ITHACA – CALOUNDRA CITY LIFE SAVING CLUB INC

ABN 69 400 598 562

CONSTITUTION

including

BY-LAWS, PROCEDURES & RULES

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Change History

Version	Date	Section Changed	Details
1.0 – 1.8	Various	All	Draft versions
1.90-1.99	10/9/2011	Not applicable	Final draft, to present to AGM for approval
2.0	10/9/2011	Not applicable	Version approved by the AGM
2.1	30/8/2015	Rule 1 added	Rule 1 approved at AGM on 30/8/2015
2.2	7/2/2016	Appendix A & B	Added images of Club Logo(s) and Common Seal

THE CONSTITUTION

SECTION A
Name, Control, Objects, Badges

A1 NAME, INTERPRETATION AND DEFINITION

A1.0 Application of this Constitution

This Constitution and By-Laws shall replace all the Club*'s* previous Constitution's and By-Laws; and comes into effect immediately after the General Meeting that it has been approved by the majority of the members present at such meeting.

A1.1 NAME

The Club shall be an Incorporated Association, incorporated under the Incorporated Associations Act Qld. The name of the Association shall be "Ithaca – Caloundra City Life Saving Club Inc," herein after referred to as "*the Club*".

The Club may be known by its short names including "Ithaca Life Saving Club" and "Caloundra City Life Saving Club", or by the initials of "ICCLSC".

A1.2 INTERPRETATION

In this Constitution and the Club's By-Laws, Procedure and Rules:

a) a reference to a function includes a reference to a power, authority and duty;

b) a reference to the exercise of a function includes where the function is a power, authority or duty to the exercise of the power or authority of the performance of the duty;

c) words importing the singular include the plural and vice versa;

d) words importing any gender include the other genders;

e) references to a person or persons include corporations and bodies corporate;

f) references to a person include the legal personal representatives, successors and permitted assigns of that person,

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

h) The specification of the objects and powers of the Club in A3 of this Constitution are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power, nor that any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the "ejusdem generis" (of the same kind) rule shall not apply.

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

j) The cover page, table of contents, By-Laws, Procedure, Rules, and any other attachment which are attached to this constitution, by virtue of being attached do not form part of the constitution.

k) Clauses in this constitution may be referred to by an alpha-numeric reference, referring to the respective section and paragraph number.

A1.3 DEFINITIONS

The following words will have the following meanings within the Constitution, By-Laws, Rules and Procedures of the Club:

Society or RLSSQ	Shall mean the Royal Life Saving Society Queensland Inc including its successors and assignors.
The Club	Shall include all the registered members and any affiliated Auxiliary Organisations, but not members of affilliated Auxiliary Organisation unless they are a member of the Club.
The *Council*	Shall mean the body consisting of the President, elected officers and all Members of the Club.
The Management Committee	Shall refer to the committee comprising The President, Deputy President, Honorary Secretary, Honorary Treasurer, Club Captain, Honorary Chief Instructor, Junior Lifeguard Administrator and any other members elected to the Management Committee as described in this Constitution.
Sub-Committee	includes any board, special or other committee, Judiciary Committee, or group of members appointed to decide any policy, function, action, or created for any other purpose.

Financial Year, Year or Season	In respect to "Membership" and "Competition", shall mean, the period between 1st July in any one year to 30th June in the year following.
Financial Member	A member who is not at that time indebted to the Club in respect of any annual subscription, levy or other payment whatsoever.

A2 CONTROL

A2.1 The Club shall Affiliate with the Royal Life Saving Society Queensland Inc (its assignors and successors) and adopt the Society's handbooks of instructions and procedures in respect to Life Saving techniques, training and competition.

A2.2 The Club may join or affiliate with any other organisation or organisations provided that it maintains its prime Affiliation with the organisation detailed in A2.1, and if there is any conflict with a procedure, rule or policy, the handbook of instructions and procedures of the organisation detailed in A2.1 shall take precedence.

A2.3 Auxiliary organisations may be formed and affiliated to the Club providing such organisations have similar aims and objects as the Club and are subject to the overall control of the Club. The By-Laws will define all rights, roles responsibilities, privileges and policies of affiliated organisations.

A2.4 Race, Religion and politics (and matters such as this) shall not be part of the Club business and are banned from discussion at any official meetings held within the Club. These items shall remain as an individual commitment, without reference to the Club in any way.

A3 OBJECTS AND POWERS

The Club is a charitable community organisation, with the following objectives and powers:

A3.1 Objectives

A3.1.0 To perform a Beach Patrol and Rescue service at places and times as determined by the Club.

A3.1.1 To receive, accept, take over, obtain funds, obtain assets and/or undertaking, as donated, transferred, gifted, granted, assigned or otherwise, to the Club; or in receipt from any other person or organisation; whether subject to any special condition, trust or not.

A3.1.2 Promote, advance and control the work of Life Saving, the resuscitation of the apparently drowned, the treatment and resuscitation of any person, and the application of first aid on beaches, water ways and elsewhere.

A3.1.3 Assist in research and experiments for the improvement of methods of Life Saving, the resuscitation of the apparently drowned, and to provide efficient life saving equipment of standard design, and oversee the training of members of the Club in the efficient use of such equipment to minimise loss of life in bathing and elsewhere.

A3.1.4 Co-operate with any organisation in improving methods of Life Saving (whether in still water, rough water or elsewhere) and the securing of public recognition and financial support for Life Saving.

A3.1.5 Promulgate rules issued by the *Society*, from time to time, for the management and control of life saving and resuscitation work so far as local conditions permit, and within the Club's area of authority.

A3.1.6 Promote, demonstrate, instruct and educate the methods of Life Saving.

A3.1.7 Enforce the observance of the Policies, Rules and Regulations of the *Society*, and written directions from time to time, deal with any infringement thereof, and adjudicate upon all disputes and difficulties between members of the Club.

A3.1.8 Obtain improved facilities for bathing.

A3.1.9 To establish, join, contribute, subscribe, purchase deal and/or sell units, in any Trust established with the prime purpose of supporting funding or contributing to Life Saving work or Life Saving Clubs, either alone or jointly with any other person or group or incorporated organisations, providing such Trust(s) is/are for Charitable Purpose, and to receive dividends, distributions, profits, return of capital or any other payment from such Trust(s).

A3.1.10 To provide social entertainment for members at such times as may be desirable.

A3.1.11 Ensure that environmental considerations are taken into account where possible in all life saving and related activities conducted by the Club.

A3.1.12 Encourage members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in life saving competition and to award trophies and rewards to successful competitors in a performance-enhancing drug free competition environment.

A3.1.13 Recommend Meritorious Awards for members and others, in honorable public recognition of difficult and meritorious rescues from the sea and elsewhere, and of deeds of exceptional bravery, from time to time performed in the course of life saving and to recommend for civil honors, and support wherever requested and considered appropriate, nominations.

A3.1.14 Promote the health and safety of members and all other users of the aquatic environment, and seek and obtain improved facilities for their enjoyment.

A3.1.14 Effect such purposes as may be necessary in the interests of the Club, life saving and the aquatic environment.

A3.1.15 Promote uniformity of rules and regulations for the control and regulation of bathing.

A3.1.16 To make provision for members of the Club to train for awards of the Society and for competitions of the Society.

A3.2 Powers

A3.2.1 Acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate in lands, tenements or hereditaments or any tenure whether subject or not to any changes or encumbrances and erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and sell, let, alienate, mortgage, charge or otherwise deal with all or any of such lands, tenements or hereditaments or any part thereof.

A3.2.2 To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with other as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the Club's property or assets present or future and to purchase, redeem or pay-off any such securities.

A3.2.3 To lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.

A3.2.4 To give, take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Club's property of whatsoever kind sold by the Club, or any money due to *The* Club from purchasers and others.

A3.2.5 To invest and deal with the money of the Club not immediately required in such manner as may from time to time be thought fit, subject where applicable to Collections Regulations 1975.

A3.2.6 Produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property, including but not limited to logos, trademarks, copyright and names in any publication produced by the Club.

A3.2.7 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.

A3.2.8 Take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of the Club in the shape of donations, annual subscriptions or otherwise.

A3.2.9 Print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects.

A3.2.10 Promote any other person or company for any purpose calculated to benefit the Club.

A3.2.11 Purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations whose activities or purposes are similar to those of the Club or generally for any purpose calculated to benefit the Club.

A3.2.12 To transfer all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated *Association*s with which the Club is authorised to amalgamate;

A3.2.13 To subscribe to, become a member of and co-operate with any other Association, Company, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the the Club shall not subscribe to or support with its funds any club, Association or Organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Club under or by virtue of E14.

A3.2.14 To buy, sell and deal in all kinds of articles, commodities and provisions, both gaseous, liquid and solid, for the members of *The* Club or persons frequenting the Club's premises.

A3.2.15 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Club: Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club shall only deal with the same in such manner as is allowed by law having regard to such trusts.

A3.2.16 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.

A3.2.17 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen, and other persons as may be necessary or convenient for the purposes of the Club.

A3.2.18 To remunerate any person or body corporate for services rendered or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Club, or in or about the Club or promotion of the Club or in the furtherance of its objects.

A3.2.19 To take or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.

A3.2.20 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

A3.2.21 To sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Club.

A3.2.22 To take such steps by personal or written appeals, public meetings, house to house and beach collections, lucky number machines, or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.

A3.2.23 To make donations for patriotic, charitable, community, or other purpose which is in furtherance of the Objects of the Club.

A3.2.24 To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.

A3.2.25 Do all or any of the matters hereby authorised, either alone or in conjunction with any person, company, incorporated or unincorporated body, or by or through any factors, trustees or agents.

A3.2.26 Generally do all such other things as may appear to the Club to be incidental or conducive to the attainment of the foregoing objects and the exercise of the powers of the Club.

A3.2.27 To utilise all the powers provided by Rule 3 and all sub-rules hereto, to work jointly with, to jointly manage, to amalgamate or merge with, or to take over any powers, rights, funds, and other assets and liabilities of any one or more unincorporated Associations, Clubs, Organisations, having objects altogether or in part similar to those of the Club: Provided that any other Rule or sub-rule of the Club shall have the power to an extent at least as great as that imposed upon the when acting alone for that proportion of the joint activity setup by the the Club, and the distribution of any joint assets income and property among the Club and any unincorporated Association members shall be prohibited to an extent at least as great as that imposed upon the Club under or by virtue of E14.

A4 BADGE AND COLOURS

A4.1 The Club Colours shall be Royal Blue and Gold.

A4.2 The Club Emblem and Badge shall be of the design appearing in the Appendix.

A4.3 The Club Colours, Emblem and Badge can only be changed by special resolution of the Council, however the Management Committee of the Club may approve secondary Colours, Emblems and Badges for specific purposes, which may be used at the discretion of the Management committee.

A4.4 The Club Emblem shall be worn only by accredited representatives and members of teams who are selected or approved by the Management or Selection Committee.

A4.5 If any member of the Club does any act that brings the Club into disrepute whilst wearing or using any item that bears the Club*'s* Name, Emblem or Badge; such member(s), and any members associated with the act, may be required to attend a Management committee Meeting, Council Meeting, or Disciplinary Meeting for disciplinary action in accordance with this Constitution and By Laws.

A4.6 Any item that bears the Club Emblem or Badge, whilst such may be in the possession of a member or any other person, shall remain the property of the Club and shall be immediately returned to the Club Captain or other Management Committee member upon demand.

A5 THE COMMON SEAL

A5.1 The form of the Common Seal shall be as set out in the first part of Appendix "B" of this Constitution together with the words “Ithaca – Caloundra City Life Saving Club Inc" around its perimeter and the words "The Common Seal of" in its centre. The Common Seal may include the Club’s Australian Business Number, or other registration details.

A5.2 The Management Committee shall provide for the safe custody of the Seal.

A5.3 The Seal shall only be used by the Authority of the Management Committee, and every document to which the Seal is affixed shall be signed by two (2) members of the Management Committee.

SECTION B

Membership, Catagories of Membership, Affiliation, Management

B1 MEMBERSHIP

B1.1 Membership in the Club shall be available for application to natural persons, both male or female, and membership shall be unlimited.

B1.2 All applications for membership shall be made on the approved Form and all members shall be bound by any declaration or agreement on such form, and also be bound by the Club Constitution, By-Laws, Rules, Procedures and the Manuals of the Club.

B1.3 The Management Committee, at its discretion, may instigate conditions or requirement upon new members for administrational, procedural, or operational requirements of the Club.

B1.4 Applicants for membership must provide evidence of their identity, to the satisfaction of the Management Committee.

B1.5 A Register of members shall be prepared at the commencement of each season, and shall be updated from time to time as required and may be provided to the Society upon request.

B1.6 The Club shall provide the Society with the names and addresses of members who have had their membership canceled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.

B1.7 A member of another Life Saving Organisation affiliated or associated with International Life Saving (or its successor) may be accepted as a member of the Club provided that the applicant complies with all the conditions for membership of this Club and its Manuals.

B1.8 A member of another Life Saving Organisation affiliated or associated with the Society may be accepted as a member of the Club provided that the applicant agrees to comply with all the conditions for membership of the Club and its Manuals, however the Management Committee may require a letter or certificate of clearance as described in the By-Laws.

B1.9 Nothing in this Constitution is intended to override the Privacy Rights of an individual.

B2 CATEGORIES OF MEMBERSHIP

B2.1 The Club shall provide for Junior and Senior Members, in catagories as detailed in the By-Laws; with the minimum and maximum criteria, rights, privileges (etc) as detailed in the Constitution, By-Laws, Rules and Procedures.

B2.2 Changes to Membership Category

a) The Management Committee may, without the agreement of a member, change the category of membership of a member to Social (as detailed in the By-Laws), if such member without reasonable excuse does not complete the

minimum obligations of such members respective category for a period of in excess of one month as detailed in the Constitution, By-Laws, Rules and Procedures.

b) If a members category of membership is changed in accordance with B2.2(a), that member will not be entitled to any rights or privileges (including voting rights) of the prior membership category.

c) If, after a Members Membership category is changed to Social in accordance with B2.2(a), a member wishes to re-active their membership to a prior category of membership, such member must make a request to the Club Captain, or Secretary who will report to the Management committee with a recommendation. The Management committee by resolution may agree to reverting the members membership category to the prior category of membership and may make such change of Membership category conditional at their discretion.

d) Members have the right of appeal as described in B8 in respect to changes of membership category made in respect to B2.2.

B2.3 Privileges of Different Categories of Membership

The Management committee or Council may determine privileges for each category of Membership, and different categories of membership may have different privileges at the discretion of the Management Committee or Club Council.

B2.4 Voting Rights

All members who are catagorised by a membership category that is designated as 'Voting' in the By-Laws, provided such members are Financial Members and are at least 16 years of age at the relevant time, shall be entitled to one vote at a Council Meeting on any motion, ballot, vote, or show of hands, save always that Life Members are always entitled to one vote at any Council meeting.

B2.5 Application Fee and Subscription Fee

a) Any Member applying for a Membership Category which is described in the By-Laws with an Application Fee or Annual Subscription Fee, is required to pay an Application Fee and Annual Subscription Fee, as determined by the Council, this constitution, the By-Laws and/or the Management Committee.

b) The Application Fee is payable once by each member, and the Annual Subscription Fee is payable when a member joins the Club and each subsequent season.

c) if a member does not pay their Annual Subscription Fee by the due date, which shall be 30 October in each season or as determined by the Management Committee, the Management Committee may determined that the member has terminated their membership on the date the fee is payable or such other date as the Management Committee determines, and should the member seek to be a member at a date thereafter, they must re-join as a new member, paying the Fee applicable to a new member.

d) The Management Committee has the power to vary Application and Subscription fees for any particular member or group of members, including waiver of such fees.

B2.6 Multi-Year Membership

a) The Club may offer subscriptions for membership for more than one season, at the discretion of the Management Committee and in accordance with the By-Laws provided that, payment of the Annual Subscription Fee is made in advance, and unless expressly agreed by the Management Committee, prepaid membership fees are not refundable.

b) A Member with Multi-Year Membership, even though that member may have prepaid membership for a particular category of membership, the respective members membership category may be changed as described in B2.2.

B3 Restrictions and Limitations

B3 Members, including those applying for membership, and any person associated with the Club will not hold the Club, or any of it members or officers, liable for any loss, injury and/or damage to themselves, their possessions, and/or other members, whether by the Clubs or any of its members or any of its officers, negligence or not, or caused by accident or from any other cause, whilst carrying out any activities associated with the Club or not.

B4 Reciprocal Rights

B4 All members and elected officers of the Club, shall have reciprocal rights within the facilities of Clubs affiliated with the Society, and the conditions of entry upon and use of any club facilities is at the absolute discretion of the host club.

B5 ADMISSION AND REJECTION OF MEMBERS

B5.1 Junior and Non Voting members

B5.1.1 Every application for any category of membership that is a Junior Member of the Club or is a Non Voting Member shall be proposed by one Financial Member of the Club, and:

B2.1.2 The application for membership shall be made in writing on a Membership Application Form which shall be in such form as the Management Committee from time to time prescribes, which is to be completed and signed by the applicant, and if the applicant is less than 18 years of age their parent or legal guardian, and their proposer who is a member. More than one person may apply for membership on one form and if accepted every person listed on the form will be considered a member of the Club in the appropriate Junior or Non Voting category.

B5.2 Senior and Voting Members

B2.2.1 Every application for any catagory of membership that is a Voting Member, or a Senior Member of the Club shall be proposed by one Financial Member and seconded by another Financial Member of the Club.

B5.2.2 The application for membership shall be made in writing on a Membership Application Form which shall be in such form as the Management Committee from time to time prescribes, which is to be completed and signed by the applicant, and if the applicant is less than 18 years of age their parent or legal guardian, and the proposer and seconder.

B5.3 DEFERAL OF APPLICATION FOR MEMBERSHIP

B5.3.1 A decision to defer an application can be made by the Management Committee or Membership Officer for reason including:

- non payment of any fees or debt payable to the Club,
- awaiting confirmation of information,
- awaiting reference checks or satisfactory identification,
- that the Management Committee or Membership Officer considers the application should be for a different membership category,
- doubt by the Membership Officer or Management Committee in respect to any facts known about the applicant, or
- any other reasonable grounds as determined at the sole discretion of the Management Committee or Membership Officer.

B5.3.2 An application may be deferred for a maximum period of two months during which time the applicant is not considered to be a member of the Club, if after two months the application has not been accepted, it is lapsed, and the application is considered withdrawn and all fees paid by the applicant are to be refunded. A lapsed application does not in itself disqualify a person from re-applying for membership.

B5.4 ACCEPTANCE OR REJECTION OF MEMBERSHIP

B5.4.1 In respect to membership applications for the categories of Senior and Voting members, after the receipt of the completed application form and the fee applicable for the class of membership, and such application has not been deferred or declined, such application shall be considered by the Management Committee at the next meeting of the Management Committee, who shall thereupon determine upon the application to either accept, defer or rejection the application.

B5.4.2 In respect to membership applications for the categories <u>other than</u> Senior and Voting members (including the categories of Junior and non voting members), after the receipt of the completed application form and the fee applicable for such class of membership, such application(s) shall be considered by the Membership Officer of the Club as described in the By-Laws, who shall thereupon determine upon the application to either accept, defer, reject, or refer the application to the Management Committee for consideration of the application. If such membership application is accepted, that person shall be immediately be considered as a member of the Club to the class and category of membership applied for; however a Member can not be admitted as a Senior or Voting Member of the Club by clause B5.4.2.

B5.4.3 The Membership Officer or members of the Management committee shall consider the following criteria in determining to accept or reject an application for membership:

- If the facts listed in the application are correct,
- If the applicant is of good character,
- If the applicant has previously been a member of the Club or another Life Saving club and if their membership was terminated or any disciplinary action taken against them,
- The contents or the absence of a letter or certificate of clearance from another life saving club or organisation,
- If reference checks have revealed anything adverse about the applicant,
- If the applicant is likely to fail any check (including child safety, police, or other) required by the Club,
- If the applicant is genuine in their desire to join the Club, and/or
- if acceptance of the application, is likely to disturb the harmony of the Club or tarnish the name or reputation of the Club.

B5.4.4 The Membership Officer, or members of the Management Committee can not consider the following facts in determining to accept or reject a membership application:

- Marital Status, Sex, Race, Religion, sexual persuasion, or political alignment, or
- If the applicant is related to any member or past member through family (directly or indirectly).

B5.4.5 Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class and category of membership applied for from immediately after the closing of such meeting. Membership applications may be considered by the Management Committee for approval in a group, however if the group is rejected, each application must be immediately re-considered on an individual basis.

B5.4.6 Upon the acceptance or rejection of an application for any class of membership the Secretary, Club Captain or Membership Officer (or delegate) shall forthwith give the applicant notice of such acceptance and in the case of rejection that notice shall be in writing however shall not detail the reason for the decision.

B6 DISCIPLINE OR TERMINATION OF MEMBERSHIP

B6.1 A member may resign from the Club or any official position, at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date. If such notice is rescinded after being given, it shall be at the sole discretion of the Management Committee to accept or reject the rescission.

B6.3 If a member -

a) is convicted of an indictable offence; or

b) fails to comply with any reasonable direction of an Officer of the Club; or

c) breaches any By-Law, Procedure or Rule of the Club; or

d) is in default of payment of debts or liabilities to the Club for in excess of one (1) month from date of notification of default;

e) conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Club; or

f) resigns from an associated organisation when that members conduct has been called to question or that member is under disciplinary action or similar, without an explanation to the satisfaction of the Management Committee,

then the Management Committee shall consider, within a reasonable time, whether the Members membership shall be terminated or any other discipline applied.

B6.4 If a Members membership is Terminated or a Member ceases to be a Member for any reason:

a) the Member will then be known as a Past Member and all rights and privileges of membership applicable to such member will immediately cease,

b) all Club property (including uniforms, badges, equipment, awards, paperwork, manuals, reports, etc) in their possession or control are required to be returned to the Club or given to the Club Captain within seven days of the date the members ceased to be member,

c) the member will keep confidential all information about the Club including the contents of any reports, proceedings at meetings, minutes and manuals, and

d) the Past Member indemnifies the Club for failure to comply with items B6.3(b) and B6.3(c).

B7 DISCIPLINARY MEASURES

B7.1 Any member suspected of any breaches of the Constitution, Rules, Policies, Society Rules, or any reasonable direction of an Officer of the Club, may be required to attend a hearing of the matter pursuant to Clauses B7.2, or may be suspended forthwith by the President or Club Captain (or delegate).

B7.2 Where a hearing of a matter is required pursuant to B7.1, whether or not that Member is placed under suspension, the Management Committee or the Judiciary Committee (as per clause B7.4), as the case may be, shall convene within a reasonable time, not being more that 28 days from the date the notice of the allegation was served upon the Member concerned, in order to hear the matter and make a determination in respect to discipline, which may include suspension, fine, penalty, termination of membership, or other discipline as determined by the respective Committee.

B7.3 Failure of the Management Committee or Judiciary Committee, as the case may be, to convene within 28 days pursuant to Clause B7.2, shall mean that any suspension of the respective member shall be lifted until such time as a hearing of the matter is convened.

B7.4 The Judiciary Committee shall consist of the Club Captain and Chief-Instructor, and three other people as decided by the aforementioned officers. Judiciary Meetings will be conducted in accordance with the By-Laws.

B8 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP OR DISCIPLINARY ACTION

B8.1 A person whose application for membership has been rejected, or whose membership category has been changed, or whose membership has been terminated or who has been the subject of disciplinary action, may within one month of notification thereof, lodge with the Secretary written notice of their intention to appeal against the decision of the respective Officer or Committee, providing an Appeal Bond as described in the Procedures is paid to the Club.

B8.2 Upon receipt of a notification of intention to appeal and payment of the Appeal Bond, the Secretary shall convene, within a month of the date of receipt by the Secretary of such notice, a Management Committee meeting to determine the appeal. At such meeting the person may be given the reason(s) for the decision (if known), and be given the opportunity to present their case and the Committee subsequently shall likewise have the opportunity of responding. The Management Committee is to reconsider its position (including reaffirm, amend, or dismiss the decision or penalty) and the appeal shall be determined by the vote of the Management Committee members present. If the original decision or penalty is amended or dismissed the appeal bond will be returned to the member. If the decision or penalty is affirmed, unless the Management Committee otherwise agrees, the appeal bond is not refunded and is retained by the Club.

B8.3 a) Any person whose appeal has been dealt with in accordance with B8.2 within 14 days of the advice of the outcome of the Management committee meeting as described in B8.2, by written request to the Secretary shall have the right to further appeal to the Council, provided a further appeal bond as described in the Procedures is lodged with the Secretary. Such appeal shall be dealt with by the Council within three months of lodgement of such request.

b) At the Council Meeting called to consider the Appeal, the person will be allowed to present their case and the Management Committee subsequently shall likewise be allowed to respond. The Chairperson will determine the time that each party may address the meeting, which shall be ten (10) minutes unless otherwise agreed by the Chairperson. The Chairperson of the meeting at their absolute discretion may allow questions of any party, but it will be for the individual decision of such party questioned to respond to questions.

c) The Chairperson shall accept or request a motion from any Voting Member to decide the appeal, which may including reaffirm, amend, or dismiss the previous decision or penalty and the appeal shall be determined by secret ballot in accordance with Council meeting procedures described in E4.

d) If after a motion is passed as described in B8.3(c) and the appeal is found in favour of the person who has lodged the appeal, the appeal bond will be returned to the person, however if the appeal is not found in favour of the person, the appeal bond is not refunded and is retained by the Club. If the matter of the appeal bond is unclear, unresolved or in dispute, the Chairperson will move a motion that the appeal bond be returned to the member, which if passed such bond will be returned to the member, otherwise it will be retained by the Club.

B8.4 If a hearing pursuant to clause B7 finds in favour of the person or member, or that the suspected breach is unfounded, or if an appeal pursuant to clause B8 finds in favour of the person, the person or member will not have any claim as to loss, damage or compensation from the Club, Officers of the Club, Society, plaintiff, or any other member or person unless such claim is supported by a motion of the management committee allowing such claim.

B8.5 Any appeal bond held by the Club may not be used for any purpose, unless as described in B8.2 or B8.4 it is retained by the Club, in which case it shall be included as income under the category 'Fines, Appeals and Penalties' or as instructed by the Honorary Treasurer or Honorary Auditor.

B9 AFFILIATED ORGANISATIONS

B9.1 The Club may authorise the formation of Auxiliary Organisations to function for such purposes and for such periods as may be determined from time to time by the Management Committee or Council of the Club.

B9.2 All members of the Management Committee of the Club have authority to access all information, inspect any record, vote and join any meeting of any Auxiliary Organisations.

B9.3 Auxiliary Organisations will conform with all directions, rules and policies, of the Council and Management Committee.

B9.4 Auxiliary Organisations shall conform to Rules and Policies the Society or an emergency organisation that is registered under the relevant Government Act.

B9.5 Changes or amendments to the Constitution, Rules Procedures or Policies of affiliated and/or auxiliary organisations must not conflict with the Constitution, By-Laws, Policies or Rules of the Club and will not come into force until having been ratified by the Management Committee of the Club.

B10 MANAGEMENT

The Management of the Club shall be provided in the following manner:

B10.1 The Club Council

a) The overall responsibility for the affairs of the Club shall be vested in the Council which shall consist of the President, the Management Committee, and all Members.

b) The primary functions of the Council are to provide leadership to the and its auxiliary organisations in accordance with the aims and objects of the Club, the law and this Constitution, and to elect the officers of the Club, to receive and approve the Annual Report, Financial Statements, Audit, and other reports, and to approve applications for Life Membership, and approve Membership Fees.

c) The Council may also set strategic direction through the endorsement of strategic and business plans, adopt an annual budget, set major policies, approve constitutional changes, ensure that internal control systems are in place, monitor the performance, progress and results associated with these functions.

B10.2 The Management Committee

B10.2.1 The business and operations of the Club shall be the responsibility of the Management Committee. The Management Committee shall consist of the following elected Officers of the Club all of whom must be Financial Members of the Club and be 18 years of age, namely:

- President,
- Deputy President,
- Honorary Secretary,
- Honorary Treasurer,
- Club Captain,
- Chief Instructor,
- Junior Lifeguard Administrator, and
- such number of other members as the members of *The Council* at any General Meeting may from time to time elect or appoint.

B10.2.2 Each member of the Management Committee shall be entitled, subject to the lawful procedure of the meeting, to vote upon any motion at any meeting of the Management Committee.

B10.2.2 The Management Committee shall, except as otherwise provided by these Rules and subject to resolutions of the members of the Management Committee:

(a) have the general control and management of the administration of the affairs, property and funds of the Club; and
(b) have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent, ambiguous, unclear or otherwise.

B10.2.3 The Management Committee may Exercise all the powers of the Club in order to meet the Club*s* objects.

B10.2.4 The Management Committee may delegate any of its powers to a Sub-Committee consisting of such members of the Club as the Management Committee thinks fit. The Sub-Committee shall have the power to accept all or any powers as delegated by the Management Committee, and unless authorised by the Management committee, the Sub-Committee may not delegate such powers. Any Sub-Committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee, and exercise such powers in conformation to the Objects of the Club. All members of the Management Committee will automatically have the right to attend, speak and vote at any Sub-Committee meeting.

B10.2.5 The members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act only for the purpose of increasing the number of members of the Management Committee to that number, or of summoning a general meeting of the Club, but for no other purpose.

B10.3 Past President

In the situation when the President of the Club changes, the former President will be known as the Past President, and who shall be invited to and is entitled to attend any Council or Management Committee meeting for the season following the change in President, and is entitled to speak and address the respective committee for a maximum period of ten (10) minutes on any matter, however the Past President does not have any voting or other privileges unless by virtue of any other position or entitlement.

B10.4 Sub-Committee's, Boards and other committees

B10.4.1 Boards, Special Committees and Sub-Committees may be established to assist in the management of the Club, as provided for in the Constitution and By-Laws, and shall report and make recommendations to the Management Committee and/or The Council.

B10.4.2 A Sub-Committee may meet and adjourn as it thinks proper. Matters arising at any meeting shall be determined by a majority of votes of the members present of such committee or other method as determined by the Sub-Committee, however in the case of an equality of votes, the Chairperson shall have a casting vote.

B10.4.3 Sub-Committee members and visitors may be asked to attend a Management committee or Council meeting to present reports and/or discuss any such matters.

B10.5 Order of Authority, Roles, Powers, Duties

B10.5.1 Whilst it is accepted that the foregoing represent and act for and on behalf of the Club, the order of priority in relation to authority is the Council, the Management Committee, the President, the Club Captain, individual Management Committee Members, and then all other Office Bearers of the Club.

B10.5.2 The roles, powers, duties, position descriptions, authorities, and limitations of authorities of all Official Position are as outlined in the Constitution, Rules, and By-laws .

B11 APPOINTMENT OF ADMINISTRATORS

B11.1 The Club may determine an appropriate authority of one or more people to administer ("an Administrator") the Club or its assets if, in the following circumstances:

a) The Club is experiencing, or might experience, serious administrative, operational or financial difficulties, such as:

- unable to, or not, upholding the reputation or objects of the Club or Society,
- having difficulty, or not fulfilling its lifesaving or administrative obligations and/or responsibilities,
- experiencing financial difficulties,
- having an unfavourable Auditor's report,
- being subject to an investigation by a Government agency (e.g. Police, Australian Tax Office, etc),
- having unsatisfactory (non-approved) insurances,
- being unable or unwilling to satisfy its debts to the Society,
- failing to comply with Society polices, rules etc, and
- experiencing internal management conflicts (e.g. factional problems).

b) it is in the best interests of life saving, the Club or its members that all or some of the operations, affairs, conduct or management of the Club be investigated, reviewed or externally administered or assisted, or

c) the Club has acted or proposes to act contrary to law, in a material manner.

B11.2 The scope of the Administration shall be limited to the extent that any objects and powers are severely compromised, and shall not include any associated or subsidiary entities.

B11.3 The Club, all Officer and members must promptly provide to the Administrators all documents, records and assistance (including the execution of documents or instruments) reasonably requested by the Administrator from time to time.

B11.4 An administrator appointed to the Club or its assets:

a) is an agent of the Club which alone shall be responsible for all functions of the Management Committee,
b) must act in the interests of the Club and its members;
c) is subject to the terms of the administrator's appointment, may exercise all of the powers of the Club and has power to do all things necessary or convenient to be done for or in connection with, or incidental to, the attainment of the

objectives that are detriment-ed for which the administrator was appointed, unless the Administrator, determines any functions may be continued by the Management Committee;

d) must report to the appointing body about the affairs of the Club and the administrator's activities when required by the appointing body to do so;

e) may make recommendations to the Club or the appointing body about the affairs of the Club or the matters subject of the administrator's appointment;

f) may be removed from office at any time by the appointing body;

g) may resign at any time however may choose to call a Council Meeting to elect a new Management Committee;

h) shall return control to the management committee if normal powers become possible.

B11.5 In the event that an Administrator is appointed by an external party such as a creditor, and the Administrator incurs debts whilst conducting the Administration, the appointing party will be liable for such debts.

B11.6 If the Incorporation Associations Act is amended to include clauses in respect to appointment of external administration of an Incorporated Association then the provision of the Act will override the relevant provisions of Section B11.

SECTION C

Election of Officers and Life Members

C1 ELECTION OF OFFICERS

C1.1 The below listed members of the Management committee are elected for a term in office of two seasons:

C1.2.1 In the first alternate season, the following Officer Bearers are elected:
- Club Captain
- Honorary Treasurer
- Junior Activities Administrator
- Deputy President

C1.2.2 In the second alternate season, the following Officer Bearers are elected:
- President
- Honorary Secretary
- Chief Instructor

C1.2.3 All other officers of the Club including any Management Committee member not listed in C1.2.1 or C1.2.2 are elected or appointed for a term in office of one season.

C1.2.4 In the first season that this constitution becomes effective, the Office Bearers Listed in C1.2.1 shall hold office for one season.

C1.2 At the Annual General Meeting of the Club, all the members of the Management Committee who's term in office has expired, for the time being shall retire from office, but shall still be eligible for nomination for re-election.

C1.3 Nominations for Officers to be elected or appointed at the Annual General Meeting of the Club shall be in writing on the appropriate form (refer appendix 'D'), signed by the nominator and seconder, who shall be Voting Members of the Club, and be signed by the nominee as expressing their willingness to accept the position for which they are nominated. Such nominations shall be in the hands of the Secretary at least fifteen (15) days prior to the date of the Annual General Meeting.

C1.4 A member may only be eligible for nomination, elected, and/or appointed as an Office Bearer on the Management Committee, after they have completed three (3) seasons as a Voting or Senior Member of the Club, unless a motion is passed by the Management Committee waiving such requirement for a particular nominee, however such person must be at least 18 years of age at the time of nomination.

C1.5 If at the Annual General Meeting there are no valid nominations received for an office bearers position, nominations may be accepted at the Annual General Meeting provided the person nominated is present or has given a written consent to accept office.

C1.6 The election of Officers shall be conducted as described in Section E4 VOTING, should there be an equality of votes the following shall apply -

a) If one of such nominees occupies the office which is the subject of the ballot, such nominee shall be declared re-elected.

b) If none of the nominees occupies the office, the presiding Chairperson, shall have a casting vote; or

c) the chairperson may require all present members to cast their vote again. In this situation the Chairperson may allow each candidate to speak to the members present in support of themselves

C1.7 If no nominations are received for an officer bearers position, then the office bearer that immediately previously held that position, provided that person has not resigned and is capable of accepting such position, will be deemed to have been re-elected for the usual term of that position.

C1.8 All Officers shall continue in office, subject to this constitution, resignation or requirement, removal from office, illness, incapability or some other reason, until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled by appointment of a replacement by a motion at a Management Committee or Council Meeting.

C1.9 Any Officer, who is not a member of the Management Committee, who is absent from two (2) consecutive meetings of the Committee that they are a member of without submitting a reasonable explanation may be removed from office by the Management Committee.

C1.10 Any Officer, who is not satisfactorily carrying out his duties may be removed from office by the Council, and in such event, shall not be eligible for re-election during the current season; provided that no such action shall be taken unless notice of intention to move a motion to give effect hereto has been given in accordance with the provisions of E7.

C1.11 An Officer removed from Office in accordance with C1.9 and C1.10 shall have the right to lodge an appeal against such removal to the Club Council as described in B8.

C2 ELECTION OF LIFE MEMBERS

C2.1 A Voting Member and a second Voting Member may Nominate a Member of the Club to the category of Life Member in recognition of outstanding services performed by them for the Club.

C2.2 To be a valid nominee as a Life Member, such Member must have been:-

(i) an Active Senior Member of the Club for at least 12 years and under no current disciplinary action, and
(ii) an Office Bearer of the Club for at least 6 years.

C2.3 Nominations for Life Membership must be in writing and be in the hands of the Secretary before 1 May in each season. The Secretary shall confirm the conditions of C2.2 has been satisfied prior to submitting the Nomination to the next Management Committee meeting.

C2.4 The Management Committee shall consider all valid Nominations for Life membership and prior to the Annual General Meeting, the Management committee may approve no more than one of the Nominations for consideration of the Annual General Meeting, to join the Membership category of Life member. The notice for the Annual General Meeting will include the name of the Member Nominated for Life Membership.

C2.5 The Annual General Meeting shall consider no more than one Nomination for Life Membership in any one season, and such Nomination must receive approval of three-quarters of the members present and voting at such meeting to be passed.

C2.6 Once a Nomination for Life membership is passed at an Annual general meeting, such member is considered to be a Life Member from immediately after the meeting closes, in the category of Life Membership and shall receive an Honorary Life Membership Badge and other privileges as determined by the Management Committee, and shall be entitled to all privileges of a Life Member for their natural life, unless their membership is terminated or in the event of their resignation.

SECTION D

Property, Finance, Budget, Staff and Gift Fund

D1 PROPERTY

D1.1 The property of the Club shall be vested in the name of Ithaca – Caloundra City Life Saving Club Inc.

D1.2 Any property (“item”) that is paid for by the Club including uniforms, equipment, manuals, log books and records, remain the property of the Club, notwithstanding that such item or items may have been lent to, given to, provided to,

or is in the possession of any member or person for use for any reason, the Club*'s* rights of ownership of such item remains solely vested in the Club, and any item or items must be returned to the Club upon demand.

D1.2.3 The Management Committee may authorise any two members of the Management Committee to act on behalf of the Club in respect to purchase and sale of property and the By-laws and Procedures will detail such procedures.

D1.2.4 Unless by authorisation of the Management Committee it shall not be incumbent on any person to inquire whether any proposed dealing constitutes a breach of trust, nor shall any person be concerned to see the documentation of any purchase, mortgage or other monies paid by or disposed of by the management committee or any authorised person by virtue of D1.

D2 FINANCE

D2.1 The assets and income of the Club shall be applied solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the Club except as bona fide compensation for services rendered or expenses incurred on behalf of the Club.

D2.2 Before payment, all accounts shall be confirmed by the Treasurer and/or the Secretary (or delegate), and later ratified by a properly constituted meeting of the Management Committee or Council and a record made in the Minutes.

D2.3 Any items, accounts for payment, or any purchase order, may only be authorised by the President, Treasurer and/or secretary (or delegate), if such item has been approved in the current financial budget, and that person reasonably expects the Club to be solvent.

D2.4 The Treasurer shall ensure that the statement of receipts and expenditure are presented to the Management committee or other appropriate meeting, for ratification, when such meetings are held.

D2.5 The Treasurer shall maintain a record of the investments of the Club.

D2.6 The books and accounts of the Club shall be kept and an annual audit conducted in the manner as required by the Incorporated Associations Act Qld and Australian Accounting Standards. Such audited report is to be presented to the Annual General Meeting of the Club.

D2.7 As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared, a statement containing the particulars of:

a) the income and expenditure for the financial year just ended; and
b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Club at the close of that year.

D2.8 The financial year of the Club shall be from the first day of July in any one year to the thirtieth day of June in the year next following.

D2.9 Financial activities of all Committees of the Club shall be under the control of the Treasurer, who shall, in conjunction with the President and Chairperson of the Committee concerned, determine the method of financial operation most suited to that particular Committee, providing that at all times, the State Government and Australian Accounting Standards requirements are maintained.

D2.10 The Council, through the Management Committee, shall provide for the safe custody of all financial records of the Club.

SECTION E

Requirements and Procedures

E1 MANAGEMENT COMMITTEE UNABLE TO ACT

E1.1 The Management committee is considered Unable to Act if:
a) The President, Honorary Treasurer and Honorary Secretary all resign or are legally unable to hold office,
b) A Quorum is not able to be met after three meetings, or
c) The Management Committee or Council moves a motion to such effect.

E1.2 If the Management Committee is unable to Act, any three Officer's of the Club may call a Council Meeting to elect a replacement of Management Committee members who have resigned or are legally unable to act.

E2 MEETINGS

E2.1 The business of the Club shall be transacted at the following classes of meetings -

a) The Annual General Meeting of the Council;
b) General Meetings of the Council;
c) Meetings of the Management Committee;
d) Special Meetings of the Council, and/or the Management Committee;
e) Meetings of the Committees and/or sub-committees and associated organisations;
f) Special Meetings of Committees and/or sub-committees .

E2.2 Management Committee Meetings shall be held as often as described in the by-laws or as directed by the Council and as required by the Chairperson of the Committee, having regard to business requirements and circumstances prevailing at that time.

E2.3 In relation to Minutes of the aforementioned meetings, the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Council, Management Committee and any other committee meeting to be entered in a book to be open for inspection at all reasonable times by any Voting Member who previously applies to the Secretary in writing for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding meeting verifying their accuracy. Similarly, the minutes of every Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General meeting or Annual General Meeting.

E2.4 Detailed requirements and procedures relative to the conduct of the aforementioned meetings are as provided for in the By-Laws.

E2.5 Nothing contained in the Constitution shall prevent a meeting of a group of Officers or members of the Club, provided that any reports or recommendations resulting from such meeting shall be ineligible for consideration by any higher authority unless they are submitted to the Management Committee.

E2.6 Fourteen (14) clear days notice, in writing, shall be given for the Council Annual General Meeting and General Meetings, nine (9) clear days for any other Special Meetings.

E2.7 Special Meetings shall be convened when directed by the President or the Management Committee, or not less than the number of voting members of the Club which equals double the number of members presently on the Management Committee, plus one. Such notice for a Special Meeting shall clearly state the reasons why such Special Meeting is being convened and the nature of the business to be transacted thereat. Notice of meetings of Committees shall be at the discretion of the respective Chairperson.

E2.8 Special Meetings of the Management Committee shall be convened by request of the Secretary or by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such a special meeting is being convened and the nature of the business to be transacted thereat. Not less than seven (7) days notice shall be given by the Secretary to members of the Management Committee of any special meeting. Such notice shall clearly state the nature of the business to be discussed thereat.

E2.9 Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit, provided that motions and questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the Chairperson shall have a casting vote excepting as provided for in this constitution.

E2.10 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which they have an interest, or any matter arising, and if such member does vote their vote shall not be counted.

E2.11 All acts done by any meeting of the Management Committee, or of a Sub-Committee, or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting aforesaid, or that the members of the Management Committee or any of them were disqualified, will be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

E2.12 A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

E2.13 The Management Committee or Council, at the direction of the Chairperson or Management Committee, may conduct its meetings allowing the following people to attend:
a) An open format, allowing any person to attend;
b) A semi-open format, allowing some people to attend (such as a member or invited gust) however not withstanding any direction, all members of the respective committee are entitled to attend; or
c) A closed format, allowing only members of such committee to attend.

E3 COUNCIL MEETING INCLUDING ANNUAL GENERAL OR GENERAL MEETINGS

E3.1 The Annual General Meeting of the Club shall be called within two months of the close of the financial year, if an Annual General Meeting is not called within the aforementioned period, it will take place on the second Saturday of the month of September at the Club*'s* principal place of business at 2pm.

E3.2 Even though the Annual General Meeting is held after 30 June (being the end of the financial year) in any year, a member is entitled to vote at the Annual General Meeting or any adjournment thereof, in accordance with their membership category voting rights, unless disqualified for some other reason, if that person was a Voting Member as at 30 June.

E3.3 The business to be transacted at every Annual General Meeting shall be detailed in the By-Laws.

E3.4 The Chairman may, without the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for more than fifteen days, notice of the adjourned meeting shall be given as required for the original meeting.

E3.5 The manner by which such notice shall be given for a Council meeting shall be determined by the Management Committee and will be detailed in the By-Laws: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

E3.6 The Chairman shall maintain order and conduct the meeting in a manner as described in the By-Laws.

E3.7 Only those members who are Financial Members at the time, shall be entitled, subject to the lawful procedure of the meeting, to speak upon any motion at any meeting of the Council, however the Council, at its absolute discretion, may invite any person to speak upon any motion or address the Council.

E4 VOTING

E4.1 Only Voting Members and Officers who are 16 year of age shall be eligible to vote at Council Meetings, and shall be entitled to one vote each and in the case of an equality of votes, the Chairperson shall have a casting vote, provided that no Voting Member exercising their right to vote shall not be entitled to vote at any meeting if their annual subscription is in arrears at the date of the meeting as defined in E3.2.

E4.2 Members appointed or elected to any Committee, and all members of the Management Committee, except as provided in this constitution are the only persons eligible to vote at meetings of their respective Committees, and the Committee Chairperson of the respective committee shall have a casting vote.

E4.3 A member at any meeting or of the management committee must not vote on any matter if that member has a material interest in that matter and if the member does vote, that members vote must not be counted.

E4.4 Voting shall be by show of hands or a division of members, unless at the discretion of the Chairperson or no less than one-quarter of the members present demand a ballot, in which event there shall be a secret ballot.

E4.4.1 If a secret ballot is required, the Chairman of the meeting shall appoint two non voting people ("Scrutineers") to conduct the secret ballot in such a manner as determined by the Chairman. The result of the ballot will only

be shown to the Chairman, who if the ballot proves even, will submit a silent casting vote to determine if the ballot is successful or unsuccessful.

E4.4.2 The Chairman will then announce the outcome of the ballot which shall be deemed to be the resolution of the meeting at which the ballot was demanded. Members are not entitled to be advised the results of the ballot other than if such was successful or not, and after the announcement of the Chairman, all ballot papers are to be destroyed.

E4.4.3 If appropriate, the Chairman may allow the Scrutinees to confirm the outcome of the ballot, however Scrutineers are only able to confirm that the ballot was successful or not, or if equal (and if the ballot was even, confirm the outcome as declared by the Chairman).

E4.5 A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a Voting Member or a representative of a Voting Member shall have one vote and in a secret ballot every Voting Member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;

E4.6 The instrument appointing a proxy shall be in writing (refer appendix 'E'), in the common or usual form (or a form as near thereto as circumstances permit) under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may, but need not be a member of the Club, however must be over 16 years of age. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;

E4.7 The instrument appointing a proxy or attorney shall be deposited with the Secretary or Chairperson of the meeting at least 15 minutes prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.

E5 CHAIRPERSON

E5.1 Unless otherwise provided by these Rules, at every Annual General Meeting, General Meeting, or Management Committee Meeting The President shall preside as Chairman, or if there is no President, or if The President is not present within fifteen minutes after the time appointed for the holding of the meeting, or is unwilling to act, the Deputy-President shall be the Chairman or if the Deputy-President is not present or unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;

E5.2 At any Sub-Committee or other Committee meeting, the President shall preside as Chairman, unless The Management Committee has appointed another member as Chairman, or The President is absent, or unwilling to act, in which case the members of the Sub-Committee shall elect one of their number to be Chairman of the meeting, saving always the President has the right to Chair any meeting at their discretion.

E6 QUORUM

E6.1 At the Annual General Meeting, General Meetings and Special General Meetings of the Club, the minimum number of Voting Members present necessary to form a quorum shall be double the number of current officers of the Management Committee plus one (1). Except as described in E6.4, no business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule and in counting members present, the count includes any person attending as a proxy even if that person is not a member.

E6.2 At Management Committee Meetings, the number of Officers to form a quorum shall be not less than one third of the Management Committee members.

E6.3 At Sub-Committee, or other Committee Meetings, unless authorised by the Management Committee, a simple majority of committee members from that committee shall form a quorum.

E6.4 If a quorum as prescribed in E6.1, E6.2 or E6.3 is not present within one half hour after the advised commencement time, the following shall apply:

a) Annual General Meeting, Special General Meetings and Council General Meeting

(i) The meeting as advertised shall be deferred for one week to the same time and place, provided that a notice signifying the deferment shall be forwarded to each voting member, and a similar notice shall be placed in a prominent position at the Clubs principal place of business.

(ii) Should a quorum not be present at the advertised commencement time of the deferred meeting the Chairperson may declare those present to be a quorum and the meeting shall be deemed to be properly constituted.

b) Management Committee Meetings

(i) The meeting as advertised shall be deferred for one week to the same time and place, provided that notice signifying the deferment shall be provided to each management committee member which may be by verbal advice, or written notice.

(ii) Should a quorum not be present at the advertised commencement time of the deferred meeting the Chairperson may declare those present to be a quorum and the meeting shall be deemed to be properly constituted.

d) Sub-Committee Meetings, Boards or other Committee's

(i) The Meeting may be deferred for one week to the same time and place, provided that each members of the Sub-Committee shall be given notice of the deferred meeting, which may be by verbal advice, or written notice; or

(ii) The meeting Chairperson shall contact at least 75% of the members of the sub-committee to arrange a suitable time and place to recall the meeting.

(iii) If the meeting has not occurred with a satisfactory quorum after one week of the original date for the meeting, the Management Committee may (a) decide on the matter that was the subject of sub-committee meeting, or (b) reform another sub-committee, or (c) determine another suitable date for the meeting, or (d) determine a lessor number of members as a quorum.

E7 NOTICE OF MOTION

E7.1 Notices of any motion intended to be moved at an Annual General, General or Special Meeting of the Council, shall be given to the Secretary in writing signed by the mover and seconder thereof (who must be Voting Members of the meeting to which the Notice of Motion will be referred) at least fifteen (15) days prior to the date of such meeting and shall be included in the business paper on the notice calling such meeting.

E7.2 A notice of motion desired to be moved or seconded by the Society must be accompanied by the written endorsement of the Management Committee.

E7.3 The meeting that a Notice of Motion was submitted to may, by ordinary resolution, grant the mover and seconder leave to alter their motion, provided that the intention of the motion is not changed.

E7.4 A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at the a meeting of Council within twelve (12) months from the date of its rejection, unless approved by the Management Committee.

E7.5 The Chairperson may, without the permission of the meeting, pause or defer a meetings proceedings, for a period of up to 14 days, to allow members to consider their position in respect to any motion, or for further information and reports to be obtained to allow members to vote on any motion.

E8 MOTIONS TO RESCIND

E8.1 A motion to rescind any motion that has been carried at a meeting of the Council, Management Committee or other Committee, at the discretion of the Chairman and without approval of the respective Committee, may be considered either at that meeting, or at a subsequent meeting of such Committee.

E9 ALTERATIONS TO THE CONSTITUTION

E9.1 Subject to the provisions of the relevant Government legislation, the Club Constitution may be amended, rescinded and replaced, or added to, from time to time by a special resolution carried at a General Meeting or Annual General Meeting of the Council, called for that purpose, provided that no such amendment, rescission or addition shall be valid unless the same is submitted to and registered by the relevant Government Department following the meeting's endorsement.

E9.2 Notice of the proposed alteration to the Constitution shall be given in the manner provided for Notices of Motion but shall specifically state that it is a notice of proposal to alter the Constitution, either by amending or repealing an existing provision thereof or by adding a new provision.

E9.3 The notice of the proposed alteration shall be included in the Notice calling the Meeting (whether Annual, General or Special), at which it is to be submitted as a "Notice of Motion to alter the Constitution".

E9.4 Provided that the aforesaid Notice be duly given, it shall be competent for the alteration of the Constitution to be considered and dealt with at the meeting of the Council.

E9.5 A copy of the notices issued in accordance with E9.2 shall be sent to the Society, at the time of issue..

E9.6 The Club shall lodge with the Society, copies of its Constitutions and of all amendments and/or alterations thereto which have been adopted, from time to time.

E10 MAKING AND ALTERATION OF BY-LAWS, RULES, PROCEDURES AND APPENDICES

E10.1 Subject to the provisions of the relevant Government legislation, The Club By-Laws and Appendices may be created, amended, rescinded or added to from time to time by a resolution carried at a Council meeting.

E10.2 Subject to the provisions of the relevant Government legislation, The Club Rules and Procedures may be created, amended, rescinded or added to from time to time by a resolution carried at a Management Committee Meeting or Council meeting.

E10.3 Copies of any amendments to the By-Laws, Rules or Procedures shall be forwarded to the Society for record purposes.

E10.4 If a By-Law, procedure, rule, policy or direction of the Club, Society, any Committee or Officer of the Club, conflicts with the constitution, letter or the spirit of the rules incorporated in the Constitution, the constitution shall take precedence. If the Council makes a determination on any By-Law, rule, policy or direction which is in variance to the constitution, such decision will be binding for that instance only and no precedent will be deemed to occur, unless specifically stated.

E10.5 When By-Laws are made, altered or repealed, each affiliated body shall be informed promptly.

E10.6 Where a form or other document is provided in the Appendix and the form or other document is not available, a form as near thereto as circumstances permit may be used, providing the content of the form is not materially changed.

E11 - LEGAL ACTION AND MATTERS

E11.1 No Officer, or group of Officers or Members, whether in Committee or alone, may institute legal proceedings which purports to be upon behalf of the Club, or against the Club, unless by approval of the Management Committee or Council.

E11.2 Every member of the Management Committee or any person acting upon express authority of the Club may be indemnified by the Club from all losses, damage and expense by the Club.

E11.3 Any legal proceedings against the Club shall be at the cost of any such party that commences such proceedings and if such proceedings find in favour of such party, then that party may not seek recovery of the costs of legal proceedings from the Club.

E11.4 If the Club has commenced legal proceedings against any party, and such proceedings are found in favour of the Club, then such party will be liable to the Club for the reasonable costs involved of such legal proceedings and it shall be at the discretion of the Management Committee or Council if the Club chooses to recover such costs.

E12 - UNIQUE ITEMS

In the event of any question or item arising which is not specifically provided for in the Constitution, Regulations or Manuals of the Club or in the Constitution or By-Laws of the Club (which includes any typographical errors, inconsistencies, or technical mistakes), it shall be competent for the Club to legislate thereon temporarily by resolution at any meeting of the Council or Management Committee pending due alteration of the Constitution or other documents.

E13 - DISSOLUTION

The Club shall be dissolved only with the consent of at least three-fourths of the Officers and Voting Members present at a Special Meeting of the Council called for that purpose, notice of which must be posted to Officers and Voting Members at least twenty-eight (28) days prior thereto.

E14 - DISTRIBUTION OF SURPLUS ASSETS

In the event of the Club being dissolved in accordance with the provisions of the relevant Government Act, and there remains, after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Club but shall be given or transferred to the Society or to some other organisation or organisations having altogether or in part similar objects to those of the Club and which is approved by the Commissioner of Taxation as a public benevolent institution for the purposes of any Commonwealth Taxation Act, and which shall prohibit the distribution of its or their income and property among its or their members to the extent at least as great as is imposed on the Club under or by virtue of D2.1 as the majority of the members present at such a general meeting, by resolution, may decide.

END.

THE BY LAWS

BL1. These By-laws are in accordance with Clause E10 of the constitution of Ithaca-Caloundra City Life Saving Club Inc. The By-Laws can be altered as described in the Constitution by Resolution of the *Council* after having given due notice to all voting members.

BL2. In these By-laws, any word defined in the Constitution (including the Interpretation of such words) will have the same meaning as defined in the Constitution.

BL3. Whilst the By-Laws may be attached to the Constitution and may refer to the Constitution, they do not form part of the Constitution and are to be considered as a separate document.

BL4. MEMBERSHIP

BL4.1 The Club will provide for Classes and Catagories of Membership as detailed in the Table 1, with such classes and catagories having Minimum and Maximum ages are detailed in Table 1, and members of certain classes and catagories:
- being designated as a Patrolling Member as defined in the Constitution and By-Laws;
- being designated as a Voting Member as defined in the Constitution and By-Laws;
- being required to pay certain fees (Annual Subscription and Application fees) as described in the Constitution and determined by the Management committee or Council; and
- may join for more than one season (Multi Year Membership) as described in the Constitution.

Table 1 – Membership Catagories

Class	Catagory	Criteria & Description	Minimum Age (2)	Maximum Age (2)	Patrolling	Voting	Application Fee	Annual Subscription	Multi Year
Junior	Active	Less than 14 years old and active in Junior Activities Program as defined in the By-Laws.	None	14	No	No	**Yes**	**Yes**	No
Junior or Senior	Social	a) Less than 14 years old but not active in Junior Activities Program as defined in the By-Laws; or b) Parents, guardians and/or carers of Junior Members asf listed on the application form for membership.	None	Not applicable	No	No	**Yes**	**Yes**	**Yes**
Senior	Rookie	An Active Member, of 14 years of age, but less than 16 year of age	14	16	**Yes**	**Yes** (if over 16)	**Yes**	**Yes**	**Yes**
Senior	Active / Ordinary	An Active member, greater than 16 years of age.	16	Not applicable	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Senior	Honorary	A member who has been approved by the Management Committee or Council, as an Honorary Member.	None	Not applicable	**Yes** (1)	No	No	Not applicable	No
Senior or Junior	Competition	A member who seeks to join the Club to enable that member to compete at competitions.	14	Not applicable	**Yes** (1)	No	**Yes**	**Yes**	**Yes**
Junior or Senior	Social	A person who wishes to join the Club however has no intention of performing patrols or other services.	16	Not applicable	No	No	**Yes**	**Yes**	**Yes**
Senior	Associate or Support	A member who wishes to assist in Patrolling, however may not be able to meet the criteria as an Active Senior Member.	16	Not applicable	**Yes** (1)	**Yes**	**Yes**	**Yes**	**Yes**
Senior	Life Member	Elected a life member by a *Council* meeting as described in this constitution, a Life member remains a member of the Club for the remainder of their life, unless they resign or their membership is terminated.	None	Not applicable	No	**Yes**	No	No	Not applicable

Table 1

BL4.2 For the purpose of determining age for the purpose of membership, the age of a member shall be determined as at the 1 January during the respective season of membership, however the Membership Officer or Management Committee shall be allowed discretion in respect to Junior Active and Senior Rookie Catagories of up to 18 months variance.

BL4.3 Any Member of the Club, regardless of category of membership may attend a *Council* Meeting unless such meeting is Closed by the Chairperson, however unless that Member is a Voting Member, such member is only allowed to address the meeting with the prior permission of the Chairperson.

BL4.4 Responsibilities of Members - Patrolling Member

All Members who are catagorised by a membership category that is designated as 'Patrolling', shall:

a) attend to Beach Patrols on dates and times as determined by the By-Laws, Management Committee and allocated by the Club Captain. The Management committee may determine the minimum number of patrols to be performed by a member of each category, including minimum patrol hours, minimum shift duration and regularity of patrols;

b) obtain a Bronze Medallion, Bronze Star, or other minimum qualification as determined by the By-Laws and/or Management committee for each category of Membership annually and within six months of joining such category; and

c) Members who are also catagorised as Honorary, Competition, Associate or Support, will generally have a different requirement in respect to Beach Patrols, to those members that are catagorised as an Active member.

BL4.6 DUAL MEMBERSHIP

BL4.6.1 The following shall apply in relation to a member who is also a member of another club that is affiliated with the Society, or is affiliated with any organisation that prime purpose is Life Saving or is affiliated or associated with International Life Saving (that member shall be called a Dual or Multi Club member):

a) The Club can not inhibit any member of the Club being admitted as a member of another club or clubs. If a member seek a letter or certificate of clearance from the Club for the purpose of joining another club, then the Secretary may only issue such a letter or certificate, if that person is is a Financial Member and not under any disciplinary action at the time when the request is made, and such letter will be in a form similar to as shown in the Appendices at item (F).

b) Any member who is a member of more than one club shall be entitled to compete in intra-club events of all Clubs that the person is a member.

c) If a member of the Club competes at any State, National and/or International competition in any one season, they shall prior to competing, confirm which Club the member will compete on behalf of.

BL4.6.2 If a member of another organisation affiliated with the Society seeks to join the Club, the management committee may require a letter or certificate of clearance from such other organisation, which is to be to the satisfaction of the Management committee who may take the contents of such letter or certificate or the absence such, into consideration when determining to approve the application for membership.

BL5 OFFICE BEARERS

BL 5.1 The Office Bearers of the Club are as detailed in table 2:-

Table 2 – Office Bearers

Committee	Office Bearer	Bronze Medallion Required	Instructor	Membership Officer
Management Committee	President			Yes
	Deputy President			
	Honorary Secretary			Yes
	Honorary Treasurer			Yes
	Club Captain	Yes		Yes
	Honorary Chief Instructor	Yes	Yes	Yes
	Junior Lifeguard Administrator			Yes
Council	Honorary Registrar/Recorder			Yes
	Junior Lifeguard Coordinator	Yes	Yes	Yes
	Club Vice Captain - Male and Female	Recommended		
	Honorary Deputy Chief Instructor (BM)	Recommended	Recommended	
	Gear Steward			
	RLMR Boat Captain			
	IRB Captain			

Table 2

5.2 The Office Bearers as listed in Table 2 indicated with a 'Yes' under the column headed 'Bronze Medallion Required' should be the holder of the Society's Bronze Medallion (or equivalent) award. The Chief Instructor should hold their Instructor's Certificate (or equivalent). The Management committee may exempt particular Officers from this requirement by a simple motion.

5.3 The Office Bearers as listed in Table 2 with a 'Yes' under the column headed 'Membership Officer', or any other person or persons appointed by the Management Committee, are authorised to scrutinise and accept Junior and Non Voting Membership Applications as described in B5. A Membership Officer is not necessarily an elected member of any committee.

5.4 The Management Committee or *Council* by resolution may create, modify, or change Officer Bearers duties including their title, description, role, duties, responsibility, and powers.

5.5 DUTIES OF OFFICERS

Duties of Officers are as described in Table 3:

Table 3 – Duties of Officers

Position	Duties
Patron	He or she shall be a person with standing in the community who is willing to offer assistance, advice and leadership to the Club when required.
Vice Patrons	He or she shall be a person who is willing to offer assistance, advice or leadership to the Club when required.

President	He or she shall preside at meetings of the Club and shall exercise a general supervision over the affairs of the Club, in conjunction with the Management Committee and Officers.
Deputy President	In the absence of the President, the Deputy President shall perform all the duties usually undertaken by the President.
Vice Presidents	He or she shall be a person who is willing to offer assistance, advice and leadership to the Club when required.
Honorary Secretary	He or she shall:- (1) Issue notices of the meetings of the Club when required and conduct the correspondence. (2) Attend each meeting of the Club or appoint a Deputy to keep the Minutes of the proceedings in a book which shall be produced at each meeting. (3) Shall pay to the Honorary Treasurer all monies of the club which come into his or her hands. (4) Attend to the insurance of members. (5) In liaison with the Selectors be responsible for the lodging of Carnival entries on time. (6) Shall attend to business pertaining to Bulcock Beach or any other beach the Committee feels the Club should patrol. (7) Be responsible to and subject to the direction of the Executive and Management Committee. (8) Attend to any requirements of the Society
Honorary Treasurer	In accordance with D2 the Honorary Treasurer shall receive all monies on behalf of the Club except as hereinafter provided and shall issue receipts for same and shall be responsible to the Management Committee for such monies. He or she shall keep the necessary books and accounts as directed by the Department of Justice and conduct the financial affairs of the Club in the manner prescribed by the Auditor General. He or she, at each Committee meeting, shall present a report relating to the Club finances, showing details of receipts and payments and together with a bank reconciliation statement.
Clubhouse Director	He or she shall:- (1) Compile duty rosters for the clubhouse. (2) Enforce all rules pertaining to the clubhouse and recreational guidelines. (3) Act as Arbitrator with Chaperone on matters pertaining to the clubhouse. (4) Appoint a Deputy if unable to attend a patrol weekend.
Club Captain	He or she shall:- 1) Be 18 years or older. 2) Be responsible for the conduct and disciplining of all active members in all Club matters. 3) Have the power to grant or to refuse the use of Club gear or property to persons in discussion with the Gear Steward. 4) Call upon any member to perform such duties as the Captain deems in the interest of the Club. 5) Supervise the conducting of all competing members at all Club swims and carnivals. 6) Know members and act as liaison officer between the members and the Committees. 7) Allot patrol members. 8) Allot times for patrols and perform any duties pertaining to patrols. 9) May not necessarily have a set period of patrol.
Vice Captains	The Club Vice Captain shall assist the Club Captain in any duties of which the Captain thinks them capable.
Chief Instructor	The Chief Instructor shall:- 1) Be at 18 years or older. 2) Be responsible for and in charge of all matters relating to instructing and training of members for awards or competitions. 3) Be in charge of all Club training activities, but may delegate this responsibility to the Deputy Instructor or any other responsible instructor. 4) Be required to maintain an up-to-date knowledge of the latest edition of the Society's Handbook of Instruction and to familiarise themselves with all details of competition. 5) Inform the Deputy or other responsible officer if they are to be late or absent from any Club training session.
Deputy Chief Instructor	The Deputy Chief Instructor shall assist the Chief Instructor in any duties of which the Chief Instructor thinks he or she capable.
Junior Lifeguard Administrator	The Junior Lifeguard Administrator shall: 1) Attend to the registration of Junior Members 2) Maintaining a register of Junior Members 3) Organise any reports, returns or administrational matters in respect to Junior Members
Junior Lifeguard Coordinator	The Junior Lifeguard Coordinator shall: 1) Be 18 years or older. 2) Organise training activities for Junior Members 3) Organise competitions and carnivals for Junior Members 4) Organise examinations of the Society and other Awards for Junior Membership 5) Work closely with the Junior Lifeguard Administrator
Gear Steward	He or she shall:- 1) Be responsible for all life saving, sporting and other gear belonging to the Club and the maintenance of such gear so that it is ready for immediate use at all times. 2) Obtain from the Secretary an inventory of all Club's gear and keep same up-to-date. 3) Familiarise him or herself with all literature dealing with all life saving equipment 4) Have the power to approach the Captain and Chief Instructor re the co-opting of assistance in the handling of gear at all times.
Registrar/Recorder	He or she shall, in accordance with Rule 10:- (1) Keep a record of all members, officers and officials of the Club, of all life saving work and first aid rendered and of all examinations, and Club and inter-club competition results. (2) Register members as required by the Society. (3) Be responsible for the keeping of a weekly attendance roll at Club swims, or at any other Club activities that may be held from time to time as required. (4) Submit a report to each monthly meeting on members attendance and activities.
Auditor	He or she shall be responsible for the auditing of the Treasurer's Annual Balance Sheet and Income and Expenditure Account. He or she need not be a Club member.

Table 3

BL5.6 Any one or more offices can be amalgamated from time to time by resolution at any Management Committee or Council meeting.

BL6 SOCIETY COUNCILLOR

a) The Society Councillor and Club representative to the Society shall be the Club Captain.
b) A temporary proxy Councillor shall be permitted in the case when the Club Captain is not available, who shall have all the powers of the Society Councillor and in the absence of any motion of the Management committee to the contrary, may be any of the Members of the Management Committee as determined by the Club Captain.

BL7 STAFF

BL7.1 The Management Committee or Council may provide for the paid appointment or employment of persons to administer the Club and other employees as may be required from time to time in the conduct of its affairs. The Management Committee or Council may employ Paid Staff, Short Term Contractors (being for contract terms of less than one month in duration) or Long Term Contractors (being for a term of up to but not exceeding one year and one day), providing that the Management Committee reasonable believes sufficient funds are available to pay the costs of such.

BL7.2 Paid staff of the Club are not permitted to hold a position on the Management Committee of the Club and shall be considered to have immediately resigned from their Management committee position by virtue of this By-Law should such person be employed by the Club.

BL7.3 if a paid staff member is elected or appointed as an office bearer of the Management Committee and such position is accepted by the staff member, they shall forthwith be considered to have resigned from their employment and forfeit their paid position and forfeit any early resignation benefits or entitlements.

BL7.4 If an officer of the Club seek employment with the Club, and such person is a member of the Management Committee, they shall:
- step aside from their position as an officer of the Club until the employment is confirmed,
- not exercise any power afforded to their position as an office bearer of the Club,
- not attend any meetings afforded to such position or selection, and
- will not be involved in the employment process.

BL7.5 Salaries and employment conditions of staff members shall be determined by the Management Committee.

BL7.6 The Management Committee shall endorse or reject the employment of other paid assistance as may be considered from time to time, if such staff are employed on a full time or permanent basis.

BL7.7 Official Position holders, where the position is held in an honorary capacity, may be paid an honorarium at the discretion of the Management Committee, and such honorarium shall not deem the person to be a member of staff or an employee.

BL8 BEACH PATROLS, TRAINING, COMPETITIONS (CLUB OPERATIONS)

8.1 The Club shall operate Beach Patrols at Bulcock Beach, Caloundra or any other beach on dates and times as determined by the Management Committee.

8.2 Beach Patrols are to be conducted in accordance with the Club*s* and Society's manuals and instructions.

8.3 TRAINING AND COMPETITION

8.3.1. Training shall be in sessions as arranged by the Chief Instructor or Club Captain.

8.3.2 Any Candidate for examination for any Society Award, or any member selected to represent the Club in competitions, must attend all training sessions and drills arranged. All Active Members must attend the regular training sessions and drills unless given leave of absence by the Chief Instructor, Club Captain or Management Committee.

8.3.3 All members attending training are under the complete control of the Chief Instructor, Club Captain, Deputy Chief Instructor or those Instructors appointed by the Chief Instructor.

8.3.4 Any member wishing to patrol is required to fully participate in training sessions throughout the season unless permission has been obtained from the Club Captain, Chief Instructor or Management Committee.

8.3.5. Members who do not comply with the directions given to them by the Instructors will be reported to the Committee and may be disciplined.

8.4 SELECTION COMMITTEE

8.4.1 The Selection Committee shall consist of the Club Captain and Chief Instructor and one other member as appointed by the Management Committee from time to time.

8.4.2 The Selection Committee will select the members who shall represent the *Club* at competitions and those members that will compete as a Club representative team.

8.5 CLUB CHAMPIONSHIPS AND COMPETITIONS

8.5.1 The Club shall encourage members to become proficient in lifesaving techniques and compete in Life Saving championships or competitions.

8.5.2 Members are under the direct control of the Club Captain or other appointed officers at all carnivals or competitions

8.5.3 Members must seek permission from the appointed supervising officers before leaving the proximity of a carnival or competition area.

8.5.4 Members attending carnivals or competitions must assemble in the area indicated by supervising officers.

8.5.5 Members travelling by private transport to carnivals, competitions or patrolling beach must, upon arrival at the carnival, competition or patrolling beach, report immediately to the Captain or supervising officers.

8.5.6 If a member is departing from a carnival, competition or patrolling beach by private transport, members must report to the Club Captain or supervising officers prior to departing.

BL9 ORDER OF BUSINESS

BL9.1 The order of business at the Annual General Meeting of the *Council* shall be:-

> Apologies
> Reading and Confirmation of the Minutes of the previous meeting
> Presentation and Adoption of the Annual Report and Financial Statement
> Report by:- Management Committee, and any other Committee
> Correspondence in respect to Council business
> Appointment of Patrons and Vice Patrons
> Appointment of Management Committee and Officers of the Club
> Appointment of Vice Presidents
> Appointment of Auditor and Solicitor
> Election of Honorary Life Members
> Notice of Motions
> Subscription of Members
> General Business

BL9.2 The order of business at General and other Committee Meetings shall be:-

> Apologies
> Reading and Confirmation of the Minutes
> Business arising out of the Minutes
> Correspondence
> Finance
> Delegates'/Sub-Committees' and other Reports
> Notice of Motion
> Election of New Members
> General Business

BL9.3 The Chairman of any Committee may, with the consent of the Meeting, alter the order of business to meet any special circumstances.

BL10 MEETING PROCEDURES

BL10.1 Any approval, decision, report for acceptance, motion (with or without notice), approval of an Application for Membership ("Motion") at any Management, Judiciary or Council Meeting shall be moved by a member capable of voting at such meeting, and seconded by another member capable of voting at such meeting. The Chaiperson may allow discussion of such Motion for a period of the Chairpersons choosing before putting the matter to be decided by vote.

BL10.2 The Chairperson, as described in the Constitution and By-laws, may adjourn, call off or defer a meetings deliberations on any matter, before voting is conducted or at another time.

BL10.3 In case of an even vote on any matter, the Chairperson may exercise a casting vote, ask that votes be recast, or adjourn a meeting, call off or defer a meeting as in BL10.2.

BL10.4 All other meeting Procedures that are not described in the Constitution, By-laws or Procedures or that are unclear, will be at the discretion of the Chaiperson of the meeting.

BL11 NOTICE OF MEETINGS

BL10.1 Notice of Club Meetings may be given in the following manner:

a) In writing, handed to members,
b) In writing, posted to any address which is recorded on the member's Application for Membership Form, or advised to the Secretary or last known to the Secretary (however the Secretary is not obligated to research addresses of members), or
c) Electronically delivered in the manner described below:
- a copy is emailed to the last known email address in a widely accepted format such as Portable Document Format (PDF), and
- suitable information is also posted on the home page of its Club internet site and is posted on a Social Media inter site (such as 'Facebook').

BL10.2 It shall be the responsibility of a member to notify the Registrar/Recorder or Secretary in writing of any change of their address, including home address or email address.

BL12 CLUB PROPERTY

BL11.1 All Club properties are under the strict control of the officers appointed to look after such property. Ownership of Club property even though such may be in the possession of members, borrowed by or lent to members shall always vest in the Club, unless such property is sold or a motion passed at a Management Committee meeting approving change of ownership or disposal of such equipment..

BL11.2 Should any property of the Club be held by any person, the Officer appointed to look after such property may demand immediate return of such property to their control, at any time.

BL11.3 The operation of BL9.2 is not intended to stop members using Club property for reasonable bona-fide reasons, such as and including training, competition, beach patrol or rescue. Should a dispute arise over Club property the Club Captain will mediate, and the decision of the Club Captain will be binding upon all parties, save always that the Management Committee has the power to review, amend or change any decision of the Club Captain.

BL11.4 Any member or person holding or taking possession of any item of property belonging to the Club or that the Club has an interest, by virtue of BL11.4 authorises the Club to register its interest in such property at any register for that purpose, should the Club consider such necessary, without notice to the member or person concerned.

BL13 FINANCE

BL12.1 An official receipt, in the form prescribed by the State Government, shall be issued for all monies received, and which shall be banked/deposited promptly after receipt thereof, in the name of the Club in such Bank as the Management Committee directs.

BL12.2 Payments of $100 or more must be made by cheque, electronic funds transfer or other approved method, and be authorised by two officers of the Club in accordance with D2.

BL12.3 Payments or transaction of $10,000 or more in equivalent value must be authorised by a motion of the Management Committee or Council approving such payment or transaction.

BL12.4 A motion passed at any Management Committee or Council meeting is sufficient authority for two members of the Management Committee to deal with (including transfer, purchase, sell or dispose) property and other assets of the Club.

BL12.5 A negotiable instrument issued by the Club must be signed by any two of (a) President, (b) Honorary Secretary, (c) Honorary Treasurer, or (d) another member or staff member approved by the Management Committee.

BL12.6 The Management Committee shall have the power to approve a Petty Cash allowance on an Imprest System to be operated by the Honorary Secretary or any other officer of the Club at the discretion of the Management Committee.

BL12.7 Government Subsidies/Grants:

In respect to any government grant or subsidies:

a) Such funds will be used for the purpose provided;
b) The Honorary Treasurer (or delegate/nominee) shall submit returns as and when required in the form provided to the relevant Government Department or agency; and
b) As soon as possible after the receipt of any Government subsidy a receipt for the monies received shall be forwarded to the relevant Government Department or agency.

BL14 BUDGETS

BL13.1 The Treasurer should prepare a financial budget before each Annual General Meeting for the ensuing year, after consultation with all Officers of the Club, provided that the budget may be subjected to further consideration after the election of Officers at the Annual General Meeting.

BL13.2 The budget should be submitted to the Management committee for approval and once approved each Officer and Committee may utilise the Club finances subject to ratification by the Treasurer to the limit of its budgetary allocation and cash available, unless directed otherwise by the Management Committee.

BL13.3 Any unforeseen items in relation to finance that may arise shall be considered by the Management Committee, who may also vary budgets, approve additional expenditure, defer or decline expenditure.

BL15 FOUNDATION FUND

BL14.1 The Club will maintain a fund (Foundation Fund) for the 'principal purpose' of the Club, and:

a) to which gifts of money or property for that purpose are to be made;
b) to which any money received by the Club because of those gifts is to be credited; and
c) that does not receive any other money or property.

BL14.2 The Club shall maintain a separate bank account for the Foundation Fund.

BL14.3 The Club shall only use the Foundation Fund (ie, gifts made to the Foundation Fund and any money credited because of those gifts) for the 'principal purposes' of the Club.

BL14.4 The Foundation fund is to be available to the Club general account on a loan basis, only in times of extreme financial hardship and with the approval of the Management Committee

BL14.5 When funds are placed in to the Foundation Fund, the Club shall determine for what purpose such fund's are held, and unless determined otherwise by a General Meeting, funds may only be withdrawn from the Foundation Fund for the purpose determined. Should no purpose have been determined then funds will firstly be added to any existing funds in the Foundation fund, for the same purpose as those funds are held.

BL16 COMPLAINTS AND RECOMMENDATIONS

Any complaints or recommendations from members are to be made in writing to the Secretary who shall submit them to the Management Committee. Members may also approach the Club Captain or any Officer to discuss any matter of concern who are able to act on their behalf at Management committee or *Council* Meetings.

BL17 SUB-COMMITTEES AND BRANCHES OF THE CLUB

From time to time the Council or the Management Committee may form a sub-committee or a branch consisting of any members of the Club for a specific purpose. Such bodies must abide by the Rules but may form By-laws which must be accepted by the Management Committee for the efficient conduct of their own activities.

These bodies may appoint their own officers for the efficient running of their business, but the Club President, Honorary Secretary, Honorary Treasurer and Deputy President shall be exofficio on all Sub-Committees or Branches either in the advisory or active capacity.

BL18 SUB-COMMITTEES AND BRANCHES FUNDS

Subject to the approval of the Management Committee, Sub-Committees and branches may conduct their own account in the name of the Club followed by the name of the relevant sub-committee or branch. Such an account shall carry the signatures of at least two members of the Management Committee. The Management Committee may call upon these funds to be transferred to the General Account of the Club at any time.

These bodies may raise funds by whichever means are approved. The Management Committee may, at its discretion, disband any Branch or Sub-Committee of the Club.

All Sub-Committees and Branches are to remember that they are acting on behalf of the Club and not on their own. The Club may be responsible financially for all its Sub-Committees and Branches.

CLUB PROCEDURES, POLICIES AND RULES ("Procedures")

These Procedures are in accordance with Clause E10 of the constitution of Ithaca - Caloundra City Life Saving Club Inc. The Procedures can be altered as described in the Constitution by resolution of the Management Committee or Club Council.

P1 MEETING PROCEDURES

P1.1 The Chairperson may Call Members or a Meeting *to order* by three knocks of a gavel or similar, and saying the words 'to order', which upon occurring all person present must be silent, and allow the Chairperson to speak.

P1.2 Failure of a person to follow any reasonable requests of the Chairperson including coming to order at any Committee meeting is a disciplinary offense as described in B6.3 and if such occurs the Chairperson has the power to require the person to remove themselves from the respective meeting.

P1.3 Respect is to be shown to the Chairperson and all Management Committee members at all times, and persons present may only address the respective committee with the permission of the Chairperson. No more that one person may speak at any time, and no person may speak over the Chairperson. Persons present that wish to raise or respond to any matter should indicate to the Chairperson by raising their hand.

P1.4 In respect to meetings, reports from officer holders should be emailed or given in writing to the secretary before the commencement of such meeting. During an officer holders report, motions can only be submitting regarding the officers holders report, any other matter should be tabled in general business.

P1.5 Any member that wishes to move a motion at a meeting (either with or without notice), is to bring the matter to the attention of the Chairperson prior to the commencement of such meeting.

P1.6 During a meeting's General Business the Chairperson will allow members present (who are able to vote at such meeting) an opportunity to raise any matter for discussion.

P1.8 Any member speaking at a meeting, or addressing a meeting, should address such themselves to the Chairperson.

P1.7 In respect to any motion raised without notice, the Chairperson will determine if such motion requires notice and decide thereon if (a) that matter may be voted upon at the meeting, (b) if the motion may be raised but deferred so that notice can be given, or (c) any other procedure.

P1.9 The Chairperson, at their absolute discretion, may declare a meet, or a portion of a meeting, open, partially open or closed. Any person may attend an open meeting, persons of certain criteria (as determined by the chairperson) may attend a partially open meeting, and only officer bearers of such meeting and invited guests may attend a closed meeting.

P1.10 The Chairperson may, at their absolute discretion and in accordance with the constitution:

- allow or disallow a person to speak and/or address a meeting,
- ask a person to leave or enter a meeting for a period of time (i.e. during disciplinary hearings),
- open or close a meeting,
- clarify the meaning of clauses of the Constitution, By-laws, and Rules (etc),
- ask a member if they are prepared to nominate, move or second any motion or decision,
- determine the date of the next meeting of any committee, and/or
- determine if a members has a conflict of interest in accordance with E10.

P1.8 All other meeting procedures will be conducted in accordance with this constitution, By-Laws, Procedures or Rules and any matter of process that is unclear, will be at the discretion and decided upon by the Chairperson.

P2 APPEAL BOND

An Appeal Bond of $500.00 will be applicable for any appeal to the Management Committee of the Club. An Appeal Bond of $750.00 will be applicable for any appeal to the Council. The appeal bond may be changed by a resolution of the Management Committee or Council.

P3 CODES OF CONDUCTS AND POLICIES

P3.1 The Club shall adopt the Society's Codes of Conduct and Polices, including the below listed policies:

Equal Employment Opportunity	Member Protection Policy	Professional Behavior
Grievance Policy	Anti Doping	Anti-Harassment Policy
Code of Ethics	OHS Policy	

P3.2 The Club shall adopt the Society's Medical Policies, as published from time to time.

P3.3 The Management Committee shall approve a Privacy Policy and will make available the Privacy Policy to any Member upon request.

P3.4 The Management Committee or Council may amend or create new policies from time to time, provided that such Policies do not contradict the Constitution and By-Laws which shall have precedence, and such Policies will balance the needs of the Club and members rights.

P3.6 All members are expected to obtain a current edition of the RLSS handbook of instruction as soon as practicable.

P4 CLUBHOUSE AND BEACH PATROL OPERATIONS

P4 CLUBHOUSE OFFICIAL POSITIONS

The Club Captain (or delegate) may appoint and remove members to the following positions:

P4.1 Chaperone / Operations Coordinator

a) A Chaperone/Operations Coordinator of at least 21 years of age is required when any person stays in the Clubhouse overnight. The Chaperone/Operations Coordinator is preferably a parents of a members and may not necessarily be a member of the Club, however if required under legislation, must obtain a Child Safety Blue Card (or equilivent).

b). Duties of the Chaperone/Operations Coordinator include:
(a) Should be at the clubhouse prior to members arriving and be last to leave if possible.
(b) Ensure power and hot water are turned on/off.
(c) In co-operation with the Clubhouse Director, ensure rules pertaining to clubhouse are adhered to
(d) Obtain money from members and officers for food during patrol period.
(e) Purchase food for patrol period.
(f) If practicable, remain in close proximity to the clubhouse.
(g) Ensure on last day of patrols, that power and hot water are turned off before leaving clubhouse.
(h) Prepare meals.
(I) Ensure the clubhouse is locked on leaving.

P4.2 Clubhouse Director

The Club house Director is a member of the Club and will compile rosters for cleaning the clubhouse and allocate duties to members. The Club house Director will enforce all rules pertaining to the clubhouse and recreational guidelines, and will act as arbitrator with chaperone on matters pertaining to the clubhouse. The Chaperone, Clubhouse Director and Club Captain are to work in close liaison.

P4.3 Patrol Captain

The Patrol Captain:
1. is appointed by the Club Captain (or delegate) to each Patrol,
2. will ensure that all their patrol members are ready to patrol in time,
3. will allocate members their duties while on patrol,
4. will check all equipment prior to commencement of patrol, and
5. will supervise base radio check and status report to “Surf Comm”.

P5 BULCOCK BEACH, CALOUNDRA CODES OF CONDUCT AND BEHAVIOUR

P5.1 Patrol Members

1. Will be available and on time for allotted patrol.
2. Will be correctly attired for the patrol (i.e., women: one piece togs; men: speedo type togs. Approved shirt, visor and Patrol Cap). It is recommended that members obtain Blue or Red Shorts.
3. No patrol member is to leave the patrol without special permission from the patrol captain.
4. No patrol member is to allow him or herself to be distracted by any other person whilst on patrol.
5. Patrol Members are required to maintain sufficient sun protection (including sun screen and hats) so that they do not get sun burnt.

P5.2 Log Books

1. All Members who are rostered on a patrol, are to complete the Club log book
2. Any Member who attends the Clubhouse, and is not listed in a patrol log, must complete an attendance register.

P5.3 Codes of Behavior

1. No intoxicating substance is to be brought onto the premises except at official functions or when Management Committee authorisation is held.
2. No member under the age of 18 years is to drink intoxicating liquor while staying at the clubhouse.
3. No member, of any age, while intoxicated, is to stay at the clubhouse.
4. No smoking is permitted in the clubhouse.
5. No immoral behaviour, e.g., the sharing of beds.
6. No swearing.
7. At night time no member under 18 years is to go out unless accompanied by a member of 18 years or older or as agreed by the Clubhouse Director, Chaperone or Club Captain. Members who are going out are to place their names, destination and time of return in a book supplied for this purpose and are to advise the Clubhouse Director, Chaperone or Club Captain.
8. Members are to be in the Clubhouse by 10.45pm and in bed by 11.00pm unless they are attending a function that has been approved by the Chaperone or Clubhouse Director and an appropriate time has been agreed to.
9. Members who wish to stay up when others are in bed must not go into the dormitory and disturb those sleeping. No unnecessary noise or revelry after 8.30pm of before 6.00am will be tolerated. Dormitories are to be used for the sole purpose for which they were designed.
10. Clubhouse Director, Chaperone and Club Captain may arrange specific entertainment events and vary timetables accordingly.
11. All members to be present at the Clubhouse 15 minutes before first patrol to set up.
12. Any disputes in recreation are to be dealt with by the Clubhouse Director and/or the Chaperone.
13. No eating or drinking in the dormitories.
14. All members must be prepared to do beach collections and other fund raising activities.
15. Any member breaking any codes whilst staying at the Clubhouse may be asked to return home immediately and will be required to front the Committee. The Clubhouse Director, Chaperone and Club Captain, at their discretion, will act on any incident arising not covered by these codes.

P6 CHILD SAFETY PROCEDURES

The Management Committee shall approve a Policy in respect to Child Safety and will review such policy from time to time.

P7 USE OF CLUB EQUIPMENT

1. Club equipment may only be used with permission of the Club Officer in charge of such equipment, in respect to patrol equipment, the Club Officer is the Patrol Captain.
2. Before using any Club Equipment (including any water craft or vehicle), it is that members responsibility to read the manual and operational procedure of such equipment.

P8 PURCHASING POLICY

1. Any item proposed to be purchased of less than $100 in cost may be authorised by any member of the Management Committee.
2. Any item proposed to be purchased of more than $100 in cost, must be authorised by two members of the Management Committee.
3. Any item proposed to be purchased of more than $1,000 in costs and if that item is not within the seasons budget, must be authorised by the Treasurer, Management committee or Council.
4. Any item proposed to be purchased of more than $10,000 in cost, must be authorised by the Management committee or Council after having been given due consideration. The matter of due consideration includes considering alternative suppliers, alternative pricing quotes and options for the Club if the item is not purchased.
5. If any officer of the Management Committee is on notice from the Honorary Treasurer in respect to limiting expenditure, then such Management Committee member must comply with expenditure instructions from the Honorary Treasurer.
6. If any Management Committee member has reason to believe that the Club is insolvent, then they must not authorise any expenditure on behalf of the Club, unless by approval of the Honorary Treasurer, Management Committee or Council.

P9 CLUB MISSION STATEMENT AND VALUES

1 The Mission Statement of the Club is:

To assist members and the community volunteer and participate in the provision of a community rescue service, and live a fit and healthy lifestyle through active inclusion in service, sport, education and training.

2. The Club Motto is

Build a persons skills and they will help someone else.

3. The Club Values are:

Participation
Integrity
Education
Service

P10 INTELLECTUAL PROPERTY

Any item, document, or idea of creative or intellectual property (“IP”) (including any trade mark, or registrable design) created by a member of the Club whilst the creator or author is a member of the Club, if provided to the Club or is used by or in connection with the Club, prior to the registration or publication of such IP, will at all times remain the property of the Club.

Should any member wish to retain ownership of any IP, such member is to advise the Club Secretary in writing prior to providing such IP to the Club or allowing it to be used in connection with the Club.

If any member creates IP on their own behalf and such is not provided to the Club its officers or any of its members, it shall remain the property of the member.

P11 CLUB RULES

All decisions (Rules) implemented by the Management Committee or *Council* other than as listed in the By-Laws or Procedures that are intended to be ongoing in nature (not a 'once only' decision) are to be numbered and detailed below:

Rule No	Rule (and comment)	Date Approved
R1	That the following positions: a) not be elected at this AGM and future AGM's: o Gear Steward o Clubhouse Director o Communications Officer o Registrar / Recorder b) be elected at this AGM and future AGM's: o Equipment Officer o Maintenance Officer o Membership Officer	30/8/2015
R2		
R3		

APPENDICIES

These items are appendices to the constitution of the Club.

A) The Club Emblem, Badge

Emblem (Logo)	Club Badge	Life Members Badge	Life Members Badge*

* The Life Members Badge with Crown, may only be worn by members who:
  a) Hold a RLSS Diploma; or
  b) are a member of the RLSS executive being current and past Presidents, Deputy Presidents, Secretaries and Treasurers.

B) The Common Seal

C) Sample Notice of Meeting

Ithaca – Caloundra City Life Saving Club Inc ABN 69 400 598 562

NOTICE OF ANNUAL GENERAL MEETING

The secretary hereby notifies all members of the Annual General Meeting of the Club. The meeting will take place on **.....** , at **.....**. The meeting will start at .....am/pm sharp.

Agenda

1.Confirmation of the minutes of the prior Annual General Meeting
2.Receipt of Management Committee Report
3.Receipt of Auditors Report
4.Receipt of any other reports
5.Reports of the Executive Committee
6.Election of bearers of the management committee and other office bearers
7.The appointment of Auditor
8.Approval of any nomination of Life Membership
9.The approval of Membership Fees

If any member wishes to nominate any other member for a committee position, completed nomination forms are required to be forwarded to the secretary so that the Secretary receives the nomination prior to ..... If you require further nomination forms please contact the secretary or photocopy the form below. Nomination and proxy forms are re-produced below for use. Forms may be mailed to The Secretary, Ithaca – Caloundra City Life Saving Club Inc, <<.....address.....>>.

D) Sample Nominations Form

Ithaca – Caloundra City Life Saving Club Inc ABN 69 400 598 562 **Nomination Form**

I nominate _____ for the position of _____

for the ..... season of the above named association.

Nominated by : _____ Signature : _____

Seconded by _____ Signature : _____

Accepted by (Nominee) : _____ Signature : _____

E) SAMPLE PROXY FORM

Ithaca – Caloundra City Life Saving Club Inc ABN 69 400 598 562 **Proxy Form**

I, _____ of _____

_____ being a fully paid member of the above named association, hereby

appoint _____ of _____

or failing him/her, _____ of _____
as my proxy to vote for me on my behalf at the Annual General Meeting of the association, to be held on ....., and any adjournment thereof.

Signed this _____ day of _____ _____.

Signature _____

This form is to be used - In favour
- Against the motion
(Strike out whichever is not desired, unless otherwise instructed the proxy may vote as he/she thinks fit)

F) SAMPLE LETTERS

Clearance Letter

Dear Sir/Madam,

RE : LETTER OF CLEARANCE

This Club confirms that <member full name> is currently a <member catagory> member of the Club, and that such member has been a member of the Club for <number of years> years, is not in arrears with their membership fees and the said member is not currently under any disciplinary action.

Yours faithfully

Honorary Secretary