

CAVES BEACH SURF LIFE SAVING CLUB INC.

CONSTITUTION

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Founded 1929

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PART 1 PRELIMINARY:

1. CLUB NAME

- (a) The club shall be called Caves Beach Surf Life Saving Club Inc. and shall consist of all persons duly elected as members, and shall be affiliated with Hunter Branch Surf Life Saving, New South Wales Surf Life Saving and to Surf Life Saving Australia;
- (b) The official postal address of the CBSLSC shall be, PO BOX 46, Swansea, NSW, Australia, 2281.

2. OBJECTS OF CAVES BEACH SURF LIFE SAVING CLUB INC

Caves Beach Surf Lifesaving Club is a charitable community service based association.

The objects for which the club is established are to:

- (a) create an entity through and by which surf life saving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- (b) provide for the conduct, encouragement, promotion and administration of surf life saving through and by the Club;
- (c) ensure the maintenance and enhancement of the Club and surf life saving, its standards, quality and reputation for the benefit of the Members and surf life saving;
- (d) at all times promote mutual trust and confidence between Caves Beach Surf Life Saving Club and the Members in pursuit of these objects;
- (e) at all times act in the interests of the Members and surf life saving;
- (f) promote the economic and community service success, strength and stability of Caves Beach Surf Lifesaving Club;
- (g) conduct, encourage, promote, advance and control surf life saving, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (h) conduct or commission research and development for improvements in methods of surf life saving and surf life saving equipment and in all ways to improve and safeguard the use of the aquatic environment;
- (i) use and protect the Intellectual Property;
- (j) apply the property and capacity of Caves Beach Surf Lifesaving Club solely towards the fulfilment and achievement of these objects;
- (k) promote the involvement and influence of surf life saving standards, techniques, awards and education with bodies involved in aquatic life saving;

- (l) strive for governmental, commercial and public recognition of Caves Beach Surf Life Saving Club as the authority on aquatic safety and management;
- (m) promulgate, and secure uniformity in, such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment;
- (n) further extend the operations and teachings of Caves Beach Surf Lifesaving Club to all, Clubs and elsewhere;
- (o) further develop surf life saving into an organised institution and with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful Members;
- (p) review and/or determine any matters relating to surf life saving which may arise, or which are referred to it, by any member;
- (q) recognise any penalty imposed by any CBSLSC judiciary committee;
- (r) act as arbiter on all matters pertaining to the conduct of surf life saving in Caves Beach Surf Life Saving Club, including disciplinary matters;
- (s) pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of surf life saving;
- (t) formulate or adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in surf life saving;
- (u) represent the interests of its Members and of surf life saving generally in any appropriate forum;
- (v) have regard to the public interest in its operations;
- (w) do all that is reasonably necessary to enable these objects to be achieved and to enable the Members to receive the benefits, which these objects are intended to achieve;
- (x) ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by Caves Beach Surf Life Saving Club;
- (y) promote the health and safety of Members and all other users of the aquatic environment;
- (z) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving competition and to award trophies and rewards to successful competitors;

- (aa) encourage and promote performance-enhancing drug free competition;
- (ab) recommend and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;
- (ac) give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than surf life saving;
- (ad) seek and obtain improved facilities for the enjoyment of the aquatic environment;
- (ae) promote uniformity of laws for the control and regulation of the aquatic environment and to assist authorities in enforcing these laws;
- (af) effect such purposes as may be necessary in the interests of surf life saving and the aquatic environment; and
- (ag) confer Life Membership of Caves Beach Surf Lifesaving Club, recommend the conferring of Life Membership of Hunter Surf Life Saving, Surf Life Saving New South Wales and /or Surf Life Saving Australia, on any Member of Caves Beach Surf Life Saving Club, subject to the requirements of Surf Life Saving New South Wales By-Laws and the requirements of the respective higher authority;
- (ah) to assist in preserving good order and decorum on the beach under the control of the above Club;
- (ai) to organise and conduct surf lifesaving competitions, social functions and other Club activities for the benefit and assistance of the Club;
- (aj) conduct and co-ordinate all matters relating to Junior Activities;
- (ak) provide Junior Activities members with an educational and teaching experience in a wide range of subjects and skills within the aquatic marine environment;
- (al) to prepare Junior Activities members for their eventual transition to the marine and patrol environment of CBSLSC;
- (am) to appoint patrols to render all possible aid to those in distress;
- (an) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects;

3. POWERS OF CAVES BEACH SURF LIFE SAVING CLUB

Solely for furthering the objects set out above Caves Beach Surf Life Saving Club has power to:

Caves Beach Surf Life Saving Club is established solely for the objects set out in Rule 2 of this constitution.

- (a) acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
- (b) purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the purposes of Caves Beach Surf Life Saving Club and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof;
- (c) construct, maintain and alter any houses, buildings or works necessary or convenient for the purposes of Caves Beach Surf Life Saving Club;
- (d) borrow and raise money in such manner, as Caves Beach Surf Life Saving Club may think fit;
- (e) raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of Caves Beach Surf Life Saving Club or without any such security and upon such terms as Caves Beach Surf Life Saving Club shall think fit;
- (f) receive money on deposit with or without allowance of interest thereon;
- (g) invest any monies of Caves Beach Surf Life Saving Club, not immediately required for the objects of Caves Beach Surf Life Saving Club, in such manner as may from time to time be determined by Caves Beach Surf Life Saving Club Management Committee;
- (h) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by or through any factors, trustees or agents;
- (i) take any gift of property whether subject to any special trust or not for any one or more of the objects of Caves Beach Surf Life Saving Club;
- (j) 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 Caves Beach Surf Life Saving Club in the shape of donations, annual subscriptions or otherwise;
- (k) subscribe to, become a member of or co-operate with any other organisation whether incorporated or not whose objects are similar, in whole or in part, to those of Caves Beach Surf Life Saving Club, so long as that other organisation prohibits the distribution of its income and property amongst its Members at least to the extent provided under this Constitution;
- (l) print and publish any newspapers, periodicals, books or leaflets that Caves Beach Surf Life Saving Club may think desirable for the promotion of its objects;

- (m) appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees and other persons in and for the carrying out of the objects of Caves Beach Surf Life Saving Club and to pay them in return for services rendered to Caves Beach Surf Life Saving Club, salaries, wages and gratuities;
- (n) subscribe to any charities and to grant donations for any public purpose;
- (o) produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property;
- (p) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof, of Caves Beach Surf Life Saving Club and for that purpose, utilise any of the assets of or held on behalf of Caves Beach Surf Life Saving Club;
- (q) promote any other person or company for any purpose calculated to benefit Caves Beach Surf Life Saving Club;
- (r) purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations whose activities or purposes are similar to those of Caves Beach Surf Life Saving Club or generally for any purpose calculated to benefit Caves Beach Surf Life Saving Club;
- (s) take and effect insurance or seek, obtain and in its discretion, act on, any professional advice necessary or appropriate;
- (t) do all such acts and things as are incidental, conducive or subsidiary to all or any of the objects of Caves Beach Surf Life Saving Club.

4. INTERPRETATION

In this Constitution unless the contrary intention appears:

“Active Members” means Active , Reserve Active and Long Service Members.

“Adviser” means a person elected to perform such duties and undertake such responsibilities as specified from time to time in the CBSLSC By-Laws.

“Annual General Meeting” means the annual meeting of the Members of CBSLSC.

“ATV” means All Terrain Vehicle.

“Auditor” means the person or organisation appointed by CBSLSC under this Constitution to audit the books of accounts and provide a report to the Members of CBSLSC on an annual basis.

“Branch” means a surf lifesaving organisation which is a member of SLSNSW and formed to further the objects of surf lifesaving in a particular geographic area.

“Branch Council “ means the body consisting of the Officers of HSLs inc and the President of each affiliated club.

“Branch Councillor” means a person appointed by a Club to represent that Club at meetings of HSLs or a member of the HSLs Executive.

“Branch Council Meeting” means a meeting of the Branch Council convened in accordance with this Constitution and includes HSLs Annual General Meetings and HSL Special General Meetings.

“Branch Office” is the current location of the administrative office.

“CBSLSC” shall mean Caves Beach Surf Life Saving Club Inc.

“Club house” is the current location of the administrative office

“Club” shall mean a surf lifesaving club, which is a member of HSLs.

“Club President” means a person elected to such position in a Club who shall be entitled to represent that Club at Branch Council Meetings.

“Committee meeting” means a meeting of the management committee and executive committee convened in accordance with this Constitution and includes Annual General Meetings and Special General Meetings.

“Committee”, unless otherwise qualified, wherever used in the Rules, or any Regulations of the CBSLSC, shall mean the Management Committee.

In these Rules and regulations, unless inconsistent with the context or subject matter wherever expressed, the singular includes the plural and vice-versa, and words importing gender include both male and female.

“Constitution Committee” means a standing committee of CBSLSC members elected as required, which shall be responsible for reviewing all Special Resolutions purporting to amend this Constitution.

“Constitution” means these Rules, By Laws and Regulations of CBSLSC.

“Executive” means the committee of management elected by the CBSLSC which form the membership in accordance with its constitution and the body comprising the Officers as described in Rule 34.

"Group" means a group of Members (whether incorporated or not) formed to pursue and develop a special interest within surf life saving.

“HSLs” shall mean Hunter Surf Life Saving Inc.

“Individual Member” means an individual who is a Member of CBSLSC under Part 2 of this Constitution and can only include junior members; cadet members; active members; reserve active members; general members; long service members; award members;

associate members; honorary members; and life members of Clubs, all of which are defined in the SLSA Regulations.

“IRB” means Inshore Rescue Boat.

“Intellectual Property means all rights subsisting in copyright, trade names, trade marks, logos, designs, equipment, images (including photographs, videos or films) or service marks (whether registered or registrable) relating to CBSLSC, the words “surf life saving” or any event or competition or surf life saving equipment, product, publication or activity developed, conducted, promoted or administered by CBSLSC.

“JA” shall mean Junior Activities

“Judiciary Committee” means a committee established by CBSLSC under Rule 53 of this Constitution to deal with disciplinary matters involving Members referred to it.

“Law” means the New South Wales Associations Incorporation Act 1984 (as amended).

“Life Member” means an individual appointed as a Life Member of CBSLSC in accordance with the By-laws.

“Life Membership Committee” means a committee established by CBSLSC under Rule 57 of this Constitution to deal with Life Membership nominations and Honours for CBSLSC members.

“Member” means a member for the time being of CBSLSC under Part 2 of this Constitution.

“Officer” means a person elected as such from time to time.

“OH&S” shall mean Occupational Health and Safety

“Public Officer” shall be the Hon. Secretary of CBSLSC

“Regulations” means any regulations made from time to time by CBSLSC. under Rule 69.

“RSA” shall mean Responsible Service of Alcohol

“SLSNSW” shall mean Surf Life Saving New South Wales Inc.

“SLSA” shall mean Surf Life Saving Australia Limited

“SLSA Regulations” means any regulations made by SLSA from time to time.

“Special General Meeting” means a meeting of the Members of CBSLSC convened in accordance with Rule 22 of this Constitution.

“Special Resolution” means a resolution passed at any committee meeting, at which a quorum is present, and passed by at least three quarters of those members present and entitled to vote and of which not less than 21 days notice specifying the intention to

propose the resolution as a special resolution was given in accordance with this Constitution.

“Standing Committees” mean those or committees established and appointed by CBSLSC under Rule 53 of this Constitution.

“State Centre” means an independent entity (including SLSNSW) recognised by SLSA as the body administering surf life saving in its particular State.

“The Act” shall mean The NSW Association Incorporations Act, 1984 (as amended)

Words importing the singular include the plural and vice versa.

Words importing any gender shall include the other gender.

References to persons include corporations and bodies politic.

References to a person include the legal personal representatives, successors and permitted assigns of that person.

A reference to a function includes a reference to a power, authority and duty.

A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty.

A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction).

Except where the contrary intention appears in this Constitution, an expression in a provision of this Constitution, that deals with a matter dealt with by a particular provision of the Law, has the same meaning as that provision of the Law.

Expressions referring to “writing” shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of the Constitution or affecting the validity or enforceability of that provision in any other jurisdiction.

The specification of the objects of CBSLSC in Rule 2 and the powers set out in Rule 3 of the Constitution, are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power nor than any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be

limited by reference to any other and the rule of construction known as the ejusdem generis rule shall not apply.

5. CLUB COLOURS

The club colours shall be Maroon and White.

6. CLUB CLOTHING

- (a) The club competition cap shall be a maroon strip with a white lightning bolt set in the centre of the maroon strip. The maroon strip shall be sided on both sides by white segments;
- (b) The CBSLSC Blazer and/or jacket shall be either maroon or white with the badge of CBSLSC on the left upper side;
- (c) The CBSLSC swimming costumes shall be in Club colour(s) of a design as deemed appropriate at the time;
- (d) The CBSLSC Honour Blazer shall be the same as (6b) above, except that the CBSLSC badge shall be surrounded by a Laurel Wreath. Permission to wear such Blazer must first be obtained through the CBSLSC Management Committee;

7. PATROL HOURS

- (a) The Patrol Season shall be from the first Saturday in the spring public school holidays to the last Sunday in the Autumn public school holidays or, in special circumstances, as directed by the SLSNSW and agreed to by CBSLSC;
- (b) CBSLSC shall perform rostered patrols during the Season on Saturday, Sunday and Public Holidays as agreed to by CBSLSC. Unless otherwise authorised by HSLC;
- (c) The compositions and hours of duty of beach patrols will be determined prior to the season beginning and notified to all members ensuring proper surveillance and protection is afforded to beach users.

8. PATROLS

- (a) Members of CBSLSC as per the Lifesaving Agreement and as directed by HSLC, SLSNSW and SLISA shall patrol Caves Beach.
- (b) Patrols shall be appointed by the Club Captain and assisted by the Lifesaving Coordinator and shall be under the direction of the Patrol Captains selected by the Club Captain.
- (c) All patrol members shall be notified of their patrol obligations prior to the commencement of the forthcoming season. A patrol roster shall be displayed on the club notice board, and any other forms of communication afforded to CBSLSC, and the plea of not having received notice of such duties shall not be deemed as excuse for failure to attend thereto.

- (d) The general meeting may grant leave of absence of patrols on the grounds of sickness, other areas of duress or continuous absence from the District. Members granted leave through absence from the District must resume patrols upon returning to the District. The Management Committee Meeting may at its discretion require any member to whom leave has been granted to make up such time missed from patrol duties as it see fit.
- (e) Patrol penalties shall come under the jurisdiction of the Judiciary Committee

9. PATROL REGULATIONS

CBSLSC shall affiliate to and be a member of HSLC, as recognised under their Constitution in accordance with the objects and powers of this Constitution.

- (a) Patrols shall assemble at the club premises thirty (30) minutes prior to the appointed time to commence duty.
- (b) Prior to the patrol commencing duty the Patrol Captain shall detail the position each person is to take in the event of emergencies and rescue.
- (c) Members of patrols are not allowed to leave their designated patrol area unless in extenuating circumstances and then must first obtain permission from their Patrol Captain.
- (d) Patrol Captains are held responsible for the efficiency of their patrol and are requested to hand to the Club Captain the names of the absentees from their patrols and bring under his notice any irregularities, such as being late, leaving early, not being in uniform and being unready for instant call while on patrol. In the event of the Club Captain not being available any such names shall be handed to the Life Saving Coordinator.
- (e) Patrol members may appoint a substitute in their place when unable to attend their patrol. The Member appointed to substitute shall be responsible in the event of the substitute not attending.
- (f) In the event the patrol having finished its term of duty and the succeeding patrol failing to relieve it, the Patrol Captain shall leave sufficient members on patrol to carry on while he reports to the Club Captain or Life Saving Coordinator.
- (g) The first patrol on duty shall see that all life saving equipment is placed in an adequate position on the beach.
- (h) The last patrol on duty shall return all such life saving equipment to the clubhouse, stored as directed by the Club Captain in a clean, safe and operational condition.
- (i) Any faulty or defective equipment shall be removed from service and reported to the Club Captain or Life Saving Coordinator immediately.

- (j) Patrol members whilst on duty, must at all times wear SLISA approved clothing that is deemed necessary for the completion of patrol duties.
- (k) Patrol Captains on the completion of their respective patrols must complete in detail all patrol logbooks and all relevant logbooks provided for that purpose.
- (l) All active members of CBSLSC, including members of rostered patrols, shall pass an annual proficiency test, the requirements for such test being those laid down by SLISA.

PART 2 – MEMBERSHIP AND AFFILIATIONS

10. MEMBERSHIP

The membership of CBSLSC shall consist of:

- (a) The Executive of CBSLSC who are elected in accordance with rule 38 and who shall have the right to be present, debate and vote at committee meetings.
- (b) the Officers of CBSLSC who are elected in accordance with Rule 38 and who shall have the right to be present, debate and vote at committee meetings
- (c) Life Members, who shall have the right to be present at CBSLSC Meetings, and who shall have voting and debating rights;
- (d) All Active Members who have obtained relevant SLISA awards.
- (e) All other Individual Members of CBSLSC, who shall have the right to be present at committee meetings, but shall have no voting or debating rights.
- (f) All applications for membership shall be made on the approved Association Form and all members shall be bound by this Constitution and the rules and regulations..
- (g) Members of CBSLSC must renew their membership annually in accordance with the provisions of the Constitution of CBSLSC. Members who are not financial by 31st of August in the year of the forthcoming season, shall be deemed non-members and shall therefore default all rights and privileges afforded to financial members.
- (h) Because CBSLSC is comprised of elected or appointed membership, there is no right of rejection or right against termination of membership and therefore no right of appeal against rejection or termination of membership.

11. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and CBSLSC and that they are bound by this Constitution, CBSLSC Rules and Regulations, the HSLC constitution and the HSLC Rules and Regulations; the SLSNSW Constitution and the SLSNSW Regulations the SLISA Constitution and the SLISA Regulations;

- (b) they shall comply with and observe this Constitution, CBSLSC By-Laws, the HSLC constitution and the HSLC Rules and Regulations; the SLSNSW Constitution and the SLSNSW Regulations the SLSC constitution and the SLSC Regulations and any determination or resolution, which may be made or passed by CBSLSC or any duly authorized Committee or Board;
- (c) by submitting to this Constitution, CBSLSC By-Laws, HSLC Constitution and the HSLC Rules and Regulations, the SLSNSW Constitution and the SLSNSW Regulations, the SLSC Constitution and the SLSC Regulations they are subject to the jurisdiction of HSLC, SLSNSW and SLSC;
- (d) this Constitution, CBSLSC By-Laws, HSLC Constitution and the HSLC Rules and Regulations, the SLSNSW Constitution and the SLSNSW Regulations, the SLSC Constitution and SLSC Regulations are necessary and reasonable for promoting the objects of CBSLSC and particularly the advancement and protection of Surf Life Saving as a community service;
- (e) they are entitled to all benefits, advantages, privileges and services of CBSLSC.

12. NEW MEMBERSHIP

- (a) Each application must be accompanied by the relevant Subscription. The application will be considered by a Management Committee meeting.
- (b) No person financially indebted to any other affiliated Club under Surf Life Saving Australia shall knowingly be admitted to Membership unless a clearance certificate is obtained from the other Club.
- (c) No new Member shall be allowed to vote at any Meeting of the Club until one (1) month after the acceptance of his application.
- (d) The Management Committee shall determine a joining fee, applicable to Probationary Members in training for their respective awards. The joining fee shall cover the current costs of the award, literature and training aids required during the course of that training period, and the Membership fees applicable to the category of Membership to be attained on the gaining of the award.

13. DISCIPLINE OF MEMBERS

- (a) Where CBSLSC is advised or considers that a Member has allegedly:
 - (i) breached, failed, refused or neglected to comply with a provision of this Constitution, CBSLSC By-Laws, HSLC Constitution, HSLC rules and regulations, SLSNSW Constitution, the SLSNSW regulations, the SLSC Constitution or SLSC Regulations or any resolution or determination of HSLC or any duly authorised Committee or Board; or
 - (ii) acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of CBSLSC and/or surf life saving; or
 - (iii) brought CBSLSC or surf life saving into disrepute;

- (b) CBSLSC may commence or cause to be commenced, disciplinary proceedings against that Member and, that Member, will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms of CBSLSC as set out in the SLSA Regulations.
- (c) CBSLSC may appoint a Judiciary Committee to deal with any disciplinary matter referred to it. The Judiciary Committee shall operate under the principles expressed and in accordance with the SLSA Regulations.
 - (iv) No Members of the Club, shall as such a Member:
 - (iv) Publicly participate in any political gather or meting
 - (iv) In any publication or on television, film or radio or like production or in any other manner express an opinion or belief which supports or tends to support or discredits or tends to discredit any political or religious party, activity of belief.
 - (iv) At any time publicly profess or claim to represent the view of the Club or of any part thereof or of Members thereof;
 - (iv) Draw a comparison or compare the discipline, procedures or activities of the Club or of any part thereof with any political or religious activity, body or organisation.
- (d) Any Member alleged to be in breach of this clause shall be given notice by the Committee to attend a meeting of the Judiciary Committee at which he will be dealt with. The notice shall set out clearly the allegations against the Member and advise him that he may call witnesses in his defence at the meeting.
- (e) Upon hearing any defence, or if so defence is presented, the Committee shall have the power to suspend for a period or expel the Member from the Club.
- (f) The Committee shall have the power to:
 - (i) Suspend for a specified period or expel any Member proved, to its satisfaction, to have been guilty of misconduct on the Club premises or elsewhere, and who, in the opinion of the Committee acted prejudicially to the interests of the Club.
 - (ii) Suspend for a specified period or expel any Members, who in its opinion, are unfit to be Members of the Club, and may return any subscription or portion thereof to any such Members, or refuse to receive any subscription without assigning any reason therefore.
 - (iii) Suspend for a specified period any of its officers or Members or officer or Member of any Committee or sub-Committee who, in its opinion, have been guilty of neglect of duty, breach of confidence or other misconduct.
 - (iv) Suspend for a specified period or expel any Member who shall knowingly introduce any person who has been expelled from or been refused admission to any kindred Club.
- (g) Any Member dealt with in clause (e) of this rule shall be notified in writing by the Hon. Secretary as soon as practical:
 - (i) Setting out the resolution and the grounds on which it is based.

- (ii) Informing the Member of a Member's rights of appeal to CBSLSC.

14. REGISTER OF MEMBERS

- (a) The Registrar shall establish and maintain a Register in which shall be entered (as a minimum):
 - (i) the full name, address, contact details and class of membership and date of entry of the name of each Member.
 - (ii) the full name, address, contact details and class of membership and date of entry of the name of each committee member and their position of office held.
- (b) CBSLSC members and Life Members shall provide notice of any change and required details to CBSLSC within 1 month of such change.
- (c) The Register of Members shall be kept at the principal place of administration of CBSLSC and shall be open for inspection, free of charge, by any Member of CBSLSC at any reasonable hour, upon reasonable notice.

15. DISCONTINUANCE OF MEMBERSHIP

A person ceases to be a member of CBSLSC if the person:

- (a) A Member having paid all arrears of fees payable by them to CBSLSC, may withdraw from membership by giving notice in writing of such withdrawal to CBSLSC;
- (b) Membership of CBSLSC may be discontinued by CBSLSC upon breach of any rule of this Constitution (including, but not limited to the failure to pay any monies owed to CBSLSC), the CBSLSC Rules and Regulations, HSLC Constitution and the HSLC Rules and Regulations, the SLSNSW Constitution, the SLSNSW Regulations, SLSA Constitution or SLSA Regulations or any resolutions or determinations made or passed by the Executive or Management Committees or any duly authorised Standing Committee.
- (c) Membership shall not be discontinued under Rule 16 (b) without CBSLSC first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (d) Where a Member fails, in CBSLSC view, to adequately explain or remedy the breach, that Member's membership shall be discontinued under Rule 16 (b) by CBSLSC giving written notice of the discontinuance to the Member;
- (e) Membership, which has been discontinued under Rule 16 (b), may be reinstated at the discretion of CBSLSC;
- (f) A Member who ceases to be a Member shall forfeit all right in and claim upon CBSLSC and its property, and shall not use any surf life saving equipment or any other property of CBSLSC, including Intellectual Property. Where a member ceases to be a

Member he shall also forfeit all representation rights on the management and executive committees;

- (g) Membership fees or subscriptions paid by the discontinued Member for the relevant year may be refunded on a pro-rata basis to the Member upon discontinuance. The name of such Member shall be removed from the Register of Members;
- (h) Where an Individual Member fails to renew their club membership within 3 months of being required to do so their membership of CBSLSC lapses;
- (i) A Member whose membership has lapsed under Rule 16 (b) must reapply for membership in accordance with this Constitution; but may be readmitted at the discretion of the the Executive;
- (j) dies;

16. AFFILIATION, MEMBERSHIP AND INSURANCE LEVY FEES

- (a) The membership subscription and fees payable annually by CBSLSC members and the respective dates that such fees are due shall be determined by CBSLSC and listed in CBSLSC By-Laws.
- (b) Any member being in default in payment of any liabilities to CBSLSC may have its membership held up, or if already a Member, may be debarred by CBSLSC from participating at any examination, competition or display held under the control of CBSLSC.
- (c) Should any member have difficulty in paying or meeting membership fees and levies, due to financial hardship, such member shall apply in writing to the CBSLSC for fees to be paid on behalf of such member. Such matter shall be dealt with in confidence by the Executive Committee and a decision shall be at the Executive Committee's discretion.

17. BRANCH AND CLUB AFFILIATION

- (a) To be eligible for membership of HSLs, CBSLSC must be Incorporated.
- (b) An application for membership of HSLs must be:
 - (i) in writing on the form prescribed by HSLs from time to time, from the Club or its nominated representative and lodged with HSLs;
 - (ii) accompanied by a copy of the applicant's constitution, register of members and the appropriate fee, if any.
- (c) Clubs must re-affiliate annually. Upon re-affiliation a Club must lodge with HSLs any amendments to its constitution or changes in its nominated representatives. Each Club will ensure that its constitution is amended in conformity with amendments made to this Constitution and the constituent documents and constitution of SLSNSW & SLSA.

18. MEMBERS' LIABILITIES

The liability of a Member of CBSLSC to contribute towards the payment of the debts and liabilities of CBSLSC or the costs, charges and expenses of the winding up of CBSLSC, is limited to the amounts, if any, unpaid by the Member in respect of membership and part sponsorship of equipment of CBSLSC.

19. MEMBERSHIP CATEGORIES

The Membership categories of CBSLSC shall consist of, and shall be consistent with SLSA membership categories as stated in the SLSA regulations and SLSA membership form.

The membership categories shall be:

Active (15-18years and 18years and over)
Associate
Award member
Cadet member (13-15years)
Junior Activity Member (7-13years)
Honorary
Life Member
Long Service
Probationary
Reserve Active
Educational Member (5-6years)

19.1 Active Membership

- (a) Active members shall be the holders of a SLSA bronze medallion.
- (b) Active members shall fulfil club patrol obligations as rostered, or at such other times as may be deemed necessary by the Club Captain.
- (c) Active members shall qualify in an annual proficiency test, each season unless the member has obtained their Bronze Medallion in that season.
- (d) Active members shall fulfil all club obligations as required in this Constitution.

19.2 Reserve Active Membership

- (a) Reserve Active membership shall be in accordance with the relevant SLSA regulations and may be granted to Active Members who have satisfactorily completed, from the time of gaining the SLSA Bronze Medallion, eight (8) years of active service with CBSLSC, or any other club affiliated with the SLSA. If service is broken by no fault of a member, the club will review the case.
- (b) Members must make application in writing to the Management Committee to be eligible.
- (c) Reserve Active members may be called upon to perform a minimum of patrols in each club where they hold Reserve Active membership, as required by SLSA and further patrols at the discretion of the Club Captain.

- (d) Reserve Active members shall complete an annual proficiency test;

Notwithstanding the above, Reserve Active membership may be granted under exceptional circumstances to Active members irrespective of years of service.

19.3 Associate Member

- (a) No member shall be eligible as an Associate member under the age of twenty seven (27) years unless incapacitated or for some other reason satisfactory to the committee.
- (b) An Associate member shall be elected by a simple majority of the Committee present.
- (c) An Associate member upon acceptance of his application is entitled to all CBSLSC privileges except voting, (unless elected to the Executive or Management Committees).
- (d) An Associate member shall be subject to all rules and regulations of CBSLSC and be eligible for election to any official position, with the exception of the positions as stated in section rule 38(c).
- (e) At no stage shall there be more than three (3) Associate members on the executive Committee and more than four (4) others elected on the Management Committee.
- (f) Associate members shall not be eligible to compete in any form of competition.
- (g) Associate membership fees shall be substantially more than Active membership fees.

19.4 Award Member

- (a) Award membership may be granted by to a member who holds an SLSA award of one, or more awards as listed in the SLSA Rules and Regulations.
- (b) Such member may be called upon to perform patrols and/or other club obligations within the ability of their qualifications.

19.5 Cadet Membership

- (a) A Cadet Member shall be a member of the age qualification as defined in SLSA's Manuals and, who has obtained the Surf Rescue Certificate or has passed and annual proficiency test.
- (b) A cadet member shall be rostered for patrols.

19.6 Honorary Members and Advisors

- (a) A General Meeting may, at its discretion, appoint Honorary Members of the Club. Honorary Members shall be limited to a total of ten (10) persons in any one season whose nominations must be voted upon at a General Meeting. Honorary Members shall be entitled to the use of the club premises and facilities only.

- (b) A General Meeting may, at its discretion, appoint Honorary Advisors of the Club. Honorary Advisors may be requested to assist the Committee within the scope allowed by their professional codes and the committee shall, with a resolution by the Executive or Management committee, request such advisors to act on its behalf.

19.7 Junior Activity Member (7-13years)

- (a) A junior activities member shall be a member that who shall be a minimum age of seven (7) years up to a maximum age of thirteen (13) years prior to midnight on the 30th day of September, and such a person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- (b) For Educational Members (5-6years) refer to 19.11

19.8 Life Membership

- (a) Life membership may be conferred upon members who have rendered outstanding services for CBSLSC. They shall be elected only at Annual General Meetings, and the vote by secret ballot, must be carried out by a two-thirds (2/3) majority of the members present and entitled to vote.
- (b) Life members may be appointed from amongst the members:
 - (i) Who may have become incapacitated in their performance of their duties as lifesavers, however has continued to contribute to the club,
or
 - (ii) Who after twenty (20) years service and/or has rendered special and extraordinary services to the club,
or
- (c) Nominations for Life membership must receive the endorsement of the Life Membership committee. The endorsement must be submitted in writing to the Annual General Meeting of the members.
- (d) Life members shall have the power to vote at all Annual General and Management Committee meetings.
- (e) Active membership shall be eligible for Life Membership, refer 19.8.b.ii from the date of your first rostered patrol.
- (f) Associate and other non-active memberships shall be eligible for Life Membership, refer 19.8.b.ii, shall commence from the date elected to their first committee position.

19.9 Long Service Membership

- (a) Long Service membership may be granted in accordance with the requirements of SLSA from among Active members or Reserve Active members who have completed ten (10) years of satisfactory patrols or club obligations or who have completed eight (8) years of satisfactory Active patrols plus four (4) years of

satisfactory Reserve Active patrols inclusive of club obligations with CBSLSC, or any other club affiliated with SLSA

- (b) Long Service members shall be exempted from patrol obligations. However they may be called upon to assist patrols as required by the Club Captain.
- (c) Long Service members shall be subject to all rules and regulations of CBSLSC.
- (d) Upon written application of a Senior Active member or Reserve Active member, the appointment to Long Service membership may be made by a two-thirds (2/3), majority of the committee present at a Management Committee meeting.
- (e) Application may only need to be made once for Long Service Membership of CBSLSC.

19.10 Probationary Membership

- (a) 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.
- (b) All applicants for active membership or under 15 years membership of the club shall be known as Probationary Members until relevant awards are attained within the season of application. After that period they may be accepted or rejected by the committee as active members or under 15 years members without appeal.
- (c) They shall attend the required classes and sessions for their qualification for relevant awards and carry out patrols or other duties as required by the Committee.

19.11 Educational Membership (5-6years)

- (a) Educational Members shall be coordinated and managed as per the SLSNSW Junior Guidelines

PART 3 – MEETINGS

20. PROXIES

- (a) Should a member be unable to attend a Meeting of CBSLSC, the member may appoint by notice in writing no later than 24 hours prior to the time of the meeting, to the Hon. Secretary of CBSLSC, a financial member of CBSLSC to participate and vote in his place.
- (b) The notice appointing the proxy shall be in the form set out in the regulations made under the Association Incorporation Act, 1984
- (b) No Member shall be entitled to represent more than one other member at the same time.

21. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting of CBSLSC shall be held each year prior to the HSL Annual General Meeting to receive the annual report and audited financial statements and to transact such other business as may be brought forward in accordance with these rules;
- (b) The Annual General Meeting shall be held in the clubrooms of CBSLSC, unless other circumstances preventing this and only as approved by the Management Committee;
- (c) Fifteen (15) members shall form a quorum to receive the report and balance sheet for the year, motions of which due notice has been given, general business such as may arise and to elect officers for the ensuing season;
- (d) No unfinancial members shall be allowed to vote at the Annual General Meeting.
- (e) Not less than twenty eight (28) calendar days notice of the Annual General Meeting shall be given in the local newspaper;
- (f) Voting shall be as per Rule 26
- (g) At least one (1) calendar month prior to the date of the Annual General Meeting of CBSLSC, notice calling for nominations for all Executive and Management Committee Officers shall be forwarded by the Hon. Secretary to the members of CBSLSC.
- (h) Should a quorum not be in attendance at the designated time and place, the Annual General Meeting shall be deferred and reconvened at a time and place designated by a majority of Members present at the Annual General Meeting, and if at such adjourned meeting a quorum is not present, it shall be adjourned sine die unless those present resolve to transact the business for which the meeting was called and in such case those persons present shall be a quorum;

(the words “sine die” mean indefinitely without any date being appointed”)

- (i) With the exception of Patron and Vice Patrons all nominations shall be:
 - (i) signed and endorsed by the member being nominated;
 - (ii) seconded by a CBSLSC member;
 - (iii) lodged with the Hon. Secretary of CBSLSC at least fourteen (14) days before the meeting;
 - (iv) All nominations received by a member (endorsed or otherwise) shall be forwarded to the Hon. Secretary;
 - (v) Nominations shall be as per Rule 25

- (j) The Minutes of the Annual General Meeting of CBSLSC shall be duly circulated to all Officers, Advisers, members and confirmed at the next Annual General Meeting of CBSLSC;

22. SPECIAL GENERAL MEETINGS

- (a) Special General Meetings of CBSLSC may be called at the direction of an Executive or Committee meeting. Written notice of such meeting including the date, venue and particulars of business to be dealt with by the proposed Special General Meeting, shall be forwarded by the Hon. Secretary to CBSLSC Officers, Advisers, and members.
- (b) The Secretary, on the direction of the Management Committee, or upon the request in writing of 15 Members, stating the business to be discussed, shall call a Special General Meeting of Members. Seven (7) days' notice shall be given, and fifteen (15) voting Members shall form a quorum. Voting shall be as laid down as for the Annual General Meeting.
- (c) Should a quorum not be in attendance at the designated time and place, the Special General Meeting shall be deferred and reconvened at a time and place designated by a majority of Members present at the Special General Meeting, and if at such adjourned meeting a quorum is not present, it shall be adjourned sine die unless those present resolve to transact the business for which the meeting was called and in such case those persons present shall be a quorum.
- (d) Only the business for which the meeting was called may be transacted

23. MEETINGS OF THE EXECUTIVE

- (a) The Executive shall meet as often as is deemed necessary in every calendar year for the dispatch of business (at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. The President shall on the requisition of three Officers, convene a meeting of the Executive within reasonable time.
- (b) Subject to this Constitution, questions arising at any meeting of the Executive shall be decided by a majority of votes and a determination of a majority of Officers shall for all purposes be deemed a determination of the Executive. All Officers shall have one vote on any question. The President shall have an additional casting vote where voting is equal.
- (c) A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Officers for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of the Executive duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Officers.

- (d) Without limiting the power of the Executive to regulate their meetings as they think fit, a meeting of Executive may be held where one or more of the Officers is not physically present at the meeting, provided that:
 - (i) all persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;
 - (ii) notice of the meeting is given to all the Officers entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Executive or this Constitution and such notice specifies that Officers are not required to be present in person. In the event that a failure in communications prevents Rule 23(d)(i) from being satisfied by that number of Officers which constitutes a quorum, and none of such Officers are present at the place where the meeting is deemed by virtue of the further provisions of this rule, then the meeting shall be suspended until Rule 23(d)(i) is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and any meeting held where one or more of the Officers is not physically present shall be deemed to be held at the place specified in the notice of meeting provided an Officer is there present and if no Officer is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.
- (e) At meetings of the Executive the number of Officers whose presence is required to constitute a quorum is five, refer to clause 24.
- (f) Unless all Officers agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their apology or presence not less than seven days written notice of the meeting of the Executive shall be given to each Officer. The agenda shall be forwarded to each Officer not less than four days prior to such meeting.
- (h) Members of the Executive shall have the authority to make decisions appertaining to their area of responsibility needed for the day to day running of CBSLSC (other than in contravention of the Rules, By-Laws and Regulations of CBSLSC HSLs, SLSNSW, SLSA or a resolution of the committee during the current season).
- (i) The Executive shall have the power to make regulations within the scope of the objects of CBSLSC and limited by the rules and by-laws. The regulations shall be resolutions of the Executive appertaining to lifesaving and competition.

24. QUORUMS AT ALL CBSLSC MEETINGS

- (a) If there is not a quorum present at a Committee meeting one hour after the specified time of starting, the meeting shall be adjourned to a time and place to be decided by the Executive. Notwithstanding that a quorum is present, the Chairman or Officers present may adjourn the meeting until a later time in the same week.
- (b) The quorum at all Management Committee meetings shall be eight (8) financial eligible members

- (c) The quorum at all Executive Committee meetings shall be five (5) financial eligible members.
- (d) The quorum at a Special Meeting shall be fifteen (15) financial eligible to vote members;
- (e) The quorum at an Annual General Meeting shall be fifteen (15) financial eligible to vote members;
- (f) The quorum at a Judiciary Meeting shall be five (5) financial eligible to vote members;
- (g) The quorum at a Constitution and Rules Committee Meeting shall five (5) financial eligible to vote members;
- (h) The quorum at a Meritorious Awards Committee Meeting shall be shall be five (5) financial eligible to vote members;
- (i) The quorum at a Life Membership and Honours Committee Meeting shall be three (3) financial eligible to vote members;
- (j) The quorum at a Selection Committee Meeting shall be three (3) financial eligible to vote members;
- (k) The quorum at a House and Building Committee Meeting shall be three (5) financial eligible to vote members;

25. NOMINATIONS

Nominations of candidates for election as office bearers of the Club:

- (a) Shall be submitted to the Hon. Secretary fourteen (14) days prior to the date of the Annual General Meeting given the support of two (2) financial members.
- (b) Shall be taken from the floor of the meeting, given the support of two (2) financial members if no prior nomination has been received prior to the date of elections, refer to Rule 25(a).
- (c) If insufficient nominations are received, any vacant positions remaining on the Committee shall be deemed to be casual vacancies.
- (d) 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.
- (e) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (f) The ballot for the election of office-bearers and ordinary Members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

26. METHOD OF VOTING AT MEETINGS

- (a) Voting on any matter, the “by a simple majority” method of voting shall be employed at all CBSLSC meetings, with exception to rule 19.8.a.
- (b) In the event of there being an equality of votes on any resolution in the “by the simple majority” voting, the Chairman of the meeting shall have a casting vote.
- (c) Only members eligible to vote, (or their proxy) representing the member shall be eligible to vote at all CBSLSC Management Committee Meetings.

27. BALLOTS

- (a) In the case of any election, if insufficient nominations are received prior to the meeting to fill the position of an Officer or Adviser further nominations shall be recalled.
- (b) 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.
- (c) If the number of candidates exceeds the number required to fill the vacancy or vacancies then such vacancy or vacancies shall be filled by election by secret ballot.
- (d) The Chairman shall appoint poll clerks provided that any candidate, if they so desire, may appoint one scrutineer to observe the count on their behalf.
- (e) The order in which names of the candidates shall appear on a ballot paper shall be alphabetical.
- (f) Any member entitled to vote shall do so following the direction of the Chairman as to how to cast that vote and thereupon shall hand his ballot paper to a poll clerk.
- (g) At the conclusion of the counting of the ballot papers, the poll clerks shall hand to the Chairman the result of the poll and the ballot papers, whereupon the Chairman shall declare to the meeting the result of the poll. The result of the count may be disclosed on the vote of the meeting.

28. CHAIRMAN’S DECLARATION TO BE CONCLUSIVE

At any meeting, unless a show of hands is called for, a declaration by the Chairman that a resolution has been carried, or carried by a particular majority or lost or not carried by a particular majority shall be conclusive.

29. VOTING BY MAIL, FACSIMILE OR ELECTRONIC METHODS

Urgent matters arising between meetings of the Executive may be decided by a mail, facsimile or e-mail vote, which shall be conducted in the following manner:

- (a) Upon the instructions of the President or by resolution of the Executive any matter which may be dealt with by CBSLSC shall be submitted to a vote by mail, facsimile or e-mail;
- (b) Where a vote by mail, facsimile or e-mail is intended to be taken, the Hon. Secretary shall send by mail, facsimile or e-mail to each member who is entitled to vote, a clear statement of the question to be voted upon, with a request that they return their vote thereon by mail, facsimile or e-mail to the Hon. Secretary. Such request shall state the date upon which voting shall close;
- (c) Within seven days of the closing of vote by mail, facsimile or e-mail the Hon. Secretary shall mail, facsimile or e-mail each executive member, a report of the result of such voting. The report shall contain a copy of the question and the resultant decision;
- (d) All mail, facsimile or e-mail votes received by the Hon. Secretary shall be filed with a copy of the question and a copy of the report of the result of the voting, and shall be retained in the official file of CBSLSC for a period of not less than one year.

30. NOTICES OF MOTION

- (a) Notice of any motion of which notice is required to be given shall be given in writing by the mover thereof (after being duly seconded) to the Hon. Secretary at least twenty- eight (28) days prior to the date of a meeting. The committee and members shall be given fourteen (14) days clear notice of such notices of motion. Any motion or resolution passed by CBSLSC may be rescinded or altered provided notice of rescission or alteration has been given in accordance with Rule 32.
- (b) All notices of motion, of which notice is required to be given in writing, shall be considered by the Executive Committee to ensure they are in accordance with the rules.
- (c) Leave may be granted to amend such notice by resolution.
- (d) A motion of which due notice has been given, on being defeated, cannot be resubmitted nor may any other motion be moved having a similar effect within twelve (12) months from the date of its rejection except a motion relating to lifesaving appliances or methods.

31. RESCISSION OF RESOLUTIONS

A resolution passed at a Committee Meeting shall not be rescinded other than at a subsequent Committee Meeting. Notice in writing of the intention to propose a rescission shall be given to the Hon. Secretary at least 28 days before the Committee Meeting at which the proposal is intended to be moved and at least 14 days notice of the motion of rescission shall be given by the Hon. Secretary to members of CBSLSC.

32. RULES OF DEBATE

STANDING ORDERS

- (a) Order of business of the meeting shall be as laid down in the agenda of the meeting
- (b) The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
- (c) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, except the following formal motions may be moved, received and put to the meeting:-
 - (i) amendments to the motion; and
 - (ii) procedural motions.
- (d) Only one amendment shall be considered at a time.
- (e) A person may move only one amendment to a motion, but may speak on all other amendments.
- (f) The mover of an amendment has no right of reply.
- (g) The mover of the original motion shall exercise his right of reply at the end of the debate on the first amendment.
- (h) The mover of the original motion may not move an amendment to his motion.
- (i) Amendments shall be taken in order in which they affect the terms of the motion.
- (j) No amendments shall be allowed with regard to those parts of the motion, which have already been determined.
- (k) An amendment must be relevant to the substantive motion, and must not be a simple negation of the motion.
- (l) Before any motion is put to the meeting the chairman may require that it be committed to writing and handed to him.
- (m) The chairman shall have the power to refuse the closure motion ("that the question be now put").
- (n) It shall not be permissible for any person who has spoken in the debate on a motion to move the closure of that motion.
- (o) If the closure motion is carried, the mover of the original motion shall have the right to reply before the question is put.

- (p) It shall be the duty of the chairman to preserve order so that the business may be conducted with due form and propriety.
- (q) The chairman shall have the right of debating on any question under discussion, but must first leave the chair and not resume it until the question has been resolved.
- (r) It shall be the duty of the chairman to call to order a speaker who violates any rule of debate, and the privilege of any member to raise a point of order.
- (s) When more than one member rises at the same time to speak, the chairman shall decide who shall be heard.
- (t) The chairman may call the attention of the meeting to continued irrelevance or tedious repetition on the part of a speaker and may, with the approval of the meeting, direct such a member to discontinue his speech.
- (u) The question of whether a member shall discontinue his speech shall be decided without debate.
- (v) Any member may raise a point of order against a speaker during debate, and the speaker against whom the point is raised shall cease speaking and shall sit down. The member raising the point of order shall then state his reason, and the chairman shall, without further discussion give his ruling. Subject to such ruling, the speaker shall be allowed to proceed. The chairman's ruling shall be final unless challenged by a motion of dissent.
- (w) A member dissatisfied with the chairman's ruling may move a motion of dissent in the following terms "That the chairman's ruling be dissented from". The chairman shall then vacate the chair and call upon a deputy to take the chair. When the mover and the chairman (in that order) have stated their cases, the acting chairman shall put to the vote the question "That the chairman's ruling be upheld".
- (x) Debates on motions shall not exceed 20 minutes and speeches shall not exceed three minutes.
- (y) A motion of a negative character, the carrying of which will not alter the status quo, shall yield place to a relevant motion purporting to take positive action.
- (z) When a member speaks he shall stand, address the chair and confirm himself to the question under consideration, avoiding personalities and unbecoming language.
- (aa) A member, when speaking shall not be interrupted except by the chairman, or by a member raising a point of order, and then only for a breach of the rules, by-laws, or standing orders.
- (ab) A member shall have the right to speak once only on any motion with the exception of the mover, who shall have the right to reply, when, however, he shall not introduce any new matter.
(Explanations shall be allowed from a member who has already spoken, but only to explain an actual misunderstanding or misstatement, and the member shall be

prohibited from debating the merits of any proposal in the course of such explanation.)

- (ac) A member moving a resolution or any amendment thereto, shall be held to have spoken on the question.
- (ad) A motion or amendment which has been submitted to a meeting may not be withdrawn without the consent of the meeting.
- (ae) A motion shall be declared lost if it is not supported by a majority of members voting.
- (af) A member requesting information, or wishing to ask a question, shall do so through the chairman.
- (ag) Either three months must have lapsed or a two-thirds majority of those members present and entitled to vote must be in favour of re-submission of any business that has already been decided by the committee.
- (ah) Provided that no speaker is on his feet and addressing the chair, any member may move that the meeting be adjourned to a specified time and place. Such a motion shall be treated as an ordinary motion except that:-
 - (a) it may interrupt a debate; and
 - (b) the mover shall have the right of reply.
- (ai) Motions of which notices have been given shall be dealt with in the order in which they are received.
- (aj) Any Member desiring to speak shall stand up, unless special circumstances prevent this, and shall address the chairman respectfully.
- (ak) No Member shall use offensive or unbecoming words.
- (al) Whenever the chairman rises during a debate, the member then speaking shall sit down.
- (am) No member shall interrupt another while speaking except on a point of order.
- (an) The Chairman shall refuse to receive any amendment that is a direct negative.
- (ao) The Chairman shall have the casting vote any meeting.
- (ap) In the event of any further matter being brought before any meeting which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the chair and the meeting shall elect a Chairman pro tem until such a matter is dealt with.
- (aq) Voting shall be by the voices, show of hands, or division at the request of any member.
- (ar) If a secret ballot is demanded at any meeting by two members, who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.

- (as) The Chairman may appoint members to assist him in counting a vote by a show of hands or division or a secret ballot.

PART 4 - EXECUTIVE:-

33. EXECUTIVE

The Club Executive shall consist of the following Officers of CBSLSC;

President

Vice President/Club Manager

Hon. Secretary

Hon. Treasurer

Club Captain

Lifesaving Education Manager

Junior Activities Manager

Competition Manager.

The duties of this Committee shall be to deal with all matters requiring immediate action, which cannot wait till the subsequent meeting of the Management Committee. Five (5) shall form a quorum. Such action decided upon by the Executive shall be reported to the following meeting of the Management Committee

All the foregoing officers shall be financial members of Caves Beach SLSC and must meet the qualifications as prescribed from time to time by this constitution.

- (b) The President shall chair all meetings. If he shall not be able to attend any such meetings, the Vice President/Club Manager shall chair the proceedings. Should both the President and Vice President/Club Manager be unable to attend any such meeting, then an Executive Committee member shall assume the position of chair for the meeting.
- (c) Subject to the Law and this Constitution, the business of CBSLSC shall be managed, and the powers of CBSLSC shall be exercised, by the Executive. In particular, the Executive as the authority for surf lifesaving in the CBSLSC shall be responsible for acting on local issues in accordance with the objects of CBSLSC and shall operate for the benefit of the Members and the community and shall govern surf lifesaving in the CBSLSC in accordance with the objects set out in this Constitution.
- (d) The Executive shall authorise persons to speak on behalf of CBSLSC.
- (e) The Officers of CBSLSC shall be elected in accordance with this Constitution, and subject to this Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the conclusion of the following Annual General Meeting. Officers may be re-elected.
- (f) In the event of a vacancy occurring during the year, such vacancy may be filled at a Committee Meeting, after calling for nominations or by vote by mail, facsimile or e-mail conducted in accordance with a resolution of the Executive.

- (g) The President of CBSLSC shall be the HSLC Council representative and shall represent CBSLSC at meetings of HSLC, provided however in the event of an absence of the President the CBSLSC Executive may appoint a proxy representative.
- (h) In the absence of the President and Vice President/Club Manager, the Chairman of all meetings shall be elected by vote of the members in attendance.

34. Powers and duties of Executive Officers shall be:

34.1 President

The President:

- (a) Shall administer and be responsible for all affairs of CBSLSC;
- (b) Shall preside at all meetings of the CBSLSC and functions;
- (c) Shall chair all meetings appertaining to the administration of the club;
- (d) Shall have one (1) deliberate and one (1) casting vote where there is an equality of votes at CBSLSC meetings of which he is the chairman;
- (e) Shall be responsible for seeing that all office bearers carry out their duties in accordance with the rules and by-laws of CBSLSC;
- (f) Shall be an ex-officio member of all Committees/Boards formed under these rules and by-laws;
- (g) Shall represent CBSLSC at HSLC meetings;
- (h) Shall represent CBSLSC at any external functions where a CBSLSC member is required.

34.2 Vice President / Club Manager

The Vice President / Club Manager:

- (a) Shall deputise for the President as, required, in his absence and assume responsibility for the President;
- (b) Shall assist the President as required;
- (c) Shall manage the clubhouse and its surrounding environment;
- (d) Shall manage and direct all sections of the club structure under his control;
- (e) Shall oversee the management and operation of the Occupational Health and Safety requirements of CBSLSC;
- (f) Shall oversee the management and operation of the CBSLSC gymnasium;
- (g) Shall oversee the management and operation of the CBSLSC auditorium and its facilities;
- (h) Shall oversee the management and operation of the CBSLSC Kiosk lessees;
- (i) Shall oversee the management and operation of the CBSLSC liquor licensing requirements;
- (j) Shall manage and oversee the loan of CBSLSC club equipment and property.

34.3 Hon. Treasurer

The Hon. Treasurer;

- (a) Shall ensure that all money due to CBSLSC is collected and received and that all payments authorised by CBSLSC are made;
- (b) Shall ensure correct books and accounts are kept showing the financial affairs of CBSLSC including full details of all receipts and expenditure connected with the activities of CBSLSC;
- (c) Shall cause all money to be lodged to the credit of CBSLSC at the approved financial institution;

- (d) Shall at least monthly and at other times as required, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank passbooks and statements reconciling the balance shown therein with the balance as shown on the cash book;
- (e) Shall prepare accounts of CBSLSC if and when requested by the executive or a committee meeting;
- (f) Shall once in every year prepare a statement of income and expenditure together with balance sheet showing the position of CBSLSC as at the date of the close of the financial year and arrange for presentation to the auditors for audit.
- (g) Shall maintain an inventory of all assets of CBSLSC;
- (h) Shall arrange insurance on assets and for all risks that CBSLSC may require;
- (i) Shall keep a cash book, and other books that may be required to show the financial position of the Club, as well as the financial status of all Members;
- (j) Shall report to the Committee any Member whose subscriptions or dues are in arrears;
- (k) Shall control all funds and pay only such accounts as have been passed. He shall submit a summarised statement of receipts and payments at each Committee Meeting for the calendar month immediately preceding such Meetings, together with a reconciliation of the balance of Bank Accounts;
- (l) Shall carry out the duties of purchasing and insurance activities of CBSLSC;
- (m) Shall oversee the management and operation of the CBSLSC fundraising activities;
- (n) Shall oversee the management and operation of the CBSLSC Major Function activities;
- (o) Shall oversee the management and operation of CBSLSC sponsorship activities;
- (p) Shall manage and oversee CBSLSC clothing requirements and activities;
- (q) Shall manage and oversee CBSLSC trophy requirements and activities;
- (r) Shall manage and oversee CBSLSC social activities;

34.4 Hon Secretary

The Hon Secretary:

- (a) Shall attend all meetings of the Club,
- (b) Shall be responsible for the true minutes of the business done thereat and issue notices of meetings;
- (c) Shall attend to all correspondence, take charge of all papers, post notices in the Clubhouse of all matters in connection with the Club as directed by the Committee;
- (d) Is empowered to receive monies on behalf of the Club. He shall account for all such monies to the Hon Treasurer;
- (e) Shall be responsible for the drafting of all Annual Reports of the Club's activities and its distribution to all Members prior to the Annual General Meeting;
- (f) Shall, while he holds that position, shall be the Club's Public Officer as required by the Act and shall be responsible to see that the Club complies with the Act in all respects. The Public Officer shall liaise with the relevant Government Body administering the Associations Incorporation Act. This officer will comply with the Act and will, among other things, notify the relevant body within fourteen (14) days of:
 - (i) Resources to all notices and correspondence from the relevant body;
 - (ii) Alterations to the Club Rules or Statement of Objects;
 - (iii) Alteration of his or her address;
 - (iv) Alteration of Public Officer;
 - (v) Lodgement of Annual Statement;

- (g) Shall be Responsible for all documents, records and books belonging to CBSLSC including the preparation of agendas and the production of minutes for all Executive Meetings and Management Committee Meetings.
- (h) Shall prepare monthly reports for presentation and approval at Executive and Council Meetings.
- (i) Shall manage and oversee CBSLSC registrations and activities
- (j) Shall manage and oversee CBSLSC administration requirements and activities
- (k) If at any time the position of Hon. Secretary becomes vacant the President shall assume the role of Public Officer pending the appointment or election of a hon. Secretary.

34.5 Junior Activities Manager

Junior Activities Manager:

- (a) Shall be the Manager of the CBSLSC Junior Activities section;
- (b) Shall preside at all JA meetings and JA functions as approved by the President;
- (c) Shall manage and oversee CBSLSC Junior Activities;
- (d) Shall provide a safe environment for JA activities;
- (e) Shall manage and oversee the development and implementation of activities for JA members of CBSLSC;
- (f) Shall manage and oversee the safe and efficient management and administration of JA gear and equipment;
- (g) Shall manage and oversee that all qualifications are in order for JA members of CBSLSC;
- (h) Shall manage and oversee attendance of JA members at club activities
- (i) Shall manage and oversee that all records of JA activities are kept and are in order;
- (j) Shall manage and oversee all activities of the JA Superintendent;
- (k) Shall manage and oversee all activities of the Age Supervisors;
- (l) Shall manage and oversee all activities of the Youth Development Coordinator;
- (m) Shall manage and oversee all activities of the JA Gear Coordinator;
- (n) Shall manage and oversee all activities of the administration of the JA section;
- (o) Shall have the authority to appoint two support people in an administration role;
- (p) Shall manage and oversee all activities of the JA recorder

34.6 Competition Manager

The Competition Manager:

- (a) Shall ensure implementation of all SLSA, SLSNSW, HSLs and CBSLSC policies relating to competition.
- (b) Shall manage, coordinate and administer all carnivals held on Caves Beach.
- (c) Shall oversee security and maintenance of all competition equipment in conjunction with the relevant sectional surf sports captains
- (d) Shall manage and oversee all activities of the surf boat section
- (e) Shall manage and oversee all activities of the IRB section
- (f) Shall manage and oversee all activities of the Ski section
- (g) Shall manage and oversee all activities of the Board section
- (h) Shall manage and oversee all activities of the Swim section
- (i) Shall manage and oversee all activities of the Beach section
- (j) Shall manage and coordinate carnival entries and this shall include lodging JA and Senior entries at all HSLs, NSW and National competitions
- (k) Shall manage and oversee all internal club competitions and club championships
- (l) Shall manage, organise and oversee club officials for all competitions where CBSLSC is required to supply officials

- (m) Shall manage and oversee all CBSLSC team selections where multi discipline events are required
- (n) Shall actively encourage and promote surf sports participation within the CBSLSC and the community
- (o) Shall manage and oversee the appointment by nomination of a Touring Team Manager.
- (p) Shall manage and oversee the organisation of accommodation for touring teams and competition teams
- (q) Shall manage and oversee the organisation and transportation of equipment for touring teams and competition teams.
- (r) Shall manage and oversee attendance by relevant CBSLSC members at coaching, training, and official's seminars and educational courses.
- (s) Shall ensure that all trainers and coaches are accredited as per SLSA regulations.
- (t) Shall forward any relevant surf sports information to all members who require such information.
- (u) If deemed necessary by the Management Committee, the Competition Manager's expenses will be met to enable him to visit the championship venue to make sure suitable arrangements for accommodation, training facilities etc....

34.7 Club Captain

The Club Captain:

- (a) Shall be responsible for the general conduct of the Members;
- (b) Shall be responsible for the arranging and efficient running of patrols;
- (c) Shall manage and oversee all patrol competitions pertaining to CBSLSC;
- (d) Shall encourage the participation of all Members in surf lifesaving activities;
- (e) Shall manage and oversee the preparation of patrol rosters;
- (f) Shall oversee and manage patrol logbooks and relevant information;
- (g) Shall manage and ensure the qualifications of all patrol members are current and coordinate the upgrading and continuous improvement of patrol members skills and qualifications;
- (h) Shall manage and ensure all active patrolling members complete an annual proficiency;
- (i) Shall manage and oversee the safe, efficient operation and maintenance of surf lifesaving equipment;
- (j) Shall manage and oversee the entry of relevant patrol information into the recognised process as required by SLSA;
- (k) Shall ensure that all logbooks are completed satisfactorily at the end of each patrol.

34.8 Life Saving Education Manager

The Life Saving Education Manager:

- (a) Shall arrange and supervise the training of classes to qualify for the respective awards of Surf Life Saving Australia.
- (b) Shall be the holder of the Training Officers Certificate of Surf Life Saving Australia, and shall regularly report his activities to the Club Captain to aid in patrol qualifications.
- (c) Shall ensure implementation of all SLSA and SLSNSW policies relating to lifesaving.
- (d) Shall ensure effective management of all relevant training officers. This is to include maintaining a register of all qualified trainers.
- (e) Shall allocate appropriately qualified trainers to each training squad and assist as required.

- (f) Shall manage and oversee the safe keeping and maintenance of all equipment used to instruct and train members and the public.
- (g) Shall manage and oversee all examinations and ensure that all records are completed and submitted as per SLSA requirements.
- (h) Shall manage and oversee the collection and allocation of all SLSA awards for the members as required by CBSLSC.
- (i) Shall ensure that all training devices and aids are in satisfactory condition to allow for safe and efficient training.
- (j) Shall maintain a register of all surf life saving training aids and devices.

PART 5 – MANAGEMENT COMMITTEE

35. MANAGEMENT COMMITTEE

- (a) The management of CBSLSC shall be vested in a Management Committee consisting of Officers of the Club as per Sections 10(a) and 10(b).
- (b) The Committee shall meet at least once in each month, eight shall form a quorum.
- (c) Written notice need not be given of the meeting of the Committee.
- (d) Time and place of meetings shall be left to the Committee to decide from time to time.
- (e) Should any Member of the Management Committee absent himself from three consecutive meetings, or otherwise neglect his duties without reasonable excuse, his seat may be declare vacant and the Committee may elect another in his stead.
- (f) The duties of the Committee will be to receive and deal with correspondence, receive and deal with reports from Standing Committees, and generally administer and conduct the affairs of the Club.
- (g) Findings and rulings of the Committee may only be varied by notice of rescission, appeals to Judiciary Committee, Special General Meetings and General Meetings of the Club.
- (h) This Committee shall have the power to elect or delegate persons to special positions, which may arise to assist the proper functioning of the Club.
- (i) At Management Committee Meetings, Members entitled to vote shall be Members outlined in Sections 10(a) and 10(b) of these Rules and Life Members.
- (j) The President shall have a deliberate vote and a casting vote but no other Member shall have more than one (1) vote irrespective of the number of positions he holds.
- (k) The President shall chair all meetings. If he shall not be able to attend any such meetings, the Vice President/Club Manager shall chair the proceedings. Should both the President and Vice President/Club Manager be unable to attend any such meeting, then an Executive Committee member shall assume the position of chair for the meeting.

36. PATRON AND VICE PATRONS

Patron and Vice-Patrons (unlimited in number) who need not be members of Branch or Club shall be elected at the CBSLSC Annual General Meeting.

37. DUTIES OF OFFICERS AND ADVISERS

CBSLSC requires the various Officers that are elected to perform such duties and undertake such responsibility as specified from time to time in the CBSLSC Regulations.

38. OFFICERS OF THE CBSLSC

The officers of the Club shall consist of:

- (a) Life Members, Occupational Health and Safety Officer, Gymnasium Coordinator, Hall Manager, Licensee, Publicity Officer, Registrar, Minutes Secretary, Fundraising Coordinator, Major Events Coordinator Ocean Swim, Major Events Coordinator Golf Day, Sponsorship Coordinator, Clothing Coordinator, Trophy Coordinator, Social Secretary, Junior Activities Superintendent, Junior Activities Recorder, Junior Activities Competition Manager, Junior Activities Gear Coordinator, Life Saving Coordinator, Youth Development Coordinator, Club Competition Coordinator, Life Saving Equipment Officer, Surfboat Sectional Captain, IRB Sectional Captain, Beach Sectional Captain, Swim Sectional Captain, Board Sectional Captain, Ski Sectional Captain, U6 years Age Supervisor, U7 years Age Supervisor, U8 years Age Supervisor, U9 years Age Supervisor, U10 years Age Supervisor, U11 years Age Supervisor, U12 years Age Supervisor, U13 years Age Supervisor, U14 years Age Supervisor, U15 years Age Supervisor.
- (b) Patrons, Honorary Positions and Honorary Advisers.
- (c) Any Member accepting nomination for the position of Club Captain, Lifesaving Coordinator, Life Saving Education Manager, Competition Manager, IRB Sectional Captain, Life Saving Equipment Officer, Surf Boat Sectional Captain, Swimming Sectional Captain, Board Sectional Captain, Ski Sectional Captain, or Beach Sectional Captain shall be the holder of the Bronze Medallion of the Surf Life Saving Association of Australia.

39. POWERS AND DUTIES OF CBSLSC OFFICERS

39.1 Occupational Health and Safety Coordinator

The Occupational Health and Safety Coordinator:

- (a) Shall be the club authority on OH&S issues and Risk Management issues.
- (b) Shall monitor the safety of all club facilities and club equipment
- (c) Shall complete OH&S inspections on all club facilities and equipment as required in the SLSA OH&S inspection checklist. This inspection to be completed annually or at more frequent intervals as required. The annual inspection is to be completed prior to the commencement of the new season following the Annual General Meeting
- (d) Shall maintain a Hazard Register pertaining to any faults or problems as found as part of inspections or member complaints. This register to be updated on a regular basis as required

- (e) Shall report and recommend any OH&S issues to the Executive and Management Committees of CBSLSC
- (f) Shall oversee any works to be completed as a result of any OH&S issues
- (g) Shall be the club representative on OH&S panels and committees as required by HSLs or any other parties.

39.2 Gymnasium Coordinator

The Gymnasium Coordinator:

- (a) Shall oversee all aspects of the operations of the gymnasium;
- (b) Shall manage and oversee all maintenance and safety of the gymnasium and its equipment;
- (c) Shall manage and oversee the gymnasium budget as approved by the Hon. Treasurer and Executive Committee;
- (d) Shall recommend and purchase new equipment as required by the operations of the gymnasium and its members;
- (e) Shall maintain a gymnasium key access register;
- (f) Shall collect all monies and fees for gymnasium access and deliver to the Hon. Treasurer;
- (g) Shall manage and oversee the cleanliness and hygiene of the gymnasium and its equipment;
- (h) Shall ensure that all members using the gym qualify as per the rules and regulations of gymnasium usage;
- (i) Shall advise members on the use and methods of using the gymnasium equipment.

39.3 Hall Manager

The Hall Manager:

- (a) Shall assume the responsibility for the care and control of the Clubhouse.
- (b) Shall maintain each section of the building to its maximum efficiency and keep the Committee informed of any improvements and/or renovations necessary to maintain such standards.
- (c) Shall require the approval of the Committee for any and all major items of expenditure except in cases of emergency whereby immediate action is called for
- (d) Shall be responsible for the hiring of the auditorium and shall maintain all records of such hiring and future bookings. Charges for the use of the auditorium shall be set by the Committee and reviewed from time to time.
- (e) Shall ensure that all relevant Hall Hire documentation is completed and held by both the club and lessees
- (f) Shall be responsible for collection of such fees from hall bookings and hiring. These monies are to be handed to the Hon Treasurer
- (h) Shall manage and oversee all cleaning of the facilities after functions
- (i) Shall liaise with any catering and clients engaged to utilise the hall and its facilities
- (j) Shall manage and oversee the cellar and cool room operations

39.4 Licensee

The licensee:

- (a) Shall act as the club's Licensee and ensure that the club is compliant with the relevant Liquor Administration Act and legislation
- (b) Shall maintain a list of club functions and submit these to the relevant authorities for approval
- (c) Shall ensure that all liquor licensing requirements are adhered to by CBSLSC

- (d) Shall maintain a register of members qualified in the Responsible Service Of Alcohol
- (e) Shall ensure that only RSA qualified members access and work from the bar area at club functions
- (f) Shall manage and oversee any training required in the attainment of the Responsible Service Of Alcohol

39.5 Registrar

The Registrar:

- (a) Shall keep a register of Membership setting out in detail the name and address of every Member of the Club, date and year Members joined the Club;
- (b) Shall record date and year Members qualified for and obtained SLSA awards;
- (c) Shall keep a true record of all office-bearers of the Club as elected at the Annual General Meeting each year;
- (d) Shall keep a true record of any outstanding feats, done either by the Club or Member(s), as authorised by the Committee or General Meeting;
- (e) Shall keep a Record of all inter-Club competition results;
- (f) Shall accept and process all club registrations;
- (g) Shall enter and record all registrations and subsequent information in to the recognised SLSA system;
- (h) Shall manage and oversee the organisation and operation of club registration days;
- (i) Shall collect all monies and fees for club membership and deliver to the Hon. Treasurer;

39.6 Minutes Secretary

The Minutes Secretary:

- (a) Shall assist the Hon Secretary in all secretarial duties.
- (b) Shall attend all committee meetings and take Minutes of such meetings
- (c) Shall assist the Hon. Secretary in the taking and preparation of minutes at all club meetings
- (d) Shall record all attendances at club meetings
- (e) Shall issue notices of all club meetings
- (f) Shall deputise for the Hon. Secretary when required upon the approval of the Executive Committee.

If at any time the position of Hon Secretary becomes vacant the President and Treasurer shall forthwith temporarily appoint the Minutes Secretary as the Public Officer pending the appointment or election of an Hon Secretary.

39.7 Publicity Officer

The Publicity officer:

- (a) Shall place all required public notices in the media as required by the CBSLSC constitution and Management Committee;
- (b) Shall prepare, maintain and distribute club newsletters and any relevant information as deemed necessary by the Management Committee;
- (c) Shall place in the media all major club and club member's achievements;
- (d) Shall keep members informed as required of club activities;
- (e) Shall investigate and maintain any other forms of media that may be necessary to convey information to members and the community.

39.8 Fundraising Coordinator

The Fundraising Coordinator:

- (a) Shall coordinate all fundraising activities designed to assist the operation of the club
- (b) Shall have the capacity to form a small committee to assist with fundraising activities
- (c) Shall report all activities and projected fundraising activities to the Executive and Management Committees prior to commencement
- (d) Shall communicate and liaise with the Sponsorship Coordinator and Hon. Treasurer on all activities of fundraising

39.9 Major Events Coordinator

The Major Events Coordinator:

- (a) Shall manage and oversee all aspects of the clubs major events
- (b) Shall liaise with relevant organisations and parties during the process of organising the event. Shall have the capacity to form a small committee to assist with fundraising activities
- (c) Shall report all activities and projected major events to the Executive and Management Committees prior to commencement
- (d) Shall communicate and liaise with the Sponsorship Coordinator and Hon. Treasurer on all activities of the major event
- (e) Shall manage and oversee the participants of the major events
- (f) Shall collect all monies and fees from the major event and deliver to the Hon. Treasurer
- (g) Shall ensure that all relevant forms are submitted to the relevant authorities

39.10 Sponsorship Coordinator

The Sponsorship Coordinator:

- (a) Shall manage and oversee the sourcing and investigation of new and potential sponsors;
- (b) Shall support and assist all members in the pursuit of sponsorship;
- (c) Shall be the central person of the club to contact and approach potential sponsors;
- (d) Shall manage and oversee the invitation of sponsors to club functions and relevant events;
- (e) Shall rigorously pursue Government grants and any form of grant that may assist the club in its operations;
- (f) Shall manage and oversee the promotion of club sponsors in the media and on club facilities in conjunction with the Publicity officer;
- (g) Shall communicate and liaise with the Hon. Treasurer on all activities in the pursuit of sponsorship;
- (h) Shall communicate the source and style of a sponsorship to the Executive and Management Committees before a sponsorship is negotiated;

39.11 Clothing Coordinator

The Clothing Coordinator

- (a) Shall manage and oversee all aspects of club clothing when the Management Committees deems it appropriate to do so
- (b) Shall manage and oversee the purchase of club competition clothing and apparel
- (c) Shall manage and oversee the purchase of club clothing and apparel
- (d) Shall collect all monies and fees from the sale of clothing and deliver to the Hon. Treasurer
- (e) Shall manage and oversee the club clothing stock
- (f) Shall coordinate club clothing for representative teams and touring teams

- (g) Shall assist with the purchase of club equipment for any relevant presentations or club awards
- (h) Shall liaise with suppliers of club clothing and apparel

39.12 Trophy Coordinator

The Trophy Coordinator:

- (a) Shall manage and oversee all aspects of club trophy and engraving requirements when the Management Committee deems it appropriate to do so
- (b) Shall manage and oversee the design and purchase of recognition photographs and plaques to be mounted in the club facilities.
- (c) Shall manage and oversee the maintenance and storage of club trophies both memorabilia and current
- (d) Shall manage and oversee the purchase of trophies and associated equipment
- (e) Shall manage and oversee the club perpetual trophies
- (f) Shall assist with the purchase of club equipment for any relevant presentations or club awards
- (g) Shall liaise with suppliers of trophies and associated equipment

39.13 Social Secretary

The Social Secretary:

- (a) Shall be responsible for the activities of the Social Committee including the organising and conducting of social functions for and on behalf of the Club;
- (b) Shall liaise with relevant organisations and parties during the process of organising the social activity;
- (c) Shall have the capacity to form a small committee to assist with social activities;
- (d) Shall report all activities and projected social activities to the Executive and Management Committees prior to commencement;
- (e) Shall communicate and liaise with the Hon. Treasurer on all aspects of the social activity;
- (f) Shall manage and oversee the participants of the social activity;
- (g) Shall collect all monies and fees from the social activity and deliver to the Hon. Treasurer;
- (h) Shall ensure that all relevant forms are submitted to the relevant authorities
- (i) Shall manage and oversee catering for major events, competition carnivals and any club event requiring catering;
- (j) Shall liaise with suppliers of catering supplies;
- (k) Shall manage and oversee all forms of entertainment required at all functions and events of the club;

39.14 Junior Activities Superintendent

The Junior Activities Superintendent:

- (a) Shall manage and oversee all Junior activities on interclub competition days and on club competition days
- (b) Shall manage and oversee the award requirements for all age groups under the Junior Activities.
- (c) Shall manage and oversee coaching requirements for Junior Activities members
- (d) Shall act as team manager at inter club competitions and surf carnivals for Junior Activities members
- (e) Shall ensure that all Junior Activities members are kept informed of current rules and regulations regarding competition

- (f) Shall manage and oversee, direct and make vital decisions pertaining to the running of all interclub competition events and club events

39.15 Youth Development Coordinator

The Youth Development Coordinator :

- (a) Shall manage and oversee the conduct and co-ordination of all matters pertaining to youth, development and membership.
- (b) Shall assist and advise junior activities members to complete the transition from junior activities to senior club activities and responsibilities.
- (c) Shall implement, manage and oversee programmes for the development and integration of 13-year-old to 18-year-old members
- (d) Shall liaise with sectional surf sports captains to arrange a pathway to competition
- (e) Shall liaise with the Club Captain to manage and oversee youth development within beach patrols
- (f) Shall manage and oversee a “buddy” system for the transition from junior activities to senior club activities and responsibilities including beach patrols
- (g) Shall Provide resources and programs in all development matters

39.16 Junior Activities Age Supervisors

The Junior Activities Age Supervisor:

- (a) Shall be responsible for providing constant supervision of members of the particular age group under their control and supervision during club competition days;
- (b) Shall be responsible for providing constant supervision of members of the particular age group under their control and supervision during inter club competition days;
- (c) Shall record all attendance at interclub competition days and club competition days for that particular age group as well as events entered and places gained by competitors in such events;
- (d) Shall ensure that at the end of each day the relevant documents are returned to the Junior Activities Recorder;
- (e) Shall assist the Publicity Officer by supplying the names of members for publicity purposes approved by the JA member’s parent/guardians;
- (f) Shall assist the JA Superintendent with achievement awards and awards instruction for that particular age group.
- (g) A maximum of two officially elected positions per age group shall be allowed.

39.17 Junior Activities Gear Coordinator

The Junior Activities Gear Coordinator:

- (a) Shall be responsible for the safe storage, care and maintenance of all JA carnival and competition equipment;
- (b) Shall advise the JA Manager on matters relating to improving and replacement of competition equipment;
- (c) Shall ensure that the necessary equipment required for competitions is on hand and available for that day;
- (d) Shall maintain a complete and itemised record of all competition equipment.

39.18 Junior Activities Recorder

The Junior Activities Recorder:

- (a) shall adjust and monitor all handicaps directed by the JA;
- (b) Shall record the results of all JA club competition;

- (c) Shall after handicap events have been completed, make the necessary adjustments to handicaps as set down by the JA to ensure that at the commencement of each club handicap day all pertinent handicaps are current and correct.

39.19 Surf Boat Sectional Captain

The Surf Boat Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all surf boats and ancillary surf boat equipment that is the property of CBSLSC
- (b) Shall manage and oversee the issue and utilisation of all surfboats and ancillary surfboat equipment that is the property of CBSLSC
- (c) Shall supervise and organise the training and education of members in surfboat practices.
- (d) Shall be responsible for the upkeep and supervision of the premises at which the surfboat and ancillary equipment is stored.
- (e) Shall oversee and manage all surfboat competitors during the inter-Club competitions and any event at which they compete
- (f) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the surfboat section
- (g) Shall ensure that all competition entries are submitted to the Competition Manager
- (h) Shall actively encourage participation in surf boat rowing by club members and the community
- (i) Shall assist the Competition Manager as required in relation to selection of CBSLSC representative teams where surf boat competitors are required
- (j) Shall oversee all selections of surfboat crews in consultation with coaches, trainers and surfboat sweep hands

39.20 Ski Sectional Captain:

The Ski Sectional Captain

- (a) Shall be responsible for the care and maintenance of all skis and ancillary surf ski equipment that is the property by CBSLSC
- (b) Shall manage and oversee the issue and utilisation of all ski and ancillary ski equipment that is the property of CBSLSC
- (c) Shall supervisees and organise the training and education of members in ski paddling practices.
- (d) Shall be responsible for the upkeep and supervision of the premises at which the skis and ancillary equipment are stored.
- (e) Shall oversee and manage all ski competitors during the inter-Club competitions and any event at which they compete
- (f) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the ski section
- (g) Shall ensure that all competition entries are submitted to the Competition Manager
- (h) Shall actively encourage participation in ski paddling by club members and the community
- (i) Shall assist the Competition Manager as required in relation to selection of CBSLSC representative teams where ski competitors are required
- (j) Shall oversee all selections of ski teams in consultation with coaches and trainers.

39.21 IRB Sectional Captain

The IRB Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all IRB equipment and ancillary IRB equipment that is the property of CBSLSC

- (b) Shall manage and oversee the issue and utilisation of all IRB equipment and ancillary IRB equipment that is the property of CBSLSC
- (c) Shall supervise and organise the training and education of members in IRB practices.
- (d) Shall be responsible for the upkeep and supervision of the premises at which the IRB and ancillary equipment are stored.
- (e) Shall ensure that the appropriate log books are available and correctly completed as per SLSA requirements
- (f) Shall ensure that IRB equipment is in satisfactory condition and ready for service at all times for beach patrols.
- (g) Shall oversee and manage all IRB competitors during the inter-Club competitions and any event at which they compete
- (h) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the IRB section
- (i) Shall ensure that all competition entries are submitted to the Competition Manager
- (j) Shall actively encourage participation in IRB competition by club members and the community
- (k) Shall assist the Competition Manager as required in relation to selection of CBSLSC representative teams where IRB competitors are required
- (l) Shall oversee all selections of IRB teams in consultation with coaches and trainers.
- (m) Shall oversee and manage a roster for IRB services pertaining to water safety of the JA in consultation with the JA Superintendent and JA Manager;
- (n) Shall oversee and manage a roster for IRB services pertaining to water safety of surf carnivals held on Caves Beach in consultation with the Competition Manager
- (o) Shall oversee and manage a roster for IRB services pertaining to water safety for any major event on Caves Beach in consultation with the Major Events coordinator

39.22 Board Sectional Captain

The Board Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all boards and ancillary board equipment that is the property of CBSLSC
- (b) Shall manage and oversee the issue and utilisation of all boards and ancillary board equipment that is the property of CBSLSC
- (c) Shall supervise and organise the training and education of members in board paddling practices.
- (d) Shall be responsible for the upkeep and supervision of the premises at which the boards and ancillary equipment are stored.
- (e) Shall oversee and manage all board competitors during the inter-Club competitions and any event at which they compete
- (f) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the board section
- (g) Shall ensure that all competition entries are submitted to the Competition Manager
- (h) Shall actively encourage participation in board paddling by club members and the community
- (i) Shall assist the Competition Manager as required in relation to selection of CBSLSC representative teams where board competitors are required
- (i) Shall oversee all selections of board teams in consultation with coaches and trainers.

39.23 Beach Sectional Captain

The Beach Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all beach training equipment and ancillary equipment that is the property of CBSLSC

- (b) Shall manage and oversee the issue and utilisation of all beach and ancillary beach equipment that is the property of CBSLSC
- (c) Shall supervise and organise the training and education of members in beach competition practices.
- (d) Shall be responsible for the upkeep and supervision of the premises at which the beach training equipment is stored.
- (e) Shall oversee and manage all beach competitors including the march past competitors during the inter-Club competitions and any event at which they compete
- (f) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the beach section
- (g) Shall ensure that all competition entries are submitted to the Competition Manager
- (h) Shall actively encourage participation in beach competition and its disciplines by club members and the community
- (i) Shall assist the Competition Manager as required in relation to selection of CBSLSC representative teams where beach competitors are required
- (j) Shall oversee all selections of beach teams including March Past teams in consultation with coaches and trainers.

39.24 Swim Sectional Captain

The Swim Sectional Captain:

- (a) Shall be responsible for the care and maintenance of all swim training equipment and ancillary equipment that is the property of CBSLSC
- (b) Shall manage and oversee the issue and utilisation of all swim and ancillary swim equipment that is the property of CBSLSC
- (c) Shall supervisees and organise the training and education of members in swim competition practices.
- (d) Shall be responsible for the upkeep and supervision of the premises at which the swim training equipment is stored.
- (e) Shall oversee and manage all swim competitors during the inter-Club competitions and any event at which they compete
- (f) Shall coordinate and be responsible for budgeting and cost control of all affairs pertaining to the swim section
- (g) Shall ensure that all competition entries are submitted to the Competition Manager
- (h) shall actively encourage participation in swim competition and its disciplines by club members and the community
- (i) Shall assist the Competition Manager as required in relation to selection of CBSLSC representative teams where swim competitors are required
- (j) Shall oversee all selections of swim teams in consultation with coaches and trainers.

39.25 Junior Activities Competition Coordinator

The Junior Activities Competition Coordinator:

- (a) Shall manage, coordinate and administer all carnivals held on Caves Beach in conjunction with the Competition Manager where Junior Activities competition is to be held.
- (b) Shall manage and oversee all sectional surf spots disciplines and competition operations for CBSLSC Junior Activities.
- (c) Shall manage and coordinate, and this shall include lodging JA entries at all HSLs, SLSNSW carnivals and JA events.
- (d) Shall manage and oversee all internal club competitions and club championships pertaining to JA.

- (e) Shall manage, organise and oversee club officials for all competitions where CBSLSC is required to supply officials at JA competitions.
- (f) Shall manage and oversee all CBSLSC team selections where multi discipline events are required pertaining to JA competitions.

39.26 Club Competition Coordinator

The Competition Coordinator:

- (a) Shall set dates for internal club competition dates.
- (b) Shall set the format for club championships upon approval of the Management Committee
- (c) Shall coordinate and conduct club competition days.
- (d) Shall keep accurate records of all club competitions and results.
- (e) Shall liaise with sectional captains pertaining to club competition requirements
- (f) Shall be responsible for the care and maintenance of all equipment that is the property of CBSLSC used for the operation of club competitions.
- (g) Shall be responsible for handicap records as required.

39.27 The Life Saving Coordinator

The Life Saving Coordinator:

- (a) Shall assist the Club Captain at all times;
- (b) Shall in the absence of the Club Captain carry out the duties allotted to the Club Captain as authorised by the Club Captain;
- (c) Shall in consultation with the Club Captain appoint Patrol Captains for the rostered patrols;
- (d) Shall in consultation with the Club Captain prepare and organise patrol teams as per SLSA requirements;
- (d) Shall prepare, organise and distribute patrol rosters as per SLSA requirements;
- (e) Shall liaise with patrol captains to ensure that members complete their patrols or substitutes are available;
- (f) Shall enter relevant patrol information into the recognised process as required by SLSA;
- (g) Shall ensure that patrol logbooks and relevant information is in place ready for patrol commencement whenever a patrol is to be performed;

39.28 Life Saving Equipment Coordinator

The Life Saving Equipment Coordinator:

- (a) Shall assist the Club Captain at all times with the management and maintenance of surf life saving rescue equipment;
- (b) Shall advise the Club Captain on matters relating to improving and relacing surf life saving rescue equipment;
- (c) Shall ensure that surf life saving rescue equipment is fit for service and in satisfactory condition;
- (d) Shall ensure that all statutory inspections and calibrations are performed on surf life saving rescue equipment when required;
- (e) Shall liaise with the Life Saving Manager to ensure adequate training and instruction is performed on life saving equipment and surf rescue equipment;
- (f) Shall maintain a register of all surf life saving rescue equipment. The surf rescue equipment shall include but not be limited to:
 - (i) the Mobile vehicle and ATV's;
 - (ii) trailers used to transport surf rescue equipment and surf life saving equipment;

- (iii) communications and radio systems for use on patrols and surf life saving communications;
- (iv) rescue boards;
- (v) rescue tubes;
- (vi) patrol shelters and associated equipment;
- (vii) resuscitation equipment;
- (viii) defibrillation equipment

40. CASUAL VACANCIES

For the purposes of these rules, a casual vacancy in the office of a Member of the Committee occurs if the Member:

- (a) Dies;
- (b) Ceases to be a Member of CBSLSC;
- (c) Becomes an insolvent under administration within the meaning of the Companies (NEW SOUTH WALES) code;
- (d) Resigns office by notice in writing given to the Secretary.
- (e) Becomes of unsound mind or a person or estate is liable to be dealt with in any way under the law relating to mental health or;
- (f) Is absent without the consent of the committee from three (3) consecutive meetings.
- (g) Is removed under rule 41.

All officers and committee position holders shall continue in office subject to resignation, removal or disqualification from office until their successor/s are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at an ordinary General Meeting.

41. REMOVAL OF OFFICERS AND ADVISERS

In addition to the circumstances in which the office of an Officer becomes vacant by virtue of the Law, the office of an Officer becomes vacant if the Officer:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns his office in writing to CBSLSC;

- (e) is absent without the consent of the Executive from three consecutive meetings without valid excuse;
- (f) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under CBSLSC;
- (h) is directly or indirectly interested in any contract or proposed contract with CBSLSC and fails to declare the nature of his interest;
- (i) is removed by Special Resolution;
- (j) has been expelled or suspended from membership;
- (k) would otherwise be prohibited from being a director of a corporation under the *Corporations Act*;
- (l) on the recommendation of a CBSLSC Judiciary Committee.

PART 6 - FINANCE AND PROPERTY:-

42. FINANCE

- (a) The funds of CBSLSC shall be used in pursuance of the objects and powers of CBSLSC subject to any resolution passed by the Management Committee.
- (b) The income and property of CBSLSC shall be applied solely towards the promotion of CBSLSC and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of CBSLSC provided that nothing herein shall prevent the payment in good faith of remuneration to any servant or officer of CBSLSC.
- (c) Investments should be as per the Charities Act/Guidelines.

43. FINANCIAL YEAR

- (a) The financial year shall be from 1 May to 30 April in the next year.
- (c) All payments received shall be banked in the name of the CBSLSC, and any payments made by cheque must be authorised by any two of the President, Hon Secretary and Hon Treasurer or any other person duly appointed for that purpose by the Management Committee. Other methods of payment may be authorised by the Management Committee after accounts have been passed for payment,
- (c) The Hon Treasurer shall submit a financial statement to each Management Committee meeting and the Annual General Meeting.
- (d) The funds and all property of the Club shall be under the absolute control of the Management Committee and shall be invested, applied, disposed of or used as directed by the Management Committee.

- (e) The Hon Treasurer shall present the books of the Club to the Auditor for examination prior to the publication of the Annual Report and Financial Statement..
- (f) A copy of the Annual Report and Financial Statement shall be forwarded each year to the Lake Macquarie City Council, SLSA, HSLS, SLSNSW and the relevant regulatory Body.

44. FUNDS - SOURCE

- (a) The funds of the CBSLSC shall be derived from entrance fees, annual membership fees of members, donations and, subject to any resolution passed by CBSLSC in general meeting, such sources as the committee determines.
- (b) All money received by CBSLSC shall be deposited as soon as practicable and without deduction to the credit of CBSLSC's account;
- (c) CBSLSC shall as soon as practicable after receiving any money, issue an appropriate receipt.

45. FUNDS – MANAGEMENT

- (a) Subject to any resolution passed by CBSLSC in general meeting, the funds of CBSLSC shall be used in pursuance of the objects of CBSLSC in such manner as the committee determines;
- (b) All payments must be authorised by any two (2) members of the Executive Committee or employees of CBSLSC, being members or employees authorised to do so by the Management Committee.

46. AUDITOR AND INSPECTION OF BOOKS

- (a) The Auditor shall be appointed at the Annual General Meeting of CBSLSC to hold office until the next Annual General Meeting. In the event of the position of Auditor becoming vacant between the AGM and not being filled at the AGM, CBSLSC may appoint an Auditor to fill such vacancy until the next AGM of CBSLSC.
- (b) CBSLSC Officers and members are not eligible for election as Auditor;
- (c) The Auditor shall conduct an audit of the books of accounts of CBSLSC at the end of each financial year;
- (d) He shall also certify to the correctness of the Income and Expenditure Account and to the correctness of the Balance Sheet for submission to the Annual General Meeting and shall verify the existence of all CBSLSC monies and securities;
- (e) The Auditor shall have right of access at all reasonable times to the books, accounts and vouchers of CBSLSC and shall be entitled to acquire from the Officers, members and employees of CBSLSC all such information and explanation as may be necessary for the performance of his duties;

- (f) The Auditor shall submit a report to the Annual General Meeting of CBSLSC on the accounts examined by him and shall state:
 - (i) Whether in his opinion the accounts presented to the meeting have been properly drawn up so as to exhibit a true and correct view of the state of CBSLSC affairs according to the best of his information and explanations given to him and as shown by the books of CBSLSC;
 - (ii) Whether or not he has obtained all the information and explanations he has required;
- (g) The records, books and other documents of CBSLSC shall be open for inspection, free of charge, by a member of CBSLSC at any reasonable hour and upon reasonable notice;
- (h) Except as otherwise provided for in these regulations, the Public Officer shall keep in his or her custody or under his or her control all records, books or documents relating to CBSLSC.

47. ANNUAL REPORT AND AUDITED FINANCIAL STATEMENT

The Hon. Secretary shall cause to be prepared prior to the Annual General Meeting:

- (a) A report of the activities of CBSLSC during the previous season;
- (b) Audited, financial statements for the financial year last ended, duly certified by the Auditor or Auditors and signed by the Hon. Treasurer;
- (c) All relevant members shall submit to the Hon. Secretary at the close of each season and not later than May 31st, statistics and a report of their respective sections for the compilation of the CBSLSC annual report.

48. REIMBURSEMENT OF COSTS

Subject to approval by the Executive or Management Committee, members of the CBSLSC or of any Standing Committees and Sub Committees may be entitled to reimbursement of any costs incurred in carrying out their duties as laid down in these by-laws. Relevant receipts, invoices and any other relevant supporting documents, shall accompany these requests for reimbursement. All documentation to be delivered to the Hon. Treasurer.

49. ACCOUNTS

- (a) No accounts for payment shall be paid unless an invoice or receipt form is produced.
- (b) Accounts may be paid provided correct invoice has been issued and the invoice certified that the account is in order.
- (c) The Hon. Treasurer shall have the authority to pay recurring accounts in connection with the running of CBSLSC (eg. salaries, wages, telephone, electricity, etc.).

50. FEES, CAPITATION AND LEVIES

- (a) Annual affiliation fees shall be determined by the executive at the Annual General Meeting each year and shall be payable by each member prior to the 31st of August
- (b) CBSLSC gymnasium fees shall be determined at the Annual General Meeting each year and shall be payable by each member prior to utilising and accessing the gym. Fees shall include a deposit for the issue of a key. This deposit fee is to cover the replacement cost of the key.
- (c) Membership fees shall be determined at each Annual General Meeting for all categories of members for CBSLSC.
- (d) Subscriptions are payable in advance, and shall be payable at the Annual General meeting.
- (e) Membership fees shall be payable to the Hon. Treasurer until the first day of October. Unfinancial members at that date will be notified by mail, or any other method available at the time, informing them of their obligations. Whilst a member's subscription remains overdue, the member shall not be entitled to use CBSLSC's premises or enter competitions.
- (f) Membership fees are to be paid annually as per the regulations of this constitution;
- (g) Should any member find he cannot pay his membership by the due date, he may apply in writing to the Executive Committee, who may grant him an extension of time to pay. Each case shall be treated and judged on its merits.
- (h) Any member (subject to rule 50(g) above) who is unfinancial by 30th November in each season, shall forfeit all rights to membership and interest in the property or assets of the club.
- (i) Any members may invite a visitor into the club premises. The introducing member shall be responsible for such visitors. An executive member may permit distinguished guests to use CBSLSC facilities at his discretion. Such usage of the premises shall be reported to the subsequent meeting of the Management Committee.

51. CBSLSC PROPERTY

- (a) No person shall remove any property from CBSLSC premises, or any place wheresoever any property belonging to CBSLSC is kept, without first receiving permission of the Vice President/Club Manager. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.
- (b) No person shall remove any surf life saving property or equipment from CBSLSC premises, or any place wheresoever any property belonging to CBSLSC is kept, without first receiving permission of the Club Captain. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.

Application for loan of equipment shall be made in writing and delivered to the Vice President/Club Manager.

- (c) Should CBSLSC cease to function as a Surf Life Saving Club or affiliated group, the HSLSC shall stand possessed as trustee of all real and personal property of the Club or group. If failing to reform within a period of three (3) years, the Club or group shall be treated as defunct, and its property both real and personal shall vest in the HSLSC absolutely.

52. PURCHASE OF GEAR & EQUIPMENT

- (a) All purchases for and on behalf of CBSLSC (apart from petty cash purchases) shall be made after consultation with and approval by the Hon. Treasurer or the President.
- (b) All purchases of gear, capital items or similar equipment shall be first approved by the Executive prior to the purchase.
- (c) No member of CBSLSC is authorised to sign contracts or orders unless specifically approved by the Executive.
- (d) No member of CBSLSC is authorised to lend any CBSLSC equipment unless it is co-ordinated through the Vice President/Club Manager.
- (e) An Assets Register of all gear and equipment shall be maintained by the Hon. Treasurer.

PART 7 – STANDING COMMITTEES

53. STANDING COMMITTEES

The Standing Committee of CBSLSC shall be:

Constitution and Rules Committee
Meritorious Awards Committee
Life Membership and Honours Committee
Selection Committee
Judiciary Committee
Patrol Judiciary Committee
House and Building Committee
Ladies Committee

54. STANDING COMMITTEE MEETINGS

- (a) Oral or written notice of a meeting of a Standing Committee or Sub Committees shall be given to each member of the Committee at least 48 hours (or such period as may be unanimously agreed upon by the members of the Standing Committee and Sub Committee) before the time appointed for the holding of the meeting.

- (i) Notice of a meeting given under clause (a) shall specify the general nature of the business to be transacted at the meeting.
 - (ii) No business shall be transacted by a Standing Committee or Sub Committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same date of the following week.
 - (iii) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (a) The standing committees of CBSLSC shall be elected as required each year in accordance with the qualifications stated in the CBSLSC By-Laws.
 - (b) Standing Committees shall meet as required and shall furnish a full and comprehensive report of the deliberations and recommendations to the subsequent Management Committee monthly meeting.
 - (c) Any Member of the Standing Committee being absent from two consecutive meetings without reasonable excuse shall forfeit his seat on such Committee.
 - (d) Vacancies shall be filled by the Management Committee.
 - (f) Each Committee shall elect a Chairman, who shall be the Convener, and a Secretary, except where otherwise provided, from the elected Members at the first meeting held in each season.
 - (e) The Club President and or nominee shall occupy the Chair at such occasion.
 - (f) The President and Honorary Secretary shall be Members, ex-officio, of each Committee.

55. CONSTITUTION AND RULES COMMITTEE

- (a) A Constitution and Rules Committee of five (5) two of which shall be the President and Hon. Secretary shall be elected as required at a general committee meeting of CBSLSC. All matters affecting the Rules, By Laws and Regulations of CBSLSC shall be referred to this Committee for report and recommendation to CBSLSC.
- (b) Every notice of rescission of a motion and all matters affecting the Rules of the Caves Beach Surf Life Saving Club Inc. shall be referred to this Committee for report and recommendations.
- (c) Recommendations which involve an alteration to the Rules, By Laws and Regulations shall be given effect to as provided in rule 69.
- (d) Motions to alter the Rules or objects may only be passed by a two-thirds majority of voting Members present or by proxy at a Special General Meeting or Annual General Meeting of the Club, of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given.

- (e) Any such alterations shall take effect when made and be promulgated and incorporated in the printed Rules Handbook.
- (f) Wherever any Rule or By-Law of this Club shall conflict with the HSLC Constitution or By-Laws, the latter shall prevail.
- (g) Three (3) members shall form a quorum. The minutes of the Committee must be approved by the Management Committee.

56. MERITORIOUS AWARDS COMMITTEE

- (a) The Meritorious Awards Committee of eight (8) members shall be limited to the Executive. The Committee shall investigate and report on all claims of members for recognition under the Rules governing the issue of meritorious awards of SLS A. The recommendations of such committee shall be submitted to the first following meeting of the Management Committee
- (b) Five (5) members shall form a quorum
- (c) Applications must be lodged with CBSLSC within sixty (60) days. Applications shall indicate that an award could be pending and investigations are proceeding.

57. LIFE MEMBERSHIP AND HONOURS COMMITTEE

- (a) The Life Membership and Honours Committee shall examine each nomination for Life Membership of the Club and decide whether the nomination has sufficient merit to warrant presentation to the Annual General Meeting. A Committee of five (5) consisting of the President and one (1) other Executive member plus three (3) Life Members elected as required at a general committee meeting of CBSLSC shall constitute the Life Members and Honours Committee. Three (3) members shall form a quorum.
- (b) Nominations for life membership of CBSLSC shall be submitted to the Hon. Secretary in writing. Nominations are to be signed by at least two (2) members. Nominations are to be retained by the President and Hon. Secretary and are to remain confidential until a determination is made by the committee
- (c) The President shall act as convener and chairman of the Committee and in his absence the Committee shall elect another member of the Committee as chairman.
- (d) In order to be elected a Life Member, the nominee must receive at least two-thirds support of the Committee.
- (e) In the event of the President of CBSLSC being nominated for Life Membership, his duties and functions shall be performed by an Executive member elected for that purpose.
- (f) Recommendations by the Committee for life membership shall be forwarded for consideration at the next Annual General Meeting. For the criteria for Life Membership of the club refer to Rule 13.

58. SELECTION COMMITTEE

- (a) A Selection Committee of five (5) one of which shall be the Competition Manager shall be elected at a general meeting of CBSLSC as required. It shall be responsible for the selection of the CBSLSC representative teams and composite team events and the competition representatives in competition representation only. Three (3) members shall form a quorum.
- (b) Any other type of representation from time to time shall be dealt with by the Executive Committee.
- (c) Surf sports sectional selection committees shall be the Sectional Captains and two eligible section Members elected at a meeting of the eligible Members of that section.

Note: Eligible section Members shall be competitors and coaches with proven current interest and participation in that section discipline.

- (d) March Past Selection Committee shall be the March Past Coach, March Past Captain (elected by Team Members), Beach Sectional Captain and one other eligible competitor.
- (e) Beach competition selection and control shall be under the jurisdiction of the Beach Sectional Captain.
- (f) Patrol and First Aid Competition selection and control shall be under the jurisdiction of the Club Captain and Lifesaving Manager.
- (g) IRB competition selection and control shall be under the jurisdiction of the IRB Captain.
- (h) Ski competition selection and control shall be under the jurisdiction of the ski Sectional Captain.
- (i) Board competition selection and control shall be under the jurisdiction of the Board Sectional Captain
- (j) Surfboat competition selection and control shall be under the jurisdiction of the Surfboat Sectional Captain
- (k) Swim competition selection and control shall be under the jurisdiction of the Swim Sectional Captain
- (l) The management of Representative and Touring Teams will be elected by the Committee according to the needs of the competition to be entered.
- (m) Junior Activity selection shall be under the control and jurisdiction of the Junior Activities Manager, a maximum of two (2) Age Supervisors, Competition Manager and the Junior Activities Recorder.

59. JUDICIARY COMMITTEES

The Judiciary Committees of CBSLSC shall, reside over all matters pertaining to conduct of members and patrol violations.

59.1 Judiciary Committee

- (a) The Judiciary Committee shall consist of the Executive Committee.
- (b) If the persons nominated are ineligible due to being persons charged or otherwise involved in the incident the Executive may appoint additional members.
- (c) Five (5) members shall form a quorum.
- (d) The duties of the Judiciary Committee shall be to hear and give final judgement on any appeal, which may be made by a Member who has been dealt with by the Management Committee under **Rule 15**.
- (d) The Report and Findings of the Judiciary Committee shall be tabled at the first meeting of the Management Committee after the investigation is concluded. Pending the Report of the Judiciary Committee, the Member or Members appealing to such Committee shall remain subject to the decision made by the Management Committee.

59.2 Patrol Judiciary Committee

- (a) The Patrol Judiciary shall consist of the Executive. It shall recommend and adjudicate on matters concerning penalties, as outlined in the Club Regulations, caused through Members not fulfilling patrol obligations.
- (b) The decisions made by the Patrol Judiciary Committee are subject to ratification by the Management Committee.
- (c) Any member who infringes the Rules, Regulations of CBSLSC, HSLs, SLSNSW and SLSA concerning patrols or lifesaving duties shall be called upon to appear before the Patrol Judiciary Committee.
- (c) Any member that has been reported to the Club Captain for patrol deficiencies will be called upon to appear before the Patrol Judiciary Committee within seven (7) days, whereupon the committee after hearing evidence may find the offence proven or not proven.
- (d) This Committee shall have the power to impose such penalties as deemed fair and consistent.
- (e) Any decision made by the Judiciary Committee shall be immediately passed on to the member concerned.
- (f) Any member against which the Patrol Judiciary Committee has given adverse finding or decision may within seven (7) days after the decision is conveyed to such member appeal to the Executive.

- (g) The next right of appeal goes to HSLs Judiciary Committee.
- (h) Pending the report by the Patrol Judiciary Committee, the member or members appealing to such Committee shall remain subject to the decision made by the Management Committee.
- (i) Five (5) members shall form a quorum.

60. HOUSE AND BUILDING COMMITTEE

- (a) The House and Building Committee shall consist of Executive Committee and elected Members as required. These Members, two of whom shall be the Hall Manager and the Social Secretary, will be elected as required at a Management Committee Meeting.
- (b) The House and Building Committee shall be responsible for all matters affecting the Club House, club buildings, fixtures and fittings.
- (c) The House and Building Committee shall be responsible for investigation into club renovations and extensions.
- (d) The House and Building Committee shall be responsible for the project management of any such works on the CBSLSC clubhouse and its facilities.

PART 8 - COMPETITION

61. CARNIVAL ENTRIES

- (a) CBSLSC cannot compete at any surf carnival if they do not have a properly constituted patrol on the beach.
- (b) CBSLSC shall have power to regulate all club competitions and displays within the Club.
- (c) CBSLSC shall have power to allocate and appoint officials to control such competitions or displays held within CBSLSC.
- (d) CBSLSC may appoint referees, judges and other officials and may make rules for such competitions or displays held within the club respecting their power and duties.
- (e) CBSLSC may appoint as an official (other than examiner, referee or judge) any person (whether a member of any Club, or HSLs, or not) provided that it is satisfied that they have special knowledge qualifying them for such position. Any such person so appointed shall thereupon become and be a member of CBSLSC for the time they occupy such position.
- (f) An examiner, referee or judge in any club competition or display held within the club must be a duly qualified member or an accredited official.

- (g) No competitor shall participate in any carnival, competition, procession or display conducted by or on behalf of any outside person or organisation unless such member has first obtained the written permission from CBSLSC or completed a SLSA carnival entry and has been authorised by the Competition Manager.
- (h.) In relation to trophies, prizes (cash or kind) and eligibility of member/s representing a section of SLSA to compete for or accept such trophies or prizes, the SLSA Regulations shall apply

62. CLUB CHAMPIONSHIP EVENTS

- (a) The Club Competition Coordinator shall coordinate all aspects of the club championships
- (b) The Club Competition Coordinator shall consult with relevant surf sports section Captains and the Competition Manager to select relevant dates for the championship events.
- (c) The number of rounds that the championships shall consist of shall be put to the Management Committee prior to a calendar being issued
- (d) The Club Championship Coordinator shall put to the committee the surf sports disciplines to be included in the championships.
- (e) The championship shall include but not be limited to a swim event, a running race and a board race at minimum.
- (f) The dates for championships once finalised shall be distributed to all members by the various means available to CBSLSC.
- (g) The club championship rounds shall be set on dates that will, where possible, accommodate all surf sports disciplines.

63. TOURING TEAMS

Touring teams will be selected as per section Rule 58 of this constitution.

63.1 Touring Team Manager

- (a) The Executive may call for nomination for a manager of a touring team as the need arises.
- (b) Nominations are to be submitted to the Committee for endorsement
- (c) The manager shall be responsible to the Executive for organisation and management of the team selected to represent CBSLSC.
- (d) The duties and responsibilities of the manager shall be determined by the Executive in accordance with the requirements and nature of the tour and team selected.

- (e) If deemed necessary by the Management Committee, the Tour Manager's expenses will be met to enable him to visit the championship venue to make sure suitable arrangements for accommodation, training facilities are available and satisfactory.
- (f) The touring team manager shall assist the Competition Manager with organisation of accommodation and transportation of competition equipment.
- (g) The Touring Team Manager is responsible for coordinating any touring team fundraising activities.

63.2 Touring Team Coach

- (a) The Executive may call for nominations for a coach of a touring team as the need arises.
- (b) Nominations are to be submitted to the Committee for endorsement
- (c) Nominees must hold the following qualifications:-
 - (i) Current bronze medallion
 - (ii) At least a current Level 1 coaching accreditation
- (d) He/She shall be responsible to the Touring Team Manager for the techniques and skills associated with the coaching of the touring team.

PART 9 – MISCELLANEOUS;-

64. COMMON SEAL

- (a) The Common Seal of CBSLSC shall be kept in the custody of the Public Officer.
- (b) The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of either two (2) Members of the Executive Committee or of one (1) Executive Member and the Public Officer or the Hon. Secretary

65. RIGHT OF APPEAL

- (a) Any Member dealt with under Rule 13 of these Rules may, within seven (7) days of being notified thereof, appeal to the Club by lodging with the Hon. Secretary a written notice to that effect, whereupon the Hon. Secretary shall convene a meeting of the Judiciary Committee.
- (b) The Hon. Secretary shall then notify the Member of the time, date place and not less than seven (7) days notice of such meeting.
- (c) A Member shall not be entitled to legal representation either at a Committee meeting or a Judiciary Committee meeting.

66. INSURANCE

- (a) CBSLSC shall effect and maintain insurances pursuant to Section 44 of the Associations Incorporation Act, 1984.
- (b) In addition to the insurance required under clause (i), CBSLSC may effect and maintain other insurances.

67. ADDITION, ALTERATION OR AMENDMENT TO THE RULES

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved by a Special Resolution at a CBSLSC Special General Meeting of which twenty-one (21) days notice shall be given by the Hon. Secretary to members. Such notice shall state the exact nature of the proposed addition, alteration or amendment and shall be lodged with the Hon. Secretary at least forty-two (42) days before the meeting.

- (b) Provided that the Minister of the Crown for the time being administering the Charitable Fundraising Act, 1991, shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made.
- (c) The Public Officer shall within one month after the passing of a special resolution relating to the addition, alteration or amendment of this Constitution, lodge with the Relevant regulatory Body notice of the change in the prescribed form.

68. CBSLSC REGULATIONS

- (a) The Executive may formulate, issue, adopt, interpret and amend such CBSLSC Regulations for the proper advancement, encouragement, management and administration of CBSLSC, the advancement of the objects of CBSLSC and surf life saving, as it thinks necessary or desirable. Such CBSLSC Regulations must be consistent with the Constitution and any policy directives of the CBSLSC.
- (b) All CBSLSC Regulations made under this rule shall be binding on all Members of CBSLSC.
- (c) Amendments, alterations, interpretations or other changes to CBSLSC Regulations shall be advised to members by CBSLSC letters, mail, email or any other media available and deemed necessary.

69. DELEGATION OF AUTHORITY

- (a) The Executive may by instrument in writing create or establish or appoint from among its own Members or from other selected personnel as occasion may require, special committees, sub-committees, boards or individual officers and consultants to carry out such duties and functions and with such powers as the Executive determines.
- (b) The Executive may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (i) This power of delegation; and,
 - (ii) A function imposed on the Executive by the Law, or any other law, or this Constitution or by resolution of the Management Committee.
- (c) A function, the exercise of which has been delegated under this rule, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.
 - (d) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.
 - (e) The Executive may by instrument in writing, revoke wholly or in part any delegation made under this rule.

70. GYMNASIUM

- (a) No member under the age of 15 years shall train in or utilise in the gymnasium and its facilities.
- (b) Only current financial members of CBSLSC are permitted to access and use the gymnasium facilities, and only when they have purchased a gymnasium key and paid any relevant fees.
- (c) An annual fee shall be paid by members to CBSLSC to utilise the gymnasium as set down at the Annual General Meeting of CBSLSC. This fee shall include a deposit for a key, which may be issued for access. The deposit shall at all times cover the cost of a replacement key.
- (d) Access to the gymnasium shall be twenty four (24) hours a day, unless directed otherwise by the Management Committee.
- (e) Members shall only be excluded from paying gymnasium fees and utilising the gymnasium facilities when;
 - (i) Under direct supervision of a club coach or trainer during specialist and one (1) off training sessions.
 - (ii) Special or specific team training sessions.
 - (iii) When extreme weather conditions restrict team-training sessions.

71. SALARIED STAFF

The Executive Committee representing CBSLSC, shall have the power to appoint, dismiss, define the duties of, and fix the rate of pay of, any salaried employee's of CBSLSC, subject to ratification by the Management Committee.

72. SPONSORSHIP

- (b) All sponsorship dealings and negotiations are under the coordination and control of the Sponsorship Coordinator. All dealings with prospective sponsors are to be progressed by the Sponsorship Coordinator once the initial contact has been made.
- (c) Sponsorship signage on the CBSLSC clubhouse and its facilities shall be under the discretion of the Executive and Management Committee.
- (d) All sponsorship proposals shall be first authorised by the Sponsorship Coordinator.
- (d) At no time shall rival enterprises be approached causing conflict between existing sponsors, unless authorised by the Sponsorship Coordinator.

73. KIOSK

- (a) The management of the Kiosk shall fall under the Vice President / Club Manager.
- (b) The rent and subsequent incomes from the lease of the CBSLSC Kiosk shall be authorised by the Executive.
- (c) All monies and rent fees shall be forwarded to the Hon. Treasurer
- (d) Any such lease arrangement shall be authorised in writing as per the Kiosk lease contract document.

74. EXAMINATIONS

- (a) Proficiency dates are to be set prior to the season in consultation with the Lifesaving Manager and HSLs.
- (b) Any requests for proficiency tests outside designated proficiency dates, must be approved by the Lifesaving Manager and submitted in writing to the Director of Lifesaving of HSLs.
- (c) Paperwork for all examinations is to be provided to the HSLs Office at least fourteen (14) days before the examination.
- (d) Exams are to be rostered in conjunction with the HSLs Office..
- (e) All Examinations should be co-ordinated through the HSLs Office.

75. REGISTRATION DAYS

- (a) Registration days are to be held annually prior to the commencement of the forthcoming season and after the Annual General Meeting.
- (b) The number of registration days and dates are to be set by the Management Committee.

- (c) The dates and timing for the registration days shall allow satisfactory timing for the manufacture and delivery of patrol rosters.

76. EQUIPMENT SPONSORSHIP

- (a) Equipment sponsorship shall be determined by the Management Committee of CBSLSC in consultation with the relevant sponsor.
- (b) Half share sponsorship of equipment between CBSLSC and club members shall be determined by the sponsorship agreement.

77. NAMING OF CBSLSC EQUIPMENT

- (a) Members who may be eligible for the naming of equipment after them will be at the discretion of the Executive Committee.
- (b) Eligible members names shall be submitted in writing to the Executive Committee.
- (c) The Executive Committee shall have the authority to maintain the name of the relevant equipment confidential until such time as the time of the unveiling ceremony.

78. AUTHORITY TO APPOINT ADMINISTRATOR

- (a) Should the Executive Committee consider that a situation has developed within CBSLSC which gives them extreme concern and is detrimental to the image of surf life saving, it shall have the authority to initiate discussion and investigate the operations of such CBSLSC and then if considered necessary the authority to appoint person/s to take over control and re-establish a sound and satisfactory administration within CBSLSC and for such time as considered necessary.
- (b) In such situation, HSLs shall be notified forthwith of the action taken by CBSLSC.
- (c) In respect of Rule 80(a), Rule 80(b) any action taken by the Executive shall be subject to ratification of the Management Committee.

79. WINDING-UP PROVISIO

- (a) The action of winding up and distribution of surplus property shall be subject to decision by Special Resolution.
- (b) If on winding up or dissolution of CBSLSC there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed amongst the members of CBSLSC but shall be given or transferred to some other body that is a registered or exempt charity having objects similar to the objects of CBSLSC and which shall prohibit the distribution of its or their income and property amongst its or their members.
- (d) Notwithstanding anything contained in these rules the “finance” and “winding up or dissolution” Rule 42 and Rule 80 will not be amended or removed from these rules.

80. SAVING PROVISIO

In the event of any question arising which is not specifically provided for in the SLSA Constitution, the SLSA Regulations and the SLSA Manuals, the Rules and Regulations of SLSNSW or the Rules and Regulations of HSLs it shall be competent for CBCLC to temporarily legislate thereon, pending due alterations to the rules by Special Resolution.

81. INDEMNITY

- (a) Every Officer, Adviser, auditor, manager, employee or agent of CBSLSC shall be indemnified out of the property or assets of CBSLSC against any liability incurred by them in their capacity as an Officer, adviser, auditor, manager, employee or agent in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Law, granted to them by the court.
- (b) CBSLSC shall indemnify its Officers, Advisers, managers and employees against all damages and costs (including legal costs) for which any such Officer, Adviser, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
 - (i) in the case of an Officer or Adviser, performed or made whilst acting on behalf of and with the authority, express or implied of CBSLSC; and
 - (ii) in the case of an employee, performed or made in the course of, and within the scope of his employment by CBSLSC.

82. AUDITORIUM HIRE

The Auditorium or any such facility of CBSLSC may be hired under the rules and conditions of the Hall Hire Agreement.

83. PUBLIC OFFICER

For the purpose of the law, the Hon. Secretary shall be the appointed as the Public Officer.

84. OFFICIAL CORRESPONDENCE

All official correspondence to and from CBSLSC must be forwarded through the Hon. Secretary

85. COPY OF THE CONSTITUTION

Each member shall have access to the CBSLSC constitution. A copy shall be available in the office of CBSLSC and shall always be made available for perusal at any reasonable time by CBSLSC members.

86. NON-POLITICAL AND NON-SECTARIAN

- (a) CBSLSC shall be strictly non-political and non-sectarian and shall not directly or indirectly allow any subject bearing on politics or religion to be introduced or discussed at any meeting under its control or in any premises or place under its control either permanently or temporarily.
- (b) No member of CBSLSC shall, as such a member:
 - (i) Publicly participate in any political gathering or meeting.
 - (ii) In any publication or on television, film or radio or like production, or in any other manner express an opinion or belief, which supports or tends to support or discredits or tends to discredit any political or religious party, activity or belief.
 - (iii) At any time publicly profess or claim to represent the views or beliefs of CBSLSC or any part thereof or members thereof.
 - (iv) Draw a comparison or compare the discipline, procedures or activities of CBSLSC or any part thereof with any political or religious activity, body or organisation.

87. CONFLICT OF INTEREST

A member shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of an uncertainty as to whether it is necessary for an Officer to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Executive Committee or the relevant Committee.