

Cooks Hill Surf Life Saving Club Inc.

Founded 1911



BY-LAWS TO THE CONSTITUTION

2012 Revision 3

As Adopted by Members 24 July 2011



Cooks Hill SLSC Constitution By-Laws

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SECTION 1 – PURPOSE OF BY-LAWS

The By-Laws to the Constitution of CHSLSC have been created for the purpose of providing further specific information about the following matters relating to the Club:

- Management structure;
- Duties of Club Officials;
- Fees;
- Roles and responsibilities of Standing Sub Committees;
- Rules of debate associated with Club meetings; and
- Miscellaneous documents, such as the Hall Hire Agreement, etc.

These By-Laws have been separated from the Club Constitution for the purpose of permitting them to be amended without the necessity of having to resort to an Annual or Special General Meeting of the Club.

In this regard, any By-Law or By-Laws may be amended by a two thirds majority vote of the Club Management Committee. Proposals for an amendment to a By-Law or By-Laws must be received by the Secretary – Director of Administration no later than 14 days prior to the next scheduled Management meeting to allow the proposal to be circulated to the Management Committee members prior to the meeting.



SECTION 2 – STRUCTURE OF CLUB MANAGEMENT

Club Management Structure

The management structure of CHSLSC is shown diagrammatically below in Figures 1 to 5.

The full management structure is shown in Figure 1.

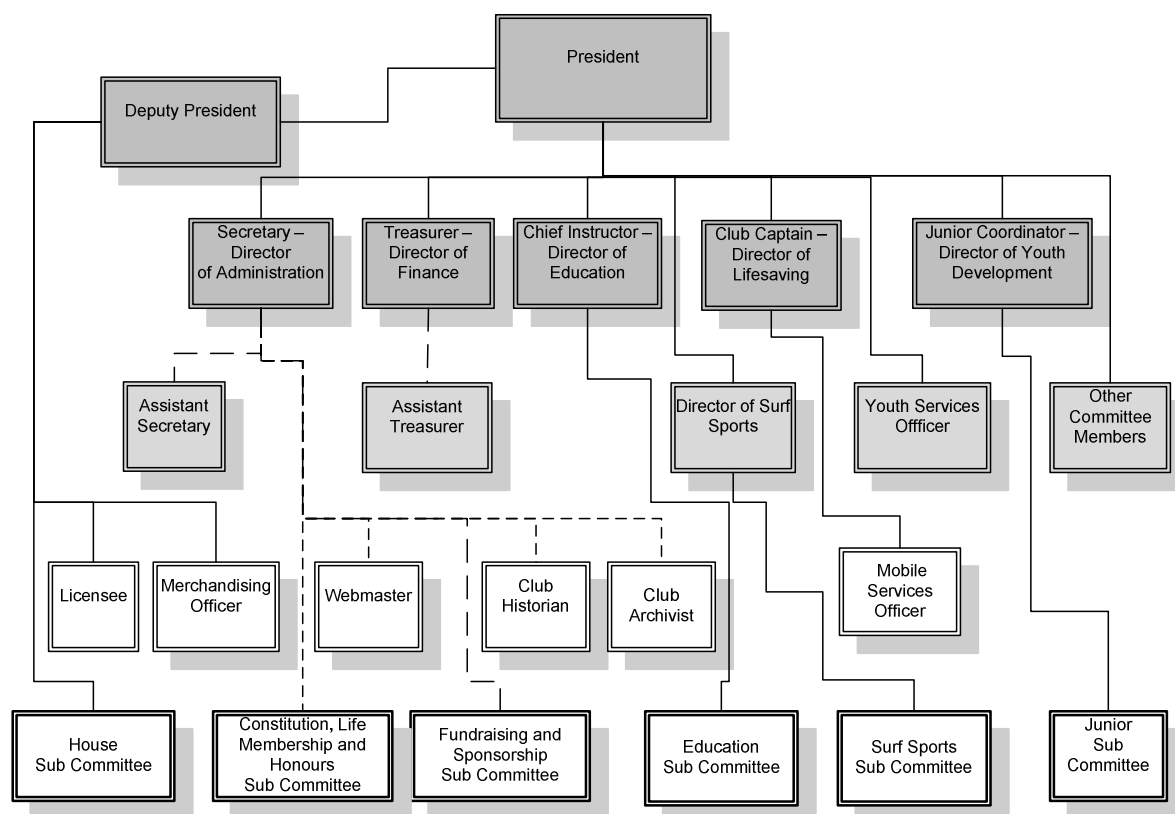


Figure 1 - Club Management Structure

Club Executive positions are shown in darker grey, with Management Committee positions shown in darker and lighter grey.

In this structure the:

- House Sub Committee, the Licensee and the Club Merchandising Officer report to the Deputy President.
- Webmaster, the Constitution and By-Laws, Life Membership and Honours and Awards Sub Committee and the Fundraising and Sponsorship Sub Committee report to the Secretary - Director of Administration.
- Junior Sub Committee reports to the Junior Coordinator – Director of Youth Development.
- Surf Sports Sub Committee reports to the Director of Surf Sports.



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- Education Sub-Committee reports to the Director of Education.

Because of the size of the Junior section of CHSLSC and its important feeder role to the Senior part of the Club, the structure of the Junior Sub Committee is shown in Figure 2. The arrangements for the House Sub Committee are shown in Figure 2.

Further details of the roles and responsibilities of Club Officials and Sub Committees are found in Section 3 and Section 5 respectively.

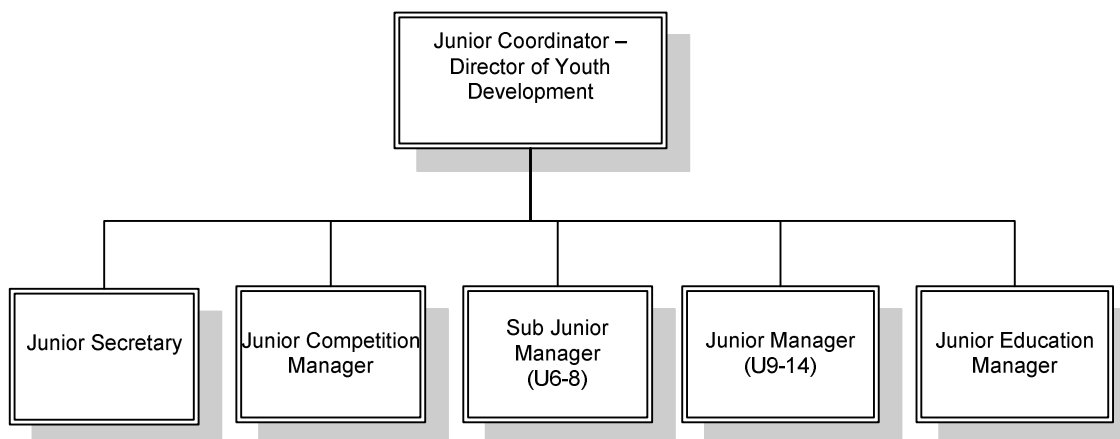


Figure 2 – Junior Sub Committee

The House Sub Committee responsibilities are shown in Figure 3.

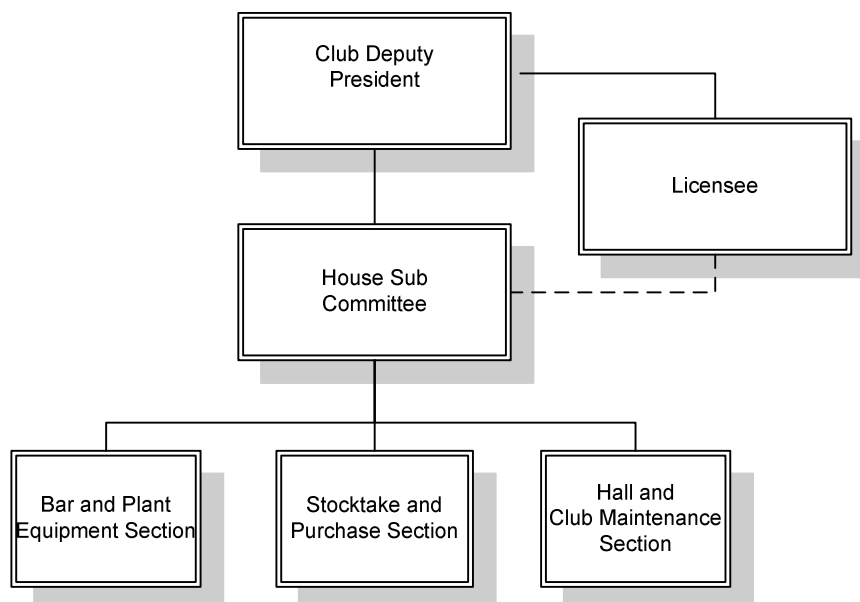


Figure 3 – House Sub Committee Structure



SECTION 3 – ROLES AND RESPONSIBILITIES OF CLUB OFFICIALS

Patron

The role of a Patron is to be a supporter of the club and to promote the mission, values, aims and objectives of the club at every opportunity.

A Patron will be expected to represent what the club stands for i.e. they may be included in all official documentation which is used for correspondence, and they may be called upon to act as a representative force for public relations and marketing.

Each Patron is responsible to the Executive Committee for their activities.

CLUB EXECUTIVE

Club President

Responsible to: Club Executive Committee

Responsibilities and Duties

- Principal leader with overall responsibility for the Club's administration.
- Set the overall annual committee agenda, help the committee prioritise its goals and working within the framework.
- Facilitate committee, executive and annual general meetings.
- Chair all Management Committee and Executive Committee meetings.
- Shall have one (1) deliberate and one (1) casting vote where there is an equality of votes at CHSLSC meetings of which he is the chair.
- Shall be an ex-officio member of all Committees/Boards formed under these rules and by-laws.
- Represent the Surf Club at local, regional, state and national levels.
- Act as a facilitator for Surf Club activities and represent member's views.
- Submit reports to the Club Management Committee.
- Ensure planning and budgeting is in accordance with the wishes of the members.
- Ensure all rules and regulations of the Club are upheld.
- Encourage sponsors and supporters.
- Ensure financial, social and structural viability of the Club.
- Identify and communicate to members threats, challenges and opportunities available to the Club.



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- Be responsible for planning, including succession.

Knowledge and Skills Required

- Communicate effectively.
- Well informed of the organisation's activities.
- Aware of future directions and plans of members.
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public.
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members.
- Maintain effective and efficient administration.
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Must be a supportive leader for all organisations members.

Club Deputy President

Responsible to: Club President

Responsibilities and Duties

- Deputise for the President as required in his absence.
- Shall manage the clubhouse and its surrounding environment.
- Shall manage and direct all sections of the club structure under his control.
- Shall oversee the management and operation of the Occupational Health and Safety requirements of CHSLSC.
- Shall oversee the management and operation of the CHSLSC gymnasium.
- Shall oversee the management and operation of the CHSLSC auditorium and its facilities.
- Shall oversee the management and operation of the CHSLSC liquor licensing requirements through the Licensee.
- Shall oversee the management and operations of the Club Merchandising Officer.
- Shall manage and oversee the loan of CHSLSC club equipment and property.
- Submit reports to the Club Management Committee.
- Act as the Chair of the House Sub-Committee.
- Member of the Club Executive.
- Assist the President as required with his roles and responsibilities



Knowledge and Skills Required

- Communicate effectively.
- Well informed of the organisation's activities.
- Aware of future directions and plans of members.
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public.
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members.
- Maintain effective and efficient administration.
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Must be a supportive leader for all organisations members.

Secretary – Director of Administration

Responsible to: Club President

Responsibilities and Duties

- Make arrangements including agenda, venue, date, etc, for Club meetings in consultations with the Chair and advise members accordingly.
- Member of the Club Executive.
- Manage the collection and collation of reports from office bearers.
- Call for and receive nominations for committees and other positions for the Club Annual General Meeting.
- Manage the taking of minutes of meetings and maintain a copy for records.
- Liaise closely with the Assistant Secretary/Registrar in relation to club administrative matters.
- Submit reports to the Club Management Committee.
- Maintain the Club Asset Register in conjunction with the Treasurer – Director of Finance and ensure that Club insurance policies reflect the Club assets.
- Manage the activities of the Constitution and By-Laws, Life Membership and Honours and Awards Sub Committee and the Fundraising and Sponsorship Sub Committee.
- In conjunction with the Executive, update and maintain the Annual Club Management Plan.
- Manage the activities of the Club Webmaster.
- Collect, administer, reply when necessary and file correspondence promptly.



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- Collate and arrange for the printing of the annual report.
- Maintain or ensure maintenance of SurfGuard records and data input.
- Maintain files of legal documents such as constitutions, insurances, leases and titles.
- Act as the public officer of the Surf Club, liaising with members of the public, affiliated bodies and government agencies including the government body administering the Associations Incorporations Act.
- Perform the general routine administration of the Club.

Knowledge and Skills Required

- Communicate effectively.
- Well-organised, proactive and can delegate tasks.
- Maintain confidentiality on relevant matters.
- Have a good working knowledge of the Club Constitution.
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public.

Treasurer – Director of Finance

Responsible to: Club President

Responsibilities and Duties

- Is the Chief Financial Management Officer for the Surf Club.
- Member of the Club Executive.
- With the assistance of the Assistant Treasurer as necessary, prepare a budget and monitor it carefully.
- Maintain the Surf Club's accounting records including detailed records of all payments and monies received.
- Facilitate the audit annually, presenting details to members at the Annual General Meeting.
- Submit reports to the Club Management Committee.
- Support the Secretary – Director of Administration in the management of the activities of the Fundraising and Sponsorship Sub Committee.
- Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood.
- Cause the preparation of statutory returns and reports as required, specifically, BAS and IAS.



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- Ensure the entity is compliant with relevant Legislation and Regulations, particularly *Associations Incorporation Act NSW (1984)* and the *Charitable Fundraising Act (1991)* and various taxation requirements.

Knowledge and Skills Required

- Well organised and able to work unsupervised and be self motivated.
- Ability to allocate regular time periods to maintain the books.
- Ability to keep correct up-to-date records.
- Able to work in a logical orderly manner.
- Time management skills.
- Maintain a Policy of Loyalty to the Surf Club and its activities whilst also maintaining confidentiality and respect towards members.
- Awareness of information, needed for the Annual Audit.

Club Captain – Director of Lifesaving

Responsible to: Club Executive Committee

Responsibilities and Duties

- Manage the conduct and control of all patrols.
- Member of the Club Executive.
- Responsible for the conduct of members in the Club.
- Schedule patrols and roster patrol duties prior to the commencement of each season.
- Assist the Junior Coordinator with the safe running of junior activities.
- Oversee the Gear Steward concerning lifesaving gear, ensuring it is well maintained.
- Ensure sufficient numbers are on patrol.
- Communicate with patrol defaulters to maintain efficiency of patrols.
- Keep a record of member re-qualifications each season.
- Keep a record of member's performances at patrol duties.
- Submit reports to the Club Management Committee.
- Submit competition entries for all competitions in conjunction with other Surf Sports Team Managers.
- Coordinate competitions i.e. Sunday events, club championships, special club events.



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- Maintain a record of all members' performances and results at all competitions.

Knowledge and Skills Required

- SLSA Bronze Medallion.
- Good understanding of club culture and operations.
- Ability to organise and delegate tasks.
- Proficient computer skills.
- Aware of Hunter SLS Occupational Health & Safety policy.
- Accreditation in TSG (Training Small Groups).
- Maintain confidentiality on relevant matters.
- Can communicate effectively and possess good interpersonal skills.
- Positive and enthusiastic.

Junior Coordinator – Director of Youth Development

Responsible to: Club President

Responsibilities and Duties

- Coordinate all youth related applications for programs within the club.
- Member of the Club Executive.
- Act as primary contact for all youth related matters within the club.
- Coordinate junior and U14-U17 year old activities.
- Liaise with Club committee members and Club Youth.
- Coordinate participants for National, State and Branch run leadership and other development programs.
- Organise the Club Junior Lifesaver of the Year award and any related applications for state and regional programs.
- Coordinate the Club Youth committee.
- Submit reports to the Club Management Committee.
- Club contact for all Youth and Branch members.
- Club contact for Youth Development and Memberships SLSNSW and SLSA.

Knowledge and Skills Required

- Competent computer skills.
- Organised and able to delegate tasks.



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- Possess good communication and interpersonal skills.
- Friendly and approachable.
- Aware of Member Protection and other Club policies.

Chief Instructor – Director of Education

Responsible to: Club Executive Committee

Responsibilities and Duties

- Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club.
- Assist in development of youth within the Club.
- Coordinate all instruction squads, their trainer and the resources.
- Assess, develop and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues.
- Positively support the policies, culture, operation and management of the Club and SLSA.
- Ensure all training sessions are efficient.
- Develop training solutions for new resource implementation.
- Ensure re-qualifications of awards and certificates are completed by required date and recorded.
- Analyse skill mix throughout club and develop training solutions where needed.
- Submit reports to the Club Management Committee.
- Participate as a member of the Club Management Committee.
- Arrange assessments through the Branch as required.

Knowledge and Skills Required

- SLSA Training Officer Certificate.
- Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment (preferred).
- Plan, conduct and review assessment (preferred).
- Ability to organise and delegate tasks.
- Aware of Hunter SLS Occupational Health & Safety policy.
- Hold a "Bronze" Medallion.
- Maintain confidentiality on relevant matters.
- Can communicate effectively and possess good interpersonal skills.



- Friendly, positive and enthusiastic.

OTHER CLUB OFFICIALS - SENIORS

Director of Surf Sports

Responsible to: Club President

Responsibilities and Duties

- Manage/coordinate the submission of competition entries for all senior competitions.
- Coordinate competitions i.e. Sunday events, club championships, special club events.
- Maintain a record of all members' performances and results at all competitions.
- Submit reports to the Club Management Committee.
- Liaise closely with the Club Captain – Director of Lifesaving and other managers, e.g. craft manager, boat manager.

Knowledge and Skills Required

- Knowledge of all SLSA Rules and Regulations including Surf Sports Manual 32nd Edition and any related bulletins and circulars.
- Ability to organise and delegate tasks.
- Communicate effectively and possess good interpersonal skills.
- Be friendly, positive and enthusiastic.

Assistant Secretary/Registrar

Responsible to: Club Management Committee

Responsibilities and Duties

- Minute taking for Club Management meetings and maintain a copy for records.
- Minute taking for Club Executive meetings and maintain a copy for records.
- Collection and collation of reports from office bearers.
- Act as Club Registrar and manage the keys to the Club (including the Gym keys).
- Assist in the collation and arranging for the printing of the annual report.
- Maintain SurfGuard records and data input.
- Support the management of the activities of the Fundraising and Sponsorship Sub Committee, liaising as required with other Club Officials and members, and drawing on the services of Club members as required.



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- Assist in the performance of the general routine administration of the Club.

Knowledge and Skills Required

- Communicate effectively.
- Well-organised, proactive and can delegate tasks.
- Maintain confidentiality on relevant matters.
- Have a good working knowledge of the Club Constitution.
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public.

Assistant Treasurer

Responsible to: Club Management Committee

Responsibilities and Duties

- Assist the Treasurer - Director of Finance.
- Ex-officio member of the Club Executive.
- Assistant the Treasurer - Director of Finance to prepare a budget and monitor it carefully.
- Assist in maintaining the Surf Club's accounting records including detailed records of all payments and monies received.
- Assist in facilitating the annual audit.
- Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood.
- Assist in the preparation of statutory returns and reports as required, specifically, BAS and IAS.
- Assist in ensuring the entity is compliant with relevant Legislation and Regulations, particularly *Associations incorporation Act NSW (1984)* and the *Charitable Fundraising Act (1991)* and various taxation requirements.

Knowledge and Skills Required

- Well organised and able to work unsupervised and be self motivated.
- Ability to allocate regular time periods to maintain the books.
- Ability to keep correct up-to-date records.
- Able to work in a logical orderly manner.
- Time management skills.
- Maintain a Policy of Loyalty to the Surf Club and its activities whilst also maintaining confidentiality and respect towards members.



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- Awareness of information, needed for the Annual Audit.

Youth Services Officer

Responsible to: Club President

Responsibilities and Duties

- Represent the views, and raise issues, associated with junior club members.
- Provide reports as necessary for the Management meeting.
- Assist the Director of Youth Services in organising and conducting youth events including social events.

Knowledge and Skills Required

- Communicate effectively.
- Well-organised, proactive and interested in the club activities.
- Good working knowledge of junior activities.

General Committee Members

Responsible to: Club President

Responsibilities and Duties

- Attend Club Management meetings and vote as necessary on resolutions.
- Provide reports as necessary for the Management meeting.
- As necessary represent members' views to the Management Committee.

Knowledge and Skills Required

- Communicate effectively.
- Well-organised, proactive and interested in the club activities.
- Maintain confidentiality on relevant matters.

Licensee

The Licensee shall be appointed by the Club Executive and is responsible to the Vice President, liaising closely with the House Committee, for the performance of his duties for the duration of his term as Licensee.

Responsibilities and Duties

- Act as the club's Licensee and ensure that the club is compliant with the relevant Liquor Administration Act and legislation.



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- Report to the Club Vice President, liaising closely with the House Committee, for licensee actions and responsibilities.
- Order stocks of beverages and other equipments so as to maintain the bar stocks adequately for members' use.
- Facilitate regular stocktakes of bar stock.
- Working with the Club Caterer, maintain a list of club functions that have been approved by the Deputy President through the House Committee.
- Ensure that all liquor licensing requirements are adhered to by CHSLSC.
- Train RSA qualified members in bar operations and maintain a register of members qualified in the Responsible Service of Alcohol (RSA).
- Ensure that only RSA qualified members access and work from the bar area at club functions.

Knowledge and Skills Required

- Capable of meeting the Licensee Registration Board requirements.
- Communicate effectively.
- Well-organised, proactive and interested in the club activities.

Webmaster

Responsibilities and Duties

- Manage the Club's website.
- Liaise with website designer to ensure the website is functional.
- Coordinate the review/update of web pages and website material.
- Respond to queries from Club members regarding the website.

Knowledge and Skills Required

- Preferably a good working knowledge of website architecture and design.
- Ability to liaise with technical experts re website functionality.
- Communicate effectively.
- Well-organised, proactive and interested in the club activities.

Club Historian

Responsibilities and Duties

- Collect, research and manage information and items associated with the Club's history.
- Liaise with the Club House Sub Committee to ensure Club historical items on display in the Club are maintained and are accurate.



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- Liaise with the Club Archivist to ensure historical Club records are properly maintained and stored.

Knowledge and Skills Required

- A good working knowledge of Club history.
- Ability to research information and items relating to Club history.
- Take advantage of any promotional opportunities to highlight the Club history.

Club Archivist

Responsibilities and Duties

- Develop and implement a plan to archive relevant Club historical information and items.
- Liaise with the Club Historian and Club House Sub Committee in the performance of archival duties.
- Maintain records of archived material.

Knowledge and Skills Required

- A good working knowledge of Club history and historical information and items.
- Ability to use proper archival sources to archive Club material.

CLUB OFFICIALS - JUNIORS

Junior Secretary

Responsibilities and Duties

- Registration of juniors.
- Maintain and update proficiency records for juniors.
- Maintain or ensure maintenance of SurfGuard records and data input for Juniors.
- Planning, organisation and execution of Junior Presentation Day.

Knowledge and Skills Required

- Competent computer skills.
- Organised and able to delegate tasks.
- Possess good communication and interpersonal skills.
- Friendly and approachable.
- Aware of Member Protection and other Club policies.



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Junior Competition Manager

Responsibilities and Duties

- Develop, produce and record entries into junior competitions.
- Coordinate the selection of junior teams for competition.
- Coordinate officials and oversee water safety for junior competitions.
- Coordinate the use of craft and tents for junior competitions.

Knowledge and Skills Required

- Competent computer skills.
- Organised and able to delegate tasks.
- Possess good communication and interpersonal skills.
- Friendly and approachable.
- Aware of Member Protection and other Club policies.

Sub Junior Manager (U6-8)

Responsibilities and Duties

- Coordinate the morning set up on the beach for sub junior activities.
- Coordinate the rotation of events for Sub Juniors.
- Coordinate age managers for Sub Juniors.

Knowledge and Skills Required

- Competent computer skills.
- Organised and able to delegate tasks.
- Possess good communication and interpersonal skills.
- Friendly and approachable.
- Aware of Member Protection and other Club policies.

Junior Education Manager

Responsibilities and Duties

- Responsible for Age Managers' training.
- Responsible for surf education for juniors.
- Coordinate SRC activities for juniors.
- Responsible for training parents to Certificate level as Bronze Medallion officials.

Knowledge and Skills Required

- Competent computer skills.



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- Organised and able to delegate tasks.
- Possess good communication and interpersonal skills.
- Friendly and approachable.
- Aware of Member Protection and other Club policies.



SECTION 4 - FEES

1. Membership Fees

The membership fees for each category of membership are detailed below. Such fees may be varied from time to time and any variation must be approved by a majority at an Annual General Meeting.

[insert table showing fees for each category on a seasonal basis]

Gym fees shall include a deposit for the issue of a key. This deposit fee is to cover the replacement cost of the key



SECTION 5 – STANDING SUB COMMITTEES

House Sub Committee

The House Sub Committee is responsible through the Deputy President for developing plans for the current and future usage of the clubhouse by internal and external parties as well as day-to-day aspects of operating the clubhouse and any other buildings, property, facilities or equipment owned or used by the club. Areas of responsibility include the hall, the bar, the gymnasium, the storage areas, the ablutions, the patrol room, and the Horseshoe Beach and surf club boat sheds, and all equipment contained therein.

Where there is overlap between the Junior Sub Committee concerning junior equipment such as surf craft, the two Sub Committees are to liaise to establish areas of responsibility.

As the bar is an important source of revenue raising and social interaction for the Club, the House Sub Committee is to actively manage the bar arrangements, liaising closely with the Licensee, and through the Licensee ensuring that the Club complies with all relevant NSW regulations associated with the Responsible Serving of Alcohol (RSA).

The House Sub Committee is also responsible for:

- The occupational health and safety aspects of club premises, including the conduct of an annual safety inspection of premises and development and maintenance of risk management plans as required.
- Liaising with the Club Functions Manager in relation to Functions bookings, in particular consideration of applications for Hall Hire from members and non-members and recommendation of the appropriate Hall Hire charge for the Function to the Deputy President and the Executive, and coordination of bar staff (paid or unpaid) for Functions using the Club liquor license.
- Maintaining and updating the Hall Hire Agreement, in conjunction with the Secretary.
- Managing the use of the Club gymnasium including issuing of keys and ensuring adherence to the gymnasium use policy.
- Forwarding minutes of meetings to the Management Committee via the Deputy President.
- Liaison with any persons charged with the management of actual or potential additions to the assets of the Club, such as property willed to the Club.
- The setting and review (subject to the agreement of the Executive) of levels of any remuneration to be paid to Club employees.



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The House Sub Committee is divided into three sections:

- **Bar and Plant Equipment Section**, responsible for:
 - Flushing beer lines;
 - Ensuring plant and equipment is clean, tidy and maintained;
 - Creating a list of preferred repairers/tradespeople; and
 - Updating the inventory of bar and plant equipment (see Assets Register).
- **Stocktake and Purchase Section**, responsible for:
 - Carrying out regular stocktakes of bar items, in conjunction with the Licensee; and
 - Ordering and purchasing stock in conjunction with the Licensee.
- **Hall and Club Maintenance Section**, responsible for:
 - Liaising with the Newcastle City Council over repairs and maintenance to the facilities;
 - Purchasing equipment, after approval by the Management Committee;
 - Updating the inventory of club equipment (see Assets Register); and
 - Repairing and maintaining club equipment, after clearance from the Management Committee.

Constitution, Life Membership and Honours Sub Committee

This Sub Committee is responsible through the Secretary – Director of Administration for the:

- Maintenance, review and development of proposals for the updating of the Club Constitution and By-Laws.
- Receiving, reviewing and proposing nominations for life membership of the Club assessed as valid under Clause 19.9 of the Club Constitution.
- Receiving, reviewing and proposing (after agreement by the Executive) to the relevant body, Club members considered worthy of external honours or awards as a result of meritorious service to the Club. Internal awards such as Patrol Person of the Year etc are to be handled through the normal mechanisms.

Life Membership

- The sub-committee should have a core membership of nine (9) life members, of which six (6) must be in attendance or provide a proxy vote for a quorum to be established.
- Membership of this sub-committee should be drawn from those life members who play an 'active' role in Cook's Hill Surf Club, with 'active' meaning that members either serve on committees or sub-committees (other than the life membership sub-committee) or provide ongoing support to Club activities including fundraising, competition, life saving, etc.



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- The Chair will organise and coordinate the meeting. The chair will nominate every 3 years a new Chair from the current list of life members who have been regularly attending the life member meetings
- From time to time the membership should be refreshed to ensure that younger life members get the opportunity to serve on this sub-committee (particularly as nominations will in future come from younger Club members who may not be known to the current members of this sub-committee).

Fundraising, Sponsorship and Functions Sub Committee

This Sub Committee is responsible through the Secretary – Director of Administration for:

- coordinating and where necessary managing the various fundraising activities of the Club;
- inviting, receiving nominations for, negotiating with and signing on sponsors; and
- coordinating and managing Club functions, such as the annual Ball, Golf Day, etc.

Although individual sponsors may be the subject of particular attention from various elements within the Club (e.g. boat sponsors, or Baths to Bar (B2B) sponsors), this Sub Committee's role is to encourage sponsors to attend Club functions where relevant and to acknowledge their contributions wherever possible.

As fundraising activities can be recurring (such as raffles) or one-off, such as stalls at community or Club events, there will usually be a wide range of Club members involved in them. This Sub Committee's role is to offer support and encourage innovative ways of fundraising amongst Club members.

Membership of this Sub Committee should not be fixed, but permit Club members to join in as necessary depending on the activity.

Surf Sports Sub Committee

This Sub Committee is responsible through the Director of Surf Sports for the:

- conduct of internal Surf Sports events.
- Select teams for external Surf Sports events at surf carnivals and boat and craft competitions.
- Review Surf Sports equipment for coming season.
- Ensure Surf Sports equipment is maintained as suitable for use during the season and organise repairs as required keeping the Executive appraised.
- Liaise with the Executive and/or Management Committee over the purchase/sponsorship of new equipment.



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Junior Sub Committee

The Junior Sub Committee is responsible through the Junior Coordinator – Director of Youth Development for the recruiting, training, and sustaining of young Club members with the following aims:

- To develop new members to progress to cadet and senior ranks to carry on the club's surf patrol and rescue obligations. This requires the development of rescue and resuscitation, teamwork and leadership skills;
- To improve the surf awareness and skills of children and young adults in our community;
- To develop the fitness and sportsmanship of members through training and competition within the club and with other clubs;
- To encourage and recognise achievement in competitive events, skills development and participation; and
- To provide an opportunity for recreation and socialising and develop a sense of community spirit and belonging.

The Junior Sub Committee makes decisions and maps out the activities of the Juniors for each season.

Education Sub Committee

The Education Sub Committee is responsible through the Chief Instructor – Director of Education for the with the following aims:

- To



SECTION 6 – RULES OF DEBATE

STANDING ORDERS

1. Order of business of the meeting shall be as laid down in the agenda of the meeting
2. 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.
3. Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, except the following formal motions may be moved, received and put to the meeting:-
 - a. amendments to the motion; and
 - b. procedural motions.
4. Only one amendment shall be considered at a time.
5. A person may move only one amendment to a motion, but may speak on all other amendments.
6. The mover of an amendment has no right of reply.
7. The mover of the original motion shall exercise his right of reply at the end of the debate on the first amendment.
8. The mover of the original motion may not move an amendment to his motion.
9. Amendments shall be taken in order in which they affect the terms of the motion.
10. No amendments shall be allowed with regard to those parts of the motion, which have already been determined.
11. An amendment must be relevant to the substantive motion, and must not be a simple negation of the motion.
12. Before any motion is put to the meeting the chairman may require that it be committed to writing and handed to him.
13. The chairman shall have the power to refuse the closure motion ("that the question be now put").
14. It shall not be permissible for any person who has spoken in the debate on a motion to move the closure of that motion.
15. If the closure motion is carried, the mover of the original motion shall have the right to reply before the question is put.
16. It shall be the duty of the chairman to preserve order so that the business may be conducted with due form and propriety.
17. The chairman shall have the right of debating on any question under discussion, but must first leave the chair and not resume it until the question has been resolved.
18. It shall be the duty of the chairman to call to order a speaker who violates any rule of debate, and the privilege of any member to raise a point of order.
19. When more than one member rises at the same time to speak, the chairman shall decide who shall be heard.
20. The chairman 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 his speech.



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21. The question of whether a member shall discontinue his speech shall be decided without debate.
22. 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. The member raising the point of order shall then state his reason, and the chairman shall, without further discussion give his ruling. Subject to such ruling, the speaker shall be allowed to proceed. The chairman's ruling shall be final unless challenged by a motion of dissent.
23. A member dissatisfied with the chairman's ruling may move a motion of dissent in the following terms "That the chairman's ruling be dissented from". The chairman shall then vacate the chair and call upon a deputy to take the chair. When the mover and the chairman (in that order) have stated their cases, the acting chairman shall put to the vote the question "That the chairman's ruling be upheld".
24. Debates on motions shall not exceed 20 minutes and speeches shall not exceed three minutes.
25. 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.
26. When a member speaks he shall stand, address the chair and confirm himself to the question under consideration, avoiding personalities and unbecoming language.
27. A member, when speaking shall not be interrupted except by the chairman, or by a member raising a point of order, and then only for a breach of the rules, by-laws, or standing orders.
28. 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, he 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.)
29. A member moving a resolution or any amendment thereto, shall be held to have spoken on the question.
30. A motion or amendment which has been submitted to a meeting may not be withdrawn without the consent of the meeting.
31. A motion shall be declared lost if it is not supported by a majority of members voting.
32. A member requesting information, or wishing to ask a question, shall do so through the chairman.
33. Either three 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.
34. Provided that no speaker is on his feet and addressing the chair, 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:-
 - a. it may interrupt a debate; and
 - b. the mover shall have the right or reply.



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35. Motions of which notices have been given shall be dealt with in the order in which they are received.
36. Any Member desiring to speak shall stand up, unless special circumstances prevent this, and shall address the chairman respectfully.
37. No Member shall use offensive or unbecoming words.
38. Whenever the chairman rises during a debate, the member then speaking shall sit down.
39. No member shall interrupt another while speaking except on a point of order.
40. The Chairman shall refuse to receive any amendment that is a direct negative.
41. The Chairman shall have the casting vote any meeting.
42. In the event of any further matter being brought before any meeting which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the chair and the meeting shall elect a Chairman pro tem until such a matter is dealt with.
43. Voting shall be by the voices, show of hands, or division at the request of any member.
44. If a secret ballot is demanded at any meeting by two members, who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.
45. The Chairman may appoint members to assist him in counting a vote by a show of hands or division or a secret ballot.



SECTION 7 – MISCELLANEOUS DOCUMENTS

BAR MANAGEMENT POLICY

Introduction

This policy has been developed in order to ensure that the management of the bar conforms to current best practice methods and complies with all legislative criteria (Office of Liquor, Gaming and Racing, Department of Fair Trading and State Legislation including Awards and OH&S) and the Constitution and By Laws including the Caterers Contract and its Schedules.

Licensing

The Executive shall decide when the licensed premises will operate and authorise the Licensee to obtain the appropriate licence. *C.33.10*

The Club Deputy President shall oversee the management and operation of the auditorium and its facilities and the management and operation of the CHSLSC liquor licensing requirements through the Licensee. *BL.S3.Club Deputy President*

The Licensee shall be appointed by the Club Executive and is responsible through the House Committee to the Vice President for the performance of his duties for the duration of his term as Licensee. Duties include:

- Act as the club's Licensee.
- Report to the Club Vice President through the House Committee.
- Order stocks of beverages and other equipment.
- Facilitate monthly stocktakes.
- Maintain a list of club functions, liaising closely with the club caterer, with the latter responsible for taking all club function bookings.
- Maintain a register of members qualified in the Responsible Service of Alcohol (RSA).
- Ensure that only RSA qualified members access and work from the bar area at club functions.
- Manage and oversee any training required in the attainment of the Responsible Service of Alcohol.
- Ensure that all liquor licensing requirements are adhered to.

BL.S3.Licensee, BM.JD, BS.JD

Management

The House Sub Committee is responsible through the Deputy President to actively manage the bar arrangements, liaising closely with the Licensee. Duties include:



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- Maintaining and updating the Hall Hire Agreement, and obtaining approval for any changes from the club Executive.
- The setting and review (subject to the agreement of the Executive) of levels of any remuneration to be paid to Club employees.
- Bar and Plant Equipment maintenance and recommendations for upgrade.
- Stocktake and Purchase.
- Hall and Club Maintenance.

BL.S5.House Sub Committee

Functions

Caterer – Non Member

- The Caterer must possess its own liquor license in respect of the CFC under the Liquor Act 1982. *CC.3.12*
- All employees of the Caterer will hold all necessary Certificates, Diplomas or Licenses. *CC.S9*

Club

- Suitably experienced club members from the RSA List to be used on a voluntary basis.
- Fundraisers will use suitably qualified volunteer club members where possible.

Member

The club's licence is available for use by members or friends of members if required, and in that case the bar is to be staffed by the appropriate number of RSA accredited club members and where no volunteers are available, bar staff will be paid wages that meet relevant legislative requirements. Where paid bar staff are used, the member or friend of member will be charged for their cost in addition to the hall hire fee. *CC.Conditions of Hire – Members, BL.S3.Licensee and BS.JD*

Bar Prices

The price of beverages at functions where the club's licence is used will be at Coldies prices.

Bookings

Club availability will soon be able to be viewed on an online calendar maintained by the caterer. The caterer will list all bookings for the club and will submit at least monthly an advance booking list to the Secretary or Deputy President and Licensee for the House Committee to view and make recommendations on hirer suitability, membership classification, pricing and rebates. The cost of hall hire and if necessary paid bar staff will be provided to the club caterer who will charge the person booking the club the price which has been set. *BL.S3.Club Deputy President, BL.S3.Licensee, CC.S5.House Sub Committee, CC.3.2*



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Staffing

Only members qualified in RSA may work as bar staff. Copies of RSA certificates of qualification must be supplied to the licensee who maintains a register behind the bar. The licensee will provide a Job Description and then supervise and if required train new member bar staff in their duties, beginning with working at Coldies. Those members deemed experienced bar staff can apply through the licensee to work at club or private functions. The assessment of experience for an RSA accredited club member will include attendance (for the duration) at six 'Coldie' functions and being assessed as competent by the Licensee in all aspects of bar operations. *OLGR NSW Liquor Laws, BL.S3.Licensee.*

Legend

BL.S3.Club Deputy President – By Law, Section 3. Club Deputy President

BL.S5.House Sub Committee - By Law, Section 5. House Sub Committee

BL.S3.Licensee - By Law, Section 3. Licensee

BM.JD – Bar Manager – Job Description (To be developed by Peter Harvey.)

BS.JD – Bar Staff – Job Description (To be developed by Peter Harvey.)

C.33.10 – Constitution. Section 33.10 - Executive

CC.C3.2 – Caterers Contract, Clause 3.2 – Duties and Service

CC.C3.12 – Caterers Contract, Clause 3.12 – Duties and Service

CC.C9 – Caterers Contract, Clause 9 – Staff and Employees

CC.S3 - Conditions of Hire – Members - Caterers Contract - Schedule 3 -
Conditions of Hire – Members

CC.S5 - Conditions of Hire – Non Members - Caterers Contract - Schedule 5 -
Conditions of Hire – Non Members

OLGR NSW Liquor Laws – Office of Liquor, Gaming and Racing



STANDARD OPERATING PROCEDURES (SOPs) – ANNUAL GENERAL MEETINGS (AGMs) OF COOK’S HILL LIFE SAVING AND SURF CLUB

Preamble

These SOPs have been put in place to ensure that the AGM for Cook’s Hill Lifesaving and Surf Club (the Club) is conducted in a proper and efficient and effective manner.

Prior to AGM

Notice of AGM and Financial Statements

Clause 21.5 of the Club Constitution states that ‘Not less than twenty eight (28) calendar days notice of the Annual General Meeting shall be given in the local newspaper’. This is to be undertaken by the Club Secretary, who is also to ensure that this notice appears on the Club website at least one month prior to the AGM. If possible, the Webmaster is to also send an email to Club members about this.

The AGM is to be held on a Sunday commencing at 2pm. The timing of the AGM must take into account the need to have available audited financial statements. As the end of the financial year for incorporated bodies is 31 May, the financial statements are to be prepared by the Treasurer and Assistant Treasurer in time to allow the accounts to be audited prior to the AGM. As a guide, this usually takes about 6 weeks after the end of May.

Fee Structure for Forthcoming Year

The Management Committee is to meet prior to the AGM to consider and endorse the proposed fee structure for Junior, Senior, Associate and Family Membership.

Nominations

The Constitution Clause 21.7 states ‘At least one (1) calendar month prior to the date of the Annual General Meeting of CHSLSC, notice calling for nominations for eligible Executive and Management Committee Officers (see Rule 25.1) shall be forwarded by the Hon. Secretary to the members of CHSLSC’. In practical terms, this means that the Secretary will arrange for a nomination sheet to be placed in the Club so that members can nominate candidates for positions.

Life Membership Badges

Sufficient life membership badges are to be available prior to the AGM to be presented to successful life membership nominees. The Assistant Secretary is to ensure that an adequate stock of life membership badges is available.



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Club Person of the Year Trophies

The 3 perpetual trophies (senior, Junior, Cadet) are to be retained in the Club for award to the successful nominees each AGM. The Secretary is to ensure that the name of the awardee is inscribed on the trophies after the AGM.

The Management Committee is to consider nominations for these awards prior to the AGM, and provide an endorsed candidate for each category, with a proposer and a seconder.

Structure of the AGM Report

The printed AGM report is to be prepared in the week prior to the AGM, with a draft report to be checked for accuracy by members of the Executive prior to it being published.

The AGM report is to include as a minimum:

- Sponsor details including logos
- A list of life members, annotated if the life member is deceased
- A list of office bearers for that year, including patrons and honorary positions such as honorary solicitor and auditor
- President's report
- Secretary's report (to include Management Committee attendance records)
- Treasurer's report
- Club Captain's report
- Junior Activities Coordinator's report
- Chief Instructor's report
- Any other reports deemed appropriate by the Executive

Membership Forms

If possible, membership forms containing current details of members are to be prepared prior to the AGM for ease of administration and efficiency in completing them. Copies of these forms are to be provided at the AGM.



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Conduct of the AGM

AGM Chair

The Club President is to chair the AGM, or in the absence of the President, the Deputy President.

AGM Agenda

The following items are to form the standing agenda for the AGM:

1. Apologies
2. Opening remarks by the Chair, including a welcome to official guests and visitors
3. Adoption of previous year's AGM minutes
4. Adoption of AGM annual Report and Financial Statements
5. Fee structure for the forthcoming year
6. Life membership nominations
7. Election of office bearers and committee for the forthcoming year
8. Presentation of Club awards
9. General business
10. Meeting close

Minute Taking at AGM

Minutes of the AGM proceedings are to be taken by either the Assistant Secretary or the Secretary.

Opening Remarks

The Chair should welcome any official guests to the AGM. The Chair should include in the opening remarks a brief summary of the year's activities, highlighting any special achievements or events.

On completion the Chair should invite any official guest to respond to the welcome.

Adoption of Previous Minutes

100 copies of the minutes of the previous AGM minutes are to be included in the pack provided to members on entry to the AGM. The Chair should refer the meeting to the previous minutes and request members to propose and second that the minutes be accepted as a true and accurate record. If there are any proposed amendments to the minutes at this time the Chair is to put the propose amendment to a vote. In any event the Chair should then ask the meeting to vote by show of hands for or against the motion to accept the previous minutes.



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Adoption of AGM Report and Financial Statements

100 copies of the AGM report and Financial Statements are to be included in the pack provided to members on entry to the AGM. The Chair is to invite the Treasurer to comment on the Financial Statements, including confirming that the accounts have been audited and no adverse findings have occurred (if applicable).

Once this has occurred, the Chair should request members to propose and second that the AGM report and financial statements be accepted, and then ask the meeting to vote by show of hands for or against the motion to accept the AGM report and financial statements.

Fee Structure

100 copies of the proposed fee structure for the forthcoming year are to be included in the pack provided to members on entry to the AGM. The Chair should invite the Treasurer and the Junior Organiser to comment on the proposed fee structure.

Once this has occurred, the Chair should request members to propose and second that the fee structure be accepted, and then ask the meeting to vote by show of hands for or against the motion to accept the fee structure.

Life Membership Nominations

The Constitution Clause 19.9 deals with Life Membership nominations.

Should a Life Membership nomination require consideration at the AGM, the following steps are to occur:

1. The name of the nominee is read out to the AGM, with the Chair emphasizing to the AGM that due process has been followed (both the Life Membership Sub-Committee and the Management Committee have endorsed the nomination)
2. The nominee is asked to leave the meeting whilst the nomination is considered
3. The proposer and seconder of the nomination speak for the nomination
4. The Chair asks if anyone else in the AGM wishes to speak for or against the motion
5. The Chair then put the nomination to the vote, either by show of hands or by secret ballot (noting that this is currently required by the Constitution)
6. If the nomination is successful (2/3 majority vote for) the nominee is invited back to the meeting and the Chair announces the decision
7. If successful, a Life Member is asked to present the new Life Member with a Life Membership badge, and the new Life Member is invited to respond

Election of Office Bearers

On the date of the AGM, the Secretary is to act as Elections Officer, and is to collect the nomination sheet and consider the nominations. The President is to announce



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the office bearers where there is only one nomination of the position, with the Deputy President announcing the result for the President.

Where there is more than one nominee for a position, or in the case of general committee positions, more than 4 nominations, a secret ballot is to be held for that position. Only financial members are permitted to vote. The majority result is to be announced by the President on completion of scrutineering, which will be done by nominated members attending the AGM.

The President is then to call for nominations for the Patrons and honorary positions (Solicitor and Auditor) and, if there is no change to the previous AGM, the Chair is to declare those positions filled.

The Secretary is to ensure that new office bearers provide contact details on completion of the AGM.

Club Person of the Year Awards

The Chair is to ask the proposer and seconder of the award for each category to speak for the nomination. If another candidate is proposed from the floor of the meeting, the candidates will be invited to leave the meeting and a vote by show of hands is to occur. The candidates will then return to the meeting and the Chair will announce the result.

If possible, the Club member who donated the trophy is to be invited to present the trophy to the successful candidate.

General Business

Any items of General Business are, if possible, to be forwarded to the Secretary a minimum of one week prior to the AGM. These items will be introduced by the person nominating them and any action requiring resolution will be subject to a vote.

As a rule, only items of significance to all members are to be raised at the AGM.



STANDARD OPERATING PROCEDURES (SOPs) – COMMITTEES AND SUB-COMMITTEES OF COOK’S HILL LIFE SAVING AND SURF CLUB

Preamble

These SOPs have been put in place to ensure that any committee meeting held on behalf of Cook’s Hill Lifesaving and Surf Club (the Club) is conducted in a proper and efficient and effective manner. Not all sections of these SOPs will apply to every Club committee meeting held for every purpose, but they provide guidance for such meetings and where relevant are to be adhered to.

Code of Conduct

Personal Behaviour

Committee members will:

- act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this code;
- perform their duties impartially and in the best interests of the Club uninfluenced by fear or favour;
- not discriminate against any other committee member on the basis of age, sex or race;
- act in a courteous and respectful manner towards other committee members or anyone attending a committee meeting;
- act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Club and the community;
- make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- always act in accordance with their obligation of fidelity to the Club.

Committee members will represent and promote the interests of the Club, while recognising their special duty to the members of the Club.

Honesty and Integrity

Committee members will:

- observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member;
- be frank and honest in their official dealings with each other.



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Conflict and Disclosure of Interest

Personal benefit

Committee members will not use any information gained in the course of their duties to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organization.

Gifts

Committee members are to refrain from accepting gifts from any person where the gift is offered or provided for the purpose of inappropriately influencing any action or decision made by the Club committee.

Conduct of Meetings

General

The Club Constitution (Part 3 – Meetings) provides the rules for all meetings held on behalf of the Club.

Chair

The Executive and Management Committee meetings, the Chair will normally be the President. If the President is not available, the order of precedence for Chair is the Deputy President, Secretary, then Treasurer.

Quorum

The Club Constitution Clause 24 specifies the minimum number of Committee members that must be present for the meeting to commence (e.g. 8 for Management Committee meetings and 4 for Executive Committee meetings).

Executive and Management Committee Meetings

Although the Constitution stipulates that Executive meetings are to be held as often as deemed necessary for the dispatch of business (Clause 23.1), as a rule these meetings should be held no less frequently than every two months. In the winter months this may be extended to every three months.

Management Committee meetings are to be held monthly, commencing at 1800 hours (6pm) on the third Tuesday of the month. They should be held at the Club unless circumstances prevent this. In this case another venue will be arranged and communicated to the members by the Secretary.



Efficient and Effective Management of Meetings

The objective for all meetings is to cover the Order of Business in a proper manner whilst striving for maximum efficiency and effectiveness. All Committee members are to cooperate to ensure the meeting is completed in a timely manner. As a guide, no meeting should exceed 90 minutes in duration except in exceptional circumstances.

Standing Agenda

For meetings including Executive and Management Committee, the following standing agenda is to apply:

1. Apologies
2. Chair opening remarks
3. Minutes of the previous meeting and business arising
4. Business arising from Committee reports
5. General business
6. Close of meeting

Minutes of the Previous Meeting and Business Arising

The minutes of the previous meeting are to be circulated to members by either the Secretary or Assistant Secretary no later than one week prior to the meeting. Committee members should attend the meeting having read the minutes and when requested by the Chair, vote to accept or amend them. This should be done without delay.

The Chair should deal with any business arising in an expeditious manner, and not allow any extraneous issues to be raised. Actions arising are to be allocated to the appropriate member who is to report back to the next meeting on the action.

Business Arising from Committee Reports

Written reports are to be provided to members at least one week prior to the meeting. As the Chair expects the members to have read the reports, the member providing the report at this point in the meeting should confine any remarks on the report to issues requiring the Committee's immediate attention. Actions arising are to be allocated to the appropriate member who is to report back to the next meeting on the action.

General Business

Members who raise General Business are to do so in an expeditious manner. Where possible, correspondence on issues should be communicated prior to the meeting in order to minimise the time spent on the issue at the meeting, unless that option is not available.



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Catering Agreement Key Performance Indicators (KPIs)

1. The following KPIs are set as part of this Agreement:
 - a. **Function Numbers.** An increase in the number of functions at the Club by 20% in the first year of operation of the Agreement. This KPI will then be adjusted based on the achievement in Year 1.
 - b. **Remittance Accuracy.** All remittances to the Club are to be accurate and permit an audit trail which shows amount remitted against each function. This includes the calculation of the 10% of gross earnings from catered functions to be remitted to the Club.
 - c. **Function Booking Accuracy.** 100% of functions booked have been recorded properly, with all paperwork (such as Hire Contracts) correct.
 - d. **Feedback from Functions.** Feedback from catered function attendees is collected for 10% of functions and reported back to the Club. Any required corrective action to be actioned within five (5) business days.
2. Reports on achievement against KPIs is to be provided to the Club on a quarterly basis.