

SURF LIFE SAVING ASSOCIATION OF AUSTRALIA

CAMDEN HAVEN S.L.S.C. INC.

CONSTITUTION

- 1/ NAME- Camden Haven Surf Life Saving Club Incorporated.
- 2/ OBJECTS-
 - a. To promote, advance and control the work of Surf Life Saving and the resuscitation of the apparently drowned, and the application of first aid on the surf beach in North Haven.
 - b. To draft and promulgate rules for the management and control of Surf Life Saving and Resuscitation work in the Camden Haven.
 - c. To extend the operations and teachings of the club in the Camden Haven.
 - d. To secure uniformity of Surf Life Saving, Resuscitation work and drill.
 - e. For the purpose of more effectively carrying out the aforesaid objects, to develop Surf Life Saving into an organised institution, and with these objects in view, to foster, regulate organise and conduct examinations, competitions and displays and to award trophies to successful competitors.
 - f. To adjudicate on differences or disputes arising out of examinations, competitions and displays.
 - g. To enforce the observance of the laws of the Association in general, and in particular the Camden Haven Surf Life Saving Club Inc.
 - h. To recommend the granting of Meritorious Awards to Club members and others in honourable public recognition of hard and meritorious rescues from the seas, and in deeds of exceptional bravery, from time to time, performed in the course of life saving in the surf.
 - i. To recommend the conferring of Life Membership of the Surf Life Saving Association of Australia on any member of the Club, subject to the requirements as laid down by the Association.
 - j. To obtain improved facilities for surf bathing.

- k. To promote uniformity of laws for the control and regulation of surf bathing and to assist the Authorities in enforcing these laws.
- l. To promote demonstrations and arrange classes of instruction in the principles of surf Life Saving and Resuscitation.
- m. To advance the interest of the Club.
- n. To enter arrangements or contracts with any Government Minicipal or other body for any of the purposes of the Club.
- o. To acquire or otherwise deal with land, buildings, leases, personal property, interest of rights with the object of furthering the interests of the Club.
- p. To carry on any other activity whatsoever calculated directly or indirectly to enhance or further the interest of the Club.

3/ MEMBERSHIP-

- a. Application for membership shall be made in writing, signed by the applicant and shall be in such form and contain such requirements as the Management Committee from time to time prescribes.
- b. As soon as practicable after the receipt of an application for membership, it shall be considered by the Management Committee who shall thereupon determine upon the admission or rejection of the applicant. In no case shall the Committee be required to give any reason for the objection or rejection of an applicant.
- c. A register of members shall be kept showing in respect of each member their name, address and date of commencement of membership.

4/ AFFILIATION-

The Camden Haven Surf Life Saving Club Incorporated shall be affiliated with the Mid North Coast Branch of the Surf Life Saving Association of Australia.

5/ MANAGEMENT-

The management of the Club shall be vested in the Management Committee consisting of the President, Vice Presidents, Secretary, Treasurer and Club Captain.

No member of the Management Committee shall be appointed to any salaried office of the Club or any office of the Club paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Club to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Laurieton for money lent to the Club and reasonable and proper rent for premises let the Club.

6/ OFFICE-BEARERS

The office bearers shall consist of a President, Secretary, Treasurer and such other officers as shall be decided by the members of the Club at the Annual General Meeting. The office bearers the Management Committee shall be elected annually at the Annual General Meeting. Any casual vacancy occurring among the office-bearers may be filled by the Committee and the person so appointed to fill such vacancy shall hold office for the unexpired term of the member so replaced.

7/ PROCEEDINGS OF THE MANAGEMENT COMMITTEE

- a. The Management Committee may meet together for the despatch of business, adjourn and otherwise appoint and regulate its meetings as it thinks fit. The President may at any time and the Secretary on the requisition of any two members of the Committee, summon a meeting of the Committee.
- b. Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present and a determination by a majority of the members of the Committee present shall for all purposes be a determination of the Committee. In case of an equality of votes the Chair of the meeting shall have a second or casting vote.
- c. The continuing members of the Committee may act notwithstanding any vacancy in the 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, the continuing member or members may act for the purposes of increasing the number of members of the Committee from amongst the members, which they are hereby empowered to do, or of summoning a general meeting of the Club, but for no other purpose.

8/ VACATION OF OFFICE

The office of a member of the Management Committee shall become vacant;

- a. Upon his decease.
- b. If he becomes bankrupt or makes any arrangement of composition with his creditors generally.
- c. If he becomes mentally ill or a person whose person or estate is liable to be dealt with, in any way under the law relating to mental health.
- d. If he resigns his office by notice in writing to the Club.
- e. If he is absent for more than six months without leave of the Committee from meetings of the Committee held during that period.
- f. If he ceases to be a member of the Club.

- g. Upon a resolution being passed by a two-thirds majority of members present at a properly constituted general meeting specially called for the purpose, to remove him from office.
- h. If he holds any office of profit under the Club.
- i. If he is directly or indirectly interested in any contract or proposed contract with the Club.

9/ FINANCIAL YEAR

The financial year shall conclude on 30 April each year.

10/ ANNUAL GENERAL MEETING

The Annual General Meeting of members shall be held during the Month of May in each year, when the Annual Report and audited financial statements shall be presented.

11/ SPECIAL GENERAL MEETINGS

Any two members of the Management Committee may at any time convene a Special General Meetings of the Club. Special General Meetings shall also be convened by the Secretary upon the written request of not less than five per centum in the number of the members of the Club and shall be held within a period of one month from the date of receipt of the request.

X 12/ QUORUM

At meetings of Members a quorum shall consist of seven members and at a Management Committee Meeting shall consist of three members. Should within half an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven days later or to a place and to a time within one month of the date of such meeting, to be determined thereat. If at such adjourned meeting a quorum be not present, then those members attending shall be deemed to be a quorum, provided, the number of such members is not less than three.

13/ PROCEEDINGS AT GENERAL MEETINGS

- a. The President shall preside as the Chair at every meeting of the Club, but if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect one of their number to the Chair of the meeting a simple majority sufficing.

- b. The Chair 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. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- c. At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the Chair or by at least three members present. Unless a poll is so demanded a declaration by the Chair that a resolution has on a show of hands been carried or carried to that effect in the book containing the minutes of the proceedings of the Club shall each be conclusive evidence or the fact without proof of the number or proportion of votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.
- d. If a poll is duly demanded it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chair directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chair or on a question of adjournment shall be taken forthwith.
- e. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a second or casting vote.
- f. Each member present and voting at a general meeting of the Club shall have one vote.

* 14/ NOTICE OF MEETINGS

The Secretary shall give notice of at least 7 days of all general meetings in an appropriate local newspaper and on the notice board in the Clubhouse of the Club specifying the place, day and hour of meeting and the general nature of the business to be dealt with at the meeting.

15/ FUNDS

- a. All moneys received by the Club shall be deposited intact at the earliest possible date to the credit of the Club's Bank Account. Receipts for moneys received shall also be issued promptly.
- b. All payments in excess of \$10-00 made by the Club shall be paid by cheque signed by any two of the President, Secretary and Treasurer.

16/ AUTHORIZATION OF ACCOUNTS

All accounts shall be presented to and passed for payment at a Management Committee Meeting and full details of all such approvals shall be entered in the Minute Book.

17/ AUDIT

- a. The auditor or auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books etc., and furnish a report thereon to the members at the Annual General Meeting. Audits shall be conducted at regular intervals of not more than twelve months.
- b. An auditor shall not be a member or closely related to a member of the Management Committee.
- c. Subject to paragraph (d) hereof notice of the intention to nominate an auditor to replace the current auditor shall be given to the Secretary at least twenty-one (21) days before the Annual General Meeting. The Secretary shall send a copy of the nominations to the current auditor at least seven (7) days before the Annual General Meetings. The current auditor shall be entitled to attend the Annual General Meeting and if he so wishes be heard at such Annual General Meeting.
- d. Where the current auditor submits his resignation, or notifies the Secretary of this intention not to seek re-election as auditor, paragraph (c) hereof shall apply.

18/ MINUTES

The Management Committee shall cause minutes to be made:-

- a. of all appointments of office-bearers and members of the Committee;
- b. of the names of members of the Committee present at all meetings of the Club and of the Committee;
- c. of all proceedings at all meetings of the Club and of the Committee;

Such minutes shall be signed by the Chair of the Meeting at which the proceedings were held or by the Chair of the next succeeding meeting.

19/ EXPULSION OF MEMBERS

A member may be expelled from membership of the Club by the Management Committee. If in the opinion of such Committee after affording such member an opportunity of offering the Committee an explanation of his conduct either verbally or in writing as the Committee may decide, the conduct of the member is such as to be detrimental to the best interests of the Club, provided that;

- a. Such expulsion shall not be effective unless it is confirmed by a majority of members present at a Special General Meeting of members convened to consider the expulsion;
- b. Such Special General Meeting is held within a period of one month from the date of the decision of the management Committee to expel the member;
- c. At such Special General Meeting, the member whose expulsion is under consideration of his conduct verbally or in writing at the option of such member;
- d. The voting of such Special General meeting shall be by ballot if not less than five members present therat shall so demand;
- e. It shall be in the power of the Committee to exclude such member from participation in the affairs of the Club until such Special General Meeting shall be held.

20/ DISSOLUTION

- a. The Club shall be dissolved in the event of membership less than five persons or upon the vote of a three-fourths majority of members present at a Special General Meeting convened to consider such question.
- b. Upon a resolution being passed in accordance with paragraph (A) of this rule, all assets and funds of the Club on hand shall, after the payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a simple majority of the members at the Special General Meeting so convened, or at a subsequent Special General Meeting, may decide.

21/ AMENDMENT OF RULES

These rules may be amended by a resolution passed by a two-thirds majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a Special General Meeting convened for such purposes. Provided that the Minister of the Crown for the time being administering the Charitable Collections Act, 1934 as amended, shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made.

- 22/ A notice may be given to any member either personally or by placement on the notice board in the clubhouse of the Club or by sending it by post to him at his address registered with the Club or if he has no registered address to the place of his abode of the member last known to the Management Committee.

Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, pre-paying and posting a letter or an envelope containing the notice and to have been effected, in the case of the notice of a meeting, on the day after the date of its posting and in any other case the time at which the letter would be delivered in the ordinary course of post.

- 23/ Words importing singular number also include the plural and vice versa and masculine includes feminine and vice versa.

COPY

CAMDEN HAVEN SURF LIFE SAVING CLUB INC

BY-LAWS

1. MAKING, REPEALING AND AMENDING BY-LAWS

- (a) A general meeting of the Club may, by resolution, make by-laws, not inconsistent with Club and the Surf Life Saving Association Rules, for or with respect to any matter that by these rules is required or permitted to be prescribed by by-laws, or that is necessary or convenient to be prescribed for the just and efficient administration of the Club.
- (d) A by-laws shall, until repealed or amended and after any amendment, as amended, be binding upon the committees and all sub-committees and members.
- (c) A by-law that is made, repealed or amended shall be posted on the Club notice board within 7 days of such making, repealing or amending and remain so posted for one month.

2. JUNIOR ACTIVITIES

- (a) The Club shall have a Junior Activities group and shall be controlled by the Junior Activities Committee (JAC) who shall be responsible to the Club Management Committee.

The Club Management Committee shall ensure that all aspects of the JAC including administration and Duties of Officers are in accordance with the Mid North Coast Branch SLSA.

Persons eligible to vote at a Junior Activities Group meeting shall be those members designated as Junior/Nipper members.

- (b) The Junior Activities group shall be subject to the following terms of reference:-

- (i) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- (ii) To provide Junior Activities members with an educational and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
- (iii) To prepare Junior Activity members for their eventual transition to the marine and patrol involvement of the Surf Life Saving Association.
- (c) The Junior Activities group shall elect:
 - (i) A Junior Activities Chairman, a Junior Activities Secretary, a Junior Activities Treasurer, a Junior Activities Registrar and a Junior Activities Supervisor all with full voting powers within the Junior Activities Group.

ANY MAY ELECT

- (ii) A Deputy Junior Activities Chairman, a Deputy Junior Activities Supervisor, a Deputy Junior Activities Publicity Officer, a Junior Activities Gear Steward a Junior Activities Assistant Secretary, a Junior Activities Assistant Registrar and a Junior Activities Communications Officer without the right to vote.
- (d) The Officers mentioned in sub-clause (c) (i) above shall constitute the Executive of the Junior Activities Committee and shall have the power to deal with matters requiring immediate attention.
- (e) The JAC shall elect two officers from their number to act as Delegates to the Club Management Committee. They will report the activities of the JAC to the Management Committee and be eligible to vote on matters effecting the JAC.
- (f) The JAC shall elect two officers from their number, one of whom shall be the JAC Supervisor, to act as Delegates to the Branch Junior Activities Board. They will report the activities of the JAC to the Branch Junior Activities Board and vice-versa.
- (g) Officers specified in clause (c) (i) and (ii) shall be elected at the Junior Activities Annual General Meeting from nominations submitted by the Junior Activity members.

Officers elected shall need the endorsement of the Club Management Committee. Notice calling for nominations shall be in accordance with the Rules of the Club.

- (h) Voting and ballots shall be controlled in accordance with the Rules of the Club.
- (i) All Officers shall continue in office subject to resignation or removal from office until successors are appointed. In the event of a vacancy occurring, such vacancy occurring, such vacancy may be filled at a meeting of the Junior Activities Committee.
- (j) Any 'honours' bestowed by the Junior group prior to integration with the Senior Club shall be applicable to the Junior Activities section only.
- (k) Business shall be conducted at the following Junior Activities group meetings:
 - (i) The Annual General Meeting, which shall be held in each calendar year, and prior to the Club Annual General Meeting.
 - (ii) Ordinary General Meetings which shall be held as required.
 - (iii) Special General Meetings which shall be held if required.
 - (iv) Committee Meetings which shall be held at least monthly during the surfing season.
 - (v) Executive Committee Meetings which shall be held as and when required.

Quorum for all General Meetings shall be in accordance with Rule 26 (2) and a quorum for Committee Meetings shall be in accordance with Rule 19 (5).

Minutes of all meetings shall be recorded and shall be circulated to Officers of the JCA and to the Club Secretary.