



DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. GOV010
OPERATIONS OF THE
CONSTITUTION REVIEW COMMITTEE

Document Control

Version Control

Date	Version	Details	Author
23.04.2017	1	Initial Introduction of Procedure	Secretary
25.05.2020	2	Annual review of policies	Secretary

1. Purpose and Background

- 1.1 To guide Constitution Review Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Constitution Review Committee regarding their responsibilities to conduct, record and report meeting outcomes.

2. Policy Statement

- 2.1 The Constitution Review Committee shall review the Constitution, By-Laws and the Policies and Procedures Manual on at least an annual basis.

3. Applicability:

- 3.1 This procedure applies to all Club members and the Constitution Committee; the responsibility of implementing this policy rests with the Club Secretary under the supervision of the Board.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Section 32 of the Constitution; By-Law 5.6.

5. Considerations

- 5.1 The Constitution Review Committee shall be responsible for:
 - 5.1.1 Reviewing on an annual basis the Constitution, By-Laws, and the Policies and Procedures Manual;
 - 5.1.2 The committee will also be responsible for monitoring any changes made by the Sunshine Coast Branch, Surf Life Saving Queensland



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and Surf Life Saving Australia, which may conflict with the Club's Constitution, By-Laws and the Policies and Procedures Manual;

- 5.1.3 The committee will also consider any recommended amendment forwarded for consideration by either the Board or member.
- 5.1.5 Educating members regarding the importance of the Constitution, By-Laws and the Policies and Procedures Manual;
- 5.1.6 Ensuring when club meetings are conducted, those meetings are conforming to the requirements Constitution, By-Laws and the Policies and Procedures Manual.
- 5.1.7 Providing advice to the Board and members regarding the operation of the Constitution, By-Laws, the Policies and Procedures Manual; and
- 5.1.8 Dealing with matters referred to it from the Board or Council.

6. Procedures

- 6.1 To control and monitor the responsibilities listed above, the Constitution Review Committee shall conduct meetings at a minimum of one per year.
- 6.2 The committee will make recommendations to the Board of any identified proposed changes to the Constitution, By-Laws and the Policies and Procedures Manual.
- 6.3 The committee will provide a firm recommendation back to the Board for their consideration on all constitutional issues referred to the Committee.
- 6.4 All requests for consideration of change to the Constitution; By-Laws and the Policies and Procedures Manual must first be received by the Club Secretary who will table the request at the next Board meeting.
- 6.5 The Board will then consider, if appropriate, forward the request to the Constitution Committee for consideration.
- 6.6 The Constitution Review Committee will consider the request and provide a firm recommendation back to the Board for their consideration.
- 6.7 The Board may reject any recommendation and make an alternate recommendation or not proceed with the recommendation. If the Board rejects or does not supports the recommendation, the outcome is to be relayed to all members of the Constitution Review Committee.
- 6.8 The Agenda (TEMP014) for meetings shall be:
 - 6.8.1 Opening
 - 6.8.2 Attendances;
 - 6.8.3 Apologies;
 - 6.8.4 Disclosure of Interest



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- 6.8.5 Declaration of Confidentiality
- 6.8.6 Confirmation of Minutes of Previous Meeting;
- 6.8.7 Business Arising;
- 6.8.8 Correspondence;
- 6.8.9 Budget Issues;
- 6.8.10 Strategic Plan;
- 6.8.12 General business;
- 6.8.13 Next Meeting Date; and
- 6.8.14 Closure of Meeting.
- 6.9 The Constitution Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009).
- 6.10 Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.
- 6.11 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.12 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
 - 6.12.1 Identification of changes to the Constitution, By-Laws, and the Policies and Procedures;
 - 6.12.2 Budget approvals;
 - 6.12.3 Current activities designated in the Strategic Plan.
- 6.13 Dissemination of governance information shall be through the Club Administrator by electronic and social media platforms used by the Club.

Authority

John Scott
President