



**NORTH QUEENSLAND
QUEENSLAND**

NORTH QUEENSLAND BRANCH

By-laws

Revised 2020

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PART 2

THE BY-LAWS

SECTION 1

The Constituents

BY-LAW 1.1 BOARD-DIRECTORS

The Councillors shall elect, as provided for in **clause 31**, or appoint the following Directors

President
Deputy President
Director Administration & IT
Director of Finance
Director Life Saving
Director Surf Sports
Director Youth & Membership
Director Junior Activities

BY LAW 1.2 – INDEPENDENT DIRECTORS

The Council may elect to appoint independent directors who shall have no voting power on the Board:

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 or nominated and endorsed Delegate which will be noted in their Club Management Committee minutes, a copy supplied to Regional Office.

BY-LAW 1.4 – LIFE MEMBERS

Members who have rendered special service minimum of 10 years' service to the Branch and who have been elected life members (non-voting) shall be entitled to attend Council meetings and shall be eligible to hold office. **Clause 12 (12.2)**

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 Members of the Branch or members of Clubs affiliated with the Branch.
- b) **Board** of the Branch shall be the President, Deputy President, Director of Administration & IT, Director of Finance, Director Life Saving, Director Surf Sports, Director of Youth & Membership, Director Junior Activities.
- c) **The Director of Life Saving** shall be an active member, hold a Bronze Medallion and Silver Medallion Beach Management, hold an accreditation in training small groups and have a working knowledge of education within lifesaving.
- d) **The Director of Surf Sports** shall be an accredited Official or coach.
- e) Members of the Council and Board shall be required to understand the needs of the Branch and their legal responsibilities as Councillors and the Directors. 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 Board shall comply with the following basic principles, 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 to disclose advantage or business opportunities acquired, in the course of office.
 - (vi) to prevent insolvent trading by the Branch.
- g) Interests**
A Councillor or 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 Board is in any way interested will be voided for such reason.
- h) Disclosure of interests**
The nature and interest of a Councillor or 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 or the Board after the acquisition of the interest. If a Councillor or 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 the Board held after the Councillor or Board member becomes so interested.

i) **General Disclosure**

A general notice that a Councillor or Director of the Branch Administrator (Director of Administration & IT or Regional Administrator if appointed) 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 Director to give a special notice relating to any particular transaction with that firm or company.

j) **Recording Disclosures**

It is the duty of the Director of Administration & IT to record in the minutes any declaration made.

k) **Conflicts**

A Councillor or Board member 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 Board member interested. **Clause 33.5 and 34.5**

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

BY-LAW 2.2 – COUNCILLORS AND DELEGATES

- a) The Board shall be responsible for budgeted travel and accommodation costs of 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 Club concerned must give written notification of all alternates to 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 SLSQ Annual General Meeting and each Club affiliated with the Branch shall hold its Annual General Meeting prior to the date of the Annual General Meeting of the Branch. The Branch may refuse the affiliation of any Club in the event of non-observance of this By-Law.
- b) Any member of the Branch may attend but apart from those persons specified in **Clause 25.1** shall have no voting rights.
- c) The Business to be conducted at the Annual General Meeting shall be but not limited to:
- (i) Presentation of the Annual Report – including reports from Board Members and Council
 - (ii) Consideration of the financial statement and audit report for the last financial year.
 - (iii) The election of Directors under the Branch Constitution
 - (iv) The motion for affiliation with SLSQ
 - (v) Notification of Life Membership **Clause 12.2**
 - (vi) Appointment of the auditor for the present financial year
 - (vii) Amendments to the constitution by special resolution
- The Chairman shall decide the order in which business shall be undertaken.
- d) The Minutes of the previous Annual General Meeting shall be read and confirmed at the subsequent Annual General Meeting. The Board shall address business arising, and copies of the Minutes shall be forwarded to Council, Board, Life Members, Clubs, and SLSQ.

BY-LAW 3.2 – COUNCIL GENERAL MEETINGS

- a) A minimum of one (1) meeting shall be held at a time and venue as decided by the Council or Board, having regard to circumstances at the current time.
- b) Any member of the Branch other than Councillors may attend but shall have no voting rights. **clause 25.1**
- c) The responsibility of the Council **clause 29**
- d) The Business of the Council-General Meetings shall include, but not be limited to:
- Apologies and Alternates.
 - Confirmation of Minutes of the previous meeting.
 - Business arising from Minutes.
 - Correspondence.
 - Reports from Boards, Committees, Officers; Club
 - Motions of which due notice has been given.
 - Review the strategic plan
 - Items of Business.

- General Business.
- d) The Minutes of the previous Council Meeting shall be read and confirmed at the subsequent meetings of the Council and copies of the Minutes shall be forwarded to Council, Board, Life Members, Clubs, and SLSQ

BY-LAW 3.2 – COUNCIL SPECIAL MEETINGS

- a) Special Meetings of the Branch Council may be summoned by resolution carried at a Council meeting, or by direction of the President or a written requisition of at least three (3) Councillors.
- 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 read and confirmed at the subsequent meeting of the Council and copies of the Minutes shall be forwarded to Council, Board Members, Life Members, Clubs, and SLSQ.

BY-LAW 3.4 BOARD MEETINGS

- a) The Board Meetings shall be held as **clause 34**
- b) The Business of the Board-General Meetings shall include but not be limited to:
- Apologies and Alternates.
 - Confirmation of Minutes of the previous meeting.
 - Business arising from Minutes.
 - Correspondence.
 - Reports from Directors, Committees, Officers.
 - Motions of which due notice has been given.
 - Review the strategic plan
 - Items of Business.
 - General Business.
- c) The responsibility of the Board shall be managing the day-to-day business of the Branch, and the allotment of items to Board, Committees and/or staff.
- d) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, major financial borrowings other than budget and strategic issues shall be referred to the Council
- e) Special Meetings of the Board may be summoned by resolution of the Board itself or as per **clause 23.1**
- f) The Minutes of the Board shall be submitted for confirmation at the subsequent meeting of the Board, and distributed to members of the Board, Council, Clubs, Life Members, and SLSQ.

SECTION 4

Duties of Councillors and Delegates Directors, Officers

BY-LAW 4.1 – DIRECTORS

The Branch may adopt the position descriptions of SLSA or SLSQ as amended from time to time.

a. The President shall not be limited to PD 001

The President provides strategic guidance and leadership in support of all functions of the Branch including providing assistance to other Directors of the Board in relation to their roles. The main level of focus is to ensure the Branch functions in a professional and corporate manner and its corporate governance and Constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and North Queensland Branch. To be the SLSQ State Council representative of the North Queensland Branch and fulfil the role of State Councillor.

For a full job description please refer to the position description PD001

b. The Deputy President shall not be limited to PD 002

The Deputy President will assume the role of President when the President is absent from normal duties and therefore will need to closely match all requirements of the position description of the President. The Deputy President must therefore be able to provide strategic guidance and leadership in support of all functions of the Branch including providing assistance to other Directors of the Board in relation to their roles.

The main level of focus is to ensure the Branch functions in a professional and corporate manner and its corporate governance and Constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

For a full job description please refer to the position description PD002

c. The Director Life Saving shall not be limited to PD 003

The Director of Lifesaving provides strategic guidance and leadership in support of all Life Saving functions of Branch including providing assistance to Directors of the Board in relation to their roles. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the Branch functions in a professional and corporate manner and its Surf Life Saving and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

For a full job description please refer to the position description PD003

d. The Director Administration & IT shall not be limited to PD004

The Director of Administration & IT (Secretary) provides strategic administration guidance and leadership in support of the Branch including aiding Club Administrators/Secretaries and Directors of the Board in relation to their roles. The main level of focus is to ensure the Branch functions in a professional and corporate manner and its corporate governance and Constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and North Queensland Branch.

For a full job description please refer to the position description PD004

d) The Director Surf Sports shall not be limited to PD 005

The Director of Surf Sports provides strategic guidance and leadership in support of all Surf Sports functions of the Branch including aiding Club Surf Sports Officers and Directors of the Board in relation to their roles.

The primary focus is to ensure the Branch functions in a professional and corporate manner and its Surf Sports Functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

For a full job description please refer to the position description PD005

e) The Director of Finance shall not be limited to PD 006

The Director of Finance provides strategic guidance and leadership in support of all financial functions of the Branch including direction and assistance to the Club Directors of Finance (Treasurers) and other Directors of the Board in relation to their roles.

The primary responsibility is to ensure the Branch functions in a professional, corporate and financially secure manner and its corporate governance and Constitutional functions are operating efficiently and effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

For a full job description please refer to the position description PD006

f) The Director of Youth & Membership shall not be limited to PD 007

The Director of Youth & Membership provides strategic guidance and leadership in support of all Youth & Membership functions of the Branch including providing support to Club Youth & Membership representatives and Directors of the Board in relation to their roles.

The primary focus is to ensure the Branch functions in a professional and corporate manner and its Youth & Membership Functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

For a full job description please refer to the position description PD007

g) The Director of Junior Activities shall not be limited to PD 008

The Director of Junior Activities provides strategic guidance and leadership in support of all Junior Activities functions of the Branch including providing direction to Junior Activity Chairs within the Clubs as well as to Directors of the Board in relation to their roles.

The primary focus is to ensure the Branch functions in a professional and corporate manner and its Junior Activities functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

For a full job description please refer to the position description PD008

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 Board to assist each Director and shall deputise for him in his absence or on special assignment.

c) **The Branch Team Managers and Coaches shall not be limited to:**

- (i) Be appointed separately by the Board of Surf Sports from nominations received in conjunction with the Branch Team Nominations, for Teams representing the Branch.
- (ii) Be responsible to produce a budget for each Branch Team Nominations (Template provided)
- (iii) Submit a report and financial statement with receipts and invoices within thirty (30) days after the competition date.
- (iv) Prepare and present to the Director Finance & Property, within fourteen (14) days of their appointment, a budget covering all financial matters associated with the Branch Team.
- (v) Be responsible for the outfitting and funding of the Branch Team in excess of provisions made by the Board.
- (vi) Submit progress reports to the Board of Surf Sports regularly, and a final report on team member performances and results.
- (vii) Be responsible for the assembly (after selection), transport, accommodation, and general behaviour of the team.
- (viii) Assist with any displays or demonstrations required during the season.

d) **The Legal Officer shall not be limited to:**

- (i) Be appointed by the Board from a recommendation submitted to the Board.
- (ii) Attend to all legal matters relating to the Branch as determined by the Board or Council.
- (iii) Advise on legal right regarding 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 Board or Council.
- (vi) Review documents, contracts etc as required by the Board.

e) **The Deputy Director Life Saving shall be not limited to PD010:**

The Deputy Director of Lifesaving provides strategic guidance and leadership in support of all Junior Life Saving functions of Branch including aiding Director of Lifesaving their role. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the branch and clubs function in a professional and corporate manner and its Surf Life Saving and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving.

For a full job description please refer to the position description PD010

f) The Deputy Director Surf Sports shall be not limited to PD 011

The Deputy Director of Surf Sports provides strategic guidance and leadership in support of all Junior Life Saving Surf Sports functions of Branch including providing assistance to Director of Surf Sports their role. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the branch and clubs function in a professional and corporate manner and its Surf Life Saving and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving.

For a full job description please refer to the position description PD011

BY-LAW 4.3 – GENERAL DUTIES OF ADVISORY OR SPECIALIST OFFICERS

- a) Each Officer shall -
- (i) Investigate and report on matters referred to them by the Branch, its Boards or Committees, in relation to their particular field (By-law 4.4).
 - (ii) Be encouraged to attend meetings of the Board and Council.
 - (iii) Be prepared to attend the Board meetings when requested and shall attend meetings of the Board to which their duties shall apply.
 - (iv) Submit written monthly reports to the applicable Board Chairperson.
 - (v) Process all correspondence through the Branch Administrator (if appointed) and/or the Director Administration & IT
 - (vi) Provide and submit to the Branch, when requested, a brief annual summary in the form of a report on their season's activities.
 - (vii) Keep records for reference purposes if applicable to their particular field, e.g. price lists, number of units in use, etc.
 - (viii) Liaise with all sections of the Branch and maintain a close relationship with the Board associated with their particular activity and the Branch Administrator (if appointed).
 - (ix) Co-opt any members or people outside the Association to assist him in his duties with Board approval.
 - (x) Receive endorsement of nomination prior to election from the relevant Board.

BY-LAW 4.4 – SPECIFIC DUTIES OF ADVISORY OR SPECIALIST OFFICERS

- (a) **First Aid Officer shall be not limited to:**

- (i) Be appointed by the Board and Council at a General Meeting following a recommendation of personnel submitted by the Board of Life Saving.
- (ii) Be responsible to the Director of Lifesaving
- (iii) Hold a current SLSA First Aid Assessor'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,
- (iv) Update medical lists and supervises by regular inspections, stock held in Club First Aid Rooms.
- (v) Arrange, where possible in conjunction with the Education Officer, to hold training courses to certificate examination standards within the Branch.
- (vi) Co-ordinate the running of competitions to improve techniques and be responsible for the organisation associated with same.
- (vii) Assist the State Medical Advisory Committee with any revision of the First Aid Chapter in the Manual and update of the SLSQ "Guide to First Aid Officers' when necessary.
- (viii) Be responsible to the Director of Life Saving provided that reporting shall be through the Board of Life Saving and re-directed to the Board.

c) Inflatable Rescue Boat Officer (IRB) shall be not limited to:

- (i) Be appointed by the Board and Council at a General Meeting following a recommendation of personnel submitted by the Board of Life Saving.
- (ii) Be responsible to the Director of Life saving or Director of Surf Sports
- (iii) Hold a current SLSA IRB Assessors Certificate.
- (iv) Supervise IRB operations, standards and training within the Branch and shall attend meetings of the Board of Life Saving.
- (v) Attend to IRB licensing of operators and registration of craft.
- (vi) Maintain a register of all IRB's, including type, engine number and Club ownership.
- (vii) Regularly visit the different Clubs to monitor patrol and serviceability techniques and advise on these matters if required.
- (viii) 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.
- (ix) Co-ordinate examinations in line with the Association's training manual and policies.
- (x) Be a consultant for Clubs on new boats, new motors and any failures in manufacture or maintenance.
- (xi) 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 Board concerned.

d) Gear and Equipment Officer (Surf Sports & Lifesaving) shall be not limited to:

- (i) Be appointed by the Board and Council at a General Meeting following a recommendation of personnel submitted by the Board of Life Saving.
- (ii) Be responsible to the Director of Life saving or Director of Surf Sports

- (iii) Be responsible for all 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 of Life Saving or Board of Surf Sports.
- (iv) Supervise and co-ordinate the supply and return of the equipment required for 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;
- (v) Store equipment so that deterioration shall not occur, and unauthorised access is not available.
- (vi) Arrange for the pricing 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 Lifesaving and Director of Surf Sports provided that reporting shall be through the Branch
- (ix) And re-directed to the Director concerned.

f) Education Officer shall be not limited to:

- (i) Be appointed by the Board and Council at a General Meeting following a recommendation of personnel submitted by the Board of Life Saving.
- (ii) Be responsible to the Director of Life saving
- (iii) Be the holder of a current SLSA Assessor's Certificate and be a current proficient member of the Board of Life Saving.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) Liaise with Officers holding similar positions at National, State or Branch levels.
- (viii) Supervise through a small committee representative of the Clubs, and other education experts the establishment and operation of the Branch and Club's educational operations.
- (ix) Be responsible to the Director of Life Saving provided that reporting shall be through the Branch and re-directed to the Director concerned.

h) Club Supervisors shall not be limited to:

- (i) Be appointed by the Board and Council at a General Meeting following a recommendation of personnel submitted by the Board of Life Saving.
- (ii) Hold a current Assessor's Certificate and be a member of the Board of Life Saving.

- (iii) Be responsible to the Director of Life Saving and regularly contact and advise him of Club activities within his area of responsibility.
- (iv) Regularly visit the Club(s) to which they are assigned with a view to liaise on behalf of the Branch.
- (v) Assist in the preparation of Club programs and the training of candidates for awards.
- (vi) Provide and seek information relative to the general well-
- (vii) being of the Club(s).
- (viii) Inspect Club Patrols at regular intervals as required by the Branch.
- (ix) Report all patrol breaches and the overall proficiency of all Club patrols to the Board of Life Saving

k) Grievance Officer shall be not limited to:

- (i) Be appointed by the Board and Council at a General Meeting following a recommendation of personnel submitted by the Board of Life Saving.
- (ii) Be responsible to the Branch President
- (iii) Attend to all matters referred to him by the President or the Board.
- (iv) Refer to the SLSA Member Protection Policy, SLSA and SLSQ Regulations
- (v) Determine, in consultation with the Administrator (or his nominee) matters relating to grievances, harassment, equity and the like.
- (vi) 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 of report;
- (vii) Take all reasonable steps to resolve any grievance by way of mediation or otherwise.
- (viii) If appropriate, refer any such grievance to the Club/Branch President who must action the grievance within a reasonable time but no longer than three (3) months
- (ix) If the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly.
- (x) If unable to resolve a grievance or the grievance is considered to be of a very serious nature, shall report the grievance to the Board for action.
- (xi) Keep all information surrounding the circumstances of the grievance confidential and communicate such information only to the Branch President or Appointee, and/or an appropriate enforcement body following a written authority from the Board.

l) IT Officer shall be not limited to PD053:

The IT Officer provides strategic guidance in the support of the membership of the Branch. The main level of focus is to ensure all upskilling the branch membership in computer technology in a professional and corporate manner and its corporate governance and Constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and North Queensland Branch

For a full job description please refer to the position description PD053

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 Committees 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 Committee.
 - (iii) Except where otherwise specifically directed by the Branch, exercise personal discretion on matters of a general nature at meetings of the Committees 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 Board.

SECTION 6
Boards and Committees

BY-LAW 6.1 – GENERAL

- (a) Composition and membership 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 Committee shall retain their appointment only whilst they retain their membership of their Club or Branch: provided that the Board may, at its discretion, remove any member from membership of a 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 Director of Administrator & IT, to refer for consideration and recommendation all matters as properly relate to the jurisdiction of 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 Board thereon.
- (g) Unless specified otherwise in these By-laws, a quorum for a meeting of the Board or Committee shall be a majority of the members thereof.
- (h) A 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 Committee.
- (i) Reports and recommendations of all Boards shall be presented in writing to the Board 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 LIFESAVING

- (a) At the first meeting of the BoLS following the Branch AGM, the Director and club appointed representatives shall consider nominations received and can call for further nominations prior to, or from the floor for officer and committee positions and recommend those appointments to the Board and Council for endorsement; the members of which shall be current members of an affiliated Club to have voting rights.
- (b) The Board of Lifesaving shall be comprised of: -
 - (i) Director of Life Saving (Chairperson) as provided for in **By-law 4.1(c)** or his proxy.
 - (ii) Deputy Director Life Saving as provided for in **By-law 4.2(e)** or his proxy.
 - (iii) Advisory or Specialist Officers as provided for in **By-law 4.4**, being
 - First Aid,

- Inflatable Rescue Boat (IRB),
- Gear and Equipment,
- Medical,
- Marine Stinger,
- Trainers and Assessors,
- Resuscitation,
- Education Officer and

(iv) A Board Secretary (Administrator or appointed another delegate and shall be (non-voting)

(v) The directors of lifesaving (Club Captains) of affiliated clubs

(vi) Chief Training Officers of affiliated clubs

(vii) Club Supervisors, Assessors and Trainers will be invited to attend meeting but shall be (non-voting)

(c) Continued membership of the Board of Lifesaving shall depend on the following conditions and shall be subject to the Board or Director of Life Saving's recommendations:

(i) Satisfactory attendance at meetings and functions arranged by the Board of Lifesaving.

(ii) Performance of duties required by the Board of Lifesaving or its Officers.

(iii) Acceptance of appointments to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board of Lifesaving or Branch Board.

(d) Meetings of the Board of Lifesaving 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) Conferences shall be held on a regular basis on dates as determined by the Board of Lifesaving or the Chairperson and approved by the Board.

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

(e) Powers and duties of the Board of Lifesaving shall be:

(i) To disseminate lifesaving 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 SLSQ/Branch.

(ii) To conduct schools of instruction, conferences and seminars at which all specified members of the Board of Lifesaving 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 of Lifesaving submit written recommendations to the Board 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 Board.

(v) To allocate Committee membership into active Sub-Committees under the control of the appointed Sub-Committee Chairperson.

- (vi) The Board of Lifesaving (BOLS) and its sub committees, recommend the appointment of officers and committee members for endorsement by Board and Council;
- (f) A quorum for a meeting of the Board shall be four (4) members.
- (g) The duties of the Director of Life Saving shall be as specified in **By-law 4.2(e)**.
- (h) Deal with any other matters referred to it from time to time by the Council or the Branch Board.
- (i) Report and make recommendations on policy matters to the Board.
- (i) Develop, coordinate and implement activities and programs related to lifesaving and specifically relevant priorities in the Branch Strategic Plan.

BY-LAW 6.3 – BOARD OF SURF SPORTS

- (i) At the first meeting of the BoSS following the Branch AGM, the Director and club appointed representatives shall consider nominations received and can call for further nominations prior to or from the floor, for officer and committee positions, and recommend those appointments to the Board and Council for endorsement; the members of which shall be current members of an affiliated Club to have voting rights.
- b) The Board of Surf Sports shall be comprised of:
 - (i) Director of Surf Sports (Chairperson) as provided for in **By-law 4.1(d)** or his proxy.
 - (ii) Deputy Director Surf Sports as provided for in **By-law 4.1(f)** or his proxy.
 - (iii) Director of Surf Sports representative from each Club within the Branch
 - (iv) A Coaching Representative
 - (v) An Official Representative
 - (vi) An Athlete Representative
 - (vii) Advisory and Specialist Officers as provided for in **By-law 4.4**, being
 - Gear and Equipment,
 - IRB, and
 - (viii) members who are qualified as an official or coach shall make application on the applicable Form to join the Board of Surf Sports. (non-voting)
 - (ix) Probationary Members who are candidates in training for Officials or Coaches Accreditation. (non-voting)
- c) Membership provisos shall be determined as follows:

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 - (i) Deputy Director Surf Sports who shall be the holder of a current Level 1 Competition Officials and/or Coaching Accreditation and be endorsed by the NQB Board and Council, shall have the right to appoint a proxy in their absence and shall be officially recognised as Deputy Director Surf Sports;
- d) Continued membership of the Board of Surf Sports shall depend on the following points and shall be subject to the Board 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 General Meeting that will be held after the Branch Annual General Meeting is where nominations and appointments will be recommended.
- (iii) Conferences shall be held on a regular basis on dates as determined by the Board of Surf Sports or the Chairperson and approved by the Board.

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

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 Coaches and 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 Council or the Board.
- (v) To investigate and make recommendations, via the Branch, to SLSQ on all applications for Special Events and sporting events outside the Competition Manual.
- (vi) To establish a co-ordinating group to recommend to the Board, 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 regularly review 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 Board on the venue, dates, and events for the Branch Championships.
- (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 Board.
 - h) The duties of the Director shall be as specified in **By-law 4.1(d)**.
 - i) A quorum for a meeting of the Board shall be four (4) members.

BY-LAW 6.4 – BOARD OF JUNIOR ACTIVITIES

- a) The Council at its Annual General Meeting shall appoint a Director of Junior Activities.
- b) The Board of Junior Activities shall be comprised of -
 - (i) Board Officers who shall be.
 - Director Junior Activities (Chairperson), **By-law 4.1(g)**,
 - Deputy Director Life Saving, **By-law 4.2(e)**
 - Deputy Director Surf Sports, **By-law 4.2(f)**.
 - Five club Directors/Chairs of Junior Activities or their endorsed nominees
- c) Membership shall be determined as follows -
 - (i) Director Junior Activities, Deputy Director Life Saving and Deputy Director Surf Sports, who shall be endorsed by the Board and Council.
 - (ii) Junior Activities Officers, who shall be elected by their respective Clubs, endorsed by Board and Council, shall have the right to appoint proxies in their absence, and shall be officially recognised as Junior Activities Officer representing their respective 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 of Junior Activities.
 - (ii) Performance of the duties required by the Board of Junior Activities or its Officers.
 - (iii) Acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board of Junior Activities or Board.
- 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 of Junior Activities or the Chairperson.
 - (ii) The General Meeting to be held, following the Branch Annual General Meeting will include considerations and recommendations for committee appointments.

Note: - The predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Board of Junior Activities.

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 five (5) years but who have not attained the age of fourteen (14) years.
- (vii) To ensure that the age classification shall be five (5) 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 develop, coordinate and implement activities and programs related to surf sports and specifically relevant priorities in the Branch Strategic Plan.
- (ix) To deal with matters referred to the Board of Junior Activities by the Council or Board.

g) The duties of the Director Junior Activities shall be as specified in **By-law 4.1(g)**.

h) A quorum for a meeting of the Board shall be four (4) members.

BY-LAW 6.5 – Youth and Membership Development Committee

a) The Board of Youth and Membership will be endorsed by the Board and Council, the members of which shall be current members of a Surf Life Saving Club with Youth and Membership.

The Committee shall be comprised of -

Officers who shall be.

- Director Youth & Membership (Chairperson), **By-law 4.1/(f)**,
- Director of Junior Activities **By-law 4.1/(g)**,
- Deputy Director Life Saving, **By-law 4.2(e)**
- Deputy Director Surf Sports, **By-law 4.2(f)**.
- Five club Youth or Junior Activities representatives or Youth & Membership Officers from affiliated Clubs or their endorsed nominees.

Powers and duties of the Committee shall be –

- i) Membership shall be determined as follows -
 - a. Director Youth & Membership, Director of Junior Activities, Deputy Director Life Saving and Deputy Director Surf Sports, who shall be endorsed by their Boards and endorsed by the Board and Council
 - b. Youth & Membership Officers, who shall be elected by their respective Clubs, endorsed by the Board and Council and shall have the right to appoint proxies in their absence, and shall be officially recognised as Youth & Membership Officer representing their respective club.
- j) Continued membership of the Board shall depend on the following points and shall be subject to Board's or Chairperson's recommendations -
 - a. satisfactory attendance at meetings and functions arranged by the Board of Youth & Membership.
 - b. performance of the duties required by the Board of Youth & Membership or its Officers.
 - c. acceptance of appointment to Committees/Sub-Committees or groups detailed for specific tasks on behalf of the Board of Youth & Membership or Branch Board.
- k) Meetings of the Board shall be held as follows -
 - 1. Meetings shall be held on a regular basis on dates predetermined by the Board of Youth & Membership or the Chairperson.
 - 2. The General Meeting to be held, following the Branch Annual General Meeting will see considerations and recommendations to their committees.

 Note: - The predetermined dates of meetings may be altered to meet emergent situations by resolution of any meeting of the Board of Youth & Membership.
 - 3. to deal with matters referred to the Board of Youth & Membership by the Council or Branch Board.
- l) The duties of the Director Youth & Membership shall be as specified in By-law 4.1(e).
- m) A quorum for a meeting of the Board shall be four (4) members

BY-LAW 6.6 - COMMITTEES

The following Committees may be appointed by the Directors and their standing committee members. Committees shall meet as required by the Board, or by request of the Committee Chairperson.

- a) **The Surf Sports Selection Committee** shall in relation representative team:
 - (i) The Council shall appoint a Judiciary Committee, the members of which shall be current members of a Surf Life Saving Club
 - (ii) Comprise the Director of Surf Sports plus five (5) different Clubs Directors of Surf Sports or nominated representatives, 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 committee.
 - (iii) Select individuals for events and/or teams as required by the Board.
 - (iv) Not require approval of its selections, as they shall be final and binding.
 - (v) Select individuals to hold the positions of Team Manager, Assistant Team Manager, Female Chaperone, coaches and other staff as deemed necessary for the Branch Team

- b) **The Judiciary Committee** shall -
- (i) The Council appoint a Judiciary Committee, the members of which shall be current members of a Surf Life Saving Club.
 - (ii) Be responsible to the Board
 - (iii) Comprise a Chairperson, a Secretary (who shall keep records of decisions), and at least three (3) others who are members of the Branch affiliated clubs.
 - (iv) Function in accordance with the Rules of Procedure of a Judiciary Committee, attached to this Constitution and the SLSA Regulations.
 - (v) Process matters referred to it under **Judicial and Discipline Regulations of SLSA Section 5**
- c) **The Meritorious Awards and Life Saving Selection Committee** shall -
- (i) The Council shall appoint a Meritorious Awards and Life Saving Selection Committee the members of which shall be current members of a Surf Life Saving Club.
 - (ii) Comprise a Chairperson (Director of Life Saving), the Director of Surf Sports, Secretary and four (4) members of clubs comprising of at least one (1) Club President.
 - (iii) Be responsible to the Board
 - (iv) Select individuals, lifesavers and or groups for Meritorious Awards.
 - (v) Submit its recommendations to the Board for its endorsement and forwarding to Surf Life Saving Queensland.
- d) **Life Members & Honours Committee (LHMC)** shall –
- (i) The Council shall appoint a Life Members & Honours Committee, the members of which shall be current members of a Surf Life Saving Club.
 - (ii) Comprise the President (Chairperson) and at least four (4) Life Members of the Branch
 - (iii) Be responsible to the Board.
 - (iv) Make recommendations to the next Board meeting for adoption by the Board, except in the case of Life Membership Nominations, which shall be advised, to the Annual General Meeting for adoption. **By-Law 1.4**
 - (v) Meet or engage in teleconferences as required by the Branch President to research, determine recommendations, nominations and/or applications for awards.
 - (vi) Nominate to appropriate authorities SLSA members considered by the Committee to be eligible for civil, civic, sporting, community, and other honour awards.
 - (vii) Receive administrative assistance as required.
- g) **Marketing & Sponsorship Committee** shall –
- a. The Director of Finance shall recommend a Marketing & Sponsorship Officer and/or committee, the members of which shall be current members of a Surf Life Saving Club to be endorsed by the Board and Council.
 - b. Comprise the Chairperson and at least one (1) member of the Branch
 - c. Be responsible to the Director of Finance.

- d. Make recommendations to the next Board meeting for consideration by the Board,
- e. Meet or engage in teleconferences as required by the Director of Finance to research, determine recommendations and presentations.

h) Grants Committee shall-

- a. The Board and Council shall endorse a Grants Officer and/or Committee, considering the recommendation of the Director of Administration and IT.
- b. Comprise the Chairperson and at least one (1) members of the Branch
- c. Be responsible to the Director of Administration & IT
- d. Make recommendations to the next Board meeting for consideration by the Board,
- e. Meet or engage in teleconferences as required by the Director of Administration & IT to research, determine recommendations and presentations.

i) Finance Committee shall-

- a. The Board and Council shall appoint a Finance Committee, the members of which shall be current members of a Surf Life Saving Club.
- b. Comprise the Director of Finance (Chairperson) and at least (3) of the clubs Directors of Finance (Treasurers)
- c. Be responsible to the Board
- d. Make recommendations to the next Board meeting for consideration by the Board,
- e. Meet or engage in teleconferences as required by the Director of Finance to research, determine recommendations and presentations.

j) Administration & IT Committee shall-

- a. The Board and Council shall appoint an Administration & IT Committee and or IT Officer, the members of which shall be current members of a Surf Life Saving Club.
- b. Comprise the Director of Administration & IT (Chairperson), IT Officer, and at least (3) of the club Directors of Administration/Secretaries.
- c. Be responsible to the Director of Administration & IT
- d. Make recommendations to the next Board meeting for consideration by the Board,
- e. Meet or engage in teleconferences as required by the Director of Administration & IT to research, determine recommendations and presentations.

BY-LAW 6.6 – SUB-COMMITTEES

- a) It shall be competent for 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 Board's to the Branch Board.

- 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 & IT or Branch Administrator (if appointed) shall maintain a register of all SLSA & 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 Policies, Rules and Regulations.
 - (i) Surf Life Saving Training Manual
 - (i) Competition Manual
 - (ii) Membership Protection
 - (iii) Competitive Rights, Obligations and Qualifications
 - (iv) Trophies, Prizes and Eligibility
 - (v) Team Management
 - (vi) Membership Categories and Restrictions
 - (vii) Competitive Rights and Transfers
 - (viii) Sponsorship
 - (ix) Visits and Tours

BY-LAW 7.2 – AUXILIARY ORGANISATIONS

- a) The Branch may authorise the formation and affiliation of auxiliary organisations, e.g. Branch Old Boys Club.
- b) Each Organisation's objects and functions shall be reviewed annually and shall be compatible with the Branch's objects as detailed in **Clause 3**
- c) The Constitution of any such organisation and any amendments thereto, shall at all times be subject to the endorsement of the Board.
- 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.

BY-LAW 7.3 – CORRESPONDENCE

- a) Except in the case of a special circumstance approved by the President, all correspondence from the SLSQ to a Club, or from a Club to the SLSQ, shall in the first place be transmitted through the Branch to which such Club is affiliated, but no such correspondence shall be considered and/or attended to by the SLSQ unless and until it has been so transmitted; provided that the provisions of this By-law shall not apply to correspondence which has been copied by the SLSQ to the Branch or Club for attention.
- b) Upon receipt of any correspondence from a Club, which is required to be dealt with at Branch, the State Chief Executive Officer shall, at his discretion, either forward such letter to the Branch concerned for appropriate action or return it to the Club concerned for transmission through the Branch.

BY-LAW 7.4 – AUDITS

- a) The books and accounts of the Branch and every affiliated Club and Auxiliary Organisation shall be audited at such intervals as may be required by law by the appropriate State Government Department. An Auditor approved to operate in the State of Queensland shall carry out such audits.
- b) Auditors shall be appointed annually at the Annual General Meeting.
- 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 Business and Finance or President of the entity being audited.
- (v) Must not be related to any person employed as the Administrator or
- (vi) Accountant of the entity being audited.
- (vii) Must declare if he is 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 – COLLECTION SANCTION

- 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) The Branch and every affiliated Club shall each make application to the relevant Government Department for entitlement under the "Approved Association Registration". When registration is approved, and a "number" is issued all relevant requirements to maintain Registration shall be complied with in every detail.

BY-LAW 7.6 – FUND RAISING Policy 001

- a) Fundraising authority is vested in the Board, which may allocate portions of its responsibilities pertaining to specific major projects.
- b) The Board shall adhere to the general conditions associated with fund raising in Queensland as laid down by Surf Life Saving Queensland and/or Surf Life Saving Foundation -
 - (i) The Branch and Clubs -
 - (a) The Branch and Clubs are 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 as defined in **Clause 2.1**. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the SLSQ Chief Executive Officer or his nominee(s).
 - (b) Upon the granting of affiliation to any directly affiliated Club, the Branch shall define the area of such Club for the purpose whereupon the provisions of **By-law 7.6** shall apply to such Club.
 - (c) The area of the Branch shall be defined as from Port Douglas to Mission Beach.
 - (d) The Branch shall designate each Club fundraising area within its boundaries.

(ii) General -

- (a) In the case of any approval granted under the foregoing provisions, the SLSQ/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.
- (b) 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 Branch, Club, member or group of members concerned shall forthwith surrender to the SLSQ or Branch of such monies, and their right thereto, obtained as a result of such breach and the SLSQ or Branch shall thereupon, in its discretion, determine how and in what proportions (if any) such monies shall be applied; provided that the Branch, Club, member or group of members concerned may appeal to the State Council 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 SLSQ's Constitution and By-Laws relating to judicial action.

BY-LAW 7.7 - INSURANCE

a) General

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

b) Personal Accident Insurance

(i) Paid Staff and Employees -

A Workcover Policy shall be affected 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 SLSQ's Workcover Policy for all registered members of Surf Life Saving Queensland (except Junior Activities (Nipper) members aged 5 to 13 years i.e. (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 Lodgement of Claims -

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), e.g. 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.

(v) Junior Activity Members (5-14 Years) -

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

c) Public Liability Insurance

- (i) A public liability policy shall be negotiated by SLSA/SLSQ to cover the SLSQ, its affiliated Branches, Clubs, Auxiliary Organisations and its members, against legal action instigated by a member of the public.
- (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 SLSQ's Brokers, be submitted to the SLSQ Board for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
- (iii) The Branch, affiliated Clubs and Auxiliary Organisations shall be responsible for the costs of their own insurance and shall be well advised to reassess values at every year.

e) Directors and Officers Insurance

- (i) A Directors and Officers policy shall be negotiated by SLSA/SLSQ to cover officers against any claim, made against an officer during the policy period for a wrongful act.
- (ii) It is noted that this is a "claims made" policy, e.g. 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, e.g. breach of professional duty or by reason of any negligent act, error or omission.

BY-LAW 7.8 – FEES AND CHARGES

- a) Affiliation fees as referred to in **Clause 13** of the Constitution shall be included in the annual credit contribution that accompanies the Application for Affiliation Form. The Branch Board shall determine this contribution from time to time.
- b) Examination, Registration, Carnival Entry Fees and other general 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 thirty (30) days of the date of the invoice.

BY-LAW 7.9 – AFFILIATION

- a) The Branch and its affiliates agree -
 - (i) That they are 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 **Clause 12.3** shall apply.

BY-LAW 7.10 – HONORARIUM

An Honorarium may be granted to an Officer/s on the decision of the Branch Board any such Honorarium paid shall be subject to Income Tax.

BY-LAW 7.11 – 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 SLSQ is empowered to require such body to implement the requirements of **Clause 43** regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution, the SLSQ 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 of by those Clubs previously affiliated with the Branch or if those Clubs have ceased to exist transferred over to or taken possession of by the SLSQ to deal with as it may, in its absolute discretion, set fit.

SECTION 8

Membership

BY-LAW 8.1 - RESTRICTION

- a) All applications for membership of the Association shall be made annually on the approved Association Form and shall be available to males and females provided that Active Membership shall be limited to proficient SLSA Bronze Medallion holders.
- b) A member of a Life Saving Organisation affiliated with International Life Saving may be accepted as a member of an affiliated Club provided that the member complies with all the conditions for membership of this Association and its manuals.
- c) A non-financial, suspended or expelled member of an affiliated Club shall not knowingly apply to join another Club, nor shall an affiliated Club knowingly admit to membership, nor retain in membership, any past or present member of any Club who is financially indebted to or has been suspended or expelled from such Club.
- d) A Club shall immediately provide the Branch and SLSQ with the names and addresses of members who have had their membership cancelled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.
- e) Should a bona fide member of more than one Club be suspended or expelled by an affiliated Club, he shall not be allowed to compete in any competitions conducted by any Club of which he is a member, or by the Association.
- f) In cases of dispute, an appeal may be lodged with the Branch or SLSQ as the case may be.
- g) All members and elected Officers of an affiliated Club/Branch and SLSQ, shall have reciprocal rights within the facilities of Clubs throughout Queensland, and the conditions of entry upon and use of any Club facilities are at the discretion of the host Club.

BY-LAW 8.2 – CATEGORY POLICY

In relation to membership categories, each Club shall provide for the following types of membership and the following minimum qualifications shall be adhered to provide the procedure for granting Club Membership should be detailed in Club Constitutions or By-laws. These can be reviewed and amended from time to time in accordance with changes to SLSA, SLSQ or Branch Constitution.

- a) Probationary Member shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Club Committee.

NOTE: Probationary members are not Individual Members for the purposes of the SLSA. Constitution.

- b) Junior Activity Member (Nipper) shall be a minimum age of 5 years up to a maximum age of 13 years on a seasonal basis (age for a season is determined as at midnight on 30 September at the commencement of that season), and such person shall be required to gain the relevant Junior Activity Certificate for that person's age group.
- c) Cadet Members shall be subject to the age qualification as defined in the Association's Manuals and have obtained the Surf Rescue Certificate and passed an annual proficiency test.

- d) Active Members shall be Bronze Medallion holders and shall fulfil the full patrol and Club obligations, as provided by the Association and the Club Constitution and By-Laws and shall qualify in an annual proficiency test each season, unless the member has obtained his Bronze Medallion in that season.

Members gaining their Award prior to the first of July in any year are proficient only to the thirty-first December of the same year, whilst members gaining their Awards after the first of July in any year are proficient to thirty-first December of the year following.

e) Reserve Active Membership -

- (i) may be granted by a Club to active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight years patrol and Club obligations as provided by the Association and Club Constitution and By-laws. Reserve Active Membership shall not be automatic but shall be granted by resolution of the appropriate Club body.
- (ii) members shall perform a minimum of patrols in each Club where they hold Reserve Active Membership, as required by SLSA and further patrol duties at the discretion of the Club Management.
- (iii) members shall complete the Annual Proficiency Test.

Note: - Notwithstanding (i) above, Reserve Active Membership may be granted under exceptional circumstances to active members irrespective of years of service.

f) Long Service Membership -

- (i) may be granted by a Club to members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years reserve active service.
- (ii) members may be exempted from all or some patrol obligations and may be granted other special privileges of memberships as provided in the Club Constitution and By-laws;
- (iii) should such members join another affiliated Club the receiving Club shall determine if such member's Long Service shall be recognised by that Club.

g) Award Membership -

- (i) Award membership may be granted to persons who are proficient holders of an Association award of one or more of the following qualifications – Surf Rescue Certificate (Over 15 years of age), Radio Award(s), Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Award(s) (or equivalent).
- (ii) members may be called upon to perform patrols and/or other Club obligations commensurate with their qualifications, and provided they so do, shall then be eligible for voting rights as approved by the Club.

h) Associate Membership -

- (i) may be granted by a club to a person who may or may not be the holder of an Association award.
- (ii) does not entitle such member to voting rights unless elected to office or a position, which is provided with voting rights by the Club Constitution or By-laws.
- (iii) Shall carry a joining and/or annual membership fee substantially greater than fees for other categories of Club membership.

- i) Honorary Membership may be granted by a Club to persons who may or may not hold a SLSA Award and is not entitled to voting rights.
- j) Life Membership may be granted by Clubs and/or the Branch to members who have rendered distinguished or special service and as provided for in the Club/Branch Constitution or By-laws and is relevant to that Club/Branch only. **Clause 12.1**
- k) Past Active Membership:
 - (i) Past Active membership may be granted by a Club to persons who have held a SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years.
 - (ii) Past Active members may have Club voting rights at the discretion of the affiliated Club.

BY-LAW 8.3 – DUAL MEMBERSHIP (SLSA COMPETITIONAL 2.2.3)

Dual Membership In relation to dual or multi-club membership SLSA regulations shall apply:

- (a) Any member of a club may be admitted as a member of another club or clubs, providing such member has a clearance as provided for in the SLSA regulations and all membership requirements are met.
- (c) Any competing member shall not participate in any inter-club competition as a representative of more than one club during any one competition season unless and until their “competitive rights” have been transferred as provided for in the SLSA regulations.
- (d) Any competing member who is a member of more than one club shall be entitled to compete in intra-club events of all such clubs. Notwithstanding the International Transfer Provisions detailed in this Manual, members may belong to a Surf Life Saving Club in both Australia and New Zealand (SLSNZ) and choose to compete for both clubs (except at the same competition) provided they meet the award, proficiency, patrol and membership requirements and all other obligations relevant to the country and club for which they wish to compete.

Note: Members with dual SLSA/SLSNZ membership may, as a matter of protocol, advise their Branch/State/National authority before competing for their alternate club.

BY-LAW 8.4 – MEMBERSHIP CLEARANCES (SLSA COMPETITION 2.2.4.3)

- (a) Any member, who desires to join another club but still retain membership of their existing club(s), or any person who has ceased to be a member of a club but who desires to join another club, shall first obtain from their present club(s), or from the club of which he/she was last a member, a Clearance. This process can be performed in Surfguard or on the prescribed form (SLSA F004). A member or club may use the transfer form as proof that a transfer has been initiated.
- (b) The clearance process (Surfguard or Form) is to indicate: (i) Any awards that may be held by such person, and (ii) That such person is not indebted in any way to any SLS entity including any club(s); and (iii) That such person is not expelled or under suspension from such club(s) or any other SLS entity; and (vi) The club which shall hold/retain the person’s competition rights.
- (c) Where a Clearance is initiated in Surfguard (termed Non-Competitive transfer) only items (ii) and (iii) (above) shall apply.
- (d) The member desiring the clearance shall initiate the transfer process either in Surfguard or if using the form, obtain the prescribed duplicate controlling authority clearance form and, after entering the relevant details lodge the original with the "losing" club and the duplicate with the relevant controlling authority.

- (e) The "losing" club shall, within fourteen (14) days of receiving the request, endorse or reject the application (in Surfguard or on the form). The club shall record its decision regarding the transfer application in club's records, and if using the form, immediately forward the copy with the club's decision to the controlling authority. The club shall advise the member of its decision.
- (f) If the "losing" club approves the application the controlling authority shall advise the member or if using the form record the approval on the original and return the same to the Member. The controlling authority shall minute the decision and if using the form shall notate the form with the decision and retain the duplicate.
- (g) If the "losing" club rejects the application and indicates in Surfguard, the application shall be considered at the next meeting of the controlling authority for a decision and such decision shall be final. For the avoidance of doubt there is no appeal against a decision under this clause. The decision shall be advised to the member and if using the form recorded on the original and returned to the member. The controlling authority shall minute the decision and if using the form shall notate it and retain the duplicate.
- (h) If the controlling authority does not receive a decision or the form from the "losing" club within twenty-one (21) days of Surfguard request being initiated or the receipt of the duplicate form, the application shall be considered at the next meeting of the controlling authority for a decision. Any decision made at the meeting shall be final. For the avoidance of doubt there is no appeal against a decision under this clause. The "losing" club and the member shall be advised by the controlling authority of its decision in writing.
- (i) Clearance of transferring members shall automatically take effect from the date when the application is approved by the controlling authority.

BY-LAW 8.5 – DOMESTIC COMPETITIVE TRANSFERS (SLSA COMPETITION 2.2.4.1)

A member of an Affiliated Club who desires to transfer competitive rights to another Affiliated Club during the currency of a calendar year (1 January to 31 December) may do so under the following conditions:

- (a) A member is permitted two competitive rights transfers in a calendar year (i.e. 1 January to 31 December of that year). Any further transfer application in that year will be processed but will only take effect (if approved) in the next calendar year. An exception to this will be bona fide relocation because of employment, study or family commitments. Such competitive rights transfers will be subject to consideration and approval by the relevant controlling authority of the member's "losing" club.
- (b) Any International Life Saving (ILS) rulings in respect of competition transfers, international transfers and World Championship events will be complied with.
- (c) A member desiring a competitive rights transfer shall initiate the transfer process at either the "gaining" or "losing" club (refer SLSA Policy 6.24) and, after the details are entered into Surfguard ensure the Transfer function in Surfguard has been initiated. A member or club may use the transfer form as proof that a transfer has been initiated.
- (d) Where a State does not use the Surfguard Transfer function or continues to use the paper-based form (SLSA Form F004) the form shall be lodged with the "gaining" club, "losing" club and Controlling Authority (i.e. Branch or State).
- (e) The "losing" club or its executive shall, within fourteen (14) days of receiving the original, endorse or reject the application (in Surfguard or on the Form). The club shall record its decision regarding the transfer application in club minutes, and if using the form immediately forward the copy with the club's decision to the controlling authority. The club shall advise the member of its decision.
- (f) If the "losing" club approves the application the controlling authority shall advise the member or if using the form record the approval on the original and return the same to the member. The controlling authority shall minute the decision and if using the form shall notate the form with the decision and retain the duplicate.

- (g) If the "losing" club rejects the application and indicates this in Surfguard, the application shall be considered at the next meeting of the controlling authority for a decision and such decision shall be final. The decision shall be advised to the member and if using the form recorded on the original and returned to the member. The controlling authority shall minute the decision and if using the form shall notate it and retain the duplicate.
- (h) If the controlling authority does not receive a decision or the form from the "losing" club within twenty-one (21) days of Surfguard Transfer request being initiated or the receipt of the duplicate form, the application shall be considered at the next meeting of the controlling authority for a decision. Any decision made at the meeting shall be final. The "losing" club and the member shall be advised of such decision in writing.
- (i) Subject to Rule 2.2.4.1 (a), transfers of competitive rights shall take effect from the date the application is approved by the controlling authority.

BY-LAW 8.6 – VOTING RIGHTS

Membership voting rights of affiliated Clubs shall be limited to Active, Reserve Active, Long Service and Life Members, Past Active Members at the discretion of the affiliated Club.

BY-LAW 8.7 – CAPITAL EXPENDITURE

- a) The Branch and its affiliated Clubs shall notify SLSQ of any proposed capital expenditure over \$100,000.00.
SLSQ Policy 106
- b) Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- c) Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Club (including affiliated Supporters Club) funds or borrowings.
- d) Such notification is to include –
 - (i) a brief outline of the proposed expenditure clearly stating the intended purpose.
 - (ii) details of architectural plans (where necessary).
 - (iii) cost estimates with recommendation and justification (3 quotes).
 - (iv) details of recommendation of the above proposal in General Meeting minutes.
 - (v) latest financial information (Profit and Loss & Balance Sheet) prepared in accordance with accrual accounting requirements; and
 - (vi) any other information considered relevant.
- e) Where financing is required to support the capital expenditure, the Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- f) In the situation where, future anticipated income (e.g. future distributions from Supporters Clubs including gaming, meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following –
 - (i) a detailed business plans.
 - (ii) Cash flow projections for at least five years.
 - (iii) market survey/sensitivity analysis confirming the feasibility of the proposal
 - (iv) funding arrangements.
- a) Such proposals shall be dealt with in the following manner –

- (i) Proposals shall be assessed by the SLSQ Board of Finance and Property upon receipt of all relevant information. The Board may seek external advice.
- (ii) After assessing the proposal, SLSQ may issue an "Approval to Proceed". Any such approval (which may be granted or withheld conditionally or unconditionally at SLSQ's discretion) forms part of SLSQ's policy of encouraging responsible financial and asset management, but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.
- (iii) If SLSQ declines to issue an "Approval to Proceed" it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by SLSQ (for example by following SLSQ's recommendations or conditions of approval), the applicant must undertake any such further action based on independent financial and other relevant professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by SLSQ, the applicant accepts the risk that this might not be appropriate for your circumstances.

BY-LAW 8.8 – BUSINESS DEVELOPMENT/VENTURE

- a) Affiliated clubs within the Branch shall inform the branch about any developments or redevelopments or any developments of commercial or non-commercial ventures on existing property or elsewhere, which involve expenditure of over \$100,000.00.
- b) In order to protect and enhance the Association's objectives, SLSQ affiliated Clubs (including SLS Supporters Clubs and related entities) and the Branch shall inform and consult with SLSQ about any developments or redevelopments, or any developments or commercial or non-commercial venture – on existing property or elsewhere – which involve expenditures over \$100,000.00
- c) Examples of such developments or ventures where SLSQ needs to be consulted include:
 - (i) major development or re-development of a clubhouse.
 - (ii) development or re-development of any property.
 - (iii) land and/or property acquisition (Freehold or lease)
 - (iv) negotiation and/or renewal of leases.
 - (v) a commercial or non-commercial venture either on-site (e.g. at the clubhouse) or off-site, either singularly or in partnership.
- d) SLSQ affiliated Clubs and the Branch shall notify SLSQ's CEO immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club or Branch.
- e) SLSQ may request further information such as plans, contractual arrangements, financial and feasibility studies (as per the "Capital Expenditure Policy") etc to ensure the project/venture is in keeping with the aims and objects of the Association and is financially sound.
- f) SLSQ shall review all such information (with external expert advice if necessary) and if considered appropriate issue an "Approval to Proceed" (as per the existing Capital Expenditure Policy).
- g) No development or venture shall proceed until SLSQ has issued the "Approval to Proceed".
- h) SLSQ shall be kept informed on a regular basis where such developments/ventures have been given "approval to proceed".
- i) SLSQ shall respect and comply with any "commercial in confidence" issues.

BY-LAW 8.9 – INTELLECTUAL PROPERTY

- a) The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSA.
- b) No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.
- c) The following procedures shall apply where a Club or Branch wishes to use "red and yellow" imagery/property:
 - (i) A Club/Branch must obtain SLSQ's approval to use or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags.
 - (ii) SLSQ has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Club's/Branch's local area.
 - (iii) SLSQ has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a Club's/Branch's area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a license fee attached.
 - (iv) SLSQ cannot approve the use of red and yellow imagery if it goes (or has the potential to be seen) in other SLSQ's territories. SLSA approval is required in such cases.
 - (v) The Club/Branch has every right to use its own Club caps, uniforms and imagery in Queensland.

BY-LAW 8.10 – MEMBER PROTECTION (SLSA POLICY 6.05)

The Branch adopts the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time. These shall be replicated in the By-Laws but cannot be amended from the SLSA Regulations without the prior written approval of SLSQ and SLSA.

- a. The Branch is committed to the health, safety and wellbeing of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating surf lifesaving 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 or 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 8.11 – CODES OF CONDUCT (SLSA POLICY 6.05) Appendix B

All Members and all people involved in any way with SLS will:

- a) Respect the rights, dignity and worth of others—treat others as you would like to be treated yourself
- b) Be ethical, considerate, fair, courteous and honest in all dealings with other people and organizations
- c) Be professional in, and accept responsibility for your actions

- f) Be aware of and follow at all times SLS standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others
- e) Operate within the rules and spirit of the sport, including the national and international guidelines that govern SLS
- f) Understand the possible consequences of breaching the codes and/or this policy
- g) Report any breaches of the codes or this policy to the appropriate PPA
- h) Refrain from any form of abuse, harassment, discrimination and victimization towards others
- i) Raise concerns regarding decisions of PPA through the appropriate channels and in a timely manner
- j) Provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy
- k) Show concern, empathy and caution towards others that may be sick or injured
- l) Be a positive role model to all
- m) Respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organizational information
- n) Maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s)
- o) Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
- p) Refrain from intimate relations with persons over whom you have a position of authority
- q) Agree to abide by the codes
- r) Maintain a duty of care towards others
- s) Be impartial and accept the responsibility for all actions taken

SECTION 9

Club Colours/Badges, Competitive Conditions

BY-LAW 9.1 – COLOURS AND BADGES (SLSA Regulation 6.3)

- a) Each new affiliated Club shall apply to the SLSQ to register its proposed colours and badge and competition cap design, which shall be subject to the endorsement of the SLSQ and the approval of the Association.
- b) The existing Branch and Clubs' colours and badges shall not be altered without re-endorsement of the SLSQ and the approval of the Association.
- c) Initial registration of colours and badges is subject to the payment of a fee, as is each additional registration. No registration fee shall be payable with the annual club affiliation, unless a change of registration is desired. The registration fee shall be as determined from time to time by the Association.
- d) The Association from time to time shall appoint a Cap Registrar who shall be responsible for the administration of this regulation, and who shall maintain a cap colour register.
- e) Every three (3) years the CAP Registrar shall update the CAP register.

BY-LAW 9.2 – COMPETITIONS –

- a) Not limited to that which is contained in the NQB surf sports manual and the NQBYST protocols
- b) The Branch shall have power to regulate all competitions between Clubs and/or directly affiliated Clubs within its boundaries. The Branch Championships shall be held at a venue within the Branch Boundaries whenever possible.
- c) The Branch, through their respective 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 the State Board of Surf Sports and no Inter-Club competition within the Branch shall be held without the approval of the Branch or SLSQ.
- d) 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.
- e) Wagering and/or gambling by persons competing or participating (e.g. 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 – TROPHIES, PRIZES AND ELIGIBILITY

a) Trophies

The following shall apply to trophies:

- (i) no trophy unless sanctioned by the Branch Board, shall be given by an individual, Club, organisation or competed for, or accepted by any competitor or competitors other than suitably inscribed (where possible) lifesaving gear, badges, pennants, medals or items of clothing;
- (ii) cash equivalents shall not be offered in lieu of an advertised trophy.

- (iii) neither of the foregoing paragraphs shall prevent any donor from providing, for competition, any items of approved Association gear.
- (iv) a trophy offered from any source shall not be accepted for interclub competitive conditions unless the Branch Board approves such trophy and competitive conditions. Such conditions shall provide for the trophy to be won within a period of not more than three years, unless the nature of the trophy warrants a contest over a longer period. Every effort should be made to induce donors to donate trophies in the form of surf lifesaving gear and the winner should be determined in one season.
- (v) should the Branch or a club desire to conduct an Interclub competition or a competition at an interclub carnival, or over a series of interclub carnivals for a suggested trophy, the trophy or its value must be in the hands of the Branch Board or Club before the competition commences;
- (vi) notwithstanding the foregoing paragraphs, it shall be permissible for a donor to provide a perpetual trophy for competition to honour the memory of a dignitary, such trophy to be contested under conditions approved by the Branch.
- (vii) all perpetual or series shields, cups or trophies shall be returnable, if required, to the Branch, one month prior to the next competition.
- (viii) holders of the perpetual or series shields, cups or trophies shall be responsible for their safekeeping and proper care, but the Branch shall affect insurances.

b) Prize Money (SLSA Regulation 4.4)

In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of SLSA to compete for or accept such trophies or prizes the following shall apply:

a. SLSA reserves to itself the authority to determine from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.

SLSA is the authority to approve competitions involving "cash prizes" and therefore any Affiliated Club or other section of SLSA, wishing to allocate any "cash prizes" for competition events shall seek the approval of their respective Branch, State Centre or in the case of events involving international or interstate competitors, SLSA. "Cash prizes" shall not be awarded by entities for any event at a SLSA championship carnival. (i.e. Branch, State and Australian Championships).

c. Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear and/or equipment as prizes rather than cash, but where cash prizes are presented, they shall be portrayed as coming direct from the sponsor (s). Cash prizes shall be distributed utilizing club banking account.

Note: - Members of SLSA who hold membership of an Olympic Sporting Organisation shall be mindful of the eligibility requirements of the Australian Olympic Federation.

BY-LAW 9.4 – COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS (SLSA Regulations 4.3)

Members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualification. In relation to rights and qualifications the following shall apply

- a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.

- b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to participate in Association events, contests, carnivals and competitions.
- c) Members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA that they will attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in By-Law 9.4(a) above.

BY-LAW 9.5 – TEAM MANAGEMENT

- a) Every Club or Branch participating in any carnival or similar function shall appoint an Administrator of its competitors and other members of the Club or Branch selected to represent and/or assist the Club or Branch at such carnival.
- 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 a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the Carnival.
- e) The Manager shall remain in attendance with his team during the course of such carnival or similar function and shall act to ensure that competitors under his control report to the Check Marshall immediately they are called upon so to do.
- f) The Manager shall report to the Carnival Referee or other nominated official whenever called upon so to do by the Carnival Announcer or other authorised official and shall comply with the directions then given him.
- g) All persons who travel with the Branch Team shall come under the jurisdiction of the Branch Team Manager.

SECTION 10

Visits and Tours

In relation to visits and tours by Association Individual Members or teams who shall include all persons who travel with or under the arrangements made by the Association, SLSQ, Branch or Affiliated Club, the following directions shall be mandatory requirements.

BY-LAW 10.1 – INTER-CLUB/INTERSTATE VISITS (SLSA Visits & Tours Guidelines 1.2)

In relation to affiliated clubs or a member or members of an affiliated club wishing to visit other clubs within Australia, the following shall apply: -

- a) Visits within a State, Territory or Branch shall be subject to the control of that Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.
- b) With the exception of national surf carnivals, interstate visits shall be subject to advice to the SLSQ and Branch by the intending touring party at least twenty-one (21) days prior to such visits.
- c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name, address and contact details of the Team Manager/s who shall be deemed responsible in the event of necessity for future reference.
- d) Providing there are no grounds for objection, the SLSQ of the intending touring party shall forthwith advise the relevant SLSQ/s of the proposed visit to their region.

BY-LAW 10.2 – INTERNATIONAL TOURS POLICY (SLSA Visits & Tours Guidelines 1.3)

When individuals or teams are identifiable as Association members by uniform of insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply:

- a) At least six months' notice of the proposed departure date shall be given by a Club, Branch or SLSQ before permission to tour shall be granted, unless under special circumstances as approved by the Australia Council.
- b) The Branch shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by any Club.
- c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the body making the tour, however, the Association strongly recommends the inclusion of Educational Officers in any team to tour overseas.
- d) No Club shall knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ.
- e) The Association shall reserve the right to set special conditions under which permission will be granted to a Club/Branch team to tour overseas countries.
- f) At least one month prior to the departure of any Club or Branch team, SLSQ and Australia Council shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team Manager.

- g) Any Club, Branch or State Team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the Manager shall be automatically responsible to the Association and may be called before the Branch, State or Australia Council to face judiciary inquiry and possible disciplinary action.
- h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph where possible) must be supplied to the Branch/SLSQ within ten (10) weeks of the completion of the tour.
- i) Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of team members and to such special lifesaving and/or display equipment as shall be provided for use on the tour.

BY-LAW 10.3 – INTERNATIONAL TOURS – WITHOUT INVITATION (SLSA Visits & Tours Guidelines 1.4)

A Club or Branch seeking to tour overseas without having received a specific invitation shall:

- a) make application to its Branch, SLSQ or Australia Council (whichever is its immediate controlling body) for permission to conduct a tour, which shall include the following:
 - (i) proposed itinerary.
 - (ii) duration of the tour.
 - (iii) proposed composition of the team (a detailed composition of team members, names, capacities, etc., should be supplied as soon as it is completed).
 - (iv) details of how the tour will be financed including any proposals of sponsorship.
 - (v) aims and objectives of the tour, having regard to surf lifesaving.
 - (vi) an undertaking that the Branch, SLSQ or Association will not in any way be financially responsible for the tour;
 - (vii) the method of selection to be used.
- b) If the application by the Club is endorsed at Branch level, the Branch shall then forward the application to the SLSQ requesting endorsement of same and onforwarding to Australia Council, and in the case of an application to tour by a Club affiliated directly to the SLSQ, the SLSQ shall, if it endorses the application, forward same to Australia Council.
- c) The Australia Council upon receipt of the application, and if satisfied all conditions have been met, may then seek from the overseas country, district or club concerned, permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond directly with the overseas body.

BY-LAW 10.4 – INTERNATIONAL TOURS – WITH INVITATION (SLSA Visits & Tours Guidelines 1.5)

A Club or Branch seeking to tour overseas after having received a specific invitation shall:

- a) makes an application to its Branch, State Centre or SLSA (whichever is its immediate controlling authority) for permission to conduct a tour which shall include the following:
 - (i) proposed itinerary.

- (ii) duration of the tour.
 - (iii) proposed composition of the team (a detailed composition of team members, names, capacities etc, should be supplied as soon as it is completed).
 - (iv) details of how the tour will be financed including any proposals of sponsorship.
 - (v) aims and objectives of the tour, having regard to surf lifesaving.
 - (vi) an undertaking that the Branch, State Centre or SLSA will not in any way be financially responsible for the tour; and
 - (vii) the method of selection to be used
- b) SLSA, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the Club, Branch or State Centre permission to correspond directly with the overseas body. Before granting this permission, SLSA will ascertain from the national overseas body that the invitation has been endorsed by them.
- c) SLSA, upon receipt of the application and if satisfied all conditions have been met, may then seek permission to tour from the overseas country, district or club concerned.

BY-LAW 10.5 – TOURS OF AUSTRALIA (SLSA Visits & Tours Guidelines 1.6)

In relation to tours by overseas lifesaving organisations to a Club, Branch or State Centre in Australia the following conditions shall apply:

- a) If any Club, Branch or State Centre wishes to invite any overseas lifesaving body to tour in Australia, it must firstly make an application to SLSA through its Branch/State Centre. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary, and details of any appointed Liaison Officer/s.
- b. Branches and/or State Centres receiving such applications shall, before endorsing the applications, consider the following:
- i. the ability of the Club and/or Branch to host such a tour having in mind the membership and financial situation of the hosting Club and/or Branch.
 - ii. that the proposed tour will not seriously disrupt any programming of the Club, Branch or State Centre.
 - iii. that qualifications of host bodies liaison officer/s are satisfactory to properly carry out the required duties; and
 - iv. such tours may be referred to as "domestic tours" and once authority has been given by the applicable Branch, State Centre and SLSA those authorities shall not bear any responsibility, financial or otherwise in connection with the tour.
- c. SLSA, upon receipt of the endorsed application and provided that all the necessary conditions have been met, will consider the application and if approved, SLSA shall notify the overseas association concerned. The tour should not be considered confirmed however until the overseas association has advised SLSA of the invitation acceptance.
- d. Within eight weeks of the completion of any visit by an overseas body, the host Club, Branch or State Centre shall supply SLSA with a comprehensive report detailing the activities and achievements of the tour.
- e. Despite a tour being classified as a "domestic tour" it is anticipated that the host Club, Branch or State Centre will take such opportunities to invite the Branch, State Centre and the SLSA representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

SECTION 11

Discipline and Judicial, Penalties, Appeals and Grievances

BY-LAW 11.1 – JURISDICTION (SLSA Regulations 5.1)

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

- (i) the Board
- (ii) the Judiciary Committee
- (iii) the Carnival or Function Sub-Committee as defined in **By-law 11.2(b)**
- (iv) 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 a member has alleged:

- i. Breached, failed, refused or neglected to comply with the membership directives or any resolution or determination of the Board, a State Centre, a Branch, Club or any duly authorised SLSA committee; or
- ii. Acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of SLSA and/or Surf Lifesaving; or
- iii. Brought themselves, SLSA, any State Centre, Branch or Club or surf lifesaving into disrepute; or
- iv. Competed or in any way participated in a lifesaving competition and/or used SLSA equipment contrary to SLSA **Regulation 4.3(c)** or has failed to obtain the permission of SLSA to so compete or participate in that competition or use that SLSA equipment.

the Board, a State Centre, a Branch or a Club may commence or cause to be commenced investigatory and/or disciplinary proceedings ("proceedings") against that Member, and that Member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in these Regulations. Notwithstanding the foregoing, the Board, State Centre, Branch or Club may commence proceedings, or undertake such investigation into, or such other action in regard to, the conduct which may warrant the commencement of proceedings and/or the referral of the matter to a Judiciary Committee.

BY-LAW 11.2 - 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 Branch and SLSQ and the Branch may deal with any member failing in any of these requirements.

b) Carnivals, Competitions, Conference (SLSA Regulations 5.3)

- (i) At Branch Carnivals, Competitions, Seminar, Congresses or other activities, 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 Branch shall appoint the Committee, consisting of no less than three (3) members. 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 Association or other activity which is relative to the misconduct.
- (iii) The Committee shall forthwith report in writing their enquiries and decisions to the Branch, and if applicable, to the SLSA and the SLSQ.
- (iv) Clubs shall have like powers over their members within their jurisdiction and likewise, Auxiliary Organisations shall have like powers over their members.
- (v) 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 11.4.

BY-LAW 11.3 – PENALTIES SLSA Regulations 5.1.4

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes:
 - i. A reprimand.
 - ii. Suspension of membership rights including but not only competition rights.
 - iii. Suspension of such activities, on such terms and for such period as the Judiciary Committee thinks fit.
 - iv. Exclusion from a particular activity, event or events.
 - v. Expulsion.
 - vi. Fines, imposed in such manner and in such amount as the Judiciary Committee thinks fit;
 - vii. Such combination of any of the above penalties as the Judiciary Committee thinks fit; or
 - viii. Additional Service, requiring the Member to undertake an activity-based penalty, imposed in such manner as the Judiciary Committee deems 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 SLSQ 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, Director Delegate or Officer is suspended by the Branch, he/she 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 11.4 – APPEALS (SLSA Regulations 5.2/5.3.2)

- a) Any Club or Auxiliary Organisation or member penalised by 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) the decision was affected by actual bias; or
 - (ii) there was no material on which the decision could reasonably be based.
- b) An appeal is only permitted on one or more of the following grounds:
 - (i) the decision was affected by actual bias; or
 - (ii) there was no material on which the decision could reasonably be based.
- c) Any Club or Club member penalised by the Branch shall have the right to appeal to SLSQ or Branch 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) the appeal shall be made through the Branch body who shall forthwith refer the appeal to the SLSQ, provided that the Branch may, at the same time submit any representations on the appeal, which it may wish to make.
 - (iii) upon the setting of an appeal hearing, SLSQ shall either itself, or by its Judiciary Committee, or by a Committee appointed for the purpose, hears the appeal and communicates its decision in writing to the appellant.

BY-LAW 11.5 – 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 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.

BY-LAW 11.6 – GRIEVANCES

The North Queensland Branch adopts the **Judicial and Discipline Regulations of SLSA Section 5** as amended from time to time. These shall be replicated in the By-Laws but cannot be amended from the SLSA Regulations without the prior written approval of SLSQ and SLSA.

GRIEVANCE RESOLUTION PROCEDURE SLSA Member Protection Policy 6.05 section 4.4

- 1) Mediation is a process that allows the people involved in a grievance or more formal complaint to talk through the issues with an impartial person—the mediator—and work out a mutually agreeable solution.
- 2) Mediations should be applied in the first instance to resolve any matter or grievance that does not involve
a breach of rules or other matter attracting investigation or disciplinary action.
- 3) The mediator does not decide who is right or wrong and does not tell either side what they must do.
- 4) Instead, he or she helps those involved to talk through the issues and makes sure that the process is as
fair as possible for all concerned.
- 5) Mediation may occur either before or after an investigation of the formal complaint or report. Serious allegations should not be mediated, even if both parties would like to attempt mediation. Mediation may
- 6) be recommended only if:
 - a) both parties have had a chance to tell their version of events
 - b) the Involved Organisation dealing with the grievance or formal complaint does not believe that
 - c) any of the allegations warrant any form of disciplinary action
 - d) mediation looks like it may work.
- 7) There are some situations where mediation will not be appropriate, including:
 - a) when the people involved have completely different versions of the incident when one or both
 - b. parties are unwilling to attempt mediation
- 8) when the issues raised are sensitive in nature
- 9) when there is a real or perceived power imbalance between the people involved
- 10) matters that involve serious, proven allegations.
- 11) The Involved Organisation should, in consultation with the Complainant and the Respondent(s), appoint

- 12) a mediator to help resolve the grievance or formal complaint. The Involved Organisation's choice of
- 13) mediator will be final.
- 14) The mediator will talk with the Complainant and Respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed.
- 15) The mediator may require the parties to sign a formal mediation agreement setting out the parties' agreement to the rules and process for the mediation. The parties involved must respect and comply with the terms of the agreement.
- 16) All issues raised during mediation will be treated confidentially. All SLS Entities respect the rights of the
- 17) Complainant and the Respondent(s) to pursue an alternative process outside the SLS rules framework if the grievance or Formal complaint is not resolved.
- 18) For the avoidance of doubt, neither party is entitled to be represented by a legal practitioner at mediation.
- 19) At the end of a successful mediation the mediator will prepare a further document that sets out the agreement reached between the Complainant and Respondent(s) and they should sign it as their agreement. The parties involved must respect and comply with the terms of the agreement.
- 20) If the grievance or formal complaint is not resolved by mediation, the Complainant may:
 - a) write to the Involved Organisation to request reconsideration of the grievance or formal
 - b. complaint via either an independent investigation or a Hearing Tribunal. The Involved Organisation is not obliged to reconsider the grievance or Formal complaint. There is no right of
 - c. appeal where the Involved Organisation determines not to reconsider the grievance or Formal
 - d. complaint
- 21) approach an external agency such as an anti-discrimination commission or equal opportunity
 - a. commission to resolve the matter.
- 22) If a grievance or Formal complaint has not been resolved through the mediation procedure outlined above
- 23) it shall be deemed concluded unless the grievance or Formal complaint is also a potential disciplinary or judiciary matter.
- 24) If a person lodges a grievance or Formal complaint under a State Centre Member Protection and/or

25) Complaints Handling Policy they are not permitted to lodge the same grievance or Formal complaint or

related grievance or complaint under these procedures in this SLSA Member Protection Policy. For the avoidance of doubt a grievance can be raised only under one policy or the other.

26) There is no right of appeal arising from this grievance procedure under this Policy or any State Centre Policy

Rules of debate refer to Appendix B

North Queensland Branch Badges refer to Appendix C

APPENDIX B
RULES OF DEBATE

1. GENERAL

- 1.1. The undermentioned rules shall apply to the conduct of all meetings of the Council, Board, 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.
- 2.2. 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.
- 2.3. 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

- 3.2. Any member desiring to speak shall stand or raise their hand up and address the Chairperson.
- 3.3. If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.
- 3.4. 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.
- 3.5. No member shall interrupt another while speaking, except to rise to a point of order.
- 3.6. No speaker shall digress from the subject under discussion.
- 3.7. No member shall use offensive or unbecoming words.
- 3.8. 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.
- 3.9. 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.
- 3.10. 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".
- 3.11. 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.
- 3.12. 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 **(By-Law 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. 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.
- 4.10. 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.
- 4.11. 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.
- 4.12. The mover of an amendment has no right of reply.
- 4.13. A member, who formally seconds a motion or amendment without speaking, may speak in support at a subsequent stage of the debate.
- 4.14. 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.
- 4.15. When an amendment is carried, the motion as amended becomes the motion before the meeting.
- 4.16. 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.
- 4.17. 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

- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. The Chairperson may appoint tellers to assist him in counting a vote.

APPENDIX C

NORTH QUEENSLAND BRANCH

EMBLEM



LIFE MEMBERSHIP BADGE



COMMON SEAL