

**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

## CONTENTS

<b>DEFINITIONS AND INTERPRETATIONS</b>	<b>3</b>
<b>MEMBERSHIP – SECTION 1</b>	<b>3</b>
1.2 Probationary Member	4
1.3 Cadet Member	4
1.4 Active Member	4
1.5 Reserve Active Member	4
1.6 Long Service Member	4
1.7 Award Member	5
1.8 Past Active Member	5
1.9 Associate Member	5
1.10 Honorary Member	5
1.11 Life Member	6
1.12 Renewal of Membership	6
1.13 Acceptance and Registration of Members	6
1.14 Duties and Privileges of Membership	6
1.15 Dual Membership	7
1.16 Discontinuance of Membership	7
1.17 Members' Protection	7
1.18 Codes of Conduct	8
<b>GRIEVANCES, JUDICIAL AND DISCIPLINE – SECTION 2</b>	<b>8</b>
2.1 Grievances	8
2.2 Discipline, Penalties and Appeals	8
2.3 Jurisdiction	8
2.4 Judiciary Committee	9
2.5 Breach	9
2.6 Procedure	10
2.7 Discipline	11
2.8 Appeals	11
<b>DIRECTORS AND OFFICER BEARERS – SECTION 3</b>	<b>12</b>
3.1 Directors and Office Elections	12
3.2 Directors and Officers	13
<b>MEETINGS – SECTION 4</b>	<b>13</b>
4.1 Annual General Meeting	13
4.2 General Meetings	13
4.3 Special General Meetings	13
4.4 Board of Directors Meetings	14
4.5 Delegation Meetings	14
<b>DELEGATIONS – SECTION 5</b>	<b>14</b>
5.1 Delegated Functions	14
5.2 Lifesaving Operations Committee	15
5.3 Surf Sports and Competition Committee	15



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).  
Such Policies, Rules and Regulations are created, reviewed and amended from time to time.  
New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

5.4	Building and Property Committee	15
5.5	Youth Development Committee	16
5.6	Constitution Review Committee	16
5.7	Life Members Committee	16
5.8	Finance Committee	16
5.9	Fundraising Sub-Committee	17
5.10	Club Apparel Sub-Committee	17
5.11	Supporters' Club	17
5.12	Committee Life Member Nominees	18
5.13	Honours and Awards Committee	18
<b>JUNIOR ACTIVITIES – SECTION 6</b>		<b>19</b>
6.1	General	19
6.2	Junior Activities Aims and Objectives	20
6.3	Junior Activities Meetings	20
6.4	Elections	21
6.5	Finances	21
6.6	Competitions	21
6.7	Discipline	22
6.8	Officers and Their Duties	22
6.9	Membership	22
<b>PROCEDURES AND RULES – SECTION 7</b>		<b>22</b>
7.1	SLSA & SLSQ Policies, Rules and Regulations	22
7.2	Auxiliary Organisations	22
7.3	Audits	22
7.4	Fundraising	23
7.5	Insurance	23
<b>POLICIES AND PROCEDURES MANUAL – SECTION 8</b>		<b>23</b>
8.1	Policies and Procedures Manual	23
8.2	Amendments to the Policy and Procedures Manual	23
8.3	Policies and Procedures Binding	23
<b>COMPETITIVE CONDITIONS – SECTION 9</b>		<b>24</b>
9.1	Competitions	24
9.2	Competitive Rights, Transfers, Obligations and Qualifications	24
9.3	Club Championships	24
9.4	Trophies, Prizes and Eligibility	24
9.5	Club Subsidy/Bursary	24
9.6	Team Management	24
9.7	Carnival Officials	24
9.8	Visits & Tours	24
<b>CLUB COLOUR/BADGERS/AND CLUB EMBLEM, LIFE MEMBESHIP BADGE AND COMMON SEAL – SECTION 10</b>		<b>25</b>
10.1	Colours and Badges/Apparel	25



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**These By-Laws are linked to the Dicky Beach Surf Life Saving Constitution & Policies and Procedures Manual; and SLSA, SLSQ and SSCB documentation.**

**Simply left click on the appropriate highlighted hyperlink contained in the document.**

**DICKY BEACH SURF LIFE SAVING CLUB Inc.**

**THE BY-LAWS**

**DEFINITIONS AND INTERPRETATIONS:**

1. The definitions and interpretations prescribed in **Clauses 2.1 and 2.2** of the Constitution are adopted for use throughout these By-Laws.

**Definitions**

2. Board - means Board of Directors: as prescribed in **Clauses 27 and 28** of the Constitution. The management of the Club is vested in the Board of Directors.
3. Club – means the Dicky Beach Surf Life Saving Club Incorporated (“Association”).
4. Club Council - means all the financial surf lifesaving club members over the age of 15 years who are proficient Bronze Medallion holders, Life Members, Reserve Active, Long Service, Award and Associate members who have been granted voting rights as documented in the Club’s Constitution and By-Laws.
5. Office Bearer – means a member holding a position of authority and responsibility in the Club.
6. Proficiency Test - means an annual skills maintenance test as set by SLSQ or SLSA.
7. Regulated Employment - means any agreement to work, either in a paid or voluntary capacity in a child-related work that falls or is likely to fall within the scope of churches, clubs and associations involving children.
8. Minor Matter - means when considered in law to be a simple offence, that is, a matter having no adverse effect on club or community members.

**Interpretations**

9. These By-Laws are to be interpreted in accordance with and are subject to the Constitution of the Club and matters that are subject of the Club, Branch, SLSQ or SLSA policies determined from time to time and are compiled in the Club Policies and Procedures Manual.
10. In the event of any conflict between the Constitution, By-Laws and Policies and Procedures, the Constitution overrides to the extent of any inconsistency.

**SECTION 1**

**MEMBERSHIP**

**BY-LAW 1.1 – MEMBERS**

- a) As prescribed in **Clause 11.1** of the Constitution.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**BY-LAW 1.2 – PROBATIONARY MEMBER** (As prescribed in **Clause 11.1(a)** of the Constitution)

- a) Probationary Members shall train and be assessed for appropriate SLSA Awards as determined by the Chief Training Officer. Failing an assessment within the required time may cause automatic disqualification of membership. An extension of 30 days shall be determined by the Club Captain and any further extension by the Lifesaving Operations Committee.
- b) Any member joining or re-joining, whose prior conduct or commitment to the Club has been improper, may have their membership classified as Probationary Membership by the Lifesaving Operations Committee. After a period of three months, a decision by the Lifesaving Operations Committee shall determine either reinstatement of the member's former membership category or membership refusal.

**BY-LAW 1.3 – CADET MEMBER (Including U/14 NIPPERS)** (As prescribed in **Clause 11.1(c)** of the Constitution)

- a) All Surf Rescue Certificate or Bronze Medallion qualified Cadet Members and U/14 Nippers shall carry out patrols in accordance with the Club patrol rules.

**BY-LAW 1.4 – ACTIVE MEMBER** (As prescribed in **Clause 11.1(d)** of the Constitution)

- a) An Active Member shall be competent in the SLSQ annual proficiency test across all awards held unless the member has obtained their Bronze Medallion after 1 July of that year.
- b) The President; Club Captain; Chief Training Officer; Club Secretary; Treasurer; and Junior Activities Chairperson may be exempted from patrol duties on the written application to and on the recommendation of the Lifesaving Operations Committee to the Board for final determination.
- c) The Club Captain may grant patrol duty exemption for a period of not more than one calendar month to any Active Member making written application through the Club Secretary.

**BY-LAW 1.5 – RESERVE ACTIVE MEMBER** (As prescribed in **Clause 11.1(e)** of the Constitution)

- a) Active Members who have satisfied the requirements prescribed in the Constitution may make written application to the Club Secretary to be considered for Active Reserve Membership.
- b) The Lifesaving Operations Committee shall make a recommendation to the Board for final determination.

**BY-LAW 1.6 – LONG SERVICE MEMBER** (As prescribed in **Clause 11.1(f)** of the Constitution)

- a) Active Members or Reserve Active Members who have satisfied the requirements prescribed in the Constitution may make written application to the Club Secretary to be considered for Long Service Membership by the Lifesaving Operations Committee for recommendation to the Board for final determination.
- b) A Long Service Member transferring to the Dicky Beach Surf Life Saving Club from another club, and who was not a financial and an Active Member for



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- three years or more, shall be required to update their award/s and may be required to serve a waiting period of 12 months for Long Service Membership.
- c) The Member may be requested to carry out patrol duties as determined by the Lifesaving Operations Committee.
  - d) Long Service Members who compete on behalf of the club shall carry out patrols in accordance with the patrol rules and shall complete the annual proficiency test.

**BY-LAW 1.7 – AWARD MEMBER** (As prescribed in **Clause 11.1(g)** of the Constitution)

- a) Award Members shall complete a minimum of 30 patrol hours in a 12 month period and complete the annual proficiency test for their awards held, to gain voting rights of the club.
- b) The 30 patrol hours refers to patrol hours completed in the previous season (September to August) or 30 patrol hours for new members, in the current season.
- c) Should an Award Member cease patrol duties, their voting rights will be automatically withdrawn.
- d) Application for voting rights must be lodged in writing to the Club Secretary, prior to the General or Annual General Meeting. The Club Secretary shall submit the application to the Board for consideration of approval. Such approval can be made for a 12 month period.
- e) Any Award member elected to a committee or office has voting rights provided for that position. (As prescribed in **Clause 11.1(g)(iv)** of the Constitution).

**BY-LAW 1.8 - PAST ACTIVE MEMBER** (As prescribed in **Clause 11.1(h)** of the Constitution)

- a) Members requesting this membership classification may make written application through the Club Secretary to be considered by the Lifesaving Operations Committee for recommendation to the Board for final determination.

**BY-LAW 1.9 – ASSOCIATE MEMBER** (As prescribed in **Clause 11.1(i)** of the Constitution)

- a) Associate Members may be elected to a position on a committee and have voting rights for that committee or sub-committee only.

**BY-LAW 1.10 – HONORARY MEMBER** (As prescribed in **Clause 11.1(j)** of the Constitution)

- a) An Honorary Member may be elected for a period of not greater than 12 months, subject to being nominated and seconded at an Annual General Meeting. The nomination must be endorsed by three-quarters of the Club's membership who are present and entitled to vote.
- b) In extraordinary circumstances, a visiting dignitary maybe granted honorary membership by the Board.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**BY-LAW 1.11– LIFE MEMBERS – (As prescribed in Clauses 11.1(k) & 11.2 of the Constitution)**

- a) Nomination(s) for Life Membership shall be received by the Club Secretary no later than two months prior to the Annual General Meeting.
- b) Nomination(s) must be in writing containing a detailed presentation of the nominee's service and lifesaving history and be moved and seconded by two current financial members who have known the nominee(s) for a period of not less than eight years. The Life Member nomination criteria form as prescribed in the Policies and Procedures Manual (Template No. TEMP001).
- c) Nomination(s) shall be appraised by the Honours and Awards Committee, which shall report its findings and recommendations in writing to the Club Secretary.
- d) The Board at its meeting immediately preceding the Annual General Meeting shall either endorse or reject the member(s) for election at the Annual General Meeting.
- e) Life Members, when elected, shall be formally announced by the President at the Annual General Meeting and shall be afforded the special privileges of Life Membership status.
- f) The surviving spouse of a Life Member shall be granted Honorary Membership to the Club and shall be invited to any Life Member function and the Club's Annual Dinner/Presentation Night.

**BY-LAW 1.12 – RENEWAL OF MEMBERSHIP (As prescribed in Clauses 13.4, 16.3 and 16.4 of the Constitution.)**

- a) Members shall apply, annually, for the renewal of membership by electronic means on the relevant online membership system or by submission of the prescribed SLSA form and payment of the nominated fee as prescribed in Policies and Procedures Manual (Procedure No. ADM001).

**BY-LAW 1.13 – ACCEPTANCE AND REGISTRATION OF MEMBERSHIP (As prescribed in Clause 14 of the Constitution.)**

- a) All applications for membership and renewal of membership or transfer of membership shall be reviewed by the Lifesaving Operations Committee.
- b) The Lifesaving Operations Committee shall make a recommendation for acceptance or rejection to the Board for determination.
- c) The Club Registrar shall enter all accepted members on the SLSA electronic register.

**BY-LAW 1.14 – DUTIES AND PRIVILEGES OF MEMBERSHIP**

- a) Members shall carry out their allotted duties and those requested of them by Club Officers with vigilance, integrity and in good faith to further the aims and objects of the Club.
- b) Members shall observe the Codes of Conduct displayed on the Club Notice Board and contained in the Policies and Procedures Manual (SLSA Codes of Conduct) and rules applicable to them.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- c) All financial members shall have access to Club facilities.
- d) A Club membership card shall be available to members.
- e) Gym Membership is only available to financial active, award, reserve active, long service and life members, upon a payment of any nominated fee. Use of the Gym is subject to conditions as outlined in the Policies and Procedures Manual (Procedure No ADM002).
- f) All members may apply in writing to the Club Secretary for leave of absence from their duties, stating the reasons and time for such leave. The member will retain their seniority status within the Club.
- g) Members serving full-time in any of the Australian Defence Forces shall be granted a leave of absence at their current membership status. The member shall retain their seniority status within the Club.

**BY-LAW 1.15 - DUAL MEMBERSHIP**

- a) Any member of this Club may be admitted as a member of another Club or Clubs, providing such a member has a “clearance” from this Club.
- b) Any competing member who is a member of more than one Club shall be entitled to compete in Club events.

**BY-LAW 1.16 – DISCONTINUANCE OF MEMBERSHIP** (As prescribed in **Clause 16** of the Constitution)

- a) Notice of resignation shall be in writing to the Club Secretary as prescribed in the Policies and Procedures Manual (Template No. TEMP002).
- b) Any notice of resignation shall be referred to the Lifesaving Operations Committee to ensure that there are no outstanding matters for consideration. The Committee shall report their recommendation to the Board for endorsement.

**MEMBERSHIP POLICIES**

**BY-LAW 1.17 – MEMBERS’ PROTECTION** (Refer to current **SLSA Member Protection Policy 6.05**; SLSQ; Branch or Club Policies).

- a) The Club is committed to the health, safety and general well-being of all members who participate in Club and lifesaving activities, ensuring:
  - i. A safe, fair and inclusive environment is maintained;
  - ii. All members are treated with respect and dignity and protected from discrimination, harassment and abuse;
  - iii. All members are aware of their legal and ethical rights and responsibilities as well as the standards of behaviour expected from them.
- b) The rights of children and young people shall be supported, at all times by ensuring a child-safe environment is maintained
- c) The Club must comply with Working with Children (Risk Management and Screening) Act and Working with Children (Risk Management Screening) Regulations, through the **SLSQ Child and Youth Risk Management Strategy**.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- d) The Child and Youth Risk Management Strategy require every member over the age of 18 years who is undertaking regulated employment to complete an annual on-line induction.
- e) Notifications and access details to the annual on-line induction shall be provided to members by a club announcement.

**BY-LAW 1.18 – CODES OF CONDUCT** (Refer to current SLSA; SLSQ; Branch or Club Policies) as displayed on the Club’s Notice Board. The Codes of Conduct include but are not limited to:

- a) Code of Conduct – Administrators, Directors, Officers;
- b) Code of Conduct – Members;
- c) Code of Conduct – Team Managers, Age Managers, Chaperones;
- d) Code of Conduct – Youth Leaders; and
- e) Code of Conduct – Coach – Official.

## SECTION 2

### GRIEVANCES, JUDICIAL AND DISCIPLINE

**BY-LAW 2.1 – GRIEVANCES** (As prescribed in **Clause 17** of the Constitution)

- a) The club offers a grievance procedure to try to settle conflict between:
  - i. Members; and
  - ii. Members, Committees, Sub-Committees and the Board.
- b) The grievance procedure offers:
  - i. Each party a chance to be heard; and
  - ii. Be determined by a mutually agreed impartial experienced Club Officer.
- c) Members are encouraged to resolve the conflict between themselves and if they are unable to, the dispute shall be referred to mediation as prescribed in the Policies and Procedures Manual (Procedure No. ADM003).

**BY-LAW 2.2 - DISCIPLINE, PENALTIES & APPEALS**

- a) The procedures prescribed in the SLSA, SLSQ, Branch Constitutions, By-Laws and Regulations are adopted by the Club and shall apply to all disciplinary, penalties and appeals matters as prescribed in **Clause 17** of the Constitution but nonetheless must be founded on “Procedural Fairness” as prescribed in the Policies and Procedures Manual (Procedure No. ADM004).

**BY-LAW 2.3– JURISDICTION** (As prescribed in **Clause 17** of the Constitution)

- a) The penalising authorities for the Club (in hierarchical order) are:
  - i. The Club Council
  - ii. The Board
  - iii. The Judiciary Committee





**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- iv. The President, and
- v. The Club Captain

**BY-LAW 2.4 – JUDICIARY COMMITTEE** (As prescribed in SLSA Regulation 5.1.2)

- a) At the Annual General Meeting the Club Council shall recognise a panel of six suitably qualified members in accordance with By-Laws 2.4 b) and c) from which the members of the Judiciary Committee shall be formed.
- b) The Judiciary Committee shall consist of a minimum of three Members one of whom is a current or retired duly qualified barrister or solicitor who shall be chairperson, appointed by the Board after the Annual General Meeting.
- c) Members of the Judiciary Committee other than the qualified legal practitioner must possess a thorough knowledge of Surf Life Saving.
- d) The Judiciary Committee shall meet in confidence when directed by the Board, and shall elect one of their numbers to be the Committee Secretary.
- e) If any one committee member is unavailable for duty at a hearing, the Board may appoint a member from the panel described in By-Law 2.4 a)
- f) Any member under the age of 18 appearing before a Judiciary Committee must be represented by an appropriate adult.
- g) The Judiciary Committee decision and penalty resolved shall be by majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish a separate report on their findings, but the majority findings and penalty shall be deemed to be the decision of the Judiciary Committee.
- h) The Secretary of the Judiciary Committee shall give notice in writing of its decision within seven days to all concerned parties, together with notice of any order or penalty imposed and the rights of appeal.
- i) The Board cannot alter a decision of the Judiciary Committee.
- j) The Judiciary Committee Secretary shall forward to the Club Secretary the written records of its findings and decisions. The Club Secretary shall ensure the confidential filing of all information provided by this committee.

**BY-LAW 2.5- BREACH**

A Breach is where a Member has allegedly:

- a) Breached, failed, refused, or neglected to comply with the membership directives or any resolution or determination of the Club, Board, a Branch, a State Centre, or any duly authorised SLSA committee; or

**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- b) Acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Club, SLSA and/or surf lifesaving; or
- c) Brought themselves, the Club, Branch, SLSQ or SLSA, or surf lifesaving into disrepute; or
- d) Acted contrary to the Club Constitution, By-Laws, Policies and Procedures or Codes of Conduct; or
- e) On receipt of a complaint or reference concerning the affairs of the Club or its members, be submitted verbally in the first instance to the President, Club Captain, or Club Secretary and then in writing signed by the member and providing details of the complaint or the matter/s to be investigated.

**BY – LAW 2.6 - PROCEDURE**

- a) The Board or Club shall consider the breach and may refer the complaint or reference to the appropriate Club penalising authorities should the complaint or reference not be frivolous or vexatious, for determination.
- b) The Board, or Club may then commence or cause to be commenced investigatory and/or disciplinary proceedings against that Member, and that Member will be subject to and submits totally to the jurisdiction, procedures, penalties and appeal mechanisms set out in SLSA Regulations; providing that the Board, or the Club may commence proceedings, or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.
- c) Any member facing a Judiciary hearing must be provided with the adequate particulars of both the allegations that are made against them and the evidence that is relied upon in support of those allegations. Where the evidence is documentary, the member shall have access to the documents. Where the evidence consists of oral testimony, the member shall be entitled to question the witnesses who gave that testimony, and whose identities should be disclosed.
- d) Should the Board decide the complaint or reference is beyond the responsibility of the Club, the matter shall be referred to the Branch for determination provided that any breach of a criminal nature will be immediately referred to the police for investigation.
- e) The member shall have the right to be heard, call and / or present evidence and make submissions in respect of the allegations made against them.
- f) Member/s appearing before a Judiciary Committee is not entitled to legal representation in the Judiciary Committee proceedings but may request leave to be represented by a fellow club member as an advocate. If an advocate is permitted such advocate is not entitled to be legally trained or qualified.

**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**BY-LAW 2.7 -- DISCIPLINE**

- a) The Club President and the Club Captain each have authority to issue penalties effective immediately to a member for any minor matters, penalties being limited to admonishment, suspension, exclusion, or additional service.
- b) Matters of a more serious nature can also be dealt with immediately; penalties being limited to admonishment, suspension, exclusion or additional service provided any period of suspension imposed or exclusion is temporary in nature only, pending a formal determination as to penalty being made by the Club Council, Board or Judiciary Committee.
- c) All Club officers shall have authority to give reasonable oral behavioural directions to members when necessary to maintain the orderly conduct and running of their section.
- d) Penalties may be issued verbally but written confirmation setting out the reasons and conditions of any penalty must be provided within seven days except for minor matters.
- e) Other than a minor penalty the Club Secretary shall notify the Branch and SLSQ of any penalty decision imposed upon a member.

**BY-LAW 2.8-- APPEALS**

- a) There is no right of appeal to any penalty of Admonishment or Additional Service issued by the Club President or the Club Captain under By-Law 2.7 a).
- b) There is no right of appeal to a behavioural direction issued by a Club Officer under By-Law 2.7 c).
- c) Any member shall have the right to appeal to the Club Council against the decision and/or the penalty imposed by a penalising authority of the Club other than the Club President or Club Captain as prescribed in By-Law 2.8 a) and in the Policies and Procedures Manual (Procedure No ADM004).
- d) There is only one appeal available from a Judiciary Committee regardless of whether that Judiciary Committee was appointed by the Board or by a Club, Branch or SLSQ.
- e) Any member can forego an appeal to the Club against a Judiciary Committee decision and in accordance with the appeals process of SLSA as set out in Regulation 5 of the SLSA Regulations may proceed with an Appeal to SLSQ as prescribed in the Policies and Procedures Manual (Procedure No ADM004).



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

## SECTION 3

### DIRECTORS AND OFFICE BEARERS

#### **BY-LAW 3.1 - DIRECTORS AND OFFICER ELECTIONS** (As prescribed in **Clause 20.1** of the Constitution)

- a) The following officers may be elected from the eligible Club members as prescribed in the relevant Position Descriptions at the Annual General Meeting as prescribed in the Policies and Procedures Manual (**Position Descriptions**).
  - i. The Board as prescribed in **Clauses 28.1 and 28.2 of the Constitution**.
  - ii. Club Captain; Vice Club Captains; Chief Training Officer; Surf Sports Officer; Surf Boat Officer; IRB Officer; Board and Ski Officer; Gear and Equipment Officer; First Aid Officer; Clubhouse Officer; Gym Officer; Registrar; Communications Officer; Mobiles and Vehicles Officer; Building and Property Officer; Team Manager; and Officials Liaison Officer.
- b) The standard nomination form for all Club positions shall include a declaration by the nominee regarding the matters required by Section 61A of the *Associations Incorporation Act 1981*. As prescribed in the Policies and Procedures Manual (**Template No. TEMP004**).
- c) The following officers: Youth Development Officer; Publicity Officer; Volunteer Coordinator; and Workplace Health and Safety Officer; require specific credentials. Nominations for these positions may be proposed at the Annual General Meeting for further consideration by the Board who shall then appoint these officers.
- d) Where two Members hold, and share the same officer's position (dual Office Bearers) only one of the two shall have voting rights at any committee or sub-committee meeting.
- e) Where a Member holds two positions that Member shall be entitled to one vote at any meeting.
- f) The Junior Activities Committee elected at the Junior Activities Annual Meeting shall be endorsed by the Club Council at its Annual General Meeting.
- g) Assistants to Officers may also be elected and be eligible to attend appropriate committee or sub-committee meetings. These assistants do not have voting rights, unless designated by the Board and consistent with the Club's Constitution, By-Laws, and Policies and Procedures.
- h) The Board shall recommend for adoption at the Annual General Meeting the following positions: Honorary Grievance Officers; Honorary Club Solicitor; Honorary Club Medical Officer; Honorary Club Chaplain; Patrons and any number of Vice Patrons, which are honorary Club positions.
- i) Position Descriptions for all Club Officers are prescribed in the Policies and Procedures Manual. (**Position Descriptions**)



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**BY-LAW 3.2 – DIRECTORS AND OFFICERS** (As prescribed in **Clause 28** of the Constitution)

- a) Directors and Office Bearers of the Club shall be required to understand the needs of the Club and their legal responsibilities in accordance with the *Associations Incorporations Act (as current)* and the *Australian Charities and Not-For Profits Commission Act (as current)*. (Procedure No GOV001)
- b) Directors and Office Bearers in making decisions for the management of the Club must exercise the care, diligence and skill a prudent person of business would exercise in managing the affairs of another.
- c) The responsibility of the Board shall be to provide: accountability; strategic formulation and direction; sound fiscal management; policy making; monitoring and supervising committees, sub-committees and staff; whilst considering and managing the risk of the Club.
- d) Directors and Office Bearers shall be guided by the matters prescribed in the Policies and Procedures Manual (Procedure No.GOV001).
- e) The standard nomination form for all Club positions shall include a declaration by the nominee regarding the matters required by section 61A of the *Associations Incorporation Act (as current)*. As prescribed in the Policies and Procedures Manual (Template No. TEMP004).

**SECTION 4**

**MEETINGS**

**BY-LAW 4.1 – ANNUAL GENERAL MEETING** (As prescribed in **Clause 18** of the Constitution).

- a) Every member shall receive due notice of the date, time, place of the meeting and the business to be conducted as prescribed in the Policies and Procedures Manual (Template No. TEMP005).

**BY-LAW 4.2 – GENERAL MEETINGS** (As prescribed in **Clause 19** of the Constitution)

- a) Two General Meetings shall be convened annually of which every member shall receive due notice of the date, time, place of the meetings and the business to be conducted as prescribed in the Policies and Procedures Manual (Template No TEMP006).

**BY-LAW 4.3 – SPECIAL GENERAL MEETINGS** (As prescribed in **Clauses 22 and 23** of the Constitution)

- a) A Special General Meeting shall be held within one month of receipt of such a request or directive and every member shall have due notice as prescribed in the Policies and Procedures Manual (Template No. TEMP007)
- b) Pursuant to **Clause 22.2** of the Constitution and at the direction of the Board, the Club Secretary shall convene a Special General Meeting providing 21 days written notice to all voting members indicating the date, time, place and the Special Business to be conducted.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**BY-LAW 4.4 – BOARD OF DIRECTORS MEETINGS** (As prescribed in **Clauses 31.1 to 31.6** of the Constitution)

- a) Issues relating to constitutional change; incorporation responsibilities and authority; and major financial borrowings; that affect membership privileges and rights shall be referred to the Club Council.
- b) Proxies are not permitted for a Director at any Board or Club meeting.
- c) The Board shall provide a quarterly update of its deliberations and a dashboard illustration of Club finances as prescribed in the Policies and Procedures Manual (Template No TEMP008).
- d) The Board shall invite the Chairperson of the Lifesaving Operations Committee and Surf Sports and Competition Committee; Junior Activities and the Youth Development Officer on a quarterly rotation to the Board meeting to discuss the performance of their area of responsibility. The rotation of these members shall be as prescribed in the Policies and Procedures Manual (Procedure No. GOV002).

**BY-LAW 4.5 – DELEGATION MEETINGS** (As prescribed in **Clause 32.1** of the Constitution.)

- a) Other committees shall meet and operate in accordance with their terms of reference, at times and places as required, or as decided by the committee/sub-committee chairperson.
- b) Notice of all committee meetings shall be provided to the Club Secretary, at least, seven days prior to the meeting being held.
- c) An agenda shall be prepared for each meeting on the prepared proforma, as prescribed in the Policies and Procedures Manual (Template No TEMP014).
- d) Minutes of all committees/sub-committees shall be submitted to the next Board meeting for ratification on the prepared proforma, as prescribed in the Policies and Procedures Manual (Template Nos. TEMP009 & TEMP010).

## SECTION 5

### DELEGATIONS

**BY-LAW 5.1 –DELEGATED FUNCTIONS** (Prescribed in **Clause 32** of the Constitution).

- a) All delegated functions (committees and sub-committees) are subordinate and accountable to the Board.
- b) All resolutions determined by committees and sub-committees are only recommendations to the Board, which shall either endorse or return such resolutions to the committee or sub-committee, with a direction for further consideration.
- c) No committee or subcommittee has the authority to commit the club financially unless the Board has provided prior direction, consistent with the club purchasing Policies and Procedures, as prescribed in the Policies and Procedures Manual (Procedure No. GOV003).
- d) The Board after its first meeting after the Annual General Meeting shall communicate to each committee and sub-committee: their terms of reference; specific items; and reporting criteria; as provided in the Policies and

**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

Procedures Manual. This shall be completed prior to the first meeting of the committee/subcommittee (Template NoTEMP009 & 010 & GOV004).

- e) Membership of committees may be drawn from eligible Club Members and any Members or persons with appropriate experience to act in advisory roles. Any co-opted Member or person shall have no voting rights, except at the committee's discretion.
- f) Any member elected or appointed to a committee or sub-committee who is absent for three or more consecutive meetings may be required to relinquish membership of that committee or sub-committee. No proxy can be appointed. The Board shall appoint a replacement member.
- g) A member elected or appointed to a committee shall retain their positions only while they retain their membership of the Club.
- h) The Club Council may, at its discretion, remove any member from the membership of a committee.
- i) In the event of the absence of the Chairperson and Deputy Chairperson from any meeting, the meeting shall appoint one of its members to act in this role, during such absence.
- j) In the event of any matter coming within the jurisdiction of two or more committees, the President may direct either one or both committees to consider the matter independently or conjointly. The outcomes of deliberations shall be reported to the Board.
- k) All correspondence to and from any committee or sub-committee shall be through the Club Secretary.
- l) Committee members, including Life Member nominees, must be advised of the date, time and place of the committee or sub-committee meeting, at least, seven days prior to the meeting being conducted.

**BY-LAW 5.2 – LIFESAVING OPERATIONS COMMITTEE**

- a) The Lifesaving Operations Committee shall be comprised of: the Club Captain (Chairperson); Vice-Captain; Chief Training Officer; IRB Officer; Communications Officer; First-Aid Officer; Mobiles and Vehicles Officer; Clubhouse Officer; Gear and Equipment Officer; Registrar; Gym Officer; Junior Activities Representative; Workplace Health and Safety Officer; Life Member nominee; Club Supervisor; Youth Development Officer; and any other officers as determined by the Board.
- b) It shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV006).
- c) The Club Captain, on behalf of the Lifesaving Operations Committee, shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March of each calendar year.
- d) This Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (Template TEMP009 & TEMP010).
- e) The Club Captain shall have a discretionary spending limit as determined by the Board and as prescribed in the Policies and Procedures Manual (Procedure No. GOV004).

**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**BY-LAW 5.3 – SURF SPORTS AND COMPETITION COMMITTEE**

- a) The Surf Sports and Competition Committee shall be comprised of: the Surf Sports Officer (Chairperson); Team Manager; Surf Boat Officer; IRB Coach; Board and Ski Officer; Youth Development Officer; Coaching Co-ordinator; Club Coach(es); Officials' Liaison Officer; Surf Rescue Competition representative; R&R Competition representative; Junior Activities Team Manager; a Life Member nominee; and any other officers as determined by the Board.
- b) It shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV007).
- c) The Surf Sports Officer, on behalf of the Surf Sports and Competition Committee, shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March each calendar year.
- d) This Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (Template No. TEMP009 & TEMP010).
- e) The Chairperson of the Surf Sports and Competition Committee shall have a discretionary spending limit as determined by the Board and prescribed in the Policies and Procedures Manual (Policy No. GOV004).

**BY-LAW 5.4 – BUILDING AND PROPERTY COMMITTEE**

- a) The Building and Property Committee shall be comprised of: The Building and Property Officer (Chairperson); a nominated Director; a nominated representative of the Dicky Beach Supporters' Club; a Life Member nominee; and any other member as determined by the Board.
- b) The Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV008).
- c) The Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (Template No. TEMP009 & TEMP010).

**BY-LAW 5.5 – YOUTH DEVELOPMENT COMMITTEE**

- a) The Youth Development Committee shall be comprised of: the Youth Development Officer (Chairperson); a Director as nominated by the Board; Junior Club Captains; a nominee from Junior Activities; a Life Member nominee and any other officers as determined by the Board.
- c) The Committee shall carry out matters as prescribed in Policies and Procedures Manual (Procedure No. GOV009).
- d) The Youth Development Officer, on behalf of the Youth Development Committee, shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March each calendar year.
- e) The Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (Template No. TEMP009 & TEMP010).

**BY-LAW 5.6 – CONSTITUTION REVIEW COMMITTEE**





**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- a) The Constitution Review Committee shall be elected at the Annual General Meeting.
- b) The committee shall be comprised of: the Club Secretary as Chairperson; plus four committee members, one of whom shall have some legal background, the others with governance experience or previous constitutional experience.
- c) The Committee shall carry out matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV010).
- d) The Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (Template No. TEMP009 & TEMP010).

**BY-LAW 5.7 – LIFE MEMBERS COMMITTEE**

- a) The Life Members Committee shall be elected by the Club's Life Members and shall consist of a Chairperson and three other Life Members and shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV011).
- b) The Committee shall provide minutes of each meeting and reports as prescribed in the Policies and Procedures Manual to the Board (Template No. TEMP009 & TEMP010).

**BY-LAW 5.8 – FINANCE COMMITTEE** (As prescribed in **Clause 32** of the Constitution)

- a) The Finance Committee shall be appointed by the Board after the Annual General Meeting.
- b) The Committee shall be comprised of: the Club Treasurer (Chairperson); Assistant Treasurer; Junior Activities Accounts Officer; Dicky Beach Supporters' Club Treasurer; plus another member of long standing in the Club; and any other officers as determined by the Board.
- c) The Finance Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV012).
- d) Provide direction and advice to the Fundraising and the Club Apparel Sub-Committees.
- e) The Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (Template No. TEMP009 & TEMP010).

**BY-LAW 5.9 - FUNDRAISING SUBCOMMITTEE**

- a) The Fundraising Sub-Committee shall be appointed by the Board after the Annual General Meeting.
- b) The Fundraising Sub-Committee shall be a sub-committee of the Finance Committee.
- c) The Fundraising Sub-Committee shall be comprised of members interested in raising funds for the Club and assisting with social and entertainment activities for the members. This sub-committee must include a Finance Committee;

**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

Junior Activities and Surf Girl representative. The Chairperson of this sub-committee shall be the Volunteer Coordinator.

- d) The Fundraising Sub-Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV013).
- e) This Sub-Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Finance Committee (Template No. TEMP009 & TEMP010).

**BY-LAW 5.10 - CLUB APPAREL SUB-COMMITTEE** (As prescribed in By-Law 10)

- a) The Club Apparel Sub-Committee shall be a Sub-Committee of the Finance Committee.
- b) This Sub-Committee shall be comprised of: a Board nominated member (as the Chairperson); Junior Activities Uniform Officer/s; a youth member nominee; a senior club member; a Masters representative and any other officers as determined by the Board.
- c) The Club Apparel Sub-Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV014).
- d) This Sub-Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Finance Committee (Template No. TEMP009 & TEMP010).

**BY-LAW 5.11 – SUPPORTERS’ CLUB** (As prescribed in Clause 4(b) of the Constitution and ADM 15 SLSQ Policy)

- a) The Dicky Beach Supporters’ Club is a separate incorporated association, providing for licenced activities and is affiliated with the Dicky Beach Surf Life Saving Club.
- b) The Club shall appoint a delegate with full voting rights to the Management Committee of the Dicky Beach Supporters’ Club Inc.
- c) A copy of minutes of each meeting and monthly manager’s report is to be provided to the monthly Board meeting.

**BY-LAW 5.12 – COMMITTEE LIFE MEMBER NOMINEES**

- a) It is incumbent on Life Member Nominees elected or appointed to the Lifesaving Operations, Surf Sports and Competition, Building and Property, Youth development, Supporters’ Club and Junior Activities committees to:
  - i. Have a complete understanding of the relevant committees’ terms of reference;
  - ii. The relevant Policies and Procedures of that committee;
  - iii. A thorough knowledge of the Club Constitution and By-Laws; and
  - iv. Be prepared and able to provide appropriate advice and guidance to that committee.
- b) Life Members elected or appointed to a committee shall undergo a governance induction and shall be provided governance training on a regular basis and agree to attend all sessions for their own continuous personal development.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- c) Committee Life Member nominees shall have voting rights for the committee on which they sit.

**BY-LAW 5.13 – HONOURS AND AWARDS COMMITTEE**

- a) The committee shall be elected at the Annual General Meeting.
- b) The committee shall be comprised of: the Deputy President (Chairperson); Club Secretary; Chief Training Officer; two Life Members or members with a thorough knowledge of lifesaving and any other member as determined by the Board.
- c) The committee will make confidential recommendations to the Board for but not limited to the following awards:
  - i. Outstanding Service Certificate;
  - ii. Service pins;
  - iii. Club Life Membership;
  - iv. Branch/SLSQ/SLSA Life Membership;
  - v. Branch/SLSQ/SLSA National Awards;
  - vi. Order of Australia nominations;
  - vii. Community awards;
  - viii. Sports awards; and
  - ix. Meritorious awards.
- d) The committee procedure and nomination process is to comply with the Policies and Procedures Manual (Procedure No. GOV015).

**SECTION 6**

**JUNIOR ACTIVITIES**

**BY-LAW - 6.1 General**

- a) The Junior Activities is a section of the Dicky Beach Surf Life Saving Club incorporating junior members from a minimum of five years of age up to a maximum of 13 years on a seasonal basis and their parents or guardians.
- b) The Junior Activities Committee shall be responsible for the management of Junior Activities and shall comprise current financial members who have applied for membership of the Club through the Junior Activities and whose membership has been endorsed by the Board.
- c) The Junior Activities Committee is subordinate and responsible to the Board and therefore has no authority to make decisions that may bind the Club financially.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- d) The following officers shall be elected at the Junior Activities Annual meeting to carry out the Junior Activities program:
- i. Junior Activities Chairperson;
  - ii. Junior Activities Deputy Chairperson;
  - iii. Junior Activities Minute Secretary;
  - iv. Junior Activities Accounts Officer;
  - v. Junior Activities Registrar;
  - vi. Junior Activities Operations Officer;
  - vii. Junior Activities Team Manager;
  - viii. Chief Water Safety Officer;
  - ix. Junior Activities Fundraising Officer; and
  - x. Appointed Life Member as an Advisor and voting member.

**The above positions comprise the Junior Activities Committee.**

- xi. Junior Activities Junior Team Manager;
  - xii. Junior Activities Apparel Officer;
  - xiii. Junior Activities Gear and Equipment Officer;
  - xiv. Canteen Coordinator;
  - xv. Junior Activities Fundraising Officer; and
  - xvi. Age Managers.
- e) The election of the Junior Activities Committee is subject to its ratification by the Club Council at the Annual General Meeting.
- f) An appointed Board Member will attend Junior Activities Committee meetings to act as a conduit between the Board and the Committee. The Board Member will provide advice and direction, where needed, by the Junior Activities Committee. This member will have no voting rights at the Junior Activities meetings.

**BY-LAW 6.2 - JUNIOR ACTIVITIES AIMS and OBJECTIVES**

- a) Abide by the objects of the Club as prescribed in Clause 3 of the Constitution.
- b) Ensure Junior Activities is working towards the mission and vision and implementation of the Club's Strategic Plan in consultation with the Board.

**BY-LAW 6.3 - JUNIOR ACTIVITIES MEETINGS**

Annual and General Meetings

- a) The Junior Activities Annual Meeting shall be conducted no later than May annually. A quorum for the Junior Activities Annual, General or Special meetings shall be twice the number of officers of the Junior Activities Committee plus one.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

- b) Every member shall receive due notice of the date, time, place of the annual meeting and the business to be conducted as prescribed in the Policies and Procedures Manual (Template No. TEMP011).
- c) A General Meeting shall be held in early December annually, where every member shall be given due notice stating the date, time, place of such a meeting and the business to be conducted. (Template No. TEMP006).
- d) Special General Meetings when requested by a minimum of 35 Junior Activities voting members or at the discretion of the Junior Activities Chairperson and shall be convened as prescribed in By-Law 4.3.
- e) Junior Activities Committee meetings shall be held monthly Clause 22 and 23 of the Constitution and due notice of which shall be given to all members stating date, time and place of such meetings. (Template No. TEMP009 & TEMP010).
- f) The Junior Activities Committee resolutions shall abide by the general rules contained in these By-Laws, the Constitution and Club Policies and Procedures, and shall be subject to ratification by the Board, and where appropriate, the Club Council.
- g) The Junior Activities Chairperson shall provide minutes of each meeting and monthly reports in the required format as prescribed in the Policies and Procedures Manual (Template No. TEMP009 & TEMP010).
- h) Financial members aged 15 years and over and parents or guardians of Junior Activity members who are Associate members may attend, participate and vote at Junior Activity Annual Meeting, Junior Activity General Meetings or Junior Activity Special General Meetings only.

**BY-LAW - 6.4 ELECTIONS** (As prescribed in Clause 29 of the Constitution)

- a) The standard nomination form for all Junior Activities Officer positions shall include a declaration by the nominee regarding the matters required by section 61A of the *Associations Incorporation Act (as current)* (Template No. TEMP012).

**BY-LAW - 6.5 FINANCES**

- a) The Junior Activities Chairperson on behalf of the Junior Activities Committee shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March of each calendar year.
- b) The Junior Activities Chairperson shall have a discretionary spend limit as determined by the Board and as prescribed in the Policies and Procedures Manual (Procedure No. GOV004).
- c) The Junior Activities Accounts Officer shall be the Junior Activities representative on the Club Finance Committee.
- d) The Junior Activities Fundraising Coordinator must be a member of the fundraising sub-committee and shall attend all such meetings. If the Junior Activities Fundraising Coordinator is unable to attend a proxy from Junior Activities shall be appointed to attend in their place.

**BY-LAW 6.6 - COMPETITIONS**

- a) A sub-committee comprising the Age Managers, Team Managers, Coaches and one Committee Member shall select the competitors and teams for all



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

Inter Club competitions and carnivals and may alter such selections at its discretion, and this sub-committee's decision shall be final.

- b) Junior Activities points' days shall be conducted throughout the season and in accordance with the Policies and Procedures Manual (Procedure No GOV016).

**BY-LAW 6.7 – DISCIPLINE**

- a) The conduct of all Junior Activities members, parents and guardians who participate in Junior Activities shall be subject to the Codes of Conduct and the control of the penalising authority in accordance with the disciplinary process as prescribed in Clause 17 of the Constitution and By-Laws 2.3 – 2.9.
- b) Any disciplinary action taken by the penalising authority shall be referred to the Board in the first instance for their direction.

**BY-LAW 6.8 - OFFICERS AND THEIR DUTIES**

- a) Position Descriptions for all Junior Activities officers are prescribed in the Policies and Procedures Manual (Job Descriptions No. JD031-043).

**BY-LAW 6.9 - MEMBERSHIP** (Prescribed in Clause 11.1 of the Constitution.)

- a) Junior Activities participants must be financial members of the Club and apply by electronic means on the relevant online membership system or by submission on the prescribed SLSA form and pay the required fee as determined by the Junior Activities Committee and endorsed by the Club Council at the Annual General Meeting (Template No TEMP013).
- b) The Family Membership fees only apply to Junior Activities memberships.
- c) Any Junior Activities application for membership shall be accompanied by a parent or guardian application for membership of some type, depending on their SLSA award qualifications. (For example, Associate Member).

**SECTION 7**

**PROCEDURES AND RULES**

**BY-LAW - 7.1 SLSA and SLSQ POLICIES, RULES, REGULATIONS** (As prescribed in Clauses 9 and 10 of the Constitution).

- a) The Club adopts the SLSA, SLSQ and Branch current policies, rules and regulations, where appropriate, as issued from time to time are accepted as policies of the Club and forms part of the Club's Policies and Procedures Manual.

**BY-LAW - 7.2 – AUXILIARY ORGANISATIONS**

- a) As prescribed in Clause 4(b) of the Constitution and any current SLSA; SLSQ; or Branch policies.

**BY-LAW - 7.3 – AUDITS**

- a) As prescribed in Clause 35 of the Constitution and current SLSA, SLSQ, Branch or Club Policies and Procedures Manual.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**BY-LAW - 7.4 – FUNDRAISING**

- a) The Club and any affiliated Auxiliary Organisation shall comply with the current legislation and SLSA rules and guidelines regarding fundraising.
- b) The fundraising authority is vested in the Board, which may allocate portions of its responsibilities pertaining to specific projects, to other committees/sub-committees to maintain, direct and/or develop these projects. As prescribed in the Policies and Procedures Manual (Procedure No. GOV013).

**BY-LAW - 7.5 – INSURANCE**

- a) As prescribed in current SLSA, SLSQ and Branch policies and the Club's Policies and Procedures Manual (Procedure No. ADM005). SLSQ Admin Guide.

**SECTION 8**

**POLICIES AND PROCEDURES MANUAL**

**BY-LAW 8.1 POLICIES AND PROCEDURES MANUAL**

- a) The Policies and Procedures Manual is a supplement to the By- Laws, and as such it provides the comprehensive processes for the By- Laws.
- b) The Policies and Procedures manual contains, but is not limited to the following:
  - i. Basic tenure of delegations;
  - ii. Meeting practice, agenda, minute, and reporting templates;
  - iii. Rules of debate;
  - iv. Club Policies combined with protocols;
  - v. Patrol, Clubhouse, Gear, and Equipment Rules;
  - vi. Club Office Bearer Position Descriptions including JAC Office Bearers; and
  - vii. Codes of Conduct.

**BY – LAW 8. 2 AMENDMENTS TO THE POLICY AND PROCEDURE MANUAL ITEMS**

- a) The Board can amend the Policies, Procedures, Position Descriptions and Rules.
- b) Amendments made must be advised to members within 14 days of the amendment being formulated.

**BY – LAW 8.3 POLICIES AND PROCEDURES BINDING**

- a) The Policies and Procedures, Rules and Position Descriptions are binding on all members in the same manner as the By-Laws and Constitution are binding as prescribed in Clause 32.2(a) and (b) of the Constitution.



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

## **SECTION 9**

### **COMPETITIVE CONDITIONS**

#### **BY-LAW 9.1 – COMPETITIONS**

- a) Members shall follow the Policies and Procedures of the current SLSA, SLSQ, Branch, Club and Carnival Bulletin prescribed for the relevant competition and the current SLSA Surf Sports Competition Manual.
- b) All local competitions must be approved by Branch.

#### **BY-LAW 9.2 – COMPETITIVE RIGHTS, TRANSFERS, OBLIGATIONS AND QUALIFICATIONS**

- a) As prescribed in the policies and procedures of the current SLSA, SLSQ, Branch, Club and Carnival Bulletin which shall be followed by members.

#### **BY-LAW 9.3 – CLUB CHAMPIONSHIPS**

- a) Shall be conducted annually, preferably before the State Championships.
- b) As prescribed in the Policies and Procedures Manual (Procedure No. ADM006).

#### **BY-LAW 9.4 – TROPHIES, PRIZES AND ELIGIBILITY**

- a) As prescribed in current SLSA, SLSQ, Branch, Club Policies and relevant Carnival Bulletin.

#### **BY-LAW 9.5 - TEAM MANAGEMENT** (As prescribed in current SLSA, SLSQ, Branch, Club Policies and relevant Carnival Bulletin)

- a) The Club, when participating in any carnival or similar function, shall appoint a Team Manager of its competitors.
- b) The Team Manager must comply with the Team Manager's declaration.

#### **BY-LAW 9.6 – CLUB SUBSIDY/BURSARY**

- a) Club Subsidies and Bursaries are available to members and are dependent on the Club's financial status as prescribed in the Policies and Procedures Manual (Procedure No. ADM007 and ADM008).

#### **BY-LAW 9.7 – CARNIVAL OFFICIALS**

- a) As prescribed in the Policies and Procedures Manual (Procedure No. ADM009).

#### **BY-LAW 9.8 – VISITS & TOURS**

- a) As prescribed in current SLSA, SLSQ, Branch and Club Policies and Procedures Manual (Procedure No. ADM010).



**PLEASE NOTE:**

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular and are available on SLSA or SLSQ web-sites.

**SECTION 10**

**CLUB COLOURS/BADGES/ AND CLUB EMBLEM, LIFE MEMBERSHIP BADGE AND COMMON SEAL**

**BY-LAW 10.1 COLOURS AND BADGES/APPAREL** (As prescribed in the **Brand Manual**)

- a) The Club's colours, green, white and gold, badges and competition cap design shall not be altered without re-endorsement of SLSQ and the approval of SLSA.
- b) The Club emblem shall be the Maltese Cross encircled by the words Dicky Beach Surf Life Saving Club, and shall be displayed, where appropriate, on apparel over the left breast.

**CLUB EMBLEM**



**LIFE MEMBERSHIP BADGE**



**CLUB'S COMMON SEAL**