

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



By-Laws

ISSUED BY
SURF LIFE SAVING MID NORTH COAST BRANCH INC.

Item No	Title	Page No
1.	Name	4
2.	Objects	4
3.	Interpretation	4
4.	Affiliation	4
5.	Boundaries	4
6.	Membership	5
7.	Directors and Advisors	5
8.	Public Officer	6
9.	Administration	7
10.	Common Seal	7
11.	Board of Directors	7
12.	Club Delegates	8
13.	Annual General Meeting	9
14.	Branch Meetings	9
15.	Method of Voting	10
16.	Ballot	10
17.	Chairperson's Declaration to be Conclusive	10
18.	Motions and Business of Meetings	10
19.	Special Resolutions	10
20.	Notices	11
21.	Disciplinary, Judicial, Mattes and Appeals Committee	11
22.	Suspension	12
23.	Restriction of Membership of Clubs	12
24.	Annual Report and Audited Financial Statement	13
25.	Auditor and Inspection of Books	13
26.	Finance	14
27.	Inspection of Club and Group Books	14
28.	Duties of Directors and Advisors	14
	28.1 Directors' Responsibilities	14
	28.2 President	15
	28.3 Deputy President	15
	28.4 Director of Administration	15
	28.5 Director of Finance	16
	28.6 Director of Lifesaving	17
	28.7 Director of Surf Sports	17
	28.8 Director of Education	18
	28.9 Director of Member Services	18
	28.10 Director of Marketing and Communication	18
	28.11 Registrar and Assets Officer	19
	28.12 Grievance Officer	19
	28.13 Work Health & Safety Officer	19
	28.14 Support Operations & RWC Co-ordinators	20
	28.15 Duty Officers	20
	28.16 Education Officers	20
	28.17 Junior Education Officer	21
	28.18 Deputy Director of Surf Sports/Surf Sports Co-ordinator	21

28.19	Gear and Equipment Officer	21
28.20	Officials Co-ordinator	22
28.21	Carnival Administration Co-Ordinator	22
28.22	Coaching Co-Ordinator	22
28.23	Deputy Director of Member Services	22
28.24	Media Officer	23
28.25	Deputy Directors and Officers	23
28.26	Other Advisers	23
28.27	Salaried Staff	24
29.	Standing Committees	24
29.1	Lifesaving Committee	25
29.2	Surf Sports Committee	25
29.3	Education Committee	26
29.4	Member Services Committee	26
30.	Branch Sub Committee	27
30.1	Life Membership & Distinguished Honour Committee	27
30.2	Meritorious Awards Committee	28
30.3	Constitution Committee	28
30.4	Disciplinary and Grievance Committee	28
31.	Competition and Displays	29
32.	Official Correspondence	29
33.	Voting by Mail or Facsimile or Electronic Transmission	30
34.	Proxies	30
35.	Rules of Debate	30
36.	Notices of Motion	32
37.	Rescission of Motions	33
38.	Binding Motions	33
39.	Non-political and Non-Sectarian	33
40.	Unbecoming Conduct	33
41.	Intoxicating Liquor	33
42.	Club Annual Reports	34
43.	Branch Colours & Apparel	34
44.	Branch Logo	34
45.	Saving Provisio	35

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.

'Board of Directors' shall refer to the Executive (Rule 11).

'Branch Council' shall refer to the elected Directors and Delegates from each club

'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 Diamond Head 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. DIRECTORS AND ADVISERS

- a) Shall be:
 - i) President
 - ii) Deputy President
 - iii) Director of Administration
 - iv) Director of Finance
 - v) Director of Lifesaving
 - vi) Director of Education
 - vii) Director of Surf Sports
 - viii) Director of Member Services
 - ix) Director of Marketing and Communication

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 Deputy Directors and Officers as listed who shall have no voting rights.

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 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) Notify NSW Fair Trading of any change in the association's official address within 28 days
 - (ii) Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible
 - (iii) Custody of any documents as required by the constitution
 - (iv) Lodge annual financial summaries in the approved form with NSW Fair Trading within 1 month after the Annual General Meeting

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. BOARD OF DIRECTORS (Executive)

The Board of Directors shall consist of the President, Deputy President, Director of Administration, Director of Finance, Director of Lifesaving, Director of Education, Director of Surf Sports, Director of Member Services, and Director of Marketing and Communication

At any Board of Directors meeting five (5) officers shall form a quorum.

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

The Board of Directors 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

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 a Director 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. ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held annually by the end of August to receive the Annual Report and Audited Accounts and for the confirmation of the election of Directors, 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 five (5) 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 Directors 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 Directors and Clubs and confirmed at the next Branch General Meeting and need not be dealt with at the next Annual General Meeting.

14. 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 Board of Directors may deem necessary. At Branch General Meeting's reports from Directors 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, Director of Finance, Director of Life Saving, Director of Education, Director of Surf Sports, Director of Member Services, Director of Marketing and Communication; 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 five (5) 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 Director 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.

15. 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 Directors (until such time as the relevant position has been filled), the newly appointed Club Presidents and Delegates of the Affiliated Clubs or their proxies.

16. 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.

17. 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.

18. 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.

19. 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 Directors 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.

20. 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.

21. 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 Board of Directors shall appoint a committee of five (5) from the panel to act when required.
- d) Three (3) members shall form a quorum.

22. 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 SLISA.
- 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.

23. 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.

24. 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.

25. 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.

26. 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 1st May to 30th April in the succeeding year.

27. 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.

28. DUTIES OF DIRECTORS, OFFICERS AND ADVISERS

INTERPRETATIONS

All references to club positions refer to the closest aligning position in the respective club. Such interpretation shall be made by the Branch Council should the need arise.

28.1 DIRECTORS' RESPONSIBILITIES

All Directors shall:

- (i) Be responsible to the Branch through the Branch Council and Executive.
- (ii) Direct the activities of their relevant portfolio throughout the Branch.
- (iii) Convene and assist in the conduct of relevant portfolio meetings and conferences.

- (iv) Furnish written reports on activities to the Executive and Branch Council as required.
- (v) Attend SLSNSW Meetings on relevant portfolio matters and co-ordinate input to relevant resources.
- (vi) Nominate such Honorary Advisers for the duration of the season or the remaining portion of the season as becomes necessary.
- (vii) Keep records of all expenses incurred on behalf of the Branch, and submit these expenses for payment in line with Branch Regulations and Policies.
- (viii) Liaise with Surf Life Saving NSW and Surf Life Saving Australia regarding matters pertaining to their specific portfolio.
- (ix) Work towards the Branch's Management Plan.

28.2 PRESIDENT

The President shall:

- (i) Administer and be responsible for all the affairs of the Branch and shall chair all meetings of Branch Council and Branch Executive and shall report to each Branch Council or Executive Meeting those activities undertaken on behalf of the Branch.
- (ii) Cause minutes of proceedings at all meetings to be signed by the Chairperson of the meeting or by the Chairperson of the succeeding meeting.
- (iii) Have a casting vote as well as a deliberative vote at Branch Council and Executive meetings.
- (iv) Be responsible to the Branch Executive and Branch Council.
- (v) Be responsible for seeing that all Directors and Officers carry out their duties in accordance with this Constitution.
- (vi) As required by the SLSNSW Constitution, represent the Branch at State Council meetings. The President or his proxy shall be required to furnish 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.

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 those present to act as Chairperson.

28.3 The DEPUTY PRESIDENT shall:

- (i) Be responsible to the Branch Executive and Branch Council.
- (ii) Be responsible for seeing that all Directors and Officers carry out their duties in accordance with this Constitution.
- (iii) Assume the role of Branch President in the President's absence, and assume all powers, responsibilities and duties.

28.4 DIRECTOR OF ADMINISTRATION

The Director of Administration shall:

- (i) Conduct the correspondence of the Branch and be responsible for the administration of the Branch and ensure that records are kept of meetings of the Branch including Branch Council and Executive meetings and the Constitution and Regulations of the Branch. These records shall be held in the custody of the Director of Administration.
- (ii) Disseminate all information regarding branch matters to individual clubs and members as required.
- (iii) Be the primary contact for all correspondence.
- (iv) Be responsible to have taken the minutes of each meeting of the Branch Council and Branch Executive, and have such minutes circulated within two weeks of such meetings to all Officers and Clubs.
- (v) Prepare notice of meetings and after consultation with such Officers as necessary cause due notice to be sent to all Clubs, Officers, Advisers and Delegates and be responsible to carry out the procedures of the branch 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 same where necessary.
- (vii) Compile the Annual Report and call for Director's reports.
- (viii) Keep in custody or under control all records, books, administrative assets and other documents relating to the Branch.
- (ix) Receive and forward all requests for special events from clubs within the branch.

28.5 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 are authorised 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 activities of the Branch.
- (ii) Before each Branch Council meeting and at other times requested prepare a statement 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) Liaise with the Registrar and Asset Officer regarding all assets within the Branch, including market value and depreciation.
- (v) Request budget submissions from portfolios, which must be received within 28 days of the Annual General Meeting, and prepare the overall branch budget.
- (vi) Prepare a schedule of assets and liabilities of the Branch if and when requested to do so by a Branch Executive or Branch Council meeting.

- (vii) 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 cause same to be included in the Annual Report.
- (viii) In conjunction with the Director of Administration, carry out the duties of purchasing and insurance within the Branch.
- (ix) All Branch finance records are to be audited prior to AGM as per NSW Articles of Association of Incorporation.

28.6 DIRECTOR OF LIFESAVING

The Director of Lifesaving shall:

- (i) Hold a Bronze Medallion and be a currently endorsed SLSA Assessor Bronze Medallion.
- (ii) Chair all Lifesaving Committee meetings, and cause minutes of all meetings to be kept.
- (iii) Be responsible with the assistance of the Lifesaving committee for the management of all lifesaving-related matters within the branch.
- (iv) Promote excellence in lifesaving within the Branch through a variety of programs, including but not limited to patrol and lifesaving exchanges, patrol competitions and other activities.
- (v) Co-ordinate all radio networks and organisation within the Branch.
- (vi) Liaise with Surf Life Saving NSW and clubs regarding Lifesaving Service Agreements and Beach Management Plans.
- (vii) Represent the branch at, or appoint delegates to attend, Local and District Emergency Management Committees.
- (viii) Report to the Branch Executive regarding any breaches of lifesaving operations.
- (ix) Co-ordinate annual proficiencies of members across the Branch

28.7 DIRECTOR OF SURF SPORTS

The Director of Surf Sports shall:

- (i) Hold a current Level One Surf Official or current Level One Surf Coach qualification.
- (ii) Chair all Surf Sports Committee meetings, and cause minutes of all meetings to be kept.
- (iii) Chair all Selection Committee meetings, and cause records of all Selection Committee meetings to be kept.
- (iv) Co-ordinate all competition and carnivals within the Branch.
- (v) Be responsible for the processing of all entries for carnivals, competitions and displays within the Branch.
- (vi) Promote excellence in competition within the Branch, and where possible encourage training days and displays to support traditional and modern surf sports events.
- (vii) Promote and facilitate leadership and development pathways for coaches, officials and competitors.

- (viii) Approve or reject all requests to compete outside the Branch, and keep a record of all requests and subsequent decisions.

28.8 DIRECTOR OF EDUCATION

The Director of Education shall:

- (i) Hold a Bronze Medallion and be a currently endorsed SLSA Trainer Bronze Medallion and hold a Certificate IV Training and Assessment or higher educational qualification.
- (ii) Chair all Education Committee meetings, and cause minutes of all meetings to be kept.
- (iii) Co-ordinate all training and assessment activities within the Branch.
- (iv) Approve all Assessment Requests for Branch-conducted courses.
- (v) Promote excellence in education within the Branch, and encourage professional development activities for Training Officers, Assessors and Facilitators.
- (vi) Appoint mentors for probationary Training Officers, Assessors and Facilitators wishing to gain endorsement.
- (vii) Receive paperwork required to be kept for Registered Training Organisation (RTO) reporting and audit compliance requirements.

28.9 DIRECTOR OF MEMBER SERVICES

The Director of Member Services shall:

- (i) Chair all Member Services Committee meetings, and cause minutes of all meetings to be kept.
- (ii) Represent the interests of all members within the Branch, including junior activities and youth members under 18.
- (iii) Promote all SLSA, SLSNSW, SLSMNC and external development opportunities to eligible members.
- (iv) Co-ordinate and oversee all member development programs within the Branch.
- (v) Co-ordinate and oversee the Junior Lifesaver of the Year Program within the Branch.
- (vi) Co-ordinate nominations for the "Awards of Excellence" or similar for the Branch and State.

28.10 DIRECTOR OF MARKETING AND COMMUNICATION

The Director of Marketing shall:

- (i) Be responsible for the overall promotion and marketing of the Branch.
- (ii) Promote all grants and funding opportunities to clubs and for the Branch.
- (iii) Co-ordinate all applications and enquiries for grants, subsidies and funding within the Branch.
- (iv) Ensure media coverage of relevant matters pertaining to events conducted by the Branch and shall endeavor to create a good public relations image with the media, general public and supporters of the Branch.

- (v) In consultation with the President be authorized to make written or verbal media responses on behalf of SLSMNC in regards to incidents or events
- (vi) Liaise with business owners and managers regarding sponsorship opportunities, and liaise with the respective Director regarding portfolio-specific sponsorships.
- (vii) Maintain a full record of all commercial, promotional, marketing and media items and report the same to the Branch Council regularly.

DEPUTY DIRECTORS AND OFFICERS

28.11 REGISTRAR and ASSETS OFFICER

The Registrar & Assets Officer shall:

- (i) Report and be responsible to the Director of Administration.
- (ii) Maintain SurfGuard records of all existing member honours and service awards and other relevant branch information.
- (iii) Assist clubs in the usage of SurfGuard, including relevant training and information.
- (iv) Compile improvement requests from clubs relating to SurfGuard and forward to the relevant personnel.
- (v) Maintain an Assets Register of the property of the Branch.
- (vi) Maintain a record of all transfers approved or otherwise that affect clubs within the Branch.

28.12 GRIEVANCE OFFICER

The Grievance Officer shall:

- (i) Report and be responsible to the Director of Administration.
- (ii) Undertake such training to be qualified to handle matters pertaining to this position.
- (iii) Receive all complaints, grievances, member protection issues, etc that are submitted to Branch.
- (iv) Initially investigate all incidents within the Branch, and referring member protection issues directly to the CEO of SLSNSW.
- (v) Investigate such complaints, grievances, etc as deemed necessary by the SLSA Member Protection Policy and coordinate meetings of the Judiciary Committee where required.

28.13 WORK HEALTH & SAFETY (WH&S) OFFICER

The Work Health & Safety Officer shall:

- (i) Report and be responsible to the Director of Administration.
- (ii) Assist clubs within the branch with WHS compliance.
- (iii) Remain current with WHS policies and procedures that impact on Branch WHS management systems.

- (iv) 'Assist clubs within the branch with risk management in relation to the nature of duties performed in surf lifesaving'.

28.14 SUPPORT OPERATIONS & RWC CO-ORDINATORS

The Support Operations & RWC Co-ordinators shall:

- (i) Report and be responsible to the Director of Lifesaving and Lifesaving Committee.
- (ii) Hold a Silver Medallion: IRB Driver or Rescue Water Craft Operator Certificate.
- (iii) Co-ordinate rosters for all support operations groups.
- (iv) Liaise with Club Directors of Lifesaving regarding co-ordination for all Inflatable Rescue Craft, All Terrain Vehicles, Rescue Water Craft and other equipment when responding to emergency situations.
- (v) Co-ordinate training and induction for all personnel involved in support operations.
- (vi) Co-ordinate and chair meetings of the Support Operations Committee, and cause the minutes of said meetings to be recorded.
- (vii) Refer all media enquiries to the Branch Media Officer.

28.15 DUTY OFFICERS

The Duty Officers shall:

- (i) Report and be responsible to the Director of Lifesaving and Lifesaving Committee.
- (ii) Hold a minimum Silver Medallion: Basic Beach Management and be currently proficient in their Bronze Medallion and Advanced Resuscitation Techniques Certificate.
- (iii) Take the first level of command at Branch Level regarding all emergency responses
- (iv) Co-ordinate debriefings as required, and liaise with Emergency Services including consultation with club/Branch personnel to assist with arranging counselling where required.
- (v) Co-ordinate rescue services outside normal patrol hours or as required in response to requests of State Duty Officer or other Emergency Services
- (vi) Refer all media enquiries to the Branch Media Officer.

28.16 EDUCATION OFFICERS

The Education Officers shall:

- (i) Be one (1) in the north and one (1) in the South of the Branch
- (ii) Be responsible to the Director of Education
- (iii) Hold a Bronze Medallion and be a currently endorsed SLSA Trainer Bronze Medallion

- (iv) Ensure that education policies, procedures and directions are carried out uniformly in their area
- (v) Be the initial point of contact for all education issues that clubs in their area may have
- (vi) Report and be responsible to the Director of Education and Education Committee for the following in their area:
 - a. Co-ordination of assessors
 - b. Assist in the recruitment of trainers, assessors and facilitators
 - c. Approve assessment requests
 - d. Liaise with Club Directors of Education regarding all award assessments.

28.17 JUNIOR EDUCATION OFFICER

The Junior Education Officer shall:

- (i) Be responsible to the Director of Education
- (ii) Hold a current Bronze Medallion
- (iii) Assist with the implementation of junior education policies and procedures across the branch
- (iv) Act as a reference point for junior education issues.
- (v) Assist clubs in the implementation of the Junior Development Program and award process.'

28.18 DEPUTY DIRECTOR OF SURF SPORTS/SURF SPORTS CO-ORDINATOR

The Deputy Director of Surf Sports/Surf Sports Co-ordinator shall:

- (i) Report and be responsible to the Director of Surf Sports.
- (ii) Not necessarily be a Surf Official but should be conversant with the current edition of the Surf Sports Manual.
- (iii) Assist the Director of Surf Sports in all matters relating to competition, including any courses or events that are unique to junior activities.
- (iv) Liaise with clubs and organising committees in relation to the conduct of carnivals within the Branch
- (v) Facilitate the liaison and conduct of Junior Activity Surf Sports events

28.19 GEAR and EQUIPMENT OFFICER

The Gear & Equipment Officer shall:

- (i) Report and be responsible to the Director of Surf Sports.
- (ii) Act under the supervision of the Referee at Carnivals
- (iii) Be responsible for the correct assembly of gear and equipment for the competition.
- (iv) Co-ordinate Volunteers involved in assisting with gear and equipment.

- (v) Adjust, replace and arrange for the repair of and the security of and return of gear and equipment.
- (vi) Maintain a record of gear and equipment issued to Carnival/Events Committee and Officials.
- (vii) Supervise the relocation of gear and equipment to alternative venues.
- (viii) Report to the Director of Surf Sports regarding any loss or damage of gear and equipment during the competition.
- (ix) At the conclusion of the competition ensure all gear and equipment is accounted for, cleaned and properly stored.
- (x) Provide an annual costing to the Director of Surf Sports, for any new gear and equipment for inclusion in the Branch Budget.
- (xi) Provide as the need arises, a costing to the Director of Surf Sports for the emergency replacement of damaged, lost, stolen or destroyed Gear and Equipment.

28.20 OFFICIALS CO-ORDINATOR

The Officials Coordinator shall:

- (i) Report and be responsible to the Director of Surf Sports.
- (ii) Hold a current Level One Surf Official with ability to gain Level 2 accreditation
- (iii) Assist Clubs with encouraging and recruiting new candidates to become Licensed Surf Officials.
- (iv) Act in a Liaison capacity to assist all Officials within the Branch.
- (v) Perform regular appraisals (on behalf of the Director) on all current Level 1 & 2 Officials.
- (vi) Liaise with the Registrar to ensure up to date data on all Officials within the Branch.
- (vii) Collate process, assign and recommend Officials for approval by the Director of Surf Sports or Carnival Referee for all Carnivals within Branch.
- (viii) Report and be responsible to the Director of Surf Sports and the Surf Sports Committee.
- (ix) Arrange for the scrutineering of all competition gear within the branch.

28.21 CARNIVAL ADMINISTRATION CO-ORDINATOR

The Carnival Administration Coordinator shall:

- (i) Report and be responsible to the Director of Surf Sports.
- (ii) Enter MNC Carnival events and member entries through the relevant carnival management program, ensuring competitors are compliant.
- (iii) Produce carnival reports and results as required.
- (iv) Record and collate carnival results.

28.22 COACHING CO-ORDINATOR

The Coaching Coordinator shall:

- (i) Report and be responsible to the Director of Surf Sports.
- (ii) Hold a current Level One Surf Coach qualification.
- (iii) Assist Clubs with encouraging and recruiting new candidates to become qualified Surf Coaches.
- (iv) Act in a Liaison capacity to assist all Coaches within the Branch.
- (v) Organise training squads and selection procedures for Interbranch Team and coordinate all inter branch matters with Team management

28.23 DEPUTY DIRECTOR OF MEMBER SERVICES

The Deputy Director of Member Services shall:

- (i) Report and be responsible to the Director of Member Services.
- (ii) Represent the interests of all members within the Branch.
- (iii) Assist the Director with the development programs.
- (iv) Assist the Director with the Junior Lifesaver of the Year Program within the Branch, and provide mentoring and support to Branch nominees.
- (v) Refer all grievances and member protection issues to the Grievance Officer.

28.24 MEDIA OFFICER

The Media Officer shall:

- (i) Report and be responsible to the Director of Marketing and Communication for publicity and promotional activities
- (ii) Report to the Branch President or Director of Administration on matters of administration or enquiries
- (iii) Shall not respond to media enquiries without first consulting with the Branch President or the Director of Administration.
- (iv) Promote the Branch and co-ordinate the Branch's community presence in different forms of media including print, radio, television and electronic.
- (v) Maintain a database of contacts at media outlets.
- (vi) Co-ordinate the Branch's electronic presence including the website and social media.
- (vii) Be the initial point of contact for all approaches by the media for all activities of the Branch, including surf sports and development programs and with the exception of lifesaving emergencies.
- (viii) Be inducted and trained in handling media enquiries, especially for lifesaving incidents.
- (ix) Ensure that no media controversy regarding members, clubs, SLSMNC, SLSNSW or SLSA is entered into.

28.25 DEPUTY DIRECTORS AND OFFICERS

- (a) Deputy Directors of Surf Sports and Member Services are elected at Branch AGM.
- (b) Assistant Directors of Administration, Finance and Marketing and Communication may be appointed by the Branch Council and/or Executive.

- (c) Where nominations are forthcoming, assistants shall be appointed to any role for the purposes of succession planning and training.
- (d) They shall have no voting rights at Branch Council meetings (unless provided for in the below clause) but may exercise voting rights on their respective Committees.
- (e) The Assistant Director/Officer shall act in the Director's/Officers role in their absence, and exercise like powers and functions.
- (f) Assistant Directors/Officers need not necessarily have the same qualifications required by the Director/Officer.

28.26 OTHER ADVISERS

- (a) The Branch Council and/or Executive shall have the power to appoint other Officers and Advisers as are deemed necessary for the functioning of the Branch from time to time.
- (b) Such appointments shall lapse at the next Annual General Meeting, and re-appointments may be made.
- (c) Recommendations for Advisers shall come from the respective Director where applicable.

28.27 SALARIED STAFF

- (a) The President, Director of Administration and Director of Finance, jointly representing Surf Life Saving Mid North Coast, shall have the power to appoint and define the duties of and fix the rate of pay of any salaried employees of Surf Life Saving Mid North Coast.
- (b) Before any employment process is commenced, the Branch Council must move in favour of creating an employed position including broad duties.
- (c) A Letter of Offer shall be given to any employee before commencing paid employment. This shall detail as a minimum – rate of pay, delegations and duties. The Branch Executive or Branch Council shall ratify this document.

Delete all references to the Election Meeting – the Annual General Meeting to facilitate voting for all executive positions and the Boards of Lifesaving, Education, Surf Sports and Development each to elect own Board Officers.

STANDING COMMITTEES

29 STANDING COMMITTEES

- (a) The Standing Committees of the Branch shall be:
 - (i) Lifesaving Committee
 - (ii) Surf Sports Committee
 - (iii) Education Committee
 - (iv) Member Services Committee
- (b) The President and Director of Administration shall be ex officio on all Standing Committees.

- (c) A quorum for all standing committees shall be five (5) people, providing that four (4) clubs are in attendance, unless otherwise provided. Voting shall be restricted to Branch and club officers as listed above in the respective committee.
- (d) Each standing committee is to elect its own officers after the Annual General Meeting of the Branch Council. These elections are then to be ratified by the Branch Council.
- (e) Committees shall meet a minimum of three times per year, and may appoint a Committee Secretary solely for the purpose of recording minutes of meetings. These minutes are to be forwarded to the Director of Administration, preferably via email. Reports and minutes from Standing Committees must be typed and signed by the Chairperson and/or Secretary of the Committee.
- (f) Each club must notify the Branch of their representative to Standing 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.
- (g) Each committee referred to shall be elected at the Annual General Meeting. The Branch Council or Executive may fill any casual vacancy either of a temporary or permanent nature on any committee and on such terms as it sees fit.
- (h) Unless otherwise specifically provided for, the Standing Committees shall have power to inquire and recommend only.

29.1 LIFESAVING COMMITTEE

- (a) The Lifesaving Committee shall consist of the following officers:
 - (i) Director of Lifesaving
 - (ii) Support Operations Co-ordinator
 - (iii) RWC Coordinator
 - (iv) Duty Officers
 - (v) 1 representative from each club (preferably the club's Director of Lifesaving).
- (b) The functions of the Committee shall be:
 - (i) To test new gear, equipment and lifesaving methods which may be brought before it and report thereon to the Branch.
 - (ii) To supervise all patrol operations and use of gear and equipment used in all areas under control of the Committee.
 - (iii) To co-ordinate all lifesaving activities within the Branch, including any patrol support operations and out-of-hour duty operations.

29.2 SURF SPORTS COMMITTEE

- (a) The Surf Sports Committee shall comprise of the following officers:
 - (i) Director of Surf Sports
 - (ii) Deputy Director of Surf Sports/ Surf Sports Co-ordinator
 - (iii) Gear & Equipment Officer
 - (iv) Officials Co-ordinator
 - (v) Carnival & Administration Co-ordinator
 - (vi) Coaching Co-ordinator

- (vii) Chief Scrutineer
- (viii) 1 representative from each club (preferably the club's Director of Surf Sports or equivalent).

(b) The functions of the Committee shall be:

- (i) To officiate and judge at surf carnivals, competitions and displays conducted by the Branch.
- (ii) To supervise the conduct of all carnivals and competitions run within the Branch.
- (iii) To test new competition gear, equipment and events which may be brought before it, and report thereon to the Branch.
- (iv) To train and mentor new officials, coaches and other surf sports volunteers.

29.3 EDUCATION COMMITTEE

(a) The Education Committee shall comprise of the following officers:

- (i) Director of Education
- (ii) Education Officers, one North and one South
- (iii) Junior Education Officer
- (iv) 1 representative from each club (preferably Director of Education/Chief Training Officer or equivalent).

(b) The functions of the Committee shall be:

- (i) To conduct and encourage members for assessments for all surf lifesaving awards.
- (ii) To convene and conduct training classes, displays, clinics and seminars as required.
- (iii) To test new gear, equipment and training and assessment 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 SLSNSW and SLSA.
- (v) To appoint mentors and provide other resources for probationary Training Officers, Assessors and Facilitators.
- (vi) To conduct all Branch-level training courses.

29.4 MEMBER SERVICES COMMITTEE

(a) The Member Services Committee shall comprise of the following officers:

- (i) Director of Member Services
- (ii) Deputy Director of Member Services
- (iii) 1 representative from each club (preferably Junior Activities Chairperson/Youth Development Officer or equivalent).

(b) The functions of the Committee shall be:

- (i) To conduct and co-ordinate all junior activities matters within the branch pertaining to junior development.

- (ii) To support and conduct youth development programs within the branch and develop projects to promote inclusion, retention and recruitment.
- (iii) To promote SLSA, SLSNSW and external development programs to members and clubs.
- (iv) To provide leadership development and pathways for members in clubs and the Branch.
- (v) To prepare members for transition through the movement from junior activities, through to cadets through to active membership.
- (vi) To select members to represent the Branch at development programs.

30 BRANCH SUB COMMITTEES

- (a) Each committee is to elect its' own Chairperson unless specifically provided. The Sub Committees of the Branch shall be:
- (i) Life Membership Committee
 - (ii) Meritorious Awards Committee
 - (iii) Constitution Committee
 - (iv) Disciplinary and Grievance Committee
 - (v) Other committees that may be appointed for a special purpose with such powers as delegated by the Branch Council.

30.1 LIFE MEMBERSHIP & DISTINGUISHED HONOURS COMMITTEE

A Life Membership Committee of five (5) shall be Life Members of Surf Life Saving Mid North Coast plus two (2) from the Branch Executive. Three (3) members shall form a quorum. The Life Membership Committee will meet to consider nominations for Life Membership under the Constitution of the Branch. Decisions of the Life Membership Committee shall be final.

Life Membership and Distinguished Service Honours

- (i) Nominations for Life Membership or Distinguished Service Honours shall be submitted in writing to the Director of Administration 60 days prior to the date of the "Awards of Excellence Presentation."
- (ii) Nominations are to be signed by at least two members of the Branch
- (iii) All nominations are to be referred to the Life Membership Committee for consideration
- (iv) When considering Life Membership, the Committee shall look for members who have
 - a. rendered ***Outstanding and Distinguished Service*** over an extended period
 - b. been a member of the Branch for at least fifteen (15) years including at least twelve (12) years as an officer or adviser of the Branch Council, Standing Committee or a Subcommittee of the Branch

[NOTE: A member could qualify if the Committee considers he or she rendered the service over a shorter period]

- c. any person elected or appointed as an officer or adviser to perform a specific function shall be deemed to be an officer or adviser for the purpose of consideration for Life Membership or Distinguished Service Award
- (v) In order to be recommended for election as a Life Member, the nominee must receive at least two-thirds support of the Committee
- (vi) Life Member nomination/s shall be forwarded to the Life Member Committee where the nomination/s will be decided upon
- (vii) Life Member Awards shall take place at the "Branch Awards of Excellence Presentation" or as decided by the Branch Executive.
- (viii) Life Members may attend all Branch and Annual General Meetings without voting rights.
- (ix) When considering Distinguished Service Awards the committee shall look for members who have rendered outstanding service over five (5) years and may not necessarily be a member of a club.
- (x) Recommended Distinguished Service Awards are to be forwarded to the Branch Council for approval prior to being forwarded onto the Life Member Committee for a final decision.

30.2 MERITORIOUS AWARDS COMMITTEE

A Meritorious Awards Committee of five (5) shall be elected. It shall be chaired by the Director of Lifesaving and include four (4) others, who shall have been an active Life Saver Service for at least ten (10) years. The Meritorious Awards Committee shall report on all claims within the Branch for recognition under the rules of SLSA and SLSNSW governing the issue of Meritorious Awards. The recommendation of such committee shall be submitted to the next Branch Council meeting for approval. Three (3) shall form a quorum.

Recommendations shall be accompanied with a citation setting out details of the circumstances for recommendation for surf award. Applications for Meritorious Awards should be lodged with the Director of Administration within ninety (90) days of the date of the occurrence. Recommendations must be forwarded to SLSNSW within sixty (60) days of the date of reference. Recommendations shall be accompanied by Statutory Declarations from two (2) or more eye-witnesses or other satisfactory evidence and an endorsement from the Branch.

30.3 CONSTITUTION COMMITTEE

The Rules Committee shall consist of five (5) members of the Branch and who have been a member of Club Management Committee for at least two (2) seasons. Every

notice of rescission of a motion and all matters affecting the Constitution of the Branch shall be referred to the Constitution Committee for report and recommendations. Recommendations that involve an alteration in the Constitution shall be dealt with in accordance with the Constitution and the Associations Incorporation Act 2009. A quorum shall be three (3).

30.4 DISCIPLINARY AND GRIEVANCE COMMITTEE

The Disciplinary and Grievance Committee shall consist of up to five (5) members of the Branch, and shall be chaired by the Grievance Officer unless they have a conflict of interest or have conducted the investigation. The Disciplinary and Grievance Committee shall be governed by the Regulations of SLSA.

31. 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.

32. OFFICIAL CORRESPONDENCE

- a) All official correspondence to and from the Branch, except to and from the Lifesaving Committee, Education Committee, Surf Sports Committee, Member Services Committee and Disciplinary and Grievance Sub-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.

33. 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.

34. PROXIES

Should a President of a Club or be unable to attend a Branch General Meeting, or Annual General Meeting then the President of the Club 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.

35. 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.

36. 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 28 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 Constitution 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.

37. RESCISSION OF MOTIONS

A motion once moved and carried may only be amended or rescinded by a Notice of Motion as per Regulation No. 36.

38. 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.

39. 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.

40. 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.

41. 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.

42. 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.

43. 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 44. 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.

44. 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.



45. 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 SLSNSW or SLSA Rules and Regulations, and if not provided for, shall deal with same and their decision shall be binding.