



QUEENSLAND

YEPPOON SURF LIFE SAVING CLUB INCORPORATED CONSTITUTION

21st June 2015



CONTENTS

1.	NAME OF ASSOCIATION	4
2.	DEFINITIONS AND INTERPRETATION	4
3.	OBJECTS OF ASSOCIATION	5
4.	POWERS OF THE ASSOCIATION	7
5.	APPLICATION OF INCOME	7
6.	LIABILITY OF MEMBERS	7
7.	MEMBERS' CONTRIBUTIONS	7
8.	DISTRIBUTION OF PROPERTY ON WINDING UP	7
9.	STATUS AND COMPLIANCE OF ASSOCIATION	8
10.	MEMBERS	9
11.	SUBSCRIPTIONS AND FEES	10
12.	APPLICATION	10
13.	REGISTER OF MEMBERS	11
14.	EFFECT OF MEMBERSHIP	12
15.	DISCONTINUANCE OF MEMBERSHIP	12
16.	GRIEVANCES, JUDICIAL AND DISCIPLINE	13
17.	ANNUAL GENERAL MEETING	13
18.	NOTICE OF GENERAL MEETING	13
19.	BUSINESS	14
20.	NOTICES OF MOTION	14
21.	SPECIAL GENERAL MEETINGS	14
22.	PROCEEDINGS AT GENERAL MEETINGS	14

23.	VOTING AT GENERAL MEETINGS	16
24.	PROXY VOTING	16
25.	EXISTING DIRECTORS	16
26.	POWERS OF THE MANAGEMENT COMMITTEE	16
27.	COMPOSITION OF THE MANAGEMENT COMMITTEE	16
28.	ELECTION OF DIRECTORS	17
29.	VACANCIES OF DIRECTORS	17
30.	MEETINGS OF THE MANAGEMENT COMMITTEE	18
31.	DELEGATIONS	19
32.	BY-LAWS	20
33.	FUNDS, RECORDS AND ACCOUNTS	21
34.	AUDITOR	22
35.	NOTICE	22
36.	SEAL	23
37.	ALTERATION OF CONSTITUTION	23
38.	INDEMNITY	23
40.	DISSOLUTION	23

ASSOCIATIONS INCORPORATION ACT 1981 (QLD)
CONSTITUTION
of
YEPPOON SURF LIFE SAVING CLUB INCORPORATED

1. NAME OF ASSOCIATION

The name of the association is Yeppoon Surf Life Saving Club Incorporated (“**Association**”).

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Constitution unless the contrary intention appears:

Act means the *Associations Incorporation Act 1981* (Qld).

Association means Yeppoon Surf Life Saving Club Incorporated.

Branch means Wide Bay Capricorn Branch which includes the affiliated Surf Life Saving Clubs and their members within the boundaries of that Branch as defined by SLSQ and the Branch.

By Laws means any By-Laws made by the Management Committee under **Rule 33**.

Constitution means this Constitution of the Association.

Delegate means the person appointed from time to time to act for and on behalf of the Association.

Director means a member of the Management Committee appointed in accordance with this Constitution.

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

General Meeting means the meeting of the Association.

Intellectual Property means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment, images (including photographs, television, videos or films) or service marks (whether registered or registrable) relating to the Association or any championship, competition, series or event or life saving activity of or conducted, promoted or administered by the Association.

Life Member means an individual appointed as a Life Member of the Association under **Rule 11.2**.

Management Committee means the body managing the Association and consisting of the Directors under **Rule 28**.

Member means a registered member of the Association and can only include junior “*Nipper*”) members; cadet members; active members; reserve active members; general members; long service members; award members; associated members; honorary members; social members, and life members of the Association all of which categories are defined in this Constitution or the By-Laws.

Membership Year means the period between 1 October and 30 September the following year.

Objects means the objects of the Association under **Rule 3**.

President means the President for the time being of the Association.

Seal means the common seal of the Association and includes any official seal of the Association.

SLSA means Surf Life Saving Australia Limited.

SLSQ means the body recognised by SLSA as the body administering Surf Life Saving in Queensland.

Special Resolution means a resolution passed in accordance with the Act.

State means and includes a State or Territory of Australia.

Surf Life Saving Club means a Surf Life Saving club which is a member of or otherwise affiliated with SLSQ or SLSA.

2.2 Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other genders;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- (h) a reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

2.3 Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable, the phrase or provision is to be read down if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution.

2.4 Expressions in the Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter under the Act has the same meaning as that provision of the Act.

2.5 Sole Purpose

The Association is established solely for the Objects under **Rule 3**.

2.6 Model Rules

The model rules under the Act are expressly displaced by this Constitution.

3. OBJECTS OF ASSOCIATION

The Association is a charitable community service based institution. The objects for which the Association is established are to:

- (a) provide for the conduct, encouragement, promotion and administration of Surf Life Saving;
- (b) participate as a member of the Branch, SLSQ and SLSA through and by which life saving and the preservation of life in the aquatic environment can be conducted, encouraged, promoted, advanced and administered;
- (c) ensure the maintenance and enhancement of the Association, Branch, SLSQ, Surf Life Saving Clubs, SLSA, and Surf Life Saving, its standards, quality and reputation for the benefit of the Members and Surf Life Saving;
- (d) at all times promote mutual trust and confidence between the Association, Branch, SLSQ, Surf Life Saving Clubs, SLSA, and the Members in pursuit of these objects;
- (e) at all times act on behalf of and in the interest of the Members and Surf Life Saving;

- (f) promote the economic and community service success, strength and stability of the Association, Branch, SLSQ, Surf Life Saving Clubs, SLSA, and Surf Life Saving;
- (g) affiliate and otherwise liaise with Branch, SLSQ and SLSA , in the pursuit of these objects and the objects of Surf Life Saving;
- (h) conduct, encourage, promote, advance and control Surf Life Saving, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (i) conduct or commission research and development for improvements in methods of Surf Life Saving and Surf Life Saving equipment, and in all ways to improve and safeguard the use of the aquatic environment;
- (j) use and protect the Intellectual Property of the Association, Branch, SLSQ and SLSA;
- (k) apply the property and capacity of the Association towards the fulfilment and achievement of these Objects;
- (l) promote the involvement and influence of Surf Life Saving standards, techniques, awards and education with bodies involved in Surf Life Saving;
- (m) strive for Governmental, commercial and public recognition of the Association as the authority on aquatic safety and management;
- (n) promulgate, and secure uniformity in, such rules as may be necessary for the management and control of Surf Life Saving and related activities and the preservation of life in the aquatic environment;
- (o) further extend the operations and teachings of the Association;
- (p) further develop Surf Life Saving into an organised institution and with these objects in view, to foster, regulate, organise and manage assessments, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful Members;
- (q) review and/or determine any matters relating to Surf Life Saving which may arise, or be referred to it, by any Member;
- (r) pursue through itself or other such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the interests of Surf Life Saving;
- (s) adopt and implement appropriate policies, including in relation to sexual harassment, equal opportunity, drugs in sport, health, safety, junior and senior programs, infectious diseases and such other matters as arise from time to time as issues to be addressed in Surf Life Saving;
- (t) represent the interests of its Members and of Surf Life Saving generally in any appropriate forum;
- (u) have regard to the public interest in its operations;
- (v) do all that is reasonably necessary to enable these objects to be achieved and to enable the Members to receive the benefits which these objects are intended to achieve;
- (w) ensure that environmental considerations are taken into account in all Surf Life Saving and related activities conducted by the Association;
- (x) promote the health and safety of Members and all other users of the aquatic environment;
- (y) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in Surf Life Saving competition and to recognise successful competitors;
- (z) encourage and promote drug free competition;
- (aa) establish, grant and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;

- (ab) give, and seek where appropriate, recognition for Members to obtain awards or public recognition in fields of endeavour other than Surf Life Saving;
- (ac) seek and obtain improved facilities for the enjoyment of the aquatic environment;
- (ad) promote uniformity of laws for the control and regulation of the aquatic environment and to assist authorities in enforcing these laws;
- (ae) effect such objects as may be necessary in the interests of Surf Life Saving and the aquatic environment; and
- (af) undertake and or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects.

4. POWERS OF THE ASSOCIATION

Solely for furthering the Objects, the Association has, in addition to the powers and functions under the Act, the legal capacity and powers of a company limited by guarantee as set out under section 124 of the *Corporations Act*.

5. APPLICATION OF INCOME

- 5.1 The income and property of the Association shall be applied solely towards the promotion of the Objects.
- 5.2 Except as prescribed in this Constitution:
 - i. no portion of the income or property of the Association shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and
 - ii. no remuneration or other benefit in money or money's worth shall be paid or given by the Association to any Member who holds any office of the Association.
- 5.3 Nothing contained in **clauses 5.1 or 5.2** shall prevent payment in good faith of or to any Member for:
 - i. any services actually rendered to the Association whether as an employee or otherwise;
 - ii. goods supplied to the Association in the ordinary and usual course of operation;
 - a) interest on money borrowed from any Member;
 - b) rent for premises demised or let by any Member to the Association; or
 - c) any out-of-pocket expenses incurred by the Member on behalf of the Association; provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

6. LIABILITY OF MEMBERS

The liability of the Members of the Association is limited.

7. MEMBERS' CONTRIBUTIONS

Every Member of the Association undertakes to contribute to the assets of the Association in the event of it being wound up while the Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Association contracted before the time at which it ceases to be a Member and the costs, charges and expenses of winding up the Association, such an amount not exceeding one dollar (\$1.00).

8. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members but shall be given or transferred to some registered or exempt

charity, having objects similar to the Objects and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Association by this Constitution. Such registered or exempt charity will be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of Queensland or other Court as may have or acquire jurisdiction in the matter.

9. STATUS AND COMPLIANCE OF ASSOCIATION

9.1 Recognition of Association

Subject to compliance with this Constitution, the Branch Constitution, the SLSQ constitution, and the SLSA constitution, the Association shall continue to be recognised as a Member of SLSQ and shall administer Surf Life Saving activities in accordance with the Objects.

9.2 Compliance of Association

The Members acknowledge and agree the Association shall:

- (a) be or remain incorporated in Queensland;
- (b) appoint a Delegate annually to represent the Association at meetings of the Branch;
- (c) nominate such other persons as may be required to be appointed to Branch committees from time to time under this Constitution or the Branch constitution or otherwise;
- (d) forward to SLSQ a copy of its constituent documents and details of its Directors;
- (e) adopt the objects of SLSQ (in whole or in part as are applicable to the Association) and adopt rules which reflect, and which are, to the extent permitted or required by the Act, generally in conformity with the SLSQ constitution;
- (f) apply its property and capacity solely in pursuit of the Objects and life saving;
- (g) do all that is reasonably necessary to enable the Objects to be achieved;
- (h) act in good faith and loyalty to ensure the maintenance and enhancement of life saving, its standards, quality and reputation for benefit of the Members and Surf Life Saving;
- (i) at all times act on behalf of and in the interests of the Members and Surf Life Saving; and
- (j) by adopting the objects of SLSQ, abide by the SLSQ Constitution.

9.3 Operation of Constitution

The Association and the Members acknowledge and agree:

- (a) that they are bound by this Constitution, and that this Constitution operates to create uniformity in the way in which the Objects and Surf Life Saving are to be conducted, promoted, encouraged, advanced and administered;
- (b) to ensure the maintenance and enhancement of Surf Life Saving, its standards, quality and reputation for the benefit of the Members and Surf Life Saving;
- (c) not to do or permit to be done any act or thing which might adversely affect or derogate from the standards, quality and reputation of Surf Life Saving and its maintenance and enhancement;
- (d) to promote the economic and community services success, strength and stability of each other and to act interdependently with each other in pursuit of their respective objects;
- (e) to act in the interests of Surf Life Saving and the Members;
- (f) where the Association considers or is advised that a Member has allegedly:
 - i. breached, failed, refused or neglected to comply with a provision of this Constitution, the By-Laws, or any resolution or determination of the Association; or
 - ii. acted in a manner prejudicial to the Objects and interests of the Association and/or Surf Life Saving; or

iii. brought themselves, the Association, any Surf Life Saving Club or Surf Life Saving into disrepute;
after allowing the Member a reasonable opportunity to explain, the Association may adjudicate and if necessary penalise the Member with such penalty as it thinks appropriate.

10. MEMBERS

10.1 Membership

The membership of the Association shall consist of the following classes of individual membership:

- (a) **Probationary Members** - shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the Management Committee.
Probationary Members shall not have voting rights.
- (b) **Junior Members ("Nipper")** - shall be a Member who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
Junior Activities Members shall not have voting rights.
- (c) **Youth Members** - shall be a Member of the age qualification as defined by SLSA and who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.
Youth Members shall not have voting rights.
- (d) **Active Member** - shall be a Member who:
 - i. holds a Bronze Medallion;
 - ii. fulfils Patrol and Club obligations, as provided by SLSA and this Constitution;
 - iii. qualifies in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season or has a valid exemption.Active Members shall have voting rights at General Meetings.
- (e) **Reserve Active Membership** - may be granted to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of Patrol and Club obligations as provided by SLSA and Club Constitution.
Reserve Active Membership shall not be automatic, but shall be granted by resolution of the Management Committee.
 - i. Reserve Active Members shall perform a minimum of Patrols in each club where they hold Reserve Active membership, as required by SLSA, and further patrol duties at the discretion of the Yeppoon Surf Life Saving Club Management Committee.
 - ii. Reserve Active Members shall complete the annual proficiency test.
Reserve Active Members shall have the right to be present, to debate and to vote at General Meetings.
- (f) **Long Service Membership** - may be granted to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.
 - i. Should a Member join from another Surf Life Saving Club where they are a Long Service Member, the Club shall determine if such member's Long Service shall be recognised.
 - ii. Such Members may be exempted from all Patrol obligations and may be granted other special privileges of Membership as provided in this constitution.
Long Service Members shall have voting rights at General Meetings.
- (g) **Award Membership** - may be granted to persons who hold an SLSQ award of one, or more, of the following qualifications:- Surf Rescue Certificate, Radio award Resuscitation Certificate, Advanced Resuscitation Certificate, or First Aid Certificate

(or equivalent). Such Members may be called upon to perform Patrol and/or other club obligations within the ability of their qualifications.

Award Members may have voting rights at General Meetings if they are undertaking life saving Patrol duties or hold an elected office position.

- (h) **Associate Membership** - may be granted to persons who may or may not hold an SLSQ award. Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

Associate Members shall not have voting rights unless elected to office or position, which is provided with voting rights by this constitution.

- (i) **Social Membership** - may be granted to persons who may or may not be the holder of an Association award. Social Members shall pay a joining and/or annual membership fee prescribed, and reviewed, annually by the Management Committee. Social Members shall not have voting rights unless elected to office or position, which is provided with voting rights by this constitution.

- (j) **Honorary Membership** - may be granted to persons who may or may not hold on SLSA award.

Honorary Members shall not have voting rights

- (k) **Life Membership** of a Club - may be granted to Members who have rendered distinguished, or special service as provided for in this constitution and is relevant to this Club only.

Life Members shall have voting rights at General Meetings.

10.2 Life Members

- (a) The Management Committee may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Association and Surf Life Saving, where such service is deemed to have assisted the advancement of the Association and Surf Life Saving be appointed as a Life Member. Nominees must have rendered a minimum of 10 years special service to the Association, or on behalf of the Association within a period of 15 years.
- (b) A resolution of the Annual General Meeting to confer life membership on the recommendation of the Management Committee must be by Motion
- (c) Upon life membership being conferred the person's details shall be entered in the register, and from the time of entry on the register the person shall be a Life Member.
- (d) Life members shall uphold the objects of this Constitution, the interests the Members and the Association and/or Surf Life Saving at all times.
- (e) Where the Association considers or is advised that a Member has not upheld the Objects, after allowing the Member a reasonable opportunity to explain, the Association may adjudicate and if necessary penalise the Member with such penalty as it thinks appropriate.

11. SUBSCRIPTIONS AND FEES

The annual membership subscription and fees payable by Members to the Association, the time for and manner of payment shall be as determined by the Management Committee from time to time.

12. APPLICATION

12.1 Application for Membership

An application for membership by an individual ("applicant") must be:

- (a) in writing on the form prescribed from time to time by SLSQ and/or SLSA from the applicant and lodged with the Association; and
- (b) accompanied by the appropriate fee.

12.2 Public Liability Insurance

The Management Committee must ensure that as soon as possible after the person applies to become a member of the association, and before the Management Committee considers the application, advise the person of the amount of public liability insurance held by the association.

12.3 Discretion to Accept or Reject Application

- (a) The Association may accept or reject an application whether the applicant has complied with the requirements in **Rule 12.1** or not, and shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the Association accepts an application the applicant shall, subject to notification to SLSQ, become a Member.
- (c) Membership of the Association shall be deemed to commence upon acceptance of the application by the Association. The Register shall be updated accordingly as soon as practicable.
- (d) If the Association rejects an application, it shall refund any fees forwarded with the application, and the application shall be deemed rejected by the Association. No reasons for rejection need be given and there is no right of appeal.

12.4 Re-Application

- (a) Members must re-apply for membership of the Association in accordance with the procedures set down by the Association from time to time.
- (b) Upon re-application a Member must provide details of any change in their personal details, and any other information reasonably required by the Association.

12.5 Deemed Membership

- (a) Until the end of the current membership period, all individuals who are members of the Association shall be deemed Members of the Association up to the approval of this Constitution under the Act.
- (b) The Members shall provide the Association with such details as may be required by the Association under this Constitution within one month of the approval of this Constitution under the Act.

13. REGISTER OF MEMBERS

13.1 Register

The Association shall keep and maintain a Register in which shall be entered (as a minimum):

- (a) the full name, address, class of membership and date of entry of the name of each Member and the current status of that Member, the awards they possess and whether or not they are proficient in each of those awards, as well as details of Positive Notification for Working With Children (Blue Card);
- (b) the full name, address and date of entry of the name of each Director, Office Bearer and Delegate.

Members shall provide notice of any change and required details to the Association within one month of such change.

13.2 Inspection of Register

Having regard to confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, Director, Office Bearer or Delegate, shall be available for inspection (but not copying) by Members, upon reasonable request.

13.3 Use of Register

Subject to confidentiality considerations and privacy laws, the Register may be used by the Association to further the Objects, as the Management Committee considers appropriate.

13.4 Right of SLSQ to Register

The Association shall provide a copy of the Register at a time and in a form acceptable to SLSQ, and shall provide regular updates of the Register to SLSQ. The Association agrees that SLSQ may utilise the information contained in the Register and the Register itself to further the objects of SLSQ, subject always to reasonable confidentiality considerations and privacy laws.

14. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and the Association and that they are bound by this Constitution and By-Laws, the SLSQ constitution and regulations and the SLSA constitution and regulation;
- (b) they shall comply with and observe this Constitution and the By-Laws, and any determination, resolution or policy which may be made or passed by the Management Committee or any other entity with delegated authority;
- (c) by submitting to this Constitution and the By-Laws they are subject to the jurisdiction of the Association, SLSQ and SLSA;
- (d) the Constitution and By-Laws are necessary and reasonable for promoting the Objects and particularly the advancement and protection of Surf Life Saving as a community service; and
- (e) they are entitled to all benefits, advantages, privileges and services of Association membership.

15. DISCONTINUANCE OF MEMBERSHIP

15.1 Notice of Resignation

A Member having paid all arrears of fees payable to the Association may resign or withdraw from membership of the Association by giving notice in writing to the Association of resignation or withdrawal.

15.2 Discontinuance by Breach

- (a) Membership of the Association may be discontinued by the Management Committee if the member:
 - i) is convicted of an indictable offence;
 - ii) is in breach of any clause of this Constitution, including but not limited to the failure to pay any monies owed to the Association, failure to comply with the By-Laws or any resolution or determination made or passed by the Management Committee or any duly authorised committee; or
 - iii) conducts him or herself in a way considered to be injurious or prejudicial to the Objects, character or interests of the Association.
- (b) Membership shall not be discontinued by the Management Committee under **clause 15.2(a)** without the Management Committee first giving the accused Member the opportunity to explain the breach and/or remedy the breach.
- (c) Where a Member fails, in the Management Committee's view to adequately explain to remedy the breach, that Member's membership shall be discontinued under **clause 15.2(a)** by the Association giving written notice of the discontinuance.

15.3 Failure to Re-Apply

If a Member has not re-applied for Membership with the Association within one month of reapplication falling due, that Member's membership will be deemed to have lapsed from

that time. The Register shall be amended to reflect any lapse of membership under this **clause 15.3** as soon as practicable.

15.4 Member to Re-Apply

A Member whose membership has been discontinued or has lapsed under **clause 15.3**:

- (a) must seek renewal or re-apply for membership in accordance with this Constitution; and
- (b) may be re-admitted at the discretion of the Management Committee.

15.5 Forfeiture of Rights

A Member who ceases to be a Member, for whatever reason, shall forfeit all rights in and claims upon the Association and its property and shall not use any Surf Life Saving equipment or other property of the Association including Intellectual Property. Any Association documents, records or other property in the possession, custody or control of that Member shall be returned to the Association immediately.

15.6 Membership may be Reinstated

Membership which has been discontinued under this **clause 15** may be reinstated at the discretion of the Management Committee, upon such conditions as it deems appropriate.

15.7 Refund of Membership Fees

Membership fees or subscriptions paid by the discontinued Member may be refunded on a pro-rata basis to the Member upon discontinuance.

16. GRIEVANCES, JUDICIAL AND DISCIPLINE

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

17. ANNUAL GENERAL MEETING

An Annual General Meeting of the Association shall be held in accordance with the provisions of the Act and on a date and at a venue to be determined by the Management Committee.

The date of the Annual General Meeting shall be a minimum of one (1) week prior to that of the branch.

18. NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Member entitled to receive notice, at the address appearing in the Register kept by the Association. The auditor and Directors shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) Preliminary notice of a General Meeting should be issued 42 days prior to the date of the meeting calling for notices of motion and any other business to be conducted at that meeting.
- (c) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (d) At least 21 days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting; and
 - (ii) any notice of motion received from Members.

19. BUSINESS

- (a) The business to be transacted at the Annual General Meeting must include;
 - (i) presentation of the reports of the Management Committee;
 - (ii) consideration of the financial statement and audit report for the last financial year;
 - (iii) the election of Directors under this Constitution,
 - (iv) the motion for affiliation with the Branch, SLSQ and SLSA;
 - (v) the motion recognising the affiliation of the Association's supporters club; and
 - (vi) the appointment of the auditors for the present financial year
- (b) All business that is transacted at a General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of those matters set down in **clause 19(a)** shall be special business.
- (c) No business other than that provided on the notice shall be transacted at that meeting.

20. NOTICES OF MOTION

Members shall be entitled to submit notices of motion for inclusion as special business at a General Meeting. All notices of motion must be submitted in writing to the Secretary not less than 30 days (excluding receiving date and meeting date) prior to the General Meeting.

Notices of motion must include a mover and seconder

21. SPECIAL GENERAL MEETINGS

21.1 Special General Meetings May be Held

The Management Committee may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this clause more than 15 months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.

21.2 Requisition of Special General Meetings

- (a) The Secretary shall on the requisition in writing of 50% of voting Members convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting shall be signed by the Members making the requisition and be sent to the Association. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisitions.
- (c) If the Secretary does not cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the Association, the Members making the requisition, or any of them, may convene a Special General Meeting to be held not later than three months after that date.
- (d) A Special General Meeting convened by Members under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Management Committee.

22. PROCEEDINGS AT GENERAL MEETINGS

22.1 Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings shall be such number of Voting Members over the age of 15 years of age that equate to twice the number of current Directors plus one (1) Member.

22.2 President to Preside

The President shall, subject to this Constitution, preside as chairman at every General Meeting except:

- (a) in relation to any election for which the President is a nominee; or
- (b) where a conflict of interest exists.

If the President is not present, or is unwilling or unable to preside the Members shall appoint one of the Directors to preside as chairman for that meeting only.

22.3 Adjournment of Meeting

- (a) If within half an hour from the time appointed for the meeting, a quorum is not present the meeting shall be adjourned until the same day in the next week at the same time and place or to such other day and at such other time and place as the chairman may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, those Members present and entitled to vote will constitute a quorum for that meeting only.
- (b) The chairman may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in **clause 22.3(c)** it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

22.4 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

- (a) the chairman; or
- (b) a simple majority of Members.

22.5 Recording of Determinations

Unless a poll is demanded under **clause 22.4**, a declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

22.6 Where Poll Demanded

If a poll is duly demanded under **clause 22.4** it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

22.7 Use of technology

- (a) A Member not physically present at a General Meeting may participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
- (b) A Member participating in a General Meeting as permitted under **clause 22.7(a)** is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

23. VOTING AT GENERAL MEETINGS

23.1 Members entitled to Vote

Each Member over the age of 15 years and entitled to vote as set out in **clause 10.1** shall have one vote at General Meetings which, subject to this Constitution, shall be exercised by that Member.

23.2 Casting Vote

Where voting at General Meetings is equal, the chairman may exercise a casting vote.

24. PROXY AND POSTAL VOTING

- (a) Proxy voting shall not be permitted at any General Meeting.
- (b) Unless otherwise determined by the Management Committee there shall be no postal voting. If the Management Committee determines that a matter be decided by postal vote it shall also determine the process by which such postal vote is undertaken.

25. EXISTING DIRECTORS

The members of the governing or managing body (by whatever name called) of the Association in place immediately prior to approval of this Constitution under the Act shall continue in those positions until the next Annual General Meeting following such approval, and thereafter the positions of the President and other Directors shall be filled, vacated and otherwise dealt with in accordance with this Constitution.

26. POWERS OF THE MANAGEMENT COMMITTEE

Subject to the Act and this Constitution, the business of the Association shall be managed, and the powers of the Association shall be exercised, by the Management Committee.

27. COMPOSITION OF THE MANAGEMENT COMMITTEE

27.1 Composition of the Management Committee

The Management Committee shall comprise:

- (a) the President;
- (b) 2 Deputy Presidents;
- (c) 7 Directors; and
- (d) 3 advisors; who must all be Individual Members and who shall be elected under **clause 28**.

The Structure of the Management Committee shall be as appears in Appendix "G"

27.2 Portfolios

If the Management Committee considers it appropriate, in order to further the Objects, it may allocate Directors to specific portfolios, with specific responsibilities, as determined in the discretion of the Management Committee.

27.3 Right to Co-Opt

The Management Committee may co-opt any person with appropriate experience or expertise to assist the Management Committee in respect of such matters and on such terms as the Management Committee thinks fit. Any person so co-opted shall not be a Director, and shall not exercise the rights of a Director, but shall act in an advisory role only.

27.4 Appointment of Delegate

- (a) The Management Committee shall, from amongst its members, appoint a Delegate to attend general meetings of the Branch for such term as the Management Committee determines, and otherwise in accordance with the Branch and SLSQ Constitution.
- (b) The Association must advise the Branch in writing of its Delegate.

28. ELECTION OF DIRECTORS AND OFFICE BEARERS

28.1 Nominations of Candidates

- (a) Nominations for candidates to be elected to the Management Committee shall be called for by the Association forty-two days prior to the Annual General Meeting.
- (b) When calling for nominations the Association shall also provide details of the necessary qualifications including the requirements under the Act and job description for the positions (if any). Qualifications and job descriptions shall be as determined by the Management Committee from time to time.
- (c) Nominations of candidates for election as Directors (including the President) and Office Bearers shall be:
 - (i) made in writing, signed by two Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and
 - (ii) delivered to the Association not less than 30 days before the date fixed for the holding of the Annual General Meeting, and the Association shall send the nominations to the Members entitled to receive notice under this Constitution together with the agenda for that General Meeting.
- (d) If insufficient nominations are received to fill all available vacancies on the Management Committee the candidates nominated shall, subject to a secret ballot by the Members confirming their election and if elected declaration by the chairman, be deemed to be elected.
- (e) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall, subject to a secret ballot by the Members confirming their election and if elected, declaration by the chairman be deemed to be elected.
- (f) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Management Committee.

28.2 Voting procedures

Elections shall be conducted by secret ballot and otherwise by such means as is prescribed by the Management Committee.

28.3 Term of Office of Directors

The Directors shall be elected in accordance with this Constitution annually, and subject to this Constitution, shall hold office from the conclusion of the Annual General Meeting at which they were elected until the conclusion of the next following Annual General Meeting. Directors may be re-elected.

29. VACANCIES OF DIRECTORS

29.1 Grounds for Termination of Office of Director

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (a) dies;
- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;

- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- (d) resigns his office in writing to the Association;
- (e) is absent without the consent of the Management Committee from meetings of the Management Committee held during a period of 6 months;
- (f) without the prior consent or later ratification of the Members in General Meeting holds any office of profit under the Association;
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his interest;
- (h) is removed by Special Resolution;
- (i) has been expelled or suspended from membership (without further recourse under this Constitution or the SLSQ Constitution); or
- (j) would otherwise be prohibited from being a director of a corporation under the *Corporations Act 2001 (Cth)*.

29.2 Remaining Directors May Act

In the event of a casual vacancy or vacancies in the office of a Director or Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of Directors, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum.

29.3 Casual Vacancy

In the event of a casual vacancy in the office of any Director, the Management Committee may appoint a Member to the vacant office and the person so appointed may continue in office up to the conclusion of the Annual General Meeting at which the term of the previous appointee would have expired.

29.4 No right of appeal

A director has no right of appeal against their removal from office under this **clause 29**.

30. MEETINGS OF THE MANAGEMENT COMMITTEE

30.1 Management Committee to Meet

The Management Committee shall meet as often as is deemed necessary and is required by the Act in every calendar year for the dispatch of business and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. A Director may at any time convene a meeting of the Management Committee within a reasonable time.

30.2 Decisions of Management Committee

Subject to this Constitution, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and a determination of a majority of Directors shall be deemed a determination of the Management Committee. All Directors shall have one vote on any question. The chairman may exercise a casting vote where voting is equal.

30.3 Resolutions not in Meeting

- (a) A resolution in writing signed or assented to by any form of visible or other electronic communication by all the Directors for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.
- (b) Without limiting the power of the Management Committee to regulate its meetings as it thinks fit, a meeting of Management Committee may be held where one or more of the Directors is not physically present at the meeting, provided that:
 - (i) all persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;

- (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Management Committee or this Constitution and such notice specifies that Directors are not required to be present in person;
- (iii) in the event that a failure in communications prevents **clause 30.3(b)(i)** from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the meeting shall be suspended until **clause 30.3(b)(i)** is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and
- (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

30.4 Quorum

At meetings of the Management Committee the number of Directors whose presence is required to constitute a quorum is a majority of the Directors ie. half the number of Directors plus one (1).

30.5 Notice of Management Committee Meetings

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than 7 days oral or written notice of the meeting of the Management Committee must be given to each Director.

30.6 Conflict of Interest

A Director shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall unless otherwise determined by the Management Committee absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of uncertainty as to whether it is necessary for a Director to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Management Committee, or if this is not possible, the matter shall be adjourned or deferred. All disclosed interests must be submitted to the Annual General Meeting in accordance with the Act.

31. DELEGATIONS

31.1 Management Committee may Delegate Functions

The Management Committee may by instrument in writing create or establish or appoint from amongst its own members, or otherwise, special committees, sub-committees, individual officers and consultants to carry out such duties and functions, and with such powers, as the Management Committee determines.

31.2 Delegation by Instrument

The Management Committee may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- (a) this power of delegation; and
- (b) a function imposed on the Management Committee by the Act or any other law, or this Constitution or by resolution of the Association in General Meeting.

31.3 Delegated Function Exercised in Accordance With Terms

A function, the exercise of which has been delegated under this clause, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

31.4 Procedure of Delegated Entity

The procedures for any entity exercising delegated power shall, subject to this Constitution and with any necessary or incidental amendment, be the same as that applicable to meetings of the Management Committee under **clause 30**. The entity exercising delegated powers shall make decisions in accordance with the Objects, and shall promptly provide the Association with details of all material decisions and shall provide any other reports, minutes and information as the Association may require from time to time.

31.5 Delegation may be Conditional

A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

31.6 Revocation of Delegation

The Management Committee may by instrument in writing, revoke wholly or in part any delegation made under this clause, and may amend or repeal any decision made by such body or person under this clause.

32. BY-LAWS

32.1 Management Committee to Formulate By-Laws

The Management Committee may formulate, issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of the Association, the advancement of the Objects and Surf Life Saving within the Yeppoon Surf Life Saving Club as it thinks necessary or desirable. Such By-Laws must be consistent with the Constitution, the Branch constitution, the SLSQ constitution, the SLSA constitution and any regulations or by-laws made by the Branch, SLSQ or SLSA. If any By-Laws are inconsistent with the SLSQ or SLSA constitution and regulations the By-Laws shall be null and void and will be inapplicable.

32.2 By-Laws Binding

All By-Laws made under this clause shall be binding on the Association and Members of the Association.

32.3 By-Laws Deemed Applicable

All clauses, rules, by-laws and regulations of the Association in force at the date of the approval of this Constitution insofar as such clauses, rules, by-laws and regulations are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-Laws under this clause.

32.4 Notices Binding on Members

Amendments, alterations, interpretations or other changes to By-Laws shall be advised to Members of the Association by means of Notices approved and issued by the Management Committee.

33. FUNDS, RECORDS AND ACCOUNTS

33.1 Source of Funds

The Management Committee will determine the sources from which the funds of the Association are to be or may be derived and the manner in which such funds are to be managed..

33.2 Association to Keep Records

The Association shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Management Committee and shall produce these for verification at each Management Committee or General Meeting.

33.3 Records Kept in Accordance with Act

Proper accounting and other records shall be kept in accordance with the Act. The books of account shall be kept in the care and control of the Management Committee.

33.4 Association to Retain Records

The Association shall retain such records for 7 years after the completion of the transactions or operations to which they relate.

33.5 Management Committee to Submit Accounts

The Management Committee shall submit to the Members at the Annual General Meeting the Statements of Account of the Association in accordance with this Constitution and the Act.

33.6 Accounts Conclusive

The Statements of Account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within 3 months after such approval or adoption.

33.7 Accounts to be sent to Members

The Management Committee shall cause to be sent to all persons entitled to receive notice of Annual General Meetings in accordance with this Constitution, a copy of the Statements of Account, the Management Committee's report, the auditor's report (if any) and every other document required under the Act (if any).

33.8 Negotiable Instruments

- (a) All monies shall be banked as soon as practicable after receipt thereof.
- (b) All amounts of one hundred dollars or over shall be paid by electronic transfer or by cheque signed or authorized by any two of the Chairman President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (c) Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (d) The Management Committee shall determine the amount of petty cash, which shall be kept on hand.
- (e) All the expenditure shall be approved or ratified at a Management Committee meeting.

33.9 Members' Access to books, minutes and other documents

- (a) Members of the Association may apply to the Management Committee to access the financial records, books, securities and other relevant documents of the Association. Upon receiving such a request, the Management Committee may, at its absolute discretion, decide to permit or refuse the request. If the Management Committee permits the request, it may impose conditions upon the member's access.
- (b) Members of the Association may request to access the Minutes of Management Committee Meetings. Upon receiving such a request, the Management Committee may, at its absolute discretion, decide to permit or refuse the request.

34. AUDITOR

- (a) A properly qualified auditor or auditors shall be appointed by the Association in General Meeting. The auditor's duties shall be regulated in accordance with the Act, or if no relevant provisions exist under the Act, in accordance with the *Corporations Act 2001 (Cth)* and generally accepted principles, and/or any applicable code of conduct. The auditor may be removed by the Association in General Meeting.
- (b) The accounts of the Association shall be examined and the correctness of the profit and loss accounts and balance sheets ascertained by an auditor or auditors at the conclusion of each Financial Year.

35. NOTICE

35.1 Manner of Notice

- (a) Notices may be given to any person entitled under this Constitution to receive any notice by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the Member's registered address or facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

35.2 Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised in this Constitution.

36. COLOURS AND BADGES

36.1 Club Colours

The Club Colours shall be Navy Blue and White.

36.2 Club Badges

- (i) The Club Badge shall be available to members and shall be to the design appearing in Appendix "H"
- (ii) The Club Life Membership Badge shall be presented by the Club to each duly elected Life Member and shall be to the design appearing in Appendix "H"
- (iii) The Club emblem shall be worn only by accredited representatives and members of teams who are selected or approved by the Club Selection Committee and shall be

to the design appearing in Appendix “H”. Such emblem shall be obtained only on the written order of the Club Secretary and such written order shall detail the lettering to be embroidered or printed beneath the emblem.

37. SEAL

37.1 Form of the Seal

The form of the Common Seal shall be set out in the first part of Appendix “H” of this constitution together with the words “Common Seal” around its perimeter and the words “Yeppoon Surf Life Saving Club Inc.” in its centre.

37.2 Safe Custody of Seal

The Management Committee shall provide for safe custody of the Seal.

37.3 Affixing Seal

The Seal shall only be used by authority of the Management Committee and every document to which the seal is affixed shall be signed by two Directors.

38. ALTERATION OF CONSTITUTION

The Constitution of the Association shall not be altered except by Special Resolution in accordance with the Act, and in compliance with all other procedures under the Act (if any).

39. INDEMNITY

39.1 Directors to be indemnified

Every Director, officer, auditor, manager, employee or agent of the Association shall be indemnified out of the property or assets of the Association against any liability incurred by him in his capacity as Director, officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him by the Court.

39.2 Association to Indemnify Directors

The Association shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) in the case of a Director or officer, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
- (b) in the case of an employee, performed or made in the course of, and within the scope of his employment by the Association.

40. DISSOLUTION

Subject to **clauses 6 and 7**, the Association may be wound up in accordance with the provisions of the Act.