



HELENSBURGH-STANWELL PARK
SURF LIFE SAVING CLUB **SINCE 1908**

By-Laws

**Helensburgh-Stanwell Park Surf Life Saving
Club Incorporated**

14 July 2023

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1. MAKING OF BY-LAWS UNDER THE CONSTITUTION

- (a) The By-Laws of Helensburgh-Stanwell Park Surf Life Saving Club Incorporated are made under Clause 25 of the Constitution of the Club as amended from time to time.
- (b) The By-Laws are in addition to and to be read in conjunction with the Constitution of the Club.
- (c) All By-Laws shall be binding on the Club and Members of the Club.

2. DEFINITIONS

Act means the *Associations Incorporation Act 2009* (NSW)

Branch means Surf Life Saving Illawarra (SLSI), the Illawarra Branch of SLSNSW.

Club means the Helensburgh-Stanwell Park Surf Life Saving Club Incorporated.

Club House means the premises known as Stanwell Park Surf Club building at 1 Beach Road, Stanwell Park, leased by the Club from Wollongong City Council.

Committee means the Executive Committee of the Club.

Constitution means this Constitution of the Club as amended from time to time.

Life Member means an individual appointed as a Life Member of the Club under Clause 7.2(k) of the Constitution.

Member means any person recognized as a Member of the Club under Clause 7 of the Constitution.

President means the President of the Club as defined under Clause 18.4 (a) of the Constitution.

SLSA means Surf Life Saving Australia Limited.

SLSNSW means the body recognized by SLSA as the body administering surf lifesaving in New South Wales.

Sub-Committee means any committee of the Executive Committee created under Clause 22.1(a) of the Constitution.

SurfGuard means the national membership and Club administration database owned by SLSA.

Surf Life Saving Club means a Surf Life Saving Club which is a member of or otherwise affiliated with the relevant Branch, SLSNSW and SLSA.

3. ADDITIONAL OFFICERS OF THE CLUB

- (a) In addition to those officers specified in the Constitution the Club may elect the following officers who shall be Members of the Club:
 - (i) Reporting to the President
Manager of the Liquor Licence, President of the Winter Swimming Committee, Publicity Officer, Social Secretary, Youth Activities Co-ordinator.
 - (ii) Reporting to the Secretary
Assistant Secretary, Membership Protection Officer, Clubhouse Maintenance Officer, Webmaster, Safety Officer/s, Complaints Manager, Child /safe Coordinator.
 - (iii) Reporting to the Treasurer

Assistant Treasurer, Membership Registrar, Bar Manager.

- (iv) Reporting to the Club Captain
Vice Club Captain, Powercraft Officer, Vice-Powercraft Officer, Chief First Aid Officer, Radio Officer, Rescue Craft Maintenance Officer, Patrol Secretary.
- (vii) Reporting to the Surf Sports Manager
Boat Captain, Competition Organiser, Team Manager, Team Manager Junior Activities, Coaches and Competition Secretary.
- (b) The Club may also elect other officers as deemed necessary from time to time.

4. DUTIES OF ADDITIONAL CLUB OFFICERS

(i) Publicity Officer

The Publicity Officer shall report to the President, and be responsible for reporting matters of general interest about the Club's activities and social functions to the media, and providing updates for the website.

(ii) Social Secretary

The Social Secretary shall report to the President and develop plans for and organize Club function and other social activities. The Social Secretary may call upon the assistance of other members for specific functions.

(iii) Youth Activities Coordinator

The Youth Activities Coordinator shall report to the President and promote and support programs for Members between 14 and 17 years of age, and assist them to identify future opportunities for them in the Club and surf lifesaving.

(iv) Assistant Secretary

The Assistant Secretary shall report to, assist and act under the direction of the Secretary, and shall act as Secretary in the absence of that officer.

(v) Membership Protection Officer

The Membership Protection Officer shall report to the Secretary and be responsible for ensuring procedures for the safety and welfare of members are followed, and the Club is compliant with child protection, anti-discrimination and other relevant policies.

(vi) Clubhouse Maintenance Officer

The Clubhouse Maintenance Officer shall report to the Secretary and shall identify and arrange in consultation with the Committee for repairs, servicing and maintenance to be carried out to the Club premises.

(vii) Webmaster

The Webmaster shall report to the Secretary and be responsible for maintaining the Club website.

(viii) Safety Officer/s

The Safety Officer shall report to the Secretary and be responsible for ensuring the Club's health and safety procedures are up to date and implemented, and shall initiate investigations into accidents and incidents that occur within the Club's jurisdiction.

The Safety Officer should have completed an appropriate Safety Officer or Occupational Health and Safety Course and/or have had experience on a Workplace Safety Committee.

More than one Safety Officer may be appointed.

(ix) Assistant Treasurer

The Assistant Treasurer shall report to and act under the direction of the Treasurer and shall act as Treasurer in the absence of that officer.

(x) Registrar

The Registrar shall report to the Treasurer and be responsible for recording and updating membership information in the SLSA database of members in consultation with the Junior Activities Registration Officer and Club finance officers.

(xi) Manager of the Liquor Licence

The Manager shall be appointed by the Executive Committee and report to the President.

The Manager will be responsible for overseeing the operation of refreshment sales and ensuring activities are undertaken in accordance with the Club's Liquor Licence. The Manager must hold a Responsible Service of Alcohol Competency Certificate.

The Manager of the Licence may also assume the role of Bar Manager, in which case the position of Bar Manager (Clause 4[1]) will be known as Assistant Bar Manager.

(xii) Bar Manager

The Bar Manager shall be appointed by the Executive Committee in consultation with the Manager of the Licence, and shall be responsible for bar operations and replenishment of stock. The Bar Manager will be the appointed Assistant Manager of the Liquor Licence.

The Bar Manager must hold a Responsible Service of Alcohol Competency Certificate.

(xiii) Vice Club Captain

The Vice Club Captain shall report to and assist the Club Captain in the discharge of that officer's duties and in the absence of the Club Captain shall have like powers and authority.

The Vice Club Captain shall be an Active Member.

(xiv) Powercraft Officer

The Powercraft Officer shall report to the Club Captain and be responsible for the care and upkeep of the IRBs and ATV and shall arrange in consultation with the Chief Training Officer for Members to be trained to qualify as IRB drivers.

The Powercraft Officer must hold the appropriate award for IRB Driver.

(xv) Vice-Powercraft Officer

The Vice-Powercraft Officer shall assist and act under the direction of the Powercraft Officer, and shall act as Powercraft Officer in the absence of that officer.

The Vice-Powercraft Officer must hold the appropriate award for IRB Driver.

(xvi) Chief First Aid Officer

The Chief First Aid Officer shall report to the Club Captain and be responsible for the care and upkeep of the first aid room, including equipment and first aid materials.

The Chief First Aid Officer should be the holder of an appropriate First Aid Award.

(xvii) Radio Officer

The Radio Officer shall report to the Club Captain and be responsible for the care and upkeep of all radio equipment, and public address and communications equipment.

(xviii) Rescue Craft Maintenance Officer

The Rescue Craft Maintenance Officer shall report to the Club Captain and be responsible for the care and upkeep of rescue equipment other than the IRBs and ATV.

(xix) Patrol Secretary

The Patrol Secretary shall report to the Club Captain and be responsible for all administrative and clerical functions relating to lifesaving patrol matters and lifesaving and rescue equipment.

(xx) Boat Captain

The Boat Captain shall report to the Surf Sports Manager, and be responsible for the care and upkeep of the surf boats and associated equipment, and the training of boat crews. The Boat Captain should hold appropriate SLSA qualifications as a coach.

(xxi) Competition Organizer

The Competition Organizer shall report to the Surf Sports Manager and be responsible for the organization and conduct of intra-club competition.

(xxii) Team Manager

The Team Manager shall report to the Surf Sports Manager, and shall be responsible for ensuring Members are appropriately qualified to compete, and arrange/oversee the entry of Members to inter-Club carnivals and championships.

The Team Manager shall assume responsibility for the conduct of touring teams as required by SLSA.

(xxiii) Team Captain

The Team Captain shall report to the Team Manager, and be responsible for the organization and conduct of Members attending inter-club carnivals.

(xxiv) Coaches – Beach, Surf, etc

Coaches shall report to the Surf Sports Manager and be responsible for coaching of members in their respective disciplines.

Coaches shall be accredited as required under SLSA regulations.

(xxv) Competition Secretary

The Competition Secretary shall report to and assist the Team Manager by arranging entry of members to inter-club carnivals and championships.

(xxvi) Child Safe Coordinator

The Child Safe Coordinator shall report to the Secretary and shall be responsible for improving the safety of children and young people in Surf Life Saving by sharing and actioning child safe information distributed by SLSNSW at a club/branch level.

(xxvii) Complaints Manager

The Complaints Manager shall report to the Secretary and shall be responsible for managing any complaints submitted to the Club in line with the SLSA Complaints Resolution Policy.

5. THE LIFE MEMBERSHIP COMMITTEE

- (a) The Life Membership Committee shall consist of three Life Members of the Club elected at the Annual General Meeting, and the President and Club Captain.
- (b) The Life Membership Committee shall elect one of the three Life Members as the Convenor.
- (c) The Life Membership Committee shall meet on or after 1 May each year if required to consider nominations (if any) received for Life Membership.
- (d) The Life Membership Committee shall operate according to By-Law 6(c) to (l).

6 LIFE MEMBERSHIP

- (a) The Club shall have the power to appoint Life Members.
The minimum qualification for appointment as a Life Member shall be to have given distinguished service in a sustained and dedicated manner over a minimum period of twenty years from the date of being accepted as a member of the Club, or from the age of fifteen years, whichever occurs last.
- (b) Nominations for Life Membership shall be submitted in writing to the Convenor of the Life Membership Committee by any two Members eligible to vote at General Meetings and must contain:
 - The full Club record of the nominee and details of any other SLSA service;
 - Detailed information that sets out how the nominee has given distinguished and outstanding service, in a sustained and dedicated manner, to the Club and surf lifesaving;
 - Explains how the nominee meets the eligibility criteria as defined in By-Law 6(l).
- (c) The Life Membership Committee shall consider all nominations received and check the correctness of the record/s to confirm that the eligibility criteria in By-Law 6(l) have been met.
- (d) The Life Membership Committee shall have discretionary power to accept a nomination that does not fully meet the eligibility criteria, but whenever this occurs, the Committee shall record its reasons and include such reasons as a part of an endorsed nomination submitted for consideration at the Annual General Meeting.
- (e) Only one Life Member may be appointed annually and the Life Membership Committee will determine which, if any, nomination shall be referred to the Annual General Meeting for consideration.
- (f) After dealing with the nomination/s the Life Membership Committee may determine to:
 - (i) Endorse a nomination and forward it to the Annual General Meeting for consideration, subject to all Committee Members casting a positive vote;
 - (ii) Accept and hold a nomination for further consideration at a later date;
 - (iii) Refer a nomination back to the nominators to obtain additional supporting information;

- (iv) Not accept a nomination and advise the nominators of the reasons for non-acceptance.
- (g) The Life Membership Committee after determining to forward a nomination to the Annual General Meeting shall withhold all details of the nominee's name, history and other details until such time as the matter is to be dealt with at the Annual General Meeting.
- (h) The Agenda for the Annual General Meeting shall include 'Appointment of Life Member' as a business item. The nominee's name and other details shall not be included.
- (i) When the item is called for discussion at the Annual General Meeting, the Convenor of the Life Membership Committee will present full details of the nomination to the meeting.
- (j) A secret ballot of Members present and eligible to vote at that meeting will then take place without debate. To be successful, the nomination must receive a four-fifths majority of votes
- (k) Other than as provided in (i) above, the name of the Member and all other details in any nomination for Life Membership will remain confidential, and will not be disclosed to any Member or person by the Life Membership Committee at any time.
- (l) Eligibility Criteria

In addition to having given distinguished service over a minimum period of twenty years, eligibility for nomination for Life Membership referred to in this By-Law 6 shall be to have served on specific Club committees over a minimum number of years, and/or to have undertaken lifesaving patrol and/or educational duties over a minimum number of seasons as follows:

- (i) Any Member who has completed five years of active patrol membership with 100% attendance recorded, and who has served as an elected or appointed officer or a member of any Club Committee, and
 - who has served as an elected officer of the Executive Committee as defined in Clause 18.2 of the Constitution, or
 - who has served as an elected or appointed office bearer as defined in By-Law 3(a), or
 - who has served as a member of a Club sub-committee as defined in By-Law 7, and
 - who has collectively served on one or more committees in any one or more positions over a period of fifteen years.
- (ii) Any Member who has completed active patrol service over a period of twenty seasons, at least fifteen of which must have been with 100% attendance recorded, and who has served as a Patrol Captain, or a Trainer and Assessor, or as an elected or appointed officer or a member of any Club committee as set out in (i) above for a period of at least five years.
- (iii) Any Member who has completed active patrol service over a period of twenty-five seasons, at least fifteen of which must have been with 100% patrol attendance recorded.
- (iv) Any Member who has served as an officer of the Junior Activities Committee as defined in By-Law 8 (d) for a period of fifteen years.
- (v) Any Member who has served as an officer of the Executive Committee for a period of ten years.

For the purposes of this By-Law:

- Transitional arrangements will apply as a result of changes to the Constitution and Club committee structures from mid-2017, in that a Member's service and eligibility up to and including the 2016-17 season, will be accepted based on the eligibility criteria documented in By-Law 42(j) of the September 2009 Constitution.
- Service on more than one committee or in more than one position in any one year shall only count as one year of service when computing the minimum number of years.
- Service on any committee whether it be the Executive Committee or any other committee may be aggregated to meet the minimum number of years.
- Service as an Active Reserve Member shall count as being equal to 50% of service as an Active Patrol Member.
- The period of service either on a Club Committee, as a Patrol Captain, Active Patrol Member, Active Reserve Patrol Member, or Trainer and Assessor need not be continuous.

7. APPOINTMENT OF SUB-COMMITTEES

- (a) The Club may, under Clause 22 of the Constitution, appoint sub-committees to ensure the efficient running of the affairs of the Club, or to promote any Club activities.

The following committees shall be established under this By-Law:

- (i) Junior Activities Committee
- (ii) Education Committee
- (iii) Competition Committee
- (iv) Life Saving Committee
- (v) Winter Swimming Committee

- (b) The Committee may appoint other sub-committees or special committees as it deems appropriate for the operation of the Club.
- (c) (i) The quorum for committee meetings shall be at least one half of the members of the Committee.
- (ii) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same place and at the same time of the same day in the following week, or any date, time and place as determined by the Chairperson of the Committee.

8. THE JUNIOR ACTIVITIES COMMITTEE

- (a) The Junior Activities Committee shall organize, promote and operate activities for Junior Members.
- (b) The Junior Activities Committee shall have the following terms of reference:
- (i) Have responsibility for the conduct and coordination of all matters relating to Junior Members;
 - (ii) To provide Junior Members with an educational experience in a wide range of subjects and skills within the aquatic environment;
 - (iii) To prepare Junior Members for their transition to the patrol environment of the Club.

- (c) The Junior Activities Committee shall, subject to endorsement at the Annual General Meeting, be elected at a Meeting of Members held annually prior to the Annual General Meeting.
- The process for election of the Junior Activities Committee will be in accordance with Clause 19 of the Constitution.
- (d) The Junior Activities Committee shall comprise the following elected office-bearers:
- (i) Junior Activities Manager- shall be a member of the Club Executive Committee, be the chairperson of the Junior Activities Committee and be responsible for overall planning, control and operation of activities for Junior Members.
 - (ii) Deputy Junior Activities Manager - shall assist the Junior Activities Manager, and in the absence of that officer, shall assume responsibility and authority of the Manager.
 - (iii) Secretary – shall be responsible for the conduct of all correspondence of the Junior Activities and keep minutes of Committee meetings.
 - (iv) Treasurer - shall be responsible for the collection and receipt of income and payment of accounts for the Junior Activities in consultation with the Club Treasurer.
 - (v) Age Manager Coordinator - shall oversee the activities of the Age Managers and Team Manager. The Age Manager Co-ordinator shall be the holder of the SLSA Age Managers Certificate.
 - (vi) Education Officer - shall be responsible for planning and running education programs to qualify Junior Members for their age awards in consultation with the Chief Training Officer. The Education Officer shall be an accredited SLSA Trainer.
 - (vii) Team Manager – shall be responsible for confirming eligibility to compete, arranging entry of Junior Members to inter-Club carnivals, and managing competitors attendance at inter-Club carnivals. The Team Manager shall be an accredited SLSA Competition Official.
- (e) In addition to those elected officers specified in 8(d) above, additional officers may be elected or appointed to assist in the organization and running of activities for Junior Members; these additional officers shall be members of the Club.
- (i) Age Manager, one for each Age Group (Under 6 to Under 14); Age Managers will report to the Age Manager Coordinator and shall be the holder of the SLSA Age Managers Certificate.
Age Managers shall be responsible for developing the surf lifesaving and sport skills of Junior Members by providing fun, safe and organized activities.
 - (ii) Assistant Secretary who shall assist the Secretary.
 - (iii) Registration Officer who shall assist the Club Registrar.
 - (iv) Coaches (Surf, Beach, Board, R&R, etc). Coaches shall be accredited as required by SLSA
 - (v) Carnival Point Score Recorder
 - (vi) Point Score Recorder
 - (vii) Clothing Sales Coordinator

- (viii) Canteen Coordinator
- (f) The quorum for meetings of the Committee shall be at least one half of the members of the Committee.

9. THE EDUCATION COMMITTEE

- (a) The Education Committee shall consist of all Members of the Club who are recognized and accredited by SLSNSW as Trainers or Assessors.
- (b) The Chairperson of the Education Committee shall be the Chief Training Officer
- (c) The Education Committee shall meet at least twice in each season and shall:
 - (i) Plan all instruction and assessment activities of the Club
 - (ii) Ensure all patrolling Members complete their proficiency requirements;
 - (iii) Ensure Junior Members eligible to complete awards are given the opportunity to do so;
 - (iv) Provide opportunities for all Members to complete additional awards.

10. THE COMPETITION COMMITTEE

- (a) The Competition Committee shall consist of the following Members:
 - (i) Surf Sports Manager
 - (ii) Boat Captain
 - (iii) Competition Organizer
 - (iv) Team Manager
 - (v) Team Manager, Junior Activities
 - (vii) Such other members as determined from time to time by the Club Executive Committee.
- (b) The Surf Sports Manager shall be the Chairperson who shall be a member of the Club Executive Committee.
- (c) The Competition Committee shall organize Club competitions and select teams to represent the Club in inter-club competitions.

11. THE LIFE SAVING COMMITTEE

- (a) The Life Saving Committee shall consist of the following members:
 - (i) Club Captain who shall be the chairperson of the committee.
 - (ii) Club Vice-Captain
 - (iii) Patrol Captains
 - (iv) Powercraft Officer
 - (v) Vice-Powercraft Officer
 - (vi) Rescue Craft Maintenance Officer
 - (vi) Chief First Aid Officer
 - (vi) Radio Officer
 - (vii) Patrol Secretary

- (b) The Life Saving Committee shall meet before the commencement of each season to ensure patrols are organized and equipment is in working order, and at such other times as the Club Captain considers necessary.

12. THE WINTER SWIMMING COMMITTEE

(a) **Purpose**

The Winter Swimming Committee shall organize, promote and operate winter swimming as a training, competitive and social activity for Club Members in the period between the end of one surf patrol season and the start of the next season.

(b) **Relationships within the Club**

Winter swimming activities shall be a part of, and a function of, the Club, and shall operate under the name of Stanwell Park Sea Eels Winter Swimming Club.

The colours and logo of the Stanwell Park Sea Eels shall not necessarily be the same as the Club colours and logo.

In accordance with By-Law 13(c), the name of the Stanwell Park Sea Eels, logo and colours may only be changed by the passing of a special resolution at a General Meeting of the Club.

(c) **Terms of Reference**

The Winter Swimming Committee shall have the following Terms of Reference:

- (i) Responsibility for the conduct and co-ordination of all matters relating to winter swimming activities within the Club.
- (ii) Provide a venue for off-season training, competitive and social activities for Club Members.
- (iii) May operate similar to other community-based winter swimming clubs.
- (iv) Shall generally support the aims and objectives of the Club.

(d) **Annual General Meeting**

The Winter Swimming Committee shall convene an Annual General Meeting of the Stanwell Park Sea Eels on or after 1 April each year, and at or before the commencement of winter swimming activities.

Business to be conducted at the Meeting shall include receipt and adoption of an annual report of winter swimming activities, and financial statements for the previous year, the election of officers for the following year, and consideration of any motion for affiliation with other winter swimming bodies.

Except as stated above, the general arrangements for convening and running the Annual General Meeting shall be in accordance with Clause 12 and 14 of the Constitution.

(e) **General Meetings**

The Winter Swimming Committee may convene a General Meeting of the Stanwell Park Sea Eels at any time, or if requested in writing by a petition signed by five or more Members of the Stanwell Park Sea Eels, shall convene a General Meeting within one month of receipt of the request.

Except as stated above, the general arrangements for convening a General Meeting shall be in accordance with Clauses 13 and 14 of the Constitution.

(f) **Quorum at General Meetings**

The quorum at the Annual General Meeting and other General Meetings shall be 10 Members of the Stanwell Park Sea Eels entitled to vote in accordance with Clause 7 of the Constitution.

(g) **Committee**

The Winter Swimming Committee shall comprise the following elected officers, who shall be members of the Club:

- (i) President - shall be the Chairperson of the Winter Swimming Committee and shall be responsible for the overall planning, control and operation of winter swimming activities.
- (ii) Vice President - shall assist the President and in the absence of that officer, shall assume responsibility and authority of the President.
- (iii) Captain – shall be responsible for planning and control of pool swims and fulfill the role of Team Manager at inter-Club swims and championship events.
- (iv) Secretary – shall be responsible for the conduct of all correspondence relative to winter swimming activities and keep minutes of Committee meetings.
- (v) Treasurer – shall be responsible for the collection and receipt of income and payment of accounts relative to winter swimming in consultation with the Club Treasurer.
- (vi) Registrar – shall be responsible for recording details of members participating in winter swimming activities in consultation with the Club Registrar.

Election of Committee

The Winter Swimming Committee shall be elected at the Annual General Meeting referred to in By-Law 12(d) by Club Members who have elected to participate in winter swimming activities and who are entitled to vote at General Meetings of the Club in accordance with Clause 7 of the Constitution.

The process for election of the Winter Swimming Committee shall be in accordance with Clause 19 of the Constitution, and filling of vacancies on the Committee shall be in accordance with Clause 20 of the Constitution.

The Winter Swimming Committee shall hold meetings as it deems necessary for the conduct of winter swimming. Minutes of all meetings will be recorded and confirmed at the next meeting of the Committee.

Other Officers

In addition to those elected officers specified in By-Law 12(e), additional officers may be elected or appointed to assist in the organization and running of winter swimming activities; these additional officers shall be members of the Club.

These additional officers shall include: Publicity officer, Delegates to South Coast Winter Swimming Association, Handicappers, Chief Timekeeper, Chief Judge, Starter/s and Social Secretary.

(h) **Powers of the Committee**

The Winter Swimming Committee shall be empowered to:

- (i) Receive and endorse applications from Club members and others who wish to participate in winter swimming activities, as set out in Clause 12(j).

- (ii) Determine the amount of the annual Membership Fee applicable for Membership of the Stanwell Park Sea Eels.
- (iii) Receive income from donations for use towards the benefit of either the Club or other charitable organizations, or, if specifically raised to benefit another cause, to the benefit of that cause
- (iv) Receive membership fees and other income from winter swimming activities for use towards operating expenses.
- (v) Authorize the payment of expenses from income received as above.
- (vi) Make and apply rules relating to winter swimming as it sees fit, with any such rule change being applicable from the commencement of the following season.
- (viii) Other than the powers delegated in this Clause 12(h), the Winter Swimming Committee will wherever relevant and applicable, adopt and follow the Constitution, By-Laws, policies, procedures and practices of the Club.

(i) Affiliation

Subject to endorsement at the Annual General Meeting of the Stanwell Park Sea Eels, affiliation may be sought with other organizations established to foster winter swimming at a district, State and National level. Any fees or other charges associated with affiliation shall be paid from membership fees collected by the Stanwell Park Sea Eels.

(j) Membership and Subscriptions

In addition to members of the Club, other persons over the age of five (5) years may also apply for membership of Stanwell Park Sea Eels as provided in By-Laws 12(k) and (l). The following conditions will apply:

- (i) A fee shall be payable to participate in winter swimming activities, in addition to any other fee or subscription paid for membership of the Club.
- (ii) Acceptance as a Member of Stanwell Park Sea Eels will occur when payment of the Fee is received by the Club or as otherwise shown in By-Law 12(l).
- (iii) The term of Membership shall extend to 30 April in the following year, or the date of the Annual General Meeting of the Stanwell Park Sea Eels whichever occurs first, provided that the Member continues to be a financial Member of the Club.
- (iv) If a Member fails to, or decides not to renew his/her membership of the Club on or before 31 October, his/her membership of the Stanwell Park Sea Eels will lapse from that date.

(k) Application for Membership by Club Members

A financial Member of the Club shall be accepted for membership on receipt of the Fee applicable to be a member of Stanwell Park Sea Eels.

(l) Application for Membership by persons who are not Members of the Club

A person who is not a member of the Club may apply to become a member of Stanwell Park Sea Eels.

A person who applies under this By-Law shall lodge an application to join the Club as a General Member as defined in Clause 7(2)(f) of the Constitution. Subject to acceptance by the Club of his/her membership

application and payment of the appropriate fees, become a General Member.

A person who joins the Club under this By-Law shall pay in addition to the fee applicable to be a Member of Stanwell Park Sea Eels, an annual subscription to the Club at a rate as determined from time to time by the Executive Committee in consultation with the Winter Swimming Committee.

13. CLUB BRANDING

- (a) The Club colours shall be royal blue, white and cerise and the design of the Club competition cap shall be royal blue, with white/cerise/white stripes 25mm wide running from back to front of the cap.
- (b) The Club colours may only be changed by the passing of a special resolution of the Club.
- (c) The design and colour of Club logos, badges, swimwear and blazers shall be as adopted at a General Meeting of the Club and can only be changed by the passing of a special resolution of the Club.

14. PREMISES AND PROPERTY

- (a) The security of the Club House shall be vested in the Committee.
- (b) The Executive Committee shall determine security arrangements for access to the Club premises, including the areas that can be accessed by specific Club officers and individual Club members by use of electronic access devices.
- (c) The Club House is for the use of Club Members and/or others at the direction and discretion of the Committee.
- (d) The Committee must first approve of the hiring or leasing of the Club house or its precincts.
- (e) No Member shall remove from the Club or use any of the property of the Club for any purpose other than for which it is intended without the prior approval of the Committee.

15. MEETING PROCEDURE

The following procedure shall apply to all meetings of the Club:

- (a) Whenever the chairperson rises during debate, the Member then speaking shall be silent and resume his or her seat.
- (b) In the case of any remark considered by the chairperson to be offensive or otherwise unacceptable, the chairperson shall call upon the speaker to withdraw and apologize.
- (c) The chairperson may call a Member to order. If such Member disregards this call the chairperson may call upon such Member to withdraw from the meeting.
- (d) It shall not be permissible to disrupt the rulings of the chairperson, or move a motion of dissent from a ruling, on matters of procedure and points of order.
- (e) Any Member desiring to speak shall stand and address the chairperson.

- (f) If two or more Members rise to speak at the one time, the chairperson shall decide who is entitled to priority.
- (g) The Meeting may decide that a particular person shall or shall not be heard provided that a motion of this nature shall not be debated.
- (h) No Member shall interrupt another Member who is speaking except to raise a point of order.
- (i) No Member shall digress from the subject under discussion.
- (j) No Member shall use offensive or unbecoming words.
- (k) During the debate, a Member may raise a point of order whereupon the Member then speaking shall be seated until the point of order is ruled upon by the chairperson.
- (l) It shall be competent for any Member to move a motion of dissent from the chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state the point. The seconder and chairperson only may then speak to the motion.
- (m) At any time during the debate, a member may move "That the question be now put". Provided that the chairperson is satisfied that reasonable time for debate of the original motion has been allowed, the motion shall be put without debate. This motion need not be seconded.

This motion may be applied to any amendment in which case it is the amendment that is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "That the question be now put."

If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply. If lost, the debate on the original motion shall proceed.

- (n) A Member may move the adjournment of the debate to a subsequent meeting. If a motion for adjournment is lost, the mover thereof shall not be permitted to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.
- (o) Any Member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- (p) The mover of a motion shall not occupy more than ten minutes, nor any other speaker more than five minutes, provided that the meeting may, by resolution without debate, grant an extension of time to any speaker.
- (q) No Member may speak more than once to a motion except with the permission of the chairperson, in explanation or reply, or to ask a question, but may speak again on any amendment to the motion.
- (r) The right of reply by the mover of a motion shall be exercisable at the end of the debate.
- (s) The mover of a motion must get the consent of the seconder, and approval of the meeting, before making any alteration to the wording of the motion.
- (t) Any Member, other than the mover or seconder of a motion, may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.

- (u) A Member may move or second only one amendment to each motion but may speak on amendments moved by others.
- (v) An amendment having been moved, it shall not be competent to move any further amendments, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at any one time.
- (w) If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- (x) The mover of an amendment has no right of reply.
- (y) A Member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- (z) Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- (aa) When an amendment is carried the motion as amended becomes the motion before the meeting.
- (ab) Motions and amendments can be withdrawn when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which, however must be confined to the matter of withdrawal.
- (ac) If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the meeting, the meeting may, by a two to one majority vote, order its recommittal.

16. SAVINGS PROVISIO

In the event of any matter arising that is not within the scope of the Constitution, By-Laws and Regulations, the Committee shall first determine if the matter is covered by the Constitution and By-Laws of the Branch, SLSNSW or SLSA, and if not so covered, shall deal with the matter and its decision shall be binding on the Club.