

THE BY-LAWS

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SURF LIFE SAVING QUEENSLAND

NORTH QUEENSLAND BRANCH

PART 2

THE BY-LAWS

PLEASE NOTE:

These By-Laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular, and as stated earlier are available on SLSA or SLSQ web-sites.

SECTION 1

THE CONSTITUENTS

BY-LAW 1.1

EXECUTIVE OFFICERS (DIRECTORS)

The Councillors (Club Presidents) shall elect, as provided for in 1/C/1, or appoint the following Directors:

President
Deputy President
Director Life Saving
Director Surf Sports
Director Finance & Property
Director Junior Activities
Director Administration & Information Technology
Director Marketing
Director Youth and Membership Development

BY-LAW 1.2

OTHER OFFICERS

The Branch may elect or appoint the following Officers who shall have no voting power on the Council:

- (a) Administration & Information Technology

Immediate Past President, Patron, Vice Patrons, and the following officers - Registrar, Legal, Medical, Insurance, Grievance and Volunteer Co-ordinator.

(b) Life Saving

Director Life Saving, Deputy Director Life Saving (incorporating Junior Activities) and the following officers - First Aid, Communications, Inflatable Rescue Boat (IRB), Board and Ski, Marine Stinger, District Supervisors, Club Supervisors, Research and Development, Resuscitation, Education and the following (non voting) representatives of the Life Saving Support Services - Westpac Life Saver Helicopter, 6 Metre IRB, Jet Rescue Boat and Command

(c) Surf Sports

Director Surf Sports, Deputy Director Surf Sports (incorporating Junior Activities) and the following officers -Communications (Surf Sports), Surf Boat, Board and Ski, Gear and Equipment, Coaching, Inflatable Rescue Boat (IRB) and Branch Team Manager/s.

(d) Auditor

Appointed (by invitation) at the AGM.

BY-LAW 1.3

COUNCILLORS AND DELEGATES

The limitations on the number of Councillors or Delegates representing the Clubs or Auxiliary Organisations on the Council shall be:

- (a) Club - One (1) Councillor who shall be the Club President.
- (b) Auxiliary Organisations may be represented at the Council's discretion by one (1) Delegate who shall be subject to the provisions contained herein relating to Delegates generally.

BY-LAW 1.4

LIFE MEMBERS

Members who have rendered special service to the Branch and who have been elected Life Members shall be entitled to attend Council meetings but shall have no voting rights. Life Members shall be eligible to hold office, and have voting rights attributable to the Office held.

Life Members shall receive special recognition, for example, a Life Member's badge (Appendix) and/or certificate and be afforded special privileges to acknowledge Life Member status.

SECTION 2

CONDITIONS PERTAINING TO COUNCILLORS, DIRECTORS, OFFICERS, & DELEGATES

BY-LAW 2.1

COUNCILLORS/ DIRECTORS/OFFICERS

- (a) Councillors/Directors/Officers of the Branch shall be Life Members of the Branch or members of Clubs affiliated with the Branch.
- (b) Executive Officers (Directors) of the Branch shall be the President, Deputy President, Director Life Saving, Director Surf Sports, Director Administration & Information Technology, Director Marketing, Director Finance and Property, Director Junior Activities, Director Youth and Membership Development and nominees for these officers shall be required to attend a briefing in person or by telephone by a panel of selected officers appointed by the Executive with respect to the applicable work role and member's ability to carry out the duties of the office for which the nomination is received. Failure to attend such a briefing shall result in the nomination being rejected.
- (c) The Director of Life Saving shall be a current Examiner and endorsed by the Board of Life Saving.
- (d) The Director of Surf Sports shall be an Accredited Official and/or Coach and be endorsed by the Board of Surf Sports.
- (e) Officers as listed in By-law 1.2(a) shall require the endorsement of the Executive. Those listed in By-law 1.2(b) shall require the endorsement of the Board of Life Saving, and those listed under By-law 1.2(c) shall require the endorsement of the Board of Surf Sports.
- (f) Officers representing Life Saving Support Services may be invited to sit on the Board of Life Saving and shall require the endorsement of the State Board of Life Saving Support Services.
- (g) Members of the Council and Executive shall be required to understand the needs of the Branch and their legal responsibilities as Council and Executive members. Council members owe a fiduciary duty to the Branch and shall exercise their rights and powers in good faith and for the benefit of the Branch.

Councillors and Executive Officers (Directors) shall comply with the following principle statutory and common law duties:

- (i) to act honestly and in good faith in the interests of the Branch;
- (ii) to exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in the Branch's circumstances;
- (iii) to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
- (iv) to avoid any actual or potential conflict between their obligations owed to the Branch and their personal interests and other duties;

- (v) to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of office;
- (v) to prevent insolvent trading by the Branch.

(h) Interests:

A Councillor or Executive Officer (Director) shall not hold any place of profit or position of employment in SLSQ, the Branch, or in any company or incorporated association in which the Branch is a shareholder or otherwise interested, or from contracting with the Branch either as a vendor, purchaser or otherwise except with the express resolution of approval of the Branch Council. Any such contract or arrangement entered into by or on behalf of the Branch in which a Councillor or Executive Officer is in any way interested will be voided for such reason.

(i) Disclosure of interests:

The nature and interest of a Councillor or Executive Officer (Director) must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Council after the acquisition of the interest. If a Councillor or Executive Officer (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 Council or Executive held after the Councillor or Executive Officer (Director) becomes so interested.

(j) General Disclosure:

A general notice that a Councillor or Executive Officer (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. After such general notice it is not necessary for such Councillors or Executive Officer (Director) to give a special notice relating to any particular transaction with that firm or company.

(k) Recording Disclosures:

It is the duty of the Director Administration and Information Technology (or Branch Administrator if appointed), to record in the Minutes any declarations made.

(l) Conflicts:

A Councillor or Executive Officer (Director) notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Councillor or Executive Officer (Director) is interested.

A Councillor or Executive Officer (Director) shall not sign a document where the Councillor or Executive Officer (Director) is interested in the contract or arrangement to which the document relates.

BY-LAW 2.2

COUNCILLORS AND DELEGATES

- (a) The Branch shall be responsible for budgeted travel and accommodation costs of Council meetings.
- (b) Alternates (proxies) shall be allowed for all Councillors in all instances, and shall be an Executive Officer of the Club they represent.
- (c) The notification of all alternates must be given in writing by the Club concerned and lodged with the Branch prior to the relevant meeting.
- (d) Auxiliary Organisation Delegates to the Branch shall be subject to the foregoing provisions provided that unless specifically determined otherwise, travel and accommodation shall be at the expense of the Delegate or Auxiliary Organisation.

SECTION 3

MEETINGS

BY-LAW 3.1

ANNUAL GENERAL MEETING

- (a) The Branch shall hold its Annual General Meeting at least one (1) month prior to the date of the State Centre Annual General Meeting.
- (b) Any member of the Branch may attend but apart from those persons specified in 1/B/3.1 shall have no voting rights.
- (c) The Business to be conducted at the Annual General Meeting shall be:
 - (i) Affiliation of the Clubs
 - (ii) Election/Appointment of Councillors
 - (iii) Apologies and Alternates
 - (iv) Presentation and Adoption of Annual Report and Financial Statements
 - (v) Election of Officers and Appointed Officers
 - (vi) Announcement of Life Membership Awards (1/C/2.5)
 - (vii) Endorsement of the Executive, the Boards of Life Saving, Surf Sports, Junior Activities, Administration & Information Technology, Youth and Membership Development and Finance and Property, as well as the following Committees:- Selection, Judiciary, Meritorious Awards and Honours, Medical Advisory and Delegates to Auxiliary Organisations.
 - (viii) Alterations of the Constitution
 - (ix) Motions of which due notice has been given.

The Chairperson shall decide the order in which business shall be undertaken.

- (d) The Minutes of the Annual General Meeting shall be confirmed at the subsequent Council General Meeting and copies of the Minutes shall be forwarded to Council members, Alternates, Clubs, other Branches, and State Centre.

BY-LAW 3.2

COUNCIL GENERAL MEETINGS

- (a) A minimum of three (3) meetings shall be held at a time and venue as decided by the Council or Executive, having regard to circumstances prevailing at that time.
- (b) Any member of the Branch other than Councillors may attend but shall have no voting rights.
- (c) The Business of the Council General Meetings shall be:
 - Apologies and Alternates;
 - Confirmation of Minutes of the previous meeting;
 - Business arising from Minutes;
 - Correspondence;
 - Reports from Boards, Committees, Officers;
 - Motions of which due notice has been given;
 - Items of Business;
 - General Business.
- (d) The Minutes of the Council Meeting shall be confirmed at the subsequent meeting of the Council. Business arising shall be addressed by the Executive, and copies of the Minutes shall be forwarded to Council Members, Clubs, other Branches, and State Centre.

BY-LAW 3.3

COUNCIL SPECIAL MEETINGS

- (a) Special meetings of the Council may be summoned by resolution carried at a Council or Executive Meeting, or by direction of the President or a written requisition of not less than 1/3 of the members of the Council.
- (b) The nature of the business to be transacted at a Special Meeting shall be contained in the notice of such meeting and no business other than that stated on the business paper shall be taken at such meeting.
- (c) The Minutes of a Special Council Meeting shall be confirmed at the subsequent meeting of the Executive or Council and copies of the Minutes shall be forwarded to Council Members, Clubs, other Branches, and State Centre.

BY-LAW 3.4

EXECUTIVE MEETINGS

- (a) The Executive Meetings shall be held as per 1/E/2.2.
- (b) The responsibility of the Executive shall be managing the day to day business of the Branch, and the allotment of items to Boards, Committees and/or staff.
- (c) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, major financial borrowings and strategic issues shall be referred to the Council.
- (d) Special Meetings of the Executive may be summoned by resolution of the Executive itself, the Chairperson or on the written requisition not less than 1/3 of the members of the Executive.
- (e) The Minutes of the Executive Meetings shall be submitted for confirmation at the subsequent meeting of the Executive, and distributed to members of the Executive, the Councillors and the Clubs, provided that a summary of the Minutes shall be forwarded to other Branches, and State Centre at regular intervals.

SECTION 4

DUTIES OF DIRECTORS, OFFICERS, COUNCILLORS AND DELEGATES

BY-LAW 4.1

DIRECTORS/OFFICERS

- (a) The President shall be the nominal head of the Branch and shall be a member Ex-Officio of all Boards and Committees with the exception of the Selection Committee. He shall be a Councillor on State Council.

- (b) The Deputy President shall be an Executive Officer (Director) of the Branch and shall assist the President and shall deputise for him in his absence. The Deputy President shall also carry out other special assignments as directed by the President or the Executive.

- (c) The Director Life Saving shall -
 - (i) be a proficient member of the Branch Board of Life Saving and direct, through the Clubs, the activities of the Branch Board of Life Saving and its members;
 - (ii) receive through the applicable Branch Officers, monthly reports of their activities;
 - (iii) regularly submit to the Executive reports and recommendations regarding matters within the scope of the Board of Life Saving;
 - (iv) convene conferences and seminars dealing with practical lifesaving matters;
 - (v) in conjunction with his Officers, appoint Board members for duties and special duties associated with life saving operations and specifically related to a Branch strategic and/or management need.;
 - (vi) act as Chairperson of all meetings of the Board of Life Saving;
 - (vii) work in conjunction with the Branch Manager (if appointed) and/or Director, Administration & Information Technology who will attend to all minutes of meetings, routine matters and correspondence.

- (d) The Director Surf Sports shall -
 - (i) be an accredited member of the Branch Board of Surf Sports and direct, through the Clubs, the activities of the Branch Board of Surf Sports and its members;
 - (ii) receive, through the applicable Branch Officers, monthly reports of their activities;
 - (iii) regularly submit to the Executive reports and recommendations within the scope of the Board of Surf Sports;
 - (iv) convene conferences, coaching seminars and clinics, officials' accreditations and other programs dealing with competition;
 - (v) prepare an annual calendar of surf sports events each year based on Club submissions having due regard for SLSA, SLSQ and other considerations and to submit to the Executive and Council for ratification;

- (vi) appoint officials from lists of accredited members of the Board of Surf Sports;
 - (vii) act as Chairperson of all meetings of the Board of Surf Sports;
 - (viii) work in conjunction with the Branch Manager (if appointed) and/or Director, Administration & Information Technology who will attend to all minutes of meetings, routine matters and correspondence;
 - (ix) investigate and report on all Special Event applications to the Executive with, if necessary, recommendations concerned with the running of the events;
 - (x) be responsible for the preparation of events for Branch programs and to conform to the requirements of the Competition Manual.
- (e) The Director of Administration & Information Technology shall:-
- (i) be Chairperson of the Board of Administration & Information Technology and responsible to the Executive for the overall control and operations of the Board;
 - (ii) work in conjunction with senior Officers and staff members at the Branch, and attend to all minutes of meetings, routine matters and correspondence, and shall monitor administration matters in relation to State Centre, the Branch and Clubs;
 - (iii) act as Secretary of the Constitution Committee and, as such, keep a record in a handbook prepared for that purpose, of all alterations made from time to time to the Constitution;
 - (iv) in the event of no Branch Administrator being appointed, carry out all duties as specified for this employee, and as detailed in By-law 5.1.
- (f) The Director of Marketing shall:-
- (i) be Chairperson of the Board of Marketing, and responsible to the Executive for the overall control and operation of the Board. He shall work in conjunction with the Branch Manager (if appointed) or the Director Administration and Information Technology who will attend to all minutes of meetings, routine matters and correspondence.
 - (ii) be responsible to the Executive for all matters relating to business, commercial and fundraising development activities.
 - (iii) develop and oversee an integrated and coordinated marketing strategy.
 - (iv) establish special focus groups/panels (Including outside "experts") for specific purposes, as and when required.
- All media statements and/or arrangements pertaining to the Branch shall be endorsed by the Director of Marketing.
- (g) The Director of Finance and Property shall ensure compliance with directions of 1/D/2, and shall:-
- (i) Collect all fees and monies due to the Branch.
 - (ii) Keep account of the finances, the books, documents and property of the Branch.
 - (iii) Present a detailed account of the finances to each Executive Meeting, prepare a Financial Statement for presentation to each Council Meeting covering the period between meetings.
 - (iv) Be responsible to the Executive for the overall control and operation of the Board.

- (v) Work in conjunction with Staff, Branch Officers and Branch Manager (if appointed) who shall attend to all minutes of meetings, routine matters and correspondence.
- (vi) be the Chairperson of the Board of Finance and Property.
- (h) The Director of Junior Activities shall:-
 - (i) Be Chairperson of the Board of Junior Activities.
 - (ii) Be responsible to the Executive for the overall control and operation of the Board.
- (i) The Director of Youth and Membership Development shall:-
 - (i) Be Chairperson of the Board of Youth and Membership Development
 - (ii) Be responsible to the Executive for the overall control and operation of the Board.
 - (iii) Ensure greater emphasis on a broad scope of membership issues.

BY-LAW 4.2

OTHER OFFICERS' DUTIES

- (a) Patrons and Vice Patrons duties shall be limited and in most cases the appointments will be made with respect to a person holding public office or as a tribute for services to the Association.
- (b) Deputies may be appointed by the Executive to assist each Executive Officer and shall deputise for him in his absence or on special assignment.
- (c) The Branch Team Managers and Coaches shall:-
 - (i) be appointed separately by the Board of Surf Sports/Surf Life Saving from nominations received, for Teams representing the Branch;
 - (ii) prepare and present to the Director Finance & Property within fourteen (14) days, a budget covering all financial matters associated with the Branch Team;
 - (iii) be responsible for the outfitting and funding of the Branch Team in excess of provisions made by the Executive;
 - (iv) submit progress reports to the Board of Surf Sports/Surf Life Saving regularly, and a final report on team member performances and results;
 - (v) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
 - (vi) submit a report and financial statement with receipts and invoices within thirty (30) days after the competition date;
 - (vii) assist with any displays or demonstrations required during the season.

- (d) The Legal Officer shall –
- (i) be appointed by the Council from a recommendation submitted by the Branch Executive;
 - (ii) attend to all legal matters relating to the Branch as determined by the Executive or Council;
 - (iii) advise on legal right with regard to summons or complaint with regard to the Branch or its members;
 - (iv) submit opinions on constitutional items requiring legal interpretations;
 - (v) prepare legal documents, submissions etc on the request of the Executive or Council;
 - (vi) review documents, contracts etc as required by the Branch.
- (e) The Medical Officer shall –
- (i) be appointed by the Council from a recommendation submitted by the Branch Executive;
 - (ii) be a member of the State Medical Advisory Committee;
 - (iii) communicate through the Director Administration & Information Technology on all matters of medical policy;
 - (iv) discuss, draft, and submit recommendations to the Director of Life Saving and/or Director of Surf Sports and other appropriate officers regarding the teaching and application of resuscitation techniques and equipment, member's health and fitness, competition, life saving techniques and equipment and other medical matters;
 - (v) in conjunction with the First Aid Officer guide the Branch in First Aid treatment, equipment and facilities;
 - (vi) assist in the revision of the Resuscitation and First Aid Chapters of any Manuals and Publications and make recommendations when required by the Australian Council;
 - (vii) act as Branch Adviser for community resuscitation teaching programs;
 - (viii) advise on the teaching, training and examination of members in advanced resuscitation and first aid techniques in conjunction with the First Aid Officer and the Resuscitation Officer;
 - (ix) act as Chairperson of the Medical Advisory Committee.
- (f) The Immediate Past President's duties shall be limited to assisting the President at the request of the President.

- (g) The Deputy Director Live Saving (Junior Activities) amongst other things shall
- (a) be responsible for the preparation of material for Life Saving meetings, the instruction and examination of candidates for awards, water safety, and the standards required for teaching surf skills relative to Junior Activities. He shall represent the Board of Junior Activities on the Board of Life Saving and his qualifications shall include a current Surf Life Saving Examiners Certificate.
 - (b) in the absence of the Director Life Saving act in that capacity and assume the full responsibilities and duties of that office.
 - (c) assist the Director Life Saving in all matters relating to Branch Life Saving activities.
- (h) The Deputy Director Surf Sports (Junior Activities) shall amongst other things
- (a) be responsible for the preparation of material for Surf Sports meetings, be a member of the organising committee of Branch-run Junior Carnivals, the maintaining of training and coaching standards and the teaching of competition skills. He shall represent the Board of Junior Activities on the Board of Surf Sports and his qualifications shall include a current Officials and/or Coaching Accreditation;
 - (b) in the absence of the Director Surf Sports act in that capacity and assume the full responsibilities and duties of that office;
 - (c) assist the Director Surf Sports in all matters relating to Branch Surf Sports activities.
- (i) The Grievance Officer shall –
- (a) be appointed by the Council from a recommendation submitted by the Executive;
 - (b) attend to all matters referred to him by the Branch;
 - (c) determine (in consultation with SLSQ CEO or Appointee) matters relating to grievances, harassment, equity and the like;
 - (d) as soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report;
 - (e) Refer it to the Club/Branch President who must then action the grievance within a reasonable time but no longer than three (3) months.
 - (f) if the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly.
 - (g) if unable to resolve a grievance or the grievance is considered to be of a very serious nature, he shall report the grievance to the Branch President/Judiciary for action.
 - (h) keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to the Branch President/Judiciary and/or an appropriate enforcement body following written authority from the Branch Executive/Judiciary.
- (j) The Volunteer Co-ordinator shall –
- (a) be appointed by the Council from a recommendation submitted by the Executive;
 - (b) develop and manage a Volunteer Recognition Program (VRP) at Branch level which will raise the enjoyment and satisfaction of volunteers involved in Branch and SLSQ activities;
 - (c) liaise with the State Volunteer Co-ordinator on a regular basis and ensure that Branch programs compliment those conducted by the SLSQ Volunteer Co-ordinator;
 - (d) provide advice to Branch Directors and Officers on ways to ensure volunteers are recognised and satisfied within the Branch's different areas of operations;

- (e) assist Directors to identify and recruit new volunteer officers, committee members etc;
- (f) in consultation with relevant Directors, coordinate the interviewing/briefing sessions for candidates for Branch elections or appointments;
- (g) coordinate the development, review and updating of formal job descriptions/duties for all Branch voluntary positions;
- (h) provide advice on the development and coordination of professional development programs and resources which will assist volunteer performance and satisfaction;
- (i) carry out research into volunteer satisfaction and performance levels and provide appropriate recommendations;
- (j) be a member of the Boards of Youth and Membership Development and Junior Activities;
- (k) submit an annual report for inclusion in the Branch Annual Report document;

BY-LAW 4.3

GENERAL DUTIES OF ADVISORY OR SPECIALIST OFFICERS

- (a) Each Officer shall -
 - (i) investigate and report on matters referred to him by the Branch, its Boards or Committees, in relation to his particular field (By-law 4.4);
 - (ii) be encouraged to attend meetings of the Council;
 - (iii) be prepared to attend the Executive meetings when requested and shall attend meetings of the Board to which his duties shall apply;
 - (iv) submit written monthly reports to the applicable Board Chairperson;
 - (v) process all correspondence through the Branch Manager (if appointed) and/or the Director Administration & Information Technology
 - (vi) provide and submit to the Branch, when requested, a brief annual summary in the form of a report on his season's activities;
 - (vii) keep records for reference purposes if applicable to his particular field, eg. price lists, number of units in use, etc.;
 - (viii) liaise with all sections of the Branch and maintain a close relationship with the Branch Executive Officers associated with his particular activity and the Branch Manager (if appointed);
 - (ix) co-opt any members or people outside the Association to assist him in his duties;
 - (x) receive endorsement of nomination prior to election from the relevant Board.

BY-LAW 4.4

SPECIFIC DUTIES OF ADVISORY OR SPECIALIST OFFICERS

- (a) The Surf Boat Officer shall -
- (i) have a close relationship and experience within the Association in the field of surf boat use and manufacture;
 - (ii) have the administrative ability to prepare reports, document specifications and generate correspondence, and shall attend meetings of the Board of Surf Sports;
 - (iii) be responsible for advising the Branch on all matters associated with the manufacture and specification of surf boats;
 - (iv) liaise with the State Centre, Club Officers and other relevant parties and, where necessary within the Branch allocate projects for Branch investigation and report;
 - (v) be responsible to monitor the specifications to ensure that boats built and designed for competition are capable of performing rescues;
 - (vi) investigate and recommend to Branch proposed changes to boat design and specification;
 - (vii) be responsible for all boat scrutineering at Branch run carnivals and Branch championships;
 - (viii) be responsible to the Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.
- (b) The First Aid Officer shall –
- (i) hold a current SLSA First Aid Examiner's Certificate and be responsible for fostering high standards for First Aid treatment within the Branch and shall attend meetings of the Board of Life Saving, and liaise with other accredited First Aid organisations, eg. St. John Ambulance, Red Cross;
 - (ii) update medical lists and supervise by regular inspections, stock held in Club First Aid Rooms;
 - (iii) arrange, where possible, to hold training courses to certificate examination standards within the Branch;
 - (iv) co-ordinate the running of competitions to improve techniques and be responsible for the organisation associated with same;
 - (v) assist the State Medical Advisory Committee with any revision of the First Aid Chapter in the Manual and update of the State Centre "Guide to First Aid Officers' when necessary;
 - (vi) be responsible to the Director of Life Saving provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.

- (c) The Communications Officer (Life Saving) shall -
- (i) hold a current SLSA Radio Examiners Certificate and be responsible for fostering high operational standards of the radio communication network within the Branch and all radio equipment owned by the Branch, and attend meetings of the Board of Life Saving;
 - (ii) supervise the establishment and operation of each Club's activities with regard to lifesaving communications;
 - (iii) attend to appropriate licensing matters with the appropriate authorities and State Centre;
 - (iv) investigate improved communications equipment and/or systems;
 - (v) arrange seminars and training programs and prepare circulars for the guidance of Club radio communications operators;
 - (vi) co-ordinate relevant examinations in line with the Association's training manual and protocols;
 - (vii) be responsible to the Director of Life Saving provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.
- (d) The Inflatable Rescue Boat Officer (IRB) shall -
- (i) hold a current SLSA IRB Examiners Certificate;
 - (ii) supervise IRB operations, standards and training within the Branch and shall attend meetings of the Board of Life Saving;
 - (iii) attend to IRB licensing of operators and registration of craft;
 - (iv) maintain a register of all IRB's, including type, engine number and Club ownership;
 - (v) regularly visit the different Clubs to monitor patrol and serviceability techniques and advise on these matters if required;
 - (vi) organise competition (IRB only), seminars and training programs to lift the standard of IRB operation in accordance with the Association's Competition and Training Manuals;
 - (vii) co-ordinate examinations in line with the Association's training manual;
 - (viii) be a consultant for Clubs on new boats, new motors and any failures in manufacture or maintenance;
 - (ix) be responsible to the Director of Life Saving and Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.

- (e) The Gear and Equipment Officer (Surf Sports) shall -
- (i) be appointed for Surf Sports activities;
 - (ii) be responsible for all surf sports gear and equipment belonging to the Branch and shall supervise its maintenance and prepare a register for records and loan details and shall attend meetings of the Board;
 - (iii) supervise and coordinate the supply and return of the equipment required from Branch for any carnival, seminar, display or training activity and make a date record of same, its place of destination, date of return and any remarks required on condition of gear returned;
 - (iv) store equipment so that deterioration shall not occur and unauthorised access is not available;
 - (v) see that disposable and useable items such as training bags and oxygen are replenished for immediate use;
 - (vi) arrange for the purchase of gear and equipment when directed and dispatch of same upon request;
 - (vii) arrange for regular inspections and storage of mobile equipment and vehicles, and ensure only authorised persons within the Branch have access;
 - (viii) be responsible to the Director Surf Sports provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.
- (f) The Board and Ski Officer shall -
- (i) have an extensive knowledge of the Association in the fields of board and ski manufacture for patrols and competition;
 - (ii) have the administrative ability to prepare reports, document specifications and generate correspondence and shall attend meetings of the Board of Surf Sports.;
 - (iii) advise the Branch on all matters associated with the manufacture and specifications of boards and skis;
 - (iv) liaise with the State Centre and Branch Officers and where necessary within the Branch allocate projects for investigation and report;
 - (v) monitor the specifications to ensure that boards and skis built and designed are in accord with the requirements of the specifications;
 - (vi) investigate and recommend to Branch proposed changes to boards and skis in design and specification;
 - (vii) be responsible for Board and Ski scrutineering at all Branch run carnivals and Branch championships;
 - (viii) be responsible to the Director of Surf Sports as required provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.

(g) The Marine Stinger Officer shall -

- (i) have a wide experience and knowledge of the dangers of marine stingers, and co-ordinate marine animal research programs, spotting techniques, treatment and drill procedures and public education programs in the Branch, and shall attend meetings of the Board of Life Saving;
- (ii) liaise with local and public authorities, public services, State Government Departments, public Hospitals, researchers and Medical Practitioners on matters relating to marine envenomation;
- (iii) arrange for investigations and meetings on equipment and gear used for patrol, spotting, test netting, treatment and the use of public signs;
- (iv) arrange seminars and training sessions and prepare circulars for the guidance of Club members in line with Association Manuals and Booklets;
- (v) assist researchers in the filed of Marine Stingers with reports of sightings and supervise this activity within the Clubs;
- (vi) provide interim reports as requested by the Director Life Saving to assist with any State Centre submissions or reports;
- (vii) be responsible to the Director of Life Saving provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.

(h) The Education Officer shall -

- (i) be the holder of a current SLSA Examiner's Certificate, and be a current proficient member of the Branch Board of Life Saving;
- (ii) have the necessary skills and experience in teaching activities, and be responsible for a program of activity concerned with educating the members and the community at large on all matters of practical life saving and surf safety.
- (iii) recommend action in specific areas of concern that require the preparation and promulgation of material, and shall attend the Board of Life Saving meetings applicable thereto;
- (iv) initiate the conducting of conferences and assist with the preparation of agendas, supply of lecturers and set formats for other meetings where education forms a major portion of the objective;
- (v) liaise with Officers holding similar positions at National, State or Branch levels;
- (vi) supervise through a small committee representative of the Clubs, and other education experts the establishment and operation of the Branch and each Club's educational operations;
- (vii) be responsible to the Director of Life Saving provided that reporting shall be through the Branch and re-directed to the Executive Officer concerned.

- (i) The District Supervisor shall -
 - (i) hold a current Examiner's Certificate and be a member of the Board of Life Saving;
 - (ii) be responsible to the Director of Life Saving and regularly contact and advise him of Club activities within his District;
 - (iii) regularly visit the Club(s) to which they are assigned with a view to liaise on behalf of the Branch;
 - (iv) assist in the preparation of Club programs and the training of candidates for awards;
 - (v) provide and seek information relative to the general well being of the Club(s).

- (j) The Club Supervisor shall -
 - (i) hold a current Examiner's Certificate and be a member of the Board of Life Saving;
 - (ii) be responsible to the Director Life Saving through the District Supervisor and submit written reports as required;
 - (iii) inspect Club Patrols at regular intervals as required by the Branch;
 - (iv) report all patrol breaches and the overall proficiency of all Club patrols to the Board through the District Supervisor.

- (k) The Coaching Officer shall -
 - (i) hold a current SLSA Surf Coach accreditation, and be responsible for the coaching programs initiated within the Branch and shall attend meetings of the Board of Surf Sports;
 - (ii) in consultation with the Director of Surf Sports appoint a panel of specialists drawn from members and representatives of the various disciplines of competition;
 - (iii) chair regular meetings of the Branch Coaching Advisory Panel to arrange courses and programs of coaching and update relevant resources and manuals
 - (iv) in consultation with SLSQ staff organise and oversee Coaching Accreditation seminars throughout the Branch;
 - (iv) be responsible to and prepare regular reports for the Director of Surf Sports on activities and prepare and submit any panel recommendations to the Board of Surf Sports.

- (l) The Resuscitation Officer shall -
 - (i) be a proficient SLSA Advanced Resuscitation Examiner, and a current proficient member of the Branch Board of Life Saving;
 - (ii) have a wide experience and up-to-date knowledge on the teaching and performance of resuscitation techniques and education programs, and attend meetings of the Board of Life Saving;
 - (iii) liaise with the Australian Resuscitation Council, the Medical Advisory Committee, relevant first aid and medical organisations and government bodies associated with the setting and maintaining of appropriate resuscitation techniques and training standards;
 - (iv) arrange for investigations and meetings on all matters relating to the ongoing maintenance of Association standards and equipment in the resuscitation area;

- (v) arrange seminars and training sessions and prepare relevant information for the guidance and instruction of members in line with Association standards;
 - (vi) assist research in the field of resuscitation techniques and training;
 - (vii) provide reports on any relevant matters to be considered by the BOLS, MAC and any other relevant Boards;
 - (viii) monitor the quality of procedures and serviceability of equipment, and be a consultant to clubs on such matters if required;
 - (ix) be responsible to the Director of Life Saving.
- (m) The Research and Development Officer shall -
- (i) be appointed to the Board of Life Saving and shall attend relevant meetings;
 - (ii) be responsible for coordinating research and evaluation of new lifesaving techniques or equipment;
 - (iii) foster innovation and research into lifesaving gear, equipment and systems;
 - (iv) be responsible for the preparation of appropriate evaluation reports on relevant issues for consideration by the BOLS and other relevant boards;
 - (v) monitor the serviceability and appropriateness of equipment and procedures and advise on these matters if required;
 - (vi) be a consultant to clubs on new equipment and procedures, and any failures in manufacture, maintenance or implementation/ operation;
 - (vii) be responsible to the Director of Life Saving.
- (m) The Communications Officer (Surf Sports) shall -
- (i) hold a current Radio Examiners' Certificate and be responsible for the standards of the Radio Communications Network at all Branch Surf Sports events and attend meetings of the Board of Surf Sports;
 - (ii) in conjunction with the Communications Officer (Life Saving) attend to licensing and communication with the appropriate authorities;
 - (iii) be responsible to the Director Surf Sports provided that reporting shall be through the Branch and redirected to the Executive Officer concerned.

BY-LAW 4.5

COUNCILLORS, ALTERNATES, PROXIES OR DELEGATES

- (a) Councillors or Alternates and Delegates to the Council shall -
 - (i) attend all Council Meetings either personally or by proxy and be the elected representative on that body;
 - (ii) act as a liaison between the Branch and their Club or the body they represent and fully and regularly report to that body in writing or in person on the overall activities of the Branch.

- (b) Delegates from Branch to the Auxiliary Organisations shall -
 - (i) either themselves or by proxies attend all General Meetings of the organisation and represent the Branch on that body;
 - (ii) act as a liaison between the Branch and the organisation and fully and regularly report to the Branch in writing on the overall activities of the Auxiliary Organisation;
 - (iii) except where otherwise specifically directed by the Branch, exercise personal discretion on matters of a general nature at meetings of the Auxiliary Organisations but shall have no authority to commit the Branch to decisions of a major or policy nature without first having had the express authority of the Branch Council or Executive.

SECTION 5

STAFF AND EMPLOYEES

BY-LAW 5.1

STAFF

The Executive pursuant to 1/D/4/1 may appoint a Branch Administrator who shall, subject to the provisions of this Constitution and By-laws and to the directions from time to time of the Branch Council and Executive:-

- (a) carry out and implement all decisions of the Council and the Executive and within the scope of such decisions, use his best endeavours to further the policies of the Branch and the advancement of Surf Life Saving;
- (b) attend meetings and act as Minute Secretary for all Council and Executive Meetings and in addition, where possible, attend the meetings of the Boards and Committees;
- (c) shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any member who previously applies to the Branch for that inspection

For the purposes of ensuring the accuracy of the recording of such Minutes, the Minutes of every Executive Meeting shall be signed by the Chairperson of that Meeting or the Chairperson of the next succeeding Executive Meeting verifying their accuracy

Similarly, the Minutes of every General Meeting shall be signed by the Chairperson of that Meeting or the Chairperson of the next succeeding General Meeting provided that the Minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting;

- (d) control the activities and working of the Branch Headquarters and staff;
- (e) refer to the President and/or Directors, as the case may require, every matter arising for consideration which does not come within the policy or directions previously decided on by the Branch;
- (f) be available at all reasonable times to members for consultation with and assistance in matters which are within the jurisdiction of the Branch;
- (g) develop and implement, in conjunction with the appropriate Officer or Officers, plans and proposals for the continued progress of Surf Life Saving, including approaches at levels of Local Government and in both the public and private sectors;
- (h) maintain close contact with Clubs, including regular visits, and be available to offer advice and guidance, provided that he shall inform the President in advance of all proposed visits;
- (i) cultivate and maintain close liaison with State Centre, its Officers and staff, and expedite matters held to be important by that body;
- (j) approach and develop donors and sponsors with the assistance of the Directors;
- (k) conduct the correspondence of the Branch in close association with the Director of Administration and Information Technology and at all times, make available to the President and Officers, either by submission of the office copy, or by supplying copies of all such correspondence, so as to keep those members fully aware of all activities;

- (l) in all aspects of his activities, be responsible to the Council and Executive and consult the President and Director Administration and Information Technology between meetings on matters of policy, and report to each meeting of the Executive and Council on the activities within the Branch;
- (m) in all aspects of his activities, observe and comply with existing procedures as regards correspondence and communications with the various sections of the Association;
- (n) prepare and issue the notices for all meetings;
- (o) attend to the preparation and presentation of the Annual Report, Official Championship Program and booklets and special handbooks that may be issued from time to time;
- (p) keep up to date stock lists on goods and stationery and an inventory of all gear and equipment on loan or held by the Branch;
- (q) maintain credit and debit ledger on behalf of the affiliated bodies (By-law 7.7(b), and be a member and attend meetings of the Board of Finance and Property;
- (r) be responsible for the availability and distribution of all trophies associated with the Branch championships;
- (s) attend to all appropriate insurance and security on Branch property.

BY-LAW 5.2

EMPLOYEES

The Executive, in pursuance of 1/D/4, and in conjunction with the Branch Administrator (if appointed), shall monitor and endorse the employment or dismissal of full-time or casual employees or other paid assistance eg consultants.

SECTION 6

BOARD AND COMMITTEES

BY-LAW 6.1

GENERAL

- (a) Composition and membership of Branch Boards & Committees shall be as prescribed in the respective By-laws.
- (b) Membership may be drawn from Council members and/or other members of the Branch.
- (c) A member appointed to a Board or Committee shall retain his appointment only whilst he retains his membership of the Council or Branch: provided that the Council may, at its discretion, remove any member from membership of a Board or Committee.
- (d) In the event of the absence of the Chairperson from any meeting the meeting shall appoint one of its members to act during such absence.
- (e) It shall be the duty of the Branch Manager (if appointed) to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Board or Committee.
- (f) In the event of any matter coming within the jurisdiction of two or more Boards, the President may direct such Boards to jointly consider and report and/or recommend to the Executive thereon.
- (g) Unless specified otherwise in these By-laws, a quorum for a meeting of the Board or Committee shall be a simple majority of the members thereof.
- (h) A Board or Committee may, in its discretion, co-opt the services of any member of the Branch or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Board or Committee.
- (i) Reports and recommendations of the Boards and Committees shall be presented in writing to the Executive or appointing body.
- (j) Expressions of interest may be called from members interested in being appointed to panels, committees, task forces as and when required.

BY-LAW 6.2

BOARD OF LIFE SAVING

- (a) The Council, at its Annual General Meeting, shall appoint a Board of Life Saving, the members of which shall hold a current Examiners Certificate and shall be current members of an affiliated Club to have voting rights.
- (b) The Board shall be comprised of:-
 - (i) Director of Life Saving (Chairperson) as provided for in By-law 1.1;
 - (ii) Deputy Director Life Saving (Junior Activities) as provided for in By-law 1/1.2(b);
 - (iii) Advisory or Specialist Officers as provided for in By-law 1/1.2(b), ie. First Aid, Communications, Inflatable Rescue Boat (IRB), Marine Stinger, District Supervisors,

Club Supervisors, Board and Ski, Research and Development Officer, Education Officer and a Resuscitation Officer;

- (iv) Members who are qualified shall make application on the applicable Form to join the Board annually;
 - (v) Probationary members who are candidates in training for any SLSA Examiner's certificate.
 - (vi) The Director, Administration and Information Technology or his nominee (non-voting) as Minute Secretary.
- (c) Membership provisos shall be determined as follows:-
- (i) Director and Advisory or Specialist Officers who shall be endorsed by the Board and elected by the Council at its Annual General Meeting;
 - (ii) Deputy Director Life Saving (Junior Activities) who shall be endorsed by the Board of Junior Activities and elected by the Council at its Annual General Meeting shall have the right to appoint a proxy in his absence and shall be officially recognised as Deputy Director Life Saving (Junior Activities);
 - (iii) Members of Clubs who apply for membership of the Board shall hold a current SLSA Examiner's Certificate;
 - (iv) Probationary members who are candidates in training for an Examiner's Certificate, and who apply for probationary membership of the Board.
- (d) Continued membership of the Board shall depend on the following conditions and shall be subject to the Board's or Director of Life Saving's recommendations:
- (i) Satisfactory attendance at meetings and functions arranged by the Board;
 - (ii) Performance of duties required by the Board or its Officers;
 - (iii) Acceptance of appointments to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board or Branch.
- (e) Meetings of the Board shall be held as follows:-
- (i) General meetings shall be held on a regular basis on dates as determined by the Board or the Chairperson.
 - (ii) The Annual General Meeting shall be held immediately preceding the Council Annual General Meeting.
 - (iii) Conferences shall be held on a regular basis on dates as determined by the Board or the Chairperson and approved by the Executive.
- Note:- Provided that the predetermined dates of meetings may be altered to meet emergent situations by resolution at any meeting of the Board or its Executive.

- (f) Powers and duties of the Board shall be:
- (i) To disseminate life saving information and instruction to unify and advance methods of life saving throughout the Branch, such instruction and methods shall be set out in the Manuals of the Association and bulletins distributed by the Australian Council and/or the State Centre/Branch;
 - (ii) to conduct schools of instruction, conferences and seminars at which all specified members of the Board shall be required to attend and of which due notice shall be given;
 - (iii) to control the practical side of lifesaving and through the Board submit written recommendations to the Branch for the compilation and/or alteration of such issues;
 - (iv) to deal with any other matter referred to it from time to time by the Council or Executive;
 - (v) to allocate Board membership into active Sub-Committees under the control of the appointed Sub-Committee Chairperson;
 - (vi) at its Annual General Meeting, endorse the nominations for the Office of Director of Life Saving and the relevant Advisory and Specialist Officers to be appointed or elected by the Council at its Annual General Meeting;
- (g) A quorum for a meeting of the Board shall be ten (10) members.
- (h) The duties of the Director of Life Saving shall be as specified in By-law 4.1(b).
- (i) To deal with any other matters referred to it from time to time by the Branch Council or the Branch Executive.
- (j) To report and make recommendations on policy matters to the Branch Executive.
- (k) to develop, coordinate and implement activities and programs related to lifesaving and specifically relevant priorities in the Branch Strategic Plan.
- (k) BOARD OF LIFE SAVING EXECUTIVE COMMITTEE
- (i) The Board of Life Saving Executive Committee shall be appointed from the Members of the Board of Life Saving as specified in By-law 6.2(b);
 - (ii) The BOLS Executive shall comprise of the Director of Life Saving (Chairperson), Deputy Director Life Saving (incorporating Junior Activities) or their designated proxies, Advisory or Specialist Officers as provided for in By-law 6.2(b)(iii) and Branch Manager (if appointed) or nominee (non voting);
 - (iii) Meetings of the BOLS Executive shall be held as follows:-
 - Monthly meetings shall be held on dates determined by the Chairperson;
 - Monthly meetings may be waived in the case of a regular General Meeting of the Board of Life Saving being held;
 - (iv) The powers and duties of the BOLS Executive shall be:-
 - responsibility for the day to day business of the BOLS and the co-ordination of action by Branch Specialist Officers with the exception of matters of major policy relating to life saving throughout the Branch;
 - (v) Minutes of the BOLS Executive Meetings shall be submitted for confirmation at the subsequent meeting of the BOLS Executive, and ratified at the subsequent General

Meeting of the Board of Life Saving and shall be distributed to all Members of the BOLS.

BY-LAW 6.3

BOARD OF SURF SPORTS

- (a) The Council, at its Annual General Meeting, shall appoint a Board of Surf Sports, the members of which shall hold a current Level of Officials and/or Coaching Accreditation to have voting rights.
- (b) The Board shall be comprised of:
 - (i) Director of Surf Sports (Chairperson) as provided for in By-law 1.1 or his proxy;
 - (ii) Deputy Director Surf Sports (Junior Activities) as provided for in By-law 1.2(c) or his proxy;
 - (iii) Advisory and Specialist Officers as provided for in By-law 1.2(c), ie. Surf Boat, Board and Ski, Gear and Equipment, Coaching, IRB, and Branch Team Managers (two positions) and Communications (Surf Sports) and 2 affiliated Club Team Managers and two competitors (one male, one female);
 - (iv) Members who are qualified shall make application on the applicable Form to join the Board annually.
 - (v) Probationary members who are candidates in training for SLSA Officials or Coaches Accreditations.
- (c) Membership provisos shall be determined as follows:
 - (i) Director and Advisory or Specialist Officers who shall be endorsed by the Board and elected by the Council at its Annual General Meeting;
 - (ii) Deputy Director Surf Sports (Junior Activities) who shall be the holder of a current Level 1 Competition Officials and/or Coaching Certificate, be endorsed by the Board of Junior Activities elected by the Council at its Annual General Meeting and shall have the right to appoint a proxy in his absence and shall be officially recognised as Deputy Director Surf Sports (Junior Activities);
 - (iii) Members of Clubs who apply for membership of the Board shall hold a current Competition Officials Certificate and/or a Level of Coaching Accreditation;
- (d) Continued membership of the Board shall depend on the following points and shall be subject to the Board's or Director's recommendations:
 - (i) Satisfactory attendance at meetings and functions arranged by the Board;
 - (ii) performance of the duties required by the Board or Director Surf Sports;
 - (iii) acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board or Branch.
- (e) Meetings of the Board shall be held as follows:
 - (i) General meetings shall be held on a regular basis as determined by the Board or Chairperson;

(ii) The Annual General Meeting shall be held immediately preceding the Council Annual General Meeting.

(iii) Conferences shall be held on a regular basis on dates as determined by the Board or the Chairperson and approved by the Executive.

Note:- Provided that the predetermined dates of the meetings may be altered to meet emergent situations by resolution of any meeting of the Board or its Executive.

(f) Powers and duties of the Board shall be:

(i) to disseminate surf sports information and to unify and advance surf sports procedures throughout the Branch as set out in the Association's Competition Manual and relevant Bulletins issued from time to time;

(ii) to conduct schools of instruction, conferences and seminars for accredited members of the Board to maintain the standards of the Carnival Officials;

(iii) to conduct officials accreditation courses and competitor's clinics as required or requested;

(iv) to deal with all matters referred to the Board through the Branch Council or the Branch Executive;

(v) to investigate and make recommendations, via the Branch, to State Centre on all applications for Special Events and sporting events outside the Competition Manual;

(vi) to establish a co-ordinating group to recommend to the Council, a surf sports program each year, based on Club submissions and to better serve the total membership;

(vii) to establish a balance of competition and ability as it effects members of different age, gender and membership category;

(viii) to review regularly the types of competition events for juniors including "fun activities" as an important part of Junior Activities;

(ix) to allocate Board membership into active Sub-Committees under the control of the Board Chairperson;

(x) to make recommendations to the Branch Executive and Branch Council on the venue, dates, and events for Branch Championship Carnivals, three (3) years in advance;

(xi) to control all competition through the Board and submit written recommendations to the Branch for the compilation and/or alteration of such issues;

(xii) to appoint accredited Officials for all Branch controlled Carnivals, competitions or special events;

(xiii) to endorse the nominations for Director and Advisory and Specialist Officers at the Board's Annual General Meeting;

(xiv) on a regular basis to critically analyse competition policies and procedures generally to improve the management and conduct of competitions.

(xv) to develop, coordinate and implement activities and programs related to surf sports and specifically relevant priorities in the Branch Strategic Plan.

(g) Reports and recommendations shall be presented in writing to the Executive.

(h) The duties of the Director shall be as specified in By-law 4.1(c).

(i) **BOARD OF SURF SPORTS EXECUTIVE COMMITTEE**

(i) The Board of Surf Sports Executive Committee shall be appointed from the Members of the Board of Surf Sports as specified in By-law 6/6.2(b);

(ii) The BOSS Executive shall comprise of the Director Surf Sports (Chairperson), the Deputy Director Surf Sports (incorporating Junior Activities) or their designated proxies and Advisory and Specialist Officers as provided for in By-law 6.3(iii) and the Branch Manager (if appointed) or nominee (non voting);

(iii) Meetings of the BOSS Executive shall be held as follows:-

- Monthly meetings shall be held on dates determined by the Chairperson;
- Monthly meeting may be waived in the case of a regular General Meeting of the Board of Surf Sports being held;

(iv) The powers and duties of the BOSS Executive shall be:-

- responsibility for the day to day business of the BOSS and the co-ordination of action by the Branch Specialist Officers with the exception of matters of major policy relating to Surf Sports throughout the Branch;

(v) Minutes of the BOSS Executive meetings shall be submitted for confirmation at the subsequent meeting of the BOSS Executive, and ratified at the subsequent General Meeting of the Board of Surf Sports and shall be distributed to all Members of the BOSS.

BY-LAW 6.4

BOARD OF JUNIOR ACTIVITIES

(a) The Council at its Annual General Meeting shall appoint a Board of Junior Activities, the members of which shall be current members of a Surf Life Saving Club with Junior Activities.

(b) The Board shall be comprised of -

(i) Board Officers who shall be the Director Junior Activities (Chairperson), By-law 4.1/(g), Director Youth Development By-law 4.1 (h) Deputy Director Life Saving (Junior Activities), By-law 4.2(g) and Deputy Director (Surf Sports Junior Activities), By-law 4.2(h).

(ii) Junior Activities Officers who shall be the Junior Chairperson from affiliated Clubs.

- (c) Membership shall be determined as follows -
- (i) Director Junior Activities, Director Youth Development, Deputy Director Life Saving (Junior Activities) and Deputy Director Surf Sports (Junior Activities), who shall be endorsed by the Board and elected by the Council at its Annual General Meeting;
 - (ii) Junior Activities Officers, who shall be elected by their respective Clubs, appointed by the Council and shall have the right to appoint proxies in their absence, and shall be officially recognised as "Junior Activities Officer" ____ Club;
- (d) Continued membership of the Board shall depend on the following points and shall be subject to Board's or Chairperson's recommendations -
- (i) satisfactory attendance at meetings and functions arranged by the Board;
 - (ii) performance of the duties required by the Board or its Officers;
 - (iii) acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board or Branch.
- (e) Meetings of the Board shall be held as follows -
- (i) Meetings shall be held on a regular basis on dates predetermined by the Board or the Chairperson;
 - (ii) The Annual General Meeting shall be held, if practicable, on the same day as and preceding the Council Annual General Meeting.
- Note:- The predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Board.
- (f) Powers and duties of the Board shall be -
- (i) responsible for the conduct and co-ordination of all matters relating to Junior Activities in Association policy;
 - (ii) to provide for an educational experience in a wide range of subjects and skills within the aquatic/marine environment;
 - (iii) to prepare members for their eventual transition to the marine and patrol environment of Surf Life Saving Australia Limited;
 - (iv) to provide for the instruction and the conduct of examinations of members;
 - (v) to organise, in conjunction with the Board of Life Saving, the instruction and/or examination of members willing to gain the Resuscitation Certificate and/or the Surf Rescue Certificate of the Association;
 - (vi) to provide rules and regulations for the conduct of junior Activities for members who have attained the age of seven (7) years but who have not attained the age of fourteen (14) years;
 - (vii) to ensure that the age classification shall be seven (7) to thirteen (13) years, and shall be the members age as at the 30th September in the ensuing Season, and a member who turns 14 years of age in the then current Season shall be permitted to continue for the remainder of the Season in Junior Activities;
 - (viii) to deal with matters referred to the Board by the Council or Executive.
- (g) The duties of the Director Junior Activities shall be as specified in By-law 4.1(g).

BY-LAW 6.5

BOARD OF ADMINISTRATION & INFORMATION TECHNOLOGY

- (a) The Council at its Annual General Meeting may appoint a Board of Administration & Information Technology from a recommendation endorsed by the Executive.
 - (b) The Board shall be comprised of -
 - (i) The Director Administration & Information Technology who shall be Chairperson;
 - (ii) all club administrators and secretaries including Junior Activities' Secretaries;
 - (iii) Advisory or Specialist Officers, eg. Registrar, Insurance and Legal Officers;
 - (iv) Branch Administrator (if appointed) or nominee (non voting) and who shall act as Minute Secretary;
 - (iv) Other members or staff co-opted by the Board or Chairperson from time to time for specific purposes or projects or advice.
 - (c) Continued Membership of the BAIT shall depend on the following points and shall be subject to the Board or Chairperson's recommendations:-
 - (i) Satisfactory attendance at meetings or functions arranged by the Board;
 - (ii) Performance of the duties required by the Board or its Chairperson;
 - (iii) Acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasked on behalf of the Board or the Executive.
 - (d) Meetings of the BAIT shall be held as follows:-
 - (i) A General Meeting shall be held three (3) times per year or as determined by the Chairperson and approved by the Executive;
 - (ii) An Annual General Meeting shall be held preceding the Branch Council Annual General Meeting.
- Note:- The predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Board or its Executive.

- (e) Powers and Duties of the BAIT shall be:-
- (i) To maintain the Constitution and By-laws as a practical and current document, and shall:-
 - Draft any amendments which may become necessary by the Statutory requirements, direction from the Australian Council, Queensland State Centre, amendments to the Association's Constitution and Manuals promulgated by SLSA, or requirements by the State Centre itself;
 - Recommend and report on all matters affecting the Constitution and By-laws to the Branch Executive;
 - Consider and endorse or otherwise the Constitution and By-laws and amendments proposed to the respective Constitutions of the Clubs and Auxiliary Bodies, and if necessary submit recommendations on these matters to the Branch Executive before their acceptance;
 - Maintain records of all alterations, amendments or additions to the Constitution and By-laws of the Association, the State Centre, the Branch its affiliated Clubs and Auxiliary Bodies;
 - (ii) To review, update and record policy and future trends, and develop administrative and resources strategies relative to the Branch;
 - (iii) To regularly review the structure of Surf Life Saving Queensland, Sunshine Coast Branch ;
 - (iv) To enhance administrative, management and technological efficiencies within the Branch by:-
 - Ensuring delivery of co-ordinated and relevant programs of Administration, Management training and computer training;
 - Maintain up to date, useful technological resources, training and reference guides relating to the Association Administrative Systems and Procedures;
 - To overview the continuing strategic planning processes within the Branch;
 - Reviewing administration (including technological) systems and procedures with the object of eliminating waste and duplication;
 - Disseminating instructions and resources to unify administrative systems and procedures;
 - (v) To deal with any matters referred to it by the Branch Council or Branch Executive;
 - (vi) To establish Sub-Committees to carry out special tasks or projects from time to time;
 - (vii) To keep minutes of meetings for record purposes and prepare written reports and recommendations for submission to the Branch Executive;
 - (viii) To report and make recommendations on policy matters to the Branch Executive;
- (f) The duties of the Director Administration & Information Technology shall be as specified in By-law 4/4.1(d);

(g) THE BOARD OF ADMINISTRATION AND INFORMATION TECHNOLOGY EXECUTIVE

- (i) The BAIT shall appoint an Executive Committee from its members and shall meet monthly or as determined by the Chairperson or the BAIT;
- (ii) The BAIT Executive shall comprise the Chairperson, six (6) other members of the BAIT and the Branch Administrator (if appointed) and/or nominee (non voting);
- (iii) The Powers and Duties of the BAIT Executive shall be:-
 - Responsibility for the day to day business of the BAIT and the co-ordination of items referred to it by the BAIT, Branch Executive or Branch Council;
- (iv) Minutes of BAIT Executive meetings shall be submitted for confirmation at its subsequent meeting, and ratified at the subsequent General Meeting of the BAIT and shall be distributed to all BAIT members.

BY-LAW 6.6

BOARD OF FINANCE & PROPERTY

- (a) The Council at its Annual General Meeting may appoint a Board of Finance and Property from a recommendation endorsed by the Executive.
- (b) The Board shall be comprised of -
 - (i) The Director Finance and Property who shall be the Chairperson;
 - (ii) All Club Finance and Property Officers including Junior Activities Treasurers where applicable;
 - (iii) Advisory or specialist officers, eg., Legal Officer;
 - (iv) Branch Administrator (if appointed) or nominee (non-voting) who shall act as Minute Secretary;
 - (iv) Other members or staff co-opted by the Board or Chairperson from time to time for specific purposes or projects or advice;
- (c) Continued membership of the Board shall depend on the following points, and shall be subject to the Board's or Chairperson's recommendation -
 - (i) satisfactory attendance at meetings or functions arranged by the Board;
 - (ii) performance of the duties required by the Board or its Chairperson;
 - (iii) acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board or the Executive.

- (d) Meetings of the Board shall be held as follows -
- (i) Meetings shall be held as required by the Chairperson or the Executive, and shall process matters referred to it by the Council or the Executive.
 - (ii) An Annual Meeting shall be held preceding the Council Annual General Meeting.
- Note:- The predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Board or the Executive.
- (e) Powers and duties of the Board shall be -
- (i) to deal with matters relating to finance, property and the assets of Branch, as well as other items of similar nature referred to the Board by the Executive;
 - (ii) to maintain direct and/or develop an income earning ability with adequate capacity to service the operational planning and administration resources of the Branch;
 - (iii) to develop a Branch Policy for the appropriation of Government subsidies and grants in accordance with the State Government's guidelines on accountability;
 - (iv) to review regularly current financial programs and management accounting systems;
 - (v) to develop and maintain a policy, in conjunction with State Centre, relating to the financial borrowing of Clubs;
 - (vi) to develop a three (3) to five (5) year investment Plan for the Branch;
 - (vii) to prepare Annual Budgets of income and expenditure with recommendations for submission to the Council and the Executive;
 - (viii) to assist Club Treasurers by providing guidelines for efficient and proper accounting methods and systems;
 - (ix) to provide income and expenditure cash flow reports of the Branch through monthly financial statements tabled at the Board's meetings;
 - (x) to keep Minutes of meetings for record purposes and prepare written reports and recommendations for submission to the Executive;
 - (xi) to report and to make recommendations on policy matters to the Executive.
 - (xii) assist in the preparation of submissions to Government for projected funding requirements and assistance.
- (f) The Duties of the Director of Finance & Property shall be as specified in By-law 4.1/(F).
- (g) THE BOARD OF FINANCE AND PROPERTY EXECUTIVE (BOFP)
- (i) The BOFP shall appoint an Executive Committee from its members and shall meet monthly or as determined by the Chairperson of BOFP;
 - (ii) The BOFP Executive shall comprise the Chairperson, six (6) other members of the BOFP and the Branch Administrator (if appointed) and/or nominee (non voting);

- (iii) The Powers and Duties of the BOFP Executive shall be:-
 - Responsibility for the day to day business of the BOFP and the co-ordination of items referred to it by the BOFP, Branch Executive or Branch Council;
- (iii) Minutes of BOFP Executive meetings shall be submitted for confirmation at its subsequent meeting and ratified at the subsequent General Meeting of the BOFP and shall be distributed to all BOFP Members.

BY-LAW 6.7

BOARD OF MARKETING

- (a) The Council at its Annual General Meeting may appoint a Board of Marketing from a recommendation by the Executive.
- (b) The Board shall comprise of -
 - (i) The Director of Marketing who shall be Chairperson;
 - (ii) five (5) members drawn from Association members or others;
 - (iii) Branch Administrator (if appointed) (non-voting) as provided for in By-law 5.1.
- (c) Continued membership of the Board shall depend on the following points, and shall be subject to the Board or Chairperson's recommendations -
 - (i) satisfactory attendance at meetings or functions arranged by the Board;
 - (ii) performance of the duties required by the Board or its Chairperson;
 - (iii) acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board or the Executive.
- (d) Meetings of the Board shall be held as follows -
 - (i) General Meetings shall be held as required by the Chairperson or the Executive, and shall process matters referred to it by the Council or the Executive.

Note:- The Predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Board or the Executive.
- (e) Powers and duties of the Board shall be -
 - (i) to process matters relating to marketing, publicity and sponsorship relative to the Branch and other such items that may be referred to the Board by the Council or the Executive;
 - (ii) to enlighten and educate the community, Local Governments and potential sponsors on what the products are and the essential services the Branch has to offer;
 - (iii) to display and advertise details of services rendered and the great diversity of services available for potential sponsors;

- (iv) to develop systems for promulgating information to the community about the Association, its members and services;
 - (v) to motivate interest and support through informative literature, posters, videos and factual evidence of performance;
 - (vi) to facilitate close relationships with media representatives and advertising agencies as a means of news circulation, and make recommendations for National Media Awards;
 - (vii) to provide guidelines on good relationships with supporters for use by the Branch and Clubs;
 - (viii) to keep Minutes of meetings for records and prepare written reports and recommendations for the Executive;
 - (ix) to report and to make recommendations on policy matters to the Executive.
- (f) The duties of the Director of Marketing shall be as specified in By-law 4.1(e).

BY-LAW 6.8

BOARD OF YOUTH AND MEMBERSHIP DEVELOPMENT

- (a) The Council at its Annual General Meeting shall appoint a Board of Youth and Membership Development.
- (b) The Board shall be comprised of –
 - (i) The Director Youth and Membership Development who shall be Chairperson.
 - (ii) The Director Junior Activities.
 - (iii) Club Youth Development Officers or Cadet Officers (as the case may be) or their proxies, who shall hold membership of a Surf Life Saving Club and have an interest in Youth/Leadership development activities.
 - (iv) Advisory or specialist Officers eg. Coaching Officer, Education Officer and others co-opted from time to time for specific projects as required.
- (c) Continued membership of the Board shall depend on the following points and shall be subject to the Board or Chairperson's recommendations –
 - (i) satisfactory attendance at meetings or functions arranged by the Board.
 - (ii) performance of the duties as required by the Board or its Chairperson.
 - (iii) acceptance of appointment to sub-committees or groups detailed for specific tasks on behalf of the Board or the Executive.
- (d) Meetings of the Board shall be held as follows:-
 - (i) General meetings shall be held on a regular basis on dates predetermined by the Board or the Chairperson and approved by the Executive.
 - (ii) The Board shall meet on a minimum of three times per year, and if a scheduled meeting cannot be held, the Board Executive shall meet in lieu thereof.

Note: The predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Council or the Executive.

- (e) Powers and duties of the Board shall be –
- (i) To enhance membership recruitment and retention and transition through the age levels of U14 to Under 19 and functions within Surf Life Saving.
 - (ii) To develop, coordinate and implement activities and programs related to youth and membership development and specifically relevant priorities in the Branch Strategic Plan.
 - (iii) To develop, conduct and co-ordinate personal developmental activities including leadership training and associated programs, policies, resources etc for membership levels 14 to 17 inclusive.
 - (iv) To pursue issues and activities of benefit to youth within Surf Life Saving.
 - (v) To foster recognition of the important role youth plays within Surf Life Saving and the community generally.
 - (vi) On a regular basis, critically analyse youth/leadership development policies and programs and membership levels and trends.
 - (vii) To deal with matters referred to the Board through BOLS, BOSS, BOJA, Branch Council and Branch Executive.
 - (viii) To conduct regular assemblies of members involved in youth development programs to discuss matters relevant to the betterment of youth/leadership development.
 - (ix) To consult with the Director Life Saving on lifesaving matters and with the Director Surf Sports on competition matters.
 - (x) To consult with the Branch Executive and Branch Director Marketing, other Officers or staff on sponsorship, marketing or funding.
 - (xi) To establish sub-committees, if required, to carry out special tasks or projects from time to time.
 - xii) To report and make recommendations on policy matters to the Branch Executive.
- (f) The Board of Youth and Membership Development Executive:
- (i) The BOYMD shall appoint an Executive Committee from its members, and shall meet monthly or as determined by the Chairperson or the BOYMD.
 - (iii) The BOYMD Executive shall comprise the Chairperson, and six other members of the BOYMD, six (6) other members, as specified in 2/6.6(b), and shall meet monthly or as determined by the Chairperson or the BOYMD.
 - (iv) The powers and duties of the BOYMD Executive shall be:
 - responsibility for the day to day business of the BOYMD and the coordination of items referred to it by the BOYMD, Executive or Council.
 - (iv) Minutes of BOYD Executive Meetings shall be submitted for confirmation at its subsequent meeting, and shall be promptly distributed to all BOYMD members and interested parties.

BY-LAW 6.9

COMMITTEES

The following Committees shall be appointed by the Council and results of their proceedings either as Minutes, recommendations or decisions as the case may be shall be submitted to the Executive for processing and/or endorsement. Committees shall meet as required by the Council or the Executive, or by request of the Committee Chairperson.

- (a) The Surf Sports Selection Committee shall -
- (i) comprise the Director plus four (4) members from different Clubs, two of whom shall be currently involved in Junior Activities (and who shall only be involved in the selection of Junior Team /s) endorsed by the Board of Surf Sports, elected by the Council from Club nominations;
 - (ii) select individuals for events and/or teams as required by the Executive;
 - (iii) not require approval of its selections as they shall be final and binding.
- (b) The Judiciary Committee shall -
- (i) be appointed by the Council at a General Meeting following a recommendation of personnel submitted by the Executive;
 - (ii) comprise a Chairperson, a Secretary (who shall keep records of decisions), and at least three (3) others who may or may not be members of a Club;
 - (iii) function in accordance with the Rules of Procedure of a Judiciary Committee, attached to this Constitution as Appendix "A";
 - (iv) process matters referred to it under By-laws 11.2, 11.3 and 11.4.
- (c) The Meritorious Awards and Lifesaving Selection Committee (MALSC) shall -
- (i) be appointed by the Council at a General Meeting following a recommendation of personnel submitted by the Executive;
 - (ii) comprise a Chairperson (Director of Life Saving), Secretary, and five (5) members who shall be limited to Club Presidents and/or Club Captains/Training Officers;
 - (iii) select individuals, lifesavers and/or groups for meritorious awards and inquire into and report on all submissions for recognition occurring within the Branch and in so doing comply with the Association guidelines or conditions governing the issue of Meritorious Awards; select individual lifesavers and/or groups for other honours or awards of recognition for members, and educational tours;
 - (iv) submit its recommendations to the Executive for its endorsement and onforwarding to the State Centre.

- (d) Gear Inspection Committee shall -
- (i) be appointed by the Council at a General Meeting following a recommendation of personnel submitted by the Executive;
 - (ii) comprise a Chairperson (Director of Life Saving), Director Surf Sports or their deputies, Gear and Equipment Officer, Research and Development Officer and one other Branch Officer;
 - (iii) inspect Clubs' gear prior to and during the season and deficiencies shall be reported to the Club and Branch for subsequent action.
- (e) The Medical Advisory Committee shall -
- (i) be appointed by invitation from the Executive;
 - (ii) comprise qualified medical personnel members with the Branch Medical Officer as the appointed Chairperson. (Additional qualified personnel may be invited to membership where specialised assistance and knowledge is required or geographical situations warrant);
 - (iii) have the Director of Life Saving as a member and he be the Liaison Officer to the Executive with the First Aid Officer, Resuscitation Officer and other specialist members selected as representatives from the Branch;
 - (iv) meet at least once per year or as directed by the Executive or Council;
 - (v) receive and dispatch official communications through the Branch;
 - (vi) perform the following duties and submit recommendations on the following matters –
 - case histories and resuscitation reports
 - techniques of resuscitation and training procedures;
 - medical aspects of the manuals and teachings of SLSA;
 - lifesaver health, fitness and safety;
 - such other subjects as shall be referred by Boards, the Executive or Council, from time to time;
 - undertake and investigate projects on behalf of the State Medical Committee Panel and the Board of Life Saving;
 - assist with the examination of candidates for Association awards as prescribed by the Association from time to time.
- (f) Life Members & Honours Committee (LHMC) shall –
- (i) comprise the President(Chairperson) and at least four (4) Life Members of the Branch appointed by the Council.
- Note: The appointment of a member of the LMHC shall be on a two (2) year rotational basis.
- (ii) be responsible to the Council.

- (iii) make recommendations to the next Council meeting for adoption by the Council, except in the case of Life Membership nominations which shall be advised to the Annual General Meeting for adoption.
 - (iv) meet or engage in teleconferences as required by the President to research, determine recommendations, nominations and/or applications for awards.
 - (v) nominate to appropriate authorities SLSA members considered by the Committee to be eligible for civil, civic, sporting, community and other honour awards.
 - (vi) receive administrative assistance from the Director of Administration and Information Technology (or Branch Manager/Chief Executive Officer, if appointed).
- (g) The Athlete Advisory Panel shall –
- (i) Comprise the Director Surf Sports (or his nominee), who shall act as Chairperson, a minimum of three (3) male and three (3) female competitors/members, and an accredited coach appointed by the Director Surf Sports;
 - (ii) seek the views of competitors through forums and other consultative mechanisms;
 - (iii) consider matters of interest and relevance for competitors;
 - (iv) consider matters referred to the Panel by the Board of Surf Sports or other bodies;
 - (v) submit reports and recommendations to the Board of Surf Sports;
 - (vi) meet regularly as determined by the Chairman.

BY-LAW 6.10

SUB-COMMITTEES

- (a) It shall be competent for the Executive and the Boards to appoint Sub-Committees, panels groups etc to process particular items or projects.
- (b) The composition of the Sub-Committees shall be detailed by the appointing body.
- (c) Detailed terms of reference of their duties shall be supplied by the appointing body to the Executive.
- (d) Minutes shall be kept of their proceedings and reports and recommendations shall be submitted through the appointing body.

SECTION 7

PROCEDURES AND RULES

BY-LAW 7.1

SLSA & SLSQ POLICIES, RULES, REGULATIONS

- (a) The Branch, through the Director of Administration and Information Technology or the Administrator (if appointed) shall maintain a register of all SLSA and SLSQ Policies, Rules and Regulations, as amended from time to time.
- (b) SLSA and State Centre Policies, Rules and Regulations, as issued from time to time, are accepted as 'By-Laws' of the Branch.
- (c) Without limiting the current and future scope of SLSA and SLSQ Policies, Rules and Regulations, the Branch acknowledges and accepts the following SLSA and/or SLSQ Policies, Rules and Regulations:
 - (i) Surf Life Saving Training Manual
 - (ii) Competition Manual
 - (iii) Capital Expenditure
 - (iv) Business Development/Venture
 - (v) Member Protection
 - (vi) Competitive Rights, Obligations and Qualifications
 - (vii) Trophies, Prizes and Eligibility
 - (viii) Team Management
 - (ix) Membership Categories and Restrictions
 - (x) Membership Clearances
 - (xi) Competitive Rights and Transfers
 - (xii) Intellectual Property
 - (xiii) Sponsorship
 - (xiv) Visits and Tours

BY-LAW 7.2

AUXILIARY ORGANISATIONS

- (a) The Branch may authorise the formation and affiliation of auxiliary organisations, eg. Branch Old Boys Club with the approval of the State Centre.
- (b) Each Organisation's objects and functions shall be reviewed annually and shall be compatible with the Branch's objects as detailed in 1/A/3.
- (c) The Constitution of any such organisation and any amendments thereto, shall at all times be subject to the endorsement of the Council.
- (d) The Branch may be represented on any such organisation by an Officer or member or staff of the Branch appointed annually for the purpose; and such organisation may, by special invitation, likewise attend meetings of the Branch;
- (e) Such organisations shall be registered Incorporated bodies subject to 1/B/2/2.5.

BY-LAW 7.3

CORRESPONDENCE

Except in the case of a special circumstance approved by the President, all correspondence from the Branch to SLISA or ILS shall in the first place be transmitted through the State Centre.

BY-LAW 7.4

AUDITS

- (a) The books and accounts of the Branch and shall be audited at such intervals as may be required by law and/or the appropriate State Government Department. Such audits shall be carried out by an Auditor approved to operate in the State of Queensland.
- (b) Auditors shall be appointed annually.
- (c) To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor:

The Auditor –

- (i) must be formally qualified;
- (ii) must be a member of a recognised professional accounting body;
- (iii) must not be a past or present employee of the entity being audited;
- (iv) must not be related to the Director of Finance and Property (Treasurer) or President of the entity being audited;
- (v) must not be related to any person employed as the Administrator or Accountant of the entity being audited;
- (vi) must declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed.

BY-LAW 7.5

FUND RAISING

- (a) The Branch and every affiliated Club or Auxiliary Organisation, shall comply with the provisions of the relevant Government Acts or any subsequent amendments gazetted from time to time.
- ((b) Fundraising authority is vested in the Executive which may allocate portions of its responsibilities pertaining to specific major projects to the Board of Finance and Property to maintain, direct and/or develop major projects.
- (c) The Branch is authorised to solicit monetary donations, sell art union tickets by door to door, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of the Branch. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the State Centre Chief Executive Officer or his nominee(s);

- (d) Upon the granting of affiliation to a Club, the Branch shall define the fundraising area of such Club for the purpose whereupon the provisions of By-law shall apply to such Club;
- (e) The Branch's fundraising area is defined as – North to the Torress Straits Islands, south to Cardwell, East to the coastline and west to the Atherton Tablelands.
- (f) General -
 - (i) In the case of any approval granted under the foregoing provisions, the /Branch may, at its discretion, impose such conditions and/or restrictions as it deems necessary and desirable in the best interests of the Association generally.
 - (ii) In the event of any breach of the foregoing provisions of this By-Law it shall be a condition of continuance of affiliation and/or membership that the, Club, member or group of members concerned shall forthwith surrender to the Branch such monies, and their right thereto, obtained as a result of such breach and the Branch shall thereupon, in its discretion, determine how and in what proportions (if any) such monies shall be applied; provided that the Club, member or group of members concerned may appeal to the State Centre against the determination; and provided further, that any cancellation or suspension of affiliation or membership (as the case may be) under this By-Law shall be subject to the provisions of the State Centre's Constitution and By-Laws relating to judicial action.

BY-LAW 7.6

INSURANCE

(a) General

It is mandatory that the Branch and Auxiliary Organisations hold insurances approved by the State Centre. In cases where the State Centre has appointed one or more Insurance Brokers, and the Branch does not insure through such Brokers, the Branch shall submit such policies to the State Centre for approval.

(b) Personal Accident Insurance

(i) Paid Staff and Employees -

A Workcover Policy shall be effected by the Branch with Workcover Queensland to cover all paid staff of the Branch and its Committees.

(ii) Members -

Personal Accident Insurance is covered under the State Centre's Workcover policy for all registered members of Surf Life Saving Queensland (except Junior Activities (Nipper) members aged 7 to 14 years ie non Bronze Medallion holders) whilst engaged in Surf Life Saving activities.

The benefits and conditions applying under the policy are as described in the relevant Government Act and/or contracts of insurance.

(iii) Time Limit for Lodgment of Claims –

1. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.

(iv) Volunteer Workers

A personal accident policy shall be arranged by Surf Life Saving Queensland to cover all persons engaged in voluntary work for the Branch or SLSQ, and/or who are not eligible for WorkCover. The benefits cover exceptional items (refer Insurance Manual), eg. death, liability, medical (restricted), dental, ambulance. A register of Workers should be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

(vi) Junior Activity Members (7-14 Years) -

A Personal Accident Policy shall be arranged by the State Centre to cover all financial Junior Activity Members (non Bronze Medallion holders). The benefits cover exceptional items (refer Insurance Manual), eg. death, liability, medical (restricted), dental, ambulance.

(c) Public Liability Insurance

(i) A public liability policy shall be negotiated by SLSA/SLSQ to cover the and its members, against legal action instigated by a member of the public during activities approved by the State Centre;

(ii) whilst the cover will apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Branch or Auxiliary Organisations entering into some activity away from the Branch facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

(d) Insurance on Property

(i) The Branch shall negotiate insurance policies to cover the loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies. Reassessments of values shall be carried out regularly;

(ii) It is mandatory for all property insurances to be held with a reputable insurance company and it is a requirement that such policies, if not managed by State Centre's Brokers, be submitted to the State Centre Executive for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association;

(e) Directors and Officers Insurance

(i) A Directors and Officers policy shall be negotiated by SLSA/SLSQ to cover officers of the Branch against claims, made against an officer during the policy period for a wrongful act.

(ii) It is noted that this is a "claims made" policy, eg. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to SLSQ's Insurance Broker.

(f) Professional Indemnity Insurance

(i) A Professional Indemnity policy shall be negotiated by SLSQ to cover members whilst engaged in authorised Association activities.

(ii) The indemnity covers claims the insured is liable to pay for, eg. breach of professional duty or by reason of any negligent act, error or omission.

BY-LAW 7.7

FEEES AND CHARGES

- (a) Affiliation fees as referred to in 1/B/2/2.1 of the Constitution shall be included in the annual credit contribution that accompanies the Application for Affiliation Form. This contribution shall be determined by the Branch from time to time.
- (b) Examination, Registration, Carnival Entry Fees and other general and lifesaving costs for each affiliated Club or organisation as the case might be shall be debited to each Club or organisation as the case might be. Invoices shall be issued on a monthly basis and it is a requirement that Clubs shall pay outstanding monies within fourteen (14) days of the date of the invoice.

BY-LAW 7.8

AFFILIATION

- (a) The Branch agrees -
 - (i) that it is bound by these By-laws and that these By-laws operate to create a single uniform entity through and by which the objects of the Branch and Surf Life Saving are to be conducted, promoted and administered.
 - (ii) In all other respects the provisions of the Branch Constitution Part A Section B2.1 to 2.13 shall apply.

BY-LAW 7.9

HONORARIUMS

Honorariums may be granted to Officer/s on the decision of the Executive. Such Honorariums paid would be subject to Income Tax.

BY-LAW 7.10

DISSOLUTION OF AFFILIATED BODIES

- (a) The Constitution of every affiliated body shall contain a dissolution clause similar to that set out herein and should any affiliated body fail to make any such specific provision, the specific dissolution provision of this Constitution is deemed to be included in the Constitution of such affiliated body.
- (b) In the event of any affiliated body becoming inactive, going into recess or having its affiliation as a Surf Life Saving affiliated body terminated, the State Centre is empowered to require such body to implement the requirements of 1/E.13 regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution, the State Centre is empowered by its Constitution to take any necessary action in this regard.
- (c) Upon the dissolution of an affiliated body in terms of the preceding Clauses, the books, accounts and assets of the affiliated body shall be transferred over to or taken possession State Centre to deal with as it may, in its absolute discretion, set fit.

SECTION 8

MEMBERSHIP

BY-LAW 8.1

MEMBER PROTECTION

- (a) The Branch is committed to the health, safety and well being of all members, and shall use their best endeavours to ensure a safe environment exists for all members participating surf life saving activities.
- (b) The Branch shall not condone any form of discrimination, harassment or abuse of, or by, members.
- (c) All members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- (d) All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- (e) All members shall immediately report any suspected breaches of the SLSA Member Protection or Equity policies or Codes of Conduct to the appropriate authority to SLSQ's Chief Executive Officer (or his nominee). The Chief Executive Officer shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

BY-LAW 8.2

CODES OF CONDUCT

All members, Officers and staff shall comply with the following Codes of Conduct –

- (a) Individual members shall -
 - (i) Respect the rights, dignity and worth of others
 - (ii) Be fair, equitable, considerate and honest in all dealings with others;
 - (iii) Be aware of, and maintain an uncompromising adherence to, SLSA standards, rules, regulations and policies;
 - (iv) Be professional in, and accept responsibility for actions;
 - (v) Make a commitment to providing quality service;
 - (vi) Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
 - (vii) Refrain from anything which may abuse, intimidate or harass others;
 - (viii) Preserve and protect the standing and reputation of the Association;
 - (ix) Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.
- (b) Team Managers/Age Managers/Chaperones shall -
 - (i) Abide by the "Code of Conduct" for Members;
 - (ii) Be responsible for the overall welfare and well-being of team members and officials when travelling with a team;

- (iii) Maintain a duty of care towards team members and an accountability for the management of the team;
 - (iv) Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
 - (v) Foster a collaborative approach to the management of the team.
- (c) Coaches/Officials shall –
- (i) Abide by the Code of Conduct for members;
 - (ii) Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
 - (iii) Maintain a duty of care towards others and an accountability for matters relating to training and competition;
 - (iv) Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
 - (v) Ensure that any physical contact with others is:-
 - (a) appropriate to the situation
 - (b) necessary for the person 's development
 - (vi) Provide a safe environment for training and competition.
 - (vii) Be a positive role model for surf lifesavers and SLSA.
- (d) Administrators/Directors/Officers shall -
- (i) Abide by the Code of Conduct for members;
 - (ii) Be fair, considerate and honest with others;
 - (iii) Operate within the rule of SLSA;
 - (iv) Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
 - (v) Resolve conflicts fairly and promptly through established procedures;
 - (vi) Maintain strict impartiality;
 - (vii) Maintain a safe environment for others;
 - (viii) Show concern and caution towards others;
 - (ix) Be a positive role model.
- (e) Youth Leaders shall -
- (i) Abide by the Code of Conduct for members;
 - (ii) Recognise the importance of, and encourage the development of members, encompassing camaraderie and team work;
 - (iii) Treat members with respect and accept the duty of care for the welfare, safety health and happiness of members and conduct themselves responsibly;
 - (iv) Be a role model to all members and conduct themselves in a manner befitting a leader with Surf Lifesaving;
 - (v) Adhere to all Association Policies and ensure that the duty of care to all members is met in these areas;
 - (vi) Accept that adults in Surf Lifesaving do not involve themselves in unobserved activities with individual youth members;
 - (vii) Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Association;
 - (viii) Allow members the opportunity and access to gain valuable leadership qualities and skills through lifesaving and surf sports activities;
 - (ix) Provide the best possible lifesaving and sporting activities for members with the view to encouraging and promoting long term active participation;
 - (x) Be reasonable in demands on members time, energy, enthusiasm and commitment;
 - (xi) Ensure young members are involved in planning, leadership, evaluation and decision making processes at various levels within the Association;
 - (xii) Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.

SECTION 9

CLUBS COLOURS/BADGES, COMPETITIVE CONDITIONS

BY-LAW 9.1

COLOURS AND BADGES

- (a) The existing Branch colours and badges shall not be altered without re-endorsement of the State Centre and the approval of the Association.

BY-LAW 9.2

COMPETITIONS

- (a) The Branch shall have power to regulate State Centre endorsed competitions between Clubs and/or directly affiliated Clubs within its boundaries.
- (b) Within the limit of its jurisdiction, the Branch, through the Board of Surf Sports, shall have the power to allocate any competition to any affiliated Club, and to appoint officials to control such competitions, provided that, in the event of two or more Clubs applying for permission to hold Carnivals or competitions on the same date, such matter shall be determined by Branch Council and no Inter-Club competition within the Branch shall be held without the approval of the Branch or State Centre.
- (c) The Branch Board of Surf Sports, on a recommendation of the Director, shall appoint Referees, Judges, and other officials and, subject to the Association's Manuals, may make special rules for such events.
- (d) Wagering and/or gambling by persons competing or participating (eg as a competitor, coach, official, manager, organiser etc) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event in which they are involved, will be liable to appropriate disciplinary action.

BY-LAW 9.3

TEAM MANAGEMENT

- (a) The Branch shall appoint a Manager or Managers of its representative teams of members or officials.
- (b) Every Manager so appointed shall be responsible for the proper conduct of himself and of the members under his control, and attend all briefings.
- (c) A Manager shall, as far as practicable, remain with the party under his control during the entire period of his managership. In the event of the party under his control separating into sections, the Manager shall be responsible for appointing a member of each and every section to act as his Manager of that section.
- (d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.

SECTION 10

DISCIPLINE, PENALTIES AND APPEALS

BY-LAW 10.1

JURISDICTION

(a) The penalising authority for the Branch shall be vested in the following:

- (i) the Council;
- (ii) the Executive;
- (iii) the Judiciary Committee;
- (iv) the Carnival or Function Sub-Committee as defined in By-law 11.2(b);
- (v) the President;

Note:- It is suggested that any alleged unbecoming conduct should be referred to a Judiciary Committee unless the circumstances are such that in the opinion of the Branch that immediate action is required.

(b) The jurisdiction of the Branch penalising authority shall be that where a Club or member of a Club affiliated with the Branch is charged with having committed an offence:

- (i) within the boundaries of the Branch, the alleged offender shall be dealt with by the Branch;
- (ii) within the boundaries of a Branch other than its/his Branch, the alleged offender shall be dealt with by the Branch to which it/he belongs;
- (iii) within the boundaries of a State Centre and the alleged offence is against the State Centre, the alleged offender shall be dealt with by the State Centre which may delegate its powers in this regard to a Branch, provided that the decision arrived at shall be subject to review by the State Centre.

BY-LAW 10.2

DISCIPLINE

(a) General

- (i) The Branch may penalise or refer to the Judiciary Committee, any Club or Auxiliary Organisation within its jurisdiction or any member of such Club or Auxiliary Organisation, whether a competitor or not, or any Officer and/or Officers of the Branch or Delegate who, in the opinion of the Branch, has practiced or counselled any unbecoming conduct or conduct which reflects upon the good name of the Association or any or all of its Officers, whether at any competition, meeting, function or other activity, or at any other time.
- (ii) Penalty decisions shall be promptly conveyed in writing to the Club or member concerned and it shall be incumbent on such body to give an immediate effect to such decision and to notify the State Centre and any member failing in any of these requirements may be dealt with by the Branch.

(b) Carnivals, Competitions, Conferences

- (i) At Branch Carnivals, Competitions, Seminars, Congresses or other activities, the Branch shall appoint a Disciplinary Committee to inquire forthwith into any allegation of conduct prejudicial to the good name of the Association or an infringement of Association Rules or Regulations alleged to have been committed at any such Carnival, Competition, Seminar, Congress or other activity, or whilst travelling to or from the same or whilst within the jurisdiction of the Authorising Authority and may impose an appropriate penalty upon any member(s) Club or team which it finds guilty.
- (ii) The Committee, consisting of no less than three (3) members shall be appointed by the Branch. Penalties may be administered as prescribed in the Constitution and By-laws but may also include forfeiture of titles or trophies won at a Carnival, Competition, Seminar, Congress or other activity which is relative to the misconduct.
- (iii) The Committee shall forthwith report in writing their inquiries and decisions to the Branch, and if applicable, to SLSA and the State Centre.
 - (iv) Any Officer of the Branch or any Club or any Member of a Club or Auxiliary Organisation penalised by the Committee shall have the same right of appeal as provided for in By-law 10.4.

BY-LAW 10.3

PENALTIES

- (a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:
- (i) Reprimand - with the offence being recorded in the books of the penalising body.
 - (ii) Suspension - may be applied as a complete or partial suspension of a member's privileges for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his duties in a Club without being able to avail himself of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the body imposing the said penalty, provided that the period of suspension shall not be longer than 5 calendar years from the date of the order.
 - (iii) Termination - membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted.

(A member whose membership is terminated may re-apply for membership of the Association at some later time.)
 - (iv) Expulsion - expulsion from Club Membership would only be applied as a response to a very serious offence against the Club, the Association or their principles or ideals.
 - (v) Fines - imposed in such amounts as the penalising authority thinks fit.
 - (vi) Such combination of any of the above as the penalising body thinks fit.
 - (vii) Such other penalty or penalties as the penalising body thinks fit.
- (b) The suspension of a Club by the Branch shall mean the forfeiture of Membership and representation of the Club for the period of such suspension. The position of the officers of the Branch, State Centre or SLSA who are members of a Club at the time of its suspension shall not necessarily be affected by such suspension, nor shall the suspension absolve the Club from any beach patrolling responsibility.
- (c) Where an individual Club member, Councillor, Delegate or Officer is suspended by the Branch, he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his suspension and in the case of complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but may not interfere with his right as a Club member.

BY-LAW 10.4

APPEALS

- (a) Any Club or Auxiliary Organisation or member penalised by a Penalising Authority for the Branch shall have the right to lodge an appeal against such penalty to the next highest Penalising Authority within the Branch provided that the appeal shall be lodged in writing to the Branch within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest Penalising Authority within the Branch and it shall be dealt with in the following manner:
- (i) dismissed and the penalty upheld;
 - (ii) dismissed and a heavier penalty imposed;
 - (iii) upheld and a lighter penalty imposed;
 - (iv) upheld and the appellant exonerated;
- (b) Any member penalised by the Branch Judiciary Committee may exercise a direct right of appeal to the State Centre as provided for in Judiciary Committee Procedures. (Appendix "A").
- (c) Any Club or Club member penalised by the Branch shall have the right to appeal to the State Centre as the case may be, against the penalty, provided that:
- (i) the appeal shall be allowed only after the party concerned has properly availed itself of any right of appeal to the penalising authority as may be contained in the Branch Constitution and By-Laws;
 - (ii) application shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the State Centre within fourteen (14) days of the notification of the decision of such appeal;
 - (iii) the appeal shall be made through the Branch who shall forthwith refer the appeal to the State Centre, provided that the Branch may, at the same time submit any representations on the appeal which it may wish to make;
 - (iv) upon the setting of an appeal hearing, the State Centre shall either itself, or by its Judiciary Committee, or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant.

BY-LAW 10.5

REFERENCES

- (a) In addition to the matters set out in By-laws 11.1 to 11.4 which are of a disciplinary nature, any interested party may submit a reference to the Branch upon any matter touching the affairs of the Association and its members;
- (b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated, and the Executive shall then decide where such Reference or Grievance shall be directed.
- (c) The hearing of a reference shall proceed in accordance with Appendix "A" in these By-laws;
- (d) The hearing of any appeal from a decision on a reference shall proceed in accordance with Appendix "A" to these By-laws.

APPENDIX "A

JUDICIARY COMMITTEE

RULES OF PROCEDURE

1. DEFINITIONS

In these Rules:

- 1-1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3 "Member" for the purposes of these Rules and Procedures means a member of the Association, and includes a Club, subject to the jurisdiction of State Centre or Branch by which the Committee shall have been appointed.
- 1.4 "Reference" includes any complaint against a member of the Association brought by any person, and any dispute under the Constitution. The term also includes grievances brought by a member of the Association against another member.

2. JURISDICTION

- 2.1 The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to the By-law 10.2 dealing with 'Discipline'.
- 2.2 The Committee may also hear References directed to it by the Executive pursuant to By-law 10.5 .
- 2.3 Every Reference directed to the Judiciary Committee shall be dealt with by that Committee or it may delegate the conduct of the reference to the Club -
 - (a) in whose area the matter for reference arises; or
 - (b) to the Club having the most direct interest in the matters raised by the reference.

If the reference is delegated to a Club, that Club shall appoint its Judiciary Committee to hear the reference and proceed in the terms of Rule 3 set out hereunder.
- 2.4 Every person bringing a reference shall have a right to be heard by a Committee of the Branch provided that -
 - (a) he has an interest in the subject matter of the reference;
 - (b) his reference is in clear and unambiguous terms.
- 2.5 In every case the Committee is required to proceed in accordance with the rules of natural justice.

3. PROCEDURE

The following procedures shall be followed by the Branch Judiciary Committee, :

- 3.1 Upon receipt of a reference, the Chairperson of the Committee or his delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant inquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant inquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference, the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form:

SURF LIFE SAVING QUEENSLAND

North Queensland Branch

To:

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this Branch will be held at on 19..., at (pm/am), to inquire into the following matter, referred to the Committee by the Branch.

.....
...

(You are) (Your Club is) required to be (present) (represented) at that time and place, together with such witness as (you) (your Club) may desire to call.

Mr./Ms. has been appointed pursuant to the Branch/Club Constitution, as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing - optional.

The Secretary will, upon receipt of (your) (your Club's) request in writing, at least five (5) days before the day appointed for the investigation, setting out the names and addresses of members of the Association who (you desire) (your Club desires) to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to (you) (your Club), you may apply for an adjournment by application in writing, to be in my hands at least three (3) days prior to the time appointed.

(You are) (Your Club is) not entitled to legal representation as of right but (you) (your Club) may apply at the commencement of the inquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

In any event, you are required to advise the committee of your intention to attend or not to attend as the case may be, three (3) days before the hearing is due to commence.

Yours faithfully,

SECRETARY
Judiciary Committee

- 3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.
- 3.5 In the case of a complaint against a member of the Association who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairperson of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chairperson of the Committee shall make inquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the inquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the inquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged, it shall be mandatory for a parent or guardian or an adult approved by the parent or guardian, to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interest of the minor (U18) member.
- 3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned or to the Secretary of Club concerned of which the person for whom the notice is intended is a member. On receipt of a notice intended for a member of his Club, the Secretary of that Club shall forthwith inform the member concerned of the receipt of the notice and of its contents. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.10 Any member who fails, without reasonable excuse, to comply with the requirements of any notice addressed to him by the Secretary and any Secretary of a Club who fails, without reasonable excuse, to comply with Rule 3.9 hereof, shall be subject to such action as the Executive of the Branch or Club, as the case may be, shall on the report of the Committee, think fit.

4. AT THE HEARING

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the Committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing or the Committee agrees that it is in the best interests of the party not to be present.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member or Club, all witnesses other than the member or Club concerned, must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator (if appointed) shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairperson.

- 4.6 The independent investigator (if appointed) shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.

If the independent investigator is not appointed, the Committee itself shall receive the evidence relative to the reference.

- 4.7 The person or Club the subject of the reference shall then present relevant evidence on his/its own behalf, subject to the same provisos as in Rule 4.6.

- 4.8 In all cases where witnesses are called, they shall be examined by the party (if any) on whose behalf they are called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairperson.

Such examination or cross-examination may be conducted through the Chairman and/or by telephone or other multimedia means as determined by the Committee.

- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.

- 4.10 At the conclusion of all the evidence, each interested party and the investigator (if appointed) may make submissions to the Committee in such speaking order as the Chairperson may direct. Right of reply by any party shall be at the discretion of the Chairperson.

5. AT THE CONCLUSION OF THE HEARING

- 5.1 The Committee shall meet in camera after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon, may be by the majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

6. DETERMINATION OF ANY PENALTY

- 6.1 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.
- 6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again in camera to consider a penalty.

7. NOTIFICATION

- 7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting, may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 7.4 A person or Club exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

8. APPEALS

- 8.1 Except as provided in Clause 8.3 hereof, any person aggrieved by a decision of the Committee may, upon a Reference has a right to appeal to the next highest authority from that which appointed the Committee which conducted the hearing.
- 8.2 Except as provided in Clause 8.3 hereof, any person aggrieved by a decision of the Committee upon a Reference may, within twenty-eight (28) days after the decision is conveyed to that person, appeal against the decision provided –
- (a) If the hearing was conducted by the Club/Branch Judiciary Committee, the appeal shall be lodged with the Secretary of that Club/Branch and it shall be forwarded immediately to the Branch/State Centre.
 - (b) If the hearing was conducted by the State Centre Judiciary Committee, the appeal shall be lodged with the State Centre, and it shall be dealt with in accordance with the Constitution of the Association.
- 8.3 Where a Reference submitted pursuant to By-law 10.5 to the Branch has been heard by the Committee and its decision has been confirmed by the Executive, that decision shall be final and no appeal shall lie to the next highest authority, except in cases where the Committee and the Executive has decided that an interested party to the Reference or Grievance should be penalised in terms of By-law 10.3.

APPENDIX "B"
RULES OF DEBATE

1. GENERAL

- 1.1 The undermentioned rules shall apply to the conduct of all meetings of the Council, its Boards and Committees.
- 1.2 For the purpose of these Rules, the word "member" shall refer to members of the Association.

2. CHAIRPERSON'S AUTHORITY

- 2.1 Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume his seat.
- 2.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon the speaker to withdraw and apologise.
- 2.3 The Chairperson may call a member to order. If such member persists in being disorderly, he may call upon such member to withdraw from the meeting.
- 2.4 It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

3. DEBATE

- 3.1 Any member desiring to speak shall stand up and address the Chairperson.
- 3.2 If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- 3.4 No member shall interrupt another while speaking, except to rise to a point of order.
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairperson only may then speak to the motion.

- 3.9 At any time during the debate, a member may move "that the question be now put", provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
- 3.10 If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
- 3.11 A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right to reply.

4. MOTIONS AND AMENDMENTS

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 4.3 No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.5 The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- 4.6 Any member (other than as provided in Rule 4.7 herein), may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at any one time.
- 4.10 If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member, who formally seconds a motion or amendment without speaking, may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.

- 4.14 When an amendment is carried, the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only with a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however, must be confined to the matter of withdrawal.
- 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

5. VOTING

- 5.1 Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any member, by show of hands or by secret ballot.
- 5.2 Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairperson, as directed by him.
- 5.3 In the event of a division, any member declining to vote shall elect to retire behind the Chairperson or have his vote counted in the negative.
- 5.4 The Chairperson may appoint tellers to assist him in counting a vote.

These By-laws were last amended on 15th March 2004