



**BONDI SURF BATHERS' LIFE SAVING CLUB
INCORPORATED**

OBJECTS AND RULES OF THE CLUB

Version 2

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1. PRELIMINARY

1.1 Name

The name of the Club shall be "Bondi Surf Bathers' Life Saving Club Incorporated" hereinafter referred to as "the Club" and shall consist of *all persons duly* elected as members. The Club shall be affiliated with SLSA ("SLSA") and such other kindred bodies as may be decided upon.

1.2 Statement of Objects

The Club is a charitable community service based institution. The objects for which the Club is incorporated are to:

- (i) Provide life saving patrols upon Bondi Beach, in the Municipality of Waverley (Waverley Council) (or upon such other beaches, reserves or public areas as the BOM may from time to time determine), for the protection and safety of swimmers, surfers and members of the public generally, and to assist the Waverley Council and other public or semi public bodies, in respect to such matters;
- (ii) Minimise the loss of life from drowning by providing efficient life saving apparatus;
- (iii) Study and practice the methods of Surf Life Saving as taught by the SLSA;
- (iv) Promote demonstrations and arrange classes of instruction, and to further the best interests of surf bathing and surf life saving;
- (v) Liaise and cooperate with life saving officers employed by Waverley Council;
- (vi) Appoint patrols to render all possible aid to those in distress;
- (vii) Organise and conduct carnivals and social functions for the benefit and assistance of the Club in the attainment of the above objects;
- (viii) Promote, organise and conduct the training of members with the aim to compete successfully in surf lifesaving competition and carnivals;
- (ix) Pursue such commercial arrangements, as are appropriate to further the interests of the Club and of surf life saving generally;
- (x) Carry on any other activity whatsoever calculated directly or indirectly to enhance or further the interests of the Club;
- (xi) Promote the economic and community service success, strength and stability of the SLSA, Surf Life Saving New South Wales, and Affiliated Clubs and surf life saving;
- (xii) Use and protect the Club's Intellectual Property to benefit the Club.

1.3 Definitions

In these rules:

Bronze Medallion means the Bronze Medallion awarded by SLSA;

BOM means Board of Management under Rule 6.

BOA means Board of Administration under rule 7;

BOF means Board of Finance under rule 8;

BOL means Board of Life Saving under rule 9;

BOE means Board of Education under rule 10;

BOSS means Board of Surf Sports under rule 11;

BOJA means Board of Junior Activities (Bondi Juniors) under rule 12;

BOCM means Board of Club Marketing and Sponsorship under rule 13;

Board(s) means the BOA, BOF, BOL, BOE, BOSS, BOJA and BOCM;

By-Laws mean By-Laws made under rule 15.20;

Club means Bondi Surf Bathers' Life Saving Club Incorporated;

Director means Director of a Board referred to in rules 7 to 13 inclusive;

Intellectual Property means all rights subsisting in copyright, business names, names, trade marks (or signs), logos, designs, equipment, images (including photographs, television, videos or films) or service marks (whether registered or registrable) relating to the Club or any race, championship, competition, series or event or surf life saving activity of or conducted, promoted or administered by the Club in Bondi;

Member means member of the Club;

Parent means parent, guardian, or person having the care of a Junior Activities Member;

Patrol means Life Saving patrol rostered to perform traditional life saving duties at Bondi, or for SLSA, for which accreditation is given by SLSA;

Patrol member means member in a rostered patrol;

SLSA means:

- i) Surf Life Saving Australia Limited, or
- ii) in relation to an activity carried on by SLSA Limited through another entity, including Surf Life Saving NSW or a Branch, being that other entity.

Special General Meeting means a general meeting of the Club other than the Annual General Meeting;

Special Resolution means a special resolution as referred to in rule 3.2;

Surf Life Saving NSW means the entity recognized by SLSA as the body administering surf life saving in New South Wales;

The Act means the *Associations Incorporation Act (NSW)*;

The Regulations means the current Regulation made under the Act;

Training Officers Certification means the Instructor's Certificate issued by SLSA;

Voting member means an Active Member, Reserve Active Member, Long Service Member or Life Member, who has gained the Bronze Medallion awarded by SLSS and has paid any moneys required to have been paid by the member to the Club.

1.4 Rights of the Club

Solely for furthering the objects set out above, the Club has the power to:

- (i) Construct, maintain and alter any houses, buildings or works necessary or convenient for the purposes of the Club.
- (ii) Borrow or raise money in such manner, as the Club may think fit.
- (iii) Raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of the Club or without any such security and upon such terms as the BOM shall think fit.
- (iv) Receive money on deposit with or without allowance of interest thereon.
- (v) Invest any monies of the Club not immediately required for the objects of the Club in such manner as may from time to time be determined by the BOM.
- (vi) Take any gift of property whether subject to any special trust or not for any one or more of the objects of the Club.
- (vii) Take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of the Club in the shape of donations, annual subscriptions or otherwise.
- (viii) Publish any newspapers, periodicals, books or leaflets in printed or electronic form that the Club may think desirable for the promotion of its objects.
- (ix) Subscribe to any charities and to grant donations for any public purpose.
- (x) Take and effect insurance or seek, obtain and in its discretion, act on, any professional advice necessary or appropriate, and
- (xi) Do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of the Club.

2. MEMBERSHIP

2.1 Membership

- (a) Subject to these Rules, the members of the Club shall be the members of the Club immediately prior to incorporation together with such other people as the BOM admits to membership.
- (b) Membership is open to all persons who accept the Objects, Rules, and By-Laws, and Regulations of the Club, and of SLSA.
- (c) Persons wishing to become members of the Club shall apply on the SLSA Membership Application Form. In the case of Junior Activity members, a membership form must be completed by a parent or guardian, which, among other details, will require acceptance of the Club's and SLSA's Rules and / or Constitution, By-Laws and Regulations.

- (d) The BOM shall determine whether or not to approve an application or a re-application for membership. The BOM is not required to supply reasons for approving or rejecting an application.
- (e) No person financially indebted to any other affiliated Club of SLSA shall knowingly be admitted to membership.

2.2 Membership Categories

(a) Probationary Membership

Probationary Membership shall be the designation of any person for, the time period between, applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate BOM.

(b) Bondi Junior Activities Membership (Bondi Juniors)

- (i) A Bondi Junior member shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person must gain the relevant Surf Education Certificate for that person's age group.

- (ii) The key focus for 5 and 6 year old junior activity be play, participation and fun, with guidelines to support this focus to include;

- (A) beach activities that emphasize games and group activities;

- (B) water activities to be limited to shallow water near the water's edge; and

- (C) no competition for these age groups other than that involved in games.

(c) Cadet Membership

- (i) A Cadet Member shall be a person of the age qualification as defined in the SLSA Manual and, who has obtained the Surf Rescue Certificate in that season or has passed an Annual Proficiency Test.

- (ii) Cadet Members shall be members within such ranges of age, and holding such qualifications, as are from time to time prescribed in the By-Laws in respect of Cadet Members.

(d) Active Membership

An Active Member shall be a Bronze Medallion holder and shall fulfil the full patrol and Club obligations, as provided by the SLSA and Club Rules, By-Laws and Regulations, and shall qualify in an annual proficiency test each season, unless the member has obtained the Bronze Medallion in the season current.

(e) Reserve Active Membership

- (i) Reserve Active membership may be granted to Active members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations. Reserve Active membership shall not be automatic, but shall be granted by resolution of the BOM.

- (ii) Reserve Active members shall perform a minimum of patrols as required by SLSA and further patrol duties at the discretion of the BOM.

- (iii) Reserve Active members shall complete the annual proficiency test.

Note. Reserve Active membership may be granted, under exceptional circumstances to active members irrespective of years of service.

(f) Long Service Membership

- (i) Any Reserve Active Member who has attained the age of thirty (30) years shall be entitled, upon application to the BOM, to transfer to Long Service Membership.
- (ii) Any member who has been elected an Reserve Active Member by reason of his/her having completed a total of eight (8) years as an Active Member of any Club or Clubs affiliated with SLSA, shall be required to complete five (5) years as a Reserve Active Member of the Club before applying to transfer to Long Service Membership.
- (iii) Long Service members shall be entitled to all the privileges of Active membership and will be excused from all Life Saving duties.
- (iv) Any former Long Service members may, on application to the BOM, be elected to Long Service membership.

(g) Award Membership

Award Membership may be granted to persons who hold an SLSA award of one or more of the following designations: Radio Award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate. Such members may be called upon to perform patrol and/or other Club obligations within the scope of their qualifications.

(h) Associate Membership

- (i) Applicants for Associate membership must be 28 years or over. However, any disadvantaged applicant under the age of 28 years may be elected by the BOM to Associate membership.
- (ii) Active members over 25 years of age, who have completed 7 years as an Active member, may be elected to Associate membership.
- (iii) The number of Associate members shall not, at any time, exceed the total number of Active, Active Reserve and Long Service members.
- (iv) Associate members shall be entitled to use the Club premises and facilities but shall not be entitled to vote at any General Meeting of members.
- (v) Associate members shall not be called upon to perform Active member's duties.
- (vi) Associate members must conform to these Rules except such rules as relate exclusively to members of other categories or subcategories.
- (vii) An Associate member must carry out such duties, not being life saving duties, as may from time to time be allocated to the member by or on behalf of the BOM.
- (viii) Associate members are not entitled to participate in inter-club competition in events recognized by SLSA as surf carnival events.
- (ix) Associate members are not entitled to participate in Club competition events unless they hold such qualification as is required by SLSA for the purpose and as permitted by the By-Laws.

- (i) Honorary Membership
 - (i) The BOM may, without requiring any application for membership, appoint Honorary Members, for any period not exceeding one year, so that the number of persons holding Honorary Membership granted under this subrule does not exceed 40 at any one time.
 - (ii) The BOM may in special circumstances appoint Honorary Members, in addition to any Honorary Members appointed under subrule (i), for any period not exceeding one month.
- (j) Honorary Life Member
 - (i) The members may, at an Annual General Meeting, elect Honorary Life Members for special services rendered to the Club. The nomination shall be signed by two Active, Active Reserve, Long Service or Honorary Life members, and shall be lodged with the Director of Administration, at least 30 days prior to the Annual General Meeting, at which the nomination is to be considered.
 - (ii) Nominations are to be forwarded to the Life Membership and Service Honours Awards Committee. This committee will confirm the evidence and eligibility of the distinguished service and detail provided. If endorsed they will submit the nomination to the next Annual General Meeting for decision.
 - (iii) The nomination must be approved by at least two-thirds of the members voting by secret ballot.
 - (iv) Upon election, Honorary Life Members shall be presented with an Honorary Life Membership Badge.
- (k) Parent/Guardian Membership
 - (i) A person who is a parent of a Bondi Junior or applicant for a Bondi Junior Membership may apply under rule 2 for Parent Membership.
 - (ii) When determining any entrance fee or subscription, the BOM must make a separate determination in respect of Parent members.
 - (iii) Parent members must conform to these rules except such rules as relate exclusively to members of other categories or subcategories.
 - (iv) Parent members must carry out such duties, not being life saving duties, as may from time to time be allocated to them by or on behalf of the BOM.
 - (v) Parent members have access to the Club House and its facilities only as directed by the BOM.
 - (vi) Parent members are not entitled to participate in inter-club competition events recognised by SLSA as surf carnival events.
 - (vii) Parent members are not entitled to participate in Club competition events unless they hold such qualifications as is required by SLSA for the purpose and as permitted by the By-Laws.

2.3 Membership Fees

- (a) All members shall pay such annual subscriptions and membership fees as the BOM in its absolute discretion shall determine as payable in any one year.

- (b) Without limiting the foregoing discretion vested in the BOM by rule 2.3(a) above:
 - (i) Fees are due and payable on 1 May of each calendar year.
 - (ii) Different fees may be fixed for different classes of membership.
 - (iii) Concessions may be granted where more than one member of a family applies for membership of the Club.
 - (iv) Honorary Life Members shall be exempt from payment of fees.
 - (v) Entrance or joining fees, as well as membership fees may be imposed on any particular membership group, but shall only be charged to a member of that particular group in respect of that member's first year of membership.

2.4 Cessation of Membership

A person ceases to be a member if the person:

- (a) Dies; or
- (b) Resigns membership; or
- (c) Is expelled from the Club, or is rejected by the BOM as provided for in rule 2.5; or
- (d) Suffers cancellation of membership under the Rules relating to breaches concerning patrols, financial status, award requirements, or breaches of discipline.

2.5 Expulsion, suspension, etc.

- (a) A member may be expelled or suspended from membership, or be required to carry out additional duties, or be otherwise dealt with, by resolution passed by at least two-thirds of the members voting at a meeting of the BOM if in their opinion the member has wilfully infringed any requirement of these Rules or the By-Laws, or has been guilty of any conduct detrimental, or likely to be detrimental, to the interests of the Club.
- (b) A member of the BOM or other officer of the Club who fails to carry out the duties of the member's office may be removed or suspended from the office by resolution passed by at least two-thirds of the members voting at a meeting of the BOM, or at a general meeting of the Club called to consider the removal or suspension.
- (c) A member or officer must not be dealt with under this rule unless given, by a member of the BOM, reasonable notice of the charge and the meeting at which the charge is to be heard.
- (d) The President may, if of the opinion that the special circumstances of the case warrant it in the interests of the Club, suspend a member or officer from membership until the charge against the member or officer is heard.
- (e) A member or officer is entitled to attend the meeting at which a charge against the member or officer is to be heard, and to call witnesses and be heard in his or her own defence.
- (f) A member expelled or suspended from membership under this rule is not, while remaining expelled or suspended, entitled to any of the rights or privileges of a member, and must not be allowed to enter the Club House.

2.6 Discipline

- (a) SLSA Regulations shall be followed in relation to any and all meetings called to conduct Disciplinary or Judiciary proceedings or like proceedings in relation to the conduct of a member or groups of members. The SLSA Regulations shall be the Regulations that are current at the time that the incident or incidents complained of took place, and in the event of there being two or more incidents, it shall be the Regulations that are current at the time that the last incident of all incidents under review took place.
- (b) The BOM shall appoint a panel of members from which a Judiciary Committee can be formed to deal with disciplinary and like matters, as and when required. The quorum for a Judiciary Committee shall be a minimum of three panel members.

2.7 Appeals

Appeals within the SLSA structure shall lie in accordance with the SLSA Regulations that are current at the time that the Judiciary or Disciplinary Meeting is called and conducted in accordance with Rule 2.6(a).

3. GENERAL MEETINGS

3.1 General Meetings

- (a) An Annual General Meeting of the Club shall be held each year within six months from the end of the financial year of the Club.
- (b) At least 14 days notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- (c) Written notice of all general meetings shall be given either personally, by post or electronically.
- (d) In the case of the Annual General Meeting, the following minimum business shall be transacted:
 - (i) Confirmation of the minutes of the last Annual General Meeting and any recent general meeting.
 - (ii) Receipt of the BOM's report upon the activities of the Club in the last financial year.
 - (iii) Election of office bearers.
 - (iv) Receipt and consideration of a statement from the BOM which is not misleading and gives a true and fair view for the last financial year of the Club's:
 - (A) Income and expenditure;
 - (B) Assets and liabilities;
 - (C) Mortgages, charges and other securities; and
 - (D) Trust properties.

- (e) The quorum for a General Meeting shall be 20 members, who are entitled to vote, present in person. If within an hour of time appointed for the General Meeting a quorum is not present, the meeting shall be postponed to a date, time and place to be determined by the BOM.
- (f) Those members entitled to vote shall be:
 - (i) Active members;
 - (ii) Reserve Active members;
 - (iii) Long Service members; and
 - (iv) Honorary Life Members.
- (g) Nominations of candidates for election as office bearers or board members must be made 7 days prior to the Annual General Meeting or in such other ways as may be determined by the Club at a General Meeting.
- (h) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (i) If the number of nominations received exceeds the number of vacancies to be filled a ballot shall be held.
- (j) If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected, and further nominations shall be received and dealt with at a BOM meeting.
- (k) Voting at general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by a special resolution where a three quarter majority is required or for election of Honorary Life Members where a two-thirds majority is required.
- (l) All votes shall be given personally and there shall be no voting by proxy.
- (m) In the case of equality of votes, the person appointed to chair the meeting shall have a second or casting vote.
- (n) The chairman of a general meeting at which a quorum is present may, with the consent of the majority of members present and voting at the meeting, adjourn the meeting to a time (not exceeding 14 days) and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

3.2 Special Resolutions

- (a) A special resolution must be passed by a general meeting of the Club to effect the following changes:
 - (i) A change of the Club's Name.
 - (ii) A change of the Club's Rules.
 - (iii) A change of the Club's Objects or Rights.
 - (iv) An amalgamation with another incorporated association.
 - (v) To voluntarily wind up the Club and distribute its property.

- (vi) To apply for registration as a company or a co-operative
- (b) A special resolution shall be passed in the following manner:
 - (i) A notice must be sent to all members advising that a general meeting is to be held to consider a special resolution.
 - (ii) The notice must give details of the proposed special resolution and give at least 21 days notice of the meeting.
 - (iii) A quorum must be present at the meeting.
 - (iv) At least three quarters of those present and voting must vote in favour for the resolution to be successful.

3.3 Notices

Notices may be sent electronically or by post and shall be deemed to have been received two days after the date of being sent.

4. OFFICERS OF THE CLUB

4.1 Honorary officers

- (a) The Club may elect the following Honorary Officers who shall have no voting rights and who need not be members of the Club:
 - (i) Patron/s and Vice Patron/s
 - (ii) Solicitor/s
 - (iii) Medical Officer/s
 - (iv) Architect/s or Engineer/s
 - (v) Auditor/s
- (b) These Officers shall have the right to attend Annual and General Meetings and to speak or express opinions on business conducted at those meetings.

4.2 Officers generally

- (a) The Club shall elect the following officers at the Annual General Meeting, and who shall be members of the Club:
 - (i) President
 - (ii) Deputy President
 - (iii) Director of Administration (Honorary Secretary)
 - (iv) Director of Finance (Honorary Treasurer)
 - (v) Director of Lifesaving (Club Captain)
 - (vi) Director of Surf Sports
 - (vii) Director of Junior Activities (Bondi Juniors)
 - (viii) Director of Marketing and Sponsorship

- (ix) Director of Education (Chief Instructor)
 - (x) Captain of Lifesaving
 - (xi) Member Services and Welcoming Officer
 - (xii) House Manager
 - (xiii) IRB Captain
 - (xiv) Radio Officer
 - (xv) Gear Steward
 - (xvi) First Aid Officer
 - (xvii) Junior Captain
 - (xviii) Surf Boat Captain
 - (xix) Board Captain
 - (xx) Ski Captain
 - (xxi) Swim Captain
 - (xxii) Rescue and Resuscitation Captain
 - (xxiii) March Past Captain
 - (xxiv) Beach Events Captain
 - (xxv) Handicapper (Race Secretary)
 - (xxvi) Ocean Events Organiser
 - (xxvii) Masters Captain
 - (xxviii) Social Secretary
 - (xxix) SLSS (Branch) Delegate
 - (xxx) Publicity Officer
 - (xxxii) Registrar
 - (xxxiii) Deputy Director of Finance
 - (xxxiv) Deputy Director of Administration
 - (xxxv) Deputy Director of Education
 - (xxxvi) Archives Officer
 - (xxxvii) OH&S Officer
- (b) The elected officers below shall be the members of the BOM:
- (i) President
 - (ii) Deputy President

- (iii) Director of Administration
- (iv) Director of Finance
- (v) Director of Junior Activities
- (vi) Director of Surf Sports
- (vii) Director of Lifesaving
- (viii) Director of Education
- (ix) Director of Marketing and Sponsorship

5. BOARDS AND COMMITTEES

5.1 Boards and Committees

- (a) The Club shall have its affairs controlled and managed by office bearers known as the BOM.
- (b) The BOM and each of the Boards shall conduct their activities in accordance with these Rules and any By-Laws.
- (c) Notice of meetings of the BOM and Boards shall be given at the previous meeting of the BOM and Boards or by such other means as the BOM or Boards may decide upon.
- (d) For the purpose of these Rules, a casual vacancy in the office of a member of a board or committee occurs if the member:
 - (i) Dies;
 - (ii) Ceases to be a member of the Club;
 - (iii) Becomes an insolvent under administration within the meaning of the *Corporations Law*;
 - (iv) Resigns office by notice in writing given to the Director of Administration;
 - (v) Is removed from office under clause 2;
 - (vi) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (vii) Is absent without consent of the board or committee from all meetings of the board or committee held during the period of three months;
- (e) The BOM shall fill any such vacancy occurring.
- (f) The BOM may, whenever it thinks fit, convene a general meeting of the Club.
- (g) A general meeting must be convened by the BOM on receiving a written request to do so from at least five (5) percent of the membership of the Club who are entitled to vote at a general meeting. A requisition of members for a general meeting:
 - (i) Shall state the purpose or purposes of the meeting.
 - (ii) Shall be signed, by the members making the requisition.

- (iii) Shall be lodged with the Director of Administration.
- (iv) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

5.2 Committees and Sub-committees

- (a) A general meeting or a BOM meeting may appoint officers and/or members to a Board, committee or sub-committee to undertake any matter referred to it and to report back to the body appointing it.
- (b) Any Board, committee or sub-committee appointed pursuant to (a) above shall run its affairs in accordance with these Rules and its By-Laws.
- (c) A Board, committee or sub-committee appointed pursuant to (a) above may meet and adjourn as it thinks proper.

6. BOARD OF MANAGEMENT (BOM)

6.1 Charter

The BOM reports via the President to the Annual General Meeting or a General Meeting of the Club.

6.2 BOM Responsibilities

- (a) The BOM shall be responsible for the:
 - (i) Development, management and growth of the Club.
 - (ii) Development and implementation in conjunction with the appropriate officer/s and Boards, of plans and proposals for the continued progress of the Club.
 - (iii) Co-ordination and monitoring of the activities of appointed Boards.
 - (iv) Preparation, monitoring and control of budgets and expenditures.
 - (v) Referral to Boards or officers, of appropriate matters requiring consideration, including judiciary sub-committee appointment.
 - (vi) Performance of all such acts and things as appear to the BOM to be necessary or desirable for the proper management of the affairs of the Club.
 - (vii) preparation and making of By-Laws.
- (b) A member of the BOM is exempt from any obligation to carry out patrol duties.

6.3 BOM Composition

- (a) The BOM shall comprise:
 - (i) President
 - (ii) Deputy President
 - (iii) Director of Administration

- (iv) Director of Finance
 - (v) Director of Junior Activities
 - (vi) Director of Life Saving
 - (vii) Director of Education
 - (viii) Director of Surf Sports.
 - (ix) Director of Marketing and Sponsorship
- (b) In the event of the absence of a Director, they may send as a proxy a member from their board.
 - (c) Visitors and/or observers may attend meetings by prior arrangement of the meeting.
 - (d) In the event of the absence of the President, the Deputy President shall act as Chairman during such absence.

6.4 BOM Meetings

BOM meetings shall be held:

- (a) A minimum of each calendar month; or
- (b) As directed by a Club General Meeting.

6.5 BOM Quorum

The quorum for any BOM meeting shall be at least fifty (50) per cent of those entitled to attend.

6.6 BOM Voting

At a meeting of the BOM, the majority of votes of those present and voting shall decide questions arising at any meeting of the BOM. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.

6.7 BOM Minutes

The Director of Administration or their nominee shall cause full and accurate minutes of the meeting to be recorded. The minutes of the BOM meeting shall be promptly distributed to members of the BOM and other Boards.

7. BOARD OF ADMINISTRATION (BOA)

7.1 Charter

- (a) The BOA reports via the Director of Administration to the BOM.
- (b) The BOA shall be responsible for the development and implementation of the administration of the Club. This will be through monitoring, evaluating, initiating and reporting activities and programmes designed to meet the Club's objectives.
- (c) The BOA shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the BOM are the subject of recommendations to the BOM for endorsement or otherwise.

7.2 BOA Responsibilities

The BOA shall be responsible for the:

- (a) Development and implementation of administration, financial and social plans of the Club.
- (b) Review, development and maintenance of the administrative Rules and standards for the Club.
- (c) Attending to matters referred to it by the BOM or other Boards.
- (d) Performance of positions within the BOA.

7.3 BOA Composition

- (a) The BOA shall comprise, but is not limited to:
 - (i) Director of Administration (who shall act as Board Chairman)
 - (ii) Deputy Director of Administration
 - (iii) Salaried Officers
 - (iv) SLSS (Branch) Delegate
 - (v) Registrar
 - (vi) Social Secretary
 - (vii) House Manager
 - (viii) Archives Officer
 - (ix) OH&S Officer
- (b) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (c) In the event of the absence of the Director of Administration, the meeting shall appoint one of its members to act as Chairman during such absence.

7.4 BOA Meetings

BOA meetings shall be held a minimum of Four (4) times a year, or as directed by the BOM.

7.5 BOA Quorum

The quorum for any BOA meeting shall be at least fifty (50) per cent of those entitled to attend.

7.6 BOA Voting

The majority of votes of those present and voting shall decide questions arising at any meeting of the BOA. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote. Any salaried officers shall not be entitled to a vote.

7.7 BOA Minutes

- (a) The Director of Administration or their nominee shall cause full and accurate minutes of the BOA meetings to be recorded.
- (b) The minutes of the BOA meeting shall be promptly distributed to members of the BOA, BOM and other Boards.

8. BOARD OF FINANCE (BOF)

8.1 Charter

- (a) The BOF reports via the Director of Finance to the BOM.
- (b) The BOF shall be responsible for the development and implementation of the financial, accounting and fiscal policies of the Club. This will be through monitoring, evaluating, initiating and reporting activities and programmes designed to meet the Club's objectives.
- (c) The BOF shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the BOM are the subject of recommendations to the BOM for endorsement or otherwise.

8.2 BOF Responsibilities

The BOF shall be responsible for the:

- (a) Development and implementation of the financial plans of the Club.
- (b) Accurate recording of all financial matters of the Club.
- (c) Attending to matters referred to it by the BOM or other Boards.
- (d) Performance of positions within the BOF.

8.3 BOF Composition

- (a) The BOF shall comprise, but is not limited to:
 - (i) Director of Finance (who shall act as Board Chairman);
 - (ii) Deputy Director of Finance;
 - (iii) Salaried Officers;
 - (iv) Social Secretary.
- (b) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (c) In the event of the absence of the Director of Finance, the meeting shall appoint one of its members to act as Chairman during such absence.

8.4 BOF Meetings

BOF meetings shall be held a minimum of Four (4) times a year, or as directed by the BOM.

8.5 BOF Quorum

The quorum for any BOF meeting shall be at least Fifty (50) per cent of those entitled to attend.

8.6 BOF Voting

The majority of votes of those present and voting shall decide questions arising at any meeting of the BOF. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote. Any salaried officers shall not be entitled to a vote.

8.7 BOF Minutes

- (a) The Director of Finance or their nominee shall cause full and accurate minutes of the BOF meetings to be recorded.
- (b) The Minutes of the BOF meeting shall be promptly distributed to members of the BOF, BOM and other Boards.

9. BOARD OF LIFESAVING (BOL)

9.1 Charter

- (a) The BOL reports via the Director of Lifesaving to the BOM.
- (b) The BOL shall be responsible for the development and implementation of the lifesaving policies of the Club. This will be through monitoring, evaluating, initiating and reporting activities and programmes designed to meet the Club's objectives.
- (c) The BOL shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the BOM are the subject of recommendations to the BOM for endorsement or otherwise.

9.2 BOL Responsibilities

The BOL shall be responsible for the:

- (a) Development and implementation of the lifesaving plans of the Club.
- (b) Review, develop and maintain lifesaving rules, policies and standards for the Club.
- (c) Attending to matters referred to it by the BOM or other Boards.
- (d) Performance of positions within the BOL.

9.3 BOL Composition

- (a) The BOL shall comprise, but is not limited to:
 - (i) Director of Lifesaving (who shall act as Board Chairman);
 - (ii) Captain of Life Saving
 - (iii) IRB Captain
 - (iv) Radio Officer
 - (v) Gear Steward

- (vi) First Aid Officer
- (vii) Junior Captain
- (b) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (c) In the event of the absence of the Director of Lifesaving, the meeting shall appoint one of its members to act as Chairman during such absence.

9.4 BOL Meetings

BOL meetings shall be held a minimum of four (4) times a year, or as directed by the BOM.

9.5 BOL Quorum

The quorum for any BOL meeting shall be at least fifty (50) per cent of those entitled to attend.

9.6 BOL Voting

The majority of votes of those present and voting shall decide questions arising at any meeting of the BOL. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.

9.7 BOL Minutes

- (a) The Director of Lifesaving or their nominee shall cause full and accurate minutes of the BOL meetings to be recorded.
- (b) The Minutes of the BOL meeting shall be promptly distributed to members of the BOL, BOM and other Boards.

10. BOARD OF EDUCATION (BOE)

10.1 Charter

- (a) The BOE reports via the Director of Education to the BOM.
- (b) The BOE shall be responsible for the development and implementation of the lifesaving education policies of the Club. This will be through monitoring, evaluating, initiating and reporting activities and programmes designed to meet the Club's objectives.
- (c) The BOE shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the BOM are the subject of recommendations to the BOM for endorsement or otherwise.

10.2 BOE Responsibilities

The BOE shall be responsible for the:

- (a) Development and implementation of the lifesaving education plans of the Club.
- (b) Review, development and maintenance of education policies and standards for the Club.
- (c) Attending to matters referred to it by the BOM or other Boards.
- (d) Performance of positions within the BOE.

10.3 BOE Composition

- (a) The BOE shall comprise, but is not limited to:
 - (i) Director of Education (who shall act as Board Chairman);
 - (ii) Deputy Director of Education
 - (iii) Captain of Life Saving
 - (iv) IRB Captain
- (b) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (c) In the event of the absence of the Director of Education, the meeting shall appoint one of its members to act as Chairman during such absence.

10.4 BOE Meetings

BOE meetings shall be held a minimum of Four (4) times a year, or as directed by the BOM.

10.5 BOE Quorum

The quorum for any BOE meeting shall be at least fifty (50) per cent of those entitled to attend.

10.6 BOE Voting

The majority of votes of those present and voting shall decide questions arising at any meeting of the BOE. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.

10.7 BOE Minutes

- (a) The Director of Education or their nominee shall cause full and accurate minutes of the BOE meetings to be recorded.
- (b) The Minutes of the BOE meeting shall be promptly distributed to members of the BOE, BOM and other Boards.

11. BOARD OF SURF SPORTS (BOSS)

11.1 Charter

- (a) The BOSS reports via the Director of Surf Sports to the BOM.
- (b) The BOSS shall be responsible for the development and implementation of the surf sport activities of the Club. This will be through monitoring, evaluating, initiating and reporting activities and programmes designed to meet the Club's objectives.
- (c) The BOSS shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the BOM are the subject of recommendations to the BOM for endorsement or otherwise.

11.2 BOSS Responsibilities

The BOSS shall be responsible for the:

- (a) Development and implementation of the surf sports plans of the Club.

- (b) Development, maintenance and review of surf sports rules, selection and other policies and standards for the Club.
- (c) Attending to matters referred to it by the BOM or other Boards.
- (d) Performance of positions within the BOSS.

11.3 BOSS Composition

- (a) The BOSS shall comprise, but is not limited to:
 - (i) Director of Surf Sports (who shall act as Board Chairman);
 - (ii) Surf Boat Captain
 - (iii) IRB Captain
 - (iv) Board Captain
 - (v) Ski Captain
 - (vi) Swim Captain
 - (vii) R&R Captain
 - (viii) March Past Captain
 - (ix) Beach Events Captain
 - (x) Handicapper (Honorary Race Secretary)
 - (xi) Ocean Events Organiser.
 - (xii) Masters Captain
- (b) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (c) In the event of the absence of the Director of Education, the meeting shall appoint one of its members to act as Chairman during such absence.

11.4 BOSS Meetings

BOSS meetings shall be held a minimum of Four (4) times a year, or as directed by the BOM.

11.5 BOSS Quorum

The quorum for any BOSS meeting shall be at least fifty (50) per cent of those entitled to attend.

11.6 BOSS Voting

The majority of votes of those present and voting shall decide questions arising at any meeting of the BOSS. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.

11.7 BOSS Minutes

- (a) The Director of Surf Sports or their nominee shall cause full and accurate minutes of the BOSS meetings to be recorded.

- (b) The Minutes of the BOSS meeting shall be promptly distributed to members of the BOSS, BOM and other Boards.

12. BOARD OF JUNIOR ACTIVITIES (BONDI JUNIORS) (BOJA)

12.1 Charter

- (a) The BOJA reports via the Director of Junior Activities to the BOM.
- (b) The BOJA shall be responsible for the development, management, conduct and implementation of the Junior Activities of the Club.
- (c) The BOJA shall operate in accordance with rule 5.2, as a committee, and shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the BOM are the subject of recommendations to the BOM for endorsement or otherwise.
- (d) The BOJA shall operate under the authority and direction of the BOM and these Rules.

12.2 BOJA Responsibilities

The BOJA shall:

- (a) Be responsible to the Club for the management, coordination and conduct of all matters relating to categories of Junior Activities and sub-categories.
- (b) Provide Junior Activities members with a background knowledge and experience in surf life saving activities, traditions and values.
- (c) Provide Junior Activities members with an educational and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
- (d) Prepare Junior Activities members for their eventual transition to the patrol involvement of Surf Life Saving and competition.
- (e) Be responsible for programs to encourage nippers and their parents, and to improve retention rates.
- (f) Be responsible to the BOM for the performance and benchmarking of Junior Activities.
- (g) Be responsible for ensuring the programs in other directorates are consistent with the Club's objectives on Junior Activities.
- (h) Be responsible for the performance of the BOJA positions.
- (i) Be responsible for liaising with SLSA bodies, Council, political and community groups on issues of Junior Activities.
- (j) Be responsible to provide the BOM with a detailed budget for Junior Activities.
- (k) Be responsible for ongoing and increasing recruitment.

12.3 BOJA Composition

- (a) The BOJA shall comprise:
 - (i) Director of Junior Activities (who shall act as Board Chairman)

- (ii) Deputy Director of Junior Activities
 - (iii) Secretary
 - (iv) Registrar
 - (v) Treasurer
 - (vi) Education Officer
- (b) Visitors and/or observers may attend meetings by prior agreement of the meeting.
 - (c) In the event of the absence of the Director of Junior Activities, the meeting shall appoint one of its members to act as Chairman during such absence.

12.4 BOJA Meetings

BOJA meetings shall be held a minimum of Four (4) times a year, or as directed by the BOM.

12.5 BOJA Quorum

The quorum for any BOJA meeting shall be at least fifty (50) per cent of those entitled to attend.

12.6 BOJA Voting

The majority of votes of those present and voting shall decide questions arising at any meeting of the BOJA. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.

12.7 BOJA Minutes

- (a) The BOJA shall nominate one of its members to take full and accurate minutes of the BOJA meetings.
- (b) The minutes of the BOJA meeting shall be promptly distributed to members of the BOJA, BOM and other Boards.

13. BOARD OF CLUB MARKETING and SPONSORSHIP (BOCM)

13.1 Charter

- (a) The BOCM reports via the Director of Marketing and Sponsorship to the BOM.
- (b) The BOCM shall be responsible for the development and implementation of the marketing of the Club. This will be through monitoring, evaluating, initiating and reporting activities and programmes designed to meet the Club's objectives.
- (c) The BOCM shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the BOM are the subject of recommendations to the BOM for endorsement or otherwise.

13.2 BOCM Responsibilities

The BOCM shall be responsible for the:

- (a) Development and implementation of the marketing plans of the Club.

- (b) Review, development and maintenance of marketing strategies, which will assist the Club in its development.
- (c) Attending to matters referred to it by the BOM or other Boards.
- (d) Performance of positions within the BOCM.
- (e) Liaison with SLSA bodies, Council, political and community groups on issues of marketing.

13.3 BOCM Composition

- (a) The BOCM shall comprise:
 - (i) Director of Marketing and Sponsorship (who shall act as Board Chairman);
 - (ii) Social Secretary
 - (iii) Publicity Officer
 - (iv) Member Services and Welcoming Officer
- (b) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (c) In the event of the absence of the Director of Marketing and Sponsorship, the meeting shall appoint one of its members to act as Chairman during such absence.

13.4 BOCM Meetings

BOCM meetings shall be held a minimum of Four (4) times a year, or as directed by the BOM.

13.5 BOCM Quorum

The quorum for any BOCM meeting shall be at least fifty (50) per cent of those entitled to attend.

13.6 BOCM Voting

The majority of votes of those present and voting shall decide questions arising at any meeting of the BOCM. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.

13.7 BOCM Minutes

- (a) The Director of Marketing and Sponsorship or their nominee shall cause full and accurate minutes of the BOCM meetings to be recorded.
- (b) The minutes of the BOCM meeting shall be promptly distributed to members of the BOCM, BOM and other Boards.

14. LIFE MEMBERSHIP AND SERVICE HONOURS AWARDS COMMITTEE (LM&SHAC)

14.1 LM&SHAC Responsibilities

The LM&SHAC shall be responsible for assessing all nominations for Honorary Life Membership, the Club's Years of Service Awards, Service Honours and any meritorious or like awards in accordance with the Rules.

14.2 LM&SHAC Composition

The LM&SHAC shall comprise five (5) members, being:

- (a) The President and the Director of Lifesaving; and
- (b) Three (3) Honorary Life Members of the Club appointed by the BOM.

14.3 LM&SHAC Meetings

The LM&SHAC shall meet as required, usually prior to the Club Annual General Meeting. The committee shall elect a chairman.

14.4 LM&SHAC Quorum

A quorum for meetings of the LM&SHAC will be Four (4) members.

14.5 LM&SHAC Voting

All members present at the meeting shall have a vote and in the case of a tied vote the Chairman will also have a casting vote.

14.6 LM&SHAC Minutes

The LM&SHAC shall nominate one of its members to take full and accurate minutes of the LM&SHAC meetings.

15. MISCELLANEOUS

15.1 Register

- (a) A register of members shall be kept by the Registrar on behalf of the Director of Administration showing the name, contact details, and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- (b) A register of disclosures of conflict of interest by any BOM member shall be kept by the Director of Administration setting details of any such conflict and shall be made available for inspection by any member upon reasonable notice being given to the Director of Administration.

15.2 Inspection of books, etc.

The records, books, register and other documents of the Club shall be open for inspection, free of charge, by a member of the Club by previous arrangement of the Director of Administration.

15.3 Insurance

The Club shall effect and maintain insurance as is required under the *Associations Incorporation Act* together with any other insurance, which may be required by law or regarded necessary by SLSA.

15.4 Members' Liability

The members of the Club shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club except to the amount of any unpaid membership fees.

15.5 Surplus Property

The Surf Life Saving Sydney Inc Branch is to become possessed of the Club's surplus property in the event of the Club being wound up as per section 3.2.

15.6 Common Seal

The Common Seal of the Club shall be kept in the custody of the Public Officer and shall only be affixed to a document with the approval of the BOM. The signatures of two members of the BOM shall witness the stamping of the Common Seal.

15.7 Alterations to Rules

The Objects and these Rules may be altered only by a special resolution in accordance with section 3.2.

15.8 Compliance With Charitable Fundraising Act 1991 and Associations Incorporation Act 2009

The Club shall comply with such of the provisions of the *Charitable Fundraising Act 1991*, and the *Associations Incorporation Act 2009* and their Regulations.

15.9 Saving Proviso

In the event of anything occurring not within the scope of these Rules and its By-Laws, the BOM shall first determine if the matter is covered in Branch, State or Association Rules and By-Laws, and or other applicable Acts, Legislation, Regulation, Code of Conduct, or By-Law applicable at the time in the State of New South Wales, and if not provided for, shall deal with same and their decision shall be binding.

15.10 Discrimination, Politics, Religion and Sexuality

- (a) The Club shall be strictly non-political and non-sectarian, and shall not directly or indirectly allow to be introduced at any meeting, any matters intended or likely to support or attack any cause in any political or religious controversy, actual or potential.
- (b) Any member who publicly participates in any political gathering or meeting, or makes any political statement, express or implied, shall not indicate that the views expressed are those of the Club. The Club endorses and practices the NSW State Laws which prohibit discrimination on the grounds of race, sex, disability and religious belief or activity.

15.11 Finance

- (a) The financial year of the Club shall commence on May 1, in any one year, and shall conclude on April 30, in the succeeding year.
- (b) The funds of the Club shall be derived from the fees of members, donations, grants and other such sources approved by the Club.
- (c) The income and property of the Club shall be used only for promotion of the Objects of the Club and shall not be paid or transferred to members by way of dividend, bonus or profit, providing always that a member of the Club may be employed for specific duties.
- (d) Payments shall be made through a petty cash system, or by cheque, or by EFT, authorised by Director of Finance plus one (1) other signatory authorised by the BOM. Major or unusual expenditures shall be authorised in advance by the BOM or by a general meeting.

15.12 Fundraising

- (a) Fundraising activities must be approved by the BOM, and before such approval is given, the BOM will consider the nature and purpose of the proposed fundraising, and its internal controls in the collection and payment of funds raised, to ensure compliance with the *Charitable Fundraising Act 1991*.
- (b) The BOM, on the recommendation of the Director of Finance, should consider the circumstances of approved fundraising activity by any Boards, committee or section in the allocation of funding sought by such Boards, committee or section.

15.13 Interpretation

Where reference is made to the Surf Life Saving Association, to the Association or to the SLSA, it shall refer to "SLSA Limited".

15.14 Notices of Motion

- (a) To make, amend or repeal a Rule may only be done by means of a Notice of Motion which shall be given in writing, by the mover and seconder, to the Director of Administration at least 21 days prior to the date of the meeting at which the notice of motion is to be dealt with.
- (b) Notices of Motion in relation to Special Resolutions must be in the hands of the Director of Administration at least 21 days prior to the date of the meeting.

15.15 Annual Report

The Annual Report shall be prepared under the direction of the BOM and presented for adoption at the Annual General Meeting. The Report shall contain those requirements stated in section 3.1.

15.16 Club Headquarters

The headquarters of the Club shall be the Surf Club House, located within the reserve at Bondi Beach, in the Municipality of Waverley.

15.17 Premises and Property

- (a) The security of the Surf Clubhouse shall be vested in the BOM.
- (b) The Director of Administration shall have custody of all keys and electronic access tags (EATs) and will be responsible to the BOM for the proper allocation of them to selected office bearers, elected at each Annual General Meeting and throughout the season.
- (c) A register of all keys and EATs issued shall be kept and be under the Director of Administration's control and the keys and EATs shall be returned to the Director of Administration at the Annual General Meeting for reallocation as required.
- (d) The Surf Clubhouse is for the use of the Club Members and/or others at the direction of the BOM.

15.18 Club Colours, Competition Caps and Logos

- (a) The Club Colours shall be navy blue and white quartered.
- (b) Any desired alterations must first receive the approval of the SLSA.

- (c) The Club logo shall be as per the attached appendix "A".

15.19 Club Season and Races

The season of the Club shall commence on 1 October, in any one year, and shall conclude on Easter Monday or Anzac Day whichever is the later, in the succeeding year. Club races and championships shall be determined on such dates or between such dates as the BOSS may determine.

15.20 Making, Repealing and Amending Regulations and By-Laws

- (a) A General Meeting or a BOM meeting of the Club may, by resolution, make Regulations or By-Laws not inconsistent with the Club or the SLSA Rules and By-Laws, that are considered necessary or convenient to be prescribed for the just and efficient administration of the Club.
- (b) A Regulation or By-Law shall, until repealed or amended and after any amendment, as amended, be binding upon the Boards, committees and all sub-committees and members.
- (c) A Regulation or By-Law that is made, repealed or amended shall be posted on the Club noticeboard and Club website within seven days of such making, repealing or amending and shall remain so posted for at least a month.

15.21 Intoxicating Liquor

- (a) Any person, except with the permission of the BOM, shall not bring intoxicating liquor to the Club premises.
- (b) When liquor is provided in the Club premises it shall only be at the direction of the BOM.

15.22 Club Competitions

Club competitions shall be conducted in accordance with the Rules of the current SLSA Competition Manual/s and Association Rules and By-Laws. The BOM shall determine the types of events, grades of events, scheduling of events and minimum requirements for the number of starters for events, from time to time.

15.23 Trophies and Prizes

In relation of Trophies and Prizes (cash or kind) and eligibility to accept or compete for such, trophies and prizes shall be in accordance with the ruling of the current Competition Manual/s and Regulations of SLSA.

15.24 Club Apparel

Apparel bearing the Club's name, shall require the approval of the BOM.

15.25 Visitors

- (a) A member may invite a visitor into the Club premises from time to time, provided that the member shall be responsible for such visitor.
- (b) Notwithstanding the foregoing, an office bearer may permit distinguished visitors to use the Club premises at their discretion and shall report such permission to the BOM.

15.26 Ex-Officio Members

The President and the Director of Administration shall be ex-officio members of all Boards and committees except as otherwise may be determined.

15.27 Badges and Blazers

The design and colour of Club badges and blazers shall be as adopted at an Annual General Meeting and can only be changed by the passing of a motion as provided for in section 3.1.

15.28 Honour Blazer

- (a) Members entitled to wear the Club honour blazer shall be:
 - (i) Any member who wins a gold medal at an Australian Surf Championship Carnival.
 - (ii) Honorary Life members.
 - (iii) In exceptional circumstances, the BOM may grant permission to any member to wear the Club honour blazer.
- (b) No member shall purchase a Club honour blazer except upon an order, in writing, signed by the Director of Administration.

15.29 Costume

The Club costume shall be a regulation costume of approved design.

15.30 The Club Service Award

- (a) Members of the Club may be awarded Long Service awards. To be considered for these awards, Club members must have rendered committed service to the Club over a period of years and meet conditions determined from time to time by the BOM.
- (b) Candidates for these awards will have their record confirmed by and are nominated to the Club Annual General meetings by the Life Membership and Service Honours Awards Committee.
- (c) Members of the Club who are granted these awards shall be recognised by the Club by the issue of a lapel badge.

15.31 Display of Club Rules

A copy of the Rules shall be readily available from the Director of Administration at all reasonable times and each member shall be deemed to have read them and to have agreed to accept them. A copy of the Rules will also be available on the Club website.

16. PATROLS

16.1 Regulations for Patrols

All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the BOM, shall patrol Bondi Beach during the patrol season and at such hours as may be determined by any agreement between the Club and Surf Life Saving Sydney and Surf Life Saving NSW. Regulations covering the conduct and governance of patrols shall be in accordance with the Club's By-Laws.

17. DUTIES OF CLUB OFFICE BEARERS

17.1 President

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder.

(b) General Responsibility

(i) Be the nominal head of the Club.

(ii) Be a member of the BOM.

(iii) Shall be responsible to the BOM and any General Meeting of the Club.

(iv) The President is to represent the Club on all official occasions, and in particular, as far as possible, attend all Meetings of the SLSS Branch Council.

(v) The President is entitled to attend any meeting of any officers of the Club.

(vi) The President may from time to time appoint a member of the BOM to act as President during any absence of the President, and that member has, while so acting, all the privileges and powers of the President.

(c) Duties

(i) Act as chair at any BOM or General Meeting at which he is present.

(ii) The chair shall decide the order in which the business of the meeting will be taken.

(iii) Shall be Ex-Officio Chairman and member of all Sub-Committees.

(iv) Act as Delegate to the SLSS and report back to BOM on issues relevant to the Club.

(v) Undertake any agreed task assigned by the BOM.

(vi) Be prepared to attend as far as possible all BOM meetings.

17.2 Deputy President

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder.

(b) General Responsibility

(i) Be the nominal head of the Club in the absence of the President.

(ii) Shall be responsible to the President and the BOM.

(c) Duties

(i) Represent the Club in the absence of the President.

(ii) Act as Chair at any BOM meeting or General meeting at which the President is absent.

- (iii) Be a member of the BOM.
- (iv) Undertake any agreed task assigned by the President or the BOM, including regular liaison with the Member Services and Welcoming Officer regarding his/her duties.
- (v) Be prepared to attend as far as possible all BOM meetings of the Club.

17.3 Director of Administration (Honorary Secretary)

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder.

(b) General Responsibility

- (i) Be responsible for all Club administration and Insurance matters.
- (ii) Shall be responsible to the President and the BOM.
- (iii) Shall hold the position of Public Officer.

(c) Duties

- (i) Be a member of the BOM and the BOA.
- (ii) Be the Chair of the BOA.
- (iii) Shall be Ex-Officio of all Sub-Committees.
- (iv) Be responsible for the preparation of the annual report.
- (v) Conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the notice board and/or web site.
- (vi) Represent the Club at all Association seminars on administration.
- (vii) Undertake any agreed task assigned by the President or the BOM.
- (viii) Be prepared to attend as far as possible, all BOM meetings and BOA meetings of the Club.
- (ix) Supervise the duties of the Club Salaried Officers.

17.4 Director of Finance (Honorary Treasurer)

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder and preferably have accounting skills and experience.

(b) General Responsibility

- (i) Be responsible for all Club financial matters.
- (ii) Shall be responsible to the President and the BOM.

(c) Duties

- (i) Be a member of the BOM and the BOF.

- (ii) Be the Chair of the BOF.
- (iii) Be responsible for the preparation and auditing of the Club Financial reports.
- (iv) Control all financial aspects of the Club as authorised and pay such accounts, which have been presented to the BOM and approved, for payment.
- (v) Ensure that all monies received by the Club are paid into an account in the Club's name as soon as practicable and without deduction.
- (vi) At each meeting of the BOM produce such Bank records, accounting reports as required.
- (vii) Represent the Club at all Association seminars on financial matters.
- (viii) Undertake any agreed task assigned by the President or BOM.
- (ix) Be prepared to attend as far as possible, all BOM meetings and BOF meetings of the Club.

17.5 Director of Life Saving (Club Captain)

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder and meet any additional SLSA requirement for a patrol captain.

(b) General Responsibilities

- (i) Be responsible for all Club life saving, gear and equipment.
- (ii) Be responsible for the management and rostering of the Club's patrols in accordance with any agreements between the Club and SLSS, SLSNSW and Waverly Council.
- (iii) Shall be responsible to the President and the BOM.

(c) Duties

- (i) In consultation with other Club officers overview all Lifesaving matters affecting the Club.
- (ii) Through the respective officers, supervise and monitor lifesaving services, lifesaving awards, and lifesaving instruction and examination activities of the Club.
- (iii) Ensure compliance with patrol attendance requirements with SLSA and Club By-Laws.
- (iv) Be a member of the BOM and the BOL.
- (v) Reports to SLSS on any lifesaving incidents and statutory matters.
- (vi) Must be the Club representative at all Branch Board of Lifesaving meetings and Association seminars on practical life saving and report back to the BOM on issues relevant to the Club.
- (vii) Act as Chair of the BOL.

- (viii) Undertake any agreed task assigned by the President or the BOM.
- (ix) Be prepared to attend as far as possible, all BOM and BOL meetings of the Club.

17.6 Director of Surf Sports

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder.

(b) General Responsibilities

- (i) Be responsible for all Club surf sports matters.
- (ii) Shall be responsible to the President and the BOM.

(c) Duties

- (i) In consultation with other Club officers overview all Surf Sports matters affecting the Club.
- (ii) Through the respective officers, supervise and monitor all Surf Sports activities of the Club.
- (iii) Be a member of the BOM and the BOSS.
- (iv) Represent the Club at all Branch BOSS meetings and Association seminars on surf sports and report back to the BOM on issues relevant to the Club.
- (v) Undertake any agreed task assigned by the President or the BOM.
- (vi) Act as Chair of the BOSS.
- (vii) Be prepared to attend as far as possible, all BOM and BOSS meetings of the Club.
- (viii) Responsible for compliance with competitor and competition standards, team selection, and general competition administration.

17.7 Director of Junior Activities (Bondi Juniors)

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder.

(b) General Responsibilities

- (i) Be responsible for all members 13 years of age and under.
- (ii) Be responsible for all categories and sub-categories of Junior Activities matters within the Club.
- (iii) Shall be responsible to the President and the BOM.

(c) Duties

- (i) In consultation with other Club officers overview all Junior Activities matters affecting the Club.

- (ii) Through the respective officers, supervise and monitor all Junior Activities of the Club.
- (iii) Act as Delegate to the SLSS and report back to BOM and BOJA on issues relevant to Club.
- (iv) Be a member of the BOM and the BOJA.
- (v) Undertake any agreed task regarding junior activities matters assigned by the BOM or President.
- (vi) Act as Chair of the BOJA.
- (vii) When required be the Club representative at all Association meetings or seminars on Junior Activities.
- (viii) Be prepared to attend as far possible, all BOM and BOJA meetings of the Club.

17.8 Director of Marketing and Sponsorship

- (a) Qualifications
 - Be a member of the Club and preferably hold a Bronze Medallion.
- (b) General Responsibilities
 - (i) Be responsible for all aspects of Club sponsorships, marketing and fund raising.
 - (ii) Shall be responsible to the BOCM.
- (c) Duties
 - (i) Identify potential sponsors and marketing opportunities for the Club.
 - (ii) Prepare submissions, negotiate with and maintain contact with potential sponsors.
 - (iii) Be a member of the BOM.
 - (iv) Undertake any agreed task assigned by the President or the BOM.
 - (v) Be responsible for the management of the club brand and related licenses.
 - (vi) Be responsible for the club website and other marketing tools.
 - (vii) Be prepared to attend as far as possible all BOM and BOCM meetings.

17.9 Director of Education (Chief Instructor)

- (a) Qualifications
 - Be a member of the Club and a Bronze Medallion Holder and a holder of the Training Officer (Bronze Medallion) award.
- (b) General Responsibility
 - Responsibility for the lifesaving education of the Club's members and the maintenance of their level of competence.

- (c) Duties
 - (i) Be responsible, through appropriate officers, for the training of new and applicable members to Bronze Medallion standard and for existing Bronze Medallion holders to SLSA-recognised and promoted Higher Award Standards.
 - (ii) Be responsible for the annual proficiency testing procedures.
 - (iii) Be responsible for the development and training of new and existing instructors.
 - (iv) Be responsible for liaising with the Director of Lifesaving to ensure that each patrol has sufficient members with appropriate higher-award qualifications to ensure patrol readiness.
 - (v) Be responsible for ensuring that training equipment is adequate and is kept in good condition.
 - (vi) Be responsible for the clubs relationship with the District and Branch's education departments and the maintenance of the Education Policies and standards set down by them
 - (vii) Be a member of the BOE.

17.10 Captain of Lifesaving

- (a) Qualifications

Be a member of the club and Bronze Medallion Holder and a holder of the Silver Medallion – Patrol Captain or its equivalent.
- (b) General Responsibility

In the absence of the Director of Lifesaving exercise that officer's functions.
- (c) Duties
 - (i) Be responsible, through appropriate officers, for the Club's lifesaving duties and for the lifesaving gear required.
 - (ii) Select, develop, motivate and organise training for the Patrol Captains and Vice-Captains to manage the patrols.
 - (iii) Develop patrol rosters together with member substitute systems for the forthcoming season and supervise adherence to such rosters.
 - (iv) Ensure there are sufficient qualified persons to man patrols and communicate with patrol defaulters to maintain efficient patrols.
 - (v) Be a member of the BOL and in the absence of the Director act as chair of the BOL meetings.
 - (vi) Be prepared to attend as far as possible, all meetings of the BOL.

17.11 Member Services and Welcoming Officer

- (a) Qualifications

Be a member of the Club and Bronze Medallion Holder.

(b) General Responsibilities

Be responsible for the recruitment and retention of members to the club and the club's ongoing relationship with its members.

(c) Duties

(i) Develop and maintain member recruitment and retention policies.

(ii) Develop and maintain leadership and peer support programs.

(iii) Co-ordinate identification, training and duties of Member Protection Information Officers.

(iv) Assist in grant proposals and other funding opportunities to support member services programs.

(v) Be a member of the BOCM.

(vi) Also meet on an agreed regular basis with the Deputy President to report on matters pertaining to member services, and the recruitment, welcoming and retention of members.

(vii) Be responsible for the development and implementation of the club's recruitment policies.

17.12 House Manager

(a) Qualifications

Be a member of the Club and Bronze Medallion Holder.

(b) General Responsibilities

Be responsible for the maintenance and upkeep of the clubhouse.

(c) Duties

(i) Be responsible, through appropriate paid personnel, for the cleanliness and maintenance of the clubhouse.

(ii) Select appropriate staff to carry out such maintenance, repair and cleaning duties as are deemed necessary after consultation with the BOA.

(iii) Supervise the activities and jobs of such cleaning repair and maintenance staff and report on such activities to the BOA.

(iv) Develop and implement such policies as deemed necessary to maintain the club in good working order.

(v) Be a member of the BOA.

17.13 Patrol Captain

(a) Qualifications

Be a member of the Club and a Bronze Medallion holder, and meet any additional SLSA requirement for a patrol captain.

(b) General Responsibilities

Be responsible for the safe and adequate patrol of Bondi Beach during the duration of that patrol.

(c) Duties

- (i) Ensure early confirmation of patrol members' availability.
- (ii) Ensure the safe positioning of the patrol area.
- (iii) Ensure punctual set-up of patrol tent, sponsors equipment, adequate functional life saving equipment, and ensure post patrol care and stowage of such equipment.
- (iv) Ensure timely and accurate radio communication with Surfcom.
- (v) Ensure the neat, accurate completion of the patrol log book, signed by all members of the patrol, clear notation of all necessary comments in the patrol log, plus neat, accurate completion of the IRB and/or Radio logs, where applicable.
- (vi) Be prepared to attend meetings of the BOL as required.

17.14 IRB Captain

(a) Qualifications

- (i) Be a member of the Club and a Bronze Medallion holder.
- (ii) Be qualified and currently proficient as an IRB driver in accordance with SLSA requirements.

(b) General Responsibilities

- (i) Shall be responsible for the care, maintenance and housing of the Club's inflatable rescue boats and gear.
- (ii) Report to the Director of Life Saving and Director of Surf Sports.
- (iii) Shall if so requested by or on behalf of the Director of Lifesaving, Director of Education or Director of Surf Sports arrange for the laying of buoys for water events and examinations and for an inflatable rescue boat to stand by those buoys during those events and examinations.

(c) Duties

- (i) Train, roster and supervise all IRB drivers and crews in consultation with the Director of Life Saving.
- (ii) Be a member of the BOL, BOE and BOSS.
- (iii) Undertake any agreed task assigned by the Director of Lifesaving, Director of Education or the BOL, BOE and BOSS.
- (iv) Be prepared to attend as far as possible, all meetings of the BOL, BOE and BOSS.

17.15 Radio Officer

(a) Qualifications

Be a member of the Club and a holder of a current Surf Lifesaving Australia Radio Operators Certificate.

(b) General Responsibilities

(i) Be responsible for the upkeep, maintenance and supervision of all Club communications equipment.

(ii) Reports to Director of Lifesaving.

(c) Duties

(i) Train members in the proper use and care of communication equipment.

(ii) Keep a register of all Club communication equipment.

(iii) Be a member of the BOL.

(iv) Undertake any agreed task assigned by the Director of Lifesaving or the BOL.

(v) Be prepared to attend as far as possible, all meetings of the BOL.

17.16 Gear Steward

(a) Qualifications

Be a member of the Club and a holder of the Bronze Medallion.

(b) General Responsibilities

(i) Be responsible for all the Club's lifesaving equipment, except as elsewhere provided for.

(ii) Report to the Director of Lifesaving.

(c) Duties

(i) Maintain, repair and generally care for all Club life saving equipment.

(ii) Be a member of the BOL.

(iii) Undertake any agreed task assigned by the President or the BOL.

(iv) Be prepared to attend as far as possible, all meetings of the BOL.

17.17 First Aid Officer

(a) Qualifications

Be a member of the Club and hold a current Senior First Aid Certificate (Association or St. John's).

(b) General Responsibilities

(i) Be responsible for all Club First Aid equipment.

(ii) Report to Director of Lifesaving.

(c) Duties

(i) Maintain all Club First Aid equipment in a state of readiness.

- (ii) Replace as needed supplies of equipment including oxygen and resuscitation materials.
- (iii) Maintain First Aid room in a state of readiness for immediate use.
- (iv) Be a member of the BOL.
- (v) Undertake any agreed task assigned by the BOL.
- (vi) Be prepared to attend as far as possible, all meetings of the BOL.

17.18 Junior Captain

- (a) Qualifications

Be a member of the Club and a holder of the Bronze Medallion.
- (b) General Responsibilities
 - (i) Be responsible for all members 14 years of age to 19 years of age.
 - (ii) Be responsible to the Director of Life Saving.
- (c) Duties
 - (i) Assist the Director of Life Saving as required particularly in relation to members 14 years of age to 19 years of age.
 - (ii) Undertake any agreed task assigned by the Director of Life Saving or the BOL.
 - (iii) Be prepared to attend, as far as possible, all meetings of the BOL.

17.19 Surf Boat Captain

- (a) Qualifications

Be a member of the Club, a Bronze Medallion holder and preferably a Level 1 Surf Coach.
- (b) General Responsibilities
 - (i) Be responsible for the care, housing and maintenance of all surf boats and surf boat equipment.
 - (ii) Be responsible to the Director of Surf Sports.
 - (iii) Be empowered to require any member to assist in the launching or housing of a boat, and in this regard be subject to the direction of the Director of Lifesaving.
- (c) Duties
 - (i) Supervise and organise the training of members in surfboat practices.
 - (ii) Be a member of the BOSS.
 - (iii) Undertake any agreed task assigned by the Director of Surf Sports or BOSS.
 - (iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.20 Board Captain

(a) Qualifications

Be a member of the Club, a Bronze Medallion holder and preferably a Level 1 Surf Coach.

(b) General Responsibilities

(i) Be responsible for the security, care and maintenance of all surfboards owned by the Club.

(ii) Be responsible to the BOSS.

(c) Duties

(i) Supervise and organise the training of members in board practices.

(ii) Be a member of the BOSS.

(iii) Undertake any agreed task assigned by the Director of Surf Sports or BOSS.

(iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.21 Ski Captain

(a) Qualifications

Be a member of the Club, a Bronze Medallion holder and preferably a Level 1 Surf Coach.

(b) General Responsibilities

(i) Be responsible for the security, care and maintenance of all surf skis owned by the Club.

(ii) Be responsible to the BOSS.

(c) Duties

(i) Supervise and organise the training of members in surf ski practices.

(ii) Be a member of the BOSS.

(iii) Undertake any agreed task assigned by the Director of Surf Sports or BOSS.

(iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.22 Swim Captain

(a) Qualifications

Be a member of the Club, a Bronze Medallion holder and preferably a Level 1 Surf Coach.

(b) General Responsibilities

(i) Be responsible for all Club swimmers.

(ii) Be responsible to the BOSS.

- (c) Duties
 - (i) Supervise and organise the training of members in swimming
 - (ii) Be a member of the BOSS.
 - (iii) Undertake any agreed task assigned by the Director of Surf Sports or BOSS.
 - (iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.23 Rescue and Resuscitation Captain

- (a) Qualifications

Be a member of the Club, a Bronze Medallion holder and preferably a Level 1 Surf Coach.
- (b) General Responsibilities
 - (i) Be responsible for all rescue and resuscitation teams.
 - (ii) Be responsible to the BOSS.
- (c) Duties
 - (i) Supervise and organise surfing practices and R&R drills
 - (ii) Be a member of the BOSS.
 - (iii) Undertake any agreed task assigned by the Director of Surf Sports or BOSS.
 - (iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.24 March Past Captain

- (a) Qualifications

Be a member of the Club, a Bronze Medallion holder and preferably hold a Level 1 Coaching March Past Accreditation Certificate.
- (b) General Responsibilities
 - (i) Be responsible for all March Past members.
 - (ii) Be responsible to the BOSS
 - (iii) Supervise and organize the training of members in March Past practices.
 - (iv) Be a member of the BOSS.
 - (v) Undertake any agreed tasks assigned by the Director of Surf Sports or BOSS.
 - (vi) Be prepared to attend as far as possible all meetings of the BOSS.

17.25 Beach Events Captain

- (a) Qualifications

Be a member of the Club, a Bronze Medallion holder and preferably a Level 1 Surf Coach.

- (b) General Responsibilities
 - (i) Be responsible for all Club Beach competitors.
 - (ii) Be responsible to the BOSS.
- (c) Duties
 - (i) Supervise and organise the training of members in beach competition practices.
 - (ii) Be a member of the BOSS.
 - (iii) Undertake any agreed task assigned by the Director of Surf Sports or the BOSS.
 - (iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.26 Handicapper (Honorary Race Secretary)

- (a) Qualifications

Be a member of the Club.
- (b) General Responsibilities
 - (i) Be responsible for the organising, setting of handicaps, recording and running all Club internal competitions, including weekly surf races.
 - (ii) Be responsible to the BOSS.
- (c) Duties
 - (i) Keep an accurate record of all Club Championships and other internal events.
 - (ii) Be a member of the BOSS.
 - (iii) Undertake any agreed task assigned by the BOSS or the Director of Surf Sports.
 - (iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.27 Ocean Events Organiser

- (a) Qualifications

Be a member of the Club and a Bronze Medallion holder.
- (b) General Responsibilities
 - (i) Be responsible for the organising and staging of all aspects of the Club ocean swim and like events.
 - (ii) Be responsible to the BOSS or Director of Surf Sports.
- (c) Duties
 - (i) Where required co-opt members to assist in the planning or conduct of the event.

- (ii) Submit on completion a full report of the event to the BOSS.
- (iii) Be a member of the BOSS.
- (iv) Undertake any agreed task assigned by the BOSS or Director of Surf Sports.
- (v) Be prepared to attend as far as possible, all meetings of the BOSS.

17.28 Masters Captain

- (a) Qualifications

Be a member of the Club and a Bronze Medallion holder.
- (b) General Responsibilities
 - (i) Be responsible for all Club masters competitors.
 - (ii) Be responsible to the BOSS.
- (c) Duties
 - (i) Supervise and organise the training of all masters competitors where required.
 - (ii) Be a member of the BOSS.
 - (iii) Undertake any agreed task assigned by the BOSS or Director of Surf Sports.
 - (iv) Be prepared to attend as far as possible, all meetings of the BOSS.

17.29 Social Secretary

- (a) Qualifications

Be a member of the Club.
- (b) General Responsibilities

Shall recommend and organise all Club social functions.
- (c) Duties
 - (i) Supervise the conduct all Club social functions and submit financial statements of such functions to the Director of Finance as soon as possible after the function.
 - (ii) Responsible to the Director of Finance and the Member Services Officer.
 - (iii) Undertake any agreed task assigned by the Deputy President or BOM.

17.30 SLSS (Branch) Delegate

- (a) Qualifications

Be a member of the Club and a Bronze Medallion holder.
- (b) General Responsibilities
 - (i) Shall attend all SLSS Council meetings.

- (ii) Shall be responsible to the BOA.
- (c) Duties
 - (i) Carry out all instructions that are received from the Club BOA.
 - (ii) Be a member of the BOA.
 - (iii) Undertake any agreed task assigned by the BOA.

17.31 Publicity Officer

- (a) Qualifications

Be a member of the Club.
- (b) General Responsibilities
 - (i) Be responsible for the overall media coverage of relevant matters pertaining to events conducted by the Club.
 - (ii) Shall be responsible to the BOCM.
- (c) Duties
 - (i) Endeavour to create a good public relations image with the media, general public and supporters of the Club.
 - (ii) Be a member of the BOCM.
 - (iii) Undertake any agreed task assigned by the BOCM.

17.32 Registrar

- (a) Qualifications

Be a member of the Club.
- (b) General Responsibilities
 - (i) Maintain a register of all members.
 - (ii) Shall be responsible to the BOA.
- (c) Duties
 - (i) Keep a current record showing the name, address, e-mail address and date of commencement of membership of each member.
 - (ii) Be a member of the BOA and undertake any agreed task assigned by the BOA.

17.33 Deputy Director of Administration

- (a) Qualifications

Be a member of the Club.
- (b) General Responsibilities

Shall be responsible to the Director of Administration and the BOA.

- (c) Duties
 - (i) Undertake any agreed task assigned by the President, the BOM or the Director of Administration.
 - (ii) Represent the Director of Administration in his/her absence at any BOM or BOA meeting.

17.34 Deputy Director of Finance

- (a) Qualifications

Be a member of the Club.
- (b) General Responsibilities

Shall be responsible to the Director of Finance and the BOF.
- (c) Duties
 - (i) Undertake any agreed task assigned by the President, the BOM or the Director of Finance.
 - (ii) Represent the Director of Finance in his/her absence at any BOM or BOF meeting.

17.35 Deputy Director of Education

- (a) Qualifications

Be a member of the Club.
- (b) General Responsibilities

Shall be responsible to the Director of Education and the BOE.
- (c) Duties
 - (i) Undertake any agreed task assigned by the President, the BOM or the Director of Education.
 - (ii) Represent the Director of Education in his/her absence at any BOM or BOE meeting.

17.36 Public Officer

- (a) Qualifications
 - (i) Be a member of the Club, a resident of New South Wales and no younger than eighteen (18) years of age.
 - (ii) This position shall be held by the Director of Administration.
- (b) General Responsibilities
 - (i) Be responsible for notifying the Office of Fair Trading of all notices required by the relevant Act of State Parliament.
 - (ii) Be responsible to President and BOM.
- (c) Duties

- (i) Notify the Office of Fair Trading on the appropriate form and within the required time the following:
 - (A) Appointment of Public Officer
 - (B) A change of residential address
 - (C) A change in the Club's Objects or Rules
 - (D) A change in the membership of the BOM
 - (E) The Club's financial affairs (within one month after the Club Annual General Meeting)
 - (F) Any change in the Club's name.
 - (ii) Receive on behalf of the Club any documents served on the Club.
 - (iii) Be a member of the BOA.
 - (iv) Undertake any agreed task assigned by the President or the BOA.
 - (v) Be prepared to attend as far as possible, all meetings of the BOA.
- (d) NOTE
- (i) The BOM may at any time remove the Public Officer and appoint a new one.
 - (ii) The Public Officer shall be deemed to have vacated the position in the following circumstances -
 - (A) Death;
 - (B) Resignation;
 - (C) Removal by the BOM or at a general meeting;
 - (D) Bankruptcy or financial insolvency;
 - (E) Mental illness;
 - (F) Residency outside New South Wales.
 - (iii) When a vacancy occurs in the position of Public Officer, the BOM shall, within the prescribed time notify the Office of Fair Trading by the prescribed form and appoint a new Public Officer.

17.37 Salaried Officer

- (a) General Responsibility
 - (i) The BOM may employ a salaried officer or salaried officers to assist in the management of the Club's affairs.
 - (ii) The BOM may from time to time determine the functions, terms and conditions of employment, and remuneration, of any salaried officer employed under this rule, and may direct that that salaried officer be responsible to a specified Board or Boards, to a specified officer or officers of the Club.

- (b) Duties
 - (i) Receive, attend to where appropriate and disseminate all incoming electronic, postal, telephone and other communications.
 - (ii) Draft outgoing correspondence where required.
 - (iii) Assist in the maintenance of a filing/records system.
 - (iv) Regularly input membership details, surf patrol records, training and awards information, competition entries etc into SLSA 'Surfguard' database.
 - (v) When required, record the minutes for any Board meetings.
 - (vi) Personally receive inquiries to Club Office regarding membership applications, member needs, Club activities and clubhouse events and functions hire.
 - (vii) Maintain register of functions and events, bookings and inquiries.
 - (viii) Maintain an appointments diary for designated Office Bearers and assist with appointments and meetings.
 - (ix) Ensure proper maintenance of Club's office systems, equipment and environment.
 - (x) Receive, record and secure all monies as directed by the Director of Finance.
 - (xi) Arrange and coordinate sales of Club member-only paraphernalia and apparel.
 - (xii) When required, order stock for the surf club bar.
 - (xiii) When required, order food and beverage supplies for upcoming functions, and various other club activities.

17.38 Caretaker (Honorary Resident Member)

- (a) Qualifications
 - (i) Capable of performing duties in a professional and courteous manner.
 - (ii) Have a positive attitude and satisfactory personal appearance towards members of the public and potential hall hirers.
- (b) General Responsibilities
 - (i) Be responsible for maintaining the overall security, safety, cleanliness and internal maintenance of the Club premises, fixtures, fittings and equipment and provide an initial point of contact for the Club to the public. At all times be conscious and responsible for the safety of all persons entering the Club.
 - (ii) Be responsible to the BOM via the House Manager.
- (c) Duties
 - (i) Duties and security of the premises are as described in the caretaker agreement.

- (ii) Submit a written report to BOA meetings on request on regular maintenance carried out repairs conducted and supplies required

17.39 Archives Officer

- (a) Qualifications
 - (i) Be a member of the Club.
- (b) General Responsibilities
 - (i) Be responsible for the care and maintenance of the Club's archives and memorabilia.
 - (ii) Be responsible to the BOA and Director of Administration.
 - (iii) Be a member of the BOA.
- (c) Duties
 - (i) Undertake any agreed task assigned by the President, the BOM or the Director of Administration.

17.40 OH&S Officer

- (a) Qualifications
 - (i) Be a member of the Club.
 - (ii) Be familiar with the any current OH&S legislation and its implementation.
- (b) General Responsibilities
 - (i) Be responsible for the implementation of all relevant OH&S laws as they are applicable to the Club.
 - (ii) Be responsible to the BOA and Director of Administration.
 - (iii) Be a member of the BOA.
- (c) Duties
 - (i) Undertake any agreed task assigned by the President, the BOM or the Director of Administration.

Appendix "A"

