

BY-LAWS
OF
SWANSEA-BELMONT SURF LIFE SAVING CLUB LIMITED

1 **JUNIOR ACTIVITIES COMMITTEE RULES**

The Junior Activities Committee ("the JAC") as appointed annually within the Junior Activities Section of the Club, shall be comprised of members who are current members of a surf lifesaving club, provided that the Club on the recommendation of the JAC may approve additional personnel or approve necessary changes and shall

- (a) Be responsible for the conduct and co-ordination of all matters relating to junior activities,
- (b) Provide junior activity members with an educational and teaching experience in the wide range of subjects and skills within the aquatic/marine environment.
- (c) Prepare junior activity members for their eventual transition to the marine and patrol involvement of the Association.

2 **OFFICERS OF THE JUNIOR ACTIVITIES COMMITTEE**

The JAC shall provide for and elect officers as follows:

- (a) A Chairperson, Secretary, Treasurer, Registrar and Junior Activities Superintendent and Age Group Supervisors all with full voting powers at JAC sub-committee meetings.
- (b) A Deputy Chairperson, Deputy Superintendent, Publicity Officer, Gear Steward, Assistant Secretary, Assistant Registrar etc., who shall not have the power to vote.
- (c) The JAC shall also elect one (1) delegate from the voting, or non voting, members of the JAC to act as delegate to the Club Management Committee. He or she will report the activities of the JAC to the Club Management Committee.

- (d) The JAC shall also elect two (2) delegates from the voting, or non voting, members of the JAC one of whom will be the JAC Supervisor to act as delegates to the Branch Junior Activity Board. They will report the activities of the JAC to the Branch Junior Activities Board and vice-versa.
- (e) Officers specified in paragraph 1 (a) and (b) shall be elected at the JAC annual General Meeting from nominations submitted by Junior Activity Members. Notice calling for nominations will be in accordance with the Constitution of the Club governing election.
- (f) Voting and ballots for all positions shall be conducted in accordance with the Constitution of the Club governing election.
- (g) All officers shall continue in office subject to resignation, removal or disqualification from office until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at an ordinary meeting of the JAC.

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JAC COMMITTEE

The JAC Committee shall consist of five (5) officers, namely Chairperson, Secretary, Treasurer, Superintendent and Registrar, who shall have the power to deal with matters requiring immediate attention. They shall circularise details of such business conducted at an Executive Meeting to officers, Advisers and Delegates of the JAC and the Club within fourteen (14) days of such a meeting.

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JAC MEETINGS

JAC Meetings shall be conducted as follows:

- (a) The Annual General Meeting shall be held prior to the Club Annual General Meeting at the discretion of the JAC and twenty (20) members shall form a quorum.

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DUTIES OF JAC OFFICERS

- (a) The Chairperson shall be the and nominal head of the JAC. He or she shall preside at all JAC meetings and functions and have a casting vote at meetings of which he or she is the Chairperson. He or she shall be responsible to the Club Management Committee and for seeing that all office bearers carry out their duties in accordance with these rules.
- (b) The Deputy Chairperson shall assist the Chairperson in the JAC duties and, in his or her absence, shall deputise and assume the responsibilities and duties.
- (c) The JAC Secretary shall:
 - (i) compile an agenda paper for all JAC meetings and keep the minutes of such meeting. He or she shall forward such notice of these meetings and the business to be transacted thereat to members in accordance with the rules and shall conduct the correspondence of the Junior Activities Committee;
 - (ii) he or she shall be responsible for records and documents pertaining to the JAC and also for the drafting of the JAC Annual Report and its circulation to all JAC officers, delegates and advisers seven (7) days prior to the JAC Annual General Meeting;
 - (iii) he or she shall be responsible for the provision of a report of the activities of the JAC for inclusion in the Club's Annual Report.
- (d) The JAC Treasurer shall:

Should be responsible for the collection of monies pertaining to all JAC activities prepare statements showing receipts and expenditure and report to the Treasurer and supply the Treasurer with invoices to be paid.
- (e) The JAC Registrar shall keep a register of names and addresses of all members in the U6-U14 categories **and shall**:
 - (i) record all awards, examinations and competitions;
 - (ii) record all properties of the JAC;

- (f) The JAC Publicity Officer shall advance the work of the JAC by bringing the activities before the notice of the public per medium of press, radio and television. He or she shall advise on matters relative to other forms of publicity beneficial or otherwise to the JAC and shall in controversial or detrimental publicity, be directed in his or her actions by the club management committee. He or she shall maintain a folder containing copies of all publicity draft submitted for publication.

- (i) The Supervisor shall -
 - (i) through the JAC, Assistant Superintendent/Age Group Managers manage the activities of the Junior Club.

 - (ii) receive, through Age Group Managers, monthly reports of the activities of the JAC.

 - (iii) submit to the JAC Committee reports and recommendations regarding matters within the scope of the Superintendent and Managers.

 - (iv) submit, to the Director of Life Saving, a monthly report of the activities of the junior activities group, including the awards gained.

- (g) The JAC Gear Steward shall be responsible to the JAC for the storage, care and maintenance of all JAC carnival and competition equipment. He or she shall advise the JAC on matters relating to improvement of this equipment and shall maintain a folder containing a complete and itemised list of all carnival and competition equipment.

6**JAC FINANCE**

The Honorary Treasurer shall have control of the funds accredited to the JAC and, in consultation with the JAC Treasurer, shall be responsible for the collection of all fees and monies due to the JAC.

7**JAC SELECTION COMMITTEE**

The JAC shall elect annual a Competition Selection Committee of five (5) members, .
The JAC Selection Committee shall select individuals for events and or teams, as
required by the JAC.

8 ~~_____~~ **JAC FAMILY MEMBERSHIP**

- ~~(a) Junior activity family membership is available to cover families involved in junior activities. it is provided to make membership available to one or both parents and or more members who qualify for junior activity membership.~~
- ~~(b) Fees will be determined annually by Swansea Belmont Surf Life Saving Club's Management Committee.~~
- ~~(c) Parents who join as family members will have their voting rights restricted to junior activity meetings unless they qualify to vote at other meetings.~~

9 **JAC MISCELLANEOUS**

- (a) The JAC shall be responsible for the conduct of members involved in Junior Activities, in the first instance, provided that any disciplinary actions are to the Rules of the Club.
- (b) Decisions of the JAC shall be referred to the Club for ratification unless otherwise provided. All correspondence from the JAC, unless otherwise provided, shall be authorised to the Club.
- (c) **If there are more than one Junior Activities Member in a family, the Committee may give consideration to a reduction in the fees payable for each such member.**