

Moana Surf Life Saving Club Incorporated (A2313)

Esplanade Moana SA 5169

("MOANA SLSC")

CONSTITUTION

22 July 2016

1. NAME & INTERPRETATION

1.1(a) Name

The organisation shall be known as 'Moana Surf Life Saving Club Incorporated' ("MOANA SLSC").

1.1(b) Club colours, uniform and badge

The club colours shall be royal blue and gold and the club cap shall be royal blue with two (2) parallel gold stripes 25mm wide running lengthwise from front to back and 30mm between each stripe.

The club blazer shall be royal blue and gold with the club badge on the breast pocket. Life members may have an insertion denoting life membership incorporated in the badge.

The club badge shall consist of a gold reel, line and belt on a royal blue background. The reel shall have above it an albatross with wings extended fully and below shall be words MOANA SLSC.

1.2 Definitions

In this Constitution, unless the context or subject matter shall otherwise require:

"Act" means the Associations Incorporation Act 1985 (SA) as amended from time to time,

"Area of Control" means the area approved by SLSSA as being under MOANA SLSC's control,

"Board" means the Board of Management of MOANA SLSC established under clause 7,

"Board member" means a member of the Board,

"Club" means a South Australian Surf Life Saving Club affiliated with SLSSA,

"Honorary Member" means a person who has or can offer some necessary skill or service to MOANA SLSC and has been accepted to that category of membership by the General Meeting,

"Intellectual Property" means any intellectual or industrial property owned by MOANA SLSC including, but not limited to logos, trademarks, copyright and names in any surf life saving equipment, product, publication or event developed by MOANA SLSC,

"Life Member" means any person who has rendered distinguished or special service to MOANA SLSC and has been accepted to that category of membership by the General Meeting,

"Member" means a member of MOANA SLSC under clause 5,

"SLSA" means Surf Life Saving Australia Ltd. For the avoidance of doubt SLSA is the supreme controlling authority for the whole organisation of Surf Life Saving in Australia within the limitations of its powers as set out in the constitution of SLSA, and

"SLSSA" means Surf Life Saving South Australia Incorporated.

1.3 Interpretation

In this Constitution, unless the contrary intention appears:

- (a) words imputing the masculine gender shall include the feminine gender,
- (b) words denoting the singular include the plural and vice versa,
- (c) a reference to a person or entity includes a natural person, a partnership, corporation, trust, association, unincorporated body, authority or other entity,
- (d) headings and the table of contents (if any) are for convenience only and do not affect interpretation,
- (e) where a word or phrase is defined, its other grammatical forms have a corresponding meaning,
- (f) a reference to any document is a reference to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time,
- (g) a reference to a party to this document includes that party's executors, administrators, successors and permitted assigns,
- (h) a reference to any legislation or legislative provision includes any regulations or other delegated legislation or instruments made or issued under it and any consolidations, amendments, re-enactments or replacements of it and them and any of them, and
- (i) the word "including" is not to be treated as a word of limitation.

2. OBJECTS OF MOANA SLSC

2.1 MOANA SLSC is a charitable service provider of emergency services. The objects for which MOANA SLSC is established are to:

- (a) participate as a member of a single uniform entity through and by which surf life saving and the preservation of life in the aquatic environment within South Australia can be conducted, promoted and administered,
- (b) conduct, promote, advance and control the work of surf life saving in the Area of Control, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment,
- (c) produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property,
- (d) cooperate with any organisations in improving methods of life saving (whether in aquatic environment or elsewhere) and the securing of public

recognition and financial support for Life Saving Institutions,

(e) strive for Governmental, commercial and public recognition of SLSSA as the authority on aquatic safety and management within South Australia,

(f) draft and promulgate such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment and so far as local conditions permit secure uniformity in such rules,

(g) extend the operations and/or teachings of SLSSA within the Area of Control,

(h) further develop surf life saving into an organised institution and with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful members,

(i) ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by MOANA SLSC,

(j) promote the health and safety of Members and all other users of the aquatic environment and seek and obtain improved facilities for their enjoyment,

(k) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving activities, regardless of gender or age, within the limits of membership categories,

(l) encourage and promote performance enhancing drug free competition/environment,

(m) recommend and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts,

(n) recommend and support where appropriate, recognition for Members to obtain awards, civil honours or public recognition for services to surf life saving or other fields of endeavor,

(o) promote uniformity of laws for the control and regulation of the aquatic environment and to assist the authorities in enforcing these laws,

(p) effect such purposes as may be necessary in the interests of surf life saving and the aquatic environment,

(q) enforce the observance of the policies, rules and regulations and written directions from time to time of SLSSA and SLSA, deal with any infringement thereof, and adjudicate upon all disputes and difficulties between Members,

(r) act as arbiter on matters pertaining to the conduct of surf life saving in the Area of Control, including disciplinary matters, and refer matters to SLSSA, as appropriate,

(s) represent the interests of its Members and of surf life saving

generally in any appropriate forum,

- (t) have regard to the public interest in its operations, and
- (u) Undertake or do all such things or activities as may appear to MOANA SLSC to be incidental or conducive to the advancement of these objects and to conduct the affairs of MOANA SLSC in a way that strives to attain a surplus cash position.

3. POWERS OF MOANA SLSC

3.1 Solely for furthering the objects set out above MOANA SLSC has the powers set out in section 25 of the Act, including the power to:

- (a) acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them,
- (b) purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the objects of MOANA SLSC and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof,
- (c) construct, maintain and alter any houses, buildings or works necessary or convenient for the objects of MOANA SLSC,
- (d) borrow and raise money in such manner as MOANA SLSC may think fit,
- (e) raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of MOANA SLSC or without any such security and upon such terms as MOANA SLSC shall think fit,
- (f) receive money on deposit with or without allowance of interest thereon,
- (g) invest any monies of MOANA SLSC not immediately required in such manner as may from time to time be determined by MOANA SLSC provided such funds shall be invested in securities as defined in the Trustee Act of South Australia,
- (h) pursue through itself or others, such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the objects MOANA SLSC,
- (i) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by through any factors, trustees or agents,
- (j) take any donation, bequest, gift of property etc, whether subject to any special trust or not for any one or more of the objects of MOANA SLSC,
- (k) take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of

procuring contributions to the funds of MOANA SLSC in the shape of donations, annual subscriptions or otherwise,

(l) print and publish newspapers, periodicals, books or leaflets that MOANA SLSC may think desirable for the promotion of its objects,

(m) appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees, agents and other persons in and for the carrying out of the objects of MOANA SLSC and to define duties and to pay them in return for services rendered to MOANA SLSC, salaries, wages and gratuities,

(n) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof of MOANA SLSC and for that purpose, utilise any of the assets of or held on behalf of MOANA SLSC,

(o) promote any other person or company for any purpose calculated to benefit MOANA SLSC,

(p) purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations whose activities or purposes are similar to those of SLSSA or generally for any purpose calculated to benefit MOANA SLSC,

(q) advance the interests of SLSSA and other Clubs, and

(r) carry on any other activity whatsoever which is considered to directly or indirectly enhance or further the interests of MOANA SLSC.

4. AFFILIATION WITH SLSSA

4.1 SLSSA is a member of SLSSA and subject to the powers of SLSSA, SLSSA is the controlling authority of surf life saving within South Australia.

4.2 MOANA SLSC is a Member of SLSSA and recognises SLSSA as the controlling authority of surf life saving within South Australia.

4.3 MOANA SLSC is recognised by SLSSA as the controlling authority of surf life saving in the Area of Control.

4.4 MOANA SLSC shall apply annually for renewal of affiliation with SLSSA. Such application for renewal of affiliation must be made prior to the date of the annual general meeting of SLSSA and payment of any fees that may from time to time be determined by SLSSA shall be paid prior to the start of the annual general meeting.

4.5 When applying for renewal of affiliation MOANA SLSC must indicate whether it has adopted any changes to its Constitution in the preceding twelve (12) months. If any amendments have been adopted then a complete new copy of the document must be submitted to SLSSA.

4.6 MOANA SLSC will not be granted affiliation with SLSSA unless it is, and remains, a registered incorporated association, or is in the process of registering under the Act, nor will it remain affiliated with SLSSA unless it

subscribes to the constitution and by-laws of SLSSA and to the constitution and regulations of SLSA.

5. MEMBERSHIP OF MOANA SLSC

5.1 Members

SLSA has Members in the following categories:

- (a) Probationary,
- (b) Junior activity (Nipper 5-13 years),
- (c) Cadet (13-15 years),
- (d) Active (15-18 years),
- (e) Active (18+ years),
- (f) Reserve Active,
- (g) General,
- (h) Long Service,
- (i) Award,
- (j) Associate,
- (k) Honorary,
- (l) Life, and
- (m) Non Member Participant.

Probationary Membership

Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Affiliated Club committee.

Note: Probationary members are not Individual Members for the purposes of clauses 10 and 13 of the SLSA Constitution.

Junior Activities Membership ("Nipper")

(a) A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.

(b) The key focus for five and six year old Junior Activity Members will be play participation and fun. Guidelines which support this focus will include: i) beach activities that emphasise games and group activities;

(i) water activities to be limited to shallow water near the water's edge, and

(ii) no competition for these age groups other than that involved in fun games.

Cadet Membership

A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.

Active Membership

An Active Member shall:

- (a) Be a Bronze Medallion holder,
- (b) Fulfil patrol and Club obligations, as provided by SLSA and the Member's Club constitution, and
- (c) Qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.

Reserve Active Membership

- (a) Reserve Active Membership may be granted by Moana SLSC to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club constitution. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the appropriate club body.
- (b) Reserve Active Members shall perform a minimum of patrols in each Affiliated Club where they hold Reserve Active Membership, as required by SLSA and further patrol duties at the discretion of the Affiliated Club/s management.
- (c) Reserve Active Members shall complete the annual proficiency test.

Note: Reserve Active membership may be granted, under exceptional circumstances to Active Members irrespective of years of service.

General Membership

- (a) General Membership may be granted by Moana SLSC to persons who may or may not hold an SLSA award.
- (b) General Members shall not have Affiliated Club voting rights unless elected to office or position which is provided with voting rights by the relevant Club constitution.
- (c) General Members shall have privileges as determined by the respective State Centre.

Long Service Membership

- (a) Long Service Membership may be granted by Moana SLSC to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.
- (b) Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in their Club constitutions.
- (c) Should such Members join another Affiliated Club the receiving

Affiliated Club shall determine if such Member's Long Service shall be recognised by that Affiliated Club.

Award Membership

- (a) Award Membership may be granted by Moana SLSC to persons who hold an SLSA award of one, or more, of the following qualifications:- Surf Rescue Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).
- (b) Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.
- (c) An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.

Associate Membership

- (a) Associate Membership may be granted Moana SLSC to persons who may or may not hold an SLSA award.
- (b) Associate Members shall not have club voting rights unless elected to office or position which is provided with voting rights by this Constitution.
- (c) Associate Membership Fees to be set by the Finance Sub-Committee each year.

Honorary Membership

- (a) Honorary Membership may be granted by Moana SLSC to persons who may or may not hold an SLSA award.
- (b) Moana SLSC in general meeting may appoint an individual as an Honorary Member of MOANA SLSC who, in the absolute discretion of the general meeting, has or can afford MOANA SLSC some necessary skill or service. An Honorary Member will not have voting rights.

Life Membership

- (a) Life Membership of Moana SLSC may be granted by Moana SLSC to Members who have rendered distinguished, or special service as provided for in that Affiliated Club's constitution and is relevant to Moana SLSC only.
- (b) MOANA SLSC in general meeting will ratify an individual as a Life Member, who in the absolute discretion of the Life Membership Committee, has rendered distinguished or special service to MOANA SLSC. A registered Life Member will have voting rights.

Non Member Participant

A “non member participant” shall be granted temporary membership of Moana SLSC, either for 1 year or for any date applicable, albeit, singular or multiple days. A non member participant shall not have any voting rights or receive any club benefits associated with other Moana SLSC memberships.

5.2 Rights and obligations

- (a) Subject to this Constitution, the rights and obligations of

membership and for each category of membership in MOANA SLSC shall be as prescribed in the By-Laws from time to time.

(b) A Police check will be required from all Prescribed Persons as required by the Board of Management.

5.3 Constitution & By-Laws of SLSA, SLSSA & MOANA SLSC

MOANA SLSC and all Members of MOANA SLSC agree to be bound by the constitution, regulations, resolutions and manuals of SLSA, the Constitution and by-laws of SLSSA and any resolutions and manuals of SLSSA. Where there is any conflict, the constitution, regulations, resolutions and manuals of SLSA will take precedence.

5.4 Cessation of Membership

(a) A Member ceases to be a Member of MOANA SLSC if his or her membership with MOANA SLSC is withdrawn or terminated in accordance with clause 5.7.

(b) An Honorary Member or Life Member ceases to be a Member of MOANA SLSC if he:

(i) Dies,

(ii) is expelled or suspended under clause 5.7, or

(iii) resigns as Member by giving fourteen (14) days notice in writing to the Board.

(c) Upon a Member ceasing to be a Member of MOANA SLSC their membership rights cease.

5.5 Suspension and Termination of Honorary Membership and Life Membership

(a) Subject to clauses 5.7(b) and 5.7(c), if an Honorary Member or Life Member:

(i) breaches any provision of any constitution, by-laws, regulations or resolutions that are binding on that Member, or

(ii) engages in any conduct which, in the reasonable opinion of the general meeting, is unbecoming of a Member or which is prejudicial or adverse to the interest of MOANA SLSC, SLSSA or SLSA;

the general meeting may expel that Honorary Member or Life Member or suspend their membership rights for a period as the General Meeting thinks fit.

(b) An Honorary Member or Life Member can only be expelled or have their membership rights suspended by a resolution passed at a general meeting of MOANA SLSC.

(c) MOANA SLSC in a General Meeting cannot expel an Honorary Member or Life Member or suspend his membership rights unless the General Meeting:

(i) gives that Honorary Member or Life Member not less than fourteen

(14) days written notice of its intention to propose a resolution referred to in clause 5.7(b), and

(ii) allows the Honorary Member or Life Member a reasonable opportunity to present reasons why he should not be expelled or have his membership rights suspended.

5.6 Payment of Membership fees

Membership fees are due from the date of application for membership or such other time as is determined by the Board.

5.7 Withdrawal and Termination of membership

(a) Any Member desirous of withdrawing or resigning from membership will give notice in writing to that effect to the Board and on discharging all arrears and obtaining approval by the Board such resignation will become effective.

(b) Any Member may have their membership terminated by the Board of Management a meeting called for that purpose. Termination automatically involves the cancellation of membership and all rights of such Member. Termination may be appealed at a special general meeting called for that purpose. Notwithstanding this, a Member may re-apply for membership the following season.

(c) Any Member in default of any payment of any liabilities owed to MOANA SLSC or to any other Club may have his membership application held up, or if already a Member, the Member may be debarred by ordinary resolution of the Board from participating at any examination, competition or display held under the control of MOANA SLSC, SLSA or SLSSA until such time as the liability has been paid.

(d) For the purpose of clause 5.9(c), a Member will be deemed to be in default of payment of any liabilities when such liabilities have been owing for a period of ninety (90) days or more after due notice has been given to the Member. Any Member in default of payment of any liabilities due or on behalf of MOANA SLSC or SLSSA may be suspended or expelled in accordance with clause 5.9(b).

6. GENERAL MEETINGS

6.1 Annual General Meeting

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6.2 Business of Annual General Meetings

The business of the annual general meeting will be to:

- (a) confirm the minutes of the previous meeting,
- (b) receive any reports,
- (c) adopt and approve the annual report and financial statements,
- (d) deal with any business arising out of the minutes,
- (e) election of Board Members and Officers of the Club,

- (f) consider motions to alter this Constitution or By-Laws (if any), and
- (g) any other business as required by the Act or this Constitution or By-Laws.

6.3 Special General Meetings

The Board will upon receipt of a written requisition signed by ten (10) Members, convene a general meeting of the Members within twenty-eight (28) days of the requisition.

6.4 Notice of Meeting

(a) A notice of general meeting must give a minimum of twenty one (21) days notice of the meeting and specify the place, date, time of meeting and state the general nature of the business to be transacted at the meeting.

(b) All business to be transacted at a Special General Meeting convened under clause 6.3 will be special business.

6.5 Quorum

(a) No business will be transacted at any general meeting of the Members of MOANA SLSC unless a quorum of Members is present at the time the meeting proceeds to business.

(b) The quorum for a General Meeting of the Moana SLSC is 30 members entitled to vote at the general meeting.

(c) If a quorum is not present within thirty (30) minutes of from the time appointed for the meeting, the meeting:

- (i) if convened under clause 6.3, will be dissolved, or
- (ii) will otherwise be adjourned for seven (7) days to the same place and at the same time. All parties will be notified of the adjournment in writing with at least forty eight (48) hours notice. In the event of a quorum not being present at the further meeting, the business will proceed in accordance with the original agenda.

6.6 Chairperson

The President will preside as chairperson at every General Meeting and Board Meeting of which he is present and entitled to preside within the rules provided by this Constitution. In the absence or incapacity of the President, the Vice President will preside, or in his absence the Members or Board members (as the case may be) present and entitled to vote at the meeting in session will elect a chairperson to preside for the duration of the meeting.

6.7 Voting

(a) Members who are eligible to vote at an Annual General Meeting or at a Special General Meeting will be:

- (i) Current proficient active award holders,
- (ii) Members who have been appointed to the Board of Management in the previous 12 months, and
- (iii) Registered Life Members.

(b) At any general meeting of the Members a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is demanded by the chairperson or by at least four (4) Members present and entitled to vote. The poll may be by secret ballot, the papers of which shall be destroyed on completion.

(c) Unless a poll is demanded a declaration by the chairperson that a resolution has on a show of hands been carried or lost and an entry to that effect in the book containing the minutes of MOANA SLSC is conclusive evidence of that fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

(d) Subject to any rights or restrictions attached to any membership rights, each Member entitled to vote has one vote on a show of hands or poll.

(e) The chairperson may exercise a casting vote only where all votes are equal.

6.8 Minutes

The chairperson will cause full and accurate minutes of all proceedings and resolutions of general meetings of the Members to be recorded.

7. THE BOARD

7.1 Composition of the Board

The Board will consist of 12 Board members comprising:

(a) the President, and

(b) 11 other Board members, Vice President, Secretary, Treasurer, Captain, Vice Captain, Chief Instructor, Competition & Coaching Coordinator, Social & Business Coordinator, Junior Co-ordinator, Youth Development Officer, Work Health & Safety Officer.

7.2 Powers of the Board of Management

Subject to the Act and this Constitution the management of the business and affairs of MOANA SLSC is vested in the Board. The Board will be responsible for acting on all issues in accordance with this Constitution and the objects of SLSSA and, subject to the Act and to any other provision of this Constitution and By-Laws, may:

(a) draft, monitor and implement strategy and performance objectives of MOANA SLSC set by the general meeting,

(b) ensure that MOANA SLSC conforms with legal and ethical standards and operates in accordance with any relevant strategic and performance objectives set by the general meeting,

(c) authorise expenditure and purchase assets on behalf of MOANA SLSC,

(d) prepare and implement financial and operating budgets,

(e) appoint chairpersons to any standing committees established under clause 7.9, and

(f) Any Board of Management or Official or Officer of the club not elected at an AGM, or becoming vacant can be appointed by the Board of Management.

7.3 Reporting to general meeting

The Board will report to the annual general meeting on all matters material to the performance of its duties and powers.

7.4 Nomination of the Board members.

(a) Nominations for Board members will be called for from the Members, by the Board, not less than twenty eight (28) days prior to the date set for the annual general meeting.

(b) Nominations must be received by the Secretary at least fourteen (14) days prior to the date set for the Annual General Meeting.

7.5 Term of office of all positions other than Board members will be 1 year. Term of office of Board members will be 2 years:

(a) President, Secretary, Chief Instructor, Vice Captain, Social and Business Coordinator and Youth Development Officer are to be declared vacant on the even year, and

(b) Vice President, Club Captain, Treasurer, Competition and Coaching Coordinator, Junior Coordinator and Work Health and Safety are to be declared vacant on the odd year.

7.6 Vacation, Disqualification and Removal of Board members

(a) In addition to the circumstances in which the office of a Board member becomes vacant by virtue of the Act, the position of a Board member will immediately become vacant if the Board member:

(i) is absent from two (2) consecutive meetings of the Board without approved leave of absence from the Board,

(ii) acts in a manner unbecoming or prejudicial to the objects of MOANA SLSC or SLSSA or through his actions brings the Board or MOANA SLSC or SLSSA into disrepute,

(iii) becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health,

(iv) resigns that office by twenty eight (28) days written notice to the Board,

(v) becomes prohibited from being a Board member by reason of any order made under any law, or

(vi) is convicted of any criminal offence.

(b) If any Board member resigns or is removed that person will immediately cease to be a Board Member upon resignation or removal and the Board will appoint another Board member in his absence under clause 7.6(c).

(c) The Board may appoint an appropriately qualified person to fill a

casual vacancy on the Board and that person will hold office for the remainder of the term of the Board member whose resignation or removal caused the casual vacancy.

7.7 Board Meetings

- (a) The President will preside as chairperson at every Board Meeting of which he is present. In the absence or incapacity of the President, the Vice President will preside, or in his absence the Board members present at the meeting in session will elect a chairperson to preside for the duration of the meeting.
- (b) The Board will meet at least monthly, and as required from time to time, to conduct the business of the Club.
- (c) The chairperson will, on the requisition in writing of at least two (2) Board members, convene a meeting of the Board within seven (7) days of the requisition.
- (d) At a meeting of the Board the number of members whose presence is necessary in person or remotely to constitute a quorum will be fifty per cent (50%) plus one of the Board members, exclusive of the President.
- (e) If a quorum is not obtained within thirty (30) minutes from the time appointed for the meeting, the meeting shall be adjourned for seven (7) days to the same place and at the same time. All parties shall be notified of the adjournment in writing with at least forty- eight (48) hours notice. In the event of a quorum not being obtained at the further meeting, the business shall be proceeded with in accordance with the original agenda.
- (f) Subject to this Constitution, questions arising at a meeting of the Board will be decided by a majority of votes of Board members either present or remotely and voting.
- (g) All Board members will have one vote on any question and the chairperson will have a casting vote where voting is equal.
- (h) The chairperson will cause full and accurate minutes of all proceedings and resolutions to be recorded.

7.8 Disclosure of Interest of Board Members

- (a) A Board member must not hold an office of profit in MOANA SLSC without the prior approval of the General Meeting.
- (b) A Board member who has a direct or indirect pecuniary interest in any contract or proposed contract with MOANA SLSC must:
 - (i) as soon as that Board member becomes aware of his interest disclose the nature and extent of his interest to the Board, and
 - (ii) disclose the nature and extent of his interest at the next general meeting.
- (c) Subject to the Act, a Board member who has a direct or indirect pecuniary interest in any matter that is being considered at a meeting of the Board must not:

- (i) vote on the matter, and
- (ii) be present while the matter (or proposed resolution of that kind) is being considered at the meeting.

7.9 Standing Sub-Committees

Moana SLSC currently have the following standing sub-committees:

- (i) Finance Sub-Committee,
- (ii) Honours and Awards Sub-Committee,
- (iii) Disciplinary Sub-Committee,
- (iv) Board and Ski Acquisition Sub-Committee,
- (v) Life Membership Sub-Committee,
- (vi) Constitution Sub-Committee, and
- (vii) Junior Activities Sub-Committee.

(a) A standing committee established under clause 7.9(a) will exercise the powers delegated to it by the Board in accordance with any directions of the Board.

(b) Any other ad-hoc committee can be established by the Board as it is required.

7.10 Remuneration of Board members

Board Members will not be paid remuneration.

8. FINANCE, BANKING & PAYMENTS

8.1 Receipt of Money by MOANA SLSC

An official receipt shall be issued for all monies received on behalf of MOANA SLSC and such monies will immediately be banked in its name, in such banks as the Board may from time to time direct.

8.2 Payments by MOANA SLSC

(a) Payments on behalf of MOANA SLSC may be made only by cheque or electronic transfer signed by:

- (i) any two approved members of the Board; or
- (ii) by such other person(s) and within such other limits as the Board may from time to time appoint.

(b) Accounts payable shall be endorsed the Board of Management at the monthly meetings, and a record made in the minutes.

[Board of Management interpretation 13 September 2016: To interpret the constitution 8.2(b) as accounts paid and payable (all tenses)]

8.3 Financial Year

The financial year of MOANA SLSC will close at 30th June in each year after which financial accounts of that financial year shall be prepared.

8.4 Records

(a) MOANA SLSC shall keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of MOANA SLSC in accordance with the Act.

(b) The Board shall cause the accounts of MOANA SLSC, together with the auditor's report on the accounts and any required statements and reports of the Board to be laid before the Members at the annual general meeting of the Members of MOANA SLSC.

8.5 Accounts and Audit

(a) The accounts of MOANA SLSC shall, if required by the Act, be audited once at least in every year and the correctness of the profit and loss account and balance sheet ascertained by one or more auditor or auditors approved by the Members of MOANA SLSC in a general meeting.

(b) Auditors of MOANA SLSC will be appointed and may resign or be removed and their remuneration, rights and duties will be regulated in accordance with the Act.

9. THE COMMON SEAL

9.1 The Board of Management will be responsible for the safe custody of the Common Seal of MOANA SLSC.

9.2 The Seal will only be used by the authority of the Board and every document to which the Seal is affixed will be signed by a Board member and countersigned by another Board member or any other person appointed by the Board to countersign that document or a class of documents in which that document is included.

10. ALTERATIONS TO THE CONSTITUTION AND BY-LAWS

10.1 Alterations to the Constitution

(a) This Constitution may be amended, altered, repealed or replaced by a special resolution passed at a general meeting of the Members entitled to vote.

(b) Notice of the proposed alterations will be given in writing to all Members of MOANA SLSC entitled to vote not less than twenty one (21) days prior to date on which the meeting to approve the amendments is to be held and will specifically state that it is a notice of a motion to amend the Constitution of MOANA SLSC.

(c) Any alteration to the Constitution will become effective when passed and must be promulgated to all Members.

10.2 Alterations to the By-Laws and Appendices

(a) The By-Laws of MOANA SLSC may be amended, altered, repealed or replaced by the Board.

(b) Any alteration to the By-Laws or Appendices will become effective when passed and must be promulgated to all Members, before the next Board of Management monthly meeting. The current By-Laws and Appendices shall be tabled at the subsequent AGM.

11. DISSOLUTION

No resolution for the dissolution of MOANA SLSC will be deemed to have been passed unless passed by a special resolution of the Members at a general meeting and on dissolution the property and assets of MOANA SLSC shall revert to SLSSA.

12. DISPOSAL OF ASSETS

12.1 If MOANA SLSC becomes inactive, goes into recess, or has its affiliation as a Club terminated, or is dissolved under this Constitution, the Board is empowered by this Constitution to take any necessary action in winding up the affairs of MOANA SLSC.

12.2 Upon dissolution of MOANA SLSC under clause 12.1 the books, accounts, assets, property - both real and personal - of MOANA SLSC shall be handed over to SLSSA, including the seizure of MOANA SLSC's property, wherever it may be situated.

12.3 The property may be sold or disbursed by SLSSA and all funds seized or raised through sale of property would be held in Trust by SLSSA for a period of three (3) years at which time SLSSA shall, in its absolute discretion, decide upon its future use for Surf Life Saving activities.

13. INDEMNITY

13.1 To the extent permitted by the Act, every Board member of MOANA SLSC will be indemnified out of the property of MOANA SLSC against any liability to any person (other than MOANA SLSC) incurred by them in their capacity as a Board member.

13.2 To the extent permitted by the Act, every Board member of MOANA SLSC will be indemnified out of the property of MOANA SLSC against any liability to MOANA SLSC incurred by them other than any liability arising as a result of any negligence, default, breach of duty or breach of trust on the part of the Board member of which he may be guilty.

13.3 Without limiting clauses 13.1 and 13.2, MOANA SLSC may indemnify out of the property of MOANA SLSC each Board member against any liability for costs and expenses incurred by the person acting in their capacity as a Board member in defending proceedings, whether civil or criminal, in which judgement is given in favour of the person or in which the person is acquitted.

14. GENERAL

14.1 Notices

(a) A notice may be given by MOANA SLSC to any Member or Board member by:

- (i) personal service,
- (ii) sending it by post to the address supplied by that person for the delivery of notices,
- (iii) email, or

(iv) other approved electronic methods.

(b) Where a notice is sent by post, service of that notice will be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected on the day after the date of its posting.

(c) Notice of every general meeting must be given to every Member entitled to vote at the meeting.

By-Laws

BY-LAW 1 - CARE AND USE OF THE CLUB HOUSE AND PROPERTY

To be Issued

BY-LAWS 2 - CONDUCT

To be Issued

BY-LAW 3 - COMPETITION CONDITIONS [Updated 14th February 2017]

3.1 Members entered with their permission by the Club in any inter club competitions, who fail to compete, shall furnish a satisfactory explanation of such failure to the Selection Committee upon request by said Committee.

3.2 No members shall compete whilst in default of their patrol obligations, or other pre-requisite as determined by the board from time to time.

3.3 Minimum patrolling hours to compete shall be 18 hours for current members, other membership categories refer SLSSA policy 5.4.

3.4 Any member failing to do so may be liable for referral to the Judiciary - Disciplinary Sub-Committee

BY-LAW 4 - DUTIES OF OFFICERS

President

The President will:

- (a) Communicate with SLSSA, Legal Officer and Chaplain as required,
- (b) Communicate with Onkaparinga Council as required,
- (c) Administer and be responsible for all affairs of Moana SLSC,
- (d) Preside at all Board of Management meetings of Moana SLSC,
- (e) Be responsible for seeing that all office bearers carry out their duties in accordance with the rules and by-laws of Moana SLSC,
- (f) Be an ex-officio member of all Committees/Boards formed under these rules and by-laws,
- (g) Represent Moana SLSC at Midcoast meetings,
- (h) Represent Moana SLSC at any external functions where a Moana SLSC member is required or nominate another member to attend,
- (i) Have proven experience and clear working knowledge of SLSSA and SLSSA,
- (j) Have knowledge of Moana SLSC,
- (k) Be responsible for the lodgement of all Criminal History Screenings,
- (l) Have a close working relationship with all position holders at Moana SLSC,
- (m) Be a member of the Board of Management,
- (n) Have an up to date National Police Clearance,
- (o) Submit a report annually for inclusion into the Annual Report,
- (p) Advise SLSSA of any incidents that Moana SLSC has been involved in, including and not limited to possible insurance claims,
- (q) Submit a report via the Secretary as required for circulation to the Board of Management, and

(r) This role description might change from time to time as directed by the Board of Management.

Vice President

The Vice President will:

- (a) Deputise for the President as required, in his absence and assume responsibility for the President,
- (b) Assist the President as required,
- (c) Be a member of the Board of Management,
- (d) Chair the Disciplinary Sub-Committee when/if required and report outcomes to the Board of Management,
- (e) Have a close working relationship with the President,
- (f) Have proven experience and clear working knowledge of SLSSA and SLSA,
- (g) Have knowledge of Moana SLSC,
- (h) Have an up to date National Police Clearance,
- (i) Submit a report annually for inclusion into the Annual Report,
- (j) Submit a report via the Secretary as required for circulation to the Board of Management, and
- (k) This role description is subject to change after a discussion with the Board of Management.

Treasurer

The Treasurer will:

- (a) Ensure that all money due to Moana SLSC is collected and received and that all payments due by Moana SLSC are made,
- (b) Ensure correct books and accounts are kept showing the financial affairs of Moana SLSC including full details of all receipts and expenditure connected with the activities of Moana SLSC,
- (c) Cause all money to be lodged to the credit of Moana SLSC at the approved financial institution,
- (d) Present a monthly financial report to the Board of Management,
- (e) Once in every year prepare a statement of income and expenditure together with balance sheet showing the position of Moana SLSC as at the date of the close of the financial year and arrange for presentation to the auditors for audit,
- (f) Maintain an inventory of all assets of Moana SLSC,
- (g) Arrange insurance on assets and for all risks that Moana SLSC may require,
- (h) Report to the Committee any Member whose subscriptions or dues are in arrears,
- (i) Carry out the duties of purchasing and insurance activities of Moana SLSC,
- (j) Liaise with the Fundraising Officer in relation to Moana SLSC procurement, banking and reconciliation of fundraising activities,
- (k) Liaise with the Apparel Officer in relation to Moana SLSC procurement, banking and reconciliation of apparel payments,
- (l) Liaise with the Social and Business Co-ordinator in relation to activities of Moana SLSC,
- (m) Liaise with the Bar Manager in relation to Moana SLSC procurement

and inventory of stock,

- (n) Ensure that any financial accounts held in the name of Moana SLSC, has correct and up to date signatories after an Annual General Meeting,
- (o) Have a close working relationship with the President,
- (p) Be a member of the Board of Management,
- (q) Have an up to date National Police Clearance,
- (r) Submit a report annually for inclusion into the Annual Report,
- (s) Be a member of the Board and Ski Acquisition Sub-Committee
- (t) Shall submit a report via the Secretary as required for circulation to the Board of Management, and
- (u) This role description is subject to change after a discussion with the Board of Management.

Secretary

The Secretary will:

- (a) Be a member of the Board of Management,
- (b) Be responsible for the true minutes of the business done thereat and issue notices of meetings,
- (c) Attend to all correspondence, post notices via surfguard or other electronic sources in connection with Moana SLSC as directed by the Committee,
- (d) Be responsible for the drafting of all Annual Reports of Moana SLSC's activities and its distribution to all Members present at the Annual General Meeting,
- (e) While he/she holds that position, be Moana SLSC's Public Officer as required by the Act and will be responsible to see that Moana SLSC complies with the Act in all respects,
- (f) Be the Public Officer and liaise with the relevant Government Body administering the Associations Incorporation Act. This officer will comply with the Act and will, among other things, notify the relevant body within fourteen days of:
 - (i) Resources to all notices and correspondence from the relevant body,
 - (ii) Alterations to Moana SLSC Rules or Statement of Objects,
 - (iii) Alteration of his or her address,
 - (iv) Alteration of Public Officer, and
 - (v) Lodgement of Annual Statement.
- (g) Be Responsible for all documents, records and books belonging to Moana SLSC including the preparation of agendas and the production of minutes for all Board of Management Meetings,
- (h) Prepare monthly reports for presentation and approval at Board of Management Meetings,
- (i) If at any time the position of Secretary becomes vacant the President will assume the role of Public Officer pending the appointment or election of a Secretary,
- (j) Have an up to date National Police Clearance,
- (k) Liaise with the Registrar in matters arising about memberships that may arise from time to time, and if necessary ask the Registrar to submit a report for the Board of Management,

- (l) Liaise with the Historian, and if necessary ask the Historian to submit a report for the Board of Management,
- (m) Have a close working relationship with the President, and
- (n) This role description is subject to change after a discussion with the Board of Management.

Junior Co-ordinator

Junior Co-ordinator will:

- (a) Be the Co-ordinator of the Moana SLSC Junior Activities section;
- (b) Hold a current Bronze Medallion,
- (c) Be a budget holder,
- (d) Be a member of the Board of Management,
- (e) Co-ordinate and oversee Moana SLSC Junior activities,
- (f) Provide a safe environment for Junior activities,
- (g) Co-ordinate and oversee the development and implementation of activities for Junior members of Moana SLSC,
- (h) Co-ordinate the safe and efficient management and administration of Junior gear and equipment,
- (i) Co-ordinate and oversee that all records of Junior activities are kept and are in order,
- (j) Oversee all activities of the Age Group Managers,
- (k) Submit nominations to the Board of Management for attendance at Youth Development Camps for Under 12/13/14 years olds,
- (l) Ensure that all Age Group Managers have a current police clearance,
- (m) Oversee all activities of the administration of the Junior section in conjunction with the Junior Secretary,
- (n) Have the authority to appoint support people,
- (o) Have an up to date National Police Clearance,
- (p) Liaise with the Youth Development Officer,
- (q) Be up to date with “Responding to Abuse and Neglect” training,
- (r) Have a close working relationship with the Secretary of the Moana SLSC,
- (s) Submit a report annually for inclusion into the Annual Report;
- (t) Submit a report via the Secretary as required for circulation to the Board of Management,
- (u) Shall Chair the Junior Activities Sub-committee, and
- (v) This role description is subject to change after a discussion with the Board of Management.

Club Captain

The Club Captain will:

- (a) Hold a Bronze Medallion (or as recommended from SLSA) and be an active patrolling member,
- (b) Be a budget holder,
- (c) Endorse the Patrol Agreement,
- (d) Liaise with SLSSA on behalf of Moana SLSC in relation to Lifesaving,
- (e) Be a Member of the Board of Management,
- (f) Be responsible for the general conduct of the Patrolling Members,
- (g) Be responsible for the arranging and efficient running of patrols,
- (h) Have an up to date National Police Clearance,

- (i) Manage and oversee all patrol competitions pertaining to Moana SLSC,
- (j) Oversee:
 - (i) Vice Captain,
 - (ii) Patrol Captains,
 - (iii) IRB Officer,
 - (iv) Radio Officer,
 - (v) Vehicle Officer,
 - (vi) Gear Steward, and
 - (vii) First Aid Officer.
- (k) Encourage the participation of all Members in surf lifesaving activities,
- (l) Manage and oversee the safe, efficient operation and maintenance of surf lifesaving equipment,
- (m) Ensure that all Log Books are completed correctly after Patrols,
- (n) Have a close working relationship with the President,
- (o) Have a close working relationship with the Treasurer,
- (p) Manage, co-ordinate and administer all Moana SLSC hosted carnivals,
- (q) Submit a report annually for inclusion into the Annual Report,
- (r) Submit a report via the Secretary as required for circulation to the Board of Management,
- (s) Be a member of the Disciplinary Sub-Committee,
- (t) Be a member of the Board and Ski Acquisition Sub-Committee, and
- (u) This role description is subject to change after a discussion with the Board of Management.

Competition and Coaching Officer

The Competition Officer will:

- (a) Ensure implementation of all SLSA, SLSSA and Moana SLSC policies relating to competition,
- (b) Hold a current Bronze medallion and coaching awards as recommended by SLSA,
- (c) Manage, coordinate and administer all team representation at carnivals,
- (d) Be a member of the Board of Management;
- (e) Be a budget holder for all areas of competition,
- (f) Have an up to date National Police Clearance,
- (g) Oversee security and maintenance of all competition equipment in conjunction with the relevant sectional surf sports captains;
- (h) Have a close working relationship with the:
 - (i) Board and Ski section;
 - (ii) Swim section;
- (i) Ask for a report from his area to be submitted to the Board of Management,
- (j) Manage and coordinate carnival entries for Senior and Master competitors and ensure that full payment is received prior to competing,
- (k) Oversee all internal competitions and club championships,
- (l) Organise and oversee Moana SLSC officials for all competitions where

Moana SLSC is required to supply officials,

- (m) Manage and oversee all Moana SLSC team selections where multi discipline events are required,
- (n) Actively encourage and promote surf sports participation within the Moana SLSC and the community,
- (o) Manage and oversee the organisation and transportation of equipment for competition teams,
- (p) Ensure that all trainers and coaches are accredited as per SLSA regulations,
- (q) Forward any relevant surf sports information to all members who require such information,
- (r) Have a close working relationship with the Treasurer,
- (s) Advise the Treasurer of any disposal of equipment and serial numbers of new equipment purchased,
- (t) Liaise with the Boat and Ski Captain for the purchase of new equipment,
- (u) Be a member of the Board and Ski Acquisition Sub-Committee,
- (v) Submit a report annually for inclusion into the Annual Report,
- (w) Submit a report via the Secretary as required for circulation to the Board of Management, and
- (x) This role description is subject to change after a discussion with the Board of Management.

Chief Instructor

The Chief Instructor will:

- (a) Be the holder of a Bronze Medallion, Certificate 4 Training and Assessment, Training Officers Certificate of Surf Life Saving Australia, and will regularly report his activities to the Club Captain to aid in patrol qualifications,
- (b) Ensure implementation of all SLSA and SLSSA policies relating to lifesaving training,
- (c) Be a budget holder;
- (d) Be a member of the Board of Management;
- (e) Ensure effective management of all relevant training officers. This is to include maintaining a register of all qualified trainers,
- (f) Allocate appropriately qualified trainers to each training squad and assist as required,
- (g) Manage and oversee the safe keeping and maintenance of all equipment used to instruct and train members,
- (h) Manage and oversee all examinations and ensure that all records are completed and submitted as per SLSSA requirements,
- (i) Manage and oversee the collection and allocation of all SLSSA awards for the members as required by Moana SLSC,
- (j) Ensure that all training devices and aids are in satisfactory condition to allow for safe and efficient training,
- (k) Advise the Treasurer of any changes to the asset register of all surf lifesaving training aids and devices,
- (l) Manage and ensure all active patrolling members complete an annual proficiency;

- (m) Have an up to date National Police Clearance;
- (n) Have a close working relationship with the Club Captain and Vice-Captain,
- (o) Submit a report annually for inclusion into the Annual Report,
- (p) Submit a report via the Secretary as required for circulation to the Board of Management, and
- (q) This role description is subject to change after a discussion with the Board of Management.

Club Vice Captain

The Club Vice Captain will:

- (a) Hold a Bronze Medallion,
- (b) Be an active Patrolling Member,
- (c) Manage and oversee the preparation of patrol rosters,
- (d) Oversee and manage patrol logbooks and relevant information,
- (e) Ensure that memberships are up to date before allocating patrols,
- (f) Assist the Club Captain in the performance of their duties as may be required and will deputise in their absence,
- (g) Be a member of the Board of Management;
- (h) Have an up to date National Police Clearance;
- (i) Manage all Patrolling Surfguard data input,
- (j) Manage incident reports and log into Surfguard,
- (k) Submit a report annually for inclusion into the Annual Report,
- (l) Submit a report via the Secretary as required for circulation to the Board of Management, and
- (m) This role might change from time to time as directed by the Board of Management.

Social & Business Coordinator

The Social & Business Coordinator will:

- (a) Have a good line of communication with the following:-
 - (i) Maintenance Officer
 - (ii) Catering Officer
 - (iii) Apparel
 - (iv) Bar Manager
 - (v) Fundraising
 - (vi) Grants
 - (vii) Promotions
 - (viii) Sponsorship
 - (ix) House Manager
- (b) Balance and deliver to the Treasurer all monies arising out of the use and hire of relevant equipment,
- (c) Be a Budget Holder,
- (d) Be a member of the Board of Management;
- (e) Have an up to date National Police Clearance,
- (f) Submit a report via the Secretary as required for presentation at the Board of Management Meetings,
- (g) Submit a report annually for inclusion into the Annual Report,
- (h) Co-ordinate, in conjunction with the Maintenance Officer, the preparation of the yearly “working bee”, and

(i) This role description might change from time to time as directed by the Board of Management.

Youth Development Officer

The Youth Development Officer will:

- (a) Represent the wellbeing, interests and development of those members between the ages of fourteen and under nineteen years within Moana SLSC,
- (b) Be a member of the Board of Management;
- (c) Liaise with the Junior Co-ordinator, Competition and Coaching Officer, Training Officer and Club Captain to ensure that all needs are being met in relation to these age groups;
- (d) Nominate participants for the Youth Development Camps (14 to U'19's) after consultation with the above areas, to be endorsed by the Board of Management,
- (e) Be a Budget Holder,
- (f) Have a current Police Clearance,
- (g) Be up to date with "Responding to Abuse and Neglect" training,
- (h) Attend Youth Development meetings determined by SLSSA,
- (i) Submit a report annually for inclusion into the Annual Report, and
- (j) This role description might change from time to time as directed by the Board of Management.

Work Health & Safety Officer (WH&S):

The WH&S Officer will:

- (a) Be responsible for administering the Health and Safety Policies of the Moana SLSC,
- (b) Ensure that WH&S matters raised are dealt with in a timely and efficient manner,
- (c) Have a close working relationship with all areas of the Moana SLSC;
- (d) Be a member of the Board of Management;
- (e) Educate members regarding Work, Health & Safety practices,
- (f) Have an up to date National Police Clearance,
- (g) Undertake a WH&S audit regularly to ensure Moana SLSC complies with the Act,
- (h) Check the WH&S communication book weekly to ensure any identified hazards are dealt with,
- (i) Be responsible for producing the "Gym Induction" and ensure that the Gym Rules are adhered to,
- (j) Update and display any Material Safety Data Sheets that apply to Moana SLSC, and
- (k) This role description might change from time to time as directed by the Board of Management.

Boat Captain:

The Boat Captain will:-

- (a) Be responsible for the maintenance and care of Moana SLSC's surfboats and associated equipment and will act under the direction of the Club Captain,
- (b) Communicate with the Competition and Coaching Officer in relation to expenditure,

- (c) Hold a current Level 1 Surf Coach certificate,
- (d) Have an up to date National Police Clearance,
- (e) Have Surf boat knowledge and must have a Bronze certificate;
- (f) Submit a report as necessary via the Competition and Coaching Officer to meetings of the Management Committee, and
- (g) This role description might change from time to time as directed by the Board of Management.

IRB Captain

The IRB Captain will:-

- (a) In communication with the Club Captain and Chief Instructor arrange instruction for suitable members in all phases of IRB work as described in the relevant SLSAA manuals and handbooks,
- (b) Be responsible for the care and maintenance of Moana SLSC's IRB motors and accessories,
- (c) Hold an IRB Instructors Certificate or as directed by SLSA,
- (d) Have a close working relationship with all Patrol Captains and Vehicle Officer,
- (e) Liaise with the Competition and Coaching Co-ordinator in regard to competition and training,
- (f) Be a Budget Holder,
- (g) Have an up to date National Police Clearance,
- (h) Attend IRB Panel meetings on behalf of Moana SLSC,
- (i) Liaise with all areas of Moana SLSC,
- (j) Submit a report as necessary via the Club Captain to meetings of the Management Committee, and
- (k) This role description might change from time to time as directed by the Board of Management.

Board & Ski Captain

The Board & Ski Captain will:

- (a) Have knowledge of board repairs,
- (b) Hold a Bronze Medallion and Coaching qualification and awards as recommended by SLSA,
- (c) Be responsible for the maintenance and care of Moana SLSC's boards and skis,
- (d) Assist with the coaching of said craft for suitable members,
- (e) Have a close working relationship with the Competition and Coaching Officer and the Junior Co-ordinator,
- (f) Be a member of the Board and Ski Acquisition Sub-Committee,
- (g) Maintain storage of Club's boards and skis,
- (h) Have an up to date National Police Clearance;
- (i) Submit a report to the Management Committee as necessary via the Competition and Coaching Officer, and
- (j) This role description might change from time to time as directed by the Board of Management.

House Manager:

The House Manager will:

- (a) Organise the correct liquor license for all functions and when deemed necessary,

- (b) Manage the social calendar on behalf of Moana SLSC,
- (c) Promote and co-ordinate the hiring of Moana SLSC's facilities and ensure that there are no conflicts with other events,
- (d) Have a close working relationship with all areas of Moana SLSC,
- (e) Be available for opening the club as appropriate,
- (f) Promote that the Moana SLSC's club rooms are kept in a neat and tidy state,
- (g) Have an up to date National Police Clearance;
- (h) Ensure that Moana SLSC's club is in an appropriate condition for hire/functions,
- (i) Manage the use of the audio visual equipment,
- (j) Liaise with the sanitary collection, pest control, cleaner and other personnel as required,
- (k) Submit a report via the Social and Business Co-ordinator as required for circulation to the Board of Management,
- (l) Be responsible for the purchasing of consumable stock for the club (toilet paper etc),
- (m) Be responsible for all Moana SLSC's security, such as keys, swipe cards, alarm codes etc, and
- (n) This role description might change from time to time as directed by the Board of Management.

Communications and Promotions Officer

The Communications and Promotions Officer will:-

- (a) Endeavour to advance the interests of Moana SLSC by bringing the activities of Moana SLSC to the notice of the public,
- (b) Act only at the direction of the President or Committee with regards to any controversial or detrimental publicity,
- (c) Be responsible to the Committee for the implementation of appropriate recruiting campaigns as deemed necessary from time to time,
- (d) Submit a report as necessary via the Social and Business Co-ordinator to meetings of the Board of Management,
- (e) Produce and distribute the Moana monthly newsletter, via, but not limited to; email, the website and the Moana Members Facebook Page,
- (f) Update the Moana SLSC website,
- (g) Update the Moana SLSC Facebook pages,
- (h) Update email addresses of the Board of Management,
- (i) Have an up to date National Police Clearance,
- (j) Liaise with the Registrar and appropriate persons as Registration/Open Days approach,
- (k) Be responsible for any IT assistance required by the Board of Management when required, and
- (l) This role description might change from time to time as directed by the Board of Management.

Fundraising Officer

The Fundraising Officer will:

- (a) Co-ordinate, conduct and arrange all fundraising activities conducted by, or on behalf of Moana SLSC whether within the premises or not,
- (b) Form a committee to assist in fund raising activities as deemed

necessary,

- (c) Have an up to date National Police Clearance,
- (d) Liaise with the Social and Business Co-ordinator regarding the co-ordination of fundraising events at Moana SLSC,
- (e) Submit a report as necessary via the Social and Business Co-ordinator for presentation at the Board of Management meetings, and
- (f) This role description might change from time to time as directed by the Board of Management.

Gear Steward

The Gear Steward will:

- (a) Be responsible to the Club Captain for the upkeep and maintenance of all, but not limited to, patrol lifesaving gear and equipment with the exception of the IRBs, vehicles and trailers,
- (b) Have a close working relationship with the Board and Ski Captain,
- (c) Liaise with the Club Captain in relation to budget matters,
- (d) Have an up to date National Police Clearance,
- (e) Be in attendance at the yearly inspection conducted by SLSSA,
- (f) Submit a report as necessary via the Club Captain to the Board of Management, and
- (g) This role description might change from time to time as directed by the Board of Management.

Maintenance Officer

The Maintenance Officer will:

- (a) Be responsible for the upkeep and maintenance of the building(s),
- (b) Prepare a yearly maintenance report ready for the future budget,
- (c) Assist with the preparation, in conjunction with the Social and Business Co-ordinator, a yearly “working bee”,
- (d) Have a close working relationship with the WH&S Officer,
- (e) Have an up to date National Police Clearance,
- (f) To keep lines of communication open with all areas of Moana SLSC,
- (g) Liaise with the Onkaparinga Council as necessary,
- (h) Submit a report as necessary via the Social and Business Co-ordinator for the Management Committee, and
- (i) This role description might change from time to time as directed by the Board of Management.

First Aid Officer

The First Aid Officer will:

- (a) Hold a current Provide First Aid Certificate or be trained in First Aid,
- (b) Ensure that the first aid room is always fully stocked with the appropriate equipment, as per SLSSA guidelines,
- (c) Prepare annual budget requirements and submit to the Treasurer,
- (d) Be responsible for the maintenance and upgrading of first aid policies and equipment,
- (e) Have an up to date National Police Clearance,
- (f) Submit a report as necessary via the Club Captain to meetings of the Management Committee, and
- (g) This role description might change from time to time as directed by the Board of Management.

Radio Officer

The Radio Officer will:

- (a) Act under the direction of the Club Captain and will be responsible for the care and maintenance of all Moana SLSC's radios and related equipment in an efficient and timely manner,
- (b) Manage and meet the requirement of the radio room roster,
- (c) Have a good working relationship with SLSSA radio officer,
- (d) Have an up to date National Police Clearance,
- (e) Attend any necessary SLSSA radio meetings/training,
- (f) Keep up to date with current requirements and have a good working relationship with SLSSA,
- (g) Hold a current Bronze Medallion or as recommended by SLSA,
- (h) Submit a report as necessary via the Club Captain to meetings of the Management Committee, and
- (i) This role description might change from time to time as directed by the Board of Management.

Apparel Officer

The Apparel Officer will:

- (a) Procure, sell and supply all apparel requirements of Moana SLSC and its members,
- (b) Keep updated with current trends for Moana SLSC member's needs,
- (c) Actively promote the sale of apparel,
- (d) Set open times for the sale of apparel and advertise these times,
- (e) Survey members regarding stock items and their needs,
- (f) Stay up to date with current trends to ensure the correct stock is on sale,
- (g) Responsible ensuring there is appropriate stock of Moana SLSC approved patrolling bathers,
- (h) Have an up to date National Police Clearance,
- (i) All monies acquired through the sale of apparel will be balanced and passed onto the Treasurer forthwith,
- (j) Submit a report as necessary via the Social and Business coordinator to meetings of the Management Committee,
- (k) Recommend any changes to apparel designs to the Management Committee before making a commitment to suppliers, and
- (l) This role description might change from time to time as directed by the Board of Management.

Vehicle Officer

The Vehicle Officer will:

- (a) Under the direction of the Club Captain be responsible for the care and maintenance of Moana SLSC's mobile rescue vehicles and trailers and will ensure that the mobile vehicles are fuelled and ready for immediate use,
- (b) Hold a full driving license,
- (c) Have an up to date National Police Clearance,
- (d) Ensure that all vehicles are registered and insured,
- (e) Maintain a log book pertaining to the vehicles,
- (f) Be responsible for ensuring the fuel is stored correctly and fuel is available at the club;

- (g) Advise the Board of Management via Club Captain of the needs of the future for his area,
- (h) Provide a program of instruction suitable for proficiencies of the four wheel drive operation,
- (i) Submit a report on the condition of the equipment under his control to the Club Captain as necessary, and
- (j) This role description might change from time to time as directed by the Board of Management.

Bar Manager

The Bar Manager will:

- (a) Be responsible for the maintenance, care, cleaning and operation and control of the bar,
- (b) Will liaise with the Social and Business Coordinator about any issues arising regarding the Bar,
- (c) Balance and deliver to the Treasurer all monies arising out of the use and hire of the relevant equipment,
- (d) Procure stock as required and liaising with the House Manager for obtaining function dates for extra stock when needed,
- (e) Ensure that the Bar is stocked at all times,
- (f) Maintain a volunteer Bar Roster for Moana SLSC,
- (g) Update the bar system,
- (h) Have an up to date National Police Clearance,
- (i) Liaise with outside agencies relating to the bar and the compliance of Moana SLSC,
- (j) Submit a report to the Management Committee via the Social and Business Coordinator as necessary, and
- (k) This role description might change from time to time as directed by the Board of Management.

Catering Officer

The Catering Officer will:

- (a) Co-ordinate all BBQ activities,
- (b) Procure stock as needed,
- (c) Support club activities as needed,
- (d) Maintain fuel and maintenance of the BBQ equipment,
- (e) Have a close working relationship with all relevant members,
- (f) Balance and deliver to the Treasurer all monies arising from such activities,
- (g) Have an up to date National Police Clearance,
- (h) Submit a report to the Management Committee via the Social and Business Coordinator if necessary, and
- (i) This role description might change from time to time as directed by the Board of Management.

Junior Secretary

The Junior Secretary will:

- (a) Be responsible to the Junior Co-ordinator and will forward all instructions and notices pertaining to the Juniors of Moana SLSC for necessary action and distribution,
- (b) Complete all updates and competition entries via Surfguard or other

methods,

- (c) Have an up to date National Police Clearance, and
- (d) This role description might change from time to time as directed by the Board of Management.

Coaches

Coaches will:-

- (a) Be responsible to the Competition and Coaching Officer,
- (b) Have a Level 1 Surf Coach award and Bronze medallion,
- (c) Have an up to date National Police Clearance, and
- (d) This role description might change from time to time as directed by the Board of Management.

Patrol Captains

Patrol Captains will:-

- (a) Be responsible to the Club Captain,
- (b) Hold a Bronze Medallion,
- (c) Shall hold the appropriate awards as required by SLSSA,
- (d) Have an up to date understanding of the Moana SLSC Patrol agreement,
- (e) Ensure that all members on their Patrol are in correct uniform and meet the requirements of the Patrol Agreement,
- (f) Ensure all Patrol Members are proficient and current financial members for the season,
- (g) Ensure all vehicles and trailers are washed down after Patrol, fuelled and stored safely away ready for the next Patrol,
- (h) Ensure all log books are correctly filled in,
- (i) Ensure that Moana SLSC's facilities are secure at the end of Patrol,
- (j) Promote development of life saving skills and fitness during Patrol,
- (k) Have an up to date National Police Clearance,
- (l) Inform Surfcom at the start and end of the Patrol with an update of the day, and
- (m) This role description might change from time to time as directed by the Board of Management.

Vehicle Drivers

Vehicle Drivers will:

- (a) Be proficient in driving Moana SLSC's four wheel drive vehicles and trailers and hold a current driving licence, with no restrictions. Must have the appropriate award to drive the ATV,
- (b) Have an up to date National Police Clearance, and
- (c) This role description might change from time to time as directed by the Board of Management.

Registrar

The Registrar will:

- (a) Ensure that all membership details are kept up to date,
- (b) Ensure that all memberships are entered and updated each season on surfguard,
- (c) Ensure that all membership forms are filed in an orderly fashion,
- (d) Advise the Bar Manager of current memberships to enable the

update of bar cards,

- (e) Have an up to date National Police Clearance, and
- (f) This role description might change from time to time as directed by the Board of Management.

Grants Officer

The Grants Officer will:

- (a) Actively seek our Grant opportunities pertaining to all areas of Moana SLSC,
- (b) Apply whether the Grant be for equipment, training, development or monetary benefit of the members of Moana SLSC,
- (c) Ensure that all successful grants are acquitted in a timely manner,
- (d) Have a close working relationship with the Treasurer for the Acquittal of the Grants,
- (e) Have an up to date National Police Clearance,
- (f) Submit a report via the Social and Business Co-ordinator for circulation to the Board of Management as required, and
- (g) This role description might change from time to time as directed by the Board of Management.

Historian

The Historian will:

- (a) Keep a record of Moana SLSC's accomplishments past and present,
- (b) Collect items such as pictures and news clippings about Moana SLSC and its members,
- (c) Keep safe all items pertaining to the history of Moana SLSC,
- (d) Assist with plans for significant anniversaries of Moana SLSC,
- (e) Have an up to date National Police Clearance, and
- (f) This role description might change from time to time as directed by the Board of Management.

Sponsorship Officer

The Sponsorship Officer will:

- (a) Co-ordinate, conduct and actively seek new sponsorship all sponsorship on behalf of Moana SLSC,
- (b) Ensure that all sponsors are duly recognized as per the Moana SLSC and sponsorship agreement,
- (c) Submit a report as necessary via the Social and Business Co-ordinator to meetings of the Board of Management.
- (d) Have an up to date National Police Clearance, and
- (e) This role description might change from time to time as directed by the Board of Management.

Child Safe Officer

The Child Safe Officer will:

- (a) Promote and communicate the Member Protection Policy and SLSSA Appendix to members,
- (b) Have completed a Child Safe Officer course,
- (c) Clarify procedures to create a safe environment and minimise the risks to children,
- (d) Ensure the National Police Clearance and Criminal History

Assessment screening process is carried out on prescribed positions,

- (e) Have an up to date “Responding to Child Abuse and Neglect” certificate,
- (f) Have an up to date National Police Clearance,
- (g) Monitor compliance and requirements with the Member Protection Policy,
- (h) Ensure that signs and photos are displayed detailing Board of Management endorsed Club Reporting Officers and Child Safe Officer, and
- (i) This role description might change from time to time as directed by the Board of Management.

Auditor

It shall be the duty of the Auditor to audit books and accounts prepared by the Treasurer for submission at the Annual General Meeting and to certify the correctness thereof. The auditor shall be suitably qualified to carry out this function.

Medical Officer

- (a) The Medical Officer shall be a medical practitioner and shall render such medical advice and assistance as may be required by the committee from time to time.
- (b) The Medical Officer shall be appointed by the Board of Management.

Legal Adviser

- (a) The Honorary Legal Adviser shall be a legal solicitor and shall render legal advice and assistance as may be required by the committee from time to time.
- (b) The Legal Adviser shall be appointed by the Board of Management.

BY-LAW 5 - STANDING SUB-COMMITTEES

5.1.1 **The Finance Sub-Committee** [Updated 10th January 2017] shall consist of:

- (a) Treasurer (chair),
- (b) Club Captain,
- (c) Another two (2) financial non Board of Management members

5.1.2 The Finance Committee shall be responsible for drafting the Club Annual Budget and submit to the Board of Management by 31st May each year. The Board of Management will consider the Budget at the June BoM meeting, and the final budget will be endorsed at the July BoM Meeting for promulgation to the members prior to the Annual General meeting.

5.1.3 The Finance Committee shall report and advise on all financial matters of the Club to the Board of Management through the Treasurer.

5.1.4 A quorum shall consist of seventy five (75%) percent.

5.2. **Honours and Awards Sub-Committee**, (To be Issued)

5.3.1. **The Judiciary - Disciplinary Sub-Committee** [Updated 10th January 2017] shall consist of:

- (a) Vice President,
- (b) Club Captain,

(c) Three other Fully Financial Members (one of which shall be a Life Member),

(d) The Sub-Committee shall consist of at least one male and one female member, and

(e) A quorum shall consist of Five (5) members.

5.3.2. Members shall be selected by the Board of Management at a time deemed necessary to hear the matter/s that has been brought to the Boards attention within the required timeframe.

5.3.3. The Judiciary - Disciplinary Sub-Committee shall convene to hear all matters referred to it by the Board of Management as per the Club Constitution or By-Laws and determine the actions to be taken in the best interests of the Club. This must be conducted within 14 days of the referral from the Board. The Judiciary - Disciplinary Sub-Committee shall consider any member who is alleged to have violated a rules of Moana SLSC, either by, misconduct, breach of discipline or act contrary to the general policy of Moana SLSC, provided that such members shall have the opportunity to state their case either personally or through another member to the Judiciary -Disciplinary Sub-Committee before it arrives at its decision.

5.3.4. Should the Judiciary - Disciplinary Sub-Committee believe a civil or criminal offence may have occurred they shall contact the appropriate authorities.

5.3.5. The Judiciary - Disciplinary Committee may recommend expulsion, suspension, reprimand and/or penalty, or other means of making good for any member who breaches any rule of the Club. The Disciplinary Sub-Committee shall forthwith, report its findings and determinations in writing within 21 days of the referral to the Board of Management for endorsement.

5.3.6 The member affected by the findings and determinations of the Judiciary -Disciplinary Sub-Committee shall have the right of appeal against such findings and determinations to the Board of Management and the following provisions shall apply:

(a) The member shall, within 14 days of the findings and determination of the Judiciary - Disciplinary Sub-Committee, inform the Secretary in writing of the grounds for such appeals,

(b) The secretary shall forthwith convene a meeting of the Board of Management to hear and determine the appeal of the members against the findings and determinations of the Judiciary - Disciplinary Sub-Committee,

(c) At such hearing, the members may appear personally or through another member,

(d) The member may nominate an alternative method for making good,

(e) The Board of Management shall hear and determine the appeal, and

(f) Should the determination of the Board of Management not be acceptable, the member has a second right of appeal to the next highest body, being SLSSA.

5.4. **Board and Ski Acquisition Sub-Committee**, (To be Issued)

5.5. **Life Membership Sub-Committee**, (To be Issued)

5.6. **Constitution Sub-Committee**, (To be Issued) and

5.7. **Junior Activities Sub-Committee** (To be Issued).

BY-LAW 6 – VISITORS TO THE CLUB

To be Issued

BY-LAW 7 – PATROLS [Updated 14th February 2017]

7.1 Proficient Award holders have an obligation to make themselves available to render patrol duties to enable Moana SLSC to fulfil its Objects. To assist in the organisation, members will be placed on a rotational roster, and will be advised of the requirement by a method in paragraph 14.1. Members shall attend at the beach for patrol duty on such dates and at such hours as may be specified by the Club Captain / Committee in the patrol roster or as directed by SLSSA.

7.2 Each member shall be personally responsible that they acquaints themselves with such dates and hours and the numbers of his patrol from the Patrol Roster.

7.3 Any member who is unable to attend their rostered patrol shall find a suitable substitute holding similar qualifications.

Notwithstanding anything contained in preceding paragraphs of these By-Laws, the Board of Management may indicate to any members in writing that in their opinion, he or she is not giving satisfactory patrol service and call upon him/her for an explanation.

7.4 Any member who has been granted exemption for patrol at his own request may be called upon to make good such patrol either in that season or the following one. Failure to comply shall render him/her liable to be dealt with by the Disciplinary Sub-Committee.

7.5 Patrol Captains are responsible for members of their Patrol. The Patrol Captain shall also see that his members have knowledge of such SLSSA obligations as necessary.

7.6 Should any member miss two patrols in one season, the relevant patrol Captain and Club Vice Captain may convene a meeting with the member to identify if any issues exist in the ability of the member to render patrol service. Should any personal or systemic issues be identified, the Club Captain shall be informed, and a recommendation for remedy be forwarded to the Board of Management. Should no issues be found, the member may be liable to referral to the Disciplinary Sub-Committee.

7.7 All proficient award holding members, upon entering Moana SLSC premises, automatically become liable to carry out a patrol if requested with necessary authority.

7.8 Exemption from patrols may be granted in exceptional circumstances, or to members and/or senior club officers whose duties may warrant such exemption or as per SLSSA exemptions policy. Such exemption request shall be in writing and endorsed by the BoM prior to 31st December each year in order to maintain competition rights as per By-Law 3 and SLSSA policy 5.04.

BY-LAW 8- CLUB FONT

To be Issued

BY-LAW 9 – MEMBERSHIP [Updated 08th November 2016]

Membership Season – The membership season will run from the 01st of November until the 31st of October the following year. Non-financial members will be deemed inactive and will not have any membership rights ie. Competitions, examinations, proficiencies and patrolling, and will not be covered by insurance.

BY-LAW 10 - MEMBERSHIP SUBSCRIPTION

To be Issued

BY-LAW 11- ANNUAL GENERAL MEETING

To be Issued

BY-LAW 12 – PRESCRIBED PERSONS [Updated 11th October 2016]

Prescribed Persons – Prescribed persons 16 years and older requiring a valid National Police Check (currently three years duration) are the following;

- (a) Board of Management Members
- (b) Active Members
- (c) Award Members
- (d) Members undertaking Award Training
- (e) Junior Age Group Managers
- (f) Coaches
- (g) Training Officers
- (h) Members having routine contact with minors or access to money and alcohol
- (i) Other members as directed by the BoM from time to time