the Board with special projects.
- b. The Committee shall be comprised of:
 - i. the Director Finance and Property who shall be the Chairperson;
 - ii. Branch President;
 - iii. three Club representatives (to be elected at the AGM);
 - iv. Branch Administrator or nominee (non-voting) who shall act as Minute Secretary;
 - v. other members or staff co-opted by the Committee or Chairperson from time to time for specific purposes or projects or advice.
- c. Continued membership of the Committee shall depend on the following points, and shall be subject to the Committee's or Chairperson's recommendation:
 - i. satisfactory attendance at meetings or functions arranged by the Committee;
 - ii. performance of the duties required by the Committee or its Chairperson;
 - iii. acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Committee or the Board.
- d. Meetings of the Committee shall be held as follows:
 - i. Meetings shall be as required;
 - ii. An Annual Meeting shall be held preceding the Council Annual General Meeting.

Note: The predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Committee or the Board.

- e. Powers and duties of the Committee shall be:
 - i. to deal with matters relating to finance, property and the assets of Branch, as well as other items of similar nature referred to the Committee by the Board;
 - ii. to maintain direct and/or develop an income earning ability with adequate capacity to service the operational planning and administration resources of the Branch;

- iii. to develop a Branch Policy for the appropriation of Government subsidies and grants in accordance with the State Government's guidelines on accountability;
 - iv. to review regularly current financial programs and management accounting systems;
 - v. to develop and maintain a policy, in conjunction with SLSQ, relating to the financial borrowing of Clubs;
 - vi. to develop a three (3) to five (5) year investment Plan for the Branch;
 - vii. to prepare Annual Budgets of income and expenditure with recommendations for submission to the Council and the Board;
 - viii. to assist Club Treasurers by providing guidelines for efficient and proper accounting methods and systems;
 - ix. to provide income and expenditure cash flow reports of the Branch through monthly financial statements tabled at the Committee's meetings;
 - x. to keep Minutes of meetings for record purposes and prepare written reports and recommendations for submission to the Board;
 - xi. to report and to make recommendations on policy matters to the Board;
 - xii. assist in the preparation of submissions to Government for projected funding requirements and assistance. Delete this???
- f. The Duties of the Director of Finance and Property shall be as specified in By-law 4.1 (c).

By-Law 6.3 Membership Services Committee

- a. The Board following the Annual General Meeting shall appoint a Membership Services Committee.
- b. The Committee shall be comprised of:
 - i. the Director of Membership Services who shall be Chairperson;
 - ii. the Deputy Director of Lifesaving;
 - iii. the Deputy Director of Surf Sports;
 - iv. Club Membership Officer or Youth Development Officers or Cadet Officers (as the case may be) who shall hold membership of a Surf Life Saving Club and have an interest in Membership and Youth/Leadership development activities;
 - v. Branch Specialist Officers (e.g., Director of Education, Emergency Care Officer (Education), IRB Officers, Communications Advisor and others, refer to By-Law 1.2) co-opted from time to time for specific projects as required;
 - vi. all other SLSA members who have an interest in Membership, Junior and Youth/leadership development activities are welcome and encouraged to attend. But only those listed in (i) to (iv) above will be known as "Committee Members" and have voting rights.
- c. Meetings of the Committee shall be held as follows:
 - i. general meetings /forums may be held as deemed necessary by the Committee or the Chairperson and approved by the Board.

Note: The dates of meetings/forums may be altered to meet emergent situations by resolution of any meeting of the Council or the Board.
- d. Powers and duties of the Committee shall be:
 - i. to enhance membership recruitment and retention and transition through their membership within Surf Lifesaving;
 - ii. to develop, coordinate and implement activities and programs related to membership and youth development and specifically relevant priorities in the Branch Strategic Plan;
 - iii. to develop, conduct and co-ordinate personal developmental activities including leadership training and associated programs, policies, resources etc. for all members;
 - iv. to pursue issues and activities of benefit to members and youth within Surf Lifesaving;

- v. to foster recognition of the important role members and youth plays within Surf Lifesaving and the community generally;
- vi. on a regular basis, critically analyse youth/leadership development policies and programs and membership levels and trends;
- vii. to deal with matters referred to the Committee through other Branch Committees, e.g, Lifesaving Committee, Surf Sports Committee, Branch Council and Branch Board;
- viii. to conduct regular assemblies of members involved in member and youth development programs to discuss matters relevant to the betterment of member/youth leadership development;
- ix. to consult with the Director Lifesaving on lifesaving matters and with the Director Surf Sports on competition matters;
- x. to consult with the Branch Board and Social Media and Promotions Officer, other Officers or staff on sponsorship, marketing or funding;
- xi. to establish sub-committees, if required, to carry out special tasks or projects from time to time.
- xii. to report and make recommendations on membership and youth development policy matters to the Branch Board;
- xiii. to coordinate activities that promote overall membership growth and development within the branch;
- xiv. to deal with matters referred to the Committee by the Council or Board.

By-Law 6.4 Lifesaving Committee

- a. The Board, following the Annual General Meeting, shall appoint a Lifesaving Committee.
- b. The Committee shall be comprised of:
 - i. Director of Lifesaving (Chairperson) as provided for in By-law 1.1;
 - ii. Deputy Director Lifesaving as provided for in By-law 1.2;
 - iii. Director of Education as provided for in By-law 1.1;
 - iv. Twelve (12) Club Representatives, that is to say one per club, (must be either the Club Captain/Club Director of Lifesaving, or another club representative who has been nominated in writing by that club);
 - v. The following specialist non-voting members
 - IRB Officer (Lifesaving);
 - Communications Advisor (Surf Com);
 - Patrol Development Coordinator;
 - Patrol Development Officers;
 - Lifesaving Member Development Officer;
 - Drone Operations Advisor
 - Surf Rescue Coordinator; no role description
 - RWC Advisor; no role description
 - Regional Lifesaving Services Coordinator (SLSQ Staff).
- c. Meetings of the Committee shall be held as follows:
 - i. A minimum of four (4) meetings shall be held each year;
 - ii. a meeting shall be held preceding the Branch Annual General Meeting, and prior to closing date of nominations, to finalise nominations for positions;
 - iii. conferences shall be held on a regular basis on dates as determined by the Committee or the Chairperson and approved by the Board.

Note: Provided that the predetermined dates of meetings may be altered to meet emergent situations by resolution at any meeting of the Committee or its Board.

- d. Powers and duties of the Committee shall be:
- i. to disseminate lifesaving information to unify and advance methods of lifesaving throughout the Branch, such methods shall be set out in the Manuals of the Association and bulletins distributed by the Australian Council and/or the SLSQ/Branch;
 - ii. to control the practical side of lifesaving, and through the Committee, submit written recommendations to the Branch for the compilation and/or alteration of such issues;
 - iii. to deal with any other matter referred to it from time to time by the Council or Board;
 - iv. to allocate Committee membership into active Sub-Committees under the control of the appointed Sub-Committee Chairperson;
 - v. at its final meeting of the season, in conjunction with the Education Committee, collate and review the nominations received for the relevant key positions, e.g., Director of Lifesaving, and the relevant Advisory and Specialist Officers; and provide recommendations to the Council for the appointment or election of these positions by the Council at its Annual General Meeting;
 - vi. the duties of the Director of Lifesaving shall be as specified in By-law 4.1.
 - vii. to deal with any other matters referred to it from time to time by the Branch Council or the Branch Board.
 - viii. to report and make recommendations on policy matters to the Branch Board.
 - ix. to develop, coordinate and implement activities and programs related to lifesaving and specifically relevant priorities in the Branch Strategic Plan.

By-Law 6.5 Education Committee

- a. The Board, following the Annual General Meeting, shall appoint an Education Committee.
- b. The Committee shall be comprised of:
 - i. Director of Education (Chairperson) as provided for in By-law 1.1;
 - ii. 12 Club Representatives (must be either the Chief Training Officer/Club Director of Education or another club representative who has been nominated in writing by that club, and who shall be the holders of a current and proficient Bronze/IRB Training Officer or Assessor Award)
 - iii. the following specialist non-voting members;
 - IRB Officer (Education);
 - Emergency Care Officer (Education);
 - Beach Management Officer (Education);
 - TAF Development Officer; and
 - Education & Training Supervisor Gold Coast (SLSQ Staff).
- c. Meetings of the Committee shall be held as follows:
 - i. A minimum of four (4) meetings shall be held each year;
 - ii. conferences shall be held on a regular basis on dates as determined by the Committee or the Chairperson and approved by the Board.

Note: Provided that the predetermined dates of meetings may be altered to meet emergent situations by resolution at any meeting of the Sub-Committee or its Board.

- d. Powers and duties of the Committee shall be:
- i. to disseminate lifesaving instruction to unify and advance methods of lifesaving throughout the Branch, such methods shall be set out in the Manuals of the Association and bulletins distributed by the Australian Council and/or SLSQ/Branch;
 - ii. to conduct schools of instruction, conferences and seminars at which all specified members of the Committee shall be required to attend and of which due notice shall be given;
 - iii. to deal with any other matter referred to it from time to time by the Lifesaving Committee, Branch Council or Board;
 - iv. to allocate Committee membership into active Sub-Committees under the control of the appointed Committee Chairperson;

- v. at its final meeting of the season, in conjunction with the Lifesaving Committee, collate and review the nominations received for the relevant key positions, e.g. Director of Education, and the relevant Advisory and Specialist Officers; and provide recommendations to the Council for the appointment or election of these positions by the Council at its Annual General Meeting;
- vi. the duties of the Director of Education shall be as specified in By-law 4.1;
- vii. to deal with any other matters referred to it from time to time by the Branch Council or the Board;
- viii. to report and make recommendations on policy matters to the Board;
- ix. to develop, coordinate and implement activities and programs related to lifesaving instruction and specifically relevant priorities in the Branch Strategic Plan.

By-Law 6.6 Surf Sports Committee

- a. The Board, following the Annual General Meeting, shall appoint a Surf Sports Committee.
- b. The Committee shall be comprised of:
 - i. Director Surf Sports (Chairperson) as provided for in By-Law 1.1;
 - ii. Deputy Director Surf Sports as provided for in By-law 1.2;
 - iii. Twelve (12) Club Representatives (must be either the Club Director of Surf Sports, Team Manager, Club Coach or another club member who has been nominated in writing by that club);
 - iv. Director Junior Activities as provided for in By-Law 1.1;
 - v. The following specialist non-voting members:
 - Officials Liaison and Training Coordinator;
 - Gear & Equipment Officer;
 - IRB Officer (Surf Sports) and be the recommended Branch representative on the SLSQ Surf Sports IRB Advisory Panel.
 - Surf Boat Officer;
 - Coaching Officer
 - Team Manager;
 - Team Coaches.
 - vi. accredited Members shall make application on the applicable Form to join the Committee annually, pursuant to By-Law 6.3.
- c. Meetings of the Committee shall be held as follows:
 - i. A minimum of four (4) meetings shall be held each year;
 - ii. a General Meeting shall be held preceding the Branch Annual General Meeting;
 - iii. conferences shall be held on a regular basis on dates as determined by the Committee or the Chairperson and approved by the Board.

Note: Provided that the predetermined dates of the meetings may be altered to meet emergent situations by resolution of any meeting of the Committee or its Board.

- d. Powers and duties of the Committee shall be:
 - i. to disseminate surf sports information and to unify and advance surf sports procedures throughout the Branch as set out in the Association's Competition Manual and relevant Bulletins issued from time to time;
 - ii. to conduct schools of instruction, conferences and seminars for accredited members of the Committee to maintain the standards of the Carnival Officials;
 - iii. to conduct Official's accreditation courses and competitor's clinics as required or requested;
 - iv. to deal with all matters referred to the Committee through the Council or the Branch Board;
 - v. to investigate and make recommendations, via the Branch, to SLSQ on all applications for Special Events and sporting events outside the Competition Manual;
 - vi. to establish a coordinating group to recommend to the Council, a surf sports program each year, based on Club submissions and to better serve the total membership;

- vii. to establish a balance of competition and ability as it effects members of different age, gender and membership category;
- viii. to review regularly the types of competition events for juniors including "fun activities" as an important part of Junior Activities;
- ix. to allocate Committee membership into active Sub-Committees, that shall be under the control of the Committee Chairperson;
- x. at its final meeting of the season collate and review the nominations received for the relevant key positions, e.g. Director of Surf Sports, and the relevant Advisory and Specialist Officers; and provide recommendations to the Council for the appointment or election of these positions by the Council at its Annual General Meeting;
- xi. to make recommendations to the Branch Board and Council on the venue, dates, and events for Branch Championship Carnivals;
- xii. to control all competition through the Committee and submit written recommendations to the Branch for the compilation and/or alteration of such issues;
- xiii. to appoint accredited Officials for all Branch controlled Carnivals, competitions or special events;
- xiv. to endorse the nominations for Director and Committee members at the Annual General Meeting;
- xv. On a regular basis to critically analyse competition policies and procedures generally to improve the management and conduct of competitions;
- xvi. To develop, coordinate and implement activities and programs related to surf sports and specifically relevant priorities in the Branch Strategic Plan.
- xvii. reports and recommendations shall be presented in writing to the Board;

By-Law 6.7 Junior Activities Committee

- a. The Board, following the Annual General Meeting shall appoint a Junior Activities Committee.
- b. The Committee shall be comprised of:
 - i. the Director Junior Activities who shall be Chairperson;
 - ii. The Director of Education;
 - iii. Club Junior Activities Chairperson/Director or Officers (12) (to be elected at club AGM) or their proxy, who shall hold membership of a Surf Life Saving Club;
 - iv. all other SLSA members who have an interest in junior activities are welcome and encouraged to attend. But only those listed in (i) to (iii) above will be known as "Committee Members" and have voting rights.
- c. Meetings of the Committee shall be held as follows:
 - i. Meetings/forums may be held as deemed necessary by the Committee or the Chairperson and approved by the Board.

Note: The dates of meetings/forums may be altered to meet emergent situations by resolution of any meeting of the Council or the Board.

- d. Powers and duties of the Committee shall be:
 - i. responsible for the conduct and co-ordination of all matters relating to Junior Activities in Association policy;
 - ii. to provide for an educational experience in a wide range of subjects and skills within the aquatic/marine environment;
 - iii. to prepare members for their eventual transition to the marine and patrol environment of Surf Lifesaving Australia Limited;
 - iv. to provide for the instruction and the conduct of examinations of members;
 - v. to organise, in conjunction with the Education Committee, the instruction and/or examination of members willing to gain the relevant awards and/or the Surf Rescue Certificate of the Association;

- vi. at its final meeting of the season collate and review the nominations received for the relevant key positions, e.g., Director of Junior Activities, and any relevant Advisory and Specialist Officers; and provide recommendations to the Council for the appointment or election of these positions by the Council at its Annual General Meeting;
- vii. to provide rules and regulations for the conduct of junior Activities for members who have attained the age of five (5) years but who have not attained the age of fourteen (14) years;
- viii. to ensure that the age classification shall be five (5) to thirteen (13) years, and shall be the members age as at the 30th September in the ensuing Season, and a member who turns 14 years of age in the then current Season shall be permitted to continue for the remainder of the Season in Junior Activities;
- ix. to deal with matters referred to the Committee by the Council or Board.

By-Law 6.8 Auxiliary Committees

The following Committees shall be appointed by the Board and results of their proceedings either as Minutes, recommendations or decisions, as the case may be, shall be submitted to the Board for processing and/or endorsement. Committees shall meet as required by the Board, or by request of the Committee Chairperson.

- a. The Surf Sports Selection Committee shall:
 - i. comprise the Director of Surf Sports plus four (4) members from different Clubs, two of whom shall be currently involved in Junior Activities (and who shall only be involved in the selection of Junior Team/s) endorsed by the Surf Sports Committee, elected by the Board from Club nominations;
 - ii. Select individuals for events and/or teams as required by the Board;
 - iii. not require approval of its selections as they shall be final and binding.
- b. The Meritorious Awards and Lifesaving Selection Committee shall:
 - i. be appointed by the Board at a General Meeting following a recommendation of personnel submitted to the Board;
 - ii. comprise a Chairperson (Director of Lifesaving or delegate from the Board), Secretary (optional non-voting), and six (6) members who shall be selected from Club Presidents, Club Captains or Chief Training Officers of six (6) of the Branch clubs with the Clubs not selected in one year being the Clubs selected in the subsequent year;
 - iii. select individuals, lifesavers and/or groups for meritorious awards and inquire into and report on all submissions for recognition occurring within the Branch and in so doing comply with the Association guidelines or conditions governing the issue of Meritorious Awards; select individual lifesavers and/or groups for other Honours or awards of recognition for members, and educational tours; for the awards of, but not limited to: *Surf Lifesaver of the Year; Club of the Year; Trainer of the Year; Assessor of the Year; Andy Frizzell OAM; OBE Award for Services to Junior Activities; Clive Hammond Medal; U14 Surf Lifesaver of the Year; U18 Surf Lifesaver of the Year; Volunteer of the year; Youth (U21) Surf Lifesaver of the Year Community Education Program of the Year; Junior and Youth Development Club of the Year.*
 - iv. Submit its recommendations to the Board for its endorsement and on forwarding to SLSQ.
- c. The Surf Sports Awards Selection Committee shall:
 - i. be appointed by the Board following a recommendation of personnel submitted to the Board;
 - ii. comprise a Chairperson (Director of Surf Sports or delegate from the Board), Secretary, and six (6) members who shall be selected from to Club Presidents and/or Club Directors of Surf Sports/Officials of six (6) of the Branch clubs with the Clubs not selected in one year being the Clubs selected in the subsequent year;
 - iii. select individuals, lifesavers and/or groups for meritorious surf sports awards and inquire into and report on all submissions for recognition occurring within the Branch and in so doing comply with the Association guidelines or conditions governing the issue of Meritorious Awards; select individual lifesavers and/or groups for other surf sports Honours or awards of recognition for members, and educational tours; for the awards of, but not limited to: *Athlete of the Year; Junior*

(U11-U14) Athlete of the Year; Youth Athlete of the Year (15-18 years); Masters Athlete of the Year; Sports Rookie Coach of the Year; Volunteer Coach of the Year; Professional Coach of the Year; Sports Rookie Official of the Year; Official of the Year; Sport Team of the Year; Sport Team Manager of the Year.

- iv. Submit its recommendations to the Board for its endorsement and on forwarding to SLSQ.
- d. The Life Members Selection Committee shall:
 - i. be appointed by the Board following a recommendation of personnel submitted to the Board;
 - ii. comprise of the Branch President (Chairperson) and four (4) Branch Life Members and/or club Presidents;
 - iii. be responsible for the consideration of nominations for Life Members and external Honours and make recommendations to the Board for submission to all affiliated Club Presidents as per the Constitution.

By-Law 6.9 Sub-Committees

- a. the Board and the Committees may appoint Sub-Committees, panels groups etc. to process particular items or projects.
- b. The composition of the Sub-Committees shall be detailed by the appointing body.
- c. Detailed terms of reference of their duties shall be supplied by the appointing body to the Board.
- d. Minutes shall be kept of their proceedings and reports and recommendations shall be submitted through the appointing body.

Section 7 – Procedures and Rules

By-Law 7.1 Branch, SLSQ, and SLSA Policies, Rules, and Regulations

- a. The Branch, through the Branch Administrator, shall maintain a register of all Branch, SLSQ, and SLSA Policies, Rules and Regulations as amended from time to time.
- b. Branch, SLSQ and SLSA Policies, Rules and Regulations as issued from time to time are considered as a minimum standard to inform By-Laws of the Branch and may be adopted as is or amended to a higher standard.
- c. Without limiting the current and future scope of Branch, SLSQ and SLSA Policies Rules and Regulations, the Branch acknowledges and accepts the following Policies, Rules and Regulations:
 - i. SLSQ Patrol Operations Manual;
 - ii. SLSQ Training Operations Manual and associated resources;
 - iii. Surf Sports Manual;
 - iv. Capital Expenditure;
 - v. Business Development/Venture;
 - vi. Member Protection;
 - vii. Competitive Rights, Obligations and Qualifications;
 - viii. Trophies, Prizes and Eligibility;
 - ix. Team Management;
 - x. Membership Categories and Restrictions;
 - xi. Membership Clearances;
 - xii. Competitive Rights and Transfers;
 - xiii. Intellectual Property;
 - xiv. Sponsorship;
 - xv. Visits and Tours.

By-Law 7.2 Auxiliary Organisations

- a. The Branch may authorise the formation and affiliation of auxiliary organisations, e.g. Past Members Club with the approval of SLSQ.
- b. Each organisation's objects and functions shall be reviewed annually and shall be compatible with the Branch's objects as detailed in the Constitution.
- c. The Constitution of any such organisation and any amendments there to, shall at all times be subject to the endorsement of the Council.
- d. The Branch may be represented on any such organisation by an Officer or member of staff of the Branch, appointed annually for the purpose; and such organisation may, by special invitation, likewise attend meetings of the Branch.
- e. Such organisations shall be registered incorporated bodies subject to the Constitution.

By-Law 7.3 Collection Sanction

The Branch and every affiliated body shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.

By-Law 7.4 Audits

The books and accounts of the Branch shall be subject to audit or review in accordance with the requirements set by applicable legislation or affiliated bodies.

By-Law 7.5 Fundraising

- a. The Branch and every affiliated Club or Auxiliary Organisation shall comply with the provisions of the relevant Government Acts or any subsequent amendments gazetted from time to time.

- b. Fundraising authority is vested in the Board which may allocate portions of its responsibilities pertaining to specific major projects to the Finance and Property Committee to maintain, direct and/or develop major projects.
- c. The Branch is authorised, as a Charitable Institution, to solicit monetary donations, sell art union tickets by door to door, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of the Branch. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the SLSQ Chief Board Member or his nominee(s).
- d. Upon the granting of affiliation to a Club, the Branch shall define the area of such Club for the purpose whereupon the provisions of the By-Law shall apply to such Club.
- e. The Branch's fundraising area is defined as South Coast – the areas of the City of Gold Coast lying north of Tallebudgera Creek up to the Albert River, and Shire of Redland.
- f. General
 - i. In the case of any approval granted under the foregoing provisions, the Branch may, at its discretion, impose such conditions and/or restrictions as it deems necessary and desirable in the best interests of the Association generally.
 - ii. In the event of any breach of the foregoing provisions of this By-Law it shall be a condition of continuance of affiliation and/or membership that the Club, member or group of members concerned shall forthwith surrender to the Branch such monies, and their right thereto, obtained as a result of such breach and the Branch shall thereupon, in its discretion, determine how and in what proportions (if any) such monies shall be applied; provided that the Club, member or group of members concerned may appeal to the SLSQ against the determination; and provided further, that any cancellation or suspension of affiliation or membership (as the case may be) under this By-Law shall be subject to the provisions of the SLSQ's Constitution and By-Laws relating to judicial action.

By-Law 7.6 Insurance

It is mandatory that the Branch and Auxiliary Organisations hold insurances required by SLSQ. In cases where SLSQ has appointed one or more Insurance Brokers, and the Branch does not insure through such Brokers the Branch shall submit such policies to SLSQ for approval.

By-Law 7.7 Fees and Charges

- a. Affiliation fees as referred to in the Constitution shall be included in the annual credit contribution that accompanies the Application for Affiliation Form. This contribution shall be determined by the Branch from time to time;
- b. Examination, Registration, Carnival Entry Fees and other general and lifesaving costs for each affiliated Club or organisation, shall be debited to each Club or organization as the case might be;
- c. Invoices shall be issued on a monthly basis and it is a requirement that Clubs shall pay outstanding monies within thirty (30) days of the date of the invoice.

By-Law 7.8 Affiliation

- a. The Branch and its affiliates agree:
 - i. that they are bound by the South Coast Branch Constitution and By-Laws and that the Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the Branch and surf lifesaving are to be conducted, promoted and administered;
 - ii. in all other respects the provisions of the Branch Constitution shall apply.
- b. SLSQ may act to assist the Branch, or SLSQ/Branch may act to assist the Club, in whatever manner is considered appropriate, including, to the appointment of an administrator, should the Branch or an affiliated Club be having administrative or operational difficulties, or financial difficulties including to where the Branch or Club:
 - i. takes or has taken or has instituted against it any action or proceeding, whether voluntary or compulsory, having as its object the winding up of the Branch/Club; or

- ii. enters into a composition or arrangement with its creditors, other than a voluntary winding up by members for the purpose of reconstruction or amalgamation; or
 - iii. a mortgagee or other creditor takes possession of any of its assets.
- c. SLSQ/Branch may, after allowing the Branch/Club the opportunity to explain, adjudicate and if necessary penalize that Branch/Club with such penalty as it thinks appropriate, where SLSQ/Branch considers or is advised that a Branch/Club has allegedly:
- i. breached, failed, refused or neglected to comply with a provision of the South Coast Branch Constitution and By-Laws or any resolution or determination of SLSQ/Branch, or
 - ii. acted in a manner prejudicial to the objects and interests of SLSQ/Branch and /or surf lifesaving, or
 - iii. brought SLSQ/Branch, any other Branch/Club or surf lifesaving into disrepute.

By-Law 7.9 Honorarium

Honorariums may be granted to Officer/s on the decision of the Board.

By-Law 7.10 Dissolution of Affiliated Bodies

- a. The Constitution of every affiliated body shall contain a dissolution clause similar to that set out herein and should any affiliated body fail to make any such specific provision, the specific dissolution provision of this Constitution is deemed to be included in the Constitution of such affiliated body.
- b. In the event of any affiliated body becoming inactive, going into recess or having its affiliation as a Surf Lifesaving affiliated body terminated, the Branch is empowered to require such body to implement the requirements of the Constitution regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution; the Branch is empowered by its Constitution to take any necessary action in this regard.
- c. Upon the dissolution of an affiliated body in terms of the preceding Clauses, the books, accounts and assets of the affiliated body shall be transferred over to, or be taken possession by, the Branch to deal with as it may, in its absolute discretion.

Section 8 – Development and Intellectual Property

By-Law 8.1 Capital Expenditure, Business Development/Venture

- a. The Branch and its affiliated Clubs shall notify SLSQ of any proposed capital expenditure over \$100,000.00.
- b. Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- c. Capital expenditure also includes capital expenditure to purchase or invest in any business Venture, community project, or other project using Club (including affiliated Supporters Club) funds or borrowings. Examples of such developments or ventures where SLSQ needs to be consulted include:
 - i. major development or re-development of a clubhouse;
 - ii. development or re-development of any property;
 - iii. land and/or property acquisition (Freehold or lease);
 - iv. negotiation and/or renewal of leases;
 - v. a commercial or non-commercial venture either on-site (e.g. at the clubhouse) or off-site, either singularly or in partnership.
- d. Such notification is to include:
 - i. a brief outline of the proposed expenditure clearly stating the intended purpose;
 - ii. details of architectural plans (where necessary);
 - iii. cost estimates with recommendation and justification;
 - iv. details of recommendation of the above proposal in General Meeting minutes;
 - v. latest financial information (Profit and Loss & Balance Sheet) prepared in accordance with accrual accounting requirements; and
 - vi. any other information considered relevant.
- e. Where financing is required to support the capital expenditure, the Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- f. In the situation where future anticipated income (e.g. future distributions from Supporters Clubs including gaming, meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following:
 - i. a detailed business plan;
 - ii. cash flow projections for at least five years;
 - iii. market survey/sensitivity analysis confirming the feasibility of the proposal;
 - iv. funding arrangements.
- g. Such proposals shall be dealt with in the following manner:
 - i. Proposals shall be assessed by the relevant SLSQ committee upon receipt of all relevant information. The Committee may seek external advice.
 - ii. After assessing the proposal, SLSQ may issue no objection. Any such approval (which may be granted or withheld conditionally or unconditionally at SLSQ's discretion) forms part of SLSQ's policy of encouraging responsible financial and asset management, but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.
 - iii. If SLSQ issues an objection it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by SLSQ (for example by following SLSQ's recommendations or conditions of approval), the applicant must undertake any such further action based on independent financial and other relevant professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by SLSQ, the risk that this might not be appropriate for your circumstances is accepted by the applicant.

By-Law 8.2 Intellectual Property

- a. The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSA.
- b. No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.
- c. The following procedures shall apply where a Club or Branch wishes to use "red and yellow" imagery/property:
 - i. A Club/Branch must obtain SLSQ's approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags;
 - ii. SLSQ has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Club's/Branch's local area;
 - iii. SLSQ has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a Club's/Branch's area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a license fee attached.
 - iv. SLSQ cannot approve the use of red and yellow imagery if it goes (or has the potential to be seen) in other SLSQ's territories. SLSA approval is required in such cases.
 - v. The Club/Branch has every right to use its own Club caps, uniforms and imagery in Queensland.

Section 9 – Membership

By-Law 9.1 Member Protection

- a. The Branch is committed to the health, safety and wellbeing of all members, and shall use their best endeavours to ensure that a safe environment exists for all members participating in surf lifesaving activities.
- b. The Branch shall not condone any form of discrimination, harassment or abuse of, or by, members.
- c. All members shall abide by the relevant SLSQ/SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- d. All members involved, either directly or indirectly, in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time. If as a result of this screening, a member is deemed to be, or designated as, (including, but not only, by the receipt of a negative notice of the Child and young people act 2000) an inappropriate person to be involved, either directly or indirectly with youth members, the member must be dealt with according to relevant club, branch or SLSQ policies in force from time to time.
- e. All members shall immediately report any suspected breaches of the SLSA Member Protection or Equity policies or Codes of Conduct to the appropriate authority within their club or branch, or SLSQ's Chief Board Member (or their nominee). The Chief Board Member shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

By-Law 9.2 Codes of Conduct

All members, Officers, and staff shall comply with the Association's Codes of Conduct.

By-Law 9.3 Restriction

- a. All applications for membership of the Association shall be made on the appropriate form, and shall be available to members provided that active membership shall be limited to holders of the Bronze Medallion, and subject to an annual skills maintenance test;
- b. A member of a Lifesaving Organisation affiliated with International Life Saving may be accepted as a member of an affiliated Club provided that the member complies with all the conditions for membership of this Association and its Manuals;
- c. A non-financial, suspended or expelled member of a Club shall not knowingly apply to join another Club, nor shall a Club knowingly admit to membership nor retain in membership any past, or present, member of any Club who is financially indebted to, or has been suspended or expelled from, such Club;
- d. Clubs shall immediately notify SCB and SLSQ, the names and addresses of members whose membership is cancelled or suspended. Such names shall be recorded in the official Minutes of the Board meetings;
- e. Should a bona fide member of more than one Club be suspended or expelled by an affiliated club they shall not be allowed to complete in any competitions conducted by any Club or by SCB, SLSQ or the Association;
- f. In cases of dispute, an appeal may be lodged with SCB or SLSQ as the case may be.

By-Law 9.4 Direct Membership

Direct Members shall have the right to be present at General Meetings. However, they shall have no voting or debating rights. Direct Members may apply to join the Branch directly without being a member of an Affiliated Club after paying the relevant fee and complying with such other membership requirements as may be set by the Board from time to time.

By-Law 9.5 Affiliated Club Category Policy

In relation to membership categories, each Club shall provide for the following types of membership and the following minimum qualifications shall be adhered to, provided the procedure for granting Club membership should be detailed in the Club Constitutions or By-Laws.

- a. Probationary Member 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.
- b. Junior Activity Member (Nipper) shall be a minimum age of 5 years up to a maximum age of 13 years on a seasonal basis (age for a season is determined as at midnight on the 30 September at the commencement of that season), and such person shall be encouraged to gain the relevant Junior Activity Certificate for that person's age group.
- c. Cadet Members shall be subject to the age qualification as defined in the Association's Manuals and have obtained the Surf Life Saving Australia Surf Rescue Certificate in that season or passed an annual skills maintenance test.
- d. Active Members shall be Bronze Medallion holders and shall fulfil the full patrol and Club obligations, as provided by the Association and the Club Constitution and By-Laws, and shall qualify in an annual skills maintenance test each season, unless the member has obtained their Bronze Medallion in that Season.
- e. Reserve Active Membership:
 - i. may be granted by a Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight years of patrol and Club obligations as provided by the Association and Club Constitution and By-Laws. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the appropriate Club Body;
 - ii. members shall perform a minimum of patrols in each club where they hold Reserve Active membership; as required by SLSA and further patrol duties at the discretion of the Club management;
 - iii. members shall complete the Annual Skills Maintenance Test.

Note: notwithstanding (i) above Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of years of service.

- f. Long Service Membership:
 - i. may be granted by a Club to Members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years reserve active service;
 - ii. members shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in the Club Constitutions and By-Laws;
 - iii. Should such members join another affiliated club the receiving club shall determine if such member's Long Service shall be recognized by that club.
- g. Award Membership:
 - i. may be granted by a Club to Members who are the holders of an Association Award of one or more of the following designations – Surf Rescue Certificate, Radio Award/s, Resuscitation Certificate, Advanced Resuscitation Certificate, First Aid Award/s or Officials (or equivalent);
 - ii. members may be called upon to perform patrols and/or other club obligations commensurate with their qualifications, and provided they so do, shall then be eligible for voting rights as approved by the Club.
- h. Associate Membership:
 - i. may be granted by a Club to persons who may or may not be a holder of an Association Award.
 - ii. does not entitle such member to voting rights unless elected to office or a position which is provided with voting rights by the Club Constitution or By-Laws;
 - iii. have a joining and/or annual membership fee substantially greater than fees for other categories of Club membership.
- i. Past Active Membership:

- i. may be granted by a Club to persons who have held a SLSA Bronze Medallion, and been an active patrol member for a minimum of 3 years in accordance with the relevant *Surf Life Saving Queensland By-Law*.
- ii. may have Club voting rights at the discretion of the affiliated Club.
- iii. any voting rights afforded to any Past Active members must be recorded in the Club's Minutes.
- j. Honorary Membership may be granted by a club to persons who may or may not hold an SLSA award.
- k. Life Membership may be granted by Clubs and/or Branches to members who have rendered distinguished or special service and as provided for in the Club/Branch Constitution or By-Laws, and is relevant to that Club/Branch only.

By-Law 9.6 Dual Membership

In relation to dual or multi Club membership the following shall apply:

- a. Any member of a Club may be admitted as a member of another Club or Clubs, providing such member has a "clearance" as provided for in Membership Clearances/Transfers (By-Law 9.6).
- b. Any competing member shall not participate in any Inter-Club competition as a representative of more than one club during any one competition season unless and until their "competitive rights" have been transferred as provided for in "Competitive Rights Transfer" (By-Law 9.8).
- c. Any competing member who is a member of more than one club shall be entitled to compete in club events of all such clubs.

By-Law 9.7 Membership Clearances/Transfers

- a. Any member who desires to join another Club or transfer competitive rights and retain membership of their existing Club(s), and any person who has ceased to be a member of any affiliated Club and desires to join another club shall first obtain from their present affiliated Club(s) or from the Club of which they were last a member, a Clearance/Transfer Certificate in the prescribed form (or via the approved on-line process – e.g. Surfguard) which shall clearly indicate:
 - i. any awards that may be held by such person;
 - ii. that such person is not indebted in any way to such Affiliated Club;
 - iii. that such person is not expelled or under suspension from such Affiliated Club;
 - iv. the destination of such person's competition rights;
- b. The member desiring the clearance shall obtain the prescribed duplicate controlling authority clearance form, and after entering the relevant details and signing, lodge the form with the 'losing' Club and the relevant controlling authority.
- c. The losing Club or its Board shall, within 14 days of receiving the signed form consider, approve or reject the application and after recording the decision on the application, forward the Club's decision to the controlling authority forthwith.
- d. If the losing Club objects to the application, the application must be considered at the next meeting of the controlling authority for a decision. Such controlling authority decisions are final. The decision must be recorded and returned to the winning Club and member forthwith. A copy must be retained by the authority with a notation of the decision. The losing Club must be advised, in writing, of the controlling authority's decision.
- e. If the controlling authority does not receive a decision or the original form from the losing Club within 14 days of the receipt of the Duplicate Form, the application shall be dealt with at the next meeting of the authority, and such decision shall be final. The losing Club and the member shall be advised of such decision and a copy of such advice shall be retained by the authority.
- f. If the losing Club approves the application, the controlling authority shall record the decision on the ORIGINAL form and return same to the member forthwith, retaining the DUPLICATE for records.
- g. Clearances of transferring members shall automatically take effect from the date when the application is approved by the controlling authority.

By-Law 9.8 Competitive Rights Transfers

A member of an affiliated Club who desires to transfer competitive rights to another affiliated Club during a competition season (1 September to 30 August of following year) must comply with the following conditions:

- a. The Member desiring the transfer must obtain the prescribed transfer form and, after entering the relevant details and signing, lodge the original with the losing' Club and the relevant controlling authority.
- b. The losing Club or its Board must, within 14 days of receiving the original, endorse or reject the application and, after recording the decision on the application, immediately forward the Club's decision to the controlling authority.
- c. If the losing Club approves the application the controlling authority must record the approval on the original and return the same to the winning Club and member. The controlling authority with a notation of the decision must retain a copy.
- d. If the losing Club rejects the application, the application must be considered at the next meeting of the controlling authority for a decision and such decision is final. The decision must be recorded on the form and returned to the winning Club and member. The controlling authority with a notation of the decision must retain a copy.
- e. If the controlling authority does not receive a decision on the form from the losing Club within 14 days of the receipt of the application, the application must be considered at the next meeting of the controlling authority for a decision. Any decision made at the meeting is final. The losing Club and the member must be advised of such decision in writing.
- f. A member is permitted one competitive rights transfer per calendar year (i.e. 1 January to 31 December of that year). Any further transfer in that year will be processed but will only take effect (if approved) in the next calendar year. An exception to this will be bone fide relocation because of employment, study or family commitments. Such competitive rights transfers will be subject to consideration and approval by the relevant controlling authority of the member's losing club.
- g. Any International Life Saving (ILS) ruling in respect of competition transfers, international transfers and World Championships events will be complied with.

Section 10 – Clubs Colours/Badges, Competitive Conditions

By-Law 10.1 Colours and Badges

The existing Branch colours and badges shall not be altered without re-endorsement of the SLSQ and the approval of the Association.

By-Law 10.2 Competitions

- a. The Branch shall have power to regulate SLSQ endorsed competitions between Clubs, and/or directly affiliated Clubs, within its boundaries.
- b. Within the limits of its jurisdiction, the Branch, through its respective Committee of Surf Sports, shall have the power to allocate any competition to any affiliated Club, and to appoint officials to control such competitions, provided that, in the event of two or more Clubs applying for permission to hold Carnivals or competitions on the same date, such matter shall be determined by the Branch Board ~~Council~~ and no Inter-Club competition within the Branch shall be held without the approval of the Branch and SLSQ.
- c. The Branch Surf Sports Committee, on a recommendation of the Director, shall appoint Referees, Judges, and other officials and, subject to the Association's Manuals, may make special rules for such events.
- d. Wagering and/or gambling by any Member including persons competing or participating (e.g. as a competitor, coach, official, manager, organiser etc.) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event, in which they are involved, will be liable to appropriate disciplinary action.

By-Law 10.3 Trophies, Prizes, and Eligibility

- a. Trophies:
 - i. Unless sanctioned by the Branch, no trophy shall be given, by an individual, a club or an organization, or be competed for or accepted by any competitor or competitors, other than an item that is suitably inscribed (where possible) such as lifesaving gear, badges, pennants, medals, or items of clothing.
 - ii. Cash equivalents shall not be offered in lieu of an advertised trophy.
 - iii. Neither of the foregoing paragraphs shall prevent any donor from providing, for competition, any items of approved Association gear.
 - iv. A trophy offered from any source shall not be accepted for Inter-Club competition unless such trophy and competitive conditions are approved by the Branch. Such conditions shall provide for the trophy to be won within a period of not more than three years, unless the nature of the trophy warrants a contest over a longer period. Every effort should be made to induce donors to donate trophies in the form of Surf Lifesaving's gear and it is suggested that the winner should be determined in one season.
 - v. Should the Branch or a Club desire to conduct an inter-Club competition or a competition at an inter-Club carnival or over a series of inter-Club carnivals for a suggested trophy, the trophy or its value must be in the hands of the Branch or Club before the competition commences.
 - vi. Notwithstanding the foregoing paragraphs it shall be permissible for a donor to provide a perpetual trophy for competition to honour the memory of a dignitary. Such trophy to be contested under conditions approved by the Branch.
 - vii. All perpetual or series shields, cups or trophies shall be returnable, if required, to the Branch, one month prior to the next relevant competition.
 - viii. Holders of perpetual or series shields, cups or trophies shall be responsible for their safekeeping and proper care, but insurances shall be affected by the Branch.
- b. Prize Money:
 - i. The Branch shall be the authority to approve competitions involving "cash prizes" and therefore any affiliated Club wishing to allocate any "cash prizes" for competition events shall seek the

approval of the Branch, or in the case of events involving other Branches, SLSQ, or in the case of events involving international or interstate competitors, then both SLSQ and SLISA.

- ii. "Cash prizes" shall not be awarded for any event at a Championship Carnival.
- iii. "Cash prizes" shall not be made available from affiliated Club general funds. However, sponsor income may be distributed utilizing the Club banking account.
- iv. Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash, but where "cash prizes" are presented they shall be portrayed as coming direct from the sponsors.

By-Law 10.5 Team Management

- a. The Branch shall appoint a Manager or Managers of its representative teams of members or officials.
- b. Every Manager so appointed shall be responsible for the proper conduct of himself and of the members under their control and attend all briefings.
- c. A Manager shall, as far as practicable, remain with the party under their control during the entire period of their managership. In the event of the party under their control separating into sections, the Manager shall be responsible for appointing a member of each and every section to act as their Manager of that section.
- d. In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.

Section 11 – Visits and Tours

Refer to SLSQ/SLISA Policies and Procedures.

Section 12 – Discipline, Penalties, and Appeals

The Branch adopts the Grievances, Judicial and Discipline Regulations of SLISA as amended from time to time. These shall be replicated in the By-Laws and cannot be amended from the SLISA Regulations without the prior written approval of SLSQ and SLISA.

Appendix 'A' – Rules of Debate

1. General

- 1.1 The under-mentioned rules shall apply to the conduct of all meetings of the Council, its Committees and Sub-Committees.
- 1.2 For the purpose of these Rules, the word "member" shall refer to members of the Association.

2. Chairperson's Authority

- 2.1 Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume their seat.
- 2.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon the speaker to withdraw and apologise.
- 2.3 The Chairperson may call a member to order. If such member persists in being disorderly, they may call upon such member to withdraw from the meeting.
- 2.4 It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from their ruling, on matters of procedure and points of order.

3. Debate

- 3.1 Any member desiring to speak shall stand up and address the Chairperson.
- 3.2 If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- 3.4 No member shall interrupt another while speaking, except to rise to a point of order.
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume their seat until the point of order has been decided.
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairperson only may then speak to the motion.
- 3.9 At any time during the debate, a member may move "that the question be now put", provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
- 3.10 If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
- 3.11 A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right to reply.

4. Motions and Amendments

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.

- 4.3 No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that they may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.5 The mover of an original motion must get the consent of their seconder, and the approval of the meeting, before making any alteration to the wording of their motion.
- 4.6 Any member (other than as provided in Rule 4.7 herein), may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at any one time.
- 4.10 If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member, who formally seconds a motion or amendment without speaking, may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 4.14 When an amendment is carried, the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only with a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however, must be confined to the matter of withdrawal.
- 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its re-committal.

5. Voting

- 5.1 Voting shall be by the by show of hands, or at the discretion of the Chairperson, or at the request of any member, by secret ballot.
- 5.2 Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairperson, as directed by them.
- 5.3 In the event of a division, any member declining to vote shall elect to retire behind the Chairperson or have their vote counted in the negative.
- 5.4 The Chairperson may appoint tellers to assist in counting a vote.

VERSION CONTROL

| Clause | Date | Change |
|--------------|----------------|---|
| New Document | 16 May 2023 | Version 1.0 Endorsed |
| Version 2.0 | 19 March 2024 | By-Law 8.1 d. iii. Number of quotes no longer specified |
| Version 2.1 | 21 May 2024 | Multiple Changes – See Tracked Document |
| Version 2.2 | 28 August 2024 | Multiple Changes – See Tracked Document |