



PRELIMINARY NOTICE OF ANNUAL GENERAL MEETING

TWEED HEADS AND COOLANGATTA SLSC

Preliminary notice is hereby given of the 107th Annual General Meeting of
Tweed Heads and Coolangatta Surf Life Saving Club Inc.

WHERE : TH&C SLSC Training Centre
Marine Parade, Coolangatta QLD

WHEN : Sunday 17th June 2018

TIME : 10:00am
(8.30am onwards for registration, membership renewal and annual report collection)

ANNUAL GENERAL MEETING

An Annual General Meeting of the Association shall be held in accordance with the provisions of the Act and on a date no later than two calendar months from the end of the financial year and at a venue to be determined by the Board.

NOTICE OF GENERAL MEETING

- (a) Notice of every General Meeting shall be given to every Member entitled to receive notice, at the address appearing in the Register kept by the Association. The auditor and Directors shall also be entitled to notice of every General Meeting, which shall be sent to their last notified address. No other person shall be entitled as of right to receive notices of General Meetings.
- (b) Preliminary notice of a General Meeting should be issued 42 calendar days prior to the date of the meeting calling for notices of motion and any other business to be conducted at that meeting.
- (c) A notice of a General Meeting shall specify the place and day and hour of meeting and shall state the business to be transacted at the meeting.
- (d) At least 14 calendar days' notice of a General Meeting shall be given to those Members entitled to receive notice, together with:
 - (i) the agenda for the meeting; and
 - (ii) any notice of motion received from Members

BUSINESS

- (a) The business to be transacted at the Annual General Meeting must include;
 - (i) recording of Attendance and Apologies;
 - (ii) confirmation of previous Annual Meeting Minutes;

- (ii) presentation of the Annual Report of the Board;
 - (ii) presentation of the financial statement and audit report for the last financial year;
 - (iii) the election of Directors under this Constitution,
 - (iv) the motion for affiliation with the Branch, SLSQ and SLSA;
 - (v) the motion recognising the affiliation of the Association's supporters club;
 - (vi) the appointment of the auditors for the present financial year; and
 - (iv) general business without notice of the Association.
- (b) All business that is transacted at a General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of those matters set down in clause 20(a) shall be special business.
- (c) No business other than that provided on the notice shall be transacted at that meeting.

NOTICES OF MOTION

Members shall be entitled to submit notices of motion for inclusion as Special Business at a General Meeting. All notices of motion must be submitted in writing to the Secretary not less than 21 calendar days (excluding receiving date and meeting date) prior to the General Meeting. Notices of motion must include a mover and seconder.

Only Members eligible to vote shall be entitled to submit notices of motion for inclusion as Special Business at a General Meeting.

VOTING AT GENERAL MEETINGS

Members entitled to Vote

Each Member over the age of 15 years and entitled to vote as set out in **clause 11.1** shall have one vote at General Meetings which, subject to this Constitution, shall be exercised by that Member.

As per Section 11, Clause 11.1, Members, pages 11 to 13 of the Constitution:

Active, Reserve Active, Long Service, Past Active and Life Members have the right to be present, to debate and to vote at General meetings.

Probationary, Junior Activities (Nippers), Cadet and Honorary Members shall not have voting rights.

Associate, Award and Associate Junior Activities Parent Members shall not have voting rights unless elected to office or position, which is provided with voting rights by this constitution.

Casting Vote

Where voting at General Meetings is equal, the chairman may exercise a casting vote.

SUBSCRIPTIONS AND FEES

As per Constitution page 13

The annual membership subscription (if any) and fees payable by Members to the Association, the time for and manner of payment shall be determined by the Board from time to time.

Such annual membership fees are payable for the ensuing season to be eligible to stand for office and vote at the Annual General Meeting.

QUORUM

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings shall be 30 Voting Members over the age of 15 years. A quorum for Special General Meetings shall be 50 Voting Members over the age of 15 years of age or 20% of the Voting Members whichever is the greater.

PROXY'S

Proxy voting shall not be permitted at any General Meeting.

COMPOSITION OF THE BOARD

The Board shall comprise:

- (a) the President;
- (b) the Deputy President;
- (c) the Secretary;
- (d) the Director of Surf Life Saving;
- (e) the Director of Surf Sports;
- (f) the Director of Junior Activities;
- (g) the Director of Property and Amenities;
- (h) the Director of Finance; and
- (i) a Nominee from Tweed Heads and Coolangatta Surf Life Saving Supporters Association.

Prerequisite of Position

All board members shall hold SLSA Bronze Medallion other than the position of Secretary, Director of Finance and Director of Property and Amenities.

ELECTION OF DIRECTORS

Nominations of Candidates

- (a) Nominations for candidates to be elected to the Board shall be called for by the Association forty-two days prior to the Annual General Meeting.
- (b) When calling for nominations the Association shall also provide details of the necessary qualifications including the requirements under the Act and job description for the positions (if any). Qualifications and job descriptions shall be as determined by the Board from time to time.
- (c) Nominations of candidates for election as Directors (including the President) shall be:
 - (i) made in writing, signed by two Members and accompanied by the written consent of the nominee (which may be endorsed on the form of nomination); and

- (ii) delivered to the Association not less than 21 calendar days before the date fixed for the holding of the Annual General Meeting, and the Association shall send the nominations to the Members entitled to receive notice under this Constitution together with the agenda for that General Meeting.
- (d) If insufficient nominations are received to fill all available vacancies on the Board the candidates nominated shall, subject to a secret ballot by the Members confirming their election and if elected declaration by the chairman, be deemed to be elected.
- (e) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall, subject to a secret ballot by the Members confirming their election and if elected, declaration by the chairman be deemed to be elected.
- (f) If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order, for each vacancy on the Board.

Christopher Forbes
Secretary

POSITIONS AVAILABLE

BOARD OF MANAGEMENT

1. The President *
2. The Deputy President *
3. The Secretary
4. The Director of Lifesaving*
5. The Director of Surf Sports*
6. The Director of Junior Activities*
7. The Director of Property and Amenities
8. The Director of Finance
9. A Nominee from the Tweed Heads and Coolangatta Surf Lifesaving Supporters Association

() these positions must hold a Bronze Medallion*

OTHER OFFICERS

1. Patrol Coordinator *
2. Chief Training Officer*
3. Deputy Training Officer
4. IRB Captain *
5. Gear Steward
6. First Aid Officer
7. Team Manager Surf Sport
8. Youth Development Officer *
9. Membership Officer
10. Publicity Media Officer
11. Event/Social Coordinator
12. Surf Swim Captain *
13. Beach Captain *
14. Surf Boat Captain*
15. Board & Ski Captain *
16. Board Riding Captain
17. Surf/Pool Rescue Captain
18. Assistant Property & Amenities
19. Building Development Coordinator
20. Grievance Officer

() these positions must hold a Bronze Medallion*

APPOINTED/HONORARY POSITIONS

1. Patron appointed by Board of Management
2. Honorary Legal Officer
3. Supporters Club Representative on BOM (nominated by the Supporters Club and appointed by the BOM)

POSITION DESCRIPTIONS ARE AVAILABLE AT THE CLUB ON REQUEST

COMMITTEES

1. LIFE SAVING COMMITTEE

- a) The Life Saving Committee shall comprise the Director of Surf Life Saving (Chairman), Patrol Coordinator (Deputy Chairman), Chief Training Officer, IRB Captain, First Aid Officer and Gear Steward.
- b) It shall be responsible for:
 - (i) maintaining and improving lifesaving patrols and services;
 - (ii) co-ordinating the training, instructional and proficiency programs for members;
 - (iii) disseminating lifesaving information to all patrol teams/groups;
 - (iv) dealing with matters referred to it from the Club;
 - (v) making recommendations relating to lifesaving to the Club Board of Management;
 - (vi) preparation of detailed annual budget of all operational costs and equipment purchases for the forthcoming season

2. SURF SPORTS COMMITTEE

- a) The Surf Sports Committee shall comprise of Director of Surf Sports (Chairman), Team Manager (Deputy Chairman), Surf Swim Captain, Beach Captain, Board & Ski Captain, Surf Boat Captain, Surf/Pool Rescue Captain, IRB Captain and JAC Rep.
- b) It shall be responsible for:
 - (i) promoting involvement in surf sports activities;
 - (ii) co-ordinating of competition at surf sports carnivals/events for members;
 - (iii) dealing with matters referred to it from the Club Board of Management;
 - (iv) making recommendations related to surf sports to the Club Board of Management;
 - (v) preparation of detailed annual budget of all operational costs, training, touring and equipment purchases for the forthcoming season

3. MEMBERSHIP SERVICES COMMITTEE

- a) The Membership Services Committee shall comprise of the Secretary (Chairman), Director of Junior Activities, Membership Officer, Education Officer, Youth Development Officer, Publicity Media Officer.
- b) It shall be responsible for:
 - (i) promoting involvement in membership service activities;
 - (ii) co-ordinating and communicating all related membership information and notification requirements;
 - (iii) dealing with matters referred to it from the Club Board of Management
 - (iv) making recommendations related to membership services to the Club Board of Management;
 - (v) preparation of detailed annual budget of all operational costs for the forthcoming season

4 FINANCE AND AUDIT COMMITTEE

- a) The Finance and Audit Committee shall comprise of the Director of Finance (Chairman), Deputy President, Directory of Property and Amenities, Events/Social Coordinator and a representative of the TH&CSLSS Association
- b) It shall be responsible for:
 - (i) the management and co-ordination of property, assets, fund raising events, merchandising activities;
 - (ii) dealing with matters referred to it from the Club Board of Management;
 - (iii) assess all budgets submitted by all Committees and provide commentary to each Committees on available funds to enable finalisation for submission to the Club Board of Management;
 - (iv) making recommendations related to all expenditure from the Life Saving, Surf Sports, Membership, Surf Sports Selection, Junior Activities, Building and or any other Committee to the Club Board of Management;

5 JUNIOR ACTIVITIES COMMITTEE

- a) The JAC Committee shall comprise of the Director of Junior Activities (Chairman), Deputy President Junior Activities, Secretary, Treasurer, Registrar, Awards Officer, Education Officer, Water Safety Officer, Team Manager, Gear Steward and Officials Rep.
- b) It shall be responsible for:
 - (i) the conduct and co-ordination of all matters relating to Junior Activities;
 - (ii) providing for Junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment;
 - (iii) preparing Junior members for their eventual transition to the marine and patrol environment of the Senior movement;
 - (iv) participating in such junior activities;
 - (v) preparation of detailed annual budget of all operational costs for the forthcoming season
- c) Be represented on the Club Board of Management by the Director of Junior Activities.

JUNIOR ACTIVITIES COMMITTEE

- Director of Junior Activities
- Deputy President Junior Activities
- Secretary
- Treasurer
- Registrar
- Awards Officer
- Education Officer
- Water Safety Officer
- Team Manager
- Gear Steward
- Officials Rep.

JUNIOR ACTIVITIES NON COMMITTEE POSITIONS

- 200 Club Coordinator
- Officials Coordinator
- Presentation Day Manager
- Facebook Coordinator
- Uniform Convenor
- Marketing / Sponsorship / Fundraising
- Attendance sheets / Club Points
- Team Manager 8s-10s
- Team Manager 11s-15s
- Carnival Registrar

- BBQ Convenor
- Newsletter Coordinator
- Recruitment Coordinator
- Beach Set Up
- U/6 Age Manager
- U/7 Age Manager
- U/8 Age Manager
- U/9 Age Manager
- U/10 Age Manager
- U/11 Age Manager
- U/12 Age Manager
- U/13 Age Manager
- U/14 Age Manager
- U/15 Age Manager
- U/6 Assistant Age Manager
- U/7 Assistant Age Manager
- U/8 Assistant Age Manager
- U/9 Assistant Age Manager
- U/10 Assistant Age Manager
- U/11 Assistant Age Manager
- U/12 Assistant Age Manager
- U/13 Assistant Age Manager
- U/14 Assistant Age Manager
- U/15 Assistant Age Manager

Please be advised that the Junior Activity Committee positions are predetermined at the Nipper AGM held 25th March 2018 – as such there is no requirements for nominations. The full list of candidates will be added into the final agenda

6 JUDICIARY COMMITTEE

- a) The Judiciary Committee shall be appointed by the Club Board of Management (based on past and relevant experience) on an as needed basis and shall comprise a Chairman, a secretary (who shall keep records of findings and decisions) and three (3) SLSA Bronze Medallion holder members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under the Constitution Clauses 14, 15 and 16.

Note: Club Board of Management Directors cannot be members of the Judiciary Committee.

7 SURF SPORTS SELECTION COMMITTEE

- a) The Surf Sports Selection Committee shall comprise of the Director of Surf Sports (Chairman), Director of Finance, Deputy President, Team Manager, Youth Development Officer.
- b) It shall be responsible for:
- (i) the selection of competition teams to carnivals/events;
 - (ii) responsible for the coordination of fund raising activities for State, Australian and International touring;
 - (ii) the Team Manager is responsible for the notification of team selection/s;
 - (iv) preparation of annual budget of all touring costs for the forthcoming season

8 LIFE MEMBERSHIP COMMITTEE

- a) The Life Membership Committee shall comprise of (3) three appointed Life Members of the Club, by the Club Board of Management.
- b) It shall be responsible for:
- (i) the review and history checking of all nominations for life membership;
 - (ii) report in writing of its findings to the Club Board of Management of its

- recommendation for consideration of one Life Membership for approval by the Club Board of Management should they see fit;
- (iii) appointees may only sit on the committee for a period of three consecutive years before a new nominee to be appointed by the Club Board of Management. At least one appointee must be replaced annually

9 BUILDING DEVELOPMENT COMMITTEE

- a) The Building Development Committee shall comprise of the Director of Property & Amenities (Chairman), Director of Finance, Building & Development Officer, representative of the TH&CSLSS Association and a Club Member who has extensive design, development and construction experience as nominated by the Club Board of Management.
- b) It shall be responsible for the major building activities associated with the property when the designated authority has been issued by the Club Board of Management after approval by the Members at a General Meeting.

OLD BOYS ASSOCIATION POSITIONS

- President
- Secretary
- Treasurer
- Committee Member
- Committee Member
- Committee Member
- Committee Member
- Committee Member

Please be advised that the Old Boy Association positions were predetermined at the Old Boys Association AGM held 5th November 2016 as such there is no requirements for nominations. The full list of candidates will be added into the final agenda

NOMINATIONS FOR OFFICE 2018/19

- ***ALL NOMINATIONS ARE TO BE SUBMITTED TO TWEED HEADS & COOLANGATTA SLSC BY MONDAY 28TH MAY 2018 @ 10:00am***
- ***NOMINATIONS WILL BE ACCEPTED VIA MAIL, HAND AND E-MAIL (SCANNED)***
- ***PLEASE SEND NOMINATIONS TO
TH&C SLSC
PO BOX 156
TWEED HEADS NSW 2485
E-MAIL : thcslsc@bigpond.net.au***
- ***NO LATE NOMINATIONS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.***
- ***ALL NOMINATIONS ARE TO BE ON THE APPROPRIATE FORM (PLEASE SEE ATTACHMENT). IF YOU ARE APPLYING FOR MORE THAN ONE POSITION YOU MUST USE A SEPARATE FORM FOR EACH POSITION. DO NOT INCLUDE MULTIPLE POSITIONS ON THE ONE FORM***

**NOTE : IT IS UP TO THE INDIVIDUAL NOMINATING TO GAIN THE PROPOSER AND SECONDERS SIGNATURES FOR THEIR NOMINATION FORM.
THE CLUB STAFF WILL NOT DO THIS ON YOUR BEHALF
OR PROPOSE/SECOND YOUR NOMINATION
NO NOMINATIONS WILL BE ACCEPTED UNLESS THEY ARE COMPLETE.**



NOMINATION FOR OFFICE 2018 / 2019

NOMINATION FOR: _____
(Position or Board or Committee)

NOMINEES NAME: _____
(Given Name) (Surname)

PHONE: _____ (h) _____ (w)

E-MAIL: _____

PROPOSED BY: _____ **SIGNATURE:** _____
(please print)

SECONDED BY: _____ **SIGNATURE:** _____
(please print)

I, _____ hereby agree to this nomination
(nominees name – please print)

I declare that

- I am the holder of a current positive notice Blue Card
- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth) and
- I have not been disqualified by the Australian Charities and Not-for-profits Commission at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entities' under the ACNC Act.

SIGNATURE : _____ **DATE :** _____

OFFICE USE ONLY

Date Received		
Signature of Receiver		
Financial Member of the Club	YES	NO
Current Blue Card	YES	NO
ASIC/ACNC Disqualified Persons Check	YES	NO
Proposer and Seconder – Financial Members	YES	NO
Accepted	YES	NO

