

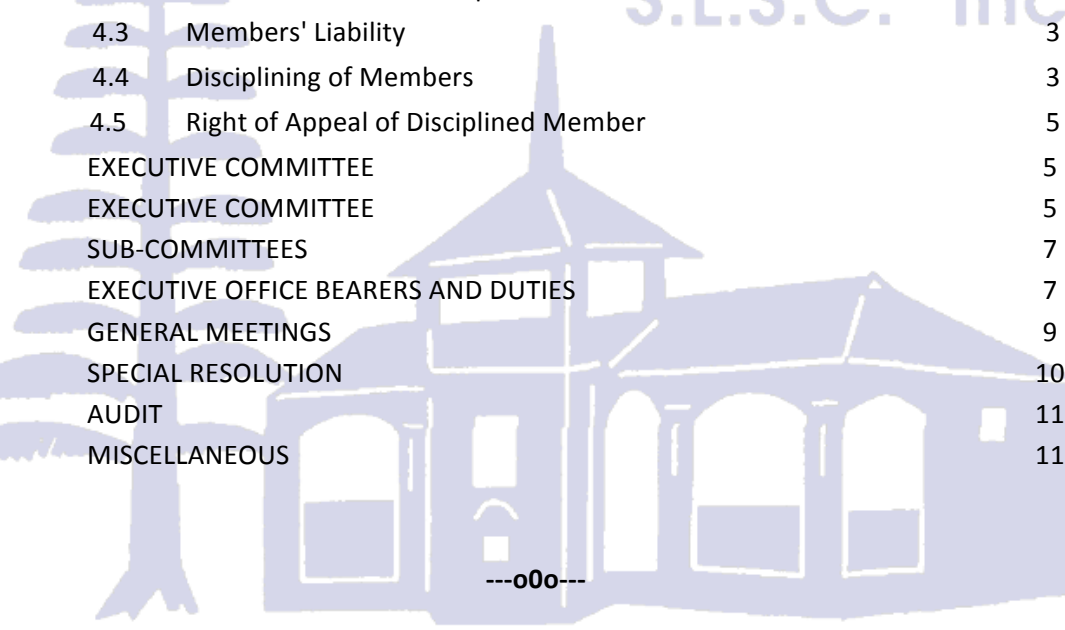
AUSTINMER SURF LIFE SAVING CLUB INC.

RULES

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**AUSTINMER
S.L.S.C. Inc.**



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FOUNDED 1909

1.0 NAME AND AFFILIATION

The name of the Club shall be "Austinmer Surf Life Saving Club Incorporated" and shall consist of all persons duly elected as members. The Club shall be affiliated with the Surf Life Saving Australia and such other kindred bodies as may be decided upon.

2.0 BOUNDARIES

The boundaries of the beach controlled by the Austinmer Surf Life Saving Club Inc. shall extend from the southern side of Bell's Point in the north to the northern side of Keswick Rocks in the south.

3.0 OBJECTS

- 3.01 The study and practice of the methods of Surf Life Saving.
- 3.02 To minimise the loss of life from drowning by providing efficient life saving apparatus.
- 3.03 To promote demonstrations and arrange classes of instruction so as to bring about a widespread and thorough knowledge of the principles which underlie the art of resuscitation of the apparently drowned and further generally the best interest of surf bathing.
- 3.04 To assist the Council's lifeguards in their duties of Surf Life Saving and by appointing patrols, render aid to those in distress.
- 3.05 To enforce observance of the Rules, By-Laws and Regulations of the Club and deal with any infringement of same.
- 3.06 To co-operate with the Local Governing Authorities in taking such measures as are considered necessary by the Club to ensure the safety of surf bathers, and the correct conduct of persons on the beach, and in the surf.
- 3.07 To promote Club competitions, and displays, to compete at surf championships and inter-club carnivals. To provide conveniences for the Club members, and to obtain the best facilities for improving their physical surfing ability.
- 3.08 To abide by the Rules and By-Laws of the Surf Life Saving Australia.
- 3.09 To exercise the power to acquire, lease or hire or in any way deal with any real or personal estate.
- 3.10 To carry on any other activity whatsoever calculated directly or indirectly to enhance or further the interests of the Club.
- 3.11 To abide by the Policy Statements published by Surf Life Saving Australia and in particular those statements which are directed at Member Safety and Wellbeing.

4.0 MEMBERSHIP

- 4.01 Subject to these rules the members of the Club shall be the members of the Club together with such other people as the Executive Committee admits to membership.
- 4.02 Subject to admittance by the Executive Committee; membership is open to all individuals who accept the objects and rules of the Club.
- 4.03 The Executive Committee shall determine whether or not to accept an application for membership. The Executive Committee is not required to supply reasons for accepting or rejecting an application for membership.
- 4.04 Members shall pay such fees as are determined by the Club at a General Meeting.

4.1 Nominations for Membership

- 4.1.1 A nomination of a person for membership of the Club -
- (i) shall be made in writing on the membership application form
 - (ii) shall be lodged with the Secretary of the Club together with any fee payable.
- 4.1.2 As soon as practicable after receiving a nomination for membership, the Secretary shall refer the nomination to the Executive Committee which shall determine whether to approve or to reject the nomination.
- 4.1.3 Where the Executive Committee determines a nomination for membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of that decision.
- 4.1.4 The Secretary shall record the nominee's name, upon approval, in the minutes of the meeting and, upon the name being so entered, the nominee becomes a member of the Club.

4.2 Cessation of Membership

A person ceases to be a member if the person -

- (a) Dies
- (b) Resigns membership
- (c) Is expelled from the Club, or is rejected by the Executive Committee as provided for in Rule 4.4.1(iv).
- (d) Suffers cancellation of membership under By-Laws relating to breaches concerning patrols, financial status or the gaining of awards or breaches of discipline.

4.3 Members' Liability

The members of the Club shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses except to the amount of any unpaid membership fees.

4.4 Disciplining of Members

- 4.4.1 Where the Executive Committee is of the opinion that a member of the Club -
- (i) has refused or neglected to comply with a provision or provisions of these rules; or
 - (ii) has acted in a manner prejudicial to the interest of the Club; or
 - (iii) has knowingly introduced any person to the Club who has been expelled from or refused admittance to any other affiliated club without disclosing the fact the Executive Committee may, by resolution, summon the member to appear before the Executive Committee to show cause why the Executive Committee should not -
 - (iv) expel the member from the Club; or
 - (v) suspend the member from membership of the Club for a specified period; or
 - (vi) impose any other penalties.
- 4.4.2 Where the Executive Committee passes a resolution under clause 4.4.1, the Secretary shall, as soon as practicable, cause a notice in writing to be served on the member -
- (i) setting out the resolution of the Executive Committee and the grounds on which it is based; and
 - (ii) stating that the member may address the Executive Committee at a meeting to be held not earlier than seven (7) days and not later than twenty eight (28) days after service of the notice; and

- (iii) stating the date, place and time of that meeting; and
- (iv) informing the member that the member may do either or both of the following -
 - attend and speak at the meeting
 - submit to the Executive Committee at or prior to the date of that meeting written representations relating to the resolutionand that if neither occur without suitable explanation to that meeting the member will be suspended until such time as the member appears before the Executive Committee.

4.4.3 At a meeting of the Executive Committee held as referred to in clause 4.4.2, the Executive Committee shall -

- (i) give to the member an opportunity to make oral representations;
- (ii) give due considerations to any written representations submitted to the Executive Committee by the member at or prior to the meeting; and
- (iii) by resolution determine whether to invoke any of its powers as stated in clauses 4.4.1, (iv)(v) and (vi).

4.4.4 Where the Executive Committee determines a resolution under clause 4.4.3(iii) the Secretary shall, within seven (7) days after that, orally or by notice in writing, inform the member of the fact and, if necessary, of the member's right of appeal.

4.5 Right of Appeal of Disciplined Member

4.5.1 A member may appeal to the Club in General meeting against a resolution of the Executive Committee which is determined under rule 4.4.3(iii) within seven (7) days after notice of the resolution is serviced on the member, by lodging with the Secretary a notice to that effect.

4.5.2 Upon receipt of a notice from a member under clause 4.5.1 the Secretary shall notify the Executive Committee which shall convene a General meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.

4.5.3 At a General meeting of the Club convened under clause 4.5.2 -

- (i) no business other than the question of the appeal shall be transacted.
- (ii) the Executive Committee and the member shall be given the opportunity to state their respective cases orally, or in writing, or both; and
- (iii) the members present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

4.5.4 If at the General meeting the Club passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

4.5.5 Nothing in this clause 4 shall operate to limit the ability of the Executive Committee of the Club in its sole discretion to preserve the welfare of its members and, the Club's good standing and reputation, by suspending a member from attending the Club's premises or participating in events available to members while any disciplinary action may be pending against a member.

5.0 EXECUTIVE COMMITTEE

The Executive Committee shall comprise the officers outlined in Rule 8.0. They shall be responsible for dealing with the Department of Fair Trading and with matters requiring attention between Executive Committee meetings and shall meet as and when required as decided by the President or Secretary.

All decisions and deliberation of the Executive shall be reported to the next Executive Committee meeting.

6.0 EXECUTIVE COMMITTEE

- 6.01 The office bearers of the Executive Committee, except the Public Officer, shall be elected at each Annual General meeting. Any casual vacancy occurring in the Executive Committee may be filled by a member appointed by the Executive Committee.
- 6.02 Each member of the Executive Committee shall hold office from the date of their election or appointment until the next Annual General meeting.
- 6.03 Retiring Executive Committee members are eligible for re-election.
- 6.04 The Executive Committee shall meet as often as necessary to conduct the business of the Club and not less than once in each month.
- 6.05 The quorum for meetings of the Executive Committee shall be five (6) Committee members comprising the positions of President, Deputy President, Treasurer, Secretary, Public Officer, Captain, Registrar and OH&S Officer as elected at the previous Annual General meeting.
- 6.06 Notice of Executive Committee meetings shall be given at the previous Executive Committee meeting or by such other means as the Executive Committee may decide upon.
- 6.07 A member of the Executive Committee shall cease to hold office if the member -
- (i) Dies
 - (ii) Ceases to be a member of the Club
 - (iii) Becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code.
 - (iv) Resigns office by notice in writing given to the Secretary.
 - (v) Is removed from office.
 - (vi) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
 - (vii) Is absent without consent of the Executive Committee from all meetings of the Committee held during a period of three (3) months.
- Any such vacancy occurring shall be filled by the Executive Committee.
- 6.08 The Executive Committee may function validly provided its number is not reduced below the quorum. Should Executive Committee numbers fall below the quorum the remaining Executive Committee members may act only to appoint new Executive Committee members.
- 6.09 Questions arising at any meeting of the Executive Committee shall be decided by the majority of votes of those present. In case of an equality of votes the person appointed to Chair the meeting shall have a second or casting vote.
- 6.10 If within half an hour of the time appointed for the Executive Committee meeting a quorum is not present the meeting shall be dissolved.
- 6.11 A member of the Executive Committee shall not be appointed to any salaried office of the Club or any office paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the Club to any member of the Executive Committee except -
- (i) repayment of out-of-pocket expenses;
 - (ii) interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Club's bankers for money lent to the club;

- and
- (iii) reasonable and proper rent for premises let to the Club.
- 6.12 The Executive Committee shall have the power from time to time to draw up such By-Laws for ensuring the more efficient management of the club and the conduct of members in regard to Club duties.
- Any such By-Laws drawn up shall be ratified at the following General Meeting of the Club and shall be binding until altered, amended or revoked by a General Meeting.
- 6.13 Additional meetings of the Executive Committee may be convened by the President and/or the Secretary or by resolution of that Committee.
- 6.14 The Executive Committee may, whenever it thinks fit, convene a Special General meeting of the Club. A Special General meeting must be convened by the Executive Committee on receiving a written request to do so from at least five percent (5%) of the membership of the Club.
- 6.15 A requisition of members for a Special General meeting -
- (i) shall state the purpose or purposes of the meeting
 - (ii) shall be signed by the members making the requisition
 - (iii) shall be lodged with the Secretary
 - (iv) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

7.0 SUB-COMMITTEES

A General meeting or a Executive Committee meeting may appoint officers and/or members to a sub-committee to undertake any matter referred to it and to report back to the body appointing it.

A sub-committee may meet and adjourn as it thinks proper.

8.0 EXECUTIVE OFFICE BEARERS AND DUTIES

- 8.01 The Executive office bearers shall be President, Vice President, Secretary, Treasurer and Captain and, together with the Public Officer (Rule 8.07) shall constitute the Executive Committee and shall be nominated to the Corporate Affairs Commission. They shall be ex-officio members of the Executive Committee.
- 8.02 **The President** shall administer and be responsible for all affairs of the Club and shall chair all meetings appertaining to the administration of the Club, except as provided for in these rules, and shall report to each Executive Committee meeting those activities undertaken on behalf of the Club.
- 8.03 **The Deputy President** shall assist the President, deputise as required and in the President's absence assume the responsibility and authority of that office.
- Should the President and Vice President both be absent from a meeting, the members present at the meeting shall elect one of their own members to act as Chairperson. Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the succeeding meeting.
- 8.04 **The Secretary** shall ensure that records of the business of the Club including the rules, minutes of all General and Executive Committee meetings and a file of correspondence are kept. The records shall be available for inspection by any member and shall be held in custody of the Secretary.
- 8.05 **The Treasurer**
- (i) The Treasurer shall ensure all monies received by the Club is paid into an

account in the Club's name and receipts for all money received are issued.

- (ii) Payments shall be made by cheque signed by two signatories authorised by the Executive Committee. Expenditures shall be authorised in advance by the Executive Committee and full details of the approval shall be entered in the minute book.
- (iii) The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Club. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.

8.06 The Club Captain shall -

- (i) Have the management of the Club rooms and property.
- (ii) Have power to refuse the use of any Club property as seen fit.
- (iii) Be responsible for the general conduct of the members and their general education in the art of surf life saving, including the use and management of surf crafts.

The Captain may appoint deputies to control Club competitions or squads of members for any Club drill and to see that patrols are arranged, and that a record is kept of same.

The Captain, or when absent, the Vice Captain, shall have full control of all Club members on the beach and in the surf, and in the Club rooms, also at any displays or at any inter-club carnival. The Club Captain shall be exempt from all Patrol Duties.

8.07 The Public Officer

- (i) The Executive Committee shall appoint a person, who is 18 years of age or older and resident of N.S.W., to the position of Public Officer. If the person appointed is not already a member of the Executive Committee, he or she shall become a member of that Committee.
- (ii) The Executive Committee may at any time remove the Public Officer and appoint a new one.
- (iii) The Public Officer shall be deemed to have vacated the position in the following circumstances -

- Death
- Resignation
- Removal by the Executive Committee or at a general meeting
- Bankruptcy or financial insolvency
- Mental illness
- Residency outside New South Wales

(iv) When a vacancy occurs in the position of Public Officer, the Executive Committee shall within fourteen (14) days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer.

(v) The Public Officer is required to notify the Department of Fair Trading by the prescribed form concerning -

- Appointment (within 14 days)
- A change of residential address (within 14 days)
- A change in the Club's Objects or Rules (within 14 days)

- A change in the membership of the Executive Committee (within 14 days)
 - The Club's financial affairs (within one month after the Annual General meeting).
 - A change in the Club's name (within one month)
- (vi) Service of documents on the Club is effected by serving them on the Public Officer or by serving them personally on two members of the Executive Committee.

The Public Officer may be an office bearer, Executive Committee member or any other person regarded as suitable for the position by the Executive Committee.

9.0 GENERAL MEETINGS

- 9.01 An Annual General meeting of the Club shall be held each year within three (3) months from the end of the financial year of the Club or such other period as required by the Charitable Collections Act.
- 9.02 At least fourteen (14) days notice of all General meetings and Notices of Motion shall be given to members. In the case of General meetings where a Special Resolution is to be proposed, notice of the resolution shall be given to members at least twenty one (21) days before the meeting.
- 9.03 Written notice of all General meetings shall be given either personally or by post.
- 9.04 In the case of the Annual General meeting, the following minimum business shall be transacted -
- (i) confirmation of the minutes of the last Annual General meeting and any recent Special General meeting
 - (ii) receipt of the Executive Committee's report upon the activities of the club in the last financial year.
 - (iii) election of office bearers of the Executive Committee and members of sub-committees.
 - (iv) receipt and consideration of a statement from the Executive Committee which is not misleading and gives a true and fair view over the last financial year of the Club's financial position.
- 9.05 The quorum for a General meeting shall be twenty (20) members present in person. If within a half hour of the time appointed for a General meeting a quorum is not present, the meeting shall be postponed to a date, time and place to be determined by the Executive Committee.
- 9.06 Nominations of candidates for election as office bearers or Executive Committee members may be made at the Annual General meeting or in such other ways as may be determined by the Club at a General meeting.
- 9.07 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 9.08 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- 9.09 If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected, and further nominations shall be received and dealt with at a Executive Committee Meeting.
- 9.10 Voting at General meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those

matters which must be decided by a special resolution where a three quarter majority is required.

- 9.11 All votes shall be given personally and there shall be no voting by proxy.
- 9.12 In the case of equality of votes, the person appointed to chair a meeting shall have a second or casting vote.

10.0 SPECIAL RESOLUTION

10.1 A special resolution must be passed by General meeting of the Club to effect the following changes -

- (i) A change of the Club's name
- (ii) An amendment to the Club's Objects or Rules provided however that such amendments shall have no effect unless the Minister of the Crown for the time being administering the Charitable Collections Act, 1934, has been notified of the amendment and has signified approval to such amendment being made.
- (iii) An amalgamation with another club or association
- (iv) To voluntarily wind-up the Club and distribute its property to a registered or exempt charity or charities with similar objects.

10.2 A special resolution shall be passed in the following manner -

- (i) A notice must be sent to all members advising that a General meeting is to be held to consider a special resolution;
- (ii) The notice must give details of the proposed special resolution and give at least twenty one (21) days notice of the meeting;
- (iii) A quorum must be present at the meeting;
- (iv) At least three-quarters of those present must vote in favour of the resolution;
- (v) In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Corporate Affairs Commission for permission to pass the resolution in some other way.

11.0 AUDIT

The Club shall appoint an auditor or auditors:

11.01 The auditor or auditors shall be elected at the Annual General meeting. They shall examine all accounts, vouchers, receipts, books, etc, and furnish a report thereon to the members at the Annual General meeting. Audits shall be conducted at regular intervals of not more than twelve (12) months.

11.02 An auditor shall not be closely related to a member of the Executive Committee and shall be a member of the Institute of Chartered Accountants in Australia or a member of the Australian Society of Accountants or similar body.

11.03 Subject to clause 11.04 hereof notice of the intention to nominate auditors to replace the current auditors shall be given to the Secretary at least twenty one (21) days before the Annual General meeting. The Secretary shall send a copy of the nomination to the auditors at least seven (7) days before the Annual General meeting and if they so wish, be heard at such Annual General meeting.

11.04 Where the current auditor submits resignation, or notifies the Secretary of the intention not to seek re-election as an auditor, clause 11.03 hereof shall not apply.

12.0 MISCELLANEOUS

12.1 Register

A register of members shall be kept by the Club Registrar showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.

12.2 Inspection of Books, etc.

The records, books, register and other documents of the Club shall be open for inspection, free of charge by a member of the Club at any reasonable hour.

12.3 Finance

- (i) The financial year of the Club shall be as determined by the Club from time to time.
- (ii) The funds of the Club shall be derived from the fees of members, donations, grants and other such sources approved by the Club.
- (iii) The income and property of the Club shall be used only for promotion of the Objects of the Club and shall not be paid or transferred to members by way of dividend, bonus or profit, providing always that a member of the Club may be employed for specific duties.
- (iv) Payments shall be made by cheque signed by two signatories authorised by the Executive Committee. Major or unusual expenditures shall be authorised in advance by the Executive Committee or by a General meeting.

12.4 Insurance

The Club shall effect and maintain insurance as is required under the New South Wales Corporate Affairs Commission's Association Incorporation Act together with any other insurance which may be required by law or regarded necessary by the surf Life Saving Association of Australia.

12.5 Common Seal

The Common Seal of the Club shall be kept in the custody of the Public Officer and shall only be affixed to a document with the approval of the Executive Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Executive Committee.

12.6 Alterations to Rules

The Objects and these Rules may be altered only by a special resolution in accordance with Rule 10.0.

12.7 Proviso

The foregoing Rules are intended to not conflict with the New South Wales Corporate Affairs Commission's Association Incorporation Act 1984 (No. 143) "Model Rules" and where conflict may seem to occur, the Model Rules shall apply.

12.8 Interpretation

Where reference is made to the Surf Life Saving Association or to the Association or to the SLSA, it shall refer to "Surf Life Saving Australia Ltd."

12.9 Notices

Notices sent by post shall be deemed to have been received two days after the date of posting.

AUSTINMER SURF LIFE SAVING CLUB INC.

BY-LAWS

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AUSTINMER
S.L.S.C. Inc.



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13.0 MAKING, REPEALING AND AMENDING BY-LAWS

- 13.01 A General meeting of the Club may, by resolution, make By-Laws, not inconsistent with Club and the Surf Life Saving Association Rules, for or with respect to any matter that by these Rules is required or permitted to be prescribed by By-Laws, or that is necessary or convenient to be prescribed for the just and efficient administration of the Club.
- 13.02 A By-Law shall, until repealed or amended and after any amendment, as amended, be binding upon the Executive Committees and all sub-committees and members.
- 13.03 A By-Law may be made, repealed or amended only by a Notice of Motion in accordance with By-Law 25.0.
- 13.04 A By-Law that is made, repealed or amended shall be posted on the Club notice board within seven (7) days of such making, repealing or amending and remain so posted for one (1) month.

14.0 MEMBERSHIP CATEGORIES

Members shall consist of Probationary, Cadet, Active, Active Reserve, Long Service, Associate, Honorary and Life.

Active members shall be required, within three (3) months of their acceptance of their nomination or at the discretion of the Executive Committee, to obtain their Bronze Medallion or Surf Life Saving Certificate, whichever is appropriate.

14.1 Probationary Membership

Probationary Membership 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 of membership by the appropriate Club committee.

14.2 Cadet Membership

Cadet Members shall be between 13 and 15 years of age and be holders of the Surf Life Saving Certificate from the SLSA of Australia. Cadet members who attain the age of 15 years during the surfing season shall be required to obtain their Bronze Medallion.

14.3 Active Membership

Active members shall be holders of the Bronze Medallion of the Surf Life Saving Association of Australia.

Junior Active Members are those between 15 and 18 years of age as defined by the SLSA of Australia.

Senior Active Members are those 18 years and over, as defined by the SLSA of Australia.

14.4 Active Reserve Membership

- 14.4.1 Active Reserve Membership may be granted to Active Members who have satisfactorily completed (after the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by the Association and Club Rules, By-Laws and Regulations, provided the granting of Active Reserve Membership shall not be automatic, but shall be granted by a resolution of the appropriate Club committee.

- 14.4.2 Such members shall perform a minimum number of patrols as required by the Association and any further patrol duties as may be required at the discretion of the Club.

- 14.4.3 Such members shall complete the annual proficiency test.

14.5 Long Service Membership

14.5.1 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 of Active service plus four (4) years of Active Reserve service.

14.5.2 Such members shall be exempted from all patrol obligations and may be granted other special privileges of membership as may be provided in the Club Rules and By-Laws.

14.6 Associate Membership

Associate members are persons who participate in general Club activities, but do not conform to Active membership requirements as defined herein. They may be elected to hold office with the exception of Captain, Vice-Captain, Training Officer, Deputy Training Officer, Inflatable Rescue Boat Captain, Boat Captain and Vice-Boat Captain.

14.6.1 Associate membership may be granted to persons who may, or may not, hold an Association award.

14.6.2 Such membership shall have a minimum age qualification of thirty (30) years, or to any member who has become disabled or incapacitated by reason of accident or sickness.

14.7 Honorary Membership

Honorary members can only be elected at the Annual or Special General meetings excepting that the Club Executive Committee may in its discretion confer the privilege of Honorary membership for a period not exceeding one month on:

- (i) Visiting members of affiliated clubs
- (ii) Visiting member of kindred clubs

Distinguished visitors have honorary membership for a period up to a full season.

Honorary members shall be entitled to the use of the Club premises and facilities but shall not hold any position or vote at any meeting.

All such membership shall cease at the following Annual General meeting.

14.8 Life Members

Life members may be appointed from amongst members who have rendered years of Special Service to the Club or who have bestowed high honour and distinction upon the Club.

Life members have the full privilege of using the Club at all reasonable times and can attend and vote at any meetings of the Club.

Nominations for Life Membership can be made by two (2) financial members to any meeting of "The Executive Committee".

Nominations for Life Membership shall be investigated by the Life Membership Committee and a written report shall be submitted to the next Annual General Meeting of the Club.

If the report is favourable the nomination must be endorsed by 75% majority of members present entitled to vote.

14.9 Privileges of Membership

14.9.1 Eligibility to vote at General meetings of the Club in accordance with Rule 9.0. Proxy votes shall not be allowed.

14.9.2 To hold any position in the Club providing the requirements of By-Law 14.6 are adhered to if applicable.

14.9.3 The use of the Club's premises and facilities.

14.9.4 To participate in Club's activities.

- 14.9.5 To wear the Club's Badge and blazer in accordance with By-Law 23.0.
- 14.9.6 The Club dressing rooms shall be available for bonafide members of the Club for their sole use. Only members are to be allowed in the Club rooms for dressing purposes (except in the case of visitors).

15.0 OFFICERS OF THE CLUB

15.1 The Club may elect the following Honorary officers who shall have no voting rights and who need not be members of the Club:

- Patron/s
- Vice Patron/s
- Solicitor
- Medical Officer/s
- Architect/s
- Auditor

These officers shall have the right to attend Annual and Special General meetings and to speak or express opinions on business conducted at those meetings.

15.2 The Club shall elect the following officers who shall be members of the Club:

- President
- Deputy President
- Secretary
- Treasurer
- Assistant Secretary/Treasurer
- Captain
- Vice Captain
- Training Officer
- Deputy Training Officer
- Boat Captain
- Deputy Boat Captain
- Inflatable Rescue Boat Captain
- Deputy Inflatable Rescue Boat Captain
- Publicity Officer
- Radio Officer
- Gear Steward
- Social Secretary
- Registrar
- First Aid Officer
- Function Manager
- Deputy Function Manager
- Rookie Co-Ordinator
- OH&S Officer
- Surf Sport Advisor
- Competition Secretary
- Member Protection Officer

Those officers who are not members of the executive Committee are encouraged to attend the monthly Executive Committee Meetings and, where attendance is not possible those members shall submit a written report to the Secretary for review at the Executive Committee meeting.

16.0 ELECTION OF OFFICERS

Officers shall be elected at the Annual General meeting or at a subsequent General or Special General meeting. Members nominated for office must be present at the meeting or have their nomination in writing lodged with the Secretary on or prior to the date of the meeting. Each written nomination must be signed by the nominee. The Captain and Vice-Captain shall be elected by Active, Active Reserve, Long Service and Life members only.

All officials shall hold office until the Annual General meeting following their election, subject to their resignation or removal from office for any reason.

17.0 DUTIES OF OFFICERS

17.1 **Assistant Secretary/Treasurer** shall assist both the Secretary and Treasurer in the discharge of their duties, and in their absence shall have the like powers and authority and shall attend as far as possible all Club General and Executive Committee meetings and take minutes of the proceedings. The Assistant Secretary/Treasurer shall assist the Treasurer as required in the receipt of all monies paid to the Club and the subsequent responsibilities associated with the Treasurer's duties. The Assistant Secretary/Treasurer shall only take a place on the Club Executive when the Secretary or Treasurer has been granted leave of absence.

17.2 **Vice Captain** shall assist the Captain and in his/her absence shall have the like power and authority, but shall only take his/her place as a member of the Club Executive Committee when the Captain has been granted leave of absence.

17.3 **Training Officer** shall arrange and be responsible for classes of instruction in the methods of surf life saving as laid down in the manuals of the Surf Life Saving Association of Australia and shall arrange for examinations for awards. The Training Officer shall hold the Training Officer's Certificate of the Surf Life Saving Association of Australia.

17.4 **Deputy Training Officer** shall assist the Training Officer and in his/her absence shall have the like power and authority.

17.5 **Boat Captain** shall be responsible for the care, housing and maintenance of all surf boats and surf boat equipment and shall supervise and organise the training of members in surf boat practices. The Boat Captain shall be empowered to require any member to assist in the launching or housing of a boat and shall at all times be subject to the direction of the Club Captain.

17.6 **Deputy Boat Captain** shall assist the Boat Captain and in his/her absence shall have the like power and authority when the Boat Captain has been granted leave of absence.

17.7 **Inflatable Rescue Boat (IRB) Captain** shall be qualified and currently proficient as an IRB driver in accordance with the manuals of the Surf Life Saving Association of Australia and shall at all times be subject to the direction of the Club Captain. The IRB Captain shall be responsible for the care, maintenance and housing of the inflatable rescue boat/s and gear and shall also be responsible for the training, rostering and supervision of all IRB drivers and crew in consultation with the Club Captain.

17.8 **Deputy Inflatable Rescue Boat (IRB) Captain** shall assist the IRB Captain and in his/her absence shall have the like power and authority when the IRB Captain has been granted leave of absence

17.9 **Publicity Officer** shall be responsible for the overall media coverage of relevant

matters pertaining to events conducted by the Club and shall endeavour to create a good public relations image with the media, general public and supporters of the Club. The Publicity Officer shall maintain a full record of all publicity coverage and report same to the Executive Committee. No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club or the Association.

- 17.11 **Radio Officer** shall be responsible for the upkeep, maintenance and supervision of all Club equipment relevant to communications and shall be responsible for the training of members in the proper use and care of this equipment and shall report to the Captain.
- 17.12 **Gear Steward** shall be responsible for the care, repair and maintenance of all the Club's life saving equipment except as elsewhere provided for, and shall report to the Captain.
- 17.13 **Social Secretary** shall recommend, organise and supervise the conduct of all social functions held by the Club and shall submit financial statement of such functions to the Treasurer.
- 17.14 **Registrar** will keep accurate records of all Club members, their activities and achievements, and any other relevant information pertaining to membership and shall be responsible only to the Executive Committee and shall have the records available at every Executive Committee meeting.
- 17.15 **First Aid Officer** shall be responsible for all of the equipment kept in the ambulance room, to keep all first aid materials replenished and in good order; to keep the room clean, and no member of the Club may use the ambulance room without the sanction of the First Aid Officer, except in particularly urgent and serious circumstances.
- 17.16 **Function Manager** shall be responsible for the hiring of the clubhouse including the hiring and co-ordination and payment of staff for functions. The financial control of stock purchases including caterer hiring and the acceptance of payment for hiring of the Club shall also be the responsibility of the Function Manager. At each Meeting of the Executive Committee the Function Manager is to submit a report which includes details of income and expenditure relating to functions that have occurred since the previous Executive Committee Meeting. Details relating to any known forthcoming functions are also to be included in the report.
- 17.17 **Deputy Function Manager** shall assist the Function Manager and in his/her absence shall have the like power and authority, when the Function Manager has been granted leave of absence.

18.0 COMPOSITION OF THE EXECUTIVE COMMITTEE

The Executive of the Club shall be vested in a committee consisting of the following officers, all with power to vote, to be known as the Executive Committee.

- President
- Vice President
- Immediate Past President (when applicable)
- Secretary
- Treasurer
- Public Officer
- Captain
- Registrar

- OH&S Officer

19.0 DEPUTY OFFICERS

All Deputy Officers shall attend any Executive Committee meeting should their elected officers be absent. They can attend a Executive Committee meeting when they desire to place matters of importance to members, but are not entitled to vote when the elected officer is present. Solicitor and Auditor shall not have the power of voting at Executive Committee meetings although they may attend.

20.0 APPOINTMENT OF SUB-COMMITTEES

The Executive Committee may elect or appoint any of the following sub-committees to ensure the efficient running of the affairs of the club:

- Special awards
- Social
- Life Saving
- House
- Judiciary
- Selection
- Rules, By-Laws and Regulations
- Life Membership
- New Members Liaison

21.0 EX-OFFICIO MEMBERS

The President and Secretary shall be ex-officio members of all committees except as otherwise may be determined.

22.0 CLUB COLOURS AND COSTUMES

The Club colours shall be saxe blue and white, and be registered as the same with the Illawarra Branch Surf Life saving Association of Australia.

The Club's competition costume shall be saxe blue and white vertical stripes.

The Club's swimming caps shall be white with saxe blue stripes running from the front of the cap to the back, with necessary tape to tie under chin.

The Club's march past costume shall be white and saxe blue and shall be in accordance with a design adopted by an Annual or Special General meeting.

Any desired alterations must first receive the approval of the Surf Life Saving Association of Australia.

23.0 CLUB BLAZER AND BADGE

23.1 Club Blazer

The Club blazer shall be of saxe blue colour, with Club badge on left top pocket.

All members of the Club are entitled to wear this/her blazer, with the exception of probationary active members.

Members of the Club gaining premiership honours, or winning individual surf championships, or effecting a meritorious rescue, or other Club representations or office may have working inscribed on the blazer subject to the approval of the Executive Committee.

Unauthorised wearing of the honours shall render the member so doing liable to expulsion from the Club.



24.0 PATROLS

All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the Executive Committee, shall patrol Austinmer beach during the patrol season and at such hours as may be determined by the Illawarra Branch of the Surf Life Saving Association of Australia. Patrolling by members shall be in accordance with Regulation 40.0.

25.0 NOTICES OF MOTION

The making, amending or repealing of a By-Law or Regulation may only be done by means of a Notice of Motion which shall be given in writing, by the mover and seconder, to the Secretary at least fourteen (14) days prior to the date of the meeting at which the Notice of Motion is to be dealt with.

Notices of motion in relation to Special Resolutions (see Rule 10.0) must be in the hands of the Secretary at least twenty-eight (28) days prior to the date of the meeting.

26.0 INTOXICATING LIQUOR

Intoxicating liquor shall not be brought onto the Club premises by any member individually. Liquor may be consumed on the Club premises at the discretion of the Executive Committee. No liquor shall be consumed on the Club premises during patrol hours unless directed by the Executive Committee for a specific purpose. The Executive Committee shall have absolute power to deal with any member, under the rules, who violates this rule.

27.0 ANNUAL REPORT

The annual report shall be prepared under the direction of the Executive Committee and presented for adoption at the Annual General Meeting.

The report shall contain those requirements stated in Rule 9.04(iv).

28.0 SUBSCRIPTIONS

28.1 The annual subscription for each year, for all classes of membership, shall be determined at the Executive Committee meeting immediately preceding the Annual General meeting. The annual subscription shall be due and payable in advance before the commencement of the Annual General meeting and shall be in respect

of the year then ensuing and no member shall be entitled to be elected to office or permitted to vote until fees for the ensuing season, together with any arrears due, have been paid.

28.2 Any member failing to pay their subscription by 1st October in any year shall not be entitled to any privileges of the Club so long as the subscription shall remain in arrears and at the discretion of the Executive Committee, if the arrears are not paid by that date, membership may be terminated.

28.3 No person financially indebted to any other affiliated Club of the Surf Life Saving Association of Australia shall knowingly be admitted to membership.

29.0 VISITORS

A member may invite a visitor into the Club premises provided that such visitor is first introduced to a Executive Committee member. The introducing member shall be responsible for such visitor. Notwithstanding the foregoing, an officer may permit distinguished visitors to use the Club premises at his/her discretion and shall report such permission to the Executive Committee.

30.0 PREMISES AND PROPERTY

30.1 The security of the Surf Clubhouse shall be vested in the Executive Committee.

30.2 The Captain shall have custody of all keys and will be responsible to the Executive Committee for the proper allocation of them to selected office bearers at each Annual General meeting and throughout the season.

30.3 A register of all keys issued shall be kept and be under the Captain's control and the keys shall be returned to the Captain at the Annual General meeting.

30.4 The Surf Clubhouse is for the use of the Club members and/or others at the direction of the Executive Committee.

30.5 The Club's consent must be obtained for the hiring or leasing of the building or its precincts.

30.6 No unseemly conduct likely to interfere with the comfort of Club members will be permitted.

30.7 No member shall remove from the Club or use any of the Club's property for any purpose other than that for which it is intended without the sanction of the Club Executive.

30.8 All property wilfully damaged or destroyed shall be paid for or replaced by those found to be responsible.

30.9 The Executive Committee shall at all times ensure that Club property is adequately insured.

31.0 POLITICS AND RELIGION

31.1 The Club shall be strictly non political and non sectarian, and shall not directly or indirectly allow to be introduced at any meeting any matter intended or likely to support or attack any cause in any political or religious controversy, actual or potential.

31.2 Any member who publicly participates in any political gathering or meeting, or who publicly makes any political statement, express or implied, shall not act or suffer to be done, so as to indicate that the views expressed are those of the Club.

32.0 DISPLAY OF RULES, BY-LAWS AND RESOLUTIONS

A copy of the Rules, By-Laws and Regulations shall be readily available from the Secretary at all reasonable times and each member shall be deemed to have read them and to have agreed to accept them.

33.0 CLEANLINESS

It shall be the duty of all members to use their individual efforts in preserving the cleanliness of the rooms. No dogs shall be permitted in the Club rooms. Bicycles shall not be brought into any rooms or left on Club premises unless in exceptional circumstances. Members' surf boards and bicycles shall not be left lying around Clubhouse or verandah.

Members are requested to be particularly clean when using the toilets and to flush all toilets and urinals after using.

34.0 DRILL

The Club rooms shall be available for drill or other purposes connected with the work of the Club at all times as may be required by the Captain, Vice Captain or Training Officer. No other forms of amusement will be permitted while drill is in progress.

35.0 JUDICIARY COMMITTEE

The Judiciary Committee shall consist of the Judiciary Chairperson and at least three members of the Executive Committee.

36.0 PROCEDURES AND RULES OF DEBATE

36.1 Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume his/her seat.

36.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.

36.3 The Chairperson may call a member to order. If such member persists in being disorderly, the Chairperson may call upon such member to withdraw from the meeting.

36.4 It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from a ruling, on matters of procedure and points of order.

36.5 Any member desiring to speak shall stand up and address the Chairperson.

36.6 If two or more members rise to speak at the one time, the Chairperson shall decide who is entitled to priority.

36.7 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.

36.8 No member shall interrupt another member who is speaking except to raise a point of order.

36.9 No member shall digress from the subject under discussion.

36.10 No member shall use offensive or unbecoming words.

36.11 During the debate a member may raise a point of order whereupon the member then speaking shall be seated until the point of order, is ruled upon by the Chairperson.

36.12 It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state the point. The seconder and Chairperson only may then speak to the motion.

36.13 At any time during the debate, a member may move "that the question be now put". Provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed, the motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is

- the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
- 36.14 If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply - if lost, the debate may proceed.
- 36.15 A member may move the adjournment of the debate to a subsequent meeting. If a motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.
- 36.16 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- 36.17 The mover of the motion shall not occupy more than ten minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 36.18 No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question but may speak again on an amendment to the motion.
- 36.19 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 36.20 The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of his/her motion.
- 36.21 Any member (other than as provided in sub clause 36.22) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- 36.22 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 36.23 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 36.24 An amendment having been moved, it shall not be competent to move any further amendment provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at one time.
- 36.25 If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 36.26 The mover of an amendment has no right of reply.
- 36.27 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- 36.28 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 36.29 When an amendment is carried the motion as amended becomes the motion before the meeting.
- 36.30 Motions and amendments can be withdrawn only when a majority of these present at the meeting consent. A Motion for withdrawal is open to debate, which, however must be confined to the matter of withdrawal.
- 36.31 If, after a motion has been determined, it is considered in the general interest that

the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by a two to one majority vote, order its recommittal.

37.0 STANDING ORDERS FOR EXECUTIVE COMMITTEE MEETINGS

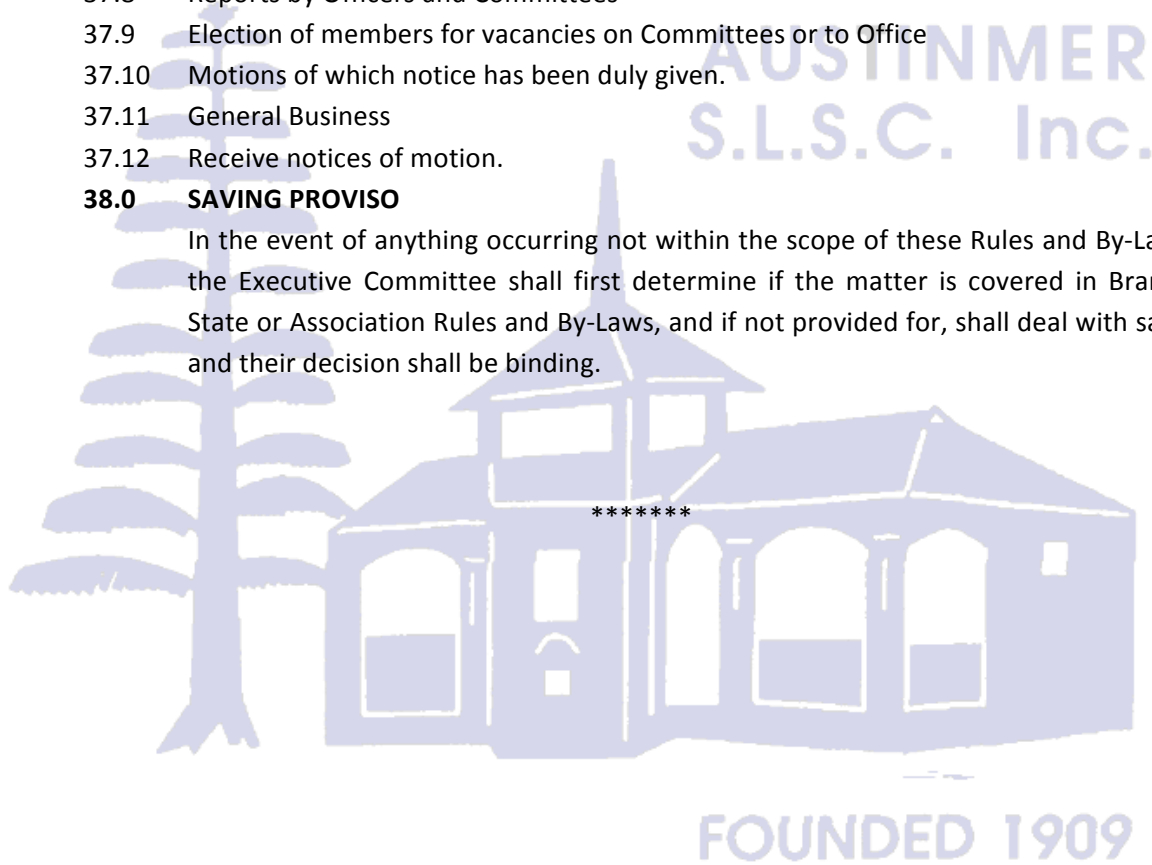
The order of business for Executive Committee meetings shall be as follows:

- 37.1 Minutes of previous meeting to be read and confirmed.
- 37.2 Business arising out of minutes
- 37.3 Apologies
- 37.4 Applications for membership
- 37.5 Correspondence, inwards and outwards, to be read and dealt with.
- 37.6 Accounts
- 37.7 Secretary's Report and Treasurer's Statement

- 37.8 Reports by Officers and Committees
- 37.9 Election of members for vacancies on Committees or to Office
- 37.10 Motions of which notice has been duly given.
- 37.11 General Business
- 37.12 Receive notices of motion.

38.0 SAVING PROVISIO

In the event of anything occurring not within the scope of these Rules and By-Laws, the Executive Committee shall first determine if the matter is covered in Branch, State or Association Rules and By-Laws, and if not provided for, shall deal with same and their decision shall be binding.

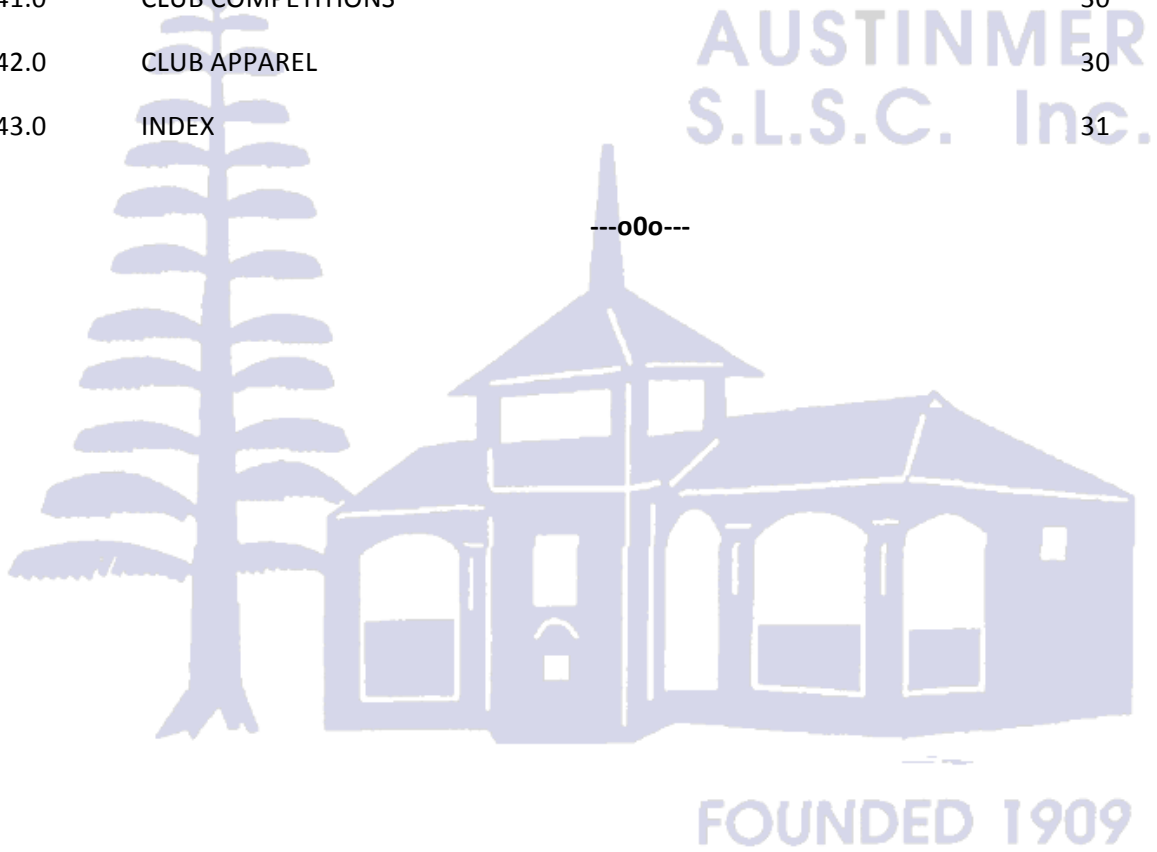


AUSTINMER SURF LIFE SAVING CLUB INC.

REGULATIONS

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39.0 MAKING, REPEALING AND AMENDING REGULATIONS

- 39.1 A General meeting or a Executive Committee meeting of the Club may, by resolution, make Regulations not inconsistent with the Club or the Surf Life Saving Association of Australia Rules and By-Laws, that are considered necessary or convenient to be prescribed for the just and efficient administration of the Club.
- 39.2 A Regulation shall, until repealed or amended and after any amendment, as amended, be binding upon the Executive Committee and all sub-committees and members.
- 39.3 A Regulation may be made or amended only by a Notice of Motion in accordance with By-Law 25.0.
- 39.4 A Regulation that is made, repealed or amended shall be posted on the Club notice board within seven (7) days of such making, repealing or amending and shall remain so posted for at least a month.

40.0 REGULATIONS FOR PATROLS AND DUTIES OF PATROL CAPTAINS

- 40.1 Patrols shall be appointed by the Club Captain in conjunction with the Club Vice-Captain. Once appointed, the patrol members shall be under the immediate direction of the Patrol Captain.
- 40.2 Dates of patrol rosters and hours of duty of each patrol member shall be set out on patrol roster cards and forwarded to each rostered patrol member. Receipt of patrol roster cards shall be deemed to be sufficient notice of the times such member shall be on duty. Patrol members must ensure that they are at the beach and ready for duty and suitably attired at the rostered starting time for their patrols.
- 40.3 A member unable to attend an allotted patrol may arrange a substitute provided that the substitute has no less Surf Life Saving Association of Australia qualification.
- 40.4 No member of a patrol shall be permitted to leave the area being patrolled during the period of duty without the permission of the Patrol Captain.
- 40.5 Members of patrols shall perform any duty allotted by the Patrol Captain in the actual work of life saving or any other task deemed necessary for the efficient patrolling of the beach.
- 40.6 Members of patrols who are candidates for an award of the Surf Life Saving Association of Australia will be granted leave to attend classes on notification to the Club Vice Captain and/or Patrol Captain.
- 40.7 Life saving practice shall be carried out from time to time under instruction from the Patrol Captain or the Patrol Captain's nominee.
- 40.8 Patrol Captains shall: -
- 40.8.1 Check and have placed on the beach all gear as is required by the Illawarra Branch of

the Surf Life Saving Association of Australia.

- 40.8.2 Allot duties to each patrol member immediately on the commencement of the patrol.
- 40.8.3 Ensure that the last patrol on duty each day returns all gear in a cleaned and serviceable condition and see that such gear is securely stowed and the clubhouse locked with the security system armed.
- 40.8.4 Enter appropriate information into the various Association log books.
- 40.8.5 Supervise the signing of the patrol log book at the commencement and termination of patrols.
- 40.8.6 Be conversant with Local Government Regulations relating to the powers of Surf Clubs Lifeguards etc. The utmost discretion should be used in all dealings with the general public.
- 40.9 any patrol member failing to carry out a rostered patrol without providing a substitute, or who fails to fulfil a duty allocated by the Patrol Captain shall be required within fourteen (14) days to explain in person or in writing reasons to the Executive Committee which shall determine what action, if any, shall be taken.
- 40.10 In the event of a patrol finishing its period of duty and not being relieved on time, the Patrol Captain shall retain sufficient patrol members to maintain efficiency until relieved.

41.0 CLUB COMPETITIONS

Club competitions shall be conducted in accordance with the rules of the current Surf Life Saving Association of Australia Competition Manual/s and Association Rules and By-Laws. The types of events, grades of events, scheduling of events and minimum requirements for the number of starters for events, shall be determined from time to time by the Executive Committee.

42.0 CLUB APPAREL

Apparel, other than that referred to in By-Law 22.0 and 23.0 and bearing the Club's name, shall require the approval of the Executive Committee.



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