



The life of the beach.

**DALYELLUP BEACH
SURF LIFE SAVING CLUB (INC)**

CONSTITUTION

This is the annexure of 16 pages -(including Cover) marked "A" referred to in
Form 1 signed by me and dated ~~19 October 2004~~ August 2010.

Signed

DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).
CONSTITUTION

INDEX

<u>1. NAME OF CLUB</u>	<u>2</u>
<u>2. INTERPRETATION</u>	<u>32</u>
<u>3. DEFINITIONS</u>	<u>32</u>
<u>4. OBJECTS</u>	<u>42</u>
<u>5. POWERS</u>	<u>53</u>
<u>6. INCOME AND PROPERTY</u>	<u>53</u>
<u>7. MEMBERSHIP</u>	<u>63</u>
<u>8. ENTRANCE FEE SUBSCRIPTIONS AND OTHER MONIES</u>	<u>95</u>
<u>9. CLUB DISCIPLINE AND CONDUCT</u>	<u>95</u>
<u>10. TERMINATION OF MEMBERSHIP</u>	<u>106</u>
<u>11. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP</u>	<u>106</u>
<u>12. OFFICERS</u>	<u>117</u>
<u>13. HONORARY OFFICERS</u>	<u>128</u>
<u>14. DUTIES AND QUALIFICATIONS OF CLUB OFFICERS</u>	<u>128</u>
<u>15. VOTING</u>	<u>1511</u>
<u>16. BOARD OF MANAGEMENT</u>	<u>1511</u>
<u>17. ANNUAL GENERAL MEETING</u>	<u>1712</u>
<u>18. EXTRAORDINARY GENERAL MEETING</u>	<u>1712</u>
<u>19. CHAIRMAN OF GENERAL MEETING</u>	<u>1813</u>
<u>20. MINUTES OF MEETINGS</u>	<u>1813</u>
<u>21. AFFILIATION</u>	<u>1813</u>
<u>22. BY-LAWS</u>	<u>1813</u>
<u>23. SEASON AND FINANCIAL YEAR</u>	<u>1813</u>
<u>24. FINANCE</u>	<u>1914</u>
<u>25. AUDITOR</u>	<u>1914</u>
<u>26. COMMON SEAL</u>	<u>1914</u>
<u>27. CUSTODY OF BOOKS AND DOCUMENTS AND INSPECTION</u>	<u>1914</u>
<u>28. CLUB COLOURS</u>	<u>2014</u>
<u>29. ALTERATION</u>	<u>2015</u>
<u>30. DISSOLUTION</u>	<u>2015</u>
<u>31. GENERAL</u>	<u>2015</u>
<u>1. NAME OF CLUB</u>	<u>2</u>

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

2.	INTERPRETATION	2
3.	DEFINITIONS	2
4.	OBJECTS	2
5.	POWERS	2
6.	INCOME AND PROPERTY	2
7.	MEMBERSHIP	2
8.	ENTRANCE FEE SUBSCRIPTIONS AND OTHER MONIES	2
9.	CLUB DISCIPLINE AND CONDUCT	2
10.	TERMINATION OF MEMBERSHIP	2
11.	APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP	2
12.	OFFICERS	2
13.	HONORARY OFFICERS	2
14.	DUTIES AND QUALIFICATIONS OF CLUB OFFICERS	2
15.	VOTING	2
16.	BOARD OF MANAGEMENT	2
17.	ANNUAL GENERAL MEETING	2
18.	EXTRAORDINARY GENERAL MEETING	2
19.	CHAIRMAN OF GENERAL MEETING	2
20.	MINUTES OF MEETINGS	2
21.	AFFILIATION	2
22.	BY LAWS	2
23.	SEASON AND FINANCIAL YEAR	2
24.	FINANCE	2
25.	AUDITOR	2
26.	COMMON SEAL	2
27.	CUSTODY OF BOOKS AND DOCUMENTS AND INSPECTION	2
28.	CLUB COLOURS	2
29.	ALTERATION	2
30.	DISSOLUTION	2
31.	GENERAL	2

1. NAME OF CLUB

The name of the club is the
“DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).”

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

2. INTERPRETATION

In this Constitution:

- a) a reference to a function includes a reference to a power, authority and duty;
- b) a reference to the exercise of a function includes where the function is a power, authority or duty a reference to the exercise of the power or authority of the performance of the duty;
- c) words importing the singular include the plural and vice versa;
- d) words importing any gender include the other genders;
- e) references to persons include corporations and bodies politic;
- f) references to a person include the legal personal representatives, successors and permitted assigns of that person,
- g) a reference to a statute, ordinance code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction).
- h) The specification of the objects and powers of the Club sections 4 & 5 of this Constitution are not in any particular order and are not to be construed so as to lead to the construction that any object or power is more important than any other object or power, nor that any object or power which is specified in detail is more important than any object or power which has not been specified in detail, and no particular object or power will be limited by reference to any other and the rule of construction known as the "ejusdem generis" (of the same kind) rule shall not apply.
- i) If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction. If possible so as to be valid and enforceable and otherwise it shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of this Constitution or affecting the validity or enforceability of that provision in any other jurisdiction.

3. DEFINITIONS

In this Constitution unless the contrary intention appears:

"Act" means the Associations Incorporation Act 1987 (WA).

"Association" means Dalyellup Beach Surf Life Saving Club Incorporated.

"Board" means the body managing the Association and consisting of the Directors under Rule 28.

"By Laws" means any By-Laws made by the Board under Rule 33.

"Constitution" means this Constitution of the Association

"Delegate" means the person appointed from time to time to act for and on behalf of the Association and to attend, debate and vote at general meetings of SLSWA.

"Director" means a member of the Board appointed in accordance with this Constitution.

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

“Financial year” means the year ending 30 June in each year

“General Meeting” means the annual or any special general meeting of the Association.

“Individual Member” means a registered member of the Association and can only include junior (“Nipper”) members; cadet members; active members; reserve active members; general members; long service members; award members; associated members; honorary members; and life members of the Association which are defined in the By-Laws.

“Intellectual Property” means all rights subsisting in copyright, business names, names, trade marks (or signs), logos, designs, equipment, images (including photographs, television, videos or films) or service marks (whether registered or registrable) relating to the Association or any championship, competition, series or event or surf lifesaving activity of or conducted, promoted or administered by the Association.

“Life Member” means an individual appointed as a Life Member of the Association under Rule 11.2.

“Member” means a member for the time being of the Association.

“Objects” means the objects of the Association under Rule 2.

“President” means the President for the time being of the Association.

“Seal” means the common seal of the Association and includes any official seal of the Association.

“SLSA” means Surf Life Saving Australia Limited.

“SLSWA” means the body recognised by SLSA as the body administering surf lifesaving in Western Australia.

“Special Resolution” means a resolution passed in accordance with the Act

“State” means and includes a State or Territory of Australia.

“Surf Life Saving Club” means a surf lifesaving club which is a member of or otherwise affiliated with SLSWA or SLSA.

Where the words “**Director of Administration**” appears in this document it shall be acknowledged to refer to a Secretary as defined in the relevant Government legislation

Where the words “**Director of Finance**” appear in this document they shall be acknowledged to refer to a Treasurer as defined in the relevant Government legislation.

Formatted: Para, Indent: Left: 0 cm

Formatted: Para, Indent: Left: 0 cm

Formatted: Para, Indent: Left: 0 cm

Formatted: Font: 11 pt

4. **OBJECTS OF CLUB**

The Dalyellup Surf Life saving Club is a charitable community service based institution The objects of the club are:

- 4.1. To study and practice the methods of surf life saving as specified by Surf Life Saving Australia Ltd. (SLSA)

Formatted: Indent: Left: 0 cm, Hanging: 1.4 cm, Tab stops: Not at 1.27 cm + 1.4 cm

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

- 4.2. To be affiliated with Surf Life Saving Western Australia (SLSWA) and to adhere to the amateur status specified by SLSWA.
- 4.3. To minimise the loss of life from drowning and render all possible aid to those in distress by providing beach patrols as determined by agreement with SLSWA. .
- 4.4. To promote demonstrations and arrange classes of instruction in water safety, life saving and resuscitation and to organise and conduct competition and improve the efficiency and lifesaving skills of members.
- 4.5. To co-operate with the local governing authorities in taking such measures as are considered necessary by the club to ensure the safety of users of the beach.
- 4.6. To promote social interaction between members of the club and their friends and to provide conveniences, facilities, premises and accommodation with all the usual privileges and advantages of a club.
- 4.7. To adhere to all other requirements and procedures as laid down in the Constitution of SLSWA and the manuals of SLSA.

Formatted: Body Text, Indent: Hanging: 1.4 cm

5. POWERS

~~5.1. Solely for furthering the Objects, the Club has in, addition to the powers and functions under the Act, the legal capacity and powers of a company as set out under section 124 of the Corporations Act For the purpose of achieving or furthering the above objects. The club shall have power:~~

Formatted: Body Text, No bullets or numbering, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~5.2.5.1.~~ To purchase, sell, hold, lease or rent or otherwise acquire real or personal property.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

~~5.3.5.2.~~ To borrow, raise or secure the payment of money to secure the repayment or performance of any debt, liability, contract or guarantee incurred or to be entered into by the club.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

~~5.4.5.3.~~ To enter into any arrangements with any government or local government authority or instrumentality.

Formatted: Bullets and Numbering

~~5.5.5.4.~~ To employ, appoint, hire, engage, pay, dismiss or suspend any officer, manager, clerk, secretary, instructor, coach, workman or any other person.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

~~5.6.5.5.~~ To invest the monies of the club

~~5.7.5.6.~~ To receive and make gifts and to give prizes.

~~5.8.5.7.~~ To amalgamate or associate with any other surf life saving club or association or any other sporting club or association.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~5.9.5.8.~~ To procure any permits and licenses from time to time required by the Liquor Act 1970 as amended.

~~5.10.5.9.~~ To do all such other things as are incidental or conducive to the attainment of the objects of the club.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + 1.4 cm, List tab

6. INCOME AND PROPERTY

~~6.1. The income and property of the Club shall be applied solely towards the promotion of the Objects.~~

~~6.2. Except as prescribed in this Constitution:~~

~~no portion of the income or property of the Club shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member; and~~

~~no remuneration or other benefit in money or money's worth shall be paid or given by the Club to any Member who holds any office of the Association.~~

Comment [L&R1]: See section 51 of the Act which prohibits against an association trading or Members securing profits. See also section 3(2) of the Act.

~~6.3. Nothing contained in clauses 6.1 or 6.2 shall prevent payment in good faith of or to any Member for:~~

~~any services actually rendered to the Club whether as an employee or otherwise;~~

~~goods supplied to the Club in the ordinary and usual course of operation;~~

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

interest on money borrowed from any Member;

rent for premises demised or let by any Member to the Club;

any out-of-pocket expenses incurred by the Member on behalf of the Club;

provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

~~The income and property of the club shall be applied solely to the promotion of its objects and no part thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of pecuniary profit to the members, PROVIDED THAT remuneration may be paid in good faith to officers or servants of the club or other persons in return for services actually rendered to the club.~~

7. MEMBERSHIP

7.1. Application for Membership

An application for membership by an individual ("applicant") must be:

in writing on the form prescribed from time to time by SLSWA and/or SLISA, from the applicant or its nominated representative and lodged with the Association;

~~7.1.7.2. accompanied by the appropriate fee, if any~~

7.3. Discretion to Accept or Reject Application

~~7.1.7.4. Membership of the Club shall be open to all persons interested in surf lifesaving at the absolute discretion of the Board of Management without explanation.~~

The Association may accept or reject an application whether the applicant has complied with the requirements in Rule 7.1 or not, and shall not be required or compelled to provide any reason for such acceptance or rejection.

Where the Association accepts an application the applicant shall, subject to notification to SLSWA, become a Member.

Membership of the Association shall be deemed to commence upon acceptance of the application by the Association. The Register shall be updated accordingly as soon as practicable.

If the Association rejects an application, it shall refund any fees forwarded with the application, and the application shall be deemed rejected by the Association. No reasons for rejection need be given.

7.5. Re-Application

Members must re-apply for membership of the Association in accordance with the procedures set down by the Association from time to time.

Upon re-application a Member must provide details of any change in their personal details, and any other information reasonably required by the Association.

7.6. Deemed Membership

All individuals who are, prior to the approval of this Constitution, members of the Association shall be deemed Members of the Association from the time of approval of this Constitution under the Act.

Formatted: Body Text, None, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, None, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

The Members shall provide the Association with such details as may be required by the Association under this Constitution within one month of the approval of this Constitution under the Act.

7.7. Any members of the Association prior to approval of this Constitution under the Act, who are not deemed Members under **Clause 7.6 (a)** shall be entitled to carry on such functions analogous to their previous functions as are provided for under this Constitution

7.1-7.8. In all cases, the ages of persons eligible for membership shall be determined by SLSA and specified in the by-laws. In admitting a person to membership the Board of Management shall take into account the need to maintain a good standard of surf life saving.

7.2-7.9. The classes of membership shall include:

7.2.1-7.9.1. Probationary Membership

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

7.2.2-7.9.2. Junior Activities Membership

Junior Activities Members shall be a minimum of 67 years of age and up to and including 13 years of age and shall be required to gain the Junior Activities Award relevant to their age group as laid down by the Association. Junior members shall not be eligible to vote or participate in any meeting meeting affecting the life saving activities or management of the club. Junior members shall not use use the gymnasium equipment and may only use that equipment provided for their use by the club.

7.9.3. Minnow Membership

Minnow Members shall be a minimum of 5 years of age and shall be required to gain the Minnow Activities Award relevant to their age group as laid down by the Association. Minnow members shall not be eligible to vote or participate in any meeting affecting the life saving activities or management of the club. Minnow members shall not use the gymnasium equipment and may only use that equipment provided for their use by the club.

7.2.3-7.9.4. Cadet Membership

Cadet members shall be a minimum of 13 years of age but under 15 years of age and shall be required to gain the Surf Life Saving Association Lifesaving Certificate within prescribed time. Cadet Members shall be liable for Patrol Duty upon attaining his/her Surf Lifesaving Certificate.

7.2.4-7.9.5. Active Membership

An Active Member shall be a minimum of 15 years of age, a SLSA bronze medallion holder and qualify in an annual proficiency test unless the member has obtained their Bronze Medallion in that that season and fulfil patrol duty.

7.2.5-7.9.6. Reserve Active Membership

This class of membership may be granted to members following written application to the Board of of Management who have satisfactorily completed five (5) ten years of active service or extenuating extenuating circumstances prevail. Reserve active members shall complete the annual proficiency test.

7.2.6-7.9.7. Long Service Membership

Formatted	[1]
Formatted: Bullets and Number	[2]
Formatted	[3]
Formatted	[4]
Formatted	[5]
Formatted	[6]
Formatted	[7]
Formatted: Bullets and Number	[8]
Formatted	[9]
Formatted: Bullets and Number	[10]
Formatted	[11]
Formatted	[12]
Formatted	[13]
Formatted	[14]
Formatted: Bullets and Number	[16]
Formatted	[17]
Formatted	[15]
Formatted	[18]
Formatted	[19]
Formatted	[20]
Formatted	[21]
Formatted	[22]
Formatted	[23]
Formatted	[24]
Formatted	[25]
Formatted	[26]
Formatted	[27]
Formatted	[28]
Formatted	[29]
Formatted	[30]
Formatted: Bullets and Number	[31]
Formatted	[32]
Formatted	[33]
Formatted	[34]
Formatted	[35]
Formatted: Bullets and Number	[36]
Formatted	[37]
Formatted	[38]
Formatted	[39]
Formatted	[40]
Formatted: Bullets and Number	[41]
Formatted	[42]
Formatted	[43]
Formatted	[44]
Formatted	[45]
Formatted	[46]
Formatted: Bullets and Number	[47]

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

This class of membership may be granted to members following written application to the Board of Management, who have satisfactorily completed ~~ten~~ five years of Active ~~Reserve~~ Membership. Long service members shall complete the annual proficiency test and may be exempt from the performance of any Patrol duties.

7.2.7-7.9.8. Award Membership

This class of membership is available to any member holding a current Surf Lifesaving Association Association Award other than the Bronze Medallion. Such members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.

7.2.8-7.9.9. Associate Membership

Associate membership may be granted to persons who may or may not hold an SLSA award and be ~~a~~ approved by the Board of Management.

7.2.9-7.9.10. Honorary Membership

The Board of Management shall have the power to elect Honorary Members of the Club.

7.2.10-7.9.11. Fellow Membership

The Board of Management shall have the power to elect Fellow Members who have rendered special and outstanding service to the Club and have completed at least five years consecutive membership from at least the age of 18 years.

7.2.11-7.9.12. Life Membership

Life Members - may be elected from members who have rendered special and outstanding service to the Club and have completed at least 10 years consecutive membership from at least the age of 18 years. Life Members shall only be elected at an annual general meeting upon attaining by secret ballot a four fifths majority of those personally present and eligible to vote. The nomination must first be submitted to a meeting of the Board of Management and approved by a four-fifths majority vote at that meeting.

7.2.12-7.9.13. Social Membership

SOcial members shall be 16 years of age or over on the 1st of October of the season. Social members are entitled to use of the club's facilities but are not eligible to contest the club competition or interclub competition. Social members are not required to be rostered for surf patrols and are not eligible to vote at general meeting of the club.

7.9.14. Age Group Managers

Age Group Managers shall be 16 years of age or over on the 1st October of the season and have completed the relevant training course to be qualified as a Age Group Manager.

7.3-7.10. The Board of Management shall have power to create or modify the classes of membership within the above classes with ratification at the next General Meeting.

7.4-7.11. Restrictions on Membership

7.4.1-7.11.1. Active, Junior Activities, Cadet, Active Reserve, Long Service, and Life members shall be the only classes of membership eligible for entry in club competitions.

7.4.2-7.11.2. Conditions of entry in SLSA competitions shall be as stipulated in the relevant SLSA Handbook;

Formatted	... [48]
Formatted	... [49]
Formatted	... [50]
Formatted	... [51]
Formatted: Bullets and Numbe	... [52]
Formatted	... [53]
Formatted	... [54]
Formatted	... [55]
Formatted	... [56]
Formatted: Bullets and Numbe	... [57]
Formatted	... [58]
Formatted	... [59]
Formatted	... [60]
Formatted	... [61]
Formatted: Bullets and Numbe	... [62]
Formatted	... [63]
Formatted	... [64]
Formatted	... [65]
Formatted	... [66]
Formatted: Bullets and Numbe	... [67]
Formatted	... [68]
Formatted	... [69]
Formatted: Bullets and Numbe	... [70]
Formatted	... [71]
Formatted	... [72]
Formatted: Bullets and Numbe	... [73]
Formatted	... [74]
Formatted	... [75]
Formatted: Bullets and Numbe	... [76]
Formatted	... [77]
Formatted	... [79]
Formatted	... [80]
Formatted	... [78]
Formatted	... [81]
Formatted	... [82]
Formatted: Bullets and Numbe	... [83]
Formatted	... [84]
Formatted	... [85]
Formatted: Bullets and Numbe	... [86]
Formatted	... [87]
Formatted: Bullets and Numbe	... [88]
Formatted	... [89]
Formatted	... [90]
Formatted	... [91]
Formatted: Bullets and Numbe	... [92]
Formatted	... [93]
Formatted	... [94]

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

~~7.4.3.7.11.3.~~ Probationary members shall be required to complete an application form and satisfactorily pass a test swim. In addition, applicants for Junior Activity and Cadet Membership must produce a Birth Certificate or Extract of Birth entry, or alternatively, Statutory Declaration confirming their date of birth.

Formatted: Indent: Hanging: 1.41 cm, Tab stops: Not at 2 cm + 2.54 cm
Formatted: Bullets and Numbering

8. Register of Members

The Association shall keep and maintain a Register in which shall be entered (as a minimum):

the full name, address, class of membership and date of entry of the name of each Member; and

the full name, address and date of entry of the name of each Director and Delegate.

Members shall provide notice of any change and required details to the Association within one month of such change.

8.1. Inspection of Register

Having regard to confidentiality considerations and privacy laws, an extract of the Register, excluding the address or other direct contact details of any Member, Director or Delegate, shall be available for inspection (but not copying) by Members, upon reasonable request.

8.2. Use of Register

Subject to confidentiality considerations and privacy laws, the Register may be used by the Association to further the Objects, as the Board considers appropriate.

8.3. Right of SLSWA to Register

The Association shall provide a copy of the Register at a time and in a form acceptable to SLSWA, and shall provide regular updates of the Register to SLSWA. The Association agrees that SLSWA may utilise the information contained in the Register and the Register itself to further the objects of SLSWA, subject always to reasonable confidentiality considerations and privacy laws.

8-9. ENTRANCE FEE SUBSCRIPTIONS AND OTHER MONIES

~~8.1.9.1.~~ The Board of Management shall determine the entrance fee and subscription for each class of member.

~~8.2.9.2.~~ Any person wishing to become a member shall submit an application on a form approved by the Board of Management together with a membership fee for one year, and the Board of Management may accept or reject any application without being required to give reasons.

Formatted: Normal
Formatted: Bullets and Numbering
Formatted: English (Australia)
Formatted: Font: Not Bold, No underline
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2 cm
Formatted: Bullets and Numbering
Formatted: Body Text, Tab stops: 1.27 cm, Left + Not at 2 cm
Formatted: Not Highlight
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2 cm
Formatted: Bullets and Numbering
Formatted: Font: Not Bold, No underline, Not Highlight
Formatted: Bullets and Numbering
Formatted: Bullets and Numbering
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

9-10. CLUB DISCIPLINE AND CONDUCT

~~9.1.10.1.~~ The Disciplinary Committee shall be made up of Deputy President, Captain, and Director of Lifesaving.

~~9.2.10.2.~~ The Disciplinary Committee shall be convened to hear all matters referred to it in writing and determine action to be taken in accordance with the Constitution and By-Laws and in the best interests of the Club and report on its findings to the Board of Management.

~~9.3.10.3.~~ The Disciplinary Committee may expel, or, for any period or indefinitely, suspend from the privileges of membership, or otherwise penalise any member who violates a rule or by-law of the Club or who is

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

found guilty of misconduct or who acts contrary to the general policy of the Club, provided that such member has had the opportunity to state his/her case either personally or through another member, to the the Committee before it arrives at its decision.

9.4.10.4. A Director of the Club may suspend any member who disobeys instructions when given in time of emergency or who is considered to have committed an act of misconduct. The incident shall be immediately reported in writing to the Board of Management who will call a meeting of the Disciplinary Disciplinary Committee within 7 days to hear the case. The member concerned is to be advised of the date of the meeting in writing at least 3 days before the set meeting time and he/she may state his/her case personally or through another member.

9.5.10.5. The findings of the Disciplinary Committee shall be presented for confirmation or otherwise to the next or a special meeting of the Board of Management. The member concerned shall be given at last 3 days notice of the time of the meeting in writing to allow him/her if he/she desires, to appeal to the Board of Management either personally or through another member. The Board of Management may revoke or endorse the penalty or otherwise increase or decrease the penalty as seen fit by the Board.

9.6.10.6. Any further rights of appeal shall be as governed by the Constitution and rules of SLSA and/or SLSWA.

10.11. TERMINATION OF MEMBERSHIP

10.1.11.1. Any person who wishes to resign membership shall do so in writing by letter addressed to the Director of Administration. The Director of Administration will make arrangements for the return of outstanding Club property. Such resignation shall take effect at the time such notice is received by the Director of Administration unless a later date is specified in the notice when it shall take effect on that later date.

10.2.11.2. If a member -
a) is convicted of an indictable offence; or
b) fails to comply with any of the provisions of the Rules; or
c) has membership fees in arrears for a period of thirty (30) days or more; or
d) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Club,

11.3. The Club Board shall consider, within a reasonable time, whether his membership shall be terminated.

10.3. The member concerned shall be given a full and fair opportunity of presenting his case and if the Club Board resolves to terminate his membership it shall instruct the Director of Administration to advise the member in writing accordingly

11.12. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

11.1.12.1. A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Director of Administration written notice of his intention to appeal against the decision of the Club Board.

11.2.12.2. Upon receipt of a notification of intention to appeal against rejection or termination of membership the Director of Administration shall convene, within a month of the date of receipt by him of such notice, a Disciplinary Committee meeting to determine the appeal. At any such meeting the

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Left, Indent: Hanging: 1.4 cm, Right: 0 cm, Line spacing: single, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Tab after: 1.4 cm + Indent at: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: English (Australia)

Formatted: Indent: Left: 1.27 cm

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

applicant shall be given the reason(s) for the rejection or termination of his membership, and be given the opportunity to fully present his case and the Club Board subsequently shall likewise have the opportunity of presenting its case. The appeal shall be determined by the vote of the members present

~~11.3.~~12.3. Any member whose membership is rejected or terminated, and appeal dismissed by Disciplinary Committee shall have the right- to appeal (within 14 days) to the next higher authority.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~11.4.~~12.4. Where a person whose application is rejected or terminated, does not appeal against the decision of the Disciplinary Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Director of Administration shall forthwith refund the amount of any fee paid.^c

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

12.13. OFFICERS

~~12.1.~~13.1. The officers of the club shall consist of:

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

- President
- Vice President
- Director of Administration
- Director of Finance
- Director of Competition and Coaching
- Director of Lifesaving
- Director of Education
- Director of Junior Activities
- Director of House
- Director of Communication
- Director of Social Activities
- Registrar
- Boat Captain
- IRB Officer
- Building Maintenance Officer
- Senior Coaches
- First Aid Officer
- Bar Manager
- Radio Officer
- Sponsorship Officer
- Stock Control Officer
- Age Group ~~Coordinator~~Coordinators
- Water Safety Officer

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

~~12.2.~~13.2. The following officers shall form the Board of Management and shall be elected annually at the Annual General Meeting - President, Director of Administration, Director of Finance, Director of Competition ~~and~~& Coaching, Director of Lifesaving, Director of Education, Director of Communications & Marketing, Director of Junior Activities, Director of House, Director of Social Activities ~~and Registrar.~~

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

~~12.3.~~13.3. Nominations in writing to be submitted to a returning officer (nominated by the Board of Management) two (2) days prior to the Annual General Meeting. Where written nominations are

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

received no further nominations will be called for at the Annual General Meeting unless such written nominations are withdrawn.

~~12.4~~**13.4.** Officers elected shall hold office until the next Annual General Meeting following their election, election, or until otherwise ceasing to hold office for any reason. Vacancies occurring during the year may be filled by the Board, subject to confirmation by the next General Meeting or Special General Meeting.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~12.5~~**13.5.** The following officers shall be elected annually at the Annual General Meeting; Registrar, Boat Captain, IRB Officer, Building Maintenance Officer, Bar Manager, U16 Age Group Manager, First Aid Officer, Stock Control Officer. Where no nominations are received at the AGM the Board shall make appointments at the first Board meeting of the season. These officers do not have voting rights at Board meetings.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

13.14. HONORARY OFFICERS

Formatted: Bullets and Numbering

~~13.1~~**14.1.** Honorary Officers of the Club shall consist of:-

- Patron
- Vice Patrons
- Honorary Medical Officer
- Honorary Solicitor
- Honorary Auditor

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~13.2~~**14.2.** Honorary Officers shall have no vote and need not be members of the Club.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~13.3~~**14.3.** The Honorary Auditor shall be a qualified accountant and shall not hold any other office in the club, nor a member of the Board.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

14.15. DUTIES AND QUALIFICATIONS OF CLUB OFFICERS

Formatted: Bullets and Numbering

~~14.1~~**15.1.** **PRESIDENT** - The President, who shall have both a deliberative and a casting vote, shall preside at all General Meetings and at all Meetings of the Board and Executive and shall, ex officio, be a member of all other committees of the club. The President shall supervise all club officers and ensure they are carrying out their duties in an efficient and effective manner.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~14.2~~**15.2.** **VICE PRESIDENT** - The Vice President shall be a Director of the club and shall be elected by the Board of Management at its first Board meeting of the season. In the absence of the President, the Vice President shall assume the President's role and duties and, in the absence of both, the meeting may elect a chairman from among those present.

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~14.3~~**15.3.** **DIRECTOR OF FINANCE** - The Director of Finance shall control the receipts and disbursements of all monies of the club and shall keep a record and full account of all monies so received and paid. A report shall be made to each Board of Management Meeting and to the Annual General Meeting and at such other times as required. The Director of Finance shall attend all audits of the club and hand over all books and documents required by the Hon Auditor for inspection. The Director of Finance shall be responsible for the collection of all fees.

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Font: 11 pt, Not Bold

~~14.4~~**15.4.** **DIRECTOR OF ADMINISTRATION** - The Director of Administration shall issue notices of all meetings, shall conduct the correspondence of the club, shall attend all meetings and keep correct

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

minutes in a book to be produced at every meeting and shall be the Administrative Executive Officer of the club. In conjunction with the Director of Competition and Coaching the Director of Administration shall endeavour to stimulate, co-ordinate and efficiently maintain the activities of the club and will, ex-officio, be a member of all committees.

Formatted: Font: 11 pt, Not Bold
Formatted: Body Text, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

~~14.5.~~ **15.5.** **DIRECTOR OF COMPETITION AND COACHING** – The Director of Competition & Coaching shall act as the Captain of the club, shall be an Active member and shall hold the SLSA Bronze Medallion. The Director of Competition ~~and~~ & Coaching shall have been an Active member of the club ~~for at least twelve (12) months~~ prior to election. The Director of Competition ~~and~~ & Coaching shall convene the Competition ~~and~~ & Coaching Sub Committee and shall be responsible for all club competition equipment and may allow or refuse the use of club equipment to any member. The Director of Competition ~~and~~ & Coaching shall be responsible for all club and interclub competitive activities and will promote the development of coaches and coaching programs within the club.

Formatted: Body Text, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

~~14.6.~~ **15.6.** **DIRECTOR OF LIFESAVING:** The Director of Lifesaving of the club shall be the holder of a current SLSA Bronze Medallion and shall have been an Active member of the club for at least twelve (12) months prior to election. The Director of Lifesaving shall arrange and supervise the carrying out of all Surf Rescue Patrols, in accordance with the Patrol Contract and Regulations of Surf Life Saving Western Australia and the By-Laws of the club. The Director of Lifesaving shall furnish SLSWA with the prescribed reports and shall inform the Director of Competition & Coaching and Board, of any member who has incurred suspension for failure to perform patrol duties. The Director of Lifesaving shall also be responsible for first aid and the maintenance and security of the club's two-way radio equipment. The Director of Lifesaving shall convene the club's Lifesaving Sub Committee.

Formatted: Body Text, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

~~14.7.~~ **15.7.** **DIRECTOR OF EDUCATION** - The Director of Education shall arrange courses and instructors for members of the club or members of the community to qualify for SLSA awards. The Director of Education will be responsible for the club's education resources and shall assign training officers to squads of award candidates. The Director of Education shall hold the SLSA Advanced Resuscitation Certificate and the Training Officer's Certificate. The Director of Education shall convene the club's Education Sub Committee.

Formatted: Body Text, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

~~14.8.~~ **15.8.** **DIRECTOR OF HOUSE** - The Director of House shall be responsible for the management of the the hire of the club's facilities, the general maintenance of the club building and for liaison with the ~~City~~ [City of Bunbury Shire of Capel](#) on all building maintenance matters. The Director of House shall be assisted by the Building Maintenance Officer and shall convene the House Sub Committee.

Formatted: Body Text, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

~~14.9.~~ **15.9.** **DIRECTOR OF COMMUNICATION** - The Director of Communication shall be responsible for for the club's newsletter and for all external communication to the media, schools and other community groups.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

~~14.10.~~ **15.10.** **DIRECTOR OF JUNIOR ACTIVITIES** - The Director of Junior Activities shall manage the affairs and operations of the Junior members of the club and shall convene a sub-committee to assist in the organisation and conduct of Junior activities as required in Para 22.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left
Formatted: Bullets and Numbering

~~14.11.~~ **15.11.** **DIRECTOR OF SOCIAL ACTIVITIES** - The Director of Social Activities shall arrange social functions for the members of the club as approved by the Board of Management and shall hand all monies and a statement of expenditures and receipts to the Director of Finance within 7 days of any social function. At the commencement of each season the Director of Social Activities shall convene a sub-committee to assist in the organisation and conduct of social activities.

Formatted: Body Text, Tab stops: 1.27 cm, Left
Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

~~14.12.~~**15.12.** REGISTRAR - The Registrar shall keep accurate records of the club membership and shall ensure all financial members are registered with Surf Life Saving Western Australia. The Registrar shall assist the Directors of the club with reports and records of the club's membership and shall attend to the posting of the club register of financial members on the club noticeboard.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~14.13.~~**15.13.** BOAT CAPTAIN - The Boat Captain shall be responsible for the maintenance and safekeeping of the club's surfboats and all associated equipment. The Boat Captain shall arrange training and instruction in rowing for members and shall nominate members for interclub surfboat competition as required.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~14.14.~~**15.14.** INFLATABLE RESCUE BOAT (IRB) OFFICER - The IRB officer shall be a qualified IRB Instructor and shall be responsible for the maintenance and safe-keeping of the Inflatable Rescue Boat (IRB) and all associated equipment. The IRB officer shall ensure that a reserve of fuel is available for emergency use at all times. If for any reason the craft is disabled the Director of Competition and Coaching and the Director of Lifesaving shall be notified immediately. The IRB officer shall arrange and authorise such repairs deemed necessary to the craft within limits set by the Board of Management. The IRB Officer shall liaise with the Director of Education to ensure all candidates for the Bronze Medallion and specialist IRB awards receive proper instruction and shall liaise with the Director of Lifesaving to ensure the IRB is used competently by patrol members and maintained properly before, during and after patrol duty.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, No bullets or numbering, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~14.15.~~**15.15.** BUILDING MAINTENANCE OFFICER - The Building Maintenance Officer shall be responsible to the Director of House for the maintenance of the internal fittings of the club and for equipment not under the direct control of the Directors, Boat Captain, Board and Ski Officer, IRB Officer and First Aid Officer.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~14.16.~~**15.16.** SENIOR COACHES – A Senior Coach shall be appointed to the following areas of surf lifesaving competition – Board, Ski, Rescue and Resuscitation, March Past, Beach, Swimming, IRB, Lifesaving. Senior Coaches shall assist the development and implementation of training programs for members within their appointed discipline. Senior Coaches shall encourage other members to undertake undertake coaching duties and shall be members of the Competition and Coaching Committee.

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, No bullets or numbering, Tab stops: 1.27 cm, Left

~~14.17.~~**15.17.** AGE GROUP ~~COORDINATOR~~**COORDINATORS** – An Age Group Coordinator shall be elected for the U/16, U/19 and Senior Membership groups. The Age Group Coordinator shall implement the club competition, as determined by the Competition ~~and~~ & Coaching Committee, and shall assist members to gain the full benefit of their membership. Age Group Coordinators shall be a member of the Competition and Coaching Committee.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

~~14.18.~~**15.18.** FIRST AID OFFICER - The First Aid Officer shall possess a current First Aid Certificate or an SLSA Bronze Medallion and shall be responsible for the general maintenance of the First Aid Room and all first aid equipment and shall immediately report any discrepancies and shortages to the Director of Lifesaving.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~14.19.~~**15.19.** BAR MANAGER - The Bar Manager shall be responsible for the management of the club's bar facilities including stock control and the staffing of bar facilities during all club functions. The Bar Manager shall be responsible to the Director of Social Activities and shall ensure all bar proceeds are banked within 7 days and reported to the Director of Finance as required.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

14.20.15.20. WATER SAFETY OFFICER – The Water Safety Officer shall be responsible to the Director of Lifesaving and shall liaise with external parties regarding the provision of water safety services outside the club’s Lifesaving Agreement with SLSWA.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

14.21.15.21. RADIO OFFICER - The Radio Officer shall assist the Director of Lifesaving and shall be responsible for the maintenance and safekeeping of all club radios, and associated equipment.

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

Formatted: Body Text, Tab stops: 1.27 cm, Left

14.22.15.22. SPONSORSHIP OFFICER: The Sponsorship Officer shall assist the Board of Management to secure and maintain sponsorship partnerships between the club and other individuals and organisations. The Sponsorship Officer may form a committee to assist with these responsibilities. The President, or one of the Directors of the club, shall assume Board responsibility for sponsorship.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

14.23.15.23. STOCK CONTROL OFFICER: The Stock Control Officer shall maintain the club’s stock of general consumable resources and make such resources available to members at regular times throughout throughout the year. The Stock Control Officer will be responsible to the Director of Finance.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Indent: Hanging: 1.4 cm, Hyphenate, Tab stops: 1.27 cm, Left + Not at -2.25 cm + -1.27 cm

15.16. VOTING

15.1.16.1. Voting at all general meetings shall be restricted to Elected Officers (Excluding Patron and Vice-Vice-Patrons) Active (Bronze Holder), Long Service, Active Reserve, Award (Adult), Life Members

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

15.2.16.2. All members must be financial to vote at all general meetings. At every general meeting a resolution put to the vote shall be decided by a show of hands by a numerical majority of members personally present.

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

16.17. BOARD OF MANAGEMENT

16.1.17.1. The management and operational activities of the Club shall be the responsibility of the Board of of Management, which shall consist of President, Deputy President, Directors of Administration and Finance, Life Saving Services, Education and Training, Competition and Coaching, Junior Activities, Youth, Gear and Maintenance, House and Social Activities and Registrar.

Formatted: Bullets and Numbering

Formatted: ... [95]

Formatted: Not Highlight

Formatted: ... [96]

16.2.17.2. The Board of Management may appoint a Minute Secretary to attend meetings for the purpose of of minute taking, however, the appointee will not have voting rights at any meeting. Similarly, guests, members or invitees attending meetings may be invited to address the Board of Management on specific specific issues but have no voting rights on any matter on the Agenda.

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: ... [97]

Formatted: Bullets and Numbering

Formatted: ... [98]

16.3.17.3. The Deputy President shall assume all rights and responsibilities of the President in his/her absence.

Formatted: ... [99]

Formatted: Bullets and Numbering

16.4.17.4. The Board of Management shall meet at least once every 2 months or as decided by the Board of of Management and shall have the power to conduct all business of the Club, make or amend By-laws (to be presented for ratification at the next Annual General Meeting), appoint sub-committees and appoint office bearers in the case of vacancies arising during the year.

Formatted: ... [100]

Formatted: ... [101]

Formatted: Bullets and Numbering

Formatted: ... [102]

16.5.17.5. All Board of Management meetings shall be chaired by the President or Deputy President or in their absence any Director so nominated by those members in attendance.

Formatted: ... [103]

Formatted: Bullets and Numbering

Formatted: ... [104]

Formatted: ... [105]

Formatted: Bullets and Numbering

Formatted: ... [106]

Formatted: ... [107]

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

16.6.17.6. The meeting shall where practicable be conducted in order of the circulated Agenda and shall conform to the principles of normal business procedure and/or the rules of debate. Five (5) Board persons shall form a quorum.

16.7.17.7. Each Board person shall be given at least seven (7) days verbal or written notice of Board of Management meetings.

16.8.17.8. Should a member of the Board of Management be absent from two (2) consecutive or a total of three (3) Board of Management meetings during the year without submitting a reasonable explanation to the Board of Management, the office and seat occupied by the member may be declared vacant.

16.9.17.9. A member of the Board of Management who is duly elected or appointed to more than one Board of Management position that member shall be entitled to only one vote in respect of each matter of business.

16.10.17.10. In determining all matters, the Chairperson shall have a deliberative as well as a casting vote.

16.11.17.11. Minutes shall be kept in writing by the nominated Administrator of all proceedings at each meeting and presented to each Board person at least seven (7) days prior to the next meeting. Minutes of the Board of Management meetings shall at the request of any Club member eligible to vote be made available to be read by any such member or members.

16.12.17.12. The President, Administrator, Treasurer and Directors shall be responsible to carry out duties as determined by the Board of Management and shall be required to report annually in the Club's Annual Report. They shall carry out the duties required of them to ensuring the efficient and effective administration of the Club with regard to the welfare of all members and promotion and adherence of the the stated Club objectives.

16.13.17.13. The Board of Management may appoint sub-committees to consider and report upon or carry out out any Club activities referred to them.

17.14. Resolutions not in Meeting

A resolution in writing, signed or assented to by telegram, cablegram, radiogram, facsimile, telex or other form of visible or other electronic communication by all the Directors for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors.

Without limiting the power of the Board to regulate its meetings as it thinks fit, a meeting of Board may be held where one or more of the Directors is not physically present at the meeting, provided that:

all persons participating in the meeting are able to communicate with each other effectively simultaneously and instantaneously whether by means of telephone or other form of communication;

notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board or these Rules and such notice specifies that Directors are not required to be present in person;

in the event that a failure in communications prevents clause 31.3(b)(i) from being satisfied by that number of Directors which constitutes a quorum, and none of such Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held then the

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Tab stops: 1.27 cm, Left

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 1.27 cm

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

meeting shall be suspended until clause 31.3(b)(i) is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated or adjourned; and

any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present and if no Director is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

Conflict of interest

A Director shall declare his interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. In the event of uncertainty as to whether it is necessary for a Director to absent himself from discussion or refrain from voting, the issue should be immediately determined by vote of the Board, or if this is not possible, the matter shall be adjourned or deferred. All disclosed interests must be submitted to the Annual General Meeting in accordance with the Act

16.13.17.15.

17-18. ANNUAL GENERAL MEETING

17.1.18.1. The Annual General Meeting shall be held after the 1st July and prior to 1st October on a day in August of each year at a time to be arranged by the Board of Management.

17.2.18.2. Annual General Meeting shall be advertised twenty-one (21) days prior to the date of the Annual Annual General Meeting.

17.3.18.3. The business of the Annual General meeting shall include:

- Confirmation of the minutes and matters arising;
- President’s Report;
- Other Reports
- Receive and adopt the Annual Report, and Financial Statements
- The election of members of the Board of Management and other Committees;
- The election of a patron and honorary officials;
- Receive motions to amend the Constitution and By-Laws of which due notices has been given
- General business.

17.4.18.4. Twenty Five percent of members with the right to vote and personally present shall form a quorum at the Annual General Meeting.

18-19. EXTRAORDINARY GENERAL MEETING

18.1.19.1. An Extraordinary General Meeting may be called in one of the following ways:

- By resolution of the Board of Management.
- By petition in writing by at least thirty percent of members of the club with the right to vote;
- By the President; or
- By resolution at a previous Annual General Meeting or Extraordinary General Meeting.

Formatted: Normal

Formatted: Normal, Space After: 0 pt, Tab stops: Not at 6 cm

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Superscript

Formatted: Superscript

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

~~18.2~~~~19.2~~ Twenty Five percent of members with the right to vote and personally present shall form a quorum at any general meeting.

Formatted: Not Highlight

~~18.3~~~~19.3~~ At least 7 days notice shall be given by letter to all members and only business outlined in the notice shall be dealt with at the Extraordinary General Meeting.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

19.20. CHAIRMAN OF GENERAL MEETING

Formatted: Body Text, Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

~~19.1~~~~20.1~~ The President or in the absence of the President the Deputy President shall preside at the Annual Annual General Meeting and at an Extraordinary General Meeting;

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Formatted: Bullets and Numbering

~~19.2~~~~20.2~~ In the absence of the President or Deputy President, the meeting shall elect any Director of the club to preside.

Formatted: Bullets and Numbering

Formatted: ... [108]

20.21. MINUTES OF MEETINGS

Formatted: Bullets and Numbering

~~20.1~~~~21.1~~ The Administrator shall keep minutes or in the absence of the Administrator another member shall keep minutes of all General Meetings and Board meetings

Formatted: ... [109]

Formatted: ... [110]

~~20.2~~~~21.2~~ Subject to the discretion of the majority of Directors of the Board, minutes of all meetings shall be open to inspection by any member at a time and place convenient to the Administrator.

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: ... [111]

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

21.22. AFFILIATION

Formatted: ... [112]

~~21.1~~~~22.1~~ The Club shall be affiliated with Surf Life Saving WA

Formatted: ... [113]

Formatted: Bullets and Numbering

~~21.2~~~~22.2~~ The Club may authorise the formation of Auxiliary Organisations to function for such purposes and for such periods as may be determined from time to time by the Club.

Formatted: Font: Not Bold

Formatted: No bullets or numbering

Formatted: Bullets and Numbering

~~21.3~~~~22.3~~ Auxiliary Organisations shall subscribe to the Constitution, Rules, etc., of the Association and the Club, and shall be registered under the relevant Government Act.

Formatted: ... [114]

Formatted: Bullets and Numbering

~~21.4~~~~22.4~~ Changes or amendments to the Constitution, Rules, etc., of affiliated and/or auxiliary organisations must not conflict with the Constitution, By-Laws, policies or rules of the State Centre.

Formatted: ... [115]

Formatted: ... [116]

Formatted: Bullets and Numbering

~~21.5~~~~22.5~~ The Club:

Formatted: ... [117]

Formatted: ... [118]

Formatted: Bullets and Numbering

- (a) is bound by this Constitution and By-laws and submits to the authority of the State Centre in relation to the conduct, promotion and administration of surf life saving within the boundary of the Club;
- (b) must not do or permit any act or thing which, in the opinion of the State Centre, might adversely affect or derogate from the standards, quality and reputation of surf life saving;
- (c) may request the appointment of an administrator from the State Centre if experiencing difficulties.

Formatted: Bullets and Numbering

Formatted: ... [119]

Formatted: ... [120]

Formatted: ... [121]

Formatted: Bullets and Numbering

22.23. BY-LAWS

Formatted: ... [122]

Formatted: Font: Not Bold

The Board of Management shall have the power to make amend adopt and rescind any By-Laws for "the club" from time to time and the duties of all officers of the club shall be defined in those By-Laws.

Formatted: ... [123]

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

23.24. SEASON AND FINANCIAL YEAR

Formatted: Bullets and Numbering

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

~~23.1~~~~24.1~~. The financial year shall be the 1st day of July to the 30th day of June in the following year.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

~~23.2~~~~24.2~~. The season for the club shall be determined from time to time by the Board of Management of the Club.

Formatted: Font: Not Bold

Formatted: Bullets and Numbering

~~23.3~~~~24.3~~. Subscriptions shall be due and payable from the 1st day of October and no unfinancial member at the annual general meeting shall be eligible to vote.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

24.25. FINANCE

Formatted: Font: Not Bold

~~24.1~~~~25.1~~. The Board of Management shall cause true accounts to be kept of the monies received and expended. Accounts to be presented to the Board of Management monthly meetings.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted: Not Highlight

~~24.2~~~~25.2~~. A balance sheet containing a summary of the assets and liabilities of the Club as at June 30th together with a statement of profit and loss for the preceding year shall be made out and submitted to the the Annual General Meeting.

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

~~24.3~~~~25.3~~. The accounts shall be audited by the Auditor who shall make a report on the accounts.

Formatted: Font: Not Italic, Not Highlight

Formatted: Not Highlight

~~24.4~~~~25.4~~. The Board of Management shall conduct its financial statements through a bank or other financial institution.

Formatted: Font: Not Bold, Not Highlight

Formatted: Bullets and Numbering

~~24.5~~~~25.5~~. All cheques shall be signed by any two of the following:

Formatted: Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Formatted: Bullets and Numbering

- The President;
- The Administrator
- The Deputy President or
- 1 nominated Director

Formatted: Font: Not Bold

~~24.6~~~~25.6~~. Subject to the discretion of the majority of Directors of the Board the accounts shall be open to inspection by any member at a time convenient to the Treasurer.

Formatted: Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Formatted ... [124]

Formatted: Bullets and Numbering

25.26. AUDITOR

Formatted: Font: Not Bold

The Auditor shall be appointed by resolution at the Annual General Meeting to audit the accounts and they shall not be a member of the Board of Management. The Auditor may attend the Annual General Meeting and take part in discussions.

Formatted ... [125]

Formatted ... [126]

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

26.27. COMMON SEAL

Formatted ... [127]

The club shall have and use a common seal inscribed with the name of the club which shall be held in the custody of the Administrator and it shall be used or affixed to any document after authority has been given by the Board of Management. The affixation of the seal shall be witnessed by the President and any two Directors of the Board.

Formatted ... [128]

Formatted: Bullets and Numbering

Formatted: Font: Not Bold

Formatted ... [129]

Formatted ... [130]

Formatted: Bullets and Numbering

27.28. CUSTODY OF BOOKS AND DOCUMENTS AND INSPECTION

Formatted ... [131]

The Administrator shall hold all books, documents, other papers and electronic information relating to the club affairs. Subject to the discretion of the President these shall be open to inspection by any member at a time and place convenient to the Administrator.

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

CONSTITUTION OF DALYELLUP BEACH SURF LIFE SAVING CLUB (INC).

28.29. CLUB COLOURS

← - - - Formatted: Bullets and Numbering

The club colours shall be light Blue Aqua, White, and Green
All designs, logos, uniforms and badges shall be approved by the Board of Management

29.30. ALTERATION

← - - - Formatted: Bullets and Numbering

Notice of any such alteration, addition or amendment to this constitution shall be given in writing to the Board of Management. The Board of Management shall then ensure that this notice is circulated with the notice of the general meeting to which the matter is referred.
No alteration addition or amendment of these Rules shall be made unless and until carried by a resolution at any general meeting called for such purpose by a majority of seventy five percent of the voting members present.

30.31. DISSOLUTION

← - - - Formatted: Bullets and Numbering

The Club may at any time with the consent of a majority of seventy five percent of the voting members present at a General Meeting called for the purpose be dissolved. If upon the dissolution or winding up of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the club but shall be given or transferred to Surf Life Saving WA: some registered or exempt charity, having objects similar to the Objects and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Association by this Constitution. Such registered or exempt charity will be determined by the Members at or before the time of dissolution, and in default thereof by such judge of the Supreme Court of Western Australia or other Court as may have or acquire jurisdiction in the matter.

← - - - Formatted: Justified, Indent: Left: 0 cm, Right: 0.5 cm, Space After: 6 pt

31.32. GENERAL

← - - - Formatted: Bullets and Numbering

Any matter not provided for in these Rules or any matter requiring clarification shall be governed by the constitution and by-laws of Surf Life Saving WA as amended from time to time

Page 7: [1] Formatted	Tolchard	25/05/2010 8:34:00 PM
Body Text, None, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left		
Page 7: [2] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 7: [3] Formatted	Tolchard	25/05/2010 8:34:00 PM
Font: Not Italic		
Page 7: [4] Formatted	Tolchard	25/05/2010 8:34:00 PM
Font: Not Bold		
Page 7: [5] Formatted	Tolchard	25/05/2010 8:34:00 PM
Body Text, None, No bullets or numbering, Tab stops: 1.27 cm, Left		
Page 7: [6] Formatted	Tolchard	25/05/2010 8:34:00 PM
Body Text, Indent: Hanging: 1.4 cm, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Tab after: 1.4 cm + Indent at: 1.4 cm, Tab stops: 1.27 cm, Left		
Page 7: [7] Formatted	Tolchard	25/05/2010 8:34:00 PM
Body Text, None, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left		
Page 7: [8] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 7: [9] Formatted	Tolchard	25/05/2010 8:50:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 7: [10] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 7: [11] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Bold		
Page 7: [12] Formatted	Tolchard	25/05/2010 8:50:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 7: [13] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold		
Page 7: [14] Formatted	Tolchard	25/05/2010 8:36:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 7: [15] Formatted	Tolchard	25/05/2010 8:50:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 7: [16] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 7: [17] Formatted	Tolchard	25/05/2010 8:36:00 PM
Font: Bold		
Page 7: [18] Formatted	Tolchard	25/05/2010 8:35:00 PM
English (Australia)		
Page 7: [19] Formatted	Tolchard	25/05/2010 8:53:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 7: [20] Formatted	Tolchard	25/05/2010 8:35:00 PM
English (Australia)		
Page 7: [21] Formatted	Tolchard	25/05/2010 8:35:00 PM
English (Australia)		
Page 7: [22] Formatted	Tolchard	25/05/2010 8:35:00 PM
English (Australia)		

Page 7: [23] Formatted	Tolchard	25/05/2010 8:35:00 PM
English (Australia)		
Page 7: [24] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 7: [25] Formatted	Tolchard	25/05/2010 8:51:00 PM
Font: 11 pt, English (Australia)		
Page 7: [26] Formatted	Tolchard	25/05/2010 8:51:00 PM
Normal, Indent: Hanging: 1.41 cm, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Tab after: 2.54 cm + Indent at: 2.16 cm, Tab stops: Not at 2.54 cm		
Page 7: [27] Formatted	Tolchard	25/05/2010 8:53:00 PM
Indent: Left: 2.16 cm		
Page 7: [28] Formatted	Tolchard	25/05/2010 8:35:00 PM
English (Australia)		
Page 7: [29] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 7: [30] Formatted	Tolchard	25/05/2010 8:51:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 7: [31] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 7: [32] Formatted	Tolchard	25/05/2010 8:54:00 PM
Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 7: [33] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold		
Page 7: [34] Formatted	Tolchard	25/05/2010 8:35:00 PM
Tab stops: 1.27 cm, Left		
Page 7: [35] Formatted	Tolchard	25/05/2010 8:51:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 7: [36] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 7: [37] Formatted	Tolchard	25/05/2010 8:54:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 7: [38] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold, No underline		
Page 7: [39] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 7: [40] Formatted	Tolchard	25/05/2010 8:52:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 7: [41] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 7: [42] Formatted	Tolchard	25/05/2010 8:54:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 7: [43] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold, No underline		
Page 7: [44] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		

Page 7: [45] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, No bullets or numbering, Tab stops: 1.27 cm, Left		
Page 7: [46] Formatted	Tolchard	25/05/2010 8:52:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 7: [47] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 8: [48] Formatted	Tolchard	25/05/2010 8:54:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 8: [49] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold, No underline		
Page 8: [50] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 8: [51] Formatted	Tolchard	25/05/2010 8:52:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 8: [52] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 8: [53] Formatted	Tolchard	25/05/2010 8:54:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 8: [54] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold, No underline		
Page 8: [55] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 8: [56] Formatted	Tolchard	25/05/2010 8:52:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 8: [57] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 8: [58] Formatted	Tolchard	25/05/2010 8:54:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 8: [59] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold, No underline		
Page 8: [60] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 8: [61] Formatted	Tolchard	25/05/2010 8:52:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 8: [62] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 8: [63] Formatted	Tolchard	25/05/2010 8:55:00 PM
Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left		
Page 8: [64] Formatted	Tolchard	25/05/2010 8:35:00 PM
Font: Not Bold, No underline		
Page 8: [65] Formatted	Tolchard	25/05/2010 8:35:00 PM
Body Text, Tab stops: 1.27 cm, Left		
Page 8: [66] Formatted	Tolchard	25/05/2010 8:52:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 8: [67] Change	Tolchard	25/05/2010 8:31:00 PM

Formatted Bullets and Numbering

Page 8: [68] Formatted Tolchard 25/05/2010 8:55:00 PM

Body Text, Indent: Left: 2.16 cm, Tab stops: 1.27 cm, Left

Page 8: [69] Formatted Tolchard 25/05/2010 8:53:00 PM

Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm

Page 8: [70] Change Tolchard 25/05/2010 8:31:00 PM

Formatted Bullets and Numbering

Page 8: [71] Formatted Tolchard 25/05/2010 8:58:00 PM

Indent: Left: 2.25 cm

Page 8: [72] Formatted Tolchard 25/05/2010 8:53:00 PM

Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm

Page 8: [73] Change Tolchard 25/05/2010 8:31:00 PM

Formatted Bullets and Numbering

Page 8: [74] Formatted Tolchard 25/05/2010 8:58:00 PM

Indent: Left: 2.25 cm, Tab stops: 2.25 cm, Left + Not at 2.26 cm

Page 8: [75] Formatted Tolchard 25/05/2010 8:53:00 PM

Normal, Indent: Hanging: 1.41 cm, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Tab after: 2.54 cm + Indent at: 2.16 cm, Tab stops: Not at 2.26 cm + 2.54 cm

Page 8: [76] Change Tolchard 25/05/2010 8:53:00 PM

Formatted Bullets and Numbering

Page 8: [77] Formatted Tolchard 25/05/2010 9:26:00 PM

Font: 11 pt, Not Bold, English (Australia)

Page 8: [78] Formatted Tolchard 25/05/2010 9:00:00 PM

Normal, Indent: Left: 2.16 cm, Tab stops: Not at 2.26 cm

Page 8: [79] Formatted Tolchard 25/05/2010 9:26:00 PM

Font: 11 pt, Not Bold, English (Australia), Superscript

Page 8: [80] Formatted Tolchard 25/05/2010 9:26:00 PM

Font: 11 pt, Not Bold, English (Australia)

Page 8: [81] Formatted Tolchard 25/05/2010 9:26:00 PM

Font: 11 pt, English (Australia)

Page 8: [82] Formatted Tolchard 25/05/2010 8:59:00 PM

Body Text, None, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Page 8: [83] Change Tolchard 25/05/2010 8:31:00 PM

Formatted Bullets and Numbering

Page 8: [84] Formatted Tolchard 25/05/2010 8:59:00 PM

Font: Not Bold

Page 8: [85] Formatted Tolchard 25/05/2010 8:59:00 PM

Body Text, None, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Page 8: [86] Change Tolchard 25/05/2010 8:31:00 PM

Formatted Bullets and Numbering

Page 8: [87] Formatted Tolchard 25/05/2010 8:59:00 PM

Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm

Page 8: [88] Change Tolchard 25/05/2010 8:31:00 PM

Formatted Bullets and Numbering

Page 8: [89] Formatted	Tolchard	25/05/2010 8:59:00 PM
Font: Not Bold		
Page 8: [90] Formatted	Tolchard	25/05/2010 8:59:00 PM
Indent: Left: 0.75 cm		
Page 8: [91] Formatted	Tolchard	25/05/2010 8:59:00 PM
Indent: Hanging: 1.41 cm, Tab stops: Not at 2.54 cm		
Page 8: [92] Change	Tolchard	25/05/2010 8:31:00 PM
Formatted Bullets and Numbering		
Page 8: [93] Formatted	Tolchard	25/05/2010 9:02:00 PM
Font: Not Bold		
Page 8: [94] Formatted	Tolchard	25/05/2010 9:02:00 PM
Indent: Left: 0.75 cm		
Page 15: [95] Formatted	Tolchard	25/05/2010 9:14:00 PM
Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left		
Page 15: [96] Formatted	Tolchard	25/05/2010 9:14:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left		
Page 15: [97] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [98] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [99] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [100] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left		
Page 15: [101] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left		
Page 15: [102] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [103] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [104] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Left: 0 cm, First line: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [105] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [106] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 15: [107] Formatted	Tolchard	25/05/2010 9:15:00 PM
Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm		
Page 18: [108] Formatted	Tolchard	25/05/2010 9:22:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left		
Page 18: [109] Formatted	Tolchard	25/05/2010 9:22:00 PM
Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left		
Page 18: [110] Formatted	Tolchard	25/05/2010 9:22:00 PM
Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left		
Page 18: [111] Formatted	Tolchard	25/05/2010 9:22:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [112] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [113] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [114] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [115] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [116] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [117] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [118] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [119] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [120] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [121] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [122] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 18: [123] Formatted Tolchard 25/05/2010 9:22:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 2.26 cm

Page 19: [124] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Page 19: [125] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Page 19: [126] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Page 19: [127] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Page 19: [128] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left

Page 19: [129] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Left: 0 cm, Tab stops: 1.27 cm, Left

Page 19: [130] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 1.25 cm

Page 19: [131] Formatted Tolchard 25/05/2010 9:23:00 PM

Body Text, Indent: Hanging: 1.4 cm, Tab stops: 1.27 cm, Left + Not at 1.25 cm