

Mollymook Surf Life Saving Club Incorporated

By-laws

***REVISED AND PRESENTED TO MEMBERS FOR ADOPTION AT
THE SPECIAL GENERAL MEETING
2012.***

Strategic Vision.

“TO BE A RESPECTED COMMUNITY ORGANISATION PROVIDING AN ENVIRONMENT THAT FOSTERS FELLOWSHIP, PHYSICAL FITNESS, TRAINING IN LIFE SAVING SKILLS AND PARTICIPATION IN SURF LIFE SAVING BASED COMPETITION WITH THE GOAL OF PROVIDING INCIDENT PREVENTION AND RESCUE SERVICES IN ACCORDANCE WITH SURF LIFE SAVING AUSTRALIA CRITERIA....”

Mollymook SLSC Inc.

By-laws

Table of Contents

PRELIMINARY	5
1. Club Colours	5
2. Club Costume	5
3. The Club Identification Badge	5
4. Club Blazer	5
5. Honour Blazer	5-2
COMMITTEES	6
6. The Finance Committee	6
6.1 <i>Composition</i>	6
6.2 <i>Duties & Functions</i>	6
6.2.1 <i>Charter</i>	6
6.2.2 <i>Responsibilities</i>	7
6.2.3 <i>Meetings</i>	7
6.2.4 <i>Quorum</i>	7
6.2.5 <i>Voting</i>	7
6.2.6 <i>Minutes</i>	7-4
6.3 DUTIES OF THE OFFICE BEARERS.. SEE APPENDIX 2.	
7. Life Saving Committee	8
7.1 <i>Composition</i>	8
7.2 <i>Duties and functions</i>	8
7.2.1 <i>Charter</i>	8
7.2.2 <i>Responsibilities</i>	8-5
7.3 <i>Meetings</i>	9
7.3.1 <i>Quorum</i>	9
7.3.2 <i>Voting</i>	9
7.3.3 <i>Minutes</i>	9
7.4 <i>Duties of the Office Bearers...See Appendix 2.</i>	9

8.	Surf Sports Committee.....	9
8.1	Composition.....	9-6
8.2	Duties and functions	10
8.2.2	Responsibilities.....	10
8.3	Meetings	11
8.3.1	Quorum.....	11
8.3.2	Voting	11
8.3.3	Minutes.....	11
8.4	Duties of the Office Bearers...See Appendix 2.....	11
9.	Education, Training & Development Committee.....	11
9.1	Composition.....	11
9.2	Duties and functions	11
9.2.1	Charter.....	11-8
9.2.2	Responsibilities.....	12
9.3	Meetings	12
9.3.1	Quorum.....	12
9.3.2	Voting	13
9.3.3	Minutes.....	13
9.4	Duties of Office Bearers...See Appendix 2	13
10.	Social Activities Committee.....	13
10.1	Composition.....	13
10.2	Duties and functions	13
10.2.1	Charter.....	13
10.2.2	Responsibilities.....	13-10
10.3	Meetings	14
10.3.1	Quorum.....	14
10.3.2	Voting	14
10.3.3	Minutes.....	14
10.4.	Duties of Office Bearers...See Appendix 2.....	Error! Bookmark not defined.
11.	Ways & Means Committee	14
11.1	Composition.....	14
11.2	Duties and Functions	14
11.2.1	Charter.....	14-11
11.3	Meetings	15
OTHER COMMITTEES.....		15
12.	Meritorious Awards Committee.....	11
13.	Disputes & Judiciary Committee	15
14.	Building Committee.....	12
15.	Constitution Committee	16

FINANCE	16
16. Finance	16
17. Financial Management Guidelines	16-13
17.1 General	13
17.2 Payment to members	17
17.3 Books of account.....	17
17.4 Fixing fees and Charges	17
17.5 Receipting of money	17
17.6 Disbursements.....	14
17.7 Banking.....	18
17.8 Petty Cash	18
18. Reporting.....	19
18.1 Director of Finance Report	19
18.2 Annual Statement of Accounts.....	19
MISCELLANEOUS	16
19. Tender Process for Goods and Services.....	16
19.1 Terms.....	16
19.2 Rules of Tender.....	16
20. Rules and Conditions of Hire.....	16-17-18
21. Intoxicating Liquor	22
22. Drugs.	22
23. Club Property	23-19
24. Patrols.....	19-24
25. Grievances	24
26. Surf boats & Power boats.	20-25
27. Power Craft.....	25
28. Use of Club Facilities,Clubroom,Kitchen,Amenities.	25
29. Closing the Beach.Club Championships.....	21-26
30. Club Championships.....	22
RULES OF DEBATE	26-23
APPENDIX.....	29

Mollymook SLSC. Inc.

By-Laws

PRELIMINARY

1. Club Colours

The Club colours shall be white on black

2. Club Costume

(a) The Club costume shall be black.

(b) A member ceasing to be a Member of the Club, may be requested to remove their Club badge from their blazer, costume, jacket, cap or hat to which it may be attached.

(c) The Club competition cap shall be black with two parallel white stripes across the top.

3. The Club Identification Badge

(a) An identification card shall be issued to eligible financial members.

(b) Probationary Members shall not be entitled to a card until their probation has been satisfactorily completed.

(c) The Club card shall only be replaced in special circumstances satisfactory to the Secretary, who shall keep a permanent record of all cards issued.

4. Club Blazer

(a) The Club blazer's design to be left to the Committee.

(b) Associate Members shall be entitled to wear the Club "pocket" badge provided the word "associate" is appended thereto.

(c) No Member shall obtain a blazer or add to the badge or wording of an existing blazer without authority of the Executive.

5. Honour Blazer

(a) The Committee may award an Honour Blazer to the Member it considers deserving the same, for their efforts and contributions to the advancement of the Club. This member shall be selected by the Committee.

(b) Other conditions governing the award of an Honour Blazer are that it may also be purchased and worn in the following cases, after approval by the Management Committee...:

- (i) Any Member winning an Australian Championship. The badge to be encircled by a laurel wreath in Gold...
 - (ii) Any Member winning a N.S.W State, Inter-branch or N.S.W Country Branches Championship. The badge to be encircled by a laurel wreath in Silver.
 - (iii) Any Member winning a Branch Championship. The badge to be encircled by a laurel wreath in Red.
 - (iv) Any Member completing 25 or 50 years service. The badge to be encircled by a laurel wreath in White.
 - (v) Any member winning a World Championship. The badge to be encircled by a laurel wreath in sky blue.
- (c) Any member wearing a Club Honour Blazer without authority shall be dealt with in terms of Rule 14.

COMMITTEES

6. The Finance Committee.

6.1 Composition

- (a) The Finance Committee shall comprise of:

The Honorary Director of Finance
 Assistant Director of Finance-Chairperson of the 'Ways & Means' Committee
 Assistant Director of Finance JAC
 Assistant Director of Administration.
 Bus manager
 Hall Booking Officer
 Assistant Director of Social Activities.

- (b) The Finance Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters
- (c) Visitors and/or observers may attend meetings by prior arrangement of the meeting.
- (d) In the event of the absence of the Finance Committee Chairperson, the meeting shall appoint one of its members to act during such absence.

6.2 Duties & Functions

6.2.1 Charter

- (a) The Finance committee reports via the Director of Finance to the Management Committee.
- (b) The Finance committee shall be responsible for the Financial affairs of

the club.

6.2.2 Responsibilities

The Finance Committee shall:

- (a) develop/ maintain and review a Financial Plan of Management for all the activities of the Club. Such plan to include predicted budgetary costs and projected means of resource funding to achieve budgetary targets.
- (b) promote and maintain established income streams
- (c) be responsible for implementing and promoting adopted fundraising schemes such as to reach required targets.
- (d) ensure the car Art Union is conducted annually & drawn after the tickets have been sold..
- (e) develop and incorporate into the Financial Plan of Management, new income streams including those initiated by the 'ways and means' Committee.
- (f) liaise with the 'Ways & Means' Committee.
- (g) be responsible for considering budget submissions and financial plans of management from authorised officers on behalf of the members they represent.
- (h) attend to matters referred to it by the Management Committee and other committees.
- (i) be responsible for submitting recommendations to the Management Committee for consideration for endorsement and adoption in respect of:
 - (i) Funding of submitted budgetary requests (g) above.
 - (ii) Fund raising schemes generally.

6.2.3 Meetings

Finance Committee meetings shall be held monthly prior to the Board meeting

6.2.4 Quorum

The quorum for any Finance Committee meeting shall be 4 members.

6.2.5 Voting

All listed members including the Finance Committee Chairperson shall be entitled to one vote only on any resolution at all meetings of the Finance Committee at which they are present in person, the chairperson shall be allowed a casting vote.

6.2.6 Minutes

- (a) The Assistant Director of Administration or their nominee shall take full and accurate minutes of the Finance Committee meetings

- (b) The minutes shall be promptly distributed to members of the Finance Committee and a copy given to the Club Director of Administration 5 days prior to the Management Committee meeting for distribution to the Management Committee.

7. Life Saving Committee

7.1 Composition

- (a) The Life Saving Committee shall comprise of:

Director of Lifesaving (who shall act as Chairperson)
 Assistant Director of Lifesaving
 Chief Gear Steward
 Chief First Aid Officer
 Power Craft Captain
 Water Safety Coordinator
 Patrol Captains
 Registrar
 Radio Officer
 Support Services Officer

- (b) The Life Saving Committee shall have the authority to co-opt the services of other persons to provide and/or assist in specific matters from time to time.
- (c) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (d) In the event of the absence of the Life Saving Committee chairperson, the meeting shall appoint one of its members to act during such absence.

7.2 Duties and functions

7.2.1 Charter

- (a) The Lifesaving Committee reports via the Director of Lifesaving to the Management Committee.
- (b) The Lifesaving Committee shall be responsible for the quality of the life saving business of the club.

7.2.2 Responsibilities

The Life Saving Committee shall:

- (a) be responsible for the patrol roster, calendar and patrol obligations for the season, which are circulated to all members prior to the commencement of the season.
- (b) deal with all matters of discipline in respect to patrols.
- (c) if it deems fit, exempt from patrol active members who carry out regular rostered patrol services at Branch and State Level. Such exemptions

must be in writing to the Lifesaving Committee
from the member.

- (d) If it deems fit, grant patrol exemption to the Members of the Management Committee.
- (e) keep the members informed of all lifesaving activities within the Club.
- (f) supervise and conduct the annual proficiency test as laid down by Surf Life Saving NSW.
- (g) prepare a budget at the commencement of each season for a 12 month period to be presented to the Treasurer.
- (h) liaise with, and provide resources as necessary, to the Education, Training & Development Committee
- (i) shall be responsible for ensuring that the club operates according to the NSW SLSA Standard Operating Procedures..

7.3 Meetings

Lifesaving Committee meeting shall be held prior to a Management Committee meeting.

7.3.1 Quorum

The quorum for any Lifesaving Committee meeting shall be four (4) members.

7.3.2 Voting

All listed members including the Director of Lifesaving shall be entitled to one vote only on any resolution at all meetings of the Lifesaving Committee at which they are present in person. The chairperson shall have the casting vote.

7.3.3 Minutes

- (a) The Lifesaving Committee chairperson or their nominee shall take full and accurate minutes of the Lifesaving Committee meetings.
- (b) The minutes shall be promptly distributed to members of the Lifesaving committee and a copy given to Director of Administration 5 days prior to the Management Committee meeting for further distribution to the Management Committee.

7.4.Duties of the office-bearers....see Appendix 2.

8.0 Surf Sports Committee

8.1 Composition

- (a) The Surf Sports Committee shall comprise:-
Surf Sports Coordinator
Surf Sports Secretary

Swim/R & R Manager
 Board/Ski Manager
 Boat Manager
 Beach Manager
 Masters Coordinator
 IRB Competition Manager
 March Past Team Manager
 JBA representative

- (b) The Surf Sports Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters, from time to time.
- (c) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (d) In the event of the absence of the Surf Sports Coordinator, the meeting shall appoint one of its members to act during their absence.

8.2 Duties and functions

8.2.1 Charter

- (a) The Competition Committee reports via the Surf Sports Coordinator to the Management Committee.
- (b) The Competition Committee shall be responsible for the Management of all competition matters within the Club.

8.2.2 Responsibilities

- (a) Encourage members to realise their potential and athletic abilities.
- (b) Select members to represent the Club at Branch, State, Australian and other approved events of Surf Life Saving Australia, based on the selection criteria formulated by the club.
- (c) Produce selection criteria at the start of each season for Management Committee endorsement and distribution to all members.
- (d) Keep attendance records of all Club organised training.
- (e) Be responsible for all carnival entries.
- (f) Liaise with Club Coaches.
- (g) Keep informed of all technical rule changes to competitions and advise coaches and members of same.
- (i) Prepare a budget at the commencement of each season for a 12 month period to be presented to the Director of Finance.

8.3 Meetings

The Surf Sports Committee shall be held monthly or as required prior to a Management Committee meeting.

8.3.1 Quorum

The quorum for any Surf Sports Committee meeting shall be four (4) members.

8.3.2 Voting

All listed members including the Surf Sports Coordinator shall be entitled to one vote only on any resolution at all meetings of the Competition Committee at which they are present in person. The chairperson shall be allowed a casting vote.

8.3.3 Minutes

- (a) The Competition Committee chairperson or their nominee shall take full and accurate minutes of the Competition Committee meetings.
- (b) The minutes shall be promptly distributed to members of the Competition Committee and a copy given to Director of Administration 5 days prior to the Management Committee meeting for further distribution to the Management Committee.

9.0 Education, Training & Development Committee.

9.1 Composition

- (a) The Education, Training and Development Committee shall comprise:
 - Director of Education, & Training
 - Assistant Director of Education & Training
 - Chief First Aid Officer
 - Assistant First Aid Officer
 - Director of Lifesaving or their nominee
 - Junior Club Captain
 - Training Officers
 - JAB Liaison Officers (2)
- (b) The Education, Training & Development Committee shall have the authority to co-opt the services of other persons including members of the Life Saving Committee to provide advice and/or assistance on specific matters from time to time.

9.2 Duties and functions

9.2.1 Charter

- (a) The Education, Training & Development committee reports to the Management Committee through the Director of Education & Training Officer.
- (b) The Education, Training & Development committee shall support and coordinate all matters in relation to members having access to appropriate

SLSA and other relevant qualifications.

9.2.2 Responsibilities

The Education, Training & Development Committee shall:

- (a) review, develop and conduct training for all members.
- (b) review, maintain and make recommendations for purchase of appropriate training aids.
- (c) encourage members to gain maximum qualifications to carry out their duties.
- (d) organise events that will educate the public in matters of water safety and the understanding of beach conditions.
- (e) educate members in the responsibility to the community in matters of dress and general behaviour in public and accepting their individual responsibility as members of our Club.
- (f) assist with the supervision of the annual proficiency test laid down by Surf Life Saving South Coast Branch.
- (g) prepare a budget at the commencement of each season for a 12 month period to be presented to the Treasurer.
- (h) provide U18 members with an education and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
- (i) prepare U14 members for their eventual transition into the marine and patrol involvement of the Club.
- (j) encourage members to realise their potential.
- (k) attend to matters referred by the Management Committee and other Committees.
- (l) prepare and implement plans to attract new members in all categories.
- (m) organise visits to schools and outside organisations to 'spread the word' of surf life saving with Mollymook S.L.S.C.

9.3 Meetings

The Education, Training & Development Committee shall meet prior to the commencement of the season and thereafter at least 6 times per year or as directed by the Management Committee.

9.3.1 Quorum

The quorum of the Education, Training & Development Committee shall be at least four(4) persons entitled to vote.

9.3.2 Voting

All members of the Education, Training & Development Committee including the Chairperson shall be entitled to vote on any resolution at all meetings of the Education, Training & Development Committee at which they are present in person. The Chairperson shall also be allowed a casting vote.

9.3.3 Minutes

- (a) The Director of Education & Training Officer or their nominee shall take full and accurate minutes of the Education, Training & Development Committee and a copy given to the Director of Administration for further distribution to the Management Committee.

10.0 Social Committee

10.1 Composition

- (a) The Social Committee shall comprise of:-
 - Director of Social Activities
 - Assistant Director(s) of Social Activities one of which will also be on Finance Committee
 - Food & Beverage Coordinator
 - Bar Manager
- (b) The Social Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters from time to time.
- (c) In the event of the absence of the Social Committee Chairperson, the meeting shall appoint one of its members to act during such absence.

10.2 Duties and functions

10.2.1 Charter

- (a) The Social Committee reports via the Director of Social Activities to the Management Committee.
- (b) The Social Committee shall be responsible for conducting social functions etc for the entertainment of members and the raising of funds.
- (c) Finance club activities/facilities.

10.2.2 Responsibilities

- (a) Organise all club social activities
- (b) Be responsible for the provision of all food and beverage outlets at all approved club and civic functions approved by the Management Committee.
- (c) Prepare and implement plans for improving social activities among members.

- committees.
- (d) Attend to matters referred by the Management Committee or other committees.
 - (e) Appoint an assistant Social Secretary to attend meetings of the Finance Committee.
 - (f) Liaise with the Finance Committee.

10.3 Meetings

The Social Committee shall meet monthly prior to Management Committee meeting.

10.3.1 Quorum

The quorum of any Social Committee meeting shall be (3) members.

10.3.2 Voting

All listed members including the Social Secretary shall be entitled to one vote only on any resolution at all meetings of the Social Committee at which they are present in person. The Chairperson shall be allowed the casting vote.

10.3.3 Minutes

- (a) The Social Secretary or their nominee shall take full and accurate minutes of the Social Committee.
- (b) The minutes shall be promptly distributed to members of the Social Committee and a copy given to the Club Secretary for further distribution to the Management Committee.

11...Ways & Means Committee

11.1 Composition

- (a) The Ways & Means Committee shall comprise:-
 - Coordinator (who shall act as chairperson)
 - Interested financial members, including past members of the Club or any affiliated Surf Life Saving Club.
 - Sponsor Liaison Officer(s)
- (b) In the event of the absence of the Ways & Means Committee chairperson, the meeting shall appoint one of its members to act during such absence.

11.2 Duties and Functions

11.2.1 Charter

- (a) The Ways and Means Committee reports via the Coordinator to the Finance Committee.
- (b) The Ways and Means Committee shall encourage fellowship and camaraderie amongst membership of past and current Surf Lifesavers.

(c) To foster the involvement of individuals who move into the district and who are past members of affiliated life saving clubs.

(d) To act as stimulus for new ideas for fundraising.

(e) To conduct, on behalf of Mollymook Surf Life Saving Club any endorsed fundraising scheme they may wish to bring to fruition.

(f) To assist where possible in other fundraising activities/functions undertaken by Mollymook Surf Life Saving Club.

11.3 Meetings

The Ways and Means Committee shall meet at the commencement of the season, and then again as deemed necessary.

OTHER COMMITTEES

12.. Meritorious Awards Committee...

This committee is formed to carry out investigations and collect evidence so that the Management Committee can:-

(a) Assess rescues performed by members of Mollymook SLSC for possible nomination for SLSA Meritorious Awards.

(b) Assess claims of nominees against the Life Membership criteria..9.8[l] [v]...
“ *an exceptional Act of Bravery*”.

(c) Ensure that a written or electronic record is kept of all rescues deemed to fall into the category of ‘Meritorious’.

This committee shall meet whenever it is deemed as necessary.

13. Disputes and Judiciary Committee

The Disputes and Judiciary Committee shall:

(a) Consist of a committee of either three (3), five(5) or seven(7) club members either elected or appointed to the position.

(b) A Chairperson and a Committee Secretary should also be identified.

(c) act on and investigate matters placed before it, by resolution of the Management Committee or the Executive Committee.

(d) report its findings and decisions including any penalty if so imposed, to the Management Committee for endorsement or disallowance.

(e) A decision of the Disputes & Judiciary Committee cannot be altered by the referring committee, except under appeal to a general meeting or Appeals Tribunal.

14. Building Committee

The Building Committee shall:

- (a) consist of the President, Director of Administration and Director of Lifesaving who shall have the power to co-opt other Members as required.
- (b) report its findings and recommendations to the Management Committee for endorsement or disallowance.

15. Constitution Committee

The Constitution Committee shall:

- (a) consist of the President, Director of Administration and Director of Lifesaving or their nominees..
- (b) consider all matters affecting the Constitution of the Club and its recommendations shall be referred to the Management Committee for approval and subsequently to the Club Members for ratification at the subsequent Annual General Meeting.

FINANCE

16. Finance

- (a) All monies received shall be banked in the name of the Club. All payments made shall be only by cheque signed by any two of the following Office Bearers President, Director of Administration, Director of Finance after accounts have been passed by the Management Committee and certified by the Chairman of the meeting and a record made in the minutes.
- (b) The Management Committee shall give proper recognition of endorsed budgetary plans maintained by appropriate club-committees & or individual officers authorised to collect money on behalf of Mollymook SLSC.
- (c) The Management Committee shall have the power to expend the funds of the Club in any such manner as they think most expedient. Any account under thirty (30) dollars may be paid out of petty cash.
- (d) The finances of the Club shall be supported by means of displays, subscriptions, donations and social and other gatherings, organised for its aid.
- (e) Copies of the Annual Report shall be forwarded to the State Centre, Surf Life Saving Australia, and the South Coast Branch, and Shoalhaven City Council.

17. Financial Management Guidelines

17.1 General

Financial management guidelines that shall be adopted by Mollymook SLSC and all sub-committees and or officers endorsed by the committee to collect money on behalf

of Mollymook SLSC: Social Secretary, Regalia Officer, Hall Booking Officer, Bus manager, Team Manager, First-Aid Officer, PowerCraft Officer, Chief Gear Steward, Food and Beverage Coordinator and others that may be authorised by the Management Committee from time to time.

17.2 Payment to members

- (a) No payment in the form of honorarium shall be made by committees to any other members. However, expenses whilst carrying out executive duties may be reimbursed.

17.3 Books of account

- (a) Receipt book
 - (i) Receipts must be issued for all moneys received.
 - (ii) Receipt books must consist of pre-numbered receipts and duplicates so that originals may be attached and the duplicates retained in the book.
 - (iii) Used receipt books must be retained.
- (b) Cash Book
 - (i) A cash book shall be kept by the committee
 - (ii) The cash book must show details of all money received and payments made in such a manner as to allow cross reference to the receipt and cheque books and the accounts paid.

17.4 Fixing fees and Charges

- (a) All fees and charges to be reviewed at the Annual General Meeting of Mollymook Surf Life Saving Club each year, including Bar charges.
- (b) The Management Committee shall forward recommended fees and charges for the ensuing year to council before the 31st of March.
- (c) Fees & charges shall be calculated to cover the costs of managing and maintaining facilities including periodic maintenance and upgrading. Users are to contribute on an equitable basis.
- (d) Application for special consideration for whole or part refund of moneys paid for the hiring of goods or the use of facilities may be made in writing and addressed to the Honorary Secretary for the consideration of the Management Committee.

17.5 Receipting of money

- (a) All money received shall be in the name of Mollymook Surf Life Saving Club and a receipt issued.
- (b) All money received must be recorded as a cash book or computerised entry by the Director of Finance.
- (c) The Management Committee shall ensure that all monies due to the Club are received including the full payment of any fees and charges due and payable.

17.6 Disbursements

- (a) All funds collected by the Management Committee are to be spent on the care, control and management of the respective facilities and functions of the Mollymook SLSC.
- (b) All payments shall be supported by accounts for goods and/or services received and made to order and crossed "Not Negotiable".
- (c) All disbursements (except petty cash) shall be made by cheque signed by any two of the following on the Management Committee: President, Director of Administration or the Director of Finance. Payment may also be made by the direct, electronic transfer of funds, and still requiring the signatures of two of the above.
- (d) Receipts and invoices are to be obtained for all payments made.
- (e) All accounts shall be submitted to the Management Committee for approval prior to payment being made and particulars recorded in the minutes.
- (f) Where payment must be made between meetings, payment is permitted subject to such payment being confirmed at the next meeting and the particulars recorded in the minutes.
- (g) All payments shall be recorded separately together with the details thereof.

17.7 Banking

- (a) Prior to handling any monies the Management Committee shall have a cheque account in the name of the Mollymook Surf Life Saving Club at an approved Bank/Credit Union, through which all transactions shall be made.
- (b) All monies received by committees shall be banked in the form received at least weekly, in a manner which aids reconciliation of bank accounts with cash and receipt books.

17.8 Petty Cash

- (a) The Management Committee may operate a petty cash account.
- (b) The cash 'float' shall not exceed \$100 at any one time.
- (c) Only payments of less than \$30 may be made from petty cash. All other payments shall be made by cheque. Petty cash will be normally reserved for secretarial and Treasury expenses.
- (d) Petty cash shall at all times be kept in a locked container with the key being held by the Treasurer.
- (e) All petty cash payments must be supported by receipts which shall be placed in the petty cash container.

- (f) At any one time, the total of receipts and cash in the container shall equal the cash 'float'.
- g) The 'float may be replenished from time to time by drawing cash by cheque to the total amount of the receipts in the petty cash container. Such receipts may then be removed and properly recorded. The receipts should be retained.
- (h) Details of reimbursement of petty cash shall be made available to respective committees.

18. Reporting

18.1 Director of Finance.. Report

- (a) The Director of Finance must submit financial reports to each properly convened meeting of the Management Committee.
- (b) The reports should include full details of the following:
- cheques written prior to the meeting
 - cheques submitted for approval of the meeting
 - bank reconciliation, inclusive of most recent monthly bank statement.
- (c) Reports should be signed by both the Director of Finance and/or President or Director of Administration and formal adoption of reports should be noted in the minutes of the Management Committee Meeting.
- (d) The report should be pasted into a minutes Book so that it cannot be removed and this then forms part of the minutes of the meeting.

18.2 Annual Statement of Accounts

- (a) The financial year of the Management Committees shall be from the 1st July to 30th June each year.
- (b) As soon as possible after 30th June of each year the Director of Finance shall prepare an annual statement of accounts including:
- (i) A statement showing all income received and payments made by the Management Committee during the financial year just ended.
 - (ii) A bank reconciliation.
 - (iii) A certificate from the bank certifying the balance of funds held as at 30th June.
- (c) A copy of the financial statement and attachments together with the Auditor's Certificate and any comments made by the Auditor must be submitted as soon as possible after the 30th June.

MISCELLANEOUS

19. Tender Process for Goods and Services.

19.1 Terms

- (a) Be determined by the Management Committee.
- (b) The Director of Administration shall be responsible for placing details of the tender inclusive of closing date in local press and on club notice board.
- (c) All tenders shall be lodged in a sealed envelop marked 'Tender Documents' only & addressed to the Director of Administration who shall present them unopened to the first meeting of the management committee held after the advertised date.
- (d) The document shall be opened by the President at the meeting of the Management Committee.

19.2 Rules of Tender

Each Tender shall be checked against the advertised terms of the Tender.

- (a) **Selling**
 - The highest price need not necessarily be accepted. Generally, however, where submitted tenders that fully comply with the relevant terms and conditions are received, the Tender that offers the highest price will be the successful Tender.
- (b) **Purchasing Goods & Services**
 - The lowest price need not be necessarily be accepted. Generally, however, where submitted tenders that fully comply with the relevant terms and conditions are received, the tender that offers the lowest price will be the successful tender.
- (c) Preference will be given to Financial Members where two Tenders are of equal value.
- (d) All purchases over \$700 need to undertake the tendering process.

20. Rules and Conditions of Hire

The following are the conditions of hire and rules for the care, control and management of Mollymook Surf Life Saving Club.

- (a) Applications for the hire of the facility shall be made through the Hall Booking Officer, on an agreement form, and shall be accompanied by the prescribed deposit. The deposit shall be forfeited (subject to prior arrangement with the Management Committee) if the booking is not taken up or cancelled at any time.
- (b) Persons hiring or using the facility on any occasion are responsible for leaving it in a clean and tidy condition and are required to return tables, chairs and other equipment to their appropriate positions after use.

- (c) The Management Committee had the authority to approve all applications for hiring made in accordance with the rules.
- (d) The hirer shall be responsible for the conduct of the function/activity and shall be responsible for the payment of any damage sustained to or loss of property and/or furniture, fittings and equipment during the period of hire.
- (e) Smoking is prohibited within the confines of the Club.
- (f) Consumption of alcoholic liquor in the facility, and the taking of alcoholic liquor onto the premises shall be in accordance with the conditions of the Liquor License held by the Social Secretary and/or in accordance with compliance with the relevant state regulations.
- (g) Decorations shall be permitted (subject to the Booking Officers approval) provided that they shall not be fixed to the walls or floor of the Club by nail, screws, hooks, etc. If any flammable material is used in the decorations it shall be first treated with a fire retardant solution to the satisfaction of the committee.
- (h) Decorations must be removed before 10.am on the day following the function or as directed by the committee.
- (i) Clear access of not less than 1.1 m must be maintained at all exit doors.
- (j) When the facility is booked for theatrical purposes, the date of booking shall commence from the time the scenery or other equipment is brought into the Club, and continue until the scenery or equipment is removed.
- (k) The Club, when hired for dances, socials, parties, weddings etc. on Sundays, must be vacated by midnight.
- (l) Interference with the electrical wiring, switchboard or sound equipment. or any alteration to the Clubs property whatsoever without written approval shall result in the forfeiture of the deposit and the hirer shall be liable to prosecution.
- (m) All scenery and stage props must be made outside the facility and must be rendered fireproof as directed by the Management Committee.
- (n) Crockery and cutlery shall be checked prior to and after each function, and any shortages are to be paid for or replaced by articles of similar quality by the hirer.
- (o) The kitchen shall be left in a clean condition and all foodstuffs and food refuse placed in garbage bins provided.
- (p) Crockery, cutlery, tables, chairs and any other equipment shall not be removed from the facility without consent of the Booking Officer.
- (q) Any particular requirements should be discussed with the Booking Officer when hiring the facility, especially seating and public address systems.

(r) Councils Insurances Policies will only provide protection for insurance claims where it is established that Council was negligent. Should the hirer be shown to be negligent party, then no protection is available from Councils policies and the hirer would be liable for any claims therefore arising.

(s) The Club will not be made available for 18th and 21st Birthday Party celebrations and the like.

21. Intoxicating Liquor

(a) Intoxicating liquor shall not be bought to the Club Premises by any Member.

(b) When liquor is provided in the Club Premises, it shall only be upon the direction of the Management Committee.

(c) PCA alcohol testing can be carried out by Police on drivers of beach vehicles and motorised water craft.

(d) Members believed to be under the influence of alcohol will be asked to vacate the club premises and if on patrol asked to leave the beach.

22. Drugs..

(a) No drugs which contravene NSW State Laws ("Illegal") shall be bought onto the club premises by any member.

(b) Members believed to be under the influence of such drugs will be asked to vacate the club premises and if on patrol asked to leave the beach..

(c) Drug testing may be carried out on a random basis by authorities.

23. Club Property

(a) The security of the Surf Club House shall be vested in the Executive.

(b) The President shall have the custody of all keys and will be responsible to the Executive for the proper allocation to selected Office Bearers and Council Representatives at each Annual general Meeting and throughout the season.

(c) A register of all keys issued shall be kept and be under the President's control.

(d) The Surf Club House is for the use of the Club Members and/or others at the direction of the Committee.

(e) The Club's consent should be obtained to hiring or leasing any portion of the building or its precincts.

(f) No unseemly conduct likely to interfere with the comfort of other Club Members will be permitted.

(g) No Member shall remove from the Club or use any of the Club's property for any purpose other than that for which it is intended, without the sanction of the Executive Committee or the Committee.

(i) All property wilfully damaged or destroyed shall be replaced or paid for by the perpetrator/s.

- (J) The Committee shall, at all times, ensure that Club property is adequately insured against fire, accident, or theft and that as regards power rescue craft and vehicles, and that Third party cover is held.

24. Patrols

- (a) The beach or beaches shall be patrolled by Members of the Club on weekends and public holidays during the surfing season as defined by the Branch or as specified from time to time by the Captain or Vice-Captain.
- (b) Patrols shall be appointed by the Director of Lifesaving before the first weekend in the season, the duty roster to be displayed on the Club's Notice Board fourteen (14) days prior to the commencement of the surfing season and the plea of not having received written notice as to such duties will not be accepted as an excuse for failure to attend thereto.
- (c) Patrols shall be under the direct control of the Patrol Captains who shall be responsible to the Director of Lifesaving .
- (d) Members of patrols shall report to the Patrol Captain punctually at the time appointed and shall sign the patrol book under the supervision of the Patrol Captain.
- (e) A member unable to perform their allotted patrol must arrange a substitute and inform their Patrol Captain.
- (f) No Member of a patrol shall be permitted to leave the patrol area during a period of duty, unless with the express permission of the Patrol Captain.
- (g) Members of patrols shall perform any duty allotted by the Patrol Captain either in the actual work of life saving or any other task deemed necessary.
- (h) Leave from patrol duty may be granted by the Director of Lifesaving or their Assistant in exceptional circumstances.
- (i) Exemptions from patrols on the grounds of occupation or disability may be granted by the Committee. Applications should be in writing to the Director of Lifesaving .
- (j) Any Member failing to carry out their patrol duty or any duty allotted to them by a Patrol Captain shall be reported by the Director of Lifesaving to the Judiciary Committee and suitably dealt with.
- (k) All Members shall wear a patrol cap (tied on) and black swimming costume when on duty, and any other clothing must be that as set down by Surf Life Saving Australia.
- (l) In the event of the patrol having finished its term and the succeeding patrol failing to relieve it, the Patrol Captain shall leave sufficient Members on patrol to carry on, until the Patrol Captain reports to the Director of Lifesaving.
- (m) i. The first patrol on duty each day shall see that all the lifesaving gear is placed in position on the beach after ensuring that it is operational.

ii. The last patrol on duty each day shall return all gear to the Club house after cleaning such gear, and ensure that it is secure from vandalism, theft and like occurrence.

- (n) The Committee will determine the time of starting, the duration and the finishing time of all patrols, in accordance with the directions and requirements of the Branch.
- (o) Any Member who misses two (2) patrols in any one season without reasonable excuse, may be required to appear before the Judiciary Committee who may then, if necessary, determine the Member's status.
- (p) Roving patrol members must carry out a minimum of 12 hours of peak season patrols from 26th December to 31st January.
- (q) Roving patrol members must complete a full patrol and that part completed patrols will not be accredited.

25. Grievances

Any Member having grievance on a matter connected with the Club must notify the Director of Administration in writing, who will immediately bring the matter before the Management Committee.

26. Surf Boats and Power Boats

- (a) No Member or Members shall use the surf boats, including IRB and RWC craft unless in the charge of the Director of Lifesaving, Assistant Director of Lifesaving, Boat Captain, Boat Vice-Captain; provided that in the event of none of these Officers being available to use the boats, any one of them may grant permission to any Member (who, in their opinion is qualified to do so) to take charge of the boat. Such Member shall be held responsible to the Officer and Committee for the conduct of the boat crew and the manner in which the boat is used whilst under the Member's charge and for any breach of boat By-Laws.
- (b) The boats and gear shall be housed in the boat shed provided for that purpose, and kept locked.
- (c) The Member in charge of the boats shall be held responsible for its safe return with gear and shall report to the Committee any loss of gear or damage to the boat, and any misconduct by Members of the Crew.
- (d) The boats must not leave Mollymook Beach without permission of the respective Captain unless expressly for the purpose of rescuing persons in danger of drowning ;or for the purposes of supervised training and for the purpose of competition.
- (e) No persons, other than Members, shall be allowed in, or shall use the boat without permission of the respective (Boat) Captain.
- (f) Members authorised to use the boat may call upon any Member to assist in its launching or housing. Any Member refusing to so assist shall be deemed guilty of a

breach of this rule, provided that Members on patrol duty shall not leave the patrol area to launch or house the boat unless by permission of the Patrol Captain.

- (g) On no account are the boats to be left outside the boat shed overnight.
- (h) Unless under special circumstances, the surf boat crew shall not exceed five.
- (i) When a power craft is not available, the surf boat shall be in attendance at the buoys on all occasions when surf events are being held.
- (j) The boat must never be taken out or brought in between the flags delineating the bathing area.
- (k) The boats and gear shall be washed in freshwater after use and kept ready for an emergency.
- (l) Any Officer or Member violating any of these By-Laws shall be dealt with by the Committee.

27. Power Craft

By-laws 25 (a), (b),(c),(d), (e), (f),(g),(j),(k) and (l) (**Surf Boats and Power Boats**) shall also apply to Power Craft, together with the following:

- i. No person, other than properly qualified Members shall be permitted to use the Power Craft.
- ii. Unless under special circumstances, the boat crew shall not exceed the recommended crew.
- iii. A Power Craft shall be in attendance at the buoys on all occasions when surf events are being held.

28. Use of Club Facilities, Clubroom, Kitchen, amenities

- (a) Club Members only shall be allowed the use of these.
- (b) No visitor shall be allowed the use of these Club quarters unless first introduced to the Social Secretary or Member of the Committee.
- (c) It is the responsibility of all Members to assist in keeping the Club facilities clean and tidy at all times.
- (d) Any Member of any other Club affiliated with Surf Life Saving Australia, wishing to occupy the Club house shall obtain permission from the Club Executive before doing so.

29. Closing the Beach

- (a) When a beach is closed, a sign should be displayed on which is painted "Beach Closed-Surf Dangerous", in red letters on a white background, with a red flag attached.

- (b) At least four (4) Active Members (IRB Driver, Radio Officer, Patrol Captain and one other shall be detailed to patrol the beach to ensure that bathers refrain from entering the water and the rest of the Patrol shall remain in or around the precincts of the Club house to be ready in case of emergency or the reopening of the beach.

30. Club Championships

- (a) To win a Club Championship a competitor must have successfully completed the Annual proficiency test for that season.
- (b) The Competition shall be held over such events as nominated by the Executive, who may co-opt such other Members as may be necessary to assist in conducting the various events.

RULES OF DEBATE

The following rules of debate shall be adopted and used at all meetings of the Club.

1. Any Member desiring to speak shall stand up and address the Chairperson respectfully.
2. No Members may speak more than once to a question except in explanation or reply.
3. A Member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate.
4. A reply shall be allowed only to a Member who has moved a subsequent motion.
5. No Member shall use offensive or unbecoming words.
6. The mover of a motion shall not occupy more than five minutes, nor any other speaker more than three minutes. The meeting may, by resolution without debate, grant extension of time to any speaker.
7. No speaker shall digress from the subject under discussion and impute improper motives, and all personal reflections upon Members shall be deemed disorderly.
8. Whenever the Chairperson rises during debate, the Member then speaking shall sit down.
9. No Member shall interrupt another while speaking, except on a point of order.
10. Any Member during the debate may raise a point of order, when the Member then speaking shall sit down until the point of order has been decided. The Member rising to the point of order shall state concisely the point, and the Chairperson, without further discussion shall give their ruling.
11. It shall be competent for any Member to move a motion of dissent from the

Chairperson's ruling. The mover of the motion of dissent shall concisely their point; the seconder and Chairperson may only speak to the motion.

12. A Member may move the adjournment of the debate. If the motion be resolved in the negative, the mover shall not be allowed to speak again on the question under debate. If the motion be resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No Member shall move the adjournment at the end of their speech.
13. At any time during the debate any Member may, without notice move "that the question be put", and such motion being duly seconded shall then be put without debate. If carried, the question shall be put to the vote: if lost, the debate shall proceed.
14. An amendment may be moved on any original motion. The Chairperson shall first put the amendment to the meeting, and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which if carried, shall in turn supersede the motion. If there is no amendment the original motion shall be put after the mover has replied.
15. The Chairperson shall refuse to receive an amendment which is a direct negative.
16. The Chairperson shall have only a casting vote at any meeting.
17. In the event of any matter being brought before any meeting which affects the Chairperson of the meeting, or in which they may be interested; they shall vacate the chair and the meeting shall elect a Chairperson protem until such matter is dealt with.
18. Voting shall be by voices or show of hands at the request of any Members. Any Member supported by not less than three others may call for a division, in which case Members shall move to the right or left of the Chairperson, as directed by the Chairperson. Any Member declining to vote shall retire behind the Chairperson.
19. If a secret ballot is requested at any meeting by two (2) who are present thereat, it shall be taken upon such conditions as the Chairperson of the meeting directs.
20. The Chairperson may appoint tellers to assist in counting a vote by show of hands or division or at a secret ballot.
21. The mover of an original motion must obtain the consent of the seconder and the approval of the meeting before making any alteration to the wording of the motion.
22. The amendment having been moved, it shall not be competent to move any further amendment, but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at any one time.
23. In the absence of the President or Deputy President, the Chairperson of all meetings shall be elected by vote of the Members in attendance thereat.

APPENDIX

Appendix 'A'. Application for Hire.

Mollymook Surf Club Inc.

Application for Hire.

We/I the undersigned, do hereby make application for the hire of the above facility and agree to abide by the rules and conditions of hire and to the fees of hire.

Name of Applicant:

Organisation:.....

Phone number:

Signature:

Date of Function:

Time Required:

Total Fee: \$
Less Deposit: \$ _____

Balance Owing: \$ _____

Receipt No:

Date:

N.B: This form must be complete by all applicants(apart from regular users) for facility hire. A deposit as set out by the Management Committee must be lodged for all applications for which fees are in excess of the minimum deposit. For all applications for which fees are less than the minimum deposit, the full fee must be paid on application.

Appendix “B” Application for Membership of the Club

Mollymook Surf Club Inc.

Incorporated (incorporated under the Associations Incorporation Act 1984)

I, (full name of applicant),(Occupation),
of
.....(address)

hereby apply to become a member of the above named incorporated Club. In the event of my admission as a member, I agree to be bound by the Rules and By-laws of the Club for the time being in force.

Signature of applicant

Date

I, (full name), a member of the Club, nominate the applicant, who is personally known to me, for membership of the Club.

Signature of proposer:

Date:

I, (full name), a member of the Club, second the nomination of the applicant, who is personally known to me, for membership of the Club.

Signature of seconder

Date: