



PO BOX 7 PORT NOARLUNGA SA 5167

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



## **2024/2025 By-Laws 21st Edition:**

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## 1. Definitions

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

**In Writing** refers to communication via email, text, facsimile.

## 2. Board of Management [BOM]

- (a) The BOM of the Club shall consist of Club Officers listed in clause 14 of the Club Constitution.
- (b) Members under the age of sixteen (16) years are ineligible to hold any position on the BOM.
- (c) The BOM of the Club has the power to appoint delegates to represent the Club whenever necessary.
- (d) All BOM members must provide a current National Police Clearance from an accredited Australian agency.
- (e) Other office bearers of the Club shall report to the BOM based on Management Structure [Appendix 1]
- (f) Term of Office:
  - BOM members shall be elected in accordance with this Constitution and shall hold office for two-year terms as follows:
    - i. In even number of years, the President, Secretary, Senior Lifesaving Education Officer, Marketing and Sponsorship Officer, Junior Development Chairperson and Member Development Officer positions shall be filled; and
    - ii. In odd numbered years, the Vice President, Treasurer, Club Captain, Surf Sports Manager, Facilities Manager positions shall be filled.

## 3. Panel and Working Party Administration (excluding Mediation Panel)

- (a) The structure of the Panels and Working Parties will be strictly based on whole Club needs.
- (b) The duties of the Panels and Working Parties shall be:
  - iii. To operate within the Constitution, By-Laws and policies of the Club and to conduct its activities under the authority of the BOM.
  - iv. To conduct activities under the Panel/Working Party authority as defined by the BOM and By-Laws
  - v. Undertake programs/projects within the scope approve by the BOM and By-Laws.
  - vi. Submit proposals to the BOM for consideration to improve the operations and strategy of the Club
  - vii. To deal with such matters referred to it from time to time.

- (c) The Chairperson for each Panel/Working Party is chosen from the Panel/Working Party members, unless otherwise defined in the By-Laws. Chairperson appointed by Panel/Working Party to be ratified by BOM at its next meeting. Where a chairperson has not been appointed, BOM will make the appointment.
- (d) Club Panels shall meet as often as required for the effective management of its operational area.
- (e) All Panels and Working Parties 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
- (f) The Panel and Working Parties shall present the minutes of their meetings and any resolutions to the BOM through its Chairperson for ratification at the next BOM meeting.
- (g) Fifty (50) percent plus one (1) of the ratified Panel/Working Party members shall constitute a quorum at meetings.
- (h) The Panel and Working Parties shall prepare a budget for their area each year as requested by Treasurer.

#### **4. Junior Development Panel**

- (a) The Junior Development Panel of the Club shall consist of a minimum of five positions, including:
  - i. Junior Development Chairperson
  - ii. Junior Administrator
  - iii. Junior Coach
  - iv. Junior Registrar
  - v. Junior Lifesaving Education Officer
- (b) Additional positions can be appointed by the Junior Development Chairperson.
- (c) The Junior Development Chairperson shall notify the BOM of positions filled at the October BOM meeting for ratification by the BOM. Any positions remaining unfilled shall be notified as filled and ratified at the subsequent BOM meeting.
- (d) 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. All Age Group Assistants shall not be under the age of thirteen (13).
- (e) All Junior Development Panel and Age Group Managers must provide a current National Police Clearance from an accredited Australian agency.
- (f) 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.

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

- (a) The Life Membership/Hall of Fame Panel shall consist of a minimum of three (3) Life Members.  
Other interested Members with voting rights can apply to the BOM.

- (b) The Life Membership/Hall of Fame Panel shall present nominations to BOM two months prior to the AGM for endorsement and voting at the AGM.
- (c) They are to consider any nominations as may be eligible under the terms of the Criteria for Life Membership, as set out in the Life Membership Criteria Policy.
- (d) 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.

## 6. Finance Panel

- (a) The Finance Panel shall consist of a minimum of two (2) BOM Members, including the Treasurer and two (2) other members. Other members with voting rights can be appointed by the BOM.
- (b) The Finance Panel shall be responsible for the Club Annual Budget and submit to the BOM by 30 Aug each year.
- (c) The Chairperson of the Finance Panel is the Treasurer.

## 7. Building Panel

- (a) The Building Panel shall consist of a minimum of three (3) BOM Members, including the Facilities Manager and Treasurer, and at least one (1) other member.  
For Major Projects other members with relevant experience and expertise will be appointed by BOM.
- (b) The Building Panel shall be responsible to the BOM 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.
- (c) The Chairperson of the Building Panel is the Facilities Manager.

## 8. Constitution Panel

- (a) The Constitution Panel shall consist of a minimum of four (4) members with voting rights as appointed by the BOM.
- (b) The Constitution Panel shall be responsible to the BOM for reviewing and making recommendations for changes to the Club Constitution to improve operational effect and submit recommendations for changes at a General Meeting.

## 9. Lifesaving Panel

- (a) The Lifesaving Panel shall consist of a minimum of two (2) BOM members, including Club Captain and Lifesaving Education Officer, and three (3) other members, including Vice-Captain.
- (b) The Chairperson of the Lifesaving Panel is the Club Captain.
- (c) The Panel shall be responsible:
  - i. Planning all business timetables in regard to the conduct of Surf Lifesaving Awards within the Club.
  - ii. Appoint relevant awarded instructors/trainers to conduct various awards.
  - iii. Canvas and encourage members to gain higher awards than they currently hold.
  - iv. Planning all Club Patrol and Carnival Patrols

## 10. Surf Sports Panel

- (a) The Surf Sports Panel shall consist of the Surf Sports Manager and the Coaches/Captains.
- (b) The Chairperson of the Surf Sports Panel is the Surf Sports Manager.
- (c) The Panel shall be responsible for:
  - i. planning all aspects of competition for the Club
  - ii. promotion and encouragement of competition and training
  - iii. promote and encourage sportspersonship, including respect and fairness in all elements Surf Sports
  - iv. organise regular, quality coaching sessions in all disciplines

## 11. Club Administration

### CORRESPONDENCE

- (a) All BOM members shall use dedicated South Port email address for all official correspondence.
- (b) Correspondence with SLSA, its Officers, State bodies, branches and Clubs shall be conducted by BOM members aligned to allocated role authority within the Club.
  - (a) Any member of the Club may request in writing through the Secretary to attend a Club BOM meeting. The communication must detail the subject/item needing to be raised and any background information at least 2 weeks prior to the meeting. They must only attend the start of the meeting to go over their subject/items raised, but cannot stay for the duration of the meeting.
  - (b) At no time can minutes of a BOM meeting be shared with general members of the Club, only a general overview of the minutes can be shared when requested through the secretary.

- (c) All Club correspondence will include a copy (CC) to Club email – [mail@southportslsc.org.au](mailto:mail@southportslsc.org.au)

#### DELEGATES

- (c) The BOM may appoint such persons with appropriate qualifications to promote the activities of the Club as it sees fit.
- (d) Delegates required for external panels and committees, may be necessary to represent the Club from time to time, these positions will be appointed by the BOM.
- (e) Sport Event Management System (SEMS) can be accessed by the Surf Sports Manager, Secretary and other members of the Club as approved by BOM to enter competitors for any level of competition to assist in Club Administration.
- (f) The BOM may appoint such persons with appropriate qualifications to promote the activities of the South Port Surf Life Saving Club Incorporated as it sees fit.

#### CLUB DOCUMENTS

- (g) All Club policies and documents can be found on the website - [www.southportslsc.org.au](http://www.southportslsc.org.au)
- (h) South Port Club policies, SLSA and SLSSA policies and current documents can be found in the Members Area – [www.members.sls.com.au](http://www.members.sls.com.au) with membership login.
- (i) BOM 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.

#### MEMBERSHIP SUBSCRIPTIONS

- (j) Membership Fees, Online Registration and WWCC due by 30 November in the current season. Competitors subscriptions will be due 2 weeks prior to a carnival entry or 30 November whichever is the earlier.
- (k) BOM are to ensure that all living life members are automatically renewed each year.

#### ANNUAL GENERAL MEETINGS

- (l) Order of business at Annual General Meetings, unless otherwise determined by the Chairperson, shall be:
  - i. Apologies
  - ii. Presentation and adoption of the Annual Report
  - iii. Presentation and adoption of the Financial Statements
  - iv. Alterations to the Constitution
  - v. Motions of which due notice has been given
  - vi. Election of Officers
  - vii. Consideration of subscriptions for the coming season
  - viii. Maximum amount the committee can expend on a single purchase
  - ix. General business

## 12. Judicial, Discipline and Member Protection

- (a) Where the BOM is advised in writing or considers that a member has allegedly:
  - i. Breached, failed, refused or neglected to comply with a provision of the Constitution or By-Laws, Rules or Regulations, or any resolution determined by the BOM, SLSA or SLSSA; or
  - ii. Acted in a manner unbecoming of a member;
  - iii. Brought the Club or surf lifesaving into dis-repute.
- (b) The BOM may commence or cause to be commenced disciplinary proceedings against that member, and that member will be subject to and submits unreservedly to the disciplinary procedures and penalties and the appeal mechanisms of SLSA and SLSSA as set-out in their constitution and by-laws and/or relevant national policies.
- (c) The BOM may appoint a Judiciary Working Party to deal with any disciplinary matter referred to it. Such Judiciary Working Party will operate under the relevant national policy.
- (d) All Members, Officers and Staff shall comply with the SLSA, SLSSA and Club Code of Conduct policies.

## 13. Member Complaint Process

Member complaints and disputes will be handled based on the Club Complaint Handling Policy.

## 14. 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.  
With exception to Bar Manager, Apparel Officer and Canteen Manager for role delivery.
- (b) Items to be purchased on behalf of the Club which exceed the value of one thousand five hundred dollars (\$1500) or for special events (i.e. carnivals, state titles, Club camps, etc) two thousand dollars (\$2000) shall require three (3) written quotes and submitted to the BOM for endorsement.
- (c) Invoices/receipts for all purchases made on behalf of the Club must be forwarded to the Treasurer within 7 days.
- (d) Bar, Apparel and canteen Managers must provide a current National Police Clearance from an accredited Australian agency due to handling of large sums of money.

## 15. SLSSA Appointments

The Club will access various resources, including Medical Officer, honorary Legal Officer, Chaplin, and other, when required through affiliation membership.