

CONSTITUTION

of

COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED

ABN 54 002 880 346

A PUBLIC COMPANY LIMITED BY GUARANTEE

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NAME

R1.1 The name of the Company is Coffs Harbour Surf Life Saving Club Limited.

ADOPTION OF CONSTITUTION

R1.2 This Constitution is adopted on the 15th Day of August 2015 (and as amended on the 13th day of August, 2020) and replaces the constitution, in operation immediately prior thereto.

RULES OF THE CLUB

R1.3.1 The Replaceable Rules in the Law do not apply.

R1.3.2 This Constitution is, for the purposes of and subject to the Law and Act, the rules of the Club.

DEFINITIONS

R1.4 In this Constitution:-

- a) "Act" means the Registered Clubs Act 1976 and any statute amending or replacing it.
- b) "Board" means the directors of the Club for the time then being.
- c) "Bronze Medallion" means the Bronze Medallion of SLSA.
- d) "By-laws" means the By-laws of the Club for the time then being.
- e) "Club" means the Coffs Harbour Surf Life Saving Club Limited.
- f) "Commission" has the meaning ascribed to that word in the Law.
- g) "Constitution" means the Constitution of the Club for the time then being.
- h) "director" means a member of the Board.
- i) "full member" means a person who is an ordinary member or a life member of the Club.
- j) "honorary member" means a person who is an honorary member of the Club.

- k) "Law" means the Corporations Act 2001. When any provision of the Law is referred to the reference is to that provision as modified by any law for the time then being in force.
- l) "life member" means a person who is elected to membership of the Club for life.
- m) "member" is a person who is a full member, provisional member, an honorary member or a temporary member of the Club.
- n) "month" means calendar month.
- o) "notice board" means the board or boards provided in the Office on which notices for the information of members may be posted.
- p) "Office" means the registered office of the Club for the time then being.
- q) "ordinary member" means a person who is an ordinary member of the Club.
- r) "President" means the President of the Club.
- s) "provisional member" means a person who has applied for admission as a full member of the Club, has paid the annual subscription appropriate for the class of membership applied for and is awaiting a decision on that application.
- t) "registered club" has the meaning ascribed to those words in the Act.
- u) "R" is an abbreviation for a rule in this Constitution.
- v) "Register" means the Register of Members kept pursuant to the Act.
- w) "Seal" means the common seal of the Club.
- x) "secretary" includes Chief Executive Officer, General Manager, Secretary Manager of the Club, and any person who, with the approval of the Board, is temporarily occupying that position but does not include a director.
- y) "SLSA" means Surf Life Saving Australia Limited.
- z) "special resolution" has the meaning ascribed to those words in the Law.
- aa) "State" means the State of New South Wales.
 - bb) "temporary member" means a person who is a temporary member of the Club.
 - cc) **Social member means a person who is a social member of the Club.**
 - dd) "writing" or "written" includes printing, typing, lithography and other modes of reproducing or representing words in a visible form in the English language.
 - ee) Except where a contrary intention appears words or expressions shall be interpreted in accordance with the provision of the Law.

OBJECTS

R1.5 Subject to this Constitution no restrictions are placed on the objects which may be pursued by the Club however its primary objects are:-

- a) to affiliate with and remain affiliated with SLSA and Surf Life Saving New South Wales Inc., through Surf Life Saving North Coast Branch Inc.;
- b) to promote advance and control the work of surf life saving and the resuscitation of the apparently drowned;
- c) to promote the study and practice of the methods of surf life saving as taught by SLSA;
- d) to minimise the loss of life from drowning by providing efficient life saving apparatus;
- e) to promote demonstrations and the arrange classes of instruction and so bring about a widespread and thorough knowledge of the principles which underlie the art of natation and the further generally the best interests of surf life saving and surf bathing;
- f) to appoint life saving patrols and to render all possible aid to those in distress;
- g) to promote the moral, intellectual, social and physical welfare of its members;
- h) to provide any or all of the facilities necessary to further the aims and advancement of surf life saving at Park Beach or elsewhere in New South Wales and to give whatever assistance the Board may consider convenient for this purpose;
- i) to purchase, lease or otherwise acquire and hold any freehold or leasehold property or any easement rights or privileges which the Board may think requisite for the purposes of or capable of being conveniently used in conjunction with any of the objects of the Club;
- j) to encourage foster and promote surf life saving in such areas as may be determined from time to time by the Board;
- k) to organise and conduct carnivals and social functions for the benefit and assistance of the Club in the attainment of the Club's objectives; to subscribe to, become a member of, and co-operate with or amalgamate with any other organisation, whether incorporated or not, whose primary objects are similar to or compatible with those of the Club. **Provided that** the Club shall not subscribe to or support with its funds or amalgamate with any organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of R2.1.

POWERS

R1.6 The Club has all the powers provided for in the Law and is not restricted in the exercise of those powers.

INCOME AND PROPERTY

R2.1 No portion of the income or property of the Club shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise, to the members.

Provided that nothing herein contained shall prevent the payment in good faith:

- (i) of remuneration to any officers or employees of the Club;
- (ii) to any member in return for any services actually rendered to the Club;
- (iii) for goods sold or hired in the ordinary and usual way of business;
- (iv) of interest on money borrowed from any member;
- (v) of reasonable and proper rent for premises demised or let by any member to the Club;

Provided further that, subject to the Act, no director shall be appointed:

- (vi) to any salaried office of the Club or;
- (vi) to any office of the Club paid by fees;

nor shall any member be entitled to derive any profit, benefit or advantage from the Club not offered equally to every member unless such profit, benefit or advantage consists only of a sum of money paid to that person in respect of that person's services as a director or member of a committee and which has been approved by a resolution passed at a general meeting of the Club;

Except that nothing herein shall be construed as preventing the payment: (viii) of out-of-pocket expenses reasonably and properly incurred by a director or member of a committee.

MEMBER'S LIMITED LIABILITY

R2.2.1 The liability of each member is limited.

R2.2.2 Each member, other than honorary members and temporary members, undertakes to contribute to the assets of the Club, in the event of the Club

being wound up during the currency of that member's membership, or within one year after the termination of that membership, for payment of the

debts and liabilities of the Club (contracted before the termination of that membership) and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves such amount as may be required, not exceeding \$2.00.

WINDING UP

- R2.3** If upon the winding-up or dissolution of the Club there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members but shall be given or transferred to some other organisation or organisations having objects similar to those of the Club, and whose constitution prohibits the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of R2.1, such organisation or organisations, to be determined by the members at or before the time of the winding up or dissolution and in default thereof by application to the Supreme Court.

EMPLOYEES

- R3.1** An employee of the Club shall not vote at any meeting of the Club or of the Board or at any election of the Board or hold office as a member of the Board.
- R3.2** No payment or part payment of the remuneration of the secretary or other employee of the Club shall be made by way of commission or allowances from or upon the receipts of the Club for liquor supplied.

SALE OF LIQUOR AND USE OF POKER MACHINES

- R4.1** Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person, other than a member, except on the invitation and in the company of a member; provided that this Rule does not apply in respect of the sale, supply or disposal of liquor to any person at a function in respect of which an authority is granted to the Club under the Act.
- R4.2** Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person under the age of 18 years.
- R4.3** A person under the age of 18 years shall not use or operate poker machines on the premises of the Club.

BENEFITS TO MEMBERS

R5.1 Subject to the Act and this Constitution, a member whether or not a director or a member of a committee of the Club shall not be entitled to derive directly or indirectly any profit, benefit or advantage from the Club that is not offered equally to every full member.

MEMBERSHIP GENERALLY

- R6.1.1** The number of members shall not exceed the number permissible under the Act.
- R6.1.2** A person under the age of 18 years may be admitted to membership of the Club.
- R6.1.3** All members at the date of the coming into effect of this Constitution shall continue as members according to the class of membership being enjoyed at that date.
- R6.1.4** A person shall not be admitted to membership of the Club except as an ordinary member, life member, honorary member, temporary member, provisional member, or social member.
- R6.1.5** Subject to R6.4.1, R6.4.2 and R6.4.3, full members only shall be entitled to hold office (with the exception of the position of patron or patrons or the office of Auditor or Auditors) in the Club and to be elected or appointed to the Board and to vote on proposals to amend this Constitution.
- R6.1.6** Subject to R3.1, R6.4.1, R6.4.2 and R6.4.3, full members only shall be entitled to vote on all matters at any general meeting of the Club and to nominate any person for election to the Board.
- R6.1.7** No member other than a life member shall be entitled to vote at any general meeting or to be a director or to compete for any prize if that member's annual subscription shall be unpaid.

ORDINARY MEMBERS

- R6.2.1** Ordinary members shall comprise those members who are admitted as such in accordance with this Constitution.
- R6.2.2** Ordinary members shall be divided into the following classes:
- a) active members;
 - b) reserve active members;
 - c) long service members;
 - d) associate members (non-voting);

- e) junior activity members(non-voting).
- f) **Social member.**

ELIGIBILITY FOR VARIOUS CLASSES OF ORDINARY MEMBERS

Active Members

R6.3.1 Active members shall be:

Those members who are appointed by the Board to perform patrols on Park Beach or elsewhere and those members who have completed all rostered patrols for at least two full seasons with any Surf Life Saving Club affiliated with SLSA and Award Members who have performed two years water safety

(with a minimum of twenty four hours service) with any such other affiliated Club and who for the purpose of this rule are further classified as either senior, under nineteen or cadet members but –

- a) active senior and under nineteen members must obtain the Bronze Medallion prior to being appointed as Active members;
- b) cadet members must obtain the SLSA Surf rescue Certificate or the equivalent prior to being appointed as Active members;
- c) such members shall perform patrols as required by SLSA and the Board;
- d) such members shall complete the SLSA Annual Proficiency Test; and
- e) award members are those members who **have** obtained the SLSA award which entitles them to be active members subject nevertheless to rule R6.4.1.

Reserve Active Members

R6.3.2

- a) Reserve active membership may be granted at the discretion of the Board to active members who have satisfactorily completed at least eight years service.
- b) Such members shall perform a minimum of patrols as required by SLSA and further patrol duties at the discretion of the Board.
- c) Such members shall complete the SLSA Annual Proficiency Test.
- d) Notwithstanding paragraph (a), reserve active membership may be granted by the Board to active members irrespective of years of service.

Long service Members

R6.3.3

- (a) Long service membership may be granted to a member who has completed ten (10) years active service, or a member who has

completed eight (8) years active service and four (4) years active reserve service. Long service members shall be exempted from all patrol obligations.

- (b) Notwithstanding (a) above, the Board may grant long service membership to a member irrespective of the number of years served as a member.

Associate Members

R.6.3.4

A person who is the holder of the Bronze Medallion and who is not an active member may be admitted as an associate member.

Associate membership may be granted to a person who is considered by the Board and to be genuinely interested in the advancement of all or any of the objects of the Club as stated in this Constitution and who is otherwise considered by the Board to be a desirable person to be admitted as an associate member of the Club.

Junior Activity Members

R.6.3.5

Junior activity membership may be granted to a person who has not attained the age of 18 years and such a person shall be required to gain the SLSA's relevant Junior Activity Achievement Certificate for that person's age group or who otherwise satisfies the Board as having a genuine interest in taking part in the regular sporting activities organised by the Club.

Social Members

R.6.3.6

Social member may be granted to a person who has attained the age of 18 years but does not necessarily hold any other award or function within the Club, but wishes to involve themselves in the Social activities the Club offers.

RIGHTS OF ORDINARY MEMBERS

Members Generally

R6.4.1

- a) Subject to this Constitution ordinary members are entitled to all the privileges of the Club.
- b) Subject to R6.4.2:
- (i) only active members who have attained the age of eighteen (18) years and who have completed all rostered patrols for at least two full seasons with any Surf Life Saving club affiliated with SLSA or Award Members as defined by the constitution of SLSA

who have performed two years water safety (with a minimum of twenty four hours service) with any Surf Life Saving Club affiliated with SLSA. (ii) life members;
 (iii) reserve active members;
 (iv) long service members.

Shall be entitled to:

- hold office (with the exception of the position of patron or auditor) in the club;
- be elected or appointed to the Board;
- nominate any person to hold office in the Club;
- nominate any person to be elected or appointed to the Board;
and
- vote on all matters at any general meeting of the Club.

A transferee from such an affiliated club must provide written proof from that affiliated club verifying the transferee's eligibility in accordance with the criteria set forth in R6.4.1(b)(i).

Associate Members

R6.4.2 Not more than 2 associate members may be directors at the same time.

Associate members are not entitled to:

- (a) nominate or second any nominations for election or appointment to the Board;
- (b) vote at any election to the Board.

Junior Activity Members

R6.4.3 Junior activity members are not entitled to:

- (a) participate in any way in the management, business or affairs of the Club.
- (b) attend any general meeting of the Club;
- (c) nominate or second any nomination for election to the Board;
- (d) vote at any election to the Board;
- (e) hold office as a director or as a member of a committee other than a committee the primary purpose of which is the development and conduct of the junior membership activities of the Club; or

R6.4.4 Junior activity members shall use only those areas of the defined premises of the Club for which an authority is in force under the Act.

Social Members.

R6.4.5 Social Members are not entitled to:

- (a) participate in any way in the management, business or affairs of the Club.

- (b) attend any general meeting of the Club;
- (c) nominate or second any nomination for election to the Board;
- (d) vote at any election to the Board;
- (e) hold office as a director or as a member of a committee.

LIFE MEMBERS

R6.5.1 Life members may be appointed from members of the Club who have rendered special service to the Club over a period of 15 years, 10 years of which have been as an elected officer and or as an appointed committee member of the Club.

The other requirements for election to life membership are:

- (a) that member must be nominated by one ordinary member and seconded by another ordinary member neither of whom are junior members.
- (b) notice of the nomination must be given to the secretary who will report it to the Board for consent;
- (c) with the consent of not less than three-fourths of the directors present and voting the Board will refer the nominee to the next general meeting for approval.
- (d) upon the request of any director all voting by the directors shall be by ballot; and
- (e) approved by a majority of members entitled to vote present and voting at that general meeting.
- (f) No more than 2 life members shall be elected in any financial year.

R6.5.3 A life member shall be relieved of the payment of the annual subscription payable in accordance with this Constitution.

HONORARY MEMBERS

R6.6.1 The following persons may in accordance with the procedures established by the Board be made honorary members:

- (a) any prominent citizen or local dignitary visiting the Club.
- (b) the patron or patrons for the time being of the Club.

- R6.6.2** An honorary member shall be entitled only to the social privileges of the Club and shall not be entitled to attend or vote at any general meeting of the Club, nominate or be a director or hold any other office in the Club or participate in any way in the management, business or affairs of the Club.
- R6.6.3** Honorary members may be relieved of any obligations or liability with respect to the payment of entrance fees and/or subscriptions.
- R6.6.4** When honorary membership is conferred on any person the following particulars shall be entered in the Register:
- (a) the name in full of the honorary member;
 - (b) the residential address of the honorary member; (c) the date in which honorary membership is conferred; (d) the date on which honorary membership is to cease.

TEMPORARY MEMBERS

- R6.7.1** The following persons may at the discretion of the Board be made temporary members:
- (a) Any person whose ordinary place of residence is not less than 5 kilometres from the premises of the Club;
 - (b) A member of another registered club with similar objects to those of the Club;
 - (c) A full member of any registered club or of any interstate club within the meaning of the Act, who at the invitation of the Board or a full member, attends on any day at the premises of the Club for the purpose of participating in an organised sport or competition to be conducted by the Club on that day shall be a temporary member from the time on that day when that person so attends the premises of the Club until the end of that day.
- R6.7.2** A temporary member shall not be required to pay an entrance fee or an annual subscription.
- R6.7.3** A temporary member shall not be entitled to attend or vote at any general meeting of the Club, nominate for or be a director or member of any committee of the Club or participate in any way in the management, business or affairs of the Club.
- R6.7.4** A temporary member may not introduce guests into the premises of the Club.

- R6.7.5** No person under the age of 18 years may be admitted as a temporary member of the Club unless the person is admitted in accordance with R6.7.1(c).
- R6.7.6** When a temporary member (other than a person admitted under R6.7.1(c) first enters the premises of the Club on any day, the following particulars shall be entered into the Register:
- (a) the name in full of the temporary member;
 - (b) the residential address of the temporary member; (c) the date on which temporary membership was granted; (d) the signature of the temporary member.
- R6.7.7** The Board or the secretary may at any time cancel the membership of any temporary member without notice and without assigning any reason therefore.

PROVISIONAL MEMBERS

- R6.8.1** Provisional membership may, in accordance with the procedures established by the Board, be granted to a person who has made application for ordinary or associate membership in accordance with this Constitution and who has paid the entrance fee (if any) and the appropriate annual subscription.
- R6.8.2** A provisional member shall have the privileges enjoyed by members of the class of membership applied for by that person except those conferred by R6.1.5 and R6.1.6.
- R6.8.3** Provisional membership shall cease when that provisional member's application for ordinary or associate membership is determined. Where that person's application for membership is refused that person shall cease to be a provisional member and the entrance fee, if any, and annual subscription submitted with the nomination form will be refunded.
- R6.8.4** The Board or the secretary may cancel the provisional membership of any person without notice and without assigning any reason therefore.

PATRONS

- R6.9** The members entitled to vote in general meeting may appoint a patron or patrons from time to time upon a recommendation being made by the Board to the meeting and such patron or patrons shall thereupon be deemed to be honorary members and subject to this Constitution shall remain honorary members while they remain a patron. Any patron so

appointed may by the same procedure be removed as a patron. There shall be not more than 2 patrons at any one time.

TRANSFER OF MEMBERSHIP

R.6.10.1 The Board, at its discretion, may on the written application of a member who has the qualifications for and wishes to become a member of a different class, transfer that membership upon payment of any difference between the total of the entrance fee, if any, and the appropriate annual subscription for that class of membership and that for the class of membership from which that member desires to transfer.

R6.10.2 Any member so transferred shall not be entitled to any refund or reduction of any entrance fee or annual subscription paid or payable by that member for the then financial year in respect of the class of membership which that member had transferred from.

ABSENTEE LIST

R6.11 The Board may make special arrangements not inconsistent with the Act as to the amount and payment of the annual subscription of any member leaving or returning to the State or residing outside the State. For the purpose of this Rule, the Australian Capital Territory shall be deemed to be within the State. Such members shall be placed on an Absentee list.

ADMISSION TO MEMBERSHIP

R6.12.1 A person shall not be admitted as a member other than as a provisional member, honorary member, temporary member, or **social member** unless the applicant is elected to membership at a meeting of the Board by a majority of the directors present and voting. The names of those directors present and voting at that meeting shall be recorded by the secretary. The Board may reject any application for membership without assigning any reason for such rejection.

R6.12.2 In respect of every application for membership other than as an honorary member or temporary member, there shall be completed an application form which shall be in a form and contain such particulars as are from time to time prescribed by the Board, including the full name, address and occupation of the applicant, a statement that the applicant, if admitted, will be bound by this Constitution, including the By-laws, and such other particulars as may be prescribed by the Board from time to time.

R6.12.3 The application form shall be signed by the applicant and presented by the applicant in person to the secretary or to the secretary's nominee together with:

- (a) the relevant entrance fee, if any, and the appropriate annual subscription;

- (b) documentary identification of the applicant which may include any one or more of the following documents which are current and held by and in respect of the applicant:
- a motor vehicle driver or rider's licence or permit issued by the Roads and Traffic Authority or by the corresponding public authority of another State or Territory or under the law of another country.
 - a Photo Card issued under the *Photo Card Act 2005*;
 - a proof of age card (however described) issued by a public authority of the Commonwealth or of another State or Territory for the purpose of attesting to a person's identity and age.
 - passport;
 - photograph of the applicant certified in the manner prescribed by the Board.

R6.12.4 The secretary shall compare the particulars of the applicant as appearing on the application with the particulars and identity of that person as appearing in the photographic identification presented by the applicant and if the secretary is satisfied that the particulars in the application and the identity of the applicant correspond with those on the photographic identification and is otherwise satisfied as to the accuracy of the particulars and the eligibility of the applicant for admission to the class of membership sought by the applicant, the secretary shall sign a statement to that effect on the application form .

R6.12.5 A person whose application has been signed by the secretary in accordance with R6.12.4 and who has paid to the Club the entrance fee (if any) and the appropriate annual subscription shall thereupon become a provisional member in accordance with R6.8.1.

R6.12.6 The secretary must forthwith cause the name, address and occupation of the applicant to be exhibited on the notice board for a continuous period of not less than 7 days before the election is held to determine that application for membership and an interval of at least 14 days shall elapse between the receipt by the secretary of the application and the holding of that election.

R6.12.7 Any person who has not attained the age of 18 years and has satisfied the Board that that person has an interest in taking part in the regular sporting activities organised by the Club and from whose parent or guardian the Board receives written consent to that person becoming a junior activity member of the Club and taking part in the sporting activities of the Club and who in the opinion of the Board is suitable to be admitted to junior activity membership may make application for, or have an application made on that person's behalf, for junior activity membership in accordance with this Constitution.

R6.12.8 When a person has been elected to membership the secretary shall give notice of the same to that person who shall thereupon be a member and bound by this Constitution including the By-laws.

R6.12.9 A copy of this Constitution shall be made available to all new members and to other members and shall be supplied to any such member on request being made to the secretary and on payment of any fee that may be prescribed.

ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

R6.13.1 The entrance fee and annual subscription payable by members of each class of membership shall in each case be such amount as the Board may from time to time prescribe provided that the annual subscription shall not be less than \$2.00 or such other minimum subscription provided from time to time by the Act.

R6.13.2 The annual subscription shall be payable annually in advance. The annual subscription shall be due and payable on the first day of July in each year. Subject to this Constitution, a member whose annual subscription is not then paid is an unfinancial member and is not eligible to nominate or be nominated for election to the Board or to be appointed to the Board or to vote at any general meeting of the Club until that payment is made.

R6.13.3 Members elected on or after the first day of January in any year shall only be required to pay such part of the annual subscription, if any, as is determined by the Board.

R6.13.4 If the subscription or any part or instalment thereof of any member shall not be paid within a period of 21 days from the date upon which it shall fall due for payment pursuant to R 6.13.2 the secretary shall give to the member in default 7 days written notice within which time such subscription must be paid and if the same shall not have been paid within that time the defaulting member shall from the expiration of that time be debarred from all privileges of membership and shall cease to be a member and the secretary shall make a notation to this effect against that person's name in the Register and the member shall be disqualified by the Board from all Club competition in which the member is participating.

REGISTER OF MEMBERS AND GUESTS

R6.14.1 The Club shall keep the following registers in accordance with the Act:

- (a) A register of persons who are full members.
- (b) A register of persons who are honorary members.
- (c) A register of persons who are social members.

- (d) A register of persons who are temporary members other than temporary members referred to in R6.7.1(c).
- (e) A register of persons of or over the age of 18 years who enter the premises of the Club as guests of members.

ENTRY IN REGISTER

R6.14.2 The name of every person admitted as a member shall forthwith be entered in the Register together with the date of that member's admission and that member's place of abode, business address, if any, and at the option of that member an electronic address or addresses and no name shall be removed from the Register except by resolution of the Board or as

otherwise provided herein. The Register which may be in more than one form, including electronic, shall be kept on the premises of the Club and shall be open to inspection by members.

ADDRESSES OF MEMBERS

R6.14.3 Any member who shall at any time change that member's name, place of abode, business address or any electronic address recorded in the Register shall immediately give notice thereof to the secretary who shall record such change in the Register.

RESIGNATION OF MEMBERSHIP

R6.15.1 A member may by giving notice in writing to the secretary resign that member's membership but the resignation will not take effect pending the decision of the Board or its disciplinary committee on any charge against that member under R6.16.1 and in any event that member shall remain liable for any annual subscription and all arrears due and unpaid at the date that resignation does take effect and for all other moneys due by that member to the Club and in addition for any sum not exceeding \$2.00 for which that member is liable as a member under this Constitution.

R6.15.2 Subject to R6.15.1 the date of resignation of a member resigning in accordance with the provisions of that rule shall be the date on which the notice of resignation is received by the secretary.

R6.15.3 Every person ceasing to be a member shall thereby forfeit all rights as a member.

DISCIPLINARY PROCEEDINGS

R6.16.1 If a member refuses or neglects to comply with the provisions of this Constitution, the By-laws or is in the opinion of the Board, guilty of any

conduct prejudicial to the interests of the Club or is in the opinion of the Board, guilty of conduct which is unbecoming of a member or which renders the member unfit for membership, the Board has the power to reprimand, suspend from all privileges of membership for such period as it considers fit, expel from membership or accept the resignation of such member and to remove that person's name from the Register provided that:

- (a) The member must be notified of any charge against the member pursuant to this Rule by notice in writing to the member at least 7 clear days before the meeting of the Board at which such charge is to be heard. The notice must set out the facts, matters and circumstances giving rise to the charge and include details of the range of potential penalties if the member is found guilty.
- (b) The member charged is entitled to attend the meeting for the purpose of answering the charge or may answer the charge in writing and is entitled to call witnesses in that member's defence;
- (c) The method of voting by the directors present at such meeting will be such as is decided by the Board. No resolution by the Board at the meeting is deemed to be passed unless at least a majority of the directors present vote in favour of such resolution.
- (d) If the member fails to attend such meeting the charge may be heard and dealt with and the Board may decide on the evidence before it, the member's absence notwithstanding, but having regard to any representations made to it in writing by the member charged.
- (e) After the Board has considered all the evidence it must come to a decision as to the member's guilt in relation to the charge. Once it has decided the issue of guilty, the Board must, if the member has attended the meeting and has been found guilty, inform the member prior to considering any penalty.
- (f) If having attended the meeting, the member charged must be given a further opportunity at the meeting to address the Board in relation to the penalty appropriate to the charge of which the member has been found guilty.
- (g) Any decision of the Board at such meeting or any adjournment thereof is final and the Board is not required to assign any reason for its decision.
- (h) In the event that a notice of charge is issued to a member pursuant to paragraph (a) of this Rule, the Board has the power to immediately suspend that member from all privileges of membership until the charge is heard and determined. Notice of an immediate suspension

imposed by the Board on a member must be notified in writing to that member.

- (i) The powers of the Board in relation to disciplinary proceedings may be exercised by a disciplinary committee appointed by the Board and comprising not less than 2 directors. A quorum of the disciplinary committee is 3, the prescribed number of 5 to be made up from a list of past Presidents of the Club, Long Service Members of the Club, and Life Members of the Club.

R6.16.2 (a) The secretary or in the secretary's absence the delegated senior employee of the Club then on duty ("the senior employee") has the power to suspend any person's membership and remove that member from the premises of the Club:

- (i) who in the opinion of the secretary or the senior employee is then intoxicated, violent, quarrelsome or indecent; or
- (ii) whose presence on the premises of the Club in the opinion of the secretary or the senior employee may render the Club or the secretary liable to a penalty under the Act; or
- (iii) who engages or uses any part of the premises of the Club for an illegal purpose; or
- (iv) who has, while on the premises of the Club, engaged in conduct prejudicial to the interests of the club or has been engaged in conduct unbecoming of a member.

(b) The secretary or the senior employee of the Club who has exercised the power conferred in R6.16.2 (a) must make a written report to the Board within 7 days of the date of the suspension and removal of the member. The report must set out the facts, matters and circumstances giving rise to the suspension and removal.

(c) Any suspension of a member by the secretary or the senior employee pursuant to R6.16.2 (a) will continue for 6 weeks or until the meeting, notice of which is given to the member pursuant to paragraph (a) of R6.16.1, whichever is the earlier.

R6.16.3 If a member is expelled pursuant to this Constitution, that member shall thereupon cease to be a member, that person's name shall be removed from the Register, that person shall not be eligible for re-election to membership for a period of 5 years or such shorter period as is fixed by the Board or its disciplinary committee at that time and commencing on the date of expulsion and during the same period that person shall not be brought to the premises of the Club by a member as a guest.

R6.16.4. No appeal whatsoever (except as provided for in R6.16.6) shall lie from a decision and action of the secretary or the senior employee pursuant to R6.16.2, nor shall any appeal whatsoever lie from a decision of the Board or of a disciplinary committee pursuant to R6.16.1, nor shall any member suspended and removed from the premises of the Club pursuant to R6.16.2 or reprimanded, suspended or expelled pursuant to R6.16.1 and R6.16.3 have any right of action whether at law or in equity or other remedy whatsoever against the Club, Board, any director, the secretary or the senior employee, by reason of such suspension and removal, or such reprimand, suspension or expulsion or by reason of any act done or notice given prior to or consequent on or incidental to the same.

R6.16.5 Section 16.4 shall also apply in the event of an employee of the Club whose actions have warranted dismissal or other disciplinary actions.

R6.16.6 A member or employee shall have the right to appeal any decision of the Board or Disciplinary Committee subject to:

- (a) Breaches of the code of conduct within or associated with the prescribed licensed area shall be determined by the rules and regulations governing licensed Clubs within the State of NSW which currently do not allow appeals after the penalty has been applied. Any conviction resulting from police action will forfeit any right to appeal.
- (b) Any penalty applied in relation to breaches of the code of conduct relating to this constitution as it applies to the Coffs Harbour Surf Live Saving Club members can be appealed in accordance with the rules laid down by Surf Life Saving NSW and Surf Life Saving Australia.

GUESTS OF MEMBERS

R7.1 Any member, other than a junior member, who is an ordinary member, life member, honorary member or provisional member may invite guests into the premises of the Club. Any member so inviting a guest must ensure:

- (a) that that member and the guest properly complete the Club's register referable to guests;
- (b) that the guest, at all times while on the premises of the Club remains in the reasonable company of that member;
- (c) that the guest, at all times while on the premises of the Club, abides by this Constitution; and
- (d) that the guest does not remain on the premises of the Club any longer than that member.

GENERAL MEETINGS

Annual General Meeting

R8.1 A general meeting known as the Annual General Meeting of the Club shall be held each year in accordance with the Law.

Business of Annual General Meeting

R8.2 The business of the Annual General Meeting shall be:

1. To confirm the minutes of the previous Annual General Meeting and other general meetings held since the previous Annual General Meeting.
2. To receive the Annual Report of the Board and the secretary's statement of accounts and balance sheet for the preceding financial year.
3. To receive the Auditor's Report for the preceding financial year.
4. To change the directors as provided in this Constitution.
5. Any business of which due notice has been given.
6. Such other business as may be brought in accordance with this Constitution.

Special General Meetings

R8.3.1 Special general meetings shall be convened only by authority of the Board or on receipt by the secretary at the Office of a requisition signed by not less than 5% of the members or 100 members having at the date of such receipt by the secretary a right to vote at general meetings.

R8.3.2 Within 21 days of such receipt by the secretary the Board must proceed to call a general meeting to be held as soon as practicable but in any case not later than 2 months after such receipt.

R8.3.3 The following further provisions will apply to such a requisition and to the calling and holding of a general meeting in response to the same.

- (a) The requisition must state any resolution to be proposed at the meeting and must be signed by the members making the requisition and may

consist of several documents in identical wording each signed by one or more of those members.

- (b) If the Board does not within 21 days from the date of making of such requisition duly proceed to call the meeting the members who made the requisition or any of them representing more than 50% of the members who made the requisition may themselves call the meeting. However, any meeting so called must not be held after the expiration of 3 months from the date of the requisition.
- (c) In the case of a meeting at which a resolution is to be proposed as a special resolution, the Board will be deemed not to have duly called the meeting if it does not give such notice of such resolution as is required by the Law.
- (d) Any meeting called under this Rule by the members must be called in the same manner or as nearly as possible as that in which a meeting is called by the Board.
- (e) Any reasonable expenses incurred by the members in convening any meeting under this Rule must be repaid to those members by the Club.

Notice of General Meeting and of Business

R8.4.1 Except as provided in this Constitution no business proposed by members entitled to vote in general meeting shall be taken into consideration at any general meeting unless notice thereof has been given to the Club in accordance with the Law and business shall not be brought before a general meeting unless notice of the same has been given to members as required under this Constitution.

R8.4.2 Subject to the provisions of the Law relating to special resolutions, at least 21 days notice specifying the place, day and hour of a general meeting and in the case of special business the general nature of that business must be given in the manner provided by this Constitution to each member who is entitled to attend and vote at that meeting.

R8.4.3 A general meeting will not be invalidated by reason only of the accidental omission to give notice of the meeting to or the non-receipt of the notice of the meeting by any member unless the Supreme Court on application of the member concerned or any other member entitled to attend the meeting or the Commission declares proceedings at the meeting invalid.

Quorum at General Meetings

R8.5.1 No business is to be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. The quorum requirements are:

- (a) for a general meeting which is called at the request of members, not

less than 5% of the members or 100 members who are present and entitled to vote; and

- (b) for a general meeting which is not called on the request of members and for an Annual General Meeting not less than 10 members who are present and entitled to vote.

R8.5.2 Should there not be a quorum the members present may at the expiration of one-half hour from the time appointed for the meeting adjourn the meeting until such day and time as they may consider desirable and the members present at the adjourned meeting shall constitute a quorum.

Chairperson of Meetings

R8.6.1 All meetings shall be presided over by the President and in addition to the President's original vote the President shall in case of the equality of votes, have a second or casting vote. In the absence of the President from any meeting the Vice-President shall preside thereat and if the President and the Vice-President be absent from any meeting the members present shall elect a director to preside at such meeting during such absence. For the purpose of so presiding the Vice-President or such director as the case may be shall have the powers of the President.

Voting

R8.7.1 Subject to this Constitution and the Law, all questions submitted to any general meeting in accordance with the Constitution shall be decided by a majority to be determined by a show of hands or by division upon the demand of 2 members who are present and entitled to vote or by poll upon the demand of 5 members who are present and entitled to vote. A division or poll may also be demanded at any time by the chairperson of that meeting.

Poll

R8.7.2 If at any general meeting a poll is demanded, the poll must be taken in such manner and either at once or after an interval or adjournment or otherwise as the chairperson of that meeting directs. The result of the poll will be the resolution of the meeting at which the poll was demanded. However, a poll demanded on the election of the chairperson of that meeting or on a question of adjournment must be taken immediately.

R8.7.3 A demand for a poll may be withdrawn.

R8.7.4 Voting by proxy is not permitted.

R8.7.5 Each full member entitled to vote shall have one vote on a show of hands, one vote in a division and one vote on the taking of a poll.

R8.7.6 In the case of any dispute as to the admission or rejection of a vote, the chairperson of that meeting will determine the dispute and such determination made in good faith will be final and conclusive.

Declaration

R8.8 At any general meeting (unless a division or poll is demanded), a declaration by the chairperson of that meeting that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution.

Adjournment of general meeting

R8.9.1 The chairperson of a general meeting may with the consent of the meeting at which a quorum is present (and must if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business will be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

R8.9.2 A resolution passed at any adjourned meeting must for all purposes be treated as having been passed on the date which it was in fact passed and must not be deemed to have been passed on any earlier date.

R8.9.3 It is not necessary to give any notice of any adjournment or of the business to be transacted at an adjourned meeting except when a meeting is adjourned for 30 days or more, when notice of the adjourned meeting must be given as in the case of an original meeting.

Questions and Comments by Members

R8.10.1 The chairperson of an Annual General Meeting must allow a reasonable opportunity for the members as a whole at the meeting to ask questions about, or make comments on, the management of the Club.

R8.10.2 If the Club's Auditor or a representative of the Auditor is at an Annual General Meeting, the chairperson of that meeting must allow reasonable opportunity for the members as a whole at that meeting to ask the Auditor or that representative questions relevant to the conduct of the Audit and the preparation and content of the Auditor's report.

Minutes of general meeting

R8.11.1 Minutes of all resolutions and proceedings at general meetings must be entered within 14 days of the meeting in a book provided for that purpose. Any such minutes must be signed by the chairperson of the meeting to which they relate or by the chairperson of the next succeeding meeting and if purporting to be so signed are evidence of the proceedings to which they relate.

R8.11.2 If a member requests the Club to provide that member with a copy of the minutes of a general meeting it must do so within 14 days of the later of the making of that request or of the receipt by the Club of the fee determined by the Board in accordance with the Law for compliance with that request.

BOARD (INCLUDING OFFICE-BEARERS)

Office Bearers

R9.1 The office-bearers shall consist of a President, Director of Business Operations, Director of Administration and Finance, Director of Surf Life Saving and Director of Member Development each of whom shall be eligible full members.

The Board

R9.2.1 The Board shall consist of 7 directors being the office-bearers and 2 other directors who may be associate members and elected or appointed as herein provided.

ELECTIONS

Biennial Election of Directors

R9.3.1 The Directors in office at the conclusion of the general meeting at which this Constitution is adopted shall remain in office until the conclusion of the next Annual General Meeting as herein provided.

R9.3.2 At the conclusion of that next Annual General Meeting and at the conclusion of every second Annual General Meeting thereafter the directors for the time being shall cease to hold office.

R9.3.3 At that next Annual General meeting and at every second Annual General Meeting thereafter the election of the Board will be conducted in the following manner:

- (a) Except as provided in this rule, nominations for election to the Board must be made in writing, signed by a proposer and a seconder each of whom is a full member, other than a junior member, and by the candidate who may be an associate member but only in respect of a non-office bearer nomination thereby signifying consent to the nomination. The proposer, seconder and candidate must also be financial members at the time the nomination form is signed.
- (b) Nominations shall be called by notice in a local newspaper and on the notice board given not earlier than 01 July and not later than 15 July in that year.
- (c) An eligible nominee may nominate for more than one office. If the nominee is elected to or is unopposed for election to the senior office,

that nominee will be deemed to have been eliminated from nomination for the junior office or offices. The order of seniority of offices is:

- (i) President;
 - (ii) Director of Business Operations;
 - (iii) Director of Administration and Finance;
 - (iv) Director of Surf Life Saving;
 - (v) Director of Member Development;
 - (vi) Two Directors (both equal)
- (d) Nominations for election to the Board must be delivered to the secretary by the time fixed for the close of nominations.
- (e) If the number of candidates duly nominated, and subject to Clause (g) hereof remaining nominated does not exceed the number required to be elected, the candidate or candidates nominated will be declared elected at the Annual General Meeting.
- (f) If no nominations or insufficient nominations are received and, subject to Clause (g) hereof remain, for the number required to be elected, the candidate or candidates, if any, duly nominated will be declared elected at the Annual General Meeting and subject to Clause (g) hereof nominations may, with the consent of the nominee, be made orally at the meeting for the vacancies and, if necessary, an election by ballot for the vacancies remaining will be held in accordance with procedures prescribed by the Board.
- (g) In the event that more than two associate member candidates are duly nominated and the elimination of all but two of those associate member candidatures would result in the number of all candidates duly nominated and then remaining not exceeding the number required to be elected then in that event all the associate member candidates shall, in a manner approved of by the Board, determine who or whom of them will have their candidature eliminated such that not more than 2 such associate member candidates remain nominated.
- (h) If the number of candidates duly nominated exceeds the number required to be elected, a ballot will be conducted in accordance with the following procedure:
- (i) the Board will appoint either the Electoral Commissioner of New South Wales or some other person or organisation to be the Returning Officer for the ballot;
 - (ii) the Returning Officer may appoint one or more scrutineers to assist the conduct of the ballot;

- (iii) a candidate for any office is ineligible to be appointed as the Returning Officer or as a scrutineer;
- (iv) in any case of doubt as to the formality of any vote cast in the election, the Returning Officer's decision will be final;
- (v) in the event of an equality of votes in favour of 2 or more candidates, the Returning Officer will draw lots between the candidates having an equality of votes so as to ensure the election of the necessary number to fill the vacancies;
- (vi) the distribution at or from any premises of the Club of 'how to vote' material or the like in any form whatsoever by or on behalf of any candidate for election is prohibited. Any such material may be seized and destroyed by the secretary. Any candidate or other member directly or indirectly involved in any such distribution may be dealt with under the disciplinary proceedings of this constitution which could result in expulsion from membership if found guilty.

VACANCIES ON THE BOARD

R9.4.1 Subject to compliance with the Law, the members entitled to vote in general meeting may by ordinary resolution of which at least 2 months notice to the secretary has been given, remove any director or directors whomsoever or the whole of the Board from office and may, by ordinary resolution or ordinary resolutions appoint another eligible member or members to fill the vacant office or offices thereby created. The member or members appointed will hold office only until the conclusion of the next Annual General Meeting at which an election of the Board is required.

R9.4.2 The office of a director will be immediately vacated and a casual vacancy thereby created if that person:

- (a) dies;
- (b) becomes disqualified from managing any company under Part 2D.6 of the Law and is not given permission to manage the Club under Sections 206F or 206G of the Law;
- (c) fails to disclose in accordance with the Law the nature of any material personal interest in a matter that relates to the affairs of the Club;
- (d) becomes of unsound mind or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;

- (e) is absent from meetings of the Board for a continuous period of 3 months without leave of absence from the Board;
- (f) by notice in writing given to the secretary, resigns from office;
- (g) becomes prohibited from being a director by reason of any order made under the Act;
- (h) becomes an employee of the Club;
- (i) ceases to hold a qualification by which that person was appointed to or elected to office;
- (j) ceases to be a member; or
- (k) ceases to be a member entitled to be or become a director.

R9.4.3 Subject to R9.2.1, the Board has power at any time and from time to time to appoint any eligible member to the Board to fill a casual vacancy. The member so appointed will hold office only until the conclusion of the next Annual General Meeting at which an election of the Board is required.

POWERS AND DUTIES OF THE BOARD

- R9.5.1** (a) The Board shall be responsible for the management of the business and affairs of the Club.
- (b) Without limiting the general powers of the Board conferred in R9.5.1(a), all members hereby acknowledge and accept that the Board has the power from time to time to organise and enforce the exclusion from the premises of the Club any member or other person (either with or without that member's or person's agreement) in accordance with:
- (i) the Club's responsible service of alcohol policy (as adopted and amended by the Board from time to time); or
 - (ii) the Club's responsible gambling policy (as adopted and amended by the Board from time to time).

R9.5.2 The Board may pay all expenses incurred in promoting and registering the Club and shall have full control of the property of the Club and absolute authority subject to this Constitution regarding its disposition and in the conduct and administration of all the affairs and business of the Club, including the rights, privileges and obligations of members in respect of the Club, except in so far as is otherwise expressly provided by this Constitution, by the Law or

the Act. In particular, but without derogating from the general powers hereinbefore conferred the Board shall have power from time to time:

- (a) To delegate any of its powers to committees consisting of such director or directors and/or such members as it may from time to time think fit and may from time to time revoke such delegation. Any committee so formed shall in the exercise of the powers so delegated conform to any Rule or restriction that may from time to time be imposed upon it by the Board. The President shall be ex officio a member of all such committees. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the chairperson of the committee shall have a second and casting vote. The meetings and proceedings of any committee consisting of two or more members shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Board so far as the same are applicable thereto and are not superseded by this Rule or by any By-law made by the Board pursuant to this Rule;
- (b) To make such By-laws not inconsistent with this Constitution as in the opinion of the Board are necessary or desirable for the proper control administration and management of the Club's finances, affairs, interests, effects and property and for the convenience, comfort and well-being of members and to amend or rescind from time to time any such By-laws and without limiting the generality hereof particularly for:
 - (i) such matters as the Board is specifically by this Constitution empowered to regulate by By-law;
 - (ii) the general management control and trading activities of the Club;
 - (iii) the control and management of the premises of the Club and all other amenities of the Club;
 - (iv) the control and management of all competitions;
 - (v) the conduct of members;
 - (vi) the relationship between members and Club employees;
 - (vii) and generally all such matters as are commonly the subject matter of club rules or By-laws or which by this Constitution are not reserved for decision by the members in general meeting;
- (c) To appoint any delegate or delegates to represent the Club for any purpose with such powers as may be thought fit;

- (d) To engage, appoint, control, remove, discharge, suspend and dismiss Managers, secretaries, officers, representatives, agents and servants or other employees in respect to permanent temporary or special services as it may from time to time think fit and to determine the duties, pay, salary emoluments or other remuneration of persons so appointed;
- (e) To purchase or otherwise acquire for the Club any property rights or privileges which the Club is authorised to acquire at such price and generally on such terms and conditions as it shall think fit;
- (f) To secure the fulfilment of any contracts or engagements entered into by the Club by mortgaging or charging all or any of the property of the Club as may be thought fit;
- (g) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Club or, so far as the Law permits, its officers or otherwise concerning the affairs of the Club and also to compound or allow time for payment and satisfaction of any debts due to and any claims or demands by or against the Club and to refer any claims or demands by or against the Club to arbitration and to observe and perform the award;
- (h) To determine who shall be entitled to sign or endorse on the Club's behalf contracts, reports, acceptances, cheques, bills of exchange, promissory notes and other documents or instruments;
- (i) To invest and deal with any of the moneys of the Club not immediately required for the purposes of the Club upon such securities and in such manner as the Board may think fit and from time to time to vary or realise such investments;
- (j) From time to time at its discretion to borrow or secure the payment of any sum or sums of money for the purposes of the Club and to raise or secure the payment of such sum or sums in such manner and upon such terms and conditions in all respects as it shall think fit and in particular by the issue of debentures or debenture stock, perpetual or otherwise and either charged upon all or any of the Club's property both present and future or not so charged or by any mortgage charge or other security upon or over all or any part of the Club's property both present and future. Any debentures or other securities may be issued with any special rights and privileges which the Board may think proper to confer on the holders;

- (k) To sell, exchange, lease or otherwise dispose of any furniture, fittings, equipment, plant or other goods or chattels of the Club and, subject to the Act, to grant a lease or licence of any land of the Club and, with the approval of the ordinary members at a general meeting, to dispose of any land of the Club, in accordance with the Act

- (l)
 - (i) To create sections and committees for the conduct, management and control of all or any game or sporting activity in which the Club from time to time is engaged or interested and to define and limit the persons (being members) eligible for membership of all or any such sections and to fix or approve any supplemental subscription or any charge (whether annual or special) for membership of such sections or any of them and from time to time to prepare or approve and amend By-laws for the control and regulation of such sections or committees and the conduct and activities thereof and also to terminate and dissolve any such section or committee or to reconstitute the same on a similar or different basis.

 - (ii) For the purpose of this Rule to permit any such section to adopt a name distinctive of such section (provided it be described as a section of the Club) and to become affiliated with the body controlling the game or activity in the State on such terms and conditions (not inconsistent with this Constitution or the Act) as such controlling body may from time to time require and to pay on behalf of the Club fees to any such controlling body or as required by such body.

 - (iii) The Board may empower each such section to open and operate a Bank Account in the name of the section in such bank or financial institution as the Board may from time to time approve provided that the persons eligible to operate upon any such account shall be approved by the Board which from time to time may remove and replace such persons or any of them.

 - (iv) Subject to the general control and supervision of the Board, each such section shall manage its own affairs but shall make regular reports to the Board (or otherwise as may be required from time to time by the Board). The minutes and records of the section shall also be produced regularly and promptly for inspection by or on behalf of the Board.

 - (v) Subject as hereinafter provided the constitutions of each such section may be amended from time to time if approved of by three quarters of the members for the time being of such section at a general meeting of such members either annually or at a meeting

convened specifically for such purpose, provided that no amendment proposed to and approved by the meeting of members of the section shall have effect unless and until it shall have been approved by resolution of the Board.

- (vii) The constitutions of each such section shall not be inconsistent with this Constitution or the procedures prescribed by this Constitution.
- (viii) Any disciplinary action by the section in respect of any member of such section shall at once be reported to the Board, together with the reasons therefor and with a recommendation as to further action (if any) to be taken by the Board.

R9.5.3 Any By-law made under this Constitution or any alterations to or repeal of any such By-law shall come into force and have full effect and authority and be binding upon members after notice thereof has been posted on the notice board or in some other conspicuous place in the premises of the Club for 7 days.

R9.5.4 The Board shall cause minutes to be kept and entered in a book provided for the purpose:

- (a) of appointments to the officers and employees;
- (b) of names of directors present at all meetings of the Club and of the Board; and
- (c) of all proceedings and resolutions of the Club and of the Board.

R9.5.5 A decision of the Board on the construction or interpretation of this Constitution, or on any matter arising therefrom, is conclusive and binding on the members subject to such construction or interpretation being varied or revised by the members entitled to vote in general meeting or by the Supreme Court.

PROCEEDINGS OF THE BOARD

R9.6.1 The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit provided that it shall hold a meeting at least once in each month of the year.

R9.6.2 A Chaplain may be appointed by the Board. The Chaplain shall be entitled ex officio to attend all general meetings and of the Board and committees thereof, but shall not be entitled to vote thereat.

- R9.6.3** The President or the Vice-President may at any time and the secretary shall on the request of not less than 2 directors summon a meeting of the Board which shall be held within 7 days of the request.
- R9.6.4** The President shall act as chairperson of the meetings of the Board and if the President is not present at a meeting or is present but unwilling to act as chairperson, the Vice-President shall act as chairperson of the meeting. If the Vice-President is not present or is present but is unwilling to act as chairperson the other directors shall elect one of their number to act as chairperson of the meeting.
- R9.6.5** Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and a determination by a majority of the directors shall for all purposes be deemed a determination of the Board. In case of an equality of votes the chairperson of the meeting shall have a second or casting vote.
- R9.6.6 (a)** A director must in accordance with Sections 191 or 192 of the Law disclose to the first practicable meeting of the Board any material personal interest which that director has in a matter that relates to the affairs of the Club. "Material personal interest" for the purposes of this Constitution includes but is not limited to an interest in a contract or proposed contract which involves the Club.
- (b) The disclosure must include details of the nature and extent of the director's material personal interest and the relation of that interest to the affairs of the Club. The disclosure must be recorded in the minutes of that meeting of the Board.
- (c) Without limiting the application of Section 191(2) of the Law, paragraph (b) of this Rule does not apply to an interest:
- (i) which the director has as a member of the Club and which is held in common with the other members of the Club; or
- (ii) which relates to a contract that insures, or would insure, the director against liabilities the director incurs as an officer of the Club (but only if the contract does not make the Club or a related body corporate the insurer).
- (d) A director who has a material personal interest in a matter that is being considered at a meeting of the Board:
- (i) must not vote on the matter (or in relation to a proposed resolution under paragraph (e) (i) of this Rule in relation to the matter, whether in relation to that or a different director); and
- (ii) must not be present while the matter (or a proposed resolution of that kind) is being considered at the meeting.

- (e) Paragraph (d) of this Rule does not apply if:
- (i) the Board has passed a resolution that identifies the director, the nature and extent of the director's interest in the matter and its relation to the affairs of the Club and states that those other directors voting for the resolution are satisfied that the interest should not disqualify the director from voting or being present; or
 - (ii) the Commission has declared or ordered in accordance with Section 196 of the Law that the director may be present while the matter is being considered at the meeting, vote on the matter or both be present and vote.

R9.6.7 Subject to R9.6.8 and R9.6.10 the quorum necessary for the transaction of the business of the Board shall be 4 directors present in person.

R9.6.8 The continuing directors may act notwithstanding any vacancy in the Board, but if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Board, the directors may act for the purpose of increasing the number of members of the Board to that number or of summoning a general meeting of the Club, but for no other purpose.

R9.6.9 All acts done by any meeting of the Board or of a committee or by any person acting as a director shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of the Board or of that committee or of that person or that the members of the Board or of that committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board or of that committee.

R9.6.10 A resolution in writing signed by all directors for the time being entitled to receive notice of a meeting of the Board, shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more directors and shall be deemed to have been passed when the last director signs it.

AUDITOR

Auditor

R10.1 An Auditor must be appointed in accordance with the Law. The Auditor's duties will be regulated in accordance with the Law and any other law. The Auditor's remuneration will be fixed by the Board.

Removal of Auditor

R10.2 Subject to the Law the members entitled to vote in general meeting may by ordinary resolution of which at least 2 months notice to the Club has been given remove the Auditor and may by ordinary resolution appoint another Auditor to replace the Auditor so removed.

OFFICERS

Appointment of Officers

R11.1 The Board shall appoint a secretary as and when the position becomes vacant and such other officers and employees of the Club as it shall think necessary and shall determine the terms and conditions of their employment their duties and remuneration and may from time to time remove any such secretary, officer or employee.

Duties of Secretary

R11.2.1 The secretary shall on all occasions in the execution of the secretary's office act under the superintendence and control of the Board to which the secretary shall be responsible and its instructions shall be sufficient authority for any of the secretary's acts.

R11.2.2 It shall be the secretary's duty to conduct and manage the affairs of the Club under the direction of the Board or to act as secretary or to conduct or manage the affairs of any board or other body in which the Club is connected or interested or which the Board directs the secretary so to do and to keep or cause to be kept in books provided for that purpose full and accurate minutes of all resolutions and proceedings of all meetings of members as well as all meetings of the Board and to keep a record of the names of directors present and voting at all meetings thereof and to keep or cause to be kept the Register and such other records as may be thought necessary by the Board for the purpose of fully and correctly showing the Club's operations position and affairs.

Receipt of Monies

R11.2.3 The secretary shall be responsible for the receipt of all the monies of the Club and all monies so received shall be paid into the proper account of the Club not later than 5 days after their receipt.

ACCOUNTS, FINANCIAL RECORDS AND REPORTS

Account of Monies Received and Disbursed

R12.1 The secretary shall keep or cause to be kept an account of all monies received and disbursed in books to be open to the inspection of the Board at any time and shall at each regular meeting of the Board submit a report showing the financial position of the Club's accounts.

Payment of Accounts

R12.2 Any payment from a Club account must be authorised by any 2 directors or by a director and the secretary or as otherwise approved of by the Board.

Secretary to Deliver up Books etc.

R12.3 The secretary shall when directed by the Board deliver up all books vouchers and property of the Club to any person duly authorised by the Board.

Financial Records

R12.4 The Club must at all reasonable times make its financial records available in writing for the inspection of directors and any other persons authorised or permitted by or under the Law or any other law to inspect such records.

Service of Financial Report

R12.5.1 The Club must report to members for each financial year by providing, in compliance with the Law, either:

(a) all of the following:

(i) financial report;

(ii) directors' report;

(iii) auditors' report; or

(b) a concise report.

A hard copy of the reports, or the concise report may only be provided to a member upon request.

A member may elect to receive an electronic copy of the reports, or the concise report and members will be notified, in writing, that a copy is readily available on a web site.

R12.5.2 The financial year of the club shall commence on the first day of May and end on the last day of April in each year.

SEAL**Custody and Use**

R13.1 The Board shall have power to provide a Seal for the purposes of the Club.

R13.2 The Seal shall be kept in the custody of the secretary unless otherwise in use.

R13.3 Unless otherwise determined by the resolution of a general meeting the Seal shall not be used except under the authority of a resolution of the Board.

EXECUTION OF DOCUMENTS

Execution Under Seal

R14.1 The Club may execute a document (including a deed) with the Seal. Every document to which the Seal is affixed shall be signed by a director and shall be countersigned by the secretary or by a second director or by some other person appointed by the Board for the purpose.

Execution Without the Seal

R14.2 Notwithstanding anything herein contained the Club may execute a document (including a deed) without using the Seal if that document is signed by a director and countersigned by the secretary or by a second director or some other person appointed by the Board for that purpose.

SECURITIES

Delivery of

R15.1 No securities deposited with the banker or other financial institution of the Club shall be delivered to the Club without the order of at least a director and the secretary.

NOTICES

R16.1 Any notice, demand, consent or other communication required or intended to be given or served under the Constitution is duly given to or served on:-

- (a) a member - if in writing signed by and or under the name of the President or secretary delivered by hand or sent by prepaid ordinary or security post, or facsimile transmission or e-mail addressed to the member in accordance with any such latest address for that member as recorded in the Register; and
- (b) the Club - if in writing signed by the member and delivered by hand or sent by prepaid ordinary or security post or by facsimile transmission or e-mail addressed to the secretary at the Office or to any such other address as may be notified by the secretary in writing to the member from time to time.

R16.2 A communication is deemed to be received:-

- (a) if delivered personally, on the date of delivery;
- (b) if sent by prepaid ordinary post on the third day after posting;
- (c) if sent by prepaid security post on the date that the acknowledgment of delivery is completed by the recipient; and

(d) if sent by facsimile, on completion of transmission without evidence of garbling or incomplete transmission;

(e) if sent by e-mail, on the date of sending.

R16.3 A communication takes effect at the time of its deemed receipt unless it specifies otherwise.

INDEMNITY

Indemnity of Officers

R17.1 Every person who is or was an officer of the Club may if the Board so determines be indemnified, to the maximum extent permitted by Law, out of the property of the Club against any liability (other than a liability for legal costs) to another person incurred as such an officer except in relation to: (a) a liability owed to the Club or a related body corporate; or (b) a liability for a pecuniary penalty order under Section 1317G of the Law or a compensation order under Section 1317H of the Law; or (c) a liability that is owed to someone other than the Club or a related body corporate and did not arise out of conduct in good faith.

R17.2 Every person who is or was an officer of the Club may if the Board so determines be indemnified to the maximum extent permitted by Law, out of the property of the Club against any legal costs incurred by such an officer except:

(a) in defending or resisting proceedings in which the person is found to have a liability for which the person could not be indemnified under Section 199A(2) of the Law; or

(b) in defending or resisting criminal proceedings in which the person is found guilty; or

(c) in defending or resisting proceedings brought by the Commission or a liquidator for a court order if the grounds for making the order are found by the Court to have been established; or

(d) in connection with proceedings for relief to the person under the Law in which the Court denies the relief.

R17.3 The Club may pay a premium for a contract insuring a person who is or was an officer of the Club against a liability (other than one for legal costs) arising out of that person's conduct as such an officer except in relation to

:

(a) conduct involving a wilful breach of duty in relation to the Club; or

(b) a contravention of Sections 182 or 183 of the Law.

R18.1 The Club Colours shall be Sky Blue, White, Red and Gold.

R19.1 The By-laws of the Club are as set forth in Schedule A hereto. Any further By-law made under this Constitution or any alterations to or repeal of any By-law shall come into force and have full effect and authority and be binding on members of the Club after notice thereof has been posted in a conspicuous place in the Club's premises for seven (7) days. Refer also to R9.5.2(b).

SCHEDULE A

COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED

BY-LAWS

1. The **Board** shall appoint a Surf and Beach Committee.
2. The **Board shall approve the appointment** of the members of the Surf and Beach Committee at the first meeting of the **Board** held after the Annual General Meeting in each year and in making such appointments shall consider any recommendations of the members of the Club made at the Annual General Meeting.
3. The President, **Secretary and Treasurer** of the Club **for the time being** shall be **members** the **ex-officio chairman** of the Surf and Beach Committee. **See also Section 5.**
4. Members of the Surf and Beach Committee shall comprise: -
 - Club Captain
 - Club Vice Captain
 - Chief Instructor
 - Two Surf Life Saving Association Branch Delegates and one alternate Boat Captain

Vice Boat Captain

- Mobile Services Captain
- Mobile Services Vice-Captain
- Board Captain
- Ski Captain
- First Aid Officer
- Craft Carnival Co-Ordinator
- Radio Officer
- Team Manager Surf and Beach
- Gear Steward
- Publicity Officer
- Competition Manager

Function Manager Fund Raiser
Two delegates from Junior Surf Club

5. The Surf and Beach Committee shall elect a Chairman of its meetings. If the Chairman is not present within ten (10) minutes of the appointed time of any meeting, the Surf and Beach Committee shall elect one of their number to be Chairman of the meeting. Notwithstanding any of the foregoing, the Club President is entitled to be Chairman of any meeting of the Surf and Beach Committee which he attends.

6. The Surf and Beach Committee may meet and adjourn as it thinks fit. Questions arising at any meeting shall be determined by a majority of votes of the members present. In the case of an equality of votes the Chairman shall have a second or casting vote.

7. The Surf and Beach Committee shall cause minutes to be kept of the proceedings of that Committee and shall cause the proceedings of all its meetings to be reported to the Committee at the first meeting of the Committee to be held after any meeting of the Surf and Beach Committee.

8. The Surf and Beach Committee shall cause Park Beach or any other beach to be patrolled during the surfing season and at the times stipulated by the North Coast branch of the Surf Life Saving Association of Australia or during any extension of that season or any other times as may be decided on by the Surf and Beach Committee.

9. In furtherance of the previous By-law, the Surf and Beach Committee, without limiting the generality of the obligation imposed on it by the previous By-law, shall: -
 - (a) Cause a roster to be drawn up and exhibited in a prominent place in the Club's premises setting out the dates and times of patrols and the names of the personnel required to perform patrols and shall keep such roster sufficiently in advance as to ensure the furtherance of the previous By-law and to ensure that adequate notice is given to personnel of forthcoming patrol duty;

 - (b) Cause a record to be kept of attendances of personnel at rostered patrols and the performance and activities of personnel whilst on patrol;

 - (c) In appointing personnel to patrol, shall only appoint as members of official patrol, holders of the Bronze Medallion, but the said Surf and Beach Committee may appoint other persons to assist official patrols who are not the holders of that Medallion and such other persons shall not be deemed to have performed patrols on Park Beach for the purpose of gaining eligibility for ordinary membership of the Club until they have gained the Bronze Medallion;
 - (i) Active Members must hold the Bronze Medallion of the Surf Life Saving Association of Australia and shall attend the beach or elsewhere, for patrol duties on such dates and at such hours as may be specified by the patrol roster, or at such other times as may be deemed necessary by the Club Captain, Club Vice-Captain, Patrol Captain or Vice Captain on duty, or any executive officer present. They must satisfy the Surf and Beach Committee that they possess fair swimming ability to a standard set from time to time by the Surf and Beach Committee, and also pass an annual proficiency test by 30th November of the season concerned.

(d) In all patrols shall ensure that there are at least two (2) holders of the Bronze Medallion;

(e) Shall from time to time decide what disciplinary measures shall be taken against personnel rostered for patrol duty who fail to meet their obligations to perform patrols, and, without limiting the generality of the obligation of the Surf and Beach Committee shall report to the Committee on the failure of any member to meet his/her obligations to perform patrols and the Committee may consider whether such failure should be dealt with under Article (35) of the Articles of Association.

10. The Surf and Beach Committee may appoint as personnel of patrols any person being the holder of the Bronze Medallion but shall so far as possible avoid rostering for patrol members who are reserve Active Members.

11. The Surf and Beach Committee shall maintain the boats, ski reels and all the life saving and sporting equipment and gear of the Club and shall ensure its safe custody and proper maintenance in good order and condition and from time to time shall make recommendations to the Committee for the purchase sale or exchange thereof and the general maintenance and supply thereof.

12. The Surf and Beach Committee shall arrange matches, games, competitions, carnivals and displays generally conducted by Life Saving Clubs and shall arrange for Club members to participate in such events conducted by the Club or by and Surf Life Saving Club or branch or association of Surf Life Saving Clubs and shall arrange for the sponsoring of teams in the senior, junior and cadet divisions of such events in accordance with the rules applicable to such events.

13. Without derogating from the powers of the Surf and Beach Committee or of the Committee the powers and duties of the Surf and Beach Committee officers shall be: -

(a) Club Captain

- (i) Complete charge of all lifesaving equipment.
- (ii) Complete charge of all Active Members.
- (iii) The drafting of the personnel of all patrols.
- (iv) The furnishing of any reports to the Secretary that may be required by him regarding any rescues performed or any first aid treatment rendered.
- (v) Shall obtain from the Secretary at the commencement of each season a list of all active and reserve Active Members and ensure that those members perform a proficiency test as designated by the Surf Life Saving Association of Australia before the 30th day of November each year. He shall advise the Secretary of which members have not completed their proficiency test by the aforesaid date and the Secretary will delete their names from the register of active or reserve Active Members and place their names on the list of associate members.
- (vi) To render a full and accurate report to the Annual General Meeting and to the Committee on the workings and conduct of the Active Members of the Club.

(b) Vice Club Captain

Shall assist the Club Captain to perform his duties and will act on the direction of the Club Captain.

- (c) **Chief Instructor**
 Shall instruct or arrange for instruction all candidates for any of the awards of the Surf Life Saving Association of Australia;
- (ii) In all matters will co-operate with the Club Captain and patrol captains with a view to the more successful and efficient operation of the Club's patrols;
- (iii) Shall submit to the Committee and the Annual General Meeting of the Club details of all awards gained in the preceding twelve months and report monthly to the Committee details of all squads in training.
- (d) **Branch Delegates**
 Shall represent the Club at meetings of the North Coast Branch of the Surf Life Saving Association of Australia and shall vote as directed by the Committee at those meetings and report to the Committee on proceedings and events and discussions taking place at those meetings.

(e) Boat Captain

- (i) The care and maintenance of surf boats shall be vested in the Boat Captain or Vice Boat Captain or in their absence the Club Captain.
- (ii) Under no circumstances shall a surf boat be taken out without the knowledge and approval of the Boat Captain, Vice Boat Captain or Club Captain.
- (iii) No person other than Club members shall be allowed the use of a surf boat without express approval of the Committee.
- (iv) No more than the boat's crew of five (5) shall be allowed in the boat except under exceptional circumstances.
- (v) A surf boat will not on any account be used for any other purpose than which it was designed, that is, life saving or the practice thereof, competition or the practice thereof.
- (vi) The boat must never be taken out or brought in through the marked surf bathing area or where bathers are likely to be encountered.
- (vii) The boat shall be at the disposal of the Club Captain or Vice Club Captain for the purposes of laying buoys or conducting competitions and at the disposal of the chief instructor for the purpose of water safety in the instruction or examination of candidates for awards.

(f) Vice Boat Captain

- (i) ~~Shall assist~~ the Boat Captain in the performance of his duties.

(g) Mobile

- (i) ~~Shall be in~~ charge of all motorised rescue equipment, that is, I.R.B. vessels and motorised vehicles.
- (ii) Shall keep all mobile vehicles and vessels in a good state of repair and in a state of readiness for immediate use.
- (iii) Shall ensure that all such vehicles or vessels are licensed or registered in accordance with the provisions of any governmental Act or decree as required.
- (iv) Shall ensure that I.R.B. vessels are only operated by persons qualified in accordance with rules or regulations laid down by the Surf Life Saving Association of Australia.
- (v) Shall roster I.R.B. crew members for patrol as directed by the Club Captain or by the Committee.

- (i) Board and Ski Captain
- (i) Board Captain
 - (i) Shall keep and maintain boards the property of the Club in good order and condition.
 - (ii) Ski Captain
 - (i) Shall keep and maintain skis the property of the Club in good order and condition.
- (j) First Aid Officer
- (i) Shall maintain and stock the first aid kit as directed by the Club Captain.
- (k) Craft Carnival Co-Ordinator
- (i) Shall be responsible for the organisation and running of the annual Interstate Craft Carnival and for seeking sponsors for the event and for forwarding circulars to other surf life saving clubs setting out the program and trophies.
 - (ii) To liaise with Queensland State Centre officials and North Coast Branch officials regarding the staging of the event.
 - (iii) To organise such equipment as is necessary in his opinion for the running of the carnival.
- (l) Radio Officer
- (i) Shall maintain in a good state of repair and readiness the public address system and all Club radios.
- (m) Competition Manager
- (i) Will collate entries for carnivals and be ultimately responsible for Club teams.
 - (ii) Will organise the Club championships and other competitive events.
 - (iii) Will inform competitors of their responsibilities.
 - (iv) At carnivals will represent with sectional managers at any dispute involving Club competitors.
 - (v) Select competitors with assistance of the sectional managers for Country, State and Australian championships.
 - (vi) The Competition Manager cannot at the same time as holding this office hold the position of Boat Captain or Board or Ski Captain.
- (n) Team Manager Surf and Beach
- (i) Shall assist the Competition Manager.
- (o) Gear Steward
- (i) Shall be responsible for the maintenance of all life saving equipment.
- (p) Publicity Officer
- (i) Will liaise with the media to publicise the activities of the Club.

14. PATROLS.

- (a) The Club Captain will appoint patrol captains who shall be in complete charge of their rostered patrol under the auspices of the Club Captain.
- (b) The patrol shall assemble in the Club House fifteen (15) minutes prior to the commencement of patrol.
- (c) The first patrol of the day shall be responsible for ensuring that all gear and equipment required for patrol is placed on the beach.
- (d) The last patrol of the day will ensure that all gear and equipment is returned to the Club House and where applicable is washed free of sand, cleaned and properly stored.
- (e) Any replenishment of supplies, repair or missing equipment shall be reported to the Club Captain by the patrol captain.
- (f) The patrol captain shall not leave the beach during a patrol.
- (g) Patrol members will not leave the beach during a patrol unless given permission by the patrol captain.
- (h) In the event of a patrol finishing duty and the following patrol or insufficient members thereof not having arrived, the patrol captain will leave sufficient persons on patrol until he has reported to the Club Captain.

15. (a) All members who wish to compete must successfully complete Annual Proficiency Test, unless they have obtained the Bronze Medallion, or Qualifying Certificate, in that season.

(b) Competitors must be the holders of the appropriate awards provided for in the Association's manual/s.

(c) Competitors must be of the membership category of Active, Active Reserve, Long Service, Life or Associate Membership. In the case of competing associate members, the member must be over thirty (30) years of age at the 30th September each season.

(d) An exception shall be given for the March Past Event where member of any category may compete, providing they comply to the award requirements of the Association's manual/s. Further, competitors in the March Past Event (only) need not complete the Annual Proficiency Test.

16. Award membership may be granted to persons holding the following awards but who have not obtained their Bronze Medallion:-

- Radio awards
- Resuscitation certificate
- Advanced resuscitation certificate
- Qualifying certificate

Such award members may be called upon to perform patrol and/or other Club obligations within the limit of their qualifications.

17. Junior and Cadet Active Members shall be allotted to the various patrols of the Club and shall be governed by the patrol regulations.
18. Only Active Members may be appointed to the positions of: - Club Captain, Club Vice Captain, Chief Instructor, Boat Captain, Vice Boat Captain, Mobile Services Captain, Mobile Service Vice Captain, Board Captain and Ski Captain.
19. Two delegates from Junior Surf Club with full voting rights.
20. Judiciary. **See R6.17**
- (a) The judiciary committee shall consist of 5 (five) persons from the Club Management committee.
- (b) They shall be: President, Hon. Secretary, Treasurer, Club Captain and one other Director.
- (c) The Director shall be appointed from time to time by the Management Committee.
- (d) Without derogating from the powers of the Management Committee, the powers of the Judiciary will be to deal with all and any infractions by members, to make enquiries into those matters as they see fit, and to impose such penalties as they see fit.

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