

Margaret River Surf Lifesaving Club
By Laws

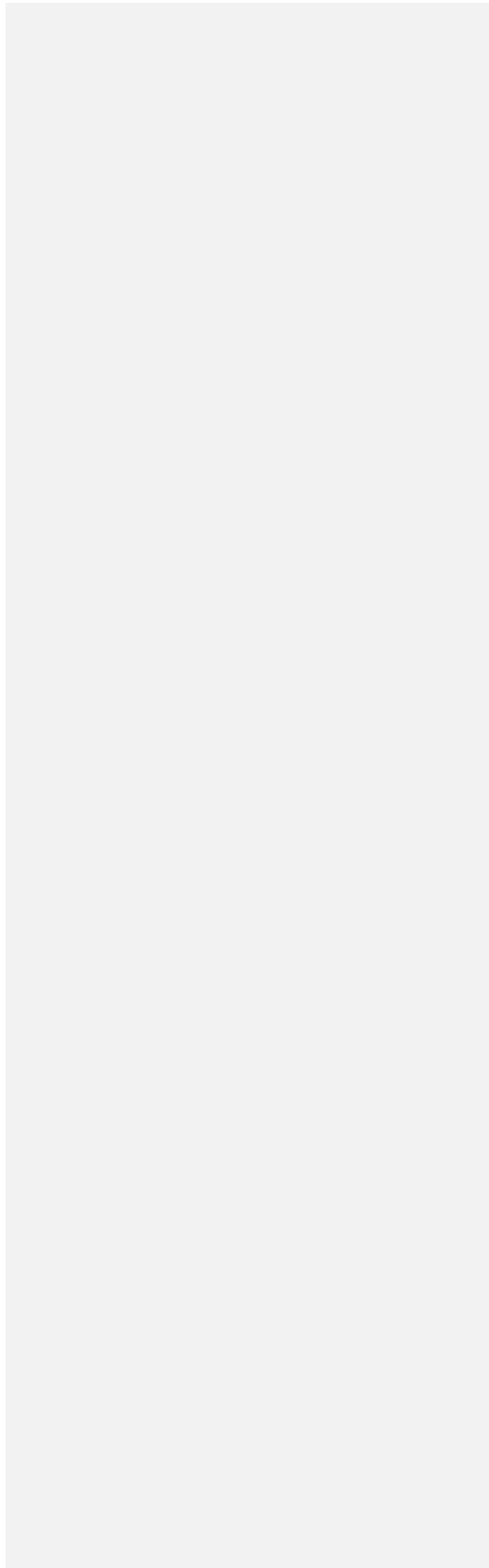
These By-laws are intended to be read in conjunction with
The Club Constitution and The Club Handbook.

October 2021

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1.0 MEMBERSHIP

1.1 Active Membership

- (a) Active members shall hold the Bronze Medallion.
- (b) Active members shall fulfil Patrol and Club requirements as required by Surf Life Saving Western Australia Inc., and in accordance with these By-Laws.
- (c) Active members shall complete the Annual Proficiency Test each season unless the Bronze Medallion has been gained in that season.
- (d) Active members will have access to all club facilities.

Commented [MN1]: Do we have a definition of active member? i.e 18 yrs of age and older?

Commented [MN2R1]: As per "associate member"

1.2 Reserve Active Membership

- (a) A member, after at least eight years of Active membership, may apply for Reserve Active membership. Applications shall be submitted to the Director of Administration who shall collate the applicant's service record and forward that information together with the application to the board. The board shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Board.
- (b) The following shall not be counted as Active Service toward Reserve Active Membership.
 - (i) Periods of absence or leave from club duties.
 - (ii) Periods of suspension from the Club
- (c) Reserve active members shall complete patrol hours as may be required by Surf Life Saving Western Australia, but in any case, shall complete at least one (1) full patrol each season.
- (d) Reserve Active members shall complete the Annual Proficiency Test.
- (e) Reserve Active members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Reserve Active membership of this club, subject to verification from their previous club, branch or State.
- (f) Active members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service in their previous club, or clubs, accepted as years of service toward Reserve Active membership of this club, subject to verification from their previous club(s), branch or State.
- (g) Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Board. The Board shall decide whether such service shall be accepted as years of service toward Reserve Active membership of this club.

(h) Reserve Active members will have access to all club facilities.

1.3 Long Service Membership

(a) A member, after at least ten years of Active membership or four years of Reserve Active membership, may apply for Long Service membership. Applications shall be submitted to the administration officer who shall collate the applicant's service record and forward that information together with the application to Board. The Board shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Board.

(b) Periods of active service shall be considered in the same manner as for Reserve Active membership.

(c) Long Service members are exempt from performance of any Patrol duties. In all other respects they have the same privileges and duties as Active members.

(d) Long Service members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Long Service membership of this club, subject to verification from their previous club, branch or State.

(e) Active members and Reserve Active members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service and/or Reserve Active service in their previous club or clubs accepted as years of service toward Long Service membership of this club, subject to verification from their previous club(s), branch or State.

(f) Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Board. The Board shall decide whether such service shall be accepted as years of service toward Long Service membership of this club.

(g) Long service members will have access to all club facilities.

1.4 Award Membership

(a) Award members shall hold at least one of the following awards;

(i) Surf Rescue Certificate (ii) Radio Award/s (iii) Resuscitation Certificate (iv) Advanced Resuscitation Certificate (v) First Aid certificate (or equivalent) (vi) Nipper Rescue Certificate.

(b) Holders of the Bronze Medallion are not eligible to become award members.

(c) Active Award members may be called upon to perform Patrol and/or other club duties to the extent of the ability of their qualifications.

(d) Award members have the right to use all club facilities apart from competition equipment except as designated by Surf Lifesaving Australia competition regulations.

(e) An Award member with a Limiting and Permanent Disability who has satisfied the requirements of the Competitive Qualification Test as laid down by Surf Life Saving Australia may use competition equipment.

(f) For the purpose of the club constitution and by-laws/policies a General Parent Active member carrying out water safety for Junior activities shall be deemed to be an Award Member carrying out designated Surf Life Saving Patrol duties.

1.5 Associate Membership

- (a) Associate members shall be a minimum of eighteen (18) years of age.
- (b) Associate members need not hold any awards.
- (c) Associate members have the right to use all club facilities
- (d) An Associate member who holds the Bronze Medallion may use patrol equipment in the performance of patrol duties.
- (e) An Associate member who holds any award may use patrol equipment in performing patrol duties to the extent of the ability of their qualification.
- (f) Associate members are eligible to take part in intra club competition but may not be eligible to win club trophies.
- (g) Associate members who satisfy the requirements of the Surf Life Saving Australia policy and regulations may compete in Inter Club carnivals and use competition equipment for that purpose.
- (h) Associate members shall not have voting rights unless elected to office or appointed to a position provided with voting rights by the Clubs Constitution.

1.6 Associate Membership types

1.6.1 Parent Membership

Parent (subset of associate membership)

- (a) Parent Active membership shall be available to one or both parents or guardians with children registered in either or both, Nipper membership categories.
Parent Active members shall be actively involved in the running or support of Nipper activities.
- (b) Parent Active members are encouraged to complete the Nipper Proficiency test at the start of the season.
- (c) Parent Active members have the right to use all club facilities with the exception of patrol and competition equipment.: save as hereunder provided.
- (d) A Parent Active member who holds the Surf Rescue Certificate may use patrol equipment in performing patrol duties to the extent of the ability of their qualification.

1.6.2 Absentee membership

- (a) Any member, who becomes resident out of the Augusta Margaret River Shire, shall, during such residence be entitled to "Absentee" membership of the club and as such shall be relieved of all obligations of their relevant membership category, other than the payment of the annual subscription as prescribed.
- (b) It shall be the duty of each member to inform the Director of Administration of the club, in writing, that they are entitled to "Absentee" membership and upon receipt of such notice and proof of such entitlement, the Director of Administration shall place such member's name upon the Absentee membership list.
- (c) Periods of "Absentee" membership shall not be classed as service towards Reserve Active and/or Long Service membership.

1.6.4 Honorary Membership

- (a) Honorary membership shall be awarded on a seasonal basis by the Board.
- (b) Honorary membership shall be awarded to people, who, in the opinion of the Board, perform fundamental service to the club. Honorary members shall not be required to pay the annual membership fee.
- (c) Honorary members need not hold any awards.
- (d) Honorary members have the right to use all club facilities with the exception of patrol, competition, and gym equipment.
- (e) Honorary members are not eligible to compete in intra club or interclub competition.

1.7 Cadet Membership

- (a) Cadet members shall be a minimum of thirteen (13) and a maximum of fifteen (15) years of age on a seasonal basis. Cadet members are required to gain the Surf Rescue Certificate within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test.
- (b) Fifteen (15) year-old Cadet Members are required to gain the Bronze Medallion within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test.

1.8 Nipper Membership

- (a) Nipper members shall be a minimum of five (5) years of age (by 30 September of the current season) and up to a maximum of twelve (12) years of age.
- (b) Nipper members are required to gain the relevant Junior Award in lifesaving for that member's age group each season.
- (c) To be eligible for membership, Junior members must also have at least one parent or guardian as a member of the club, who is actively involved in the running or support of Junior activities.

Commented [MN3]: Based on Circular 13

1.9 Probationary Membership

- (a) Any new member joining the club who is over 15 shall be classed as probationary from the time of application for membership until such time as the Board grants a formal category or rejects the application, provided that a new member who is required to gain an award shall remain classed as Probationary until that award is gained.
- (b) Probationary members shall have the same rights and privileges with regard to the use of the clubrooms and facilities as the membership category for which they have applied.
- (c) The Board may at any time cancel the membership of a Probationary member.

1.10 Life Member

- (a) Life Member can be nominated by the board at the AGM
- (b) Life membership can be bestowed on an individual that has shown ongoing service over several years to the club activities and organisation.
- (c) A majority vote is required to accept the nominee
- (d) Life members are not required to pay membership fees.

2.0 CLUB OFFICERS

2.1 President – Education Officer – Elected Director

- (a) The President shall exercise a general supervision over the affairs of the Club.
- (b) The key responsibilities of the President shall include;
- (c) Represent the interests of the Club and its members at any external board, committee or group that may assist in the advancement and furthering of the Club.
- (d) Be chairperson and preside at all meetings, except where a special or established committee is appointed with the chairperson designated.
- (e) See that the duties of the other officers and position holders are properly performed.
- (f) Have a sound knowledge of the Association at different levels and the applicable Constitutions pertaining thereto.
- (g) Ensure the Club is operating within the guidelines set out by SLSWA and SLSA.
- (h) Ensure the Club's strategic plan is reviewed, maintained and updated on a yearly basis.
- (i) Coordinate club policies and objectives between all sections of the club.
- (j) Supervise contracted employees of the club and ensure performance levels are in accordance with expected outcomes as determined in the contract of service.
- (k) The President has the power to suspend from office or membership any Officer or Member of the Club, whose continuance in Office or Membership would, in the opinion of the Board, be detrimental to the club. Such suspension shall continue until the next meeting of the Board, when it shall cease unless the Board directs otherwise.
- (l) Coordinate Education Activities within the club.

2.2 Director of Finance – Elected Director

- (a) The Director of Finance shall be responsible for the financial management of the Club.
- (b) The key responsibilities of the Director of Finance shall include;
 - (i) Present a Statement of Account monthly to the Board.
 - (ii) Arrange the preparation and presentation of an Annual Balance Sheet and Statement of Account to be presented, duly audited, to the Annual General Meeting of the club.
 - (iii) Ensure an appropriate budget for the ensuing season is presented to the Board by the 31st October annually.
 - (iv) Manage and maintain the financial records of the Club and report activities monthly to the Board.
 - (v) Arrange for the payment of all accounts that have been raised for payment by the Board.
 - (vi) Oversee the management of the club's apparel sales.
 - (vii) Be authorised to act in the capacity of "Secretary" for the purpose of meeting any statutory or legally binding document requiring such endorsement.

2.3 Club Administrator –Child Protection Officer - Elected Director

- (a) Minute board meetings and distribute board agendas
- (b) Assist President in club liaison activities with State Centre and external parties.
- (c) Assist in the purchase and maintenance of the club apparel orders and stock.
- (d) Complete administrative tasks within the surfguard application including
 - (i) Signup of new members
 - (ii) Transfer of members in and out of the club
 - (iii) Maintenance of current club members records
 - (iv) Maintenance of the Child Protection protocols
 - (v) Maintenance of Working with Children database including sign off for all applications and uploading of certificates.
 - (vii) Approval of Member applications for competition rights.

2.4 Director of Lifesaving – Club Captain – Elected Director

- (a) The Director of Lifesaving shall be responsible for the management of all matters pertaining to life saving services and emergency services.
- (b) The Director of Lifesaving shall be responsible for the conduct of all members when associated with the club's activities and their general education in Surf Life Saving.
- (c) The key responsibilities of the Director of Lifesaving in his capacity as a club captain shall include.
 - (i) Coordinate and liaise with other officers and position holders to provide for the improvement of the efficiency of Surf Life Saving.
 - (ii) May call meetings of club officers and position holders associated with activities conducted at the Club's beach and shall generally ensure the wellbeing of the Club's beach operations.
 - (iii) Ensure patrolling members understand their duties and responsibilities
 - (iv) Has the power to delegate any duty to any club member.
 - (v) Shall hold the Bronze Medallion as a minimum and preferably the Silver Medallion.
 - (vi) The Director of Lifesaving shall be responsible for the management of all matters pertaining to competition at club, interclub, national and international level.
 - (vii) Develop a patrol roster of all Bronze Medallion holders to ensure a safe beach for all users

2.5 Director of Nipper Operations – Elected Director

The Director of Junior Activities shall be responsible for all matters pertaining to Nipper activities.

- (a) Organisation and Coordination of Age Group Managers
- (b) Oversee all activities for matters of Nippers to transfer to Youth activities. Members aged 14 – 19.
- (c) Organise Nipper Carnival participation and applications for regional, state and national competitions

2.6 Equipment Officer – Appointed Director

The Equipment officer is responsible for all physical assets within the club and structures

- a) Oversee Equipment maintenance including Building(s)
- b) Organise quotes for purchase of new equipment
- c) Maintain Storage facilities.
- d) Ensure that all Rescue Equipment is Rescue Ready to work alongside the Director of Lifesaving
- e) Ensure all Nipper Equipment is properly maintained and ready for club activities
- f) Liaise with The Director of Lifesaving, Director of Nipper Operations and the President on matters relating to Equipment maintenance.

2.7 ERT Officer -Appointed Director

The ERT Officer is responsible for all activities related to the Emergency Response service which includes.

- (a) Maintain equipment in good order rescue ready for Emergency Response Tasks
- (b) Oversee coordination Jet Ski operations
- (c) Coordinate education and proficiency of Jet Ski operators
- (d) The ERT officer shall hold a current gold medallion qualification.

2.8 Media Officer –Communications and Media – Elected Director

The media officer is responsible for communications within the club and through the external media channels.

These tasks are listed as follows

- (a) Update Facebook and Instagram accounts on a weekly basis in season.
- (b) Be the administrator for all club Facebook and Instagram business accounts and maintain all user accounts.
- (c) Be the administrator for the club WhatsApp account and maintain all user accounts
- (d) Maintain external club calendar with all club events on a weekly basis during season.
- (e) Maintain internal club calendar with all executive board events.

- (f) Maintain sharepoint logons and passwords
- (g) Maintain sharepoint libraries including structure and ongoing maintenance of document storage filing
- (h) Collect photos from all events and storage in the sharepoint library for marketing purposes
- (i) Approval of photo use for marketing if required from club members or guardians.
- (j) Construction of all media releases for approval by the board as required.

2.9 Junior Club Captain

- (a) Lead nippers at the club and state carnivals
- (b) Encourage fellow Nippers to participate in activities.
- (c) Attend any sponsorship duties required by the club
- (d) The club captain will be chosen from the Under 13 and Under 12 age group at the start of the season, (by the start of December, where practicable). the Board will choose the Club Captain, upon recommendations from the U12/13 Age group manager/s and other Age Group Managers.
- (e) The Club Captain will display the following attributes and will be a good role model for other Nippers both on and off the beach.
 - a. Polite,
 - b. Committed,
 - c. Displayed Leadership skills
 - d. Demonstrated teamwork skills,
 - e. Encouragement of others,
 - f. Enthusiastic
- (f) The club captain will be selected by the start of December each year and will hold the position till December the following year. As club captain the selected person will represent the club at any formal occasion and will carry the club's flag during carnivals.

3.0 STANDING COMMITTEES

3.1 Committees

- (a) Committees may be appointed as deemed necessary by the Board for the efficient running of the club.

4.0 STANDING ORDERS AT MEETINGS.

- (a) Any member wishing to speak shall stand and address the Chairperson respectfully.
- (b) No member shall speak more than once to a question except in explanation or reply.
- (c) A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent state of the debate.
- (d) A reply shall be allowed only to a member who has moved a substantive motion

- (e) No member shall use offensive or unbecoming words.
- (f) No member shall digress from the subject under discussion, and imputations of improper motives and all personal reflections on members shall be deemed disorderly.
- (g) Whenever the Chairperson rises during debate the member then speaking shall cease and sit down.
- (h) No member shall interrupt another whilst speaking except on a point of order.
- (i) 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 order shall state concisely the point of order, and the Chairperson, without further discussion, shall give a ruling.
- (j) 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 state his or her point. The seconder and the Chairperson only may speak to the motion.
- (k) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate then or at the ensuing meeting. No member shall move the adjournment at the end of his or her speech.
- (l) At any time during the debate a member may without notice move "that the question now 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.
- (m) An amendment may be moved on any original motion. The Chairperson shall put the amendment to the meeting first; if carried, the original motion as amended shall be put to the meeting; if lost, the original motion shall be put to the meeting. When an amendment has been decided, a further amendment may be moved before the original motion is put to the meeting.
- (n) The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion.
- (o) It shall be lawful for the meeting to suspend standing orders, provided that the object of such suspension shall not be the rescinding of any resolution previously adopted.
- (p) The Chairperson shall have a deliberate as well as a casting vote on any resolution before the meeting.
- (q) Order of business for meetings:
1.0 Apologies
2.0 Reading and confirmation of minutes
3.0 Business arising out of such minutes
4.0 Correspondence
5.0 Finance
6.0 Reports
 (a) Nipper
 (b) ERT
 (c) Shed/Equipment
7.0 Agenda
8.0 General business
- (r) Order of business for Annual General Meeting:
1.0 Apologies
2.0 Reading and confirmation of minutes of previous Annual General Meeting
3.0 Business arising out of such minutes

- 4.0 Presentation of Annual Report and Balance Sheet
- 5.0 Life Membership Nominations
- 6.0 Endorsement of fees
- 7.0 Election of officers
- 8.0 Notices of motion to amend Constitution and By-Laws
- 9.0 General business

5.0 ANNUAL REPORT

- (a) An Annual Report shall be prepared by the Manager/Administration Officer for adoption by members at the Annual General Meeting.
- (b) The Annual Report shall be endorsed by the Board prior to presentation at the Annual General Meeting.

5.1 Structure

- (a) The Annual Report should contain at a minimum the following information.
 - (i) The Objects of the Club
 - (ii) The Officers of the Club
 - (iii) Reports by each member of the Board and Beach Operations Committee
 - (iv) Reports by area captains and/or coaches
 - (v) The Financial Statements of the Club for that year
 - (vi) A report by the Honorary Auditor on the Financial Statements
 - (vii) A list of life members
 - (viii) The number of members in each category of membership for that year
 - (ix) A record of the patrol hours logged by each member for that year
 - (x) A summary of patrol statistics in terms of rescues, preventative actions and first aid cases for that year
 - (xi) A summary of surf lifesaving awards gained by members during that year
 - (xii) Winners of major club events and awards
 - (xiii) Performance results at State and Australian Championships

5.2 Circulation

- (a) Printed copies of the Annual Report shall be available to members attending the Annual General Meeting.

6.0 Patrols

- (a) Patrolling hours are completed at local nipper activity days and large events in the cape-to-cape region as required. Members are required to complete a minimum of 4 events per year. Request for events to be attended by patrolling members will be made by the 1st October every year. The events that are currently supported are
 - Nipper Activity Days 12 events.
 - Regional Carnival Water Safety 3 events.
 - Busselton Jetty Swim 1 event
 - Busselton Half Iron Man 1 event
 - Busselton Full Iron Man 1 event
 - Cape to Cape Adventure Race 1 event
 - Gnarabup Bay Ocean Swim 1 event.
- (b) Members who are unable to attend a committed Patrol event shall arrange a substitute member, of similar qualifications and experience, to perform the Patrol in their place. The member arranging such a substitute shall be responsible in the event of the substitute not attending.
- (c) Patrol members are under the direction and control of the Lifesaving Officer (or substitute) or Event Safety Coordinator.

(g) Patrol members shall report any damage to equipment to the Equipment officer and note in log for the day.

(e) The following members are exempt from all Patrol duties.

- (i) Life Members
- (ii) Long Service Members

(f) The following members are exempt from Patrol duties, except in the case of qualified members wishing to compete at State or Australian Titles in events other than March Past who shall complete Patrol hours as required by Surf Life Saving Western Australia:

- (i) Associate Members
- (ii) Honorary Members

(k) Club members not able to complete 4 events per year will be advised of the requirement and will be listed in that year as not completing a year of service.

7.0 IRB

(a) Club IRBs shall be driven only by proficient IRB drivers and crewed only by proficient IRB Crew award holders, except in cases where approved Award Training is taking place under the supervision of suitably qualified IRB instructor or IRB Examiner members.

(b) IRBs shall not be launched or beached through any area where members of the public may be exposed to risk of injury.

8.0 COMPETITION

8.1 Intra Club Competition

(a) The Board shall advise the Intra Club Competition events for the coming season by October 1st of that season. Such events are described in the current competition manual of Surf Life Saving

(b) Unless otherwise stated in these By-Laws, all competitions shall be run in accordance with the current competition manual of Surf Life Saving.

(c) No Club member may win a trophy event unless:
(1) They have met their club obligations
(2) He or she is fully financial
(3) He or she is qualified and proficient as required by Surf Life Saving Australia for the category in which the member is competing.

8.2 Inter Club Competition

- (a) Club members who are qualified and proficient as required by Surf Life Saving Australia may represent the club in inter club competitions conducted or approved by Surf Life Saving Australia so long as he or she is fully financial.
- (b) The board may refuse a member permission to compete in any inter club competition if they have not met their club obligations.
- (c) The Club may require any entry fees or other costs of competing to be borne by the member.

8.3 Club Teams

- (a) A team manager shall be appointed to all club teams travelling outside of the Margaret River Area. All team members shall be subordinate to the Manager, and the Manager shall have the authority to take immediate action as necessary to maintain the discipline of the team. Occasions of misconduct shall be reported to the Board by the Team Manager.

9.0 TROPHIES AND AWARDS

- (a) The Board shall advise the Clubs Trophies and Awards for the season by October 1st, of that season.

Add a List of Club Awards:-

- (a) Iron Man
- (b) Club Championships Age group Awards
- (c) Marathon
- (d) Best Club Member
- (e) Presidents Award

- (c) Recommended Selection Criteria When selecting the Club awards, it is recommended that the selection process considers any of the following:

- (1) Patrolling efficiency
- (2) Gaining awards other than SRC or BM
- (3) Provides Life Saving Award Instruction
- (4) Provides Award Assessing
- (5) Selected for National Life saving event
- (6) Participates in Club Swims/Runs
- (7) Participates in Club Trophy events
- (8) Enthusiastic competition performance
- (9) Outstanding States/Aussies performance
- (10) Participates in coaching
- (11) Provides competition officiating
- (12) Age manager
- (13) Selected for state team/high performance
- (14) Volunteer work at State Centre
- (15) General club commitment

10.0 Proxy Voting Form

Margaret River Surf Life Saving Club APPOINTMENT OF PROXY
--

I, _____
(Insert MEMBER'S name)

of _____
(Insert MEMBER'S address)

being an eligible voting member of Margaret River Surf Life Saving Club

APPOINT the Chairman, to be my proxy at the Annual General Meeting/Special General Meeting (and any adjournments of the meeting/s) on

_____ and to vote on my behalf on the special resolution/s to be put in the following manner :

- Special resolution 1 (Resolution wording to be inserted here) In favour of / against *
- Special resolution 2 (Resolution wording to be inserted here) In favour of / against *

(delete which does NOT apply)

Your voting direction in favour of/against must be indicated for proxy to be valid.