



Regulations

Date approved: 7 August 2011

NORTH STEYNE SURF LIFE SAVING CLUB INCORPORATED

ABN 99 734 830 191

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Regulations

As at 7 August 2011

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Part 1 Preliminary

1 Interpretation

Unless otherwise defined, terms appearing in these Regulations have the same meaning as in the Constitution. To the extent of any inconsistency, the meaning of the terms set out in the Constitution shall prevail.

2 Changes to Regulations

All changes to the Regulations must be carried out in accordance with the Constitution.

Part 2 Club Structure

3 Duties of Board members

a. President

The President is the official representative of NSSLSC. The President shall also mediate disputes and conflicts between members of the Board. The President is a non-voting member of all Sub-Committees. The President is also responsible for ensuring that each Board member undertakes their duties and responsibilities competently.

b. Deputy President

The Deputy President may be delegated the authority from the President to represent NSSLSC. The Deputy President shall be responsible for disciplinary matters, Club Premises and heritage.

c. Immediate Past President

The Immediate Past President shall provide advice and assistance to the board as and when required.

d. Secretary

The Secretary shall perform such functions and have such responsibilities as outlined elsewhere in the Constitution and these Regulations. In addition, the Secretary shall issue notices of meetings as required. They shall propose NSSLSC's Annual Report for submission to the AGM. They shall ensure that minutes are taken of all meetings and shall keep a file of minutes, of correspondence and a summary of important motions and

resolutions passed. The Secretary shall appoint the Administration and Finance Sub-Committee subject to the requirement that it includes both the Treasurer and the Assistant Treasurer.

e. Treasurer

The Treasurer shall control all financial aspects of NSSLSC as authorised. The Treasurer shall pay such accounts which have been presented to the Board and approved for payment. The Treasurer shall ensure that all monies received by NSSLSC are paid into an account in NSSLSC's name as soon as practicable and a receipt issued on official receipt forms. The Treasurer shall keep proper books of account and present a financial report to each Board meeting. The Treasurer and Assistant Treasurer shall have custody of all bank passbooks, cheque books, order forms, and receipt books. The Treasurer must be a signatory on all NSSLSC-owned accounts.

f. Club Captain

The Club Captain shall organise patrols and select the members of the Patrol Sub-Committee. The Captain shall ensure that all patrolling Members are proficient. The Director shall have the authority to require any Member to perform any duty consistent with the Constitution and Regulations. The Captain may disqualify any Member from competition if that Member has done insufficient Patrol hours. The Captain shall also liaise with SLSSNB regarding lifesaving services and represent NSSLSC at the SLSSNB Board of Lifesaving.

g. Chief Instructor

The Chief Instructor shall be responsible for arranging all courses for lifesaving-related awards and qualifications and take a strong interest in all proficiencies at NSSLSC. The Chief Instructor shall appoint qualified training officers, and instructors, to groups as required. The Chief Instructor shall appoint the Education Sub-Committee. The Chief Instructor shall be responsible for arranging assessments for all candidates undertaking life saving awards at NSSLSC. The Chief Instructor shall also be responsible for maintaining records of qualifications achieved by patrolling Members each season. The Chief Instructor shall also liaise with SLSSNB regarding awards and represent NSSLSC at the SLSSNB Board of Education and Assessment.

h. Competition Director

The Competition Director shall be responsible for the organisation of all competitors and teams competing in NSSLSC's name except Junior Activities Members. The Director shall prepare entries for all carnivals and championships. They shall ensure that proper records are kept and reports are made of results of all events in which Members are involved. The Director may disqualify any Member from competition with the approval of the Board. The Director shall appoint the Competition Sub-Committee. The Competition Director shall also liaise with SLSSNB regarding surf sports and represent NSSLSC at the SLSSNB Board of Surf Sports.

i. Junior Activities Director

The Junior Activities Director shall be responsible for the administration and conduct of all Junior Activity Members of NSSLSC. The Director shall supervise all activities in this area, including education, competition, and all equipment assigned to Junior Activities. The Director shall appoint the Nipper Sub-Committee in accordance with an annual meeting open to all Junior Activities stakeholders, which may or may not include elections.

j. Marketing Director

The Marketing Director shall be responsible for marketing NSSLSC to sponsors and potential sponsors. They shall also be responsible for publicising NSSLSC in a positive manner, and for the NSSLSC newsletter.

k. General Activities Director

The General Activities Director shall be responsible for coordinating activities referred to them by the Board. The portfolio shall include, but not be limited to, management of the NSSLSC bar, social events, the NSSLSC gym, and the NSSLSC BBQ. The Director shall appoint the Social Sub-Committee and shall be accountable to the Board for the NSSLSC website.

l. Director of Youth Development

The Director of Youth Development shall be responsible for the development, programming, and coordinating activities of NSSLSC's 15-18 year old Members. The Director shall be a member of the Social Sub-Committee.

m. Executive Officer

The Executive Officer shall be a non-voting member of the Board. They shall not hold any specific portfolio and shall undertake such duties as the Board allocates from time to time.

4 Officers of NSSLSC

- a. The Board may appoint Officers as necessary from time to time.
- b. Any positions named below that are not Directors or Assistant Directors shall be deemed Officers, unless described otherwise in the Constitution or below.
- c. Members of the Finance and Administration Sub-Committee shall include but not be limited to:
 - i. Secretary
 - ii. Treasurer
 - iii. Assistant Secretary
 - iv. Assistant Treasurer
 - v. Nipper Treasurer, if a different person to the Assistant Treasurer
 - vi. Grants Officer
 - vii. Webmaster

- viii. Professional Admin Assistant (non-voting and not an Officer position).
- d. Members of the Patrol Sub-Committee shall include but not be limited to:
 - i. Club Captain
 - ii. Assistant Club Captain
 - iii. IRB Captain
 - iv. Patrols Coordinator
 - v. Assistant Chief Instructor
 - vi. Medical Advisors
 - vii. Patrol Captains
- e. Members of the Education Sub-Committee shall include but not be limited to:
 - i. Chief Instructor
 - ii. Assistant Chief Instructor
 - iii. Assistant Club Captain
 - iv. IRB Vice Captain (Training)
 - v. Bronze Medallion Coordinator
 - vi. Emergency Care Coordinator
 - vii. SRC Coordinator
 - viii. Schools Coordinator
 - ix. Assessors
- f. Members of the Nipper Sub-Committee shall include but not be limited to:
 - i. Junior Activities Director
 - ii. Assistant Junior Activities Director
 - iii. Nipper Registrar
 - iv. Nipper Treasurer
 - v. Nipper Water Safety Coordinator
 - vi. Junior Activities Gear Steward
 - vii. Beach Manager
- g. Members of the Competition Sub-Committee shall include but not be limited to:
 - i. Competition Director
 - ii. Assistant Competition Director
 - iii. Gear Steward
 - iv. Surfboat Captain
 - v. Board & Ski Captain
 - vi. Beach Captain
 - vii. Lifesaving Competition Captain
 - viii. Pool Captain
 - ix. IRB Vice Captain (Racing)
 - x. Marchpast Captain
 - xi. Masters Captain
 - xii. NSSLSC Coaches (not officer positions)

- h. Members of the Social Sub-Committee shall include but not be limited to:
 - i. General Activities Director
 - ii. Assistant General Activities Director
 - iii. Assistant Director of Youth Development
 - iv. Bar Manager
 - v. Webmaster
 - vi. Social Secretary
- i. Any number of Patrons and up to five (5) Trustees may be elected at an AGM. They are not required to be Members, but are deemed Officers upon election.
- j. Members of Panels shall also be deemed Officers upon election.

5 Duties of Officers

- a. Grants Officer is responsible for collating and submitting grants to any potential source of funding, including government bodies, offering grants or funding that NSSLSC may be eligible to receive. The Grants Officer shall report to the Secretary.
- b. Webmaster is responsible for updating and maintaining NSSLSC's official website, and associated sites on established social media sites in accordance with NSSLSC's Social Media Policy. The Webmaster shall report to the General Activities Director.
- c. IRB Captain shall be responsible for all IRB operations at NSSLSC. Their focus shall especially be on the IRB requirements for patrols. The IRB Captain shall report to the Club Captain.
- d. Patrols Coordinator is responsible for the patrol roster and for patrol uniforms. The Patrols Coordinator shall report to the Club Captain.
- e. One or more Medical Advisors shall be appointed by the Club Captain. The Medical Advisor(s) shall hold suitable qualifications in either medicine or pre-hospital care.
- f. Patrol Captains should ensure that their patrol is performing above the minimum standards set down by the SLS Governing Bodies, and by NSSLSC policies. They should supervise the performance of the patrol, and allocate duties as required. They shall report to the Club Captain.
- g. IRB Vice Captain (Training) shall be responsible for coordinating and delivering all courses relating to IRB operations. They shall also be involved in IRB proficiencies each season. The IRB Vice Captain (Training) shall report jointly to the Chief Instructor and the IRB Captain.
- h. Bronze Medallion Coordinator is responsible for training Members in the Certificate II – Public Safety (Aquatic Rescue). The Coordinator shall assist in delivering other related courses, and shall report to the Chief Instructor.

- i. Emergency Care Coordinator is responsible for organising all courses covering only resuscitation, first aid, emergency care, and spinal management. The Coordinator shall report to the Chief Instructor
- j. SRC Coordinator is responsible for delivering SRC training to suitably aged Members. The Coordinator shall report to the Chief Instructor.
- k. Schools Coordinator is responsible for organising and delivering courses specifically offered to school groups from time to time. The Coordinator shall report to the Chief Instructor.
- l. Assessors shall perform the duties required of them under the policies of the SLS Governing Bodies.
- m. Nipper Registrar is responsible for recording membership of Junior Activities members, and acting as secretary of the Nippers Sub-Committee. The Nipper Registrar shall report jointly to the Secretary and the Junior Activities Director.
- n. Nipper Treasurer is responsible for collecting fees and subscriptions of Junior Activities Members. The Nipper Treasurer shall report to the Junior Activities Director, and shall ensure the Treasurer receives records of all finances, correspondence, and other matters that affect any account or property owned by NSSLSC.
- o. Nipper Water Safety Coordinator is responsible for ensuring adequate water safety is available during all Junior Activities aquatic events consistent with policies of the SLS Governing Bodies, and for coordinating such water safety. The Nipper Water Safety Coordinator shall report to the Junior Activities Director, and shall be subordinate to the Patrol Captain on duty during any Junior Activities events inside patrol hours.
- p. Junior Activities Gear Steward is responsible for maintenance and allocation of all NSSLSC property allocated to the Junior Activities section. The Steward shall report to the Junior Activities Director.
- q. Age Manager Coordinator is responsible for briefing and coordinating age managers. The Coordinator is also responsible for planning and timetabling use of the beach and water areas during each Junior Activities event. The Coordinator shall report to the Director of Junior Activities.
- r. Gear Steward is responsible for NSSLSC competition gear, excluding gear maintained by the Junior Activities Gear Steward. This responsibility shall include but not be limited to maintaining an inventory of gear, maintenance of gear, and arranging for gear to be transported to carnivals. The Gear Steward reports to the Competition Director.
- s. Surfboat Captain is responsible for the selection of crews and timetabling use of the surfboats. They shall report to the Competition Director.
- t. Board and Ski Captain is responsible for coordinating training in all board, ski, and swim events. They shall also be responsible for maintaining a register of all boards and skis, and arranging repairs as approved. The Captain shall report to the Competition Director.

- u. Beach Captain is responsible for coordinating training and teams in all beach events. They shall report to the Competition Director.
- v. Lifesaving Competition Captain is responsible for organising training and competitors' attendance at lifesaving competitions, including but not limited to Rescue & Resuscitation, Champion Lifesaver, First Aid and Patrol Competition. They shall report to the Competition Director.
- w. Pool Captain is responsible for organising training and competitors' attendance at all Pool Rescue carnivals and events. They shall report to the Competition Director.
- x. IRB Vice Captain (Racing) is responsible for organising training and competitors' attendance at all IRB Racing carnivals and events. They shall report jointly to the Competition Director and the IRB Captain.
- y. Marchpast Captain is responsible for selecting NSSLSC Marchpast teams and for organising training. They shall report to the Competition Director.
- z. Masters Captain is responsible for coordinating Masters competitors in all events of that category. They shall report to the Competition Director.
- aa. Bar Manager is responsible for the operation of the NSSLSC bar. They shall set prices for bar items in consultation with the Social Sub-Committee. They shall report to the General Activities Director.
- bb. Social Secretary is responsible for programming and delivering social events for the benefit of Members. They shall report to the General Activities Director.

6 Honorary Legal Advisor

- a. The Board shall appoint an Honorary Legal Advisor to advise the Board on legal matters.
- b. The Honorary Legal Advisor is a de-facto member of the Rules Panel if they so choose.

Part 3 Club Operations and Conduct

7 Patrols

- a. All Members eligible for patrols shall patrol in accordance with NSSLSC's Lifesaving Service Agreement under the direction of the Club Captain.
- b. No Member may receive any NSSLSC trophy or award if their patrol record for that season has been unsatisfactory. If that Member is a member of a team, then that team shall not be considered for any award or trophy.
- c. Satisfactory patrol records shall be determined by the Board prior to the beginning of each patrol season, on recommendation from the Club Captain, and published by Bulletin.
- d. Members must attend all rostered patrols or shall arrange a suitably qualified substitute.

- e. Patrol substitutions should be confirmed in advance in writing between both relevant Members. The Member originally rostered should inform their Patrol Captain of the name of the substitute via mobile telephone SMS, or if prior to three (3) days before the rostered patrol, in any written form.
- f. No patrolling Member may leave the area being patrolled without the permission of the Patrol Captain on duty.
- g. Patrolling Members shall perform any duties allotted to them by the Patrol Captain on duty.
- h. Patrolling Members shall carry out lifesaving practice at the discretion of the Club Captain, the Chief Instructor, or the Patrol Captain on duty.
- i. Patrol Members shall be uniformed properly in accordance with the current SLSA Uniform Policy, and shall be responsible for their own patrol uniform.
- j. Any Patrolling Member—or any Member identifiable as a lifesaver by virtue of patrol uniform or possession of lifesaving equipment—shall proceed promptly to any person in distress or requiring assistance, and render assistance according to that Member’s level of qualification.
- k. The Patrol Captain on duty shall ensure that adequate lifesaving equipment is on the beach and ready for use, and that such equipment is checked and cleaned before being put away.
- l. The Patrol Captain on duty shall ensure that all logs and forms are filled out in accordance with the requirements of SLS Governing Bodies.
- m. Patrols shall at all times carry out their duties in accordance with current policies, procedures, and training specified by the SLS Governing Bodies.
- n. Members absent from a rostered patrol without a substitute may be withdrawn from any competition at any time by the Board.
- o. Any Member attending any competitive event or training in preference to a rostered patrol without a substitute may be withdrawn from that competition immediately by the Club Captain. The Club Captain may not delegate this authority, except in writing to the Assistant Club Captain in exceptional circumstances (e.g. overseas travel). Any such delegation in writing shall specify the start and end date of the authority, and shall be communicated to the Competition Director and the Junior Activities Director.
- p. Any Member whose patrol record for any season, or part thereof, is deemed by the Club Captain to have been unsatisfactory, may be required to show why their membership should not be cancelled by the Judiciary Panel. The Club Captain must issue such a notice in writing and the Member concerned shall have seven (7) days to reply in writing to the Secretary.
- q. The Club Captain may, from time to time, issue written notice of non-compliance on patrol to members in breach of NSSLSC and SLS Governing Bodies’ regulations, policies, and

procedures. Members' repeated breaches or failure to correct breaches notified may result in referral to the Judiciary Panel.

8 Club Apparel

a. Club Colours

The colours of NSSLSC shall be black and gold.

b. Club Competition Cap

NSSLSC's competition cap shall be black and gold quarters, with gold over the left eye.

c. Club Badge

- i. NSSLSC Badge shall be identical to the diagram in Appendix 1 of these Regulations.
- ii. The only permissible alteration in reproducing NSSLSC's Badge is scale. This means all components should always appear in the same relative scale.
- iii. NSSLSC Badge is property of NSSLSC and shall not be used or affixed to any item of apparel, document or otherwise without the authorisation of the Board.

d. Club Blazer

This clause is not used.

e. Honours

This clause is not used.

f. Use and Wearing of Club Apparel

Any items bearing NSSLSC Badge, Club Name, or Club Colours in the configuration of the Competition Cap, or any other items of apparel intended to represent NSSLSC shall only be used and/or worn with the permission of the Board.

9 Club Championships

- a. NSSLSC shall hold Club Championships.
- b. All Club Championships shall be conducted according to the Sports Manual.
- c. Club Championships shall be held annually preferably before the end of the surf life season and during patrol hours.
- d. To be eligible to compete in Club Championships, Members must be proficient in the appropriate surf lifesaving award for their age and have satisfactorily completed the required number of patrol hours.
- e. Club Championships may be conducted in such events as the Competition Director determines.

- f. Club Championships may be conducted over one or more rounds as determined by the Competition Director.
- g. The Competition Director, or his appointee or delegate, shall be the referee at all Club Championship events.
- h. The Competition Sub-Committee shall rule on any protests or complaints as required. Such cases will be handled in a manner consistent with the provisions of the Sports Manual.
- i. Any appeals on decisions of the Competition Sub-Committee shall be decided by the Board. The Board's decision on such matters is final and not subject to further appeal.
- j. In each individual Club Championship event, points shall be awarded in the following way:
 - i. First place: 60 points awarded
 - ii. Second place: 38 points awarded
 - iii. Third place: 24 points awarded
 - iv. Fourth place: 15 points awarded
 - v. All other entrants: 1 point awarded
- k. Unless otherwise varied by a resolution of the Board, the Competition Director or their delegate shall be the referee at Club Championships.

10 Board Procedures

- a. Every Director is required, by the August Board meeting each year, to submit a forecast of income, expenditure, and capital purchases relating to their Board position for the upcoming season.
- b. The Treasurer, in cooperation with the Finance and Administration Sub-Committee, shall be responsible for collating all Director's forecasts into a fiscally viable Budget.
- c. The Budget shall be tabled by the Treasurer at a Board meeting before the beginning of the patrol season, for endorsement by the Board.
- d. The Treasurer should circulate the proposed Budget not less than seven (7) days in advance of the relevant Board meeting.
- e. If the Budget is not approved, through the Secretary the Board shall convene additional urgent meetings until a Budget is approved.
- f. If the Budget is approved, it is the responsibility of each Director to ensure that expenditure within the Director's function remains within Budget during the Financial Year unless approved by the Board.
- g. Individual Directors may authorise expenditures of two hundred dollars (\$200) or less, without the need for Board approval, if the item was incorporated in the Budget approved by the Board.

- h. The Finance and Administration Sub-Committee may approve the payment of any expenses or capital expenditure that was provided for in the approved Budget.
- i. Excepting cases dealt with under delegation by the Finance and Administration Sub-Committee, the Board must approve in advance all NSSLSC expenditure over \$200, with the exception of essential lifesaving equipment, which may be approved by the Club Captain.
- j. The Board may consider and resolve matters including motions and resolutions by electronic means if it chooses provided that:
 - i. motions and resolutions require a mover and seconder, and a majority of Directors to vote in favour;
 - ii. Assistant Directors may not vote in place of their corresponding Director;
 - iii. any vote put via electronic means shall be recorded in the minutes of the next Board meeting;
 - iv. no changes to the Regulations may be determined by electronic means; and
 - v. a vote shall be deferred until the next Board meeting if two (2) or more Directors demand that the vote not be conducted by electronic means.

11 Conduct and Behaviour

- a. For the purposes of this section, Club Premises also includes any place where Members are present at any NSSLSC or SLS Governing Body sanctioned event, or are representing NSSLSC or any of the SLS Governing Bodies.
- b. No member shall make any public statement regarding NSSLSC without authority from the Board.
- c. No member shall express a personal opinion or view in such a way as might be construed to be the opinion or view of NSSLSC, without written authority from the Board.
- d. On entering Club Premises or the patrolled area, all eligible Members may be deemed to be on duty by the Club Captain or the Patrol Captain on duty.
- e. No Member shall by their acts or omissions cause damage to Club Premises or any NSSLSC property.
- f. No Member shall use offensive, demeaning, or indecent language on Club Premises.
- g. Members shall at all times keep Club Premises and its environment clean and tidy, and shall obey any notices posted with the authority of a Director or Officer.
- h. Members subject to Discipline proceedings under Article 15 of the Constitution are entitled to call any other Member to give evidence.

- i. Members appearing before the Judiciary Panel or any other meeting regarding a disciplinary matter shall answer truthfully and shall not mislead or attempt to mislead the enquiry whether by giving false evidence or by omitting facts known to the Member or otherwise.
- j. All Members shall abide by all laws whilst on Club Premises.

12 Rules of Debate

- a. All references in this Section to Members refer to Members present and entitled to vote.
- b. Whenever the Chairperson rises during debate, the person then speaking shall be silent and resume their seat.
- c. The Chairperson may call upon any person to withdraw and apologise in the case of any remark deemed offensive or imputing improper motives.
- d. If a Member raises a point of order, the person speaking shall be silent and seated until the Chairperson has ruled on the point of order.
- e. The Chairperson may call a Member to order. If such Member persists in being disorderly, the Chairperson may call on them to withdraw from the meeting.
- f. It shall not be permissible to dispute the Chairperson's rulings, or to move a motion of dissent from a ruling on matters of procedure or points of order.
- g. Any Member desiring to speak shall stand and address the Chairperson.
- h. If two or more persons rise to speak at the one time, the Chairperson shall decide who has the priority.
- i. The meeting may decide that a person shall or shall not be heard, providing that a motion of this nature shall not be debated.
- j. No Member shall interrupt another Member who is speaking except to raise a point of order.
- k. No Member shall digress from the subject under discussion.
- l. No Member shall use offensive or demeaning language.
- m. Notwithstanding paragraph (f), it shall be permissible for any Member to move a motion of dissent in a ruling of the Chairperson.
- n. At any time during debate, a Member may move "that the question now be put." Providing the Chairperson is satisfied that reasonable time has been allowed for debate, the motion shall be put without debate; this need not be seconded. It shall not be permissible for the mover, seconder, or any person who has already spoken on the motion or an amendment to move "that the question now be put."

- o. If a motion under paragraph (n) is carried, the original motion or subsequent amendments shall be put to the vote without further debate, except that the mover thereof has a brief right of reply – the time of which shall be limited by the Chairperson. If the motion under paragraph (n) fails, the debate may proceed.
- p. A Member may move to adjourn any debate to a subsequent meeting. If such a motion fails, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have right of reply.
- q. Any Member proposing a motion or amendment shall state its nature before addressing the meeting thereon.
- r. The mover of a motion shall not occupy more than ten (10) minutes and any other speaker more than five (5) minutes, except that the meeting may grant an extension of time to any speaker.
- s. No Member may speak more than once on a motion except with the Chairperson's permission, in explanation or reply, or to ask a question, but may speak again on any amendment to the motion.
- t. The mover's right of reply is at the end of debate.
- u. The mover of a motion must have the consent of the seconder, and the approval of the meeting, before changing the wording of a motion.
- v. An amendment cannot be moved which is a direct negative of the original motion.
- w. The mover or seconder of the original motion may not move or second any amendment, but may speak on such amendment.
- x. A Member may only move or second one amendment to each motion.
- y. Only one amendment can be considered at any one time.
- z. The mover of an amendment has no right of reply.
- aa. Amendments shall be put to the meeting before the motion and shall be committed to the meeting in the order in which they are received.
- bb. When an amendment is carried, the motion as amended becomes the motion before the meeting.
- cc. Motions and amendments can only be withdrawn when the majority of those Members present consent.
- dd. If after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before termination of the same meeting, the meeting may order its re-committal by a motion carried by more than two-thirds of Members present.

Part 4 Special Purpose Funds

13 Special Purpose Funds

- a. NSSLSC may from time to time establish a Special Purpose Fund.
- b. The purpose of an SPF is to raise and accumulate monies for a special purpose that will result in the development, improvement and/or benefit of NSSLSC.
- c. It is anticipated that the term of any SPF will extend over a number of Financial Years.

14 Structure and Management of SPF's

Each SPF must:

- a. be managed by an SPF Committee;
- b. formally document the practices and procedures under which the SPF shall operate;
- c. be approved by the Board and may be subject to change from time to time;
- d. be given a name describing the nature of the SPF;
- e. be ratified as a properly authorised fund at an AGM; and
- f. continue until the purpose of the SPF expires or is terminated.

15 SPF Committee

- a. An SPF Committee will:
 - i. comprise Members having the required knowledge and skills consistent with the purpose and objectives of the SPF;
 - ii. comprise at least four (4) Members including:
 1. a Chairman;
 2. a Life Member;
 3. an additional Member with at least five (5) years service who is not a Board member;
 4. an honorary advisor; and
 - iii. be appointed by, and report to, the Board.
- b. The Treasurer will be appointed Chairman or Deputy Chairman of the SPF Committee.
- c. Each member of the SPF Committee shall have one vote except for honorary advisors who shall have no voting rights.
- d. Each SPF Committee member must sign a statement declaring any interests, both pecuniary and non pecuniary, which may adversely impact the impartiality of their role on the SPF Committee.

- e. A statement of interest must at least disclose:
 - i. any personal business interests or conflicts that may impact or influence the strategy, decisions or direction of the SPF; and
 - ii. details of any bankruptcy, conviction of fraud or any other criminal record.

16 Board Control of the SPF

- a. An SPF will provide:
 - i. a written report to the Board each quarter on the activities and status of the SPF over the period;
 - ii. a financial report in a timely manner in a format specified by the Treasurer for consolidation in the annual financial report.
- b. Control of an SPF will revert to the Board if:
 - i. the Board cannot identify any members having the qualifications required of SPF Committee members; or
 - ii. accusations of irregularities, negligence or fraud have been levelled against the SPF Committee.
- c. Control of an SPF will not revert to the Board when such accusations relate to a specific SPF Committee member and not the SPF Committee as a whole.
- d. Where accusations are made against an SPF Committee member, the Board must request the SPF Committee member stand aside until such accusations are formally and fully investigated or until the member resigns from the SPF Committee.
- e. A Special Resolution is required to be passed at a General Meeting before any monies are withdrawn from an SPF for anything other than the purpose for which the SPF was established.

17 Appointment to an SPF

- a. The Board may accept nominations for appointment to an SPF Committee at:
 - i. an AGM; or
 - ii. a meeting of the Board.
- b. The Board shall select the most suitable nominee from those nominated given the skills of the individuals and the purpose and objectives of the SPF.
- c. An appointee will only be confirmed when the statement described in clause [*] has been signed and presented to, and accepted by, the Board.
- d. An appointee once confirmed will remain on the SPF Committee unless that member resigns from the SPF Committee, the SPF Committee is dissolved or terminated.

- e. Where an SPF Committee member resigns the Board must within sixty (60) days of the SPF Committee members resignation advertise for an acceptable replacement.

18 Winding up of an SPF Committee

- a. An SPF Committee can be wound up by:
 - i. the SPF coming to a natural end. This means when the SPF Committee charter makes it clear that the SPF is no longer necessary; or
 - ii. the SPF Committee providing a unanimous resolution to the Board that the SPF should be terminated.
- b. All remaining funds at the time of winding up will revert to the operational funds of NSSLSC.

19 Request for Information

- a. The Board can request an SPF Committee to provide a written report on the SPF's operational and financial performance.
- b. The SPF Committee must respond by the second monthly Board meeting after the request has been made.
- c. Should the SPF Committee not respond to the Board's request within the timeframe the Board can without notice, dissolve the SPF Committee and appoint a new SPF Committee.
- d. The failure of the SPF Committee to respond does not entitle the Board to wind up the SPF.

20 SPF Funding

- a. SPF funds may be sourced from:
 - i. direct donations specifically nominated to be for the particular SPF;
 - ii. interest or other returns on funds invested; or
 - iii. special events aimed to raise funds for the SPF.
- b. Special events run to raise funds for an SPF must:
 - i. be co-ordinated through the General Activities Director and approved by the Board whose decision is final;
 - ii. have all financial records for the special event validated by the Treasurer;
 - iii. divide the net revenue from the special event such that seventy percent (70%) goes to the SPF and thirty percent (30%) goes to other accounts held by NSSLSC, the proportions able to be varied by the Board; and
 - iv. make no charge on an SPF where a special event makes a net loss.

- c. Any funds due to the SPF through a special event must be paid to the SPF within sixty (60) days of finalisation of the event.

21 Investment of Funds

- a. An SPF may deposit any of its funds in one or more:
 - i. savings or cheque trading accounts operated by an Authorised Deposit Taking institution (**ADI**);
 - ii. fixed term or on-call deposit accounts operated by an ADI; or
 - iii. managed investment funds via specialised investment fund managers whose role it is to invest funds in a variety of different asset and security types.
- b. The criteria for the selection of funds and fund managers to manage any invested funds are:
 - i. a substantial organisation having significant funds under management;
 - ii. enjoy a solid reputation in the market place as a prudent investor of client funds;
 - iii. have a track record of obtaining appropriate financial returns for its clients;
 - iv. hold an AFS licence issued by the Australian Securities and Investment Commission;
 - v. be rated by a credit rating agency as investment grade (3 stars or higher); and
 - vi. be approved by the Board.
- c. Notwithstanding the above investment management guidelines any investment through Authorised Investment Fund Managers must:
 - i. be in line with that of a prudent investor considering the purpose, term and other circumstances; and
 - ii. not impact the ability of the SPF to meet its current and identified future cash commitments and requirements.
- d. If the rating grade of an investment fund falls to a status of “hold” or lower the SPF Committee must within sixty (60) days, review the investment strategy and either switch investment to an alternative fund or provide a written explanation to the Board as to why the SPF should continue to invest in the fund.

22 General investment guidelines

The following general practices will apply to any investments of NSSLSC funds whether through an ADI or Investment Fund Manager. Such investments must:

- a. only be via the forms of investment documented above. Specifically excluded are direct investment in stocks or shares, purchase of capital items which are outside those required by a surf life saving club, purchase of property, loans to individuals or organisations.

Excluded from this restriction are all forms of investments and assets that have been directly donated to the NSSLSC;

- b. all investments must be in the name of NSSLSC however a sub reference to the purpose of the investment can be included as a subsidiary title in any investment account;
- c. all investments will be for the exclusive use benefit and purpose of NSSLSC and no member or beneficiary shall have or acquire individual rights therein nor become entitled to any apportionment on the surrender of any part thereof;
- d. no investment account can be in overdraft or have an actual or potential negative balance;
- e. the Treasurer must be a member of any Sub-Committee involved in the management or investment of funds and must be one of three signatories nominated to operate on any financial or investment account – any two of which must authorise every financial transaction; and
- f. all members of an SPF committee must sign a statement regarding their association with any ADI or nominated investment fund manager.

Appendix 1

Club Badge

[Club Badge including dimensions to be inserted via change in Regulations by the Board]

----- END OF REGULATIONS -----