BONDI SURF BATHERS'
LIFE SAVING CLUB INCORPORATED

CONSTITUTION

Adopted on 24 July 2022

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1 PRELIMINARY

1.1 Name

The “Bondi Surf Bathers’ Life Saving Club Incorporated” (**the Club**) may also be known as “Bondi Surf Club” or “BSBLSC”.

1.2 Incorporation

The Club is incorporated, and registered in accordance with, s3(1) of Part 2 of Schedule 4 to the *Associations Incorporation Act 2009* (NSW).

1.3 Premises

The Club’s activities are primarily conducted from its premises at Queen Elizabeth Drive, Bondi Beach, NSW 2026 (the **Club House**).

1.4 Affiliations

The Club is affiliated with Surf Life Saving Australia, Surf Life Saving NSW and Surf Life Saving Sydney and will strive to maintain any membership status with these entities, including by complying with any relevant rules or constitutions.

1.5 The Club’s objects

The Club is to fulfil its objects, which are to:

(a) ***protect*** the safety of swimmers, surfers and members of the public on or near Bondi Beach by organising its patrolling members to conduct volunteer surf life-saving patrols;

(b) **educate:**

(i) patrolling members, in aquatic rescue and first aid (including resuscitation) as mandated by the SLSA, and provide continuing education and opportunities to attain higher SLSA awards or accreditation; and

(ii) junior members, by way of programs of activity to promote surf safety and surf fitness and to encourage those junior members to become future patrolling members;

(c) **train and encourage members** to successfully compete in SLSA surf sports and surf lifesaving competitions;

(d) **assist others**, as necessary or appropriate, including the local council (especially its employed lifeguards), the Club’s affiliates, other surf clubs and any public authorities

to;

(i) protect the safety of those on Bondi Beach; and

(ii) educate the general public about surf safety and awareness;

(e) ***preserve*** and enhance the Club House to enable the Club to achieve its objects and promote the Club's heritage;

(f) ***unite*** all its members to achieve these objects by:

(i) organising social events for members and their guests; and

(ii) providing training and facilities to maintain and improve the fitness of members, including junior members and valued long-serving members.

1.6 The Club's colours

(a) The Club's colours are navy-blue and white.

(b) The Club's competition cap is a quartered navy-blue and white cap.

(c) The Club's logo appears on this Constitution's cover page.

1.7 Definitions

The following definitions apply in this Constitution:

Affiliate means Surf Life Saving Australia (**SLSA**), Surf Life Saving NSW (**SLSNSW**) and Surf Life Saving Sydney (**SLSS**)

AGM means an annual general meeting of Members held by the Club in accordance with clause 5.2

Board means that which is constituted in accordance with clause 4.1(b)

Bronze Medallion means the Bronze Medallion awarded by SLSA

Chairperson means either the President in accordance with clause 4.3(a)(i), or any other Director in the President's absence

Club means Bondi Surf Bathers' Life Saving Club Incorporated

Club House has the meaning in clause 1.3

Club Rules mean the rules made underwith clause 2.1

Director(s) means a person as defined in clause 4.1(b)

Financial Year means a the year as defined in clause 6.1

Honorary Life Member means a person elected in accordance with clause 3.4

Honorary Officer means a person as defined in clause 4.7(a)

Intellectual Property includes 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

Member(s) means a person as defined in clause 3.1(a)

Officer of the Club means a person as defined in clause 4.6

Ordinary Resolution means a vote by the Members on any matter other than a matter to be voted on by way of Special Resolution as referred to in clause 5.7(c)

Patrol Duties means any duties to be performed by a Member relating to surf lifesaving patrols as directed by the Board

Proficiency Test means a test to review surf lifesaving skills in accordance with any requirements prescribed by SLSA from time to time

SGM means a meeting of the Members which is any meeting of the Members which is not an AGM that is held by the Club in accordance with clause 5.1(b) ***(Special General Meeting)***

SLSA means Surf Life Saving Australia

SLSNSW means Surf Life Saving NSW

SLSS means Surf Life Saving Sydney

Special Resolution means a resolution passed by the Members in relation to the matters referred to in clause 5.7(a)(i)

Surf Rescue Certificate means a certificate awarded by SLSA in accordance with any requirements prescribed by SLSA from time to time.

1.8 Interpretation

In this Constitution:

(a) words denoting the singular include the plural and vice versa, unless a contrary intention is expressly or impliedly indicated ;

(b) words denoting any gender include all gender identities; and

(c) grammatical forms of defined words or phrases have corresponding meanings.

2 RULE-MAKING AND AMENDMENT

2.1 The Club Rules

(a) The Board may, or the Members in an AGM or in an SGM may, by Ordinary Resolution, make or amend rules for the just and efficient administration of the Club that are binding upon the Board and Members.

(b) Any rules made or amended in accordance with this clause are to be maintained in a single document known as the 'Club Rules'.

(c) The Club Rules must be consistent with this Constitution and any constitutions or rules of SLSA, SLSNSW or SLSS.

(d) Notice of any amendment to the Club Rules is to be notified to Members electronically within 7 days of any amendment.

(e) A copy of the Club Rules is to be readily available to all Members, including on the Club's website.

(f) Members are deemed to have read the Club Rules and are deemed to have agreed to abide by them.

2.2 Alteration of this Constitution

This Constitution cannot be altered except by Special Resolution

3 MEMBERSHIP

3.1 Admission to membership

(a) The Club's Members comprise of persons who have been admitted by the Board and whom all fall within a membership category set out in clauses 3.3.

(b) The Board is not required to provide reasons for approving or rejecting an application for membership of the Club.

(c) The Board is not to admit to the Club any person who is financially indebted to any other SLSA affiliated club.

(d) Members must re-apply annually for membership in accordance with any rules or procedures determined by the Board from time to time.

3.2 Members' privileges and obligations

(a) Members are entitled to all privileges of membership as determined by the Board from time to time.

(b) All Members (except Honorary Life Members) must pay any annual membership fees, subscriptions or joining fees as determined by the Board, unless the Board, in its discretion, defers or waives such fees on compassionate grounds.

(c) All Members (or parents or guardians on behalf of Members) acknowledge that they agree to abide by:

(i) this constitution and the Club Rules; and

(ii) any requirements of their Membership Category.

3.3 Member Categories

The Club's Members comprise of persons falling within the following categories and who must meet any other conditions of the category as may be set out in the Club Rules:

Probationary Member	A person who is admitted to membership on the condition that they will obtain the Bronze Medallion for the purpose of being admitted as an Active Member.
Junior Activities Member (Bondi Junior)	A person who is between the ages of five (5) years and thirteen (13) years and is required to gain the relevant SLSA qualification for that person's age group.

Cadet Member	A person who is under the age of fifteen (15) and who has obtained the Surf Rescue Certificate or has passed a Proficiency Test.
Active Member	A person who has obtained the Bronze Medallion and is required to fulfil Patrol Duties and pass a Proficiency Test in each season, other than the season in which that person obtained the Bronze Medallion.
Reserve Active Member	A person who has been an Active Member of the Club, or of an affiliated SLSA Club for at least eight (8) years (or less, if the Board determines that there are exceptional circumstances) and whom the Board resolves need only fulfil Patrol Duties as per the Board's discretion. A Reserve Active Member must pass a Proficiency Test each season.
Long Service Member	A person who is either: (i) deemed by the Club as such, after having completed ten (10) years as an Active Member; or eight (8) years as an Active Member plus four (4) years as a Reserve Active Member; or (ii) a person who applies to the Board to become a Long Service Member with due consideration for service at an affiliated SLSA Club. A Long Service Member need not fulfil patrol obligations.
Award Member	A Member who for any reason, such as injury, age or pregnancy is unable to pass a Proficiency Test, but who holds an SLSA award of one or more of the following designations: Radio Award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate; and who may be called upon to perform Patrol Duties falling within the scope of their qualifications and ability.
Associate Member	A person who is over the age of 28 and who may or may not hold an SLSA award, but who is to pay substantially greater membership fees than those for other membership categories. An Associate Member need not fulfil Patrol Duties. Privileges, entitlements or obligations of Associate Members are to be determined by the Board from time to time. The total number of Associate Members must not exceed the combined total number of Active Members, Reserve Active Members or Long Service Members.
Honorary Member	A person who may or may not hold an SLSA award and who may be appointed by the Board, for any period not exceeding one year on account of any special skill or

	qualification that may assist the Club. The Club is to have no more than forty (40) Honorary Members at any one time.
Parent/Guardian Member	A person who is a parent or guardian of a Junior Activities Member or a prospective Junior Activities Member and who is admitted to Membership on condition of agreeing to perform any duties determined at the discretion of the Board and who otherwise, need not fulfil Patrol Duties.
Honorary Life Member	A person who is elected in accordance with clause 3.4.
Community Member	May be granted by the Club to persons not directly participating in lifesaving activities. This may cover social or volunteer activities. These members shall have no voting rights, however any or other benefits shall be as determined by the Board.

3.4 Election of Honorary Life Members

(a) Any two (2) Active, Reserve Active, Long Service or Honorary Life Members may recommend to the Board the name of any Member who has rendered distinguished, loyal, and voluntary service to the Club as a nominee for election to Honorary Life Membership.

(b) Interpretive criteria supporting the recommendation are that the nominee:

(i) will have maintained a sustained level of conspicuous service at a level that brings distinction to that service;

(ii) will have made an individual contribution that can be classified as unique, and which can be attributed to that person as opposed to having been a member of a wider group of members;

(iii) will have given distinguished service to the Club over a period spanning at least 15 years.

(c) Upon receiving the recommendation, the Board or the Board in association with any Sub-Board formed under Clause 4.5, shall deal with the recommendation in accordance with Club Rules 3.5 and may nominate the recommended person for Honorary Life Membership.

(d) Upon nomination, nominees must be elected as Honorary Life Members by at least

seventy five percent of the Members voting by secret ballot at an AGM.

(e) Members must receive notice of the nominees at least seven (7) days prior to an AGM.

(f) Upon election, Honorary Life Members are presented with a Honorary Life Membership badge, and are entitled to a Club Honour Blazer.

3.5 Club Service Awards

(a) The Board, or any Sub-Board appointed in accordance with clause 4.5(a)(i), may nominate any Member to receive a Club Service Award, and who has rendered committed service to the Club and meet any conditions determined by the Board from time to time

(b) Members awarded a Club Service Award will receive a lapel badge.

3.6 Cessation of membership

A Member ceases to be a Member if the Member:

(a) dies;

(b) requests in writing to cease being a Member;

(c) is expelled in accordance with clause 3.7; or

(d) has not by 31 October paid any applicable fees owing in that year in accordance with clause 3.2(b).

3.7 Discipline of Members: expulsion or suspension

(a) A Director who receives information in any manner, including from any Member or member of the public, that may result in a finding that a Member:

(i) has wilfully infringed the Constitution, the Club Rules or any resolution or determination made or passed by the Board or any duly authorised committee; or

(ii) engaged in conduct that is seriously detrimental, or likely to be seriously detrimental, to the Club's interests; or

(iii) who has repeatedly failed to fulfil Patrol Duties without sufficient explanation, must inform the Board of the information (the **Information**).

(b) Upon being notified of the Information, the Board may either:

(i) refer the Information to a three-person committee formed in accordance with

clause 3.8; or

(ii) deal with the Information itself, upon which the Board must:

(1) nominate a date on which to hold a meeting in relation to the Member who is the subject of the Information (the **Meeting**) and advise the Member of the same;

(2) within at least 21 days of the Meeting, provide the Member with particulars of the Information, and copies of any documents or other evidence held by the Board on which the Board can consider the Information; and

(3) permit the Member to respond to the Board, at or prior to the meeting (whichever is appropriate) by means such as addressing the Board in person or in writing, or by providing the Board with any documents or calling any witnesses in support of the Member.

(c) Upon compliance with subclause (b)(ii), the Board may, at the Meeting make findings in relation to the Information, upon which the Board may:

(i) make arrangements with the Member to enable the Member to remedy any of the matters which are the subject of the Information (including, if appropriate, enabling the Member to fulfil additional Patrol Duties); and / or

(ii) consider the formulation of any resolution to be passed by at least two-thirds of the Directors which, either:

(1) expels the Member; or

(2) suspends the Member from any of the following:

(A) accessing the Club House;

(B) representing the Club in competitions; or

(C) attending to Patrol Duties, or assisting the Club in any other manner, such as fundraising activities,

for a certain period, indefinitely, or until such time as the Board determines.

(d) The President may prior to the Meeting, suspend a Member on certain terms, for a period that is no longer than 42 days, if in the opinion of the President, the circumstances warrant a temporary suspension.

3.8 Disciplinary committee

(a) The Board may from time to time appoint three-person committees to deal with any referrals in relation to Information referred to under clause 3.7(a).

(b) Such committees will conduct judiciary proceedings in relation to the Member who is the subject of the Information in accordance with SLSA regulations that are current at the time.

3.9 Appeals

Any Member aggrieved by any decision made in accordance with clause 3.7 or 3.8 may appeal to any Affiliate having the jurisdiction to deal with such appeals.

3.10 Internal disputes

Any Member, who in his or her capacity as a Member is in dispute with either the Club or with another Member in his or her capacity as a Member, may approach a Director about the dispute and the Board may resolve to conduct an informal mediation of the dispute in any manner that the Board determines is appropriate.

3.11 Members' liability

The members of the Club have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses in the winding up of the Club.

4 MANAGEMENT OF THE CLUB

4.1 The Board and its Directors

(a) The Board manages the Club's affairs, and may perform all acts necessary to advance the Club's objects, subject to this Constitution, applicable laws and any resolution passed in an AGM or an SGM.

(b) The Board must be constituted by Members (who must hold Bronze Medallions and must not be Associate Members), who are elected annually, in accordance with clause 5.3, as Directors in the following portfolios:

(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; and

(ix) Director of Marketing and Sponsorship.

(c) The Directors shall serve for terms of office of two (2) years, so that:

(i) the Directors for the positions of Director of Administration, Director of Finance, Director of Junior Activities and Director of Education are elected and will commence their term in the first year in which this provision takes effect; and

(ii) the Directors for the positions of President, Deputy President, Director of Life Saving, Director of Surf Sports and Director of Marketing and Sponsorship are elected and will commence their term in the second year in which this provision takes effect.

4.2 Responsibilities of Directors

(a) All Directors agree to perform any tasks that the Board agrees to assign to any Director (including the President and Deputy President).

(b) All Directors are, as far as possible, to attend all meetings of the Board.

(c) Directors are exempt from fulfilling Patrol Duties.

(d) The responsibilities of Directors set out in clause 4.3 and the Club Rules are without limitation, and include any incidental responsibilities and the responsibility to liaise with any other Director in relation to overlapping responsibilities or tasks.

(e) Where a Director is unable to attend to any responsibility as set out in clause 4.3, the President may temporarily allocate such responsibility to another Director.

(f) Where both the President and the Directors are not available to perform any role or to allocate any role, the Directors may confer and use their discretion as to the appropriate conduct of the Board's affairs.

4.3 Specific responsibilities of Directors

(a) The **President**:

(i) acts as the chairperson at any meeting of the Board, AGM, or SGM and decides the order of business at such meetings;

(ii) acts as the nominal head of the Club, and appears as far as possible at any functions or fundraising events held by the Club;

(iii) may assign tasks in relation to the management of the Club to other Directors; and

(iv) attends all meetings of SLSS as the Club's delegate.

(b) The **Deputy President** is to assist the President in the performance of the President's role and is to undertake any role of the President in the absence of the President.

(c) The **Director of Administration**:

(i) attends as far as possible to the Club's administration, including conducting correspondence on behalf of the Club and communicating Club notices or news to Members by any medium; and may delegate such tasks as required;

(ii) is ordinarily, but need not be, the Club's Public Officer (and if so, must be aged 18 years or more and be ordinarily resident in New South Wales);

(iii) effects and maintains insurance on behalf of the Club, as required by law, or as the Board or an Affiliate may deem to be necessary or appropriate;

(iv) supervises the preparation of the annual report;

(v) supervises any persons employed by the Club;

(vi) maintains any register in accordance with clause 6.6; and

(vii) is responsible for the security of the Club House, including any registers of keys or electronic access tags issued by the Club.

(d) The **Director of Finance**:

(i) is responsible for the Club's financial matters, including the preparation and auditing of the Club's financial reports;

(ii) authorises any payments by the Club in accordance with clause 6.4(b);

(iii) ensures that all monies received by the Club are paid into an account in the Club's name as soon as practicable and without deduction; and

(iv) produces any relevant financial documents to the Board as required.

(e) The **Director of Life Saving (Club Captain)**:

(i) must meet any additional SLSA requirement for a patrol captain;

(ii) determines the roster of the Club's patrols in accordance with any agreements between the Club and an Affiliate and the Council;

(iii) monitors Members' compliance with patrol duties;

(iv) is responsible for all Club life-saving, gear and equipment; and

(v) reports to any Affiliate in relation to the Club's lifesaving activities and is as far as possible to attend any meeting held by any Affiliate in relation to lifesaving.

(f) The **Director of Surf Sports**:

(i) is responsible for the organisation of the Club's training activities and the Club's competition activities, including compliance with competition standards, team selection, and general competition administration; and

(ii) reports to any Affiliate in relation to the Club's surf sports activities and is as far as possible to attend any meeting held by any Affiliate in relation to surf sports.

(g) The Director **of Junior Activities**:

(i) is responsible for the organisation of the Club's junior activities; and

(ii) reports to any Affiliate in relation to the Club's junior activities and is as far as possible to attend any meeting held by any Affiliate in relation to junior activities.

(h) The Director **of Marketing and Sponsorship**:

(i) is responsible for managing and attracting the Club's sponsors;

(ii) organises any fund-raising activities by the Club;

(iii) manages the Club's brand and any related licenses or intellectual property; and

(iv) is responsible for the Club's website and other marketing tools.

(i) The Director **of Education (Chief Instructor)**:

(i) is responsible for lifesaving education, including the education of Members and new and existing instructors in accordance with any requirements set by any Affiliate or relevant award;

(ii) is responsible for the conduct an organisation of the Proficiency Test;

(iii) is responsible for all Club training equipment; and

(iv) reports to any Affiliate in relation to the Club's education activities and is as far as possible to attend any meeting held by any Affiliate in relation to education.

4.4 Meetings of the Board

(a) The Board is to hold a meeting once every calendar month, or as directed by the Club in a General Meeting.

(b) The quorum for a meeting of the Board is to be at least five Directors, which must include the President, Director of Administration and Director of Finance, or their delegates as approved by the President.

(c) A simple majority vote of those present will decide any questions arising at any meeting of the Board, unless this constitution otherwise provides.

(d) In the event of an equality of votes, the Chairperson has the casting vote.

(e) The Director of Administration, or his or her delegate as approved by the President, will take full and accurate minutes of any meeting and will promptly distribute the minutes to the Directors.

4.5 Sub-Boards

(a) The Board may at any time appoint persons to a Sub-Board to:

(i) carry out any functions that the Board deems necessary, including to consider any recommendations by any Member for Honorary Life Membership or Club Service Awards;

(ii) meet and adjourn as necessary; and

(iii) report to the Board.

(b) The Board may appoint non-members with any specialist skills that may further the objects of the Club or its interests, to a Sub-Board.

(c) The President, Deputy President and the Director of Administration are ex-officio members of any Sub-Board.

4.6 Officers of the Club

The Club may elect Members in accordance with clause 5.3, unless the Board otherwise decides to appoint Members, as officers, for terms not exceeding one year, in the following roles (the responsibilities for which may be set out in the Club Rules, if necessary):

(a) Member Services and Welcoming Officer;

(b) Facilities Manager;

(c) IRB Captain;

(d) Radio Officer;

(e) Gear Steward;

(f) First Aid officer;

(g) Youth Captain;

(h) Surf Boat Captain;

(i) Board Captain;

(j) Ski Captain;

(k) Swim Captain;

(l) March Past Captain;

(m) Beach Events Captain;

(n) Handicapper (Race Secretary);

(o) Ocean Events Organiser;

(p) Masters Captain;

(q) Social Secretary;

(r) SLSS (Branch) Delegate;

(s) Publicity Officer;

(t) Registrar;

(u) Deputy Director of Finance;

(v) Deputy Director of Administration;

(w) Deputy Director of Education;

(x) Archives officer; and

(y) OH&S officer.

4.7 Honorary Officers (non-executive directors)

(a) The Club may elect persons who are either Members or non-Members in accordance with clause 5.3, unless the Board otherwise decides to appoint such persons, as Honorary Officers, for terms not exceeding five years, in roles including, but not limited to:

(i) club patrons (for a maximum of two terms) to support, champion or promote the Club within the community;

(ii) legal officers;

(iii) medical officers;

(iv) architects or engineers; and

(v) auditors.

(b) Honorary Officers may attend and speak at AGMs and SGMs to express opinions, but have no rights to vote unless the Honorary Officer is also a Member.

4.8 Casual vacancy

(a) A casual vacancy in the office of a Director, a member of a Sub-Board, an Officer of the Club or an Honorary Officer, occurs if the office holder:

(i) dies;

(ii) ceases to be a Member (unless the office-holder is a non-member Honorary Officer);

(iii) becomes a bankrupt;

(iv) resigns office by notice in writing given to the Director of Administration; or

(v) is removed by the Board by reason of unsound mind or is absent from any

meetings of the Board or Sub-Board without consent or explanation for more than 3 months.

(b) The Board may either:

(i) appoint a person to fill any casual vacancy; or

(ii) convene an SGM giving Members at least seven (7) days' notice of any nominees for election to fill any casual vacancy.

5 MEETINGS OF MEMBERS

5.1 Meetings of Members (AGMs or SGMs)

(a) The Club must hold an AGM (an annual general meeting) in accordance with clause 5.2.

(b) An SGM (a special general meeting):

(i) may be convened by the Board whenever the Board thinks fit; or

(ii) must be convened by the Board upon receiving a written request to do so from at least 5 percent of Members who as per clause 5.4 are entitled to vote.

(c) A requisition in accordance with subclause (b)(ii) must be in writing and must:

(i) state the purpose(s) of the meeting;

(ii) be signed by all Members making the requisition; and

(iii) be lodged with the Director of Administration.

5.2 AGMs

(a) An AGM must be held within six months of the end of each Financial Year.

(b) At a minimum, the Members at the AGM must vote to:

(i) confirm the minutes of the last AGM and any recent SGM;

(ii) receive the Board's report of:

(1) the Club's activities in the last Financial Year; and

(2) the Club's true financial position, including its income and expenditure, assets and liabilities, mortgages, charges and other securities, and trust properties; and

(iii) elect Directors, Officers of the Club or Honorary Officers in accordance with clause 5.3.

5.3 Election of office holders at AGMs

(a) The Board must receive nominations of Members standing for election as Directors at least seven days prior to an AGM, and must notify Members of the nominees, either by mail or electronically, seven (7) days prior to the AGM.

(b) If the Board has received nominations for persons standing for election as Officers or Honorary Officers, those nominations may be notified to the Members, either by mail

or electronically, prior to the AGM; or otherwise the Members in attendance at the AGM may be notified at the AGM of any further nominations.

(c) If only one nomination for any position as a Director, Officer or a type of Honorary Officer is received, that person is deemed to be elected at the AGM.

(d) If more than one nomination for any position as a Director, Officer or a type of Honorary Officer is received, a vote will be held.

(e) If insufficient nominations are received to fill any vacancy, the Board may receive any further nominations and appoint a Member to fill any vacancy at a Board meeting.

(f) In the event of an equality of votes for any nominee for election, the Chairperson has the casting vote.

5.4 Notice of AGMs and SGMs

(a) Members must receive at least 14 days' notice of all AGMs and SGMs, either by post or electronically.

(b) In the event of AGMs or SGMs where a Special Resolution is proposed, notice of the resolution must:

(i) be given to members at least 21 days before the meeting, either by post or electronically; and

(ii) state the terms of the resolution in the statement to the effect that the resolution is intended to be passed as a Special Resolution.

(c) Notices sent by post are deemed to be received by Members two days after the date of being sent.

5.5 Members entitled to vote at AGMs and SGMs

Members entitled to vote are:

(a) Active Members;

(b) Reserve Active Members;

(c) Award Members;

(d) Long Service Members; and

(e) Honorary Life Members.

5.6 Quorum of AGMs and SGMs

(a) The quorum for an AGM or an SGM is 40 Members who are entitled to vote in accordance with clause 5.4, present in person.

(b) If within an hour of the time appointed for an AGM or an SGM, a quorum is not present at the meeting, the Chairperson is to postpone the meeting to a date, time and place to be determined by the Board.

5.7 Types of resolutions and mode of voting at AGMs and SGMs

(a) Members may vote on matters in relation to the Club, either:

(i) by way of Special Resolution in relation to the following matters which must be effected by way of Special Resolution:

(1) a change of the Club's name;

(2) a change to this Constitution;

(3) an amalgamation with another incorporated association;

(4) to voluntarily wind up the Club and distribute its property; and

(5) to apply for registration as a company or a co-operative; or

(ii) by way of Ordinary Resolution in relation to all other matters.

(b) A Special Resolution must be passed by at least three quarters of the Members voting in an AGM or an SGM.

(c) An Ordinary Resolution must be passed by a simple majority of the Members voting in an AGM or an SGM, except for Ordinary Resolutions in relation to the election of Honorary Life Members which must be passed by at least two-thirds of the Members in accordance with clause 3.4(c).

(d) In the event of an equality of votes, the Chairperson has the casting vote.

(e) Members may vote at AGMs or SGMs by a show of hands, unless the Board determines that a secret ballot is to be held or this Constitution otherwise provides.

(f) Members must be present in person or appear via audio visual link (by the use of technology that enables continuous and contemporaneous audio and visual communication between persons at different places, including video conferencing) at any meeting to vote, and no proxy or postal voting is permitted.

5.8 Adjournment of AGMs and SGMs

(a) The Chairperson of an AGM or an SGM at which a quorum is present may, with the consent of the majority of Members with voting rights present, adjourn the meeting to a time (not exceeding 14 days).

(b) No business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

6 FINANCE, RECORDS AND REGISTERS

6.1 Financial year

The financial year of the Club commences on May 1, in any one year, and concludes on April 30, in the succeeding year.

6.2 Annual Report

The Annual Report is to be prepared under the direction of the Board and presented for adoption at the AGM.

6.3 Source of funds

The Club may derive funds from Member fees, donations, grants and any other fundraising activities that, subject to clause 7.3, are approved by the Board and conform to any necessary legislative requirements.

6.4 Management of funds

(a) The income and property of the Club must be used to promote the Club's objects and must not be paid or transferred to Members (unless a Member is an employee of the Club in accordance with the Member's terms of employment or the Member is remunerated at, or below, market-value for the provision of products or services to the Club).

(b) Any payments made by the Club may be made through a petty cash system, or by cheque, or by EFT, and:

(i) if the payment is for an amount that is over the amount specified in the Club Rules for the purpose of this clause, (the **Authorisation Amount**), the payment must be authorised by either:

1. two (2) Directors; or

2. by a Member or an employee of the Club who is chosen by the Board at the commencement of each season, plus one of either the President, the Director of Finance, or the Director of Administration; or

(ii) if the payment is for an amount that is below the Authorisation Amount, it may be authorised by a single Director.

6.5 Winding up

SLSS is to become possessed of the Club's surplus property in the event of the Club being wound up.

6.6 Registers

The Club must maintain:

(a) a register of Members showing the name, contact details, and date of commencement of membership for each Member, and any date of cessation of Membership; and

(b) a register of disclosures of conflict of interest by any Director setting out details of any such conflict.

6.7 Keeping and custody of records

The Club must keep, in the custody and control of the Director of Administration:

(a) books and records that correctly record and explain its financial transactions and financial position; and

(b) minutes of the proceedings of the Board and AGMs or SGMs, for no less than 5 years after the record was made, in electronic form or hard copy form.

6.8 Inspection of records and registers

(a) Any records or registers referred to in this part, must be open for inspection by a Member at any reasonable hour, free of charge, and by prior arrangement with the Director of Administration.

(b) The Director of Administration may determine that a Member is to pay a fee to cover any reasonable costs of copying any documents inspected.

(c) Despite subclause (a), the Board may refuse to permit a Member to inspect any records that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the Club’s interests.

7 MISCELLANEOUS

7.1 Non-political and secular

The Club is not to be affiliated with any political party or religion. A Member who makes any personal political or religious statement must not indicate that the views expressed are those of the Club.

7.2 Equal opportunity

The Club welcomes all people and promotes an inclusive environment.

7.3 Prohibition of gaming machines

The Club prohibits the use of any 'gaming machine' as defined in the *Gaming Machines Act 2001* (NSW) for use in the Club House or to otherwise raise funds for the Club.

7.4 Club apparel, badges and blazers

(a) The Board must approve any apparel or accessories bearing the Club's name or logo.

(b) The design and colour of Club badges and blazers will be as adopted at an AGM and can only be changed by the passing of an Ordinary Resolution.

(c) The Club Rules may make any provision as to who may be entitled to wear or purchase any Club honour blazer.

7.5 Club competitions

The Club is to conduct competitions and award prizes or trophies in accordance with the Club Rules and any SLSA or SLSNSW rules or requirements; otherwise the Board, or any Sub-Board may determine how any competitions are to be conducted.

Table of amendments

Date	Clause	Description
23 July 2017		Overhaul and redrafting of Constitution and Rules
22 July 2018	**4.1 (c)** Term of Office for Directors	Introduction of two year term cycle for Directors.
11 October 2020	**3.4** Election of Honorary Life Member	Amendment to the nomination and recommendation process for candidates.
21 July 2021	Update	Re-insertion of clause 4.1 (c) due to error in version of 11 October 2020. Reformat table in clause 3.3 for Honorary Life Member. Table of amendments added.
25 July 2021	**5.7** Types of resolutions and mode of voting at AGMs and SGMs	Amended to allow flexibility for attendance in person and virtually.
24 July 2022	**3.3** Member Categories **3.6(d)** Cessation of membership **3.7(a)(i)** Discipline of Members	Addition of Community Member. Change to date. Broadened scope.
23 February 2023	**3.4** Election of Honorary Life Members	Deletion of additional words (service to the Club and surf lifesaving.) as agreed in 11 October 2020 updates.