

BY-LAW

No. 11

ISSUE: Club Officers and other positions

COMMENCED: 11/11/2010

LAST UPDATED: 13/8/2020

PROVISIONS:

Officers

1. For the purposes of clause 12 of the Constitution, only the positions noted with an asterisk in the organisation chart at Annexure 1 to this By-Law shall be regarded as officers of the club.
2. For the purposes of clause 15 of the Constitution, the responsibilities and duties of the officers of the club shall be as set out in Annexure 2 to this By-Law.
3. Honorary positions shall not be required to have their responsibilities and duties formally recorded.
4. There will be no limit on the number of consecutive terms of office an individual officer may have.
5. If the Executive Committee is satisfied there is sufficient reason to do so, it may approve of club officers using a different title for their position to that which appears in the club's constitution when carrying out their duties and or representing the club.

Assistant Directors, Registrars, Captains, Chaplains, Trainers and Coordinators

6. In order to fulfil their responsibilities and duties, officers of the club may arrange for members to assist them by undertaking Assistant Director, Registrar, Captain, Trainer, Chaplain or Coordinator roles within the club. These positions are not officers for the purpose of clause 12 of the Constitution.
7. The Assistant Director, Registrar, Captain, Vice Captain, Trainer, Chaplain and Coordinator positions shall be as set out in Annexure 3
8. All Assistant Director, Registrar, Captain, Vice Captain, Trainer and Coordinator positions and duty statements shall be determined by the relevant supervising club officer.

Other positions

9. Officers of the club may arrange for members to assist them by undertaking various other positions within the club. These positions are not officers for the purpose of clause 12 of the Constitution and do not need to have formal duty statements. The responsibilities and duties shall be as determined from time to time by the relevant officer.

Paid Positions

10. Any paid positions approved by the Executive Committee shall not be regarded as officers of the club.
11. Duty statements for paid positions shall be as approved by the Executive Committee from time to time and be subject to formal written agreements between the club and the person appointed to the paid position.

Panels

12. (a) **The Governance Panel** shall be responsible for –
 - the annual review of the club By-Laws,
 - the development of new and amendments to existing By-Laws.
 - The review, development and amendment to any policy documents referred to it by the Executive Committee
 - Making recommendations to the Executive Committee in relation to any proposed changes to the constitution
- (b) Any recommendations in relation to changes to or proposals for new By-laws or policies are to be made to the Executive Committee
- (c) The Panel shall be made up as follows – the President, Executive Officer, Director Lifesaving, Director Sport, one Life Member, a representative of the junior activities section and a long service/other senior member of the club (who may also be a Life Member).
- (d) The Panel shall report to the Executive Committee at least one every three months commencing September through the Executive Officer.
13. (a) **The History Panel** shall be responsible for the collation, recording, archiving and display of club photographs and other club memorabilia.
- (b) The Panel shall be made up of a minimum of 4 senior members of the club who shall be approved by the Executive Committee.
- (c) The Panel shall report to the Executive Committee at least once every three months commencing September through the Executive Officer.

14. (a) **The Surf Sports Panel** shall be responsible for development of policies and procedures relating to surf sports issues for both inter and intra club competition. It shall also be responsible for the nomination to the Executive Committee of nominees for the club's annual competition awards.
- (b) The Panel shall be made up as follows – the Director Sport, the captains of the various competition disciplines and any other club members considered appropriate by the Director Sport.
- (c) The Panel shall report to the Executive Committee at least once every three months commencing September through the Director Sport.
15. (a) **The Honours Panel** shall be responsible for assisting in the identification and assessment of recommendations for club & external awards and assisting in the preparation of any supporting submissions where appropriate.
- (b) The panel shall be made up of a minimum of 4 senior members of the club who shall be approved by the Executive Committee.
- (c) The Panel shall report to the Executive Committee at least once every three months commencing September through the President.
16. (a) **The Building Panel** shall be responsible for –
- The review of club premises to ensure it continues to meet the needs of the membership;
 - Identifying, assessing, costing and prioritising maintenance and building improvement proposals for consideration by the Executive Committee.
- (b) The panel shall be made up as follows – The President,, Director Facilities, a life or long service member preferably with experience or qualifications in building or construction related matters and such other members as may be approved by the Executive Committee
- (c) The panel shall report to the Executive Committee at least once every three months commencing September through the Director Facilities.
17. (a) **The Finance Panel** shall be responsible for -
- the on-going review of the club's financial systems, to ensure compliance with any relevant overarching policy and procedural requirements and any relevant accounting standards;

- reviewing club membership fee and levy structures & hall hire costs to ensure the on-going financial viability of the club is maintained;
 - reviewing & making recommendations in respect of the remuneration of paid employees.
- (b) The panel shall be made up as follows – The Treasurer and two other members who shall be Life or long service members with financial experience or qualifications who shall be approved by the Executive Committee.
- (c) The panel shall report to the Executive Committee at least once every three months commencing September through the Treasurer.
18. (a) **The Awards Panel** shall be responsible for –
- the identification, receipt and assessment of nominations for the annual Club Honour Blazer, Club Person of the Year, Young Club Person of the year, Scholarship Award and Prominent Service Awards;
 - making recommendations to the Executive Committee regarding the winners of those awards
- (b) The panel shall report to the Executive Committee through the Executive Officer

Note: Refer to By-Law 10 for the make-up of the panel and guidelines for its operation.

HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

8 Sept 2011

Cl 4 amended to make reference to Assistant Director positions; Annexure 3 & 4 amended to reflect new position of Assistant Treasurer/Director Finance, including duty statement; reference to Competition Director amended to Surf Sports Director throughout.

13 Sept 2012

Inclusion of cls 10, 11 & 12 re Governance, History & Awards and Surf Sports Panels; amendment of annexure 1 to reflect changes

14 Feb 2013

Deletion of position of Director (General) IT and replaced with Director (General) Youth Development. Changes to Annexures 1 & 2 to reflect new position

23 Sept 2015

Cl 10(c) amended to clarify panel reports through the Executive Officer

Cl 11(a) amended by deleting reference to external awards and 11(c) amended to clarify panel reports through the Executive Officer

New cl13 added establishing Honours Panel with responsibility for external awards

8 Sept 2016

Cl 5 & 6 amended by inclusion of reference to Vice Captain

13 Oct 2016

New Cl 4 inserted re consecutive terms of office

14 Sept 2017

Cls 15 & 16 re Building and Finance included, minor changes throughout to correct errors re references to other clauses

9 Aug 2018

New Cl. 5 inserted; Cl 16(b) amended by adding addition of word “preferable” and discretion to appoint additional members; Cl 17(b) amended by adding reference to EC approval; Cl 18 inserted