

ROYAL LIFE SAVING SOCIETY QUEENSLAND INC

"RULES"

1.0 NAME

1.1 The name of the incorporated Society shall be ROYAL LIFESAVING SOCIETY QUEENSLAND INCORPORATED (in these rules called "the Society").

2.0 AIM

2.1 The primary aim of the Society is the preservation of human life. To achieve this aim, the Society will work throughout the community to:

2.1.1 Increase knowledge and understanding,

2.1.2 Improve and extend skills, and

2.1.3 Develop and encourage attitudes

- Which will be conducive to and assist in preserving human life, especially in situations and activities relating to the aquatic environment. -

2.2 For this purpose, the objects for which the Society is established are:

2.2.1 To make the teaching of swimming lifesaving and water safety available to all Australians and promote safety in all aquatic recreational and non-recreational activities.

2.2.2 To make the teaching of resuscitation and first aid available to all Australians.

2.2.3 To initiate research into swimming, lifesaving, water safety, resuscitation and first aid.

2.2.4 To communicate the Society's objects, activities and teachings to the Australian Community.

2.2.5 To liaise and co-operate with organisations having kindred interests.

2.2.6 To promote general and technical education to all Australians in techniques of lifesaving and resuscitation.

2.2.7 To create and encourage public awareness of the relevance and importance of the inclusion of water safety, swimming, lifesaving, resuscitation and first aid in the curriculum in schools, colleges and other institutions of learning.

2.2.8 To promote participation in or arrange public lectures and demonstrations and to form classes of instruction and to produce and issue audio, visual, audio visual and printed material for the purpose of bringing about a widespread and thorough knowledge of the principles of swimming, lifesaving, water safety, resuscitation and first aid.

2.2.9 To encourage, promote, undertake and finance technical research and initiate research in the fields of water safety, lifesaving, resuscitation and first aid.

2.2.10 To import, purchase, manufacture and distribute by sale or otherwise medals, badges, cups, shields, pennants and other certificates or awards of the Society.

2.2.11 to import, purchase, manufacture and sell goods for the benefit of the Society.

2.2.12 To promote, conduct and organise all forms of aquatic recreation and competition commensurate with the objectives of the Society and to co-operate with any lifesaving club or branch or sub-branch or other Society having objects similar to those set out here in promoting, conducting and organising the same and to provide trophies, prizes and awards.

2.2.13 To appoint, employ, remove or suspend such agents, employees and/or other persons, as may be necessary or convenient for the purposes of the Society.

2.2.14 to do all such other acts and things as may be necessary or convenient to achieve the aims and objects set forth above.

3.0 HEADQUARTERS

3.1 The Headquarters of the Society shall be located at such place, as the Board of Directors shall from time to time determine.

4.0 POWERS

4.1 The powers of the Society are:

4.1.1 To take over the funds and other assets and the liabilities of the present unincorporated Society known as "**THE ROYAL LIFE SAVING SOCIETY - AUSTRALIA, QUEENSLAND BRANCH**".

4.1.2 To subscribe to, become a member of and co-operate with any other Society, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Society PROVIDED THAT the Society shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Society under or by virtue of rule 26.1.1.

4.1.3 In furtherance of the objects of the Society to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Society or persons frequenting the Society's premises.

4.1.4 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Society PROVIDED THAT in case the Society shall take or hold any property which may be subject to any trusts the Society shall only deal with the same in such manner as is allowed by law having regard to such trusts.

4.1.5 To enter into any arrangement with any government or authority that is incidental or conducive_ to the attainment of the objects and the exercise of the powers of the Society; to obtain from any such government or authority any rights, privileges and concessions which the Society may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.

4.1.6 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Society.

4.1.7 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Society, or in or about the Society or promotion of the Society or in the furtherance of its objects.

4.1.8 To construct, improve, maintain, develop, work, manage, carryout, alter or control any houses, buildings grounds, works or conveniences which may seem calculated directly or indirectly to advance the Society's interests, and to contribute to, subsidize or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.

4.1.9 To invest and deal with the money of the Society not immediately required in such manner as may from time to time be thought fit, subject where applicable to Regulation 32(14) of the Collections Regulations 1975.

4.2 To take, or to otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.

4.2.1 In furtherance of the objects of the Society to lend and advance money or to give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.

4.2.2 To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge,

lien or other security upon the whole or any part of the Society's property or assets present or future and to purchase, redeem or pay-off any such securities.

4.2.3 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of lading and other negotiable or transferable instruments.

4.2.4 In furtherance of the objects of the Society to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Society.

4.2.5 to take or hold mortgages, liens or charges, to secure payment of the purchase price, or any

Unpaid balance of the purchase price, of any part of the Society's property whatsoever sold by the Society, or any money due to the Society from purchasers and others.

4.2.6 To receive and accept donations endowments and gifts of money, land, hereditaments, stocks, funds, shares, securities and any other assets or property whatsoever either subject to or not subject to any special trusts or conditions for any one or more of the objects of the Society, and in particular, to accept and take by way of gift and absorb upon any terms the undertaking and assets of any Society or body, whether incorporated or not, carrying on work similar to any work for the time being carried on by the Society and to undertake all or any of the liabilities of any such Society or body.

4.2.7 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Society, in the shape of donations, annual subscriptions or otherwise.

4.2.8 To print and publish any newspapers, periodicals, books or leaflets that the Society may think desirable for the promotion of its objects.

4.2.9 In furtherance of the objects of the Society to amalgamate with any one or more incorporated societies having objects altogether or in part similar to those of the Society and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Society under or by virtue of rule 25.1.1.

4.3.0 In furtherance of the objects of the Society to purchase or otherwise acquire and undertake all or part of the property, assets, liabilities and engagements of any one or more of the incorporated societies with which the Society is authorised to amalgamate.

4.3.1 In furtherance of the objects of the Society to transfer all or any part of the property, assets, liabilities and engagements of the Society to any one or more of the incorporated societies with which the Society is authorised to amalgamate.

4.3.2 To make donations for patriotic, charitable or community purposes.

4.3.3 To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.

4.3.4 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society.

4.3.5 To form sub-branches and committees and to organise classes and lectures and to publish and sell or distribute papers, books of instruction, pamphlets and information for the purpose of stimulating interest in and promoting the objects of the Society and to take all other measures which may seem necessary for providing and maintaining an efficient organisation for the purpose of the Society.

4.3.6 To form bodies of lifesavers and to enrol as members and officers thereof persons of all ages and classes. To supply for their use (with or without charge), and to deal in equipment of all kinds for these bodies.

4.3.7 To make and to carry out any arrangement for joint working or co-operation by affiliation or otherwise with any Society or body whether incorporated or not carrying on work similar to any work for the time being carried on by the Society and paying any moneys incidental thereto.

4.3.8 Application of Income — the income and property of the Society shall be applied solely towards the promotion of the objects of the Society as set out in this Memorandum.

Except as prescribed in this memorandum.

(a) No portion of the income or property of the Society shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise, to the members of the Society, and

(b) No remuneration or other benefit in money or money's worth shall be paid or given by the Society to any member who holds any office of the Society;

(c) Nothing contained in clause 4.3.8(a) or 4.3.8 (b) shall prevent payment in good faith of or to any member of the Society;

(d) For services actually rendered to the Society whether as an employee or otherwise;

(e) For goods supplied to the Society in the ordinary and usual course of business;

(f) Of interest on money borrowed from any member of the Society;

(g) Of reasonable and proper rent for premises demised or let by any member to the Society;

(h) For any out-of-pocket expenses incurred by any member on behalf of the Society;

(i) For any other legitimate reason;

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

5.0 GIFT FUND

5.1 If the Society obtains deductible gift recipient status from the Australian Tax Office it will maintain for the principal objects of the Society a fund, called the Gift Fund, to which gifts of money or property for that purpose will be made and to which any money received by the Society because of such gifts is to be credited and the Gift Fund will not receive any other money or property.

5.2 The Society shall use gifts made to the Gift Fund and any money received because of such gifts only for the principal objects of the Society.

5.3 At the earlier of either winding up the Gift Fund or the revocation of the Society's endorsement under Sub-division 30BA of the Income Tax Assessment Act 1997, the Society shall transfer any surplus assets of the Gift Fund to a Fund, authority or institution to which gifts can be deducted under Division 30 of the Income Tax Assessment Act 1997.

5.4 Any other provisions which from time to time are required in order to maintain the status of the Society as a fund to which gifts can be deducted under the Income Tax Assessment Act 1997 are deemed to form part of these Rules.

6.0 CLASSES OF MEMBERS

6.1 The membership of the Society shall consist of The Board of Directors and any of the following classes of members:

6.1.1 Ordinary Members

6.1.2 Associate Members

6.1.3 Life Members

6.1.4 Honorary Members

6.2 In these rules:

6.2.1 "Board of Directors" shall mean all persons elected bi-annually by financial members of the Society;

6.2.3 "Ordinary Members" shall mean all persons who are financial Members at the Annual General Meeting of the Society. Ordinary Members shall have full voting rights at all meetings.

6.2.4 "Associate Members" shall mean all financial persons, organisations or bodies whose applications for membership as an associate member of the Society have been

accepted by the Board of Directors from time to time; Associate members shall not have voting rights.

6.2.5 "Life Members" shall mean all persons appointed as life members by a special resolution of an Annual General Meeting upon the recommendation of the Board of Directors. Any such person shall have been actively engaged in promoting the objects of the Society for a period of not less than fifteen years. Life Members shall have full voting rights.

6.2.6 "Honorary Members" shall mean all persons elected as honorary members by the Board of Directors from time to time. Such membership shall be for such period of one year or longer as the Board of Directors may determine. Honorary Members shall not have any voting rights.

6.3 The number of members in any one class shall be unlimited except that no more than one life member shall be appointed at each Annual General Meeting.

7.0 MEMBERSHIP

7.1.1 Every person who at the date of incorporation of the Society was a member of the unincorporated Society shall be admitted by the Board of Directors to the same class of membership of the Society as that member held in the unincorporated Society.

7.1.2 Every applicant for any class of membership of the Society [other than the members of the unincorporated Society referred to in sub rule 6.1.1 shall be proposed by one member of the Society and seconded by another member. The application for membership shall be made in writing, signed by the applicant, the proposer and seconder and shall be in such form as the Board of Directors from time to time prescribes.

8.0 MEMBERSHIP FEES

8.1.1 The membership fees for each class of membership shall be such sum, as the members shall from time to time at any general meeting so determine.

8.1.2 The membership fees for each class of membership shall be payable at such time and in such manner as the Board of Directors shall from time to time determine.

9.0 ADMISSION AND REJECTION OF MEMBERS

9.1.1 At the next meeting of the Board of Directors after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Board of Directors, who shall thereupon determine upon the admission or rejection of the applicant.

9.1.2 Any applicant who receives a majority of the votes of the members of the Board of Directors present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

9.1.3 Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

10.0 TERMINATION OF MEMBERSHIP

10.1.1 A member may resign from the Society at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

10.1.2 If a member:

- (a)** Is convicted of an indictable offence; or
- (b)** Fails to comply with any of the provisions of these rules; or
- (c)** Has membership fees or other outstanding monies in arrears for a period of two months or more; or
- (d)** Conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Society the Board of Directors shall consider whether his membership shall be terminated.

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

11 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

11.1.1 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 Secretary written notice of his intention to appeal against the decision of the Board of Directors.

11.1.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present a case and the Board of Directors or those members there-of who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting their case. The appeal shall be determined by the majority vote of the members present at such meeting.

11.1.3 Where a person whose application is rejected does not appeal against the decision of the Board of Directors within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

12 REGISTER OF MEMBERS

12.1.1 The Board of Directors shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Society and the dates of their admission.

12.1.2 Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Board of Directors or the members at any general meeting may require from time to time.

12.1.3 The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

13 MEMBERSHIP OF THE BOARD OF DIRECTORS

13.1.1 The Board of Directors of the Society shall consist of a President, Deputy-President, Secretary, Treasurer, all of whom shall be financial members of the Society, and three other financial members as provided for in accordance with the by-laws of the Society.

13.1.2

(a) The following named persons who at the date of in-corporation of the Society were the elected members of the Board of Directors of the unincorporated Society shall constitute the first Board of Directors and the first Office Bearers as set out hereunder:

President Gerald Humphrey Brameld

Deputy President Kenneth Southgate Honorary Secretary Judith Ellen Beal Honorary Treasurer Peter Thomas Collery

Member John Robertson Spender Member Kenneth Frank Bacon Member Robert John Stinson

(b) The President, Treasurer and one member shall retire at the first annual election of the-incorporated Society and the Deputy President, Honorary Secretary and two members shall retire at the next annual election. Any retiring office bearer or member shall be eligible for re-election.

(c) Subject to rule 13.1.2 **(b)**, at the first annual election of the incorporated Society and at the annual election in each year thereafter, the office bearers and members of the Board of Directors shall be elected from among members and such office bearers and other members of the Board of Directors shall hold office until the annual election two years thereafter, when they shall retire but be eligible for re-election.

13.1.3 The election of the Board of Directors shall take place in the following manner:

(a) Any two financial members of the Society shall be at liberty to nominate any person to serve in any vacant position on the Board of Directors.

(b) The nomination, which shall be in writing and signed by the nominee and the proposer and seconder, shall be lodged with the Secretary by 30th June in any year.

(c) Balloting lists shall be prepared containing the names of the candidates in alphabetical order and if necessary a postal ballot shall be conducted prior to 31st July. All financial members at 30th June shall be eligible to vote and will receive ballot papers. The form of the postal ballot shall be at the discretion of the Board of Directors.

(d) Results of the election will be announced at the Annual General Meeting of the Society.

14 RESIGNATION FROM THE BOARD

14.1.1 Any member of the Board of Directors may resign from membership of the Board of Directors at any time by giving notice in writing to the Secretary. Resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, when it shall take effect on that later date or such member may be removed from office at a General Meeting of the Society where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a General Meeting.

15 VACANCIES ON THE BOARD OF DIRECTORS

15.1.1 The Board of Directors shall have power at any time to appoint any financial member of the Society to fill any casual vacancy on the Board of Directors. This appointment may be up until the end of the vacating Board Member's term.

15.1.2 The continuing members of the Board of Directors may act notwithstanding any casual vacancy in the Board of Directors, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the Board of Directors, the continuing member or members may act for the purpose of increasing the number of members of the Board of Directors to that number.

16 FUNCTIONS OF THE BOARD OF DIRECTORS

16.1.1 Except as otherwise provided by these rules and subject to resolutions of the members of the Society carried at any General Meeting, the Board of Directors:-

(a) Shall have the general control and management of the administration of the affairs, property

and funds of the Society;

(b) Shall have authority to interpret the meaning of these rules and any matter relating to the Society on which these rules are subject; and .

(c) Shall have authority to exercise such other powers as from time to time provided for by these rules or by the by-laws of this Society.

16.1.2 The Board of Directors may exercise all the powers of the Society and in particular.

(a) To borrow or raise or secure the payment of money in such manner as the Board of Directors may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Society in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Society's property, both present and future, and to purchase, redeem or pay off any such securities;

(b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by recognised financial institutions in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Society, and to provide and pay off any such securities; and

(c) To invest in such manner as the Board of Directors may from time to time determine.

17.0 MEETINGS OF THE BOARD OF DIRECTORS

17.1.1 The Board of Directors shall meet at least once every calendar month to exercise its functions.

17.1.2 A special meeting of the Board of Directors shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Board of Directors, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

17.1.3 At every meeting of the Board of Directors a simple majority of a number equal to the number of members elected to the Board of Directors shall constitute a quorum.

17.1.4 Subject as previously provided in this rule, the Board of Directors may meet together and regulate its proceedings as it thinks fit, PROVIDED THAT

(a) questions arising at any meeting of the Board of Directors shall be decided by a **majority of votes; and**

(b) in the case of equality of votes, the Chairman of the Board of Directors shall have a casting vote in addition to the vote he is entitled to as a member of the Board of Directors.

17.1.5 A member of the Board of Directors shall not vote in respect of any contract or proposed contract with the Society in which he/she is interested, or any matter arising thereof, and if he/she does so vote his vote shall not be counted.

17.1.6 Not fewer than fourteen days' notice shall be given by the Secretary to members of the Board of Directors of any special meeting of the Board of Directors. Such notice shall clearly state the nature of the business to be discussed thereat.

17.1.7 The President shall preside as chairperson at every meeting of the Board of Directors, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting. The Deputy President shall be chairman, or if the Deputy President is not present at the meeting then the members may choose one of their number to be chairman of the meeting.

17.1.8 If within half an hour from the time appointed for the commencement of a Board of Directors meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Board of Directors, shall lapse. In such cases it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Board of Directors may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

18 ROLE OF SUBCOMMITTEES

18.1.1 The Board of Directors may delegate any of its powers to a subcommittee consisting of such members of the Society as the Board of Directors thinks fit. Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Board of Directors.

18.1.2 A subcommittee may elect a chairman of its meetings. If no such chairman is elected, or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairman of the meeting.

18.1.3 A subcommittee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

18.1.4 All acts done by any meeting of the Board of Directors or a subcommittee or by any person acting as a member of the Board of Directors shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member

of the Board of Directors or person acting as aforesaid, or that the members of the Board of Directors or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Board of Directors.

18.1.5 A resolution in writing signed by all the members of the Board of Directors for the time being entitled to receive notice of a meeting of the Board of Directors shall be as valid and effectual as if it

had been passed at a meeting of the Board of Directors duly convened and held. Any such resolution

may consist of several documents in like form; each signed by one or more members of the Board of Directors.

19 ANNUAL GENERAL OR GENERAL MEETINGS

19.1.1 The first meeting shall be held at such time, not being less than one month or more than six months after the incorporation of the Society and at such place as the Board of Directors may determine.

19.1.2 The Annual General Meeting shall be held within three months of the close of the financial year.

19.1.3 The business to be transacted at every Annual General Meeting shall be:

(a) The receiving of the Board of Directors report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Society for the preceding financial year,

(b) The receiving of the auditor's report upon the books and accounts for the preceding financial year;

(c) The receiving of the results of the election of Board of Directors members;

(d) The appointment of an auditor, and

(e) Scrutineers may be appointed as and when required. 19.1.4 The Secretary shall convene a Special General Meeting:

(a) When directed to do so by the Board of Directors; or

(b) On the requisition in writing signed by not less than one-third of the members presently on the Board of Directors or not fewer than the number of Ordinary Members of the Society which equals double the number of members presently on the Board of Directors plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or

(c) On being given a notice in writing of an intention to appeal against the decision of the Board of Directors to reject an application for membership or to terminate the membership of any person.

19.1.5 At any general meeting the number of members required to constitute a quorum shall be fifteen (15).

(a) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule, "member" includes a person attending as a proxy representing a member.

(b) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Board of Directors or the Society, shall lapse. In this case it shall stand adjourned, to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Board of Directors may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

(c) The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is

adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

19.1.6

(a) The Secretary shall convene all general meetings of the Society by giving not fewer than fourteen days notice of any such meeting to the members of the society.

(b) The manner by which such notice shall be given shall be determined by the Board of Directors PROVIDED THAT notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Board of Director shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat..

19.1.7 Unless otherwise provided by these rules, at every general meeting:

(a) The President shall preside as chairman and if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Deputy President shall be the chairman or if the Deputy President is not present or is unwilling to act then the members present shall elect one of their number to be chairman of the meeting.

(b) The chairman shall maintain order and conduct the meeting in a proper and orderly manner.

(c) Every question, matter or resolution shall be decided by a majority of votes of the members present and entitled to vote.

(d) Every voting member present shall be entitled to one vote and in the case of an equality of votes the chairman shall have a second or casting vote PROVIDED THAT no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting. All members except honorary members shall be voting members under this sub-rule.

(e) Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members' present demand a ballot, in which event there shall be a secret ballot. The chairperson shall appoint two members to conduct the secret ballot in such manner as the chair shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.

(j) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Board of Director's meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Board of Directors meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Board of Directors meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting PROVIDED THAT the minutes of any annual general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

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BY-LAWS

20.1 Subject to Rule 20.2, the Board of Directors may from time to time make, amend or repeal by-laws or regulations on matters including, but not limited to, the internal management of the Society and rules governing competitions, examinations and patrols.

20.2 Any by-laws or regulations made by the Board of Directors pursuant to Rule 20.1:-

(a) shall be binding on and enforceable against any member of the Society;

(b) may not be inconsistent with these rules; and

(c) may be set aside by a general meeting of members.

21

ALTERATION OF RULES

21.1 Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting PROVIDED THAT no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to be registered by the Chief Executive as defined in the Associations Incorporation Act 1981.

22 COMMON SEAL

22.1 The Board of Directors shall provide for a common seal and for its safe custody. The common seal shall only be used by the authority of the Board of Directors and every instrument to which the seal is affixed shall be signed by a member of the Board of Directors and shall be countersigned by the Secretary or by a second member of the Board of Directors or by some other person appointed by the Board of Directors for the purpose. (This appointed person may be the Executive Director).

23 FUNDS AND ACCOUNTS

23.1.1 The funds of the Society shall be banked in the name of the Society in such financial institution as the Board of Directors may from time to time direct.

23.1.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Society and the particulars usually shown in books of a like nature.

23.1.3 All moneys shall be banked as soon as practicable after receipt thereof.

23.1.4 All amounts of One Hundred Dollars (\$100.00) or over shall be paid by cheque signed by any two of the following President, Secretary, Treasurer or other member authorised from time to time by the Board of Directors. The Board of Directors may approve the use of a Society credit card, by senior management and staff, on a case by case basis.

23.1.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.

23.1.6 The Board of Directors shall determine the amount of petty cash, which shall be kept, on the impress system.

23.1.7 All expenditure shall be approved or ratified at a Board of Directors meeting.

23.1.8 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:

(a) The income and expenditure for the financial year just ended; and

(b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Society at the close of that year.

23.1.9 All such statements shall be examined by the auditor who shall present a report to the Society prior to the holding of the annual general meeting following the financial year in respect of which such audit was made.

23.2 The income and property of the Society whencesoever derived shall be used and applied solely in promotion of its objects, and in the exercise of its powers as set out herein, and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Society. PROVIDED THAT nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by an individual to the Society or otherwise owing by the Society to an individual or of remuneration to any officers or servants of the Society or to any member of the Society or other person in return for any services actually rendered to the Society PROVIDED FURTHER that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Society or reasonable and proper rent for premises demised or let to the Society.

24 DOCUMENTS

24.1 The Board of Directors shall provide for the safe custody of books, documents, instruments of title and securities of the Society.

25 FINANCIAL YEAR

25.1 The financial year of the Society shall close on the Thirtieth day of June in each year.

26 DISSOLUTION

26.1.0 The organisation shall be dissolved:

(a) If the membership is less than three persons; or

(b) If a resolution to that effect is carried by a vote of a three-fourths majority of the financial members present at a general meeting convened to consider the question.

26.1.1 The property and other assets of the organisation remaining after the payment of all expenses and other liabilities shall be handed over to some other organisation or organisations (having similar objects or in part similar objects) which may receive tax deductible gifts under Division 30 of the Income Tax Assessment Act 1997, as the majority of members present at such general meeting, by resolution, may decide.

ROYAL LIFE SAVING SOCIETY QUEENSLAND INC.

Established 1905

BY-LAWS

PRELIMINARY

By-Law 1.0

1.1 The provisions of the Rules of the Society shall be strictly observed and in the event of any inconsistency between the provisions of the Rules and the provision of these By-Laws the provisions of the Rules shall prevail.

1.1.1 In these By-Laws, National Branch shall mean the Royal Life Saving Society - Australia

By-Law 2.0

2.1 In these By-Laws, words and expressions which are defined by the Rules shall have the meaning so defined unless the context otherwise shall require and words importing the singular number only shall include the plural number and vice versa.

ORGANISATION

By-Law 3.0

3.1 The Society shall consist of the persons and/or organisations who from time to time hold the following positions, viz: President, Immediate Past President, Deputy President, Directors of the Board, Vice-Presidents, Life Members, Ordinary Members, Regional Directors, Examiners, Accredited Trainers, Affiliated Clubs, Associated Bodies, Members and Staff.

3.2 The Vice-Presidents shall consist of such persons as are elected Vice-Presidents by the Board of Directors in consideration of services rendered by them to the Society in the promotion of its aims/and objects. The number of Vice-Presidents shall not be limited. The Board of Directors may fill vacancies in the number of Vice-Presidents as they occur through nomination annually.

3.3 "National Councillor" shall mean two representatives appointed to the Australian National Branch in accordance with By-Law 21.1.

3.4 "Life Member for Service" shall mean such persons as are recommended to that office by the Board of Directors and confirmed by the members present at the Annual General Meeting. Otherwise than on the special recommendation of the Board of Directors no person shall be eligible for election as a Life Member for service until he has been actively engaged in promoting the objects of the Society for not less than 15 years.

3.5 "Affiliated Clubs" shall mean such Clubs as are approved by the Board of Directors and sub scribe to the Rules and By-Laws of the Society.

3.6 "The Society" shall mean the "Royal Life Saving Society Queensland Incorporated".

OFFICERS OF THE SOCIETY

By-Law 4.0

4.1 The following classifications are the delegated Officers of the Society:

4.1.1 President

4.1.2 Immediate Past President **4.1.3** Deputy President **4.1.4** National Councillors **4.1.5**

Honorary Secretary **4.1.6** Honorary Treasurer

4.1.7 Three Elected Members of the Board of Directors

4.1.8 Honorary Solicitor

4.1.9 Auditor

4.1.10 Club Liaison Officer

4.1.11 Regional Director

4.2 All Officers of the Society shall be members in accordance with by-law(3.0).

4.3 They shall be at least 18 years of age.

PRIVILEGES

By-Law 5.0

5.1 No employee of the Society or no more than one member of any family shall be eligible for nomination as a member of Board of Directors or as an officer of the Society, excepting that if a permanent salaried Executive Director is appointed, he/she shall be a non-voting ex-officio member of the Board of Directors, all Committees, Boards, Sub-Committees and Panels referred to in these By-Laws (except a Board of Inquiry as referred to in By-Law 28).

BOARD OF DIRECTORS

By-Law 6.0

6.1 The business at Meetings of the Board of Directors may include: -

6.1.1 Apologies

6.1.2 Confirmation of Minutes of the preceding Meeting

6.1.3 Business arising from such Minutes

6.1.4 Correspondence

6.1.5 Reports

6.1.6 Accounts for Payment and Financial Statement

6.1.7 Consideration of Motions of which due notice has been given

6.1.8 Receipt of Notices of Motion

6.1.9 General Business.

6.2 At its first meeting after the Annual General Meeting, the Board of Directors shall: -

6.2.1 Appoint representatives or delegates to other bodies as required by these By-Laws.

6.3 Consider nominations for Commonwealth and Australian Honours each year and recommend to the National Branch such nominations as it considers appropriate.

6.4 Receive reports from the Technical Committee and take any action (including the provision of advice and assistance) that may be required.

6.5 The Board of Directors decides the extent of staff employed and the remuneration paid to such employees. The Executive Director shall select and may suspend staff, arrange working hours and vary wages, and shall detail the duties of all employees of the Society as per the Quality Management System.

By-Law 7.0

7.1 If a member of the Board of Directors and Deputy (where provision is made for a Deputy in these By-Laws) has missed three consecutive meetings of the Board of Directors without furnishing a satisfactory reason for such absence, said member shall automatically vacate their position on the Board.

7.2 A member of the Board of Directors may be granted leave of absence in excess of two months, either on request by the member or as a result of action by the Board of

Directors, the Board of Directors may make a replacement appointment for the period of leave granted.

7.3 Any appointment so made by the Board of Directors shall be for the balance of the term of office of the original appointee but shall be terminated if at any time within that balance period the Board of Directors makes an alternative temporary appointment (which the Board of Directors is hereby empowered to do) in respect of the then balance of the term of office of the original appointee.

7.4 At the discretion of the Board of Directors, some attendances at meetings may be facilitated through telecommunications to ensure that a quorum is present.

By-Law 8.0

8.1 The Board of Directors may make and alter or repeal rules governing competitions, examinations, patrols and other matters, and such rules shall not be designated By-Laws and shall be designated Regulations which will remain enforceable past the life of the then sitting Board of Directors until altered or repealed by the Board of Directors. Any such Regulations shall be read subject to the provisions of these By-Laws and in the event of any inconsistency arising, the provisions of the By-Laws shall prevail. Conditions under which Regulations may be made, altered or repealed by the Board of Directors shall be: -

8.1.1 Acting on a report submitted by a Committee, Board or Sub-Committee;

8.1.2 After consideration of a motion moved by a member of the Board of Directors, due notice of which has been given at a prior meeting of the Board of Directors.

HONORARY SECRETARY

By-Law 9.0

9.1 The Honorary Secretary shall: -

9.1.1 liaise with staff of the Society on administrative matters.

9.1.2 Ensure the safe custody of all books and documents belonging to the Society and produce same whenever required by the Board of Directors.

9.1.3 Ensure that all Minutes of meetings of the Board of Directors are maintained and ensure that proper books are made available to Boards and Committees for recording Minutes of Meetings.

9.1.4 Ensure that effect is given to all decisions and directions of the Board of Directors.

9.1.5 Ensure that a Quality Management System is in place to record all stocks of awards, manuals and other resources.

9.1.6 Ensure that the Board of Directors is advised on all risks considered insurable (in consultation with the Executive Director).

9.1.7 In accordance with Rule 18.1.3, after consultation with the Board of Directors, ensure that a report is prepared on the affairs of the Society for each year and presented for the consideration of the members at its Annual General Meeting.

9.1.8 Be responsible to and subject to the direction of the Board of Directors.

9.1.9 Perform duties specified in Rules.

HONORARY TREASURER

By-Law 10.0

10.1 The Honorary Treasurer shall: -

10.1.1 Ensure that printed consecutively numbered receipts, duly signed, are given for all moneys received by the Society and that duplicates of all such receipts are retained. Where necessary separate bank accounts maybe operative to service specific business operations.

10.1.2 In consultation with staff of the Society, cause all moneys received by the Society to be paid to the bank account of the Society with all practicable dispatch.

10.1.3 Ensure that accounts payable by the Society are submitted to the Board of Directors at its monthly Meetings.

10.1.4 Ensure that an up-to-date financial statement showing the position of the Society's finances as recorded in the accounts is submitted to the Board of Directors at its monthly Meetings.

10.1.5 Whenever required by the Board of Directors, produce all accounts and vouchers.

10.1.6 Not be answerable for any default on the part of any other officer or employee of the Society nor for any moneys except such as he/she shall actually receive personally.

10.1.7 Cause proper accounts to be kept of all receipts and expenditure on behalf of the Society and of the matters in respect of which the same are received or expended and also of the assets, credits and liabilities of the Society, and shall cause to be prepared and laid before the members at its Annual General Meeting each year duly audited accounts made up to the preceding 30th day of June.

10.1.8 Be responsible to and subject to the direction of the Board of Directors.

THE TECHNICAL COMMITTEE

By-Law 11.0

11.1 The Technical Committee shall deal with any matter of a technical nature that may be referred to it by the Board of Directors: -

11.2 May consist of the:

11.2.1 Chairperson

11.2.2 Members of RLSSQ professional staff

11.2.3 Representatives of affiliated Lifesaving Clubs
11.2.4 Active Instructors/Examiners/Trainers

11.3 A panel of the Technical Committee may be formed at any time and shall consist of such co-opted persons (whether Society personnel or not) as the Technical Committee nominates. The terms of reference of the panel shall be defined by the Technical Committee.

11.4 Each panel shall have the responsibility for technical investigation, into a specific area relating to the work of the Society, which area has been recommended by the Technical Committee.

11.5 The Technical Committee shall:

11.5.1 Appoint from time to time, such members as it considers appropriate, to liaise with Club Executives with a view to ensuring the proper functioning of such Clubs.

11.5.2 Attend to the formation of new Clubs in any area desirable.

11.5.3 Seek affiliation of Clubs and arrange for instruction in the Society's methods.

11.5.4 Be responsible for all interpretations of The Royal Life Saving Society - Australia Manual of Swimming and Life Saving Manual and other relevant resources.

11.5.5 Arrange conferences with officials and representatives of the Society throughout Queensland.

THE SELECTION COMMITTEE

By-Law 12.0

12.1 The Selection Committee shall when instructed by the Board of Directors, select teams or individual members to represent the Society in approved intrastate, interstate, national and/or international lifesaving competitions.

12.2 The Selection Committee shall consist of three members appointed by the Board of Directors.

EXAMINERS/TRAINER CERTIFICATION

By-Law 13.0

13.1 The professional staff in consultation with the Board of Directors shall: -

13.1.1 Control and be responsible for the accreditation of all Examiners and set the conditions under which examinations shall be conducted.

13.1.2 Appoint Examiners for all Awards, provided that such Examiners shall, if possible, be not less than 18 years of age and hold at least the Award for which they are authorised to examine.

13.1.3 Maintain a list of current Examiners/Trainers.

13.1.4 Provide all Examiners/Trainers with written authority identifying them as accredited Examiners.

13.1.5 Appoint new Examiners/Trainers.

13.1.6 Reaccredit existing Examiners/Trainers.

13.1.7 Produce and maintain resources for Examiners/Trainers.

13.1.8 Ensure that all training with vocational outcomes meets the requirements of the Australian Qualification Framework.

THE COMPETITIONS COMMITTEE

By-Law 14.0

14.1 The Competitions Committee shall consist of the: -

14.1.1 State Team Manager

14.1.2 State Team Coach

14.1.3 Members of Board of Directors and Professional Employers

MEDICAL ADVISER

By-Law 15.0

15.1 The Medical Panel shall consist of the Society's Medical Advisers and such other co-opted persons as the Technical Committee recommends.

15.2 The Medical Panel shall investigate and make recommendations specifically in the areas of resuscitation and first aid.

CHIEF COMPETITION REFEREE

By-Law 16.0

16.1 As required, a Chief Competition Referee or Chief Judge may be appointed by the Board of Directors.

16.2 The Chief Competition Referee shall: -

16.2.1 Act as Chief Judge at all Carnivals conducted by the Society.

16.2.2 Be responsible for enforcing the rules of competition as per the ILS Competition Handbook and the National Life Saving Handbook in accordance with the relevant competition being conducted.

REGIONAL DIRECTORS

By-Law 17.0

17.1 Regional Directors shall: -

17.1.1 Be appointed by the Board of Directors to represent the Region for which he/she is responsible.

17.1.2 Recommend to the Board of Directors names of persons nominated for Honours in accordance with By-Law 36.0.

17.1.3 Be responsible for the standard of instruction and examination in the Region.

17.1.4 Be responsible for the recruitment of Examiners and recommendation for appointment of same to the Board of Examiners.

17.1.5 Be responsible to and subject to the direction of the Board of Directors.

STATE TEAM COACH

By-Law 18.0

18.1 The State Team Coach shall: -

18.1.1 Be appointed by the Board of Directors.

18.1.2 Be responsible to and subject to the direction of the Board of Directors and on a regular basis, report to the Executive Director.

18.1.3 Coach the State Lifesaving Team, arranging both training times and locations.

18.1.4 Be finally responsible for deciding the individuals to compete in events, from the squad selected by the Selection Committee.

STATE TEAM MANAGER

By-Law 19.0

19.1 The State Team Manager shall: -

19.1.1 Be appointed by the Board of Directors.

19.1.2 Be responsible to the Board of Directors, and on a regular basis report to the Executive Director.

19.1.3 Be responsible for the management and conduct of the State Team.

19.1.4 Liaise with the State Team Coach regarding final selection of individuals to compete in events.

CLUB LIAISON OFFICER

By-Law 20.0

20.1 The Club Liaison Officer shall: -

20.1.1 Be appointed by the Board of Directors as required.

20.1.2 Liaise with affiliated Clubs on a regular basis regarding: -

20.1.2.1 Clubhouses, gear, patrols, power boats and first aid equipment

20.1.2.2 To ensure timely completion of daily patrol, log books during patrol season; and

20.1.2.3 To ensure timely forwarding of completed original log books to the Board of Directors on a monthly basis.

AUSTRALIAN NATIONAL COUNCIL & AUSTRALIAN TECHNICAL COMMITTEE REPRESENTATIVES

By-Law 21.0

21.1 The Board of Directors shall appoint two Representatives to the National Branch. The two Representatives to the National Council shall be a member of the Board of Directors and the Executive Director.

21.2 The delegates of the Society to other organisations shall be appointed by the Board of Directors.

21.3 The delegates appointed by Clause 21.2 above shall; 21.3.1 provide a monthly report to the Board of Directors

21.3.2 ensure the Society is represented in accordance with the directions of the Board of Directors and;

21.3.3 ensure all correspondence, including minutes of meetings, are provided to the Honorary Secretary within 14 days of receipt.

MEETINGS

By-Law 22.0

22.1 The Board of Directors, or any other Committee or Panel may, with the consent of the meeting, adjourn it from time to time, and from place to place.

22.2 At any meeting, a declaration by the Chairman, that a resolution has been carried by a specified majority or lost or not carried by a specified majority, and an entry made to that effect in the books of the Society, shall be conclusive evidence of the fact without proof of the number or relative proportion of the votes recorded in favour of or against such resolution.

22.3 Any person not being a member of the Board of Directors who is permitted by the Chairman to attend a meeting of the Board of Directors as the case may be, may not address the meeting except at the invitation of the Chairman, and in such case no voting privilege shall be thereby conferred.

22.4 Unless otherwise provided in these By-Laws, every question submitted to a meeting of the Board of Directors, all Committees, or Panels shall be decided by a show of hands.

22.5 Subject to the provision of the Chairman's casting vote every member of the Board of Directors, or all Committees, personally present, shall have one vote.

22.6 In the case of an equality of votes, the Chairman of the Board of Directors, or of all Committees, or Panels shall have a casting vote in addition to that vote to which he is entitled to as a member of the Board of Directors, or Committee, or Panel. The equality of votes shall be announced prior to the Chairman declaring his casting vote.

22.7 It shall be the duty of the Board of Directors to cause proper minutes records to be kept of all meetings of the Board of Directors, Committees and/or Panels.

22.8 Any business transacted at meetings of the Society (at the discretion of the Board of Directors) may be published for the information of the general public. Press representatives may be admitted to any meeting of the Board of Directors provided a majority of such meeting so decides, but in no circumstances shall Press representatives be admitted to any meeting of any Committee, and or Panel.

22.9 Members of the Society entitled to vote at any meeting of the Society do not include temporary or honorary members or minors.

VACATION OF OFFICE

By-Law 23.0

23.1 Any member of the Board of Directors, or any Committee, Panel or a permanent salaried Administrator or other staff shall vacate office and cease to be such a member.- If by notice of the resignation in writing to the Secretary and/or Executive Director, the resignation is accepted by the Board of Directors.

AWARDS

By-Law 24.0

24.1 The Awards of the Society shall be as set out in the current edition of the Swimming and Life Saving Manual and/or other Society resources.

SIGNATURES AND ENDORSEMENTS

By-Law 25.0

25.1 All cheques drawn on the account of the Society shall be signed by such Officers as the Board of Directors may appoint.

GRANTS

By-Law 26.0

26.1 All moneys allocated as grants to Clubs, Associations and other bodies shall be subject solely to the conditions laid down by the Board of Directors and shall be used for the purposes stipulated by the Board of Directors and for no other purpose.

CONDUCT DETRIMENTAL TO THE SOCIETY

By-Law 27.0

27.1 If in the opinion of the Board of Directors there is reason to believe that any officer or member of the Society or of an affiliated body has acted in such a manner as might be detrimental to the interests and welfare of the Society, it may summons such officer or member before a Board of Inquiry convened in accordance with By-Law 28 for the purpose of investigating the matter.

27.2 If a member has a grievance or cause for complaint in respect of a personal matter or a matter affecting the Society he may submit it in writing to the Honorary Secretary and must at the same time forward a copy of his submission to any person or persons who may be the subject of such grievance or complaint. The right of a member to make such a submission is no protection against legal action for libel or slander.

27.3 The Board of Directors, upon receiving a grievance or complaint under this By-Law, shall appoint a member to investigate the matter within 14 days and shall within 14 days of completion of the investigation make recommendations for the resolution of the grievance or complaint.

27.4 If a member is dissatisfied or objects to the implementation of the Board of Directors recommendation the member may request the Board of Directors can convene a Board of Inquiry in accordance with By-Law 28.

BOARDS OF INQUIRY

By-Law 28.0

28.1 A Board of Inquiry may be convened by the Board of Directors to inquire into any matter affecting the Society and will be held at the most convenient place and time. The Chairman of a Board of Inquiry shall (subject to any contrary direction which may be given from time to time by the Board -of Directors) adjourn the proceedings of such a Board for such periods as he considers appropriate.

COMPOSITION OF BOARDS OF INQUIRY

By-Law 29.0

29.1 The Board of Directors shall appoint a Chairperson from the Board of Directors and not less than two or more than four other members of the Society, all of who are unbiased in the dispute.

PROCEDURE AT BOARDS OF INQUIRY

By-Law 30.0

30.1 The Honorary Secretary shall prepare a Notice stating the place, date and time of the Board of Inquiry and its Terms of Reference, and shall forward a copy of the Notice and Terms of Reference to be received not less than fourteen days before the date fixed for the hearing to: -

30.1.1 The Chairman of the Board of Inquiry.

30.1.2 The officer or member, into whose conduct the Board shall inquire to attend or be represented at the appointed place within thirty minutes of the appointed time. Should such person fail to attend or be so represented or fail to forward to the Honorary Secretary in order to reach him at least twenty-four hours before such appointed time, a letter by pre-paid post giving a satisfactory reason for non-attendance such inquiry may nevertheless be proceeded with.

30.1.3 Any member whose assistance is required by the Chairman of the Board. **30.1.4** Any member whose character or reputation may be affected.

30.2 The Chairman shall ensure that a member into whose conduct the Board is inquiring, shall have every reasonable opportunity of being fully heard by the Board, being assisted if necessary by not more than one accompanying person, of calling witnesses and producing documents and of putting questions to the witnesses called by the Chairman. Accurate Minutes of the evidence and proceedings shall be taken.

REPORT OF BOARDS OF INQUIRY

By-Law 31.0

31.1 Within 14 days of the close of the hearing the Chairman shall forward to the Board of Directors the Report of the Board of Inquiry which shall consist of its Findings and Recommendations signed by the Chairman and members, a transcript of the proceedings and any documents produced to the Board. On receiving the Report of the Board of Inquiry, the Board of Directors shall announce its determination in relation to the charge.

31.2 Upon breach of any of the Society's Rules or By-Laws being considered proved or detrimental conduct being considered proved or grievance or complaint being considered proved against any officer or member of the Society, the Board of Directors may, by a two-thirds majority of those present, dismiss such officer, expel such member from the Society for such period as may be determined, and/or impose a penalty to be determined and ratified by the Board of Directors. The decision of the Board of Directors shall be communicated in writing to the person concerned.

AFFILIATIONS

By-Law 32.0

32.1 The Society shall affiliate annually to the National Branch.

32.2 The Society shall affiliate with and subscribe annually to such other bodies as the Board of Directors may from time to time determine.

AFFILIATION FEES

By-Law 33.0

33.1 The Annual Affiliation Fee payable to the Society on the first day of October in each year by Life Saving Clubs shall be determined by the Board of Directors.

By-Law 34.0

34.1 Affiliated Clubs shall be required to pay fees as provided in By-Law 33, and shall be subject to the Rules and By-Laws of the Society and the incorporation in the Rules, Constitution or By-Laws of any Club seeking affiliation or renewing affiliation of rules having a similar meaning to clauses set out in By-Law 35.

34.2 All Clubs seeking affiliation with the Society shall submit with their application for affiliation a copy of their Rules, Constitution and By-Laws for approval by the Board of Directors.

34.3 All affiliated Clubs required to submit their Rules, Constitution and By-Laws to the Society shall supply to the Society copies of all subsequent amendments, additions and alterations, etc., within one month of their adoption, for approval by the Board of Directors.

34.4 Affiliated Clubs shall render to the Society any information relative to lifesaving activities as may be required by the Technical Committee from time to time.

34.5 The Society shall have the right of inspection of the Minute Book and accounts of any affiliated Club required to pay an affiliation fee and may require the production of any documents relating to Club activities upon request from the Board of Directors.

34.6 Notwithstanding anything contained in these By-Laws, the Board of Directors may at its discretion, decline to affiliate any Club or may cancel the affiliation of any Club already affiliated when, in the opinion of the Board of Directors, such Club seeking affiliation or already affiliated intends to use, is using, or has used the name of the Society or any of its objects for any purpose detrimental to the Society or when, in the opinion of the Board of Directors, the affiliation of any Club is considered not in the best interests of the Society, provided that a Club shall have a right to request a Board of inquiry be convened in accordance with By-Law 28.

By-Law 35.0

35.1 All affiliated Clubs required to do so by By-Law 34 shall include in their Rules, Constitution and By-Laws such compulsory clauses as will have the same meaning as the following clauses. The act of non-compliance with this requirement shall not in itself exempt any affiliated Club from the provisions of the compulsory clauses.

35.2 Only members of the Club who are at least 13 years of age shall be entitled to vote on any matter at any meeting of the Club or its Committee.

35.3 If the Club shall cease to be affiliated with the Society, or shall cease to function as a Club and/or become disbanded, then all assets of the Club shall, thereupon by that fact itself become and be deemed the property of the Society and be deliverable forthwith to the Society upon demand and in such circumstances any such property as is in the hands of or under the control of the members or former members of the Club shall be held on behalf of and to the order of the Society.

35.4 Receipts for all moneys received by the Club shall be issued from a printed and consecutively numbered receipt book, which provides for a carbon copy of the receipt issued to remain in fixture in the book.

35.5 All moneys received by the Club shall be paid to the Club's account with a recognised financial institution with all practicable dispatch.

35.6 All accounts payable by the Club shall be authorised by the Management Committee and

cheques shall be drawn to pay such accounts and all such cheques shall be signed by at least two authorised officers of the Club.

35.7 The Management Committee shall regularly throughout each year receive from the Treasurer a statement of the Club's financial position and shall compare it with an up-to-date bank statement of the Club's bank account.

35.8 The Management Committee shall cause to be kept a Minute Book in which shall be entered the proceedings and resolutions of all meetings conducted by the Club.

35.9 All applicants for membership of the Club shall be approved by the Management Committee.

35.10 All members of the Club shall be encouraged to qualify for Awards of the Society.

35.11 The Club shall not admit to membership any person known to be financially indebted to or expelled from another Club affiliated with the Society without first obtaining approval from the Board of Directors.

35.12 The Club shall annually produce a report of the year's activities and a financial statement and submit same to a General Meeting of Members of the club, at which Annual General Meeting an election of Officials and Management Members for the club shall be held.

35.13 All affiliated clubs shall forward a copy of their Annual Reports to the Society.

HONOURS

By Law 36.0

36.1 All financial members may be nominated for/and receive, State, National & Commonwealth Honours in recognition of their contributions to the aims and objectives of the Society.

36.2 Application for Honours may be received from Affiliated Clubs, Regional Directors, (Refer 17.1.2.), Board Members and Ordinary Members.

36.3 Each year, the Board of Directors shall nominate an Honours Subcommittee to oversee the applications submitted.

36.4 The Secretary and/or an appointed person shall submit all endorsed applications to The Royal Life Saving Society —Australia for consideration and procurement.

LIQUOR LICENCE

By Law 37.0

37.1.1 Liquor License - Payment to an officer or employee of the Society of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Society or the receipts of the Society for such liquor is prohibited.