



SURF LIFE SAVING CENTRAL COAST INCORPORATED

CONSTITUTION

**(Adopted by SLSCC 31st July 2003)
(Amendments added May 2011)**

CONTENTS
SECTION 1 – RULES

PART 1	PRELIMINARY:-	5
1.	NAME	5
2.	OBJECTS OF SURF LIFE SAVING CENTRAL COAST	5
3.	POWERS OF SURF LIFE SAVING CENTRAL COAST	6
4.	INTERPRETATION	7
5.	SLSCC COLOURS	10
6.	PATROL HOURS	10
7.	SLSNSW STATE CENTRE	10
8.	BOUNDRIES	10
PART 2	MEMBERSHIP:-	10
9.	MEMBERSHIP	10
10.	REGISTER OF MEMBERS	11
11.	MEMBER LIABILITIES	11
12.	BRANCH AND CLUB AFFILIATION	11
13.	AFFILIATION MEMBERSHIP AND INSURANCE LEVY FEES	11
14.	EFFECT OF MEMBERSHIP	12
15.	DISCONTINUANCE OF MEMBERSHIP	12
16.	DISCIPLINE OF MEMBERS	13
PART 3	THE BRANCH COUNCIL:-	13
17.	BRANCH COUNCIL OF SLSCC	13
18.	PROXIES	14
19.	NOTICE OF BRANCH COUNCIL MEETINGS	14
20.	ELECTION MEETING	14
21.	ANNUAL GENERAL MEETING OF SLSCC	14
22.	SPECIAL GENERAL MEETINGS OF SLSCC BRANCH COUNCIL	14
23.	QUORUMS AT ALL BRANCH COUNCIL MEETINGS	15
24.	METHOD OF VOTING AT MEETINGS	15
25.	BALLOT	15
26.	CHAIRMAN'S DECLARATION TO BE CONCLUSIVE	15
27.	VOTING BY MAIL, FACSIMILE OR ELECTRONIC	15
28.	NOTICES OF MOTION	16
29.	RESCISSION OF RESOLUTIONS	16
PART 4	EXECUTIVE:-	16
30.	EXECUTIVE	16
31.	MEETINGS OF EXECUTIVE	17
32.	CONFLICT OF INTEREST	18
33.	PATRON & VICE PATRONS	18
34.	DUTIES OF OFFICERS	18
35.	REMOVAL OF OFFICERS	18
PART 5	FINANCE & PROPERTY:-	19
36.	FINANCE	19
37.	FINANCIAL YEAR	19
38.	AUDITOR AND INSPECTION OF BOOKS	19
39.	ANNUAL REPORT & AUDITED FINANCIAL STATEMENT	20
40.	SLSCC PROPERTY	20

PART 6	MISCELLANEOUS:-	20
41.	ADDITION, ALTERATION OR AMENDMENT TO THE RULES	20
42.	SLSCC BY-LAWS	21
43.	DELEGATION OF AUTHORITY	21
44.	STANDING BOARDS, STANDING COMMITTEES	21
45.	COMPETITIONS	22
46.	SALARIED STAFF	22
47.	PUBLIC OFFICER	22
48.	COMMON SEAL	22
49.	OFFICIAL CORRESPONDENCE	23
50.	COPY OF THE RULES	23
51.	NON-POLITICAL & NON-SECTARIAN	23
52.	INSPECTION OF CLUB & GROUP BOOKS	23
53.	AUTHORITY TO APPOINT ADMINISTRATOR	23
54.	WINDING-UP PROVISIO	23
55.	SAVING PROVISIO	24
56.	INDEMNITY	24
57.	PRIMACY	24

SECTION 2 - BY-LAWS

PART 1	PRELIMINARY:-	24
1.1	INTERPRETATION	24
PART 2	MEMBERSHIP	25
2.1	LIFE MEMBERSHIP & DISTINGUISHED SERVICE	25
PART 3	DUTIES OF OFFICERS:-	25
3.1	OFFICE-BEARERS OF COUNCIL	25
PART 4	STANDING SUBCOMMITTEES/BOARDS:-	26
4.1	MEETINGS & QUORUMS	26
4.2	BOARD OF EDUCATION	27
4.3	BOARD OF LIFESAVING	27
4.4	BOARD OF MEMBER SERVICES	28
4.5	BOARD OF SURF SPORTS	29
4.6	SELECTION COMMITTEE	30
4.7	CONSTITUTION COMMITTEE	30
4.8	LIFE MEMBERSHIP	30
4.9	JUDICIARY COMMITTEE	30
PART 5	RULES OF DEBATE	31
5.1	STANDING ORDERS	31
PART 6	MISCELLANEOUS	32
6.1	CHAMPIONSHIP CARNIVALS	32
6.2	REIMBURSEMENT OF COSTS	32
6.3	POWER TO MAKE REGULATIONS	33

SECTION 3 – REGULATIONS

PART 1	PRELIMINARY:-	33
1.	INTERPRETATION	33
2.	ADMINISTRATION	33
3.	PURCHASE OF GEAR & EQUIPMENT	33
4.	ACCOUNTS	33

5.	FEE, CAPITATIONS & LEVIES	33
6.	EXECUTIVE DECISIONS	34
PART 2	LIFESAVING	34
1.	SIGN ON PROCEDURE	34
2.	ASSESSMENTS	34
PART 3	COMPETITION:-	34
1.	CARNIVAL ENTRIES	34
2.	CARNIVAL PROGRAMME	35
3.	STANDING SUBCOMMITTEE OF THE BOARD OF LIFESAVING	35

SECTION 1 – THE RULES

PART 1 PRELIMINARY

1. NAME

The name of the association is Surf Life Saving Central Coast Incorporated.

2. OBJECTS OF SURF LIFE SAVING CENTRAL COAST

Surf Life Saving Central Coast is a charitable community service based association. The objects for which the association is established are to:

1. Create a single uniform entity through and by which Surf Life Saving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
2. Provide for the conduct, encouragement, promotion and administration of Surf Life Saving through and by various Clubs;
3. Ensure the maintenance and enhancement of the Surf Life Saving Central Coast and Surf Life Saving, its standards, quality and reputation for the benefit of the Members and Surf Life Saving;
4. At all times promote mutual trust and confidence between Surf Life Saving Central Coast and the Members in pursuit of these objects;
5. At all times act in the interests of the Members and Surf Life Saving;
6. Promote the economic and community service success, strength and stability of Surf Life Saving Central Coast, each Club and Surf Life Saving;
7. Conduct, encourage, promote, advance and control Surf Life Saving, its many aspects devoted to aquatic safety and management ;
8. Conduct or commission research and development for improvements in methods of Surf Life Saving and Surf Life Saving equipment and in all ways to improve and safeguard the use of the aquatic environment;
9. Use and protect the Intellectual Property;
10. Apply the property and capacity of Surf Life Saving Central Coast solely towards the fulfilment and achievement of these objects;
11. Promote the involvement and influence of Surf Life Saving standards, techniques, awards and education with bodies involved in aquatic life saving;
12. Strive for governmental, commercial and public recognition of Surf Life Saving Central Coast as the authority on aquatic safety and management;
13. Promulgate, and secure uniformity in, 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;
14. Further extend the operations and teachings of Surf Life Saving Central Coast to all, Clubs and elsewhere;
15. 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 medallions and certificates and award trophies to successful Members;
16. Review and/or determine any matters relating to Surf Life Saving which may arise, or which is referred to it, by any Club;
17. Recognise any penalty imposed by any Club;
18. Act as arbiter on all matters pertaining to the conduct of Surf Life Saving on the Central Coast, including disciplinary matters;
19. Pursue through it or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of Surf Life Saving;

20. Adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in Surf Life Saving;
21. Represent the interests of its Members and of Surf Life Saving generally in any appropriate forum;
22. Have regard to the public interest in its operations;
23. Do all that is reasonably necessary to enable these objects to be achieved and to enable the Members to receive the benefits, which these objects are intended to achieve;
24. Ensure that environmental considerations are taken into account in all Surf Life Saving and related activities conducted by Surf Life Saving Central Coast;
25. Promote the health and safety of Members and all other users of the aquatic environment;
26. Encourage Members to realise their potential athletic abilities by extending to them the opportunity of education and participation in Surf Life Saving competition and reward to successful competitors;
27. Encourage and promote performance-enhancing drug free competition;
28. 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;
29. Give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than Surf Life Saving;
30. Seek and obtain improved facilities for the enjoyment of the aquatic environment;
31. Effect such purposes as may be necessary in the interests of Surf Life Saving and the aquatic environment;
32. Life Membership of Surf Life Saving Central Coast; recommend the conferring of Life Membership of Surf Life Saving New South Wales and /or Surf Life Saving Australia, on any Member of Surf Life Saving Central Coast, subject to the requirements of Surf Life Saving New South Wales By-Laws and the requirements of the respective higher authority;
33. Undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects;

3. POWERS OF SURF LIFE SAVING CENTRAL COAST

Solely for furthering the objects set out above Surf Life Saving Central Coast has power to:

1. 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;
2. 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 purposes of Surf Life Saving Central Coast and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof;

3. Construct, maintain and alter any houses, buildings or works necessary or convenient for the purposes of Surf Life Saving Central Coast;
4. Borrow and raise money in such manner, as Surf Life Saving Central Coast may think fit;
5. Raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of Surf Life Saving Central Coast or without any such security and upon such terms as Surf Life Saving Central Coast Branch Council shall think fit;
6. Receive money on deposit with or without allowance of interest thereon;
7. Invest any monies of Surf Life Saving Central Coast, not immediately required for the objects of Surf Life Saving Central Coast, in such manner as may from time to time be determined by Surf Life Saving Central Coast Branch Council;
8. Do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by or through any factors, trustees or agents;
9. Take any gift of property whether subject to any special trust or not for any one or more of the objects of Surf Life Saving Central Coast;
10. 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 Surf Life Saving Central Coast in the shape of donations, annual subscriptions or otherwise;
11. Subscribe to, become a member of or co-operate with any other organisation whether incorporated or not whose objects are similar, in whole or in part, to those of Surf Life Saving Central Coast, so long as that other organisation prohibits the distribution of its income and property amongst its Members at least to the extent provided under this Constitution;
12. Print and publish any newspapers, periodicals, books or leaflets that Surf Life Saving Central Coast may think desirable for the promotion of its objects;
13. Appoint, hire, employ, remove, replace or reinstate secretaries, managers, employees and other persons in and for the carrying out of the objects of Surf Life Saving Central Coast and to pay them in return for services rendered to Surf Life Saving Central Coast, salaries, wages and gratuities;
14. Produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property;
15. Establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof, of Surf Life Saving Central Coast and for that purpose, utilise any of the assets of or held on behalf of Surf Life Saving Central Coast;
16. Promote any other person or company for any purpose calculated to benefit Surf Life Saving Central Coast;
17. 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 associations whose activities or purposes are similar to those of Surf Life Saving Central Coast or generally for any purpose calculated to benefit Surf Life Saving Central Coast;
18. Take and effect insurance or seek, obtain and in its discretion, act on, any professional advice necessary or appropriate;
19. Do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of Surf Life Saving Central Coast.

4. INTERPRETATION

In this Constitution unless the contrary intention appears:

- i. "Adviser" means a person elected to perform such duties and undertake such responsibilities as specified from time to time in the SLSCC By-Laws.
- ii. "Annual General Meeting" means the annual meeting of the Members of SLSCC held under Rule 21
- iii. "Auditor" means the person or organisation appointed by SLSCC under Rule 38 of this Constitution to audit the books of accounts and provide a report to the Members of SLSCC on an annual basis.
- iv. "Branch" means a surf lifesaving organisation which is a member of SLSNSW and formed to further the objects of surf lifesaving in a particular geographic area.
- v. "Branch Council "means" the body consisting of the Executives of SLSCC Inc. and the President of each affiliated club.
- vi. "Branch Councillor" means a person appointed by a Club to represent that Club at meetings of SLSCC.
- vii. "Branch Council Meeting" means a meeting of the Branch Council convened in accordance with this Constitution and includes Annual General Meetings, Election Meeting and Special General Meetings.
- viii. "Branch Officer" means the person elected from term to term to act for and on behalf of SLSCC and to represent SLSCC at meetings of SLSNSW.
- ix. "Branch Office" is the current location of the administrative office.
- x. "Branch President" means the person elected to that role by the Branch in accordance with its constitution and who will also assume the position of State Councillor on behalf of the SLSCC Branch.
- xi. "By-Laws" means any by-laws made from time to time by SLSCC under Rule 42.
- xii. "Chief Executive Officer" means the Chief Executive Officer of SLSCC for the time being appointed under this Constitution.
- xiii. "Club" means a surf lifesaving club which is a member of SLSCC under Part 2 of this Constitution.
- xiv. "Club President" means a person elected to such position in a Club who shall be entitled to represent that Club at Branch Council Meetings.
- xv. "Constitution Committee" means a standing committee of SLSCC elected at the Election Meeting which shall be responsible for reviewing all Special Resolutions purporting to amend this Constitution.
- xvi. "Constitution" means the Rules, By Laws and Regulations of SLSCC.
- xvii. "Election Meeting" means a meeting of the members of SLSCC to elect its officers under rule 20.
- xviii. "Executive" means the committee of management elected by the Clubs which form the membership of SLSCC Branch in accordance with its constitution and the body comprising the Officers as described in Rule 30(a).
- xix. "Group" means a group of Members (whether incorporated or not) formed to pursue and develop a special interest within Surf Life Saving.
- xx. "Individual Member" means an individual who is a Member of SLSCC under Part 2 of this Constitution and can only include junior members; cadet members; active members; reserve active members; general members; long service members; award members; associate members; honorary members; and life members of Clubs, all of which are defined in the SLSA Regulations.
- xxi. "Intellectual Property" means all rights subsisting in copyright, trade names, trademarks, logos, designs, equipment, images (including photographs, videos or films) or service marks (whether registered or registrable) relating to SLSCC, the words "Surf Life Saving" or any event or competition or Surf Life Saving equipment, product, publication or activity developed, conducted, promoted or administered by SLSCC.

- xxii. "Judiciary Committee" means a committee established by SLSCC under Rule 16 of this Constitution to deal with disciplinary matters involving Members referred to it under Rule 16.
- xxiii. "Law" means the New South Wales Associations Incorporation Act 1984 (as amended).
- xxiv. "Life Member" means an individual appointed as a Life Member of SLSCC in accordance with the By-laws.
- xxv. "Officer" means a person elected as such from time to time under Rule 30(a) of this Constitution.
- xxvi. "Public Officer" shall be the Chief Executive Officer of SLSCC
- xxvii. "Safety Officer" may be the CEO or his/her appointed nominee – responsible for Occupational Health and Safety and Risk Management issues.
- xxviii. "SLSA Regulations" means any regulations made by SLSA from time to time.
- xxix. "SLSA" means Surf Life Saving Australia Limited.
- xxx. "SLSNSW" means Surf Life Saving New South Wales Incorporated.
- xxxi. "Special General Meeting" means a meeting of the Members of SLSCC convened in accordance with Rule 22 of this Constitution.
- xxxii. "Special Resolution" means a resolution passed at any Branch Council meeting, at which a quorum is present, and passed by at least three quarters of those members present and entitled to vote and of which not less than 21 days' notice specifying the intention to propose the resolution as a special resolution was given in accordance with this Constitution.
- xxxiii. "Standing Boards," "Standing Committees" mean those boards and/or committees established and elected by SLSCC under Rule 44 of this Constitution.
- xxxiv. "State Centre" means an independent entity (including SLSNSW) recognised by SLSA as the body administering Surf Life Saving in its particular State.
- xxxv. Expressions referring to "writing" shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.
- xxxvi. A reference to a function includes a reference to a power, authority and duty.
- xxxvii. A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty.
- xxxviii. Words importing the singular include the plural and vice versa.
- xxxix. Words importing any gender shall include the other gender.
- xl. References to persons include corporations and bodies politic.
- xli. References to a person include the legal personal representatives, successors and permitted assigns of that person.
- xl.ii. A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction).
- xl.iii. If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read up for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of the Constitution or affecting the validity or enforceability of that provision in any other jurisdiction.
- xl.iv. The specification of the objects of SLSCC in Rule 2 and the powers set out in Rule 3 of the Constitution, are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power nor than any object or power which is specified in detail is more important than any object or power which has not been

specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the ejusdem generis rule shall not apply.

- xlv. Except where the contrary intention appears in this Constitution, an expression in a provision of this Constitution, which deals with a matter dealt with by a particular provision of the Law, has the same meaning as that provision of the Law.
- xlvi. SLSCC is established solely for the objects set out in Rule 2 of the Constitution.

5. SLSCC COLOURS: SLSCC colours shall be gold.

6. PATROL HOURS

- a. The Patrol Season shall be determined by SLSNSW accordingly or, in special circumstances, as directed by the State Council and Director of Lifesaving.
- b. Applications to vary this Season by a Club/s in the Branch must first have the agreement of the Branch Director of Lifesaving. The Branch Director of Lifesaving will submit a recommending report to the SLSNSW Director of seeking approval to vary.
- c. Clubs shall perform rostered patrols during the Season on Saturday, Sunday and Public Holidays.
- d. The compositions and hours of duty for beach patrols within the Branch shall be determined by the Branch Director of Lifesaving and forwarded to the Director of Lifesaving of SLSNSW for consideration, endorsement or his considered action prior to the commencement of the surfing season.
- e. The compositions and hours of duty of beach patrols will be determined prior to the season beginning and notified to all Clubs ensuring proper surveillance and protection is afforded to beach users.
- f. Aerial services, offshore and inshore rescue craft and radio facilities shall be available for duty as determined from time to time by the Director of Lifesaving and shall be additional to other patrols.
- g. For the purposes of this rule, the word "Season" shall mean from the 1st July in each year until 30th June in the following year. So that a bona fide member shall not be prejudiced after having shown cause, the Branch Director of Lifesaving may waive these rules in proven circumstances.

7. SLSNSW STATE CENTRE

SLSCC shall affiliate to and be a member of SLSNSW, as recognised under their Constitution and shall be the "Central Coast Branch" established within the boundaries of the Central Coast to administer Surf Life Saving in that area in accordance with the objects and powers of this Constitution.

8. BOUNDARIES

The boundaries of SLSCC shall be from the Gulf situated south of Catherine Hill Bay in the north to Juno Head, which is situated just south of Patonga.

PART 2 – MEMBERSHIP:-

9. MEMBERSHIP

The membership of SLSCC shall consist of:

- a) Clubs, which subject to this Constitution, shall be represented by their Club President, and who shall have the right to be present, debate and vote on behalf of the Club at Branch Council meetings;
- b) The Officers of SLSCC who are elected in accordance with Rule 30(a) and who shall have the right to be present and debate at Branch Council Meetings;
- c) Life Members, who shall have the right to be present at Branch Council Meetings, but shall have no voting rights;
- d) All Individual Members of Clubs, who shall have the right to be present at Branch Council meetings, but shall have no voting or debating rights;

10. REGISTER OF MEMBERS

SLSA database – Surfguard is the register for SLSCC. All member details will be entered by the club and kept as up to date as possible. This will include personal details along with patrolling details.

11. MEMBERS' LIABILITIES

The liability of a Member of SLSCC to contribute towards the payment of the debts and liabilities of SLSCC or the costs, charges and expenses of the winding up of SLSCC, is limited to the amount, if any, unpaid by the Member in respect of membership of SLSCC as required by Rule 13.

12. BRANCH AND CLUB AFFILIATION

- a) To be eligible for membership of SLSCC Clubs must be incorporated.
- b) An application for membership of SLSCC Club must be:
 - i) In writing on the form prescribed by SLSCC each year, from the Club or its nominated representative and lodged with SLSCC;
 - ii) Accompanied by the appropriate fee, if any.
- c) SLSCC may accept or reject an application whether the applicant Club has complied with the requirements in Rule 14 (b) or not. Membership of SLSCC will commence upon acceptance of the application by SLSCC. Where SLSCC rejects an application SLSCC will refund any fees forwarded with the application.
- d) Clubs must re-affiliate annually. Upon re-affiliation a Club must lodge with SLSCC any amendments to its constitution or changes in its nominated representatives. SLSCC must be notified of any changes made prior to club endorsement. Each Club will ensure that its constitution is amended in conformity with amendments made to this Constitution and the constituent documents and constitution of SLSNSW & SLSA.
- e) Subject to this Constitution, where a Club ceases to be a Member, the Individual Members of that Club will cease to be Members of SLSCC one (1) month after the Club's membership of SLSCC ceases.
- f) Individual Members of Clubs must renew their membership of their Clubs annually.

13. AFFILIATION, MEMBERSHIP AND INSURANCE LEVY FEES

- a) The membership subscription and fees payable annually by Clubs and the respective dates that such fees are due shall be determined by SLSCC and listed in SLSCC By-Laws.
- b) Any Club being in default in payment of any liabilities to SLSCC may have its membership held up, or if already a Member, may be debarred by SLSCC from participating at any examination, competition or display held under the control of SLSCC; and the Club President of any Club so defaulting may be debarred

from speaking or voting at any meeting of SLSCC until such liability has been paid.

14. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- a) This Constitution constitutes a contract between each of them and SLSCC and that they are bound by this Constitution, SLSCC By-Laws, the SLSNSW constitution and the SLSNSW By-Laws the SLSA constitution and the SLSA Regulations;
- b) They shall comply with and observe this Constitution, SLSCC By-Laws, the SLSNSW constitution and the SLSNSW By-Laws the SLSA constitution and the SLSA Regulations and any determination or resolution, which may be made or passed by SLSCC or any duly authorized Committee or Board;
- c) By submitting to this Constitution, SLSCC By-Laws, the SLSNSW constitution and the SLSNSW By-Laws, the SLSA constitution and the SLSA Regulations they are subject to the jurisdiction of SLSCC, SLSNSW and SLSA;
- d) This Constitution, SLSCC By-Laws, the SLSNSW constitution and the SLSNSW By-Laws, the SLSA constitution and SLSA Regulations are necessary and reasonable for promoting the objects of SLSCC and particularly the advancement and protection of Surf Life Saving as a community service; and
- e) They are entitled to all benefits, advantages, privileges and services of SLSCC.

15. DISCONTINUANCE OF MEMBERSHIP

- a) A Member having paid all arrears of fees payable by them to SLSCC, may withdraw from membership by giving notice in writing of such withdrawal to SLSCC, and where an Individual Member of a Club also to their Club.
- b) Membership of SLSCC may be discontinued by SLSCC upon breach of any rule of this Constitution (including, but not limited to the failure to pay any monies owed to SLSCC), the SLSCC By-Laws, the SLSNSW constitution, the SLSNSW By-Laws, SLSA constitution or SLSA Regulations or any resolutions or determinations made or passed by the Branch Council or any duly authorised Standing Committee or Standing Board.
- c) Membership shall not be discontinued under Rule 15 (b) without SLSCC first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- d) Where a Member fails, in SLSCC view, to adequately explain or remedy the breach, that Member's membership shall be discontinued under Rule 15 (b) by SLSCC giving written notice of the discontinuance to the Member.
- e) Membership, which has been discontinued under Rule 15 (b), may be reinstated at the discretion of SLSCC.
- f) A Member who ceases to be a Member shall forfeit all right in and claim upon SLSCC and its property, and shall not use any Surf Life Saving equipment or any other property of SLSCC, including Intellectual Property. Where a Club ceases to be a Member it shall also forfeit all representation rights on the Branch Council.
- g) Membership fees or subscriptions paid by the discontinued Member for the relevant year may be refunded on a pro-rata basis to the Member upon discontinuance.
- h) Notwithstanding Rule 16 SLSCC may require the relevant Club to expel or suspend a member which has not renewed their affiliation with SLSCC, or an Individual Member of a Club who has not renewed their Club membership, within 1 month of re-affiliation or membership renewal falling due.
- i) Where an Individual Member fails to renew their club membership within 3 months of being required to do so their membership of SLSCC lapses.

- j) A Member which has been expelled or suspended under Rule 15 (h) or whose membership has lapsed under Rule 15 (i) must reapply for membership in accordance with this Constitution; but may be readmitted at the discretion of the Branch Council or the Executive.

16. DISCIPLINE OF MEMBERS

- a) Where SLSCC is advised or considers that a Member has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, SLSCC By-Laws, SLSNSW constitution, the SLSNSW By-Laws, the SLSA constitution or SLSA Regulations or any resolution or determination of SLSCC or any duly authorised Committee or Board; or
 - (ii) Acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of SLSCC and/or Surf Life Saving; or
 - (iii) Brought SLSCC or Surf Life Saving into disrepute;

SLSCC may commence or cause to be commenced, disciplinary proceedings against that Member and, that Member, will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms of SLSCC as set out in the SLSA Regulations.

- b) SLSCC may appoint a Judiciary Committee, which need not be comprised of Members, to deal with any disciplinary matter referred to it. The Judiciary Committee shall operate under the principles expressed and in accordance with the SLSA Regulations.

PART 3 - THE BRANCH COUNCIL:-

17. BRANCH COUNCIL OF SLSCC

- a) The Branch Council shall consist of:
 - (i) The Officers as defined in Rule 30(a), and
 - (ii) One Club President nominated by and representing each Club.
- b) Subject to these rules, each Club President shall hold office until the appointment of their successor provided that a Club President may resign or may be removed from the office of Club President by the Club that appointed them.
- c) The role of Branch Council shall be to:
 - (i) elect the Officers under Rule 30 of this Constitution
 - (ii) elect the Advisers under this constitution
 - (iii) inform the Executive of significant membership issues as they arise
 - (iv) assist the Executive to design and review the organisation's strategic direction
 - (v) discuss any Branch issues
 - (vi) provide feedback to the Executive on the results of its governance decisions in practice at the member level
- d) The President shall, subject to this Constitution, preside as chairman at every Branch Council meeting except:
 - i) In relation to any election for which the President is a nominee; or

- ii) Where a conflict of interest exists.
- e) If the President is not present, or is unwilling or unable to preside, any Branch Director shall preside as chairman for that meeting only.

18. PROXIES

- a) Should a Club President be unable to attend a Branch Council Meeting of SLSCC, the Club may appoint by notice in writing via email to the Chief Executive Officer of SLSCC, a member of that Club to participate and vote in his place.
- b) No Club President shall be entitled to represent more than one Club at the same time.

19. NOTICE OF BRANCH COUNCIL MEETINGS

- a) Written notices of all Branch Council Meetings and all business of which notice has been received shall be forwarded by the Chief Executive Officer to Officers, Advisers, Club Presidents and each Club. When it is proposed to pass a Special Resolution twenty-one (21) clear days notice and in any other case fourteen (14) clear days notice, specifying the place, day and time of the meeting shall be given.
- b) In notices of meetings, the Chief Executive Officer shall include all motions of which at least twenty-eight (28) days' notice in writing has been given.

20. ELECTION MEETING

- a) At least two (2) calendar months prior to the date of the Election Meeting of SLSCC to be held each year in April. Notice calling for nominations or, for all Officers as provided for in Rule 30(a) and all Advisers of Standing Boards and Standing Committees, as provided for in Rule 44 shall be forwarded by the Chief Executive Officer to the Clubs.
- b) With the exception of Patron and Vice Patrons all nominations shall be:
 - (i) signed by the member nominating and forwarded to SLSCC
 - (ii) Lodged with the Chief Executive Officer at least twenty-eight (28) days before the meeting.
 - (iii) All nominations received by a Club (endorsed) shall be forwarded to the Chief Executive Officer.

21. ANNUAL GENERAL MEETING OF SLSCC

- a) The Annual General Meeting of SLSCC shall be held each year during the month of October, to receive the annual report and audited financial statements and to transact such other business as may be brought forward in accordance with these rules.
- b) The Minutes of the Annual General Meeting of SLSCC shall be duly circulated to all Officers, Advisers, Club Presidents and Clubs and confirmed at the next Branch Council Meeting.

22. SPECIAL GENERAL MEETINGS OF SLSCC BRANCH COUNCIL

Special General Meetings of the Branch Council of SLSCC may be called at the direction of an Executive or Branch Council or on a requisition to the Chief Executive Officer by at least ten Clubs. Written notice of such meeting including the date, venue and particulars of business to be dealt with by the proposed Special General Meeting, shall be forwarded by the Chief Executive Officer to SLSCC Officers, Advisers, Club Presidents and Clubs.

23. QUORUMS AT ALL BRANCH COUNCIL MEETINGS

- a) The quorum at all Branch Council Meetings shall be ten (10) Club Presidents.
- b) If there is not a quorum present at a Branch Council Meeting one hour after the specified time of starting, the meeting shall be adjourned to a time and place to be decided by the Executive. Notwithstanding that a quorum is present, the Chairman or Officers present may adjourn the meeting until a later time in the same week.

24. METHOD OF VOTING AT MEETINGS

- a) In the election of Officers and Advisers, and the selection of a person or persons to act as representatives of SLSCC, the "exhaustive ballot system" shall be used.
- b) In the event of there being an equality of votes for two or more candidates or venues and there are no other candidates or venues in the ballot other than those with equal votes, the position shall be filled from them by "lot".
- c) For voting on any other matter, the "by a simple majority" method of voting shall be employed at all SLSCC meetings.
- d) In the event of there being an equality of votes by any resolution in the "by the simple majority" voting, the Chairman of the meeting shall have a casting vote.
- e) Only Club Presidents (or their proxy) representing each Club affiliated with SLSCC shall be eligible to vote at all SLSCC Branch Council Meetings.

25. BALLOT

- a) In the case of any election, if insufficient nominations are received to fill the position of an Officer or Adviser further nominations shall be recalled.
- b) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- c) 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.
- d) The Chairman shall appoint poll clerks provided that any candidate, if they so desire, may appoint one scrutineer to observe the count on their behalf.
- e) The order in which names of the candidates shall appear on a ballot paper shall be alphabetical.
- f) Any member entitled to vote shall do so following the direction of the Chairman as to how to cast that vote and thereupon shall hand his ballot paper to a poll clerk.
- g) At the conclusion of the counting of the ballot papers, the poll clerks shall hand to the Chairman the result of the poll and the ballot papers, whereupon the Chairman shall declare to the meeting the result of the poll. The result of the count may be disclosed on the vote of the meeting.

26. CHAIRMAN'S DECLARATION TO BE CONCLUSIVE

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

27. VOTING BY MAIL, FACSIMILE OR ELECTRONIC

Urgent matters arising between meetings of the Branch Council may be decided by a mail, facsimile or e-mail 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 SLSCC shall be submitted to a vote by mail, facsimile or e-mail.

- b) Where a vote by mail, facsimile or e-mail is intended to be taken, the Chief Executive Officer shall send by mail, facsimile or e-mail to each Club President who is entitled to vote, a clear statement of the question to be voted upon, with a request that they return their vote thereon by mail, facsimile or e-mail to the Chief Executive Officer. Such request shall state the date upon which voting shall close.
- c) Within seven days of the closing of vote by mail, facsimile or e-mail the Chief Executive Officer shall mail, facsimile or e-mail each Club President and Officer, a report of the result of such voting. The report shall contain a copy of the question and the resultant decision.
- d) All mail, facsimile or e-mail votes received by the Chief Executive Officer shall be filed with a copy of the question and a copy of the report of the result of the voting, and shall be retained in the official file of SLSCC for a period of not less than one year.

28. NOTICES OF MOTION

- a) Notice of any motion of which notice is required to be given shall be given in writing by the mover thereof and shall be endorsed by the Club of which the mover is a Club President (after being duly seconded by another club President) to the Chief Executive Officer, at least twenty-eight (28) days prior to the date of a meeting. Officers, Club Presidents and Clubs shall be given fourteen (14) days clear notice of such notices of motion. Any motion or resolution passed by SLSCC may be rescinded or altered provided notice of rescission or alteration has been given in accordance with Rule 29.
- b) Any notices of motion, which effects the Constitution 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 by resolution.
- 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 twelve (12) months from the date of its rejection except a motion relating to lifesaving appliances or methods.

29. RESCISSION OF RESOLUTIONS

A resolution passed at a Branch Council Meeting shall not be rescinded other than at a subsequent Branch Council Meeting. Notice in writing of the intention to propose a rescission shall be given to the Chief Executive Officer at least 28 days before the Branch Council Meeting at which the proposal is intended to be moved and at least 14 days notice of the motion of rescission shall be given by the Chief Executive Officer to Officers, Club Presidents and each Club.

PART 4 - EXECUTIVE:-

30. EXECUTIVE

- a) The Executive shall consist of the Officers of SLSCC who shall be elected at the Election Meeting and shall be:
 - 1. President
 - 2. Director of Education
 - 3. Director – Non portfolio
 - 4. Director of Lifesaving
 - 5. Director of Member Services
 - 6. Director of Surf Sports

All the foregoing officers shall be members of a club and must meet the qualifications as prescribed from time to time by the Executive.

- b) The Chief Executive Officer shall attend all meetings of the Executive but shall not be a voting member of the Executive.
- c) Subject to the Law and this Constitution, the business of SLSCC shall be managed, and the powers of SLSCC shall be exercised, by the Executive. In particular, the Executive as the authority for surf lifesaving on the Central Coast shall be responsible for acting on local issues in accordance with the objects of SLSCC and shall operate for the benefit of the Members and the community throughout the Central Coast and shall govern surf lifesaving on the Central Coast in accordance with the objects set out in this Constitution.
- d) The Executive shall authorize persons to speak on behalf of SLSCC.
- e) The Officers of SLSCC shall be elected in accordance with this Constitution, and subject to this Constitution, shall hold office from the conclusion of the Election Meeting at which they were elected until the conclusion of the second following Election Meeting. Officers may be re-elected.
- f) The President, Director – non Portfolio, and Director of Surf Sports shall be elected in each year of even number, Director of Lifesaving, Director of Education and Director of Member Services shall be elected in each year of odd number.
- g) As a transitional provision, at the first Election Council Meeting following the adoption of this rule, all Officer Positions will be re-elected with the President, Director – non Portfolio, Director of Surf Sports being elected to terms of two years, and the remaining Officers being elected for a transition term of one year.
- h) In the event of a vacancy occurring during the year, such vacancy may be filled at a Branch Council Meeting, after calling for nominations or by vote by mail, facsimile or e-mail conducted in accordance with a resolution of the Executive.
- i) The President of SLSCC shall be the state councillor to represent SLSCC at meetings of SLSNSW, provided however in the event of an absence of the President the SLSCC Executive may appoint a proxy Branch Director.

31. MEETINGS OF THE EXECUTIVE

- a) The Executive shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. Three Officers may at any time, and the Chief Executive Officer shall on the requisition of three Officers, convene a meeting of the Executive within reasonable time.
- b) Subject to this Constitution, questions arising at any meeting of the Executive shall be decided by a majority of votes and a determination of a majority of Officers shall for all purposes be deemed a determination of the Executive. All Officers shall have one vote on any question. The President shall have an additional casting vote where voting is equal.
- c) A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Officers for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of the Executive duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Officers.
- d) Without limiting the power of the Executive to regulate their meetings as they think fit, a meeting of Executive may be held where one or more of the Officers is not physically present at the meeting, provided that:

- (i) all persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) notice of the meeting is given to all the Officers entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Executive or this Constitution and such notice specifies that Officers are not required to be present in person
 - (iii) in the event that a failure in communications prevents Rule 31(d) (I) from being satisfied by that number of Officers which constitutes a quorum, and none of such Officers are present at the place where the meeting is deemed by virtue of the further provisions of this rule to be held then the meeting shall be suspended until Rule 31(d) (I) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and
 - (iv) any meeting held where one or more of the Officers is not physically present shall be deemed to be held at the place specified in the notice of meeting provided an Officer is there present and if no Officer is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.
- e) At meetings of the Executive the number of Officers whose presence is required to constitute a quorum is three.
 - f) Unless all Officers agree to hold a meeting at shorter notice which agreement shall be sufficiently evidenced by their apology or presence not less than seven days written notice of the meeting of the Executive shall be given to each Officer. The agenda shall be forwarded to each Officer not less than four days prior to such meeting.

32. CONFLICT OF INTEREST

An Officer shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent him from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of an uncertainty as to whether it is necessary for an Officer to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Executive, or if this is not possible, the matter shall be adjourned or deferred.

33. PATRON AND VICE PATRONS

Patron and Vice-Patrons (unlimited in number) who need not be members of Branch or Club shall be elected at the SLSCC Election Meeting.

34. DUTIES OF OFFICERS AND ADVISERS

SLSCC requires the various Officers that are elected to perform such duties and undertake such responsibility as specified from time to time in the SLSCC By-Laws.

35. REMOVAL OF OFFICERS AND ADVISERS

In addition to the circumstances in which the office of an Officer becomes vacant by virtue of the Law, the office of an Officer becomes vacant if the Officer:

- a) Dies;

- b) Becomes bankrupt or makes any arrangement or composition with his creditors generally;
- c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- d) Resigns his office in writing to SLSCC;
- e) Is absent without the consent of the Executive from three consecutive meetings without valid excuse;
- f) Without the prior consent or later ratification of the Members in General Meeting holds any office of profit under SLSCC;
- g) Is directly or indirectly interested in any contract or proposed contract with SLSCC and fails to declare the nature of his interest;
- h) Is removed by Special Resolution;
- i) Has been expelled or suspended from membership;
- j) Would otherwise be prohibited from being a Director of a corporation under the *Corporations Act*;
- k) On the recommendation of a SLSCC Judiciary Committee.

PART 5 – FINANCE AND PROPERTY:-

36. FINANCE

- a) The funds of SLSCC shall be used in pursuance of the objects and powers of SLSCC subject to any resolution passed by the Branch Council.
- b) The income and property of SLSCC shall be applied solely towards the promotion of SLSCC and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of SLSCC provided that nothing herein shall prevent the payment in good faith of remuneration to any servant or officer of SLSCC.

37. FINANCIAL YEAR

The financial year shall be from the 1st of July to the 30th of June in the next year.

38. AUDITOR AND INSPECTION OF BOOKS

- a) The Auditor shall be appointed at the Election Meeting of SLSCC to hold office until the next Election Meeting. In the event of the position of Auditor becoming vacant between the AGM and not being filled at the AGM, SLSCC may appoint an Auditor to fill such vacancy until the next AGM of SLSCC.
- b) SLSCC employees, Officers, Club Presidents are not eligible for election as Auditor.
- c) The Auditor shall conduct an audit of the books of accounts of SLSCC at the end of each financial year. He/She shall also certify to the correctness of the Income and Expenditure Account and to the correctness of the Balance Sheet for

submission to the Annual General Meeting and shall verify the existence of all SLSCC monies and securities.

- d) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of SLSCC and shall be entitled to acquire from the Officers and employees of SLSCC all such information and explanation as may be necessary for the performance of his/her duties.
- e) The Auditor shall submit a report to the Annual General Meeting of SLSCC on the accounts examined by him/her and shall state:
- f) Whether in his/her opinion the accounts presented to the meeting have been properly drawn up so as to exhibit a true and correct view of the state of SLSCC affairs according to the best of his/her information and explanations given to him and as shown by the books of SLSCC.
 - (ii) Whether or not he/she has obtained all the information and explanations he/she has required.
- g) The records, books and other documents of SLSCC shall be open for inspection, free of charge, by a member of SLSCC at any reasonable hour and upon reasonable notice.

39. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENT

The Chief Executive Officer shall cause to be prepared prior to the Annual General Meeting:

- a) A report of the activities of SLSCC during the closing season.
- b) Audited, financial statements for the financial year last ended, duly certified by the Auditor or Auditors and signed by the President.

40. SLSCC PROPERTY

- a) No person shall remove any property from SLSCC premises, or any place wheresoever any property belonging to SLSCC is kept, without first receiving written or verbal permission from the Chief Executive Officer. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.
- b) Should a Club or affiliated group cease to function as a Surf Life Saving Club or affiliated group, the Branch, shall stand possessed as trustee of all real and personal property of the Club or group. If failing to reform within a period of three (3) years, the Club or group shall be treated as defunct, and its property both real and personal shall vest in the Branch absolutely.
- c) Should SLSCC cease to function as a Branch as defined in the rules of SLSNSW, SLSNSW shall stand possessed as trustee of all real and personal property of the Branch for a period of three (3) years with power to sell and convert into money, all lifesaving gear and other chattels. In the event of the Branch failing to reform within a period of three (3) years, it shall be treated as defunct and its property, both real and personal shall vest in SLSNSW absolutely.

PART 6 – MISCELLANEOUS;-

41. ADDITION, ALTERATION OR AMENDMENT TO THE RULES

- a) No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by a Special Resolution at a Branch Council Meeting of which twenty-one (21) days notice shall be given by the Chief Executive Officer to SLSCC Officers, Club Presidents, each Club and the convenor of the Constitution Committee. Such notice shall state the exact nature of the proposed addition,

alteration or amendment and shall be lodged with the Chief Executive Officer at least forty-two (42) days before the meeting.

- b) Provided that the Minister of the Crown for the time being administering the Charitable Fundraising Act, 1991, shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made.
- c) The Public Officer shall within one month after the passing of a special resolution relating to the addition, alteration or amendment of this Constitution, lodge with the Department of Fair Trading notice of the change in the prescribed form.

42. SLSCC BY-LAWS

- a) The Branch Council may formulate issue, adopt, interpret and amend such SLSCC By-Laws for the proper advancement, encouragement, management and administration of SLSCC, the advancement of the objects of SLSCC and Surf Life Saving, as it thinks necessary or desirable. Such SLSCC By-Laws must be consistent with the Constitution and any policy directives of the SLSCC Branch Council.
- b) All SLSCC By-Laws made under this rule shall be binding on all Members of SLSCC.
- c) Amendments, alterations, interpretations or other changes to SLSCC By-Laws shall be advised to Clubs by SLSCC circulars.

43. DELEGATION OF AUTHORITY

- a) The Executive may by instrument in writing create or establish or appoint from among its own Members or from other selected personnel as occasion may require, special committees, sub-committees, boards or individual officers and consultants to carry out such duties and functions and with such powers as the Executive determines.
- b) The Executive may in the establishing instrument delegate such functions as are specified in the instrument, other than:
 - (i) This power of delegation; and
 - (ii) A function imposed on the Executive or the Chief Executive Officer by the Law, or any other law, or this Constitution or by resolution of the Branch Council in General Meeting.
- c) A function, the exercise of which has been delegated under this rule, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
- d) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.
- e) The Executive may by instrument in writing, revoke wholly or in part any delegation made under this rule.

44. STANDING BOARDS AND STANDING COMMITTEES

- (a) The Standing Boards, of SLSCC shall be:
 - a) Board of Education
 - b) Board of Lifesaving
 - c) Board of Member Services
 - d) Board of Surf Sports

This shall be elected each year in accordance with the qualifications stated in the SLSCC By-Laws.

- b) The Standing Committees of SLSCC shall be:
 - (i) Life Membership and Honours Committee
 - (ii) The Constitution Committee
 - (iii) Selection Committee

This shall be elected each year in accordance with the qualifications stated in the SLSCC By-Laws.

45. COMPETITIONS

- a) SLSCC shall have power to regulate all examinations, carnivals, competitions and displays within the State provided that in all Club and inter-Club competitions the rules of SLSA and general rules for competition as set out in the SLSA competition manuals are complied with.
- b) SLSCC 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) SLSCC may appoint referees, judges and other officials and may make rules respecting their power and duties.
- d) SLSCC may appoint as an official (other than examiner, referee or judge) any person (whether a member of any Club, or SLSCC, or not) provided that it is satisfied that they have special knowledge qualifying them for such position. Any such person so appointed shall thereupon become and be a member of SLSCC for the time they occupy such position.
- e) An examiner, referee or judge in any examination, carnival, competition or display held within the area of the Central Coast must be a duly qualified member or an accredited official.
- f) No Club shall participate in any carnival, competition, procession or display conducted by or on behalf of any outside person or organisation unless such Club has first obtained the written permission of the Director of Surf Sports or the Executive.
- g) In relation to trophies, prizes (cash or kind) and eligibility of member/s representing a section of SLSA to compete for or accept such trophies or prizes, the SLSA Regulations shall apply:

46. SALARIED STAFF

The President representing SLSCC and the Chief Executive Officer shall have the power to appoint, dismiss, define the duties of, and fix the rate of pay of, any salaried employees of SLSCC.

47. PUBLIC OFFICER

For the purpose of the Law, the Chief Executive Officer shall be appointed as the Public Officer.

48. COMMON SEAL

The common seal of SLSCC shall be kept in the custody of the Public Officer. The common seal shall not be affixed to any instrument except by the authority of the Executive and the affixing of the common seal shall be attested by one signature from a member of the Executive and one signature from the Chief Executive Officer.

49. OFFICIAL CORRESPONDENCE

All official correspondence to and from SLSCC except from a Judiciary Committee must be entered electronically per month in the correspondence file and then filed into the folder until the Executive/Branch Council meeting.

50. COPY OF THE RULES

Each Club shall be supplied with a copy of the Constitution; one shall always be made available for perusal on request to the Chief Executive Officer. A copy of the Constitution shall be available in the SLSCC head office.

51. NON-POLITICAL AND NON-SECTARIAN

a) SLSCC shall be strictly non-political and non-sectarian and neither SLSCC, Clubs or any section of SLSCC, 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 under its control either permanently or temporarily.

(b) No member of SLSCC shall, as such a member:

- (i) 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 discredits or tends to discredit any political or religious party, activity or belief.
- (ii) At any time publicly profess or claim to represent the views or beliefs of SLSCC or any part thereof or members thereof.
- (iii) Draw a comparison or compare the discipline, procedures or activities of SLSCC or any part thereof with any political or religious activity, body or organisation.

52. INSPECTION OF CLUB AND GROUP BOOKS

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

53. AUTHORITY TO APPOINT ADMINISTRATOR

- a) Should the Branch Council or the Executive consider that a situation has developed within a Club/Group which gives them extreme concern and is detrimental to the image of Surf Life Saving, it shall have the authority to initiate discussion and investigate the operations of such a Club/Group and then if considered necessary the authority to appoint person/s to take over control and re-establish a sound and satisfactory administration within that Club/Group and for such time as considered necessary.
- b) In such situation, SLSNSW shall be notified forthwith of the action taken by SLSCC.
- c) In respect of Rule 53 (a), Rule 53 (b) any action taken by the Branch Executive shall be subject to ratification of the Branch Council.

54. WINDING-UP PROVISIO

If upon winding up or dissolution of SLSCC there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members but shall be given or transferred to some registered or exempt charity, having objects similar to the objects of SLSCC and which prohibits the distribution of its or their income and property among its or

their members to an extent at least as great as is imposed on SLSCC by its Constitution. Such registered or exempt charity to be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of NSW or other Court as may have or acquire jurisdiction in the matter.

55. SAVING PROVISIO

In the event of any question arising which is not specifically provided for in the SLSA Constitution, the SLSA Regulations and the SLSA Manuals or the rules and By-Laws of SLSNSW, the rules and By-laws of SLSCC it shall be competent for SLSCC to temporarily legislate therefore, pending due alterations to the rules by Special Resolution.

56. INDEMNITY

- a) Every Officer, Adviser, President, Auditor, Manager, Employee or Agent of SLSCC shall be indemnified out of the property or assets of SLSCC against any liability incurred by them in their capacity as an Officer, Club President, Auditor, Manager, Employee or Agent in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Law, granted to them by the court.
- b) SLSCC shall indemnify its Officers, Advisers, Club Presidents, Managers and Employees against all damages and costs (including legal costs) for which any such Officer, Adviser, Club Presidents, Manager or Employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (i) in the case of an Officer, Adviser, Club President, performed or made whilst acting on behalf of and with the authority, express or implied of SLSCC; and
 - (ii) in the case of an employee, performed or made in the course of, and within the scope of his employment by SLSCC.

57. PRIMACY

Nothing in the constitution shall be deemed to override the primacy of the Branch Council in General Meetings

SECTION 2 - BY-LAWS

PART 1 PRELIMINARY

1.1 INTERPRETATION

In these by-laws, except in so far as the context or subject matter otherwise indicates or requires:-

- a)
 - 1) Surf Life Saving Central Coast Inc. shall be referred to as SLSCC
 - 2) Surf Life Saving New South Wales Inc. shall be referred to as SLSNSW
 - 3) Surf Life Saving Australia Limited shall be referred to as SLSA
- b) "The Act" means the NSW Association Incorporation Act, 1984.

PART 2 MEMBERSHIP

2.1 LIFE MEMBERSHIP

- a) Nominations for life membership of SLSCC shall be submitted to the president in writing. Nominations are to be signed by two financial members and be endorsed by their club executive as shown in the minutes.
- (i) All nominations are to be referred to the Life Membership Committee for consideration. All nominations must be presented for consideration on the appropriate form/s.
 - (ii) The Committee will consider nominees who have rendered distinguished and outstanding voluntary service within the areas of the activities of Surf Lifesaving Central Coast.
 - (iii) As a guideline, only, nominees must have over ten (10) years supporting, promoting and sustaining the objects of the Branch as listed in this Constitution.
 - (iv) Ten (10) years' service shall in itself not make a nominee eligible.
 - (v) Nominees that are proven to have acted in a manner unbecoming of a member or prejudicial to the objects and interests of Surf Lifesaving Central Coast, at the discretion of the Committee may not be considered.
 - (vi) In order to be elected a life member, the nominee must receive at least three quarters (75%) support of the Branch Council.

PART 3 DUTIES OF OFFICERS

3.1 OFFICE-BEARERS OF THE COUNCIL

- a) President
- I. He/she shall preside at all meetings of the Branch Council and functions
 - II. He/she shall have a casting vote.
 - III. He/she shall be responsible for seeing that all office bearers carry out their duties in accordance with the rules and by-laws of SLSCC
 - IV. He/she shall be an ex-officio member of all Committees/Boards formed under these rules and by-laws.
 - It shall be the duty of the finance and administration director to ensure that:-
 - all money due to SLSCC is collected and received and that all payments authorised by SLSCC are made; and
 - Correct books and accounts are kept showing the financial affairs of SLSCC including full details of all receipts and expenditure connected with the activities of SLSCC
 - V. Cause all money to be lodged to the credit of SLSCC at the approved financial institution.
 - VI. At least monthly and at other times as required, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank passbooks and statements reconciling the balance shown therein with the balance as shown on the cash report.
 - VII. Prepare accounts of SLSCC if and when requested by the executive or a council meeting.
 - VIII. Once in every year prepare a statement of income and expenditure together with balance sheet showing the position of SLSCC as at the date of the close of the financial year and arrange for presentation to the auditors for audit.
 - IX. Maintain an inventory of all assets of SLSCC
 - X. Arrange insurance on assets and for all risks that SLSCC may require.

- XI. Responsibility for all documents, records and books belonging to SLSCC including the preparation of agendas and the production of minutes for all Executive Meetings and Branch Council Meetings.

d) Director of Education

The Director of Education shall:-

- I. Ensure implementation of all SLSA and SLSNSW policies relating to education.
- II. Ensure effective management of Board of Education meetings.
- III. Ensure effective management of Board of Education in all of its operations.
- IV. Prepare monthly reports for presentation and approval at Executive and Council Meetings.

c) Director of Lifesaving

The Director of Lifesaving shall:-

- I. Ensure implementation of all SLSA and SLSNSW policies relating to lifesaving.
- II. Approve annual club patrol hours in consultation with the Manager - Rescue Services.
- III. Ensure effective management of Board of Lifesaving.
- IV. Ensure clubs design and implement effective Beach Management Plans
- V. Ensure effective management of Board of Lifesaving in all of its operations.
- VI. Prepare monthly reports for presentation and approval at Executive and Council Meetings.

b) Director of Member Services

The Director of Member Services shall:

- I. Be responsible to the Council for the conduct and co-ordination of all matters pertaining to youth, development and membership.
- II. Convene and preside over a Standing Board established under these by-laws to be known as the Board of Member Services.
- III. Prepare monthly reports for presentation and approval at Executive and Council Meetings.

e) Director of Surf Sports

The Director of Surf Sports shall:-

- I. Ensure implementation of all SLSA and SLSNSW policies relating to competition.
- II. Arrange carnival venues and dates annually.
- III. Ensure effective management of Board of Surf Sports in all of its competition operations.
- IV. Oversee security and maintenance of all competition equipment.
- V. Prepare monthly reports for presentation and approval at Executive and Council Meetings.

PART 4 STANDING BOARDS, STANDING COMMITTEES AND SUBCOMMITTEES

4.1 MEETINGS AND QUORUMS

- a. Oral or written notice of a meeting of a Standing Boards, Standing Committees and Sub Committees shall be given to each member of the Committee/Boards at least 48 hours (or such period as may be unanimously agreed upon by the

- members of the Standing Boards, Standing Committees and Sub Committees) before the time appointed for the holding of the meeting.
- b. Notice of a meeting given under clause (l) shall specify the general nature of the business to be transacted at the meeting.
 - c. No business shall be transacted by a Standing Committee and Sub Committees unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same date of the following week.
 - d. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
 - e. Any advice, recommendations, reports received from a sub-committee appointed by SLSC should be endorsed, revoked wholly or in part by the Executive

4.2 BOARD OF EDUCATION

- (a) The Board of Education will be chaired by the Director of Education.
- (b) Managers of the Board of Education to be elected at the Election Meeting of the Branch Council.
The role of the Board of Education is:-
 1. To guide and advise SLSCC on all matters relating to Surf Life Saving VET and its procedures.
 2. To research, develop and otherwise expand the information relating to new VET material.

The Board of Education Managers and their roles:-

- (a) The Manager of Education & Training
 - Liaise with Club Training Officers on all matters dealing with SLSA awards and training procedures.
 - Review and upgrade, as required, examination procedures in respect of all the SLSA awards.
- (b) The Manager of Patrols
 - Organise and supervise the 5 District Supervisors whose role is for the maintenance of Surf Lifesaving procedure by the affiliated Clubs within their assigned district. This maintenance will involve the following:
 - I. Supervise patrolling standards as set down by the current manual of SLSA.
 - II. Any alleged breaches or misdemeanours should be immediately brought to the attention of that club's patrol captain.
 - III. Patrol misdemeanours should be reported in writing to the Manager of Patrols at the earliest and dealt with by the Board of Lifesaving – for any further actions.
 - To be responsible for all beach management matters and to ensure the completion of yearly reviews of club Beach Management Plans.

4.3 BOARD OF LIFESAVING

- (a) The Board of Lifesaving will be chaired by the Director of Lifesaving.
- (b) Managers of the Board of Lifesaving to be elected at the Election Meeting of the Branch Council.
The role of the Board of Lifesaving is:-
 1. To test new equipment, life saving methods and ideas which may be placed before it and report thereon to SLSCC.
 2. To supervise all patrol duties, gear and equipment used in the surveillance of all areas under the control of SLSCC.
 3. To supervise each season a proficiency test of Club Members who perform patrol duties and/or compete at carnivals as set out by the Annual Proficiency Requirements published by SLSNSW.

4. To research, develop and otherwise expand the use of all rescue equipment.
5. To guide and advise SLSCC on all matters relating to Surf Life Saving equipment and its use.
6. To ensure patrols are serviced by communication links through a central radio base.

The Board of Lifesaving Managers and their roles:-

- (a) The Manager of Support Services
 - Organise and supervise Duty Officers whose role it is to be a reference point for all major incidents relating to surf patrols and search and rescue by SLSCC clubs.
 - Advise the Board of Lifesaving on all matters dealing with radio communications, liaise and communicate with Club Radio Officers.
- (b) The Manager of RWC Operations
 - Advise the Board of Lifesaving on all matters dealing with Inflatable Rescue Boats (IRB) and Rescue Water Craft (RWC).
- (c) The Manager of Equipment
 - Responsible for the checks on all rescue gear and equipment to ensure that they meet the safety requirements as set down by SLSA. These checks to be carried out periodically and before the start of each patrolling period.
 - Ensure all first aid gear and equipment including resuscitation equipment meets SLSA standards.

4.4 BOARD OF MEMBER SERVICES

- (a) The Board of Members Services will be chaired by the Director of Member Services.
- (b) Managers of the Board of Member Services will be elected at the Election Meeting of the Branch Council.

The role of the Board of Member Services is:-

- (i) Provide support to Clubs and their members in all areas dealing with development
- (ii) Provide resources and programs in all development matters

The Board of Member Services Managers and their roles:-

- a) Manager of Member Development & Accreditation
 - Duke of Edinburgh Award
 - Leadership Programs
 - Responsible for Child Protection as stipulated by the current NSW legislation
 - Ensuring all Clubs have a Child Protection Officer and liaising with them
 - Responsible for the education and information to clubs of SLSA member protection policies
- b) Manager of Membership and Recognition
 - The annual Awards of Excellence
 - Junior lifesaver program
 - Development of members recruitment and retention strategies and programs
 - Coordinate recognition of member achievements in Surf Lifesaving and competition
 - Rookie program
- d) Manager of Nippers
 - Responsible for the development of age manager's courses in clubs

- Responsible for the development and expansion of surf education courses within clubs
- Surf Education
- e) Manager of Diversity
 - Provide and/or develop Culturally & Linguistically Diverse (CALD) programs
 - Recruitment of members from diverse backgrounds
 - Ensure that clubs have a diversity officer and liaise with them
 - Develop sustainable Diversity programs for SLSCC and Clubs
 - Source avenues for funding to support diversity program
 - Monitor each clubs diversity activities and report on these to the BOMS
 - Identify demographic and community trends

4.5 BOARD OF SURF SPORTS

- (a) The Board of Surf Sports will be chaired by the Director of Surf Sports.
- (b) Managers of the Board of Surf Sports to be elected at the Election Meeting of the Branch Council.

The role of the Board of Surf Sports is:-

- (i) Supervise and ensure that the conduct of all surf competition and special events held follow the current SLSA Competition Manual current at the time.
- (ii) Promote forward thinking in surf sports, ensure constitutional, member protection and SLS guidelines are followed.
- (iii) Report to SLSCC Branch Council on all matters, progress, developments and agendas of the Board of Surf Sports on a monthly basis.

The Board of Surf Sports Managers and their roles:

- a) Manager of Carnivals
 - Appoint Carnival Referee for Carnivals
 - Oversee Sectional Referees appointments
 - Responsible for the running of Carnivals
 - Supervise the setting up of the Carnival Disputes Committee
 - Gather information for events calendar
 - Relate with other Managers to develop the competition agenda of SLSCC
 - Coordinate water safety personnel
- b) Manager of Special Events
 - Organise all Special Events programs
 - Coordinate with Clubs for the set up of events
 - Ensure sponsor signage and recognition at all Special Events
 - Responsible for Special Events dates and locations
 - Relate to the Manager of Officials for events
 - Relate with the Carnival Manager for events mix.
 - Responsible for the applications to SLSNSW for Special Events
- c) Manager of Officials
 - Oversee and be responsible for the proficiency of Officials
 - Responsible for the outfitting of Officials
 - Responsible for the OH&S of Officials
 - Coordinate the requirements for Officials at carnivals with Carnival Manager.
 - Responsible for the recruitment and retention of Officials.
 - Be a reference for the standard of Officiating at SLSCC Carnivals
 - Responsible for the organization of coaching and officials accreditation courses
- d) Manager of Representative Teams

- Duties relating to all SLSCC Representative Teams and their Competitions
 - Responsible for supervision of SLSCC Branch team coaches, team managers, and chaperones
 - Convenor of selection committee.
 - Ensure Representative teams are correctly outfitted and self funded
 - Coordinate with the Managers of carnivals for the organisation of appropriate selection trials
- e) Manager of Coaching
- Surf Coach Accreditation courses
 - Surf Coach Development
 - Club Coaching Development
- f) Manager of Gear and Equipment
- Maintain gear trailer
 - Pack trailer prior to a carnival
 - Unpack trailer after a carnival
 - Check equipment for damages
 - Ensure all equipment is maintained to a satisfactory requirement
 - Report to the Board of Surf Sports
 - Report major damages to the Branch office to arrange for repairs
- g) Manager of Boats
- Represent the interests of the Boat Fraternity
 - Ensure the successful conduct of the Boat Series
 - Ensure Boat Sweeps are accredited
 - Provide valuable input to the Board of Surf Sports
 - Undertake tasks to assist the Director of Surf Sports as requested

4.6 SELECTION COMMITTEE

A Selection Committee of five (5) one of which is the Representative Team Manager shall be elected at the election meeting of SLSCC and it shall be responsible for the selection of the SLSCC teams and the competition representatives in competition representation only. Any other type of representation from time to time shall be dealt with by the Executive or Branch Council. Four (4) members shall form a quorum.

4.7 CONSTITUTION COMMITTEE

A Constitution Committee of five (5) one of which is the President shall be elected at the Election Meeting of SLSCC.

All matters affecting the Rules, By Laws and Regulations of SLSCC shall be referred to this Committee for report and recommendation to SLSCC. Recommendations which involve an alteration to the Rules, By Laws and Regulations shall be given effect to as provided in rule 41

Three (3) members shall form a quorum. The minutes of the Committee must be approved by the Branch Council.

4.8 LIFE MEMBERSHIP

The Committee shall comprise of five (5) consisting of the President and four (4) life members available to attend the meeting. Life members will be appointed by the executive to represent on the committee.

At least three (3) members of the Committee shall be Life Members of the Branch and the Committee shall be representative of three (3) differing affiliated clubs.

Nominations for life membership of SLSCC shall be submitted to the President in writing. Nominations are to be signed by at least two (2) members and endorsed by the club executive as shown in the minutes.

The President shall act as convener and chairman of the Committee and in his absence the Committee shall elect other members of the Committee as chairman.

Four (4) members shall form a quorum in order to be elected a life member; the nominee must receive at least two-thirds support of the Committee for the nomination to progress for resolution to the Branch Council. Support of three quarters (75%) of the Branch Council is required for the nominee to become a life member.

In the event of the President of SLSCC being nominated for life membership, his duties and functions shall be performed by a Director elected for that purpose.

4.9 JUDICIARY COMMITTEE

The Judiciary Committee shall consist of five (5) members none of whom shall be members of the Executive. They shall be appointed by the Executive from interested persons. If the persons nominated are ineligible due to persons charged or otherwise involved in the incident the Executive may appoint additional members.

PART 5 RULES OF DEBATE

5.1 STANDING ORDERS

1. Order of business of the meeting shall be as laid down in the agenda of the meeting
2. The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
3. Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, except the following formal motions may be moved, received and put to the meeting:-
 - 3.1.1.1. Amendments to the motion; and
 - 3.1.1.2. Procedural motions.
4. Only one amendment shall be considered at a time.
5. A person may move only one amendment to a motion, but may speak on all other amendments.
6. The mover of an amendment has no right of reply.
7. The mover of the original motion shall exercise his right of reply at the end of the debate first amendment.
8. The mover of the original motion may not move an amendment to his motion.
9. Amendments shall be taken in order in which they affect the terms of the motion.
10. No amendments shall be allowed with regard to those parts of the motion which have already been determined.
11. An amendment must be relevant to the substantive motion, and must not be a simple negation of the motion.
12. Before any motion is put to the meeting the chairman may require that it be committed to writing and handed to him.
13. The chairman shall have the power to refuse the closure motion ("that the question be now put").
14. It shall not be permissible for any person who has spoken in the debate on a motion to move the closure of that motion.
15. If the closure motion is carried, the mover of the original motion shall have the right to reply before the question is put.
16. It shall be the duty of the chairman to preserve or order so that the business may be conducted with due form and propriety.

17. The chairman shall have the right of debating on any question under discussion, but must first leave the chair and not resume it until the question has been resolved.
18. It shall be the duty of the chairman to call to order a speaker who violates any rule of debate, and the privilege of any member to raise a point of order.
19. When more than one member raises at the same time to speak, the chairman shall decide who shall be heard.
20. The chairman may call the attention of the meeting to continued irrelevance or tedious repetition on the part of a speaker and may, with the approval of the meeting, direct such a member to discontinue his speech.
21. The question of whether a member shall discontinue his speech shall be decided without debate.
22. Any member may raise a point of order against a speaker during debate, and the speaker against whom the point is raised shall cease speaking and shall sit down. The member raising the point of order shall then state his reason, and the chairman shall, without further discussion give his ruling. Subject to such ruling, the speaker shall be allowed to proceed. The chairman's ruling shall be final unless challenged by a motion of dissent.
23. A member dissatisfied with the chairman's ruling may move a motion of dissent in the following terms "That the chairman's ruling be dissented from". The chairman shall then vacate the chair and call upon a deputy to take the chair. When the mover and the chairman (in that order) have stated their cases, the acting chairman shall put to the vote the question "That the chairman's ruling be upheld".
24. Debates on motions shall not exceed 20 minutes and speeches shall not exceed three minutes.
25. A motion of a negative character, the carrying of which will not alter the status quo, shall yield place to a relevant motion purporting to take positive action.
26. When a member speaks he shall stand, address the chair and confirm himself to the question under consideration, avoiding personalities and unbecoming language.
27. A member, when speaking shall not be interrupted except by the chairman, or by a member raising a point of order, and then only for a breach of the rules, by-laws, or standing orders.
28. A member shall have the right to speak once only on any motion with the exception of the mover, who shall have the right to reply, when, however, he shall not introduce any new matter.
29. Explanations shall be allowed from a member who has already spoken, but only to explain an actual misunderstanding or misstatement, and the member shall be prohibited from debating the merits of any proposal in the course of such explanation.
30. A member moving a resolution or any amendment thereto, shall be held to have spoken on the question.
31. A motion or amendment which has been submitted to a meeting may not be withdrawn without the consent of the meeting.
32. A motion shall be declared lost if it is not supported by a majority of members voting.
33. A member requesting information, or wishing to ask a question, shall do so through the chairman.
34. Either three months must have lapsed or a two-thirds majority of those members present and entitled to vote must be in favour of re-submission of any business that has already been decided by the committee.
35. Provided that no speaker is on his feet and addressing the chair, any member may move that the meeting be adjourned to a specified time and place. Such a motion shall be treated as an ordinary motion except that:-

36. It may interrupt a debate;
37. The mover shall have the right of reply.
38. Motions of which notices have been given shall be dealt with in the order in which they are received.

PART 6 MISCELLANEOUS

6.1 CHAMPIONSHIP CARNIVALS

SLSCC championships shall be conducted annually in accordance with the provisions to be adopted from time to time by SLSCC or the Executive, but subject to the requirements of the Surf Life Saving Manuals.

6.2 REIMBURSEMENT OF COSTS

Subject to approval by the Executive or Branch Council, members of the Council or of any Standing Boards, Standing Committees and Sub Committees may be entitled to reimbursement of any costs incurred in carrying out their duties as laid down in these by-laws.

6.3 POWER TO MAKE REGULATIONS

The Council shall have the power to make regulations within the scope of the objects of SLSCC and limited by the rules and by-laws.

The regulations shall be resolutions of the Council appertaining to lifesaving and competition.

SECTION 3 - REGULATIONS

PART 1 PRELIMINARY

3.1.1 INTERPRETATION

In these Regulations, except in so far as they context or subject matter otherwise indicates or requires:-

- (a) Surf Life Saving Central Coast Inc. shall be referred to as SLSCC.
- (b) Surf Life Saving New South Wales Inc. shall be referred to as SLSNSW.
- (c) Surf Life Saving Australia Limited shall be referred to as SLA.

3.1.2 ADMINISTRATION

For administration purposes SLSCC shall be divided into five (5) districts:-

- (i) District 1 The Lakes, Soldiers Beach, North Entrance
- (ii) District 2 The Entrance, Toowoan Bay, Shelly Beach
- (iii) District 3 Wamberal, Terrigal, North Avoca
- (iv) District 4 Avoca Beach, Copacabana, MacMasters Beach
- (v) District 5 Killcare; Ocean Beach, Umina

3.1.3 PURCHASE OF GEAR & EQUIPMENT

- (a) All purchases for and on behalf of SLSCC (apart from petty cash purchases) shall be made by the appropriate order form, and signed by one of the following; the CEO or the President.
- (b) All purchases of gear, capital items or similar equipment shall be first approved by the Executive prior to a purchase order being issued.

- (c) No member of SLSCC is authorised to sign contracts or orders or lend any gear unless it is co-ordinated through the Branch Office.

3.1.4 ACCOUNTS

- (a) No accounts for payment shall be paid unless an order form is produced.
- (b) Accounts may be paid provided correct Branch order form has been issued and the invoice certified that the account is in order.
- (c) The CEO shall have the authority to pay recurring accounts in connection with the running of SLSCC (e.g. salaries, wages, telephone, electricity, etc.).

3.1.5 FEES, CAPITATION AND LEVIES

- (a) Annual affiliation fees shall be determined by the executive in May each year and shall be payable by each club prior to the Annual General Meeting of the Branch Council of SLSCC.
- (b) All fees and charges payable for examinations and competition shall be submitted with recommendations to the Executive in May each year

3.1.6 EXECUTIVE DECISIONS

Members of the Executive shall have the authority to make decisions appertaining to their area of responsibility needed for the day to day running of SLSCC (other than in contravention of the Rules, By-Laws and Regulations of SLSCC, SLSNSW, SLISA or a resolution of the Branch Council during the current season

PART 2 LIFESAVING

3.2.1 SIGN ON PROCEDURES

Clubs should ensure that:-

- a. A "Patrol" shall consist of the minimum as defined in the SLSNSW standard operating procedures
- b. The red/yellow safe swimming area flags are in place.
- c. The surf craft prohibited signs are in place
- d. There is sufficient rescue equipment on the beach to adequately perform a rescue if required. This equipment must remain on the beach until sign off is granted by SurfCom.
- e. The above (i) and (iv) must be in place prior to signing on with SurfCom

3.2.2 ASSESSMENTS

- a. Proficiency dates to be set by each individual club.
- b. Any requests for proficiency tests after December 31st must be in writing to the Director of Education
- c. Paperwork for all assessments to be provided to the Club Assessor at least fourteen (14) days before the assessment.
- d. Clubs must submit and take the form 14 and all required paperwork to all assessment and proficiency tests.
- e. A form 14 must be submitted on SurfGuard at least fourteen (14) days prior to the assessment date
- f. SurfCom Radio operators should hold a Radio Operator's Certificate or Bronze Medallion.
- g. All Assessments should be co-ordinated through the District Assessment Co-ordinator.
- h. Assessor shirts must be worn whilst on duty along with SLSCC supplied identification

PART 3 COMPETITIONS

3.3.1 CARNIVAL ENTRIES

- a. Clubs are allowed to compete at Central Coast carnivals without having their entries checked and endorsed by the Branch Office, provided they list all current proficiency numbers on the entry form and the entry form is filled in correctly
- b. Clubs are not allowed to compete outside the Branch when a Branch Carnival or event is being conducted unless such Club has first obtained the written permission of the Director of Surf Sport.
- c. Any Club wishing members to compete outside the Central Coast area must first have their entry checked and endorsed by the Director of Surf Sports. This should be done two (2) weeks prior to the event
- d. Senior and Junior Branch Championships are not to be held on the same day.
- e. Events at the Branch Championships shall be conducted without restriction in respect to the number of competitors. Where an event is conducted at the Branch Championships, medallions will be awarded.
- f. A Carnival Disciplinary Committee shall be formed for all carnivals.
- g. Clubs cannot compete at any surf carnival if they do not have a properly constituted patrol on the beach.
- h. The appointment of all judges and carnival officials and the allocation of their duties is the responsibility of the Officials Manager. He/She shall keep a record of all attendance of judges and officials appointed for carnivals.

3.3.2 CARNIVAL PROGRAMME

- a. Clubs conducting carnivals shall adopt a uniform set programme as determined by SLSCC as required.
- b. Any club desiring to hold additional events at a carnival should include those events in their application to conduct a carnival.

3.3.3 STANDING SUBCOMMITTEE OF THE BOARD OF LIFESAVING

Patrol and Lifesaving Judiciary Committee:-

- a. Any club who infringes the Rules, By-laws and Regulations of SLSCC, SLSNSW and SLSA concerning patrols or lifesaving duties shall be called upon to appear before the Patrol and Lifesaving Judiciary Committee.
- b. The offending club's district clubs' supervisor will not be eligible to sit on the Committee.
- c. The Patrol and Lifesaving Judiciary Committee shall be:-
 - (i) Manager - Rescue Services
 - (ii) Four (4) District Club Supervisors
- d. Any club that has been reported to the Manager of Rescue Services for patrol deficiencies will be called upon to appear before the Patrol and Life Saving Judiciary Committee within seven (7) days, whereupon the committee after hearing evidence may find the offence proven or not proven.
- e. This Committee shall have the power to impose such penalties as deemed fair and consistent.
- f. Any decision made by the Committee shall be immediately passed on to the Club concerned. The Committee shall report at once in writing as to its findings to the Director of Lifesaving.
- g. Any club against which the Patrol and Lifesaving Judiciary Committee has given adverse finding or decision may within seven (7) days after the decision is conveyed to such club appeal to the Board of Lifesaving

h. The next right of appeal goes to SLSCC Judiciary Committee.