

MEREWETHER SURF LIFE SAVING CLUB INC.



BY-LAWS TO THE CONSTITUTION

2014 Version 001

As Adopted by Members 14th September 2014

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SECTION 1 – PURPOSE OF BY-LAWS

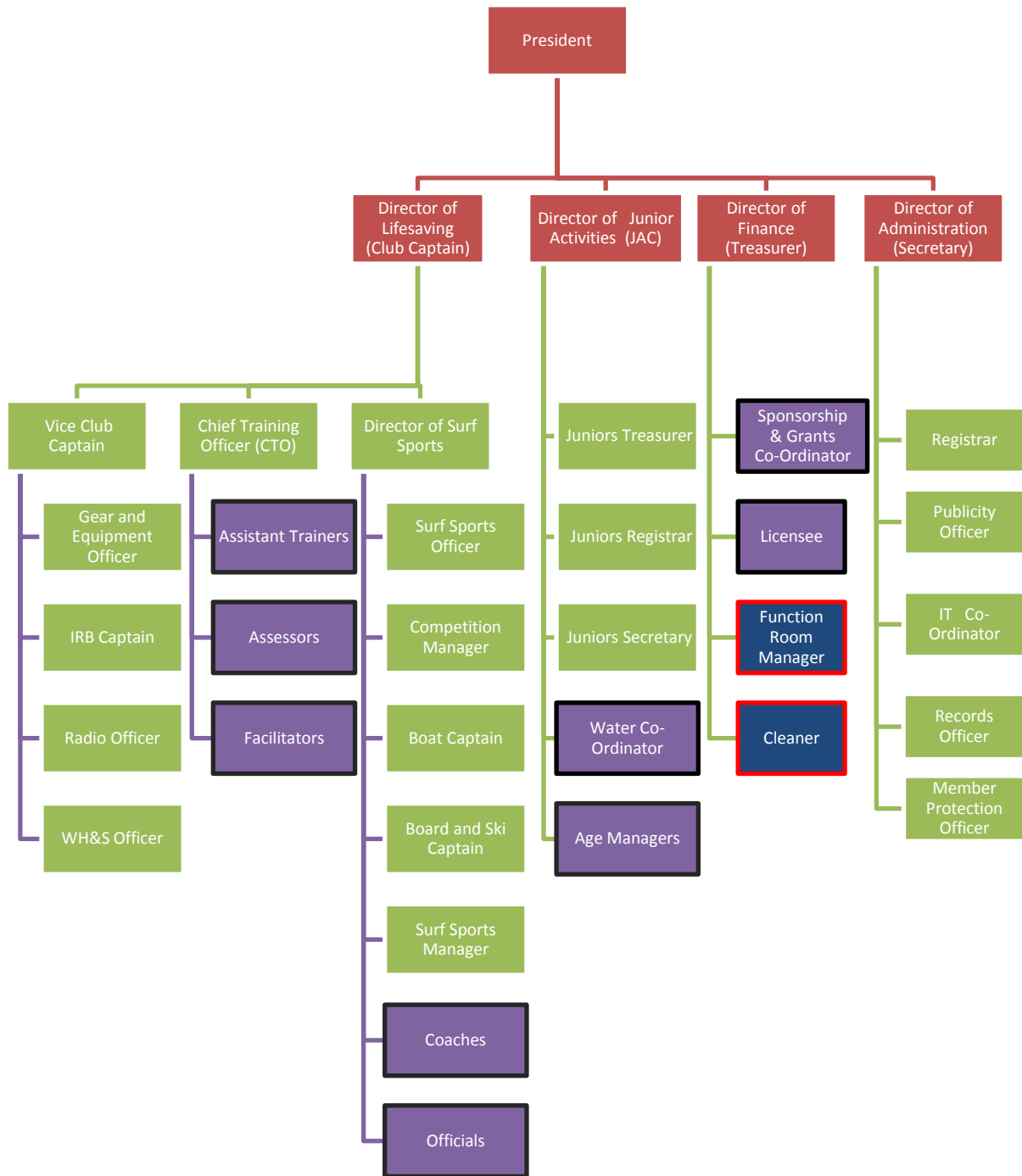
The By-Laws to the Constitution of MSLSC have been created for the purpose of providing further specific information about the following matters relating to the Club:

- Management structure;
- Roles and responsibilities of Standing Sub Committees;
- Life Membership criteria
- Duties of Club Officials;
- Membership Fees;
- Examinations, and
- Club Apparel

These By-Laws have been separated from the Club Constitution for the purpose of permitting them to be amended without the necessity of having to resort to an Annual or Special General Meeting of the Club.

In this regard, any By-Law or By-Laws may be amended by a two thirds majority vote of the Club Management Committee. Proposals for an amendment to a By-Law or By-Laws must be received by the Secretary – Director of Administration no later than 14 days prior to the next scheduled Management meeting to allow the proposal to be circulated to the Management Committee members prior to the meeting.

SECTION 2 – CLUB STRUCTURE



Elected Executive Officers

Elected Officers

Non-Elected Positions

Paid Positions

SECTION 3 - SUB-COMMITTEES

Sub-committees elected at the Annual General Meeting:

a. Life Membership Committee

The purpose of the committee is the investigation of all nominations for Life or Life Honorary membership, as covered by the Constitution Clause 2.8.1. The sub-committee will comprise of the Club President and two (2) Life Members and will elect its own Chairperson. The two life members will serve a term of 5 (five) years and will be elected at the Annual General Meeting.

b. Constitution Committee

To be elected as required for the purpose of revising the Club Constitution and comprising five (5) members, two of whom will be the President or Club Secretary and the Honorary Solicitor.

Sub-committees elected by the Management Committee:

c. Function Room Committee

The Function Room sub-Committee shall be responsible for function room hire, other bar activities, security and maintenance. It shall consist of the Function Room Manager and/or License Manager, plus one member of the Club Executive, either the President or his nominee and other people as required.

d. Competition Committee

The Competition Sub-Committee shall be responsible for all aspects of competition and shall be comprised of all sectional captains and the Surf Sports Coordinator who shall be Chairperson of the sub-committee. The President or their nominee shall also be a member of this sub-committee.

e. Sponsorship / Fund Raising Committee

This committee shall consist of five (5) elected members, one of whom will be an executive who will convene and be chairman. These members will be elected at the first Management Committee Meeting following the Annual General Meeting. The Committee shall be responsible for all matters affecting the raising of funds held by the Club.

f. Junior Sub Committee

This committee is responsible through the Junior Activities Chairman for the recruiting, training, and sustaining of young Club members with the following aims:

- To develop new members to progress to cadet and senior ranks to carry on the club's surf patrol and rescue obligations. This requires the development of rescue and resuscitation, teamwork and leadership skills;
- To improve the surf awareness and skills of children and young adults in our community;
- To develop the fitness and sportsmanship of members through training and competition within the club and with other clubs;
- To encourage and recognise achievement in competitive events, skills development and participation; and
- To provide an opportunity for recreation and socialising and develop a sense of community spirit and belonging.

- The Junior Sub Committee makes decisions and maps out the activities of the Juniors for each season.

Other sub-committees may be elected by the Annual General Meeting or other General Meetings; or by the Management Committee for specific purposes. Such sub-committees will report their activities at each Management Meeting.

An Executive Officer can be appointed as an ex-officio member of any sub- committee formed.

SECTION 4 – LIFE MEMBERSHIP

The criteria for the conferral of life membership must include at least one of the following:

- (a) Displayed exceptional bravery in saving life or in attempting to save life which in the opinion of the Life Membership committee is duly publicly recognised, and / or
- (b) 10 continuous years on committee with at least 5 years on the executive, and/or
- (c) 20 years 100% patrolling and at least 5 years as Patrol Captain, and / or
- (d) 25 years with at least 20 years at 100% patrolling, and / or
- (e) Exemplary achievements in competition at least at state level which in the opinion of the Life Membership committee is duly publicly recognised.

SECTION 5 – ROLES AND RESPONSIBILITIES OF CLUB OFFICERS

THE PRESIDENT

The President shall be responsible for all undertakings of the Club and shall preside at all meetings of the Club with the exception of designated sub-committees. The President shall have a casting vote at meetings at which they are Chairman.

THE SECRETARY

The Secretary shall attend all meetings of the Club and compile and keep records of all business dealt with at such meetings; be empowered to receive monies on behalf of the Club and shall account for all such monies to the Treasurer; be responsible for issuing notices of meetings, attending to correspondence, take charge of all papers, post notices in the Clubhouse and/or on the Club's website of all matters in connection with the Club as directed by the Management Committee, and be responsible for drafting of an Annual Report of the Club's activities and its distribution after approval by the Management Committee to all members prior to the Annual General Meeting.

The position of Secretary may not be filled by a person under the age of eighteen (18) years.

THE REGISTRAR

The Registrar shall compile and maintain accurate electronic and hard copy records of membership, lifesaving awards, and other information pertaining to the operation and administration of the Club; provide copies of this information as required, and perform these duties with the assistance of the Club's Executive officers and administrative staff and in liaison with the Surf Life Saving Association.

THE TREASURER

The Treasurer shall receive and bank all monies on behalf of the Club; make all payments after authorisations by the Management Committee; keep proper books of account and shall provide the Management Committee with a financial statement at each meeting of the Committee. The Treasurer

shall prepare an Annual Financial Statement duly audited by a Public Accountant for presentation at the Annual General Meeting.

THE CLUB CAPTAIN

The Club Captain shall be responsible for the control and discipline of the Club members and shall have the power to suspend the membership of any member who acts in a manner deemed detrimental to the Club or its efficiency. He/she has the power to call on any member for assistance in the execution of his duties.

The Club Captain's major responsibility shall be the organisation and control of all lifesaving activities and the implementation of all policies, rules and regulations pertaining to lifesaving at Merewether Beach as directed by the Surf Life Saving Association of Australia and Newcastle City Council.

VICE CLUB CAPTAIN/S

The Assistant Club Captain/s shall assist the Club Captain at all times and in his/her absence shall carry out his/her duties and have the like powers and authority. They shall be jointly and equally responsible for the care and maintenance of the Club's lifesaving equipment with the exception of those items which are directly the responsibility of the IRB Captain and the Radio Officer.

THE IRB CAPTAIN

The IRB Captain will be responsible for the efficient operation of the Club's mobile rescue equipment such as the Inshore Rescue Boat, Beach Vehicle etc. He will be responsible for the training of drivers and operators and will report to the Club Captain on the use and functioning of the equipment. He will ensure that an accurate log book is kept on the operation of each piece of equipment for perusal by the Management Committee and Association officials.

THE CHIEF INSTRUCTOR

The Chief Instructor shall be responsible for the instruction of members and their preparation for Surf Lifesaving Examinations. He/she will keep records of the progress of each probationary member and their attendance at training sessions and make a report to each meeting of the Management Committee. He/she will have the power to summon a member before the Management Committee where such a member has failed to train adequately and conscientiously.

As required from time to time by the Club Captain, the Chief Instructor shall arrange instruction and revision for Club members to allow them to update their lifesaving awards as required by the SLSA.

THE ASSISTANT INSTRUCTORS

Assistant Instructors shall work under the direction of the Chief Instructor and assist in the preparation of candidates for all Surf Life Saving Association awards.

THE DIRECTOR OF SURF SPORTS

The Director of Surf Sports shall attend all meetings of the Management Committee to represent competitors, sectional captains and the Competition sub-Committee, and to report on all matters pertaining to competition. He/She shall convene and chair regular meetings of the Competition sub-Committee to deal with all matters pertaining to competition, attend major carnivals as required and ensure that all equipment (such as shade tent, competition gear, and first-aid equipment) is available.

He/she shall organise accommodation arrangements for the Club Team, monitor competitor attendance and performance, liaise with and provide support for Club coaches and trainers.

THE SURF SPORTS MANAGER

The Surf Sports Manager shall organise and coordinate internal sports events, and will liaise with the Director of Surf Sports.

THE YOUTH DEVELOPMENT OFFICER

The Youth Development Officer shall be responsible for monitoring the progress of younger members, specifically in the 13 to 19 age group. He/she shall provide support for younger members and promote their participation in all areas of Club activities, particularly lifesaving instruction, patrol work and competition, to achieve their successful transition into the senior section of the Club and ongoing development as valuable young lifesavers.

The Youth Development Officer shall assist the Surf Sports Coordinator with his or her duties as required. He/she shall represent the Club at all meetings of the Junior Activities sub-Committee. The Youth Development Officer shall also report to the Club Captain on all matters pertaining to his/her position.

THE BOAT CAPTAIN

The Boat Captain shall be responsible for the care, manning and safe handling of the Club's surf boats. He/she shall supervise the training and coaching of crews and ensure that a surf boat and competent crew is available if required for lifesaving requirements and carnivals.

THE BOARD AND/OR SKI CAPTAIN

The Board and/or Ski Captain shall be responsible to the Management Committee for the supervision and care of all boards and skis (competitive craft) owned or partly owned by the Club. He/she will keep a craft register to record details of all such craft including the Club's equity in the ownership of such craft and the names of competitors using them for training and competition. He/she will supervise the training and coaching of board and ski paddlers and arrange for the transport of craft to surf carnivals.

INFORMATION TECHNOLOGY OFFICER

The IT Officer shall keep up to date with the IT Strategy; maintain the Club computers and electronic equipment; maintain the Club website and update as required, and maintain a record of all electronic hardware and software owned by the Club

MEMBER PROTECTION INFORMATION OFFICER

Ensure the safety and welfare for Club Members; Assist in grievance and complaints resolution; Act as an impartial body, offering a sounding board to bounce ideas off; Identify options for resolution of conflicts and grievances; Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart; Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies; liaise with members of the Club, President and other bodies and ensure completion of Prohibited Employment Declaration form by all members.

WORK, HEALTH AND SAFETY OFFICER

The Work, Health & Safety Officer shall be directly concerned with and responsible for ensuring that MSLSC complies with all work health and safety obligations.

GEAR AND EQUIPMENT OFFICER

The Gear and Equipment Officer shall:

- Coordinate the correct assembly of gear and equipment for competition
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of all gear and equipment
- Maintain a record of gear and equipment issued to relevant sections
- Supervise the relocation of gear and equipment to alternative venues
- Conduct an audit of gear and equipment for end of financial year/asset register
- Purchase of repair, replacement of new gear under the direction of the Director, Surf Sports or relevant SLSNSW authority

RADIO OFFICER

The Radio Officer shall:

- Pre-season servicing/programming check of all radios
- Ongoing coordination of radio servicing/repair
- Manage adherence to programming requirements and radio best practice
- Recommend the purchase and replacement of club radios and radio-bags to Club Committee
- Support and promote radio procedure information and training (in consultation with the Chief Training Officer)
- Provide regular communication to Patrol Captain's and members direct and in clubs newsletters
- S u b m i t r e p o r t s t o t h e C l u b E x e c u t i v e C o m m i t t e e (a s r e q u i r e d)

THE JUNIOR ACTIVITIES COMMITTEE CHAIRMAN

The Junior Activities Committee Chairman shall be directly concerned with all matters which affect the Junior Activity members (Refer to rule 4.2(f))

THE PUBLICITY OFFICER

The Publicity Officer:

- a) Shall place in the media all major Club and Club Member's achievements;
- b) Shall prepare, maintain and distribute Club Newsletters;
- c) Shall keep Members informed as required of Club activities;
- d) Shall be a Member of the Administration Sectional Committee and may be necessary to convey information to Members and the community.

THE SPONSORSHIP OFFICER

The Sponsorship Officer shall coordinate all approaches for sponsorship from various sections, and liaise with the JAC regarding sponsorship.

THE RECORDS OFFICER

The Records Officer shall be responsible for the recording of achievements of the Club, and also the recording of each individual member's history. The history will include their Club and Carnival Achievements, Lifesaving Awards and Life Saving work affected by such members of the Club.

FUNCTION ROOM MANAGER

Shall organise and coordinate the hire of the function room. The Manager will also maintain a list of Club functions and provide these to the management committee upon request.

SECTION 6 - MEMBERSHIP FEES

The membership fees for each category of membership are detailed below. Such fees may be varied from time to time and any variation must be approved by a majority at an Annual General Meeting.

Membership Type	Fee
Senior Active & Cadets (registered on or before 31st October)	\$90.00
Senior Associates (Not patrolling)	\$125.00
Over 65's Associates	\$65.00
Junior Active member (1 st child)	\$90.00
Additional junior active members	\$70.00
Junior Associate (parent)	\$70.00
Family Membership (1 adult, 2 children)	\$195.00
Additional family members	\$70.00
LATE membership fee (after 31 st October 2012)	\$35.00

Gym fees shall include a deposit for the issue of a key. This deposit fee is to cover the replacement cost of the key.

SECTION 7 – EXAMINATIONS

- (a) All candidate information for Awards to be entered into Surfguard at commencement of Award Course together with tentative assessment dates.
- (b) HSLS to be notified of Surfguard ID Course and assessment dates as soon as practicable after Surfguard entry with a minimum of fourteen (14) days prior to completion of Course.

SECTION 8 – CLUB APPAREL

The Club Monogram is to consist of the image below and is to consist of a wave with a seagull at the top of the wave and the word "Merewether" at the top of the wave. Below the wave are the capital letters S.L.S.C.



Conditions for Club Honour Blazer

The Club Honour Blazer may be presented to:

- (a) the member has qualified in one or more of the following conditions provided they have had at least two (2) years satisfactory membership in the club, after obtaining their surf bronze medallion:
 - I. Won an SLSA Australian National Championship Title
 - II. Having gained a Meritorious Award of the SLSA
 - III. Having held on Executive Office for two (2) years or separate Executive Offices for three (3) years, not necessarily consecutively, with special distinction to the satisfaction of the Club Executive.
- (b) In cases where members may have performed the requirements for the Honour Blazer, but do not have the required two (2) years satisfactory membership, the Executive Committee may permit Honours to be worn on sufficient reason after due inquiry. However, after completion of satisfactory membership period, application may be made to wear an Honour Blazer.
- (c) Members holding office or Club Champions are entitled to have such inscription in either white or gold lettering underneath the monogram.