

THE CONSTITUTION
OF THE
TRIGG ISLAND SURF LIFE SAVING CLUB (INC)

28th June 2009

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SECTION 1 NAME

1.1 The Club shall be called the Trigg Island Surf Life Saving Club Inc. and shall consist of all persons duly elected as members.

SECTION 2 OBJECTS

2.1 The objects of the Club shall be:

- (a) To affiliate with Surf Life Saving Western Australia (known hereafter as the SLSWA);
- (b) The study and practise of methods of Surf Life Saving as laid down by Surf Life Saving Australia;
- (c) To minimise the loss of life from drowning and render all possible aid to those in distress by providing beach patrols as laid down by the State Centre within the borders of the beach;
- (d) To promote demonstrations and arrange classes of instruction for members of the public in water safety and resuscitation and so bring about a widespread and thorough knowledge of the principles which underlie the art of swimming in the surf, and to further promote generally the best interests of Surf Life Saving;
- (e) To co-operate with the local governing authorities in taking such measures as are considered necessary by the club to ensure the safety of users of the beach;
- (f) To organise and conduct competitions and social functions for the benefit of the club and its members;
- (g) To adhere to the conditions as laid down by the SLSWA;
- (h) To adhere to the provisions of the Liquor Control Act 1998, and;
- (i) To provide conveniences for the club members by acquiring and improving any premises necessary for carrying out the objects of the club.
- (j) To enter into commercial arrangements, including sponsorship and marketing opportunities, as appropriate to further the Club's viability.

SECTION 3 MEMBERSHIPS

In all cases, age shall be decided as at September 30 each year.

3.1 ACTIVE MEMBERSHIP

- 3.1.1 An Active Member shall be a Bronze Medallion holder and shall fulfil the full rostered Patrol and Club obligations as provided by the Association and Club Constitution and By-Laws and shall qualify in an Annual Proficiency test each season, unless the member has obtained the Bronze Medallion in that season.

An Active Member shall be categorised as follows:

- (a) A Senior Member – shall be a person of a minimum of 19 years of age;
- (b) Under 19 – shall be a minimum of 17 years of age but under 19 years of age;
- (c) Under 17 – shall be a minimum of 15 years of age but under 17 years of age and also be holders of a Bronze Medallion.
- (d) Under 15 – shall be a minimum of 13 years of age but under 15 years of age and also be holders of a Bronze Medallion.

3.2 ACTIVE RESERVE MEMBERSHIP

- 3.2.1 Active Reserve Membership may be granted by the Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of rostered Patrol and club obligations as provided by the Association and Club Constitution and By-Laws;
- 3.2.2 Such members shall complete the Annual Proficiency test each season and shall complete the full Club and Patrol obligations as provided by the Association and Club Constitution and By-Laws;
- 3.2.3 Active reserve membership may be granted under exceptional circumstances to Active members irrespective of years of service;
- 3.2.4 Except in cases granted under Clause 3.2.3 above, Active Reserve Members need not reapply for such membership each season.

3.3 LONG SERVICE

- 3.3.1 Long Service Membership may be granted by the Club to members who have completed ten (10) years of Active Membership or to members who have completed eight (8) years Active Membership plus four (4) years Active Reserve Membership;
- 3.3.2 Such members shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in the Club Constitution and By-Laws;
- 3.3.3 Long Service Membership may be granted in exceptional circumstances to an Active or Active Reserve Member irrespective of the years of service;
- 3.3.4 Except in cases granted under clause 3.3.3 above, Long Service Members need not reapply for such membership each season;
- 3.3.5 Long Service Members shall complete such Annual Proficiency Test as required by SLSWA.

3.4 YOUTH MEMBERSHIP

- 3.4.1 An Under 15 Member shall be a member who has obtained the Surf Rescue Certificate in that season or a holder of a Surf Rescue Certificate and has passed the Annual Proficiency Test and is under fifteen (15) years of age;
- 3.4.2 An Under 17 Member shall be a member who has obtained the Bronze Medallion in that season or a holder of the Bronze Medallion and has passed the Annual Proficiency Test and is under seventeen (17) years of age.
- 3.4.3 An Under 19 Member shall be a member who has obtained the Bronze Medallion in that season or a holder of the Bronze Medallion and has passed the Annual Proficiency Test and is under nineteen (19) years of age.
- 3.4.4 Under 15, Under 17 and Under 19 members shall fulfil the Patrol and Club obligations as provided by the Association, Club Constitution and By-Laws.

3.5 JUNIOR MEMBERSHIP

- 3.5.1 Junior Members shall be members between the age of seven (7) and thirteen (13) years inclusive.

3.5.2 Junior Members shall be required to gain the relevant Surf Education Certificate for their age group.

3.6 AWARD MEMBERSHIP

3.6.1 Award Membership may be granted by the club to persons who hold an SLSA award of one, or more, of the following qualifications:- Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate, or First Aid Certificate (or equivalent).

3.6.2 Such members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.

3.7 LIFE MEMBERSHIP

3.7.1 Life Membership may be granted by the Club to any member over the age of thirty (30) years who has rendered outstanding service to the club and has a minimum fifteen (15) years membership excluding Junior Membership.

3.7.2 Outstanding service is based upon:
“Excelling in the performance of duties required as an Office Bearer and/or efficient Patrol service during membership and/or outstanding competitive service and/or special service”

3.7.3 Life Members shall only be elected at an Annual General Meeting upon attaining by secret ballot a majority of three quarters of those present and eligible to vote provided that the nomination has first been submitted to a duly constituted meeting of the Board of Management and approved by three quarters majority vote by secret ballot at that meeting.

3.7.4 Notwithstanding Clause 3.7.1 above, Life Membership may be granted by the Club under any exceptional circumstances such as a member who has become incapacitated in the performance of duty as a surf live saver.

3.7.5 Life Members will be exempt from paying Annual Registration Fees.

3.8 ASSOCIATE MEMBERSHIP

3.8.1 Associate Membership may be granted by the Board of Directors on application.

3.9 PROVISIONAL MEMBERSHIP

3.9.1 Provisional Membership may be granted by the club to persons over the eighteen (18) years of age.

3.10 DISTANT RESIDENT MEMBERSHIP

3.10.1 Distant Resident Membership may be granted by the club to persons whose permanent residence is not less than fifty (50) kilometres from the Club premises.

3.11 AFFILIATE MEMBERSHIP

3.11.1 Affiliate Membership may be granted by the Club to persons who have proved current financial membership of a body which has been approved by the Board of Directors as an Affiliate body.

3.11.2 Such members shall not be entitled to nominate for positions on the Board of Directors.

3.12 PROBATIONARY MEMBERSHIP

3.12.1 Probationary Member is the designation of any person for the time between applying for membership and the gaining of an award and/or the granting of a formal category of membership.

3.12.2 Such membership in this category can only be held for a maximum of three (3) months and/or until the holding of the Award examination appropriate to their category and/or when extenuating circumstances exists.

3.13 HONORARY MEMBERSHIP

3.13.1 Honorary Membership may be granted by the Club to persons over eighteen (18) years of age who wish to visit the Club and who qualify under the following conditions:

- (a) Is an official of the Association;
- (b) Is a person of distinguished or public position;
- (c) Is a member of another club which is visiting the club and is affiliated with the Association;
- (d) Is a member of any Surf Life Saving Club outside Western Australia who is visiting the State;

- (e) Is an Officer of the Navy, Army or Air Force of any country outside Australia visiting the State; or
- (f) Honorary Membership shall be for the term advised in writing by the club or if no such advice for the current financial year.

3.14 PARENT MEMBERSHIP

- 3.14.1 Parent Membership shall be granted to any person who has a dependent in any membership category up to and including an Under 19 member.
- 3.14.2 Parent Membership may be granted by the Board of Directors to a person who actively assists the club in a recognised role within the functioning of the club where such member is not eligible for any other membership category.
- 3.14.3 A Parent Member will have use of club facilities excluding all surf equipment and training facilities.
- 3.14.4 A Parent Member holding an Award may use lifesaving equipment whilst on Patrol duties.
- 3.14.5 A Parent Member may compete in a club organised competition but is not entitled to win any Senior Club Competition Trophy.
- 3.14.6 A Parent Member with a Bronze Medallion may be granted an exemption from patrol at the discretion of the Board of Directors. A Parent Member with a Bronze Medallion who wishes to do rostered patrols must become an Active Member.
- 3.14.7 Parent Member per se does not qualify for Active Membership.

SECTION 4 ELECTION TO MEMBERSHIP

- 4.1 All applications for membership shall be on a completed appropriate Association form. The application must be processed and seconded by members with the power to vote and shall be submitted with the appropriate membership fee. Applicants under 18 years of age must produce a Birth Certificate, Extract of Birth Entry or a Statutory Declaration confirming their date of birth.

- 4.2 The following shall apply to classes of membership other than Honorary:
- 4.2.1 Election to membership shall be by resolution of the Board of Directors.
 - 4.2.2 A listing of all new members shall be displayed in a conspicuous place on the club premises for at least seven (7) days prior to election. At least fourteen (14) days shall elapse between nomination and election.
- 4.3 The following shall apply to Honorary membership:
- 4.3.1 Election to membership shall be by resolution of any two (2) members of the Board of Directors and ratified/confirmed at the next Board of Directors meeting.
 - 4.3.2 A single Application for Membership form must be submitted in the case of nominations for visiting groups.
- 4.4 The Board of Directors shall limit the Club Membership to a number that will lend itself to the efficient working of the Club.

SECTION 5 MEMBERS WITH THE POWER TO VOTE

- 5.1 The power to vote shall be restricted to financial Active, Active Reserve, Life and Long Service Members.
- (a) Financial means that a member must have paid his/her registration fees in respect to the preceding season and is entitled to vote at all meetings of the club up to and including the Annual General Meeting.
 - (b) To be entitled to vote at any club meetings following the Annual General Meeting a member must have paid his/her fees for the current season.
- 5.2 Any elected Club Office Bearer has full voting rights.
- 5.3 Members must be present in person at General Meetings to use their power to vote.

SECTION 6 GENERAL MEETINGS

- 6.1 The Annual General Meeting shall be held within 90 days of the new Financial Year to receive the Annual Report and Annual Financial Statement, to elect Officers and to transact Special and General Business.

- 6.2 A Special General Meeting shall be held upon the direction of the Board of Directors or upon request in writing with at least the minimum number of members with the power to vote.

The minimum number of members for this clause shall be a number equal to 10% of the members with the right to vote or a minimum of twenty (20) members.

Such direction or request shall state the Special Business to be discussed and only this business shall be discussed at that meeting.

- 6.3 At least fourteen (14) days notice of all General Meetings shall be given in writing to all members with the power to vote.
- 6.4 At least fourteen (14) days notice of all Special Business to be discussed at a General Meeting shall be given in writing to all members with the power to vote. Motions passed pursuant to such business shall be binding on the club.
- 6.5 A quorum at all General Meetings shall be thirty (30) members with the power to vote.
- 6.6 If a quorum is not present at the meeting within thirty (30) minutes of the scheduled/notified commencement time the meeting will stand adjourned for twenty-one (21) days. Notice of the adjourned meeting shall be given to the members and a quorum at the next meeting shall be those in attendance.
- 6.7 All General Meetings shall be held at the Club premises, if possible, or other premises as deemed by the Club's Board of Directors.

SECTION 7 OFFICERS OF THE CLUB

- 7.1 Refer to Organisation Chart – Refer to Appendix 1

- President, Club Captain, Vice President.
- Director of Lifesaving & Education, Lifesaving Manager, Patrol Officer, First Aid Officer, IRB Officer, Communication Officer, Education Manager, Bronze Coordinator, SRC Coordinator, Specialist Awards Coordinator, Assessors Coordinator and Patrol Education Officer.
- Director of Surf Sports, Boat Captain, Board Captain, Ski Captain, Swim Captain, Beach Captain, IRB Captain, R&R Captain, Masters Captain, Lifesaving Events Captain, March Past Captain, Club Competition Officer, Coaching Coordinator and Officials Coordinator.

- Director of Junior Activities, Junior Competition & Coaching Manager, Junior Lifesaving & Education Manager, Junior Equipment Manager, Age Group Managers, Junior Administration Officer and Junior Functions Coordinator.
- Director of Finance & Administration, Assets Officer, Registrar.
- Director of Promotions & Marketing Merchandising Officer, Publicity Officer, Fundraising Officer, Sponsorship Coordinator, Webmaster and Newsletter Coordinator.
- Youth Manager, Under 15 Officer, Under 15 Officer, Under 17 Officer, Under 19 Officer.

7.2 The duties of all Officers shall be defined in the Club By-Laws.

7.3 Honorary Officers of the Club shall be:
Patron, Vice Patron(s), Legal Adviser, Medical Adviser, Accountant Auditor and Chaplain.

7.4 Trustees as defined in Section 11.

7.5 The Board of Directors may create such other positions as are deemed necessary by the Board for the efficient administration of the Club's affairs. The duties of and method of appointment to such positions shall be defined in the Club By-Laws.

SECTION 8 ELECTION OF OFFICERS

8.1 All Officers of the Club, including Honorary Officer (with the exception of the Vice President and the Administrator), shall be elected at the Annual General meeting by members with the power to vote.

8.2 All offices of the Club shall become vacant at the Annual General meeting.

8.3 All nominations for office must be in writing signed by the nominee. The nominee shall be proposed and seconded by members with the power to vote and the nominee shall be a financial member.

8.4 All nominations for office to be decided at the Annual General Meeting must be received by the Director of Finance & Administration fourteen (14) days prior to the nominated date of the Annual General Meeting.

8.5 In the event that more than one nomination for a particular office is received, election by secret ballot held at the meeting with one vote per person for one nominee and first past the post. The ballot shall be run by two scrutineers elected at that meeting.

- 8.6 In the event that no nominations for a particular office are received, or when an office becomes casually vacant during the year the Board of Directors shall have the power to fill the vacancy until the next Annual General Meeting.
- 8.7 At the completion of the AGM the Board of Directors and/or Club President may request that newly appointed Club Officer undergo a Federal Police Clearance. Should this Clearance not be gained by the 1st October (the start of the season) or should the findings be unsatisfactory the member concerned will no longer hold Club Office and the position concerned will become vacant.

SECTION 9 BOARD OF DIRECTORS & BOARD OF OPERATIONS

- 9.1 The Board of Directors shall be responsible for the management of the affairs of the Club and shall ensure that the provisions of the Club Constitution, By-Laws and policies are upheld.
- 9.2 It shall consist of the President (Chairperson), Club Captain, Director of Lifesaving & Education, Director of Surf Sports, Director of Junior Activities, Director Finance & Administration and a Director of Promotions & Marketing. A Vice President (Deputy Chairperson) will be appointed by the Board from one of the Directors' positions. Four (4) shall form a quorum.
- 9.3 In the absence of a Board member that member may nominate another person from the appropriate committee to be their proxy and vote on their behalf. The absent Board member must advise the Chairperson prior to the meeting who their proxy will be. A member of the Board holding more than one position shall be entitled to one vote only. The member presiding shall have a deliberative as well as a casting vote.
- 9.4 It shall meet at least monthly.
- 9.5 Executive Sub Committees:
- 9.5.1 The Board may delegate any of its powers to an Executive Sub-Committee consisting of at least three Board Members and three (3) shall form a quorum.
- 9.5.2 An Executive Sub Committee to which powers have been so delegated shall exercise the powers delegated in accordance with any directions of the Board and a power so exercised shall be deemed to have been exercised by the Board.
- 9.5.3 Any decision of an Executive Sub Committee must be presented for endorsement at the next full Board of Directors' meeting.

- 9.6 The Board of Operations shall be responsible for and oversee all beach related operations of the Club. It shall report to the Board of Directors.
- 9.7 It shall consist of the Club Captain (Chairperson), Director of Lifesaving & Education, Director of Surf Sports, Youth Manager, Lifesaving Manager & Education Manager. In the absence of the Club Captain one of the Directors shall act as Chairperson. Three (3) shall form a quorum.
- 9.8 In the absence of a Board member that member may nominate another person from the appropriate committee to be their proxy and vote on their behalf. The absent Board member must advise the Chairperson prior to the meeting who their proxy will be. A member of the Board holding more than one position shall be entitled to one vote only. The member presiding shall have a deliberative as well as casting vote.
- 9.9 It shall meet at least monthly over the season.

SECTION 10 STANDING AND SUB COMMITTEE

- 10.1 The Board of Directors may create such Standing Committees as it deems necessary for the efficient administration of the Club. The responsibilities and composition of such Standing Committees shall be defined by the Club By-Laws.
- 10.2 The Board of Directors may create sub committees to consider and report on or carry out any activities referred to them. The responsibilities and composition of such sub committees shall be defined by the Board.
- 10.3 All members of Club committees shall be financial members of the Club.
- 10.4 Any Club committee may discuss the general business of the Club on its own initiative or at the request of the Board of Directors, provided that it has no power to act on such business except upon direction of the Board.
- 10.5 The President shall be ex-officio on all Standing and Sub Committees and shall have the right to chair those meetings when present.
- 10.6 A member of the committee holding more than one position shall be entitled to one vote only. The member presiding shall have a deliberative as well as casting vote.
- 10.7 No act or resolution of any sub committees shall be binding on the Club or Board of Directors unless it is ratified by the Board.

SECTION 11 TRUSTEES

- 11.1 There shall be three (3) Trustees appointed.
- 11.2 A Trustee shall cease to hold office if he shall resign, cease to reside in the State of Western Australia, become bankrupt, or assign his estate for the benefit of his creditors or become physically or mentally unfit to perform his duties or by a special resolution of the members of the Club, he shall be called on to resign.
- 11.3 The Board of Directors shall have the power to fill any vacancy, in the event of a Trustee ceasing to hold office, until the next Annual General Meeting.
- 11.4 The role of the Trustee is to ensure that the elected Officers of the Club carry out their duties in accordance with the Constitution and By-Laws of the Club.

SECTION 12 CLUB DISCIPLINE

- 12.1 The Disciplinary Committee shall be composed of the Vice President and two (2) Life Members nominated at the commencement of each season by the Board of Directors.
- The Board of Directors may appoint an alternate for one or more of the Disciplinary Committee in the event that they are unavailable to hear a matter within a reasonable time of that matter being referred to them.
- 12.2 A Disciplinary Committee shall be convened to hear all matters referred to it by the President or Board of Directors, and to determine action to be taken in the best interest of natural justice and in accordance with the Constitution and By-Laws. The Vice President shall act as Chairperson and will advise its finding in accordance with Clause 12.5.
- 12.2.1 Should any member of the Disciplinary Committee have an active involvement in the incident being considered or be perceived by the Board of Directors to be other than impartial towards the incident and/or involved, the President may appoint a substitute member.
- 12.3 The Disciplinary Committee may expel, or for a specified period or indefinitely, suspend from privileges of membership, or to apply any penalty considered appropriate, and member who violates a rule or By-law of the Club, or who shall be found to have acted in any manner which the Committee regards as bringing the Club and or the name of Surf Life Saving into disrepute. Provided that such member has the opportunity to present their case either personally or with or through one other club member to the Committee before it arrives at its decision.

12.4 Any member who disobeys instructions when given in place of emergency, or behaves offensively at a Surf Lifesaving function or event may immediately be suspended by at least two Board of Directors Officers of the club. The Disciplinary Committee shall be convened at the earliest possible opportunity to hear the case in terms of Clause 12.2 and 12.5.

12.5 The Disciplinary Committee will advise the member/s of the complaint referred to it within seven (7) days. Members subject to the hearing are to be notified of the date, time and place of the meeting, either verbally or in writing by any member of the Disciplinary Committee at least three (3) days prior to the meeting. Notification in writing shall be regarded as effective as long as it is sent to the address most recently advised to the Club.

The Disciplinary Committee shall have the discretion to defer the meeting beyond seven (7) days if it is not in the best interests of all concerned. Matters not heard within sixty (60) days will be referred back to the Board of Directors for further consideration.

12.6 The finding of the Disciplinary Committee may be advised forthwith to the members concerned, verbally by the Chairperson or in writing within seven (7) days. The findings shall also be presented in the form of a full written report to the next Board of Directors' meeting.

12.7 On receipt of the finding the member/s concerned will have seven (7) days in which to appeal.

12.8 The member/s concerned shall be given at least seven (7) days notice either verbally or in writing by the Director of Finance & Administration of the date of the Board of Directors' meeting that is to receive the Disciplinary Committee's Report. The member shall be given the opportunity to appeal to that meeting against the findings of the Disciplinary Committee, either personally or with or through one other.

If the member/s is to be represented by another party that member shall give notice to the Board of Directors three (3) days prior to the appeal being heard by the Board of Directors.

In the event of an appeal on the basis of new facts being presented the Board of Directors may refer the matter to the Disciplinary Committee for further consideration.

The Board of Directors may revoke or amend the penalty, but only on the inappropriateness of the original or reconsidered penalty.

Any further right of appeal shall be governed by the Constitution and rules of Surf Lifesaving Australia Ltd.

12.9 On receipt of an appeal from the disciplined member the Executive Committee shall determine if a special Board of Directors Meeting should be convened or if the matter will be dealt with at the next scheduled meeting of the Board of Directors and the member advised of that meeting within seven (7) days.

SECTION 13 FINANCE

13.1 All moneys received shall be banked in the name of the club and payments shall be made by cheque, cash or bank authority authorised conjointly by any two of the following officers of the Club: President, Vice President, Club Captain, Director of Finance & Administration, or Administrator.

Special purpose accounts may only be opened with prior approval of the Board of Directors with the signatories of one of the above conjointly with another.

13.2 No member shall have authority to commit the Club to any expenditure unless on the official order form signed by either the President, Vice President, Club Captain, Director of Finance & Administration, or Administrator.

13.3 The financial year of the Club shall be from the 1st May to the 30th April in the following year.

13.4 Money forming part of the club assets as shall not be required immediately for the payment of Club operating expenses may be invested in the name of the Club in any of the following investments:

- a) On deposit with any Bank registered under the laws of the Commonwealth of Australia or any State or Territory thereof whether secured or unsecured and on such terms as the Board of Management shall determine.
- b) Any investment for the time being authorised by the laws of the Commonwealth of Australia or State of Western Australia for the investment of trust funds.

13.5 The Annual Membership Fee(s) shall be determined by the Board of Directors and shall be due prior to the commencement of the surf season.

Persons who have not paid their annual subscription fees by the 31st of December shall cease to be a member and forfeit all rights and privileges of Club membership.

13.6 The Club name shall not be used on any literature or fund-raising promotions without the Board of Directors' approval. All moneys raised shall be accounted to the Director of Finance & Administration.

SECTION 14 CLUB COLOURS, NAME AND BADGE

14.1 The Club colours shall be dark green PANTONE 355, red PANTONE 186 and white and shall be subject to approval of the Association.

14.2 The Club logo shall be set out as shown in Appendix 2.

14.3 The Club blazer, which only officers, Active, Active Reserve, Long Service, Youth Members and Life Members shall be permitted to wear, shall be of dark green cloth with the Club logo on the left pocket.

14.4 No member shall purchase a Club blazer except upon an order in writing signed by the Director of Finance & Administration following endorsement of an application to the Board of Directors.

14.5 The Club name and logo may only be used with the permission of the Board of Directors.

14.6 No clothing or printed material or such like which could be associated with the Club or its activities is to be produced, worn or used without the permission of the Board of Directors.

SECTION 15 AMENDMENTS TO THE CONSTITUTION OR BY-LAWS

15.1 No alteration to the Constitution shall be made except at an Annual General Meeting or a Special General Meeting called for that purpose. Twenty-one (21) clear days notice of such proposed alterations to be given in writing to the Director Finance & Administration. Seventy-five (75%) of the members voting at the meeting must consent to the proposed amendments.

15.1.1 A copy of any added or altered rules and particulars of any rules deleted shall be filed with the Registrar of Companies within twenty-eight (28) days of the meeting.

15.1.2 Within fourteen (14) days of the making of any amendments or alterations to the Constitution and rules of the Club, the Board of Directors shall send or deliver to the Principal Clerk of the Licensing Court of WA a certified copy of the amendment or alteration.

15.2 Alterations of the Club By-Laws may be made at any Board of Directors meeting provided that seven (7) days notice in writing of such amendment is given to the Director Finance & Administration and the amendment shall be valid immediately and be endorsed at the next General Meeting.

SECTION 16 COMMON SEAL

16.1 The common seal shall be kept in the custody of the Director of Finance & Administration and affixed to documents in the presence of another member of the Board of Directors and duly recorded in the minute book.

16.2 All major financial contracts, lease arrangements or sponsorship contracts (including any which extend beyond one term or financial year) must be executed with the Common Seal.

SECTION 17 AFFILIATE BODIES

17.1 Any group of persons associated together for any lawful purpose may apply to the Board of Directors to become an Affiliate Body to the Club.

17.2 The conditions of such affiliation shall be defined in the Club By-Laws.

SECTION 18 WINDING UP OF THE CLUB

18.1 In the event of the Club being wound up, Club assets are not under any circumstances, to be distributed among members, but instead, any assets after satisfying all legal claims revert to the Surf Life Saving Western Australia.

SECTION 19 CONCLUSION

19.1 In the event of anything occurring not within the scope of the foregoing Constitution, or State and National Constitutions the Board of Directors may deal with the same at its discretion and its decision shall be binding on the Club.

THE BY-LAWS
OF THE
TRIGG SURF LIFE SAVING CLUB (INC)

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SECTION 1 STANDING COMMITTEES

1.1 LIFESAVING & EDUCATION COMMITTEE

- 1.1.1 The Lifesaving & Education Committee shall be responsible for the Club's lifesaving & education operations.
- 1.1.2 It shall consist of the Director of Lifesaving & Education as the Chairperson, Lifesaving Manager, Education Manager, Patrol Officer, First Aid Officer, Communication Officer, IRB Officer, Bronze Coordinator, SRC Coordinator, Specialist Awards Coordinator, Assessors Coordinator, Patrol Education Officer, Junior Lifesaving & Education Manager plus representation from the Youth Committee.
- 1.1.3 The Director of Lifesaving & Education shall be responsible to the Club Captain in respect to the operational lifesaving & education activities.
- 1.1.4 The Director of Lifesaving & Education shall report to the Board of Operations & Board of Directors on recommendations of Lifesaving & Education Bylaws and Policies.
- 1.1.5 It shall meet as required with three (3) members to form a quorum.

1.2 SURF SPORTS COMMITTEE

- 1.2.1 The Surf Sports Committee shall be responsible for the Club's coaching and competitive activities.
- 1.2.2 It shall consist of the Director of Surf Sports as the Chairperson, Boat Captain, Board Captain, Ski Captain, Swim Captain, Beach Captain, IRB Captain, R&R Captain, Masters Captain, Lifesaving Events Captain, March Past Captain, Club Competition Officer, Coaching Co-ordinator, Officials Coordinator, Junior Competition & Coaching Manager, plus representation from the Youth Committee.
- 1.2.3 The Director of Surf Sports shall be responsible to the Club Captain in respect to all Surf Sports activities.
- 1.2.4 The Director of Surf Sports shall report to the Board of Operations & Board of Directors on recommendations of Surf Sports By-laws and Policies.
- 1.2.5 It shall meet at required with five (5) members to form a quorum.

1.3 JUNIOR ACTIVITIES' COMMITTEE

1.3.1 The Junior Activities' Committee shall be responsible for the Club's Junior Activities.

1.3.2 It shall consist of the Director of Junior Activities as Chairperson, Junior Competition & Coaching Manager, Junior Lifesaving & Education Manager, Junior Equipment Manager, Age Group Managers, Junior Administration Officer and Junior Functions Coordinator. In the event that the Director of Junior Activities is unable to chair the meeting an Acting Chairperson will be selected from the Junior Competition & Coaching Manager, Junior Lifesaving & Education Manager, Junior Equipment Manager.

1.3.3 The Director of Junior Activities shall report to the Board of Directors.

1.3.4 It shall meet as required with four (4) to form a quorum.

1.4 SOCIAL COMMITTEE

1.4.1 The Social Committee shall be responsible for all the Club's social activities.

1.4.2 It shall consist of the House Manager as the Chairperson, Bar Manager, Function Coordinator and Junior Function Coordinator.

1.4.3 The House Manager shall be responsible to the Director of Finance & Administration in respect to the social activities of the Club.

1.4.4 It shall meet as required.

1.5 FINANCE & ADMINISTRATION COMMITTEE

1.5.1 The Finance & Administration Committee shall be responsible for the Club's financial & administration management.

1.5.2 It shall consist of the Director of Finance & Administration as the Chairperson, Administrator, Registrar, Assets Officer, Junior Administration Officer plus representation from the Social Committee.

1.5.3 The Director of Finance & Administration shall be responsible to the Board of Directors for the financial and administration management of the Club.

- 1.5.4 The Finance & Administration Committee reports to the Board of Directors on recommendations for financial and administration management Bylaws and Policies.
- 1.5.5 It shall meet as required with two (2) members to form a quorum.

1.6 PROMOTIONS & MARKETING COMMITTEE

- 1.6.1 The Promotions & Marketing Committee shall be responsible for the Club's promotion & marketing.
- 1.6.2 It shall consist of the Director of Promotions & Marketing as the Chairperson, Merchandising Officer, Sponsorship Coordinator, Fundraising Coordinator Publicity Officer, Webmaster and Newsletter Coordinator.
- 1.6.3 The Director of Promotions & Marketing shall be responsible to the Board of Directors fro the promotion and marketing of the Club.
- 1.6.4 The Promotions & Marketing Committee reports to the Board of Directors with recommendations for promotion and marketing of the Club.
- 1.6.5 It shall meet as required with two (2) members to form a quorum.

1.7 YOUTH DEVELOPMENT COMMITTEE

- 1.7.1 The Youth Development Committee shall be responsible for the development of all members under the age of nineteen (19) years.
- 1.7.2 It shall consist of the Youth Manager as the Chairperson, Under 15 Officer, Under 17 Officer, Under 19 Officer plus a representative from the Junior Committee.
- 1.7.3 The Youth Manager shall be responsible to the Club Captain in respect to the development of members under the age of nineteen (19) years.
- 1.7.4 The Youth Manager shall report to the Board of Operations on recommendations of youth development.
- 1.7.5 It shall meet as required with two (2) members to form a quorum.

1.8 LIFE MEMBERSHIP AND LONG SERVICE AWARD COMMITTEE

- 1.8.1 The Life Membership and Long Service Awards committee shall advise the Board of Management on nominations for Club, State, National Life Membership, 25-Year Awards and 15-Year Service Awards.
- 1.8.2 It shall review all members who may be eligible for Lifesaving Honours and nominate those it considers worthy to the Board of Directors.
- 1.8.3 It shall check for accuracy of nominations made by other parties and provide recommendations on such nominations the Board of Directors.
- 1.8.4 Should a nominated member be a member of the Board of Directors, the Life Membership and long Service Awards Committee will forward the nomination direct to the President (or Vice President) so that a special Board of Directors' meeting can be convened. Board of Directors' members cannot discuss or vote on their own nomination.
- 1.8.5 All recommendations for Lifesaving honours shall be submitted by the Life Membership and Long Service Awards Committee to the Board of Directors by 30th of April each year.
- 1.8.6 It shall maintain a register of all members with fifteen (15) or more years' service and record relevant aspects of such service.
- 1.8.7 It shall prepare for publication in the Annual Report a history of service of all members granted Lifesaving Honours in that year.
- 1.8.8 The Life Membership and Long Service Award Committee shall be appointed by the Board of Directors and must consist of three (3) Life Members of the club.
- 1.8.9 Committee members shall be appointed in accordance with the provisions for election of Officers of the Club. The Chairperson will be elected by consensus of the committee members.
This committee will meet at least once during the year, prior to the 30th of April each year.
- 1.8.10 It shall be the responsibility of the Chairperson of the committee to transfer custody of the records defined in Clause 1.8.6 to the succeeding Life Membership and Long Service Awards Committee and a copy of all records are to be kept at the Club.

1.9

CONSTITUTION COMMITTEE

- 1.9.1 The Constitution Committee shall advise the Board of Directors on any proposed changes to the Club's Constitution, By-Laws and Policies.
- 1.9.2 It shall review any proposed changes submitted to the Board of Directors to ensure all appropriate sections are updated to ensure consistency throughout the Constitution and By Laws. This review will be carried out within thirty days (30) immediately following submissions of proposed changes to the Director of Finance & Administration.
- 1.9.3 It shall consist of up to three (3) Committee Members and three (3) shall form a quorum.
- 1.9.4 Constitution Committee Members will be appointed by the Board of Directors.

SECTION 2

DUTIES OF OFFICERS OF THE CLUB

2.1 PRESIDENT

- 2.1.1 Shall be the Chief Executive Officer and official head of the Club.
- 2.1.2 Shall preside at all Board of Directors, Executive Committees and General Meetings.
- 2.1.3 Shall maintain order and see that the duties of the other officers are properly performed.
- 2.1.4 Shall represent the Club at all appropriate Surf Life Saving WA meetings.
- 2.1.5 The President shall be an ex-officio member of all Club committees.

2.2 VICE PRESIDENT

- 2.2.1 The Vice President (Deputy Chairperson) will be appointed by the Board of Directors (from one of the Club's Directors) at its first meeting after the Annual General Meeting.
- 2.2.2 Shall assist the President as required.
- 2.2.3 Shall in the absence of the President, have all duties, powers and authority of the President.

2.3 CLUB CAPTAIN

- 2.3.1 Shall preside at all Board of Operations' meetings.
- 2.3.2 Shall be responsible to the Board of Directors and see that the duties of the Director of Lifesaving & Education and Director of Surf Sports are properly performed.
- 2.3.3 Shall be responsible to the Board of Directors for the general well being of the Active members
- 2.3.4 Shall be representing the views of the Active members on the Board of Directors.
- 2.3.5 Shall be responsible to the Board of Directors for the discipline of the Active members and shall have jurisdiction over all Active members in all Club activities.
- 2.3.6 The Club Captain shall be an ex-officio member of the Lifesaving & Education, Surf Sports and Youth Committees. In the event of any irreconcilable differences arising between these committees, the Club Captain shall be the final arbitrator, and any such decisions shall be reviewed at the next Board of Operations' meeting.

2.4 DIRECTOR OF LIFESAVING & EDUCATION

- 2.4.1 Shall be responsible to the Board of Operations & Board of Directors for the management of the lifesaving and education activities of the Club.
- 2.4.2 Shall be responsible for the duties of Lifesaving Manager, Education Manager, Patrol Officer, First Aid Officer, IRB Officer, Communication Officer, Bronze Coordinator, SRC Coordinator, Specialist Awards' Coordinator, Assessors' Coordinator and Patrol Education Officer are properly performed.

2.5 DIRECTOR OF SURF SPORTS

- 2.5.1 Shall be responsible to the Board of Operations & Board of Directors for the management of the Surf Sports activities of the Club.
- 2.5.2 Shall be responsible for and ensure that the duties of the Boat Captain, Board Captain, Ski Captain, Swim Captain, Beach Captain, IRB Captain, R&R Captain, Lifesaving Events Captain, Masters Captain, March Past Captain, Club Competition Officer, Coaching Co-ordinator and Officials' Coordinator are properly performed.

2.6 DIRECTOR OF JUNIOR ACTIVITIES

- 2.6.1 Shall be responsible to the Board of Directors for the coordinating of all Junior Activities.
- 2.6.2 Shall be responsible for and ensure that the duties of the Junior Competition & Coaching Manager, Junior Lifesaving & Education Manager, Junior Equipment Manager, Age Group Managers, Junior Administration Officer and Junior Functions Coordinator are properly performed.
- 2.6.3 Shall be responsible to the Board of Directors for the general well being of the junior activity members of the Club.

2.7 DIRECTOR OF FINANCE & ADMINISTRATION

- 2.7.1 Shall be responsible to the Board of Directors for the finance and administration of the Club.
- 2.7.2 Shall be responsible for and ensure that the duties of the Administrator, Registrar and Assets Officer are properly performed.
- 2.7.3 Shall be responsible for maintaining adequate insurance of the property and assets of the Club.
- 2.7.4 Shall be required to keep financial records in compliance with Australian Accounting Standards.
- 2.7.5 Shall issue due notice of all meetings such as Annual General Meetings, Special Meetings etc.
- 2.7.6 Shall be responsible for the compliance of the Annual Report.
- 2.7.7 Shall be responsible for maintaining the minutes of the Board and General meetings, Common Seal and records of the Club.
- 2.7.8 Shall make Minutes and the Club Constitution available in the Club office for interested members.
- 2.7.9 Shall see that the duties of the Caretaker are properly performed.
- 2.7.10 Shall be responsible for maintaining the Club's electronic security system.
- 2.7.11 Shall be responsible for monitoring parking and advising the Board of Directors of any parking infringements.

- 2.7.12 Shall be responsible for the licensing of trailers and Club vehicles.
- 2.8 DIRECTOR OF PROMOTIONS & MARKETING
 - 2.8.1 Shall be responsible to the Board of Directors for the Club's promotion and marketing including the procurement, development and administration of sponsorship arrangements.
 - 2.8.2 Shall be responsible for and ensure that the duties of the Merchandising Officer, Sponsorship Coordinator, Fundraising Coordinator, Publicity Officer, Webmaster and Newsletter Coordinator are properly performed.
 - 2.8.3 Shall be responsible for maintaining a registry of all Club sponsors.
- 2.9 YOUTH MANAGER
 - 2.9.1 Shall be responsible to the Board of Directors for the development of all members under the age of nineteen (19) years.
 - 2.9.2 Shall be responsible for and ensure that the duties of the Under 15 Officer, Under 17 Officer and Under 19 Officer are properly performed.
- 2.10 LIFESAVING MANAGER
 - 2.10.1 Shall be responsible to the Director of Lifesaving & Education and assist the Director in relationship to lifesaving activities.
- 2.11 EDUCATION MANAGER
 - 2.11.1 Shall be responsible to the Director of Lifesaving & Education and assist the Director in relationship to education activities.
- 2.12 HOUSE MANAGER
 - 2.12.1 Shall be responsible to the Director of Finance & Administration and assist the Director in relationship to all matters related to the Club premises. (Social & Administration)
- 2.13 JUNIOR MANAGERS (COACHING & COMPETITION, LIFESAVING & EDUCATION AND EQUIPMENT)
 - 2.13.1 Shall be responsible to the Director of Junior Activities and assist the Director in relationship to their area of management.

2.14 PATROL OFFICER

2.14.1 Shall be responsible to the Director of Lifesaving & Education for the administration of Club Patrols.

2.15 FIRST AID OFFICER

2.15.1 Shall be responsible to the Director of Lifesaving & Education for the upkeep of the First Aid room and First Aid activities.

2.16 IRB OFFICER

2.16.1 Shall be responsible to the Director of Lifesaving & Education for the maintenance and effective use of the Club's IRBs.

2.17 COMMUNICATION OFFICER

2.17.1 Shall be responsible to the Director of Lifesaving & Education for the maintenance and effective use of the Club's lifesaving communications equipment.

2.18 AWARDS COORDINATORS (BRONZE, SRC, SPECIALISTS)

2.18.1 Shall be responsible to the Director of Lifesaving & Education for the administration, training, and assessing associated with their award discipline.

2.19 ASSESSORS COORDINATOR

2.19.1 Shall be responsible to the Director of Lifesaving & Education for the coordination and development of Club Assessors.

2.20 PATROL EDUCATION OFFICER

2.20.1 Shall be responsible to the Director of Lifesaving & Education for the ongoing training and development of Patrols

2.21 UNDER 15 OFFICER, UNDER 17 OFFICER & UNDER 19 OFFICER

2.21.1 Shall be responsible to the Youth Manager for all activities of all Under 15, Under 17 and Under 19 members.

2.22 COMPETITION CAPTAINS (BOAT, BOARD, SKI, SWIM, BEACH, IRB, R&R, MASTERS, MARCH PAST AND LIFESAVING EVENTS)

2.22.1 Shall be responsible to the Director of Surf Sports for the training and development of members within their competition discipline.

2.22.2 Shall ensure the correct usage and maintenance of Club Equipment associated with their competition discipline.

2.22.3 Shall be involved in the selection of members within their competition squad to represent the Club at Interclub Competitions.

2.23 CLUB COMPETITION OFFICER

2.23.1 Shall be responsible to the Director of Surf Sports for the organisation and administration of Club competition including handicapping and establishing the calendar of Club events.

2.24 COACHING CO-ORDINATOR

2.24.1 Shall be responsible to the Director of Surf Sports for the training and updating of Club coaching requirements within the Club.

2.25 OFFICIALS CO-ORDINATOR

2.25.1 Shall be responsible to the Director of Surf Sports for the monitoring, recruitment and development of Club Officials.

2.26 JUNIOR AGE GROUP MANAGERS (UNDER 8s – UNDER 14s)

2.26.1 Shall be responsible to the Director of Junior Activities for the management of their respective age group.

2.27 JUNIOR ADMINISTRATION OFFICER

2.27.1 Shall be responsible to the Director of Junior Activities for the maintenance of minutes and other administration duties pertaining to the Junior Activities.

2.28 JUNIOR FUNCTIONS COORDINATOR

2.28.1 Shall be responsible to the Director of Junior Activities in relation to the conduct of all or particular Junior Social Activities.

2.28.2 Shall liaise with the House Manager re use of Club premises.

2.29 BAR MANAGER

2.29.1 Shall be responsible to the House Manager for the management and operations of the licensed premises.

2.30 FUNCTIONS COORDINATOR

2.30.1 Shall be responsible to the House manager for the coordination of all or particular social activities of the Club.

2.31 SPONSORSHIP COORDINATOR

2.31.1 Shall be responsible to the Director of Promotions & Marketing for the procurement, development and administration of sponsorship arrangements.

2.32 MERCHANDISING OFFICER

2.32.1 Shall be responsible to the Director of Promotions & Marketing for the organisation and administration of Club merchandise.

2.33 FUNDRAISING OFFICER

2.33.1 Shall be responsible to the Director of Promotions & Marketing for fundraising activities undertaken by the Club.

2.34 PUBLICITY OFFICER

2.34.1 Shall be responsible to the Director of Promotions & Marketing for the promotion of the Club activities through the media both internal and external.

2.35 WEBMASTER

2.35.1 Shall be responsible to the Director of Promotions & Marketing for the maintenance of the Club's website.

2.36 NEWSLETTER COORDINATOR

2.36.1 Shall be responsible to the Director of Promotions & Marketing for the preparation and circulation of the Club's newsletter.

2.37 ADMINISTRATOR

2.37.1 Shall be appointed and be responsible to the Director of Finance & Administration for matters relating to Club finances and administration as described in the duty statement.

2.38 ASSETS OFFICER

2.38.1 Shall be responsible to the Director of Finance & Administration for the maintenance of all Club assets

2.39 REGISTRAR

2.39.1 Shall be responsible to the Director of Finance & Administration for the maintenance and safe custody of all Club Membership records.

2.39.2 Shall present to the Director of Finance & Administration all applications for new membership including transfers for ratification at the next Board of Directors' meeting

2.39.3 Shall ensure that all members as required are registered with SLSWA.

SECTION 3 APPOINTMENT AND DUTIES OF OTHER POSITION HOLDERS

3.1 PATROL CAPTAINS, VICE PATROL CAPTAINS, DEPUTY PATROL CAPTAINS

3.1.1 Shall be appointed and responsible to the Patrol Officer as defined in the duty statement.

3.2 ASSISTANT OFFICERS

3.2.1 Assistant Officers shall be appointed by the Board of Directors to assist Club Officers as required.

3.3 PROJECT MANAGERS

3.3.1 May be appointed by the Board of Directors to be responsible to a relevant Club Committee for a particular project that need to be undertaken as detailed in the relevant terms of reference.

SECTION 4 MEETINGS

4.1 ORDER OF BUSINESS FOR MEETINGS

4.1.1 BOARD OF DIRECTORS.

- Opening and Apologies
- Confirmation of Minutes
- Business Arising Out of Minutes
- Correspondence
- Officers' Reports
- Membership applications
- Special Business (including adoption of By-Laws)
- General Business

4.1.2 SPECIAL GENERAL MEETINGS

- Opening and Apologies
- Confirmation of the Minutes of the previous General Meeting
- Business Arising Out of Minutes
- Officers' Reports
- Special Business (including adoption of By-Laws)
- General Business

4.1.3 ANNUAL GENERAL MEETINGS

- Opening and Apologies
- Confirmation of the minutes of the previous Annual General meeting
- Business arising out of the Minutes
- Presentation for the Annual Report and Financial Statements
- Presentation of the Auditor's Report
- Election of Officers
- Notice of Motion to amend the constitution
- Special Business (including adoption of By-Laws)
- Correspondence directed to the Meeting
- General Business

4.2 MINUTES OF MEETINGS

4.2.1 Minutes shall be maintained and controlled by the Director of Finance & Administration and an official copy shall be included in the Minute Book.

4.2.2 Minutes of all Club Meetings shall be signed as true and correct by the presiding member after the minutes are confirmed.

SECTION 5 MEMBERSHIP

5.1 Application for Active Reserve or Long Service Membership shall submit in writing a resume of their surf lifesaving history in support of their application for such membership.

5.2 A Family subscription may be set to cover the membership subscriptions of up to two adults and all their children under nineteen (19) years of age for Junior, Youth, Active, Active Reserve, Long Service, Probationary, Award and Parent membership only but must include at least one member in the Junior or Youth category.

5.3 Nominations for Lifesaving Honours initiated by members other than the Life Membership and Long Service Awards' Committee shall be made in writing and shall be submitted to the Director of Finance & Administration. The Life Membership and Long Service Committee

shall check such nominations and forward such nominations to the Board of Directors with its recommendations.

SECTION 6 FINANCE

- 6.1 Financial By-Laws shall be defined by the Board of Directors upon the recommendations of the Finance committee and cover such things as the accounting treatment of items, the form and content of financial statements and any other financial matters.
- 6.2 The Annual Financial Statements shall be endorsed by the Board of Directors prior to their being presented to the Annual General Meeting.
- 6.3 The Annual Financial Statement shall include a declaration detailing any financial consideration paid by the Club to any member of the Board of Directors, except by way of salary to an employee of the Club.
- 6.4 The Books of Accounts and Financial Statement shall be audited, and the Auditor shall report on the Financial Statement to the Annual General Meeting.

SECTION 7 DISCIPLINE

- 7.1 A member whose actions, in the vicinity of the Club or elsewhere, brings the club into disrepute may be suspended, expelled or lose membership entitlements and honours.
- 7.2 Any member suspended through the season shall lose all rights to any trophies won during the season. Suspension shall mean exclusion from the club premises and buildings (leased or owned by the Club), the usage of any Club equipment and any involvement in any Club activity whether active or social. All club equipment is to be returned.
- 7.3 It shall be the responsibility of all members to comply with any reasonable request made by an Officer of the Club.

SECTION 8 PATROLS

8.1 PATROL GUIDELINES

- 8.1.1 The Club's minimum patrols and hours of duty will be in accordance with SLSWA requirements.
- 8.1.2 All Active and Active Reserve Members (with the exception of members of the Board of Directors) must perform patrol duties as described at the commencement of each season.

- 8.1.3 Members must be financial and registered before they can perform patrol duties.
- 8.1.4 Members should arrive thirty minutes prior to the commencement of the initial morning patrol shift.
- 8.1.5 Members shall be required to wear club bathers, patrol cap and patrol uniform in accordance with SLSA Patrol Uniform Policy.
- 8.1.6 Members must sign on and off the patrol log in the presence of the Patrol Captain or Patrol Vice Captain.
- 8.1.7 Members must arrange a proxy if they are unable to attend a rostered patrol. Proxies should hold the same/equivalent Surf Life Saving Award.
- 8.1.8 Members who fall more hours down than the prescribed amount as determined by the Board of Directors will go hours down. Members who are hours down will be ineligible to win club trophies.
- 8.1.9 Members who fall more hours down than the prescribed amount, as set by the Board of Directors, will be ineligible to compete at interclub competitions.
- 8.1.10 Members who go hours down will be required to make them up in accordance to the guidelines outlined at the commencement of the season.
- 8.1.11 Members who are hours down at the completion of a season will commence the following season hours down.
- 8.1.12 The Club requires members to complete 50% of their personal patrol hours during the season to be eligible to compete in State and National Titles. This is in addition to any SLSWA or SLSA requirements. Personal patrol hours include:
- Rostered patrols
 - Proxy for other members
 - Voluntary patrols
 - Water Safety for Junior Activities
 - Specialist Services eg Jet Ski Driver/Crew, Emergency Response Group Member & Surfcom Operator.
- 8.1.13 Members seeking exemptions from patrol duties must advise the Director of Lifesaving & Education in writing, stating the period of exemption and reasons for the exemption. The advice should be made prior to the exemption period.

- 8.1.14 The Patrol Captain may at any time sign off a member who shows disregard for his/her authority or who doesn't comply with the Patrol Guidelines. The Director of Lifesaving & Education should be advised of such occurrence.
- 8.1.15 Any member who falls more than four hours down may be required to discuss the matter with the Patrol Board. Members may be given penalties as a result of these discussions.
- 8.1.16 A Junior Water Safety Patrol may be set up by qualified members under the direction of the Junior Lifesaving & Education Manager. Hours completed by members will be recognised as Patrol Hours, but not recognised as active membership service. The junior Water Safety Patrol fall under the direct authority of the on-duty Patrol Captain.

SECTION 9 COMPETITION

9.1 INTERCLUB COMPETITION

- 9.1.1 No member shall be permitted to compete at an Interclub Competition or Championship if they are unqualified, unfinancial or in breach of club swim or patrol obligations at the time of closing nominations for the competition and at the actual conduct of that competition
- 9.1.2 Any member who has received financial support from the Club in any form who chooses to transfer their membership in any part to another club may be required to repay the value of the financial support in full or part at the discretion of the Board of Directors.

9.2 INTRACLUB COMPETITION

- 9.2.1 All members are eligible to compete in club competitions however trophies cannot be won by unqualified, unfinancial or parent members.
- 9.2.2 With regards to swimming trophies, a minimum of three swims must have been completed prior to the event in order to be eligible to win the event.
- 9.2.3 Members who are hours down at the time of winning an event of hours down at the end of the season for progressive points competitions will be ineligible to win that trophy.

9.2.4 Special Swim Trophies to be awarded during the year are as follows:

Frank Mongan Trophy
Arthur Hodgkinson Trophy
Club Marathon
Pat Begley 800m Trophy
John Julian Trophy
Presidents 1600
Gundry Go Swim.

9.2.5 The Club will conduct regular handicap points events for the following:

- A Grade Swim
- B Grade Swim
- Under 19 Swim
- Under 17 Swim
- Under 15 Swim
- Masters
- Super Masters (50 years +)

9.2.6 Club Championship events are to be conducted with a minimum of three competitors in each category as follows:

Open Men]	Surf Race
Open Women]	Beach Sprint
Under 19 Men]	Beach Flags
Under 19 Women]	Surf Board
Under 17 Men]	Iron Person
Under 17 Women]	Single Ski (except U/16yo)
Under 15 Men]	
Under 15 Women]	
Masters (30-49yrs) Men]	
Masters (30-49yrs) Women]		
Super Masters (50 years +) Men]		
Super Masters (50 years +) Women]		

9.2.7 The Club shall conduct an Open and Under 19 Champion Lifesaver event as set in the guidelines from SLSWA. The two winners will be eligible to represent the Club at an Interclub level for these events.

9.2.8 An Interpatrol Competition will be conducted during the season with a minimum of three Interpatrol competition events, an Interpatrol carnival and other criteria as determined by the Board of Directors.

9.3 CLUB AWARDS

- 9.3.1 The Club will award the Michael Cook Perpetual Trophy to the competitor judged as the best performance at the State Championships.
- 9.3.2 The Club will make the following perpetual awards:
- Best Senior Club Person
 - Best Under 19 Club Person (Vern Fyfe Trophy)
 - Best Under 17 Club Person
 - Best Under 15 Club Person
 - Best Senior Patrol Person
 - Best Under 19 Patrol Person
 - Best Under 17 Patrol Person
 - Best Under 15 Patrol Person
- 9.3.3 The Club shall award the Keith and Kath Brown Trophy to the Under 19 Member who has accrued the most interclub competitive points during the season.
- 9.3.4 The Club shall award the Avenall Shield to the Boat crew who have accrued the most interclub competitive points during the season.
- 9.3.5 The Club shall award the Best Boast Person award to the person deemed to have made the highest contribution to the Boat area.
- 9.3.6 The Best Beach Person award will be made to the person who is deemed to be the most outstanding achiever during the season.

SECTION 10 JUNIOR ACTIVITIES

- 10.1 The aims of Junior Activities shall be optimum skill development, Surf Lifesaving instruction, friendship and family involvement participation.
- 10.2 Equality of opportunity shall be provided for all Junior Members.

SECTION 11 GEAR AND EQUIPMENT

- 11.1 It is the duty of all members returning all club equipment to see that they are washed and stored in the appropriate place. If equipment has been damaged it must be reported to the relevant Officer as soon as possible.

- 11.2 No member or members shall use the Club equipment, except in case of an emergency, without the authorisation of the Officer responsible. Members who use these items without authorisation may be suspended.
- 11.3 The beach speed limit for the 4WD will be as per Council By-Laws.
- 11.4 Club equipment, including tents, tables and chairs, shall not be lent to any person or organisation without the prior approval of the Board of Directors.

SECTION 12 CLUB HOUSE

12.1 ENTRY TO THE CLUB BUILDING

- 12.1.1 A member found to be in unauthorised possession of any key or security card to the Club Rooms may be suspended or expelled.
- 12.1.2 A member found forcing entry into the clubrooms may be suspended or expelled.
- 12.1.3 Non Club Members may not use the Club without the authority of a member of the Board of Directors.
- 12.1.4 Members wanting a key or security card to the Clubhouse must apply in writing to the Director of Finance & Administration, stating the reason for needing a key or security card. Such requests shall be approved or otherwise at the discretion of the Board of Directors.

12.2 FIRST AID ROOM

- 12.2.1 The First Aid Room is out of bounds to all unauthorised persons.
- 12.2.2 It is the duty of the member treating the patient to record all medical supplies used and all relevant information in the First Aid Book and to clean the room after treatment.

12.3 RESPECT TO THE CLUB

- 12.3.1 It shall be the responsibility of every member to respect all portions of the Club, and its name, equipment and property.

SECTION 13 GYMNASIUM

- 13.1 The management of the gymnasium shall be the responsibility of the Club Captain.
- 13.2 Active, Active Reserve, Long Service, Life and Probationary members are the only members eligible to use the Club Gymnasium.
- 13.3 Parent, Associate and 100 Club Members may be levied a Gymnasium fee as determined by the Board of Directors – in addition to their annual membership fee, for the use of the Club Gymnasium.
- 13.4 Members using the Gymnasium must be dry and free of sand and shall be dressed in at least shorts, singlet and shoes.
- 13.5 Towels or Bench covers should be placed on equipment prior to use.
- 13.6 Any member not adhering to the Gymnasium Rules may be suspended for the use of the gymnasium by the Club Captain and this will be ratified at the next Board of Directors Meeting.

SECTION 14 BAR

14.1 LIQUOR ACT

- 14.1.1 The Club shall adhere to the Liquor Control Act 1998.
- 14.1.2 Active Senior, Active Reserve, Long Service, Life Members and Associate Members defined in the Club Constitution shall be Ordinary Members for the purpose of the Liquor Act.

14.2 TEMPORARY MEMBERSHIP

Pursuant to section 48(5) of the Act, as the Club has one of its principal objects, the conduct of sport:-

A person who is on any day visiting the Club as a member of, an official of, or a person assisting a team that is to contest a pre-arranged event in that sport on that day, or

At the invitation of a member to engage in that sport on that day, may be taken to be a person who is afforded temporary membership on that day.

14.3 GUESTS

Pursuant to section 48 (4) (b) of the Act, Members may introduce guests to the Club at any time provided:-

No member may introduce more than three (3) guests to Club premises at one time.

A guest shall not be supplied with liquor in the Club premises except on the invitation and in the company of the member.

A guest shall be supplied with liquor to be consumed on the Club premises only.

The member introducing the guest shall be responsible for the proper conduct of the guest whilst on Club premises.

Any person who has been refused membership of the Club or who is under suspension or expulsion for the Club, shall not be admitted as a guest of any member of the Club.

A member may, at their expense, and with the approval of the Club Committee, supply liquor to guests, without limitations as to numbers, at a function held by or on behalf of that member, at the Club premises.

14.4 REGISTER OF MEMBERS

Pursuant to section 48 (4) (e) of the act, the Club shall keep a register of members in respect of each class of membership. The register must be continually available for inspection at the Club premises.

14.5 AMENDMENT OF CONSTITUTION

Pursuant to section 48 (4) (d) of the act, as soon as practicable after making of any proposal for a change to the Constitution or Rules of the Club, the Director of Finance & Administration shall provide to the Director of Liquor Licensing, certified particulars of the change without the prior approval of the Director.

14.6 CLUB RULES

- 14.6.1 Minimum dress standards within the social bar area is tank top, shorts and footwear.
- 14.6.2 Juveniles shall not be employed by the Club, except in the clerical or administrative lifesaving work of the Club.
- 14.6.3 A guest shall not be supplied with liquor to be consumed other than in Club premises.

- 14.6.4 Parents or guardians are responsible for their children's behaviour while on Club Premises.

SECTION 15 HONOUR BOARDS

- 15.1 The Club shall maintain Honour Boards recording Club Life Members, certain Club Office Bearers, Long Service Members, Australian Titles' Holders, Australian Masters' Title Holders, Rescues, Current State Champions and other Honour Boards as determined by the Board of Directors.
- 15.2 The holders of the following Club Officers shall be recorded: President, Vice President, Club Captain, Director of Finance & Administration, Director of Promotions & Marketing, Director of Lifesaving & Education, Director of Surf Sports and Director of Junior Activities.

SECTION 16 AFFILIATE BODIES

- 16.1 All members of the body seeking affiliation shall be financial members of the club in one of the classes of membership other than Honorary.
- 16.2 Affiliate bodies shall, upon affiliation and yearly thereafter submit a complete list of their members' names and addresses and nomination and or Annual Membership Fees.
- 16.3 A member of an Affiliate Body, elected as an Affiliate Member of the Club, shall cease to be a member of the Club upon their resignation from the Affiliate Body or on becoming an unfinancial member of that body.
- 16.4 These conditions of affiliation may be rescinded or amended by the Board of Directors, with or without prior consultation with the Affiliate Body

SECTION 17 ANNUAL REPORT

- 17.1 An Annual Report shall be prepared for the presentation to the members at the Annual General Meeting.
- 17.2 The report should contain at least the following information:
- a) The Objects of the Club
 - b) The Officers of the Club
 - c) Reports by each member of the Board of Directors regarding their area of responsibility.
 - d) A list of Club Life Members and an outline of the service history of any member granted Life Membership in that year.
 - e) A list of Club Members' names in their various membership categories and appropriate designations of services.
 - f) The number of members in each category of membership for that year and the preceding year (season)
 - g) A table of First Aid cases recorded for that season.
 - h) A record of the patrol hours logged by each member in the season.
 - i) A list of Association Awards gained during the season showing the candidate's name.
 - j) Trophy winners of that season
 - k) State Champions and State team representatives.
 - l) Australian Champions and Finalists.
- 17.3 The Annual Report will be made available in the Club Office and posted only at the discretion of the Board of Directors.

SECTION 18 CLUB POLICIES

- 18.1 REIMBURSEMENT OF COACHING/TRAINING FEES
- 18.1.1 The Club may refund professional coaching/training fees to competitors to aid in the development of Trigg Island Competition Teams.

18.1.2 Eligibility for reimbursement shall be made in accordance with the policies of the Board of Directors.

18.2 SUBSIDISING OF EQUIPMENT

18.2.1 The club may subsidise the purchase of competition equipment by individual agreement with a member in accordance with the Club Subsidy Agreement. The subsidised equipment remains the property of the Club.

SECTION 19 PARKING

19.1 All members will abide by the parking rules as determined by the Board of Directors.

SECTION 20 CLUB FEES

20.1 A recommended fee structure shall be formulated by the outgoing Board of Directors prior to the Annual General Meeting. Members will be advised of the fee structure for the upcoming season at the Annual General Meeting.

20.2 Fees will apply to the following categories; Active, Active Reserve, Long Service, Probationary, Under 19, Under 17, Under 15, Junior, Parent, Family, Associate and Distant Resident.

20.3 Associate Membership fees will be higher than Active Senior fees.

20.4 A gymnasium and insurance levy will be applied to the following membership categories; Family, Parent and Associate (including 100 Club). The Board of Management will determine the gymnasium levy and insurance levy prior to the Annual General Meeting.

20.5 Distant Resident Membership will apply to members living more than fifty (50) kilometres away from the club. Such members shall pay no more than fifty (50) percent of their category of membership.

20.6 New or transferring members joining the club after 31st December may be afforded a concessional fee rate at the discretion of the Board of Directors.