

**Surf Life Saving
Mid North Coast Branch
Inc.**



**RULES &
REGULATIONS**

(Updated : August 2008, Adopted:11 September 2008)

ISSUED BY
SURF LIFE SAVING MID NORTH COAST BRANCH INC.

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Surf Life Saving Mid North Coast Branch Inc.



RULES

(Updated : August 2008, Adopted : 11 September 2008)

ISSUED BY
SURF LIFE SAVING MID NORTH COAST BRANCH INC.

1. NAME

Surf Life Saving Mid North Coast Branch Incorporated.

2. OBJECTS

The objects of the Branch shall be:

- a) The study and practice of the methods of Surf Life Saving as taught by the SLSA and to extend the operations and teachings to Clubs within the Branch.
- b) To promote demonstrations and arrange classes and instruction, and to further the best interests of surf bathing and surf life saving.
- c) For the purpose of more effectively carrying out the aforesaid objects to develop surf life saving into one organized institution and with these objects in view foster, regulate, organize and manage examinations and competitions.
- d) To acquire or otherwise deal with land, building, leases, personal property, interests or rights with the object of furthering the interests of the Branch.
- e) To carry out any activity whatsoever calculated directly or indirectly to enhance or further the interests of the Branch and Clubs.
- f) To enforce the observance of the rules and by-laws of the Association in general and in particular of the Branch; to deal with any infringement thereof and to adjudicate on all disputes and difficulties between affiliated Clubs within the Branch, or between individual members of any such affiliated Club.

3. INTERPRETATION

Where used:

“Association” shall refer to Surf Life Saving Australia Limited.

“SLSA” shall refer to Surf Life Saving Australia Limited.

“SLSNSW” shall refer to Surf Life Saving New South Wales Incorporated.

“Branch” shall refer to Surf Life Saving Mid North Coast Branch Incorporated.

“Executive Committee” shall refer to the Executive (Rule 11).

“Board of Control” shall refer to the Board of Life Saving and Competition.

“JAC” shall refer to the Board of Junior Activities.

“Clubs” shall refer to all affiliated Clubs within the Branch.

“Member” shall refer to a member of an affiliated Club.

4. AFFILIATION

The Branch will affiliate annually with SLSNSW.

5. BOUNDARIES

The boundaries of the Branch shall extend from the Camden Haven River and surrounding district in the south to the Nambucca River in the north. The Headquarters of the Registered Office of the Branch shall be in this area.

6. MEMBERSHIP

- a) The membership of the Branch shall consist of the affiliated Surf Life Saving Clubs throughout the Branch and their members, and such other persons who may be elected by the Branch.
- b) Before the Annual General Meeting of the Branch, Clubs shall seek confirmation of their affiliation with the Branch on the appropriate form and pay the specified fee if any.
- c) A register of members shall be kept electronically via the Surfguard program, and shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- d) The liability of a member of the Branch to contribute towards the payment of the debts and liabilities of the Branch or the costs, charges and expenses of the winding up of the Branch is limited to the amount if any, unpaid by the member in respect of membership of the Branch.

7. OFFICERS AND ADVISERS

- a) Shall be:
 - i) President
 - ii) Deputy President
 - iii) Director of Administration
 - iv) Director of Finance
 - v) Director of Life Saving
 - vi) Director of Education
 - vii) Director of Surf Sports
 - viii) Chairman Branch JAC
 - ix) Registrar
 - x) Public Officer

All the foregoing officers shall be members of a Club.

- b) The Branch may appoint Patrons, without a right to vote, and they need not be members of a Club.
- c) The Branch may elect the following who shall have no voting rights and who need not be members of a Club:

Patrons, Hon. Auditors, Hon. Medical Advisers, Hon. Legal Advisers and any other Adviser who the Branch may consider necessary, all of whom shall have the

right to attend all Meetings and to speak on matters relevant to their respective positions, at such meetings without voting rights.

- d) The Branch may elect the following Officers who shall have no voting rights: First Aid Adviser, District Supervisors, Radio Adviser, Publicity Adviser, Surf Craft Advisers, Coaching Advisers, Branch Selectors, Gear Steward, Team Coach, Team Manager and any other Advisers deemed necessary.

All shall have the right to attend Meetings and to speak on matters relevant to their respective elected positions at such meetings.

- e) The duties of any Officer or Adviser not mentioned in these Rules or Regulations shall be the same as those defined in the SLSNSW Rules and Regulations as revised and amended from time to time.
- f) The Branch may employ such paid personnel as it may from time to time determine, but they shall have no power to vote.
- g) All officers and advisers shall continue in office, subject to resignation or removal of office, until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at a Special General Meeting.
- h) The Branch at a General Meeting may by resolution remove any officer or adviser from office before expiration of their term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- i) If any Branch Officer or Advisor is absent from three (3) consecutive meetings of the Branch Council without a satisfactory explanation the seat may be declared vacant.

8. PUBLIC OFFICER

- a) The Public Officer of the Branch shall be a member of the Branch Council with no voting rights, and once appointed remains in that position until they are removed by;
 - i) The Branch Council
 - ii) Resignation
 - iii) Bankruptcy
 - iv) Death
 - v) Residency outside NSW
- b) The Public Officer shall be 18 years of age or older and shall be a resident of New South Wales.
- c) The Executive Committee may at any time remove the Public Officer and appoint a new one.

- d) When a vacancy occurs in the position of Public Officer, the Executive Committee shall within 14 days notify the Corporate Affairs Commission / Department of Fair Trading by the prescribed form and appoint a new Public Officer.
- e) The Public Officer is required to notify the Corporate Affairs Commission / Department of Fair Trading by the prescribed form concerning:
 - i) Appointment (within 14 days) of the Public Officer.
 - ii) A change of residential address (within 14 days) of the Public Officer.
 - iii) A Change in the Branch's Objects or Rules (within 14 days).
 - iv) A change in the membership of the Executive Committee (within 14 days).
 - v) The Branch's financial affairs (within one month after the Annual General Meeting).
 - vi) A change in the Branch's name (within one month).
 - vii) Any other matter as is required by the Corporate Affairs Commission / Department of Fair Trading.

Service of documents on the Branch is effected by serving them on the Public Officer or by serving them personally on two members of the Executive Committee.

9. ADMINISTRATION

The administration of the Branch shall be vested in the Branch Council, which shall consist of the Officers and Club representatives as defined in 15(b).

10. COMMON SEAL

- a) The Common Seal of the Branch shall be kept in the custody of the Public Officer.
- b) The Common Seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the Common Seal shall be attested by the signatures of either two members of the Committee or of one member of the Committee and the Public Officer.

11. EXECUTIVE

The Executive shall consist of the President, Deputy President, Director of Administration, Director of Finance, Registrar, Director of Lifesaving, director of Education, Director of Surf Sports, Chairman of the JAC and the Public Officer.

At any Executive meeting five (5) officers shall form a quorum.

Advisors and other Branch personnel may be invited to attend Executive meetings for specific discussions without voting rights.

The Executive shall have the power to deal with all urgent matters appertaining to the Branch and shall report their actions to the next Branch Meeting for ratification. They shall meet when required and Minutes shall be kept of proceedings of these meetings.

The Executive shall appoint one delegate to the Branch JAC.

12. CLUB DELEGATES

- a) Each Club shall be entitled to be represented at the Annual General Meeting, Special General Meetings and General Meetings of the Branch by their President and one delegate appointed by the Club from its own membership. Their names and addresses shall be notified on the application form for affiliation, or at later appointment.
- b) Where a Club representative appointed is an Officer of the Branch, the Club may appoint a replacement delegate.
- c) No delegate shall be entitled to represent more than one Club at the same time.

13. ELECTION MEETING

- a) The Election Meeting shall be held no later than the last day of June each year for the election of Officers, Advisers etc., and transact other business as may be brought forward in accordance with these Rules and Regulations.
- b) Written notice of such meeting shall be forwarded by the Branch Director of Administration to the Officers of the Branch, Secretaries of all Clubs, Advisers and Delegates, together with notice calling for nominations for all offices as provided for in 7(a), 7(b), 7(c) and 7(d) at least 28 days before the date fixed for such meeting. Nominations shall be signed by the member nominated and by at least two members, and shall be lodged with the Director of Administration at least fourteen (14) days prior to the meeting. These nominations shall be forwarded to officers and Clubs seven (7) days prior to the meeting.
- c) If insufficient nominations are received to fill all vacancies the candidates nominated shall be deemed to be elected and further nominations may be received from "the floor". If sufficient nominations are not received then any vacant positions remaining may be filled by the Executive.
- d) Nine (9) delegates and officers combined, providing that at least four (4) clubs are represented, shall form a quorum at such meeting. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one week at the same time and place.
- e) The Order of Business at the discretion of the Chairman shall be:
 - i) Apologies and proxies

- ii) Election of Officers etc.
- iii) Motions of which due notice has been given
- iv) General Business.

The Minutes of the Election Meeting shall be duly circulated to all Officers and Clubs and confirmed at the next Branch General Meeting.

14. ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held no later than the last day of July each year to receive the Annual Report and Audited Accounts and for the confirmation of the election of Officers, Advisers etc., and to transact other business as may be brought forward in accordance with these Rules and Regulations.
- b) Written notice of such meeting shall be forwarded by the Branch Director of Administration to the Officers of the Branch, Secretaries of all Clubs, Advisers and Delegates at least 28 days before the date fixed for such meeting.
- c) Nine (9) delegates and officers combined, providing that at least four (4) clubs are represented, shall form a quorum at such meeting. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one week at the same time and place.
- d) The Order of Business at the discretion of the Chairman shall be:
 - i) Club Affiliation and accreditation of delegates
 - ii) Apologies and Proxies
 - iii) Presentation of Annual Report
 - iv) Presentation of Audited Accounts
 - v) Confirmation of the Election of Officers etc.
 - vi) Motions of which due notice has been given
 - vii) General Business of an urgent nature and of which Notice has been given.
- e) The Minutes of the Annual General Meeting shall be duly circulated to all Officers and Clubs and confirmed at the next Branch General Meeting and need not be dealt with at the next Annual General Meeting.

15. BRANCH MEETINGS

- a) General Meetings of the Branch shall be held at least six (6) times a year and at other such times as the Executive may deem necessary. At Branch General Meetings reports from Officers and Advisers including Financial Statements shall be received and other business transacted as may be brought forward in accordance with the Rules.
- b) The Branch shall consist of the President, Deputy President, Director of Administration, Public Officer, Director of Finance, Chairman of the JAC, Director of Life Saving, Director of Education, Director of Surf Sports, Registrar,

the Club Presidents and one Delegate representing the Affiliated Clubs, or their proxies.

- c) Nine (9) Delegates and Officers combined, including Club Presidents, or their proxies, from at least four (4) clubs shall form a quorum at such meetings. If there is not a quorum present thirty (30) minutes after the specified time of starting, the meeting shall stand adjourned for one week at the same time and place.
- d) At least seven (7) days notice in writing shall be given to all Officers and Delegates.
- e) The order of business at the discretion of the Chairperson shall be:
 - i) Apologies and Proxies
 - ii) Confirmation of Minutes
 - iii) Business Arising from Minutes
 - iv) Correspondence
 - v) Reports from Executive, Sub Committees, Officers, Advisers and the State Council Delegate.
 - vi) Finance
 - vii) Motions of which due notice has been given
 - viii) General Business
- f) No Officer or Delegate of the Branch shall be entitled to sit or vote at any meeting of the Branch unless they have signed and printed their name legibly on the attendance sheet.
- g) The Minutes of each Branch Meeting shall be duly circulated to all Officers and Clubs within 14 days after the meeting.

16. METHOD OF VOTING

The “by simple majority” method of voting shall be employed at all Branch meetings.

At any meeting a poll may be demanded by the Chairperson or by not less than three members attending for a “secret ballot”.

Those entitled to vote at an Annual General Meeting shall include all of the outgoing Branch officers (until such time as the relevant position has been filled), the newly appointed Club Presidents and Delegates of the Affiliated Clubs or their proxies.

17. BALLOT

- a) In the case of any election at any meeting, if the number of candidates exceeds the number required to fill the vacancy or vacancies then such vacancy or vacancies shall be filled by election by secret ballot.

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

18. CHAIRPERSON'S DECLARATION TO BE CONCLUSIVE

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

19. MOTIONS AND BUSINESS OF MEETINGS

In notices of meetings, the Director of Administration shall include all motions of which at least thirty (30) day's notice in writing has been given provided that the President may use discretion as to other business to be included in such notice.

20. SPECIAL RESOLUTIONS

- a) A special resolution must be passed by a Special General Meeting of the Branch to effect the following changes:
 - i) A change of the Branch Name
 - ii) A change of the Branch Rules
 - iii) A change of the Branch Objects
 - iv) An amalgamation with another incorporated association
 - v) To voluntarily wind up the Branch and distribute its property
 - vi) To apply for registration as a company or co-operative
- b) A special resolution shall be passed in the following manner:
 - i) A notice must be sent to Officers and Clubs advertising that a Special General Meeting is to be held to consider a special resolution.
 - ii) The notice must give details of the proposed special resolution and give at least 21 days notice of the special general meeting.
 - iii) To permit the necessary requirements of these Rules to be complied with a special resolution must be in the hands of the Branch Director of Administration 42 days prior to the meeting at which it is proposed to be considered.

- iv) A quorum must be present at the meeting.
- v) At least three quarters of those present and voting must vote in favour for the resolution to be successful.

21. NOTICES

- (a) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected two (2) business days after posting.
- (b) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile number to which it was sent.
- (c) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

22. DISCIPLINARY, JUDICIAL MATTERS AND APPEALS COMMITTEE

- a) The SLSA Constitution, Rules or Regulations, shall be followed in relation to any and all meetings called to conduct disciplinary or judicial proceedings or the like proceedings in relation to the conduct of club, member or group of members. The SLSA Constitution shall be the constitution that is current at the time that the incident or incidents complained of took place and shall be the constitution that is current at the time that the last of all incidents under review took place.
- b) A Panel of an unlimited number, who have expressed interest to act on judicial matters within the Branch shall be registered for appointment as and when necessary.
- c) The Executive shall appoint a committee of five (5) from the panel to act when required.
- d) Three (3) members shall form a quorum.

23. SUSPENSION

- a) The Branch may suspend permanently or during its pleasure either wholly or partially and to such extent and for such time as it shall see fit any Officer, or member of the Branch, and Club or member who in the opinion of the Branch has practiced or counseled any unfair or unbecoming conduct, whether arising out of or connected with surf life saving or otherwise which reflects on the good name of the Association.

- b) On the decision of the Branch being conveyed to the Club or member concerned it shall be incumbent on such Club immediately to give it effect and notify the Branch that such has been done.

A Club failing to give immediate effect to such decision of the Branch shall be answerable to the same and may be dealt with as the Branch may decide.

- c) Immediate notification shall be given to the SLSNSW of all suspensions made by the Branch
- d) Clubs shall immediately notify the Branch of the names and addresses of all members who have had their membership cancelled or suspended, these in turn are to be forwarded to SLSNSW, the same to be recorded by the Branch Director of Administration in a special book provided for the purpose and be notified to SLSA.
- e) A bona fide member of more than one Club who is suspended or expelled shall not be allowed to compete at any competition conducted within the Association.

24. RESTRICTION OF MEMBERSHIP OF CLUBS

- a) Any unofficial, suspended or expelled member of a Club shall not knowingly apply to join a Club in another Branch, nor shall any affiliated Club knowingly admit to membership and past or present member of any affiliated club or another Branch, who is financially indebted to, or has been expelled, or is suspended from such Club.
- b) Clubs shall immediately notify the Branch of names and addresses of all members who have had their membership cancelled or suspended, these in turn are to be forwarded to SLSNSW, the same to be recorded by the Branch Director of Administration in a special book provided for the purpose and are to be notified to SLSA.
- c) Should a bona fide member of more than one Club be suspended or expelled by a Club within the Branch such member shall not be allowed to compete at any competition conducted within this or another Branch or by SLSNSW or SLSA.

25. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENT

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

- a) A report of the activities of the Branch during the season.
- b) Audited, financial statements for the financial year just ended, duly certified by the Auditor or Auditors and signed by the Director of Finance.

- c) All Clubs shall submit to the Branch Director of Administration at the close of each season and no later than May 15, statistics of their respective Clubs on the official form provided for the compilation of the Branch and SLSNSW Records.

26. AUDITOR AND INSPECTION OF BOOKS

- a) The Auditor shall be appointed at the Annual General Meeting to hold office until the next Annual General Meeting. In the event of the position of Auditor becoming vacant between Annual General Meetings or not being filled at the Annual General Meeting, the Branch may appoint an Auditor to fill such vacancy until the next Annual General Meeting.
- b) Branch Members are not eligible for election as Auditor.
- c) The Auditor shall conduct an audit of the Books of Accounts of the Branch at the end of each financial year and also certify to the correctness of the Income and Expenditure Account and to the correctness of the Director of Finance's Balance Sheet, for submission to the Annual General Meeting and shall verify the existence of all monies and securities.
- d) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of the Branch and shall be entitled to acquire from the Members and other Officers of the Branch all such information and explanation as may be necessary.
- e) The Auditor shall submit a report to the Annual General Meeting of the Branch on the accounts examined and shall state:
 - i) Whether it is considered the accounts presented to the meeting have been properly drawn as to exhibit a true and correct view of the state of the Branch affairs according to the information and explanations given and as shown by the Books of the Branch.
 - ii) Whether or not all the information and explanations required have been given.
 - iii) In the report recommendations of any change considered necessary to the day to day keeping of the Branch financial affairs.
- f) The Records, Books and other documents of the Branch shall be open for inspection, free of charge, to a member of the Branch at any reasonable hour.

27. FINANCE

- a) The funds of the Branch shall be used in pursuance of the objects of the Branch subject to any resolution passed by the Branch Council.

Payments shall be made by

- b) All payments shall be made by cheque, or by electronic banking, signed and/or authorised by the Director of Finance and either the President or the Director of

Administration, after the accounts have been approved for payment by the Branch Council or Executive and, if necessary, shall be ratified at the next meeting of the Council and a record made in the Minutes.

- c) The financial year shall be from June 1 to May 30 in the succeeding year.

28. INSPECTION OF CLUB AND GROUP BOOKS

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

29. DUTIES OF OFFICERS AND ADVISERS

THE PRESIDENT

The President shall:

- i) Administer and be responsible for all the affairs of the Branch and shall chair all meetings appertaining to the administration the Branch (except as may be provided for in these rules) and shall report to each Branch Meeting those activities undertaken on behalf of the Branch.
- ii) Minutes of proceeding at a meeting shall be signed by the Chairperson of the Meeting or by the Chairperson of the succeeding Meeting.
- iii) Should the President be absent from a Meeting or is unwilling to act as Chairperson, the Deputy President shall act as Chairperson. In the event that the Deputy President is absent or is unwilling to act as Chairperson, the members shall elect one of the Club Presidents to act as Chairman.
- iv) Have a casting vote as well as a deliberate vote.
- v) Be responsible to the Branch.
- vi) Be responsible for seeing that all Office Bearers carry out their duties in accordance with these rules.
- vii) As required by the SLSNSW Constitution, the Branch President will represent the Branch at State Council Meetings. The President, or his proxy, shall be required to submit a written report to the Branch of all meetings attended. The delegate shall vote and carry out all instructions as directed by the Branch. Provision is made however in changing circumstances for the delegate to use their discretion when voting if new information is received.
- viii) In the absence of the President, the Deputy President shall assume the Duties of the President

THE DIRECTOR OF ADMINISTRATION

The Director of Administration shall:

- i) Conduct the correspondence of the Branch and be responsible for the clerical administration of the Branch and ensure that records are kept of business of the Branch including the Rules and Regulations and Executive Meetings. These records shall be held in the custody of the Director of Administration.
- ii) Be responsible to have taken the Minutes of each meeting of the Executive and Branch Council.
- iii) Be responsible to have such Minutes circulated within two weeks of such meetings to Officers and Clubs.
- iv) Prepare notice of meetings and after consultation with such Officers as necessary cause the due notice to be sent to all Clubs, Officers, Advisors and Delegates.
- v) Be responsible to carry out the procedures hereunder provided in respect of matters to be decided by a mail, facsimile or electronic vote and maintain a record of such votes.
- vi) From information supplied by Clubs, maintain a record of all expulsions and suspensions and act upon the same when necessary.
- vii) Prepare the Annual Report.
- viii) Keep in custody or under control all records, books and other documents relating to the Branch.

THE DIRECTOR OF FINANCE

The Director of Finance shall:

- i) Ensure that all money due to the Branch is collected and banked promptly and that all payments authorized by the Branch are made and correct books and accounts are kept showing the financial affairs of the Branch including full details of all receipts and expenditure connected with the activities of the Branch.
- ii) Before each Branch Meeting and at all other times requested prepare statements showing details of receipts and expenditure and particulars relating to accounts payable for the period since the previous statement and arrange to produce such statements to the Annual General Meeting and meetings of the Branch together with a Bank Statement reconciling balance shown therein with balance as shown in the Statement.
- iii) Keep or cause to be kept. Proper books of record and also prepare books of account showing all receipts and expenditure and assets and liabilities in connection with the Branch.

- iv) Prepare a Schedule of assets and liabilities of the Branch if and when requested to do so by a Branch Meeting.
- v) Once in every year prepare a statement of Income and Expenditure together with a Balance Sheet showing the position of the Branch as at the date of the close of the financial year and include same in the Annual Report.
- vi) Carry out in conjunction with the Director of Administration the duties of Purchasing and Insurance activities of the Branch

30. COPY OF THE RULES

A copy of these Rules shall be available to each Officer, of the Branch and to each affiliated Club. A copy shall always be available for perusal on request to the Branch Director of Administration.

31. WINDING-UP PROVISIO

The income and property of the Branch whencesoever derived shall be applied solely towards the promotion of SLSNSW and no portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of the Branch provided that nothing herein shall prevent the payment in good faith or remuneration to any servant or officer of the Branch.

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

Surf Life Saving Mid North Coast Branch Inc.



REGULATIONS

(Updated : August 2008, Adopted : 11 September 2008)

ISSUED BY
SURF LIFE SAVING MID NORTH COAST BRANCH INC.

32. DUTIES OF OFFICERS AND ADVISERS

DIRECTOR OF LIFE SAVING

The Director of Life Saving shall:

- i) Be a currently endorsed SLSA Bronze Medallion Assessor.
- ii) Be responsible to the Branch through the Executive.
- iii) Direct the life saving activities of the Branch Board of Lifesaving throughout the Branch.
- iv) Convene and assist in the conduct of the Board of Lifesaving Meetings when so authorized by the Executive or the Branch.
- v) Furnish a written report on activities to the Executive or Branch as required.
- vi) Be responsible with the assistance of the Branch Officers for the life saving activities and the maintenance of standards set from time to time.
- vii) Attend SLSNSW Meetings on life saving and related matters and co-ordinate input to life saving manuals.
- viii) Nominate such Honorary Advisers for the duration of the season or the remaining portion of the season as becomes necessary

DIRECTOR OF EDUCATION

The Director of Education shall:

- i) Hold the Certificate IV – Training and Assessment qualification.
- ii) Be responsible to the Branch through the Executive.
- iii) Direct the training and assessment activities of the Branch Board of Education throughout the Branch.
- iv) Convene and assist in the conduct of the Board of Education Meetings when so authorized by the Executive or the Branch.
- v) Furnish a written report on activities to the Executive or Branch as required.
- vi) Be responsible with the assistance of the Branch Officers for the instruction and assessment activities and the maintenance of standards set from time to time.
- vii) Attend SLSNSW Meetings on education and related matters and co-ordinate input to training manuals.
- viii) Nominate such Honorary Advisers for the duration of the season or the remaining portion of the season as becomes necessary

DIRECTOR OF SURF SPORTS

The Director of Surf Sports shall:

- i) Be a currently accredited SLSA Level 2 Competition Official, or a currently accredited SLSA Level 1 Competition Official with a minimum of 5 years experience.
- ii) Be responsible to the Branch through the Executive.
- iii) Be responsible for the competition and coaching activities of the Branch Board of Surf Sports throughout the Branch.
- iv) Convene and assist in the conduct of the Board of Surf Sports Meetings when so authorized by the Executive or the Branch.
- v) Furnish a written report on activities to the Executive or Branch as required.
- vi) Be responsible with the assistance of the Branch Officers to conduct the Branch Championships, Sponsored Events, Competitions, Displays, Programs etc. as required by the Branch.
- vii) Attend SLSNSW Meetings on Surf Sports and related matters and co-ordinate input to Competition and Coaching manuals.
- viii) Convene and chair meetings of the Selection Committee
- ix) Be responsible for Coaching and Competition matters within the Branch. Advisers elected or appointed on competition matters shall report to the Director of Competition and Coaching.
- x) Nominate such Honorary Advisers for the duration of the season or the remaining portion of the season as becomes necessary
- xi) Be responsible for the processing of entries for carnivals, competitions and displays.

REGISTRAR

The Registrar shall:

- i) Ensure that all records of assessments within the Branch are recorded and processed.
- ii) Ensure that Assessment reports are received from District Supervisors.
- iii) Advise the Director when member update of awards for renewal of accreditation license is due.

- iv) Supply a written report to the Branch Council on related Branch activities each month.
- v) Maintain an Inventory Register of the property of the Branch.
- vi) Maintain a record of all transfers approved or otherwise, affecting clubs within the Branch.

EMERGENCY SERVICE CO-ORDINATOR/S

The Emergency Service Co-ordinator/s shall:

- i) Be a currently proficient Silver Medallion – IRB Driver.
- ii) Be responsible to the Branch through the Director of Life Saving and Education.
- iii) Be responsible for the co-ordination of the Inflatable Rescue Boats (IRB's) and the radio network.
- iv) Be responsible for the co-ordination of all actions necessary with all other Rescue and Emergency Services
- v) Be responsible for and co-ordinate the “call out” of Surf Life Saving facilities within the Branch in any major incident.

PUBLICITY ADVISER/S

The Publicity Adviser/s shall:

- i) Be responsible for a program of activity designed to publicize Surf Life Saving within the Branch and to publicize the Association generally to the community at large.
- ii) Maintain a current media register of those who may be of assistance to/or be contacted by the Branch. Such register will include general news media with interest in facets of the Association's activities and/or equipment.
- iii) Not necessarily be a journalist by profession, but have ability to write in a clear and concise journalistic style would be desirable
- iv) Be prepared to attend Branch and Executive Meetings as required; further should be prepared to attend such other committee or group meetings as requested.
- v) Be nominally responsible to the Branch President and work in cooperation with such officers and advisers as may be necessary

ASSISTANT DIRECTORS

- a) Assistant Directors may be appointed by the Branch Council, as the need arises, but they shall have no power to vote unless specifically stated in this Constitution.

- b) Assistant Directors shall assist the Director in all their duties, and in the absence of the Director shall have like powers and authority.
- c) Assistant Directors shall hold the same qualifications as the relevant Director.

OTHER ADVISERS

Any other Adviser appointed by the Branch from time to time shall perform the same duties for the Branch as the SLSNSW Adviser does for SLSNSW, and shall have recognized accreditation or qualifications relevant to their particular role.

33. STANDING BOARDS AND COMMITTEES

The President and Director of Administration shall be ex-officio on all Boards and Committees.

- a) Standing Boards
 - i) Branch Board of Lifesaving
 - ii) Branch Board of Education
 - iii) Branch Board of Surf Sports
 - iv) Branch Board of Junior Activities (JAC)
- b) Committees
 - i) Support Operations Committee
 - ii) Life Membership Committee
 - iii) Meritorious Awards Committee
 - iv) Rules Committee
 - v) Judiciary Committee
 - vi) Finance Committee
 - vii) Selection Committee
 - viii) Youth Development Committee
 - ix) Other Committees may be appointed for a special purpose with such powers as are delegated by the Branch.
- c) Each Committee referred to in Clause 33 (b) ii) to viii) shall be elected at the Annual General Meeting. The Executive may fill any casual vacancy either of a temporary or permanent nature on any Committee and on such terms as it deems fit.
- d) Unless otherwise specifically provided for, the Standing Boards and Committees shall have power to inquire and recommend only.
- e) Reports from the Standing Boards and Committees must be in writing and signed by the Chairperson and/or Secretary of the Committee.
- f) Unless otherwise provided for in this Constitution, five (5) members present shall for a quorum for all Standing Boards and Committees providing that at least 4 Clubs are represented.

- g) Each Standing Board and Committee must record their own minutes. The typed minutes will be sent (preferably by email) to the Director of Administration for distribution.
- h) Each Club must notify the Branch of their representative to all Standing Boards and Committees, and must notify the Branch of any permanent change to their nominated representative. All notices must be in writing and must be endorsed by the Branch.

34. FUNCTIONS OF COMMITTEES

EACH COMMITTEE TO ELECT ITS OWN CHAIRPERSON

- i) **SUPPORT OPERATIONS COMMITTEE**
A Support Operations Committee shall be elected at the Annual General Meeting, members of whom shall be the Director of Lifesaving and Education as well as all proficient Rescue Water Craft Operator Certificate holders. Three (3) members shall form a quorum.
- ii) **LIFE MEMBERSHIP COMMITTEE**
A Life Membership Committee of five (5) shall be elected at the Annual General Meeting, who shall all be Life Members of the Branch. Three (3) members shall form a quorum.
- iii) **MERITORIOUS AWARDS COMMITTEE**
The Meritorious Awards Committee of five (5), (The Director of Life Saving must be a member), plus four others, who shall hold the SLSA Assessors Certificate, shall constitute the Meritorious Awards Committee and inquire into and report on all claims emanating within the Branch for recognition under the rules governing the issue of Meritorious Awards of SLSA. The recommendation of such Committee shall be submitted to the next General Meeting of the Branch. Three (3) members shall form a quorum.

Recommendations shall be accompanied with a citation setting out details of the circumstances attending recommendation for such award.

Applications must be lodged with the Director of Administration of the Branch within ninety (90) days of the date of the occurrence.

Recommendations must be forwarded within sixty (60) days of the date of reference to SLSNSW.

Recommendations shall be accompanied by Statutory Declarations from two (2) or more eye-witnesses or other satisfactory evidence and an endorsement form the Branch.

- iv) **RULES COMMITTEE**
The Rules Committee consisting of five (5) shall be elected annually to act under and in pursuance of these Rules, provided that vacancies thereon, either of a temporary or a permanent nature shall be filled by the Branch upon such terms as it deems fit.

Three (3) members of the Committee shall form a quorum.

Every notice of rescission of a motion and all matters affecting the Rules of the Branch shall be referred to this Committee for report and recommendations. Recommendations which involve an alteration in the Rules shall be given effect to as provided in Rules 46 and 47.
- v) **JUDICIARY COMMITTEE**
This Committee to be elected, if and when required, and shall be governed by the Rules as laid down by SLSNSW.
- vi) **FINANCE COMMITTEE**
The Finance Committee shall consist of five (5). The Director of Finance, and four others shall constitute the Committee. The Director of Finance shall be the Convenor and Chairperson. Three (3) members shall form a quorum.
- vii) **SELECTION COMMITTEE**
A Selection Committee shall be elected. The Director of Surf Sports and the Branch Team Coach must be on this Committee. Other members of the Committee shall be a representative of each affiliated Club. Five (5) members shall form a quorum. Their duties shall be to select all members and/or teams as may be required to represent the Branch.
- viii) **YOUTH DEVELOPMENT COMMITTEE**
A Youth Development Committee shall be elected. The Committee shall comprise the Director of Life Saving and Education, the JAC Superintendent and a representative from each of the affiliated Clubs. Five (5) members shall form a quorum. Matters concerning Youth Development shall be dealt with by this Committee.

35. BOARD OF LIFESAVING

- a) The Branch Board of Lifesaving shall comprise of the Director of Life Saving, Assistant Director of Lifesaving (if appointed), Emergency Services Co-ordinator(s) and one (1) representative from each affiliated Club.
- b) The Board of Lifesaving shall meet at least three (3) times a year, or more frequently if desired.
- c) The officers of the Board will be nominated annually at the Election Meeting of the Branch in the month of June, to be held at a time and place to be determined by the Branch Council prior to the Annual General Meeting of the Branch.

- d) Twenty one (21) days Notice of Intention to convene a meeting of the Board of Lifesaving must be given to all Board members through the Branch Director of Administration with the agenda for the meeting.
- e) All recommendations of the Board of Lifesaving shall be submitted for endorsement or otherwise to the next meeting of the Branch. Urgent matters may be adopted by the Branch Executive.

FUNCTION OF THE BOARD

- a) Shall be:
 - i) To convene and conduct instructional classes, displays, clinics and seminars as required.
 - ii) To test new gear, equipment, and life saving methods which may be brought before it and report thereon to the Branch.
 - iii) To supervise all patrol operations and use of gear and equipment used in all areas under the control of the Board.
- b) The Director of Life Saving may nominate supervisors to the Board of Lifesaving to act for and on behalf in the areas of life saving. Such nominations must be ratified by the Branch. There shall be a minimum of three District Supervisors of life saving.
- c) The Supervisors shall:
Act under the direction of the Director to supervise and maintain the efficiency of the lifesaving activities of the Clubs in their district. They shall conduct a minimum of four (4) patrols inspections each season on each Club operating in their district.
- d) All Supervisors appointed must have the required qualifications or accreditation in the areas of the appointment.

36. BOARD OF EDUCATION

- a) The Branch Board of Education shall comprise of the Director of Education, Assistant Director (if appointed), Education Officer(s), the Registrar and one (1) representative from each affiliated Club.
- b) The Board of Education shall meet at least three (3) times a year, or more frequently if desired.
- c) The officers of the Board will be nominated annually at the Election Meeting of the Branch in the month of June, to be held at a time and place to be determined by the Branch Council prior to the Annual General Meeting of the Branch.

- d) Twenty one (21) days Notice of Intention to convene a meeting of the Board of Education must be given to all Board members through the Branch Director of Administration with the agenda for the meeting.
- e) All recommendations of the Board of Education shall be submitted for endorsement or otherwise to the next meeting of the Branch. Urgent matters may be adopted by the Branch Executive.

FUNCTION OF THE BOARD

- a) Shall be:
 - i) To conduct assessments for all Life Saving awards of the Association
 - ii) To convene and conduct instructional classes, displays, clinics and seminars as required.
 - iii) To test new gear, equipment, and instruction methods which may be brought before it and report thereon to the Branch.
 - iv) To supervise a proficiency test of Club members as and when required by the Association.
- b) The Director of Education may nominate Education Officers to the Board of Education to act for and on behalf in the areas of education. Such nominations must be ratified by the Branch. There shall be a minimum of two Education Officers.
- c) The Education Officers shall:
Act under the direction of the Director to supervise and maintain the efficiency of the education activities of the Clubs in their district. Education Officers shall coordinate all assessments conducted by the Clubs operating their district.
- d) All Education Officers appointed must have the required qualifications or accreditation in the areas of the appointment.

37. BOARD OF SURF SPORTS

- a) The Branch Board of Surf Sports shall comprise of the Director of Surf Sports, Assistant Director of Surf Sports (if appointed), the Branch Team Manager, the Branch Team Coach, the Gear Steward and one (1) representative from each affiliated Club.
- b) The Board of Surf Sports shall meet at least three (3) times a year, or more frequently if desired.
- c) The officers of the Board will be nominated annually at the Election Meeting of the Board in the month of June, to be held at a time and place to be determined by the Branch Council prior to the Annual General Meeting of the Branch.

- d) Twenty one (21) days Notice of Intention to convene a meeting of the Board of Surf Sports must be given to all Board members through the Branch Director of Administration with the agenda for the meeting.
- e) All recommendations of the Board of Surf Sports shall be submitted for endorsement or otherwise to the next meeting of the Branch. Urgent matters may be adopted by the Branch Executive.

FUNCTION OF THE BOARD

- a) Shall be:
 - i) To officiate and judge at surf carnivals, competitions and displays conducted by the Branch.
 - ii) To supervise the conduct of all competitions run within the Branch.
 - iii) To test new gear, equipment, and competition events which may be brought before it and report thereon to the Branch.

38. BRANCH JUNIOR ACTIVITIES COMMITTEE (JAC)

- a) The Branch Junior Activities Committee shall be comprised of members who are current members of an affiliated Surf Life Saving Club and shall be subject to the following terms of reference:
- b) The Branch JAC shall have the responsibility:
 - i) For the conduct and co-ordination of all matters relating to Junior Activities.
 - ii) To provide Junior Activity members with an educational and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
 - iii) To prepare Junior Activity members for the eventual transition to the marine and patrol involvement of the Association.
- c) JAC OFFICERS (The Executive):

The following officers shall form the Committee Executive:

Chairperson
 Deputy Chairperson
 Secretary
 Superintendent of the JAC

- d) The JAC shall comprise the Officers as detailed in (c), the JAC Chairperson and one Delegate, or their proxies of affiliated Clubs. Nine (9) shall form a quorum.

- e) JAC CLUB DELEGATES: Each Club shall be entitled to one delegate together with the Club Junior Activities Chairperson to attend the JAC Annual General Meeting and other General Meetings and must be members of the Club they represent.
- f) The Branch Executive may appoint other Officers and/or Advisers who shall not have power to vote. Recommendations for such positions shall come from the Branch JAC.
- g) At Branch meetings, the Junior Activities Committee shall be represented by the JAC Chairperson, or by a nominated proxy, who shall report the activities of the Branch JAC.
- h) All Officers shall continue in office subject to resignation, removal or disqualification from office until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at a Branch JAC General Meeting.
- i) The Branch JAC shall submit a copy of the Minutes of all General Meetings and Annual General Meeting to the Branch within 14 days of such meetings.
- j) The JAC shall conduct meetings with the following provisions:
 - i) General Meetings of the Branch JAC shall be as required.
 - ii) General Meetings of the Branch JAC shall be held at least six times per year.
 - iii) The Branch JAC Annual General Meeting shall be held prior to the Branch Annual General Meeting.
 - iv) Voting shall be as prescribed in Branch Rules and Regulations 16, 17, 18, 19, 20 and 21.
 - v) Rules of debate shall be as set out in Branch Rules and Regulations.
- j) The Branch JAC shall be responsible for the conduct of members involved in Junior Activities in the first instance, provided that any disciplinary actions are to be conducted in accordance with the Rules of the Branch Judiciary.

39. DUTIES OF OFFICERS AND ADVISERS

Junior Activities Chairperson shall:

- i) Be the Senior Executive Officer and nominated head of the Branch Junior Activities.
- ii) Be a member of the Branch Executive.
- iii) Preside as required at all Branch JAC meetings and functions.
- iv) Have a casting vote as well as a deliberate vote at all JAC meetings.

- v) Be responsible to the Branch Executive and Branch.
- vi) Be responsible for ensuring that all JAC Officers/Advisers perform their duties in accordance with the Branch Rules and Regulations
- vii) Be responsible for the provision of the Annual Report of the activities of the JAC for inclusion in the Branch Annual Report.
- viii) In the absence of the Chairperson, the Deputy Chairperson shall assume the duties of the Chairperson.

Junior Activities Secretary shall:

- i) Forward notice of all meetings and the business to be transacted thereat to members in accordance with the Rules.
- ii) Compile an agenda paper for all Branch JAC meetings and keep the Minutes of such meetings and supply a copy to the Branch Secretary within 14 days after meetings.
- iii) Conduct the correspondence of the Branch Junior Activities.
- iv) Be responsible for the maintenance and safe keeping of the Branch Junior Activities documents.

Junior Activities Superintendent shall :

- i) Through the Branch Director of Life Saving, the Director of Education and the Director of Surf Sports, co-ordinate the activities of those Boards in relation to Junior Activities.
- ii) Regulate the JAC competitions within the Branch and in order to conduct such competitions, appoint Referees, Judges and other Officials whose qualifications are in accordance with the Competition Manual.
- iii) Be chairperson of the Branch JAC Selection Committee, whose function is to elect teams and individuals to represent the Branch JAC.
- iv) Submit to the Selection Committee's decision to the Chairperson of the JAC who shall announce the selections at the appropriate time.
- v) In the event that a selected competitor be unable to compete, the JAC Superintendent shall, following notification by the Team Manager, convene a meeting of the JAC Selection Committee to determine a replacement. The convenor shall then advise the JAC Chairperson for announcement.
- vi) In the event of a selected competitor failing to fulfill the requirements of the team management, the Manager shall notify the JAC Superintendent. An agreed resolution by the JAC Chairperson and JAC Selection Committee is necessary in order to remove a selected member from the team.

Junior Activities Gear Steward shall:

- i) Be responsible for storage, care and maintenance of all Branch JAC carnival and competition equipment.
- ii) Advise the Branch JAC on matters relating to improvements in competition and carnival equipment.
- iii) Liaise directly with the Branch JAC Superintendent and the JAC Carnival Organiser with respect to equipment required at all Junior carnivals and competitions.
- iv) Maintain a complete and itemized list of all carnival and competition equipment.
- v) Be responsible to the Branch JAC Superintendent.
- vi) Undertake such other duties as directed by the JAC Superintendent of Branch JAC Executive.

Junior Branch Publicity Adviser shall:

- i) Advance the image of the Branch Junior Activities by promoting the work and activities of the Branch JAC to the public per medium press, radio and television.
- ii) Advise on matters relative to other forms of publicity beneficial or otherwise to the Branch Junior Activities.
- iii) Maintain a record containing copies of all publicity drafts submitted for publication.

Junior Activities Advisers:

Junior activities Advisers may be appointed to assist Branch JAC within the scope allowed by the professional codes, and shall by resolution of the Branch JAC and Branch Executive, request such Advisers to act on their behalf.

40. COMPETITONS AND DISPLAYS

- a) The Branch shall have power to regulate all assessments, carnivals, competitions and displays within the Branch provided that in all Branch and Inter-Branch competitions the rules of the Association and general rules for competitors as set out in the Competition Manual and relevant Bulletins are complied with.
- b) The Branch shall have power to allocate any carnival, competition or display under its control to any Club and to appoint officials to control such carnival, competition or display.
- c) Persons officiating at a carnival or competition held within the Branch shall be a qualified accredited Competition Official, or Probationary Official under supervision. For displays only the minimum requirement is one proficient Club member to be in attendance.

- d) No Club or member shall participate in any carnival, competition, procession or display conducted by or on behalf of any outside person or organization unless the Club has first obtained written permission of the Branch, SLSNSW or SLSA as may be required.
- e) Clubs or members wishing to organize any carnival, competition, procession or display at any venue other than that at which the Club normally operates from must first obtain written permission via a Special Event application from the Branch, SLSNSW and SLSA as may be required.
- f) Clubs or members wishing to participate in any carnival, competition, procession or display outside the Branch boundaries must first obtain written permission from the Branch, SLSNSW or SLSA as may be required.
- g) All perpetual or series shields, cups or trophies shall be returnable to the Branch one month prior to the Annual General Meeting, or when requested by the Branch.
- h) Holders of perpetual or series shields, cups or trophies shall be responsible for their safekeeping and proper care, but insurances shall be effected by the Branch.

41. LIFE MEMBERSHIP

- a) Members of the Branch may be considered by the Life Membership Committee for Life Membership of the Branch. To be eligible for consideration the nominee should have rendered special service to the Branch over a period of at least 20 years, twelve years of which must have been as an elected Officer or Adviser separately or collectively of SLSA, SLSNSW, or the Branch and/or members who have had fifteen years active membership of the Board of Control or its equivalent.
- b) Any person elected or appointed as a Branch, SLSNSW or SLSA Officer to perform a specific Association function shall be deemed to be an elected Officer or Adviser for the purposes of election to Life Membership of the Branch
- c) The period of membership for consideration shall commence at Bronze Medallion eligibility age or the date of joining a Club, whichever is the later.
- d) Candidates must be nominated in writing by two (2) members of the Association to the Branch, citing all relevant details.
- e) The nomination shall be sent to the Director of Administration, or in the case that the Director of Administration is himself nominated, to the President. The nomination will then be forwarded on to the Life Membership Committee, who shall check the period of each candidate nominated, and to determine whether in it's opinion the service so rendered has been of a special nature. The Life Membership Committee's final recommendation shall be binding.

- f) The Life Membership Committee shall elect their own Chairperson, who shall have such power to nominate another member to the Committee to act as Chairperson, if they are unable to be present at any meeting of the Committee.
- g) Only positive recommendations shall go forward for announcement at the Annual Dinner and Awards Night, at which the nominees record shall be read and Life Membership bestowed without debate or discussion.
- h) The Life Membership Committee should meet each April (if required) to review nominations in readiness for the Annual Dinner.
- i) Life Members may attend all Branch and Annual General Meetings without voting rights.

42. OFFICIAL CORRESPONDENCE

- a) All official correspondence to and from the Branch, except to and from the Board of Lifesaving and Education, Board of Surf Sports, Board of Junior Activities and Judiciary Committee must be through the Branch Director of Administration.
- b) The Directors may be allowed to forward official reports directly to the SLSNSW Directors and furnish a copy to the next Branch Meeting.

43. VOTING BY MAIL OR FACSIMILE OR ELECTRONIC TRANSMISSION

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

- a) Upon the instructions of the President or by resolution of the Executive any matter which may be dealt with by the Branch shall be submitted to a vote by mail, facsimile or electronic transmission.
- b) Where a vote by mail, facsimile or electronic transmission is intended to be taken the Branch Director of Administration shall send by mail to each Club and Officer who is entitled to vote, a clear statement of the question to be voted upon with a request that the vote thereon be sent by mail, facsimile or electronically to the Branch Director of Administration. Such a request shall state the time and date upon which voting shall close.
- c) Within seven days of the closing of the vote the Branch Director of Administration shall mail to each Club and Officer of the Branch a report of such voting. The report shall contain a copy of the question and the resultant decision.
- d) All mail, facsimile and electronic votes received by the Branch Director of Administration shall be filed with a copy of the question and a copy of the result

of the voting, and shall be retained in the official file of the Branch for a period of not less than one year.

44. PROXIES

Should a President of a Club or Chairperson of the JAC be unable to attend a Branch General Meeting, or Annual General Meeting then the President of the Club or Chairperson of the JAC may appoint a proxy. Notification of the proxy is to be made formally in writing.

Should the Delegates or Delegate of a Club be unable to attend a General Meeting or Annual General Meeting of the Branch, then the Club may appoint proxies or proxy as the case may be. Notification of the proxies or proxy is to be made formally in writing.

45. RULES OF DEBATE

- a) Any member desiring to speak shall stand up and shall address the Chairperson respectfully.
- b) No member may speak more than once to a question except in explanation or reply.
- c) A member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate.
- d) A reply shall be allowed only to a member who has moved a substantive motion.
- e) No member shall use offensive or unbecoming words.
- f) No speaker shall digress from the subject under discussion and impure or improper motives and all personal reflections on members shall be deemed disorderly.
- g) Whenever the Chairperson rises during debate the member then speaking shall sit down.
- h) No member shall interrupt another while speaking except on a point of order.
- i) Any member during the debate may raise a point of order, when the member speaking shall then sit down until the point of order has been decided. The member raising the point of order shall state concisely the point, and the Chairperson without further discussion shall give a ruling.
- j) It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state the point. The seconder and the Chairperson only may speak to the motion.

- k) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to speak again on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of that member's speech.
- l) At any time during a debate a member may move "that the question now be put", and such motion being duly seconded shall be put without debate. If carried, the question shall be put to the vote, if lost the debate shall continue. It shall not be in order to move "that the question be put now" until at least two members shall have had an opportunity of speaking against the motion.

When the motion "that the question now be put" is carried, the mover of the original motion shall have the right to reply, but it shall not be competent for the mover of the original motion to move "that the question be now put" unless the right of reply is forfeited.

- m) An amendment may be moved on any original motion. The Chairperson shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there be no amendment the original motion shall be put after the mover has replied.
- n) The Chairperson shall refuse to receive any amendment which is a direct negative.
- o) The Chairperson shall have the casting vote at any meeting.
- p) The Chairperson may appoint tellers to assist counting a vote by show of hands, or division, or at a secret ballot.
- q) The mover of an original motion must obtain the consent of the seconder and with the approval of the meeting before making any alteration to the wording of a motion.
- r) An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment may be considered at the same time.
- s) A motion passed at a meeting may be recommitted at the meeting only with the consent of two thirds of the voting members present.

46. NOTICES OF MOTION

- a) To make, amend or repeal a Regulation, may only be done by means of a Notice of Motion which shall be given in writing by the mover and seconder, to the Branch Director of Administration at least 30 days prior to the date of the meeting at which the Notice of Motion is to be dealt with.
- b) All Notices of Motions of which notice is required to be given in writing shall be considered by the Rules Committee to ensure they are in accordance with the Rules.
- c) Leave may be granted to amend such Notice of Motion.
- d) A motion of which due notice has been given, on being defeated cannot be resubmitted nor may any other motion be moved having a similar effect within three (3) months from the date of its rejection except a motion relating to life saving appliances or methods.

47. RESCISSION OF MOTIONS

A motion once moved and carried may only be amended or rescinded by a Notice of Motion as per Regulation No. 45.

48. BINDING MOTIONS

Motions which are carried and which have not been incorporated into these Rules and Regulations and which are still effective after the end of the season just concluded, shall be maintained in a register at the first Branch Meeting after the Annual General Meeting.

49. NON-POLITICAL AND NON-SECTARIAN

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

No member shall:

- a) Attend a political or religious function and act as if representing the views of the Association.
- b) In any publication or on television, film or radio or like production, or in any other manner express an opinion or belief which supports, or tends to support or discredit, any political or religious part, activity or belief.
- c) Draw a comparison or compare the discipline, procedure or activities of the Association or any part of thereof with any political or religious activity.

50. UNBECOMING CONDUCT

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

51. INTOXICATING LIQUOR

No intoxicating liquor shall be brought to any meeting by any member individually. When liquor is provided at a Branch Meeting it shall be upon a direct motion of the Branch for a specific purpose.

52. CLUB ANNUAL REPORTS

As soon as possible after they are produced each Club is to supply the Branch with as many copies of their reports as may be required by the Branch.

53. BRANCH COLOURS AND APPAREL

The Branch competition colours shall be Royal Blue and Sky Blue.

All apparel, other than the Branch Blazer/Jacket as provided for below, which bears the Branch name and/or logo, shall require the approval of the Branch Council.

The Branch Blazer/Jacket shall be of dark blue cloth with the Branch's logo as the design embroidered on the pocket. The Blazer/Jacket may be worn only by Officers and Life Members of the Branch, provided that no Blazer/Jacket shall be obtained by any person except on the written order of the Branch Director of Administration.

The Branch logo shall be as displayed in Regulation No 54. A copy of which shall be provided by the Branch Director of Administration with the written order.

In addition Officers may have the title and year of their office inscribed on the Blazer/Jacket pocket in Sky Blue; no inscription indicating a Branch Office shall be worn on a Club Blazer.

54. BRANCH LOGO

The Branch Logo is as displayed below. Where ever the Branch Logo is to be displayed, the size and colours to be used shall be first be approved by the Branch Council.



55. SAVING PROVISIO

In the event of anything occurring not within the scope of these Rules and Regulations, the Executive shall first determine if the matter is covered in SLNSW or SLSA Rules and Regulations, and if not provided for, shall deal with same and their decision shall be binding.