



**2022/2023**

**BY-LAWS**



# **SOUTH PORT SURF LIFE SAVING CLUB INCORPORATED**

**ABN: 51 114 459 582**

## **2022/2023 By-Laws**

21st Edition v1: May 2023

### ***Our Mission***

*To maintain South Port Beach as a safe and enjoyable environment for the general public and our members.*

*“South Port SLSC is committed to being an inclusive organisation open to all who wish to participate regardless of age, gender, disability, cultural and linguistic background or sexual orientation.*

*It is dedicated to providing a safe and nurturing environment for all participating in surf life-saving activities by promoting the principles of equal opportunity, social justice and cultural safety so that all individuals are treated with respect and dignity.”*

*SLSA Policy 6.22*

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**South Port Surf Life Saving Club Incorporated**  
ABN: 51 114 459 582

**By-Laws**

## 1. Board of Management

- (a) The Board of Management of the Club shall consist of Club Officers listed in clause 18 of the Club Constitution.
- (b) Members under the age of sixteen (16) years are ineligible to hold any position on the Board of Management.
- (c) The Board of Management of the Club has the power to appoint delegates to represent the Club whenever necessary.
- (d) The Board of Management are to ensure that all living life members are automatically renewed each year.
- (e) All Board of Management members must provide a current National Police Clearance or Criminal History check from an accredited Australian agency as well as a Working with Children Check (WWCC).
- (f) Other office bearers of the Club shall report to the Board of Management through:

| <b>BOM Officer to report to</b> | <b>Office Bearer</b>  |  |
|---------------------------------|---|--|
| Club Captain                    | Vice-Captain<br>First Aid Officer<br>Radio Officer  | IRB Captain<br>Gear Steward  |
| Surf Sports Manager             | Board Captain<br>Boat Captain<br>Competition Officer<br>March Past Captain<br>R & R Captain | Ski Captain<br>Beach Captain<br>Masters Captain<br>Lifesaving Events |
| Treasurer                       | Canteen Manager<br>Club Apparel Officer   | Auditor<br>Bar Manager   |
| Secretary                       | Environmental Officer<br>Grants Officer<br>Registration Officers<br>WWCC Officer            | Policy Officer<br>Social Media Officer<br>Website Officer            |
| Junior Development Chair        | Starfish Program Coordinator  |  |
| Member Development Officer      | Assistant Member Development Coordinator  |  |

## 2. Junior Development Panel

- (a) The Junior Development Panel of the Club shall consist of:  
Junior Development Chairperson    Junior Administrator

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| Junior Coach                        | Starfish Program Coordinator         |
| Junior Registrar                    | Junior Minutes/Documentation Officer |
| Junior Lifesaving Education Officer |                                      |

- (b) The position of Junior Development Panel Chairperson shall be a two (2) year term and filled as per clause 17 of the Club Constitution.
- (c) Fifty (50) percent plus one (1) shall constitute a quorum.
- (d) Other Junior Panel members shall be sort by expression of interest from the Junior Development Chairperson, in consultation with the Board of Management.
- (e) The Junior Development Chairperson shall notify those elected by the Panel to represent the junior's by the end of August each year.
- (f) All other Office Bearer roles within the Junior Development area shall be sort by expression of interest and decided upon by the Junior Development Panel. It is strongly suggested that members only fill one (1) position.
- (g) All Office Bearers of the Club MUST have a current Working with Children Check (WWCC) and be fully financial members.
- (h) Office Bearer Positions requiring nominations:
 

|                                  |                        |
|----------------------------------|------------------------|
| Board Coach/Co-ordinator         | U6/7 AGM and Assistant |
| Swim Coach/Co-ordinator          | U8 AGM and Assistant   |
| Beach Sprint Coach/Co-ordinator  | U9 AGM and Assistant   |
| Beach Flags Coach/Co-ordinator   | U10 AGM and Assistant  |
| Wades Coach/Co-ordinator         | U11 AGM and Assistant  |
| March Past Coach/Co-ordinator    | U12 AGM and Assistant  |
| March Past Uniforms Co-ordinator | U13 AGM and Assistant  |
| Junior Team Manager              |                        |
- (i) No Age Group Manager shall be under the age of eighteen (18) years and it is preferable that they hold their Bronze Medallion or obtain the award during the coming season.
- (j) The Junior Development Panel shall meet on the last Wednesday of each month and shall conduct any other meetings considered necessary for the efficient operation of Junior Development.
- (k) The Junior Development Panels main focus shall be with the well-being and development of its junior members, whose ages range from 5 years to 13 years.
- (l) The Junior Development Panel shall prepare a budget for their area of control and present it to the Treasurer via the Junior Development Chairperson by the end of August.
- (m) The Junior Development Panel shall present the minutes of their meetings and any resolutions to the Board of Management through its Chairperson for ratification each month.

- (n) Any member of the Junior Development Panel can attend the Club Board of Management meetings. Any items needing to be raised must go through the Assistant Secretary prior to the meeting.
- (o) The structure of the Junior Development Panel shall be reviewed annually. Any recommendations for change are to be presented to the Secretary by the last meeting of the current Board of Management.
- (p) The structure of the Junior Development Panel will be strictly based on whole Club needs.

### 3. Mediation Panel

- (a) The Mediation Panel of the Club shall consist of:
  - Minimum of three (3) members selected by the Board of Management at a time deemed necessary to hear the matter/s that has been brought to the Board of Management's attention.
  - The compilation shall include at minimum at least one (1) male, one (1) female, one (1) other fully financial Club member.
- (b) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (c) The Mediation Panel shall convene to hear all matters referred to it by the Board of Management as per clause 11 of the Club Constitution and determine the actions to be taken in the best interests of the Club. This must be conducted within fourteen (14) days of the referral from the Board of Management.
- (d) The Mediation Panel may recommend expelling, suspending, reprimanding and/or penalising any member who breaches any rules of the Club.
- (e) The member must have an opportunity either personally, via email, via text message or through another member to state their case before the Mediation Panel arrives at its decision. This must be conducted within twenty-one (21) days of the referral.
- (f) The Mediation Panel shall report its findings in writing to the Board of Management within twenty-one (21) days of the referral of the matter/s via the Secretary.
- (g) The Board of Management will ratify the decision within seven (7) days of receiving the written recommendation/s and notify the member of the outcome/s in writing within 48 hours of that decision.
- (h) The member affected by the findings and determinations of the Mediation Panel shall have the right of appeal to the Board of Management.

The following provisions shall apply:

1. The member shall inform the Club, in writing, to the Secretary, within fourteen (14) days of the notification of the ruling on the grounds of which they wish to appeal.
2. The Secretary shall convene a meeting of the Board of Management to hear the appeal of the member against the findings of the Mediation Panel.
3. The member may appear personally or through another member.
4. The Board of Management shall determine the appeal and their decision shall be final and binding on the member.

#### **4. Life Membership/Hall of Fame Panel**

- (a) The Life Membership/Hall of Fame Panel shall consist of:  
Three (3) Life members  
Other interested Members can apply to the Board of Management. Up to a maximum of four (4) other fully financial members with voting rights.
- (b) The Board of Management will appoint a Chairperson.
- (c) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (d) The Life Membership/Hall of Fame Panel shall meet at least three (3) times per season including two months prior to the Annual General Meeting to present nominations to BOM for endorsement for submission to the Annual General Meeting for election.
- (e) They are to consider any nominations as may be eligible under the terms of the Criteria for Life Membership. (As set out in section 27 below)
- (f) The Life Membership/Hall of Fame Panel shall report to the Board of Management through its Chairperson.
- (g) There should be no personal prejudice in these decisions. If a member of the Life Member/Hall of Fame Panel should consider they have a prejudice, they should preclude themselves from decision. This decision is made purely on merit and service to the South Port Surf Life Saving Club Inc.



## 5. Finance Panel

- (a) The Finance Panel shall consist of:

|                   |                               |
|-------------------|-------------------------------|
| Treasurer (Chair) | Vice President                |
| Secretary         | Up to three (3) other members |

Other members will be appointed by the Board of Management.

- (b) The Finance Panel shall be responsible for the Club Annual Budget and submit to the Board of Management by September each year.
- (c) The Finance Panel shall report and advise on all financial matters of the Club to the Board of Management through the Treasurer.
- (d) Fifty (50) percent plus one if an even number shall constitute a quorum.

## 6. Building Panel

- (a) The Building Panel shall consist of:

|                            |                |
|----------------------------|----------------|
| Facilities Manager (Chair) | Vice President |
| Gear Steward               | Treasurer      |
| Club Captain               |                |

- (b) Other members to be included when “Major Works Programs” are to be considered:

|           |                 |
|-----------|-----------------|
| President | Bar Manager     |
| Secretary | Canteen Manager |

Any other members relevant to project

- (c) The Building Panel shall be responsible to the Board of Management for alterations and additions as may be considered necessary and for general repair and maintenance of the existing facilities comprised in and around the Club premises.
- (d) The Building Panel shall meet a minimum of two (2) times per season or when otherwise deemed necessary.
- (e) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (f) Prepare a budget for their area of control and present it to the Treasurer by the end of August each season.

## 7. Constitution Panel

- (a) The Constitution Panel shall consist of:  
Minimum of four (4) members and up to six (6)  
Members will be appointed by the Board of Management.
- (b) The Board of Management will appoint a Chairperson.
- (c) The Constitution Panel shall be responsible to the Board of Management to deal with all matters affecting the Club Constitution and report on recommendations.
- (d) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (e) The Constitution Panel shall report to the Board of Management through a Board of Management member on the Panel.

## 8. Lifesaving and Education and Patrol Panel

- (a) The Lifesaving and Education and Patrol Panel shall consist of:

|                         |  |
|-------------------------|--|
| Club Captain (Co-Chair) | Snr. Lifesaving Education Officer (Co-Chair) |
| IRB Captain             | First Aid Officer                            |
| Vice-Captain            | Junior Life Saving Education Officer         |
| Radio Officer           | Member Development Officer                   |

Any other interested party approved by Board of Management.
- (b) The Lifesaving and Education and Patrol Panel shall be responsible for planning all business timetables in regard to the conduct of Surf Lifesaving Awards within the Club.
- (c) Appoint relevant awarded instructors/trainers to conduct various awards.
- (d) Canvas and encourage members to gain higher awards than they currently hold.
- (e) The Lifesaving Education and Patrol Panel shall be responsible for planning all Club Patrol and Carnival Patrols.
- (f) The Lifesaving Education and Patrol Panel shall liaise with the Surf Lifesaving South Australia in respect to setting the Annual Patrol contract.
- (g) The Lifesaving Education and Patrol Panel shall be responsible for communicating to its members of the Club their Patrol requirements in regard to the State Patrol contract and ensure these requirements are met.

- (e) The Lifesaving and Education and Patrol Panel shall meet a minimum of four (4) times per season or when deemed necessary.
- (f) The first meeting shall be within two (2) weeks of the Club's Annual General Meeting.
- (g) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (h) The Lifesaving and Education and Patrol Panel shall report to the Board of Management through the Lifesaving Education Officer and Club Captain.
- (i) Prepare a budget for their area of control and present it to the Treasurer by the end of August each season.

## 9. Coaching and Competition Panel

- (a) The Coaching and Competition Panel shall consist of:
 

|                             |                            |
|-----------------------------|----------------------------|
| Surf Sports Manager (Chair) | Competition Officer        |
| Club Captain                | Boat Captain/Coach         |
| Ski Captain/Coach           | Board Captain/Coach        |
| Beach Captain/Coach         | Junior Coach               |
| Lifesaving Event Coach      | Member Development Officer |
| IRB Captain/Coach           | Masters Captain/Coach      |

Any other interested party approved by Board of Management.
- (b) The Coaching and Competition Panel shall be responsible for planning all business, promotion and encouragement of all competition by members of the Club.
- (c) Organise regular and quality coaching sessions in all disciplines of competition by coaches who have the appropriate coaching qualification.
- (d) Only the Surf Sports Manager, Secretary and one (1) other member, approved by Board of Management will have access to the Sport Event Management System (SEMS) to enter competitors for any level of competition.
- (e) The Coaching and Competition Panel shall meet a minimum of two (2) times per season or when otherwise deemed necessary.
- (f) The first meeting to be held within two (2) weeks of the Club Annual General Meeting.
- (g) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (h) The Coaching and Competition Panel shall report to the Board of Management through the Surf Sports Manager.

- (i) Prepare a budget for their area of control and present it to the Treasurer by the end of August each season.

## 10. Environment, Health and Safety Panel

- (a) The Environment Panel shall consist of:
  - Environment Officer (Chair)                      Facilities Manager
  - Vice-President                                      Bar Manager
  - Up to three (3) other members
  - Other members to be approved by Board of Management.
- (b) The Environment Panel shall be responsible for promoting and encouraging environmental awareness, sustainable policies and practices within the Club, distributing environmental information to members; highlighting environmental issues, risks and impacts; liaising with members and stakeholders to address environmental issues, and providing information for members and stakeholders to minimise waste and utilise energy efficiently.
- (c) The Environment Panel shall meet a minimum of four (4) times per season or when otherwise deemed necessary.
- (d) The first meeting to be held within two weeks of the Club Annual General Meeting.
- (e) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (f) The Environment Panel shall report to the Board of Management through the Environment Officer.
- (g) Prepare a budget for their area of control and present it to the Treasurer by the end of August each season.

## 11. Social Panel

- (a) The Social Panel shall consist of:
  - Social Officer (Chair)                              Patrolling Member
  - Facilities Manager                                  Function Manager
  - Masters Competitor                                Boat Competitor
  - Junior Parent (member)                          Board/Ski Competitor
  - Youth (Squid) Member                            Bar Manager
  - Other members to be approved by Board of Management.
- (b) The Social Panel will report to the Board of Management through the Social Officer.

- (c) The Social Panel shall be responsible for all fundraising, sponsorship and special events of the South Port SLSC.
- (d) The Social Panel shall NOT be responsible for external functions held at the South Port SLSC.
- (e) The Social Panel will meet a minimum of four (4) times per season or as otherwise deemed necessary and send a copy of their minutes to Board of Management.
- (f) Fifty (50) percent plus one (1) if an even number shall constitute a quorum.
- (g) Prepare a budget for their area of control and present it to the Treasurer by the end of August each season.

## 12. Correspondence

- (a) All official correspondence to and from South Port Surf Lifesaving Club Incorporated must be forwarded for record inclusive of electronic mail to the Secretary or to as delegated by the Secretary, whether be to or from Committees, Panels, Officers or individual members.
- (b) No correspondence shall be conducted with SLSA, its officers, State bodies, Branches or clubs located in other states other than through the Secretary or their delegate.

## 13. Purchasing

- (a) Any goods purchased, or orders placed on behalf of the Club which are in excess of Five Hundred Dollars (\$500) must be placed through the Treasurer. (Exclusive of the Bar Manager and Canteen Manager in the running of their respective areas.) All orders must show the Club's ABN.
- (b) Items to be purchased on behalf of the Club which exceed the value of One Thousand Dollars (\$1000) shall require three (3) written quotes and submitted to the Board of Management for endorsement or the Executive Committee if a decision is needed urgently.
- (c) All Tax Invoices/Statements for all purchases made on behalf of the Club must be forwarded to the Treasurer.

## 14. Recording of Minutes

All Standing Committees and Panels as well as Board of Management meetings shall keep true and accurate Minutes of all meetings conducted and forward copies of each set to be filed with the Club Secretary for record.

## 15. Order of Business at Annual General Meeting (AGM)

Order of business at Annual General Meetings, unless otherwise determined by the Chairperson, shall be:

- (a) Apologies
- (b) Presentation and adoption of the Annual Report
- (c) Presentation and adoption of the Financial Statements
- (d) Alterations to the Constitution
- (e) Motions of which due notice has been given
- (f) Election of Officers
- (g) Consideration of subscriptions for the coming season.
- (h) Maximum amount the committee can expend on a single purchase.
- (i) General business.

## 16. Authority of Panels/Committees

Specific interest panels/committees may be established to support the Management Committee in the development and operation of particular activities.

The duties of these panels/committees shall be:

- (a) To operate within the policies of the South Port Surf Life Saving Club Incorporated and to conduct its activities under the authority of the Board of Management.
- (b) To gain approval for the conduct of activities from the Board of Management. No panel/committee shall commit to any program without first making submission to and gaining the approval of the Board of Management.
- (c) To provide for the development of specific skills or area of expertise, with this development being approved and coordinated by the Board of Management to ensure that proper authorities are given, and to ensure that activities of the South Port Surf Life Saving Club Incorporated are integrated throughout the organisation.
- (d) To submit proposals to the Board of Management for consideration and inclusion in strategic plans of the South Port Surf Life Saving Club Incorporated.
- (e) To deal with such matters referred to it from time to time.

## 17. Promotional

The Board of Management may appoint such persons with appropriate qualifications to promote the activities of the South Port Surf Life Saving Club Incorporated as it sees fit.

## 18. Trustees

Trustees may be appointed to control the allocation of funds, property, etc. so vested in them as the committee may from time to time direct.

In relation to the trustees the following shall apply:

- (a) The Secretary of the Club shall act as Secretary to the trustees.
- (b) The trustees shall appoint from their members a chairperson who shall preside at their meetings and shall have a deliberate vote only.
- (c) Each trustee shall continue in office subject to paragraph (d) or until his/her successor is appointed.
- (d) A trustee shall cease to hold office if:
  - (i) He dies or becomes mentally incapable of managing his/her affairs.
  - (ii) He becomes bankrupt.
  - (iii) He resides outside the state of South Australia for a period more than three (3) months unless a leave of absence has been approved by the committee.
  - (iv) He resigns in writing.
  - (v) He is removed from office by a resolution of the committee.
- (e) The trustees shall be entitled on the authority of the Board of Management to require delivery to them or their nominee of property of the Club and access to or production of the same for perusal or checking.
- (f) The trustees shall deal with the funds and property vested in them as the Committee may from time to time direct and an entry in the minutes of the Board of Management shall be conclusive evidence of such direction.
- (g) The trustees shall keep or cause to be kept proper detailed accounts of their transactions relating to the funds and properties under their control and submit together with deeds and other securities to the Chairperson of the Club, the auditor or any persons duly appointed by the Board of Management when required for perusal or inspection.
- (h) No trustee shall directly or indirectly receive any commission or remuneration on any loan or other transaction made by the Board of Management.
- (i) On ceasing to hold office, a trustee shall hand over to the continuing trustees (if any) or to their successor all funds and property of the Club in his/her

possession or under their control and shall sign any necessary documents to effectively transfer such property to the new trustees.

- (j) In the event of a vacancy occurring, such vacancy shall be filled by the Board of Management. The continuing trustees may act meanwhile.
- (k) The trustees shall be indemnified by the Club against all costs, losses, expenses and judgements incurred by them in the discharge of any duties by reason of their office as trustees.
- (l) Notwithstanding anything herein contained the Club may operate bank accounts in the name of "South Port Surf Life Saving Club Incorporated" and the persons appointed by the committee for that purpose may operate such bank accounts on.

## 19. Specific Interest Panels

### (a) Composition

Panels shall comprise interested, and where appropriate, qualified persons who wish to be involved in the development and operation of a particular discipline/area of expertise.

### (b) Meetings

Each panel shall elect a Chairperson and Secretary annually from its membership. The Board of Management will then endorse these appointments. The Chairperson shall convene and chair the meetings of the panel. In his/her absence, the panel shall elect a Chairperson from those present at the meeting.

### (c) Reports

The Secretary shall prepare reports of every meeting to be submitted to the Board of Management. Such reports shall note a full record of attendees.

## 20. Fees and Expenses

- (a) Travelling and accommodation expenses shall be allowed for at the discretion of the Board of Management.
- (b) Such reasonable costs will be allocated at the discretion of the Board of Management.

## 21. Delegates

Delegates as may be necessary to represent the Club from time to time and on any standing panels/committees, will be appointed by the Board of Management.



## 22. Policies

All Club policies can be found on the website. [www.southportslsc.org.au](http://www.southportslsc.org.au)

Any member over the age of eighteen (18) years MUST provide a current DCSI or WWCC (Working With Children Check) as a condition of membership.

The following roles are also requiring a National Police Check (NPC) in addition to a WWCC, as per Member Protection Policy 6.05:

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| SLSSA Board of Directors              | SLSSA CEO                           |
| SLSSA Staff                           | State Emergency Operations Group    |
| State Patrol Auditors                 | State Councillors (Club Presidents) |
| Child Safe Officers                   | Team Managers                       |
| Coaches                               | Chaperones/Assistants               |
| Chief Instructors                     | Training Officers                   |
| Assessors                             | Duty Officers                       |
| Safety Emergency Coordinators         | Photographers/Media Representatives |
| Club Management (Board of Management) | Officers with Surfguard access      |

## 23. Mediation and Grievance Procedures

1. The Board of Management shall appoint a minimum of three (3) Mediation Officers, which will be known as the Mediation Panel and up to five (5) at a time that is deemed necessary to address matters that it has been presented.
2. Where a member of South Port SLSC Inc. has a grievance arising from their respective involvement in surf lifesaving, whatever that may be, with another member, and that person considers the grievance warrants investigation and action by the Board of Management, that person shall follow the following procedure.
3. The person shall contact, either by telephone or in writing, one of the Board Of Management members and advise they have a grievance, which they wish to discuss with the Officer.
4. Where a grievance is to be submitted in writing it should be addressed clearly to the Secretary and marked "Private and Confidential". Where the grievance is pertaining to the Secretary, then the letter should be sent to the Club President.
5. Where a grievance has been received by the Secretary, he/she shall as soon as practicable contact the Board to allow for selection of the Mediation Panel and then advise them of the information that has been received. They will meet with, or discuss the grievance with the aggrieved party. The Mediation Panel may take whatever steps and conduct whatever investigations necessary to determine the grievance is legitimate.

6. Where the Mediation Panel determines the grievance is legitimate, he/she shall take all reasonable steps to resolve the grievance. This needs to be resolved within fourteen (14) days of the original notification of the grievance from the Board of Management.
7. Where the Mediation Panel determines the grievance is not legitimate, he/she shall advise the aggrieved party accordingly and put in writing the facts surrounding their decision to the Secretary.
8. If the aggrieved party is not satisfied with the Mediation Panel's determination, he/she may take the matter to the Board of Management to seek judicial action. This must be done within seven (7) days.
9. Where the Mediation Panel is unable to resolve a grievance or considers the grievance of a very serious nature, he/she shall report the grievance to the Board of Management for action.
10. All grievances received by the Mediation Panel, and all information surrounding the circumstances of a grievance which is discovered by the Mediation Officer on investigation shall be confidential and may be communicated only to the Board of Management, via the Secretary.

## 24. Standard Preferential Voting System

### (a) Election of one (1) candidate

In this system, a voter is required to indicate a preference for each candidate on the ballot paper by using the numbers 1, 2, 3 etc. up to the number of candidates.

A candidate must poll an absolute majority (i.e. in excess of 50%) of all formal votes to be elected.

If, after all first preference votes have been counted, no candidate has obtained an absolute majority of all formal votes, then the candidate with the fewest number of first preference votes is excluded. (First preference votes are the number 1's.) That excluded candidate's second preference votes are then distributed to the remaining candidates.

If after that exclusion no candidate has obtained an absolute majority of formal votes, the next remaining candidate with the fewest votes is excluded and all of his/her votes (i.e. first preference votes PLUS those votes received from the first excluded candidate) are distributed to the remaining candidates.

The above process is continued until one candidate obtains an absolute majority of formal votes and is elected.

If at any exclusion, the next available preference is for a previously excluded candidate, then that preference is disregarded and the vote is distributed to the continuing candidate for whom the next available preference is shown.

### (b) Multiple preferential system

The multiple preferential system accomplishes with one ballot, the election of more than one candidate by a majority number of electors who cast formal votes.

Voters must mark a preference for all candidates on the ballot paper for a vote to be formal. Counting is carried out as previously described with the exception that there will be no exhausted ballot papers.

Ballot ceases when three (3) people have reached the quote of 50% minimum.

## 25. Rules of debate

### (a) General

The undermentioned rules may apply to the conduct of all meetings of South Port Surf Life Saving Club Incorporated.

For the purpose of these rules the word "member" shall refer to any Officer or a member of a panel/committee.

### (b) Chairperson's authority

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

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.

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

It shall not be permissible to dispute the Chairperson's rulings or move a motion of dissent from his/her rulings on matters of procedures and points of order.

### (c) Debate

Any member desiring to speak shall raise their hand and wait to be acknowledged by the Chairperson.

If two (2) or more members raise their hands to speak at the one (1) time, the Chairperson shall decide who is entitled to priority.

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.

No member shall interrupt another while speaking except to raise a point of order.

No speaker shall digress from the subject under discussion.

No member shall use offensive or unbecoming words.

During the debate a member may raise a point of order whereupon the member then speaking shall resume his/her seat until the point of order has been decided.

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 his/her point.

The seconder and Chairperson only may then speak to the motion.

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".

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.

A member may move the adjournment of the debate to a subsequent meeting. If the 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.

#### (d) Motions and amendments

Any member proposing a motion or an amendment shall state its nature before addressing the meeting.

The mover of a motion shall not occupy more than ten (10) minutes nor any other speaker more than five (5) minutes; provided that the meeting may by resolution, without debate, grant an extension of time to any speaker.

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 provided that he may speak again on any amendment to the motion.

The mover of a motion's right of reply shall be exercisable at the end of the debate.

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

Any member may move an amendment to a motion provided it is not a direct negative of the motion proposed to be amended.

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.

A particular member may move or second one (1) amendment only to each motion, but may speak on any such amendment and vote in favour of it.

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 the one (1) time.

If there is an indication of more than one (1) 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.

The mover of an amendment has no right of reply.

A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.

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.

When an amendment is carried the motion as amended becomes the motion before the meeting.

Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate which, however, must be confined to the matter of withdrawal.

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 unanimous vote - order its recommitted.

#### (e) Voting

Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any member, by show of hands or by secret ballot.

Any member, supported by not less than three (3) others, may call for a division in which case members shall move to the right or left of the Chairperson, as directed by him/her.

In the event of a division any member declining to vote may elect to retire behind the Chairperson or have his/her vote counted in the negative.

The Chairperson may appoint tellers to assist him/her in counting a vote.

## 26. Life Membership Criteria

### (a) Aims/Process

1. The aim of this is to establish easily identifiable criteria as service to South Port Surf Life Saving Club which can be then used to assess whether members are deserving of Life Membership of South Port Surf Life Saving Club Inc.
2. It needs to be kept in mind, that all Life Membership nominations must be received to the Secretary by 31st January each season to allow time for full research and deliberations each season if consideration is to be made that season.

3. Each nomination, once the Secretary has checked membership status, will be forwarded to the Life Membership Panel and reviewed for consideration. Their recommendations after checking against the criteria listed in part (b) will go to the Board of Management for approval to take to the Annual General Meeting.
4. The criteria must be followed and researched as thoroughly as is possible based on historic information.
5. There will be NO automatic Life Memberships granted.
6. Once the Board of Management have discussed the nominee/s for that season and made their decision, no further nominations will be considered.

**(b) Criteria to follow when considering nominations**

1. **Must** be a current financial member, to be advised by the Secretary before any other considerations.
2. **(a)** Years of service on the Board of Management - minimum twelve **(12)** years.

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| President                         | Vice President                       |
| Secretary                         | Senior Life Saving Education Officer |
| Treasurer                         | Surf Sports Manager                  |
| Captain                           | Member Development Officer           |
| Facilities Manager                | Junior Development Chair             |
| Sponsorship and Marketing Officer |                                      |

- (b)** Other Positions held as per Constitution 16 (b) - minimum fifteen **(15)** years.

|                              |                             |
|------------------------------|-----------------------------|
| Vice-Captain                 | Gear Steward                |
| First Aid Officer            | IRB Captain                 |
| Radio Officer                | Canteen Manager             |
| Apparel Officer              | Environment Officer         |
| Starfish Program Coordinator | Grants Officer              |
| Function Manager             | Senior Registration Officer |
| Awards Registrar             | Policy Officer              |
| Club Gymnasium Manager       | Bar Manager                 |
| Assistant Secretary          | Social Media Officer        |
| Social Officer               |                             |

*(Years of service needs to be considerably more than BOM position or patrolling years is the only criteria.)*

- (c)** Positions held on the Junior Development Panel

The Junior Development Chairperson is already on the Board of Management.

|                      |                                      |
|----------------------|--------------------------------------|
| Junior Administrator | Junior Registrar                     |
| Junior Coach         | Junior Documentation/Minutes Officer |

Junior Lifesaving Education Officer Starfish Coordinator

Junior Coaches/Coordinators, Age Group Managers

3. Years of Patrol Service.

- a) Fifteen (15) years as a Patrol Captain
- b) Twenty (20) years active patrolling with a minimum of eight (8) hours per season if no other positions held from part **2 (a) 2 (b) 2 (c)**.

Hours of patrol service where BOM positions have been excluded from active patrols needs to be considered.

4. Years involved in Life Saving Education Instruction/Training.

5. Holding multiple positions within the Club simultaneously.

6. Leading involvement in the organisation of carnivals and/or any other major events hosted by South Port SLSC Inc. and involvement in Standing Panels (Committees as stated in current constitution).

7. Years of competition in any discipline.

8. Their overall commitment to the Club and what service generally they have provided the Club in their years of service.

It should be deemed that if the nominated member does not meet Criteria 1 no further consideration should be given.

Then if either of the following **2 (a), or 2 (b), or 2 (c)** are not met no further consideration be given.

## 27. Definitions

Where anything in these By-Laws is defined in the Constitution that has definitions, then they shall also apply to these By-Laws.

## 28. Club Medical Officer

The Club Medical shall be appointed by the Board of Management. They shall serve in office until voluntary cessation or by their replacement by the Board.

- (a) Qualifications –

1. The Club Medical Officer shall be a physician, medical practitioner, medical doctor or simply a doctor who is qualified, practicing and registered in South Australia.
  2. It is desirable that they have a sound knowledge and understanding of the operations of SLSSA.
- (b) General Responsibility –
1. They shall be nominally responsible to the Club President or their activities but will work in direct contact with all Club Officers as necessary.
- (c) Duties –
1. Be responsible to advise the Board of Management, when requested, upon medical matters or other subjects referred for their opinion.