

CITY OF PERTH SURF LIFE SAVING CLUB (INC)

BY-LAWS

*These By-laws are intended to be read in conjunction with
The Clubs Constitution and the relevant Club Policies and Procedures*

DRAFT
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INTERPRETATION

These definitions apply to the City of Perth Surf Life Saving Club Constitution, By-Laws and Policies and Procedures.

Access to facilities and services means the member has paid the relevant annual subscription and usage fees (eg gym fee, craft storage fee) as determined by the Executive. Security access to parts of the club (eg administration area, controlled areas) will also be a consideration.

Affiliated Club means a surf lifesaving club affiliated with Surf Life Saving Australia and the relevant State Centre.

Age Group is the age of the participant as at the 30th September of each season.

Club Officer refers to a member who has been elected an Officer of the Club at an Annual General Meeting or appointed by the Executive in the case of a vacancy occurring during the year.

Financial Year means the year ending 30th April in each year.

Life Member means an individual who has been appointed as a Life Member of the City of Perth Surf Life Saving Club for the term of their life.

New Member refers to a person who has never been a member of the City of Perth Surf Life Saving Club previously.

Nomination Fee refers to a charge to persons joining the Club for the first time in the categories of Active and Associate members.

Position Holder refers to a person appointed to a role for the current year by the Club Executive on an as needs basis.

Special Resolution means a resolution:

- (a) the notice of which must set out an intention to propose a special resolution and must state the resolution; and
- (b) must be passed by 75% of members entitled to vote.

Voting Rights apply only after 6 months membership of the Club.

Youth activities are provided for the Under 14 and Under 17 Age group.

1.0 MEMBERSHIP

1.1 Active Membership

- (a) Active members shall hold the Bronze Medallion.
- (b) Active members shall fulfil Patrol and Club requirements as required by Surf Life Saving Western Australia Inc., and in accordance with these By-Laws.
- (c) Active members shall complete the Annual Proficiency Test each season, unless the Bronze Medallion has been gained in that season.
- (d) Active members will have access to all club facilities as defined.
- (e) Active Members shall have voting rights.

1.2 Reserve Active Membership

- (a) A member, after at least eight years of Active membership, may apply for Reserve Active membership. Applications shall be submitted to the Administration Officer who shall collate the applicant's service record and forward that information together with the application to the Beach Operations Committee. The Beach Operations Committee shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Executive Committee.
- (b) The following shall not be counted as Active Service toward Reserve Active Membership;
 - (i) Periods of absence or leave from Patrol and other club duties
 - (ii) Seasons in which the member ended the season down hours on Patrol, unless those hours were made up at the commencement of the next season
 - (iii) Periods of suspension from the Club.
 - (iv) Periods of service where the member cannot prove they were active in their duties.
- (c) Reserve active members shall complete patrol hours as may be required by Surf Life Saving Western Australia, and may be requested by the Club to complete at least two (2) full patrols each season.
- (d) Reserve Active members shall complete the Annual Proficiency Test.
- (e) Reserve Active members transferring from an affiliated club of Surf Life Saving Australia may be entitled to Reserve Active membership of this club, subject to verification from their previous club, Branch or State.
- (f) Active members transferring from an affiliated club of Surf Life Saving Australia may have their period of Active Service in their previous club, or clubs, accepted as years of service toward Reserve Active membership of this Club, subject to verification from their previous Club(s), Branch or State.
- (g) Members transferring from Surf Life Saving Associations of other nations may have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Executive Committee. The Executive Committee shall decide whether such service shall be accepted as years of service toward Reserve Active membership of this Club.
- (h) A former Reserve Active member may apply for readmission as a Reserve Active member, and may be readmitted by the Executive Committee.

(i) Reserve Active members will have access to all club facilities subject to the payment of relevant access fees.

(j) Reserve Active Members shall have voting rights.

1.3 Long Service Membership

(a) A member, after at least ten years of Active membership or four years of Reserve Active membership, may apply for Long Service membership. Applications shall be submitted to the Administration Officer who shall collate the applicant's service record and forward that information together with the application to the Beach Operations Committee. The Beach Operations Committee shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Executive Committee.

(b) Periods of active service shall be considered in the same manner as for Reserve Active membership.

(c) Long Service members are exempt from performance of any Patrol duties. In all other respects they have the same privileges and duties as Active members.

(d) Long Service members transferring from an affiliated club of Surf Life Saving Australia may be entitled to Long Service membership of this club, subject to verification from their previous club, Branch or State.

(e) Active members and Reserve Active members transferring from an affiliated club of Surf Life Saving Australia may have their period of Active Service and/or Reserve Active service in their previous club or clubs accepted as years of service toward Long Service membership of this club, subject to verification from their previous Club(s), Branch or State.

(f) Members transferring from Surf Life Saving Associations of other nations may have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Executive Committee. The Executive Committee shall decide whether such service shall be accepted as years of service toward Long Service membership of this Club.

(g) A former Long Service member may apply for readmission as a Long Service member, and may be readmitted by the Executive Committee.

(h) Long service members will have access to all club facilities subject to the payment of relevant access fees.

(i) Long Service Members shall have voting rights.

1.4 Award Membership

(a) Award Members shall hold at least one of the following awards;

- (i) Surf Rescue Certificate
- (ii) Radio Award/s
- (iii) Resuscitation Certificate
- (iv) Advanced Resuscitation Certificate
- (v) First Aid certificate (or equivalent)
- (vi) Nipper Rescue Certificate

(b) Holders of the Bronze Medallion are not eligible to become Award Members.

(c) Active Award members may be called upon to perform Patrol and/or other club duties to the extent of the ability of their qualifications.

(d) Award members have the right to use all club facilities subject to the payment of relevant access fees, apart from competition equipment, except as designated by Surf Life Saving Australia competition regulations.

(e) An Award Member with a Limiting and Permanent Disability who has satisfied the requirements of the Competitive Qualification Test as laid down by Surf Life Saving Australia may use competition equipment.

(f) For the purpose of the Club Constitution and By-Laws/Policies, a General Member with a Surf Rescue Certificate (SRC) or Nipper Rescue Certificate (NRC) carrying out water safety for Junior activities shall be deemed to be an Award Member carrying out designated Surf Life Saving Patrol duties.

(g) Award Members shall have voting rights if they are undertaking lifesaving patrol duties.

1.5 Associate Membership

(a) Associate Members shall be a minimum of eighteen (18) years of age.

(b) Associate Members need not hold any awards.

(c) Associate Members have the right to use all club facilities subject to the payment of relevant access fees, with the exception of patrol and competition equipment, with the following exceptions:

(i) An Associate Member who holds the Bronze Medallion may use patrol equipment in the performance of patrol duties.

(ii) An Associate member who holds any award may use patrol equipment in performing patrol duties to the extent of the ability of their qualification.

(iii) An Associate Member who pays the scheduled Gymnasium Fee may use the gymnasium.

(iv) Associate Members are eligible to take part in intra club competition but may not be eligible to win club trophies.

(v) Associate Members who satisfy the requirements of the Surf life Saving Australia policy and regulations may compete in Inter Club carnivals and use competition equipment for that purpose.

(j) Associate members shall not have voting rights unless elected to office or appointed to a position provided with voting rights by the Club's Constitution.

1.6 General Membership

a) General Membership shall be available to one or both parents, or guardians, with children registered in either or both, Junior (Nipper) and Cadet/Youth membership categories.

b) General Members shall be involved in the running or support of Junior or Cadet activities.

c) General Members have the right to use all club facilities with the exception of patrol and competition equipment.

(d) General Members do not have voting rights unless elected to office whereby the position is provided with voting rights.

1.7 Restricted Leave (Absentee) Membership

- a) Any member, who becomes a resident out of the metropolitan area, may, during such residence be entitled to Restricted Leave membership of the club on an annual basis, and as such shall be relieved of all obligations of their relevant membership category, other than the payment of the annual subscription as prescribed.
- b) It shall be the duty of each member to inform the Administration Officer of the club, in writing, that they are entitled to Restricted Leave membership and upon receipt of such notice and proof of such entitlement, the Administration Officer shall place such member's name upon the Restricted Leave membership list.
- c) Periods of Restricted Leave membership shall not be classed as service towards Reserve Active and/or Long Service membership.
- (d) Restricted Leave members shall have the right to use all club facilities subject to the payment of relevant access fees, during visits to the metropolitan area.
- (e) Restricted Leave members shall have voting rights in accordance with their membership category.

1.8 Honorary Membership

- a) Honorary membership shall be awarded on a seasonal basis by the Executive Committee.
- b) Honorary membership shall be awarded to people, who, in the opinion of the Executive Committee, perform a fundamental service to the club.
- c) Honorary members shall not be required to pay the annual membership fee.
- d) Honorary members need not hold any awards.
- e) Honorary members have the right to use all club facilities as determined by the Executive Committee.
- f) Honorary members are not eligible to compete in intra club or interclub competition.
- (g) Honorary members shall not have voting rights.

1.9 Cadet Membership

- a) Cadet members shall be in the Under 14 and Under 15 Age Groups on a seasonal basis.
- b) Cadet members are required to gain the Surf Rescue Certificate within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test. Fifteen (15) year-old Cadet Members are required to gain the Bronze Medallion within the season.
- c) Cadet members are required to complete patrolling duties.
- d) Cadet members shall not have voting rights unless they hold the Bronze Medallion.

1.10 Junior (Nipper) Membership

- a) Junior (Nipper) membership shall be provided for Under 6 to Under 13 Age Groups, that is five (5) to thirteen (13) years of age.

b) Junior (Nipper) members are required to gain the relevant Junior Award in lifesaving for that member's age group each season.

c) To be eligible for membership, Junior members must also have at least one parent or guardian as a member of the club, who is actively involved in the running or support of Junior activities.

(d) Junior members shall not have voting rights.

1.11 Probationary Membership

a) Any new member shall be classed as Probationary from the time of application for membership until such time as the Executive Committee grants a formal category or rejects the application, provided that a new member **who is required to gain an award** shall remain classed as Probationary until that award is gained.

b) Probationary members shall have the same rights and privileges with regard to the use of the clubrooms and facilities as the membership category for which they have applied.

c) The Executive Committee may at any time cancel the membership of a Probationary member.

(d) Probationary members shall not have voting rights.

2.0 CLUB OFFICERS

(a) All Club Officers shall have voting rights.

2.1 President

(a) The President shall exercise a general supervision over the affairs of the Club.

(b) The key responsibilities of the President shall include;

(i) Represent the interests of the Club and its members at any external board, committee or group that may assist in the advancement and furthering of the Club.

(ii) Be chairperson and preside at all meetings, except where a special or established committee is appointed with the chairperson designated.

(iii) See that the duties of the other officers and position holders are properly performed.

(iv) Have a sound knowledge of the Association at different levels and the applicable Constitutions pertaining thereto.

(v) Ensure the Club is operating within the guidelines set out by SLSWA and SLISA.

(vi) Ensure the Club's strategic plan is reviewed, maintained and updated on a yearly basis.

(vii) Coordinate club policies and objectives between all sections of the club.

(viii) Supervise contracted employees of the club and ensure performance levels are in accordance with expected outcomes as determined in the contract of service.

(c) The President has the power to suspend from office or membership any Officer or Member of the Club, whose continuance in Office or Membership would, in the opinion of the Executive Committee, be detrimental to the club. Such suspension shall continue until the next meeting of

the Executive Committee, when it shall cease unless the Executive Committee directs otherwise.

2.2 Vice President/Director of Community Affairs and Information.

(a) The Vice President/Director of Community Affairs and Information shall assist the President in the discharge of his or her duties, and in the absence of the President shall have like powers and authority.

(b) The key responsibilities of the Vice President shall include;

(i) Assist the President as required.

(ii) In the absence of the President, have all duties, powers and authority of the President.

(iii) Maintain discourse with Sponsors, the local Government Authority responsible for the control and management of City Beach, media outlets and other community organisations, promoting the positive aspects of the club's activities.

2.3 Director of Finance and Commercial Operations

(a) The Director of Finance and Commercial Operations shall be responsible for the financial management of the Club.

(b) The key responsibilities of the Director of Finance shall include;

(i) Present a Statement of Account monthly to the Executive Committee.

(ii) Arrange the preparation and presentation of an Annual Balance Sheet and Statement of Account to be presented, duly audited, to the Annual General Meeting of the club.

(iii) Ensure an appropriate budget for the ensuing season is presented to the Executive Committee by the 31st October annually.

(iv) Manage and maintain the financial records of the Club and report activities monthly to the Executive Committee.

(v) Arrange for the payment of all accounts that have been raised for payment by the Executive committee.

(vi) Oversee the management of the Club's shop, bar, hall hire and other commercial activities.

(vii) Be authorised to act in the capacity of "Secretary" for the purpose of meeting any statutory or legally binding document requiring such endorsement.

2.4 Director of Membership Services and Infrastructure

The Director of Membership Services and Infrastructure shall be responsible for the management of all matters pertaining to membership services and clubrooms cleanliness and maintenance.

2.5 Director of Beach Operations

- (a) The Director of Beach Operations shall be responsible for the management of all matters pertaining to life saving services and emergency services as practised at City Beach; including compliance with the club's Patrol contract.
- (b) The key responsibilities of the Director of Beach Operations shall include;
 - (i) Any express provisions made by the Executive Committee.
 - (ii) Support of the Patrol Officer, Aerial Services Officer and Mobile Services Officer in the effective organisation and operation of their respective portfolios.
 - (iii) Liaise with the First Aid Officer regarding the maintenance and availability of First Aid resources.
 - (iv) Support the Education Officer in establishing and implementing training and requalification practices.

2.6 Director of Surf Sports.

- (a) The Director of Surf Sports shall be responsible for the management of all matters pertaining to competition at club, interclub, national and international level.
- (b) The key responsibilities of the Director of Surf Sports shall include;
 - (i) Any express provisions made by the Club's Constitution.
 - (ii) Coordinate and assist with the implementation of training programs.
 - (iii) Coordination of Coaching Structure including qualification and requalification.
 - (iv) Consider Officiating needs of the club.
 - (v) Coordinate the maintenance of all surf sports equipment.
 - (vi) Submit and comply with budget outcomes.
 - (vii) Submit reports to Executive Committee.
 - (viii) Coordinate and assist with special club events, club championships and carnivals.
 - (ix) Submit carnival entries for all competitions as required.
 - (x) Comply with all requirements for entry into carnivals.
 - (xi) Ensure competitors meets minimum requirements for entry.
 - (xii) Maintain a record of all members' performance and results at all inter-club competitions.

2.7 Director of Junior Activities

(a) The Director of Junior Activities shall be responsible for all matters pertaining to Junior activities.

(b) The key responsibilities of the Director of Junior Activities shall include;

- (i) Any express provisions made by the Club's Constitution.
- (ii) Assist with the coordination of Junior activities.
- (iii) Submit reports to the Executive Committee'
- (iv) Coordinate programs within the budget outcomes.
- (v) Manage and support Age Managers, assistants and coaches.
- (vi) Distribute resources and relevant correspondence when required.
- (vii) Monitoring the implementation of new initiatives.

2.8 Director of Youth

(a) The Director of Youth shall be responsible for all matters pertaining to Youth activities. These shall be provided for Members in the Under 15 (Cadet) and Under 17 Age groups.

(b) The key responsibilities of the Director of Youth shall include;

- (i) Any express provisions made by the Club's Constitution.
- (ii) Coordinate activities and programs for youth members.
- (iii) Submit reports to the executive committee.
- (iv) Coordinate programs with the budget outcomes.
- (v) Act as the primary contact for all youth related matters within the club.

2.9 Club Captain

(a) The Club Captain shall provide leadership and be a role model for other Club Members and encourage others to take up club positions, get involved in Club activities and assist the Club in other ways.

(b) The key responsibilities of the Club Captain shall include, but not be limited by the following duties;

- (i) Coordinate and liaise with other officers and position holders towards the improvement of the efficiency of Surf Life Saving.
- (ii) Take responsibility for the efficient servicing of the Club's Patrol Contract and ensure patrolling members understand their duties and responsibilities whilst on patrol.
- (i) Shall attend Beach Operations Committee meetings and shall be the Chairperson at meetings.
- (ii) Attend Executive Committee meetings when invited in order to provide input in relation to Beach Operations Committee activities.

- (iii) Take a leading role in the conduct of Senior Club Sunday morning activities such as Club meetings and Club swims and in the organisation of social events for senior Club members.
- (iv) Improve communication and cohesion between the separate areas of the Club's competitors (boats, board & ski, beach, IRB teams & masters etc.) in order to promote the "*One Club One Community*" philosophy.
- (v) Be a point of reference and the public face for new members and assist in their integration into Club activities and members' responsibilities.

3.0 POSITION HOLDERS

- (a) The Executive may appoint people to a Position on an as needs basis, Position Holders being defined as a person with the standing to perform a role for the current year under the direction of the Club Executive.
- (b) Voting rights will be defined by the Executive at the time of appointment.

4.0 STANDING COMMITTEES

4.1 Beach Operations Committee

- (a) Each year the Executive Committee shall appoint a Beach Operations Committee which shall include the Club Captain and a representative or representatives from each of the Beach Operations, Surf Sports, Junior Activities and Youth Directorates. 3 shall form a quorum.
- (b) Beach Operation Committee meetings may also be attended by any other position holder or officer of the club whose area of responsibility is dealt with by the Beach Operations Committee and are eligible to vote.
 - (i) Any other club member may attend Beach Operations Committee meetings as a visitor. Such visitors may not enter into the discussion or debate except through the Chairperson.
 - (ii) The Beach Operations Committee shall be responsible for the work appertaining to Surf Life Saving as practised at the Club's beach.
 - (iii) The Beach Operations Committee shall have the right to introduce any new or improved method(s) in an effort to improve the efficiency of Surf Life Saving.
 - (iv) The Chairperson of the Beach Operations Committee shall be the Club Captain. In his or her absence, the Chairperson shall be the person elected by the members present.
 - (v) The Chairperson shall have a deliberate vote as well as a casting vote.
 - (vi) The Beach Operations Committee shall meet at least once a month and as required.
 - (vii) All applications for leave, Reserve Active or Long Service membership shall be dealt with by the Beach Operations Committee.
 - (viii) The Club Captain shall report on the Beach Operations Committee to the Director of Beach Operations.

- (ix) Members of the Beach Committee shall voting rights.

4.2 Additional Committees

- (a) Additional committees may be appointed as deemed necessary by the Executive for the efficient running of the club
- (b) Voting rights are in accordance with individual membership categories and/or the undertaking of lifesaving patrol duties.

5.0 STANDING ORDERS AT MEETINGS.

- (a) Any member wishing to speak shall stand and address the Chairperson respectfully.
- (b) No member shall speak more than once to a question except in explanation or reply.
- (c) A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent state of the debate.
- (d) A reply shall be allowed only to a member who has moved a substantive motion.
- (e) No member shall use offensive or unbecoming words.
- (f) No member shall digress from the subject under discussion, and imputations of improper motives and all personal reflections on members shall be deemed disorderly.
- (g) Whenever the Chairperson rises during debate the member then speaking shall cease and sit down.
- (h) No member shall interrupt another whilst speaking except on a point of order.
- (i) Any member during the debate may raise a point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to order shall state concisely the point of order, and the Chairperson, without further discussion, shall give a ruling.
- (j) It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state his or her point. The seconder and the Chairperson only may speak to the motion.
- (k) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate then or at the ensuing meeting. No member shall move the adjournment at the end of his or her speech.
- (l) At any time during the debate a member may without notice move "that the question now be put", and such motion, being duly seconded, shall then be put without debate; if carried, the question shall be put to the vote; if lost, the debate shall proceed.
- (m) An amendment may be moved on any original motion. The Chairperson shall put the amendment to the meeting first; if carried, the original motion as amended shall be put to the meeting; if lost, the original motion shall be put to the meeting. When an amendment has been decided, a further amendment may be moved before the original motion is put to the meeting.
- (n) The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion.

- (o) It shall be lawful for the meeting to suspend standing orders, provided that the object of such suspension shall not be the rescinding of any resolution previously adopted.
- (p) The Chairperson shall have a deliberate as well as a casting vote on any resolution before the meeting.

(q) Order of business for meetings:

- 1.0 Apologies
- 2.0 Reading and confirmation of minutes
- 3.0 Business arising out of such minutes
- 4.0 Correspondence
- 5.0 Finance
- 6.0 Reports
- 7.0 Operations
- 8.0 Motion of which due notice has been given
- 9.0 General business

(r) Order of business for Annual General Meeting:

- 1.0 Apologies
- 2.0 Reading and confirmation of minutes of previous Annual General Meeting
- 3.0 Business arising out of such minutes
- 4.0 Presentation of Annual Report and Balance Sheet
- 5.0 Endorsement of fees
- 6.0 Election of officers
- 7.0 Notices of motion to amend Constitution and By-Laws
- 8.0 General business

6.0 DISPUTE RESOLUTION

6.1 Application of procedures

- (a) The procedures set out in this paragraph apply to disputes,
 - (i) between individual members, and
 - (ii) between one or more members and the Club, where
 - (iii) the parties to the dispute (“the parties”) are unable to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

6.2 How the Dispute Resolution procedures are started

- (a) If the parties to the dispute are unable to resolve the dispute within the time required by para 6.1 above, any party to the dispute may start the dispute resolution process by giving written notice to the Executive Committee of –
 - (i) the parties to the dispute, and
 - (ii) the matters that are the subject of the dispute.
- (b) Within 21 days after the Club is given notice of the dispute an Executive Committee meeting must be convened to consider and determine the dispute.

- (c) The Executive Committee must give each party to the dispute notice in writing of the meeting at which the dispute is to be considered and determined, at least 7 days before the meeting is held.
- (d) The notice given to each party to the dispute must state –
 - (i) when and where the meeting is to be held; and
 - (ii) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the Executive Committee about the dispute
- (e) If-
 - (i) the dispute is between one or more members of the Club; and
 - (ii) any party to the dispute gives written notice to the Executive Committee that the party-
 - does not agree to the dispute being determined by the Executive Committee; and
 - requests the appointment of a mediator,

then the Executive Committee must not determine the dispute.
- (f) If pursuant to sub-para 6.2(e)(ii), a party to the dispute requests the appointment of a mediator, each party to the dispute is then deemed to be a party to the mediation.

6.3 Determination of Dispute by Executive Committee

- (a) At the Executive Committee meeting at which the dispute is to be considered and determined, the Executive Committee must –
 - (i) give each party to the dispute, or the party's representative, a reasonable opportunity to make written and/or oral submissions to the Executive Committee about the dispute;
 - (ii) give due consideration to any submissions so made;
 - (iii) ensure that each party to the dispute is afforded the principles of natural justice;
 - (iv) determine the dispute; and
 - (v) give each party to the dispute written notice of the Executive Committee's determination, and the reasons for the determination, within 7 days after the meeting at which the determination is made.
- (c) A party to the dispute may, within 14 days after receiving notice of the Executive Committee's determination under sub-para 6.3(e) (iv), give written notice to the Executive Committee requesting the appointment of a mediator.
- (d) If notice is given under sub-para 6.3(e) (iv) each party to the dispute is then deemed to be a party to the mediation.

6.4 Mediation

Application of Section

- (a) This section applies if written notice has been given to the Executive Committee by a member or members requesting the appointment of a mediator pursuant to sub-paras 6.2(f) or 6.3(d).

Appointment of a Mediator

- (b) Where the Executive Committee has received written notice pursuant to sub-paras 6.2(f) or 6.3(d) the Executive Committee shall be responsible for the appointment of a mediator to hear the dispute.
- (c) The person appointed as mediator by the Executive Committee shall be a Club Life Member, a senior member of the club, or a senior member of a surf lifesaving club registered with Surf Life Saving WA, who has academic and/or practical skills in mediation.
- (d) The person appointed as mediator must not –
 - (i) have a personal interest in the matter that is the subject of the mediation; or
 - (ii) be biased in favour of or against any party to the mediation.
- (e) The Executive Committee shall give each party to the mediation written notice advising of the person appointed as mediator.
- (f) If any party to the mediation gives written notice to the Executive Committee within 7 days that they are opposed to the person appointed by the Executive Committee to hear the dispute, said party shall be within their rights to appoint a mediator of their own determination, on the provision that the Executive Committee and all parties to the dispute are in agreement of said appointment.
- (g) Where a mediator is appointed by a party to the dispute in accordance with sub-para 6.4(f), that party shall be responsible for any costs incurred as a result of the appointment of the mediator and the conduct of the mediation.
- (h) If the parties to the dispute are unable to form agreement as to the appointment of a person as the mediator in accordance with sub-para 6.4(f), the Executive Committee shall appoint a person as mediator and said person will hear the dispute.

Mediation Process

- (i) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (j) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation is to take place.
- (k) In conducting the mediation, the mediator must –
 - (i) give each party to the mediation every opportunity to be heard;
 - (ii) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (iii) ensure that all parties are afforded the principles of natural justice throughout the mediation.
- (l) The mediator cannot determine the matter that is the subject of the mediation.

- (m) The mediation must be confidential and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.
- (n) The mediator shall advise the Executive Committee in writing as to the outcome(s) of the mediation whilst maintaining the confidentiality of any information given at the mediation in accordance with sub-para 6.4(m).
- (o) If mediation takes place as a result of a decision of the President or Executive Committee to suspend or cancel a person's membership; and as a result of mediation the Executive Committee revokes said decision, that revocation does not affect the validity of any decision made at an Executive Committee meeting or general meeting during the period of suspension or cancellation of that person's membership.

7.0 ANNUAL REPORT

- (a) An Annual Report shall be prepared by the Manager/Administration Officer for adoption by members at the Annual General Meeting.
- (b) The Annual Report shall be endorsed by the Executive Committee prior to presentation at the Annual General Meeting.

7.1 Structure

- (a) The Annual Report should contain at a minimum the following information;
 - (i) The Objects of the Club
 - (ii) The Officers of the Club
 - (iii) Reports by each member of the Executive Committee and Beach Operations Committee
 - (iv) Reports by area captains and/or coaches
 - (v) The Financial Statements of the Club for that year
 - (vi) A report by the Honorary Auditor on the Financial Statements
 - (vii) A list of Life Members
 - (viii) The number of members in each category of membership for that year
 - (ix) A record of the patrol hours logged by each member for that year
 - (x) A summary of patrol statistics in terms of rescues, preventative actions and first aid cases for that year
 - (xi) A summary of surf lifesaving awards gained by members during that year
 - (xii) Winners of major club events and awards
 - (xiii) Performance results at State and Australian Championships

7.2 Circulation

- (a) Printed copies of the Annual Report shall be available to members attending the Annual General Meeting.

8.0 PATROLS

- (a) Patrol members shall not leave the Patrol area except with the permission of the Patrol Captain.
- (b) Members who are unable to attend a Patrol shall arrange a substitute member, of similar qualifications and experience, to perform the Patrol in their place. The member arranging such a substitute shall be responsible in the event of the substitute not attending.
- (c) The first Patrol on duty each day shall ensure that all patrol equipment is placed in the appropriate position on the beach.

- (d) The last Patrol on duty each day shall ensure that all patrol equipment is returned to the Clubrooms, washed if appropriate, and correctly stored.
- (e) Patrol members are under the direction and control of the Patrol Captain at all times whilst on Patrol.
- (f) Patrol members shall immediately report any damage to equipment to the Patrol Captain. The Patrol Captain shall ensure that all damage is recorded in the appropriate log(s).
- (g) A member who fails to attend a rostered Patrol without reasonable excuse or arranging a substitute shall be placed "Down Hours" and required to make up one and a half hours of Patrol for every hour not attended.
- (h) Members Down Hours are subject to the following conditions;
 - (i) Hours must be made up from the start of a Patrol
 - (ii) Hours may not be made up on a Sunday morning Patrol, except with the express permission of the Club Captain.
 - (iii) Such members may not compete until all hours have been made up
 - (iv) Members who accumulate more than eight hours down may have their membership suspended until the hours are made up
- (i) The following members are exempt from all Patrol duties;
 - (i) Life Members
 - (ii) Long Service Members
 - (iii) Members of the Executive and Beach Operations Committee
- (j) The following members are exempt from Patrol duties, except in the case of qualified members wishing to compete at State or Australian Titles in events other than March Past who shall complete Patrol hours as required by Surf Life Saving Western Australia:
 - (i) Associate Members
 - (ii) Honorary Members

9.0 BOARD AND SKI

Club competition/training boards and skis may only be used by Club members. Members may use boards and skis with the permission of and as directed by the Board Co-Ordinator and Ski Co-Ordinator respectively.

10.0 SURF BOAT

- (a) Club surf boats and related equipment may only be used by Club members. Members may use surf boats and equipment with the permission of and as directed by the Boat Co-Ordinator.
- (b) Surf boats shall not be launched or beached through any area where members of the public may be exposed to risk of injury.

11.0 FIRST AID ROOM

The First Aid Room shall be used only for the purposes of administering first aid.

12.0 IRB

- (a) Club IRBs shall be driven only by proficient IRB drivers and crewed only by proficient IRB Crew award holders, except in cases where approved Award Training is taking place under the supervision of suitably qualified IRB Trainer or IRB Assessor members.
- (b) IRBs shall not be launched or beached through any area where members of the public may be exposed to risk of injury.

13.0 BEACH VEHICLE

- (a) The Club Beach Vehicle shall be used only for Patrol duties, except with the permission of the Club Captain.
- (b) The Beach Vehicle shall only be driven by holders of a current "C" Class Western Australian Drivers Licence or equivalent.
- (c) During Patrol duties, the Patrol Captain is responsible for the Beach Vehicle, and shall ensure that it is equipped as required by the Club's Patrol Contract. The Patrol Captain shall have jurisdiction over the use of the Vehicle by Patrol members.

14.0 COMPETITION

14.1 Intra Club Competition

- (a) The Beach Operations Committee shall advise the Intra Club Competition events for the coming season by October 1st, of that season. Such events are described in the Policy and Procedures manual.
- (b) Unless otherwise stated in these By-Laws, all competitions shall be run in accordance with the current Competition manual of Surf Life Saving.
- (c) No Club member may win a trophy event unless:
 - (i) They have met their club obligations.
 - (ii) They are fully financial.
 - (iii) They are qualified and proficient as required by Surf Life Saving Australia for the category in which the member is competing.
- (d) A club member who is down hours at the end of the season may not win any Aggregate points trophy.

14.2 Inter Club Competition

- (a) Club members who are qualified and proficient as required by Surf Life Saving Australia may represent the club in inter club competitions conducted or approved by Surf life Saving Australia so long as he or she is fully financial.
- (b) Notwithstanding 14.2 (a) the Beach Operations Committee may refuse a member permission to compete in any inter club competition if they have not met their club obligations.

- (c) The Club may require any entry fees or other costs of competing to be borne by the member.

14.3 Club Teams

A team manager shall be appointed to all club teams travelling outside of the Perth Metropolitan Area. All team members shall be subordinate to the Manager, and the Manager shall have the authority to take immediate action as necessary to maintain the discipline of the team. Occasions of misconduct shall be reported to the Executive Committee by the Team Manager.

15.0 TROPHIES AND AWARDS

- (a) The Beach Operations Committee shall advise the Clubs Trophies and Awards for the season by October 1st of that season.

Such events and awards are described in the Clubs Policy and Procedures manual.

- (b) Notwithstanding 15.0 (a) the Beach Operations Committee may change the Trophy and Award criteria, or **include additional Trophies and Awards**, during the season.

(c) Recommended Selection Criteria

When selecting the Club awards, it is recommended that the selection process considers any of the following:

- (1) Patrolling efficiency
- (2) Gaining awards other than SRC or BM
- (3) Provides Life Saving Award Instruction
- (4) Provides Award Assessing
- (5) Selected for National Life saving event
- (6) Participates in Club Swims/Runs
- (7) Participates in Club Trophy events
- (8) Enthusiastic competition performance
- (9) Outstanding States/Aussies performance
- (10) Participates in coaching
- (11) Provides competition officiating
- (12) Age manager
- (13) Selected for state team/high performance
- (14) Volunteer work at State Centre
- (15) No disciplinary action
- (16) General club commitment
- (17) Other aspects

16.0 LIQUOR LICENSING CONTROL

Shall be in accordance with the current Club Licence authorised by the Director of Liquor Licensing under the Liquor Control Act 1988.

No liquor shall be sold or supplied for consumption elsewhere than on club premises unless such liquor is removed from the premises of the club by or on the instructions from the member purchasing the same.

a) No payment or part payment to any secretary, treasurer, manager or other officer or servant of the club shall be made by way of commission or allowance from or upon the receipts of the club for liquor.

b) No liquor shall be sold or supplied to any juvenile (i.e. any person under the age of 18)

c) *No stranger shall be permitted to use the club premises and no member or other person shall admit any stranger to use the club premises.*

d) *The club shall only be open for the sale of liquor during such hours (within the hours permitted under the Liquor Control Act 1988) as the committee shall from time to time determine.*

e) *No liquor shall be sold or disposed of on Christmas Day, Good Friday or before noon on Anzac day except as permitted under the provisions of the Act.*

f) *The club shall nominate a person as the approved manager pursuant to the provisions of section 100 of the Act.*

g) *Where the approved manager is absent for periods in excess of those specified in section 100 of the Act, the club shall appoint a temporary manager and the relevant application shall be lodged with the Director of liquor Licensing.*

Members may introduce guests to the club at any time provided that:

h) *A guest shall not be supplied with liquor in the club premises except on invitation and in the company of that member.*

i) *A guest shall be supplied with liquor to be consumed on the club premises only.*

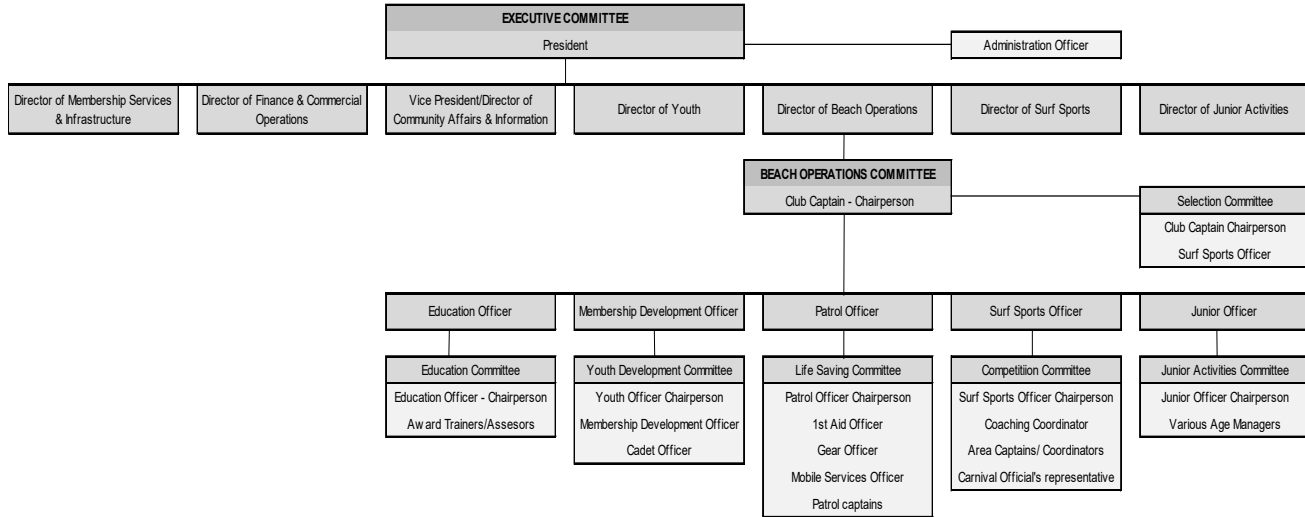
j) *The member introducing the guest shall be responsible for the proper conduct of that guest whilst on the club premises.*

k) *Any person who has been refused membership of the club or who is under the suspension or expulsion from the club shall not be admitted as a guest of any member of the club.*

l) *A member may, at their expense, and with the approval of the club board, supply liquor to guests, without limitation as to number, at a function held by or on behalf of that member, at the club premises.*

17.0 Club Structure

The club shall be structured as shown below



17.0 Proxy Voting Form.

City of Perth Surf life Saving Club (Inc.)
APPOINTMENT OF PROXY

I,

—
(Insert MEMBER'S name)

of

(Insert MEMBER'S address)

being an eligible voting member of City of Perth Surf Life Saving Club (Inc)
APPOINT the Chairman, to be my proxy at the Annual General Meeting/Special
General Meeting (and any adjournments of the meeting/s) on

(Insert relevant date of meeting)

and to vote on my behalf on the special resolution/s to be put in the following manner:

Special resolution 1 (Resolution wording to be inserted here) In favour of / against *

Special resolution 2 (Resolution wording to be inserted here) In favour of / against *

(Delete which does **NOT** apply)

Your voting direction in favour of/against must be indicated for proxy to be valid.

Signature: _____ **Date:** _____
(of Member appointing Proxy)