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These By-Laws are linked to the Dicky Beach Surf Life Saving Club Constitution & Policies and Procedures Manual; Brand Manual and SLSA, SLSQ and SSCB documentation.

Simply click on the appropriate highlighted hyperlink contained in the document.

DICKY BEACH SURF LIFE SAVING CLUB Inc.

THE BY-LAWS

DEFINITIONS AND INTERPRETATIONS:

1. The definitions and interpretations prescribed in **Clauses 2.1 and 2.2** of the Constitution are adopted for use throughout these By-Laws.

Definitions

2. **Board** - means the Board of Management: as prescribed in **Clauses 27 and 28** of the Constitution. The management of the Club is vested in the Board of Management.
3. **Club** – means the Dicky Beach Surf Life Saving Club Incorporated.
4. **Club Council** - means all the financial surf lifesaving club members over the age of 15 years who are proficient Bronze Medallion holders, Life Members, Reserve Active, Long Service, Award and Associate members who have been granted voting rights as documented in the Club's Constitution and By-Laws.
5. **Office Bearer** – means a member holding a position of authority and responsibility in the Club.
6. **Patrol Hours** means hours completed on a rostered patrol and does not include any hours completed in any water safety activity.
7. **Regulated Employment** - means any agreement to work, either in a paid or voluntary capacity in a child-related work that falls or is likely to fall within the scope of churches, clubs and associations involving children.
8. **Skills Maintenance** - means the annual testing and maintenance of members' skills as set by Surf Life Saving Australia
9. **Minor Matter** - means when considered a matter having no adverse effect on club or community members or surf lifesaving's brand.

Interpretations

10. These By-Laws are to be interpreted in accordance with and are subject to the Constitution of the Club and matters that are subject of the Club, Branch, SLSQ or SLSA policies determined from time to time and are compiled in the Club Policies and Procedures Manual.
11. In the event of any conflict between the Constitution, By-Laws and Policies and Procedures, the Constitution overrides to the extent of any inconsistency.



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SECTION 1

MEMBERSHIP

BY-LAW 1.1 – MEMBERS

- a) As prescribed in **Clause 11.1** of the Constitution.

BY-LAW 1.2 – PROBATIONARY MEMBER (Constitution **Clause 11.1(a))**

- a) Probationary Members shall train and be assessed for appropriate SLSA Awards as determined by the Chief Training Officer. Failing an assessment within the required time may cause automatic disqualification of membership. An extension of 30 days shall be determined by the Club Captain and any further extension by the Lifesaving Committee.
- b) Any member joining or re-joining, whose prior conduct or commitment to the Club has been unsatisfactory, may have their membership classified as a Probationary Member by the Lifesaving Committee. After a period of three months, a decision by the Lifesaving Committee shall determine either reinstatement of the member's former membership category or membership refusal.

BY-LAW 1.3 – ACTIVE CADET MEMBER (Including U/14 NIPPERS) (Constitution **Clause 11.1(c))**

- a) All Surf Rescue Certificate or Bronze Medallion qualified Active Cadet Members and U/14 Nippers shall carry out patrols in accordance with the Club patrol rules.

BY-LAW 1.4 – ACTIVE MEMBER (Constitution **Clause 11.1(d))**

- a) An Active Member shall be competent in the SLSQ annual Skills Maintenance test across all awards held unless the member has obtained their Bronze Medallion after 1 July of that year.
- b) The President; Club Captain; Chief Training Officer; Club Secretary; Treasurer; Surf Sports Officer; and Junior Activities Chairperson may be exempted from patrol duties on the written application to and on the recommendation of the Lifesaving Committee to the Board for endorsement.
- c) The Club Captain may grant patrol duty exemption for any Active Member making written application through the Club Secretary on the prescribed form. **(Template No 033)**

BY-LAW 1.5 – RESERVE ACTIVE MEMBER (Constitution **Clause 11.1(e))**

- a) Active Members who have satisfied the requirements prescribed in the Constitution may make written application to the Club Secretary to be considered for Reserve Active Membership.
- b) The Lifesaving Committee shall make a recommendation to the Board for endorsement.



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BY-LAW 1.6 – LONG SERVICE MEMBER (Constitution [Clause 11.1\(f\)](#))

- a) Active Members or Reserve Active Members who have satisfied the requirements prescribed in the Constitution may make written application to the Club Secretary to be considered for Long Service Membership by the Lifesaving Committee for recommendation to the Board for endorsement.
- b) A Long Service Member transferring to the Dicky Beach Surf Life Saving Club from another club, and who was not financial, and an Active Member for three years or more, shall be required to update their award/s and may be required to serve a waiting period of 12 months for Long Service Membership.
- c) The Member may be requested to carry out patrol duties as determined by the Lifesaving Committee refer to clause 1.6.b).
- d) Long Service Members who compete on behalf of the club shall carry out patrols in accordance with the Club patrol rules and shall complete the annual Skills Maintenance test.

BY-LAW 1.7 – AWARD MEMBER (Constitution [Clause 11.1\(g\)](#))

- a) Award Members shall complete a minimum of 30 patrol hours in a 12 month period and complete the annual Skills Maintenance test for their awards held shall be granted voting rights.
- b) The 30 patrol hours refers to patrol hours completed in the previous season (September to May) or 30 patrol hours for new members, in the current season.
- c) Should an Award Member cease patrol duties, their voting rights will be automatically withdrawn.
- d) Any Award member elected to a committee or office has voting rights provided for that position. (Constitution [Clause 11.1\(g\)\(iv\)](#)).

BY-LAW 1.8 - PAST ACTIVE MEMBER (Constitution [Clause 11.1\(h\)](#))

- a) Members requesting this membership classification may make written application to the Club Captain and consideration by the Lifesaving Committee for recommendation to the Board for endorsement.

BY-LAW 1.9 – ASSOCIATE MEMBER (Constitution [Clause 11.1\(i\)](#))

- a) Associate Members may be elected to a position on a committee and have voting rights for that committee or sub-committee only.

BY-LAW 1.10 – HONORARY MEMBER (Constitution [Clause 11.1\(j\)](#))

- a) An Honorary Member may be elected for a period of not greater than 12 months, subject to being nominated and seconded at an Annual General Meeting. The nomination must be endorsed by three-quarters of the Club's membership who are present and entitled to vote.
- b) In extraordinary circumstances, a visiting dignitary maybe granted honorary membership by the Board.



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BY-LAW 1.11– LIFE MEMBERS – (Constitution **Clauses 11.1(k) & 11.2)**

- a) Nomination(s) for Life Membership shall be received by the Club Secretary no later than two months prior to the Annual General Meeting.
- b) Nomination(s) must be in writing on **Template No 001** containing a detailed presentation of the nominee's service and lifesaving history. The nomination shall be moved and seconded by two current financial voting members. The nominator will have known the nominee(s) for a period of not less than eight years.
- c) The Club Secretary shall refer the nomination to the Honours and Awards Committee. This committee will appraise the nomination and will report their findings and recommendations in writing to the Club Secretary.
- d) The Club Secretary shall liaise with all Life Members and coordinate a meeting of the Life Members to consider the application. The Life Members shall report their findings and recommendations in writing to the Club Secretary.
- e) The Club Secretary shall present to the Board the recommendations of the Honours and Awards Committee and the Life Members at a meeting prior to the Annual General Meeting. The Board shall either endorse or reject the member(s) for election at the Annual General Meeting.
- f) Life Members, when elected, shall be formally announced by the President at the Annual General Meeting and shall be afforded the special privileges of Life Membership status.
- g) The surviving spouse of a Life Member shall be granted Honorary Membership for life to the Club and shall be invited to any Life Member function and the Club's Annual Dinner/Presentation Night.
- h) The Club President shall coordinate a minimum of two Life Member meetings per Calendar Year followed by a luncheon.

BY-LAW 1.12 – RENEWAL OF MEMBERSHIP (Constitution **Clauses 13.4, 16.3 and 16.4)**

- a) Members shall apply, annually, for the renewal of membership by electronic means on the relevant online membership system or by submission of the prescribed SLSA form and payment of the nominated fee Policies and Procedures Manual (**Procedure No. ADM001**).
- b) Renewal and payment shall be received no later than 30 September yearly, otherwise member's membership shall be declared unfinancial and shall not be allowed to carry out any club activity, which includes patrolling duties.
- c) Extension for payment period of one month may be granted on application by the member to the Secretary for approval of the Board.
- d) The club's membership year is 1 October to 30 September in any year.

BY-LAW 1.14 – ACCEPTANCE AND REGISTRATION OF MEMBERSHIP (Constitution **Clause 14)**

- a) All applications for membership and renewal of membership or transfer of membership shall be reviewed and endorsed by the Lifesaving Committee.
- b) The Lifesaving Committee shall make a recommendation for acceptance or rejection to the Board for endorsement.



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- c) The Club Registrar shall enter all accepted members on the SLSA electronic member database.

BY-LAW 1.15 – DUTIES AND PRIVILEGES OF MEMBERSHIP

- a) Members shall carry out their allotted duties and those requested of them by Office Bearers with vigilance, integrity and in good faith to further the aims and objects of the Club.
- b) Members shall observe the Codes of Conduct displayed on the Club Notice Board and electronic platforms contained in the Policies and Procedures Manual (SLSA Codes of Conduct) and rules applicable to them.
- c) All financial members shall have access to Club facilities except for the Club Gym (By-Law 1.14).
- d) A Club membership card shall be available to all members over the age of 13 years.
- e) Gym Membership is only available to financial active, award, reserve active, long service and life members, upon a payment of any nominated fee. Use of the Gym is subject to conditions as outlined in the Policies and Procedures Manual (Procedure No ADM002).
- f) All members may apply in writing to the Club Secretary for leave of absence from their duties, stating the reasons and time for such leave. The member will retain their seniority status within the Club.
- g) Members serving full-time in any of the Australian Defence Forces shall be granted a leave of absence at their current membership status. The member shall retain their seniority status within the Club.

BY-LAW 1.16 - DUAL MEMBERSHIP

- a) Any member of this Club may be admitted as a member of another Club or Clubs, providing such a member has a “clearance” from this Club.
- b) Any competing member who is a member of more than one Club shall be entitled to compete in Club events.
- c) Where a member has dual membership, the member’s primary Club is where their competitive rights are given.

BY-LAW 1.17 – DISCONTINUANCE OF MEMBERSHIP (Constitution Clause 16)

- a) Notice of resignation shall be in writing to the Club Secretary as prescribed in the Policies and Procedures Manual (Template No. TEMP002).
- b) Any notice of resignation shall be referred to the Lifesaving Committee to ensure that there are no outstanding matters for consideration. The Lifesaving Committee shall report their recommendation to the Board for endorsement.



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MEMBERSHIP POLICIES

BY-LAW 1.18 – MEMBER PROTECTION (SLSA Member Protection Policy 6.05);

- a) The Club is committed to the health, safety and general well-being of all members who participate in Club and lifesaving activities, ensuring:
 - i. A safe, fair and inclusive environment is maintained;
 - ii. All members are treated with respect and dignity and protected from discrimination, harassment and abuse;
 - iii. All members are aware of their legal and ethical rights and responsibilities as well as the standards of behaviour expected from them.
- b) The safeguarding of children and young people shall be supported at all times by ensuring a child-safe environment is provided and maintained
- c) The Club must comply with Working with Children (Risk Management and Screening) Act and Working with Children (Risk Management Screening) Regulations, through the SLSQ Child and Youth Risk Management Strategy.
- d) The Child and Youth Risk Management Strategy requires every member over the age of 18 years who is undertaking regulated employment to complete annual on-line training.
- e) Notifications and access details to the annual on-line training shall be provided to members by a club announcement.

BY-LAW 1.19 – CODES OF CONDUCT (SLSA; SLSQ; Branch or Club Policies) as displayed on the Club's Notice Board. The Codes of Conduct are:

- a) SLSA General Code of Conduct;
- b) SLSA Code of Conduct for PPA in Dealing with CYP; and
- b) SLSQ Code of Conduct – Members;

SECTION 2

GRIEVANCES, JUDICIAL AND DISCIPLINE

BY-LAW 2.1 – GRIEVANCES (Constitution Clause 17)

- a) The Club Council at their AGM will endorse both a Male and Female Grievance Officer to meet the needs of both genders of the Club. Should a member wish to pursue a Grievance, the member should contact the Club Secretary or Club Administrator for the contact details of the Grievance Officers.
- b) The Club offers a grievance procedure to try to settle conflict between:
 - i. Members; and
 - ii. Members, Committees, Sub-Committees and the Board.
- c) The grievance procedure offers:
 - i. Each party a chance to be heard; and
 - ii. Be determined by a mutually agreed impartial experienced Club Officer.



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- d) Members are encouraged to resolve the conflict between themselves and if they are unable to, the dispute shall be referred to mediation as prescribed in the Policies and Procedures Manual (**Procedure No. ADM003**).

BY-LAW 2.2 - DISCIPLINE, PENALTIES & APPEALS

- a) The procedures prescribed in the SLSA, SLSQ, Branch Constitutions, By-Laws and Regulations are adopted by the Club and shall apply to all disciplinary, penalty and appeals matters as prescribed in **Clause 17** of the Constitution but nonetheless must be founded on "Procedural Fairness" as prescribed in the Policies and Procedures Manual (**Procedure No. ADM004**).

BY-LAW 2.3– JURISDICTION (Constitution **Clause 17**)

- a) The penalising authorities for the Club (in hierarchical order) are:
- i. The Judiciary Committee
 - ii. The Board
 - iii. The President, and
 - iv. The Club Captain

BY-LAW 2.4 – JUDICIARY COMMITTEE (SLSA Regulation 5.1.2)

- a) At the Annual General Meeting the Club Council will elect a panel of six suitably qualified members in accordance with **By-Laws 2. b) and c)** from which the members of the Judiciary Committee shall be formed.
- b) When called, the Judiciary Committee shall consist of a minimum of three Members. At their first meeting, the committee will elect a Chairperson and Secretary. The committee may call upon a suitably qualified member for guidance on procedural fairness.
- c) Members of the Judiciary Committee must possess a thorough knowledge of surf lifesaving.
- d) The Judiciary Committee shall meet in confidence when directed by the Board.
- e) If any one committee member is unavailable for duty at a hearing, the Board may appoint a member from the panel described in **By-Law 2.4 a)**.
- f) Any member under the age of 18 years of age appearing before a Judiciary Committee must be represented by an appropriate adult.
- g) The Judiciary Committee decision and penalty resolved shall be by majority and the findings and penalty shall be deemed to be the decision of the Judiciary Committee.



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- h) The Secretary of the Judiciary Committee shall give notice in writing of its decision within seven days to all concerned parties, together with notice of any order or penalty imposed and the rights of appeal.
- i) The Board cannot alter a decision of the Judiciary Committee.
- j) The Judiciary Committee Secretary shall forward to the Club Secretary the written records of its findings and decisions. The Club Secretary shall ensure the confidential filing of all information provided by this committee.
- k) Should the penalty be suspension or termination of membership, the Club Secretary shall advise the Branch and SLSQ.

BY-LAW 2.5- BREACH

A Breach is where a Member has allegedly:

- a) Breached, failed, refused, or neglected to comply with the membership directives or any resolution or determination of the Club, Board, Branch, SLSQ, or any duly authorised SLSA committee; or
- b) Acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Club, Branch, SLSQ, SLSA and/or surf lifesaving; or
- c) Brought themselves, the Club, Branch, SLSQ or SLSA, or surf lifesaving into disrepute; or
- d) Acted contrary to the Club Constitution, By-Laws, Policies and Procedures or Codes of Conduct; or
- e) A member has asserted pressure on any other member to obtain any form of grace or favour on the grounds of any difference or otherwise in gender; or
- f) Placed any other member under any moral obligation or infringe on any other member's moral standing by assault, harassment, verbal or electronic/social media abuse for whatever purpose; or
- g) On receipt of a complaint or reference concerning the affairs of the Club or its members, be submitted verbally in the first instance to the President, Club Captain, or Club Secretary and then in writing signed by the member and providing details of the complaint or the matter/s to be investigated.

BY – LAW 2.6 - PROCEDURE

- a) The Board or Club shall consider the breach and may refer the complaint or reference to the Judiciary Committee should the complaint or reference not be frivolous or vexatious, for determination.
- b) The Board, or Club may then commence or cause to be commenced investigatory and/or disciplinary proceedings against that Member, and that Member will be subject to and submits totally to the jurisdiction, procedures,



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penalties and appeal mechanisms set out in SLSA Regulations; providing that the Board, or the Club may commence proceedings, or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.

- c) Any member facing a Judiciary hearing must be provided with the adequate particulars of both the allegations that are made against them and the evidence that is relied upon in support of those allegations. Where the evidence is documentary, the member shall have access to the documents. Where the evidence consists of oral testimony, the member shall be entitled to question the witnesses who gave that testimony, and whose identities should be disclosed.
- d) Should the Board decide the complaint or reference is beyond the responsibility of the Club, the matter shall be referred to the Branch for determination provided that any breach of a criminal nature will be immediately referred to the police for investigation.
- e) The member shall have the right to be heard, call and / or present evidence and make submissions in respect of the allegations made against them.
- f) Member/s appearing before a Judiciary Committee is/are not entitled to legal representation in the Judiciary Committee proceedings but may request leave to be represented by a fellow club member as an advocate. If an advocate is permitted such advocate is not entitled to be legally trained or qualified.

BY-LAW 2.7 -- DISCIPLINE

- a) The Club President and the Club Captain each have authority to issue penalties effective immediately to a member for any minor matters, penalties being limited to admonishment, suspension, exclusion, or additional service.
- b) Matters of a more serious nature can also be dealt with immediately; penalties being limited to admonishment, suspension, exclusion or additional service provided any period of suspension imposed or exclusion is temporary in nature only, pending a formal determination as to penalty being made by the Club Council, Board or Judiciary Committee.
- c) All Office Bearers shall have authority to give reasonable oral behavioural directions to members when necessary to maintain the orderly conduct and running of their section.
- d) Penalties may be issued verbally but written confirmation setting out the reasons and conditions of any penalty must be provided within seven days, except for minor matters.
- e) Other than a minor penalty the Club Secretary shall notify the Branch and SLSQ of any penalty decision imposed upon a member.



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BY-LAW 2.8– APPEALS

- a) There is no right of appeal to any penalty of Admonishment or Additional Service issued by the Club President or the Club Captain under **By-Law 2.7 a & b**).
- b) There is no right of appeal to a behavioural direction issued by an Office Bearer under **By-Law 2.7 c**).
- c) Any member shall have the right to appeal against the decision and/or the penalty imposed by a penalising authority of the Club other than the Club President or Club Captain as prescribed in **By-Law 2.8 a**) and in the Policies and Procedures Manual (**Procedure No ADM004**).
- d) There is only one appeal available from a Judiciary Committee finding regardless of whether that Judiciary Committee was appointed by the Board, Branch or SLSQ.
- e) Any member can forego an appeal to the Club against a Judiciary Committee decision and in accordance with the appeals process of SLSA as set out in **Regulation 5 of the SLSA Regulations** may proceed with an Appeal to SLSQ as prescribed in the Policies and Procedures Manual (**Procedure No ADM004**).

SECTION 3

BOARD MEMBER AND OFFICER BEARER ELECTIONS

BY-LAW 3.1 - BOARD MEMBER AND OFFICE BEARER ELECTIONS (Constitution **Clause 20.1**)

- a) The following officers may be elected from the eligible Club members at the Annual General Meeting and as prescribed in the relevant Position Descriptions (**Position Descriptions**).
 - i. The Board of Management as prescribed in **Clauses 28.1 and 28.2 of the Constitution**.
 - ii. Club Captain; Vice Club Captains; Chief Training Officer; Club Supervisor, Surf Sports Officer; Surf Boat Officer; IRB Officer; Board and Ski Officer; Gear and Equipment Officer; Youth Development Officer; First Aid Officer; Clubhouse Officer; Gym Officer; Registrar; Communications Officer; Mobiles and Vehicles Officer; Building and Property Officer; Team Manager; Coaching Coordinator; and Officials Liaison Officer. (**Position Descriptions**)
- b) The standard nomination form for all Club positions shall include a declaration by the nominee regarding the matters required by Section 61A of the *Associations Incorporation Act 1981*. As prescribed in the Policies and Procedures Manual (**Template No. TEMP004**).
- c) The following officers: Publicity Officer; Volunteer Coordinator; and Workplace Health and Safety Officer; may require specific credentials. Nominations for these positions may be proposed at the Annual General Meeting for further

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- consideration by the Board who shall then appoint these officers. ([Position Descriptions](#))
- d) Where two Members hold and share the same officer's position (dual Office Bearers) only one of the two shall have voting rights at any committee or sub-committee meeting.
 - e) Where a Member holds two positions that Member shall be entitled to one vote at any meeting.
 - f) The Chairperson of the Junior Activities Committee and the Junior Activities Committee elected at the Junior Activities Annual Meeting shall be endorsed by the Club Council at its Annual General Meeting.
 - g) Assistants to Officer Bearers may also be elected and be eligible to attend appropriate committee or sub-committee meetings. These assistants do not have voting rights unless approved by the Board.
 - h) The Board shall recommend for adoption at the Annual General Meeting the following positions: Honorary Grievance Officers; Honorary Club Solicitor; Honorary Club Medical Officer; Honorary Club Chaplain; Patrons and any number of Vice Patrons, which are honorary Club positions.
 - i) Position Descriptions for all Office Bearers are prescribed in the. ([Position Descriptions](#))

BY-LAW 3.2 – BOARD MEMBERS AND OFFICER BEARERS (Constitution [Clause 28](#))

- a) Board Members and Office Bearers of the Club shall be required to understand the needs of the Club and their legal responsibilities in accordance with the *Associations Incorporations Act (as current)* and the *Australian Charities and Not-For Profits Commission Act (as current)*. ([Procedure No GOV001](#))
- b) Board Members and Office Bearers in making decisions for the management of the Club must exercise the care, diligence and skill as a prudent person of business would exercise in managing the affairs of another.
- c) The responsibility of the Board shall be to provide: accountability; strategic formulation and direction; sound fiscal management; policy making; monitoring and supervising committees, sub-committees and staff; whilst considering and managing the risk of the Club. ([Procedure No.GOV001](#)).
- d) Board Members and Office Bearers shall be guided by the matters prescribed in the Policies and Procedures Manual ([Procedure No.GOV001](#)).

BY-LAW 3.3 STAFF EMPLOYMENT

- a) Refer to [Procedure No. GOV017](#) and [Position Descriptions](#).

SECTION 4

MEETINGS

BY-LAW 4.1 – ANNUAL GENERAL MEETING Constitution [Clause 18](#)).

- a) Every member shall receive due notice of the date, time, place of the meeting and the business to be conducted as prescribed in the Policies and Procedures Manual ([Template No. TEMP005](#)).



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BY-LAW 4.2 – GENERAL MEETINGS Constitution **Clause 19)**

- a) Two General Meetings shall be convened annually of which every member shall receive due notice of the date, time, place of the meetings and the business to be conducted as prescribed in the Policies and Procedures Manual (**Template No TEMP006**).

BY-LAW 4.3 – SPECIAL GENERAL MEETINGS Constitution **Clauses 22 and 23)**

- a) A Special General Meeting shall be held within one month of receipt of such a request or directive and every member shall have due notice as prescribed in the Policies and Procedures Manual (**Template No. TEMP007**)
- b) Pursuant to **Clause 22.2** of the Constitution and at the direction of the Board, the Club Secretary shall convene a Special General Meeting providing 28 days written notice to all voting members indicating the date, time, place and the Special Business to be conducted.

BY-LAW 4.4 – BOARD OF MANAGEMENT MEETINGS Constitution **Clauses 31.1 to 31.6)**

- a) Issues relating to constitutional change; incorporation responsibilities and authority; and major financial borrowings; that affect membership privileges and rights shall be referred to the Club Council.
- b) The Board shall provide updates of Club finances at all General Meetings.) **Gov001**.

SECTION 5

DELEGATIONS

BY-LAW 5.1 –DELEGATED FUNCTIONS (Constitution **Clause 32**).

- a) All delegated functions (committees and sub-committees) are subordinate and accountable to the Board.
- b) All resolutions determined by committees and sub-committees are only recommendations to the Board, which shall either endorse or return such resolutions to the committee or sub-committee, with a direction for further consideration.
- c) No committee or subcommittee has the authority to commit the club financially unless the Board has provided prior direction, consistent with the club purchasing Policies and Procedures, as prescribed in the Policies and Procedures Manual (**Procedure No. GOV003**).
- d) The Board after its first meeting after the Annual General Meeting shall communicate to each committee and sub-committee: their terms of reference; specific items; and reporting criteria as provided in the Policies and Procedures Manual. (**Template NoTEMP009 & 010 & Procedure GOV004**).
- e) Membership of committees may be drawn from eligible Club Members and any Members or persons with appropriate experience to act in advisory roles. Any co-opted Member or person shall have no voting rights, except at the committee's discretion.
- f) Any member elected or appointed to a committee or sub-committee who is absent for three or more consecutive meetings may be required to relinquish membership of that committee or sub-committee. No proxy can be appointed. The Board shall appoint a replacement member.



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- g) A member elected or appointed to a committee shall retain their positions only while they retain their membership of the Club.
- h) The Club Council may, at its discretion, remove any member from the membership of a committee.
- i) In the event of the absence of the Chairperson from any meeting, the meeting shall appoint one of its members to act in this role, during such absence.
- j) In the event of any matter coming within the jurisdiction of two or more committees, the President may direct either one or both committees to consider the matter independently or conjointly. The outcomes of deliberations shall be reported to the Board.
- k) All correspondence to and from any committee or sub-committee shall be through the Club Secretary.
- l) Committee members, including Life Member nominees, must be advised of the date, time and place of the committee or sub-committee meeting, at least, seven days prior to the meeting being conducted.
- m) The President shall be an ex-officio on any club committee and as such may attend, participate and vote at any constituted meeting.

BY-LAW 5.2 – DELEGATION MEETINGS (Clause 32.1 Constitution)

- a) Other committees shall meet and operate in accordance with their terms of reference, at times and places as required, or as decided by the committee/sub-committee chairperson.
- b) Notice of all committee meetings shall be provided to the Club Secretary, at least, seven days prior to the meeting being held.
- c) An agenda should be prepared for each meeting on the prepared proforma, as prescribed in the Policies and Procedures Manual (Template No TEMP014).
- d) Minutes of all committees/sub-committees shall be submitted to the next Board meeting for ratification on the prepared proforma, as prescribed in the Policies and Procedures Manual (Template Nos. TEMP009 & TEMP010).

BY-LAW 5.3 – LIFESAVING COMMITTEE

- a) The Lifesaving Committee shall be comprised of: the Club Captain (Chairperson); Vice-Captain; Chief Training Officer; Club Supervisor; IRB Officer; Communications Officer; First-Aid Officer; Mobiles and Vehicles Officer; Clubhouse Officer; Gear and Equipment Officer; Registrar; Gym Officer; Junior Activities Representative; Workplace Health and Safety Officer; Life Member nominee; Club Supervisor; Youth Development Officer; and any other officers as determined by the Board.
- b) It shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV006).
- c) The Club Captain, on behalf of the Lifesaving Committee, shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March of each calendar year.
- d) This Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (Template TEMP009 & TEMP010).



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- e) The Club Captain shall have a discretionary spending limit as determined by the Board and as prescribed in the Policies and Procedures Manual (**Procedure No. GOV004**).

BY-LAW 5.4 – SURF SPORTS COMMITTEE

- a) The Surf Sports Committee shall be comprised of: the Surf Sports Officer (Chairperson); Team Manager; Surf Boat Officer; IRB Representative; Board and Ski Officer; Youth Development Officer; Coaching Co-ordinator; Club Coach(es); Officials' Liaison Officer; Surf Rescue Competition representative; R&R Competition representative; Junior Activities Team Manager; a Life Member nominee; and any other officers as determined by the Board.
- b) It shall be responsible for matters as prescribed in the Policies and Procedures Manual (**Procedure No. GOV007**).
- c) The Surf Sports Officer, on behalf of the Surf Sports and Competition Committee, shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March each calendar year.
- d) This Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (**Template No. TEMP009 & TEMP010**).
- e) The Chairperson of the Surf Sports and Competition Committee shall have a discretionary spending limit as determined by the Board and prescribed in the Policies and Procedures Manual (**Procedure No. GOV004**).

BY-LAW 5.5 – BUILDING AND PROPERTY COMMITTEE

- a) The Building and Property Committee shall be comprised of: The Building and Property Officer (Chairperson); a nominated Board Member; a nominated representative of the Dicky Beach Supporters' Club; a Life Member nominee; and any other member as determined by the Board.
- b) The Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (**Procedure No. GOV008**).
- c) The Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (**Template No. TEMP009 & TEMP010**).

BY-LAW 5.6 – YOUTH DEVELOPMENT COMMITTEE

- a) The Youth Development Committee shall be comprised of: the Youth Development Officer (Chairperson); a nominated Board Member; Junior Club Captains; a nominee from Junior Activities; a Life Member nominee and any other officers as determined by the Board.
- c) The Committee shall carry out matters as prescribed in Policies and Procedures Manual (**Procedure No. GOV009**).
- d) The Youth Development Officer, on behalf of the Youth Development Committee, shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March each calendar year.
- e) The Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (**Template No. TEMP009 & TEMP010**).



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BY-LAW 5.7 – CONSTITUTION REVIEW COMMITTEE

- a) The Constitution Review Committee shall be elected at the Annual General Meeting.
- b) The committee shall be comprised of five committee members, one of whom may have some legal background, the others with governance experience or previous constitutional experience.
- c) At the first meeting, the committee shall elect a chairperson and secretary/minute person
- d) The Committee shall carry out matters as prescribed in the Policies and Procedures Manual (**Procedure No. GOV010**).
- e) The Committee shall provide minutes of each meeting as prescribed in the Policies and Procedures Manual to the Board (**Template No. TEMP009 & TEMP010**).

BY-LAW 5.8 – LIFE MEMBERS COMMITTEE

- a) The Life Members Committee shall be elected by the Club's Life Members and shall consist of a Chairperson and three other Life Members and shall be responsible for matters as prescribed in the Policies and Procedures Manual (**Procedure No. GOV011**).
- b) The Committee shall provide minutes of each meeting and reports as prescribed in the Policies and Procedures Manual to the Board (**Template No. TEMP009 & TEMP010**).

BY-LAW 5.9 – FINANCE COMMITTEE (Constitution **Clause 32**)

- a) The Committee shall be comprised of: the Club Treasurer (Chairperson); Assistant Treasurer; Junior Activities Accounts Officer; Dickie Beach Supporters' Club Treasurer; plus another suitably qualified member of long standing in the Club; and any other officers as determined by the Board.
- b) The Finance Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (**Procedure No. GOV012**).
- c) Provide direction and advice to the Fundraising and the Club Apparel Sub-Committees.
- d) The Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Board (**Template No. TEMP009 & TEMP010**).

BY-LAW 5.10 - FUNDRAISING SUBCOMMITTEE

- a) The Fundraising Sub-Committee shall be appointed by the Board after the Annual General Meeting who will call for expressions of interest from interested members.
- b) The Fundraising Sub-Committee shall be a sub-committee of the Finance Committee.
- c) The Fundraising Sub-Committee shall be comprised of members interested in raising funds for the Club and assisting with social and entertainment activities for the members. This sub-committee must include a Board representative, ,



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Finance Committee member; Junior Activities and when appropriate, a Surf Girl representative. The Chairperson of this sub-committee shall be the Volunteer Coordinator.

- d) The Fundraising Sub-Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV013).
- e) This Sub-Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Finance Committee (Template No. TEMP009 & TEMP010).

BY-LAW 5.11 - CLUB APPAREL SUB-COMMITTEE

- a) The Club Apparel Sub-Committee shall be a Sub-Committee of the Finance Committee.
- b) This Sub-Committee shall be comprised of: a Board nominated member (as the Chairperson); Junior Activities Uniform Officer/s; a youth member nominee; a senior club member; a Masters representative and any other officers as determined by the Board.
- c) The Club Apparel Sub-Committee shall be responsible for matters as prescribed in the Policies and Procedures Manual (Procedure No. GOV014).
- d) This Sub-Committee shall provide minutes of each meeting and monthly reports as prescribed in the Policies and Procedures Manual to the Finance Committee (Template No. TEMP009 & TEMP010).

BY-LAW 5.12 – SUPPORTERS’ CLUB Constitution Clause 4(b) and ADM 15 SLSQ Policy)

- a) The Dicky Beach Supporters’ Club Inc. is a separately incorporated association, providing for licenced activities and is affiliated with the Dicky Beach Surf Life Saving Club Inc.
- b) The Club shall appoint a delegate with full voting rights to the Management Committee of the Dicky Beach Supporters’ Club Inc.
- c) A copy of minutes of each meeting and monthly manager’s report is to be provided to the monthly Board of Management meeting.

BY-LAW 5.13 – HONOURS AND AWARDS COMMITTEE

- a) The committee shall be elected at the Annual General Meeting.
- b) The committee shall be comprised of: a nominated Board of Management member; Chief Training Officer; a Life Member nominee and two long standing members of the Club with a thorough knowledge of meritorious and service awards.
- c) The committee will make confidential recommendations to the Board for but not limited to the following awards:
 - i. Outstanding Service Certificate;
 - ii. Service pins;
 - iii. Club Life Membership;
 - iv. Branch/SLSQ/SLSA Life Membership;



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- v. Branch/SLSQ/SLSA National Awards;
 - vi. Queens' Birthday and Australia Day Honours;
 - vii. Community awards;
 - viii. Sports awards; and
 - ix. Meritorious awards.
- d) The committee procedure and nomination process is to comply with the Policies and Procedures Manual (**Procedure No. GOV015**).

SECTION 6

JUNIOR ACTIVITIES

BY-LAW - 6.1 General

- a) The Junior Activities is a section of the Dicky Beach Surf Life Saving Club incorporating junior members from a minimum of five years of age up to a maximum of 13 years on a seasonal basis and their parents or guardians.
- b) The Junior Activities Committee shall be responsible for the management of Junior Activities and shall comprise current financial members who have applied for membership of the Club through the Junior Activities and whose membership has been endorsed by the Board.
- c) The Junior Activities Committee is subordinate and responsible to the Board and therefore has no authority to make decisions that may bind the Club financially.
- d) The following officers shall be elected at the Junior Activities Annual meeting to carry out the Junior Activities program:
 - i. Junior Activities Chairperson;
 - ii. Junior Activities Deputy Chairperson;
 - iii. Junior Activities Minute Secretary;
 - iv. Junior Activities Accounts Officer;
 - v. The Appointed Life Member as an Advisor and voting member.

The above positions comprise the Junior Activities Committee and have voting rights at all Junior Activities Committee meetings.

An additional two positions below will be elected and endorsed at the Junior Activities Committee Annual Meeting from the below positions, and those two positions will have voting rights at the Junior Activities Committee Meetings.

- vi. Junior Activities Team Manager;
- vii. Junior Activities Registrar;
- viii. Junior Activities Operations Officer;
- ix. Junior Officials Officer;



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- x. Water Safety Officer;
- xi. Fundraising Officer;
- xii. Junior team manager (U8 to U10);
- xiii. Apparel Officer; and
- xiv. Gear and Equipment Officer.
- xv. Chief Water Safety Officer;
- xvi. Junior Activities Fundraising Officer; and

The above positions comprise the Junior Activities Committee.

- xvii. Junior Activities Junior Team Manager;
- xviii. Junior Activities Apparel Officer;
- xix. Junior Activities Gear and Equipment Officer;
- xx. Canteen Coordinator;
- xxi. Junior Activities Fundraising Officer; and
- xxii. Age Managers.

- e) The election of the Junior Activities Committee is subject to ratification by the Club Council at the Annual General Meeting. (see clause 3.2.f)

BY-LAW 6.2 - JUNIOR ACTIVITIES AIMS and OBJECTIVES

- a) Abide by the objects of the Club as prescribed in Clause 3 of the Constitution.
- b) Ensure Junior Activities is working towards the mission and vision and implementation of the Club's Strategic Plan in consultation with the Board.

BY-LAW 6.3 - JUNIOR ACTIVITIES MEETINGS

Annual and General Meetings

- a) The Junior Activities Annual Meeting shall be conducted no later than May annually. A quorum for the Junior Activities Annual and General meetings shall be twice the number of voting committee officers plus one.
- b) Every member shall receive due notice of the date, time, place of the annual meeting and the business to be conducted as prescribed in the Policies and Procedures Manual (Template No. TEMP011).
- c) A General Meeting shall be held in early December annually, where every member shall be given due notice stating the date, time, place of such a meeting and the business to be conducted. (Template No. TEMP006).
- d) Junior Activities Committee meetings shall be held monthly Clause 22 and 23 of the Constitution and due notice of which shall be given to all members stating date, time and place of such meetings. (Template No. TEMP009 & TEMP010).
- e) The Junior Activities Committee resolutions shall abide by the general rules contained in these By-Laws, the Constitution and Club Policies and



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Procedures, and shall be subject to ratification by the Board, and where appropriate, the Club Council.

- f) The Junior Activities Chairperson shall provide minutes of each meeting and monthly reports in the required format as prescribed in the Policies and Procedures Manual (**Template No. TEMP009 & TEMP010**).
- g) Financial members aged 15 years and over and parents or guardians of Junior Activity members who are Associate members may attend, participate and vote at Junior Activity Annual Meeting, and Junior Activity General Meetings only.

BY-LAW - 6.4 ELECTIONS (As prescribed in Clause 29 of the Constitution)

- a) The standard nomination form for all Junior Activities Officer positions shall include a declaration by the nominee regarding the matters required by section 61A of the *Associations Incorporation Act (as current)* (**Template No. TEMP012**).

BY-LAW - 6.5 FINANCES

- a) The Junior Activities Chairperson on behalf of the Junior Activities Committee shall prepare and present a budget of anticipated expenditure and income to the Board by the 15 March of each calendar year.
- b) The Junior Activities Chairperson shall have a discretionary spend limit as determined by the Board and as prescribed in the Policies and Procedures Manual (**Procedure No. GOV004**).
- c) The Junior Activities Accounts Officer shall be the Junior Activities representative on the Club Finance Committee.
- d) The Junior Activities Fundraising Coordinator must be a member of the fundraising sub-committee and shall attend all such meetings. If the Junior Activities Fundraising Coordinator is unable to attend a proxy from Junior Activities shall be appointed to attend in their place.

BY-LAW 6.6 – DISCIPLINE

- a) The conduct of all Junior Activities members, parents and guardians who participate in Junior Activities shall be subject to the **Member Code of Conduct** and the control of the penalising authority in accordance with the disciplinary process as prescribed in Clause 17 of the Constitution and By-Laws 2.3 – 2.9.
- b) Any disciplinary action taken by the penalising authority shall be referred to the Board in the first instance for their direction.

BY-LAW 6.7 - OFFICERS AND THEIR DUTIES

- a) Position Descriptions for all Junior Activities officers are prescribed in the Policies and Procedures Manual (**Position Descriptions No. JD031-043**).

BY-LAW 6.8 - MEMBERSHIP (Prescribed in Clause 11.1 of the Constitution.)

- a) Junior Activities participants must be financial members of the Club and apply by electronic means on the relevant online membership system or by submission on the prescribed SLSA form and pay the required fee as



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- determined by the Junior Activities Committee and endorsed by the Club Council at the Annual General Meeting (**Template No TEMP013**).
- b) The Family Membership fees only apply to Junior Activities memberships.
 - c) Any Junior Activities application for membership shall be accompanied by a parent or guardian application for membership of some type, depending on their SLSA award qualifications. (For example, Associate Member).

SECTION 7

PROCEDURES AND RULES

BY-LAW - 7.1 SLSA and SLSQ POLICIES, RULES, REGULATIONS (Clauses 9 and 10 Constitution).

- a) The Club adopts the SLSA, SLSQ and Branch current policies, rules and regulations, where appropriate, as issued from time to time are accepted as policies of the Club and forms part of the Club's Policies and Procedures Manual.

BY-LAW - 7.2 – AUXILIARY ORGANISATIONS

- a) As prescribed in **Clause 4(b)** of the Constitution and any current SLSA; SLSQ; or Branch policies.

BY-LAW - 7.3 – AUDITS

- a) As prescribed in **Clause 35** of the Constitution and current SLSA, SLSQ, Branch or Club Policies and Procedures Manual.

BY-LAW - 7.4 – FUNDRAISING

- a) The Club and any affiliated Auxiliary Organisation shall comply with the current legislation and SLSA rules and guidelines regarding fundraising.
- b) The fundraising authority is vested in the Board, which may allocate portions of its responsibilities pertaining to specific projects, to other committees/sub-committees to maintain, direct and/or develop these projects. As prescribed in the Policies and Procedures Manual (Procedure No. GOV013).

BY-LAW - 7.5 – INSURANCE

- a) As prescribed in current SLSA, SLSQ and Branch policies and the Club's Policies and Procedures Manual (Procedure No. ADM005\SLSQ Admin Guide).

SECTION 8

POLICIES AND PROCEDURES MANUAL

BY-LAW 8.1 POLICIES AND PROCEDURES MANUAL

- a) The Policies and Procedures Manual is a supplement to the By- Laws, and as such it provides the comprehensive processes for the By- Laws.



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- b) The Policies and Procedures manual contains, but is not limited to the following:
 - i. Basic tenure of delegations;
 - ii. Meeting practice, agenda, minute, and reporting templates;
 - iii. Rules of debate;
 - iv. Club Policies combined with protocols;
 - v. Patrol, Clubhouse, Gear, and Equipment Rules;
 - vi. Club Office Bearer Position Descriptions including JAC Office Bearers; and
 - vii. Codes of Conduct.

BY – LAW 8. 2 AMENDMENTS TO THE POLICY AND PROCEDURE MANUAL ITEMS

- a) The Board can amend the Policies, Procedures, Position Descriptions and Rules.
- b) Amendments made must be advised to members within 14 days of the amendment being formulated.

BY – LAW 8.3 POLICIES AND PROCEDURES BINDING

- a) The Policies and Procedures, Rules and Position Descriptions are binding on all members in the same manner as the By-Laws and Constitution are binding (Clause 32.2(a) and (b) Constitution).

SECTION 9

COMPETITIVE CONDITIONS

BY-LAW 9.1 – COMPETITIONS

- a) Members shall follow the Policies and Procedures of the current SLSA, SLSQ, Branch, Club and Carnival Bulletin prescribed for the relevant competition and the current SLSA Surf Sports Competition Manual.
- b) Interclub Competitions must be approved by Branch.

BY-LAW 9.2 – COMPETITIVE RIGHTS, TRANSFERS, OBLIGATIONS AND QUALIFICATIONS

- a) As prescribed in the policies and procedures of the current SLSA, SLSQ, Branch, Club and Carnival Bulletin which shall be followed by members.

BY-LAW 9.3 – CLUB CHAMPIONSHIPS

- a) Shall be conducted annually, preferably before the State Championships.
- b) As prescribed in the Policies and Procedures Manual (Procedure No. ADM006).

BY-LAW 9.4 – TROPHIES, PRIZES AND ELIGIBILITY

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- a) As prescribed in current SLSA, SLSQ, Branch, Club Policies and relevant Carnival Bulletin.

BY-LAW 9.5 - TEAM MANAGEMENT (As prescribed in current SLSA, SLSQ, Branch, Club Policies and relevant Carnival Bulletin)

- a) The Club, when participating in any carnival or similar function, shall appoint a Team Manager of its competitors.
- b) The Team Manager must comply with the Team Manager's declaration.

BY-LAW 9.6 – CLUB SUBSIDY/BURSARY

- a) Club Subsidies and Bursaries are available to members and are dependent on the Club's financial status as prescribed in the Policies and Procedures Manual (Procedure No. **ADM007 and ADM008**).

BY-LAW 9.7 – CARNIVAL OFFICIALS

- a) As prescribed in the Policies and Procedures Manual and are dependent on the Club's financial status (**Procedure No. ADM009**).

BY-LAW 9.8 – VISITS & TOURS

- a) As prescribed in current SLSA, SLSQ, Branch and Club Policies and Procedures Manual (**Procedure No. ADM010**).

SECTION 10

CLUB COLOURS/BADGES/ AND CLUB EMBLEM, LIFE MEMBERSHIP BADGE AND COMMON SEAL

BY-LAW 10.1 COLOURS AND BADGES/APPAREL (As prescribed in the **Brand Manual**)

- a) The Club's colours, green, white and gold, badges and competition cap design shall not be altered without re-endorsement of SLSQ and the approval of SLSA.
- b) The Club emblem shall be the Maltese Cross encircled by the words Dicky Beach Surf Life Saving Club, and shall be displayed, where appropriate, on apparel over the left breast.

CLUB EMBLEM



LIFE MEMBERSHIP BADGE

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CLUB'S COMMON SEAL