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COTTESLOE SURF LIFE SAVING CLUB (INC.)

CONSTITUTION

As amended 27 May 2007



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1. TITLE

The Club shall be called the COTTESLOE SURF LIFE SAVING CLUB (INCORPORATED) HEREAFTER CALLED "the Club" and shall consist of all persons duly elected, or who may be admitted within the rules of this Constitution.

2. AFFILIATION

The Club shall be affiliated with the Surf Life Saving WA and as such shall abide by its constitutions, by-laws and directions. Where there is a conflict between the two constitutions the Surf Life Saving WA Constitution shall prevail.

3. COLOURS

The colours of the Club shall be gold, black and white.

4. OBJECTS

1. To promote those objects laid down by the Surf Life Saving WA
 - a. To promote and enforce the work of Surf Life Saving the resuscitation of the apparently drowned and the application of first aid on the beachfront between Cable Beach, Mosman Park and Napier Street, Cottesloe.
 - b. To carry out patrols in accordance with the regulations of the Surf Life Saving WA and provide the necessary efficient life saving equipment.
 - c. To cooperate with other organisations in enforcing life saving methods and equipment.
 - d. To educate the public in surf awareness and current resuscitation procedures and encourage members of the public to gain awards as permitted by Surf Life Saving WA.
 - e. To partake in competitions and events in all surf life saving areas and other areas permitted by Surf Life Saving WA and to sponsor members to compete.
 - f. To cooperate with the Town of Cottesloe in possible improvements to beach facilities.
2. In addition:
 - a. To acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands and tenements or real or personal property or any tenure thereof, whether subject or not to any charges or encumbrances, and to erect, replace, maintain, reconstruct, adapt and furnish any offices, buildings, or property and to sell, let, alienate, mortgage, charge or deal with all or any of such lands, tenements or property or any part thereof after approval by a Club General Meeting.



- b. To borrow any monies required for the purpose of the Club upon such terms and conditions as may be determined, and for that purpose to mortgage, pledge or otherwise charge any real or personal property of the Club.
- c. To invest funds of the club when available, providing that investments shall be in trustee securities only.
- d. To employ staff as required to administer and promote the objects of the Club.
- e. To do all or any of the matters authorised, either alone or in conjunction with any person, company or unincorporated body or through any factors, trustees or agents.
- f. To do all such things as they appear to the Club to be incidental or conducive to the attainment of the foregoing objects or any of them.

5. MEMBERSHIP

1. Membership of the Club shall consist of:

- a. Hon. Life
- b. Active / Active Under 19
- c. Active Reserve
- d. Long Service
- e. Active Under 16
- f. Past Active
- g. Country
- h. Award
- i. Junior Activities
- j. Probationary
- k. Associate
- l. Honorary

2. New Members.

- a. New members may be nominated and seconded by any of the financial members in category 5(1)(a) through to 5(1)(h) inclusive and 5(1)(k). Their nominations shall be in writing on the official nomination form, signed by the proposer, seconder and nominee. Such nomination must be accompanied by the appropriate nomination fee and subscription. The nomination shall be dealt with at the next Management Committee Meeting. The nominee shall be elected by a majority of the Management Committee.
- b. A member or any ex-member of any surf life saving club who is unfinancial with such club or any other kindred body, or who cannot produce a clearance from their last club shall not be admitted as a member of this Club.
- c. No new member shall be entitled to vote at any meeting of the Club until after three (3) months from the date of their election.



- d. The Management Committee may reject any nomination for membership without giving any reason for so doing.
- e. All new members should acquaint themselves with the Club rules. The constitution and by-laws shall be made available to them on request.

3. Classification of Membership

a. *Hon. Life*

- i. Hon. Life members are elected from members who have completed twelve (12) years of outstanding service to the Club.

Conditions:

- ii. The name of all members eligible through years of service shall be submitted each year to the Awards Committee by the Secretary.
- iii. All nominations shall be considered by the Awards Committee who may recommend more than one member each year.
- iv. If recommended by the Awards Committee, the nomination shall then be submitted to the Management Committee who may pass or reject the nomination without explanation. If approved by the Management Committee the nomination shall be submitted to an Annual General Meeting and can only be granted if passed by at least two thirds of all members present and entitled to vote.
- v. A gold medallion shall be presented for Life Members, to be suitably inscribed with the honour, name of recipient and date of election.

b. *Active / Active Under 19 member*

A candidate for admission as an Active member shall be a minimum of 16 years of age on or before the 30th of September and shall, where possible, pass the Bronze Medallion Award of the Surf Life Saving Association of Australia within three months after joining the Club. They shall be under the direct supervision of the Club Captain. They shall be liable for rostered patrol duty. Under 19 members shall be those Active members under the age of 19 years on the 1st of October.

c. *Active Reserve Member*

On application, may be appointed annually from persons who have completed ten (10) years satisfactory service since obtaining the Bronze Medallion. After two years, an Active Reserve member may apply to the Competition Committee to transfer to the Associate member category. They shall be liable for rostered patrol duty as required by the Competition Committee.



d. Long Service Member

Long Service Members may, on application be appointed annually from persons who have completed four (4) years satisfactory service as Active Reserve members or from persons who have completed twelve (12) years satisfactory service since obtaining their Bronze Medallion. In exceptional circumstances it shall be competent to grant Long Service membership to a person irrespective of the number of years served as an Active Reserve member. Such appointments shall be subject to the approval of the Surf Life Saving WA. Long Service members shall be exempt from all patrol obligations. Senior Long Service members shall be those Long Service members that have reached the age of 60 on 1st of October.

e. Active Under 16 Member

An Active Under 16 member shall be 14 years and under the age of 16 years on 31st of September. They are eligible for the Surf Life Saving Certificate, which should be encouraged as a preliminary examination to the Bronze Medallion. An Active Under 16 member shall not be eligible for elections to office. They may be liable for rostered patrol duty.

f. Past Active Member

Past Active membership may be granted to a person who has attained the age of 40 and who has held a Bronze Medallion Award of the Surf Life Saving Association of Australia and who has been an active patrol member for a minimum of three (3) years.

g. Country Member

Country membership may be granted to Active members of at least twelve months standing who are absent from the metropolitan area for at least six months of the year, three months of which must be between the 1st of October to the following 31st March. Members permanently residing in the country can apply for Country membership (by approval of the Management Committee) but must be Bronze Medallion holders.

h. Award Member

Award membership may be granted to persons who hold a Surf Life Saving Australia award of one or more of the following designations, i.e. Resuscitation Certificate, Radio Award(s). Advanced Resuscitation Certificate or any other Surf Life Saving Australia award deemed appropriate. Such members may be called upon to perform patrol duties or other Club obligations within the ability of their qualification. Award members may not be elected to the positions of President, Deputy President, Captain or Vice Captain.

i. Junior Activities Member

A Junior Activities member shall be between the ages of 7 and 13 years. Members under the age of 14 years on the 1st of October shall be considered Junior Activities



members for the remainder of the season. On application for admission to the Club they must furnish evidence of permission from their parents or guardian to join the Club. A Junior Activities member shall not be eligible for election to office.

j. Probationary Member

Active and Active Under 19 members who have been elected subject to their qualifying for the Bronze Medallion shall, during the period allowed for such qualification, be listed as Probationary members.

k. Associate Member

An Associate Member shall be a person who for some reason may be unable to become an Active member. An Associate member may take part in all Club activities but may not be elected to the positions of President, Deputy President, Captain or Vice Captain.

l. Honorary Member

The Management Committee may elect suitable Honorary members for such period as they see fit. An Honorary member shall be entitled to any or all Club privileges as determined by the Management Committee, but shall not be eligible to be elected to office.

4. Renewal of Membership

Membership fees are due on the first day of the Club financial year, i.e. the 1st of July and must be paid by the 31st of October. The Management Committee may refuse the renewal subscription of any member and may deny continuance of membership subject to their right to appeal to a Special General Meeting within one month of that member being advised in writing of the Management Committee decision.

5. Resignation of Membership

Any member may, at any time, by giving notice in writing to the Secretary resign their membership of the Club, but shall continue to be liable for any annual subscription and all arrears due and unpaid at the time of their resignation.

6. SUBSCRIPTIONS

1. The subscription of each membership category shall be the amount set out in the by-laws.
2. Where a nominee is refused membership under rule 5(2)(a) the subscription and nomination fee shall be returned to the nominee.
3. New members joining after the last day in January shall pay only one half of the appropriate subscription and full nomination fee.



4. All subscriptions must be paid by no later than the 31st of October in each year. Until such time as the annual subscriptions are paid, any member shall be debarred from participating in any Club, Inter-Club or State Championship competition and from all privileges of the Club.

7. FINANCIAL YEAR

The financial year of the Club shall be from the first day of July to the thirtieth day of June in the following year.

8. CLUB OFFICERS

1. The Club Officers shall consist of

Patron
Vice Patrons
President
Deputy President
Captain
Vice Captain
Secretary
Treasurer
Lifesaving Officer
Youth Development Officer
Junior Activities Officer
Chief Instructor
Boat Captain
I.R.B. Officer
Board and Ski Captain
Beach Captain
First Aid Officer
Gear Officer
Publicity Officer
Handicapper
Patrol Officer
Under 19 Officer
Under 16 Officer
Hon. Legal Adviser
Hon. Medical Adviser

2. The above positions (except Patrons, Vice Patrons, Hon. Legal Adviser and Hon. Medical Adviser) shall be elected by postal ballot in accordance with the State electoral procedure, ballot papers to be in the hands of electors ten (10) days prior to the May Special General Meeting.
3. Nominations for these positions in paragraph 8 (1) where a ballot may occur, must be made in writing and signed by the nominee, a proposer and seconder, all whom shall be financial members. Proposers and seconds must be from Life, Active (not being Active Under 19 members), Active Reserve, Long Service or from those Past Active,



Associate and Award members holding office. Such nominations must be in the hands of the Secretary no later than twenty one (21) days prior to the May Special General Meeting and shall be exhibited for members' inspection at least fourteen (14) days prior to such meeting.

In the event of only one (1) nomination for any balloted position being received by the prescribed time, the nomination shall be declared elected at the Special General Meeting. In the event of no nomination being received in the prescribed time, the Management Committee shall have the power to recommend to the Special General Meeting a nominee whom they consider suitable. Nominees can also be accepted from the floor of the Special General Meeting provided that the nominee is present and indicates their willingness to accept the office if elected.

4. Nominations and voting for the positions of Patron, Vice Patrons, Hon. Legal Adviser and Hon. Medical Adviser should take place at the next meeting of the Management Committee following the May Special General Meeting.
5. A Bar Manager shall be appointed by the Management Committee on recommendation from the Deputy President. The Bar Manager shall have experience in the duties to the satisfaction of the Management Committee.

9. MANAGEMENT OF CLUB

1. Overall Control

- a. Overall control of the Club shall always rest with a General Meeting which is the highest authority.
- b. Management and control of the Club between General Meetings shall be in the hands of the Management Committee.
- c. The Management Committee shall consist of the President, Deputy President, Captain, Lifesaving Officer, Youth Development Officer, Secretary and Treasurer. The President, or in his absence the Deputy President, shall be Chairperson. If both are absent, the remaining members shall elect the Chairperson. The Chairperson may have a deliberative vote as well as a casting vote. Four (4) members are needed to form a quorum. This committee must meet at least once a month.

2. The Responsibilities of the Management Committee

The Management Committee shall have power to do all things necessary to carry out the objects of the Club. It may also:

- a. Fill extraordinary vacancies which may occur amongst the officers of the Club, such action to be confirmed or rejected at the next General Meeting of the Club.
- b. Make, amend or rescind by-laws which must be confirmed at the next General



Meeting.

- c. Enforce the rules of the Club Constitution and by-laws and to deal with any infringement thereof.
- d. Suspend or expel any member for non-payment of annual subscriptions after giving seven (7) days notice in writing to that member.
- e. Suspend or expel any of its members or officers of any committee, who in the opinion of the committee have been guilty of any neglect of duty, breach of confidence or other misconduct.
- f. Suspend or expel any of its members or officers of any committee, who in the opinion of the committee, have acted prejudicially to the interests of the Club.
- g. Any member who, in the opinion of the committee, commits any offence by virtue of which action can be taken as provided in paragraph (e) and (f) shall be summoned before the committee by at least seven (7) days notice in writing and shall show cause why the committee shall not exercise any of the foregoing powers. The decision of the committee shall be final and appeal can only be made therefrom to a General Meeting.
- h. To act on reports from sub-committees.
- i. The funds of the Club shall be under the direct control of the Management Committee and shall be deposited in the Club name in a bank agreed upon by the Management Committee. All monies received shall be banked without delay and payments made only by cheque signed by any two (2) of the following officers; President, Treasurer and Secretary, and then only after accounts have been recommended for payment by the Finance Committee and endorsed by the Management Committee. The payments must be recorded in the minutes under the heading "Finance".
- j. The Management Committee shall appoint an appropriately qualified Club Auditor who will conduct an audit of the Club's books of account and provide a report of the audit to the Annual General Meeting.
- k. The Management Committee may also appoint members to any or all of the following positions to assist in the running of the Club:
 - Social Coordinator
 - Masters Activities Coordinator
 - Junior Activity Age Managers
 - Australian Titles Touring Team Manager
 - Apparel Coordinator
 - Registrar
 - Kitchen Coordinator
 - Veteran Activities Coordinator
 - Other positions as deemed necessary.



3. Staff

The Management Committee may employ staff to assist the Club to administer and promote the objects of the Club. Such staff may include:

- a. An Administrator/Office Manager whose duties shall be as provided for under the By-Laws and who shall operate in close liaison with the Management Committee and other Club Officers, and shall attend and act as Minute Secretary for Annual General and Special General Meetings.
- b. Other personnel as determined from time to time by the Management Committee.

10. SUB COMMITTEES

The following sub-committees shall be formed:

1. *Finance Committee*

This committee shall consist of the Treasurer (Chairperson) and three other members appointed by the Management Committee at the first Management Committee meeting after the May Special General Meeting. It shall have the power to co-opt other suitable persons for projects as required. The Finance Committee shall meet at least once per month. Three (3) to form a quorum. It is responsible for: -

- a. Preparation of financial statements to be forwarded to the Management Committee for endorsement.
- b. Preparation of the budget.
- c. Strategic planning of the Club.
- d. Marketing and sponsorship proposals.
- e. Special projects aimed towards Club funds and any other matter directed to it by the Management Committee.
- f. All of the above are subject to approval and endorsement by the Management Committee.

2. *Facilities Committee*

This committee shall consist of Deputy President (Chairperson), Bar Manager, plus two (2) members appointed by the Management Committee. The committee shall meet at least once per month, three (3) to form a quorum. It is responsible for: -

- a. Maintenance of the Club buildings
- b. Building projects
- c. Operation of the Club Bar and other Club facilities
- d. Management of social functions
- e. Any matters directed to it by the Management Committee
- f. All of the above are subject to endorsement and approval by the Management Committee.



3. *Lifesaving Committee*

This Committee shall consist of the Lifesaving Officer (Chairperson), Chief Instructor, Patrol Officer, First Aid Officer, Gear Officer and I.R.B. Officer. This Committee must meet at least once a month, three (3) to form a quorum. It is responsible for: -

- a. All Club activities relating to patrols, education, examinations and instruction.
- b. All matters direct to it by the Management Committee.
- c. All of the above are subject to endorsement and approval by the Management Committee.

4. *Competition Committee*

This Committee shall consist of Captain (Chairperson), Vice Captain, Under 19 Officer, Boat Captain, Board & Ski Captain, Beach Captain, Junior Activities Officer (or a delegate of the Youth Development Committee), Handicapper and Under 16 Officer. The Committee must meet at least once per month, four (4) to form a quorum. It is responsible for:

- a. All Club activities relating to competition, training, coaching and team selection.
- b. All matters directed to it by the Management Committee.
- c. All of the above are subject to endorsement and approval by the Management Committee.
- d. The Committee shall have the power to co-opt suitable persons for projects as required for special projects. Co-opted people can have the power to vote on this committee provided Management Committee approves.

5. *Youth Development Committee*

This Committee shall consist of the Youth Development Officer (Chairperson), Under 19 Officer, Under 16 Officer, Junior Activities Officer and the manager of each age group over the range of Junior Activities ages currently specified by the Club. It shall be responsible for the: -

- a. Overseeing development programs for the Youth sections of the Club;
- b. Conduct of all activities competition, coaching, training and team selection as related to Junior Activities.
- c. All matters directed to it by the Management Committee.
- d. All of the above are subject to endorsement and approval by the Management Committee.

6. *Administration Committee*

This Committee shall consist of the Secretary (Chairperson), Publicity Officer, Club Administrator and other members appointed by the Management Committee. It shall be responsible for: -



- a. Club communication, including the *Lifesaver* newsletter and the Club website;
- b. Maintenance of Club records, including membership records;
- c. Preparation of the Annual Report to members;
- d. Publicity and promotion;
- e. Coordination of club merchandise;
- f. Advising on technology requirements for the Club; and
- g. Other matters directed to it by the Management Committee.
- h. All of the above are subject to endorsement and approval by the Management Committee.

7. *Selection Committee*

This Committee shall be appointed at the first meeting of the Management Committee. It shall consist of three (3) members, one to be the Captain and two other members of the Competition Committee. They shall select all teams for all competitions authorised by the Management Committee.

8. *Awards Committee*

The Management Committee shall appoint at its first meeting following the May Special General Meeting a committee of five (5) members consisting of three (3) Life Members and two members of the Management Committee (preferably the President and the Secretary).

9. The Management Committee can appoint any other sub-committee for any purpose they deem necessary.
10. The Management Committee may call a meeting of all office bearers to determine matters referred to them by the Management Committee.

11. MEETINGS

1. A Special General Meeting of the Club shall be held during the month of May of each year to elect officers for the ensuing year as provided for in Rule 8, and to transact any such other business which may be brought forward. Fourteen (14) days notice to be given to all financial members. Any member failing to pay the annual subscription by the 30th of April shall be ineligible to vote at the May Special General Meeting. The Annual General Meeting shall be held by the last Sunday in August of each year to receive the annual report and audited financial statements for the past financial year. Thirty (30) members to form a quorum.
2. Except where otherwise provided at least seven (7) days notice of all Special General Meetings shall be given by the Secretary who shall exhibit same on the Club's notice board stating the nature of the business to be discussed. Such notice shall be signed by the Secretary, and shall be deemed due notice thereof to all members of the Club. Twenty (20) members to form a quorum.
3. Upon receipt of a request in writing, signed by fifteen (15) financial members who are eligible to vote stating the business to be discussed the Secretary shall call a Special



General Meeting of members. Only the business for which the meeting has been called shall be discussed.

4. The Secretary at the request of the Management Committee, may call a Special General Meeting at any time. Only the business for which the meeting has been called shall be discussed.
5. In the event of no quorum being present at any Annual General Meeting or Special General Meeting of the Club, such meeting shall stand adjourned for one week, until the same day, hour and place and the members then present shall be considered to form a quorum.
6. Voting at General Meetings shall be restricted to members in the following categories:
 -
 - a. Life
 - b. Active (not being Active Under 19)
 - c. Active Reserve
 - d. Long Service
 - e. Associate members holding office
 - f. Past Active members holding office
 - g. Award members holding office.

12. MEETING ATTENDANCE

Should any office bearer of the Club absent themselves from three (3) consecutive committee meetings without reasonable cause and written apology, their office shall be declared an extraordinary vacancy.

13. DUTIES AND POWER OF OFFICERS

1. President

The President, who must hold the Surf Life Saving Association of Australia Bronze Medallion, shall: -

- a. Preside at all Annual General, General, Special General or Management Committee meetings of the Club.
- b. See that all new members are properly elected and any visitors welcomed.
- c. Maintain order and see that the duties of other officers are properly performed and the discipline of the Club enforced.
- d. Enforce penalties for offences committed by all members, in pursuance of the rules and by-laws of the Club.
- e. Have the power to suspend from office any officer of the Club whose continuance in office would, in the opinion of the Management Committee, be detrimental to the welfare of the Club and such suspension shall continue until the next Management Committee meeting when it shall cease, unless the Management Committee shall otherwise direct.
- f. After approval, sign as a true record the minutes of the Annual General,



- Special General and Management Committee meetings.
- g. Submit an annual report to the Annual General Meeting.
- h. Shall be ex-officio on all committees and sub-committees.

2. *Deputy President*

The Deputy President, who must hold the Surf Life Saving Association of Australia Bronze Medallion, shall, in the absence of the President, have all the powers appertaining to the President.

3. *Captain*

The Captain, who must hold the Surf Life Saving Association of Australia Bronze Medallion, or in the Captain's absence the Vice Captain, shall:

- a. Have full control for the general conduct of the members, and shall be responsible for all aspects of competition activities.
- b. Have full control of members on the beach and in the Club buildings.
- c. Have the power to refuse the use of Club property to any member as they deem fit.
- d. Have the power to call upon any member to perform such duties as deemed necessary in the interests of the Club.
- e. Arrange points races.
- f. Report to the Management Committee at each meeting on the competition activities of the Club.

4. *Vice Captain*

The Vice Captain, who must hold the Life Saving Association of Australia Bronze Medallion, shall assist the Captain in the discharge of the Captain's duties, and in the absence of the Captain shall have the like powers and authority as in Rule 13(3) above. In the absence of the Captain and Vice Captain, any member appointed by the Management Committee may exercise their functions. Until the Management Committee meets, the Secretary shall so act.

5. *Secretary*

The Secretary shall be responsible for:

- a. Recording all proceedings of the Annual General, Special General, General and Management Committee meetings, which must be confirmed at the next Annual General, Special General, General and Management Committee meetings as the case may be.
- b. Issue notices of meetings.
- c. Attend to all correspondence and take charge of all papers.
- d. Post notices in the Club House of all matters in connection with the Club as directed by the Management Committee.
- e. Have charge of petty cash and keep particulars of payments therefore in a book kept for that purpose.



- f. Be empowered to receive monies on behalf of the Club, accounting for all such monies to the Treasurer.
- g. Compile an Annual Report to be submitted to members for adoption at the Annual General Meeting; and
- h. Keep a membership roll, recording the names and addresses of all members and their registration numbers with the Surf Life Saving WA

Eligibility for election shall be conditional on the possession of Secretarial experience to the satisfaction of the Management Committee.

6. *Treasurer*

The Treasurer shall:

- a. Receive and bank all monies on behalf of the Club, issuing receipts on official receipt forms.
- b. Make payments by cheques after they have been authorised by the Management Committee.
- c. At each Management Committee meeting, submit a certified financial statement to the end of the previous month together with the financial status of all members.
- d. Report to the Finance Committee any members whose subscriptions or other dues are one month in arrears.
- e. Annually prepare or cause to be prepared a duly audited statement of receipts and payments, and statements of assets and liabilities together with a schedule of unfinancial members as at the 1st of May, to be presented to the members with the Annual Report.
- f. Be accountable only for monies they shall actually receive and for which official receipts have been issued.
- g. Keep a membership roll showing the financial status of all members.

To ensure correct and methodical keeping of accounts, eligibility for election to the office of Treasurer shall be conditional on the possession of adequate book-keeping experience to the satisfaction of the Management Committee.

7. *Lifesaving Officer*

The Lifesaving Officer must hold the Surf Life Saving Association of Australia Bronze Medallion, and shall:

- a. Be responsible and co-ordinate the patrol, instruction and examination duties of Club Members and be responsible for all lifesaving equipment.
- b. Report to the Management Committee monthly on the activities of Club members in regard to his / her responsibilities.

8. *Chief Instructor*

The Chief Instructor, who must hold either the Surf Life Saving Association of Australia Instructors Certificate or Training Officers Certificate, shall:



- a. Be responsible for the training and testing of all members eligible for awards and competitions.
- b. Carry out all their duties under the sole guidance of the Surf Life Saving Association of Australia Handbook, the rules as laid down by Surf Life Saving WA and this Constitution.
- c. Present reports to the Lifesaving Committee as directed.

9. *Boat Captain*

The Boat Captain shall:

- a. Be responsible for the care of the surf boat and all surf boat gear.
- b. Instruct as far as possible all members in the handling of the surf boat.
- c. Be responsible for the training of all surf boat crews.
- d. Patrol at all swimming competitions as required by the Lifesaving Committee.
- e. Ensure that the surf boat does not proceed further than 400 metres from the patrolled area during patrol hours, unless authorised to proceed for duties elsewhere.
- f. Be responsible for the boat being housed and cleaned after its spell of duty.

10. *I.R.B. Officer*

The I.R.B. Officer shall have similar duties to the Boat Captain, but applied only to the Inflatable Rescue Boat.

11. *Board and Ski Captain*

The Board and Ski Captain shall have similar duties to the Boat Captain but applied only to surf boards and skis with the removal of 400 metre restrictions.

12. *First Aid Officer*

The First Aid Officer must hold the St. John's Ambulance Certificate or an equivalent award and shall:

- a. Be responsible for the contents of the First Aid Room and also for the cleanliness.
- b. Be responsible for the entering of all cases treated in the approved book provided for the purpose.
- c. Be responsible for the opening and closing of the First Aid Room at the beginning and completion of the day's duty.
- d. Submit an Annual Report to the Annual General Meeting.

13. *Gear Officer*

The Gear Officer shall:

- a. Be responsible for all Club gear.



- b. See that the same is in safe keeping and good order and made available to members as authorised by the Competition Committee and/or Lifesaving Committee and returned for safe keeping after use.
- c. See that all gear used in competition is of Association standard and signed for by those requiring same for use.
- d. Furnish to the Annual General Meeting a list in detail of all gear owned or in the custody of the Club at the close of the season.

14. Handicapper

The Handicapper shall:

- a. Conduct club competitions and be responsible for their control.
- b. Keep a complete record of all competition results and furnish to the Secretary, a copy of same.

15. Patrol Officer

The Patrol Officer shall:

- a. Be responsible for the conducting of all patrols.
- b. Report to the Lifesaving Committee all rescues connected with patrol work and general conduct of patrol members.

16. Youth Development Officer

The Youth Development Officer shall be responsible to the Management Committee for all activities relating to the development of members up to 25 years of age.

17. Junior Activities Officer

The Junior Activities Officer shall be responsible for all activities of the Junior Activities members, including the conduct of beach events, interclub competitions and other club activities.

18. Under 19 Officer

The Under 19 Officer shall:

- a. Act as spokesman for the Under 19 section of the Club.
- b. Be responsible for the general conduct of the Active Under 19 members.
- c. Assist in the conduct of the points races, other outdoor activities and selection of Active Under 19 members for carnivals.
- d. Make a report to the Competition Committee at least once a month.

19. Under 16 Officer

The Under 16 Officer shall have similar duties to the Under 19 Officer but applied to Active Under 16 members.



20. *Beach Captain*

The Beach Captain shall be responsible for the organization of all beach competition activities at club and interclub level in cooperation with other elected officers and report to the Competition Committee on members' activities.

21. *Bar Manager*

The Bar Manager shall:

- a. Take stock at least once every three months.
- b. Present a trading statement accounting for payments to the Treasurer on a monthly basis.

Payments requiring prompt payment in order to receive discount are to be authorised by the Finance Committee and presented to the Management Committee for endorsement.

22. *Publicity Officer*

The Publicity Officer shall be responsible for all media contributions relating to Club activities.

23. *Hon. Legal Adviser*

The Hon. Legal Adviser shall provide advice, either written or verbal, on matters within the profession, that have been referred by Management Committee or a General Meeting.

24. *Hon. Medical Adviser*

The Hon. Medical Adviser shall provide advice to the Club on medical matters referred by the Management Committee or a General Meeting.

14. EXEMPTION FROM PATROLS

The following shall be exempt from patrol duty but may be attached to any patrol:

1. President
Deputy President
Captain
Vice Captain
Secretary
Treasurer
Chief Instructor
Lifesaving Officer
Patrol Officer
Youth Development Officer



Junior Activities Officer
Bar Manager

2. Any other such exemptions as are sanctioned by the Club and Surf Life Saving WA.

15 CSLSC PERPETUAL FOUNDATION

- 1 The Management Committee shall establish and maintain a separate gift fund to be known as the "Cottesloe Surf Life Saving Club Perpetual Foundation" (the fund) comprising money and property given specifically to the fund whether by donation bequest transfer of monies from the general account of the Club or otherwise. Interest and profits earned on the capital of the fund shall form part of the corpus. The fund shall comply with the requirements of Australian tax legislation so that gifts to such fund shall be tax deductible for donors.
- 2 The income and the property of the fund shall be used solely towards the promotion of the objects of the Club, and no portion thereof shall be paid or transferred directly or indirectly by means of a dividend bonus or otherwise howsoever by way of profit to members of the Club. The fund shall be used to promote those objects of the Club that are likely to result in a long term and continuing benefit to the Club.
- 3 The Management Committee shall appoint a Board of Trustees comprised of the President and at least two and no more than four other persons not being members of the Management Committee. The Chairman of the Cottesloe Surf Veterans (Inc) shall be invited by the Management Committee to be one of those persons. At least one trustee shall be a life member of the Club. The Board of Trustees shall appoint its own Chairman. The term of a trustee shall be no longer than three years however a trustee may be reappointed at the end of any term. The Board of Trustees shall advise on the allocation of income and property from the fund. The Management Committee shall be guided but not bound by the advice of the Board of Trustees.
- 4 The monies of the fund shall only be invested in government backed securities, accounts with a bank authorised pursuant to the Banking Act 1959 or in the purchase of real estate in the name of the Club. The financial records of the fund shall be administered on behalf of the Club by the Treasurer whose duties in relation to general monies of the Club shall apply where applicable to the fund including, but not limited to, the separate presentation of an audited statement of receipts and payments, and statements of assets and liabilities of the fund to the members with the Annual Report.

16. INCOME AND PROPERTY

The income and property of the Club from whatever source receive or derived shall be applied solely towards the promotions of the objects of the Club, and no portion thereof shall be paid or transferred directly or indirectly by means of a dividend bonus or otherwise howsoever by way of profit to members of the Club PROVIDED THAT nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Club or to any member thereof in return for any



services actually rendered to the Club.

17. COMMON SEAL

The Common Seal shall be kept by the Secretary and shall not be fixed to any document except by order of the Management Committee, such order to be entered in the Club's minute book. Every document when sealed shall be signed by the person authorised to use the Common Seal present at the sealing thereof. The President and Secretary for the time being shall be the persons authorised to use the Common Seal.

18. ALTERATIONS TO THIS CONSTITUTION

No alteration or addition to this constitution shall be made except at an Annual General Meeting or a Special General Meeting called for that purpose. The proposed alterations to the Constitution must be submitted in writing to the Secretary. The Secretary shall give 14 days notice of the meeting by exhibiting same on the Club's notice board, such notice to state the proposed alterations to the Constitution. The Deputy Commissioner of Taxation, Perth shall be advised of any proposed alteration to this Constitution.

19. INTERPRETATION

The Management Committee shall have the power to determine any matter which these rules do not provide for, but they shall not take any action under this rule which is opposed to the rules. In the event of any doubt or difficulty arising as to the interpretation of any rule, the Management Committee shall have the power to pronounce a decision to be subject to confirmation at the next General Meeting.

20. DISSOLUTION

1. This Club shall not dissolve without the entitled consent of at least three-fourths of the then financial members entitled to vote at a Special General Meeting of the Club called for that purpose, notice of which shall be posted in the Club House twenty eight (28) days prior thereto, and be advertised in a local newspaper at least once in each three (3) consecutive weeks immediately preceding such a meeting. At this meeting members may vote by written proxy.
2. If upon the winding up or dissolution of the Club 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 Surf Life Saving WA or some other Institution or Institutions having objects similar to the objects of the Club and which is approved under sub-paragraph 78(1)(a)(ii) of the Income Tax Assessment Act. Such Institution or Institutions to be determined by the members of the Club at or before the time of dissolution and in default thereof by the Chief Judge in Equity of the Supreme Court of Western Australia and such other Judge of that Court as may have or acquire jurisdiction in the matter and if and so far as effect cannot be given to the aforesaid provision then some charitable object. The Deputy Commissioner of Taxation, Perth shall be advised of the date of dissolution



and the name of the Institution determined above.



HISTORY OF AMENDMENTS

(This is not part of the Constitution)

<i>Date of change</i>	<i>Amendment</i>
SGM: 30 January 1988	1. Constitution adopted in this form
AGM: 10 July 1988	1. Clarification of Active / Junior Active category [Cl 5(3)(b)] 2. Specify patrol obligations where appropriate[Cl. 5(3)(b),(c),(d),(e)] 3. Clarify voting rights [Cl. 11(6)]
SGM: 10 June 1990	1. Junior Activities Officer, Lifesaving Officer added to Management Committee, Vice Captain removed [Cl. 9(1)(c)] 2. Add Lifesaving Officer to Club officers [Cl. 8(1), 13(7)] 3. Create Lifesaving Subcommittee in place of Beach Operations [Cl. 10(3)] 4. Create Competition Committee [Cl. 10(4)] 5. Create Junior Activities Committee [Cl. 10(5)] 6. Change Junior Officer to Under 18 Officer [Cl. 8(1) et al] 7. Change Cadet Officer to Under 16 Officer [Cl. 8(1) et al]
AGM: 28 July 1991	1. Awards Committee able to nominate more than one member for each category per year [Cl. 5(3)(a)(iv)]
AGM: 26 July 1992	1. Change “State Centre” to “Surf Lifesaving WA” throughout. 2. Change “National Council” to “Australian Council” throughout. 3. Delete “consecutive” from Life / Outstanding Service Members requirements [Cl. 5(3)(a)(i),(ii)]
AGM: 25 July 1993	1. Clarify time frame for requirement for 12 year service by Life / Outstanding Service members [Cl. 5(3)(a)(i),(ii)]
AGM: 25 July 1999	1. Adopted current form as the Club’s constitution
AGM: 30 July 2000	1. Delete Outstanding Service Award membership category (retrospectively) [Cl. 5(3)(a)(ii) deleted, other subparagraphs renumbered]
SGM: 26 May 2002	1. Insert position of Beach Captain. 2. Change “Junior Activities Officer” to “Youth Development Officer” throughout. 3. Change “Under 18” to “Under 19” throughout.
AGM: 27 July 2003	1. Change “Junior Active” to “Active Under 19” throughout. 2. Change “Cadet” to “Active Under 16” throughout. 3. Insert Senior Long Service sub-category [Cl. 5(3)(d)] 4. Insert Past Active category, amend voting entitlements [Cl. 5(3)(f), 8(3), 11] 5. Combine Associate and Social categories as “Associate” [Cl. 5(3)(f), (g),(k)]. 6. Amend Honorary member category [Cl. 5(3)(l)] 7. Change financial year to 1 July to 30 June [Cl. 7, 11(1)] 8. Insert position of Junior Activities Officer [Cl. 8, 13(17), 14]. 9. Delete Hon. Auditor position. Management to appoint Club Auditor.



<i>Date of change</i>	<i>Amendment</i>
	<ol style="list-style-type: none">10. Change Hon. Solicitor to Hon. Legal Adviser.11. Management power to appoint members to other positions [Cl. 9(2)(k)]12. Management may employ staff [Cl. 9(3)].13. Change membership of Finance Committee, Competition Committee.14. Introduce Administration Committee [Cl. 10(6)].15. Amend Secretary duties [Cl. 13(5)] and Treasurer duties [Cl. 13(6)].
AGM: 25 July 2004	<ol style="list-style-type: none">1. Provide for CSLSC Perpetual Foundation [Cl. 15]2. Renumber subsequent paragraphs
SGM: 29 May 2005	<ol style="list-style-type: none">1. Election of Office Bearers brought forward to Special General Meeting in May. AGM to be held during October of each year. [Cl. 8(3), 11(1)]
SGM: 28 May 2006	<ol style="list-style-type: none">1. Amend date of AGM to be held by last Sunday in August of each year. [Cl. 11(1)]
SGM: 27 May 2007	<ol style="list-style-type: none">1. Amend rules for appointment of Trustees for Perpetual Foundation [Cl. 15(3)]