



Far South Coast Branch Surf Life Saving  
Association of Australia Inc.

# By-Laws

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## **1 PART 1 - PRELIMINARY**

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### **1.1 INTERPRETATIONS**

Unless otherwise defined, terms appearing in these By-Laws have the same meaning as in the Constitution. To the extent of any inconsistency, the meaning of the terms set out in the Constitution shall prevail:

- (a) Far South Branch Surf Life Saving Association of Australia Inc. shall be referred to as FSCBSLSA
- (b) Surf Life Saving New South Wales Inc. shall be referred to as SLSNSW
- (c) Surf Life Saving Australia Limited shall be referred to as SLSA
- (d) Act means the current version of the NSW Association Incorporation Act (NSW)

### **1.2 CHANGES TO BY-LAWS**

All changes to the By-Laws must be carried out in accordance with the FSCBSLSA Constitution (section 26).

## **2 PART 2 - DUTIES OF OFFICERS**

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### **2.1 OFFICE-BEARERS OF THE COUNCIL**

#### **2.1.1 President**

The President shall: -

- (a) Be aware of SLSA and SLSNSW Policies, Directions and Constitutions and ensure that the Branch adheres to these.
- (b) Be responsible to the Branch Council and ensure that all Officers carry out their duties in accordance with the FSCBSLSA Constitution and By-Laws.
- (c) Be responsible for all affairs of the Branch and shall chair all meetings pertaining to the administration of the Branch and provide a report in writing to all Branch Council Meetings.
- (d) Be Ex-officio on all Branch Boards and Committees formed under the Constitution and By-Laws.

### **2.1.2 Vice President**

The Vice President shall: -

- (a) Assist the President, deputise as required and in the President's absence, assume the responsibility and the authority of that office.

### **2.1.3 Director of Administration**

The Director of Administration shall: -

- (a) Provide high level administration support to the President and other Directors.
- (b) Be responsible for maintaining a register of the names and addresses of all members in whom the control of the Branch is vested.
- (c) Compile an agenda paper for all Branch meetings and ensure the taking and storage of minutes of such meetings.
- (d) Be responsible for the forwarding of notices of all meetings and the business to be transacted to members in accordance with the Constitution.
- (e) Conduct the correspondence of the Branch and be responsible for the custody of all documents belonging to the Branch and for the disposition thereof.
- (f) Be responsible for the drafting of the Annual Report and arrange for its printing and circulation to all Branch Officers and Club Secretaries.

### **2.1.4 Director of Finance**

The Director of Finance shall: -

- (a) Ensure all money due to FSCBSLSA is collected and received and that all payments authorised by FSCBSLSA are made.
- (b) Maintain correct books and accounts of the financial affairs of FSCBSLSA including full details of all receipts and expenditures connected with the activities of FSCBSLSA.
- (c) Ensure all money is lodged to the credit of FSCBSLSA at the approved financial institution.

- (d) At least monthly and at other times as required, prepare statements showing details of receipts and expenditures and particulars relating to accounts payable since the previous statement together with bank statements, reconciling the balance shown therein with the balance as shown on the accounting records.
- (e) Prepare accounts of FSCBSLSA if and when requested by the Executive or a Branch Council meeting.
- (f) Once every year, prepare a statement of income and expenditure together with a balance sheet showing the position of FSCBSLSA as of the close of the financial year and arrange for presentation to the auditors for audit and any other applicable bodies (external).
- (g) Maintain an inventory of all assets of FSCBSLSA.
- (h) Arrange insurance and registration of assets and for all risks that FSCBSLSA may require.

#### **2.1.5 Director of Education**

The Director of Education shall: -

- (a) be responsible to the Branch Council for the conduct and co-ordination of all matters pertaining to the implementation of all training courses.
- (b) Prepare monthly reports for presentation and approval at Executive and Branch Council Meetings.
- (c) Liaise with all Club CTOs and Branch Directors as required.
- (d) Communicate correspondence from SLSNSW to members regarding educational matters.
- (e) Ensure the Registered Training Organisation Compliance is maintained in consultation with SLSNSW.
- (f) Develop, coordinate and promote the Branch Education Training Calendar.
- (g) Ensure Surfguard is up to date for trainers, assessors and facilitators regarding awards and proficiencies.
- (h) As required, attend SLSNSW meetings on education and related matters and coordinate input to education manuals. If unable to attend such meetings, a recommended proxy be appointed by the Branch Executive.

- (i) Advise all trainers, assessors and facilitators when re-accreditation is due and assist with the documentation required.

### **2.1.6 Director of Lifesaving**

The Director of Lifesaving shall: -

- (a) Convene and preside over a Standing Board established under these By-Laws to be known as the Board of Lifesaving.
- (b) Prepare monthly reports for presentation and approval at Executive and Branch Council Meetings.
- (c) Collate feedback from Lifesaving Leadership team, FSC Branch Executive Committee and FSC Branch Council to lead and champion change within SLSNSW
- (d) Liaise with clubs and SLSNSW to establish workable Lifesaving Service Agreements
- (e) Liaise with SLSNSW, Local Emergency Management Committees (LEMC) and Local Rescue Committees (LRC).
- (f) Participate in SLSNSW Lifesaving Standing Committee meetings
- (g) Support the Board of Lifesaving members in undertaking their roles and advocate at Branch and State levels as required to support them.
- (h) As required, attend SLSNSW meetings on Lifesaving. If unable to attend such meetings, a recommended proxy be appointed by the Branch Executive.

### **2.1.7 Director of Surf Sports**

The Director of Surf Sports shall: -

- (a) Ensure implementation of all SLSA and SLSNSW policies and manuals relating to competition.
- (b) Arrange carnival venues and dates annually
- (c) Convene and preside over a Standing Board established under these By-Laws to be known as the Board of Surf Sports (BOSS).
- (d) Ensure effective management of BOSS in all of its competition operations.
- (e) Oversee security and maintenance of all competition equipment.

- (f) Prepare monthly reports for presentation and approval at Executive and Council Meetings.
- (g) As required, attend SLSNSW meetings on Surf Sports. If unable to attend such meetings, a recommended proxy is to be appointed by the Branch Executive.

### **2.1.8 Director of Member Development**

The Director of Member Development shall: -

- (a) Be responsible to the Executive and Branch Council for the conduct and co-ordination of all matters pertaining to member development activities.
- (b) Prepare monthly reports for presentation and approval at Executive and Branch Council Meetings.

As required, attend SLSNSW meetings on Member Development and related matters. If unable to attend such meetings a recommended proxy be appointed by the Branch Executive.

- (c) Be responsible for the selection of the FSCBSLSA Junior Life Saver of the Year (JLOTY) nominations, including but not limited to:
  - i. The annual nomination process for both Clubs and SLSNSW
  - ii. The appointment of the FSC JLOTY selection/interview panel
  - iii. Support and recognition of all JLOTY nominees and FSC awardees

### **3 PART 3 - STANDING BOARDS, STANDING COMMITTEES AND SUBCOMMITTEES**

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The Standing Boards, Committees and Subcommittees of the FSCBSLSA, in accordance with the qualifications stated in these By-Laws, shall be: -

- (a) Board of Lifesaving
- (b) Board of Surf Sports
- (c) Meritorious Awards Committee
- (d) Surf Sports Selection Committee
- (e) Constitution Committee
- (f) Life Membership and Honours Committee
- (g) Patrol and Lifesaving Judiciary Committee
- (h) Judiciary Committee
- (i) George Bass Marathon Committee

#### **3.1 MEETINGS AND QUORUMS**

- (a) Oral or written notice of a meeting of Standing Boards, Standing Committees and Sub Committees shall be given to each member of the Committee/Boards at least 48 hours (or such period as may be unanimously agreed upon by the members of the Standing Boards, Standing Committees and Sub Committees) before the time appointed for the holding of the meeting.
- (b) Notice of a meeting given under clause 3.1 (a) shall specify the general nature of the business to be transacted at the meeting.
- (c) No business shall be transacted by Standing Committees and Sub Committees unless a quorum is present and if within 15 minutes after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and to the same hour of the same date of the following week.
- (d) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.
- (e) Unless otherwise stated, a quorum shall be when one-third of voting members are present.

## **3.2 BOARD OF LIFESAVING**

### **3.2.1 Composition of the Board of Lifesaving**

- (a) The Board of Lifesaving shall be chaired by the Director of Lifesaving.
- (b) The Board of Lifesaving (BOL) shall comprise the following Lifesaving Leadership Team:-
  - i. Power Craft Coordinator
  - ii. UAV Coordinator
  - iii. Patrol Coordinator
  - iv. Rescue Service Coordinator
  - v. Emergency Management Coordinator
- (c) The annual appointment of the BOL Team will be by expression of interest from appropriately qualified members. The Director of Lifesaving will consider the nominations and appoint one candidate for each position or as required.

### **3.2.2 The Role of the Board of Lifesaving**

- (a) To assist the Director of Lifesaving in the implementation of all SLSNSW and SLISA policies relating to Lifesaving and Support Operations.
- (b) The BOL reports to the FSCBSLSA Branch Council and the FSCBSLSA Branch Executive via the Director of Lifesaving or their nominee.
- (c) The BOL shall be responsible for the development and implementation of the strategic lifesaving business of FSCBSLSA. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSNSW and SLISA objectives.
- (d) The BOL shall have the power to activate matters falling within its area of operations provided that specific referrals by the FSCBSLSA Branch Council are the subject of recommendations to the FSCBSLSA Branch Council for endorsement or otherwise.

### **3.2.3 The Responsibilities of the Board of Lifesaving**

- (a) Power Craft Coordinator
  - i. Work with the DOL to manage service and maintenance of the SLSNSW and Branch Power Craft assets.
  - ii. Work with DOL to locate assets at high-risk locations.
- (b) UAV Coordinator

- i. Work with DOE to recruit, train and assess new UAV Operators
  - ii. Work with SLSNSW UAV team to deliver UAV services within the FSC Branch
  - iii. Ensure compliance with all relevant regulations.
- (c) Patrol Coordinator
- i. Work with clubs to provide support in meeting Club Lifesaving Service Agreement requirements
  - ii. Support clubs in implementing patrolling systems
  - iii. Support clubs in completing their Lifesaving Equipment Grants
  - iv. Support clubs in completing their annual Gear and Equipment inspections.
- (d) Rescue Services Coordinator
- i. Work with DOL to recruit and retain Duty Officers.
  - ii. Work with DOL to roster Duty Officers and RWC Operators during high-risk times as guided by the SLSA Risk Rating tool.
  - iii. Assign an on-call Duty Officer (FSC10) 365 days a year.
  - iv. Engage the SLSNSW member welfare team as required.
- (e) Emergency Management Coordinator
- i. Attend LEMC and LRC meetings.
  - ii. Work with DOL to recruit, train and retain EM team members.

### **3.3 BOARD OF SURF SPORTS**

#### **3.3.1 Composition of the Board of Surf Sports**

- (a) The Board of Surf Sports (BOSS) shall be chaired by the Director of Surf Sports (DSS).
- (b) The BOSS shall comprise the following Assistant Officers:
  - i. Assistant Director of Surf Sports
  - ii. Other Assistant Officers and/or Club Representatives (as required)
- (c) The appointment of the BOSS will be by expression of interest from appropriately qualified members. The DSS will consider the nominations and appoint candidates for each position or as required.

### **3.3.2 The Role of the Board of Surf Sports**

- (a) To assist the Director of Surf Sports (DSS) in the implementation of all SLSNSW and SLSA policies and manuals relating to Surf Sports.
- (b) The BOSS reports to the FSCBSLSA Branch Council and the FSCBSLSA Branch Executive via the DSS or their nominee.
- (c) The BOSS shall be responsible for the development and implementation of the surf sport competition and activities of FSCBSLSA. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet the FSCBSLSA objectives.
- (d) The BOSS shall have the power to activate matters falling within its area of operations provided that specific referrals by the BOSS are the subject of recommendations to the FSCBSLSA Branch Council for endorsement or otherwise.
- (e) The BOSS may formulate and monitor Sub-Committees, to achieve the purposes of the FSCBSLSA.

### **3.3.3 The Responsibilities of the Board of Surf Sports**

- (a) The responsibility of the BOSS is to: -
  - i. Supervise and ensure that the conduct of all surf sports competitions and special events conducted by FSCBSLSA follow the current SLSA Surf Sports Manual.
  - ii. Promote forward-thinking in surf sports, ensure member protection and that FSCBSLSA guidelines are followed.
  - iii. Report to the FSCBSLSA Branch Council on all matters, progress, developments and agendas of the BOSS.
  - iv. Be responsible for the development and implementation of surf sports competitions and activities aligned with the FSCBSLSA Strategic Plan.
  - v. Review, develop and maintain surf sport competition and obligations for FSCBSLSA.
  - vi. Oversee and be responsible for managing Officials at FSCBSLSA carnivals.
  - vii. Appoint relevant subcommittees to assist the FSCBSLSA in fulfilling its obligations.
  - viii. Provide ongoing education and development of competition officials and coaches.
  - ix. Attend to matters referred to by the Branch Council or other Boards.

- x. Appoint the Representative Team Manager, along with team coaches and other team managers (gender-based state requirements)
- xi. Oversee the supervision of the FSCBSLSA Interbranch Team and ensure Representative teams are correctly outfitted.

### **3.4 MERITORIOUS AWARDS COMMITTEE**

- a) The Meritorious Award Committee of four (4) members consisting of The President, Director of Administration, Director of Lifesaving and one (1) other elected committee member.
- b) The Committee shall investigate and report on all claims of members for recognition under the Rules governing the issue of meritorious awards of SLISA. The recommendations of such a committee shall be submitted to the first following meeting of council.
- c) Three (3) members shall form a quorum

### **3.5 SURF SPORTS SELECTION COMMITTEE**

- (a) The Surf Sports Selection Committee of four (4) members consisting of The President, Director of Surf Sports, Assistant Director of Surf Sports and one (1) other elected committee member.
- (b) The committee shall be responsible for the selection of the FSCBSLSA teams.
- (c) Any other type of representation from time to time shall be dealt with by the Executive or Branch Council.
- (d) Three (3) members shall form a quorum.

### **3.6 CONSTITUTION COMMITTEE**

- a) The Constitution Committee shall be four (4) members consisting of The President, Director of Administration, Vice President, Honorary Solicitor and one (1) other elected committee member.
- b) All matters affecting the Constitution, By Laws and Regulations of FSCBSLSA shall be referred to this committee for report and recommendation to FSCBSLSA.

- c) Recommendations that involve an alteration to the Constitution, By Laws and Regulations, shall be given effect to as provided in rule 7.4 and rule 26 of the FSCBSLSA constitution.
- d) Three (3) members shall form a quorum.

### **3.7 LIFE MEMBERSHIP AND HONOURS COMMITTEE**

- (a) The Life Membership and Honours Committee shall consist of The President, Director of Member Development and any three (3) current Life Members.
- (b) At least three (3) members of the Committee shall be life members and the Committee shall be representative of three (3) affiliated clubs.
- (c) Nominations for life membership of FSCBSLSA shall be submitted to the President in writing. Nominations are to be signed by at least two (2) members.
- (d) Nominations are to be retained by the President and Director of Administration and are to remain confidential until a determination is made by the committee.
- (e) The President shall act as convenor and chair of the Committee and in their absence the Committee shall elect another member of the Committee as chair.
- (f) Three (3) members shall form a quorum.
- (g) The Committee shall look for members who have rendered special and distinguished service. A member could qualify if the Life Membership Committee considers they have rendered the service over a shorter period.
  - i. As a guideline, nominees should have ten (10) years as an elected officer or adviser of the Branch Council, Standing Board, Standing Committee or Subcommittee of FSCBSLSA.
  - ii. Any person elected or appointed as an officer or advisor to perform a specific function shall be deemed to be an elected officer or adviser for the purpose of nomination for Life Membership of the FSCBSLSA
- (h) In order to be elected a life member the nominee must receive at least two-thirds support of the Committee.
- (i) In the event of the President of FSCBSLSA being nominated for Life membership, their duties and functions shall be performed by a Director elected for that purpose.
- (j) Recommendations by the Committee for Life membership shall be made to the Branch Council for consideration at the next Annual General Meeting.

- (k) Distinguished service awards shall be given to members of affiliated clubs who have rendered outstanding service. Criteria shall be outstanding service over three (3) years, together with a suitable record attached to the nomination.

### **3.8 PATROL AND LIFESAVING JUDICIARY COMMITTEE**

- (a) The Patrol and Lifesaving Judiciary Committee shall be four (4) members, consisting of The Director of Lifesaving and three (3) others elected by Branch Council as needed.
- (b) Any club that infringes the Rules, By-Laws and Regulations of FSCBSLSA, SLSNSW or SLSA concerning patrols or lifesaving duties shall be called upon to appear before the Patrol and Lifesaving Judiciary Committee.
- (c) The offending club's members will not be eligible to sit on the Committee.
- (d) Any club that has been reported to the Director of Lifesaving for patrol deficiencies will be called upon to appear before the Patrol and Life Saving Judiciary Committee within seven (7) days, whereupon the committee after hearing evidence may find the offence proven or not proven.
- (e) This Committee shall have the power to impose such penalties as deemed fair and consistent.
- (f) Any decision made by the Committee shall be immediately passed on to the Club concerned and the Branch Council.
- (g) Any club against which the Patrol and Lifesaving Judiciary Committee has given an adverse finding or decision may within seven (7) days after the decision is conveyed to such club appeal to the FSCBSLSA Branch Council.

### **3.9 JUDICIARY COMMITTEE**

- (a) The Judiciary Committee shall consist of five (5) independent members, one being the Honorary Solicitor, none of whom shall be members of the Executive. They shall be appointed by the Executive from interested persons when required. If the persons nominated are ineligible due to persons charged or otherwise involved in the incident, the Executive may appoint additional members.

- (b) The role of the Judiciary Committee shall be to hear disciplinary matters referred to it, make determination on changes, and impose appropriate sanctions in line with FSCBSLSA, SLSNSW and SLSA policies and procedures.

### **3.10 GEORGE BASS MARATHON COMMITTEE**

- (a) The George Bass Marathon Committee (GBM) shall be at least four (4) members, consisting of The Race Director, the Director of Finance and two (2) other committee members by Branch Council as needed.
- (b) The George Bass Marathon Committee is appointed at the AGM bi-annually.
- (c) The GBM Committee is responsible for all matters pertaining to the coordination, compliance and operation of the event.
- (d) The GBM Committee reports monthly to the Branch Council.

## **4 PART 4 - RULES OF DEBATE**

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### **4.1 STANDING ORDERS**

- (a) The order of business of the meeting shall be as laid down in the agenda of the meeting.
- (b) The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
- (c) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, except the following formal motions that are moved, received and put to the meeting: -
  - i. amendments to the motion; and
  - ii. procedural motions.
- (d) Only one amendment shall be considered at a time.
- (e) A person may move only one amendment to a motion, but may speak on all other amendments.
- (f) The mover of an amendment has no right of reply.
- (g) The mover of the original motion shall exercise their right of reply at the end of the first amendment debate.

- (h) The mover of the original motion may not move an amendment to their motion.
- (i) Amendments shall be taken in order in which they affect the terms of the motion.
- (j) No amendments shall be allowed with regard to those parts of the motion which have already been determined.
- (k) An amendment must be relevant to the substantive motion and must not be a simple negation of the motion.
- (l) Before any motion is put to the meeting the chair may require that it be committed to writing and handed to him.
- (m) The chair shall have the power to refuse the closure motion (“that the question be now put”)
- (n) It shall not be permissible for any person who has spoken in the debate on a motion to move the closure of that motion.
- (o) If the closure motion is carried, the mover of the original motion shall have the right to reply before the question is put.
- (p) It shall be the duty of the chair to preserve order so that the business may be conducted with due form and propriety.
- (q) The chair shall have the right to debate any question under discussion but must first leave the chair and not resume it until the question has been resolved.
- (r) It shall be the duty of the chair to call to order a speaker who violates any rule of debate, and the privilege of any member to raise a point of order.
- (s) When more than one member requests to speak at the same time, the chair shall decide who shall be heard.
- (t) The chair may call the attention of the meeting to continued irrelevance or tedious repetition on the part of a speaker and may, with the approval of the meeting, direct such a member to discontinue their speech.
- (u) The question of whether a member should discontinue their speech shall be decided without debate.
- (v) Any member may raise a point of order against a speaker during debate and the speaker against whom the point is raised shall cease speaking and shall sit down.
- (w) The member raising the point of order shall then state their reason, and the chair shall, without further discussion give their ruling Subject to such ruling the speaker shall be allowed to proceed. The chair’s ruling shall be final unless challenged by a motion of dissent.

- (x) A member dissatisfied with the chair's ruling may move a motion of dissent in the following terms, "That the chair's ruling be dissented from". The chair shall then vacate the chair and call upon a deputy to take the chair. When the mover and the chair (in that order) have stated their cases, the acting chair shall put to the vote the question "That the chair's ruling be upheld".
- (y) Debates on motions shall not exceed 20 minutes and speeches shall not exceed three minutes.
- (z) A motion of a negative character, the carrying of which will not alter the status quo, shall yield place to a relevant motion purporting to take positive action.
- (aa) When a member speaks, they address the chair and confirm themselves to the question under consideration, avoiding profanities or unbecoming language.
- (bb) A member when speaking shall not be interrupted except by the chair, or by a member raising a point of order and then only for a breach of the rules, by-laws, or standing orders.
- (cc) A member shall have the right to speak once only on any motion with the exception of the mover, who shall have the right to reply, when however, they shall not introduce any new matter. (Explanations shall be allowed from a member who has already spoken, but only to explain an actual misunderstanding or misstatement, and the member shall be prohibited from debating the merits of any proposal in the course of such explanation).
- (dd) A member moving a resolution or any amendment thereto, shall be held to have spoken on the question.
- (ee) A motion or amendment which has been submitted to a meeting may not be withdrawn without the consent of the meeting.
- (ff) A motion will be declared lost if it is not supported by a majority of members voting.
- (gg) A member requesting information, or wishing to ask a question, shall do so through the chair.
- (hh) Either three (3) months must have lapsed, or a two-thirds majority of those members present and entitled to vote must be in favour of re-submission of any business that has already been decided by the committee.
- (ii) Provided that no speaker is currently speaking, any member may move that the meeting be adjourned to a specified time and place. Such a motion shall be treated as an ordinary motion, except that: -

- i. it may interrupt a debate; and
  - ii. the mover shall have the right of reply.
- (jj) Motions of which notices have been given shall be dealt with in the order in which they are received.

## **5 PART 5 - MISCELLANEOUS**

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### **5.1 CHAMPIONSHIP CARNIVALS**

- (a) FSCBSLSA championships shall be conducted annually in accordance with the provisions to be adopted from time to time by FSCBSLSA or the BOSS, but subject to the requirements of the Surf Life Saving Surf Sports Manuals.

### **5.2 REIMBURSEMENT OF COSTS**

- (a) Subject to approval by the Executive or Branch Council, any member shall be entitled to reimbursement for costs incurred in carrying out their Branch duties as laid down in the Constitution and these By-Laws.

### **5.3 PURCHASE OF GEAR & EQUIPMENT**

- (a) All purchases of gear, capital items or similar equipment shall be first approved by the Branch Executive and/or Branch Council prior to purchase.
- (b) No member of FSCBSLSA is authorised to sign contracts or orders or lend any gear unless it is coordinated through the Branch Executive.

### **5.4 ACCOUNTS**

- (a) The Treasurer shall have the authority to pay recurring accounts in connection with the running of FSCBSLSA.

## **5.5 CAPITATION FEES**

- (a) Annual affiliation fees shall be determined by the executive each year and shall be payable by each club prior to the Annual General Meeting of the Branch Council of FSCBSLSA.

## **5.6 VOTING BY ELECTRONIC MEANS**

The following provisions shall apply to decision-making by electronic means at all meetings of the Executive Committee, Branch Council, Standing Boards, Standing Committees, and other bodies as may be created from time to time in accordance with the Constitution

- (a) The matter has been initiated by the meeting chair prior to circulation.
- (b) The circulation shall contain the exact wording of the proposed motion and be sent to each member entitled to vote.
- (c) The circulation shall stipulate a closing date for votes.
- (d) Within seven (7) days of the close of voting, the member circulating shall circulate a copy of the motion and the resulting decision.
- (e) The motion and the resulting decision shall be noted in the minutes of the next Branch Council Meeting; and
- (f) Special Resolutions may not be determined by electronic mail unless a Board of Management meeting has determined that a specific issue may be decided by this means.

## **5.7 AWARDS OF EXCELLENCE PROCESS**

- (a) The FSCBSLSA Awards of Excellence (AOE) selection panel shall be four (4) members consisting of The President and any three (3) current Life Members
- (b) Nominations for the FSCBSLSA AOE are to be submitted by clubs to the Director of Administration via an online nomination form by the advertised closing date.
- (c) The awards presented for nomination by the FSCBSLSA will include but not be limited to the summary of awards as outlined by SLSNSW annually.
- (d) The nomination questions for each award will be aligned with the SLSNSW selection criteria as outlined annually.

- (e) Judging is done individually by each panel member, scoring each nominee in each award category out of 5 for each question.
  - i. With 5 being the highest and 0 being the lowest.
  - ii. Judges can score multiple nominees the same score.
  - iii. All scoring sheets are returned to the Branch President for collating.
  - iv. The highest number of points shall be the winner.
- (f) The President shall hold a selection panel meeting to discuss the nomination results.
  - i. If there is a tie, the selection panel can discuss and a revote on just the tied nominees is taken to determine a winner.
  - ii. If the selection panel is unable to determine a clear winner, two awards may be awarded.
- (g) The results of the selection panel rulings are final.
- (h) The presentation of award winners is done at the FSCBSLSA Awards of Excellence held annually at the end of the season.