

**BLACK ROCK LIFESAVING CLUB INCORPORATED
BY-LAWS**

The following By-Laws, replacing all existing By-Laws, were approved by Committee resolution at the Committee meeting held on Monday 7 July 2008.

USE OF CLUBHOUSE

1. CLUB KEYS

- (a) Each committee member is entitled to be issued all keys or other security access devices for the clubhouse. These may also be allocated to any other club member once authorized by a resolution of the committee. A charge may be applied by the committee for any keys or security devices issued to non-committee members.
- (b) The Secretary will maintain an up-to-date list of all keys and security devices issued to club members, including the dates of issue and return.
- (c) Members must not allow or permit copies to be made of any keys or security devices issued to them.
- (d) Members are responsible for the replacement cost of all lost keys or security devices.
- (e) All club keys must be returned to the club Secretary immediately upon ceasing membership or at the request of the committee.

2. CLUB ACCESS

- (a) NO SMOKING is allowed within the clubhouse, on the balcony area or within 2 metres of a clubhouse window or doorway.
- (b) The clubrooms will be open on Saturdays, Sundays and Public Holidays from 1 December to the end of March each year unless notified by the committee.
- (c) The clubhouse and facilities are available for use by all current financial members, subject to any reasonable conditions imposed by the committee or a committee member.
- (d) The last member to leave the clubhouse is responsible for ensuring the building is securely locked and all power and light switches (except fridges and shower hot water) are turned off. If uncertain, a member must properly check and confirm whether they are the last member at the clubhouse.

3. GUESTS

- (a) No guest can enter or remain on club property except in the company of, and under the supervision of, a responsible club member and with the permission of a committee member.
- (b) Members who bring guests to the club accept full responsibility for ensuring their guests are aware of, and accept without reservation, all club rules and by-laws. Members are responsible for the behaviour of their guests at the club at all times.

4. PARKING

If the gate to the lawn area in front of the clubhouse is unlocked, members are permitted to park on the lawn to conduct lifesaving activities subject to:

- (i) properly closing the gate immediately on entering and leaving
- (ii) no more than 10 vehicles are to be parked in front of the clubhouse at any one time
- (iii) vehicle owners are fully responsible for any and all infringement fines imposed by the Council

5. TELEPHONE

The club telephone is provided for use in emergency situations and for club business by committee members. At the discretion of the committee, brief and infrequent private calls may be permitted but NO calls to mobile numbers are permitted.

6. NOTICE BOARDS

- (a) Club Notice Boards are for the exclusive use by committee members.
- (b) Members must check the Notice Boards when entering the clubhouse.

7. BAR

- (a) The bar area can only be used in compliance with relevant Liquor Licensing restrictions.
- (b) Only appropriately qualified members or paid contractors are permitted to use the bar area for alcohol service. The minimum qualification for alcohol service is a Responsible Service of Alcohol (RSA) certificate.
- (c) No club member or guest under the age of 18 years is permitted to purchase or consume alcohol in the clubhouse or to drink in the surrounding parkland. Proof of age must be provided upon request.
- (d) No member who appears to be intoxicated will be served alcohol.

(e) No member may consume alcohol while on patrol or in patrol uniform.

PROPERTY AND EQUIPMENT

8. GYM ROOM

Access to the gym area and use of gym equipment is only permitted by Senior members and parents. No member under the age of 16 years is permitted in the gym area or to use any gym equipment.

9. SPA USE

(a) The spa is available for use by club members after Junior or Senior training and at club social events with prior approval from the committee.

(b) Only members specifically authorized by a committee resolution are permitted to unlock or turn on the spa.

(c) Junior members are not permitted to use the spa without the supervision of a responsible Senior member or parent.

10. BILLIARD TABLE

(a) The table must be brushed down before use.

(b) After use, cues must be returned to the rack and the table covered.

(c) Any damage to the pool table or equipment must be immediately reported to a committee member.

(d) Patrol members are NOT permitted in the pool room while on duty.

11. USE OF CLUB BOARDS

(a) Surf boards marked "J" are for the use of any member. Members are responsible for returning boards to the clubhouse and storing them properly after use.

(b) Surf boards and skis without any "J" markings are for competition and organized training use only unless specific permission is granted to a member by the Senior Training Manager, the Competition Manager or their Assistants as appointed by the committee.

12. PERSONAL PROPERTY & EQUIPMENT

(a) The club may provide limited board storage facilities for members. The committee will review and set the charges for this on an annual basis and these will be due with annual membership subscriptions. (b) Any board storage is provided totally at the personal risk of owners. The club accepts no responsibility for the theft, loss or damage of any member or guest personal property. No member or guest personal equipment of any kind is covered by club insurance.

13. MOTOR BOAT

(a) The Patrol Manger is responsible for club Inflatable Rubber Boats (IRB). IRBs can be used on scheduled patrol days under the supervision of the Patrol Manager.

(b) IRBs can also be used on scheduled training days organized by the IRB Captain or the Senior Training Manager.

(c) Any member using an IRB must wear a patrol cap at all times.

14. EQUIPMENT DAMAGE

(a) All safety issues, including equipment damage and malfunction, must be reported immediately to the Building & Equipment Manager for repair or rectification.

(b) If equipment is damaged or lost as a result of inappropriate, irresponsible or unauthorized use by a member, that member is responsible at the sole discretion of the committee for the full cost of repairs or replacement immediately upon presentation of a copy of the relevant invoice(s) by the Building & Equipment Manager.

15. SHOWERS

(a) Changing rooms and showers are provided for the convenience of members. To conserve water and to limit power costs, members must limit showers to a maximum of 4 minutes per person.

(b) All showers and taps must be turned off properly after use. All drips and leaks must be reported to the Building Manager for rectification.

16. LOST PROPERTY

(a) Any unclaimed items left at the clubhouse will be placed at the lost property box near the front door. The lost property box will be emptied and any items in it disposed of when it becomes full or every 3 months.

(b) The club takes no responsibility for items of lost property.

17. CLUBHOUSE CLEANLINESS

- (a) The clubhouse and surrounding areas must be kept clean and tidy at all times. The members who create rubbish are responsible for properly disposing of it. This includes the proper disposal of cans, bottles & other disposable items.
- (b) Barbecues and equipment must be properly cleaned and stored by the user.
- (c) NO dirty glasses, cutlery, dishes or food scraps are to be left in the clubhouse. This attracts rats & vermin and is a health & safety hazard.

ADMINISTRATION & LEGAL

18. PHOTOGRAPHS

- (a) The club arranges for photographs to be taken at club related events. The club retains copyright of these images and is permitted to use them for club reports and promotional purposes at the discretion of the committee.
- (b) The club collects and displays photographs of members at club functions. Members can submit photographs to the Building & Equipment Manager for display at his discretion. Any images considered inappropriate will not be displayed.
- (c) Photographs submitted to the Building & Equipment Manager become club property and will not be returned.

19. WORKING WITH CHILDREN CERTIFICATES

- (a) All club members over the age of 18 years involved in the training, assessment or supervising of other club members under the age of 18 years must obtain a Working With Children certificate and provide details of approvals to the club Secretary.
- (b) All committee members must obtain a Working With Children certificate and provide a copy details of this to the club Secretary.
- (c) All current Working With Children approval details will be filed by the club Secretary who will maintain a current list for the committee and for Life Saving Victoria.

20. PARENT / GUARDIAN APPROVAL

No person under the age of 16 years may apply for membership of the club, and no such application will be approved by the committee, without the written consent and contact details of at least one parent or legal guardian.

21. PARENT / GUARDIAN AUTHORITY

- (a) By signing a club membership application, parents and legal guardians give permission for their children to attend all club training, competition and other organized club functions and activities.
- (b) By signing a club membership application, parents and legal guardians authorize the person in charge of training, competition or other organized club functions and activities to consent to their children receiving such medical or surgical treatment as may, in the opinion of the person in charge, be deemed necessary when it is impossible or impracticable to communicate with the parent or legal guardian.
- (c) The committee cannot approve applications for membership if parent(s) do not provide a medical authority for their children to the club so that potential emergency situations can be properly dealt with.

22. DISCIPLINE & FINES

- (a) For minor reported breaches of club rules and by-laws, including unseemly behaviour, the committee may impose a monetary fine on members.
- (b) All fines imposed by the committee must be paid by a member within 30 days of notification.
- (c) Disciplinary action, including suspension or revocation of club membership, may be imposed by the committee for serious breaches of club rules and by-laws, including the non-payment of fines.

23. HIRE OF HALL

The clubhouse may be hired for use by current financial members for special social functions, local community groups for fundraising activities, and the general public SUBJECT TO approval by the Committee voting at meetings or via e-mail and with at least the following conditions.

- (a) The hall is:
- available to committee members and their spouses
 - available to members under 14 years and their parents
 - available to members over the age of 20 years and their parents
 - available to Life Members
 - NOT available to members between 14 and 20 years of age

- available to sponsors
 - available for hire in other cases as approved by the committee on a case-by-case assessment and in compliance with any liquor licensing or other regulations
- (b) Use of the hall specifically EXCLUDES:
- all downstairs areas
 - office / board room
 - pool table & equipment
 - spa and gym areas
 - patrol room & patrol balcony
 - lawn area outside the clubhouse
- (c) Hall availability:
- NOT during training periods
 - NOT when club functions or activities are planned or in preparation
 - evening functions must be completed & the clubhouse vacated and locked by 1:00am at the latest
 - authorized booking and details must be placed on the Notice Board by a committee member
- (d) NO vehicles are permitted on the lawn area for private functions
- (e) Noise:
- car noise on entry and exit must be kept to a minimum
 - music and sound systems must comply with legal requirements and EPA guidelines at all times
- (f) Smoking is NOT permitted inside the clubhouse, or on the balcony area
- (g) NO person under the age of 18 years is permitted to be served or to consume alcohol in or around the clubhouse at any time
- (h) Club facilities and equipment are available for use EXCEPT
- for ALL lifesaving gear
 - surfboat, trailer or club vehicles may only be moved by an authorised club member
 - no fixtures or trophies are to be moved or removed
- any use of consumables (e.g. tea, coffee, paper towels, disposable items) must be paid for or replaced with equivalent items
- (i) All losses or damage to equipment or club rooms:
- must be repaired or replaced at the sole discretion of the Building & Equipment Manager or, in his absence the President or, in the absence of both, the Committee
 - the committee shall adjudicate on disputes about losses or damages
- (j) A security and/or cleaning deposit will be required for all functions. This will be used to offset any cleaning, repair or damages costs at the direction of the committee before any remaining funds are refunded.
- (k) At functions involving members under 14 years of age, there must be at least 1 responsible parent in attendance for every 10 children for the whole time of the function.
- (l) At functions involving members predominantly between the ages of 20 and 25 years, door security must be provided by the hirer and there must be 1 security person for every 60 persons attending. A written guest list must be provided by the hirer and no uninvited guests are permitted on the premises. The hirer is required to register parties on the Party Register with the local police.
- (m) For other functions, the hirer must be in attendance for the whole time of the function.
- (m) No guests are permitted to remain in the clubhouse overnight
- (n) No pets can be brought to functions
- (o) The clubhouse must be kept securely locked by the responsible member at all time when not in use. No clubhouse locks or access devices are to be copied, removed or changed. No personal locks or security devices are to be used in addition to club locks and access devices.
- (p) All lights and power points are to be checked and turned off prior to locking the clubhouse.
- (q) The clubhouse must be cleaned on the day after a night function and at the end of a day function. The following cleaning must be carried out:
- all decorations removed
 - all toilets cleaned
 - kitchen & equipment left clean & tidy
 - furniture returned to original positions
 - all carpets vacuumed
 - all rubbish bins emptied and cleaned
 - all rubbish removed from the site and properly disposed of
 - all personal equipment removed
- (r) If alcohol is to be served or consumed, the hirer is responsible for applying for, paying the cost of, and obtaining a personal temporary liquor license from Consumer Affairs Victoria (or meeting any subsequent legislated liquor

licensing requirements). Temporary liquor licenses must be applied for in the name of the hirer NOT in the name of the club.

(s) The club will provide a written authority to occupy the clubhouse that includes the date and timing of the approved function, plus any special conditions that may apply.

(t) A written application on the specified form must be submitted. If alcohol is to be consumed, at least 14 days notice of a proposed event is to be provided and the approved licence must be sighted by the Social & Fundraising Manager prior to the function commencing.

(u) The maximum permitted number of persons for a sit down function is 100. The maximum permitted number of persons for a stand up function is 130.

(v) Club members, including Committee members and Life Members, shall be charged \$50 per use of the clubhouse

(w) Except for fundraising activities approved by the committee and which shall be charged at least \$50, non-members shall be charged \$400 per function for use of the clubhouse

(y) All hirers, including Committee members and Life Members, shall be required to pay a security deposit of \$600 cash as a condition of private use of the hall

(z) The club reserves the right to require a club appointed official to attend any function.

The following additional By-Laws were approved by Committee resolution at the Special Committee meeting held on Monday 14 July 2008.

MEMBERSHIP TYPES & VOTING RIGHTS

24. MEMBERSHIP TYPES

(a) All members who pay an annual Membership Subscription, or on whose behalf an annual Membership Subscription is paid by a parent or legal guardian, are Individual Members

(b) An Individual Member may be approved by the Committee as either a:

- Single Membership, for one individual person, or
- Family Membership for a family group.

(c) A Family Membership is a Family Concession that provides an annual membership subscription discount for Individual Members who are part of a family group. For this purpose, a Family Group is defined as a mother or legal guardian, a father or legal guardian and their natural or legally adopted children residing permanently at the same address as detailed in the Membership Register

(d) Honorary Members are individual members approved by committee for a maximum period of 12 months. No annual Membership Subscription is payable by an Honorary Member.

(e) A Family Membership is not available to Honorary Members, Visitors or Honorary Life Members.

25. VOTING ENTITLEMENTS

(a) Honorary Members and Visitors are not entitled to attend, debate or vote at general meetings.

(b) Honorary Life Members are entitled to attend, debate and vote at general meetings.

(c) Individual Members, whether part of a Single or a Family Membership, are entitled to attend, debate and vote at general meetings if they meet all of the following requirements :

- they are at least 16 years of age on the day of the general meeting, and
- they are financial members

(d) A Financial Member is an Individual Member, whether part of a Single or a Family Membership, who has paid in full, or on whose behalf has been paid by a parent or legal guardian, all annual Membership Subscriptions, fees, fines and charges approved by the committee and due for payment.

(e) In the event of a dispute, a properly issued and signed club receipt will be the only acceptable and conclusive proof to the committee that any annual Membership Subscription, fee, fine or charge has been paid in full by a member and received by the club.

26. COMMITTEE MEMBERSHIP

(a) Individual Members, whether part of a Single or a Family Membership, and Honorary Life Members are permitted to nominate for committee positions if all the following requirements are met. They:

- hold a Victorian Working With Children approval (or alternative approval legally acceptable in Victoria) and can provide acceptable proof of this with their nomination form
- are entitled to vote at general meetings at the time of their election or appointment
- are financial members and remain financial members, unless they are Honorary Life Members
- are 18 years of age or older on the date of election or appointment

(b) A club member may only nominate for one committee position.

(c) Individual Members between 16-18 years of age are permitted to hold Assistant committee positions.

(d) Honorary Members and Visitors are not entitled to hold Assistant committee positions. At the invitation of the Chairperson, Honorary Members and Visitors can be members of, or contributors to, sub-committees.

27. VOTING PROCEDURES

(a) All candidates, proposers and seconders for committee positions must be Financial Members of the club.

(b) If more than one valid nomination form is received by the Secretary for a committee position, then

- a secret ballot will be conducted by a process and using forms approved by committee
- election will be determined by "first past the post" voting for each contested position. The candidate obtaining the highest number of votes shall be elected.

(c) In the event of a tied vote for a committee position, the election will be re-run for the tied candidates only. If this re-run again results in a tied vote, the Chairperson will have a casting vote to determine the result.

(d) The Committee will accept, review, copy and distribute to all voting members candidate profiles prepared by candidates in support of their committee nomination. No other election material may be distributed. The content of such profiles must be factually correct. No material that in the view of the committee contains offensive language or potentially libellous content will be accepted or is permitted to be distributed to club members.

(e) All candidates accept full personal responsibility for all election materials prepared or distributed on their behalf or in accordance with their instructions, and holds blameless and indemnifies the committee and club from any action resulting from any content in their election materials.

(f) No further electioneering of any kind is permitted once the AGM has been declared open by the Chairperson.