

OCEAN BEACH SURF LIFE SAVING CLUB
INCORPORATED

CONSTITUTION

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OCEAN BEACH SURF LIFE SAVING CLUB INCORPORATED CONSTITUTION

1. OBJECTS

The Club shall be called the 'Ocean Beach Surf Life Saving Club Incorporated' (Ocean Beach SLSC Inc.). This title shall not be used as a prefix to any subsidiary organisation of members without the permission of the Management Committee of Ocean Beach SLSC Inc. and in the event of such permission being granted, the Management Committee shall have the power to revoke same immediately should circumstances warrant such action.

- 1.1 To conduct, encourage, promote, advance and be responsible for surf lifesaving, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment.
- 1.2 To promote uniformity of rules and regulations of SLSA and Ocean Beach SLSC Inc., for the control and regulation of the aquatic environment, and to assist authorities in complying with these rules and regulations.
- 1.3 To further develop surf lifesaving into an organised institution and with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful members.
- 1.4 To establish, grant and support awards to members and others, honour public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed during lifesaving and other distinguished services and acts.
- 1.5 To ensure the maintenance and enhancement of Ocean Beach SLSC Inc. and surf lifesaving, its standards, quality and reputation for the benefit of the members and surf lifesaving.
- 1.6 To affiliate and otherwise liaise with Surf Lifesaving Central Coast Incorporated, Surf Lifesaving New South Wales Incorporated and Surf Life Saving Australia Limited, in the pursuit of these objects and the objects of surf lifesaving.
- 1.7 To enter into both commercial and non-commercial arrangements, including sponsorship and marketing opportunities, with any Government, Local Government or other body to further the interests of Ocean Beach SLSC Inc.
- 1.8 To formulate or adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in surf lifesaving.
- 1.9 To deal with any infringement thereof and to adjudicate on all disputes and difficulties between individual members of Ocean Beach SLSC Inc. and/or disputes arising out of examinations, and surf sport competitions.
- 1.10 To undertake and or do all such things or activities which are necessary, incidental or conducive to advancement of these objects.

2. RULES

2.1 INTERPRETATION

- (i) The interpretation of any word, clause or rule, or any other matter contained within the rules or regulations, shall be as defined in accordance with the Constitutions and Regulations of Surf Life Saving New South Wales Incorporated and/or Surf Life Saving Australia Limited and/or the Associations Incorporation Act of 1984.
- (ii) In these Rules –
 - (a) a reference to a function includes a reference to a power, authority and duty; and
 - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.

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(iii) In these Rules -

- (a) The word 'Act' means the Associations Incorporation Act, 1984.
- (b) The word 'Club' where herein used shall refer to the Ocean Beach Surf Life Saving Club Incorporated.
- (c) The word 'Constitution' where herein used shall refer to the Constitution of the Club, as approved by the Members.
- (d) The word 'Director' where herein used shall refer to the members of the Management Committee of the Club and shall include the President.
- (e) The word 'Management Committee' where herein used shall refer to the members of the Management Committee of the Club and shall mean and include the President.
- (f) The words 'Financial year' where herein used shall mean the 12-month period ending 30th April in each year.
- (g) The words 'General Meeting' where herein used shall include the Annual General Meeting, Management Committee Meeting or a Special General Meeting of the Club.
- (h) The words 'Intellectual Property' mean all rights subsisting in copyright, trade names, trademarks, logos, designs, equipment, IT property (including Web / Email addresses, Domain names, Web sites registered in the name of the Club), images (including photographs, videos or films) or service marks (whether registered or registrable) relating to Surf Life Saving Australia Limited and the Club, the words 'surf lifesaving' or any event or competition or surf lifesaving equipment, product, publication or activity developed, conducted, promoted or administered by Surf Life Saving Australia Limited and the Club.
- (i) The words 'Junior Activities' where herein used shall refer to the activities of the Junior Members being under 14 years of age.
- (j) The word 'Law' where herein used shall mean the Corporations Law.
- (k) The words 'Life Member' mean a Life Member of the Club.
- (l) The word 'Member' means a financial member of the club as per Rule 3.2.
- (m) The word 'Regulations' means any Regulations made by the Members under Section 11.3.
- (n) The word 'Seal' means the Common Seal of the Club and includes any official seal of the Club
- (o) The words 'Special Resolution' mean a resolution approved by the majority vote of the Members of the Club present and entitled to vote, at a Special General Meeting called for that purpose
- (p) The word 'day/s' mean all days of the week
- (q) Surf Life Saving Australia Limited shall be referred to as 'SLSA'.
- (r) Surf Life Saving Central Coast Incorporated shall be referred to as 'SLSCC'
- (s) Surf Life Saving New South Wales Incorporated shall be referred to as 'SLSNSW'

2.2 AFFILIATION

The Club shall affiliate and otherwise liaise with SLSCC, SLSNSW and SLSA, in the pursuit of these objects and the objects of surf lifesaving.

3. MEMBERSHIP

3.1 AGREEMENT

Members acknowledge and agree that:

- (i) this Constitution constitutes a contract between each of them and the Club and that they are bound by the Constitution and the Regulations;
- (ii) they shall comply with and observe this Constitution and the Regulations and any determination or resolution which may be made or passed by the Council (what council) or any duly authorised Management or Committees;
- (iii) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of the Club and SLSA;

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- (iv) the Constitution and Regulations are necessary and reasonable for promoting the objects of the Club and SLSA and particularly the advancement and protection of surf lifesaving as a community service; and
- (v) they are entitled to all benefits, advantages, privileges and services of SLSA membership.

3.2 MEMBERSHIP QUALIFICATIONS

3.2.1 The Club may, by special resolution, create, alter or rescind separate categories of membership

3.2.2 Club membership shall consist of the following categories:

(i) Under 15 Membership

These members shall conform to the age qualifications as defined in the Association's manuals.

(ii) Active (15 and Over)

Active Members must hold the Bronze Medallion of SLSA and shall attend at the beach or elsewhere for patrol and/or Club Lifesaving duties on such dates and at such hours as may be specified by the Director of Lifesaving in the Patrol Roster, or at such other times as may be deemed necessary by the Senior Officer present.

(iii) Active Reserve Membership

- (a) Active Reserve membership may be granted by the Club to Active Members who have satisfactorily completed at least eight (8) years of Patrol and Club obligations, as provided for by SLSA, Club Rules and Regulations.
- (b) An Active Reserve Member may be required to perform up to one-third of the number of patrol hours that may be performed by a rostered Active Member in one season.
- (c) A Member having been granted Active Reserve membership shall not be required to apply for that class of membership annually, however the Management Committee shall have the power to remove Members from this class of membership, if it is of the opinion that there is insufficient active strength to properly maintain lifesaving patrols.
- (d) Notwithstanding the above, Active Reserve membership may be granted under exceptional circumstances to Active Members irrespective of years of service.
- (e) The grant of such Active Reserve membership shall be made at a Management Meeting.

(iv) Long Service Membership

- (a) Long Service membership may be granted by the Club to Members who have completed at least ten (10) years of patrols or Club obligations or to Members who have completed eight (8) years active service plus four (4) years active reserve service.
- (b) Such Members shall be exempted from all patrol obligations and may be granted to the special privileges of membership as provided in the Club Constitution and Regulations.
- (c) In exceptional circumstances it shall be acceptable for the Club to grant Long Service membership to an Active Reserve Member irrespective of the number of years served as an Active Reserve Member. The grant of such membership shall only be made at a Management Meeting.

(v) Award Membership

Award membership may be granted by the Club to persons who hold an Association Award of one, or more, of the following designations:

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- ❖ Radio Operator's Certificate
- ❖ Silver Medallion Radio Operator's Certificate,
- ❖ First Aid Award(s),
- ❖ Resuscitation Certificate,
- ❖ Advanced Resuscitation Certificate
- ❖ Defibrillation Award
- ❖ Silver Medallion Advanced Emergency Care; or
- ❖ Any other Lifesaving Award of which the Bronze Medallion is not a pre-requisite.

An Award Member rostered onto patrols is required to fulfil their obligations and shall attend at the beach or elsewhere for patrol and/or Club Lifesaving duties on such dates and at such hours as may be specified by the Director of Lifesaving in the Patrol Roster, or at such other times as may be deemed necessary by the Senior Officer present.

(vi) Honorary Membership

May be appointed for one or more seasons by a majority of those present at the Annual General Meeting. Honorary Members. They shall not be eligible to compete in Club Championships.

(vii) Associate Membership

- (a) Associate membership may be granted by the Club to persons who may or may not hold an Association Award.
- (b) Such membership shall have a joining and/or annual membership fee greater than fees for other categories of Club membership.
- (c) Associate Members shall not be eligible to compete in Club Championships.
- (d) The Associate membership of the Club shall not exceed the Active membership.

(viii) Junior Activities Membership

Junior Activities membership shall be available to those members between the ages of Under 6 and Under 14 years of age as at 30th September each year.

(ix) Ex-Officio Membership

Ex-Officio members shall be Patrons, Vice-Presidents and Honorary Professional Officers appointed by the Club who do not meet the requirements for other classes of membership listed in this Constitution.

(x) Life Membership

Life membership may be conferred on any Member of the Club who has rendered distinguished service to the Club.

(xi) Life Membership Junior Activities

A member who was elected as a Life Member of the previous known junior section of the club. There can be no further persons added to this classification.

(xii) Family Membership

Family membership is available to all members of the surf club. To qualify for this membership, the family must have as a minimum one (1) member, under 15 years of age.

(xiii) General Membership

General membership may be granted by the Club to a Member who;

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- (a) has obtained their Bronze Medallion, is no longer an active patrolling member, is actively involved in the club activities and has continued their membership for a minimum of ten (10) years to the club, or
- (b) has not obtained their Bronze Medallion and has been a member of the Club Management Committee for a minimum of three (3) years and is actively involved in the club activities.

3.2.3 Annual Proficiency

- (i) Membership categories may be subject to the Annual Proficiency Test which they must pass to, at least, the current standards laid down by SLSA
- (ii) Any member not passing the Annual Proficiency Test with respect to their Award shall be given a period of time, thought sufficient by the Management Committee or the Director of Lifesaving, to train and re-submit himself for the test.
- (iii) No Member shall perform patrol or other active duties whilst they are not proficient in the appropriate Award.
- (iv) A member shall not be required to pass the Annual Proficiency Test in the same season that they have passed the Bronze Medallion or Surf Rescue Certificate
- (v) The following membership categories must pass an Annual Proficiency Test to, at least, the current standards laid down by SLSA.
 - ❖ Under 15
 - ❖ Active
 - ❖ Active Reserve
 - ❖ Long Service - only when wanting to perform active patrol duties and/or compete in any competition
 - ❖ Award - with respect to the award/awards held by the member which allows them to be rostered onto patrol
 - ❖ Life Member - if they wish to perform active patrol duties and/or compete in any competition

3.3 NEW MEMBERS

- (i) All new applications for membership must be in writing on the approved form or through the on-line application gateway. All such nominations shall be submitted to the Administration Director prior to the next Management Committee Meeting. Members shall be elected by a majority present at the Club Management Committee Meeting.
- (ii) No membership granted by the Management Committee shall take effect until appropriate subscription fee (if applicable) has been paid.
- (iii) New Members may use the club house with the approval of a member of the Management Committee until membership has been approved by the Management Committee.
- (iv) No Member financially or otherwise indebted to any other affiliated club of the SLSA shall be knowingly admitted to membership.
- (v) Where the class of membership granted requires the Member to obtain a Life Saving Award, the Member shall obtain such Award in the shortest practicable time. Any Member failing in this responsibility may have their membership revoked by the Management Committee.
- (vi) The Management Committee may not refuse the acceptance of a new Member without giving a reason. When the renewal of a former membership is refused, such Member shall have the right of appeal to a Special General Meeting of the Club.

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3.4 CESSATION OF MEMBERSHIP

3.4.1 A person ceases to be a Member if the person:

- (i) is deceased
- (ii) is expelled from an affiliated Club or SLSCC, SLSNSW, SLSA
- (iii) has their membership cancelled under the Constitution and Regulations relating to breaches concerning patrols, financial status, the gaining of awards, or breaches of discipline.

3.4.2 A Member having paid all arrears of fees payable to the Club by them may withdraw from membership by giving notice in writing of such withdrawal to the Management Committee.

3.4.3 Membership of the Club may be discontinued by the Management Committee upon breach of any clause of this Constitution, the Regulations or any resolutions made or passed by the Management Committee and/or the members at a General Meeting including but not limited to, the failure to pay any monies owed to the Club.

3.4.4 Membership shall not be discontinued under Rule 4.3 without the Management Committee first giving the Member the opportunity to explain the breach and/or remedy the breach.

3.4.5 Where a Member fails, in the Management Committee's view, to adequately explain or remedy the breach, that Member's membership shall be discontinued under Rule 3.4 by the Club giving written notice of the discontinuance to the Member.

3.4.6 Membership which has been discontinued under Rule 3.4 may be reinstated at the discretion of the Management Committee.

3.4.7 A Member which ceases to be a Member shall forfeit all right in and claim upon the Club and SLSA and its property and shall not use any surf lifesaving equipment or any other property of the Club and SLSA, including Intellectual Property.

3.4.8 Membership fees or subscriptions paid by the discontinued Member for the relevant year may be refunded on a pro-rata basis to the Member upon discontinuance. The name of such Member shall be removed from the Register of Members.

3.4.9 Where a Member fails to renew their club membership by 31st December of each year their membership of the Club and SLSA lapses.

3.4.10 A Member having had their membership discontinued under Rule 3.4 or whose membership has lapsed under Rule 3.4.9:

- (i) must reapply for membership in accordance with this Constitution; but
- (ii) may be readmitted at the discretion of the Management Committee.

3.5 MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE

A right, privilege or obligation which a person has by reason of being a Member of the Club is:

- (i) not capable of being transferred or transmitted to another person, and
- (ii) terminated upon cessation of the person's membership.

4. REGISTER OF MEMBERS

- 4.1 The Club Registrar shall maintain a register of all Members specifying their name, address, position and dates of importance. The register shall be kept at the office of the Club and be open for inspection free at any reasonable hour to any Member of the Club.
- 4.2 SLSNSW maintains a register of Members of the Club that the Director of Administration would have access thereto and be available for inspection free to any Member of the Club.

5. FEES AND CAPITATION

The Club may determine from time to time fees payable for:

- (i) affiliation to the Club
- (ii) Surf Life Saving Awards
- (iii) other clubs and/or community services
- (iv) other persons using the Club services or premises
- (v) yearly subscription fees must be paid no later than 31st December. Members failing to do so may have their membership terminated
- (vi) upon special arrangements and approval with the Finance Director, Members may pay their yearly subscription fees in two (2) payments.

6. MEMBERS' LIABILITY & INDEMNITY

6.1 LIABILITY

- (i) The liability of the Members of the Club is limited.
- (ii) The Members shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up, except to the amount of unpaid affiliation fees.

6.2 INDEMNITY

- (i) Every Director, officer, auditor, manager, employee or agent of the Club shall be indemnified out of the property and assets of the Club against any liability incurred by them in their capacity as Director, officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in the members favour or in which the member is acquitted or in connection with any application in relation to any such proceedings in which relief is under the Law granted to him by the Court.
- (ii) The Club shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except willful misconduct:

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- (a) in the case of a Director or officer which is performed or made whilst acting on behalf of and with the authority, express or implied of the Club; and

7. DISCIPLINE

- 7.1 The SLSA Constitution shall be followed in relation to any and all meetings called to conduct disciplinary or judicial proceedings or the like proceedings in relation to the conduct of a Member or group of Members including clubs and in particular deal with:
- (i) cancellation of membership
 - (ii) removal from office
 - (iii) expulsion
 - (iv) reprimand
 - (v) suspension
- 7.2 The SLSA Constitution shall be the constitution that is current at the time that the incident or incidents under review occurred and in the event of there being two or more incidents, it shall be the Constitution that is current at the time of the last incident or incidents under review took place.
- 7.3 Where the Management Committee is advised or considers that a Member has allegedly:
- (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Management Committee or any duly authorised Committee or Board; or
 - (ii) acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of the Club and SLSA and/or Surf Life Saving; or
 - (iii) brought the Club, SLSA and or any other State Centre or Surf Life Saving into disrepute; the Management Committee may commence or cause to be commenced, disciplinary proceedings against that Member, and that Member, will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms of the Club and SLSA as set out in the Regulations.

The Management Committee may appoint a Judiciary Committee, which need not be comprised of Members, to deal with any disciplinary matter referred to it.

The Judiciary Committee shall operate under the principles expressed in, and in accordance with, the Regulations.

8. REMOVAL OF MEMBER

- 8.1 The Management Committee in a General Meeting may, by resolution, remove any Member from office before the expiration of the Member's term and may by resolution appoint another Member to hold office until the expiration of the term of office of the Member removed.
- 8.2 Where the Member to whom the proposed resolution referred to in clause 10.1 makes representation in writing to the Director of Administration or the President (not exceeding a reasonable length of time, which shall not be more than fourteen (14) days) and requests that the representations be notified to members of the Management Committee, the Director of Administration or the President may send a copy of the representation to each member of the Management Committee or, if they are not sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

9. APPEALS

Appeals within the Club shall be in accordance with the Constitution that is current at the time that the Judiciary Meeting is called and conducted in accordance with paragraph 9.

10. GRIEVANCE PROCEDURES

- 10.1 Where a person, being a Member of Ocean Beach SLSC, who has a grievance arising from their respective involvement in Surf Life Saving, whatever that may be, with another such Member, officer or employee, and that person considers the grievance warrants investigation and action by the Club that person shall follow the SLSA Grievance Policy as issued from time to time.
- 10.2 The person shall contact, either by telephone or in writing, the club's Grievance's Officer, appointed by the Management Committee, and advise that they have a grievance which they wish to discuss with the official. The identity of the nominated club's Grievance's Officer will be communicated to all club members. Where a grievance is to be submitted in writing it should be addressed clearly to the Ocean Beach SLSC Grievance's Officer and marked "Private and Confidential"

11. THE MANAGEMENT COMMITTEE

11.1 POWERS OF THE MANAGEMENT COMMITTEE

Subject to the Law and the provisions of this Constitution the business and affairs of the Club shall:

- (i) be managed by the Management Committee
- (ii) be responsible for acting on all Surf Life Saving issues in accordance with the objects, and
- (iii) operate for the benefit of the Members and the community throughout Australia

11.2 COMPOSITION

The Management Committee of the Club shall be composed of:

- (i) President
 - (ii) Director of Junior Activities
 - (iii) Director of Administration-Finance
 - (iv) Director of Lifesaving
 - (v) Director of Surf Sports
 - (vi) Director of Education and Training
 - (vii) Director of Commercial Operations
- Each of whom must be a member of the club and shall be elected at the Annual General Meeting of the Club every two years;
 - Each office bearer of the Management Committee shall, subject to these Rules, hold office until the conclusion of the Annual General Meeting following the date of the office bearer's election, but is eligible for re-election.

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- Any vacancy, nominations will be called for and filled at the next appropriate meeting of the Management Committee.

11.3 MANAGEMENT

The management committee shall:

- (i) be subject to the Act and its Regulations and any associated Rules and Regulations,
- (ii) exercise all such functions as may be exercised by the Club other than those functions that are required by the Constitution and Regulations to be exercised by a Special General Meeting and/or Annual General Meeting;
- (iii) have power to control, manage and perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club;
- (iv) pass Regulations;
- (v) make decisions on all matters except where otherwise provided herein, and such decisions shall be final;
- (vi) exercise all such functions as may be exercised by a meeting of the Management Committee of the Club, subject to no written objections being received within 14 days from the date of minutes being distributed.
- (vii) construct, maintain and alter any building or works necessary or convenient for purposes of the Club;
- (viii) raise or borrow money in such a manner as the Management Committee may think fit;
- (ix) receive money on deposit with or without allowance of interest thereon;
- (x) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by through any factors, trustees or agents;
- (xi) 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;
- (xii) print and publish what the Management Committee thinks desirable for the promotion of the Club's objects;
- (xiii) protect the Club's Intellectual Property;
- (xiv) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof, of the Club and for that purpose, utilise any of the assets of or held on behalf of the Club;
- (xv) promote any other person or company for any purpose calculated to benefit the Club;
- (xvi) act as final arbiter on all matters pertaining to the conduct of the Club, including disciplinary matters; and
- (xvii) do all such acts and things as are incidental, conducive or subsidiary to all or any of the Objects of the Club.

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11.4 VACANCIES OF DIRECTORS

- (i) Without limiting the operation of the rule to fill casual vacancies, the office of a Member of the Management Committee shall become vacant if:
 - (a) the Member holds an office of profit in the Club
 - (b) the officer or Member is directly or indirectly interested in any contract or proposed contract with the Club
- (ii) In addition to the circumstances in which the office of a Director becomes vacant, by virtue of the Law, such office becomes vacant, if the Director:
 - (a) becomes bankrupt or insolvent under the administration under the Companies (New South Wales & Australian) code;
 - (b) becomes of unsound mind, or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (c) resigns office by notice in writing given to the Director of Administration;
 - (d) is absent without the consent of the Management Committee from two (2) consecutive meetings, within a three (3) month period;
 - (e) in the opinion of the Management Committee the Management Committee member does not satisfactorily carry out their duties in accordance with the Club's Regulations,
 - (f) without the consent of the Members of the Club at the Annual General Meeting holds any office of profit under the Club,
 - (g) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of their interest;
 - (h) in the opinion of the Management Committee the Director has acted in a manner unbecoming or prejudicial to the objects and interests of the Club and/or Surf Life Saving;
 - (i) in the opinion of the Management Committee the Director has brought the Club, or Surf Life Saving into disrepute;
 - (j) in the opinion of the Management Committee the Director is otherwise prohibited from being a Director of a company under the Law;
 - (k) is removed from office under Rule 8.1
- (iii) Any vacancy occurring in an office of a Director of the Management Committee, other than the position of President may be filled by the remaining Directors from amongst appropriately qualified Members until the position is filled after calling for nominations.
- (iv) Any vacancy occurring in the position of President may be filled by the Director Junior Activities until the position is filled after calling for nominations.
- (v) In the event of a vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Directors; they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum.
- (vi) Any Management Committee member dealt with in accordance with 11.4(ii) above shall have the right to lodge an appeal to the Club, against such removal, provided that the appeal shall be lodged in writing to the Club within fourteen (14) days of the notification of the removal and shall set out clearly the grounds of the appeal.

11.5 MEETINGS OF THE MANAGEMENT COMMITTEE

- (i) The President shall be the nominal head of the Club and will act as Chair of any General Meeting at which they are present. In the event of the President not acting as Chair, the Director of Junior Activities will act as the Chair. In the event the President and Director of Junior Activities being absent then the Management Committee shall appoint a Chair.

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- (ii) Management Committee Members will have one vote per member except for the President who shall have one vote plus a casting vote in the event of equality of votes.
- (iii) Seventy percent (70%) of elected Directors shall form a quorum.
- (iv) The Management Committee shall meet a minimum of once a month and as often as is deemed necessary for the dispatch of business and may adjourn and, subject to this Constitution otherwise regulate, its meetings as it thinks fit. Four (4) Directors may at any time, and the President shall, on the requisition of four (4) Directors, convene a meeting of the Management Committee. For avoidance of doubt meetings can be conducted face to face, via Teleconference and or via email. For a meeting to be valid clause 11.5, including items (i), (ii), (iii), (iv), (v), (vi), (vii), (viii) & (ix) must be complied with.
- (v) Subject to this Constitution questions arising at any meeting of the Management Committee shall be decided by a majority of votes and a determination of a majority of Directors shall for all purposes be deemed a determination of the Management Committee. All Directors shall have one (1) vote on any question. The Chair shall have a casting vote where voting is equal.
- (vi) A resolution in writing signed or assented to by electronic communication by all the Directors for the time being present in Australia (this can be worldwide with technology) shall be as valid and effectual as if it had been passed at a meeting of directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the directors.
- (vii) Without limiting the power of the Management Committee to regulate their meetings as they think fit, a meeting of the Management Committee may be held where one or more of the Directors is not physically present at the meeting, provided that:
 - (a) all persons participating in the meeting are able to communicate with each other effectively whether by means of telephone or other form of communication
 - (b) notice of the meeting is given to all the Directors entitled to receive the notice in accordance with the usual procedures agreed upon or laid down from time to time by the Management Committee and such notice specifies that Directors are not required to be present in person
 - (c) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this clause to be held then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within 15 minutes from the interruption, the meeting shall be deemed to have terminated
 - (d) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting, provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chair of the meeting is located.
- (viii) No business shall be transacted by the Management Committee unless a quorum is present and within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to a suitable time and place.
- (ix) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (x) Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than fourteen (14) days written notice of the meeting of the Executive shall be given to each Director. The agenda shall be forwarded to each Director not less than seven (7) days prior to such meeting.

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11.6 DELEGATION BY MANAGEMENT COMMITTEE TO SUB-COMMITTEE

The Management Committee may, by instrument of a Regulation or in writing, delegate to one or more sub-committees (consisting of such member or members of the Club as the Management Committee thinks fit) the exercise of such of the functions of the Management Committee as are specified in the instrument other than:

- (i) this power of delegation, and
- (ii) A function which is a duty imposed on the Management Committee by the Act or by any other law.
- (iii) A function of which has been delegated to a sub-committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (iv) A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- (v) Notwithstanding any delegation under this rule, the Management Committee may continue to exercise any function delegated.
- (vi) Any act or function carried out by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Management Committee.
- (vii) The Management Committee may, by resolution or by instrument in writing, revoke wholly or in part any delegation under this Rule.
- (viii) A sub-committee may meet and adjourn as it thinks proper

12. DIRECTOR'S INTERESTS

12.1 A Director is disqualified by holding any place of profit or position of employment in the Club except with express resolution of approval of the Club Management Committee.

12.2 DISCLOSURE OF INTERESTS

The nature of the interest of such Director must be declared by the Director at the meeting of the Management Committee at which the contract or arrangement is first taken into consideration, if the interest then exists, or in any other case at the first meeting of the Management Committee after the acquisition of the interest. If a Director becomes interested in a contract or arrangement after it is made, or entered into, the declaration of the interest must be made at the first meeting of the Management Committee held after the Director becomes so interested.

12.3 GENERAL DISCLOSURE

A general notice that a Director is a member of any specified firm, or company, and is to be regarded as interested in all transactions with that firm or company, is sufficient declaration under Rule 12.2 as regards such Director and the said transactions. After such general notice, it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

12.4 RECORDING DISCLOSURES

It is the duty of the Director of Administration-Finance to record in the minutes any declaration made or any general notice as aforesaid given by a Director in accordance with Rule 12.2 and Rule 12.3.

12.5 CONFLICTS

A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

13. GENERAL MEETINGS

General Meetings are those meetings of the Club as defined in Rule 2.1 (iii) (g).

13.1 NOTICE

Notice of General Meetings shall be given to every Member entitled to receive notice, at the address appearing in the Register kept by the Club.

- (i) No other person shall be automatically entitled as of right to receive notices of General Meetings.
- (ii) Notice of General Meetings shall specify the place and day and hour of the meeting and shall state the business to be transacted at that meeting.

13.2 MINUTES

- (i) Minutes from General Meetings shall be circulated to all Members.
- (ii) Any actions required to be taken following decisions at General Meeting, shall be limited to the extent that following such meetings the Minutes are distributed as provided for in the Constitution and should any two Members challenge a resolution, by notice in writing to the Director of Administration within thirty (30) days of the dispatch of the Minutes, then that resolution shall be referred to the next meeting of the Management Committee. If a resolution is not challenged as provided it shall become binding and has effect as if it were a decision of the Management Committee.

13.3. SPECIAL RESOLUTION

- (i) When it is proposed to pass a special resolution, fourteen (14) clear days' notice specifying the place and day and hour of the meeting, and in the case of special business the general nature of that business shall be given to those Members.
- (ii) A resolution of the Club is a special resolution if:
- (iii) it is passed by a majority of members at a General Meeting, of which not less than fourteen (14) days written notice was given in accordance with these rules specifying the intention to propose the resolution as a special resolution, or
- (iv) where it is made to appear to the Department of Fair Trading that it is not possible or practicable for the resolution to be passed in the manner specified in paragraph (i) the resolution is passed in a manner specified by the Department of Fair Trading.

13.4 PRESIDING MEMBER

The President shall, subject to this Constitution, preside as Chairperson at every General Meeting of the Club. If the President and the Management Members are absent from a General Meeting or unwilling to act, the Members present shall elect one of their number to preside as chairperson at the meeting.

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13.5 PROCEEDINGS

- (i) No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of the Club shall be twenty (20) members present at the meeting.
- (ii) If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place or to such other day and at such other time and place as the President may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting will lapse.

13.6 ADJOURNMENT

- (i) The Chairperson may with 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.
- (ii) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given by the Director of Administration in accordance with Rule 13.1.
- (iii) For notices issued as per 13.6 (ii) it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

13.7 MAKING DECISIONS

- (i) A question arising at a General Meeting shall be determined on a show of hands, or by secret ballot, whichever is requested, and a declaration by the Chairperson that a resolution has been carried, carried unanimously, carried by a particular majority or lost, and an entry to that effect noted in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against that resolution.
- (ii) If a poll is duly demanded it shall be taken in such manner and either at once, after an interval, adjournment or otherwise, as the Chairperson directs, and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

13.8 NOTICES OF MOTION

- (i) All notices of motion for inclusion as special business at a General Meeting must be submitted in writing to the Director of Administration-Finance as per the described time frames.
- (ii) 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 a subsequent General Meeting for a period of twelve (12) months.

14. SPECIAL GENERAL MEETING

- (i) Special General Meetings may be convened by a resolution, passed by ten (10) Members of the Club and/ or seventy-five per cent (75%) of the Management Committee.
- (ii) The Director of Administration-Finance shall, on the request in writing of Members as set out in 14 (i), convene a Special General Meeting.

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- (iii) The request for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Members making the request and be sent to the Director of Administration and may consist of several documents in a like form, each signed by one or more of the Members making the request.
- (iv) If the Director of Administration does not cause a Special General meeting to be held within one (1) month after the date on which the request is sent to the Director of Administration, the Members making the request, or any of them, may convene a Special General Meeting to be held not later than three (3) months after that date.
- (v) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened pursuant to these Rules.

15. ANNUAL GENERAL MEETING (AGM)

15.1 The AGM of the Club shall:

- (i) be held by the end of July of each year
- (ii) receive the annual report and audited financial statements,
- (iii) table the reports of the Management Committee
- (iv) Transact such other business as may be brought forward in accordance with this Constitution.
- (v) Elect the President, Directors of the Club, Honorary Officers and Advisers
- (vi) The Minutes of the AGM of the Club shall be duly circulated to all Members and confirmed at the next AGM Meeting.

15.2 NOTICE OF AGM

- (i) The Director of Administration shall not less than thirty (30) days prior to an AGM give notice of the intended AGM.
- (ii) 1st Notice - Fourteen (14) days' notice to be given to call for nominations for elected positions and agenda items.
- (iii) Two (2) days will be given to the Director of Administration-Finance to compile submitted nominations and agenda items and to formalise 2nd and Final Notice.
- (iv) 2nd Notice - Fourteen (14) days' notice shall be given to the Members of the Club, together with:
 - (a) Agenda of the meeting
 - (b) Notices of Motions to be voted on/discussed any notice of motion received from any Member
 - (c) any Life Membership nominations
 - (d) information on absentee voting

15.3 BUSINESS OF AGM

- (i) All business that is transacted at the Annual General Meeting, with the exception of the consideration of the accounts, balance sheets, the reports of the Management Committee and auditors, and the election of the President and Directors and of the auditors (if any) in the place of those retiring under this Constitution or otherwise shall be special business.

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- (ii) No business other than that stated on the notice shall be transacted at that meeting.

15.4 NOMINATIONS

- (i) Nominations shall be called for by the Director of Administration-Finance thirty days (30) prior to the Annual General Meeting. When calling for nominations the Director of Administration shall also provide details of the necessary qualifications and job descriptions for the positions. Qualifications and job descriptions shall be as determined by the Management Committee from time to time and in accordance with the Regulations.
- (ii) Nominations must be:
 - (a) in writing;
 - (b) on the prescribed form provided for that purpose
 - (c) signed by a nominator and a seconder, who shall be Members; and
 - (d) certified by the nominee expressing their willingness to accept the position for which he is nominated
- (iii) Nominations must be received by the Director of Administration at least sixteen days (16) days prior to the Annual General Meeting and shall be distributed by post or electronic mail, posted on the club house noticeboard, Social Media and website fourteen days (14) days prior to the Annual General Meeting.
- (iv) Nominations shall be sent to Members entitled to receive notice under this Constitution of the Annual General Meeting with the agenda for that Annual General Meeting.
- (v) Subject to nominees having the appropriate qualifications and skills base, nominations shall be open to any Member
- (vi) Nominations for Office Bearers of Sub-Committees, shall be sent to all members as per Rule 15.4 (iv)
- (vii) All nominations for the position of Honorary Officers and Advisers shall be in accordance with Rule 28.

16. VOTING AND DECISIONS

16.1 MANAGEMENT AND SUB-COMMITTEE MEETINGS

- (i) Questions arising at a meeting of the Management Committee or of any sub-committee shall be determined by a majority of votes of members of the Management Committee or sub-committee present at the meeting.
- (ii) Each member elected to the Management Committee and Sub-Committee present at a meeting of the Management Committee or of any sub-committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (iii) Any act or function performed, or purported to have been done or suffered, by the Management Committee or by a sub-committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Management Committee or sub-committee.

16.2 ANNUAL GENERAL MEETING / SPECIAL MEETINGS

- (i) In the case of an equality of votes on a question at an Annual General Meeting/Special Meeting, the Chair of the meeting is entitled to exercise a second or casting vote.

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- (ii) A Member is not entitled to vote at any meeting of the Club unless all money due and payable to the Club has been paid.
- (iii) Election of Management Committee
 - (a) Each Member of the Club is entitled to one vote as per their membership voting rights, as per 16.3 for each election round
 - (b) Where there is only one nomination a yes/no vote shall occur. This vote will be a secret ballot.
 - (c) Where there is more than one nomination the elections shall be the person with the majority of votes and be by secret ballot on papers prepared by the Director of Administration. If there are equal number of votes per nominee a second round of voting will occur between the two highest nominees. This will continue until there is definitive winner
 - (d) If no nominations are received by the close off date, nominations may be received from the floor provided that the person nominated is present or has given written consent to accept office. Each nomination must have a mover and a seconder.
 - (e) If nominations are received from the floor clauses 16.2 (iii)(b) and 16.2(iii)(c) shall still apply
 - (f) If no nominations are received for a position, the vacant position will be passed to the Management Committee.
- (iv) Election of Life Members

Such resolution or recommendation must be carried by a majority of those financial members present and absentee votes received for that meeting. These members must meet the voting criteria of 16.3 (ii)

16.3 MEMBERSHIP VOTING RIGHTS

- (i) Membership categories that have full Voting at AGM and Special General Meeting
 - ❖ Active, (15 years and over)
 - ❖ Active Reserve
 - ❖ Long Service
 - ❖ Life Member
 - ❖ General
 - ❖ Award - when obligations have been met at 3.2 (v) (b) and/or hold a current management committee position
 - ❖ Associate - hold a current management committee position
- (ii) Life Member Voting
 - (a) A Member who has held their Bronze Medallion for a minimum of five (5) years; and
 - (b) has held Club membership for a minimum of five (5) years
- (iii) Absentee Voting
 - (a) Absentee voting shall be permitted at all General, Special General and Annual General Meetings provided an approved and executed absentee voting form (Appendix 1) is lodged with the Director of Administration-Finance in a sealed envelope before the commencement of the meeting; and
 - (b) The member falls within a category listed in item 16.3 (i)
 - (c) No member entitled to vote shall exercise more than one (1) absentee vote at any one time.
 - (d) At the commencement of the AGM, a declaration will be made on the names and the eligibility of those members who have submitted an absentee vote.

17. FINANCIAL PERIOD

- 17.1 The financial period for the Club shall be from 1st May each year until 30th April in the following year.
- 17.2 Club membership fees are due at the commencement of the Club's season and are to be paid by 31st December in the same year.

18. INSURANCE

- 18.1 The Club shall effect and maintain adequate insurance to protect the club's interests, assets and its members. .
- 18.2 The Management Committee will undertake a review each year to ensure adequate insurance is being maintained.

19. FUNDS – SOURCE

- 19.1 The funds of the Club shall be derived from annual affiliation fees, donations, sponsorship and, subject to any resolution passed by the Club such other sources as the Management Committee determines.
- 19.2 The funds of the Club shall be deposited as soon as practicable and without deduction in the name of the Club in such bank, building society or credit union as the Management Committee may from time to time direct.
- 19.3 The Club shall, as soon as practicable after receiving any money, issue an appropriate receipt.
- 19.4 Funds raised by means of a fund-raising appeal within the meaning of the Charitable Fund Raising Act 1991 must be maintained in accordance with the Act.

20. FUNDS - MANAGEMENT

- 20.1 Subject to any resolution passed by the Club in a General Meeting, the funds of the Club shall be used in pursuance of the objects of the Club and in such a manner as the Management Committee determines in the exercise of powers conferred upon it by the Rules.
- 20.2 No portion of this income and property shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club.
- 20.3 Cheques, drafts, bills of exchange, promissory notes and other negotiable instruments drawn on the Club shall require the signature of the Director of Administration/Finance and any one of the following:
- (i) the President
 - (ii) any such Management Committee member as nominated by the Management Committee
- 20.4 The Management Committee shall ensure appropriate books of account and records are maintained, including those required to be maintained under the Charitable Fund-Raising Act 1991.
- 20.5 ACCOUNTS
- (i) Accounts of the Club shall be presented to and passed for payment at an Management Committee Meeting and full details of all such approvals shall be entered in the minute book

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- (ii) When necessary the President or their appointed representative can call for accounts of the Club to be presented to and passed for payment by the Management Committee through resolution deemed at 11.4.
- (iii) Full details of all such approvals shall be entered in the minute book of the next scheduled Management Committee Meeting.
- (iv) Those creditors listed in the Regulations 9.8 are deemed to be pre-approved and do not require Management Committee Meeting approval for payment. Full details of all such payments shall be entered in the minute book of the next scheduled Management Committee Meeting. For avoidance of doubt Creditors includes where Ocean Beach SLSC has an account and or if COD applies.
- (v) When an account of the club requires Cash on Delivery (COD) such payment will be authorized by the Director of Administration-Finance or the President. Full details of all such payments shall be entered in the minute book of the next scheduled Management Committee Meeting.

21. AUDIT

- 21.1 The auditor or auditors shall be elected at the Election Meeting. They shall examine all accounts, vouchers, receipts, books, etc, and furnish a report thereon to the members at the Annual General Meeting.
- 21.2 Audits shall be conducted at regular intervals of not more than twelve (12) months.
- 21.3 An auditor shall not be a member of or closely related to a member of the Club.
- 21.4 Subject to Rule 21.5 below, notice of the intention to nominate an auditor to replace the current auditor shall be given to the Director of Administration-Finance at least fourteen (14) days before the Annual General Meeting. The Director of Administration-Finance shall send a copy of the nomination to the current auditor at least seven (7) days before the Annual General Meeting. The current auditor shall be entitled to attend the Election Meeting and if the person so wishes, be heard at such Annual General Meeting.
- 21.5 Where the current auditor submits a resignation or notifies the Director of Administration/Finance of the intention not to seek re-election as auditor, paragraph 24.4 hereof shall not apply.

22. ALTERATIONS TO OBJECTS AND RULES

- 22.1 The Statement of Objects of the Club and these Rules may be altered, rescinded or added to only by special resolution of the Club.
- 22.2 A proposed alteration of the Statement of Objects or these Rules shall be notified to the Minister administering the Charitable Fund-Raising Act 1991, in the manner required by the Regulations under that Act.

23. CUSTODY OF BOOKS, ETC.

Except as otherwise provided by these Rules, the Director of Administration/Finance shall keep in their custody or under their control all records, books and other documents relating to the Club.

24. INSPECTION OF BOOKS

The records, books and other documents of the Club shall be open to inspection, free of charge, by any member of the Club at any reasonable hour.

25. SERVICE OF NOTICES

Notices may be given by the Director of Administration/Finance to any person entitled under this Constitution to receive any notice by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's postal address or facsimile number or electronic mail address appearing in the Register kept by the Club.

- (i) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three (3) days after posting.
- (ii) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (iii) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected if no notification is received of the failure of the delivery of the electronic mail message to the registered "email" address.

26. PAYMENT, ETC. OF OFFICE BEARERS AND MEMBERS

An office bearer of the Club shall not be appointed to any salaried office of the Club paid by fees, and no remuneration or any other benefit in money or money's worth shall be given by the Club to any office bearer except :

- payment of out of pocket expenses
- interest at a rate not exceeding the rate for the time which is or would be charged by its bank, building society or credit union for money lent to the Club and reasonable and proper rent for premises let to the Club

27. DISSOLUTION

- 27.1 The Club shall be dissolved by way of special resolution at a special general meeting convened to consider such question.
- 27.2 Upon a resolution being passed in accordance with clause 27.1 of this Rule, the net assets or property available after satisfying all debts and liabilities shall, upon determination by the Club, be handed over to, or transferred to, SLSNSW and be held in trust.

28. HONORARY OFFICERS AND ADVISERS

The Club may appoint the following honorary officers who shall have no voting power and who need not be members of the Club:

- ❖ Patrons
- ❖ Honorary Auditors
- ❖ Honorary Legal Advisers

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All officers shall be elected at the Annual General Meeting of the Club under the terms and conditions of Rules 15.2.

29. LIFE MEMBERSHIP AND DISTINGUISHED SERVICE

29.1 LIFE MEMBERSHIP

- (i) Nomination for Life Membership of the Club shall be submitted in writing to the honours Committee, on the prescribed nomination form. Nomination forms are to be signed by at least two (2) financial members.
- (ii) The honours committee shall review the Life Membership nomination documents to ensure all criteria has been met and that the nominee has rendered special service over a twenty (20) year period. A nomination could be considered if the Committee considers distinguished service of a shorter period has been rendered and the selection criteria has been met.
- (iv) After reviewing the nomination, the honours committee will either reject or endorse the nomination. Endorsed nominations will be recommended to the membership at the next Annual General Meeting for voting.
- (v) The nominee must receive a majority vote from the membership who are entitled to vote for Life Membership by being present or by having submitted an absentee vote on the prescribed form in writing.

29.2 DISTINGUISHED SERVICE

- (i) Distinguished service can be awarded to any member who has rendered outstanding service to the club.
- (ii) Nominations for distinguished service must be in writing to the Honours committee, signed by two (2) financial members and must clearly state reasons for supporting the nomination.
- (iii) After reviewing the nomination, the honours committee will either reject or endorse the nomination. Endorsed nominations will be recommended to the Management Committee.
- (iv) The Management Committee will vote on endorsed nominations from the Honours Committee.
- (v) Successful nominations will receive their award at the next Annual Presentation night.

30. LICENCEE

The Liquor Licence which is issued by the NSW Office of Liquor, Gaming & Racing is to be held in the name of Ocean Beach Surf Life Saving Club Incorporated. The Licensee will be a financial member of the Club who holds Responsible Service of Alcohol qualifications. The Licensee will be elected by the Management Committee.

The Licensee is governed by the rules and regulations of the NSW Office of Liquor, Gaming & Racing.

The Licensee will be required to apply on behalf of the Club for relevant licence/s which are required to be obtained for the purposes of the sale of alcohol at approved Club functions, during social occasions held by the Club and for the sale or supply of alcohol when the Function Centre is hired out.

In the event of the change of Licensee the Club will ensure that the appropriate transfer documentation as required by the NSW Office of Liquor, Gaming & Racing (or the relevant Government body at the time of the transfer) will be lodged within two (2) weeks of being endorsed by the Club's Management Committee to the position of Licensee or within the time required by the NSW Office of Liquor, Gaming & Racing or whichever is the shorter time period.

APPENDIX 1

(Rule 16.3)

FORM FOR ABSENTEE VOTING

This form is to be used for providing absentee voting at the:

- General Meeting
- Special Meeting
- Annual General Meeting
(delete whichever is not applicable)

of the Club to be held onday of, 20.... and at any adjournment of that meeting.

I,
(full name)

of
(address)

being a member of Ocean Beach Surf Life Saving Club Incorporated declare that I am eligible to vote at the nominated meeting as above.

I declare that I have not submitted more than one (1) absentee vote per voting category.

No member entitled to vote shall exercise more than one (1) absentee vote at any one time

.....
(Signature of absent member)

...../...../.....
(Date)