

CORPORATIONS LAW  
A COMPANY LIMITED BY GUARANTEE

MEMORANDUM  
And  
ARTICLES OF ASSOCIATION

Of

**COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED**

I, **BRUCE LAWLER**, President of COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED ABN 54 002 880 346, hereby certify that this and the following 32 pages is a true copy of the Constitution of the Coffs Harbour Surf Life Saving Club Limited.

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MEMORANDUM OF ASSOCIATION  
OF  
COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED

1. The name of the Company is Coffs Harbour Surf Life Saving Club Limited (hereinafter called "the Club")
2. The registered office of the Club shall be situated in Coffs Harbour or such other place in New South Wales as the Committee may from time to time determine.
3. The objects for which the Club is established are: -
  - (a) (1) To acquire and take over all of the assets, with the exception of the premises known as the Club House situate at Park Beach, which premises shall be held by the Club on lease from the Trustee described and/or referred to in Item 8 hereof, and to acquire and take over all the liabilities of the unincorporated body known as the "Coffs Harbour Surf Life Saving Club" and to carry on the objects of the said body which objects are set out herein.
  - (2) To affiliate with and remain affiliated with Surf Life Saving Australia Limited and Surf Life Saving New South Wales Inc. through Surf Life Saving North Coast Branch Inc.
  - (b) To promote advance and control the work of Surf Life Saving and the resuscitation of the apparently drowned.
  - (c) To promote the study and practice of the methods of Surf Life Saving as taught by Surf Life Saving Australia Limited.
  - (d) To minimise the loss of life from drowning by providing efficient life saving apparatus.
  - (e) To promote demonstrations and to arrange classes of instruction and so bring about a widespread and thorough knowledge of the principles which underlie the art of natation and to further generally the best interests of surf life saving and surf bathing.
  - (f) To appoint life saving patrols and to render all possible aid to those in distress.

- (g) To encourage and promote the physical and social welfare of the members thereof.
- (h) To provide any or all of the facilities necessary to further the aims and advancement of Surf Life Saving at Park Beach or elsewhere in New South Wales and to give whatever assistance the Committee may consider convenient for this purpose.
- (i) Subject to clause (a)(1) hereof, purchase take on lease or licence or otherwise acquire property at or near Park Beach or at any other place that the Club Houses and any deem expedient, and provide a Club House/ or Club Houses and any facilities and amenities of a Club and to permit the use of the same by members and other persons on such terms as the Club shall determine.
- (k) To encourage foster and promote Surf Life Saving in such areas as may be determined from time to time by the Committee or general meeting of the members.
- (l) To organise and conduct carnivals and social functions for the benefit and assistance of the Club in the attainment of the Club's objectives.

IT IS HEREBY DECLARED that the object set forth in any paragraph or sub-clause of the clause shall not (except where the context expressly so requires) be in any ways limited or restricted by reference to, or interference from, the terms of any other paragraph or sub-clause or by the name of the company or by any punctuation or grammatical number or by the nature or description of the business and undertaking hereinbefore stated to be carried on, or by the juxtaposition of any two or more objects, or any object being or being deemed to be main or dominant object but each shall be and be deemed an independent object and shall be construed in such a way as to widen and not restrict the powers of the company. The company shall have power to exercise all or any of the powers contained in Section 161 of the Corporations Law in any part of the world and to do all such things as are incidental or conducive to the above objects or any of them.

4. The income and property of the Club, whencesoever derived, shall be applied solely towards the promotion of the objects of the Club set forth in this Memorandum of Association; and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit, to the members of the Club. Provided that nothing herein shall prevent the payment in good faith, of reasonable and proper remuneration to any officer or servant of the Club or to any member of the Club or other person in return for any services actually rendered to the Club, nor prevent the payment of interest on money borrowed from a member of the Club for any of the purposes of the Club. Provided further that no member of the Committee shall be appointed to any salaried office of the Club or any office of the Club paid by fees and that no remuneration shall be given by the Club to any member of the Committee provided that nothing herein mentioned shall be construed as to prevent the allowance of out-of-pocket expenses and interest on money lent or hire of goods or rent for premises

demised to the Club.

5. The liability of the members is limited.
6. Every member of the Club undertakes to contribute to the assets of the Club, in the event of the same being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the Club contracted before he ceases to be a member, and of the costs, charges and expenses of winding up and for the adjustments of the rights of the contributories among themselves such amount as may be required not exceeding Two dollars (\$2.00).
7. If upon the winding up or dissolution of the Club there remains after 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 some other institution or institutions that is a registered or exempt charity pursuant to the Charitable Collections Act 1934 having objects similar to the objects of the Club and which shall prohibit the distribution of its or their income and property among its or their members to any extent at least as great as is imposed on the Club under or by virtue of Item 4 hereof, such institution or institutions to be determined by the members of the Club at or before the time of dissolution, and in default thereof by the Chief Justice in Equity of the Supreme Court of New South Wales or such other Judge of that Court as may have or acquire jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.
8. The premises known as the Club House situate at Park Beach and being more particularly described as Crown Lot 496, Parish of Coff, shall be held by a Trustee who may with the approval of the Crown and subject to observance by the Club of the objects set out in Item 3 hereof, lease the same to the Club.
9. WE, the several persons whose names and addresses are subscribed are desirous of being formed into a Company in pursuance of this Memorandum of Association.

Signature, Name, Address and Description of Signature, Name, Address and Description  
of Subscribers

Witness to Signature

PETER EDMUND WALLACE  
Cnr Pacific Highway & Marcia Street  
Coffs Harbour  
Service Station Proprietor

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

WILLIAM RICHARD PALMER  
63 Mildura Street  
Coffs Harbour  
Green Grocer

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

RICHARD JOHN BOYNE PICKERING 70 Bailey Avenue Coffs Harbour Panel Beater	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
PHILLIP JAMES HARTMANN 14 Lloyd Close Coffs Harbour Mill Superintendent	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
CESLAWS FILIPEK 12 Myuna Place Coffs Harbour Bricklayer	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
FRANK ALAN HULBERT 35 Jemalong Crescent Toormina School Teacher	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
RAYMOND THOMAS TAYLOR 1/24 Arthur Street Coffs Harbour Retired Shopkeeper	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
GARRY PARR BROCKINSHIRE 31 Kororo Bay Drive Coffs Harbour Manufacturer	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
ALLAN JAMES MORAN 3 Flinders Street Coffs Harbour Bar Attendant	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
TERENCE JOHN LOCKART 34 Kotuku Street Coffs Harbour Builder	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor
EDWARD MARK HILTON 32 Nariah Crescent Toormina Insurance Loss Assessor	PETER JOHN WARDMAN 51 Grafton Street Coffs Harbour Solicitor

CHARLES WILLIAM KUHN  
6 Glynn Street  
Coffs Harbour  
Carpenter

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

COLIN JOHN FITZSUMMONS  
12 Kotuku Street  
Coffs Harbour  
Distributor

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

Dated this 8<sup>th</sup> day of November, 1984

CORPORATIONS LAW  
A COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED

INTERPRETATION

1. In these Articles unless there be something in the subject or context inconsistent therewith: -

"the Act" means the Corporations Law.

"the Association" means Surf Life Saving Australia Limited.

"the Bronze Medallion" means the Bronze Medallion of the Association.

"the Charities Act" means the Charitable Collections Act, 1934

"the Club" or "the Company" means the "COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED".

"the Liquor Act" means the Liquor Act, 1982.

"the Registered Clubs Act" means the Registered Clubs Act, 1976.

"the Gaming and Betting Act" means the Gaming and Betting Act, 1912.

"the Annual General Meeting" means the general meeting held each year as required by the Act and these Articles.

"the Committee" means the members for the time being of the Committee of Management or Provisional Committee constituted in accordance with these Articles.

"the Register" means the register of members kept pursuant to the

Act. "the Seal" means the common seal of the Club.

"the By-Laws" means the By-Laws of the Club for the time being in force.

"Secretary" means any person appointed to perform the duties of a Secretary of the Club and includes an Honorary Secretary and an Acting Secretary.

"the Unincorporated Body" means the unincorporated body known as the Coffs Harbour Surf Life Saving Club.

"Full Member" means a person who is an Ordinary Member or a Life Member of the Club.

"Honorary Member" means a person who under the Rules of the Club is an honorary member of the Club.

"Life Member" means a person who is given membership of the Club for life.

"Member" means a person who is a full member, a temporary member or honorary member of the Club.

"Ordinary Member" has the meaning ascribed to those words in the Registered Clubs Act.

"Temporary Member" means a person who under the rules of the Club is a temporary member of the Club.

Words or expressions contained in these Articles shall be interpreted in accordance with the provisions of the Interpretation Act, 1987 as in force at the date at which these Articles become binding on the Club.

#### PRELIMINARY

2. The Club is established for the purposes set out in the Memorandum of Association.
3. The members for the time being of the Committee shall be and be deemed to be directors of the Club.
4. The Articles shall for the purposes of the Liquor Act and the Registered Clubs Act be deemed to be the Rules of the Club.
5.
  - (a) The Club shall be a non-proprietary Club.
  - (b) All profits, if any, and other income of the Club shall be applied to the promotion of the purposes for which the members are associated together and no payment of dividends or distribution of profits or income shall be made to or amongst the members of the Club.

No persons other than the Club or its members shall directly or indirectly derive any profit or advantage from the fact that the Club is registered or has applied for registration under the Registered Clubs Act or from any added value which may accrue, because of such registration, to the Club premises.

- (c) No payment or part payment of any secretary manager or other officer or servant of the Club shall be made by way of commission or allowance on or upon the receipts of the Club for liquor supplied.
  - (d) Accommodation for members of the Club and their guests shall be

provided and maintained from the funds of the Club and no person shall be entitled to derive any profit benefit or advantage from the Club which is not shared equally by every member.

- (e) No visitor to the Club shall be supplied with liquor in the Club premises unless on invitation and in the company of a member.
- 6. No liquor shall be sold or supplied to any person under eighteen (18) years of age.
- 7. No person under the age of eighteen (18) shall use or operate or be allowed to use or operate poker machines in the Club premises.

#### MEMBERSHIP

- 8. The number of members with which the Club proposes to be registered is Six Hundred (600) and the Club may register and increase or decrease of members provided that the number of members shall not exceed either the number which if exceeded the Club would not pursuant to the Registered Clubs Act be granted a certificate of registration under that Act or the number which if exceeded and the Club holds a certificate of registration under that Act the Club would pursuant to that Act not be continued to be registered thereunder.
- 9. A person under the age of eighteen (18) years may be admitted to membership of the Club.
- 10. The subscribers to the Memorandum of Association and such other persons as the Committee shall admit to membership in accordance with these Articles shall be members of the Club.
- 11. Unless otherwise determined by the Committee membership of the Club shall consist of the following classes or designations, namely: -
  - (a) Ordinary Members
  - (b) Life Members
  - (c) Honorary Members
  - (d) Temporary Members
- 12. (a) Subject to this rule, only:-
  - (i) (a) Active Members who have attained the age of eighteen (18) years and who have completed all rostered patrols for at least two full seasons with any Surf Life Saving Club affiliated with the Association or Award Members as defined by the constitution of the Association who have performed two years water safety (with a minimum of twenty four hours service) with any Surf Life Saving Club affiliated with the Association.
  - (b) A transferee from such an affiliated club must provide written proof from that affiliated club verifying the

transferee's eligibility in accordance with the criteria set forth in sub-rule 12(a)(i)(a).

- (ii) Life Members;
- (iii) Reserve Active Members;
- (iii) Long Service Members.

Shall be entitled to:

- (i) hold office (with the exception of the position of patron or auditor) in the Club;
- (ii) be elected or appointed to the Committee;
- (iii) nominate any person for membership of the Club;
- (iv) nominate any person to hold office in the Club;
- (v) nominate any person to be elected or appointed to the Committee; and
- (vi) vote on all matters at any meeting of the Club.

Notwithstanding the other provisions of this Article all Full Members who have attained the age of eighteen (18) years shall be entitled to be elected or appointed to the position of Junior Activities Committee Representative on the Committee and to nominate any eligible person to become elected or appointed to that position.

- (b) No servant of the Club shall be a member or be eligible to be elected a member of the Committee of the Club or be entitled to vote at any meeting of the Club.

## ORDINARY MEMBERS

- 13. The Club shall admit to Ordinary Membership every person who is a financial member of the unincorporated body at the date of incorporation of the Club and to the same class of membership as that member had in the unincorporated body and the next annual subscription which that member shall be obliged to pay will become due and payable on the first day following the first annual general meeting of the incorporated body.
- 14. Ordinary Members of the Club shall be divided into the following classes:
  - (a) Active Members;
  - (b) Reserve Active Members;
  - (c) Long Service Members;
  - (d) Associate Members (non-voting);
  - (e) Junior Activity Members.

15. Active Members shall be:

Those Members who are appointed by the Committee to perform patrols on Park Beach or elsewhere and who for the purpose of this rule are further classified as either Senior, Under nineteen or Cadet Members but -

- (a) Active Senior and Under nineteen Members must obtain the Bronze Medallion prior to being appointed as Active Members;
  - (b) Cadet Members must obtain the Association's Surf Rescue Certificate or the equivalent, prior to being appointed as Active Members;
  - (c) Such Members shall perform patrols as required by the Association and the Committee; and
  - (d) Such Members shall complete the Association's Annual Proficiency Test;
  - (e) Award Members are those Members who have obtained the Association's award which entitles them to be Active Members, subject nevertheless to sub-rule 12(a)(i)(a).
- 15A. (a) Reserve Active membership may be granted at the discretion of the Committee to Active Members who have satisfactorily completed at least eight years service.
- (b) Such members shall perform a minimum of patrols as required by the Association and further patrol duties at the discretion of the Committee.
  - (c) Such members shall complete the Association's Annual Proficiency Test.
  - (d) Notwithstanding paragraph (a), Reserve Active membership may be granted by the Committee to Active Members irrespective of years of service.
16. A person who is the holder of the Bronze Medallion and who is not an Active Member may be admitted as an Associate Member.
17. (a) Long Service Membership may be granted to a member who has completed ten (10) years active service, or a member who has completed eight (8) years active service and four (4) years active reserve service. Long Service Members shall be exempted from all patrol obligations.
- (b) Notwithstanding (a) above, the Committee may grant long service membership to a member irrespective of the number of years served as a Member.
- 17A. A Junior Activity Member shall be a person who may be a minimum age of seven years up to a maximum age of thirteen years on a seasonal basis and such person shall be required to gain the Association's relevant Junior Activity Achievement Certificate for that person's age group.

#### ASSOCIATE MEMBERS

18. Associate Members shall be such persons who are considered from time to time by

the Committee to be genuinely interested in the advancement of all or any of the objects of the Club as stated in this Constitution and who are otherwise considered by the Committee to be desirable persons to be elected as Associate Members of the Club and who are so elected as Associate Members.

19. (This clause is blank).

#### LIFE MEMBERS

20. The first Life Members of the Club shall be: -

Allan Dawson, John Cowling, Trevitt Slack, Richard John Boyne Pickering, James Petersen, Brian Malouf, Frank Bastian, William Richard Palmer, John Pollock, William Walker, Charles Braithwaite, Horace Riding, Mark Gawne and Gerhart Voight.

21. Life Members may be appointed from members of the Club who have rendered special service to the Club over a period of fifteen (15) years, ten (10) years of which have been included as an elected officer of the Club (any service with the unincorporated body shall be included). Candidates must be nominated in writing by two (2) Ordinary Members of the Club, submitted to the Committee for approval, and be elected at an annual general meeting of the Club or at a special meeting called for the purpose. Such recommendation must be carried by a two-thirds majority of those present and eligible to vote. Other appointments for Life Membership to be made by the Committee and approved at a general meeting.

22. A Life Membership badge shall be presented to each Life Member of the Club.

23. The following conditions shall be observed in the election of a Life Member of the Club: -

(ii) Such nomination shall be reported to a Committee meeting after receipt thereof at which meeting the Committee shall have resolved with the consent of two-thirds of voters present and voting to forward such nomination to the following annual general meeting for consideration.

(iii) Upon the request of any member of the Committee all voting shall be by ballot.

24. A Life Member shall be relieved of the payment of the annual subscription payable in accordance with these Articles.

#### PATRONS

25. Patrons may be appointed from time to time by the eligible Full Members in general meeting and they shall be deemed to be Honorary Members for the period for which they are appointed.

#### HONORARY AND TEMPORARY MEMBERS

25A. A person shall not be admitted as an Honorary Member or as a Temporary Member of the Club unless he is admitted in accordance with the provisions of these Articles and he has the qualifications, as specified in these Articles, requisite and appropriate in relation to the purposes of the Club for Honorary Membership or Temporary Membership of the Club.

25B. In addition to the Patron or Patrons of the Club, Honorary Membership of the Club may be granted by the Committee to prominent citizens and local dignitaries.

25C. (a) Temporary Membership may, in accordance with the procedures established by the Committee and upon -payment of such fees (if any) as may be determined by the Committee, be granted to a person and no other who has one of the following qualifications:

(i) A visiting member of any Surf Life Saving Club which is a Registered Club for the duration of such visit or for one month which ever expires first.

(ii) Persons being visitors to the Coffs Harbour District whose usual place of residence is outside Australia or outside New South Wales or outside a radius of 5 kilometres of the Club's premises for the duration of such visit or one month which ever expires first.

(b) A Full Member of any Registered Club, who, at the invitation of the Committee or of a Full Member of the Club, attends on any day at the premises of the Club in the circumstances described in Section 30(10) of the Registered Clubs Act, shall be a Temporary Member of the Club from the time on that day when he so attends the premises of the Club until the end of that day.

25D. (a) Except as herein provided Honorary Members and Temporary Members shall be entitled to exercise all the privileges of the Club.

(b) Honorary Members and Temporary Members shall not be entitled to vote at any meeting of the Club or to be elected to the Committee.

(c) An Honorary Member and a Temporary Member shall be relieved of the payment of the annual subscription payable in accordance with these Articles.

(d) Honorary Members and Temporary Members shall be subject to such conditions as may be imposed by these Articles or by any By-laws made by the Committee.

(e) Temporary Membership shall not be granted to any person for more than three (3) months in any financial year.

The Committee or the Secretary may cancel the Temporary Membership

of any person without notice and without assigning any reason.

#### ELECTION OF MEMBERS

26. Every applicant for Ordinary Membership of the Club (other than the subscribers to the Memorandum and Articles of Association and those admitted to membership by virtue of the provisions of Article 13) shall be proposed by one and seconded by another Full Member each of whom shall be eligible in accordance with the provisions of Article 12(a). The application for membership shall be made in writing signed by the applicant and his proposer and seconder and shall be in or to the effect of such form as the Committee from time to time prescribes provided that any such form shall contain such particulars as are from time to time required by the Registered Clubs Act.
27. Every application for membership shall be dealt with at a meeting of the Committee duly convened and a record shall be kept by the secretary of the names of the members present and voting at such meeting. The Committee may reject any application for membership without assigning any reason for such rejection.
28. The name and address of each person proposed or nominated for membership of the Club shall be displayed in a conspicuous place in the Club premises for at least one (1) week before being submitted to the Committee for election and an interval of not less than two (2) weeks shall elapse between nomination and election.
29. When an applicant has been elected to membership the Secretary shall cause notice of such election to be given personally or forwarded or posted to such person. Upon payment of the entrance fee (if any) and first annual subscription the applicant shall become a member of the Club provided nevertheless that if such payment be not made within one (1) calendar month after the date of the notice the Committee may in its discretion cancel its election of the applicant for membership of the Club.
30. Every person elected to membership and informed of his election as directed by the foregoing Article shall be deemed to agree to pay the entrance fee (if any) and annual subscription and other fees and charges as prescribed in the Memorandum and Articles of Association or By-Laws of the Club and to be bound by the Memorandum and Articles of Association of the Club and by the Club's By-laws from time to time in force and the payment of the said entrance fee (if any) or the said subscription shall be conclusive evidence of such agreement.

#### ENTRANCE FEES AND SUBSCRIPTIONS

31. The entrance fees and annual subscriptions payable by members of the Club shall be such as the Committee shall from time to time prescribe, provided that until the Committee shall otherwise resolve such fees and subscriptions shall be as follows:

-

Class of member

Entrance fee

Annual Subscription

Ordinary Member	Five Dollars (\$5.00)
Junior Activity Member	Two Dollars (\$2.00)

Provided further that the annual subscription shall at no time be less than the minimum annual subscription prescribed by the Registered Clubs Act.

32. Except as provided by Article 13 all annual subscriptions shall become due and payable in advance on the first day following the Annual General Meeting in every year.
33. If any member shall fail to pay his subscription within one (1) month after it becomes due the Committee may cause notice to be given of such failure to such member and if payment is not made within twenty eight (28) days after such notice shall have been given the Committee may resolve that the member concerned by reason of such failure shall be excluded from membership and thereupon such member shall cease to be a member of the Club.
34. (a) A member may at any time by giving notice in writing to the Secretary resign his membership of the Club but shall remain liable for any annual subscription and all arrears due and unpaid at the date of his resignation and for all other moneys due by him to the Club and in addition for any sum not exceeding Two dollars (\$2.00) for which he is liable as a member of the Club under Item 6 of the Memorandum of Association of the Club.
- (b) The date of a resignation of a member resigning in accordance with the provisions of Article 34 (a) shall be the date on which the notice of resignation is received by the Secretary and the provisions of these Articles regarding the giving of notices shall apply as if the notice of resignation was a notice to a member.
35. (a) If any member shall wilfully refuse or neglect to comply with the provisions of the Memorandum of Association or of these Articles or any of the Rules or By-laws of the Club or shall be guilty of any conduct which in the opinion of the Committee is unbecoming of a member or prejudicial to the interest of the Club the Committee shall have power to reprimand, fine, suspend or expel such member from the Club provided that: -
  - (i) At least seven (7) clear days' notice in writing of the meeting of the Committee at which resolution to reprimand, fine, suspend or expel such member is to be proposed is given to such member;
  - (ii) Such member shall at such meeting and before the passing of such resolution have had an opportunity of giving orally or in writing any explanation or defence he may think fit;
  - (ii) No member shall be expelled from the Club unless the resolution for his expulsion is passed by a majority of two-thirds of those members of the Committee present and voting.

## GENERAL MEETINGS

37. A general meeting termed the annual general meeting shall be held once in every calendar year with the exception of the first annual general meeting which need not be held in the year 1984. All general meetings other than the annual general meeting shall be called general meetings. So far as it is possible, the annual general meeting shall be held in the month of June in each year.
38. The Committee may whenever it thinks fit convene a general meeting and general meetings shall also be convened on requisition as provided for by the Act or in default by the requisitionists as provided for by the Act.
39. Subject to the provisions of the Act relating to special resolutions and agreements for shorter notice, fourteen (14) clear days' notice at least specifying the place the day and the commencement hour of an Annual General Meeting shall be given to such persons as are entitled to receive such notices from the Club.
40. All business shall be special that is transacted at a general meeting and also all that is transacted at an annual general meeting, with the exception of the consideration of the accounts, balance sheets and the report of the Committee and auditors, the election of officers and other members of the Committee in the place of those retiring and the appointment and fixing of the remuneration of the auditors.

## PROCEEDINGS AT GENERAL MEETINGS

41. No business shall be transacted at an annual or other general meeting unless a quorum of members who are eligible to vote is present at the time when the meeting proceeds to business. Save as herein provided, thirty (30) Ordinary Members who are eligible to vote present in person shall be a quorum.
42. If within thirty (30) minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day as the Committee may determine and if at the adjourned meeting a quorum is not present within fifteen (15) minutes from the time appointed for the meeting, the members present who are eligible to vote (being not less than three (3) ), shall be a quorum.
43. The President shall preside as Chairman at every annual general meeting of the Club or in his absence a Vice President. Should neither the President nor a Vice President be present within fifteen (15) minutes after the time appointed for the holding of the meeting or if they are unwilling to act, the members present shall elect one of their number to be Chairman of the meeting.
44. 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 (30) 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.

45. (a) At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded: -
- (i) by the Chairman; or
  - (ii) by at least three (3) members present in person.
- (b) Unless a poll is demanded as aforesaid a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Club shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
46. If a poll is duly demanded, it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of the Chairman or a question of adjournment shall be taken forthwith.
47. In the case of an equality of votes, whether on a show of hands or on a poll the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or casting vote.
48. Every member eligible to vote shall both on a show of hands and on the taking of a poll have one vote.
49. No member other than a Life Member shall be entitled to vote at any general meeting or to be a member of the Committee if his annual subscription shall be unpaid at the date of the meeting.

#### COMMITTEE

50. The committee of management of the Club shall consist of a President, Vice President, Secretary, Treasurer, Club Captain, Junior Activities Committee Representative and six (6) Directors, all of whom shall be members of the Club and who are herein referred to as "the Committee".
51. (a) There shall be a provisional Committee consisting of the following: -
- |                 |  |
|-----------------|--|
| President       | Peter Edmund Wallace                       |
| Vice Presidents | William Richard Palmer, Richard John Boyne |

	Pickering, Phillip James Hartman, Ceslaws Filipek
Treasurer	Garry Parr Brockenshire
Club Captain	Allan James Moran
House Captain	Terence John Lockart
Three Ordinary Members	Edward Mark Hilton, Charles William Kuhn, Colin John Fitzsummons

- (b) The provisional Committee shall hold office until the first annual general meeting of the Club and shall be and be deemed to be the directors of the Club and shall be eligible for re-election.
  - (c) The provisional Committee while in existence shall exercise all the powers and functions conferred by these Articles on the Committee.
  - (d) The provisional Committee shall elect such officers as it considers necessary and may fill any vacancies that occur in the provisional Committee.
52. At the first general meeting of the Club and at the annual general meeting of the Club in each year thereafter the members of the Committee shall be elected from among the eligible Ordinary and/or Life Members of the Club and such members of the Committee shall hold office until the next annual general meeting when they shall retire but they shall be eligible for re-election.
53. The election of the members of the Committee shall take place in the following manner: -
- (a) Subject to the provisions of Article 12(a) any two (2) Ordinary or Life members of the Club shall be at liberty to nominate any other Ordinary or Life member to serve as a member of the Committee. The nomination which shall be in writing and signed by the nominee and his proposer and seconder shall be lodged with the Secretary at least eight (8) days before the meeting at which the election is to take place.
  - (b) A list of such nominations with the proposers' and seconders' names, shall be posted in either the premises or the registered office of the Club for at least seven (7) days immediately preceding the meeting at which the election is to take place.
  - (c) In case there shall not be a sufficient number of candidates nominated nominations may be made orally with the consent of the nominee at the meeting at which the election is to take place.
  - (d) If there is more than the required number nominated an election by ballot shall take place but if there be only the requisite number nominated the Chairman shall declare those nominated duly elected.
54. The Club may from time to time by ordinary resolution passed at a general

meeting increase or reduce the number of members of the Committee.

55. The Committee shall have power at any time, and from time to time to appoint any person to the Committee to fill a casual vacancy. Any person so appointed shall hold office only until the next following annual general meeting and shall be eligible for re-election only if he is an Ordinary or Life Member.
56. The office of a member of the Committee shall become vacant, such vacancy being a casual vacancy for the purpose of these Articles, if the member: -
- (a) ceases to be a member of the Committee by virtue of the Act;
  - (b) becomes bankrupt or makes any arrangement or composition with his creditors generally;
  - (c) becomes prohibited from being a director of a company by reason of any order made under the Act;
  - (d) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
  - (e) resigns his office by notice in writing to the Club;
  - (f) for more than three (3) months is absent without permission of the Committee from meetings of the Committee held during that period;
  - (g) holds any office for profit under the Club;
  - (h) ceases to be a member of the Club; or
  - (i) fails to declare the nature of his interest in a contract or office or property as provided by Section 231 of the Act.

#### POWERS AND DUTIES OF THE COMMITTEE

58. The business and general affairs of the Club shall be under the management of the Committee which may pay all expenses incurred in promoting and registering the Club and which shall have full control of the property of the Club and absolute authority subject to the Memorandum of Association regarding its disposition and in the conduct and administration of all the affairs and business of the Club, including the rights privileges and obligations of members in respect of the Club, except insofar as is otherwise expressly provided by these Articles by the Act, and the Registered Clubs Act. In particular, but without derogating from the general powers hereinbefore conferred the Committee shall have power from time to time:-
- (a) To appoint from among its members or from members of the Club subcommittees for any purpose whatsoever which from time to time it may think desirable and to delegate to any such sub-committees such powers as it may think fit and any such

- appointment or delegation from time to time revoke or alter. Unless otherwise specified in the minutes of the Committee appointing the sub-committee the quorum of all sub-committees shall consist of a majority of the members of such sub-committee. All decisions of any subcommittee shall be subject to ratification, alteration or revocation by the Committee.
- (b) To make such By-laws not inconsistent with the Memorandum and Articles of Association of the Club as in the opinion of the Committee are necessary or desirable for the proper control administration and management of the Club's finances affairs interests effects property and for the convenience comfort and well being of the members of the Club and to amend or rescind from time to time any such By-laws
  - (c) To enforce the observance of all By-laws by suspension from enjoyment of the Club privileges or any of them or otherwise as the Committee thinks fit.
  - (d) To appoint any delegate or delegates to represent the Club for any purpose with such powers as may be thought fit.
  - (e) To engage appoint control remove discharge suspend and dismiss managers secretaries officers representatives agents and servants or other employees in respect to permanent temporary or special services as it may from time to time think fit and to determine the duties pay salary emoluments or other remuneration but no payment or part payment of any secretary manager or other officer or servant of the Club shall be made by way of commission or allowance from or upon the receipts of the Club for liquor supplied.
  - (f) To purchase or otherwise acquire for the Club any property rights or privileges which the Club is authorised to acquire at such price and generally on such terms and conditions as it shall think fit.
  - (g) To secure the fulfilment of any contracts or engagements entered into by the Club by mortgaging or charging all or any of the property of the Club as may be thought fit.
  - (h) To institute conduct defend compound or abandon any legal proceedings by or against the Club or its officers or otherwise concerning the affairs of the Club and also to compound or allow time for payment and satisfaction of any debts due to and any claims or demands by or against the Club and to refer any claims or demands by or against the Club to arbitration and to observe and perform the award
  - (i) To determine who shall be entitled to sign or endorse on the Club's behalf contracts receipts acceptances cheques bills of exchange promissory notes and other documents or instruments.
  - (j) To invest and deal with any of the moneys of the Club not immediately required for the purposes of the Club upon such securities and in such manner as the Committee may think fit and from time to time to vary or realise such investments.
  - (k) From time to time at its discretion to borrow or secure the payment of any sum or sums of money for the purposes of the Club and to raise or secure the payment of such sum or sums in such manner and upon such terms and conditions in all respects

- as it shall think fit and in particular by the issue of debentures or debenture stock perpetual or otherwise and either charged upon all or any of the Club's property both present and future or not so charged or by any mortgage charge or other security upon or over all or any part of the Club's property both present and future. Any debentures or other securities may be issued with any special rights and privileges which the Committee may think proper to confer on the holders.
- (l) To sell exchange or otherwise dispose of any furniture fittings equipment plant or other goods or chattels belonging to the Club and to let any property of the Club and with the sanction of a general meeting of the Club to lease demise exchange or sell all or any of the lands and buildings or other property or rights to which the Club may be entitled from time to time PROVIDED that the power to lease shall not be exercised with respect to any part of the Club's premises which may be registered under the provisions of the Registered Clubs Act without the consent of the Licensing Court of New South Wales being obtained.
  - (m) To fine caution or suspend for such period as it thinks fit any member who shall wilfully infringe any provision of the Memorandum or Articles of Association or of the By-laws rules or regulations of the Club or who shall in the opinion of the Committee be guilty either in or out of the Club premises of conduct unbecoming of a member or prejudicial to the interests of the Club.
  - (n) To impose any restrictions or limitations on the rights and privileges of members temporary members and visitors relating to the use by them of the Club premises and/or any amenity or facility therein contained or relating to their conduct behaviour clothing and dress whilst on the said premises.
  - (o) Judiciary
    - (1) The Judiciary Committee shall consist of five persons drawn from Life Members of the Club, past Presidents of the Club and Long Service Members of the Club and shall be appointed from time to time by the Committee.
    - (2) Without derogating from the powers of the Committee the powers of the Judiciary Committee are to deal with all or any infractions of members, to make enquiries into those members as it sees fit and to impose such penalties as it sees fit.
    - (3) A member may appeal to the Committee regarding the findings or penalties recommended by the Judiciary Committee.
59. The By-laws of the Club are as set forth in Schedule A hereto. Any further By-law made under these Articles or any alterations to or repeal of any By-law shall come into force and have full effect and authority and be binding upon members of the Club after notice thereof has been posted in a conspicuous place in the Club's premises for seven (7) days.
60. Until such time as the Committee otherwise determines all contracts, cheques, bills of exchange, promissory notes shall be signed or endorsed by any two (2) of the

following persons, namely: - The President, The Secretary and the Treasurer.

61. The Committee shall cause minutes to be made: -
- (a) of all appointments of officers and servants;
  - (b) of names of members of the Committee present at all meetings of the Club and of the Committee;
- and
- (c) of all resolutions and proceedings at all meetings of the Club and of the Committee.

Such minutes shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

#### PROCEEDINGS OF THE COMMITTEE

62. The Committee may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit, provided that it shall hold meetings at intervals not exceeding one month. A member of the Committee may at any time and the Secretary shall on the requisition of a member of the Committee summon a meeting of the Committee.
63. Subject to these Articles, questions arising at any meeting of the Committee shall be decided by a majority of votes and a determination by a majority of the members of the Committee shall for all purposes be deemed a determination of the Committee. In the case of any equality of votes the Chairman of the meeting shall have a second or casting vote.
64. A member of the Committee shall not vote in respect of any contract or proposed contract with the Club in which he is interested, or any matter arising thereout, and if he does so his vote shall not be counted.
65. The quorum necessary for the transaction of the business of the Committee shall be five or such greater number as may be fixed by the Committee, provided always that the number forming the quorum must include any two (2) of the President, the VicePresidents, the Secretary and the Treasurer.
66. The continuing members of the Committee may act notwithstanding any vacancy in the Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Articles as the necessary quorum of the Committee, the continuing member or members may act for the purpose of increasing the

number of members of the Committee to that number or of summoning a general meeting of the Club, but for no other purpose.

67. The President shall preside as Chairman at every meeting of the Committee or in his absence a Vice-President. Should neither the President nor a Vice-President be present within fifteen (15) minutes after the time appointed for holding the meeting, then the members present shall elect one of their number to be Chairman of the meeting.
68. A sub-committee may elect a Chairman of its meeting; if no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be a Chairman of the meeting.
69. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting of a sub-committee shall be determined by a majority of votes of the members present and in the case of an equality of votes the Chairman shall have a second or casting vote.
70. All acts done by any meeting of the Committee or of a sub-committee or by any person acting as a member of the Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Committee or person acting as aforesaid, or that the members of the Committee or any of them were disqualified, be as valid as if every person had been duly appointed and was qualified to be a member of the Committee.
71. A resolution in writing signed by all the members of the Committee for the time being entitled to receive notice of a meeting of the Committee, shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more members of the Committee.

## ACCOUNTS

72. The Committee shall cause to be kept correct accounts and books in accordance with the Act, the Liquor Act and the Registered Clubs Act, showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature and shall prepare and submit to each annual general meeting or an extraordinary general meeting called for that purpose a properly audited statement of account, profit and loss account and balance sheet for the financial year ending immediately preceding such meeting and a report thereon as required by the Act.
73. The Committee may from time to time determine at what times and places and under what conditions or regulations the accounting and other records of the Club shall be open to the inspection of members not being members of the Committee, and no member (not being a member of the Committee) shall have any right of inspecting any account or book or paper of the Club except as conferred by statute or

authorised by the Committee or by the Club in general meeting.

#### SEAL

74. The Committee shall provide for the safe custody of the seal, which shall only be used by the authority of the Committee or of a sub-committee of members of the Committee authorised by the Committee in that behalf, and every instrument to which the seal is affixed shall be signed by a member of the Committee and shall be countersigned by the Secretary or by a second member of the Committee or by some other person appointed by the Committee for the purpose.

#### AUDIT

75. A properly qualified Auditor or Auditors shall be appointed and his or their remuneration fixed and duties regulated in accordance with the Act.

#### NOTICES

76. A notice may be given by the Club to any member either personally or by sending it by post to him to the address within the State of New South Wales supplied by him to the Club for the giving of notices to him. Where a notice is sent by post service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected in the case of a notice of a meeting on the day after the date of its posting, and in any other case at the time at which the letter would be delivered in the ordinary course of post.
77. (1) Notice of every general meeting shall be given in any manner hereinbefore authorised to: -
- (a) Every member except those members who have not supplied to the Club an address within the State for the giving of notices to them; and
  - (b) The Auditor or Auditors for the time being of the Club.
- (2) No other person shall be entitled to receive notices of general

meetings. INDEMNITY

78. Every member of the Committee, Auditor, Secretary and other officer for the time being of the Club shall be indemnified out of the assets of the Club against any liability incurred by him in defending any proceedings, whether civil or criminal, arising out of his office with the Club, in which judgment is given in his favour or in which he is acquitted or in connection with any application under the Act in which relief is granted to him by the Court in respect of any negligence, default, breach of duty or trust.

## REGISTERS

79. (a) The Club shall keep such register or registers concerning the Members or guests of Members, as the case may be, as are required by the Act and the Registered Clubs Act and such register or registers shall be in such form or contain such information as is prescribed by the Act and the Registered Clubs Act.
- (b) The Club shall display all such signage and information concerning Membership, Members and guests of Members as required by the Registered Clubs Act.

## CLUB COLOURS

80. The Club colours shall be Sky Blue, White, Red and

## Gold. FINANCIAL YEAR

81. The financial year of the Club shall commence on the first day of May in each year.

## THE CHARITIES ACT

82. Subject to the requirements of the Registered Clubs Act, these Articles shall be read and construed subject to the provisions of the Charities Act and to the extent that any of the provisions of the Articles are inconsistent therewith and might prevent the Club being or remaining registered under the provisions of the Charities Act they shall be inoperative and have no effect.
83. Neither these Articles nor the objects set forth in the Club's Memorandum of Association shall be altered except after notification to the Minister administering the Charities Act in the manner required by the Regulations under the Charities Act.
84. The Club shall comply with such of the provisions of the Charities Act and the Regulations thereunder as are applicable to the Club.

## SCHEDULE A

### COFFS HARBOUR SURF LIFE SAVING CLUB LIMITED

#### BY-LAWS

1. The Committee shall appoint a Surf and Beach Committee.
2. The Committee shall appoint the members of the Surf and Beach Committee at the first meeting of the Committee held after the Annual General Meeting in each year and in making such appointments shall consider any recommendations of the members of the Club made at the Annual General Meeting.

3. The President, Secretary and Treasurer of the Club for the time being shall be members of the Surf and Beach Committee.
4. Members of the Surf and Beach Committee shall comprise: -
  - Club Captain
  - Club Vice
  - Captain
  - Chief
  - Instructor
  - Two Surf Life Saving Association Branch Delegates and one alternate Boat Captain
  - Vice Boat Captain Mobile
  - Services Captain Mobile
  - Services Vice-Captain
  - Board Captain
  - Ski Captain
  - First Aid Officer
  - Craft Carnival Co-Ordinator
  - Radio Officer
  - Team Manager Surf and Beach Gear Steward
  - Publicity Officer
  - Competition Manager
  - Function Manager Fund Raiser
  - Two delegates from Junior Surf Club
5. The Surf and Beach Committee shall elect a Chairman of its meetings. If the Chairman is not present within ten (10) minutes of the appointed time of any meeting, the Surf and Beach Committee shall elect one of their number to be Chairman of the meeting. Notwithstanding any of the foregoing, the Club President is entitled to be Chairman of any meeting of the Surf and Beach Committee which he attends.
6. The Surf and Beach Committee may meet and adjourn as it thinks fit. Questions arising at any meeting shall be determined by a majority of votes of the members present. In the case of an equality of votes the Chairman shall have a second or casting vote.
7. The Surf and Beach Committee shall cause minutes to be kept of the proceedings of that Committee and shall cause the proceedings of all its meetings to be reported to the Committee at the first meeting of the Committee to be held after any meeting of the Surf and Beach Committee.
8. The Surf and Beach Committee shall cause Park Beach or any other beach to be

patrolled during the surfing season and at the times stipulated by the North Coast branch of the Surf Life Saving Association of Australia or during any extension of that season or any other times as may be decided on by the Surf and Beach Committee.

9. In furtherance of the previous By-law, the Surf and Beach Committee, without limiting the generality of the obligation imposed on it by the previous By-law, shall: -
- (a) Cause a roster to be drawn up and exhibited in a prominent place in the Club's premises setting out the dates and times of patrols and the names of the personnel required to perform patrols and shall keep such roster sufficiently in advance as to ensure the furtherance of the previous By-law and to ensure that adequate notice is given to personnel of forthcoming patrol duty;
  - (b) Cause a record to be kept of attendance's of personnel at rostered patrols and the performance and activities of personnel whilst on patrol;
  - (c) In appointing personnel to patrol, shall only appoint as members of official patrol, holders of the Bronze Medallion, but the said Surf and Beach Committee may appoint other persons to assist official patrols who are not the holders of that Medallion and such other persons shall not be deemed to have performed patrols on Park Beach for the purpose of gaining eligibility for ordinary membership of the Club until they have gained the Bronze Medallion;
    - (i) Active Members must hold the Bronze Medallion of the Surf Life Saving Association of Australia and shall attend the beach or elsewhere, for patrol duties on such dates and at such hours as may be specified by the patrol roster, or at such other times as may be deemed necessary by the Club Captain, Club Vice-Captain, Patrol Captain or Vice Captain on duty, or any executive officer present. They must satisfy the Surf and Beach Committee that they possess fair swimming ability to a standard set from time to time by the Surf and Beach Committee, and also pass an annual proficiency test by 30<sup>h</sup> November of the season concerned.
  - (d) In all patrols shall ensure that there are at least two (2) holders of the Bronze Medallion;
  - (e) Shall from time to time decide what disciplinary measures shall be taken against personnel rostered for patrol duty who fail to meet their obligations to perform patrols, and, without limiting the generality of the obligation of the Surf and Beach Committee shall report to the Committee on the failure of any member to meet his/her obligations to perform patrols and the Committee may consider whether such failure should be dealt with under Article (35) of the Articles of Association.

10. The Surf and Beach Committee may appoint as personnel of patrols any person being the holder of the Bronze Medallion but shall so far as possible avoid rostering for patrol members who are reserve Active Members.
11. The Surf and Beach Committee shall maintain the boats, ski reels and all the life saving and sporting equipment and gear of the Club and shall ensure its safe custody and proper maintenance in good order and condition and from time to time shall make recommendations to the Committee for the purchase sale or exchange thereof and the general maintenance and supply thereof.
12. The Surf and Beach Committee shall arrange matches, games, competitions, carnivals and displays generally conducted by Life Saving Clubs and shall arrange for Club members to participate in such events conducted by the Club or by and Surf Life

Saving Club or branch or association of Surf Life Saving Clubs and shall arrange for the sponsoring of teams in the senior, junior and cadet divisions of such events in accordance with the rules applicable to such events.

13. Without derogating from the powers of the Surf and Beach Committee or of the Committee the powers and duties of the Surf and Beach Committee officers shall be:

-

(a) Club Captain

- (i) Complete charge of all lifesaving equipment.
- (ii) Complete charge of all Active Members.
- (iii) The drafting of the personnel of all patrols.
- (iv) The furnishing of any reports to the Secretary that may be required by  
him regarding any rescues performed or any first aid treatment rendered.
- (v) Shall obtain from the Secretary at the commencement of each season a list of all active and reserve Active Members and ensure that those members perform a proficiency test as designated by the Surf Life Saving Association of Australia before the 30<sup>th</sup> day of November each year. He shall advise the Secretary of which members have not completed their proficiency test by the aforesaid date and the Secretary will delete their names from the register of active or reserve Active Members and place their names on the list of associate members.
- (vi) To render a full and accurate report to the Annual General Meeting and to the Committee on the workings and conduct of the Active Members of the Club.

(b) Vice Club Captain

- (i) Shall assist the Club Captain to perform his duties and will act on the direction of the Club Captain.

- (c) Chief Instructor
  - (i) Shall instruct or arrange for instruction all candidates for any of the awards of the Surf Life Saving Association of Australia;
  - (ii) In all matters will co-operate with the Club Captain and patrol captains with a view to the more successful and efficient operation of the Club's patrols;
  - (iii) Shall submit to the Committee and the Annual General Meeting of the Club details of all awards gained in the preceding twelve months and report monthly to the Committee details of all squads in training.
  
- (d) Branch Delegates
  - (i) Shall represent the Club at meetings of the North Coast Branch of the Surf Life Saving Association of Australia and shall vote as directed by the Committee at those meetings and report to the Committee on proceedings and events and discussions taking place at those meetings.
  
- (e) Boat Captain
  - (i) The care and maintenance of surf boats shall be vested in the Boat Captain or Vice Boat Captain or in their absence the Club Captain.
  
  - (ii) Under no circumstances shall a surf boat be taken out without the knowledge and approval of the Boat Captain, Vice Boat Captain or Club Captain.
  - (iii) No person other than Club members shall be allowed the use of a surf boat without express approval of the Committee.
  - (iv) No more than the boat's crew of five (5) shall be allowed in the boat except under exceptional circumstances.
  - (v) A surf boat will not on any account be used for any other purpose than which it was designed, that is, life saving or the practice thereof, competition or the practice thereof.
  - (vi) The boat must never be taken out or brought in through the marked surf bathing area or where bathers are likely to be encountered.
  - (vii) The boat shall be at the disposal of the Club Captain or Vice Club Captain for the purposes of laying buoys or conducting competitions and at the disposal of the chief instructor for the purpose of water safety in the instruction or examination of candidates for awards.
  
- (f) Vice Boat Captain
  - (i) Shall assist the Boat Captain in the performance of his duties.
  
- (g) Mobile
  - (i) Shall be in charge of all motorised rescue equipment, that is, I.R.B. vessels and motorised vehicles.

- (ii) Shall keep all mobile vehicles and vessels in a good state of repair and in a state of readiness for immediate use.
  - (iii) Shall ensure that all such vehicles or vessels are licensed or registered in accordance with the provisions of any governmental Act or decree as required.
  - (iv) Shall ensure that I.R.B. vessels are only operated by persons qualified in accordance with rules or regulations laid down by the Surf Life Saving Association of Australia.
  - (v) Shall roster I.R.B. crew members for patrol as directed by the Club Captain or by the Committee.
- (i) Board and Ski Captain
- (i) Board Captain
    - (i) Shall keep and maintain boards the property of the Club in good order and condition.
  - (ii) Ski Captain
    - (i) Shall keep and maintain skis the property of the Club in good order and condition.
- (j) First Aid Officer
- (i) Shall maintain and stock the first aid kit as directed by the Club Captain.
- (k) Craft Carnival Co-Ordinator
- (i) Shall be responsible for the organisation and running of the annual Interstate Craft Carnival and for seeking sponsors for the event and for forwarding circulars to other surf life saving clubs setting out the program and trophies.
  - (ii) To liaise with Queensland State Centre officials and North Coast Branch officials regarding the staging of the event.
    - (ii) To organise such equipment as is necessary in his opinion for the running of the carnival.
- (l) Radio Officer
- (i) Shall maintain in a good state of repair and readiness the public address system and all Club radios.
- (m) Competition Manager
- (i) Will collate entries for carnivals and be ultimately responsible for Club teams.
  - (ii) Will organise the Club championships and other competitive events.
  - (iii) Will inform competitors of their responsibilities.
  - (iv) At carnivals will represent with sectional managers at any dispute involving Club competitors.
  - (v) Select competitors with assistance of the sectional managers for Country, State and Australian championships.
  - (vi) The Competition Manager cannot at the same time as holding this office hold the position of Boat Captain or Board or Ski Captain.
- (n) Team Manager Surf and Beach
- (i) Shall assist the Competition Manager.

- (o) Gear Steward
    - (i) Shall be responsible for the maintenance of all life saving equipment.
  
  - (p) Publicity Officer
    - (i) Will liaise with the media to publicise the activities of the Club.
14. PATROLS.
- (a) The Club Captain will appoint patrol captains who shall be in complete charge of their rostered patrol under the auspices of the Club Captain.
  - (b) The patrol shall assemble in the Club House fifteen (15) minutes prior to the commencement of patrol.
  - (c) The first patrol of the day shall be responsible for ensuring that all gear and equipment required for patrol is placed on the beach.
  - (d) The last patrol of the day will ensure that all gear and equipment is returned to the Club House and where applicable is washed free of sand, cleaned and properly stored.
  - (e) Any replenishment of supplies, repair or missing equipment shall be reported to the Club Captain by the patrol captain.
  - (f) The patrol captain shall not leave the beach during a patrol.
  - (g) Patrol members will not leave the beach during a patrol unless given permission by the patrol captain.
  - (h) In the event of a patrol finishing duty and the following patrol or insufficient members thereof not having arrived, the patrol captain will leave sufficient persons on patrol until he has reported to the Club Captain.
- 15.
- (a) All members who wish to compete must successfully complete Annual Proficiency Test, unless they have obtained the Bronze Medallion, or Qualifying Certificate, in that season.
  - (b) Competitors must be the holders of the appropriate awards provided for in the Association's manual/s.
  - (c) Competitors must be of the membership category of Active, Active Reserve, Long Service, Life or Associate Membership. In the case of competing associate members, the member must be over thirty (30) years of age at the 30<sup>th</sup> September each season.



Signature, Name, Address and Description of Subscribers

Signature, Name, Address and Description of Witness to Signature

PETER EDMUND WALLACE  
Cnr Pacific Highway & Marcia Street  
Coffs Harbour  
Service Station Proprietor

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

WILLIAM RICHARD PALMER  
63 Mildura Street  
Coffs Harbour  
Green Grocer

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

RICHARD JOHN BOYNE PICKERING  
70 Bailey Avenue  
Coffs Harbour  
Panel Beater

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

PHILLIP JAMES HARTMANN  
14 Lloyd Close  
Coffs Harbour  
Mill Superintendent

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

CESLAWS FILIPEK  
WARDMAN  
12 Myuna Place  
Coffs Harbour  
Bricklayer

PETER JOHN  
51 Grafton Street  
Coffs Harbour  
Solicitor

FRANK ALAN HULBERT  
35 Jemalong Crescent  
Toormina  
School Teacher

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

RAYMOND THOMAS TAYLOR  
1/24 Arthur Street  
Coffs Harbour  
Retired Shopkeeper

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

GARRY PARR BROCKINSHIRE  
31 Kororo Bay Drive  
Coffs Harbour  
Manufacturer

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

ALLAN JAMES MORAN  
3 Flinders Street  
Coffs Harbour  
Bar Attendant

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

TERENCE JOHN LOCKART  
34 Kotuku Street  
Coffs Harbour  
Builder

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

EDWARD MARK HILTON  
32 Nariah Crescent  
Toormina  
Insurance Loss Assessor

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

CHARLES WILLIAM KUHN  
6 Glynn Street  
Coffs Harbour  
Carpenter

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

COLIN JOHN FITZSUMMONS  
12 Kotuku Street  
Coffs Harbour  
Distributor

PETER JOHN WARDMAN  
51 Grafton Street  
Coffs Harbour  
Solicitor

Dated this 8<sup>th</sup> day of November, 1984