



Tamarama Surf Life Saving Club Incorporated

Rules

25 May 2014

Tamarama Surf Life Saving Club Incorporated
Rules

PART I
PRELIMINARY

1. NAME

The Club shall be known as the “Tamarama Surf Life Saving Club Incorporated”, referred to in these Rules as the “Club”, or abbreviated as “Tamarama S.L.S.C.”.

2. INTERPRETATION

2.1. In these Rules:

2.1.1. “The Act” means the Associations Incorporation Regulation 2010 (NSW);

2.1.2. “The Club House” means the premises at 1a Pacific Avenue Tamarama and any reference to “The Club House” also includes any other premises owned, leased, or occupied by the Club such as but not limited to the IRB shed at the western end of Tamarama Beach;

2.1.3. “The Club Noticeboard” means a noticeboard situated in a prominent location within the Club House that is accessible to all members;

2.1.4. “The Club Website” means the site at <http://tamaramaslsc.org>;

2.1.5. “The Date of Incorporation” means the date of incorporation of the Club in accordance with the *Associations Incorporation Act 1984 (NSW)* (repealed);

2.1.6. “Financial Year” means the Club’s Financial Year which ends on 30 April each year;

2.1.7. “Management Committee” means the Committee defined by Rule 30;

2.1.8. “Membership Year” means the period 01 September to 31 August each year;

2.1.9. “Season” refers to the period in which the Club appoints patrols to Tamarama Beach, usually commencing in September and concluding in April. The exact dates are specified in the Club’s Patrol Agreement agreed from time to time by the Club and Surf Life Saving Sydney Inc.;

2.1.10. “Simple Majority” means a single vote more than half the votes cast;

Tamarama Surf Life Saving Club Incorporated
Rules

- 2.1.11. “Special General Meeting” means a General Meeting of the Club other than an Annual General Meeting;
- 2.1.12. A reference to “in writing” or similar in these Rules does not, unless the method of transmission is explicitly stated in these Rules, limit or refer to the method of transmission of such written communication which can be on paper via mail, or electronically via email, facsimile, or any other reasonable method of written communication;
- 2.1.13. A reference to a function includes a reference to a power, authority and duty;
- 2.1.14. A reference to the exercise of a function, if the function is a duty, includes a reference to the performance of the duty;
- 2.2. The provisions of the *Interpretation Act 1987 (NSW)* apply to and in respect of these Rules in the same manner as those provisions would apply if these Rules were an instrument made under the Act.
- 2.3. Should there be any inconsistency between a provision contained in the model rules under the Act and these Rules, then the provisions in these Rules will prevail.

3. OBJECTS

- 3.1. The Objects of the Club shall be:
- 3.1.1. To preserve and safeguard life through the study and practice of the methods of life saving;
- 3.1.2. To minimise the loss of life through drowning by providing and utilising efficient life saving techniques and equipment, and rendering first aid;
- 3.1.3. To determine seasonal patrolling hours and appoint patrols at Tamarama Beach and rendering all possible aid to those in distress;
- 3.1.4. To promote and arrange demonstrations, and arrange classes of instruction, to bring about a thorough knowledge of the principles which underline the skills and techniques of life saving;
- 3.1.5. To provide high quality facilities and services for Club Members at Tamarama Beach.

Tamarama Surf Life Saving Club Incorporated
Rules

4. POWERS

4.1. The powers of the Club shall include:

4.1.1. To purchase, take on lease, hire, or otherwise however acquire, hold, lease, sell, or otherwise howsoever deal with, any real or personal property (whether premises, equipment or other property) or any right or interest therein, or in respect thereof, and to enter into contracts, agreements and arrangements of all kinds for the purpose of carrying out, or furthering, all or any of the Objects of the Club;

4.1.2. To raise funds for the purpose of carrying out, or furthering, all or any of the Objects of the Club;

4.1.3. To borrow money for the purpose of carrying out, or furthering, all or any of the Objects of the Club, with or without interest, upon or without security, and to repay such loans, and to discharge such security;

4.1.4. To acquire a Permanent On-Licence (Function) for the purpose of applying its profits or any other income towards the purpose of carrying out, or furthering, any or all of the Objects of the Club.

5. AFFILIATION

5.1. The Club shall be affiliated with *Surf Life Saving Australia Limited* through *Surf Life Saving Sydney Incorporated*.

5.2. The Club may also affiliate with any other body having like aims or objects upon such terms and conditions as may be mutually agreed upon, providing that any such proposal for affiliation shall be submitted to a General Meeting for approval, and provided further that the Club retains its full autonomy in all matters.

6. CLUB COLOURS, CAPS, BADGES, HONOUR BLAZERS, AND UNIFORM

6.1. The Club colours shall be Royal Blue and White.

6.2. The Club cap shall be a white regulation surf life saving cap with two royal blue stripes.

Tamarama Surf Life Saving Club Incorporated
Rules

- 6.3. The Club Badge shall be a white surf reel, inclined at an angle of forty five degrees to the horizontal, and viewed slightly above the top of the reel, situated on a royal blue background with white letters “TAMARAMA” above and “S.L.S.C.” below.
- 6.4. The Club Honour Blazer shall have the words “TAMARAMA S.L.S.C.” situated above the Club Badge, in Old English lettering. Below the pocket shall be enumerated the honour or honours won, in block letters. The whole shall be enclosed by a laurel wreath.
- 6.5. Club Honour Blazers shall only be worn after approval has been granted by the Management Committee which is only to occur when one or more of the following criteria are met:
 - 6.5.1. A Member has been elected to the State or National team;
 - 6.5.2. A Member has won a Branch, State, or National Title;
 - 6.5.3. A Member has been elected to Life Membership;
 - 6.5.4. A Member has served five years, consecutively or otherwise, in any one of the positions of Club President, Club Captain, Secretary, Treasurer, or Chief Instructor.
- 6.6. All other items of uniform, including the swimming costume, shall be determined by the Management Committee from time to time.

PART II
MEMBERSHIP

7. MEMBERSHIP QUALIFICATIONS

7.1. A person is eligible to become a Member of the Club if the following conditions are satisfied:

7.1.1. The person is a natural person; and

7.1.2. The person has been nominated for Membership of the Club as provided for by Rule 9;

7.2. The person is taken to be a Member of the Club if the person has been approved for Membership of the Club as provided for by Rule 9.

8. MEMBERSHIP CATEGORIES

8.1. Members shall hold Membership in one of the following categories: Active (in the sub-categories of Probationary, Senior, Reserve, Long Service, Junior), Life, Junior Activity (Nipper), Junior Activity Parent, Associate, Honorary.

8.2. Active Membership

8.2.1. Probationary Active Members

8.2.1.1. That is those who have been approved for Active Membership, but who have not yet qualified for, but are under instruction for, the Surf Rescue Certificate, the Bronze Medallion, or an equivalent award from Surf Life Saving Australia.

8.2.2. Junior Active Members

8.2.2.1. That is those who have gained the Surf Rescue Certificate, the Bronze Medallion, or other equivalent award from Surf Life Saving Australia, and who are over the age of thirteen, but under the age of nineteen, on 1st October of the current Membership Year.

Tamarama Surf Life Saving Club Incorporated
Rules

8.2.3. Senior Active Members

8.2.3.1. That is those who have gained the Surf Rescue Certificate, the Bronze Medallion, or an equivalent award from Surf Life Saving Australia, and who are nineteen years of age or older on 1st October of the current Membership Year.

8.2.4. Reserve Active Members

8.2.4.1. That is those who the Management Committee determine have completed eight years, consecutive or otherwise, of satisfactory Membership of the Club as an Active Member, commencing from date of award of the Surf Rescue Certificate, Bronze Medallion or equivalent award by Surf Life Saving Australia.

8.2.4.2. The Management Committee may also at its sole discretion grant up to five years Active Service Credit to a Member joining the Club from another surf life saving club.

8.2.4.3. The Management Committee may also accept as a Reserve Active Member, a person qualified as a Reserve Active Member of another surf life saving club, provided that they have completed at least eight years of active service to obtain such membership.

8.2.5. Long Service Members

8.2.5.1. That is those who the Management Committee determine have completed five years of satisfactory Reserve Active Membership (a total of thirteen years of Active and Reserve Active Membership), or a total of thirteen years service.

8.2.5.2. Members accepted as Reserve Active Members under Rule 8.2.4.2 or Rule 8.2.4.3 must complete five years service at the Club before becoming eligible for Long Service Membership.

8.3. Life Membership

8.3.1. A Member may be nominated and elected to Life Membership under Rule 13 provided that they:

8.3.1.1. Have achieved fifty years continuous Membership; or

8.3.1.2. Have at least ten years Active Service in the Club and have in addition rendered special service to the Club, or have been incapacitated in the performance of their duties as Life Savers.

Tamarama Surf Life Saving Club Incorporated
Rules

8.4. Junior Activity (Nippers) Membership

8.4.1. That is those who have attained the age of five years and are under the age of thirteen years on 1st October in the year of attaining or retaining such membership.

8.5. Junior Activity Parent Membership

8.5.1. That is those who are parents or guardians of Junior Activity (Nipper) members.

8.6. Associate Membership

8.6.1. That is those whose Membership would, in the opinion of the Management Committee, be beneficial to the Club.

8.6.2. Associate Members must be at least thirty five years of age on 1st October in the year of admission to such membership, provided that persons under the age of thirty five years may be admitted to such membership if they are incapable of performing, due to physical or other incapacity, the duties of Active Members.

8.6.3. The number of Associate Members at any time shall not exceed one quarter of the number of Active Members of the Club.

8.7. Honorary Membership

8.7.1. The Management Committee may approve applications for Honorary Membership by persons who are qualified, in the opinion of the Management Committee, to assist in the carrying out, or furthering, of all or any of the Objects of the Club.

8.7.2. At a minimum this shall include a Club Patron, who may or may not be an existing Member of the Club.

9. MEMBERSHIP DURATION AND CESSATION

9.1. Membership Duration

9.1.1. With the exception of Life Membership and Honorary Membership, all members cease to be members at the end of the Membership Year and must reapply for membership for the new season by 1st October in accordance with Rule 11.

Tamarama Surf Life Saving Club Incorporated
Rules

9.1.2. Life Membership and Honorary Membership continues indefinitely unless terminated under Rule 9.2.

9.2. Cessation of Membership will be triggered by any of the following:

9.2.1. Non-renewal of Membership in accordance with Rule 9.1.1.

9.2.2. Non-payment of Fees in accordance with Rule 16.

9.2.3. Resignation, which must be in writing to the Secretary.

9.2.4. For Active Members for whom exemption from inclusion on the patrol roster has not been granted under Rule 18.2.7: Failure to complete annual proficiency tests as required by Rule 18.1.2.

9.2.5. A Member's failure to attend more than half his or her rostered patrols in any one season.

9.2.6. A review of Honorary Members of the Club which may be undertaken from time to time by the Management Committee and which may result in cessation of Honorary Membership by resolution of the Management Committee.

9.2.7. A Member becomes mentally incapacitated.

9.2.8. Conviction of a Criminal Offence for which the maximum penalty is imprisonment for not less than three months, in which case the Member may not apply to re-join the Club for a minimum of five years after the conclusion of their sentence.

9.2.9. Expulsion by the Management Committee as a result of a Member's consistent neglect of their obligations in accordance with these Rules, or where a Member has acted in a manner contrary to the Objects of the Club, or has failed to meet the Members' Duties under Rule 18.

9.2.10. Expulsion by the Judiciary Committee following a Disciplinary Process under Rule 21, in which case the Member may not apply to re-join the Club until ten years have passed since their expulsion.

9.2.11. Death.

10. INITIAL APPLICATION FOR MEMBERSHIP

10.1. Initial Application for Active Membership (other than Probationary Active), Associate Membership or Honorary Membership

10.1.1. Application for Active Membership (other than Probationary Active) and Associate Membership in the applicant's first year of Club Membership is made in writing to the Secretary signed by the applicant and at least two financial Active Members of the Club.

10.1.2. Potential Honorary Members are approached by the Management Committee and invited to apply for membership in writing to the Secretary.

10.1.3. All Applications in these categories must be exhibited on the Club Website, at least seven days prior to the Management Committee meeting at which the application will be considered.

10.1.4. Approval of any such Application shall not become effective until it has been recorded in the Minute Book of the Management Committee as having been approved, following which the Applicant shall be notified of its approval.

10.2. Initial Application for Probationary Active Membership

10.2.1. Applications for Probationary Active Membership are made by signing up for a course of instruction organised by the Club leading to the Surf Rescue Certificate, Bronze Medallion, or equivalent award from Surf Life Saving Australia. Such applications are required to be approved by the Chief Instructor, and then presented to the first Management Committee meeting following the start of the course.

10.3. Initial Application for Junior Activity (Nippers) Membership and Junior Activity Parent Membership

10.3.1. Applications for Junior Activity (Nippers) Membership and Junior Activity Parent Membership are made following procedures outlined by the Junior Activity Director. Such applications are required to be approved by the Junior Activity Director, and then presented to first Management Committee meeting after the start of the Nipper Season.

Tamarama Surf Life Saving Club Incorporated
Rules

10.4. Initial Application for Life Membership

10.4.1. Life Membership is granted in accordance with Rule 13. It is not possible to join the Club for the first time in this category of Membership.

11. MEMBERSHIP RENEWAL IN SUBSEQUENT MEMBERSHIP YEARS

11.1. Members in all Categories of Membership, with the exception of Life Members and Honorary Members, must reapply for Membership by 1st October each year for the Membership Year ending the following 31st August, following the procedures outlined by the Secretary.

11.2. The Approval of Membership renewal Applications from Members who held Active Membership, Junior Activity (Nipper) Membership, or Junior Activity Parent Membership in the previous Membership Year is automatic, provided there is no reason to terminate Membership under Rule 9.2.

11.3. Membership renewal Applications from Members who in the previous Membership Year held Associate Membership require approval from the Management Committee each season.

11.4. Members who have been suspended as a result of a Disciplinary Process under Rule 21 must reapply for Membership as per Rule 11.1 even if their period of Suspension is still ongoing.

12. MOVING BETWEEN ACTIVE CATEGORIES OF MEMBERSHIP

12.1. Members will automatically move from Junior Active to Senior Active in the Membership Year in which they are nineteen years of age on 1st October, and from Probationary Active to Junior Active or Senior Active on successful completion of their Surf Rescue Certificate, Bronze Medallion, or equivalent qualification from Surf Life Saving Australia.

12.2. Members wishing to move between other Active categories of Membership (e.g. Senior Active to Reserve Active, or Reserve Active to Long Service) must apply to the Secretary in writing.

12.3. Such applications require approval from the Management Committee.

13. NOMINATION FOR LIFE MEMBERSHIP

13.1. Nomination for Life Membership may be made by any Member to the Management Committee, provided that the Member nominated meets the criteria for Life Membership under Rule 8.3.

Tamarama Surf Life Saving Club Incorporated
Rules

- 13.2. Nominations require endorsement by the Management Committee and must then be submitted to the next Annual General Meeting for approval by four fifths of the Members present and entitled to vote at the Annual General Meeting and shall be carried out by secret ballot.

14. OBJECTIONS TO MEMBERSHIP APPLICATIONS

- 14.1. Any Active Member of the Club may lodge in writing with the Secretary an objection against any Application for initial membership under any Category of Membership.
- 14.2. In the case of an objection against an Application for Active Membership (other than Probationary Active), Associate Membership or Honorary Membership, the objection must be made before the Management Committee Meeting at which the Application will be considered.
- 14.3. In the case of an objection against an Application for Probationary Active, Junior Activity (Nippers) Membership, or Junior Activity Parent Membership, the objection must be made within 7 days of the Management Committee Meeting at which the names of those applying for Membership are presented.
- 14.4. Such objecting Member shall state the reasons for the objection and the Management Committee shall consider the objection and request any Member to answer any relevant questions it may deem necessary to determine whether the objection is to be sustained or overruled. The Management Committee's decision shall be final.
- 14.5. Such objections to Membership Applications may only be made against initial applications for Membership, and not against applications to renew Membership nor applications to move between different categories of Membership.

15. MEMBERSHIP COMMENCEMENT DATE

- 15.1. Notwithstanding any requirement to renew Membership under Rule 11, the Membership Commencement Date of a Member is deemed to be the date the Membership of that Member was approved under Rules 10.1, 10.2, or 10.3.
- 15.2. For the purposes of Rules 8.2.4 and 8.2.5, a Member's Active Service is deemed to commence on the earliest of:
- 15.2.1. The date of the awarding of the Surf Rescue Certificate, Bronze Medallion, or equivalent Surf Life Saving Australia award, if the Member completed that award as a Club Member, or

Tamarama Surf Life Saving Club Incorporated
Rules

15.2.2. The date of the Membership of that Member was approved under Rule 10.1 if the Member joined the Club already holding a Surf Rescue Certificate, Bronze Medallion, or equivalent Surf Life Saving award.

16. MEMBERSHIP FEES

16.1. Membership fees shall be paid by all Members, with the exception of Life Members and Honorary Members.

16.2. Membership fees shall become due on the first day of the Membership Year to which they relate, and are payable by 31st October each year.

16.3. Membership fees for the subsequent Membership Year shall be recommended by the Management Committee, taking into account relevant Surf Life Saving Australia Award costs and other costs of carrying out, or furthering, all or any of the Objects of the Club, and shall be approved at the Annual General Meeting.

17. MEMBERS' POWERS

17.1. Active Members

17.1.1. Active Members who are over the age of eighteen and holding a Bronze Medallion shall have full franchise and be eligible for appointment to any Committee or Office, subject to any eligibility requirement for a particular Committee or Office as stated in these Rules.

17.1.2. Active Members without a Bronze Medallion (i.e. members with a Surf Rescue Certificate, or Probationary Active members) shall be eligible to attend all General Meetings, but shall not have the right to vote.

17.1.3. Active Members who have not reached the age of eighteen shall be eligible to attend all General Meetings, but shall not have the right to vote.

17.2. Life Members

17.2.1. Life Members shall have full franchise and be eligible for appointment to any Committee or Office, subject to any eligibility requirement for a particular Committee or Office as stated in these Rules.

Tamarama Surf Life Saving Club Incorporated
Rules

17.3. Associate Members, and Honorary Members

- 17.3.1. Shall not be eligible for appointment to any Office
- 17.3.2. Shall be allowed to use the Club House but shall not be entitled to use any Club lifesaving or competition gear and equipment.
- 17.3.3. Shall be entitled to attend and speak at any General Meeting at the invitation of the Club President or Member presiding at the Meeting, but shall at no time be entitled to vote.
- 17.3.4. Should a Member in another Category of Membership be appointed to an Honorary Role, for example Club Patron or Honorary Solicitor, the Member's Powers of Membership in that other Category of Membership take precedence over the provisions of Rule 17.3.

17.4. Junior Activity (Nipper) Members

- 17.4.1. Shall not be eligible for appointment to any Office.
- 17.4.2. Shall be allowed to use the Club House and Club equipment only whilst directly supervised by a Senior Active Member, Nipper Age Manager (being a Junior Activity Parent Member who holds the Junior Activity Age Manager Qualification from Surf Life Saving Australia), or at the discretion of the Club Captain.
- 17.4.3. Shall be entitled to attend and speak at any General Meeting at the invitation of the Club President or Member presiding at the Meeting, but shall at no time be entitled to vote.

17.5. Junior Activity Parent Members

- 17.5.1. Shall not be eligible for appointment to any Office
- 17.5.2. Shall be allowed to use the Club House but shall not be entitled to use any Club competition gear and equipment.
- 17.5.3. Shall be entitled to use any Club lifesaving or rescue gear and equipment that they are appropriately qualified to use (i.e. they hold a current Surf Rescue Certificate, Bronze Medallion, or equivalent award from Surf Life Saving Australia), for rescue or instruction purposes.
- 17.5.4. Shall be entitled to speak at any meeting at the invitation of the Club President or Member presiding at the Meeting, but shall at no time be entitled to vote.

18. MEMBERS' DUTIES

18.1. Attainment of Awards

18.1.1. Probationary Active Members must gain the Surf Rescue Certificate, Bronze Medallion, or other equivalent award from Surf Life Saving Australia, within the time specified by the Chief Instructor.

18.1.2. Holders of the Surf Rescue Certificate, Bronze Medallion, or other equivalent award from Surf Life Saving Australia, must complete an proficiency test annually within the time specified by the Chief Instructor.

18.2. Patrols and Patrol Roster

18.2.1. Active Members will be rostered to a patrol and must carry out patrols as rostered and shall be held responsible for the attendance of any substitute appointed by them when unable to attend rostered Patrols.

18.2.2. Senior Active and Junior Active Members will be rostered to a regular patrol.

18.2.3. Reserve Active Members may request to be rostered to a regular patrol. If they are not rostered to a regular patrol they must complete three voluntary patrols each season.

18.2.4. Long Service Members may request to be rostered to a regular patrol. If they are not rostered to a regular patrol they have no obligations to patrol.

18.2.5. Patrols shall be conducted in accordance with the Club Operations Manual as updated from time to time by the Management Committee.

18.2.6. Patrol Captains are responsible for the management and operation of their rostered patrols and may call upon appropriately qualified Members who are present at the Club premises or beach to assist.

18.2.7. Under certain circumstances Active Members may apply for exemption from inclusion in the patrol roster.

18.2.7.1. Application for exemption from the patrol roster by Active Members must be made in writing to the Secretary, stating the reasons for the application.

Tamarama Surf Life Saving Club Incorporated
Rules

- 18.2.7.2. Approval of any such application shall not become effective until it has been recorded in the Minute Book of the Management Committee as having been approved, following which time the Applicant will be notified of its approval.
- 18.2.7.3. Members whose application for exemption has been approved shall retain all powers afforded under these Rules to other Members in their category of Active Membership, but shall be recorded in the Register as Active Member (Attached).
- 18.2.7.4. Members whose application for exemption has been approved are not required to carry out an annual proficiency test until they are reinstated on the patrol roster in which case they must carry out the annual proficiency test in the time frame specified by the Chief Instructor.
- 18.2.7.5. Any such approved exemption shall expire at the next Annual General Meeting after which another application must be made for exemption if appropriate.
- 18.2.8. Members who are absent without reasonable excuse from patrol duty shall make up, personally, all time lost.
- 18.2.9. Members whose patrol arrears represent the equivalent of two rostered patrols shall be so informed in writing by the Secretary and required to make up the time as soon as possible.
- 18.2.10. Members whose patrol arrears represent the equivalent of four rostered patrols shall be so informed in writing by the Secretary and must inform the Secretary of their intention to remain an Active Member of the Club. The Management Committee will consider such notification and seek agreement with the Member on a plan to make up arrears or otherwise meet the Membership requirements of the Club.
- 18.2.11. The Membership of Members whose patrol arrears represent half their rostered patrols shall be terminated in accordance with Rule 9.2.5

18.3. Competition, Carnivals, Social Functions

- 18.3.1. All Members shall comply with any lawful and reasonable direction given by the Management Committee, Club Officer, or Club Caretaker, at Carnivals, Social Functions, and all other Club Activities.
- 18.3.2. Attendance at, or Training for, Competitions and Carnivals, is not considered to be carrying out a patrol as required by Rule 18.2.

Tamarama Surf Life Saving Club Incorporated
Rules

19. MEMBERSHIP REGISTER

- 19.1. The Secretary shall maintain a Register of Members of the Club, which specifies the name and address of each Member of the Club, their Category of Membership, and the Date of Commencement of each Members' Membership.
- 19.2. Whilst additional information may held by the Club and/or Surf Life Saving Australia about a Member, their patrol activity, awards, and other details, only the information specified in Rule 19.1 is considered to be the Register of Members.
- 19.3. The Register of Members shall be kept at the principal place of administration of the Club and shall be open for inspection, free of charge, by any Member of the Club at any reasonable hour, with reasonable notice given.
- 19.4. If a Member requests that any information contained on the Register about the member (other than the Member's name) not be available for inspection, that information must not be made available for inspection.
- 19.5. A Member must not use information about a person obtained from the Register to contact or send material to the person, or for any purpose, other than:
- 19.5.1. With prior approval from the Management Committee for the purposes of sending the person a newsletter, a Notice in respect of a meeting or other event relating to the Club, or other material relating to the Club;
- 19.5.2. For any other purpose necessary to comply with a requirement of the Act or the Regulations.
- 19.6. Provision of the Register to a Member upon request shall be in compliance with privacy legislation as in force from time to time in New South Wales.
- 19.7. Members must provide the Club with current contact details as part of their annual membership renewal, and have a duty to inform the Club of their new contact details should they change during the year.

Tamarama Surf Life Saving Club Incorporated
Rules

20. COMMUNICATIONS WITH MEMBERS AND THE SERVICE OF NOTICES

- 20.1. For the purpose of these Rules, a Notice may be served on or given to a Member or person:
- 20.1.1. By delivering it to the person personally; or
 - 20.1.2. By sending it by prepaid mail to the address of the person as recorded on the Register of Members; or
 - 20.1.3. By sending it by facsimile transmission, electronic mail, or some other form of electronic transmission to an address specified by the person for giving or serving the Notice.
- 20.2. For the purpose of these Rules, a Notice is taken, unless the contrary is proved, to have been given or served on a Member or person:
- 20.2.1. In the case of a Notice given or served personally, on the date on which it is received by the addressee;
 - 20.2.2. In the case of a Notice sent by prepaid mail, on the date when it would have been delivered in the ordinary course of the post; or
 - 20.2.3. In the case of a Notice sent by facsimile transmission, electronic mail, or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the Notice was sent on a later date, on that date.
- 20.3. With the exception of Notices of General Meetings, Communications from the Club to the Membership as a whole may also be made following approval from the Management Committee through the use of the Club Noticeboard, the Club Website, or any other electronic or non-electronic means that the Management Committee deems to be the most effective method of communication for the particular purpose.
- 20.4. Official Communications from a Member to the Club must be addressed to the Secretary to the Secretary's email address (secretary@tamaramaslsc.org), or by prepaid post to the Club's postal address (PO Box 113, Waverley NSW 2024, Australia).

Tamarama Surf Life Saving Club Incorporated
Rules

21. DISCIPLINARY PROCESS

21.1. The Disciplinary Process is triggered when:

21.1.1. The Management Committee has evidence to show that a Member of the Club has committed a breach of discipline, taken inappropriate action or non-action that may bring the Club or Surf Life Saving into disrepute, or is in breach of these Rules, or the By-laws of the Club; or

21.1.2. A Member makes a written allegation or complaint to the Secretary that another Member of the Club has committed a breach of discipline, taken inappropriate action or non-action that may bring the Club or Surf Life Saving into disrepute, or is in breach of these Rules, or the By-laws of the Club.

21.2. Once the Disciplinary Process has been triggered under Rule 21.1, the following procedures apply when the Member against whom the allegations have been made (“the Defendant”) is not a Club Officer:

21.2.1. In the case of a Secretary receiving a written allegation or complaint under Rule 21.1.2, the Management Committee must acknowledge in writing to the Member who has made the allegation or complaint (“the Complainant”) that the allegation or complaint has been received.

21.2.2. The Management Committee must take whatever action it considers necessary to investigate the allegation, which may include interviewing the Complainant and/or the Defendant to determine whether there is evidence to suggest that there might be a charge to answer.

21.2.3. Within 14 days of the Disciplinary Process being triggered under Rule 21.1, the Management Committee must notify the Defendant in writing of the results of their investigation, which may only be:

21.2.3.1. That the Management Committee has satisfied itself that there is no evidence to suggest that the Member has a charge to answer, in which case the Disciplinary Process is concluded; or

21.2.3.2. That the Management Committee has satisfied itself that there may be evidence to suggest that the Member may have a charge to answer, and that the case will be referred to the Judiciary Committee.

21.2.4. Where the Management Committee considers that the potential charge against the Defendant is sufficiently serious it may suspend the Defendant’s Membership with immediate effect

Tamarama Surf Life Saving Club Incorporated
Rules

until the conclusion of the Disciplinary Process, in which case it must notify the Defendant of the suspension in writing.

21.2.5. If it is decided by the Management Committee that the case will be referred to the Judiciary Committee, the Management Committee must notify the Presiding Member of the Judiciary Committee in writing of all the particulars of the case, along with the results of the Management Committee's investigations where applicable, on the same day as the Management Committee notifies the defendant under Rule 21.2.3.

21.3. Once the Disciplinary Process has been triggered under Rule 21.1, and the Defendant is a Club Officer, the provisions of Rule 21.2 do not apply and the Secretary, or another Club Officer in the case that the Defendant is the Secretary, must notify the Presiding Member of the Judiciary Committee in writing of all the particulars of the complaint of allegation, and the following procedures apply:

21.3.1. The Defendant shall cease to perform any duties of their Office, and shall not attend any Management Committee or other Meetings of the Club until the conclusion of the Disciplinary Process.

21.3.2. The Judiciary Committee must take whatever action it considers necessary to investigate the allegation, which may include interviewing the Complainant and/or the Defendant to determine whether there is evidence to suggest there might be a charge to answer.

21.3.3. Within 14 days of the matter being referred to the Judiciary Committee, the Judiciary Committee must notify the Defendant and the Management Committee in writing of the results of its investigation, which must only be:

21.3.3.1. That the Judiciary Committee has satisfied itself that there is no evidence to suggest that the Defendant has a charge to answer, in which case the Disciplinary Process is concluded; or

21.3.3.2. That the Judiciary Committee has satisfied itself that the Defendant may have a charge to answer; or

21.3.3.3. That the Judiciary Committee has satisfied itself that the Defendant may have a charge to answer and that the charge against the Defendant is sufficiently serious and therefore that the Defendant's Membership is suspended until the outcome of the Judiciary Committee hearing.

21.4. Where the Management Committee notifies the Presiding Member of the Judiciary Committee of a matter under Rule 21.2.5, or where the Judiciary Committee has satisfied itself that the Defendant may

Tamarama Surf Life Saving Club Incorporated
Rules

have a charge to answer under Rules 21.3.3.2 or 21.3.3.3, the Presiding Member of the Judiciary Committee must convene a Meeting of the Judiciary Committee to hear and decide the charge against the Defendant and the following provisions apply:

21.4.1. Such a Meeting of the Judiciary Committee must be held no later than 21 days after notification to the Defendant under Rule 21.2.3 or Rule 21.3.3.

21.4.2. The Defendant must be given at least 7 days Notice of such a Meeting of the Judiciary Committee.

21.4.3. The Meeting of the Judiciary Committee must be held, and the outcome of the Meeting of the Judiciary Committee must be notified to the Management Committee, in accordance with Rule 35.

21.5. The Judiciary Committee shall have the power to:

21.5.1. Find the Defendant not guilty of the charge; or

21.5.2. Find that the Defendant is guilty of the charge but impose no sentence on the Defendant; or

21.5.3. Find that the Defendant is guilty of the charge, and impose one of the following sentences on the Defendant:

21.5.3.1. Expulsion, which may be applied to all categories of Membership including Life Membership, in which case Membership is terminated;

21.5.3.2. Suspension for a period of 1 to 5 years, in which case all Membership Powers and Duties are revoked for the period of Suspension;

21.5.3.3. Suspension until the commencement of the following Membership Year, in which case all Membership Powers and Duties are revoked for the period of Suspension ; or

21.5.3.4. Suspension for a shorter period, in which case all Membership Powers and Duties are revoked for the period of Suspension, but the Member is expected to make up any patrol arrears that may arise as a result of the Suspension, including any Suspension prior to the Judiciary Committee hearing imposed by the Management Committee under Rule 21.2.4.

21.6. Within 7 days of the Judiciary Committee notifying the Management Committee of the outcome of the Disciplinary Process the Management Committee must notify the Defendant of that outcome and of any sentence imposed under Rule 21.5 and update the Membership Register accordingly if appropriate.

Tamarama Surf Life Saving Club Incorporated
Rules

21.7. The decisions of the Judiciary Committee and the outcomes of the Disciplinary Process are final. The Defendant's only course of appeal is outlined in Rule 25.

22. GRIEVANCES AND INTERNAL DISPUTES

22.1. Where a Member has a Grievance or Dispute with another Member, or with the Club, which does not concern a matter of breach of discipline or other such matter outlined in Rule 21, the Management Committee shall assist the Members concerned to resolve the situation according to Surf Life Saving Australia's Policy Statement on Grievance Handling Procedures.

23. MEMBER'S ENTITLEMENTS NOT TRANSFERABLE

23.1. A right or duty which a person has by reason of being a Member of the Club:

23.1.1. Is not capable of being transferred or transmitted to another person; and

23.1.2. Terminated on cessation of Membership.

24. MEMBERS' LIABILITY

24.1. The liability of a Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges, and expenses of the winding up of the Club, is limited to the amount, if any, unpaid by the Member in respect of Membership of the Club as required by Rule 16.

25. MEMBERS' RIGHT OF APPEAL

25.1. Members who are dissatisfied with a decision made by the Club, or by any Club Committee, shall have the right of appeal by calling a Special General Meeting, in the manner prescribed by these Rules for calling such a meeting.

PART III
CLUB OFFICERS, SUPPORT ROLES, AND COMMITTEES

26. CLUB OFFICERS

26.1. Club Officers are:

26.1.1. The Club President;

26.1.2. The Deputy Club President;

26.1.3. The Club Captain;

26.1.4. The Secretary;

26.1.5. The Treasurer;

26.1.6. The Chief Instructor; and

26.1.7. The Junior Activity Director.

26.2. Club Officer positions are declared vacant at the Annual General Meeting of the Club, and the positions are filled in accordance with Rule 32.

26.3. A Member may not hold more than one Club Officer position at the same time.

27. SUPPORT ROLES

27.1. Support Roles are:

27.1.1. Vice Captain of Lifesaving;

27.1.2. Vice Captain of Competition;

27.1.3. Registrar;

27.1.4. Assistant Chief Instructor;

27.1.5. IRB Captain;

Tamarama Surf Life Saving Club Incorporated
Rules

27.1.6. Gear Steward;

27.1.7. Radio Steward;

27.1.8. Boat Captain;

27.1.9. First Aid Steward;

27.1.10. Heritage Steward;

27.1.11. Communications Coordinator;

27.1.12. Social Secretary; and

27.1.13. Club Caretaker;

27.2. With the exception of the Club Caretaker Support Role, Support Role positions are declared vacant at the Annual General Meeting of the Club, and the positions are filled in accordance with Rule 32.

27.3. A Member is selected and appointed to the Club Caretaker Support Role by the Management Committee following a selection process to be determined by the Management Committee.

28. RESPONSIBILITIES OF CLUB OFFICERS

28.1. The Club President shall:

28.1.1. Preside at Club Meetings and Functions;

28.1.2. Be responsible for ensuring that all Club Officers carry out their duties in accordance with these Rules;

28.1.3. Be responsible to the Management Committee; and

28.1.4. Be exempt, whilst holding office, from inclusion on the Patrol Roster.

28.2. The Deputy Club President shall:

28.2.1. Assist the Club President;

28.2.2. Preside at Club Meetings and Functions in the absence of the Club President;

28.2.3. Be responsible to the Management Committee; and

Tamarama Surf Life Saving Club Incorporated
Rules

28.2.4. Be exempt, whilst holding office, from inclusion on the Patrol Roster.

28.3. The Club Captain shall:

28.3.1. Be responsible for the conduct of all Club Members whilst on the patrol, or whilst representing the Club in any manner;

28.3.2. Preside at Meetings of the Lifesaving Committee and of the Competition Committee;

28.3.3. Appoint Patrol Captains and keep a full record of all matters pertaining to patrols, including rosters, rescue and resuscitation records.

28.3.4. Be responsible to the Management Committee; and

28.3.5. Be exempt, whilst holding office, from inclusion on the Patrol Roster.

28.4. The Secretary shall:

28.4.1. As soon as practicable after being appointed Secretary, lodge Notice with the Club of their address;

28.4.2. Be the Public Officer of the Club, and as soon as practicable after being appointed as Secretary, shall notify the New South Wales Department of Fair Trading of their name and address;

28.4.3. Keep Minutes of:

28.4.3.1. All elections of Members to Club Officer and Support Roles;

28.4.3.2. The names of Members of the Management Committee present at a Management Committee Meeting or a General Meeting;

28.4.3.3. Decisions made at Management Committee Meetings.

28.4.4. Keep a complete and up to date Register of all Members in accordance with Rule 19;

28.4.5. Distribute all Notices and Correspondence as deemed relevant;

28.4.6. Be responsible to the Management Committee; and

28.4.7. Be exempt, while holding Office, from inclusion on the Patrol Roster.

Tamarama Surf Life Saving Club Incorporated
Rules

28.5. The Treasurer shall:

- 28.5.1. Control all funds of the Club;
- 28.5.2. Ensure that all money due to the Club is collected and received and that all payments authorised by the Club are made without delay;
- 28.5.3. Only make payments that have been approved by the Management Committee;
- 28.5.4. Ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club;
- 28.5.5. Give, at all General and Management Committee Meetings, a statement of the financial position and financial performance of the Club as up to date as reasonably possible;
- 28.5.6. Arrange for the annual financial statements of the Club to be prepared and audited in accordance with the relevant Accounting Standards and Auditing Standards, ready for presentation at the Club's Annual General Meeting;
- 28.5.7. Be responsible to the Management Committee; and
- 28.5.8. Be exempt, while holding Office, from inclusion on the Patrol Roster.

28.6. The Chief Instructor shall:

- 28.6.1. Hold the relevant Training Officer's qualifications as required by Surf Life Saving Australia;
- 28.6.2. Preside at Meetings of the Education Committee;
- 28.6.3. Be responsible for arranging the training of Surf Life Saving Awards for all Members;
- 28.6.4. Be responsible to the Management Committee; and
- 28.6.5. Be exempt, while holding Office, from inclusion on the Patrol Roster.

28.7. The Junior Activities Director shall:

- 28.7.1. Hold the relevant Age Manager qualification as required by Surf Life Saving Australia;
- 28.7.2. Preside at Meetings of the Junior Activities Committee;
- 28.7.3. Be the representative on the Management Committee of the Junior Activity Members (Nippers) and the Junior Activity Parent Members;

Tamarama Surf Life Saving Club Incorporated
Rules

28.7.4. Be responsible to the Management Committee; and

28.7.5. Be exempt, while holding Office, from inclusion on the Patrol Roster.

29. RESPONSIBILITIES OF MEMBERS ELECTED OR APPOINTED TO SUPPORT ROLES

29.1. The Vice Captain of Lifesaving shall:

29.1.1. Preside at Meetings of the Lifesaving Committee;

29.1.2. Be responsible for the Patrol Roster;

29.1.3. Present a proposed Patrol Roster to the Management Committee at the first Management Committee meeting after 1st September each year; and

29.1.4. Be responsible to the Management Committee through the Club Captain.

29.2. The Vice Captain of Competition shall:

29.2.1. Preside at Meetings of the Competition Committee;

29.2.2. Be responsible for the organisation of Club Competitions;

29.2.3. Present a proposed Club Competition Calendar to the Management Committee at the first Management Committee after 1st September each year; and

29.2.4. Be responsible to the Management Committee through the Club Captain.

29.3. The Registrar shall:

29.3.1. Assist the Secretary;

29.3.2. Assume the duties of the Secretary in their absence;

29.3.3. Keep a register of keys and allocate keys to Members according to their Category of Membership;

29.3.4. Keep all records relating to Patrol Attendances; and

29.3.5. Be responsible to the Management Committee through the Secretary.

Tamarama Surf Life Saving Club Incorporated
Rules

29.4. The Assistant Chief Instructor shall:

29.4.1. Assist the Chief Instructor;

29.4.2. Assume the duties of the Chief Instructor in their absence; and

29.4.3. Be responsible to the Education Committee.

29.5. The IRB Captain shall:

29.5.1. Be responsible for the care and maintenance of Club Inflatable Rescue Boats (IRBs) and IRB equipment;

29.5.2. Organise and supervise the training of eligible Members for IRB Awards and IRB competitions;

29.5.3. Assist the Lifesaving Committee in the integration of IRB activities with patrol operations; and

29.5.4. Be responsible to the Lifesaving Committee.

29.6. The Gear Steward shall:

29.6.1. Be responsible for the care and maintenance of all Club lifesaving and competition gear and equipment, with the exception of Radios, Surf Boats and associated equipment, and Inflatable Rescue Boats and associated equipment; and

29.6.2. Be responsible to the Lifesaving Committee.

29.7. The Radio Steward shall:

29.7.1. Be responsible for the care and maintenance of Club Radio equipment; and

29.7.2. Be responsible to the Lifesaving Committee.

29.8. The Boat Captain shall:

29.8.1. Be responsible for arranging training of Club boat crews;

29.8.2. Be responsible for maintaining Club Surf Boats and associated equipment;

Tamarama Surf Life Saving Club Incorporated
Rules

29.8.3. Ensure that only appropriately trained Members, or Members under appropriate supervision or instruction, enter the Surf Boats; and

29.8.4. Be responsible to the Competition Committee.

29.9. The First Aid Steward shall:

29.9.1. Be responsible for obtaining, maintaining, and restocking adequate first aid equipment and supplies, including oxygen, defibrillation, and similar equipment as required by the Club's Operations Manual;

29.9.2. Be responsible to the Lifesaving Committee.

29.10. The Heritage Steward shall:

29.10.1. Be responsible for identification and management of items deemed to be of historical significance to the Club, including physical preservation and protection as well as the preservation of their meaning, significance, and values; and

29.10.2. Be responsible to the Management Committee through the Deputy Club President.

29.11. The Communications Coordinator shall:

29.11.1. Be responsible for external and internal Club communications;

29.11.2. Be responsible for maintenance of the Club Website; and

29.11.3. Be responsible to the Management Committee through the Secretary.

29.12. The Social Secretary shall:

29.12.1. Preside at Meetings of the Social Committee;

29.12.2. Present a proposed Calendar of Social Events to the Management Committee at the first Management Committee Meeting after 1st September each year; and

29.12.3. Be responsible to the Management Committee through the Deputy Club President.

29.13. The Club Caretaker shall:

29.13.1. Serve as Club Caretaker for a period of no more than three complete Seasons;

Tamarama Surf Life Saving Club Incorporated
Rules

- 29.13.2. Be responsible for the upkeep, cleaning, and general maintenance of the Club House;
- 29.13.3. Be responsible for managing bookings for the use of areas of the Club House available for Public Use, subject to Rule 51.2;
- 29.13.4. Be resident in the Club House year round;
- 29.13.5. Notify the Management Committee of any periods of leave so that other arrangements can be made to cover the duties of the Caretaker;
- 29.13.6. Where possible such periods of leave should not fall during the Patrol Season; and
- 29.13.7. Be responsible to the Management Committee through the Club President.

30. MANAGEMENT COMMITTEE

- 30.1. The Management Committee consists of the Club Officers listed in Rule 26.1.
- 30.2. Members in Support Roles as listed in Rule 27.1 support the Management Committee but shall not be part of the Management Committee, and shall have no voting rights on the Management Committee, unless acting as the delegate for a member of the Management Committee in accordance with Rule 33.4.
- 30.3. Subject to the Act, Regulation, and these Rules, and to any resolution passed by General Meeting, the Management Committee:
 - 30.3.1. Is to control and manage the affairs, all property, and funds of the Club;
 - 30.3.2. Shall carry into effect all directions conveyed to it by resolution of any General Meeting;
 - 30.3.3. May exercise all such functions as may be exercised by the Club, other than those functions that are required by these Rules to be exercised by a General Meeting;
 - 30.3.4. Has power to perform all acts, and do all things, which in the opinion of the Management Committee are necessary or desirable for the proper management of the affairs of the Club, provided they are not inconsistent with the Rules; and
 - 30.3.5. May authorise any Member or Members of the Management Committee to execute any document on its behalf, subject to Rules 49 and 54.

Tamarama Surf Life Saving Club Incorporated
Rules

31. SUB-COMMITTEES

31.1. Delegation by the Management Committee to Sub-Committees

31.1.1. All Sub-Committees are responsible to the Management Committee.

31.1.2. A function the exercise of which has been delegated by the Management Committee to a Sub-Committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with these Rules or the Terms of Reference drafted by the Management Committee as per Rule 33.8.4.

31.1.3. Despite any delegation under this Rule, the Management Committee may continue to exercise any function delegated.

31.1.4. Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have had it been done or suffered by the Management Committee.

31.1.5. The Management Committee may, by instrument in writing, revoke wholly or in part, any delegation under this Rule.

31.2. The Club President is an ex-officio member of all Sub-Committees with the exception of the Judiciary Committee.

31.3. The Club Captain is an ex-officio member of the Lifesaving Committee and the Competition Committee.

31.4. Lifesaving Committee

31.4.1. The Lifesaving Committee is made up of:

31.4.1.1. Vice Captain of Lifesaving;

31.4.1.2. IRB Captain;

31.4.1.3. Gear Steward;

31.4.1.4. First Aid Steward;

31.4.1.5. Radio Steward;

31.4.1.6. Patrol Captains; and

Tamarama Surf Life Saving Club Incorporated
Rules

31.4.1.7. Other Members as appointed by the Management Committee.

31.4.2. The Lifesaving Committee must meet a minimum of three times, at the beginning, middle, and end of the Season, and provide a report to the Management Committee via the Club Captain.

31.4.3. The Lifesaving Committee's function is to ensure the smooth running of the Club's Lifesaving and Patrol Responsibilities

31.4.4. The Lifesaving Committee shall ensure that the Club's Operations Manual is kept up to date and must provide amendments to the Management Committee for approval.

31.5. Competition Committee

31.5.1. The Competition Committee is made up of:

31.5.1.1. Vice Captain of Competition;

31.5.1.2. Boat Captain;

31.5.1.3. Gear Steward; and

31.5.1.4. Other Members as appointed by the Vice Captain of Competition.

31.5.2. The function of the Competition Committee is to assist the Vice Captain of Competition in the organisation of Club Championships and the training of Members to compete in relevant district, state, national, and other Competitions.

31.6. Education Committee

31.6.1. The Education Committee is made up of:

31.6.1.1. The Chief Instructor;

31.6.1.2. The Assistant Chief Instructor;

31.6.1.3. Other Members as appointed by the Chief Instructor.

31.6.2. The function of the Education Committee is to assist the Chief Instructor in the organisation of the training of SLSA awards.

Tamarama Surf Life Saving Club Incorporated
Rules

31.7. Junior Activities Committee

31.7.1. The Junior Activities Committee is made up of:

31.7.1.1. The Junior Activities Director;

31.7.1.2. Those Junior Activity Parent Members who hold the appropriate Age Manager qualification from SLSA;

31.7.1.3. Other Members as appointed by the Junior Activities Director.

31.7.2. The function of the Junior Activities Committee is to assist the Junior Activities Director in all aspects of the Club's Junior Activities Programme (Nippers).

31.8. Social Committee

31.8.1. The Social Committee is made up of:

31.8.1.1. The Social Secretary;

31.8.1.2. The Club Caretaker;

31.8.1.3. Other Members as appointed by the Social Secretary.

31.8.2. The function of the Social Committee is to assist the Social Committee with the organisation of Club social activities.

31.9. Judiciary Committee

31.9.1. The Judiciary Committee is made up of five Members appointed by the Management Committee as follows:

31.9.1.1. All Members appointed to the Judiciary Committee must have a minimum of three years of Active Membership and must hold Membership in either the Active or the Life Membership Categories.

31.9.1.2. A minimum of two Members appointed to the Judiciary Committee must hold Membership in the Active Membership Category.

31.9.1.3. A minimum of one Member appointed to the Judiciary Committee must hold Membership in the Life Membership Category.

Tamarama Surf Life Saving Club Incorporated
Rules

- 31.9.1.4. A minimum of one Member, whether an Active Member or a Life Member, appointed to the Judiciary Committee must have served as a Club Officer for at least one Season over the course of that Member's Membership of the Club.
- 31.9.1.5. A minimum of one Member appointed to the Judiciary Committee must be female, and a minimum of one Member appointed to the Judiciary Committee must be male.
- 31.9.1.6. No Member who is a current Club Officer or currently serving in a Support Role may be appointed to the Judiciary Committee.
- 31.9.1.7. Should a Member of the Judiciary Committee be elected or appointed to fill a Casual Vacancy in a Club Officer or Support Role position, then that Member shall immediately resign from the Judiciary Committee, and the Management Committee shall appoint a replacement Member to the Judiciary Committee at the next Management Committee Meeting.
- 31.9.1.8. At the time that appointments to the Judiciary Committee are made, the Management Committee will also appoint one Member of the Judiciary Committee to preside at any future Meetings of the Judiciary Committee.
- 31.9.2. The function of the Judiciary Committee is to hear charges against a Member brought before it under Rule 21, and decide them in accordance with these Rules.
- 31.10. The Management Committee may convene additional Sub-Committees and appoint Members to those Sub-Committees as it sees fit, provided the role of such Sub-Committees is not inconsistent with the Club's Objects and Powers.

32. ELECTION OF CLUB OFFICERS AND ELECTION OR APPOINTMENT OF MEMBERS TO SUPPORT ROLES

32.1. Eligibility

32.1.1. The following categories of Members shall have the right to nominate for election to serve on the Management Committee in one of the Club Officer Roles as listed in Rule 26.1 with the exception of the position of Chief Instructor, or to nominate for election or be appointed to serve in one of the Support Roles as listed in Rule 27.1:

32.1.1.1. Active Members with at least six months' Membership; and

32.1.1.2. Life Members.

Tamarama Surf Life Saving Club Incorporated
Rules

- 32.1.2. In addition to the eligibility requirements of rule 32.1.1, a Member must hold the Training Officer's qualifications as required by Surf Life Saving Australia to be eligible to nominate for the position of Chief Instructor.
- 32.1.3. A Member may only nominate for one Club Officer position.
- 32.1.4. A Member, including a member who has nominated for a Club Officer position, may nominate for multiple Support Role positions.
- 32.1.5. A Member who is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001 (Cth)* is not eligible to hold a Club Officer position.
- 32.1.6. A Member who is insolvent under administration within the meaning of the *Corporations Act 2001 (Cth)* is not eligible to hold a Club Officer position.

32.2. Nominations

- 32.2.1. Nominations must be made in writing to the Secretary following a procedure outlined by the Secretary. Nothing contained in this procedure will be contrary to, or vary in any way, the provisions of Rules 32.2.2 to 32.2.4 inclusive.
- 32.2.2. Nominations open three weeks before the Annual General Meeting and close at 2pm on the Sunday prior to the Annual General Meeting.
- 32.2.3. For a Nomination to be declared Valid by the Secretary it must:
 - 32.2.3.1. Be accompanied by the written consent of the candidate;
 - 32.2.3.2. Be proposed and seconded in writing by a Member who also fulfils the eligibility requirements of Rule 32.1.1; and
 - 32.2.3.3. Be received by the Secretary in the period defined by Rule 32.2.2.
- 32.2.4. By 6pm on the Sunday prior to the Annual General Meeting the Secretary must publish a complete list of nominees, proposers, and seconders on the Club Website and the Club Noticeboard.

Tamarama Surf Life Saving Club Incorporated
Rules

32.3. Election

32.3.1. In the case that there is only one Valid Nomination for a Club Officer or Support Role position then the candidate nominated to that position is taken to be elected.

32.3.2. If insufficient nominations are received to fill all Club Officer or Support Role positions, further nominations are to be received at the Annual General Meeting.

32.3.3. If insufficient further nominations are received, any remaining Club Officer or Support Role vacancies are taken to be Casual Vacancies.

32.3.4. If more than one Valid Nomination for a Club Officer or Support Role position has been received then a vote by secret ballot is to be held at the Annual General Meeting.

32.3.5. Eligibility to Vote

32.3.5.1. Eligibility to vote is determined by the Member's category of Membership in accordance with Rule 17.

32.3.6. Ballot Papers

32.3.6.1. The name of the candidate or candidates in whose favour a vote is cast shall be marked on the ballot paper.

32.3.7. Scrutineers

32.3.7.1. Prior to any election at an Annual General Meeting, those present at the Annual General Meeting must elect two scrutineers from those present who are not eligible to vote.

32.3.7.2. The scrutineers shall determine the validity of ballot papers.

32.3.8. A simple majority is required for a candidate to be successfully elected.

32.4. Casual Vacancies

32.4.1. A Casual Vacancy occurs if a Member holding a Club Officer or Support Role position:

32.4.1.1. Ceases to be a Member of the Club in accordance with Rule 9.2;

32.4.1.2. Is found guilty of a Charge in accordance with Rule 21.5;

32.4.1.3. Resigns from Office in accordance with Rule 32.5; or

32.4.1.4. Is removed from Office in accordance with 32.6.

Tamarama Surf Life Saving Club Incorporated
Rules

32.4.2. In addition, a Casual Vacancy occurs if a Member holding a Club Officer position no longer meets the requirements of Rules 32.1.5 or 32.1.6.

32.4.3. In the event of a Casual Vacancy in a Club Officer position occurring less than six weeks before the next Annual General Meeting, the Management Committee may appoint a Member as an Acting Club Officer in that position.

32.4.4. In the event of a Casual Vacancy in a Club Officer position occurring more than six weeks before the next Annual General Meeting, the vacancy must be filled by a resolution of a Special General Meeting, in which case:

32.4.4.1. The Special General Meeting shall be convened in accordance with Rule 38;

32.4.4.2. Notice of the Special General Meeting shall be given within three weeks of the vacancy arising; and

32.4.4.3. Rules 32.1, 32.2, and 32.3 apply to the eligibility, nomination, and election process, except that the words “Annual General Meeting” are replaced with “Special General Meeting”.

32.4.5. In the event of a Casual Vacancy in a Support Role position, the Management Committee may appoint a Member to the position, so long as the Member appointed meets the eligibility requirements of Rule 32.1.

32.5. Resignation of Club Officers or Support Roles

32.5.1. Any Member holding a Club Officer or Support Role position, with the exception of the Secretary, may resign by tendering their resignation in writing to the Secretary.

32.5.2. The Secretary may resign by tendering their resignation in writing to the Club President.

32.6. Removal of Club Officers or Support Roles

32.6.1. Any Member of the Club who becomes dissatisfied with the performance of another Member in their role as a Club Officer or in a Support Role, or who becomes dissatisfied with the performance of the Management Committee as a whole, may so inform the Secretary in writing, and if supported by a petition signed by at least fifteen Members eligible to vote according to Rule 17, request that the complaint be placed before a Special General Meeting, which must then be convened by the Secretary.

Tamarama Surf Life Saving Club Incorporated
Rules

32.6.2. The Special General Meeting convened in accordance with Rule 32.6.1 may by resolution remove any Club Officer or Support Role from their position, causing a Casual Vacancy which must be filled in accordance with Rule 32.4.

32.6.3. In the event of the whole of the Management Committee being removed from Office, Casual Vacancies are declared in all Club Officer positions, and the Special General Meeting must appoint an Acting Management Committee of not more than five members to manage the affairs of the Club until the Casual Vacancies can be filled in accordance with Rule 32.4.

32.6.4. Such an Acting Management Committee shall not enter into any contracts, agreements, or arrangements howsoever described, or dispose of any Club Funds, except to effectively manage the affairs of the Club, including payment of the liabilities of the Club, until the Casual Vacancies are filled.

32.7. With the exception of Rules 32.5 and 32.6, the provisions of Rule 32 do not apply to the Club Caretaker Support Role whose appointment is provided for in Rule 27.3.

33. MANAGEMENT COMMITTEE MEETINGS

33.1. The Management Committee must meet in person at least once in each calendar month at such time and place as the Management Committee may determine.

33.2. Oral or written notice of Management Committee Meetings must be given by the Secretary to each Club Officer at least forty-eight hours before the time appointed for the holding of the Meeting.

33.3. Additional Meetings of the Management Committee

33.3.1. Additional Meetings of the Management Committee may be convened by any Club Officer specifying the general nature of the business to be transacted at the Meeting, and no business other than that business is to be transacted at the Meeting, except business which the Club Officers present at the Meeting unanimously agree to treat as urgent business.

33.3.2. Such Additional Meetings may take place via teleconference, electronic means, or through other means, and do not necessarily require Club Officers to be present in the same place at the same time provided that a quorum of Club Officers agree to the means through which the Additional Meeting will take place.

Tamarama Surf Life Saving Club Incorporated
Rules

33.3.3. Provided that a quorum of Club Officers agrees, the provisions of Rule 33.2 do not apply to Additional Meetings of the Management Committee.

33.3.4. Business transacted at an Additional Meeting must be minuted at the next Management Committee Meeting.

33.4. Delegates

33.4.1. If a Club Officer is unable to attend a Management Committee Meeting the Club Officer may appoint a Delegate to attend a Management Committee Meeting in their place by giving written notice to the Secretary, or in the case of the Secretary to the Club President.

33.4.2. The Delegate must be a Member currently serving in a Support Role and cannot be another Club Officer.

33.4.3. For the duration of the Management Committee Meeting for which the Delegate has been appointed, the Delegate has the same powers and responsibilities within these Rules as the Club Officer they are delegating for.

33.4.4. No more than three Club Officers may appoint a Delegate for a particular Management Committee Meeting.

33.4.5. A Club Officer may not appoint a Delegate for an Additional Meeting as defined by Rule 33.3.

33.5. Quorum

33.5.1. Five Club Officers or their Delegates must be present to constitute a quorum for the Management Committee.

33.5.2. No business is to be transacted by the Management Committee unless a quorum is present, and if, within half an hour of the time appointed for the Meeting, a quorum is not present, the Meeting is to stand adjourned to the same place and at the same time of the same day in the following week.

33.5.3. If at the adjourned Management Committee Meeting a quorum is not present within half an hour of the time appointed for the Meeting, the Meeting is to be dissolved and no business transacted.

Tamarama Surf Life Saving Club Incorporated
Rules

- 33.6. At a Meeting of the Management Committee:
- 33.6.1. The Club President, or in the Club President's absence, the Deputy Club President is to preside.
- 33.6.2. If the Club President or the Club Deputy President are absent, have appointed a Delegate, or are unwilling to act, another Club Officer may be elected by simple majority of those present at the Management Committee Meeting to preside.
- 33.7. The Management Committee shall keep a Minute Book of all resolutions of the Management Committee, and all other business transacted at each and every Management Committee Meeting. Minutes of proceedings at a Management Committee Meeting must be signed by the Club Officer presiding at that or the subsequent Management Committee Meeting.
- 33.8. The Management Committee, at its first Meeting after the Annual General Meeting, must:
- 33.8.1. Appoint a Member to be responsible for the Permanent On Licence (Function), a resident of New South Wales being a person over the age of eighteen who holds a current Responsible Service of Alcohol qualification.
- 33.8.2. Appoint Members to any Support Roles for which there were no nominations at the Annual General Meeting.
- 33.8.3. Appoint Members to the Judiciary Committee in accordance with Rule 31.9 and appoint a Member of the Judiciary Committee to preside at Meetings of the Judiciary Committee in accordance with Rule 31.9.1.8.
- 33.8.4. Draft the Terms of Reference of any Sub-Committees not explicitly mentioned in Rule 31, (for example but not limited to such Sub-Committees as a Building Committee or a Fundraising Committee), appoint or re-appoint Members to serve on those Sub-Committees, and appoint a Member to preside at Meetings of each Sub-Committee not explicitly mentioned in Rule 31.
- 33.9. Club Officers must declare their interest in a matter which is about to be discussed in which a conflict of interest, whether actual or perceived, arises, and must absent themselves from the discussion and from voting on the matter.
- 33.10. Questions arising at a Management Committee Meeting are to be determined by a simple majority of the votes of those Club Officers or their Delegates present.

Tamarama Surf Life Saving Club Incorporated
Rules

- 33.11. Motions voted upon by the Management Committee shall not be reconsidered at the same Meeting, unless the consent of a two thirds majority of those Club Officers or their Delegates present is obtained.
- 33.12. Resolutions of the Management Committee shall not be rescinded unless notice of the motion to that effect is given in writing to the Secretary fourteen days before the Meeting at which it is proposed that the motion to rescind is to be considered. Having received such a notice of motion, the Secretary is to give all Club Officers notice of the motion seven days prior to the Management Committee Meeting at which the motion to rescind is to be considered.
- 33.13. Subject to Rules 32.4 and 33.5, the Management Committee may continue to act, despite any Casual Vacancy on the Management Committee.
- 33.14. Any act or thing done or suffered, or purporting to have been done or suffered, by the Management Committee, or by any Sub-Committee appointed by the Management Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Management Committee or Sub-Committee.
- 33.15. Other than as set out in Rule 33, the procedure to be adopted by the Management Committee at Management Committee Meetings shall be as determined by the Management Committee.

34. MEETINGS OF SUB-COMMITTEES

- 34.1. Unless prescribed by these Rules, a Sub-Committee may meet and adjourn as it thinks proper in order to carry out its duties under these Rules.
- 34.2. Members of Sub-Committees may not appoint Delegates to attend Meetings of Sub-Committees.
- 34.3. With the exception of the Judiciary Committee for which Rule 35 applies:
- 34.3.1. Where Rule 31 does not define which Club Officer or Member in a Support Role shall preside over Meetings of the Sub-Committee, the Sub-Committee must, at its first meeting, elect a Member to preside at its Meetings by simple majority vote.
- 34.3.2. Oral or written notice of Sub-Committee Meetings must be given by the Member presiding over the Sub-Committee Meeting to each Member of the Sub-Committee and to the Secretary at least forty-eight hours before the time appointed for the holding of the Meeting.

Tamarama Surf Life Saving Club Incorporated
Rules

- 34.3.3. Should the Club Officer or Member identified in Rule 31 or elected under Rule 34.3.1 be absent, the Sub-Committee shall elect another Member to preside as that Meeting only by simple majority vote.
- 34.3.4. A quorum consists of a simple majority of Members of each Sub-Committee.
- 34.3.5. Questions arising at a Sub-Committee Meeting are to be determined by a simple majority of the votes of those Sub-Committee Members present.
- 34.3.6. Minutes of Sub-Committee Meetings must be signed by the Member presiding over the Sub-Committee Meeting and submitted to the Secretary.

35. MEETINGS OF THE JUDICIARY COMMITTEE

- 35.1. Meetings of the Judiciary Committee are only convened in accordance with Rule 21.
- 35.2. All Five Members of the Judiciary Committee must be present at the Meeting for there to be a quorum.
- 35.3. Decisions by the Judiciary Committee require a three fifths majority to pass.
- 35.4. A Member of the Judiciary Committee who has a conflict of interest, real or perceived, in connection with the matter brought before the Judiciary Committee must absent him or herself from the Meeting of the Judiciary Committee and where possible notify the Management Committee of the conflict of interest prior to the meeting to allow the Management Committee to appoint a replacement Member in accordance with Rule 35.5.
- 35.5. Where it becomes clear that achieving a quorum at the Meeting might not be possible as a result of Rule 35.4, or for some other reason such as sickness or travel, the Management Committee must appoint further Members to the Judiciary Committee in accordance with Rule 31.9 to make achieving a quorum at the Meeting possible.
- 35.6. Meetings of the Judiciary Committee are not open to Members to attend, with the exception of those invited to attend for all or part of the Meeting at the discretion of the Judiciary Committee, which would usually include, but is not limited to:
 - 35.6.1. The Defendant;

Tamarama Surf Life Saving Club Incorporated
Rules

- 35.6.2. One other person, whether a Member or otherwise, in support of the Defendant, if requested by the Defendant;
- 35.6.3. Any witnesses that the Judiciary Committee requires to hear testimony from if appropriate; and
- 35.6.4. One representative from the Management Committee.
- 35.7. Should the Defendant opt to bring another person to the Meeting of the Judiciary Committee in accordance with Rule 35.6.2, that person may not speak at the Meeting and may not act at the Meeting for the Defendant in a legal capacity.
- 35.8. The representative from the Management Committee shall put forward the case against the Defendant, following which the defendant shall be allowed to speak in defence.
- 35.9. The Judiciary Committee may adjourn the meeting once in order to carry out further investigations, to a time and date suitable to all parties in attendance not more than fourteen days later.
- 35.10. All parties present who are not members of the Judiciary Committee shall be asked to leave the Meeting when the Judiciary Committee considers that enough evidence has been heard to decide the case, and its deliberations must take place in private.
- 35.11. The outcome of the Judiciary Committee Meeting must be in accordance with Rule 21.5.
- 35.12. Within two days of the Meeting of the Judiciary Committee the Judiciary Committee must notify the Management Committee of the outcome of the Meeting and the Management Committee must then act in accordance with Rule 21.6.
- 35.13. Where not in conflict with the other provisions of Rule 35, the Judiciary Committee may manage proceedings at the Meeting in any way that it sees proper, which may include questioning the Defendant.

PART IV
GENERAL MEETINGS

36. GENERAL MEETINGS

36.1. There are two types of General Meetings of the Club:

36.1.1. Annual General Meetings; and

36.1.2. Special General Meetings.

37. ANNUAL GENERAL MEETINGS

37.1. The Annual General Meeting shall be held on the third Sunday of July each year, commencing at 2pm.

37.2. In addition to any other business which may be transacted at the Annual General Meeting, the business of the Annual General Meeting is to include the following:

37.2.1. To confirm the Minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that Meeting;

37.2.2. To receive from the Management Committee the Annual Report including the audited Financial Report for the Financial Year ended 30 April;

37.2.3. To elect Club Officers and Support Roles in accordance with Rule 32; and

37.2.4. To set Membership Fees for the Membership Year that commences on 01 September following the Annual General Meeting.

37.2.5. To appoint or reappoint an Auditor for the Financial Year ending 30 April in the following calendar year.

37.3. The Annual General Meeting may approve the conducting of other business without Notice, provided such business does not involve the rescission of, alteration of, or addition to these Rules, or the removal of any Club Officer from Office.

Tamarama Surf Life Saving Club Incorporated
Rules

38. SPECIAL GENERAL MEETINGS

- 38.1. The Management Committee may, whenever it thinks fit, convene a Special General Meeting of the Club.
- 38.2. The Management Committee must, on the written requisition of at least fifteen Members, convene a Special General Meeting of the Club to be held within eight weeks of such a valid requisition being lodged with the Secretary.
- 38.3. A valid requisition of Members for a Special General Meeting:
- 38.3.1. Must state the purpose or purposes of the Meeting;
 - 38.3.2. Must be signed by the Members making the requisition;
 - 38.3.3. Must be lodged with the Secretary; and
 - 38.3.4. May consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- 38.4. If the Management Committee fails to convene a Special General Meeting within eight weeks of a valid requisition of Members for the Meeting, any one or more of the Members who made the requisition may convene a Special General Meeting to be held not later than six weeks after that deadline having been passed.
- 38.5. A Special General Meeting convened by a member or members as referred to Rule 38.4 must be convened as nearly as is practicable in the same manner as General Meetings are convened by the Management Committee.

39. NOTICE OF GENERAL MEETINGS

- 39.1. The Secretary must, at least twenty one days before the date fixed for the holding of a General Meeting, give Notice to each Member specifying the place, date and time of the Meeting and the nature of the business proposed to be transacted at the Meeting.
- 39.2. No business other than that specified in the Notice convening a General Meeting is to be transacted at the Meeting except, in the case of an Annual General Meeting, business which may be transacted under Rule 37.3.

Tamarama Surf Life Saving Club Incorporated
Rules

39.3. A Member who wishes to bring any business before a General Meeting may give Notice in writing of that business to the Secretary who must include that business in the next Notice calling a General Meeting given after receipt of Notice from the Member.

39.4. The accidental omission to give Notice to any of the Members shall not invalidate any resolution passed at a General Meeting.

40. PRESIDING MEMBER AT GENERAL MEETINGS

40.1. The Club President, or in the Club President's absence, the Deputy Club President, is to preside at each General Meeting of the Club.

40.2. Should the Club President and the Deputy Club President be absent or unwilling to act, a simple majority of the Members present and entitled to vote under these Rules must elect one of their number to preside at the Meeting.

41. GENERAL MEETING QUORUM

41.1. No item of business is to be transacted at a General Meeting unless a quorum of Members entitled under these Rules to vote is present during the time the meeting is considering that item.

41.2. Where the General Meeting is convened under Rule 38.1 the Quorum is fifteen Members entitled under these Rules to vote at a General Meeting.

41.3. Where the General Meeting is convened following a valid requisition from Members pursuant to Rule 38.2, Rule 38.4, or Rule 32.6.1 then the Quorum is thirty Members entitled under these Rules to vote at a General Meeting.

41.4. If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the Meeting:

41.4.1. If convened following a valid requisition from Members pursuant to Rule 38.2, Rule 38.4, or Rule 32.6.1, is to be dissolved; or

41.4.2. In any other case, is to stand adjourned to the same day in the following week at the same time and at the same place.

Tamarama Surf Life Saving Club Incorporated
Rules

41.5. If at the adjourned Meeting a quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the Members present and entitled to vote at a General Meeting under these Rules, being at least three, are to constitute a quorum.

42. ADJOURNMENT OF GENERAL MEETINGS

42.1. The Member presiding over a General Meeting at which a quorum is present, may, with the consent of a simple majority of Members present and entitled to vote under these Rules at the Meeting, adjourn the Meeting from time to time and place to place, but no business is to be transacted at an adjourned Meeting other than the business left unfinished at the Meeting at which the adjournment took place.

42.2. If a General Meeting is adjourned for fourteen days or more, the Secretary must give written Notice of the adjourned Meeting to each Member of the Club stating the place, date, and time of the Meeting and the nature of the business to be transacted at the Meeting.

42.3. Except as provided in Rules 42.1 and 42.2, Notice of an adjournment of a Meeting, or of the business to be transacted at an adjourned Meeting, is not required to be given.

43. MAKING OF DECISIONS AND VOTING AT GENERAL MEETINGS

43.1. Only those Members entitled to vote under Rule 17 are entitled to vote.

43.2. On any question arising at a General Meeting of the Club, a Member has one vote only.

43.3. A Member is not entitled to vote at any General Meeting of the Club unless all money due and payable by the Member to the Club has been paid.

43.4. The Member presiding at the General Meeting shall be entitled to one vote, and in the case of an equality of votes on a question at a General Meeting, shall be entitled to exercise a second or casting vote.

43.5. Voting procedures are as follows, with the exception of the elections for which Rule 32 applies, the elevation of a Member to Life Membership for which Rule 13 applies, and a Motion to dissolve the Club for which Rule 56 applies:

43.5.1. A question arising at a General Meeting of the Club is to be determined by either:

Tamarama Surf Life Saving Club Incorporated
Rules

43.5.1.1. A show of hands; or

43.5.1.2. A secret ballot, at the discretion of the Member presiding at the General Meeting, or if two or more Members present and eligible to vote at the General Meeting request that the question should be determined by secret ballot.

43.5.2. Voting at a General Meeting shall be by simple majority.

44. PROXY VOTES AT GENERAL MEETINGS

44.1. Proxy Voting must not be undertaken at or in respect of a General Meeting.

45. POSTAL VOTES AT GENERAL MEETINGS

45.1. Postal Voting must not be undertaken at or in respect of a General Meeting.

46. GENERAL MEETING PROCEDURE

46.1. A declaration by the Member presiding at a General Meeting of the Club that a resolution has, on a show of hands, been carried, or carried unanimously, or carried by a particular majority, or lost, or an entry to that effect in the Minute book of the Club, is evidence of the fact without proof of the number or proportion of votes recorded in favour of, or against that resolution.

46.2. No Member shall address a General Meeting of the Club unless called upon by the Member presiding at the General Meeting, and speakers at the General Meeting shall rise and address the Member presiding.

46.3. The Member presiding at the General Meeting may interrupt or prevent a Member from speaking about subject matter not properly before the General Meeting.

46.4. No other Member shall be allowed to interrupt another Member whilst they are speaking.

46.5. It shall, however, be competent for a Member to rise to a Point of Order and address their remarks to the Member presiding at the Meeting, who shall decide upon the merits of the objection. A Member speaking when the Point of Order is raised shall resume their seat until the Member presiding has given their decision.

Tamarama Surf Life Saving Club Incorporated
Rules

- 46.6. No Member shall remain standing whilst the Member presiding addresses the General Meeting, or gives any ruling.
- 46.7. Unless otherwise decided by the General Meeting, no Member may speak on a subject for more than five minutes.
- 46.8. The mover of a Motion shall have a right of reply to any Member who speaks against the Motion.
- 46.9. When two speakers have spoken for a Motion, and Members have been given an opportunity to speak against the Motion or move an amendment, the Member presiding at the Meeting may put the Motion.
- 46.10. It shall be competent for any Member at a General Meeting, except for the Member who has just finished speaking for or against the original Motion, to move “that the question now be put” and provided that such Motion shall not be moved until debate on the original Motion has continued for fifteen minutes, and further provided that any Member wishing to move an amendment to the original Motion has been afforded an opportunity to do so, in which case the period of debate shall run from the moving of the amendment.
- 46.11. Motions without Notice, where permitted at an Annual General Meeting by Rule 37.3 shall only be moved following all Motions on Notice. Motions without Notice are prohibited at Special General Meetings by Rule 39.2.

PART V

ADMINISTRATION & MISCELLANEOUS

47. CUSTODY OF BOOKS

47.1. Except as otherwise provided by these Rules, the Secretary must keep in their custody or under their control all records, books, and other documents relating to the Club.

48. INSPECTION OF BOOKS

48.1. The following documents are open to inspection, free of charge, by a Member of the Club at any reasonable hour provided that reasonable Notice has been given by the Member to the Secretary:

48.1.1. Records, books, and other financial documents of the Club;

48.1.2. These Rules; and

48.1.3. Minutes of all Management Committee and General Meetings of the Club

48.2. A Member may obtain a copy of any of the documents referred to in Rule 48.1 on payment of a fee of not more than \$1 for each page copied.

49. FUNDS

49.1. The funds from the Club are to be derived from annual membership fees, donations, sponsorship, hire of the Club premises, fundraising activities and, subject to any resolution passed by the Club in General Meeting, such other sources as the Management Committee determines.

49.2. Subject to any resolution passed by a General Meeting, the funds of the Club are to be used in carrying out, or furthering, all or any of the Objects of the Club in such a manner as the Management Committee determines.

49.3. All money received by the Club must be deposited as soon as practical and without deduction to the Club's account at a bank or other authorised deposit taking institution.

49.4. The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

Tamarama Surf Life Saving Club Incorporated
Rules

- 49.5. All cheques, drafts, bills of exchange, promissory notes and other negotiable instrument must be signed by the Treasurer and either the Club President or the Secretary, or signed by other Club Officers as appointed by the Management Committee.
- 49.6. The Management Committee may open accounts with any Bank or Banks as it deems necessary from time to time.
- 49.7. The Management Committee shall authorise all items of expenditure.
- 49.8. All financial transactions shall be recorded in an appropriate Financial system under the control of the Treasurer.

50. AUDIT

- 50.1. The Financial Statements of the Club shall be subject to an independent audit each financial year.
- 50.2. The Audit must be carried out by a Registered Auditor and undertaken following the Australian Auditing Standards relevant to the particular Financial Year as issued by the Australian Auditing and Assurance Standards Board.
- 50.3. Any vacancy occurring in the office of Auditor after the Annual General Meeting shall be filled by appointment by the Management Committee.
- 50.4. Auditors shall have access to all records, books, and other documents as they require in order to provide an Audit Opinion on the Club's Financial Statements.

51. PREMISES AND PROPERTY

- 51.1. The Club President shall have custody of all keys, and will be responsible to the Management Committee for them.
- 51.2. The consent of the Management Committee must be obtained for the hiring or leasing of Club premises to parties who are not Members.
- 51.3. No Member may use any piece of Lifesaving or Competition equipment if they do not hold an appropriate qualification unless they are under instruction and immediate supervision from a suitably qualified Member.

Tamarama Surf Life Saving Club Incorporated
Rules

- 51.4. No Member shall be allowed in, or use an IRB without the prior permission of the IRB Captain except as part of their normal patrols.
- 51.5. No Member shall be allowed in, or use the Surf Boats without the prior permission of the Boat Captain.
- 51.6. In the absence of the IRB Captain or the Boat Captain, the Management Committee may give permission to an appropriately trained and qualified Member to enter or use an IRB or a Surf Boat.

52. INSURANCE

- 52.1. The Club must effect and maintain appropriate insurances.

53. REMUNERATION

- 53.1. No Club Officer or Member in a Support Role shall be appointed to any salaried office of the Club, and no Club Officer or Member in a Support Role shall be paid by fees, remuneration, or other benefit, except for repayment of our of pocket expenses, interest at the official cash rate set by the Reserve Bank of Australia for money lent to the Club, and reasonable fees for services provided separate and in addition to the duties of Club Officers or a Member in a Support Role as outlined in these Rules.

54. COMMON SEAL

- 54.1. The Common Seal of the Club shall be kept in the custody of the Secretary, or in the Secretary's absence, the Club President.
- 54.2. The Common Seal shall not be affixed to any instrument except by the authority of the Management Committee and the affixing of the Common Seal shall be attested by the signature of any two Club Officers.

Tamarama Surf Life Saving Club Incorporated
Rules

55. CHANGE OF NAME OR OBJECTS, AND DEREGISTRATION OR ALTERATION OF RULES

- 55.1. No rescission or alteration of, or addition to, these Rules shall be made except by Resolution of a General Meeting of which twenty one days Notice shall be given in writing by the Secretary. Such Notice shall state the exact nature of the proposed alterations or amendments.
- 55.2. The Club Rules shall not be deregistered, apart from as a result of Dissolution under Rule 56, and its name or Objects shall not be changed, except by resolution passed by a three fourths majority of a General Meeting of which twenty one days Notice shall be given in writing by the Secretary. Such Notice shall state the exact nature of the proposed alterations or amendments.
- 55.3. An application to the Director-General for deregistration, or registration or a change in the Club's Name, Objects, or these Rules in accordance with Section 10 of the Act is to be made by the Public Officer or another Club Officer on behalf of the Public Officer.

56. DISSOLUTION

- 56.1. The Club shall be dissolved upon a resolution of a three fourths majority of Members present and entitled to vote under these Rules at a Special General Meeting convened to consider such a question.
- 56.2. Upon Dissolution, all property and funds of the Club shall, after payment of all outstanding expenses and liabilities, be transferred to such Club or organisation as the three fourths majority of Members present and eligible to vote under these Rules at a such a Special General Meeting decide.