

# Somerton Surf Life Saving Club Incorporated

## CONSTITUTION

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### 1. NAME & INTERPRETATION

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#### 1.1 Name

The organisation shall be known as 'Somerton Surf Life Saving Club Incorporated' ("SSLSC").

#### 1.2 Definitions

In this Constitution, unless the context or subject matter shall otherwise require:

"Act" means SLSA's Incorporation Act 1985 (SA) as amended from time to time.

"Area of Control" means the area approved by SLSSA as being under SSLSC's control

"Board" means the Board of Management of SSLSC established under **clause 7**.

"Board member" means a member of the Board.

"Club/SSLSC" means Somerton Surf Life Saving Club affiliated with SLSSA.

"Executive" means the Board members elected at a general meeting, being the President, Vice President, Hon. Treasurer, Hon. Secretary and Club Captain.

"Honorary Member" means a person who has or can offer some necessary skill or service to SSLSC and has been accepted to that category of membership by the General Meeting.

"Intellectual Property" means any intellectual or industrial property owned by SSLSC including, but not limited to logos, trademarks, copyright and names in any surf life saving equipment, product, publication or event developed by SSLSC.

"Life Member" means any person who has rendered distinguished or special service to SSLSC [as prescribed in By-Laws] and has been accepted to that category of membership by the General Meeting.

"Member" means a member of SSLSC under **clause 5**.

"SLSA" means Surf Life Saving Australia Ltd. For the avoidance of doubt SLSA is the supreme controlling authority for the whole organisation of surf life saving in Australia within the limitations of its powers as set out in the constitution of SLSA.

"SLSSA" means Surf Life Saving South Australia Incorporated.

“Electronic Method” means any communication medium.

### 1.3 Interpretation

In this Constitution, unless the contrary intention appears:

- (a) words denoting the singular include the plural and vice versa;
- (b) a reference to a person or entity includes a natural person, a partnership, corporation, trust, SLSA, unincorporated body, authority or other entity;
- (c) headings and the table of contents (if any) are for convenience only and do not affect interpretation;
- (d) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (e) a reference to any document is a reference to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;
- (f) a reference to a party to this document includes that party’s executors, administrators, successors and permitted assigns;
- (g) a reference to any legislation or legislative provision includes any regulations or other delegated legislation or instruments made or issued under it and any consolidations, amendments, re-enactments or replacements of it and them and any of them; and
- (h) the word "including" is not to be treated as a word of limitation.

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## 2. OBJECTS OF SSLSC

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2.1 SSLSC is a charitable service provider of emergency services. The objects for which SSLSC is established are to:

- (a) participate as a member of a single uniform entity through and by which surf life saving and the preservation of life in the aquatic environment within South Australia can be conducted, promoted and administered;
- (b) conduct, promote, advance and control the work of surf life saving in the Area of Control, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (c) produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property;
- (d) cooperate with any organisations in improving methods of life saving (whether in aquatic environment or elsewhere) and the securing of public recognition and financial support for Life Saving Institutions;

- (e) strive for Governmental, commercial and public recognition of SLSSA as the authority on aquatic safety and management within South Australia;
- (f) draft and promulgate such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment and so far as local conditions permit secure uniformity in such rules;
- (g) extend the operations and/or teachings of SLSSA within the Area of Control ;
- (h) further develop surf life saving into an organised institution and with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful members;
- (i) ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by SSLSC;
- (j) promote the health and safety of Members and all other users of the aquatic environment and seek and obtain improved facilities for their enjoyment;
- (k) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving activities, regardless of gender or age, within the limits of membership categories;
- (l) encourage and promote performance enhancing drug free competition/environment;
- (m) recommend and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;
- (n) recommend and support where appropriate, recognition for Members to obtain awards, civil honours or public recognition for services to surf life saving or other fields of endeavour;
- (o) promote uniformity of laws for the control and regulation of the aquatic environment and to assist the authorities in enforcing these laws;
- (p) effect such purposes as may be necessary in the interests of surf life saving and the aquatic environment;
- (q) enforce the observance of the policies, rules and regulations and written directions from time to time of SLSSA and SLSA, deal with any infringement thereof, and adjudicate upon all disputes and difficulties between Members;
- (r) act as arbiter on matters pertaining to the conduct of surf life saving in the Area of Control, including disciplinary matters, and refer matters to SLSSA, as appropriate;
- (s) represent the interests of its Members and of surf life saving generally in any appropriate forum;

- (t) have regard to the public interest in its operations; and
- (u) undertake or do all such things or activities as may appear to SSLSC to be incidental or conducive to the advancement of these objects and to conduct the affairs of SSLSC in a way that strives to attain a surplus cash position.

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### 3. POWERS OF SSLSC

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- 3.1 Solely for furthering the objects set out above SSLSC has the powers set out in section 25 of the Act, including the power to:
- (a) acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
  - (b) purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the objects of SSLSC and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof;
  - (c) construct, maintain and alter any houses, buildings or works necessary or convenient for the objects of SSLSC;
  - (d) borrow and raise money in such manner as SSLSC may think fit;
  - (e) raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of SSLSC or without any such security and upon such terms as SSLSC shall think fit;
  - (f) receive money on deposit with or without allowance of interest thereon;
  - (g) invest any monies of SSLSC not immediately required in such manner as may from time to time be determined by SSLSC provided such funds shall be invested in securities as defined in the Trustee Act of South Australia;
  - (h) pursue through itself or others, such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the objects SSLSC;
  - (i) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by through any factors, trustees or agents;
  - (j) take any donation, bequest, gift of property etc, whether subject to any special trust or not for any one or more of the objects of SSLSC;

- (k) take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of SSLSC in the shape of donations, annual subscriptions or otherwise;
- (l) print and publish newspapers, periodicals, books or leaflets that SSLSC may think desirable for the promotion of its objects;
- (m) appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees, agents and other persons in and for the carrying out of the objects of SSLSC and to define duties and to pay them in return for services rendered to SSLSC, salaries, wages and gratuities;
- (n) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof of SSLSC and for that purpose, utilise any of the assets of or held on behalf of SSLSC;
- (o) promote any other person or company for any purpose calculated to benefit SSLSC;
- (p) purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or SLSA's whose activities or purposes are similar to those of SLSSA or generally for any purpose calculated to benefit SSLSC;
- (q) advance the interests of SLSSA and other Clubs; and
- (r) carry on any other activity whatsoever which is considered to directly or indirectly enhance or further the interests of SSLSC; and
- (s) investigate any breaches of Constitutional Rules or any behaviour that may bring the Club or SLSSA into disrepute.

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#### 4. AFFILIATION WITH SLSSA

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- 4.1 SLSSA is a member of SLSA and subject to the powers of SLSA, is the controlling authority of surf life saving within South Australia.
- 4.2 SSLSC is a Member of SLSSA and recognises SLSSA as the controlling authority of surf life saving within South Australia.
- 4.3 SSLSC is recognised by SLSSA as the controlling authority of surf life saving in the Area of Control.
- 4.4 SSLSC shall apply annually for renewal of affiliation with SLSSA. Such application for renewal of affiliation must be made prior to the date of the annual general meeting of SLSSA and payment of any fees that may from time to time be determined by SLSSA shall be paid prior to the start of the annual general meeting.

- 4.5 When applying for renewal of affiliation SSLSC must indicate whether it has adopted any changes to its Constitution in the preceding twelve (12) months. If any amendments have been adopted then a complete new copy of the document must be submitted to SLSSA.
- 4.6 SSLSC will not be granted affiliation with SLSSA unless it is, and remains, a registered incorporated SLSA, or is in the process of registering under the Act, nor will it remain affiliated with SLSSA unless it subscribes to the constitution and by-laws of SLSSA and to the constitution and regulations of SLSA.

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## 5. MEMBERSHIP OF SSLSC

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### 5.1 Members

SSLSC has Members in the following categories:

- (a) Junior
- (b) Active
- (c) Community membership
- (d) Associate membership
- (e) Honorary and Service membership(s) including Life Membership

A full description of each of the above categories is contained within the By-laws.

### 5.2 Rights and obligations

Subject to this Constitution, the rights and obligations of membership and for each category of membership in SSLSC shall be as prescribed in the By-Laws from time to time.

### 5.3 Honorary Members

SSLSC in general meeting may appoint an individual as an Honorary Member [Patron, Vice Patron, Auditor, Solicitor and Medical Advisor[s] of SSLSC who, in the absolute discretion of the general meeting, has or can afford SSLSC some necessary skill or service. An Honorary Member will not have voting rights.

### 5.4 Life Members and Long Service Members

SSLSC in general meeting may appoint an individual as a Life Member or Long Service Member, who in the absolute discretion of the general meeting, has rendered distinguished or special service to SSLSC. [as prescribed in the By-Laws]. A Life Member or Long Service Member will have voting rights.

### 5.5 Constitution & By-Laws of SLSA, SLSSA & SSLSC

SSLSC and all Members of SSLSC agree to be bound by the constitution, regulations, resolutions and manuals of SLSA, the Constitution and by-laws of SLSSA and any

resolutions and manuals of SLSSA. Where there is any conflict, the constitution, regulations, resolutions and manuals of SLSA will take precedence.

#### 5.6 Cessation of Membership

- (a) A Member ceases to be a Member of SSLSC if his or her membership with SSLSC is withdrawn or terminated in accordance with **clause 5.7 or 5.9**.
- (b) An Honorary Member or Life Member or Long Service Member ceases to be a Member of SSLSC if they:
  - (i) die;
  - (ii) are expelled or suspended under **clause 5.7**; or
  - (iii) resign as a Member by giving fourteen (14) days notice in writing to the Board.
- (c) Upon a Member ceasing to be a Member of SSLSC their membership rights cease.

#### 5.7 Suspension and Termination of Honorary, Life or Long Service Membership

- (a) Subject to **clauses 5.7(b)** and **5.7(c)**, if an Honorary Member or Life Member or Long Service Member:
  - (i) breaches any provision of any constitution, by-laws, regulations or resolutions that are binding on that Member; or
  - (ii) engages in any conduct which, in the reasonable opinion of the general meeting, is unbecoming of a Member or which is prejudicial or adverse to the interest of SSLSC, SLSSA or SLSA;

the general meeting may expel that Honorary Member, Life Member or Long Service Member or suspend their membership rights for a period as the general meeting thinks fit.

- (b) An Honorary Member, Life or Long Service Member can only be expelled or have their membership rights suspended by a resolution passed at a general meeting of SSLSC.
- (c) SSLSC in general meeting cannot expel an Honorary Member, Life or Long Service Member or suspend their membership rights unless the general meeting:
  - (i) gives that Honorary Member, Life or Long Service Member not less than fourteen (14) days written notice of its intention to propose a resolution referred to in **clause 5.7(b)**; and
  - (ii) allows the Honorary Member, Life or Long Service Member a reasonable opportunity to present reasons why they should not be expelled or have their membership rights suspended.

## 5.8 Payment of Membership fees

Membership fees are due from the date of application for membership or such other time as prescribed in by-Laws. Membership is not considered to be accepted until such time as the membership form has been completed (either electronic or hard copy version) and fees have been paid. Until these conditions have been met membership will be deemed to have lapsed and as such Members will be unable to utilise Club facilities, equipment and gymnasium or attend any patrol or Club training sessions. Any member in arrears cannot renew membership until such arrears have been paid in full, nor shall they be granted a clearance to any other Club.

## 5.9 Withdrawal and Termination of membership

- (a) Any Member desirous of withdrawing or resigning from membership will give notice in writing to that effect to the Board and on discharging all arrears and obtaining approval by the Board such resignation will become effective.
- (b) Any Member may have their membership terminated by a special resolution at a general meeting called for that purpose, or on notice of motion. Termination automatically involves the cancellation of membership and all rights of such Member. Notwithstanding this, a Member may re-apply for membership the following season.
- (c) Any Member in default of any payment of any liabilities owed to SSLSC or to any other Club may have their membership application held up, or if already a Member, the Member may be debarred by ordinary resolution of the Board from participating at any examination, competition or display held under the control of SSLSC, SLSA or SLSSA until such time as the liability has been paid.
- (d) For the purpose of **clause 5.9(c)**, a Member will be deemed to be in default of payment of any liabilities when such liabilities have been owing for a period of ninety (90) days or more after due notice has been given to the Member. Any Member in default of payment of any liabilities due or on behalf of SSLSC or SLSSA may be suspended or expelled in accordance with **clause 5.9(b)**.

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## 6. GENERAL MEETINGS

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### 6.1 Annual General Meeting

The annual general meeting of the Members will be held not later than 30 September each year.

### 6.2 Business of Annual General Meetings

The business of the annual general meeting will be to:

- (a) confirm the minutes of the previous meeting;



- (b) receive any reports;
- (c) adopt and approve the annual report and financial statements;
- (d) deal with any business arising out of the minutes;
- (e) election of Board Members;
- (f) consider motions to alter this Constitution (if any); and
- (g) any other business as required by the Act or this Constitution or By-Laws.

### 6.3 Special General Meetings

The Board will upon receipt of a written requisition signed by ten (10) Members, convene a general meeting of the Members within twenty-eight (28) days of the requisition.

### 6.4 Notice of Meeting

- (a) A notice of general meeting must give a minimum of twenty one (21) days notice of the meeting and specify the place, date, time of meeting and state the general nature of the business to be transacted at the meeting.
- (b) All business to be transacted at a special general meeting convened under **clause 6.3** will be special business.

### 6.5 Quorum

- (a) No business will be transacted at any general meeting of the Members of SSLSC unless a quorum of Members is present at the time the meeting proceeds to business.
- (b) The quorum for a general meeting of the Members is not less than 50 members, or one third of the members, whichever is less attending in person or by proxy of the Members entitled to vote at the general meeting.
- (c) If a quorum is not present within thirty (30) minutes of from the time appointed for the meeting, the meeting:
  - (i) if convened under **clause 6.3**, will be dissolved; or
  - (ii) will otherwise be adjourned for seven (7) days to the same place and at the same time.

### 6.6 Chairperson

The President will preside as chairperson at every general meeting and Board meeting of which he or she is present and entitled to preside within the rules provided by this Constitution. In the absence or incapacity of the President, the Members or Board members (as the case may be) present and entitled to vote at the meeting in session will elect a chairperson to preside for the duration of the meeting.

## 6.7 Voting

- (a) At a general meeting of the Members each Member entitled to vote [as prescribed in By-Laws] may vote in person or by proxy.
- (b) Any Member who is eligible to vote at a meeting of the Corporation and who is unable to attend such a meeting may vote by a postal ballot paper which must be signed by the Member and by two witnesses and be delivered to the Secretary prior to the meeting or may appoint a proxy to represent that Member. Such proxy shall be entitled to be heard and vote at a meeting. Notification of appointment of proxy shall:
  - a. be in writing, signed by the Member and by two witnesses; and
  - b. be delivered to the Secretary prior to the commencement of the meeting at which proxy voting is to be exercised.
- (c) At any general meeting of the Members a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is demanded by the chairperson or by at least four (4) Members present and entitled to vote.
- (d) Unless a poll is demanded a declaration by the chairperson that a resolution has on a show of hands been carried or lost and an entry to that effect in the book containing the minutes of SSLSC is conclusive evidence of that fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
- (e) Subject to any rights or restrictions attached to any membership rights, each Member entitled to vote has one vote on a show of hands or poll.
- (f) The chairperson may exercise a casting vote where all votes are equal.
- (g) For any vote to be considered passed it shall receive a minimum of 50% plus one (1) of those present and entitled to vote. Where the vote is deadlocked the Chair shall have the casting vote.

## 6.8 Minutes

The chairperson will cause full and accurate minutes of all proceedings and resolutions of general meetings of the Members to be recorded.

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## 7. THE BOARD

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### 7.1 Composition of the Board

The Board will consist of up to 9 Board members comprising:

- (a) the President; and

- (b) 4 other Board members elected at a general meeting of SSLSC, the Vice President, Hon. Treasurer, Hon. Secretary and Club Captain; and
- (c) up to four other Board members, elected by the Executive within 28 days of the general meeting. These four Board members are to have various skill sets to ensure a wide range of knowledge on the Board.

## 7.2 Powers of the Board of Management

Subject to the Act and this Constitution the management of the business and affairs of SSLSC is vested in the Board. The Board will be responsible for acting on all issues in accordance with this Constitution and the objects of SLSSA and, subject to the Act and to any other provision of this Constitution and By-Laws, may:

- (a) draft, monitor and implement strategy and performance objectives of SSLSC set by the general meeting;
- (b) ensure that SSLSC conforms with legal and ethical standards and operates in accordance with any relevant strategic and performance objectives set by the general meeting;
- (c) authorise expenditure and purchase assets on behalf of SSLSC;
- (d) may delegate expenditure to any person(s) for such period and subject to such conditions as the Board deems appropriate.
- (e) prepare and implement financial and operating budgets; and
- (f) appoint chairpersons to any standing committees established under **clause 7.9**.

## 7.3 Executive Committee

Composition:

Chair: President

Members: Vice President, Hon. Secretary, Hon. Treasurer, Club Captain.

Purpose: Everyday decision making between board meetings

## 7.4 Reporting to General Meeting

The Board will report to the annual general meeting on all matters material to the performance of its duties and powers.

## 7.5 Nomination of Board members and Office Bearers (as prescribed in By-Laws)

- (a) Nominations for Board members and Office Bearers will be called for from the Members by the Board not less than twenty one (21) days prior to the date set for the annual general meeting.

- (b) Nominations must be received by the Board at least fourteen (14) days prior to the date set for the annual general meeting:
  - (i) in writing; and
  - (ii) signed by the nominee expressing his willingness to accept the position for which he is nominated.
- (c) On close of nominations:
  - (i) if only (1) nomination received, that person is automatically elected with no voting required;
  - (ii) if no nominations received fourteen (14) days prior, nominations will be allowed to be called from the floor.
  - (iii) if no nominations forthcoming, the position will be filled by the Board at a time deemed by the Board.

and will be sent to the Members with the agenda for the meeting.

#### 7.6 Term of Office of Board members and Office Bearers

- (a) Board members and Office Bearers will be elected for a term of one (1) year which will commence from the conclusion of the annual general meeting of SSLSC at which their election occurred until the conclusion of the next annual general meeting of SSLSC following.
- (b) Board members and Office Bearers will be eligible to stand for nomination and re-election at the conclusion of each term.
- (c) The President shall remain a Board Member so long as he or she holds the position of President.

#### 7.7 Vacation, Disqualification and Removal of Board members or Office Bearer

- (a) In addition to the circumstances in which the office of a Board member or Office Bearer becomes vacant by virtue of the Act, the position of a Board member or Office Bearer will immediately become vacant if the Board member or Office Bearer:
  - (i) is absent from two (2) consecutive meetings of the Board without approved leave of absence from the Board;
  - (ii) acts in a manner unbecoming or prejudicial to the objects of SSLSC or SLSSA or through their actions brings the Board or SSLSC or SLSSA into disrepute;
  - (iii) becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health;
  - (iv) resigns that office by twenty eight (28) days written notice to the Board;

- (v) becomes prohibited from being a Board member or Office Bearer by reason of any order made under any law; or
  - (vi) is convicted of any criminal offence.
- (b) If any Board member or Office Bearer resigns or is removed that person will immediately cease to be a Board Member or Office Bearer upon resignation or removal and the Board will appoint another Board member or Office Bearer in their absence under **clause 7.6(c)**.
- (c) The Board may appoint an appropriately qualified person to fill a casual vacancy on the Board or Office Bearer and that person will hold office for the remainder of the term of the Board member or Office Bearer whose resignation or removal caused the casual vacancy.

#### 7.8 Board Meetings

- (a) The President will be the chairperson of the Board and the Board may elect an alternate chairperson to preside at any meetings of the Board at which the President is unable to attend.
- (b) The Board will meet at least monthly, or as otherwise determined by the Board from time to time, for the dispatch of business and adjourn and otherwise regulate meetings and proceedings of the Board as it thinks fit.
- (c) The chairperson will, on the requisition in writing of at least two (2) Board members, convene a meeting of the Board within seven (7) days of the requisition.
- (d) At a meeting of the Board the number of members whose presence is necessary to constitute a quorum will be fifty per cent (50%) plus one of the Board members, exclusive of the President.
- (e) Subject to this Constitution, questions arising at a meeting of the Board will be decided by a majority of votes of Board members present and voting.
- (f) All Board members will have one vote on any question and the chairperson will have a casting vote where voting is equal.
- (g) The chairperson will cause full and accurate minutes of all proceedings and resolutions to be recorded.

#### 7.9 Disclosure of Interest of Board Members

- (a) A Board member must not hold an office of profit in SSLSC without the prior approval of the general meeting.
- (b) A Board member who has a direct or indirect pecuniary interest in any contract or proposed contract with SSLSC must:

- (i) as soon as that Board member becomes aware of their interest disclose the nature and extent of their interest to the Board; and
  - (ii) disclose the nature and extent of their interest at the next general meeting.
- (c) Subject to the Act, a Board member who has a direct or indirect pecuniary interest in any matter that is being considered at a meeting of the Board must not:
- (i) vote on the matter; and
  - (ii) be present while the matter (or proposed resolution of that kind) is being considered at the meeting.

#### 7.10 Standing Committees

- (a) The Board may establish any standing committees as it sees fit for the purpose of assisting the Board perform its functions.
- (b) A standing committee established under **clause 7.9(a)** will exercise the powers delegated to it by the Board in accordance with any directions of the Board.
- (c) Any standing committee established by the Board will report to the Board at Board meetings held under **clause 7.7(b)** on all matters material to the performance of its powers and functions.

#### 7.11 Remuneration of Board members

Board Members will not be paid remuneration.

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### 8. FINANCE, BANKING & PAYMENTS

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#### 8.1 Receipt of Money by SSLSC

An official receipt shall be issued for all monies received on behalf of SSLSC and such monies will immediately be banked in its name, in such banks as the Board may from time to time direct.

#### 8.2 Payments by SSLSC

- (a) Payments on behalf of SSLSC may be made only by cheque or electronic transfer signed by:
  - (i) one (1) Board member;(as prescribed in By-Laws) or
  - (ii) by such other person(s) and within such other limits as the Board may from time to time appoint. (as per Delegation of Authority Policy)

- (b) Accounts payable shall be duly certified as correct and be passed by the Board meetings, signed by the Chairman of the meeting and a record made in the minutes.

### 8.3 Financial Year

The financial year of SSLSC will close at 30th June in each year after which financial accounts of that financial year shall be prepared.

### 8.4 Records

- (a) SSLSC shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of SSLSC in accordance with the Act.
- (b) The Board shall cause the accounts of SSLSC, together with the auditor's report on the accounts and any required statements and reports of the Board to be laid before the Members at the annual general meeting of the Members of SSLSC.

### 8.5 Accounts and Audit

- (a) The accounts of SSLSC shall, if required by the Act, be audited once at least in every year and the correctness of the profit and loss account and balance sheet ascertained by one or more auditor or auditors approved by the Board.
- (b) Auditors of SSLSC will be appointed and may resign or be removed and their remuneration, rights and duties will be regulated in accordance with the Act.

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## 9. THE COMMON SEAL

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9.1 The Board will be responsible for the safe custody of the Common Seal of SSLSC.

9.2 The Seal will only be used by the authority of the Board and every document to which the Seal is affixed will be signed by a Board member and countersigned by another Board member or any other person appointed by the Board to countersign that document or a class of documents in which that document is included.

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## 10. ALTERATIONS TO THE CONSTITUTION AND BY-LAWS

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### 10.1 Alterations to the Constitution

- (a) This Constitution may be amended, altered, repealed or replaced by a special resolution passed at a general meeting of the Members entitled to vote.
- (b) Notice of the proposed alterations will be given in writing or by electronic method to all Members of SSLSC entitled to vote not less than twenty one (21) days prior to date on which the meeting to approve the amendments is to be held and will specifically state that it is a notice of a motion to amend the Constitution of SSLSC.

- (c) Any alteration to the Constitution will become effective when passed and must be promulgated to all Members.

## 10.2 Alterations to the By-Laws and Appendices

- (a) The By-Laws of SSLSC may be amended, altered, repealed or replaced by the Board.
- (b) Any alteration to the By-Laws or Appendices will become effective when passed and must be promulgated to all Members.

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## 11. DISSOLUTION

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No resolution for the dissolution of SSLSC will be deemed to have been passed unless passed by a special resolution of the Members at a general meeting and on dissolution the property and assets of SSLSC shall revert to SLSSA.

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## 12. DISPOSAL OF ASSETS

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- 12.1 If SSLSC becomes inactive, goes into recess, or has its affiliation as a Club terminated, or is dissolved under this Constitution, the Board is empowered by this Constitution to take any necessary action in winding up the affairs of SSLSC.
- 12.2 Upon dissolution of SSLSC under **clause 12.1** the books, accounts, assets, property - both real and personal - of SSLSC shall be handed over to SLSSA, including the seizure of SSLSC's property, wherever it may be situated.
- 12.3 The property may be sold or disbursed by SLSSA and all funds seized or raised through sale of property would be held in Trust by SLSSA for a period of three (3) years at which time SLSSA shall, in its absolute discretion, decide upon its future use for Surf Life Saving activities.

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## 13. INDEMNITY

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- 13.1 To the extent permitted by the Act, every Board member of SSLSC will be indemnified out of the property of SSLSC against any liability to any person (other than SSLSC) incurred by them in their capacity as a Board member.
- 13.2 To the extent permitted by the Act, every Board member of SSLSC will be indemnified out of the property of SSLSC against any liability to SSLSC incurred by them other than any liability arising as a result of any negligence, default, breach of duty or breach of trust on the part of the Board member of which he or she may be guilty
- 13.3 Without limiting **clauses 13.1** and **13.2**, SSLSC may indemnify out of the property of SSLSC each Board member against any liability for costs and expenses incurred by the



person acting in their capacity as a Board member in defending proceedings, whether civil or criminal, in which judgement is given in favour of the person or in which the person is acquitted.

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## 14. GENERAL

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### 14.1 Notices

- (a) A notice may be given by SSLSC to any Member or Board member by:
  - (i) personal service;
  - (ii) sending it by post to the address supplied by that person for the delivery of notices;
  - (iii) email; or
  - (iv) other approved electronic methods.
- (b) Where a notice is sent by post, service of that notice will be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected on the day after the date of its posting.
- (c) Notice of every general meeting must be given to every Member entitled to vote at the meeting

# By-Laws

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## 1. MEMBERSHIP (CATEGORIES)

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In all cases, age shall be decided as at 1<sup>st</sup> October each year. All members shall abide by their Club Constitution and shall be bound by the Constitution of the Australian Council and its By-Laws, Resolutions and Manuals of the State Centre and where they conflict the Constitution, By-Laws, Resolutions and Manuals of the Australian Council shall take precedence and the types of membership shall be:

- (a) Junior Membership: Incorporating former categories of Junior Activities membership [5-13], Cadet [13-15] membership, (no voting rights)
- (b) Active membership: Incorporating former categories of Active membership, Award membership,
  - (i) Active; Available to persons accredited, or training to be accredited with the SLSA Bronze Medallion. (voting rights)
  - (ii) Dual Membership; Available to persons who wish to be a dual member of the Somerton SLSC and another South Australian SLSC affiliated with SLSSA. Dual members can have certain patrol obligations with either Club which should be carried out in consultation with the Vice Club Captain or person in charge of patrols (voting rights)
  - (iii) Award Member; Available to persons over the age of eighteen (18) accredited, or training to be accredited, with SLSA's various awards, namely Radio, Resuscitation Certificate, Advanced Resuscitation Certificate, First Aid Certificate. Such members may be called upon to perform patrol and/or other Club obligations within the ability of their qualifications. (voting rights)
- (c) Community Membership: Available to Community Members to become part of the club and enjoy all the social benefits. Community Members can participate in club events but not compete in championship or interclub events. Community Members are not qualified to patrol. Community membership is not covered by State WorkCover insurance. (no voting rights)
- (d) Associate: Incorporating former categories of Associate membership, Probationary membership, General membership
  - (i) Associate; Available to persons who can not participate in regular patrolling duties or regular official voluntary duties but wish to contribute to the overall club well being. Note: Each person who applies for social/support membership will be required to be endorsed through the same constitutional requirement as all new members and each applicant be considered individually by the Board. (no voting rights).

- (ii) Probationary Membership; Shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the Board. (no voting rights)
  - (iii) General Membership: Available to any persons over the age of thirteen (13) years. Such members other than those accredited with SLSA Bronze Medallions would not normally have voting rights unless elected to office or undertake official recognised voluntary duties which are provided with voting rights by the Club Constitution or By-Laws.
  - (iv) Elected Officers, Officials, Coaches, Recognised Volunteer and/or Committee Persons; Any person elected for an official SLSA, SLSSA or SLSSC position or on a committee or is a recognised and regular SSLSC volunteer who may not hold SLSA awards. (may at the discretion of the Board have voting rights)
- (e) Honorary and Service membership including Life Membership: Incorporating former categories of Long Service Membership, Honorary membership, Past Active membership.
- (ii) Long Service Members: May be granted by the Club to members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years active reserve service. Such members may be granted other special privileges of membership as provided in this Constitution and By-Laws. (voting rights)
  - (iii) Life Members: May be elected from members who have rendered special and outstanding service to the Club and have completed at least ten (10) years consecutive membership from the age of 18 years, in any case excluding leave of absence. (voting rights)
  - (iii) Life members shall only be elected at an Annual General Meeting upon attaining by secret ballot, fifty percent (50%) plus (1) of those present and eligible to vote, provided that the nominations has first been submitted to a meeting of the Board and approved by fifty percent (50%) plus (1) at that meeting.
  - (iv) All nominations for Life Membership shall be checked for accuracy by the Life Membership Committee prior to submission to the Board.

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## 2. MEMBERSHIP

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- (a) Junior, Active and Service memberships are the only classes eligible for entry in club competitions. Award members may compete in the category of the Award they hold.
- (b) Conditions of entry in SLSA competition shall be as laid down in the relevant SLSA Handbook.
- (c) It shall be the duty of the Board to limit the Club Membership to a number that will hold itself to the efficient working of the Club.
- (d) No restriction of membership will be placed in any instance in regard to males Vs females.

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## 3. RENEWAL OF MEMBERSHIP

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Membership may be renewed annually from October the 1<sup>st</sup> on application and payment of the prescribed subscription fee. The Board may refuse to renew the membership of any member or ex-member, but such persons shall have the right of appeal, addressed in writing to the Secretary, to a decision of a Special General Meeting called for the purposes.

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## 4. NEW MEMBERSHIP

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The nomination shall be lodged, together with the appropriate entrance fee, with the Secretary.

The approval of new membership may be conducted by the Board.

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## 5. SUB COMMITTEES

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- (a) The Dispute/Resolution Committee shall consist of the Vice President plus two (2) members appointed by the Board of Management.
- (b) The Life Membership/Long Service Committee shall consist of two (2) Board Members and three (3) Life Members, one (1) of the latter category being elected Chairman. Four (4) shall form a quorum. The Committee shall meet at least three (3) months prior to the Annual General Meeting to review all members who may be eligible for Life Membership/Long Service as laid down in this Constitution and By-Laws. The Committee shall then forward these nominees, if any, to the Board for their ratification before the final submission to the Annual General Meeting.

- (c) The Board of Management may elect to form other sub-committees as identified by the Executive

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## 6. CLUB DISCIPLINE

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- (a) Any person witnessing an act contrary to this Constitution may formulate a written complaint to the Dispute/Resolution Committee within 7 days. Any complaints must be in writing and be referred to the Dispute/Resolution Committee.
- (b) The Dispute/Resolution Committee shall be convened to hear all matters referred to it and determine action to be taken in accordance with the Constitution and By-Laws and in the best interest of the Club and report on its findings to the Board. The Vice President shall act as Chairman and convey all reports to the Board.
- (c) The Dispute/Resolution Committee may expel, or, for any period or indefinitely, suspend from the privileges of membership any member who violates a rule or By-Law of the Club or who shall be guilty of misconduct or act contrary to the general policy of the Club, provided that such member has had the opportunity to state their case either personally or through another member, to the Committee before it arrives at its decision.
- (d) Executive Officers of the Club may suspend any member who disobeys instructions when given in place of emergency or who shall be guilty of misconduct, or immediately reported to the Chairman of the Dispute/Resolution Committee who will call a meeting within seven (7) days to hear the case; the member concerned to be advised of the date of the meeting in writing at least three (3) days before the set meeting time, and they may state their case personally or through another member.
- (e) The finding of the Dispute/Resolution Committee shall be presented to the next or a Special Meeting of the Board. The member concerned shall be given at least three (3) days notice of the date and time of the meeting, in writing, to allow them if they desire, to appeal to the Board either personally or through another Member. The Board may revoke or endorse the suspension, or expel for any period or indefinitely, the member concerned. The decision shall be final.
- (f) The Dispute/Resolution Committee shall refer to the SLSSA Inc. Constitution By-Law 7.6 - re Judiciary Procedures.

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## 7. CLUB COLOURS, BLAZER AND BADGE

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- (a) The Club colours shall be white, green and black and shall be subject to the approval of the State Centre.
- (b) The Club Badge will be in the form of a shield with a reel, line and belt situated centrally within it. The reel, line and belt will be surrounded by a border with the

word "Somerton" on the top half and "S.L.S.C." on the bottom half. The badge will be in Club colours and subject to the approval by the State Centre.

- (c) All Club apparel to be approved by Board.

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## 8. DUTIES OF THE BOARD OF MANAGEMENT EXECUTIVE

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### (a) THE PRESIDENT

- Is the official head of the Club.
- Presides at all General and Board meetings.
- Is responsible for maintaining order and seeing that duties of the other Officers are properly performed.
- After ratification of the minutes of the Annual General and Board Meetings, the President signs them as a true record.
- Is the Public Officer of the Club.

### (b) THE VICE PRESIDENT

- Presides at all General and Board Meetings in the absence of the President and maintains all powers pertaining to the President.
- Is the Chairperson of the Dispute/Resolution Committee.

### (c) THE TREASURER

- Is responsible for all financial transactions relating to the Club.
- Maintains proper records of written and/or electronic financial statements of all Club accounts, together with bank statements and a list of unpaid accounts.
- Is responsible for payment of all creditors within agreed credit terms
- Prepares the annual financial statements for the current financial year, for inclusion in the Annual Report. The financial year for reporting purposes is 1st July to 30th June.
- Arranges the annual auditing of the financial statements prior to their inclusion in the Annual Report.
- Reports to each Board meeting.

### (d) THE SECRETARY

- Issues due notice of all meetings and records the minutes of the meetings.
- Is responsible for the filing and safe custody of all papers and the Common Seal.
- Attends to all correspondence and posts notices on the Club notice board as required by the Constitution and as directed by the Board.
- Informs the Communications Officer of all relevant Club, SLSSA and SLSA information and gives due notice of forthcoming events for publicity reasons.

### (e) THE CAPTAIN

- Is responsible for the efficiency of patrols and all lifesaving activities performed by members of the Club.
- Has jurisdiction over all members in all competitive activities.
- Is responsible for, in conjunction with the Vice Captain, the selection and placement of all active members in rostered patrols for the season.
- Must hold the Bronze Medallion.
- Convenes meetings as required of the Vice Captain, Competition Officer, Chief Instructor, Area Captains and Coaches as listed in section 9 of the By-Laws. When necessary, these members may be required to submit reports relevant to their areas.
- Table any business arising that requires approval at the next Board meeting.
- Reports to each Board meeting.

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## 9. DUTIES OF CLUB OFFICES, AREA CAPTAINS AND COACHES

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Club Officers and Area Captains will be voted in annually at the Annual General Meeting.

The Secretary shall be responsible for the following Members' conduct and performance:

(a) THE REGISTRAR

- Acts under the direction and instruction of the Secretary and during the absence of the Secretary, shall act in this role.
- Records all members and officers of the Club.
- Accepts fees from all members, issues receipts and refers all details to the Treasurer.
- Ensures all members, as required by the Constitution of the SLSSA, are registered with SLSA.
- Is responsible for the safe custody of such records.

(b) THE COMMUNICATIONS OFFICER

- Is responsible for internal and external communications for the Club, as well as developing processes to ensure communications (print and electronic) is in accordance with the Club's brand and the policy guidelines and Constitutions of SLSSA and SLSA.
- Ensures that communication channels such as websites, apps, social media and other electronic media are created and that processes are in place to ensure appropriate use.
- Ensures that official Club statements are approved by either the Club President (or delegate) or the Communications Officer.

The Club Captain shall be responsible for the following Members' conduct and performance:

(c) THE VICE CAPTAIN

- Assists the Captain.
- In the absence of the Captain, the Vice Captain will exercise the duties and have the authority of the Captain.

- Records and logs all required details to SLSSA (State Centre) in accordance with the State Centre By-Laws.
  - Reports to the Captain on the performance of all patrols and their individual members.
- (d) THE CHIEF INSTRUCTOR
- Must hold a Bronze Medallion and/or Training Officer's Certificate.
  - Organises new members into squads for training and instruction for the appropriate awards under qualified and competent Instructors.
  - Arranges other training for existing members as considered necessary for their overall betterment and/or the gaining of additional SLSA awards.
  - Provides an end of season report to the Secretary for the Annual Report.
  - Reports to the Club Captain.
- (e) THE CLUB LIFE SAVING ADVISOR
- Must hold the relevant SLSA award.
  - Is responsible for all Life Saving administration.
- (f) THE FIRST AID OFFICER
- Must hold a SLSA or St John First Aid Certificate or equivalent.
  - Is responsible for the efficient operation and upkeep of the First Aid Room and the proper treatment and care of all first aid kits.
  - Ensures that all cases are properly recorded.
  - Reports to the Club Captain.
- (g) THE GEAR STEWARD
- Is responsible for the upkeep and maintenance of all lifesaving gear and equipment, with the exception of the surf boats and trailers, competition boards and skis, IRB's and motors, ATV's or SSLSC vehicles and their associated equipment.
  - Is responsible for proper presentation of all gear and equipment and attends the inspection of Club gear when carried out by State Centre.
  - Reports to the Club Captain.
- (h) THE IRB CAPTAIN
- Ensures the Club's IRB's are effectively used in patrols.
  - Preferably holds their IRB Instructor's Certificate and assists in the instruction of members to gain their IRB awards.
  - Liaises with the Competition Officer for IRB competitions.
  - Assists the Officials Coordinator with the coordination of officials for IRB carnivals.
  - Provides an end of season report to the Secretary for the Annual Report.
  - Reports to the Club Captain.
- (i) THE ATV CAPTAIN



- Ensures ATV operators have the relevant skills and certification including current drivers licence.
- Provides leadership and guidance with regard to correct use and adherence to safe operation of the ATV.
- Arranges pre and post operational checks/cleaning.
- Oversees training of club members in ATV safe operation procedures.
- Coordinates and implements the maintenance schedule and arranges repairs as needed.
- Maintains a log of maintenance and repair work to the ATV.
- Is the contact for club members to report incidents involving ATV use or problems with the ATV itself.
- Reports to the Club Captain.

The Vice President shall be responsible for the following Members' conduct and performance:

(j) THE COMPETITION OFFICER

- Is responsible for the administration of the competition area.
- Assists the Captain, Area Captains and Coaches in the coordination of members for training and competition.
- Assists the Officials Coordinator in the coordination of officials for carnivals.
- Provides an end of season report to the Secretary for the Annual Report.
- Reports to the Vice President.

(k) THE OFFICIALS COORDINATOR

- Is an official and will be the Club contact for officials when dealing with SLSSA.
- Arranges new officials for training and instruction for the appropriate awards under Instructors at SLSSA.
- Liaises with Area Captains for the coordination of officials at carnivals.

(l) THE BOAT CAPTAIN

- Is responsible for the care and upkeep of the Club's surf boats and their associated equipment.
- Is responsible for the coordination of training of the Club's boat crews and the instruction of new members interested in rowing.
- Liaises with the Competition Officer for Surf Boat competitions.
- Assists the Officials Coordinator in the coordination of officials for surf boat carnivals.
- Provides an end of season report to the Honorary Secretary for the Annual Report.
- Reports to the Vice President.

(m) THE BOARD AND SKI CAPTAIN

- Is responsible for the care, upkeep and allocation of the Club's boards and skis as well as their associated equipment.

- Is responsible for training Club members and inducting new members in surf board and surf ski paddling.
- Liaises with the Competition Officer for Board and Ski competitions.
- Assists the Officials Coordinator with the coordination of officials for board and ski competitions.
- Provides an end of season report to the Secretary for the Annual Report.
- Reports to the Vice President.

(n) THE BEACH CAPTAIN

- Is responsible for the care, upkeep and allocation of the Club's beach equipment.
- Is responsible for training Club members and inducting new members in beach events.
- Liaises with the Competition Officer for beach competitions.
- Assists the Officials Coordinator with the coordination of officials for beach competitions.
- Provides an end of season report to the Secretary for the Annual Report.
- Reports to the Vice President.

(o) THE SWIM CAPTAIN

- Is responsible for the care, upkeep and allocation of the Club's Pool Rescue equipment.
- Is responsible for training Club members and inducting new members in pool rescue events.
- Liaises with the Competition Officer for pool rescue competitions.
- Assists the Officials Coordinator with the coordination of officials for pool rescue competitions.
- Provides an end of season report to the Secretary for the Annual Report.
- Reports to the Vice President.

(p) THE YOUTH CAPTAIN

- Is responsible for training Club members and inducting new members in the Youth area.
- Liaises with the Competition Officer for youth competitions.
- Assists the Officials Coordinator with the coordination of officials for youth competitions.
- Provides an end of season report to the Secretary for the Annual Report.
- Reports to the Vice President.

(q) THE YOUTH ADMINISTRATION OFFICER

- Is responsible for the administration work for the Youth Section of the Club.

(r) THE RACE STEWARD

- Is responsible for organising, handicapping and conducting all intra-club competitions, and displays results on the Club notice board.

- Is responsible for, in conjunction with the Competition Officer, a programme of events for the season.
- Provides an end of season report to the Secretary for the Annual Report.
- Reports to the Vice President.

The President shall be responsible for the following Members' conduct and performance:

(s) THE JUNIOR COORDINATOR

- Is responsible for the Junior Section of the Club under the direction of the Board.
- Endeavours to ensure that as many as possible of the Club's Juniors progress through to the Youth Section.
- Convenes monthly Junior Committee meetings.
- Provides an end of season report to the Secretary for the Annual Report.
- Reports to the President.

(t) THE JUNIOR ADMINISTRATION OFFICER

- Issues due notice of all Junior Committee meetings and records the minutes of the meetings.
- Is responsible for the filing and safe custody of all papers.
- Attends to all correspondence and posts notices on the Club notice board, relevant to the Juniors, and as directed by the Junior Coordinator.
- Posts a copy of the Junior Committee minutes on the Club notice board within 7 days of the meeting and distributes to committee members.
- Informs the Communications Officer and Secretary of all relevant Junior information and gives due notice of forthcoming events for publicity reasons.

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## 10. DUTIES OF THE JUNIOR COMMITTEE MEMBERS

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The Junior Committee Members will be appointed by the Junior Coordinator and Junior Administration Officer at the beginning of each season:

The Junior Coordinator shall be responsible for the following Members' conduct and performance:

(a) THE JUNIOR COMPETITION OFFICER

- Is responsible for the administration of the Junior competition area.
- Assists the Officials Coordinator with the coordination of officials for Junior competitions.

(b) AGE GROUP MANAGERS

- Are responsible for conducting junior training and competition for their relevant Age Group, in consultation with the Junior Committee and under the direction of the Junior Coordinator.
- Are responsible for swim proficiencies and Surf Education training for their age group.
- Age Group Managers for the Under 13s are responsible for the coordination of Resuscitation Certificate training for their age group.
- Age Group Managers for the under 14s are responsible for the coordination of the Surf Rescue Certificate (SRC) training for their age group.

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## 11. BOARD APPOINTED OFFICERS

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The following will be appointed by the Board of Management at the beginning of each season.

### (a) THE MERCHANDISE MANAGER

- Is responsible for the ordering and sale of merchandise for the Club under the direction of the Board.
- Maintains proper records of orders, sales and stock levels of all Merchandise.
- Convenes a Merchandise Committee as needed.
- Reports to the Treasurer.

### (b) THE BUDDY BAR MANAGER

- Must hold a Responsible Service of Alcohol (RSA) certificate and/or a Responsible Person (RP) licence.
- Is responsible for the running of the Buddy Bar under the direction of the Board.
- Liaises with the Board for the purchase of drinks for sale.
- May organise a roster of volunteers to assist with serving, and is responsible for ensuring members of this roster hold their RSA certificate.

### (c) THE VOLUNTEERS COORDINATOR

- Update the Volunteer Roles list, time commitment & tasks for inclusion on our website and parent handbook. Makes hard copies of the list available on Registration Day and on Saturdays at Nippers.
- Liaise with Area Coordinators to establish season rosters.
- Liaise with new members to surf lifesaving to explain volunteer roles and expectations.
- Communicate rosters with all members to ensure accountability.
- Send out weekly SMS reminders to volunteers rostered on for the following week.
- Facilitate volunteer swaps when necessary to accommodate unexpected absences.
- Follow-up members who fail to meet their volunteer obligations.

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## 12. APPOINTMENT OF PATROL CAPTAINS

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The Club Captain shall convene a meeting with the Vice Captain to appoint Patrol Captains for the ensuing season.

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## 13. SELECTION OF PATROLS

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The Club Captain in conjunction with the Vice Captain shall appoint General/Award members to patrols from names submitted by the Registrar. A roster of patrols for the season shall be posted on the Club notice board by the Vice Captain.

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## 14. PATROLS AND HOURS OF DUTY

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Patrols and hours of duty will be rostered in accordance with the State Centre requirements. These requirements will be attached to and form part of these By-Laws.

### PATROL ACCREDITATION

General Patrol Activity. In order to participate in general patrol activity a member will:

- (a) If between the ages of thirteen (13) and fifteen (15) years have gained the Surf Life Saving Certificate accreditation in that season or have passed the annual SLSA Proficiency requirement for that award.
- (b) If over the age of fifteen (15) years have gained the Surf Life Saving Bronze Medallion accreditation in that season or have passed the annual SLSA Proficiency requirement for that award

### ANCILLARY PATROL ACTIVITY

In order to participate in ancillary patrol activity a member will:

- (a) Be of the age as defined in SLSA's Manuals who has gained Radio, Resuscitation, Advanced Resuscitation or First Aid accreditation and be current as required by SLSA in that discipline.
- (b) Members in this category may only participate in activity pertaining to the scope of the said accreditation requirement.

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**15. PATROL DUTIES AND MEMBERSHIP**

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- (a) Members must recognise the obligations to perform patrol duties and/or other duties within the surf life saving structure as set down by SLSSA.
- (b) Exemptions from patrol, or other duties, may be granted only in most exceptional circumstances.
- (c) This Club may provide exemptions for Club Officers and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or by special resolution of a General Meeting of the Club.
- (d) SLSSA may provide exemption from all or part of Club patrol duties for members of the Board of Examiners, SLSA Officers or members of SLSA patrols or rescue services.
- (e) Members may be granted patrol or Club duty exemptions for competitive reasons providing a proxy member of equal status is arranged. Note - minimum patrol hours must be met as per PARAGRAPH 12.
- (f) It is the responsibility of each patrol member to arrange a proxy member of equal status, when unable to attend patrols unless due reason.
- (g) Unless due reason, a penalty will be given to a member not attending their rostered patrol. Patrol obligations will be clearly communicated to Active Members at the beginning of each season and will be posted electronically and on the Club noticeboard. If not completed, suspension from Service will be considered by the Dispute/Resolution Committee.
- (h) Members making up hours in arrears must do so at either the commencement or conclusion of a rostered patrol period so as to assist in the setting up and clearing up of patrol gear.

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**16. CLUB EVENTS**

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**Application for Special Events**

Application must be made at least one month prior to conducting the Special Event to SLSSA, Council and other relevant authorities. Approval must be obtained prior to the Special Event.

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**17. LOSS OF TROPHIES**

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- (a) Any member suspended through the season shall lose all rights to any trophies won during that season.

- (b) Any member down Patrol Hours at the conclusion of the season may lose all rights to any trophies won during that season.

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## 18. ENTRY IN INTERCLUB COMPETITIONS

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No member shall be permitted to start in any interclub competition or championship if they are down Patrol Hours or down Club events (as per 14 CLUB EVENTS) at the time of the event at the discretion of the Competition Officer.

Competition Accreditation in order to participate in competition activity a member will:

- (a) If between the ages of seven (7) and thirteen (13) years, be accredited for their age group as identified in the SLSA or SLSSA Junior Activities policies.
- (b) If between the ages of thirteen (13) and fifteen (15) years be accredited with SLSA Surf Life Saving Certificate and have passed the annual SLSA Proficiency requirement for that award.
- (c) If over fifteen (15) years of age be accredited with the SLSA Bronze Medallion and have passed the annual SLSA Proficiency requirement for that award.
  - (i) Not be in default or arrears of patrol duties in excess of those allowed by the Club Constitution for which the member is competing.
  - (ii) In the case of having completed eight (8) years of satisfactory patrol and Club obligations as provided by SLSA and Club Constitution and By-Laws, since gaining of the Bronze Medallion, and such service recognised by resolution of the appropriate Club body, be required to perform a minimum of patrol hours as required by SLSA.
  - (iii) In the case of having completed ten (10) years of patrol and Club obligations as provided by SLSA and Club Constitution By-Laws, since gaining of SLSA Bronze Medallion, or eight (8) years of patrol and Club obligations as in (c) (i), and such service is recognised by resolution of the appropriate Club body, be required to perform a minimum of patrol hours as required by SLSA.
- (d) An additional requirement in the case of State Championships competition participation is that the member shall be accredited with the minimum personal patrol hour requirement for that season.
- (e) In the case of State Championship competition, Life members shall be accredited with the SLSA Bronze Medallion in that season, or be the holder of the SLSA Bronze Medallion and have passed the annual SLSA Proficiency requirement for that award.

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**19. LEAVE OF ABSENCE**

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Any Club member, who cannot fulfil their Club duties for a period of time, must apply in writing to the Board for a leave of absence.

Leave may be granted subject to application being lodged within reasonable time prior to absence, and at the Board's discretion.

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**20. ENTRY TO CLUB BUILDINGS**

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- (a) A member who is found to have in his possession any key to the Club Rooms, of which they are not entitled, shall be liable to give an explanation to the Dispute/Resolution Committee.

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**21. CLUB PROPERTY**

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- (a) It is the duty of all members returning all Club property to see that it is washed or cleaned and stored in the appropriate places.
- (b) Damage to club property will be reported immediately to the Gear Steward or Area Captain.
- (c) If property has been found to be damaged, the member may be referred to the Disciplinary committee.

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**22. FIRST AID ROOM**

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- (a) The First Aid Room is out of bounds to all unauthorised persons.
- (b) In the absence of the First Aid Officer, it will be the duty of the member treating the patient to record all medical supplies used, and all relevant information in the First Aid book.

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**23. CLUB FEES**

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Membership fees to be set by the Board of Management and announced at the Annual General Meeting.