

Manly Life Saving Club Inc.

By-laws

This is part three of a three part document of the Rules, Constitution and By-laws of the Manly Life Saving Club Inc.

Adopted by the Club Management Committee 19 May 2003
Amended by the Club Management Committee 18 August 2008
Amended by the Club Management Committee 18 May 2010
Amended by the Club Management Committee 28 June 2010
Amended by the Club Management Committee 20 December 2010

MAKING REPEALING AND AMENDING BY-LAWS

* Any successful motion at an Annual Meeting or Management Meeting that has a future bearing on Club activities is a By-Law and is binding.

* Any motion tabled at a meeting, intended to be a By-Law and adopted, will become binding as a By-Law. And shall be given a By-Law number as part of the motion to be adopted.

* To repeal or amend a By-Law, the change motion as well as the current By-Law is to be tabled at a Management Committee Meeting and discussion allowed. At the subsequent meeting, further discussion is allowed and then the motion can be put.

*If the motion is successful it becomes the By-Law, replacing the old By-Law that is appropriate, or as an additional By-Law.

*At a meeting to change a By-Law, no amendment or change can be made to a tabled motion. If a change or amendment is to be made, it must be tabled for another month.

* All new or amended By-Laws shall be placed on the Club noticeboard within 7 days.

A-1 Annual Report Contents

The annual Report and financial Statements to be presented to the members at the Annual General Meeting shall include as a minimum the following items. This will ensure that the document is a history as well as a statistical record of the Club.

1. List of Office Bearers, Standing Committees, sub-committees, panels and groups etc.
2. List of Committee meeting attendances, noting present and absents, apologies not to be counted.
3. List of Delegates attendances at Branch and other meetings.
4. A list of membership as detailed in the Constitution and/or By-laws.
5. List of members whose patrol record for the season does not count as a year of service.
6. List of suspended members.

7. A list of "Roving Patrol" members and the number of patrols completed.
8. List of patrol members, Captains and Vice Captains, with the number of patrols possible and actual attendances.
9. Junior Activity Annual Report.
10. List of Junior Activity members progressing to the senior Activity.
11. Audited Financial Statements of the MLSC Inc.
12. Reports from each group affiliated with the MLSC Inc.
13. Inter-Club and Championship results.
14. Club Championships and Club events results including point scores.

A-2 Assets List

Each season an assets list of all gear, equipment, vehicles, office equipment and any other asset owned by the Club must be assembled and approved by the Management Committee and a copy given to the Trustees Finance. The JAC shall also provide an assets list to the Club Management Committee and the Trustees Finance.

A-3 Audited Accounts- item 18 16 Sep 2002

All sections of the Club are required to provide accounting and financial reports that will need to be audited.

Note: - This applies to the Junior Activities, the Manly Savers Rugby and any other group affiliated or using our name.

Australian Surfing Museum.-see Museum

A-4 Award Qualifications Pt 11, Item 4, 22 Apr 2002

Verifiable proof of all qualifications which may be used for surf life saving must be produced within fourteen (14) days of a request in writing, or membership will be cancelled.

Badges / Club Badges-see Club Identification

Blazer / Club Blazer-see Club Identification

B-1 Board Register- Asset List

B-2 Bower/Bombora Out of Bounds

No Club equipment, boats, boards, skis or IRB's may be taken to the Bower or the Bombora, except in a rescue emergency. Members breaking this rule will be suspended, and will be required to pay in full for any damage to, or loss of any equipment.

B-3 Boatshed use

Boatshed not to be used by any third party whatsoever (including for storage of gear and bags) unless approval is given beforehand by Administration Officer/Building supervisor (if appointed) and one member of Executive, or two members of the Executive. *Adopted 18 August 2008*

C-1 Carnival Entries-14.2, 20 Nov 1999

Members who enter carnivals and do not subsequently compete, may be invoiced for the cost of the carnival entry fees.

C- Club Badges- see Club Identification

C- Club Blazer- see Club Identification

C-2 Club Championships

1. Points for all Club Championships will be allotted 4 for 1st place, 3 for 2nd, 2 for 3rd and 1 for starting. The member gaining the highest number of points to be declared the champion. (see also Point Scores).
2. Club Championships may be conducted over three (3) rounds; however the procedure may be altered by the Management Committee before the commencement of the championship.
3. In the case of a dead heat, the dead heating competitors only will contest a further round until a winner is declared.
4. The divisions shall be: Masters, Senior, Junior, and cadet or as the Management Committee decides.
5. Competitors can only compete in one division category.
6. Open Championships can only be conducted with the Management Committee approval.

C-3 Club Competition Uniform

The Cub's competition uniform shall be in accordance with SLSA regulations, and such uniform shall include the famous sky blue cap. All costumes must be approved by the Management Committee before ordering/purchase.

C-4 Club Correspondence

The Secretary will ensure that the President, or his representative, will initial all copies of outward correspondence. A list of all incoming and outgoing correspondence shall appear with the Minutes of each meeting.

Club Premises see House Committee

Club Clothing- see Club Identification

C-5 Club Identification

(a) Club Badge

The Club Badge shall have a lifesaving reel (side elevation) as its centre piece with the word "Manly" shown directly above the reel, the letters "LS" shown within the reel drum and the word "Club" shown directly below the reel drum. The outer perimeter of the badge shall have two separate rings between which shall be four blue coloured segments divided by four white coloured spokes.

(b) Club Honour Badge

The Club Honour Badge shall comprise the Club Badge surrounded by a broad gold laurel wreath with a white space at its base on which to inscribe the relevant honour/s. In addition a gold laurel wreath of lesser dimension shall surround the reel with a gold star placed directly above the word "Manly".

(c) Club Blazer

The Club Blazer shall be dark blue with three outside pockets. The top left breast pocket shall carry the Club Badge thereon. Where a Club Honour Badge is awarded, this Badge including laurel wreath may be substituted for the Club Badge.

(d) Club Flag

The Club Flag shall be rectangular with a dark blue background and white edging down the left side, with a Club Badge as its centre piece.

(e) Club March Past Flag

The Club March Past Flag shall be in the form of a pennant. It shall have a light blue background surrounded by white edging. A green pine tree with brown trunk shall be inscribed on the left side of the flag and the word "Manly" in dark blue lettering as the centre piece of the pennant.

(f) Club Logos

Logos approved by the Management Committee may be inscribed on the following:-

- Club apparel (other than Club Blazer)
- Club stationery.
- Club publications, including Annual Reports.
- Club owned craft.
- Member owned craft if used for competition purposes.

C -11 Club Use

The following proposed by laws were moved for the second time and passed at the Management Committee meeting held 28 June 2010:

.1 Any member found using the office, deck or hall areas of the surf club building after 7 pm without the prior permission of a member of the executive or hall booking officer shall have their membership suspended for a period of 3 months. The gym is not included as an area requiring permission.

.2 Any member found in the company of a non-member using the office, deck or hall areas of the surf club building after 7 pm without the prior permission of a member of the executive or hall-booking officer shall have their membership suspended for a period of 6 months. The gym is not included as an area requiring permission.

.3 Daryl Andrijin as liquor licensee is specifically excluded from the above.

C-6 Competition Committee

- .1 The Competition Committee if appointed by the Club Management Committee shall have the power to deal with all matters appertaining to the competitive interests of the Club and members.
- .2 The Competition Committee, via the Deputy President Competition, shall report their actions to the next Management Committee meeting of the Club.
- .3 The following shall comprise the Competition Committee and are entitled to vote at Competition Committee meetings:
 - (a) Deputy President Competition
 - (b) Competition Manager
 - (c) Club Captain
 - (d) Boat Captain
 - (e) IRB Captain
 - (f) Board Captain
 - (g) Ski Captain
 - (h) Race Secretary
 - (i) Tour Manager
 - (j) Beach Sprint Captain
 - (k) Cadet Supervisor
 - (l) Swimming Captain
 - (m) President (ex officio)
 - (n) Secretary (ex officio).
- .4 The Chairperson shall be the Deputy President Competition or in his absence the Club Captain
Four (4) members shall constitute a quorum.

C-7 Competition Requirements. Item 14, 21 Feb 1999

That any person who is not a financial member of the Club, or a member who does not have a satisfactory patrol record, will be banned from competing for the Club at SLSA sanctioned events.

C- 8 Confidentiality. Item 8, 20 Nov, 2000

That all discussions which occur during Management Committee meetings and any other meeting of the Club that the Chairman deems to be confidential be treated in the strictest confidence by all attendees.

C-9 Craft Register-Asset List

This is to be completed, who completes – Treasurer for Financial Report? who has copies?

C- 10 Craft Sponsorship-11.3-18 Oct 1999

That all members who request Club sponsorship for a craft, will be asked to sign an agreement which will include the following conditions:

- The Club retains ownership of the craft.
- The member will do all rostered patrols.
- The craft will not be carried through the foyer.
- The craft will be properly stored and secured while on the Club premises.
- The member will compete for the Club as and when requested.
- The member will not take the craft overseas unless a written clearance has been issued by the Club.
- The member will make every effort to personally raise sponsorship funding for all or part of the cost of the craft.
- Any sponsorship or any other logos on the craft must be approved by the Management Committee.

D-1 Duties of Officers

1. 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 the Rules, and shall report to each Management Committee meeting those activities undertaken on behalf of the Club.(from Rules)

The President shall also attend functions and generally represent the Club. The President is also ex-officio of all meetings of the Club.

2. Deputy Presidents

Shall assist the President, deputise as required and in the President's absence assume the responsibility and authority of that office.(From Rules) The Deputy President Competition shall be the Chairperson of the Competition Committee and the Deputy President Lifesaving shall be the Chairperson of the Lifesaving Committee. The Deputy Presidents shall assist the section heads in their area of

care, and bring any concerns from their area of care to the Executive and/or Management Committees.

3. Immediate Past President

Shall be expected to attend Management Committee Meetings to ensure continuity of planning and operation of the Club, refer Club Constitution.

4. Vice Presidents

Shall be elected to the committee for a specific task, they shall represent a specific group or function, and shall be responsible for that group or function to the Management Committee.

Vice Presidents shall be subject to all meeting attendance rules of the Management Committee, failure to attend may make the Group or Function subject to supervision by the Club.

The Vice Presidents shall report in writing on their responsibilities each Management Committee meeting.

5. CLUB CAPTAIN

Shall be responsible to the Club Management Committee for the conduct of members in all Club activities, for the general education in surf life saving, proficiencies and surf awareness, for the discipline of members and for the conduct of surf life saving operations, including competition and training operations.(From Rules)

The Club Captain shall hold a Surf Life Saving Bronze Medallion as a minimum to be elected, and must be in training for a SLS Instructors/SLS Training Officers Award to the satisfaction of the Management Committee.

The Club Captain will be the Chairman of the Club Selectors, in his absence the Vice Captain shall be Chairman, in his absence the Deputy President, in his absence the Senior Vice President shall assume the Chairmanship. The Club Captain shall ensure that Patrol Rosters are finalised for distribution fourteen (14) days before the first patrol of the season.

The Club Captain shall report on the Club activities in writing at each Management Committee meeting.

6. Junior Captain U19

Shall be the major representative of the Under 19 members of the Club and shall work with the Club Captain in the fulfillment of the Club Captain's duties.

7. Vice Captains (MAX 4)

Who shall hold the Surf Life Saving Bronze Medallion, shall act under the direction and instruction of the Club Captain and during his absence the Vice-Captain appointed shall act in his stead. They shall be responsible for the care and maintenance of all life saving gear (except the surf boat and IRB) and shall be assisted by the Gear Steward and Assistants.

8. Secretary

Shall conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the noticeboard.

The secretary shall ensure that records are kept of the business of the Club, including the RULES, CONSTITUTION and BY-LAWS, Register of members, Minutes of all general and committee meetings and a file of correspondence. These records shall be held in the custody of the secretary.(from Rules)

The Secretary shall also be ex-officio members of all sub-committees formed by the Club.

9. Treasurer

Shall :

- (a) Control all financial aspects of the Club as authorised and outlined in the Rules, Constitution and By-Laws and pay such accounts which have been presented to the Management Committee and approved for payment or the Executive Committee within their spending limit.
- (b) Ensure that all money received by the Club is paid into the appropriate account in the Club's name and owned by the Club, as soon as practicable and without deduction, and a receipt is issued.
- (c) Ensure that correct books and accounts are kept, showing financial affairs of the Club. These records shall be held in the custody of the Treasurer.
- (d) At each meeting of the Management Committee produce the Club current accounts, a list of accounts for payment, unrepresented cheques and a full reconciliation.

Public Officer- refer to MLSC Rules

10. Registrar

Shall keep a record of all members and their performances at intra-club competitions and patrol duties. The Registrar will enter in the Record

Book all necessary matters recorded in the minutes. These records to be available to all Executive Officers and at all meetings of the Management Committee. Shall be responsible for the safe custody of these records, Club members may inspect these records upon stating/giving sufficient reason.

11. Chief Instructor/Training Officer

Shall arrange for all classes of instruction for members to qualify for awards and report in writing each month to the Management Committee the results of examinations and all other matters pertaining to the office, including the names of temporary members in training for awards. To be eligible to stand for this office a Surf Life Saving Instructors or Training Officers Certificate must be held. The Chief Instructor to assist the Club Captain in conducting all Club proficiencies.

12. IRB Boat Captain

Shall be responsible for the maintenance and care of the Club's Inflatable Rescue Boats and approved power rescue craft and necessary equipment and shall at all times act under the direction of the Club Captain. Shall coach and arrange instruction for suitable members for IRB crew duties. Shall familiarise all Active Club Members with the use of the IRB and equipment. Shall ensure that a seaworthy IRB is available for proficiency tests, and all water safety as required by the Club. Shall make a report in writing to each Management Committee Meeting each month on the condition of the IRB's and gear. The IRB Captain is to assist the Club Captain to conduct all Club proficiency tests.

IRB Section Position Names and Job Description Changes: By law passed for VC1, VC11, VC111.

The following proposed by laws were moved for the second time and passed at the Management Committee meeting held 18 May 2010:

D 1, 12 IRB CAPTAIN:

Shall be responsible for overseeing the maintenance and care of the Club's Inflatable Rescue Boats and approved power rescue craft and necessary equipment and shall at all times act under the direction of the Club Captain. Shall arrange coaching and instruction for suitable members for IRB crew's duties. Shall familiarise all Active Members with the use of the IRB and equipment. Shall ensure that a seaworthy IRB is available for proficiency tests, and all water safety as required by the Club. Shall make a report in writing to each Management Committee Meeting each month on the condition of the IRB's and gear.

The IRB Captain is to assist the Club Captain to conduct all Club water based proficiency tests. Shall clearly advise and educate all

section members of appropriate standards of behaviour and operation.

D I.12 IRB Vice Captain #1

Shall be the IRB's Captains 1st assistant and Deputy. Main duties/ focus are on all aspects of safety and carnival/event organisation and gear storage.

D1.12 IRB Vice Captain #2

Co-ordinates Driver and Crew Training and Assessments. Reports to and is guided by the IRB Captain.

D1.12 IRB Vice Captain #3

Shall maintain adequate fuel supply for weekends and Special events and assist with the maintenance of all IRB gear. Reports to and is guided by the IRB Captain.

The Committee recommends that following election of the IRB Captain at the AGM, the IRB Captain then selects his Vice Captains.

13. Surf Boat Captain

Shall be responsible for the maintenance and care of the Club's surf life saving boats, whether oared or motor-driven, and necessary equipment with the exception of the Club Powered Rescue Craft and shall at all times act under the direction of the Club Captain. Shall coach and arrange instruction for suitable members for boat crews. Shall familiarise Club Members, as necessary, with the use of the surf boat and equipment. Shall make a report in writing to each Management Committee Meeting upon the condition of the surf life saving boats and gear.

14. Ski Captain

Shall be responsible for the general administration and conduct of competition and all matters appertaining to surf ski activities. Shall submit a report in writing to the Management Committee of the previous month's activities.

Shall arrange for transport of surf skis to and from carnivals and the care thereof while on club premises or elsewhere.

15. Board Captain

Shall be responsible for the general administration and conduct of competition and all matters appertaining to surf board activities. Shall submit a report in writing to the Management Committee of the previous month's activities.

Shall arrange for transport of surf boards to and from carnivals and the care thereof while on club premises or elsewhere.

16. Gear Steward

Shall act under the instructions of the Captain and Vice Captains, the Gear Steward shall furnish a written report each month to the Management Committee on the condition of all life saving and carnival gear, except the surf boats, surf skis, surf boards and IRB's.

17. Beach Sprint Captain

Shall be responsible for the general administration and the conduct of competition and all matters appertaining to beach competition activities.

18. U-15 Manager

Shall be responsible for the general administration and conduct of competition and all matters appertaining to the U-15 members of the Club.

19. Swim Captain

Shall be responsible for the general administration and conduct of competition and all matters appertaining to surf swimming competition activities.

Shall be responsible for transport of all necessary equipment to and from carnivals and the care thereof while on club premises or elsewhere.

20. Race Secretary

Shall be responsible for the organisation and conduct of all intra-club competitions in conjunction with the Handicapper (if appointed by the Race Secretary). Shall be responsible for compiling particulars of all point scores, etc., in conjunction with the Registrar. Shall report for the preceding month and the program for the forthcoming month in writing to each Management Committee Meeting.

21. Publicity Officer

Shall be responsible for all matters pertaining to Club publicity in consultation with the Executive Committee and shall report in writing each month to the Management Committee Meeting.

22. Competition Manager

Shall be responsible for the management of the Club's competition interests. Shall be responsible for all Carnival Entries (except Masters and JAC). Shall act as the Team Manager at the New South Wales and Australian Championships, or shall be responsible for appointing a suitable replacement. Shall delegate Masters Entries responsibility to an appropriate member.

23. Touring Team Manager

Shall be responsible for the arrangements for Club Tours to the New South Wales and Australian Championships. Will work in conjunction with the Competition Manager or Competition Committee if appointed, or the Club Selectors to ensure that all competitors are suitably qualified and have reached a standard that entitles them to represent the

Club, are able to get to these events and are suitably accommodated at these events. Management of other Club Tours may be delegated by the Club Management Committee.

24. Life Member on Committee

Shall assist the President in an advisory capacity whenever necessary and shall assist in a public relations role at functions both between the Club and visitors and between Club Members.

25. Radio Officer

Shall act under the instructions of the Club Captain and Vice Captains. Shall be responsible for the operation and effectiveness of all radio communication equipment used by the Club for the purposes of life saving. Shall submit a written report each month to the Management Committee Meeting on the operations of all the equipment.

26. Under 19 Committee Member

To promote the interest of under members aged between 15 and 19 years.

27. Social Organiser

Shall recommend, organise and supervise the conduct of all social functions held by the Club and shall submit financial statements of such functions to the Treasurer, and also provide a written report of all functions held and proposed to the Management Committee Meeting.

28. House Committee Chairman

Shall be appointed annually by the Management Committee and must be a member of the Management Committee or made a Vice President to have voting rights on Committee. Must submit a written report to the Management Committee each month.

29. Assistant Secretary

Shall act under the direction and instruction of the secretary and during any absence of the secretary shall carry out the duties of the secretary.

30. Assistant Treasurer

Shall act under the direction and instruction of the Treasurer and in the Treasurer's absence assume the responsibility and authority of that office.

31. Assistant Registrar

Shall act under the direction of the Registrar and in the Registrar's absence assume the responsibility and authority of that office.

32. Assistant Chief Instructor/Assistant Training Officer

Shall act under the direction and instruction of the Chief Instructor and in the absence of the Chief Instructor assume the responsibility of that office.

33. Vice surf boat captain

Shall act under the direction and instruction of the Surf Boat Captain and in the absence of the Surf Boat Captain assume the responsibility of that office.

34. Second Branch Delegate (1)

Shall attend all meetings of the Sydney Northern Beaches Branch INC. and shall submit a written report of the proceedings and important business of the meetings attended, and in particular any items that may affect the Club, to the secretary. Should the Delegate be unable to attend a meeting, the Club will appoint a proxy Delegate. The Delegate/s shall carry out all instructions that are received from the Management Committee.

Duties of Junior Activities

35. Junior Activities Chairman

Shall administer and be responsible for all the affairs of the Club's Junior Activities and shall chair all meetings appertaining to the Junior Activities of the Club, except as provided for in the Rules, and shall report to each Management Committee meeting those activities undertaken on behalf of the Club. (From Rules)

The Junior Activities chairman shall be responsible for the activities of the Manly JAC and shall

36. Junior Activities Delegate

One nomination is to be received for this position from the elected Officers of the MLSC Junior Activities Committee immediately after the first JAC Meeting each season. Should the JAC have more than one nomination then the JAC shall hold a secret ballot to select one nomination. Upon notification in writing to the Honorary Secretary, the Delegate shall become a Vice President of the MLSC.

37. The JAC Secretary

Shall issue notice of Meetings, attend all meetings and keep minutes in a special minute book of proceedings, attend to all correspondence, books voucher and other papers relating to JAC business, prepare the Annual Report, and be responsible for the

general management of the JAC.

38. The JAC Treasurer

(a) Shall receive all moneys and be responsible for the banking of same in the JAC bank account, shall issue all receipts, keep an account of all transactions for presentation at all meetings and prepare all financial matters for annual audit.

All payments are to be made by cheque co-signed by any two (2) of the following officers:

- (ii) President
 - (iii) JAC Chairman
 - (iv) JAC Secretary
 - (v) JAC Treasurer
 - (vi) Club Treasurer
- (b) Accounts passed for payment to be recorded in the minutes and certified by the Chairman of the meeting.
- (c) The finances of the JAC shall be supported by means of subscriptions, donation, affiliations, carnivals, socials and other functions organised for its aid. Carnivals, socials and functions will not be proceeded with before the liaison with the MLSC. The JAC has the power to utilise its funds in any manner it thinks most beneficial subject to final decision (if required) of the Executive of MLSC.
- (d) The JAC Treasurer shall be responsible to see that a proper record of receipts and expenditure, bank deposits, and assets and liabilities are correctly maintained and all accounts are paid as soon as practicable after the due date.
- (e) The financial year shall be the same as that of MLSC.
- (f) The books of account of the JAC shall be presented for audit at least once every twelve (12) months to an approved auditor who may be the auditor of the MLSC. The JAC's financial statement is to be published in the Annual Report of the MLSC.

39. The JAC Publicity Officer

Shall advance the work of the JAC by bringing the activities before the notice of the public by medium of press, radio and television. In controversial or detrimental publicity his replies shall be at the direction of the JAC with the approval of the MLSC.

40. The JAC Registrar

Shall keep a record of Members, registration forms, record

transfers, suspensions and Carnival results, and to represent the Club at Carnival draws and check entries.

41. The JAC Superintendent

Shall supervise all activities and competitions and coordinate events, maintain liaison with the Patrol Captain of MLSC, represent the JAC as official Team Manager at all Carnivals. The Superintendent will be assisted by the Deputy Superintendent who shall have like powers and responsibilities in the absence of the Superintendent.

42. The JAC Deputy Chairman/Liaison Officer

Shall chair all meetings in the absence of the President and JAC Chairman and may attend at the monthly meetings of the MLSC.

43. The Gear Steward

Shall be responsible for the maintenance, upkeep and distribution of the gear and equipment in the possession of the JAC. He shall keep a record of said gear and equipment.

44. JAC Delegates to Sydney Northern Beaches Branch Board of Junior Activities

Shall have the power to vote at Branch BJA meetings on all matters in accordance with instructions given by the JAC Management Committee. They shall report to the JAC Management Committee of all decisions, discussions and business of the Branch Meetings as soon as practicable.

45. The JAC Coaches

Shall be responsible for training members in competition drills and may be assisted by Assistant Coaches.

46. JAC IRB Captain

Shall be responsible for the maintenance and care of the JAC's craft and motors. He shall ensure that the craft is not crewed by any other than as SLSA qualified person.

47. JAC Minutes Secretary

Shall be responsible for the minutes of each monthly meeting, and shall act under the direction of the Honorary Secretary and during the absence of the Honorary Secretary shall act in his stead in carrying out the Honorary Secretary's duties.

In addition to the above, each JAC Executive member is expected to participate as a member of the above sub-committees.

48. Medical Advisers

Shall be members of the Medical Profession, elected by the Annual General Meeting or appointed by the Management Committee who by their interest in the Club shall make themselves available to give guidance and advice to members of the Club and more particularly to the Chief Instructor/ Training Officer in relation to the medical aspects of surf life saving.

49. Architect

Shall be a qualified member of that profession who can be called upon to give guidance and assistance to the Management Committee in relation to the Clubhouse building and any other building under the control of the Club.

The Executive Committee shall have the authority to pay an expenditure of up to \$2,000 on any one item.

Executive float cheque account, one signatory, limited to \$2,000
The Management Committee shall have the authority to pay an expenditure of up to \$50,000 per month.

G-1 Gym Users Badges.-24.6. 16 Oct. 2000

All gym users must be able to show their current Club Membership Badge/Card on request, otherwise they will be asked to leave.

F- 1 Foyer of Clubhouse-24.6. 16 Oct. 2000

That no boards or skis are to be carried through the foyer by members of the Senior or Junior Activities, except in cases of genuine emergency,

Honour Badge – see Club Identification

H-1 House Committee

The House Committee will be appointed annually or dismissed as required by the Management Committee. The Chairman of the House Committee must be a member of the Management Committee. The maintenance of the Club premises shall be vested in the House Committee who will be responsible at all times to the Management Committee, the House Committee shall submit a written report each month to the Management Committee on its activities.

If no House Committee is functioning for any reason, the Club premises **shall be the responsibility of the Management Committee.**

H-2 Honour Boards

The Club shall maintain Honour Boards as specified from time to time to recognise members achievements in Life Saving, Competition and Club Service

The period between updating these boards should NOT EXCEED three years, although more frequent updating is recommended.

(i) Life Member's Honour Board

The rules for inclusion on this Board are as laid down in our Constitution. (47)

(ii) Advanced Lifesaving Award – GOLD Medallion Honour Board

Members of MANLY LSC who pass this award, and have patrolled as a Bronze holder for Manly for a minimum of five years shall automatically be entitled to have their name placed on this Board. Patrols may be either consecutive or cumulative and prior or post gaining this award. The recipient or any member may bring this entitlement to Management Committee's attention

(iii) Olympic Representative Honour Board

to be advised

(iv) Club Championship Honour Board

The rules for inclusion on this board are as laid down in By-laws (C2)

Identification of Club/Clothing, etc. – See Club Identification.

I-1 Intoxicating Liquor

The Management Committee shall decide when and why intoxicating liquor can be consumed on Club premises. Under special circumstances, when the Management Committee is not available, the President, Secretary or the Club Captain will have the authority to allow intoxicating liquor to be consumed on the premises. Notwithstanding the above, intoxicating liquor shall only be allowed if it complies with the Licensing Act and the Tenancy Agreement with Manly Council.

Any member/s who violates this By-Law shall be suspended from the Club privileges (except patrol duties) until referred to a Judiciary meeting.

I-1 IRB Rules of Care

To Do

I-2 IRB Competition eligibility

All persons who are awarded an IRB license (crew and or driver) are to serve a six (6) months probationary period until they become eligible to compete in IRB events for MLSC or alternatively a suitable qualification period depending on their experience as approved by the Club Captain. *Adopted 18 August 2008*

J-1 Junior Activity, Parent, Guardian Membership.

Any Junior Activity member, parent or guardian who discontinues their activity with the JAC, shall be required within 12 months to join the MLSC as an Associate member, unless they qualify for another class of membership.

L- 1 Life Saving Committee

The Life Saving Committee If elected by the Management Committee shall have the power to deal with all matters appertaining to Patrols, rescue equipment and instruction for the purpose of gaining an Association award and/or maintaining a member's proficiency. The Life Saving Committee, via the Deputy President Lifesaving , shall report their actions to the next Management Committee meeting of the Club. The following shall comprise the Life Saving Committee and are entitled to vote at Life Saving Committee meetings:

Deputy President Lifesaving

Club Captain

Vice Captain(s)

Junior Club Captain

I.R.B. Captain

Vice I.R.B. Captain

- Training Officer
 - Assistant Training Officer
 - Gear Steward
 - Radio Officer
 - Members of the Club who are members of the Branch Board of Examiners
 - President (ex-officio)
 - Secretary (ex-officio)
- (g) The Chairperson shall be the Deputy President Lifesaving Club Captain, or in his absence, the Club Captain
- (h) Four (4) members shall constitute a quorum.

Manly Life Saving Museum.-see MLSC Constitution

M-1 Membership Categories

Membership of the Manly Life Saving Club Inc. shall consist of the following membership categories:-

1(a) Active Members

Shall consist of Senior, Junior and Cadet members. Senior members shall be of the age of 19 years and upwards as at midnight on the 30th of September in each year. Junior members shall be of the age of 16 years as at the 30th of September

and up to Senior qualifying age. Cadet members shall have attained the age of 14 years as at the 30th of September and up to the Junior qualifying age. All of the above Active members shall hold the appropriate SLSA award before being classified as Active members and not probationary members.

1(b) Active Reserve Members

Active Reserve Membership may be granted by the Management Committee to Senior Active members who have satisfactorily completed at least eight (8) years service of Patrol and Club obligations from the gaining of the Surf Bronze Medallion, and shall have attained the age of twenty four (24) years. Such service must be completed with an SLSA affiliated Club.

Such members may be called upon to perform patrol duties or placed on a patrol roster at the discretion of the Management Committee.

Applications for Active Reserve Membership shall be in writing, detailing in full their patrol record and awards held which will be referred to the Club Registrar for endorsement before being dealt with by the Management Committee.

Notwithstanding the above, the Management Committee has the right to grant Active Reserve Membership to a member under exceptional circumstances irrespective of years of service.

(c) Award Members

Award Membership may be granted to persons who hold an SLSA award of one or more of the following designations:-

*Radio Award

*Resuscitation Award

*Advanced Resuscitation Award

*First Aid Certificate

(Any other Award acceptable to SLSA)

Such members shall be called upon to perform patrol duties, rostered on patrols and /or other Club obligations within the scope of their award qualifications.

1(d) Absentee Members

Active Members unable to temporarily fulfill their obligations to the Club may apply in writing with full details to the Management Committee and who at their discretion may grant leave of absence to the member. The usual membership fees will apply. If absent for a period of over 4 consecutive months without making suitable patrol obligation arrangements to the Club Captains satisfaction, this period of membership will not count as a year of service.

All the above active members must complete their appropriate Annual proficiency Test as laid down by SLSA

2. Associate Members

Associate Membership may be granted to persons who may, or may not, hold an SLSA award. The applicant must be of the age of 40 years and upwards unless

special circumstances prevail. All Applications are to be endorsed by the Club Management Committee.

There shall be a limit of one hundred and fifty (150) Associate members at any one time, except, each season the Club will accept as extras any Junior Activity members who no longer qualify or want to remain in the JAC.

3. Honorary Members

May be appointed at the discretion of the Management Committee for the current season only. Honorary members shall be eligible to compete in Club handicap events, provided they hold an appropriate SLSA award. They will be eligible to win points in the point scores and win point score trophies, but they shall not be eligible to win a Club Championship.

Gold Overseas Members

(To be completed)

Armed Services Members

Any members of the Armed Services may be exempt from patrols; the year will not be counted as a year of service, (unless they complete the required numbers to match the numbers required by rostered members).

4 Life Members

May be elected at an Annual General Meeting under the rules contained in the Club Constitution.

5. Long Service Members

Long Service membership may be granted by the Management Committee to members who have completed ten (10) years Active or to members who have completed eight (8) years of Active service plus four (4) years Reserve Active. Such members shall be exempted from all patrol obligations and may be eligible for other special privileges of membership as may be provided in the Club Rules, Constitution and By-Laws.

In exceptional circumstances the Management Committee may grant Long Service Membership to a Reserve Active member irrespective of the number of years served as an Active Reserve.

7. Junior Activity Membership

Junior Activity Members shall be financial members of the Junior Activities, they will be of the age categories as laid down by SLSA, every member shall complete their Annual Achievement Award as required by the SLSA.

8 Junior Educational Members

Junior Educational members shall be children who do not meet the age requirement of a Junior Activity member, who may be encouraged to participate in fun events co-ordinated by the Junior Activities.

8. Junior Activity Parents Membership

Shall be persons who assist in the running of the Junior Activity, their membership shall be endorsed each year by the Junior Activity Committee and the club Management Committee.

9. Probationary Membership

Whilst a new member is in training for their initial award, the membership category of Probationary Member may be bestowed upon them. This membership will be reviewed if in the opinion of the Chief Instructor or the Management Committee, not enough effort is being put in to the training for the award.

Probationary members can compete in handicap events, earn points in the point score and win trophies in the point score; however they cannot win a Club Championship.

M-2 Most Consistent Starter

Most consistent starter shall be awarded to the member who starts in the most number of Club handicap events during any one season. In the event of a dead heat, a second trophy will be allocated.

MUSEUM-see MLSC Constitution

N-1 New Members

Applications for membership shall be in writing on the official form of the Club duly signed by the applicant, and his proposers, who themselves must be members of at least twelve (12) month's standing, with the annual subscription of the class of membership applied for plus a joining fee (if applicable).

This will ensure that each member is covered by Workcover Insurance. The names of the applicants must be exhibited on the noticeboard of the Club, and submitted to the first subsequent meeting of the Management Committee for acceptance or otherwise.

The Management Committee shall not deal with any applications for active membership until the applicant has obtained the Bronze Medallion or the applicable Life Saving Award of SLSA.

An applicant shall not be considered by the Management Committee in the event of the applicant being indebted to another affiliated Surf Life Saving Club.

In the event of an application for membership not being accepted, the application fee shall be refunded forthwith.

New Members upon being accepted into the Club, may be interviewed by either the Executive or Management Committee.

All applications to join the Club must be in duplicate, duplicate copy to be given to the Hon. Secretary (for mailing list). The original to go to the Hon. Chief Instructor to allocate respective member into a squad for training. The Hon. Chief Instructor is to liaise with the Club Captain and Vice Captain so that when the applicant is to be tested for his award, upon obtaining this award, is immediately placed in a Patrol and is given a Patrol Card at the introduction ceremony held after the examination.

Upon receipt of awards the Hon. Chief Instructor is to present the original copy of the Application Form, along with the fees applicable and proof of qualifying test swim, to the next Management Committee Meeting for membership ratification, then this form is to be passed to the Hon. Registrar for records.

Non-Financial members competing- see Competition Requirements.

N-2 Notice of Examination Due

The Chief Instructor must advise the Club Hon. Secretary and Club Captain of names of impending candidates for awards, to enable the following action to be taken:

The Executive can arrange a small introduction ceremony for the new members, at which the new members can meet the Management Committee.

Allow the Hon. Secretary and Publicity Officer time to:

- (a) Circularise the addition to the Club membership; and
- (b) Arrange publicity in the local press or where necessary.

The Secretary is to exhibit on the Notice Board, the Examination Dates as supplied by the Board of Examiners, so that the Club Captain, Boat Captain, Chief Instructor and other Officers as necessary, be aware of these dates.

N-3 Notice of Intention

That the Chairman of the Management Committee Meeting prior to the Annual Meeting shall ask the presiding officers their intention for the coming Season, and that the Chairman should indicate his intention first. The declaration is not meant to be binding, but is a guide to members of the Club to seek officers to replace those standing down, and avoid vacant nominations at the Annual General Meeting

Patrol Defaulters Competing- see Competition Requirements.

Orders for Purchases-see Purchase orders.

P-1 Patrol Obligations. Amended 20.12.2010

The Patrol obligations of a member for each season shall be as recommended by the Executive and General Committee and shall be reviewed each season. The patrol obligations shall be distributed to each patrolling member prior to the season and displayed on the notice board.

P-2 Patrol requirements and Exemptions Amended 20.12.2010

All members, upon entering Club premises, automatically become eligible for and liable to perform any duties called upon.

Notwithstanding anything contained in the patrol obligations referred to in P- 1, the Club Captain may indicate to any member in writing that in his/her opinion the member is not giving satisfactory patrol service and call upon them for an explanation.

The Management Committee may exempt any member from patrols for any sufficient reason.

The office holders of the following positions of MLSC are exempted whilst they hold these positions :- The President, Deputy Presidents, Club Captain, Treasurer, Secretary, Chairman of Junior Activities, Chief Instructor, IRB Captain. These office holders will be credited as having satisfactorily performed their patrol duties whilst they hold these positions.

Members of the Helicopter Rescue Service and similar groups where consistent performance of lifesaving duties or administration duties outside club activities is required can apply to the Management Committee for consideration to be given for exemption from Patrols and any exemption granted will not apply retrospectively. The management committee will also consider if the period of exemption counts as satisfactory patrol service.

All members granted exemption by this by law can be called upon to perform patrol duties if and as required.

The Management Committee should consider this exemption policy each season and where exemptions are approved they should be minuted and advice provided to SLSNSW and SLSSNB prior to 31 December each year in accordance with the SLSA policy.

P-3 Patrol Captains

The Club Captain will present a list of Patrol Captains and Patrol Vice-Captains to the monthly Meeting following the Annual Meeting

for ratification by the Management Committee. This list to be checked against the financial list and the members notified immediately, if necessary.

Each member of the outgoing patrol must await his Patrol Captain's dismissal. In the change-over of Patrols, the Captain of the outgoing patrol shall dismiss his members singly as the members of the incoming patrol report for duty.

Patrol Markers

May be placed beside the rescue boards on the beach (to indicate their whereabouts).

Members of Patrol

Shall do whatever they are ordered to do by the Captain of the Patrol either in the actual work of Life Saving or in cleaning the Club House, or any other duty the Patrol Captain may deem fit. Dress of Patrol Members shall conform with those as laid down by the SLSA.

P-4 Patrol Exemption deleted 20.12.2010

P-5 Point Scores

The following point score competitions shall be conducted each season:

- (a) General Point Score
- (b) Monthly Point Score
- (c) Most Consistent Starter
- (d) Non-winners Point Score

The General Point Score winner shall be, in effect, the member who attains the highest number of points allocated from Club Handicap events during any one season.

The Monthly Point Score winner shall be, in effect, the member who attains the highest number of points allocated from Club Handicap events during any one calendar month.

In the event of a dead heat, a second trophy will be allocated.

In the event of a dead heat, the trophy will be allocated to the member attaining the highest number of points in the General Point Score Competition.

Non-Winners Point Score shall be open to the member not otherwise winning any Club Trophies (other than Championship Trophies).

The winner of this prize will not be decided till all other trophies have been allocated.

In the event of a dead heat, a second trophy will be allocated.

P-6 Points in Point Scores

One point shall be allocated to each starter, other than placegetters.

Points for all Club Handicap events shall be allocated as follows:

1 st	9 points
2 nd	8 points
3 rd	7 points
4 th	6 points
5 th	5 points
6 th	4 points
7 th	3 points
8 th	2 points
For starting	1 point

(See Starter in events Definition)

In team or relay events, full points shall be awarded to each team or relay member. In the case of dead heats, points allocated for that placing and, if any, for the next placing shall be equally divided, and where fractions occur, shall be to the nearest point above.

Members selected to represent the Club and who compete in Championships (other than Club Championships) or Inter-Club events held on the same day as Club Point Score events shall receive five (5) points in respect of their representation. This includes members of the Board of Examiners on rostered duty or carrying out duties for the Branch.

Members on Patrol Duty on the date of Club Handicap events who nominate to start in the race and are unable, upon the direction of the Patrol Captain, to start, shall be allocated one starting point.

No points will be allocated for Club Championships events or for Handicap events conducted on Christmas Day.

P-7 Proviso

In the event of anything occurring not within the scope of these By-Laws, the Management Committee may deal with same at their discretion, and their decision shall be binding upon the Club.

Prize money-See Open Orders and Trophies

P-8 Purchase Orders.

No member shall order/purchase any equipment or other item without first obtaining permission and obtaining a purchase order from the office, clearly indicating the item/s to be purchased, and where practical an estimate of cost, and the area to be costed for the account.

No accounts will be paid by the club for accounts without a purchase order number.

R-1 Renewal Of Membership

A member may renew their membership, which commences on the 1st day of August in each year, by payment of the appropriate subscription therefore, together with all monies due by him to the Club on or before the date of the Annual General Meeting, provided always that the membership so renewed shall be subject to revision by the incoming Management Committee, and if for any reason renewal is refused, then the subscription paid shall be returned forthwith.

A member not so renewing with accordance above must apply as and for a new member without loss of service, unless leave of absence has previously been approved by the Management Committee, or subject to Armed Forces conditions.

R-2 Rules of Debate

Any member desiring to speak shall address the Chairman respectfully.

No member may speak more than once to a question, except in explanation or reply.

A member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate.

A reply shall be allowed only to a member who has moved a substantive motion.

No member shall use offensive or unbecoming words.

No speaker shall digress from the subject under discussion and impure improper motives and all personal reflections on members shall be deemed disorderly.

Whenever the Chairman rises during debate, the member then speaking shall sit down.

No member shall interrupt another whilst speaking except on a point of order.

Any member during debate may raise a point of order, when the member speaking shall sit down until the point of order has been decided. The member rising to the point of order shall state concisely the point and the Chairman without further discussion shall give his ruling.

It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state his point. The seconder and the Chairman only may speak to the motion.

A member may move the adjournment of the debate. If the motion is resolved in the negative, the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate at an ensuing meeting. No member shall move the adjournment at the end of his speech.

At any time during the debate any member may, without notice, move that the question be put and such motion being duly seconded shall then be put without debate. If carried the question shall be put to the vote; if lost, the debate shall proceed.

An amendment may be moved on any original motion. The Chairman shall first put the amendment to the meeting, and, if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved which, if carried, shall in turn supersede the motion. If there be no amendment the original motion shall be put after the mover has replied.

The Chairman shall have a casting vote at any meeting.

The Chairman shall refuse to receive any amendment which is a direct negative.

In the event of any matter being brought before any meeting which affects the Chairman of the meeting or in which he may be interested, he shall vacate the Chair and the meeting shall elect a Chairman pro tem until such matter is dealt with.

Voting shall be by voices, show of hands or division at the request of any member.

If a secret ballot is demanded at any meeting by two members who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.

The Chairman may appoint Scrutineers to assist him in counting a vote by show of hands or division, or at a secret ballot.

The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alteration to the wording of his motion.

An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the same time.

In the absence of the President or Deputy President, the Chairman of all meetings shall be elected by vote of the members in attendance thereat.

S-1 Ski Register- Asset List

S-2 Ski Sponsorship-pt 11, 27 Sep 1999

If a Club member secures sponsorship for a ski, plus \$5,000, they will be entitled to keep the old ski they had been previously allocated by the Club, if desired.

S-3 Ski Storage

All skis stored on Club premises are required to have the name of the owner written on them in large (3cm +) letters in waterproof marker, at front or rear of the hull. No person is to store a ski on Club premises without the Management Committee written approval, and no person may store more than one ski without the additional written approval of the Management Committee.

Three months from the end of July 2002, any ski not identified, as described above, will be disposed of by the Club at its discretion as abandoned, or as unallocated Club property.

Any person storing their ski in the wrong storage space will have their storage privileges revoked.

S-4 Starters in events Definition

For the purpose of these rules, a starter is defined as one who actually enters the water in Handicap Events and must complete the course under SLSA Rules and Conditions.

S-5 Statements Regarding Club

No financial member of this Club shall indicate, state or otherwise advise, any member of the Press, or news media, or any official of the Association of any information concerning the Club, or its members, without prior permission being granted by an Executive Officer of the Club.

This Executive Officer is to report to the next Executive or Management Committee meeting, whichever is the first, his actions and if required by that meeting, his reasons.

Any member who contravenes this By-Law is liable for membership cancellation by the Management Committee, without prior warning.

S-6 Subscriptions

Subscription fees, locker fees and any other charges shall be set from year to year by the Management Committee, provided that the revised fees are published and distributed to all members prior to the May Management Committee Meeting of the year prior to the new fees being effective.

All protests about the new fees must be in writing and in the hands of the Hon. Secretary and presented to the June Management Committee Meeting for discussion and decision.

Any applicant or member renewing his membership, who has attained the age of 60 years, may reduce his membership fee by 50%.

From 1st June, 2002 the Subscription Fees shall be:-

Joining Fee- Active members	\$30
Active Cadets	\$30
Active Juniors	\$30
Active Seniors	\$40
Active Reserve	\$50
Long Service	\$50
Award Membership	\$50
Associate Membership	\$100
Associate Membership Joining Fee	\$200
Joining Fee-Probationary	\$50
Probationary Bond	\$200
Junior Activity Members	\$70
Junior Activity Parents	\$30

S-7 Surf Boat Rules of care

The boat shall be under the control of the Boat Captain or Deputy appointed to him.

The boat shall not be taken out without the knowledge or approval of the Boat Captain except in cases of emergency.

Overloading the boat is strictly forbidden.

The boat must never be taken out or brought in through the marked surf bathing area where bathers are likely to be encountered, except in an emergency rescue situation.

Members desiring to learn to crew the boat may notify the Boat Captain or the Secretary of the Club.

Members may be called on by the Boat Captain to assist in getting the boat out and in, and refusal to do so will be made matter for report to the Committee for action thereon.

In absence of the Club Captain or Vice-Captain the Patrol Captain on Duty shall have sole control of members for the purpose of rescue work.

The Australian Surfing Museum.-see Museum

T-1 Training Sessions

Any member who offers himself for selection to represent the Club in competition must attend all drills arranged.

V -1 Visitors

Members of affiliated Surf Life Saving Clubs may be admitted to use the Club premises, provided they have presented their credentials to a Management Committee or Executive Committee Member.

People who are not members of SLSA and desire visitor privileges must apply in writing to the Club, All applications must be handled by the Executive or Management Committee.

Visitor status may be accepted for a period not exceeding one month.

End

Rules/Constitution Committee

Ernie Davis (Convenor), Ben Wotton, Max Riddington, Stanley Buckman, Allan Tier, Warwick Sainsbury.