

CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB Inc.

CONSTITUTION and BY-LAWS

AS ADOPTED

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CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB INC.

PART 1: THE CONSTITUTION

SECTION A: NAME, CONTROL, OBJECTS, BADGES

1 NAME, INTERPRETATION AND DEFINITION

1.1 NAME

The name shall be “Currumbin Beach Vikings Surf Life Saving Club Inc.”, hereinafter referred to as “The Club”.

- a) **ASSOCIATION** shall mean “Surf Life Saving Australia Limited” or SLSA.
- b) **AUSTRALIAN COUNCIL** shall mean the body consisting of the SLSA (Association) Directors.
- c) **STATE CENTRE** shall mean “Surf Life Saving Queensland” (SLSQ), which includes Branches, Clubs and their members.
- d) **BRANCH** shall mean the Point Danger Branch, which includes the affiliated Clubs and their members within the boundaries of that Branch as defined by SLSQ, and representatives of Auxiliary Organisations.
- e) **CLUB** shall mean all the registered, financial members as defined in B/1.1, and the affiliated Auxiliary Organisations.
- f) **CLUB COUNCIL** shall mean the body consisting of the, President, Deputy President, Finance Manager, Administration Manager, Life Saving Chairperson, Chief Training Officer, Team Manager Surf Sport, Junior Activities Chairperson - elected by the voting members.

1.2 INTERPRETATION

In this Constitution:

- a) a reference to a function includes a reference to a power, authority and duty;
- b) 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;
- c) words importing the singular include the plural and vice versa;
- d) words importing any gender include the other genders;
- e) references to persons include corporations and bodies politic;
- f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- g) 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);
- h) The specification of the objects and powers of the Club in A/3 of this 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 that 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” (of the same kind) rule shall not apply;
- i) 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 down for the purpose of that jurisdiction.

If possible so as to be valid and enforceable and otherwise it shall be severed to the extent of the invalidity or enforceability, without affecting the remaining provisions of this Constitution or affecting the validity or enforceability of that provision in any other jurisdiction.

1.3 DEFINITIONS

- a) Where the words “Administration Manager” appears in this document it shall be acknowledged to refer to a Secretary as defined in the relevant Government legislation.
- b) Where the words “Finance Manager” appear in this document they shall be acknowledged to refer to a Treasurer as defined in the relevant Government legislation.
- c) Where the words “Life Saving Chairperson” appear in this document it shall be acknowledged to refer to the Club Captain.
- d) Year, in respect to “Competition”, shall mean, in the case of a Club, Branch and State Centre, the period between 1st October in any one year and 30th September in the year following. In respect to “Club Membership”, shall mean the period between 1st October in any one year and 30th September in the year following.

2 CONTROL

- 2.1 The Club shall be subject to the control of State Centre and the Branch to the extent of the power of the State Centre and the Branch and shall have full control over all Surf Life Saving services within that part of the Branch area designated as the Club's Bathing Reserve or as directed by the State Centre or the Branch from time to time. It shall be charged with the fulfillment of the objects of the Association within the boundaries of its jurisdiction.
- 2.2 Auxiliary organisations may be formed and affiliated to the Club providing such organisations have similar aims and objects as the Club and are subject to the overall control of the Club.
- 2.3 Topics - Religion and politics and matters such as this shall not be part of the Association business and are banned from discussion at any official meetings held within the Association. These items shall remain as an individual commitment only, without reference to the Association in any way.

3 OBJECTS AND POWERS

The Club is a charitable community organisation with the following objects and powers:

3.1 Objects

The Association is a charitable organisation established solely for these Objects. The Objects of the Association are to:

- a) participate as a member of Surf Life Saving Queensland (SLSQ) and Surf Life Saving Australia Limited (SLSA) through and by which surf lifesaving and the protection and preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered.
- b) conduct, encourage, promote and administer surf lifesaving and the Association as a beneficial, volunteer, member-based, community service, charity and emergency service throughout, and for the safety and protection of the community in Currumbin.
- c) at all times promote mutual trust and confidence within the Association in pursuit of these Objects.
- d) promote the economic, community and emergency service success, strength and stability of the Association.
- e) affiliate and otherwise liaise with SLSQ and SLSA in the pursuit of these Objects.
- f) conduct, encourage, promote and advance the relief of human distress in the aquatic environment through and by the application and provision of lifesaving standards, equipment, techniques and awards.
- g) conduct, encourage, promote and advance aquatic safety and management and the protection and preservation of life in the aquatic environment in Currumbin.

- h) use and protect the Intellectual Property in pursuit of these Objects.
- i) apply the property and capacity of the Association solely towards the fulfilment of these Objects.
- j) conduct, encourage, promote and advance education and research in, surf lifesaving standards, equipment, techniques and awards to improve and safeguard the use of the aquatic environment and the protection and safety of the community.
- k) have regard to the public safety and protection and the public interest in its operations.
- l) ensure that promotion and protection of the aquatic environment in Currumbin are considered in all activities conducted by the Association.
- m) promote the health, safety and protection of the public and all users of the aquatic environment in Currumbin.
- n) establish, grant and support awards in honourable public recognition of meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of promoting the health, safety and protection of the public.
undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

3.2 The Association as a member of Surf Life Saving in Australia

The Association will:

- a) AFFILIATION - participate as a member of the Branch, SLSQ and SLSA so surf lifesaving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- b) AFFILIATION - promulgate, and secure uniformity in, such rules as may be necessary for the management and control of surf lifesaving and related activities and the preservation of life in the aquatic environment;
- c) AFFILIATION - use and protect the intellectual property of the Association, Branch, SLSQ and SLSA;
- d) LIFESAVING - conduct, encourage, promote, advance and control surf lifesaving in Currumbin, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- e) LIFESAVING - have regard to the public interest in its lifesaving operations;
- f) EDUCATION - promote the involvement and influence of surf lifesaving standards, techniques, awards and education with bodies involved in surf lifesaving;
- g) EDUCATION - give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour;
- h) MEMBERSHIP PROTECTION - adopt and implement appropriate policies, including child and young persons management strategy, equal opportunity, equity, sexual harassment, drugs in sport, health, safety, junior and senior programs, and such other matters as arise from time to time as issues to be addressed in surf lifesaving; and
- i) SPORT - encourage Members to realise their surf lifesaving potential and athletic abilities by extending to them the opportunity of education and participation in surf lifesaving competition and to award trophies and rewards to successful competitors in order to develop their skills and abilities to undertake surf lifesaving and preserve life in the aquatic environment.

3.3 Community and Other

The Association will:

- a) promote uniformity of laws for the control and regulation of the aquatic environment in Gold Coast City and to assist authorities in enforcing these laws.

- b) ensure that environmental considerations are taken into account in all surf lifesaving and related activities conducted by the Association.
- c) effect such Objects as may be necessary in the interests of the public, Members, surf lifesaving and the aquatic environment in Currumbin.
- d) pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf lifesaving.
- e) apply the property and capacity of the Association towards the fulfilment and achievement of these Objects.
- f) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these Objects.

4 BADGES AND COLOURS

- 4.1 The Club emblem/badge shall be worn only by accredited representatives and members of teams who are selected or approved by the Surf Sport Committee and shall be to the design appearing in the By Laws Appendix "G". Such emblem/badge shall be obtained only on the written order of the Administration Manager and such written order shall detail the lettering to be embroidered or screen printed beneath the emblem/badge.

The "Competition" (Surf Sports) emblem shall be the "Viking" as depicted consistent with the By-Laws Appendix "G". The application of the Club emblem/badge, including competition and other uses, shall be set out in a separate policy document: "Club Emblem/Badge Policy" which shall apply to all uses of the Club emblem/badge.

- 4.2 The Club Life Membership Badge shall be presented by the Club to each duly elected Life Member and shall be to the design appearing in the By Laws Appendix "G".
- 4.3 The Club Membership and Competition Emblem/Badge shall be available to members and shall be to the design appearing in the By-Laws Appendix "G".
- 4.4 The Club Colours shall be Bottle Green and White.
- 4.5 The Club Surf Sports competition cap shall be Bottle Green and White quartered with the Bottle Green quarter on the right hand side and White quarter on the left hand side when the cap is worn.
- 4.6 Club togs or running tights are to be predominantly Bottle Green, with White and of the same design pattern / graphics approved only by the Club Council for all members when representing the Club in Surf Sports or Sport competition.
- 4.7 The Club emblem/badge shall be available for all merchandising, which may be sold to supporters and general public at a price approved by the Club Council.
- 4.8 Alternative team uniforms and/or sponsorship logos shall be worn on or in place of Club uniforms when approved by the Club Council.

5 THE COMMON SEAL

- 5.1 The form of the Common Seal shall be as set out in the first part of Appendix "G" of the By-Laws together with the words "Currumbin Beach Vikings Surf Life Saving Club Inc." around its perimeter and the words "The Common Seal of" in its centre.
- 5.2 The Club Council shall provide for the safe custody of the Seal in the Club's administration office.
- 5.3 The Seal shall only be used by the Authority of the Club Council, and every document to which the Seal is affixed shall be signed by two (2) members of the Club Council, one of whom shall be the President.

SECTION B: COMPOSITION, MEMEBERSHIP, AFFILIATION, MANAGEMENT

1 COMPOSITION / MEMBERSHIP

- 1.1 The composition of the Club shall consist of the following members - its Officers, Active, Reserve Active, Long Service, Life Members, Life Governors, Associate, Award, Honorary, Cadet, Junior Activity (Nipper) and Probationary Members, and membership shall be unlimited.
- 1.2 A Register of these members shall be prepared at the commencement of each year and shall be updated from time to time as required.
- 1.3 All applications for membership shall be made on the approved Association Form and all members shall be bound by this Constitution, the By-Laws, the Appendices Resolutions, Club Policies and the Manuals of the Association and the Constitution and regulations of the Association, and a prescribed fee for each category of membership shall be such sum, payable at such time and in such manner as the Club Council shall from time to time at any General Meeting so determine. Members must renew their membership annually.
- 1.4 A financial member at any material time is a member who is not then indebted to the Club in respect of any annual subscription or levy or other payment whatsoever.
- 1.5 Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any general meeting of the Club.

2 RESTRICTION

- 2.1 All applications for membership of the Club shall be made annually on the approved Association Form and shall be available to males and females provided that active membership shall be limited to proficient SLSA Bronze Medallion Cert 2 in Public Safety (Aquatic Rescue) holders.
- 2.2 A member of a Life Saving Organisation affiliated with International Life Saving may be accepted as a member of the Club provided that the member complies with all the conditions for membership of this Association and its Manuals.
- 2.3 Separate amenities for male and female members, which are satisfactory to the Branch and the State Centre may be provided.
- 2.4 An un financial, suspended or expelled member of the Club shall not knowingly apply to join another Club, nor shall a Club knowingly admit to membership nor retain in membership any past or present member of the Club who is indebted in any way to or has been suspended or expelled.
- 2.5 The Club shall immediately provide their respective Branch and State Centre with the names and addresses of members who have had their membership cancelled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.
- 2.6 Should a bona fide member of more than one Club be completely suspended or expelled by the Club they shall not be allowed to compete in any competitions conducted by any Club of which he is a member or by the Association.
- 2.7 In cases in dispute, an appeal may be lodged with the Branch or SLSQ as the case may be.
- 2.8 All members and elected officers of the Club, Branch and State Centre, shall have reciprocal rights within the facilities of clubs throughout Queensland, and the conditions of entry upon and use of any club facilities are at the discretion of the host club.

3 CATEGORIES OF MEMBERSHIP

In relation to membership categories, each Club shall provide for the following types of membership and the following minimum qualifications shall be adhered to:

- a) Probationary Member shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Club committee.

Note: Probationary members are not Individual Members for the purposes of the Articles of Association of SLSA.

- b) Junior Activity Member (Nipper) shall be a minimum age of 5 years up to a maximum age of 13 years on a seasonal basis (age for a season is determined as at midnight on the 30 September at the commencement of that season), and such person shall be required to gain the relevant Surf Education Certificate for that person's age group. Junior Activities Members shall not have voting rights.

- c) Cadet Member A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (i.e. under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test. Cadet Members shall not have voting rights.

- d) Active Members shall be SLSA Bronze Medallion (Cert. 2 in Public Safety Aquatic Rescue) holders and shall fulfill the full patrol and Club obligations (as set out in the Membership Policy Manual: Patrol and Club Obligations Policy as maintained by the Clubs, Club Council and as provided by the Association and the Club Constitution and By-Laws), and shall qualify in an annual proficiency test each season, unless the member has obtained their SLSA Bronze Medallion (Cert. 2 in Public Safety Aquatic Rescue) in that season.

- e) Reserve Active Membership:

i) may be granted by the Club to Active Members who have satisfactorily completed (from the gaining of the SLSA Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by the Association and Club Constitution and By-Laws. Reserve Active Membership shall not be automatic, but shall be granted only where such member meets the requirements as set out in the Membership Policy Manual and upon recommendation by the Life Saving Committee and subsequent resolution by the Club Council;

ii) members shall perform the minimum of patrols in each club where they hold Reserve Active membership, as required by SLSA, and further patrol duties at the discretion of the Life Saving Committee;

iii) members shall complete the Annual Proficiency Test.

Note: Notwithstanding (i) above Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of years of service only by resolution of the Club Council.

- f) Long Service Membership:

i) may be granted by the Club to Active members, who have completed ten (10) years active patrolling years of service or to Active members who have completed eight (8) years of active patrolling service plus four (4) years reserve active patrolling service, unless otherwise approved by the Life Saving Committee in exceptional circumstances;

Active Member = shall be SLSA Bronze Medallion (Cert 2 in Public Safety Aquatic Rescue) holders.

ii) members shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in the Club Constitutions and By-Laws;

iii) should Long Service members of another affiliated club seek to join the club, the Life Saving Committee shall determine if such member's Long Service shall be recognised by the club but only upon application by the member who shall provide evidence of significant service to the Surf Life Saving Association. Transferring members will be

required to complete a minimum of Two (2) years Active Reserve service before being granted Long Service Membership.

g) Award Membership:

- i) may be granted by the Club to members who are proficient holders of a recognised SLSA or SLSQ Award who is not a SLSA Bronze Medallion holder and will be called upon to perform patrol hour service.

h) Associate Membership:

- i) may be granted by the Club to a member who may or may not be the holder of an Association award but has an established association with the Club either as a Nipper (JAC) Parent or through another linkage (e.g. spouse of a member);
- ii) does not entitle such member to voting rights;
- iii) shall have a minimum age qualification of 18 years and shall have a joining and/or annual membership fee greater than fees for other categories of Club membership.

i) Honorary Membership

may be granted annually by resolution of the Club Council to members who contribute significantly to the advancement of the Club but who may or may not hold an SLSA award. This may include club trainers, assessors, officials, sponsors and age managers.

j) Life Membership:

- i) may be granted by the Club to members who have rendered distinguished or special service as provided for in the Club Constitution or By-Laws and is relevant to that Club only. Refer By-Law 1.3
- ii) Life Members shall be entitled to all rights and privileges of the Club for life without membership payment or any obligation to the Club.
- iii) Life Members are entitled to be nominated and hold office in the Club if elected by the members.

k) Life Governors

- i) may be granted to any person donating to the Club \$5,000.00 or more in cash or kind. Appointments to be made on the recommendation of the Club Council by an absolute majority of the Club Council and submitted to an Annual General Meeting of the Club, to be again passed by absolute majority, preferably unanimous.

4 DUAL MEMBERSHIP

In relation to dual or multi-Club membership the following shall apply:

- a) Any member of a Club may be admitted as a member of another Club or Clubs, providing such member has a “clearance” as provided for in “Clearances” (Refer to SLSA Regulations).
- b) Any competing member shall not participate in any Inter-Club competition as a representative of more than one Club during any one competition season unless and until their “competitive rights” have been transferred as provided for in “Competitive Rights Transfer” (Refer to SLSA Regulations).
- c) Any competing member who is a member of more than one club shall be entitled to compete in Club and inter club events of all such Clubs.

5 ADMISSION AND REJECTION OF MEMBERS

- 5.1 At the next meeting of the Club Council after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Club Council, who shall thereupon determine upon the admission or rejection of the applicant.

- 5.2 Any applicant who receives a majority of the votes of the members of the Club Council present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- 5.3 Upon the acceptance or rejection of an application for any class of membership the Administration Manager shall forthwith give the applicant notice in writing of such acceptance or rejection.

6 TERMINATION OF MEMBERSHIP

- 6.1 A member may resign from the Club at any time by giving notice in writing to the Administration Manager. Such resignation shall take effect at the time such notice is received by the Administration Manager unless a later date is specified in the notice when it shall take effect on that later date.
- 6.2 If a member:
- a) is convicted of an indictable offence; or
 - b) fails to comply with any of the provisions of the Rules; or
 - c) has membership fees in arrears for a period of thirty (30) days or more; or
 - d) conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Club,

The Club Council shall consider, within a reasonable time, whether their membership shall be terminated.

- 6.3 The member concerned shall be given a full and fair opportunity of presenting their case and if the Club Council resolves to terminate their membership it shall instruct the Administration Manager to advise the member in writing accordingly.

7 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 7.1 A person whose application for membership has been rejected or whose membership has been terminated may within fourteen (14) days of receiving written notification thereof, lodge with the Administration Manager written notice of their intention to appeal against the decision of the Club Council.
- 7.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the Administration Manager shall convene, within a month of the date of receipt by him/her of such notice, a Judiciary Committee meeting to determine the appeal. At any such meeting the applicant shall be given the reason(s) for the rejection or termination of his membership and be given the opportunity to fully present their case and the Club Council subsequently shall likewise have the opportunity of presenting its case. The appeal shall be determined by the vote of the Judiciary Committee members present.
- 7.3 Any member whose membership is rejected or terminated, and appeal dismissed by the Judiciary Committee shall have the right to lodge an appeal (within 14 days) to the Club Council. Such appeal shall be dealt with by the Club Council within three (3) months of lodgment. (Refer By-Laws).
- 7.4 Where a person whose application is rejected or terminated, does not appeal against the decision of the Judiciary Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Administration Manager shall forthwith refund the amount of any fee paid.
- 7.5 If the appeal is unsuccessful the person shall have the right to appeal to the next highest authority. (Refer By-Laws).

8 DISCIPLINARY MEASURES

- 8.1 Disciplinary action may result should a member assert pressure on any other member to obtain any form of grace or favour on the grounds of any difference or otherwise in gender.

- 8.2 Disciplinary action may result should a member place any other member under any moral obligation or infringe any other member's moral standing for whatever purpose.
- 8.3 Any member suspected of any breaches of club rules may be required to attend a Club Council meeting to show cause as to why disciplinary action should not be taken as provided in the Constitution and By-Laws, or of a moral or criminal nature is to be referred to the Police for their investigation.
- 8.4 Notwithstanding the foregoing, members may be required to attend Judiciary Committee meetings should they be the subject of an alleged breach of conduct.
- 8.5 Any member suspected of any breaches of Club rules may, in the appropriate case, be suspended forthwith by the President or Club Council, pending a hearing of the matter pursuant to Clauses 8.3 and 8.4.
- 8.6 Where any member is suspected of any breaches of Club rules, whether or not he is placed under immediate suspension pursuant to Clause 8.5, the Club Council or the Judiciary Committee, as the case may be, shall convene within a reasonable time, not being more than 28 days from the date of the alleged incident, in order to hear the matter pursuant to Clauses 8.3 and 8.4.
- 8.7 Failure of the Club Council or Judiciary Committee, as the case may be, to convene within 28 days pursuant to Clause 8.6, shall mean that any suspension of the suspected member shall be lifted until such time as a hearing of the matter is convened.
- 8.8 Judiciary and appeal procedures to be followed are set out in the By-Laws and Appendix A.

9 AFFILIATIONS

- 9.1 The Club shall apply annually for affiliation to the Branch, and such application shall be made prior to the Branch Annual General Meeting.
- 9.2 The Club may authorise the formation of Auxiliary Organisations to function for such purposes and for such periods as may be determined from time to time by the Club.
- 9.3 Auxiliary Organisations shall subscribe to the Constitution, Rules, etc., of the Association and the Club, and shall be registered under the relevant Government Act.
- 9.4 Changes or amendments to the Constitution, Rules, etc., of affiliated and/or auxiliary organisations must not conflict with the Constitution, By-Laws, policies or rules of the Branch or the State Centre.
- 9.5 The Club:
- (a) is bound by this Constitution and By-laws and submits to the authority of the Branch or State Centre in relation to the conduct, promotion and administration of Surf Life Saving within the boundary of the Club;
 - (b) must not do or permit any act or thing which, in the opinion of the Branch or State Centre, might adversely affect or derogate from the standards, quality and reputation of Surf Life Saving;
 - (c) may request the appointment of an administrator from the Branch or State Centre if experiencing difficulties.
- 9.6 The Club accepts the Branch or State Centre may at any time appoint one or more people to administer the Club or its assets if, in the Branch's and State Centre's reasonable opinion:
- (a) the Club is experiencing, or might experience, serious administrative, operational or financial difficulties, such as:
 - (i) unable to, or not, upholding the reputation or objects of the Association,
 - (ii) having difficulty, or not, fulfilling its Life Saving or administrative obligations and/or responsibilities,
 - (iii) experiencing financial difficulties,

- (iv) has an unfavourable Auditor's report,
 - (v) being subject to an investigation by a Government agency e.g. Police, Australian Tax Office, etc,
 - (vi) having unsatisfactory (non-approved) insurances,
 - (vii) being unable or unwilling to satisfy its debts to the State Centre,
 - (viii) failing to comply with SLSA and/or State Centre and/or Branch polices, rules etc; and,
 - (ix) experiencing internal management conflicts (e.g. factional problems).
- (b) it is in the best interests of Surf Life Saving, the Club or its members that all or some of the operations, affairs, conduct or management of the Club be investigated, reviewed or externally administered or assisted, or
- (c) the Club has acted or proposes to act contrary to law.

9.7 The Club must:

- (a) promptly provide to administrators all documents, records and assistance (including the execution of documents or instruments) reasonably requested by the administrator from time to time; and
- (b) indemnify the administrator, the appointing body against all liabilities incurred by the Administrator in the exercise or purported exercise of his or her powers.

9.8 An administrator appointed to the Club or its assets:

- (a) is an agent of the Club which alone shall be responsible for the administrator's acts and defaults;
- (b) notwithstanding this, must act in the interests of the Branch or the State Centre and Surf Life Saving;
- (c) subject to the terms of the administrator's appointment, may exercise all of the powers of the Club and has power to do all things necessary or convenient to be done for or in connection with, or incidental to, the attainment of the objectives for which the administrator was appointed.
- (d) must report to the appointing body about the affairs of the Club and the administrator's activities when required by the appointing body to do so;
- (e) may make recommendations to the Club or the appointing body about the affairs of the Club or the matters subject of the administrator's appointment;
- (f) may be removed from office at any time by the appointing body;

9.9 Where the Branch or State Centre consider or is advised that a Club has allegedly:

- (a) breached, failed, refused or neglected to comply with a provision of the Constitution or By-laws or any resolution of the Branch or State Centre;
- (b) acted in a manner prejudicial to the objects and interests of the Branch or State Centre or Surf Life Saving;
- (c) brought the Branch or State Centre or Surf Life Saving into disrepute;
- (d) refused without lawful excuse to implement any or all directions or recommendations made by an administrator appointed by the Branch or State Centre.

The appointing body may, in addition to its other rights or powers at law or under the Constitution and By-Laws after allowing the Club the reasonable opportunity to explain, adjudicate and if necessary impose upon the Club such penalty as the Branch or State Centre considers appropriate.

10 MANAGEMENT

The Management of the Club shall be provided in the following manner:

10.1 Club Council

- (a) The overall responsibility for the affairs of the Club shall be vested in the Council which shall consist of the, Club President (Chairperson), Deputy President, Finance Manager, Administration Manager, Life Saving Chairperson, Chief Training Officer, Team Manager Surf Sport, Junior Activities Chairperson.
- (b) The primary functions of the Club Council are to govern and provide leadership to the Club and its auxiliary organisations in accordance with the aims and objects of the Club, the law and this Constitution.
- (c) The Club Council shall also set strategic direction through the endorsement of strategic and business plans, adopt an annual budget, set major policies, approve constitutional changes, ensure that internal control systems are in place, monitor the performance, progress and results associated with these functions.

10.2 Staff

The day to day business and operations of the Club shall be the responsibility of the Staff with the exception of matters relating to Policy, Constitutional Change, Incorporation, Responsibilities and Authority, Major financial borrowings and strategic issues. Recommendations only shall be provided on such issues by the Club Council and may include:

- a) Chief Executive Officer whose duties shall be as provided for under the By-Laws and shall operate in close liaison with the Club Officers and shall attend and act as Minute Secretary for Club Council Meetings.
- b) Other personnel as determined from time to time by the Club Council.

10.3 Committees and Advisors

Standing Committees, Special Committees, Sub-Committees and Advisors are established to assist in the management of the Club, as provided for in the By-Laws, and shall report and make recommendations to the Club Council. All such committees shall have a formally approved charter which sets out, inter alia: the purpose; the limits of authority; and tenure of such committee. This charter shall be established by resolution of the Club Council and subject to formal endorsement by the Club Council.

10.4 Order of Authority

Whilst it is accepted that the foregoing represent and act for and on behalf of the Club, the order of priority in relation to authority is:

The Club President, Deputy President, Finance Manager.

10.5 Branch Councillor

- a) The Councillor to the Branch shall be the Club President.
- b) The Councillor shall hold office until the appointment of his successor, provided that he may resign or may be removed from the office by the Club Council, in which case the Club shall submit to the Branch the name of a replacement.
- c) The Deputy President shall be the Alternate Branch Councillor (by proxy).

SECTION C: ELECTION OF CLUB COUNCIL, COMMITTEE OFFICERS AND LIFE MEMBERS

1 ELECTION OF CLUB COUNCIL

- 1.1 All Club Council shall be elected annually at the Annual General Meeting by secret ballot. All Council members must be current financial SLSA Bronze Medallion holder of the Club for the past two (2) years.

The following Club Council positions are;

President, Deputy President, Administration Manager, Finance Manager, Life Saving Chairperson, Chief Training Officer, Team Manager Surf Sport, Junior Activities Chairperson.

- 1.2 Nominations for Club Council must be received in writing on the Club, Position Nomination Form attached with the Role Position description signed and dated, fourteen (14) days prior to the Annual General Meeting, a nomination can be accepted at the Annual General Meeting only if no written nomination has been received for a position fourteen (14) days prior to the Annual General Meeting, provided the person nominating is present at the Annual General Meeting and accepts the Role Position description. The election of the Club Council positions shall be by secret ballot should there be more than one (1) written nomination received and if in the final ballot, should there be an equality of votes the following shall apply:
- (a) If one (1) of the such nominees occupies the office currently, which is the subject of the ballot, such nominee shall be re-elected.
 - (b) If none of the nominees occupies the office, which is the subject of the ballot, the presiding Chairperson at the time of the ballot shall have the casting vote.
- 1.3 If there are no nominations received as aforesaid, or if the single nominee does not receive a majority vote on the day then nominations may be accepted at the next Club Council meeting provided the person nominating accepts signs the Role Position description.
- 1.4 Non discharged bankrupts are precluded from seeking election to Club Council positions.
- 1.5 All Councillors shall continue in office, subject to resignation or requirement, removal from office, illness, incapability or some other reason, until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at the next Club Council Meeting, subject to nomination. If the Club Council appoints the person, then it shall require Four-Fifths (4/5) vote endorsement by the Club Council. Should the elected Junior Activities Chairperson not be endorsed by the Meeting at the Annual General Meeting then the position will be sent back to the Junior Activities subcommittee to propose a new candidate for election to the Club Council at the next management committee meeting.
- 1.6 Any Councillor who is absent from two (2) consecutive meetings, without submitting a satisfactory reason in writing may be removed from office by the Club Council, and in such event, shall not be eligible for re-election during the current year.
- 1.7 Any Councillor who is not satisfactorily carrying out his duties may be removed from office by the Club Council, and in such event, shall not be eligible for re-election during the current year; provided that no such action shall be taken unless notice of intention to move a motion to give effect hereto has been given in accordance with the provisions in this document.
- 1.8 Appeal against removal from Office;
- A Councillor removed from Office shall have the right to lodge an appeal against such removal to the Club Council provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the removal and shall set out clearly the grounds of the appeal. The appeal shall be placed before the Club Judiciary Committee and shall be dealt with as per the By-Laws.

2 ELECTION OF COMMITTEE OFFICERS

- 2.1 All Committee Officers shall be elected annually fourteen (14) days post the Annual General Meeting at the first Committee Meetings for the ensuing season year. All Officers must be financial SLSA Bronze Medallion or Award holders of the Club for at least the past 12 months.

The following Committee Officers positions are;

Club Vice Captain, IRB Captain, Gear Steward, First Aid Officer, Assistant Team Manager Surf Sport, Youth Development Officer, Grievance Officer, Property and Asset Officer, Events / Social Coordinator, Merchandising Officer, Swim / Board / Ski Captain, Beach Captain, Surf Boat Captain, Pool Rescue Captain, Life Saving Competition Captain, IRB Competition Captain, Officials Liaison Officer.

The election of Committee Officers shall be by nomination, and if in the final ballot, should there be an equality of votes the following shall apply –

A ballot should be untaken if more than one nomination is received and if in the final ballot, should there be an equality of votes the following shall apply:

- (a) If one of the such nominees occupies the office currently, which is the subject of the ballot, such nominee shall be re-elected.
 - (b) If none of the nominees occupies the office, which is the subject of the ballot, the presiding Committee Chairperson at the time of the ballot shall have the casting vote.
- 2.2 If there are no nominations received as aforesaid, nominations may be accepted at the next Committee meeting provided the person nominating accepts the Role Position description.
- a) If none of the nominees occupies the office which is the subject of the ballot, the presiding Chairperson at the time of the ballot shall have a casting vote.
- 2.3 All Committee Officers shall continue in office, subject to resignation or requirement, removal from office, illness, incapability or some other reason, until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at the next Club Council Meeting, subject to nomination. If the relevant Committee appoints the person, then it shall require endorsement by the Club Council.
- 2.4 Any Officer who is absent from two (2) consecutive meetings of the Committee he or she is a member of without submitting a satisfactory reason in writing may be removed from office by the Club Council, and in such event, shall not be eligible for re-election during the current year.
- 2.5 Any Officer who is not satisfactorily carrying out their duties may be removed from office by the Club Council, and in such event, shall not be eligible for re-election during the current year; provided that no such action shall be taken unless notice of intention to move a motion to give effect hereto has been given in accordance with the provisions in this document.
- 2.6 Appeal against removal from Office;

An Officer removed from Office shall have the right to lodge an appeal against such removal to the Club Council provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the removal and shall set out clearly the grounds of the appeal. The appeal shall be placed before the Club Judiciary Committee and shall be dealt with as per the By-Laws.

3 ELECTION OF LIFE MEMBERS

- 3.1 Life Members of the Club may be elected from the members who have rendered fifteen (15) years meritorious and at least twenty (20) years' service to the Club within the area of, or on behalf of, the Club.
- 3.2 Nomination of a member for Life Membership shall be made by a Club Member in writing and seconded by another Club Member, to the Club Council.

- 3.3 Prospective nominees' names shall be considered by the Club Council at a special meeting, and from such meeting the selected nominees shall be submitted to the Life Members Committee, who shall investigate the nomination for reporting back to the Club Council. There shall be no restriction on numbers for consideration and a four-fifths (4/5) vote is required to confirm the award.
- 3.4 The Club Council recommends the nomination to the Annual General Meeting and must receive a four-fifths (4/5) majority vote by secret ballot is required to confirm the award.
- 3.5 Life Members shall have all the rights and privileges of the Club with payment of any membership subscription and they shall be exempt from all patrol duties.

SECTION D: PROPERTY, FINANCE, BUDGET, STAFF AND INVESTMENT FUND

1 PROPERTY

- 1.1 The property of the Club shall be vested in the name of Currumbin Beach Vikings Surf Life Saving Club Inc.

2 FINANCE

- 2.1 An official receipt, in the form prescribed by the State Government, shall be issued for all monies received, and which shall be banked/deposited promptly after receipt thereof, in the name of the Club in such Bank as the Club Council directs.
- 2.2 Payments shall be made only by government approved methods. Payments by cheque shall be crossed "not negotiable" and signed by any two (2) of the Club Council Officers.
- 2.3 The assets and income of the Club shall be applied solely in furtherance of its abovementioned objectives and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.
- 2.4 Where any affiliated Branch or Club of the Association, as the case may be, is unable to make any lawful appeal for support for that affiliated Branch or Club or for its objects, as distinct from an appeal for support for SLSQ or the objects of SLSQ, no moneys or property whatsoever shall be paid or transferred to the affiliated Branch or Club by SLSQ or any affiliated Branch or Club of the Association, as the case may be, or used for the purposes of the affiliated Branch or Club first mentioned.
- 2.5 Before payment, all accounts shall be ratified by the Finance Manager and/or the Administration Manager, and later confirmed by a properly constituted meeting of the Club Council and a record made in the Minutes.
- 2.6 The Finance Manager shall ensure that the statement of receipts and expenditure are presented to the appropriate meeting for confirmation on a monthly basis.
- 2.7 The Finance Manager shall maintain a record of the investments of the Club in a ledger to be kept for that purpose.
- 2.8 The ledgers and accounts of the Club shall be kept and an annual audit conducted in the manner required under the legislation and to Australian accounting standards. Such audited report to be presented to the Annual General Meeting of the Club. (Refer to By-Laws).
- 2.9 As soon as practicable after the end of each financial year, the Finance Manager shall cause to be prepared, a statement containing the particulars of:
 - a) the income and expenditure for the financial year just ended; and
 - b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.
- 2.10 Government Subsidies/Grants:

- a) The Club shall submit returns as and when required in the form provided to the relevant Government Department or agency.
 - b) As soon as possible after the receipt of any Government subsidy a receipt for the monies received shall be forwarded to the Department.
- 2.11 The financial year of the Club shall be from the 1st of May in any one year to the 13th of April in the following year.
- 2.12 Financial activities of all Committees of the Club shall be under the control of the Finance Manager, who shall, in conjunction with the Club President and Club Council determine the method of financial operation most suited to that particular Committee, providing that at all times, the government and Australian Accounting Standards requirements are maintained.
- 2.13 Any member being in default of payment of liabilities to the Club for in excess of two (2) months from date of notification of default may have their membership deferred or may be penalised by the Council, subject to endorsement of the Club Council; such penalty shall remain in force until the liability has been negotiated to the satisfaction of the Club.
- 2.14 The Club Council, shall provide for the safe custody of all financial records of the Club.

3 BUDGETS

- 3.1 The Finance Manager shall prepare a budget by the 1st May for the ensuing year, after consultation with Officers of the Club and Chief Executive Officer, the budget may be subjected to further consideration after the election of Officers at the Annual General Meeting.
- 3.2 The yearly budget shall be submitted for consideration and endorsed by the Club Council at its 1st Club Council meeting after the Annual General Meeting and once approved it shall be competent for each Officer and Committee to utilise the Club finances to the limit of its allocation, unless directed otherwise by the Club Council.
- 3.3 Any unforeseen items in relation to finance that may arise shall first be considered by the Finance Committee, which shall if it is considered important or necessary, recommend that the matter be considered by the Club Council as per 7/12/h

4 MANAGEMENT STAFF

- 4.1 The Club may provide for the appointment of Chief Executive Officer and other employees as may be required from time to time in the conduct of its affairs. The Club Council shall maintain an Organisation Chart and associated Position Descriptions which together set out the responsibilities of all paid staff and their relationship to the elected Officers of the Club.
- 4.2 Paid staff of the Club are not permitted to hold any elected office of the Club, provided that such paid staff may seek election as an Officer with the proviso that if elected they shall forthwith forfeit their paid position. For the purpose of this section, paid staff shall include all individuals with current full-time, part-time and/or casual employment contracts. Paid staff who are also members of the Club are not permitted to vote at any Club meeting.
- 4.3 Salaries and employment conditions of staff members shall be determined by the Club President and Finance Manager and endorsed by the Club Council. Individual employment contracts shall be subject to normal commercial confidentiality provisions as set out in each contract.
- 4.4 The Club Council shall endorse or reject the employment of other paid assistance as may be considered from time to time.

5 DISTRIBUTION OF DGR PROPERTY ON REVOCATION OF DGR OR WINDING UP

- 5.1 If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to Surf Life Saving Queensland or if that association is no longer a deductible gift recipient or has ceased to exist, to another Surf Life Saving body organisation to which income tax deductible gifts can be made:

- a) Gifts of money or property for the principal purpose of the organisation.
- b) Contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation.
- c) money received by the organisation because of such gifts and contributions.
- d) Such deductible gift recipient charity will be determined by the Members at or before the time of dissolution.

6 DISTRIBUTION OF PROPERTY ON WINDING UP

6.1 This rule will apply if the association –

- a) is wound up under part 10 of the Act; and
- b) has surplus assets after satisfying clause 8.

6.2 The surplus assets must not be distributed among the members of the association.

6.3 The surplus assets must be given or transferred to Surf Life Saving Queensland or if that association has ceased to exist to another Surf Life Saving body –

- a) having objects similar to the association’s objects; and
- b) the rules of which prohibit the distribution of the entity’s income and assets to its members.

6.4 In this rule – surplus assets see section 92(3) of the Act.

7 INVESTMENT FUND

7.1 A percentage as determined at the Annual General Meeting of gifts received from the Currumbin Beach Vikings Surf Life Saving Supporters Association shall be allocated to the Investment Committee to be invested for the long term viability of the Club.

7.2 The Club shall maintain a separate bank account for the Investment Fund and its ‘principal purpose’ is investment.

SECTION E: REQUIREMENTS AND PROCEDURES

1 BRANCH REPRESENTATION

- 1.1 The Club shall be represented on the Branch Council by the Club President who shall be a Branch Councillor. In his/her absence, the Deputy President shall be the Alternate.
- 1.2 The Club shall be represented on the Branch Board of Junior Activities by the Junior Activities Chairperson.
- 1.3 The Club shall be represented on the Branch Board of Surf Sports by the Team Manager Surf Sport.
- 1.4 The Club shall be represented on the Branch Board of Life Saving by the Life Saving Chairperson.

2 MEETINGS

- 2.1 The business of the Club shall be transacted at the following classes of meetings –
 - a) The Annual General Meeting;
 - b) General Meetings;
 - c) Meetings of the Club Council;
 - d) Special Meetings of the Club and/or the Management;
 - e) Meetings of the Committees;
 - f) Special Meetings of Committees.
- 2.2 Club Council meetings shall be held at least once every calendar month or as directed by the Club Council and as required by the Chairperson of a Committee, having regard to business requirements and circumstances prevailing at that time. A notice of the date and time will be placed on the Club Notice Board.
- 2.3 In relation to Minutes of the aforementioned meetings, the following procedures shall apply:

The Administration Manager shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Club Council meeting to be entered in a register to be open for inspection at all reasonable times by any financial member who previously applies to the Administration Manager for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding meeting verifying their accuracy. Similarly, the minutes of every Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General meeting or Annual General Meeting.
- 2.4 Detailed requirements and procedures relative to the conduct of the aforementioned meetings are as provided for in the By-Laws.
- 2.5 Nothing contained in the Constitution shall prevent a meeting of a group of Officers or members of the Club, provided that any reports or recommendations resulting from such meeting shall be ineligible for consideration by any higher authority unless they are submitted to the Club Council within a period of seven (7) days of that meeting.
- 2.6 Fourteen (14) clear days' notice, in writing, shall be given for the Annual General Meeting and General Meetings, nine (9) clear days for any other Special Meetings.
- 2.7 Special Meetings shall be convened when directed by the President or the Club Council, or not less than the number of voting members of the Club which equals double the number of members presently on the Club Council, plus one. Such requisition shall clearly state the reasons why such Special Meeting is being convened and the nature of the business to be transacted thereat. Notice of meetings of Committees shall be at the discretion of the respective Chairperson.
- 2.8 The Club may hold any Meetings, or permit an Officer or a Member to take part in its Meetings, by using any technology that reasonably allows them to hear and take part in discussions as they happen.

- 2.9 Special Meetings of the Club Council shall be convened by request of the President or by not less than one-third of the members of the Club Council. Nine (9) clear days' notice, in writing, shall be given for Special Meetings.
- 2.10 Three (3) General Meetings shall be held each year, in addition to the Annual General Meeting. At such meetings, fifteen (15) financial Active Members shall form a quorum. The date of ordinary General Meetings shall be determined by the Club Council. A notice of each General Meeting date and time will be placed on the Club Notice Board a month prior to the meeting.

3 VOTING

- 3.1 Only current financial SLSA Bronze Medallion or defined Award holder members in the following membership categories;

Active, Reserve Active, Long Service, Life Members and Award Member only of a proficient First Aid or Advanced Resuscitation Techniques Certificate and must have performed the minimum number of hours patrol service, from the previous season at the Club as set by the Life Saving Committee that has been endorsed by the Club Council, shall be eligible to vote at Club Meetings and shall be entitled to one (1) vote only, no member shall be entitled to vote at any Club Meeting if their annual subscription is in arrears at the date of the meeting. At the last Club Council Meeting of the season and prior to the AGM a list of members names that do not hold voting rights under the above categories shall be put forward to the meeting to be eligible to receive honorary membership for the following season inclusive of voting rights at the next AGM. These nominees must receive a majority of votes at the Club Council Meeting to be eligible to receive such Honorary membership.

- 3.2 All voting members of the Club shall be entitled to one (1) vote only at all meetings of the Club at which they are present, provided that the Chairperson shall have both a deliberative and casting vote.
- 3.3 Members elected to a Committee are the only persons eligible to vote at meetings of their respective Committees, and the Committee Chairperson shall have both a deliberative and casting vote.
- 3.4 There shall be no allowance for proxy voting.
- 3.5 For the purposes of electing the JAC Committee Officers, only the following financial members;

Active, Reserve Active, Long Service, Life Members and Nipper (JAC) Parent Associate members shall be entitled to one vote each and in the case of an equality of votes the Chairperson shall have a second or casting vote. The JAC Election shall be restricted to the formal Club Officer positions as set out in this constitution. These positions shall form the core Junior Activities Committee and their election shall be subject to endorsement by the Club Council. After ratification by the Club Council, the core JAC shall then appoint all other non-Officer JAC positions for a one year term. For the purpose of selecting Officers, these positions shall be subject to election in concert with the JAC election, however, the eligibility to vote shall be determined by the JAC Committee. The JAC election shall be held prior to the Surf Life Saving Club, Annual General Meeting.

4 CHAIRPERSON

Except where otherwise provided the President or Deputy President shall be Chairperson of all meetings of the Club and Club Council, and in the absence of the President or Deputy President the meeting shall elect a Chairperson.

5 QUORUM

- 5.1 At the Annual General Meeting, General Meetings and Special General Meetings of the Club, the number necessary to form a quorum shall be fifteen (15).
- 5.2 At Club Council Meetings, the number necessary to form a quorum shall be five (5).
- 5.3 At standing Committee Meetings a simple majority of the members shall form a quorum per committee.
- 5.4 If a quorum as prescribed above is not present within one half hour after the advised commencement time, the following shall apply:

- a) Annual General Meeting
 - (i) The meeting as advertised shall be deferred for one week to the same time and place, provided that a notice signifying the deferment shall be forwarded to each voting member, and a similar notice shall be placed in a prominent position at the Club.
 - (ii) Should a quorum not be present at the advertised commencement time of the deferred meeting the Chairperson may declare those present to be a quorum and the meeting shall be deemed to be properly constituted.
- b) General Meeting
 - (i) The meeting as advertised shall be deferred for one week to the same time and place, provided that a notice signifying the deferment shall be forwarded to each voting member, and a similar notice shall be placed in a prominent position at the Club.
 - (ii) Should a quorum not be present at the advertised commencement time of the deferred meeting the Chairperson may declare those present to be a quorum and the meeting shall be deemed to be properly constituted.
- c) Special General Meeting

The meeting shall lapse and the business to be transacted at that meeting shall be dealt with by the Club Council.
- d) Club Council Meetings

The meeting Chairperson shall decide future action on matters before the Council.
- e) Committee Meetings

The meeting Chairperson shall decide future action on matters before the Committee.

6 NOTICE OF MOTION

- 6.1 Notices of any motion intended to be moved at an Annual General, General or Special Meeting of the Club, shall be given in writing signed by the mover and seconder thereof (who must be members of the meeting to which the Notice of Motion will be referred) to the Administration Manager at least fourteen (14) clear days prior to the date of such meeting and shall be included in the business paper on the notice calling such meeting.
- 6.2 At a Branch Meeting a notice of motion desired to be moved or seconded by a Branch Councillor must be accompanied by the written endorsement of the Club.
- 6.3 The meeting may, by ordinary resolution, grant the mover and seconder leave to alter their motion, in a minor way without altering the intention of the motion. No amendment to the intention of the motion will be accepted.
- 6.4 A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at the next meeting of the Club or within six (6) months from the date of its rejection, unless approved by the Club Council.

7 MOTIONS TO RESCIND

- 7.1 A motion to rescind any motion carried at a meeting of the Club, Club Council or other Committee may be considered only at a subsequent meeting of those bodies.
- 7.2 Notice of Motion to rescind a resolution carried at a previous meeting shall be accepted only on the written resolution of not less than two (2) voting members of the Club or the Committee to which the rescission motion refers. In all other respects, the provisions of E/6 shall apply.

8 ALTERATIONS TO THE CONSTITUTION

- 8.1 The Club may alter its Constitution as regards local and domestic matters which do not conflict with the provisions of the Association's (SLSA's), and/or the State or Branch Constitutions, Regulations, By-laws or Policies as the case may be.
- 8.2 Subject to the provisions of the relevant Government legislation, the Club Constitution may be amended, rescinded or added to, from time to time by a special resolution carried at an Annual General Meeting or a Special General Meeting of the Council, called for that purpose, provided that no such amendment, rescission or addition shall be valid unless the same is submitted to and registered by the relevant Government Department following the meeting's endorsement.
- 8.3 Notice of the proposed alteration shall be given in the manner provided for Notices of Motion but shall specifically state that it is a notice of proposal to alter the Constitution, either by amending or repealing an existing provision thereof or by adding a new provision.
- 8.4 The notice of the proposed alteration shall be included in the Notice calling the Meeting (whether Annual, General or Special), in writing, at which it is to be submitted as a "Notice of Motion to alter the Constitution".
- 8.5 Provided that the aforesaid Notice be duly given, it shall be competent for the alteration of the Constitution to be considered and dealt with at the meeting of the Club Council.
- 8.6 A copy of the notices issued in accordance with E/8.3 shall be sent to the Branch and SLSQ, at the time of issue, for endorsement.
- 8.7 The Club shall lodge with the Branch and SLSQ, copies of its Constitutions and of all amendments and/or alterations thereto which have been adopted, from time to time.

9 MEMBERSHIP FEES

Member fees shall be:

- a) As decided from time to time by an Annual General, General or Special Meeting of the Club.
- b) Paid by the commencement of the Annual General Meeting each year for the ensuing or as stipulated by the Club Council from time to time.

10 DOMESTIC RULES AND STANDING ORDERS

- 10.1 Provided that they do not conflict with the letter or the spirit of the rules incorporated in the Association Constitution and Manuals, the Club may create, alter and repeal Domestic Rules and Standing Orders for the conduct of its local and domestic affairs.
- 10.2 A policy folder shall be provided to record such domestic rules and standing orders which shall be laid down from time to time by a Club Council Meeting. Such Policies, Rules or Standing Orders shall remain in force until revoked or altered by a further Club Council Meeting.

11 MAKING AND ALTERATION OF BY-LAWS AND APPENDICES

- 11.1 The Club By-Laws and Appendices may be amended, rescinded or added to from time to time, as long as they are not inconsistent with the Constitution of the Club, as in the opinion of the Club Council are necessary or desirable for the proper control, administration and management of the Club's finances, affairs, interests, effects and property and for the convenience, comfort and well-being of the members of the Club.
- 11.2 Any By-laws made under this Constitution shall come into force and have the full authority of a By-law of the Club on being posted upon the Club Notice Board.
- 11.3 By-Laws may be repealed by a special resolution carried at a General Meeting of the Club.

12 LEGAL ACTION

No Officer, or group of Officers or Members, whether in Committee or alone, may institute legal action which purports to be upon behalf of the Club and if it carries legal and financial implications against the Club or against a Branch, SLSQ, the Australian Council or another Club affiliated to Surf Life Saving Australia Limited, unless by the following procedures:

- (i) The constitutional convening of a General Meeting of members of the Club, and a vote affirmative of such action by a two-thirds majority of members present and eligible to vote.
- (ii) Further, an invitation to such a General Meeting must be given to the higher authorities of that body, i.e. Branch, SLSQ and SLSA.

13 UNIQUE ITEMS

In the event of any question or item arising which is not specifically provided for in the Constitution, Regulations or Manuals of the Association or in the Constitution or By-Laws of the Club, it shall be competent for the Club to legislate thereon temporarily by resolution at any meeting of the Club or Club Council pending due alteration of the Constitution.

14 DISSOLUTION

The Club shall be dissolved only with the consent of at least three-fourths of the Officers and voting members present at a Special Meeting called for that purpose, notice of which must be posted to Officers and members at least twenty-eight (28) days prior thereto, and advertised in the major regional newspaper in each centre under the control of the Branch, at least once in each of the two (2) consecutive weeks immediately preceding such meeting.

15 DISTRIBUTION OF SURPLUS ASSETS

In the event of the Club being dissolved in accordance with the provisions of the relevant Government Act, and there remains, after satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to Surf Life Saving Queensland or if that Association has ceased to exist to another Surf Life Saving body which has similar objects and which is approved by the Commissioner of Taxation as a public benevolent institution for the purposes of any Commonwealth Taxation Act, and which shall prohibit the distribution of its or their income and property among its or their members to the extent at least as great as is imposed on the Club under or by such body to be determined by the members of the Club.

CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB Inc.

PART 2

THE BY-LAWS

PART 2: THE BY-LAWS

PLEASE NOTE:

These By-Laws do not include all SLSA, State Centre, Branch or Club policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on Currumbin Beach Vikings Surf Life Saving Club website).

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 as stated earlier are available on Currumbin Beach Vikings Surf Life Saving Club website.

SECTION 1: THE CONSTITUENTS

1.1 CLUB COUNCILLORS

- a) The following Club Councillors shall be elected at the Annual General Meeting as provided for in 1/C/1:
President, Deputy President, Finance Manager, Administration Manager, Life Saving Chairperson, Chief Training Officer, Team Manager Surf Sport, Junior Activities Chairperson (ratification of recommendation from Junior Activities Committee Election).
- b) Non discharged bankrupts are precluded from seeking election to Club Council positions.

1.2 OTHER OFFICERS

- a) As directed by the Club Council, all or any of the following officers of Committees, shall be elected at the first Committee Meetings of the ensuring season year or Committee Meetings viz;
Club Vice Captain, IRB Captain, Gear Steward, First Aid Officer, Assistant Team Manager Surf Sport, Youth Development Officer, Grievance Officer, Property and Asset Officer, Events / Social Coordinator, Merchandising Officer, Swim / Board / Ski Captain, Beach Captain, Surf Boat Captain, Pool Rescue Captain, Life Saving Competition Captain, IRB Competition Captain, Officials Liaison Officer.
- b) The Club Council may appoint or elect additional Officers or Committees as deemed necessary from time to time, however, all appointed positions shall have formally documented Position Descriptions which have been approved and endorsed by the Club Council.
- c) The core JAC may appoint additional Officers as deemed necessary from time to time, however, all appointed positions shall have formally documented Role Descriptions which have been approved by the core JAC and ultimately endorsed by the Club Council.
- d) The Club Council shall appoint (by invitation) at its first Council Meeting for the ensuring season year the, Club Patron, Club Auditor, Honorary Club Solicitor, Honorary Club Doctor.

1.3 LIFE MEMBERS

Life Members of the Club shall be entitled to attend Club Council Meetings and hold a Councillor or Officer position if elected.

1.4 MEMBERS

- a) Membership may be granted to any applicant in any category, subject to the Constitution and By- Laws of the Club and the Association and having completed the prescribed Association Form and submitted the required fee.
- b) Membership shall be limited by category qualifications as set out in the Constitution and By Laws and/or the adequacy of Clubhouse facilities to cope with the existing situation.

1.5 BRANCH COUNCILLOR

The Club President shall be the Branch Councillor and a member of the Branch Council, and the Deputy President shall be the Alternate to act as proxy should the need arise.

1.6 AUXILIARY ORGANISATIONS

Auxiliary Organisations may be formed as authorised in 1/A/2.2 provided that the Constitution and activities of such organisations are subject to the approval of the Club Council and further provided that delegate representation to and from such organisation shall be as determined by the Club Council from time to time.

SECTION 2: CONDITIONS PERTAINING TO COUNCILLORS, OFFICERS AND MEMBERS

2.1 COUNCILLORS

- a) Councillors of the Club shall be elected from the members of the Club.
- b) The Councillors of the Club shall be;

Current proficient SLSA Bronze Medallion (Cert. 2 in Public Safety Aquatic Rescue) holders shall be eligible to hold the following office positions of the Club;

President, Deputy President, Finance Manager, Administration Manager, Life Saving Chairperson, Chief Training Officer, Team Manager Surf Sport, Junior Activities Chairperson.

All nominees for these positions must be submitted with their Nomination Form, details of their compliance with respect to the applicable role description, the applicants ability and availability to carry out duties of the office position for which the nomination is received. The roles and responsibilities of all Club Council positions are set out in the Club Membership Policy Manual. All nominees for elected positions must satisfy themselves that they meet the pre-requisites as set out in these role descriptions prior to accepting nomination.
- c) Councillors of the Club shall be required to understand the needs of the Club and their legal responsibilities as Councillors. Club Councillors owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club.
- d) Councillors shall comply with the following principle statutory and common law duties:
 - (i) to act honestly and in good faith in the interests of the Club;
 - (ii) to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
 - (iii) to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
 - (iv) to avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties;
 - (v) to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office;
 - (vi) to prevent insolvent trading by the Club.
- e) Interests:
 - (1) A Club Councillor shall not hold any place of profit or position of employment within the Active Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which a Councillor is in any way interested will be voided for such reason.
 - (2) Club Councillor may hold Office on the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Management Committee in accordance with the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.
- f) Disclosure of interests:

The nature and interest of a Councillor must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Council after the acquisition of the interest. If a Councillor becomes interested in a contract or arrangement after it is made or entered into, the declaration

of the interest must be made at the first meeting/s of the Club Council held after the Councillor becomes so interested.

(g) General Disclosure:

A general notice that a Councillor is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Councillor to give a special notice relating to any particular transaction with that firm or company.

(h) Recording Disclosures:

It is the duty of Administration Manager to record in the Minutes any declarations made.

(i) Conflicts:

A Councillor notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Councillor is interested. A Councillor shall not sign a document where the Councillor is interested in the contract or arrangement to which the document relates.

2.2 OFFICERS

a) Officers of the Club shall be elected from the members of the Club.

b) Club Officers of the Club shall be the;

Club Vice Captain, IRB Captain, Gear Steward, First Aid Officer, Assistant Team Manager Surf Sport, Youth Development Officer, Grievance Officer, Property and Asset Officer, Events / Social Coordinator, Merchandising Officer, Swim / Board / Ski Captain, Beach Captain, Surf Boat Captain, Pool Rescue Captain, Life Saving Competition Captain, IRB Competition Captain, Officials Liaison Officer.

Only current proficient SLSA Bronze Medallion (Cert. 2 in Public Safety) holders shall be eligible to hold the following officers positions of the Club;

Club Vice Captain, IRB Captain, Youth Development Officer.

All nominees for these positions must be submitted with their Nomination Form, details of their compliance with respect to the applicable role description, the applicants ability and availability to carry out duties of the office position for which the nomination is received. The roles and responsibilities of all Officers positions are set out in the Club Membership Policy Manual. All nominees for elected positions must satisfy themselves that they meet the pre-requisites as set out in these role descriptions prior to accepting nomination.

c) Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Officers. Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club.

d) Officers shall comply with the following principle statutory and common law duties:

- (i) to act honestly and in good faith in the interests of the Club;
- (ii) to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
- (iii) to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
- (iv) to avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties;
- (v) to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office;
- (vi) to prevent insolvent trading by the Club.

- (e) Interests:
- (1) A Club Officer shall not hold any place of profit or position of employment within the Active Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which an Officer is in any way interested will be voided for such reason.
 - (2) Club Officer may hold Office on the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Management Committee in accordance with the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.
- (f) Disclosure of interests:
- The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Committee after the acquisition of the interest. If an Officer becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting/s of the Club Council or Committees held after the Officer becomes so interested.
- (g) General Disclosure:
- A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company.
- (h) Recording Disclosures:
- It is the duty of Chairperson to record in the Minutes any declarations made.
- (i) Conflicts:
- An Officer notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested. An Officer shall not sign a document where the Officer is interested in the contract or arrangement to which the document relates.

2.3 DUTIES AND PRIVILEGES OF MEMBERSHIP

- a) All financial, Active, Long Service, Reserve Active, Life Members and Award members currently fulfilling patrol obligations, past-Active SLSA Bronze Medallion holder members who are current award holders and fulfilling patrol obligations as determined by the Life Saving Committee of the Club shall have access to all Club facilities. All financial SRC Members shall have access to change room and shower facilities only. The use of gym equipment and other Surf Club property is not available to Associate Members.
- b) All financial SLSA Bronze Medallion holder members in the following membership categories; Active, Reserve Active, Long Service, Life Members and Award Members shall have the right to attend the Annual General Meeting, General Meetings and Special General Meetings of the Club.
- c) All Active and Cadet members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.
- d) All members shall abide by the Constitution, By-Laws and Rules of the Club and the Association.
- e) All members of the Club, with the prior approval of the President or the Chairperson of the respective Club Committee, may attend and observe Club Council and Club Committee

meetings of the Club, but shall not contribute unless specifically requested by the Committee Chairperson.

2.4 RENEWAL OF MEMBERSHIP

- a) Members shall apply annually for renewal of membership by submission of the prescribed Association Form and payment of the prescribed fee.
- b) Should the application for renewal of membership be refused the member shall have the right of appeal, in writing through the Administration Manager.
- c) For a member to be eligible to vote at any meeting, the member shall be required to be a current financial member and meets the Club Constitution Voting Clause requirement (E/3.1) as well as fulfilled all club obligations and have no current defaults or suspensions.
- d) Any member who fails to renew his subscription by the required date (30th September of the coming season) shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances application for membership re-acceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees, and further provided that the relevant Committee shall have the sole right to grant or refuse such application.

SECTION 3: MEETINGS

(Refer to Appendix 'B')

3.1 ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Club shall be held prior to the Annual General Meeting of the Branch on a date determined by the Club Council. The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statement, the election of the Club Council for the ensuing season year and to deal with Notices of Motion correctly moved and to transact general business. The Annual General Meeting shall be held at least two (2) weeks before the Branch Annual General Meeting.
- b) Written notice of the meeting shall be forwarded to each member at least 14 days prior to the meeting and the posting of such notice shall be deemed as notice received.

The order of business shall be:-

- Recording of attendance and apologies
 - Confirmation of the previous Annual General Meeting Minutes
 - Presentation and adoption of the Annual Report and Financial Statements
 - Election of Club Council
 - Endorsement of Branch Councillor (Club President)
 - Affiliations with SLSA, SLSQ and Branch
 - Junior Activities Committee (Report)
 - Election of Life Members (if any)
 - Notice of Motion
 - General Business
- c) All members may attend and participate as determined by the Chairperson but voting rights are as provided for in 1/E/3.

3.2 GENERAL MEETINGS

General Meetings of the Club or Club Council are to be held as required for the benefit of the Club and the members. The meeting shall follow the Club Council meeting format provided that all members, may ask questions and expect competent answers.

3.3 SPECIAL GENERAL MEETINGS

- a) A Special General Meeting of the Club or Club Council may be summoned by resolution carried at a Club Council Meeting, or by direction of the President, or a written requisition of not less than 1/3 of the voting members of the Club.
- b) Special General Meetings of the Club or Club Council shall be called as directed in 1/E/2.6 to deal with Special Business only as detailed in the Notice of the Meeting.
- c) Such meeting shall be held within 21 days of receipt of such request or directive and at least 9 clear days' notice on the Club notice board shall be given stating the business to be discussed. The quorum and time limit for such a meeting shall be as detailed 1/E/2/3/4/5.

The order of Business shall be:

- Apologies
- Confirmation of Previous Minutes
- Business arising out of Minutes
- Correspondence
- Finance
- Membership
- Reports
- Notices of Motion
- General Business

3.4 CLUB COUNCIL MEETINGS

- a) The Club Council shall comprise those members as listed in 1/C/1.1
- b) The Council shall meet at least once in every calendar month and the Meeting dates shall be determined at the first Meeting of the Council and placed on the notice board at least nine (9) days prior to each meeting.
- c) Should any member of the Council be absent without satisfactory reason for two (2) consecutive meetings, the position shall be declared vacant and the position filled in accordance with 1/C/1. Any appeal by the position member against the Club Council decision shall be in accordance with 1/C/1.7.

The order of Business shall be:

- Apologies
- Confirmation of Previous Minutes
- Business arising out of Minutes
- Correspondence
- Finance
- Membership
- Committee's Reports
- Notices of Motion

- General Business
- d) The responsibility of the Club Council shall be managing the day to day business of the Club, and the allotment of items to Committees and/or staff.
- e) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be handled by the Club Council.

3.5 STANDING COMMITTEE MEETINGS

- a) The Committee's shall comprise those members as listed in 1/B/10.2.
- b) The Committee's shall meet at least once in every calendar month and the Meeting dates shall be determined at the first Meeting of the Committee's and communicated at least seven (7) days prior to each meeting.
- c) Should any member of a Committee be absent without satisfactory reason for two (2) consecutive meetings, the position shall be declared vacant and the position filled in accordance with 1/C/1. Any appeal by the position member against the Committee's decision shall be in accordance with 1/C/1.7.

The order of Business shall be:

- Apologies
- Confirmation of Previous Minutes
- Business arising out of Minutes
- Correspondence
- Action Items
- Reports
- General Business
- d) The responsibility of the Committee's shall be managing the day to day business of the Committee's activities and the allotment of items to Committee's by the Club Council and the Club members.
- e) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be directed to the Club Council.

3.6 OTHER COMMITTEE MEETINGS

Other Committees shall meet and operate in the area for which they are specifically created at times and places as required or as decided by the Club Council.

SECTION 4: DUTIES OF OFFICE BEARERS AND OTHERS

Currumbin Beach Vikings SLSC Membership Policy Manual provides for Role Descriptions for all Office Bearer Positions (both elected and prescribed in the Constitution and those appointed and not formally prescribed). Full Role Descriptions of all elected Officer Bearers of the Club are set out in the Club Membership Policy Manual. Primary accountabilities for all Officer Bearers are included below.

4.1 CLUB COUNCILLORS

4.1.1 PRESIDENT shall:

- a) be the nominal head of the Club and shall be a member ex-officio of all Committees;
- b) be chairperson of the Club and Club Council;
- c) preside at all meetings of the Club and shall exercise his authority by generally supervising the affairs of the Club in conjunction with the Club Council;
- d) when presiding at a meeting, have a deliberative and a casting vote;
- e) have unlimited authority on every question of order, only to what is equitable and just in the circumstances;
- f) attend each Branch Council meeting, being the Club's representative on the Branch Council;
- g) where required, be responsible for the discipline of all Members in all matters in general;
- h) represent the Club at major award presentations throughout the season;
- i) facilitate all matters relating to conflict, grievances, harassment, equity and the like of any Club members.

4.1.2 DEPUTY PRESIDENT shall:

- a) assist the President and shall deputise for him in his absence and shall carry out special assignments as directed by the President.

4.1.3 LIFE SAVING CHAIRPERSON shall:

- a) be chairperson of the Life Saving Committee;
- b) ensure all rostered patrols are conducted in accordance with Association Manuals, policies and procedures;
- c) be responsible for the conduct and discipline of all Active Members in all Club matters, and the general education of Members in Surf Life Saving;
- d) arrange patrols and conferences with Patrol Captains and Chief Training Officer during the season to discuss suggestions and observations made he or she, or them regarding the general efficiency of the Club in Surf Life Saving;
- e) have the power to refuse the use of Club Life Saving gear or property to any person;
- f) call upon any members to perform such duties as he deems necessary in the interests of the Club;
- g) be an ex-officio member of Sub-Committees associated with his Life Saving duties;
- h) in consultation with the Branch or SLSQ Grievance Officer, be responsible for the discipline of all patrolling Members in respect of all Life Saving matters;
- i) liaise and coordinate with the Chief Training Officer the requirement to have addition award holders trained for any short fall in patrol teams to meet the required Club's Patrol Agreement to SLSQ;
- j) attend and represent the Club at all Branch or SLSQ Life Saving Meetings;

- k) be the Club's representative on the Branch Life Saving Committee.

4.1.4 ADMINISTRATION MANAGER shall:

- a) be chairperson of the Membership Services Committee;
- b) keep a register of all Members and an up-to-date record of their addresses, and shall file all Application Forms whether or not the nominees have been accepted;
- c) forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws;
- d) record and keep Minutes of all Annual General, General, Special General, Club Council, Meetings;
- e) conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;
- f) be responsible for the drafting of the Annual Report;
- g) carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings;
- h) be responsible for any investigation of the conduct and discipline of all Members in all matters in general;
- i) respond to all requests for Membership category changes or requests;
- j) oversee membership growth and youth development in the Club;
- k) oversee the management of content on the club's Website.

4.1.5 FINANCE MANAGER shall:

- a) be chairperson of the Finance and Audit Committee;
- b) supervise the receipt of all monies on behalf of the Club and the issuance of receipts for same and shall be responsible to the Club Council for such monies. All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments over \$250 shall be made by cheque or electronic transfer;
- c) supervise the keeping of necessary records as required by the relevant Government Act, viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments, and a Ledger to record income and expenditure. Ensure that details of cheque/EFT payments are to be recorded and duly presented to meetings. The Finance Manager shall ensure that the annual audited statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required;
- d) at each Club Council Meeting, present a report relating to the Club's finances, showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank statement together with a reconciliation statement, showing the balance as the debit or credit of the Club's finances;
- e) prepare the total Club's Annual Budget and monitor cash flow expenditure throughout the season;
- f) liaise with Club's Administration to prepare club cheques and invoices for processing and payment;
- g) be responsible for the Club's Asset register for equipment and property;
- h) coordinate the Club merchandising products, ordering, storage, distribution and sales;
- i) be responsible for the overseeing and management of Club fundraising and events.

4.1.6 TEAM MANAGER SURF SPORT shall:

- a) be the Chairperson of the Surf Sport Selection Sub Committee;
- b) be responsible for the assembly (after selection), transport, accommodation and general behavior of the team;
- c) assist fund raising coordination of the Surf Sport Team/s;
- d) be responsible for overseeing and co-ordinating of carnival competition events in Surf Sport;
- e) be primarily responsible for the conduct of all Active Members in all Surf Sport matters, and the general education of Members in Surf Sport;
- f) arrange a manager to attend official briefings at carnivals/events as Team Manager where the Club is represented;
- g) be the Club's representative on the Branch Surf Sports Committee;
- h) arrange post carnivals/events gatherings with the Supporters Club Events Coordinator.

4.1.7 CHIEF TRAINING OFFICER shall:

- a) be a qualified SLSA TAE Cert IV in Training and Assessing;
- b) conduct and oversee, or assist in the instruction and preparation of all members awards training and probationary members for Award examinations;
- c) maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all Club, Trainers, Assessors, Facilitators;
- d) coordinate club run proficiency days;
- e) attend all SLSQ and Branch CTO Meetings and training days;
- f) be the Club's representative on the Branch CTO Committee;
- g) liaise and coordinate with the Life Saving Chairperson the requirement to have addition award holders trained for any short fall in patrol teams to meet the required Club's Patrol Agreement to SLSQ.

4.1.8 JUNIOR ACTIVITIES CHAIRPERSON shall:

- a) be chairperson of the Junior Activities Committee;
- b) be responsible for the conduct and co-ordination of all matters relating to Junior Activities;
- c) provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- d) prepare and present to the Finance Manager a budget covering all financial matters associated with Junior Activities Committee for their season;
- e) be responsible for the assembly (after selection), transport, accommodation and general behavior of the team.

4.1.9 BRANCH COUNCILLOR (OR ALTERNATE) shall:

- a) The Branch Councillor shall be the Club President and shall;
 - (i) attend all Branch Council Meetings as the elected Club representative on that body;
 - (ii) act as liaison between the Branch and the Club and fully and regularly report to the Club in writing or in person on the Branch activities;
 - (iii) Appoint the Deputy President as proxy as and when required.

4.2 LIFE SAVING OFFICERS

4.2.1 CLUB VICE CAPTAIN shall:

- a) in the event of the absence of the Chairperson, assume all of the defined responsibilities of the Chairperson;
- b) in the event of the absence of the Chairperson, act as proxy for the Chairperson at Club Council meetings with full voting rights of the Chairperson;
- c) represent all Patrols Captains on the Life Saving Committee;
- d) as required, report back to Patrol Captains on matters of relevance to all patrol operations from the Life Saving committee;
- e) as required, assist in the training and preparation of all Members for patrol operations;
- f) maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all patrol members;
- g) manage patrols such that all members, including SRC members, are encouraged to upgrade their Life Saving skills through training activities and/or scenario work.

4.2.2 IRB CAPTAIN shall:

- a) be a qualified IRB Driver;
- b) at all times be subject to the direction of the Life Saving Chairperson;
- c) be responsible for the care, maintenance and housing of Club IRB's;
- d) be responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Chief Training Officer and Life Saving Chairperson.

4.2.3 FIRST AID OFFICER shall:

- a) possess a current SLSA First Aid Award and be responsible for fostering high standards for first aid treatment and liaise with other accredited First Aid organisations e.g. St. John and Red Cross;
- b) maintain adequate stocks of approved first aid material and equipment;
- c) maintain the first aid room in a clean and orderly condition and for the purpose may, with the approval of the Life Saving Chairperson, call on the services of any member;
- d) organise and arrange instruction for First Aid Awards in conjunction with the Chief Training Officer;
- e) keep a record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid;
- f) arrange for display of marine stinger, CPR and other educational material for the guidance of Club members in appropriate areas such as the First Aid Room.

4.2.4 GEAR STEWARD shall:

- a) be responsible for all the Life Saving gear (with the exception of surf sport boards and skis, surf boat or its gear) belonging to the Club, refer to Appendix E;
- b) keep all such gear in good repair and condition, and report to the Life Saving Chairperson any damage which he is unable to repair. Any expense shall require the approval of the Life Saving Committee;
- c) ensure adequate fuel supply is maintained on site for Club SSV and IRB's.

4.3 SURF SPORT OFFICERS

4.3.1 ASSISTANT TEAM MANAGER shall:

- a) in the event of the absence of the Chairperson, assume all of the defined responsibilities of the Team Manager Surf Sport;
- b) Shall in the event of the absence of the Team Manager Surf Sport, act as proxy at Club Council meetings with full voting rights of the Team Manager Surf Sport.

4.3.2 SWIM / BOARD / SKI CAPTAIN shall:

- a) be responsible for the allocation of the housing of boards, skis and any gear appertaining to swimming competition belonging to the Club and its members;
- b) at all times be subject to the direction of the Team Manager Surf Sport;
- c) in consultation with the Team Manager Surf Sport permit or prohibit the use of any Club boards, skis or swimming competition gear;
- d) maintain Club skis, boards and swimming competition gear in a serviceable condition.

4.3.3 SURF BOAT CAPTAIN shall:

- a) be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto;
- b) at all times be subject to the direction of the Team Manager Surf Sport;
- c) be responsible for the supervision of all surf boat crews in consultation with the Team Manager Surf Sport.

4.3.4 BEACH CAPTAIN shall:

- a) be responsible for all the Club's beach equipment and its orderly housing;
- b) be responsible for the housing of beach equipment belonging to the Club and members;
- c) in consultation with the Team Manager Surf Sport permit or prohibit the use of any Club beach equipment or Association gear;
- d) maintain Club beach equipment in a serviceable condition.

4.3.5 POOL RESCUE CAPTAIN shall:

- a) be responsible for the care, maintenance and housing of all gear appertaining to Pool Rescue competition;
- b) at all times be subject to the direction of the Team Manager Surf Sport.

4.3.6 LIFE SAVING COMPETITION CAPTAIN

- a) be responsible for the care, maintenance and housing of all gear appertaining to Life Saving competition;
- b) at all times be subject to the direction of the Team Manager Surf Sport.

4.3.7 IRB COMPETITION CAPTAIN

- a) be responsible for the care, maintenance and housing of all gear appertaining to IRB competition;
- b) at all times be subject to the direction of the Team Manager Surf Sport.

4.3.8 OFFICIALS LIAISON OFFICER

- a) be an accredited surf sports official;
- b) assist with the recruitment, retention and development of Club Surf Sport Officials;

- c) provide advice to surf sports committee on overall performance and development needs;
- d) assist JAC / Nipper age group and Team Managers in Surf Sport officiating protocols in carnival competition;
- e) assist Coaches, Athletes and Team Managers in Surf port officiating protocols in carnival competition.

4.3.9 MERCHANDISING OFFICER shall:

- a) be subject to the direction of the Membership Committee;
- b) coordinate with the Chief Executive Officer the design and suppliers with approval form only the Club Council, the Clubs merchandising products, ordering, storage, distribution and sales;
- c) liaise with Junior Activities Committee on all merchandising requirements.

4.4 MEMBERSHIP SERVICES OFFICERS

4.4.1 GRIEVANCE OFFICER shall:

- a) be subject to the direction of the Membership Committee;
- b) determine (in consultation with the Club President or CEO) matters relating to grievances, harassment, equity and the like;
- c) as soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report;
- d) if the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;
- e) if unable to resolve a grievance or the grievance is considered to be of a very serious nature, they shall report the grievance to the Club President / Judiciary Committee for action;
- f) keep all information surrounding the circumstances of a grievance confidential and communicate such information only to the Club President / Chief Executive Officer / Judiciary Committee.
- i) carry out research into volunteer satisfaction and performance levels and provide appropriate recommendations.
- j) assisting the Youth Development Officer in progressing Junior Activity members to the Senior Club.
- k) maintain an up-to-date knowledge of Surf Life Saving policies in respect to Member Protection and impart such knowledge to all Club Officers.

4.4.2 YOUTH DEVELOPMENT OFFICER shall:

- a) be subject to the direction of the Membership Committee;
- b) lead and participate in Youth Development activities;
- c) be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 15 years to 20 years);
- d) oversee youth recruitment and retention programs and activities within the Club;
- e) promote youth members' participation in development camps and leadership programs;
- f) pursue any issues of benefit to the safety and enjoyment of youth members;
- g) enhance recruitment and retention and transition through the various age levels;

- h) maintain an up-to-date knowledge of Surf Life Saving policies in respect of Youth Development and Child Protection and impart such knowledge to all Club Officers.

4.4.3 EVENTS / SOCIAL COORDINATOR shall:

- a) be subject to the direction of the Membership Committee;
- b) liaise with the Supporters Club General Manager for social events and other events approved by the Finance and Audit Committee to be held at the Club;
- c) in conjunction with Publicity Officer arrange for the promotion of Club social activities;
- d) provide a point of contact for the ‘Vintage Vikings’ to assist with their reunions per season.

4.5 FINANCE AND AUDIT OFFICERS

4.5.1 PROPERTY and ASSET OFFICER shall:

- a) be subject to the direction of the Finance and Audit Committee;
- b) responsible for the Surf Life Saving Club’s equipment and property;
- c) be responsible in accordance with the Clubhouse rules and Club By-Laws.

4.6 TRAINING AND ASSESSMENT OFFICERS

4.6.1 TRAINERS, FACILITATORS, ASSESSORS, OFFICIALS shall:

Assist the instruction and preparation of all members awards training and surf sport officiating.

- a) be subject to the direction of the Training and Assessment Committee;
- b) assist with assessments of Patrol inspections and mentoring;
- c) liaise with the Branch and SLSQ Co-ordinators on a regular basis and ensure that Club programs complement those conducted by the Branch and SLSQ;
- d) provide advice to Membership Services Committee Officers, of club members that are requiring communication of upcoming award training courses within the club or branch;
- e) assist the Chief Training Officer to identify and recruit new Trainers, Facilitators, Assessors and Surf Sport Officials;
- f) in consultation with the relevant Club Officers, coordinate the briefing sessions which may be required from time to time of changes or updates to SLSA or SLSQ policies and procedures.

4.6.2 JUNIOR ACTIVITIES EDUCATION AND AWARDS OFFICER shall:

- a) in conjunction with the age managers, shall be responsible for the training and examination arrangements for the Junior Age Awards;
- b) they shall be responsible to and work in conjunction with the Club Chief Training Officer and Youth Development Officer;
- c) shall be responsible for organising specific education programs and events to further the education of the JAC membership.

SECTION 5: STAFF AND EMPLOYEES

5.1 STAFF APPOINTMENTS

Club Council, pursuant to 1/D/4 may appoint a Chief Executive Officer and/or other paid employees for specific assignments.

5.2 CHIEF EXECUTIVE OFFICER

- a) The Chief Executive Officer is a paid Officer position and subject to the provisions of the Constitution 1/B/3.6(a) and to the directions of the Club President and Club Council and on a day to day basis, the President and/or the Administration Manager and from time to time, members of the Club Council.
- b) Perform the duties, as amended from time to time, of the Chief Executive Officer as provided for in the Currumbin Beach Vikings SLSC Membership Policy Manual.
- c) All employees of the Club will be under the direction of the Chief Executive Officer and report directly to that person. Their terms and conditions will be as provided in formal employment contracts as provided that this does not breach any expenditure policy.
- d) Non-Voting member of the Club Council, assistance to the Administration Manager with compiling Club Council meeting agendas, minutes of meetings and circulation of correspondence.

SECTION 6: COMMITTEES

6.1 GENERAL

- a) Composition and membership shall be as prescribed in the respective By-Laws;
- b) Membership may be drawn from members of the Club;
- c) A member appointed to a Committee shall retain his appointment only whilst he retains his membership of the Club, provided that the Club Council may, at its discretion, remove any member from membership of a Committee;
- d) In the event of the absence of the Chairperson from any meeting the meeting shall appoint one of its members to act during such absence;
- e) It shall be the duty of the Club, Administration Manager to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee;
- f) In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Club Council thereon;
- g) Unless specified otherwise in these By-Laws, a quorum for a meeting of a Committee shall be a simple majority of the members thereof;
- h) A Committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee;
- i) Reports and recommendations of the Committees shall be presented in writing to the Administration Manager or appointing body.

6.2 LIFE SAVING COMMITTEE

- a) The Life Saving Committee shall comprise the Life Saving Chairperson (Chairperson), Club Vice Captain, IRB Captain, First Aid Officer, Gear Steward.
- b) It shall be responsible for:

- (i) maintaining and improving Life Saving patrols and services;
- (ii) co-ordinating the training, instructional and proficiency programs for members;
- (iii) disseminating Life Saving information to all patrol teams/groups;
- (iv) dealing with matters referred to it from the Club Council;
- (v) making recommendations relating to Life Saving to the Club Council.

6.3 SURF SPORT COMMITTEE

- a) The Surf Sport Committee shall comprise of Team Manager Surf Sport (Chairperson), Assistant Team Manager, Swim / Board / Ski Captain, Surf Boat Captain, Beach Captain, Pool Rescue Captain, Life Saving Competition Captain, IRB Competition Captain, Officials Liaison Officer, Merchandising Officer.
- b) It shall be responsible for:
 - (i) promoting involvement in surf sports;
 - (ii) co-ordinating of competition at surf sports carnivals/events for members;
 - (iii) dealing with matters referred to it from the Club Council;
 - (iv) making recommendations related to Surf Sports to the Club Council.

6.4 MEMBERSHIP SERVICES COMMITTEE

- a) The Membership Services Committee shall comprise of Administration Manager (Chairperson), Grievance Officer, Youth Development Officer, Events/Social Coordinator.
- b) It shall be responsible for:
 - (i) promoting involvement in membership service activities;
 - (ii) co-ordinating and communicating all related membership information and notification requirements;
 - (iii) dealing with matters referred to it from the Club Council;
 - (iv) making recommendations related to Membership Services to the Club Council.

6.5 FINANCE AND AUDIT COMMITTEE

- a) The Finance and Audit Committee shall comprise of Finance Manager (Chairperson), Property and Asset Officer.
- b) It shall be responsible for:
 - (i) the management and co-ordination of property and assets;
 - (ii) dealing with matters referred to it from the Club Council;
 - (iii) making recommendations related to Finance and Audit to the Club Council.

6.6 TRAINING AND ASSESSMENT COMMITTEE

- a) The Training and Assessment Committee shall comprise of the Chief Training Officer (Chairperson), Trainers, Facilitators, Assessors, Junior Activities Education and Awards Officer.
- b) It shall be responsible for:
 - (i) assist the instruction and preparation of all Club based members awards training;
 - (ii) evaluation of probationary members for Award examinations;
 - (iii) assist in the running of club proficiency days;
 - (iv) training and evaluation of Patrol Captains;

- (v) assist the meeting of the required Club's Patrol Agreement.

6.7 JUNIOR ACTIVITIES COMMITTEE

- a) The JAC Committee shall comprise of the Junior Activities Chairperson (Chairperson), Deputy Chairperson, Secretary, Treasurer, Registrar, Education & Awards Officer, Water Safety Officer, Team Manager, Gear Steward, Kitchen/Canteen Coordinator, Uniform Shop Officer, Social Director, Junior Liaison Officer, Recorder, Publicity Officer, Clubhouse Caretaker, Photographer, Carnival Logistics Officer.
- b) It shall be responsible for:
 - (i) The conduct and co-ordination of all matters relating to Junior Activities;
 - (ii) Providing for Junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment;
 - (iii) Preparing Junior members for their eventual transition to the marine and patrol environment of the Senior movement;
 - (iv) Participating in such junior activities.
- c) Be represented on the Club Council by the Junior Activities Chairperson.

6.8 JUDICIARY COMMITTEE

- a) The Judiciary Committee shall be appointed by the Club Council (based on past and relevant experience) on an as needed basis and shall comprise a Chairperson, a Secretary (who shall keep records of findings and decisions) and three (3) SLSA Bronze Medallion holder members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under By-Law 11.

Note: Club Council Officers cannot be members of the Judiciary Committee.

6.9 SURF SPORT SELECTION COMMITTEE

- a) The Surf Sport Selection Committee shall comprise of the Team Manager Surf Sports (Chairperson), Director of Surf Sports.
- b) It shall be responsible for:
 - (i) the selection of competition teams to carnivals/events;
 - (ii) Team Manager Surf Sport is responsible for the notification of team selection/s.

6.10 LIFE MEMBERSHIP COMMITTEE

- a) The Life Membership Committee shall comprise of the Club President (Chairperson), Life Saving Chairperson/Club Captain and (3) three appointed Life Members of the Club, by the Club Council.
- b) It shall be responsible for:
 - (i) the review and history checking of all nominations for life membership;
 - (ii) report in writing the findings to the Club Council of its recommendation to the Annual General Meeting.

6.11 SUPPORTERS ASSOCIATION MANAGEMENT COMMITTEE

The Supporters Association Management Committee shall comprise of the, Club President (Chairperson), a Deputy President, a Secretary, a Treasurer and (3) three Committee Members.

- a) It shall be responsible for acting and operating and complying with the Currumbin Beach Vikings Surf Life Saving Supporters Association Inc. Constitution and By-Laws.

6.12 INVESTMENT COMMITTEE

The Investment Committee shall comprise of the Finance Manager (Chairperson), (3) appointed Life Members and (1) appointed Member endorsed by the Club Council.

- a) It shall be responsible for:
 - (i) the development of investment strategies for the long term viability of the Club;
 - (ii) report in writing investments made and operating results for the financial year to the Annual General Meeting.

6.13 OTHER COMMITTEES

- a) The Club Council may appoint other Committees, Sub-Committees, panels or groups to deal with particular items or projects from time to time;
- b) In such circumstances, the Club Council shall clearly define the composition, responsibilities, and terms of reference of such Committees, panels, groups etc. The Club Council shall encapsulate these terms in a formal Charter which shall be subject to subsequent endorsement by the Club Council.

SECTION 7: PROCEDURES AND RULES

7.1 ASSOCIATION POLICIES, RULES, REGULATIONS

- a) Association policies, rules and regulations, as issued from time-to-time by SLSA, SLSQ and/or the Branch are accepted as By-Laws of the Club.
- b) Without limiting the current and future scope of SLSA and SLSQ Policies, Rules and Regulations, the Club acknowledges and accepts the following SLSA and/or SLSQ Policies, Rules and Regulations:
 - (i) Surf Life Saving Training Manual
 - (ii) Competition Manual
 - (iii) Capital Expenditure
 - (iv) Business Development/Venture
 - (v) Member Protection
 - (vi) Competitive Rights, Obligations and Qualifications
 - (vii) Trophies, Prizes and Eligibility
 - (viii) Team Management
 - (ix) Membership Categories and Restrictions
 - (x) Membership Clearances
 - (xi) Competitive Rights and Transfers
 - (xii) Intellectual Property
 - (xiii) Sponsorship
 - (xiv) Visits and Tours

7.2 AUXILIARY ORGANISATIONS

- a) The Club may authorise the formation and/or affiliation of auxiliary organisations, e.g. Old Boys Club, Supporters Association, etc with the approval of the State Centre.
- b) Each organisation's formation and function shall be reviewed annually and shall be compatible with the “Objects and Powers” provisions contained in 1/A/3 of the Constitution.

- c) The Constitution of any such organisation and any amendments thereto shall at all times be subject to the endorsement of the Club Council.
- d) The Club may be represented on any such organisation by an Officer or member of the Club appointed annually for the purpose; and such organisation may by special invitation likewise be represented on the Club.
- e) Such organisations shall be registered incorporated bodies subject to 1/A/2.2.

7.3 CORRESPONDENCE

- a) All correspondence from the State Centre to the Club, or from the Club to the State Centre, shall in the first place be transmitted through the Branch and no such correspondence shall be considered and/or attended to by the State Centre unless and until it has been so transmitted; provided that the provisions of this By-Law shall not apply to correspondence which has been copied by the State Centre to the Branch and Club for attention and/or action on the following subject matters:
 - (i) Government subsidy and/or subsidy returns;
 - (ii) State or Local Government matters;
 - (iii) Workcover, Public Risk and general Insurance matters;
 - (iv) Large financial investments or borrowings;
 - (v) Clubhouse buildings, extensions or alterations;
 - (vi) Cancellation or suspension of membership;
 - (vii) Purchasing orders;
 - (viii) Hire of State Centre/Branch gear, equipment or premises;
 - (ix) Constitutional matters;
 - (x) Response to Circulars;
 - (xi) Any other matter which the State Centre or Branch may, from time to time, direct be exempted from this By-Law as a matter of expediency.
- b) Upon receipt of any correspondence from a Club, which is required to be transmitted through a Branch, the SLSQ Chief Executive Officer shall, at his discretion, either forward such letter to the Branch concerned for appropriate action or return it to the Club concerned for transmission through the Branch.

7.4 AUDITS

- a) The books and accounts of the Club and any affiliated auxiliary organisations shall be audited at such intervals as may be required by law and/or the appropriate State Government Department or SLSQ. Such audits shall be carried out by an auditor approved to operate in the State of Queensland.
- b) Auditors shall be appointed annually.
- c) To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor:

The Auditor:

 - (i) must be formally qualified;
 - (ii) must be a member of a recognised professional accounting body;
 - (iii) must not be a past or present employee of the entity being audited;
 - (iv) must not be related to the Club Treasurer or Club President of the entity being audited;

- (v) must not be related to any person employed as the Manager or Accountant of the entity being audited;
- (vi) must declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed.

7.5 COLLECTION SANCTION

- a) The Club or Auxiliary Organisation shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.
- b) The Club shall make application to the relevant Government Department for entitlement under the "Collection Sanction". When Registration is approved and a "number" issued, all relevant requirements to maintain Registration shall be complied with in every detail.

7.6 FUND RAISING

- a) The Club and any affiliated auxiliary organisation shall comply with the law with respect to fundraising.
- b) Fundraising authority is vested in the Club Council which may allocate portions of its responsibilities pertaining to specific projects to Committees, and/or other special Committees, panels etc to maintain, direct and/or develop these projects.
- c) The Club is authorised to solicit monetary donation, sell art union ticket by door to door, canvas to any company, firm, newspaper or other business operation or trading or any person within the area of the Club as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the State Centre.
- d) The area of the Club referred to in (c) above is all that area designated by the Branch.
- e) The Branch shall determine, from time to time, areas from within the area prescribed in (b) above, which shall be referred to as "Club" Fund Raising Areas" and it shall be incumbent upon the Club to adhere to this area in relation to fund raising activities within the Branch area.
- f) In the event of any breach of the foregoing provisions of this By-Law, it shall be a condition of continuance of affiliation and/or membership that the Club, member or group of members concerned shall forthwith surrender to the Branch all such monies, and their right thereto, obtained as a result of such breach and the Branch shall thereupon, at its discretion, determine how, and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie with the Branch.

7.7 INSURANCE

- a) **General**

It is mandatory that the Club and auxiliary organisations hold insurances approved by the State Centre. In cases where State Centre has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to State Centre for approval.
- b) **Personal Accident Insurance**
 - i) **Paid Staff and Employees**

A Workcover policy shall be affected by the Club. With Workcover Queensland to cover all paid staff of the Club.
 - ii) **Members**

Personal Accident Insurance is granted under the State Centre's Workcover policy for all registered members of Surf Life Saving Queensland (except Junior Activity (Nipper) members aged 5 to 14 years – i.e. non BM holders) whilst engaged in Surf Life Saving activities.

- iii) Cover/benefits
The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.
- iv) Junior Activity Members (5-14 years)
A Personal Accident Policy shall be affected by State Centre to cover all financial Junior Activity members (non-BM holders). The benefits cover exceptional items (refer Insurance Manual), e.g. Death, Liability, Medical (restricted), Dental, Ambulance.
- c) Volunteer Workers
A Personal Accident Policy shall be arranged by SLSQ to cover all persons engaged in voluntary work for the Club, and/or who are not eligible for workers' compensation. The benefits cover exceptional items (refer Insurance Manual), e.g. death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.
- d) Public Liability Insurance
 - i) A Public Liability policy shall be negotiated by the State Centre to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by the State Centre.
 - ii) Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from the Club facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.
- e) Insurance on Property
 - i) State Centre shall negotiate on behalf of the Club insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.
 - ii) It is mandatory for the Club to hold property insurances to be held with a reputable Insurance Company approved by the State Centre, and it is a requirement that such policies, if not managed by State Centre's brokers, be submitted to the State Centre for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
 - iii) Branches, Clubs and Auxiliary Organisations shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.
- f) Directors and Officers Insurance
 - i) A Directors and Officers policy shall be negotiated by the State Centre to cover officers of the State Centre and its affiliated Branches and Clubs and auxiliary organisations against claims made against an officer during the policy period for a wrongful act.
 - ii) It is noted that this is a "claims made" policy, e.g. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to the State Centre's Insurance Broker.
- g) Professional Indemnity Insurance
 - i) A Professional Indemnity policy shall be negotiated by the State Centre to cover members whilst engaged in authorised Association activities.

- ii) The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

7.8 FEES AND CHARGES

Fees may be payable annually for affiliation, examination, registration, carnival entry and other general Life Saving costs for the Club and shall be determined by the Branch from time to time.

7.9 AFFILIATION

The Club and its affiliates agree:

- a) that they are bound by this Constitution and By-Laws and that this Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the Club and Surf Life Saving are to be conducted, promoted and administered;
- b) in all other respects the provisions of the Club Constitution, Part 1, Section B/9 shall apply.

7.10 HONORARIUMS

An Honorarium may be granted to a member on the decision of the Club Council. Any such Honorarium paid would be subject to Income Tax.

7.11 DISSOLUTION OF AFFILIATED BODIES

- a) The Constitution of every affiliated body shall contain a dissolution clause similar to that set out in 1/E/15 and should any affiliated body fail to make any such specific provision 1/E/15 of this Constitution is deemed to be included in the Constitution of such affiliated body.
- b) In the event of any affiliated body becoming inactive, going into recess or having its affiliation terminated, the Club is empowered to require such body to implement the requirements of 1/E/15 regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution, the Club is empowered by its Constitution to take any necessary action in this regard.
- c) Upon the dissolution of an affiliated body in terms of the preceding Clauses, the books, accounts and assets of the affiliated body shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, see fit.

7.12 CAPITAL OR BUSINESS EXPENDITURE

- a) The Club shall notify the State Centre of any proposed Capital or Business Expenditure over \$100,000.00.
- b) Capital or Business Expenditure means:
 - (i) alterations, additions or improvements to existing facilities;
 - (ii) acquisition of any land, buildings or other property;
 - (iii) the building of any new facilities;
 - (iv) the building or refurbishment of any other facilities either singularly or in partnership;
 - (v) the purchase of investment in any business venture, community project, or other project using Club (including affiliated supporter's club) funds or borrowings;
 - (vi) major development or re-development of a clubhouse;
 - (vii) development or re-development of any property;
 - (viii) and and/or property acquisition (Freehold or lease);
 - (ix) negotiation and/or renewal of leases;

- (x) a commercial or non-commercial venture on either side (e.g. at the Clubhouse) or off-site, either singularly or in partnership.
- c) Such notification to the State Centre is to include:
 - (i) a brief outline of the proposed Capital or Business Expenditure clearly stating the intended purpose;
 - (ii) details of architectural plans (where necessary);
 - (iii) cost estimates with recommendation and justification (3 quotes);
 - (iv) details of recommendation of the above proposal in General Meeting Minutes;
 - (v) latest financial information (Profit and Loss and Balance Sheet) prepared in accordance with accrual accounting requirements;
 - (vi) confirmation that appropriate insurance cover is in place; and
 - (vii) any other information considered relevant by the State Centre.
- d) Where financing is required to support the Capital or Business Expenditure, the Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- e) In the situation where future anticipated income (e.g. future distributions from Supporters Clubs including gaming, meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis must also be prepared and submitted to the State Centre, including the following:
 - (i) a detailed business plan;
 - (ii) cash flow projections for at least five (5) years;
 - (iii) market survey/sensitivity analysis confirming the feasibility of the proposal;
 - (iv) funding arrangements.
- (f) The Club shall ask the State Centre Board of Finance and Property to assess the proposals for Capital or Business Expenditure and to issue an Approval to Proceed on receipt by the Board of all relevant information.
- (g) No Capital or Business Expenditure over \$100,000 shall be undertaken by the Club until the State Centre has issued an Approval to Proceed.
- (h) No significant expenditure (>\$20,000), outside that already approved via the Club's Annual budget approval process, shall be undertaken by the Club without the approval of the Club Council. Additional expenditure up to \$20,000 may be approved by the Club Executive, additional expenditure between \$20,000 and \$50,000 may be approved by the Club Council and additional expenditure above \$50,000 must be approved at a Special General Meeting.
- (i) No significant sales (>\$20,000), outside that already approved by the Club's Annual budget approval process, shall be undertaken by the Club without the approval of the Club Council. Additional sales up to \$20,000 may be approved by the Club Executive, additional sales between \$20,000 and \$50,000 may be approved by the Club Council and additional sales above \$50,000 must be approved at a Special General Meeting.

7.13 INTELLECTUAL PROPERTY

- a) The Policy and Procedures for the use of “red and yellow” Surf Life Saving imagery and property shall be as determined by SLSA.
- b) No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.

- c) The following procedures shall apply where a Club wishes to use red and yellow imagery/property:
 - (i) The Club shall obtain the State Centre's approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags;
 - (ii) The State Centre has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Clubs/Branch's local area;
 - (iii) State Centre has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a club/Branch area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a license fee attached.
 - (iv) The Club has every right to use its own Club caps, uniforms and imagery in Queensland.

SECTION 8: MEMBERSHIP

8.1 MEMBER PROTECTION

- a) The Club is committed to the health, safety and well-being of all members, and shall use its best endeavors to ensure a safe environment exists for all members participating in surf Life Saving activities.
- b) The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.
- c) All members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- d) All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- e) All members shall immediately report any suspected breaches of the SLSA Membership Protection or Equity Policies or Codes of Conduct to the appropriate authority with their Club or Branch, or to the SLSQ Chief Executive Officer. The Chief Executive Officer shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

8.2 CODES OF CONDUCT

All members, Officers and staff shall comply with the following Codes of Conduct:

- a) Individual members shall:
 - (i) Respect the rights, dignity and worth of others
 - (ii) Be fair, equitable, considerate and honest in all dealings with others;
 - (iii) Be aware of, and maintain an uncompromising adherence to, SLSA standards, rules, regulations and policies;
 - (iv) Be professional in, and accept responsibility for actions;
 - (v) Make a commitment to providing quality service;
 - (vi) Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
 - (vii) Refrain from anything which may abuse, intimidate or harass others;

- (viii) Preserve and protect the standing and reputation of the Association;
- (ix) Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.
- b) Team Managers/Age Managers/Chaperones shall:
 - (i) Abide by the "Code of Conduct" for Members;
 - (ii) Be responsible for the overall welfare and well-being of team members and officials when travelling with a team;
 - (iii) Maintain a duty of care towards team members and an accountability for the management of the team;
 - (iv) Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
 - (v) Foster a collaborative approach to the management of the team.
- c) Coaches/Officials shall:
 - (i) Abide by the Code of Conduct for members;
 - (ii) Be responsible for matters concerning the coaching, training, development and competition of surf life savers;
 - (iii) Maintain a duty of care towards others and an accountability for matters relating to training and competition;
 - (iv) Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
 - (v) Ensure that any physical contact with others is:
 - (a) appropriate to the situation
 - (b) necessary for the person's development
 - (vi) Provide a safe environment for training and competition.
 - (vii) Be a positive role model for surf life savers and SLSA.
- d) Administrators/Directors/Officers shall:
 - (i) Abide by the Code of Conduct for members;
 - (ii) Be fair, considerate and honest with others;
 - (iii) Operate within the rule of SLSA;
 - (iv) Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
 - (v) Resolve conflicts fairly and promptly through established procedures;
 - (vi) Maintain strict impartiality;
 - (vii) Maintain a safe environment for others;
 - (viii) Show concern and caution towards others;
 - (ix) Be a positive role model.
- e) Youth Leaders shall:
 - (i) Abide by the Code of Conduct for members;

- (ii) Recognise the importance of, and encourage the development of members, encompassing camaraderie and team work;
- (iii) Treat members with respect and accept the duty of care for the welfare, safety health and happiness of members and conduct themselves responsibly;
- (iv) Be a role model to all members and conduct themselves in a manner befitting a leader with Surf Life Saving;
- (v) Adhere to all Association Policies and ensure that the duty of care to all members is met in these areas;
- (vi) Accept that adults in Surf Life Saving do not involve themselves in unobserved activities with individual youth members;
- (vii) Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Association;
- (viii) Allow members the opportunity and access to gain valuable leadership qualities and skills through Life Saving and surf sports activities;
- (ix) Provide the best possible Life Saving and sporting activities for members with the view to encouraging and promoting long term active participation;
- (x) Be reasonable in demands on members time, energy, enthusiasm and commitment;
- (xi) Ensure young members are involved in planning, leadership, evaluation and decision making processes at various levels within the Association;
- (xii) Ensure that equal opportunities for participation in Life Saving are made available to all members regardless of ability, race, colour, religion or sex.

SECTION 9: CLUB COLOURS/BADGES, COMPETITIVE CONDITIONS

9.1 COLOURS AND BADGES

- a) The existing Club colours, badges and competition cap design shall not be altered without re-endorsement of the State Centre and the approval of the Association.

9.2 COMPETITIONS

- a) The SLSQ shall have power to regulate all competitions between Club, Branches and/or directly affiliated Clubs within its boundaries.
- b) The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.
- c) The Club may participate in competitions endorsed by the Branch, State Centre or SLSA or other events as sanctioned by the Club.
- d) No Inter-Club competition within the Branch shall be held without the approval of the Branch.
- e) Wagering and/or gambling by persons competing or participating (e.g. as a competitor, coach, official, manager, organizer, etc) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event, in which they are involved, will be liable to appropriate disciplinary action.

9.3 COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS

Members and competitors acknowledge and agree that competing in Life Saving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

- a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.
- b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in Association events, contests, carnivals and competitions.
- c) Members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA that they will attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in By-Law 9.3 (a) above.

9.4 CLUB CHAMPIONSHIPS

- a) The Club Championships shall be conducted annually on a date determined by the Surf Sport Committee.
- b) The list of events to be conducted at the Championships shall also be determined by the Surf Sport Committee in consultation with the Club Council under direction of the Life Saving Chairperson.

9.5 TROPHIES, PRIZES AND ELIGIBILITY

In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply:

- a) The Club shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
- b) wagering or gambling on any competition conducted by the Association, State, Branch or Club is not permitted.
- c) The Club shall be the authority to approve competitions involving “cash prizes” and therefore any Affiliated Club or other section of the Association wishing to allocate any “cash prizes” for competition events shall seek the approval of their respective Branch, State Centre or in the case of events involving international or interstate competitors, the Association.
- d) “Cash prizes” shall not be awarded for any event at an Association, State or Branch championship carnival.
- e) “Cash prizes” shall not be made available from Affiliate Club general funds, however, sponsor income may be distributed utilising the club banking account.
- f) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of Life Saving gear as prizes rather than cash but where “cash prizes” are presented they shall be portrayed as coming direct from the sponsors.
- g) The distribution of any prizes, including cash, will be in accordance with the applicable Club Policy.

9.6 TEAM MANAGEMENT

- a) The Club when participating in any carnival or similar function shall appoint the Team Manager Surf Sport of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.

- b) Every Manager so appointed shall be responsible for the proper conduct themselves of the members under his control and attend all briefings.
- c) A Manager shall, as far as practicable, remain with the party under his control during the entire period of his managership. In the event of the party under his control separating into sections the Manager shall be responsible for appointing a member of each and every section to act as his Manager of the section.
- d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.
- e) In the case of a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the carnival.
- f) The Manager shall remain in attendance with his team during the course of such carnival or similar function and shall take action to ensure that competitors under his control report to the Check Marshal immediately they are called upon to do so.
- g) The Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given to him or her.

SECTION 10: VISITS AND TOURS

In relation to visits and tours by Club members or teams who shall include all persons who travel with or under the arrangements made by the Club, the following directions shall be mandatory requirements.

10.1 INTER-CLUB/INTERSTATE VISITS

In relation to the Club or a member or members of the Club wishing to visit other Clubs within Australia, the following shall apply:

- a) Visits within a State, Territory or Branch shall be subject to the control of that Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.
- b) With the exception of national surf carnivals, interstate visits shall be subject to advice to SLSQ and Branch By-Laws.
- c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address and contact details of the Team Managers who shall be deemed responsible in the event of necessity for future reference.
- d) Providing there are no grounds for objection, the State Centre of the intending touring party shall forthwith advise the relevant State Centre/s of the proposed visit to their region.

10.2 INTERNATIONAL TOURS POLICY

When individuals or teams are identifiable as Club or Association members by uniform or insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply:

- a) At least six (6) months' notice of the proposed departure date shall be given by the Club before permission to tour shall be granted, unless under special circumstances as approved by SLSA.
- b) SLSQ shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by the Club.

- c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the Club, however, the Association strongly recommends the inclusion of Educational Officers in any team to tour overseas.
- d) The Club shall not knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ.
- e) The Association shall reserve the right to set special conditions under which permission will be granted to the Club to tour overseas countries in the same season that an Australian Representative Team shall be visiting those same countries.
- f) At least one (1) month prior to the departure of the Club team, SLSQ and Australian Council shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team manager.
- g) The Club team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the manager shall be automatically responsible to the Association and may be called before the Branch, State or Australian Council to face judiciary inquiry and possible disciplinary action.
- h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to SLSQ within ten (10) weeks of the completion of the tour.
- i) Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of team members and to such special Life Saving and/or display equipment as shall be provided for use on the tour.

10.3 INTERNATIONAL TOURS - WITHOUT INVITATION

The Club seeking to tour overseas without having received a specific invitation shall:

- a) make application to the Branch for permission to conduct a tour which shall include the following:
 - (i) proposed itinerary;
 - (ii) duration of the tour;
 - (iii) proposed composition of the team (a detailed composition of team members, names, capacities, etc., should be supplied as soon as it is completed);
 - (iv) details of how the tour will be financed including any proposals of sponsorship;
 - (v) aims and objectives of the tour, having regard to surf Life Saving;
 - (vi) an undertaking that the Branch, SLSQ or Association will not in any way be financially responsible for the tour;
 - (vii) the method of selection to be used.
- b) If the application by the Club is endorsed at Branch level, the Branch shall then forward the application to SLSQ requesting endorsement of same and onforwarding to Australian Council, and in the case of an application to tour by a Club affiliated directly to SLSQ, SLSQ shall, if it endorses the application, forward same to Australian Council.
- c) The Australian Council upon receipt of the application, and if satisfied all conditions have been met, may then seek from the overseas country, district or Club concerned, permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body.

10.4 INTERNATIONAL TOURS - WITH INVITATION

The Club seeking to tour overseas after having received a specific invitation shall:

- a) if the invitation is accepted, make application for permission to conduct the tour, to its Branch, SLSQ and the Australian Council setting out all details as required by the Association's Regulations 7.10.1(c) and 7.10.3(a) accompanied by full details and a copy of the invitation received;
- b) if the Branch and SLSQ endorse the application, it shall be forwarded to the Australian Council seeking final approval for the tour to be conducted;
- c) the Australian Council, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body. Before granting this permission, the Australian Council will ascertain from the national overseas body that the invitation has been endorsed by them;

10.5 TOURS TO AUSTRALIA

In relation to tours by overseas Life Saving organisations to the Club the following conditions shall apply:

- a) If the Club wishes to issue an invitation to any overseas Life Saving body to tour in Australia, it must firstly make an application to the Australian Council through its Branch/SLSQ. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary and details of any appointed Liaison Officer/s.
- b) Branches and/or State Centres receiving such applications shall, before endorsing the application, consider the following:
 - i) the ability of the Club and/or Branch to host such a tour having in mind the membership and financial situation of the hosting Club and/or Branch;
 - ii) that the proposed visit will not seriously disrupt any programming of the Club, Branch or SLSQ;
 - iii) that qualifications of the host body's liaison officer/s are satisfactory to properly carry out the required duties;
 - iv) such tours may be referred to as "domestic tours" and once authority has been given by the applicable Branch, SLSQ and Australian Council these authorities shall not bear any responsibility, financial or otherwise, in connection with the tour.
- c) The Australian Council upon receipt of the endorsed application, and provided that all the necessary conditions have been met, will consider the application, and if approved, the Australian Council shall notify the overseas Association concerned. However, the tour should not be considered confirmed until the overseas Association has advised the Australian Council of the invitation's acceptance.
- d) Within eight (8) weeks of the completion of any tour by an overseas body, the Club shall supply the Australian Council with a comprehensive report detailing the activities and achievements of the tour.
- e) Despite a tour being classified as a "domestic tour" it is anticipated that the Club will take such opportunities to invite the Branch, SLSQ and the Australian Council representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

SECTION 11: DISCIPLINE, PENALTIES AND APPEALS

(Refer Appendix A)

11.1 JURISDICTION

- a) The penalising authority for the Club shall be vested in the following:
 - The Club Council.
 - The Judiciary Committee.
 - The President.
 - The Administration Manager.
 - The Life Saving Chairperson (for patrolling members in respect of Life Saving matters).
- b) Should the Club decide the alleged offence is beyond the responsibility of the Club, the matter may be referred to the Branch or SLSQ for determination.

11.2 DISCIPLINE

- a) General
 - i) The Club may penalise or refer to the Judiciary Committee, a member of any Auxiliary Organisation within its jurisdiction or any member of such who, in the opinion of the Club has practiced or counselled any unbecoming conduct or conduct which reflects upon the good name of the Club, the Association or any or all of its Officers, whether at any competition, meeting, function or other activity, or at any other time.
 - ii) Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on the Club to give immediate effect to such decision, and to notify the Branch and the State Centre.

11.3 PENALTIES

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:
 - (i) Reprimand - with the offence being recorded in the books of the penalising body;
 - (ii) Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his duties in the Club without being able to avail himself of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty, provided that a period of suspension shall not be longer than five (5) calendar years from the date of the order;
 - (iii) Termination - Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted; A member whose membership is terminated may re-apply for membership of the Association at some later time;
 - (iv) Expulsion - from "Club Membership" would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals;
 - (v) Fines - imposed in such amounts as the penalising authority thinks fit;
 - (vi) Such combination of any of the above as the penalising authority thinks fit;
 - (vii) Such other penalty or penalties as the penalising body thinks fit.

- b) Where an individual Club member is suspended by the Club, he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with his rights as a Club member.

11.4 APPEALS

- a) Any member penalised by a penalising authority for the Club shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the Club provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the Club, and shall be dealt with in the following manner:
- dismissed and the penalty upheld;
 - dismissed and a heavier penalty imposed;
 - upheld and a lighter penalty imposed;
 - upheld and the appellant exonerated;
- b) Any member penalised by the Club shall have the right to appeal to the Branch against the penalty, provided that:
- i) Such an appeal shall be allowed only after the party concerned has properly availed himself of the rights of appeal to the Club as contained in the Constitution and By-Laws of the Club;
 - ii) the appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the Club within fourteen (14) days of the notification of the decision of such appeal;
 - iii) the appeal shall be made through the Club who shall forthwith refer the appeal to the Branch, provided that the Club may at the same time submit any representations on the appeal which it may wish to make;
 - iv) upon the setting of an appeal hearing, the Branch shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant;
 - v) pending an appeal hearing by the Branch or by the Branch Judiciary Committee or by a Branch Committee appointed for the purpose, the President of the Branch, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by the Branch.

11.5 REFERENCES

- a) In addition to the matters set out in By-Law 11.1- 11.4 which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the Club upon any matter touching the affairs of the Club, the Association and its members.
- b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Club, and the Club Council shall then decide where such Reference shall be directed.
- c) The hearing of a Reference or Grievance shall proceed in accordance with Appendix “A” to these By-Laws.
- d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Appendix “A” to these By-Laws. (Refer to Appendix “A”).

**APPENDIX "A": JUDICIARY COMMITTEE
RULES OF PROCEDURE**

1. DEFINITIONS

In these Rules:

- 1.1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3 "Member" for the purposes of these rules of procedure means a member of the Association, and includes a Club, subject to the jurisdiction of State Centre or Branch by which the Committee shall have been appointed.
- 1.4 "Reference" includes any complaint against a member of the Club brought by any person, and any dispute under the Club's Constitution and/or rules. The term also includes Grievances brought by a member of the Association against another member.

2. JURISDICTION

- 2.1 The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 11.2.
- 2.2 The Committee may also hear References directed to it by the Club Council pursuant to By-Law 11.5.
- 2.3 Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the Reference to the Branch or State Centre;
 - a) in whose area the matter for Reference arises, or
 - b) having the most direct interest in the matters raised by the reference.

If the Reference is referred to a Branch or State Centre, that Branch or State Centre shall appoint its Judiciary Committee to hear the Reference and proceed in the terms of Rule 3 set out hereunder.

- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that-
 - a) he has an interest in the subject matter of the reference;
 - b) his reference is in clear and unambiguous terms.
- 2.5 In every case the committee is required to proceed in accordance with the rules of natural justice.

3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee:

- 3.1 Upon receipt of a reference, the Chairperson of the Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days' notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form:

CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

To:

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at on20.. ata.m. /p.m. to enquire into the following matter, referred to the Committee by the Club.

.....

You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr/Ms has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.) - Optional

The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of the Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.

In any event, you are required to advise the committee of your intention to attend or not to attend as the case may be, 3 days before the hearing is due to commence.

You are not entitled to legal representation as of right but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

Yours faithfully,

Chief Executive Officer

- 3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.
- 3.5 In the case of a complaint against a member of the Club who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairperson of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chairperson of the Committee shall make enquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every

effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.

- 3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary shall be subject to such action as the Executive of the Club, shall, on the report of the Committee think fit.

4. AT THE HEARING

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairperson.
- 4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence. If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.7 The person who is the subject of the reference shall then present relevant evidence on his own behalf.
- 4.8 In all cases where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairperson. Such cross-examination may be conducted through the Chairperson and/or by telephone or other multi-media as determined by the Committee.
- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairperson may direct. Right of reply by any party shall be at the discretion of the Chairperson.

5. AT THE CONCLUSION OF THE HEARING

- 5.1 The Committee shall meet in camera after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6. DETERMINATION OF ANY PENALTY

- 6.1 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.

6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again in camera to consider a penalty.

7. NOTIFICATION

7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.

7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.

7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.

7.4 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

8. APPEALS

8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within twenty-eight (28) days of being notified of a decision in writing.

APPENDIX "B": RULES OF DEBATE

1. GENERAL

1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Club Council, and Committees.

1.2 For the purpose of these Rules, the word "member" shall refer to members of the Club.

2. CHAIRPERSON'S AUTHORITY

2.1 Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume his seat.

2.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.

2.3 The Chairperson may call a member to order. If such member persists in being disorderly, he may call upon such member to withdraw from the meeting.

2.4 It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

3. DEBATE

3.1 Any member desiring to speak shall stand up and address the Chairperson.

3.2 If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.

3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.

3.4 No member shall interrupt another while speaking except to raise a point of order.

3.5 No speaker shall digress from the subject under discussion.

- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairperson only may then speak to the motion;
- a) At any time during the debate, a member may move "that the question be now put" provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
 - b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
 - c) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

4. MOTIONS AND AMENDMENTS

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 4.3 No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.5 The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- 4.6 Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 4.8 A particular member may move or second one amendment only to each motion but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put and shall be committed to the meeting in the order in which they are received.

- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.
 - 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
 - 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.
- 5. VOTING**
- 5.1 Subject to the Constitution, Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any member, by show of hands or by secret ballot.
 - 5.2 Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairperson, as directed by him.
 - 5.3 In the event of a division any member declining to vote shall elect to retire behind the Chairperson or have his vote counted in the negative.
 - 5.4 The Chairperson may appoint tellers to assist him in counting a vote.

APPENDIX "C": PATROL RULES

The patrol season shall be as decided by SLSQ and Branch, annually. The method of patrol duties shall be determined by the Life Saving Committee prior to the commencement of each Season.

- 1. Active Members shall attend patrols as rostered or appointed provided that:
 - a) Active Cadet Member shall be eligible for duties only commensurate with their qualifications;
 - b) A member desirous of transferring from one Patrol to another shall do so only with the consent of the Life Saving Chairperson of the Club;
 - c) It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
 - d) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
 - e) Exemption for patrol duty may be granted by the Life Saving Chairperson in special circumstances but for extended periods of exemption written application shall be made to the Life Saving Committee who shall decide the issue;
 - f) At each Meeting of the Life Saving Committee a report, taken from the Patrol Register/Surfguard system, shall be tabled by the Life Saving Chairperson or his Deputy indicating any breaches that require investigation as provided for in By-Law 6/6.8.
- 2. The first Patrol on duty shall see that all Life Saving gear including operational IRB is placed in position on the beach and the last Patrol on duty shall return such gear to the clubhouse gear room.
- 3. The Patrol shall assemble in the Club Room five (15) minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble thirty (30) minutes before the appointed hour.
- 4. A member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain or the Life Saving Chairperson may be allotted a Penalty Patrol or other duties at the discretion of the Life Saving Committee. Failure to attend penalty patrol incurs automatic suspension until the next Club Meeting.

5. Patrol members shall wear Association Caps and other dress as directed by the Association.
6. Before the Patrol commences duty, the Patrol Captain shall detail the position each man is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.
7. In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
8. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
9. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports to the Life Saving Chairperson.
10. Patrol Captains are held responsible for the efficiency of their Patrols and are required to record in the Patrol Register the names of all patrolling members, details with commencement and completion times.
11. Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
12. A member shall obey his Patrol Captains, either in the actual work of Life Saving, or any other duty associated with the activities of the Patrol within the Club.
13. Clubs are reminded of requirements as per the Association's Memorandum of Association, Articles of Association and Rules and Regulations:

Patrol Exemption Policy

In relation to patrol duties the following shall apply:-

- a) Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.
 - b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
 - c) Clubs may provide exemptions for Club Officers and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a General Meeting of the Club.
 - d) The Association may provide exemption from all - or part - of Club patrol duties for members of Boards of Surf Life Saving, Association Officers or, members of Association patrols or rescue support services.
 - e) Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.
 - f) Any patrol, or duty exemption, granted by a Club - unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.
14. Patrol Captains are required to ensure that the Patrol, Radio, Risk Assessment and IRB logs are completed.
 15. Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licenses.

NOTE: Providing the spirit of these Rules are not minimised in any manner, Clubs may see fit to provide for their own problems in relation to patrols.

APPENDIX "D": CLUBHOUSE and PROPERTY RULES

GENERAL

1. The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the, President, Life Saving Chairperson, Property / Asset Officer and/or written approval of the Administration Manager via the Chief Executive Officer.
2. Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
3. Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Club Council.
4. Members shall use their individual efforts in preserving the cleanliness of the Club's facilities.
5. Bad language shall not be tolerated in the Club's facilities.
6. Pets shall not be allowed in the clubhouse.
7. Senior Clubhouse and Property Asset keys shall be in the control of the President, Life Saving Chairperson, Property and Asset Officer, IRB Captain, Surf Boat Captain, Chief Executive Officer, Team Manager Surf Sport and Surf Sport Coaching staff.
8. Junior Clubhouse keys shall be in the control of the Junior Activities Chairperson, JA Secretary, JA Gear Steward, Club Property and Asset Officer, Chief Executive Officer, JA Team Manager and JA Surf Sport Coaching staff.
9. Foodstuffs, drinks or Alcohol shall not be brought onto Club facility premises or stored or consumed, such other areas may be designated from time to time by the Club Council.
10. The First Aid Officer, Life Saving Committee, Patrol Captains and assistants with patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
11. Junior (Nippers) members shall be permitted the use of the Club facilities whilst under the supervision of a Club Officer.

APPENDIX "E": GEAR RULES

1. BOARD and SKI

- 1.1 Board and Ski owned by the Club or its members shall be stored under the control of the Board and Ski Captain.
- 1.2 Members shall not use other members' Board and Ski without prior approval of the owner.
- 1.3 Members shall not use Club gear without prior approval of the Swim / Board / Ski Captain, Coaches, Gear Steward, Life Saving Chairperson, Chief Training Officer or Trainers.
- 1.4 The Skis and Boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

2. SURF BOAT

- 2.1 The Surf Boats shall not be used for any other purpose than Surf Life Saving and the practice thereof, and the instruction in rowing, except with the permission of the Surf Boat Captain.
- 2.2 No members of the Club shall use the boat unless it is in charge of a Surf Boat Sweep, Surf Boat Captain or a Coach, except that if these Officers are unavailable, one of them may grant permission to a member of the Club (who in his opinion is qualified to do so) to take charge of a Surf Boat and such member shall be responsible to the Surf Sport Committee for the conduct of the crew and the manner in which the boat is used while it is under his control and for each breach of the Surf Boat By-Laws.

- 2.3 Save in the case of rescues, no person other than Club members, shall be allowed in a Surf Boat, except with the approval of the Surf Boat Captain or Coach.
- 2.4 The Surf Boats shall not be taken or used except for the express purpose of rescuing persons in danger in the vicinity of the storage area or for training purposes or for completion events.
- 2.5 The Surf Boats and gear shall be housed in suitable storage areas provided for that purpose and securely locked up, or a designated storage place approved by the Surf Boat Captain. The Sweep or appointed Member last in charge of the Surf Boat each day shall be responsible for its return to the shed/storage place and shall report to the Boat Captain any damage to or loss of gear that may have occurred.
- 2.6 Members, except those on patrol, may be called upon to assist in getting the Surf Boats in and out of the water.
- 2.7 No more than a boat crew of five (5) or less than that number shall be taken in a Surf Boat unless under special circumstances at the discretion of the Surf Boat Sweep or Surf Boat Captain.
- 2.8 The Surf Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

3. POWER BOAT RESCUE CRAFT

The IRB Captain shall:

- 3.1 be responsible for the general maintenance and up-keep of all powered surf rescue craft and equipment.
- 3.2 at all times ensure that the IRB is ready for patrols and adequate fuel is on hand.
- 3.3 in consultation with Life Saving Chairperson, be in charge of all powered surf rescue craft operations.
- 3.4 have an IRB in attendance at all examinations where directed by the Life Saving Chairperson, Chief Training Officer or Training Facilitator.
- 3.5 have an IRB in attendance at the buoys on all occasions that surf events or tests are being held.

APPENDIX "F": JUNIOR (NIPPER) ACTIVITIES COMMITTEE

Rules of Procedure

1. APPOINTMENT, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES.

1.1 Appointment;

The Club, at its Annual General Meeting shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.4 of current financial members of the Club who are interested in the objects and duties of the JAC. The JAC decisions shall be subject to ratification of the Club Council and the general rules as provided for in By-Law 6.1.

1.2 The Objects and Duties of the JAC shall be;

- a) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- b) To provide for Junior (Nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- c) To prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the Senior section of the Movement.
- d) To provide for the instruction and the conduct of examinations of Junior (Nipper) members willing to gain the Junior Age Awards.
- e) To organise, in conjunction with the Club, the instruction and/or examination of Junior (Nipper) members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSA of A.

- f) To provide rules and regulations for the conduct of Junior Activities for Junior (Nipper) members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years. (Constitution clause B.3.2)
- g) To endeavour to raise finance to provide for the foregoing objects.

1.3 Management and Composition;

- a) The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members who have applied to the Junior Activities Committee for membership of the JAC and been endorsed. Group applications are also acceptable.
- b) The Chairperson of the JAC shall be a Club Council Officer of the Club and shall be elected at the AGM of the Club following an endorsed nomination from the Annual Meeting of the JAC.
- c) The JAC shall elect all or any of the following officers to conduct the activities of the JAC:
Junior Activities Chairperson (Chairperson), Deputy Chairperson, Secretary, Treasurer, Registrar, Education & Awards Officer, Water Safety Officer, Team Manager, Gear Steward, Kitchen/Canteen Coordinator, Uniform Shop Officer, Social Director, Junior Liaison Officer, Recorder, Publicity Officer, Clubhouse Caretaker, Photographer, Carnival Logistics Officer.
- d) The JAC decisions shall be subject to ratification of the Club Council and the general rules of Committee control as provided for in By-Law 6.1.
- e) The Executive shall be responsible for JAC decisions at JAC meetings, and shall be comprised of, the Chairperson, the Deputy Chairperson, the Secretary, the Treasurer and the Registrar.
- f) All other officers shall be elected and invited to attend JAC Meetings, but will not hold voting rights.

1.4 Meetings of the JAC;

- a) The Annual Meeting of the JAC shall be held prior to the Club Annual General Meeting with the following agenda:
 - Attendances
 - Apologies
 - Annual Report of Activities
 - Endorsement of Junior Activities Officer Nomination(s)
 - Election of Officers
 - Meeting dates
 - General Business
- b) JAC meetings which shall be held monthly during the active season with the following agenda:
 - Attendances
 - Apologies
 - Confirmation of Minutes of previous Meeting
 - Business Arising
 - Correspondence
 - Reports
 - General Business

There are to be a minimum of three (3) General Meetings throughout the Active Season. Dates to be set at the beginning of the season.

- c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary, the Club Council.
- d) Special Meetings with a specific agenda may be held at the discretion of the Chairperson or the JAC.
- e) A quorum shall be as provided for in the Club Constitution.

- f) Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC.

1.5 Elections;

- a) Nominations for the Election of Officers shall be in writing on the Club Policy Nomination Form and signed by the nominee signifying his willingness to stand for election, and lodged with the JA Secretary **fourteen (14) days** prior to the Annual Meeting of the JAC. Nominations can be taken from the meeting floor of the Annual Meeting with a seconder to the nomination, should there be no written nomination received. If the nominee is not present the nomination cannot be accepted.
- b) If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the members present and voting at the meeting.

1.6 Finance;

- a) The Club Finance Manager, and where convenient assisted by the JA Treasurer, shall receive all monies, issue receipts and bank such monies to the account of the Club to be used for Club endorsed Junior Activities.
- b) Payment of accounts shall be effected by the Club Finance Manager, following checking of the accounts by the JA treasurer.
- c) Credit and Debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the Club.
- d) The finance of the JAC shall be supported by means approved by the Club which shall include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

1.7 Competition;

- a) The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by the Club Council.
- b) No Inter-Club contest or competition shall be held without the approval of the Club Council and the Branch.
- c) All Junior competitors shall wear approved protective clothing by the Association in all water activities as directed by the Branch and SLSQ.
- d) A Selection Sub-Committee comprised of the Age Managers and the Team Manager shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

1.8 Discipline;

The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the Club Council.

2. OFFICERS AND THEIR DUTIES

- 2.1 The Junior Activities Chairperson: Shall chair all meetings of the Committee at which they are present and shall exercise a general supervision over the affairs of the JAC. They shall be a Club Council Member and shall represent the JAC on the Branch BOJA. The Chairperson shall, when presiding at a meeting, have a deliberative and a casting vote. They shall submit an Annual Report of the JAC to the Club Council and submit regular reports to Club Council.
- 2.2 The Junior Activities Deputy Chairperson: In the absence of the Chairperson, the Deputy Chairperson shall perform all the duties usually undertaken by the Chairperson.
- 2.3 The Junior Activities Secretary: Shall oversee the official JAC email account attending to all incoming and outgoing correspondence relevant to the JAC and shall be responsible for the distribution of official JAC outgoing member communications including mail outs, emails and text messages.

They shall attend all JAC meetings, forwarding notices of all meetings and the business to be transacted thereat, record the minutes of JAC meetings and forward to the JAC Officers, Club CEO and Administration Manager for electronic record keeping.

Shall update and monitor the JAC Action Matrix - Business Arising to ensure post meeting resolutions are being resolved and actions.

Shall oversee the management of content on the JAC Webpage and Social Media pages.

- 2.4 The Junior Activities Treasurer: Shall be responsible for the overall supervision of all JAC financial commitments.

Shall prepare a budget prior to the start of each season to be endorsed by the JAC Executive, Finance Manager and Club CEO and monitor JAC cash flow throughout the season.

At each JAC Meeting, present a report relating to the JAC finances, showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank statement together with a reconciliation statement, showing the balance as the debit or credit of JAC finances.

Shall supervise the receipt of all monies on behalf of the JAC and the issuance of receipts for same, and shall be responsible to the JAC for such monies including collection and return of takings and float from the Club safe and shall liaise with the Club's Administration to prepare invoices for processing and payment.

Shall oversee Club merchandise ordering, storage, distribution and sales and be responsible for overseeing JAC fundraising activities.

They shall provide and seek co-operation of the Club Finance Manager.

- 2.5 The Junior Activities Registrar: Shall coordinate JAC Nipper sign on days and be responsible for keeping a true and correct record of the membership details of all JAC members and their parents/guardians.

In conjunction with the Clubs Administration shall manage Volunteer Blue Card Applications and Renewals for JAC parents and guardians.

Compile the registration of all members, including submissions and applications for age awards as well as preliminary evaluations (pool swims) and competition evaluations to be completed on Form 14's and signed for annual submission to the Branch. Shall be responsible for recording all nipper day attendances.

- 2.6 The Junior Activities Education and Awards Officer: Shall be responsible for organising specific educational programs and events to further the education of the JAC membership including the Clubs annual Family Participation Day.

Shall assist with the recruitment of JAC volunteers for water safety, age manager and official roles and shall communicate to members when the courses are offered and assist with course enrolments where applicable.

Shall arrange for the training of members eligible for their SRC award in conjunction with the Club Chief Training Officer.

- 2.7 The Junior Activities Team Manager: Shall be responsible for the supervision and conduct of the JAC competitors at carnivals.

They shall be responsible for lodging all protests as per the Association Handbook.

They shall be assisted by an Assistant JA Team Manager and the JA Age Group Managers and report to the Club Director of Surf Sport where required.

- 2.8 The Junior Activities Gear Steward: Shall be responsible for all the JAC equipment, making sure such equipment is in good condition and properly housed.
- Shall provide information at JAC meetings on any gear or equipment that may require repair or replacement.
- Shall co-ordinate beach setup for Nipper days.
- Shall manage the JAC Board hire program including distribution and collection of JAC owned boards.
- 2.9 The Junior Activities Water Safety Officer: Shall be responsible for the coordination of water safety requirements and activities at JAC Training sessions and nipper days as per the Currumbin Beach Vikings SLSC JAC Water Safety Guidelines.
- 2.10 The Junior Activities Kitchen / Canteen Coordinator: Shall be responsible for the overall operations and function of the JAC kitchen, bar and canteen and subsequent supply activities.
- Shall be responsible for the purchase of all kitchen, bar and canteen supplies.
- Shall coordinate volunteers to assist with the running of the kitchen, bar and canteen on nipper days.
- 2.11 The Junior Activities Uniform Shop Officer: Shall be responsible for the operation of the Uniform Shop on Nipper days.
- Shall be responsible for the ordering and maintaining of Nipper swimwear, competition caps, rash vests and other merchandise required by JAC members.
- Shall ensure that all uniforms ordered are in line with the Club Uniform Policy in order to provide a consistent basis for individual items that make up the uniform; the use of logo; sponsorship allowances; design; colours and layout.
- Shall be responsible for conducting a start of financial year and end of financial year stocktake of merchandise on hand.
- Shall obtain a minimum of two (2) quotes for all uniform purchases from suppliers and present quotes to the JAC Treasurer and JAC Executive.
- Shall be responsible for sourcing the annual state team uniform and state team packs.
- 2.12 The Junior Activities Social Director: Shall organise social events and member fundraising for the JAC with the approval of the Club Council.
- 2.13 The Junior Activities Junior Liaison Officer: Shall liaise with the U10 and underage groups, bringing any concerns to the attention of the JAC Committee in a timely manner. They shall be responsible for the coordination of nipper days when the senior group are at carnivals.
- 2.14 The Junior Activities Recorder: Shall records and calculate all point scores and carnival results used to determine perpetual trophy winners.
- Shall be responsible for entering JAC members into Carnivals.
- 2.15 The Junior Activities Publicity Officer: Shall assist the JAC Secretary with preparation of all nipper communication through social media and text message.
- Shall assist the JAC Secretary in communicating information to all members and will work in conjunction with the JAC Team Manager to ensure carnival information is accessible to all members.
- 2.16 The Junior Activities Clubhouse Caretaker: Shall be responsible for permitting general access to the Clubhouse outside of Nipper Sundays.
- Shall be responsible for waste management and collection of bins.
- Shall advise JAC Chairperson of any items requiring repair in the Clubhouse.

- 2.17 The Junior Activities Photographer: Shall be the holder of an SLSQ Official Photographers Pass as endorsed by the JAC and Club Council and submitted to SLSQ.

Shall attend Nipper Days and carnivals to take photos and upload these onto the club's official social media pages for approval by the JAC Secretary.

- 2.18 The Junior Activities Carnival Logistics Officer: Shall be responsible for the coordination of specific carnival requirements including arranging transport and delivery of the Club IRB to host venue where required and organising and coordinating IRB personnel, water safety representatives & Club Officials to meet quotas required by the carnival host as detailed in carnival entry circulars and bulletins.

Shall coordinate the packing of JAC carnival trailers and tents and arrange for transport of Club trailer to JAC carnivals.

3. MEMBERSHIP

- 3.1 To participate in Junior (Nipper) Activities at Currumbin Beach Vikings SLSC all shall be members of the Currumbin Beach Vikings SLSC.
- 3.2 All applicants for membership of Currumbin Beach Vikings SLSC shall be required to complete the prescribed SLSA form and pay the required fee as determined by the Club Council.
- 3.3 Any Junior (Nipper) applicant for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications i.e. Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Nipper in the same family.

APPENDIX "G": THE COMMON SEAL



CLUB BADGE



LIFE MEMBERSHIP BADGE



APPENDIX "H": ROLE POSITION DESCRIPTIONS
CLUB COUNCIL
(To be included in Club Membership Policy Manual)



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position:	President / Club Council Chairperson
Reporting to:	Club Council
Salary:	Voluntary
Hours:	Non - Designated
Location:	Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The President provides strategic guidance and leadership in support of all functions of the Club including providing assistance to other Club Council members in relation to their roles.

The main level of focus is to ensure the Club functions in a professional and corporate manner and its corporate governance and Constitution and By-Laws all Club functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of President of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) Club Committee for a period of not less than two (2) years.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
 - Have knowledge of modern governance practices (including risk management).
 - Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organisation.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the President

- Motivate the Club Council to maintain a positive, modern forward thinking approach to the growth and development of the Currumbin Beach Vikings SLSC, through the implementation of modern governance, a modern Constitution and By-Laws and updated policies and procedures.
- As the leader, represent the Currumbin Beach Vikings SLSC in a professional, positive and

appropriate manner in accordance with each situation.

- As the leader of the Club Council, ensure a high standard of volunteer management practices are maintained.
 - Ensure the Currumbin Beach Vikings SLSC is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the Club's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities and Duties

General Commitment

By nominating for the position of President of Currumbin Beach Vikings Surf Life Saving Club you are giving an undertaking to the members of the Club that you will commit to the following standards:

- Provide the level of Leadership and Statesmanship required of a person who will be regarded in our community as the "face" of the Currumbin Beach Vikings Surf Life Saving Club.
- Undertake to provide Club Council with open and accountable management.
- Strive to move the Club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future.
- Have a strong knowledge and relationship with the Junior / Nipper Activities Committee program and membership.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

Club Council Chairpersonship

As President you will be required to chair all Club Council meetings and the Supporters Association. You will need to manage and develop the operational effectiveness of the Currumbin Beach Vikings Surf Life Saving Club and must have a high skill level in the following areas:

- Have a strong understanding of corporate governance as it relates to Not-for-profit organisations.
- Have a strong understanding of formal meeting procedure.
- Have a working understanding of the Club Constitution and By-Laws.
- Provide functional advice / guidance to other Club Council members.
- Develop and maintain a cohesive link between the Club and the Supporters Association.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.

Administration

- Develop a strong working relationship with the Club's, Chief Executive Officer, Deputy President, Supporters Club General Manager, Finance Manager, and Administration Manager to maintain an effective corporate business structure within the Club.
- As set out in the Club Constitution and By-Laws, exercise disciplinary authority in the best interests of the Club.

Qualifications

No Formal qualifications required however, Tertiary Management related qualifications would be a definite advantage.

Skills and Experience

- Minimum five (5) years general administration / management experience
- Experience working within a volunteer organisation, preferably with Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
Chief Executive Officer	Provides strategic guidance and Line Management direction to the Club as required. Provide Strategic input to all functional areas of the Club.
Deputy President	
Finance Manager	
Administration Manager	
Junior Activities Chairperson	
Team Manager Surf Sport	
Life Saving Chairperson	
Chief Training Officer	

Re-Election

Re-Election period: Every 1 Year at the AGM.

Nominee’s Signature _____ Date _____

Administration Manager

Signature _____ Date _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position:	Deputy President / Club Council Deputy Chairperson
Reporting to:	Club Council
Salary:	Voluntary
Hours:	Non - Designated
Location:	Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The Deputy President will assume the role of President when the President is absent from normal duties and therefore will need to closely match all the requirements of the position description of the President.

The Deputy President must therefore be able to provide strategic guidance and leadership in support of all functions of the Club including providing assistance to other Club Council members in relation to their roles.

The main level of focus is to ensure the Club functions in a professional and corporate manner and its corporate governance and Constitution and By-Laws all Club functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of Deputy President of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) senior Active Club Committee for a period of not less than two (2) years.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
 - Have knowledge of modern governance practices (including risk management).
 - Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organisation.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the Deputy President

- Motivate the Club Council to maintain a positive, modern forward thinking approach to the development of the Currumbin Beach Vikings SLSC, through the implementation of contemporary governance practices, a modern Constitution and By-Laws and regularly updated policies and procedures.
 - As the prospective leader, represent the Currumbin Beach Vikings SLSC in a professional, positive and appropriate manner in accordance with each situation.
 - As the prospective leader of the Club Council, ensure a high standard of volunteer management practices is maintained.
 - Ensure the Currumbin Beach Vikings SLSC is working towards the strategic objectives set out in the strategic plan and is implementing the operational plan in accordance with the Club's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities and duties

General Commitment

By nominating for the position of Deputy President of Currumbin Beach Vikings SLSC you are giving an undertaking to the members of the Club that you will commit to the following standards:

- Provide the level of Leadership, statesmanship and commitment required of a person who is preparing to assume the role of President on completion of the President's term of office and subject to the wishes of the Club Council at an election.
- Undertake to provide Club Council with open and accountable management.
- Strive to move the Club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan and participate in any further enhancement of the long term strategic blueprint for the Club's future.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

Club Council Chairpersonship

As Deputy President you may be required to chair some Club Council meetings and will assume responsibility for special projects as requested by the Club Council from time to time. You will need to assist the President to manage and develop the operational effectiveness of the Currumbin Beach Vikings SLSC and must have a high skill level in the following areas:

- Have a strong understanding of corporate governance as it relates to Not-for-profit organisations.
- Have a strong understanding of formal meeting procedure.
- Have a working understanding of the Club Constitution and By-Laws.
- Provide functional leadership to the Club Council members.
- Develop and maintain a cohesive link between the Club and the Supporters Association.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.

Administration

- Develop a strong working relationship with the Club President, Supporters Club General Manager, Finance Manager and Administration Manager to maintain an effective corporate business structure within the Club.
- Provide direction on matters outside the scope and timing of the Club Council as required and in the absence of the President.

- As set out in the Club Constitution and By-Laws, exercise disciplinary authority in the best interests of the Club and in the absence of the President.

Qualifications

No Formal qualifications required however, Tertiary Management related qualifications would be a definite advantage.

Skills and Experience

- Minimum five (5) years general administration / management experience
- Experience working within a volunteer organisation, preferably with Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
President	Provides strategic guidance and Line Management direction to Club as required.
Finance Manager	Provide Strategic input to all functional areas of the Club.
Administration Manager	
Junior Activities Chairperson	
Team Manager Surf Sport	
Life Saving Chairperson	
Chief Training Officer	

Re-Election

Re-Election period: Every 1 Year at the AGM.

Nominee's Signature _____ Date _____

Administration Manager

Signature _____ Date _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position:	Secretary / Administration Manager
Reporting to:	Club Council
Salary:	Voluntary
Hours:	Non - Designated
Location:	Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The Administration Manager provides strategic guidance and support of all Administrative functions of the Club with assistance from the Chief Executive Officer and Club Administrator in relation to their roles.

The primary focus is to ensure that all administrative functions of the Club are operating along contemporary lines, in a professional and corporate manner and its corporate governance and Constitution and By-Laws all Club functions are operating efficiently and effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of Administration Manager of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) Active Club Committee for a period of not less than two (2) years.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
 - Have knowledge of modern governance practices (including risk management).
 - Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organisation.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the Administration Manager

- Support the Club Council in maintaining a positive, modern forward thinking approach to the growth and development of the Currumbin Beach Vikings SLSC, through the implementation of

contemporary administrative systems, modern governance, a modern Constitution and By-Laws and updated policies and procedures.

- Represent the Currumbin Beach Vikings SLSC in a professional, positive and appropriate manner in accordance with each situation.
- Ensure the Officers of the operational committees of the Club are given the level of administrative support needed to manage their portfolios efficiently and effectively.
- Ensure the Currumbin Beach Vikings SLSC is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the Club's policies and procedures.
- Encourage positive, effective and efficient decision making processes based on sound information and clear judgment.

Responsibilities and Duties

General Commitment

By nominating for the position of Administration Manager of Currumbin Beach Vikings Surf Life Saving Club you are giving an undertaking to the members of the Club that you will commit to the following standards:

- Provide a professional level of administrative leadership to the Currumbin Beach Vikings Surf Life Saving Club.
- Undertake to provide Club Council with open and accountable reporting.
- Strive to move the club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's financial future.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

Financial Management

As Administration Manager you will be required to provide strategic direction in terms of business administration for the Club, provide open and accountable reports to the Club Council and members generally. You will need to manage and develop the administrative effectiveness of the Currumbin Beach Vikings Surf Life Saving Club and must have a high skill level in the following areas:

- Have a strong understanding of administrative/computer systems as they relate to Corporate and Not-for-profit organisations.
- Have a strong understanding of corporate governance as it relates to Not-for-profit organisations.
- Have a functional understanding of formal meeting procedure.
- Have a working understanding of the Club Constitution and By-Laws.
- Provide functional administrative advice to other Club Council members as it relates to their portfolios.
- Develop and maintain cohesive administrative links between the Club and the Supporters Club.
- Ensure that administrative development for the future is carried out in accordance with the wishes of the members.

Administration

- Develop a strong working relationship with the President, Chief Executive Officer, Supporters Club General Manager, and Finance Manager to maintain an effective corporate business structure within the Club.
- Provide administrative direction to the Club Council as required.

Qualifications

No Formal qualifications required however, Tertiary Administration / Business Qualifications or business experience would be an advantage.

Skills and Experience

- Minimum five (5) years general administration / management / accountancy experience
- Experience working within a volunteer organisation, preferably with Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
. President	Provides strategic administrative guidance to the Club and Committee/s as required. Provide Strategic Administrative input to all functional areas of the Club.
. Chief Executive Officer	
. Deputy President	
. Finance Manager	
. Junior Activities Chairperson	
. Team Manager Surf Sport	
. Life Saving Chairperson	
. Chief Training Officer	

Re-Election

Re-Election period: Every 1 Year at the AGM.

Nominee's Signature _____ Date _____

Administration Manager
Signature _____ Date _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position:	Treasurer / Finance Manager
Reporting to:	Club Council
Salary:	Voluntary
Hours:	Non - Designated
Location:	Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The Finance Manager provides strategic guidance and leadership in support of all financial functions of the Club including providing assistance to other Council members in relation to their roles.

The main responsibility is to ensure that the Club functions in a professional, corporate and financially secure manner and its corporate governance and Constitution and By-Laws all Club functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of Finance Manager of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) senior Club Committee for a period of not less than one (1) year.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration practices and the ability to speak in public.
 - Have knowledge of modern governance practices (including risk management).
 - Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organisation.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the Finance Manager

- Support the Club Council in maintaining a positive, modern forward thinking approach to the development of the Currumbin Beach Vikings SLSC, through the implementation of conservative financial management, contemporary governance practices, a modern Constitution and By-Laws and regularly updated policies and procedures.

- Represent the Currumbin Beach Vikings SLSC in a professional, positive and appropriate manner in accordance with each situation.
- Ensure the Officers of the operational committees of the Club are given the level of financial support needed to manage their portfolios efficiently and effectively.
- Ensure the Currumbin Beach Vikings SLSC is working towards the strategic objectives set out in the strategic plan and is implementing the operational plan in accordance with the Club's policies and procedures.
- Encourage and facilitate effective and efficient decision making processes based on sound information and clear judgment.

Responsibilities and Duties

General Commitment

By nominating for the position of Finance Manager of Currumbin Beach Vikings SLSC you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide a professional level of financial leadership to the Club.
- Undertake to provide the Club Council with open and accountable financial information.
- Strive to move the club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan and participate in any further enhancement of the long term strategic blueprint for the Club's future.
- Have a strong knowledge, understanding and relationship with the Junior / Nipper Activities Committee in finances and membership.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

Financial Management

As Finance Manager you will be required to provide strategic direction in terms of financial planning, draft and manage the annual budget for the Active Club, provide open and accountable financial reports to the Club Council and represent the financial interests of the Club and the Supporters Association. You will be required to attend monthly Club Council meetings and Club General meetings where you will be required to present accurate financial updates as required. You will also be required to attend and chair Finance and Audit Committee meetings as appropriate from time to time. You will need to maintain and develop the financial information systems of the Currumbin Beach Vikings SLSC and must have a high skill level in the following areas:

- Have a strong understanding of financial planning as it relates to Corporate and Not-for-profit organisations.
- Have a strong understanding of corporate governance as it relates to Not-for-profit organisations.
- Have a functional understanding of formal meeting procedure.
- Have a working understanding of the Club Constitution and By-Laws.
- Provide functional financial management advice to other Club Council members as it relates to their portfolios and budgets.
- Develop and maintain cohesive financial links between the Club and the Supporters Association.
- Ensure that planning and budgeting for the future is carried out in accordance with relevant accounting standards and the wishes of the members.

Administration

- Develop a strong working relationship with the President, Chief Executive Officer, Supporters Club General Manager, and Administration Manager to maintain an effective corporate business structure within the Club.

- Provide financial direction to the Chief Executive Officer on matters outside the scope and timing of the Club Council as required.

Qualifications

No Formal qualifications required however, Tertiary Level Accounting or Financial Management qualifications would be an advantage.

Skills and Experience

- Minimum five (5) years general administration / management / accountancy experience
- Experience working within a volunteer organisation, preferably Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
Chief Executive Officer	Provides strategic financial guidance to the Club and Chief Executive Officer as required.
President	Provide Strategic Financial and budgetary input to all functional areas of the Club.
Deputy President	
Administration Manager	
Junior Activities Chairperson	
Team Manager Surf Sport	
Life Saving Chairperson	
Chief Training Officer	

Re-Election

Re-Election period: Every 1 Year at the AGM.

Nominee's Signature _____ Date _____

Administration Manager
Signature _____ Date _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position:	Club Captain / Life Saving Chairperson
Reporting to:	Club Council
Salary:	Voluntary
Hours:	Non - Designated
Location:	Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The Life Saving Chairperson provides strategic guidance and leadership in support of all Life Saving functions of the Club including providing assistance to other Club Council members in relation to their roles.

The primary focus is to ensure the Club functions in a professional and corporate manner and its Surf Life Saving functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of Life Saving Chairperson of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) senior Club Committee for a period of not less than two (2) years.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
 - Have knowledge of modern governance practices (including risk management).
 - Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organisation.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the Life Saving Chairperson

- Motivate the Life Saving Committee to maintain a positive, modern forward thinking approach to the growth and development of the Currumbin Beach Vikings SLSC, through the implementation of modern governance, a modern Constitution and By-Laws and updated policies and

procedures.

- As a Portfolio Officer, represent the Currumbin Beach Vikings SLSC in a professional, positive and appropriate manner in accordance with each situation.
 - As the Chairperson of the Life Saving committee, ensure a high standard of volunteer management practices are maintained.
 - Ensure the Currumbin Beach Vikings SLSC is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities and Duties

General Commitment

By nominating for the position of Life Saving Chairperson of Currumbin Beach Vikings Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide Leadership within the Life Saving portfolio, including strategic guidance for all the Life Saving Committee members, Patrol Captains and all Patrolling Members.
- Develop and manage the annual budget for Life Saving services.
- Develop and manage the Patrol Roster and Proficiency Program in consultation with the Chief Training Officer.
- Liaise with the Chief Training Officer to create a dynamic training program that supports and encourages members to undertake new awards.
- Liaise with the JAC Chairperson to promote the development of Junior/Nipper members to patrol status.
- Undertake to provide Club Council with open and accountable reporting.
- Strive to move the club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

Life Saving Chairperson

As Life Saving Chairperson, you will be required to chair all Life Saving Committee meetings and participate in all monthly Club Council and Club General Meetings. You will need to manage and develop the operational effectiveness of the Currumbin Beach Vikings Surf Life Saving Club Life Saving operations and must have skills in the following areas:

- Have a reasonable understanding of corporate governance as it relates to Not-for-profit organisations.
 - Have a reasonable understanding of formal meeting procedure.
 - Have a working understanding of the Club Constitution and By-Laws.
 - Provide functional leadership to Life Saving committee members.
 - Ensure that planning and budgeting for Life Saving is carried out in accordance with the wishes of the members
-

Qualifications

No Formal qualifications required, however, General Business or Office Management related qualifications would be a definite advantage.

Skills and Experience

- Minimum five (5) years general Life Saving involvement.
- Minimum two (2) years’ experience as a Patrol Captain.
- Experience working within a volunteer organisation, preferably with Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
Chief Training Officer	Liaise with the Chief Training Officer regarding all Training, Assessment and Proficiency needs within the portfolio.
Club Vice Captain	Liaise with the Club Vice Captain regarding all Life Saving administrative needs within the portfolio.
President	Provide Strategic input to all functional areas of the Club.
Chief Executive Officer	
Finance Manager	
Administration Manager	
Junior Activities Chairperson	
Team Manager Surf Sport	

Re-Election

Re-Election period: Every 1 Year at the AGM.

Nominee's
Signature _____ Date _____

Administration Manager
Signature _____ Date _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position:	Chief Training Officer
Reporting to:	Club Council
Salary:	Voluntary
Hours:	Non - Designated
Location:	Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The Chief Training Officer provides strategic guidance and leadership in support of all Life Saving Awards Training functions of the Club including providing assistance to other Club Council members in relation to their roles.

The primary focus is to ensure the Club functions in a professional and corporate manner and its Surf Life Saving functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of Chief Training Officer of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and be a qualified SLSA TAE Cert IV in Training and Assessing and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) senior Club Committee for a period of not less than two (2) years.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
 - Have knowledge of modern governance practices (including training and risk management).
 - Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organisation.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the Chief Training Officer

- Motivate the Training and Assessment Committee to maintain a positive, modern forward thinking approach to the growth and development of the Currumbin Beach Vikings SLSC, through the

implementation of modern governance, a modern Constitution and By-Laws and updated policies and procedures.

- As a Portfolio Officer, represent the Currumbin Beach Vikings SLSC in a professional, positive and appropriate manner in accordance with each situation.
 - As the Chairperson of the Training and Assessment committee, ensure a high standard of volunteer management practices are maintained.
 - Ensure the Currumbin Beach Vikings SLSC is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities and Duties

General Commitment

By nominating for the position of Chief Training Officer of Currumbin Beach Vikings Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide Leadership within the Training and Assessment portfolio, including strategic guidance for all the Training and Assessment Committee members.
- Develop and manage the annual budget for Training and Assessment services.
- Develop and manage the Training and Assessment and Proficiency Program in consultation with the Chairperson of Life Saving.
- Liaise with the Membership Services Committee to create a dynamic training program that supports and encourages members to undertake new awards.
- Liaise with the JAC Chairperson to promote the development of Nipper members Award Training.
- Undertake to provide Club Council with open and accountable reporting.
- Strive to move the club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

Chief Training Officer

As Training and Assessment Chairperson you will be required to chair all Training and Assessment Committee meetings and participate in all monthly Club Council and Club General Meetings. You will need to manage and develop the operational effectiveness of the Currumbin Beach Vikings Surf Life Saving Club Life Saving operations and must have skills in the following areas:

- Have a reasonable understanding of corporate governance as it relates to Not-for-profit organisations.
 - Have a reasonable understanding of formal meeting procedure.
 - Have a working understanding of the Club Constitution and By-Laws.
 - Provide functional leadership to Training and Assessment committee members.
 - Ensure that planning and budgeting for Training and Assessment is carried out in accordance with the wishes of the members
-

Qualifications

No Formal qualifications required, however, General Business or Office Management related qualifications would be a definite advantage.

Skills and Experience

- Minimum five (5) years general Life Saving involvement.
- Minimum two (2) years’ experience as a SLSA TAE Cert IV in Training and Assessing.
- Experience working within a volunteer organisation, preferably with Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
Life Saving Chairperson	Liaise with the Life Saving Chairperson regarding all Training, Assessment and Proficiency needs within the portfolio.
Club Vice Captain	Liaise with the Club Vice Captain regarding all Life Saving administrative needs within the portfolio
President	Provide Strategic input to all functional areas of the Club.
Chief Executive Officer	
Finance Manager	
Administration Manager	
Junior Activities Chairperson	
Team Manager Surf Sport	

Re-Election

Re-Election period: Every 1 Year at the AGM.

Nominee’s Signature _____ Date _____

Administration Manager
Signature _____ Date _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position: Team Manager Surf Sport
Reporting to: Club Council
Salary: Voluntary
Hours: Non - Designated
Location: Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The Team Manager Surf Sport provides strategic guidance and leadership in support of all Surf Sport functions of the Club including providing assistance to other Club Council members in relation to their roles.

The primary focus is to ensure the Club functions in a professional and corporate manner and its Surf Sport functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of Team Manager Surf Sport of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) senior Club Committee for a period of not less than two (2) years.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving and Surf Sport.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
 - Have knowledge of modern governance practices (including risk management).
 - Have knowledge of the legal requirements of Surf Life Saving, Surf Sport and contemporary issues affecting the organisation.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the Team Manager Surf Sport

- Motivate the Surf Sport Committee to maintain a positive, modern forward thinking approach to the growth and development of the Currumbin Beach Vikings SLSC, through the implementation of modern governance, a modern Constitution and By-Laws and updated policies and

procedures.

- As a Portfolio Officer, represent the Currumbin Beach Vikings SLSC in a professional, positive and appropriate manner in accordance with each situation.
 - As the Portfolio Chairperson of the Surf Sport committee, ensure a high standard of volunteer management practices are maintained.
 - Ensure the Currumbin Beach Vikings SLSC is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
-

Responsibilities and Duties

General Commitment

By nominating for the position of Team Manager Surf Sport of Currumbin Beach Vikings Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide Leadership within the Surf Sport portfolio, including strategic guidance for the Assistant Team Manager and all the Age Group Managers and discipline Sectional Captains.
- Develop and manage the annual budget for Surf Sport.
- Liaise with the Director of Sport and Sectional Coaches.
- Chairperson of the Surf Sport Selection sub-committee.
- Undertake to provide Club Council with open and accountable reporting.
- Strive to move the club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

Team Manager Surf Sport

As Team Manager Surf Sport, you will be required to chair all Surf Sports Selection Sub-Committee meetings and participate in all monthly Club Council meetings. You will need to manage and develop the operational effectiveness of the Currumbin Beach Vikings Surf Life Saving Club Surf Sport portfolio and must have skills in the following areas:

- Have a reasonable understanding of corporate governance as it relates to Not-for-profit organisations.
 - Have a reasonable understanding of formal meeting procedure.
 - Have a working understanding of the Club Constitution and By-Laws.
 - Provide functional leadership to Surf Sport committee members.
 - Ensure that planning and budgeting for Surf Sports carried out in accordance with the wishes of the members
-

Qualifications

No Formal qualifications required, however, General Business or Office Management related qualifications would be a definite advantage.

Skills and Experience

- Minimum three (3) years general Surf Sport involvement and/or team management experience.
- General experience as a competitor within Surf Life Saving.
- Experience working within a volunteer organisation, preferably with Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
Chief Executive Officer	Provides strategic guidance and Line Management direction to the Club and Surf Sport competitors as required.
Director of Sports	Liaise with the Director of Sports regarding all administrative needs within the portfolio.
President	Provide Strategic input to all functional areas of the Club.
Deputy President	
Finance Manager	
Administration Manager	
Junior Activities Chairperson	
Life Saving Chairperson	
Chief Training Officer	

Re-Election

Re-Election period: Every 1 Year at the AGM.

Nominee’s Signature _____ Date _____

Administration Manager

Signature _____ Date _____



CURRUMBIN BEACH VIKINGS SURF LIFE SAVING CLUB

Role Position:	Junior Activities Chairperson
Reporting to:	Club Council
Salary:	Voluntary
Hours:	Non - Designated
Location:	Administration office, Currumbin Beach Vikings Surf Life Saving Club

Purpose of the position

The Junior Activities Chairperson provides strategic guidance and leadership in support of all functions of the JAC including providing assistance to other Club Council members in relation to their roles.

The primary focus is to ensure the Club functions in a professional and corporate manner and its Junior Activities are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Point Danger Branch and the members of Currumbin Beach Vikings Surf Life Saving Club.

Pre-requisites

To nominate for the position of JAC Chairperson of Currumbin Beach Vikings Surf Life Saving Club you must:

- Have held your SLSA Bronze Medallion and acted as a proficient Active Club member for a period of not less than two (2) years in the Currumbin Beach Vikings Surf Life Saving Club.
 - Be eligible to vote at a Club Council meeting as stated in the Club Constitution and By-Laws.
 - Must have served on at least one (1) Club Committee, preferably the JAC Committee, for a period of not less than two (2) years.
 - Must not have any negative judicial findings recorded against you in the Life Saving movement.
 - Have a strong commitment to the ideals of Surf Life Saving and Junior Activities.
 - Have experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer based organisation, which includes a good understanding of financial statements, administration needs and the ability to speak in public.
 - Have knowledge of modern governance practices (including risk management).
 - Have knowledge of the legal requirements of Surf Life Saving and contemporary issues affecting the organization, in particular Junior Activities.
 - Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.
 - Have good listening and project management skills.
-

Objectives of the JAC Chairperson and Club Council

- Motivate the JAC committee to maintain a positive, modern forward thinking approach to the growth and development of the Currumbin Beach Vikings SLSC, through the implementation of modern governance, a modern Constitution and By-Laws and updated policies and procedures.
- As the JAC Chairperson, represent the Currumbin Beach Vikings SLSC in a professional, positive and appropriate manner in accordance with each situation.

- As the JAC Chairperson, ensure a high standard of volunteer management practices are maintained.
 - Ensure the Currumbin Beach Vikings SLSC is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's policies and procedures.
 - Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment.
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Responsibilities and Duties

General Commitment

By nominating for the position of JAC Chairperson of the Currumbin Beach Vikings Surf Life Saving Club you are giving an undertaking to the members of the club that you will commit to the following standards:

- Provide the level of Leadership and statesmanship required of a person who will be regarded in our community as the “face” of the Currumbin Beach Vikings Surf Life Saving Club “Nippers/Junior” organisation.
- Undertake to provide Club Council with open and accountable management.
- Strive to move the club forward in a positive and professional manner.
- Develop and support the implementation of the Club's Strategic Plan with a view to further enhance and develop the long term strategic blueprint for the Club's future.
- Work positively and supportively with SLSA and SLSQ and PDB to develop harmonious organisational relationships.

JAC Chairpersonship

As JAC Chairperson you will be required to chair all JAC Committee meetings and participate in all monthly Council meetings. You will need to manage and develop the operational effectiveness of the Currumbin Beach Vikings Surf Life Saving Club and Junior Activities portfolio and must have a high skill level in the following areas:

- Have a strong understanding of corporate governance as it relates to Not-for-profit organisations.
- Have a strong understanding of formal meeting procedure.
- Have a working understanding of the Club Constitution and By-Laws.
- Provide functional leadership to JAC committee members.
- Develop and maintain a cohesive link between Club Council and the JAC.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

Administration

- Develop a strong working relationship with the President, Chief Executive Officer, Youth Development Officer, Finance Manager and Administration Manager to maintain an effective corporate business structure within the Club.
 - Liaise directly with the President and Chief Executive Officer on matters outside the scope and timing of the JAC Committee as required.
 - As set out in the Club Constitution and By-Laws, exercise disciplinary authority in the best interests of the club.
-

Qualifications

No Formal qualifications required, however, General Business or Office Management related qualifications would be a definite advantage.

Skills and Experience

- Minimum three (3) years general JAC involvement.
- Experience working within a volunteer organisation, preferably with Surf Life Saving

Personal qualities

- Good written and verbal communication skills
- Ability to work with others
- Neat and tidy presentation
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment

Relationships

With	Purpose
Chief Executive Officer	Liaise with the Chief Executive Officer regarding all administrative needs within the portfolio.
Youth Development Officer	Liaise with the Youth Development Officer regarding all training and competitive needs within the portfolio.
Chief Training Officer	Liaise with the Chief Training Officer regarding all award training, water safety and proficiency needs within the portfolio.
President	Provide Strategic input to all functional areas of the Club.
Deputy President	
Finance Manager	
Administration Manager	
Team Manager Surf Sport	
Life Saving Chairperson	

Re-Election

Re-Election period: Every 1 Year at the AGM. The JAC Chairperson is nominated by the “Nipper/Junior” parent body, and that nomination is then formally ratified (or otherwise) by the Club Council at the Club AGM.

Nominee’s Signature _____ Date _____

Administration Manager
Signature _____ Date _____