

**THE ROYAL LIFE SAVING SOCIETY AUSTRALIA**  
**SOUTH AUSTRALIA BRANCH INCORPORATED**

**CONSTITUTION AND RULES**

**FOR**

**THE ROYAL LIFE SAVING SOCIETY AUSTRALIA**  
**SOUTH AUSTRALIA BRANCH INCORPORATED**

**20/10/2010**

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**THE ROYAL LIFE SAVING SOCIETY – AUSTRALIA**  
**SOUTH AUSTRALIAN BRANCH INCORPORATED**

**CONSTITUTION AND RULES**

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# **THE ROYAL LIFE SAVING SOCIETY – AUSTRALIA**

## **SOUTH AUSTRALIA BRANCH INCORPORATED**

### **CONSTITUTION**

#### **PART 1**

#### **PRELIMINARY**

#### **1. NAME AND CONSTITUTION OF THE BRANCH**

The Branch shall be known as ‘THE ROYAL LIFE SAVING SOCIETY – AUSTRALIA, SOUTH AUSTRALIA BRANCH INCORPORATED’. It shall be constituted in accordance with the Constitution and Rules of the Royal Life Saving Society – Australia, 1963, as amended.

In the event of any inconsistency between the subsisting provisions of the Royal Charter incorporating The Royal Life Saving Society or the provisions of its Supplemental Charter or the provisions of the Constitution of The Royal Life Saving Society - Australia and the provisions of this Constitution, the provisions of the Charters and the Constitution of The Royal Life Saving Society – Australia shall prevail.

#### **2. COMMENCEMENT**

This Constitution shall come into operation on a date to be fixed at an Annual General Meeting or Special General Meeting of the Branch.

#### **3. ARRANGEMENT OF CONSTITUTION**

This Constitution is arranged as follows:

PART 1 – PRELIMINARY	Sections 1 – 8
PART 2 – ADMINISTRATION	Sections 9 – 11
PART 3 – ORGANISATION	Sections 12 – 18
PART 4 – MISCELLANEOUS	Sections 19 - 21

#### **4. INTERPRETATION**

4.1 In this Constitution and in the Rules under the Constitution unless a contrary intention appears,

“annual general meeting” means the general meeting of all members of the Branch held annually in accordance with Rule 16.3.

“Branch” means The Royal Life Saving Society – Australia, South Australia Branch Incorporated.

“Branch Council” and “Council” means the council of the Royal Life Saving Society – Australia, South Australia Branch Incorporated constituted by Section 6 of the Rules.

“branch office” means The Society’s headquarters for the time being.

“centre” means places where a group approved by the Executive regularly conduct teaching and examining of lifesaving as a specialised or semi-specialised activity.

“club” means groups of persons who identify themselves as a club with appropriate rules and office bearers.

“Commonwealth Council” means council of The Royal Life Saving Society.

“Council Member” and “Councillor” means a person who has been duly elected and holds office in accordance with the Rules as a member of the Branch Council.

“delegate” includes “representative” and means a person appointed by the Executive in accordance with Rule 12 of the Rules.

“Executive Officer” means the person employed by the branch in that capacity.

“financial member” means adult member who has paid the fee prescribed by the Rules of the current financial year, and shall include an ex-officio member and a life member.

“kindred bodies” means clubs, groups, organisations, and the like engaged in life saving, swimming, rescue or other similar community service.

“member” means member of The Royal Life Saving Society – Australia, South Australia Branch Incorporated appointed in accordance with the Rule 13.

“membership means membership of The Royal Life Saving Society – Australia, South Australia Branch Incorporated.

“month” means calendar month.

“National Branch” means The Royal Life Saving Society – Australia, the self-governing National Branch established in accordance with the Supplemental Royal Charter of The Royal Life Saving Society.

“officer” means a person elected as such in accordance with Rule 7 as an officer of the Branch.

“rule” and “rules” means a rule or the rules made under this Constitution.

“Society” means The Royal Life Saving Society – Australia, South Australia Branch Incorporated established in accordance with the provisions of the Constitution of the National Branch.

“special general meeting” means a meeting of members of the Branch held in accordance with Section 12.3 of the Constitution and Rule 16.4 of the Rules.

“State Branch” means The Royal Life Saving Society – Australia, South Australia Branch Incorporated.

“words importing persons” includes corporations, groups of persons, clubs, and other organisations.

“words importing the singular number only” shall include the plural number and vice versa, words importing the masculine gender shall include feminine gender, and words importing persons shall include corporation.

“year” means unless otherwise specified, financial year commencing on the first day of July one year and ending on the thirtieth day of June in the succeeding year.

- 4.2 Where the word “may” is used in conferring a power, such word shall be interpreted to mean that the power so conferred ‘may’ be exercised or not, at discretion; and where

the word “shall” is used in conferring a power such word ‘shall’ be interpreted to mean that the power must be exercised.

- 4.3 The decision of the Executive as to the interpretation of this Constitution and the Rules thereunder, shall be final. In interpreting the constitution and Rules such fair and liberal interpretation shall be applied as will best give effect to the promotion of life saving.

## **5 PERSONNEL COMPOSITION OF THE BRANCH**

The ‘personnel’ composition of the Branch shall include:

- (a) A Patron, Vice Patron or Vie Patrons, and Vice Presidents all of whom shall be such persons as have accepted those offices upon the invitation of the Executive.
- (b) Officers of the Branch, Councillors, and Delegates, who are elected in accordance with the Rules.
- (c) Other persons or groups accepted or appointed as members in accordance with the Rules, and
- (d) Such affiliated clubs, groups or other bodies as have been accepted under the Rules.

## **6 REPEAL AND TRANSITIONAL PROVISIONS**

- 6.1 The Constitution and Rules of the Branch adopted on 1/7/72 as amended are hereby repealed and shall be void upon the adoption of this Constitution and Rules.
- 6.2 This Constitution and Rules shall apply in relation to any circumstances or matters, which could require any action or decision whether the circumstances or matters occurred before or after the commencement of this Constitution and Rules.
- 6.3 Any proceedings commenced, action taken or decisions made and not finally disposed of prior to the commencement of this Constitution and Rules may be continued and disposed of under this Constitution and Rules “mutatis mutandis”, in all respects as if the proceedings acts or decisions had been commenced taken or made under this Constitution and Rules.
- 6.4 Any decision made or any action taken with the approval of the Council or the Branch under the repealed Constitution and Rules and still in force as at the commencement of this Constitution and Rules shall be deemed to be a decision made or action taken by the Council or the Branch under this Constitution and Rules.

## **7 RULES UNDER THE CONSTITUTION**

- 7.1 The Executive shall make such Rules as are contemplated by this Constitution or as from time to time may be considered necessary or expedient for the purpose of and to give effect to, this Constitution, and for the management and control of the affairs of The Society.
- 7.2 Any Rules which are made from time to time by virtue of this Constitution shall be read and construed as part of the Constitution, and be just as binding as the Constitution.



## **8 OBJECTS OF THE BRANCH**

The objects shall be to assist in the attainment of the objects of the National Branch by:

- (a) providing a local organisation for members of The Royal Life Saving Society – Australia, resident in South Australia and generally promoting whatever may tend to elevate and advance the work of The Society,
- (b) promoting technical education in life saving, and resuscitation of persons apparently suffering from asphyxia,
- (c) stimulating public opinion in favour of the general adoption of swimming and life saving as a branch of instruction in schools, colleges, etc.,
- (d) encouraging floating, diving, plunging and such other swimming arts as may be of assistance to a person endeavouring to save life,
- (e) arranging and promoting public lectures, demonstrations and competitions, and forming classes of instructions so as to bring about a widespread and thorough knowledge of the principles which underlie the art of swimming and life saving,
- (f) promoting technical research and initiation of research within the field of water safety and life saving,
- (g) organising and performing such life saving patrols as are possible and practicable,
- (h) arranging uniform administration for the regulation and control of Branch carnivals and competitions in South Australia in life saving including water safety, rescue, release and resuscitation, in flowing and still water, and on any beaches under the jurisdiction of the Branch,
- (i) co-operating with all the bodies and organisations in South Australia associated with The Society in the teaching of life saving and water safety for the purpose of achieving uniformity in administration, instruction and examination,
- (j) carrying out in Australia and in South Australia particularly, the functions of the Branch, and to exercising such powers as may be conferred upon the Branch and its council and Executive by the Constitution and Rules of The Society and resolutions of the National Branch,
- (k) in the interests of the well-being of The Society and the efficiency of its work promoting such goodwill as will encourage Government and public support through subsidies, grants, donations and assistance.

## PART 2

### ADMINISTRATION

#### 9 HEADQUARTERS

The headquarters of The Society shall be located at such place or places, as the Executive shall from time to time determine.

#### 10 ORGANISATIONAL STRUCTURE OF THE BRANCH

10.1 The Branch Council as provided in Rule 6.

10.2 The Executive as provided in Rule 8.

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10.3 Committees as provide in Rule 10.

10.4 Delegates, Representatives and Appointees as may be required by the Constitution of The Society and such others as may be considered necessary by the Executive.

10.5 Membership and Affiliation.

(a) Membership

A Membership of the Branch shall be available to persons, groups, and bodies at the discretion of the Executive and in accordance with Rule 12.

(b) Affiliation

Affiliation with the Branch shall be available to clubs, groups, educational bodies, and other kindred bodies, at the discretion of the Executive and in accordance with Rule 13.

(c) Register

An up to date register of all current members and affiliations shall be maintained by the Branch.

#### 11 POWERS OF THE BRANCH

11.1 To purchase, take on lease or hire or otherwise acquire and hold any lands, buildings, easements, or hereditaments of any tenure, patents, patent rights, trademarks and any other real or personal property and to construct, provide, maintain, repair and alter any buildings, works, stores, plant and things which may from time to time be deemed necessary for or beneficial to The Society's objects. **Provided that** unless a majority of three quarters of the members of the Executive otherwise decrees decisions to lease or purchase lands or buildings shall not be made except by a decision of a majority of three quarters of the members of the Executive.

11.2 To receive and give receipts for donations, endowments and gifts of money, lands, hereditaments, stocks, funds, shares, securities, and any other assets whatsoever, either subject or not subject to any special trusts or conditions, and in particular to accept and take by way of gift and absorb upon any terms the undertaking and assets of any association or body, whether incorporated or not, carrying on work similar to any work for the time being carried on by The Society and to undertake all or any of the liabilities of any such body.

11.3 To borrow or raise money with or without security for any of the purposes of The Society **provided that** no money shall be raised by mortgage of any real or leasehold property of The Society without such consent of approval, if any, as may be required by law, and further **provided that** unless a majority of three quarters of the members of the Executive otherwise decrees, decisions to borrow or raise money shall not be made except by a decision of a majority of three quarters of the Executive.

- 11.4 To make and carry out any arrangement for joint working or co-operation by affiliation or otherwise with any association or body, whether incorporated or not carrying on work similar to any work for the time being carried on by The Society and to pay any moneys incidental thereto.
- 11.5 To undertake, execute and perform any trusts and conditions affecting any real or personal property of any description acquired by The Society.
- 11.6 To enter into any arrangement with any government or authority, Military, Naval, Airforce, educational, supreme municipal, local or otherwise that may seem to the Executive conducive to the objects of the National Branch and the Branch including but not limited to entering into any agreement or contract with such aforementioned bodies for the purpose of receiving remuneration or profit such profit to be used to assist in the attainment of the objects herein. In entering into such agreements or contracts as aforesaid it shall be within the power of the Branch and its members and/or nominees to police, enforce and report on the By-Laws of any of the aforesaid bodies which shall include but not be limited to illegal, swimming, fishing, jumping, diving or throwing of missiles from bridges, the use of unauthorised water craft on any waterway, monitoring of any of the aforesaid bodies' property, littering and nuisance being caused on any waterway and adjoining areas, unauthorised usage of any of the aforesaid bodies' water or waterways from reserves, graffiti on bridges, vandalism around any of the aforesaid bodies' waterways and reserves, police authorised rowing and canoeing regattas and all unlawful activities observed or any other such matter act or thing which the Executive shall deem to be in the best interest of the Branch.
- 11.7 To apply for and exercise any powers obtained under any Charter or Act of Parliament of the Government of Australia or the Governments of the States of Australia, which may be expedient for any of the purposes of The Society.
- 11.8 To accumulate, sell, improve, manage, develop, exchange, lease, mortgage, or otherwise dispose of or deal with or turn to account all or any property or rights of The Society, **provided that** no disposition of any real or leasehold property shall be made without such consent or approval (if any) as maybe therefore required by law, and further **provided that** unless a majority of three quarters of the members of the Executive otherwise decrees, decisions to accumulate, sell, improve, manage, develop, exchange, lease, mortgage or otherwise dispose of or deal with or turn to account all or any property or rights of The Society shall not be made except by a decision of a majority of three quarters of the Executive.
- 11.9 To invest all moneys of The Society which are not immediately required to be expended for the purposes of The Society in such investments as may be authorised by the instrument of gift of such moneys or of the moneys or property from which the same shall have arisen or by the powers contained in any writing or writings under the hand or signed on behalf of the donor within six calendar months after the gift or in investments authorised by the law for the time being in force for the investment of trust funds or to deposit the same with any bank.

**Provided that** The Society shall not invest moneys or retain any securities in respect whereof any liability exists unless the liability is of limited amount and is to be discharged or is capable if The Society thinks fit of being discharged within a fixed period from the date of investments, but save as in this proviso mentioned nothing in this Constitution shall prevent The Society from the full exercise of any discretion or authority given by the donor in the choice of investments. And **further provided that** all investments may be varied or transposed from time to time into or for other investments authorised according to the provision of this paragraph with respect to the original investment or the proceed thereof. Moneys of The Society awaiting

investment may be advanced on the security of stock funds or security, the purchase of which would be authorised by law for the time being in force for the investment of trust funds.

- 11.10 To appoint, remove or suspend such persons to or from permanent, temporary, part time, honorary, or special services as may from time to time be thought fit and to determine their duties and to grant, continue and pay such salaries, pensions, gratuities, expenses, and other forms on emolument in recognition of services (whether rendered before or after the adoption of this Constitution) as may from time to time be sanctioned by the Executive.
- 11.11 To arrange for the importation, manufacture and distribution of awards, badges, cups, medals, ribbons, pennants, prizes and trophies of The Society subject to the approval of the National Branch.
- 11.12 To do all such other acts and things as may be deemed incidental or conducive to the attainment of any of the purposes of The Society or the exercise of any of its said powers.

#### **11A. INDEMNITY**

As and from the first day of January 1994 every member of the Branch Council, Executive, Administrative Board or other committee, Auditor, Secretary and other officer for the time being of The Society shall be indemnified by The Society against any liability arising out of the execution of the duties of his or her office which is incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application under the Act in which relief is granted to him by the Court in respect of any negligence, default, breach of duty or breach of trust providing the act or omission constituting such negligence, default, breach of duty or breach of trust shall have occurred on or after the said first day of January 1994.

## PART 3

### ORGANISATION

#### 12 MEETINGS

##### 12.1 Council and Executive Meetings

Regular meetings of the Council and of the Executive shall be held, as specified in the Rules, to review and promote as necessary, the work of The Society.

##### 12.2 Annual General Meeting

An 'Annual General Meeting' shall be held in accordance with Rule 16.3 of the Rules.

##### 12.3 Special General Meeting

A 'special general meeting' may be held any time as specified in and accordance with Rule 15.5 of the Rules.

##### 12.4 Committee Meetings

All committees formed in accordance with the Rules shall hold meetings as required by Rule 10.

#### 12A. CONFLICT OF INTEREST

- (i) A member of the Branch Council, Executive, Administrative Board or Committee who has an interest in a matter before a Branch Council, Executive, Administrative Board or Committee of The Society of which he or she is a member must disclose his or her interest to the Branch Council, Executive, or Committee.
- (ii) A member of the Branch Council, Executive, Administrative Board or Committee who has an interest in a matter before the Branch Council, Executive, or Committee if –
  - (a) the member if the matter were decided in a particular manner, would receive or have a reasonable expectation of receiving a direct or indirect pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary detriment; or
  - (b) the member if the matter were decided in a particular manner, would obtain or have a reasonable expectation of obtaining a non-pecuniary benefit or suffer or have a reasonable expectation of suffering a non-pecuniary detriment. (Not being a benefit or detriment that would be enjoyed or suffered in common with all or substantial portion of the other members of The Society).
- (iii) A disclosure made under 12a(i) must be recorded in the minutes of the Branch Council, Executive, or Committee.
- (iv) A member of Branch Council, Executive, or Committee who has an interest in a matter before that Branch Council, Executive, or Committee must not –
  - (a) take part in discussion by the Branch Council, Executive, or Committee relating to that matter;
  - (b) while such discussion is taking place, be in, or in the close vicinity of, the room in which or other place at which the matter is being discussed; or
  - (c) vote in relation to that matter.
- (v) An officer or employee of The Society who has an interest in a matter in relation to which he or she is required or authorised to act in the course of official duties –
  - (a) must disclose the interest to The Society and

- (b) must not, unless The Society otherwise determines, act in relation to that matter.

### **13 FINANCE AND ACCOUNTS**

The Executive shall cause true accounts to be kept of all moneys received and expended by the Branch and of the assets and liabilities of the Branch. The accounts of the Branch shall be closed on the thirtieth day of June each year, and submitted to the Honorary Auditor within 14 days thereafter. Every officer and member of the Branch shall give the Auditor such information and explanation as he may require.

All money received on account of The Society shall as soon as practicable be paid into the appropriate accounts of the Branch. **Provided that** clubs affiliated with The Society shall pay such moneys into their club accounts in accordance with the requirements of their Constitutions.

All income of the Branch of any nature shall be retained or expended by the Branch for the benefit to the Branch.

All cheques drawn on the accounts of the Branch shall be signed by the persons who are appointed as signatories from time to time by the Executive, in accordance with Rule 20.

Cheques or other negotiable instruments paid or payable to the bankers of the Branch for collection thereof requiring the endorsement of the Branch may be endorsed by the Executive Officer, or one of the Executive appointed as signatories from time to time by the Executive, in accordance with Rule 20.

### **14 INSURANCE**

An adequate cover of appropriate insurance shall be arranged in relation to The Society's property, facilities, assets, and persons authorised to represent the Branch.

### **15 EXAMINATIONS**

Examinations for The Society's awards/accreditations shall be conducted in accordance with the Manual of Water Safety and Lifesaving of the National Branch.

All examinations shall be conducted by approved Examiners of The Society.

### **16 AWARDS**

All awards/accreditations of the Society shall be valid only if awarded in accordance with the current requirements of the National Branch Manual of Swimming and Life Saving, and/or other appropriate requirements.

### **17 HONOURS**

Any person may be recommended by the Executive for awards granted by the Commonwealth Council, the Australian Board of Governors or the State Branch in recognition of service to The Society.

Any person may be eligible for any other suitable recognition which the Executive may make from time to time.

### **18 ANNUAL REPORT**

A report of the year's activities shall be prepared by the Executive Officer as soon as practicable after the end of each year, and presented at the Annual General Meeting for that year.

## **PART 4**

### **MISCELLANEOUS**

#### **19 ALTERATION AND REVIEW OF CONSTITUTION**

- 19.1 No alteration of or addition to this Constitution shall be made except at a **Special** General Meeting of the Branch. Notice of any proposed alterations or addition, shall be handed to the Executive Officer not less than two calendar months before the meeting at which the alteration or addition is to be proposed, and the Proposer shall incorporate such particulars of the proposals as are necessary to convey a clear meaning in the notice convening the meeting. No such alteration of or addition shall be carried unless approved by a majority of at least three quarters of the financial members present at the meeting. The Quorum for such a meeting shall be a majority of members who may attend. In the absence of a Quorum at such a meeting a postal vote may be sought on the proposal or proposals being considered.
- 19.2 Any alteration or addition so approved shall have effect immediately unless otherwise indicated.
- 19.3 The Constitution shall be reviewed from time to time by the Executive.

#### **20 DISSOLUTION OF BRANCH**

- 20.1 The Branch may be dissolved in the following manner only:
- (a) by special resolution passed at a Special General Meeting called for the purpose.
  - (b) The Special General Meeting shall not be held until at least twenty-one (21) days written notice specifying the intention to purpose the resolution as a special resolution has been given to all members of the Branch the reasons for the calling of the Special General Meeting and the proposal to pass a special resolution to wind up the Branch.
  - (c) The special resolution to wind up the Royal Life Saving Society Australia, South Australia Branch Incorporated must be passed by not less than three quarters of the current financial members of the Branch present and voting.
  - (d) The resolution to wind up the Branch shall be the only business of the Special General Meeting.
  - (e) A quorum for a Special General Meeting to wind up the Branch shall be 0 current financial members who are entitled to vote.
  - (f) If it is resolved to wind up the Branch the Board shall appoint a Receiver to wind up the affairs of the branch.
- 20.2 On the winding up or dissolution of this Branch if there shall remain after the satisfaction of all its debts, liabilities and obligations, any property whatsoever, the same shall not be paid to or distributed among the members of the Branch or any of them but shall subject to any trust affecting the same, be given and transferred to a Branch or Branches of The Society or associations having objects similar to the objects of this Society to be determined by the Branch at or before the time of dissolution or in default thereof by a Judge in chambers of the Supreme Court of South Australia.

#### **21 THE SEAL**

The Branch shall have a Common Seal upon which its corporate name shall appear in legible characters.

**THE ROYAL LIFE SAVING SOCIETY – AUSTRALIA**

**SOUTH AUSTRALIA BRANCH INCORPORATED**

**RULES UNDER THE CONSTITUTION**

**OF THE**

**SOUTH AUSTRALIA BRANCH INCORPORATED**

**PART 1**

**PRELIMINARY**

**1. THE RULES**

The provisions of the Constitution of The Society shall be observed and in the event of any inconsistency between the provisions of the Constitution and the provisions of these Rules, the provisions of the Constitution shall prevail.

**2. INTERPRETATION**

In these Rules, words and expressions which are defined in the Constitution shall have the meaning so defined unless the context shall otherwise require.

**3. COMMENCEMENT**

These Rules shall come into operation at the same time as the Constitution takes effect.

**(1) ARRANGEMENT OF THE RULES**

These rules are arranged as follows:

- PART 1 – PRELIMINARY
- PART 2 – ADMINISTRATION
- PART 3 – ORGANISATION
- PART 4 – MISCELLANEOUS



## PART 2

### ADMINISTRATION

#### (2) OFFICERS OF THE BRANCH

5.1 The officers of the Branch shall be the following; and shall comprise the Executive of the Branch.

- (a) President
- (b) Deputy President
- (c) Chairperson
- (d) Deputy Chairperson
- (e) Executive Officer
- (f) Honorary Treasurer
- (g) Honorary Solicitor
- (h) Honorary Education and Training Officer
- (i) Honorary Assistant Education and Training Officers (2)
- (j) Honorary Medical Adviser
- (k) Honorary First Aid Adviser

5.2 Each officer shall be a financial member of the Branch and shall be elected annually in accordance with Rule 7. Any person may be elected to more than one of the offices referred to in sub rule 5.1 hereof.

#### (3) BRANCH COUNCIL

6.1 **The Branch Council** shall consist of the following members:

- (a) the Officers of the Branch,
- (b) the Regional Liaison Officers,
- (c) Assistant Regional Liaison Officers,
- (d) one representative of each affiliated Royal Life Saving Club if nominated as such by such a club not less than seven days before the Annual General Meeting in each year,
- (e) one representative of each Royal Life Saving Centre officially recognised by the Branch if nominated as such by such a centre not less than seven days before the Annual General Meeting in each year,
- (f) up to three financial members with qualifications deemed by the Executive to be appropriate to the aims and purpose of The Society if appointed by the Executive at its first meeting after the Annual General Meeting in each year, or at subsequent meetings of the Executive.

#### 6.2 **Tenure of Office**

A member of Branch Council shall hold office from the date of his election, nomination or appointment until a successor shall have been elected, nominated or appointed in his stead in accordance with the Rules.

#### 6.3 **Objective**

To share in the responsibility for the overall efficient organisation, function and promotion of the Branch.

#### **6.4 Duties**

The duties of the Branch Council members shall be:

- (a) To meet if practicable at least once each financial year.
- (b) To consider any matter relevant to the government of the Branch and promotion of The Society, and make such recommendations as it considers appropriate to the Executive.
- (c) To report/discuss activities of the group or office so represented.

#### **6.5 General**

- (a) Subject to Rule 18 all members of the Branch Council shall attend each meeting of the council. **Provided that** the President, the Deputy President, and the Honorary Solicitor shall not be obliged to attend such meetings.

### **(4) ELECTION OF OFFICERS AND APPOINTMENTS**

#### **7.1 Officers other than the Education and Training Officer**

Officers (other than the Education and Training Officer) shall be elected at such Annual General Meeting ending at the next Annual General Meeting. **Provided that** the Executive may fill any casual vacancy until the next Annual General Meeting.

##### **(a) Nominations**

- (1) Only financial members shall be eligible for nomination as an officer. The nominations shall be made on a prescribed form by a financial member and shall be seconded by another financial member in writing, shall indicate the nominee's willingness to accept nomination, and shall be received by the Executive Officer not later than the last day of July immediately prior to the Annual General Meeting. If no nominations are received by the due date, those members currently serving as officers shall continue in office.

The onus shall be upon the Proposer and/or the person nominated, to personally check with the Executive Officer at least 7 days prior to the closing date for the nominations, to ascertain if the nomination has been received by the Executive Officer.

- (2) If no more nominations are received than the number of officers required, the nominees will be declared elected at the Annual General Meeting.
- (3) If more nominations are received than the number of officers required, a postal vote in a manner deemed appropriate by the Executive shall be conducted. Only financial members of the Branch recorded in the Register of Members on the last day of the preceding June may vote.
- (4) The nominee for the office of Assistant Education and Training Officer shall:
  - possess a current qualification of Instructor and level 3 Examiner,
  - possess to the satisfaction of Executive a practical and theoretical knowledge as an Instructor and level 3 Examiner – desirably of 2 successive years at the time of the nomination,

- have demonstrated to the satisfaction of Executive an above-average ability in Royal Life Saving Society course presentation, development and administration,
  - be a permanent resident of South Australia, and if elected, be able to attend monthly meetings of Executive at the Society's State Headquarters,
  - be willing to abide by the Rules of the South Australia Branch.
- (b) The Executive Officer shall call for nominations from members no later than the last day of June each year.

## 7.2 **Education and Training Officer**

This member shall be elected after any necessary ballot is conducted in accordance with this Rule, by Executive at its meeting in the month of **June** each year for a period of twelve calendar months commencing on the first day of July. **Provided** that the Executive may fill any casual vacancy if the need arises until the thirtieth day of June.

### (a) Nominations

(1) Nominees shall at the time of their nomination:

- 1.1 be an adult financial member of the South Australia Branch of The Society and if elected shall renew such membership for the succeeding year; and
- 1.2 be permanently resident in South Australia and available to attend The Society's State Headquarters on an appropriate day to day basis to ensure the effective operation of The Society's education and training program.
- 1.3 possess to the satisfaction of Executive a practical and theoretical knowledge as a current active Instructor and Level 3 Examiner (desirably of 2 successive years at the time of the nomination) and have demonstrated an above average ability in Royal Life Saving course presentation, development and administration.

**Provided that** if after having been elected, such person ceases to permanently reside in South Australia and or is not available to attend daily to perform relevant duties at The Society's State Headquarters, or fails without obtaining leave from Executive to attend each monthly meeting of Executive, their appointment shall cease and shall be cancelled by Executive.

- (2) The nomination shall be made on the prescribed form, be seconded by another financial member of the South Australia Branch of The Society, and indicate the nominee's willingness to accept the nomination.
- (3) The onus shall be upon the nominee and or the person making the nomination to personally check with the Executive Officer at least 7 days prior to the closing date for the nomination to ascertain whether the nomination has been received by the Executive Officer.
- (4) The closing date for nominations shall be the last day of April.

- (5) If no nominations are received by the due date, the person currently holding such office shall continue in office.
- (6) If only one valid nomination is received, that person shall be elected at the June meeting of Executive.
- (7) If more than one valid nomination is received, a ballot shall be conducted by postal vote.
- (8) Only financial members of the Branch shall be entitled to vote.
- (b) The Executive Officer shall call for nominations not later than the last day of March each year.

### 7.3 **Other Appointments**

Appointments which may include the following, may be made by the Executive at its meeting in the month of June for a period of twelve calendar months commencing on the first day of July unless the Executive by a majority vote of its members at a meeting of the Executive considers it necessary to make appointments at some other time. **Provided that** the Executive may fill any casual vacancy until the following thirty first day of July.

- ★ Regional Liaison Officers and Assistants who shall be accountable to the Education and Training Officer, and the Executive Officer.
- ★ Fundraising Co-ordinator.
- ★ Regional CPR Coordinators.
- ★ Instructors in charge of Centres.
- (a) Oral nominations may be made during the Executive meeting.
- (b) If voting is necessary a ballot shall be conducted.
- (c) In a ballot the candidate receiving the greatest number of votes cast shall be elected.

## (5) **EXECUTIVE -BOARD**

### 8.1 **Composition**

The Executive shall consist of the Officers of the Branch as specified in Rule 5 and may include one additional person with qualifications and/or expertise deemed by Executive to be appropriate to the aims and purposes of The Society, appointed by an unanimous decision of Executive at its first meeting after the Annual General or at any subsequent meeting of the Executive.

### 8.2 **Objective**

To be responsible through its Executive Officer for the day to day administration of the Branch.

### 8.3 **Duties**

- (a) To meet each month unless otherwise agreed by the Executive,
- (b) To conduct elections and make appointments as required/considered necessary,

- (c) To ensure that the day to day requirements of the Branch are performed,
- (d) To ensure that all funds received or raised in the name of the Branch are properly accounted for.

#### **8.4 General**

- (a) Subject to Rule 17, all members of the Executive shall attend each of its meetings. **Provided that** the President, Deputy President, Honorary Solicitor, Honorary Medical Advisor shall not be obliged to attend the meetings.
- (b) The Executive may take any action not intended to defeat the objectives of The Society which it considers necessary or expedient and in the best intentions of the Branch.

### **(6) COMMITTEES**

#### **9.1 Composition**

Committees shall be composed of persons stated in Rules appropriate to individual committees. **Provided that** a power to co-opt shall be available to each committee at the discretion of a majority of the members of the committees.

#### **9.2 Objective**

To assist the Executive in its management of The Society's affairs by performing such tasks and activities as are allotted to them by these Rules and by the Executive.

#### **9.3 Minutes**

Convenors of committees shall cause minutes of their meeting to be kept and distributed to the meeting of the Executive next following.

#### **9.4 Combined Meetings**

Any two or more committees may hold combined meetings whenever there is mutual agreement to do so.

#### **9.5 General**

- (a) Subject to Rule 17, all members of committees shall attend each meeting of their committees,
- (b) No committee representing the Branch in any way shall be established unless the Executive approves after first being furnished with all such detail as it requires as to the proposed committee's role, composition and specific duties.
- (c) No committee shall expend or arrange to expend any of The Society's funds without the approval of the Executive.
- (d) All committees shall be subject to control of the Executive.

#### **9.6 Technical Committee**

##### **(a) Composition**

The Technical Committee shall be comprised of the Executive and such other persons who may be co-opted.

##### **(b) Duties**

- (1) to consider all matters appertaining to resuscitation, first aid, water safety, lifesaving and the teaching and examining of The Society's awards, and make appropriate reports and recommendations to the Executive,

- (2) to interpret the conditions applicable to awards as contained in the current edition of The Society's Manual of Swimming and Life Saving and any relevant literature and make appropriate reports and recommendations to the Executive.

## **9.7 Honours Committee**

### (a) Composition

- (1) The Branch Executive Officer (Convenor),
- (2) Education and Training Officer and
- (3) The Assistant Education and Training Officers.

### (b) Duties

To recommend to the Executive any person nominated by anyone for special recognition by The Society and whom it considers worthy to receive,

- (1) any of The Society's 'honours awards' according to their individual qualification, or
- (2) any other form of recognition.

### (c) Meetings

The Committee shall meet if practicable during the month of February to consider the "Commonwealth Council", and the "Australian" honours, and during the month of July to consider "State Branch" honours, and at any other time as may be necessary.

### (d) Chairperson

- (1) The Chairperson at any meeting shall be the Executive Officer, but in his absence any member of the committee present who is elected by that Committee,
- (2) The Executive Officer shall prepare such citations as may be required to be prepared in relation to the committee's recommendations.

### (e) Honours Awards

The undermentioned categories shall be available:

- (1) "Commonwealth Council" – classes and qualifications as are current at any given time.
- (2) "Australian" National Branch – classes and qualifications as are current at any given time.
- (3) "State Branch".

The following honours awards shall be awarded by the Executive as and when it sees fit:

- ★ "President's Letter" – a certificate in recognition of a person's voluntary contribution to the promotion of The Society. It shall be regarded as the 'first' "State Branch" award for which a person may qualify. There shall be no limit to the number which can be awarded to the same person.

- ★ “Certificate of Appreciation” – a certificate in recognition of a person’s voluntary contribution to the promotion of The Society. It shall be regarded as the ‘first’ “State Branch” award for which a person may qualify. There shall be no limit to the number which can be awarded to the same person.
  - ★ “Associate” – an enamel badge and certificate in recognition of the extent of a person’s voluntary contribution to the promotion of The Society over a period of at least two years.
  - ★ “President’s Trophy” – a perpetual trophy for annual award to acknowledge the greatest contribution by a person to the aims and objectives of The Society for the current season, having regard to the nominee’s initiative, dedication, consistency, effort and achievement, and opportunity and ability. An individual personal trophy shall also be awarded to the person selected for the award.
  - ★ “Life Membership” – as stated in rule 13 (6)(e).
  - ★ “Kevin Thomas Memorial Award” – a perpetual trophy in the form of a ‘shield’, awarded as special recognition of the most outstanding contribution by a volunteer in development of the technical and/or professional fields of activity within the State Branch. An individual personal trophy shall also be awarded to the person selected for the award.
  - ★ “Honorary Life Governor” – a certificate suitably inscribed for presentation to persons who have served the Branch in an exceptional manner over a period in excess of twenty years.
  - ★ Any other recognition which the Executive considers appropriate for particular circumstances.
- (f) Where practicable and unless otherwise agreed by the Executive “honours awards” shall be presented at the Annual General Meeting following the awarding of them.

## **9.8 Competition Committee**

- (a) Composition  
As far as practicable the committee shall include one representative from each affiliated club, group or centre, and any other person chosen by the Committee who is willing to assist.
- (b) Objective  
To promote life saving competition at all levels in South Australia and where appropriate interstate and internationally.
- (c) Duties
- (1) to advise and assist any group seeking advice or assistance in life saving competition,
  - (2) to recommend to the Executive at appropriate times, the selection of team members and officials for competition,
  - (3) to organise and conduct carnivals and competitions,

- (4) to maintain a suitable handbook for the conduct of carnivals and competitions.
- (d) Chairperson (convenor).  
The Chairperson shall be the Director of Sport.
- (e) Meetings  
Meetings of the committee shall be held as often as necessary to achieve the objectives of the committee.

### **9.9 Display and Demonstration Committee**

- (a) Composition  
Three persons appointed by the Executive of whom at least one shall be a member of the Executive with power to co-opt at the discretion of the committee.
- (b) Objective  
To provide a group of persons suitably trained to conduct displays and demonstrations of The Society's activities with the object of promoting The Society in South Australia.
- (c) Meetings  
The committee shall meet as far as practicable bi-monthly.
- (d) Training Co-ordinator  
The committee shall appoint one of its members to be a Training Co-ordinator whose duties shall be to ensure that members of "the Display and Demonstration group" meet at regular intervals and receive training in the art of demonstrating resuscitation and other life saving skills.
- (e) Duties:
  - (1) To ensure that group members
    - (i) possess a knowledge of the history and background of The Society with emphasis on the composition and structure of the South Australia Branch Incorporated.
    - (ii) are as far as practicable uniformly attired and equipped with appropriate equipment suitably identified with The Society as is determined from time to time by the Executive.
  - (2) To ensure that the group are adequately trained in the skills of addressing groups of people in a variety of circumstances including aquatic events, large and small gatherings such as meetings and dinners.
  - (3) To provide support to the Training Co-ordinator to enable him to fulfil his duties.
  - (4) To recruit persons from clubs and centres to participate as team members.
- (f) General
  - (1) The number of persons selected for training as "Display and Demonstration" team members shall not exceed 12 at any one time, and the actual number to be equipped with uniforms in accordance with foregoing, shall be at the discretion of the Executive.



- (2) Funds raised by the “Display and Demonstration” team shall be paid to the Treasurer in accordance with the Constitution. The Executive shall determine the issue of the funds.
- (3) No display or demonstration shall be given less than seven days after a request has been received.
- (4) The Convenor of the “Display and Demonstration” Committee shall report in writing to the Executive the efforts of team members as soon as practicable after each performance.

**(7) ELECTION OF COMMITTEE MEMBERS**

10.1 Unless otherwise specified in these Rules, committees and their convenors shall be appointed at the first Executive meeting following the Annual General Meeting for a period ending at the first Executive meeting following the next Annual General Meeting unless The Executive by a majority vote of its members at a meeting of the Executive consider it necessary to make appointments at some other time. **Provided that** the Executive may fill any casual vacancy until the following Annual General Meeting. Oral nominations may be made during the Executive meeting.

10.2 If voting is necessary a ballot shall be conducted.

**10.3** In a ballot the candidate receiving the greatest number of votes cast shall be elected.

**(8) DELEGATES AND REPRESENTATIVES**

Representatives to the National Branch shall be appointed from members to accord with the Memorandum and Articles of Association and By-Laws of the Royal Life Saving Society Australia. Representatives and Delegates to kindred bodies may be appointed by the Executive at its first meeting after the Annual General Meeting or such other Executive meeting as may be appropriate for a period of twelve months.

The Executive Officer shall notify the organisation to which any member has been appointed a representative or delegate, of the appointment as soon as practicable thereafter.

Representatives or Delegates who attend meetings of the organisation to which they have been appointed, shall submit to the Executive as soon as reasonably practicable after each meeting a written report of the business conducted at the meeting, and a copy of the meeting’s papers.

**11.1 National Council Representative**

- (a) The person elected as the representative to the National Council shall attend all Council meetings arranged by the National Branch. **Provided that** in the event of the elected representative’s inability to attend any such meeting, the Executive shall appoint another of its members to attend that meeting as its representative in accordance with the National Branch Constitution. The ‘proxy’ representative shall be elected or appointed by members at an Executive meeting. If voting is necessary a ballot shall be conducted.
- (b) Upon receipt of any notice or agenda concerning a National Council meeting the representative shall submit it to the Executive for discussion.
- (c) While at any National Council meeting the representative shall act in accordance with the National Branch Constitution subject to his Executive’s directions.
- (d) Upon receipt of any item requiring a ‘postal vote’ the representative shall submit same to the Executive for discussion, prior to casting a vote.

**(9) MEMBERSHIP**

Membership of the Branch shall be available to those persons approved by the Executive, who are interested in lifesaving pursuits.

**12.1 Method of Appointment**

The appointment of members may be made on payment of the appropriate fee.

Each member shall on appointment be issued with a badge and a Certificate of Membership. 'Corporate' members may be issued with such other document or plaque as decided by the Executive.

**12.2 Purpose of Membership**

The purpose of membership shall be to provide persons with an opportunity of being identified as part of The Society and of having a sense of belonging to it through their physical and financial contribution to its development.

**12.3 Duration**

For other than "Life Members" and persons who pay "Life Subscriptions", the duration of membership shall be for the financial year in which it is granted. It shall be renewable on payment of the prescribed fee.

**12.4 Privileges of Membership**

The privileges of membership shall include the right:

- (a) to attend the Annual General Meeting and any Special General Meeting,
- (b) to vote in any election other than an election conducted at an Executive meeting. This right shall not apply to "Junior Members", "Corporate Members" and "Associate Members",
- (c) to receive copies of Branch bulletins and magazines,
- (d) to be elected to office,
- (e) to participate in all activities of the Branch.

**12.5 Fees**

There shall be an annual fee for membership which shall be determined by the Executive at its meeting held in the months of May or June, for the succeeding financial year. **Provided that** any adult member by paying such sum as the Executive may calculate at its meeting in May or June each year, shall not be required to pay any further membership fees during that member's life.

The Patron, Vice Patrons, Vice Presidents, President and Deputy President shall be ex-officio members of the Branch whilst holding such office.

**12.6 Types of Membership**

The following types of membership may be available:

- (a) "Adult", available to persons 18 years of age and above,
- (b) "Junior", available to persons under 18 years of age. A "Junior Member" who turns 18 years of age during his financial membership shall upon advising the Executive, be appointed an "Adult Member" without payment of any additional fee, for the remainder of that financial year,

- (c) “Corporate”, available to groups or organisations upon payment of a fee fixed by the Executive at its meeting in May each year,
- (d) “Associate”, available to persons such as competition officials and other volunteers as may be approved by Executive.
- (e) “Life”, which shall be available to persons who have been closely associated with the Branch in actively promoting its aims over a period of fifteen years or a lesser number of years if approved by the Executive,
- (f) ”Life Subscription”, which shall be available to any person 18 years or over who pays the appropriate fee.

#### **12.7 Register of Members**

Every person accepted as a member shall be annually recorded in a Register of Members to be maintained in the Branch Office.

### **(10) AFFILIATIONS**

Any life saving club or group or any educational body, or other kindred organisation may be granted affiliation with the Branch. The Branch may grant aid by way of funds and or equipment to any ‘life saving’ group or club which has been accepted for affiliation.

#### **13.1 Life Saving Clubs or Groups**

No life saving club or group shall be accepted for affiliation unless it complies with the following conditions:

- (a) clubs applying for affiliation with the State Branch shall implement a smoke-free policy at all indoor environments, grandstands, and seating areas under their control
- (b) if lifesaving instruction is provided by the club or group as a principal activity in Accordance with The Society’s awards scheme, the words “Royal Life Saving Society” shall be included in the name of the club or group,
- (c) the club shall hold a current policy of insurance to be arranged by the State Branch Executive of The Society, to cover “public liability”, and shall pay to the Executive the required fee as set by the Executive each year,
- (d) the club or group shall be an incorporated body in accordance with the requirement of the Association Incorporation Act,
- (e) affiliated bodies shall submit a copy of their Constitution and Rules to the Council when seeking affiliation,
- (f) upon becoming affiliated the affiliated body shall submit to the Executive copies of all amendments, alterations and additions to the Constitution and Rules of that body within one calendar month after their adoption,
- (g) notwithstanding anything contained in the Constitution and Rules of a body seeking affiliation, or a body to which affiliation has been granted, the Executive may at its discretion decline or cancel affiliation if in the opinion of the Executive the body concerned intends to use, is using or has used the name of the Branch or any of its objects for any propose which in the opinion of the Executive is or may be detrimental to the Branch, or is more than twenty eight

days in arrears with its annual affiliation fee, or is in breach of any of these conditions,

- (h) any information relative to an affiliated body's activities shall be submitted to the Executive forthwith upon request by the Executive,
- (i) an affiliation fee which shall be determined by the Executive in the month of May each year shall be paid to the Branch by the thirty first day of July each year, or within twenty eight days of affiliation being granted, whichever is the sooner,
- (j) the Executive shall have the right to inspect the official Minutes and banking documents of the affiliated body, and the same shall be produced to the Executive forthwith upon request by the Executive,
- (k) the affiliated body shall be subject to the Constitution and Rules of the Branch except in so far as the Executive shall decide it is not possible nor practicable,
- (l) the affiliated body or the members of an affiliated body shall insure any equipment supplied by the Branch to its full insurable value to the satisfaction of the Executive,
- (m) all money raised or received shall be properly accounted for through normal recognised banking facilities with reasonable despatch and shall be used solely in promotion of the affiliated body's life saving objectives,
- (n) regular committee of management meetings shall be held and copies of the Minutes which shall include financial statements shall be supplied to the Executive within twenty eight days,
- (o) every affiliated body shall in each year hold an Annual General meeting of their body at which its office bearers and Management Committee shall be elected,
- (p) if the affiliated body shall cease to be affiliated with the Royal Life Saving Society – Australia, South Australia Branch Incorporated, or shall cease to function as the affiliated body or become disbanded, then all its assets shall thereupon become and be deemed the property of the Branch upon demand and in such circumstances any of such property as may be in the hands of or under the control of the members or former members of the body, shall be held on behalf of and to the order of the Branch. And failing delivery to the Branch as aforesaid, the Executive shall be entitled to break into and enter upon the premises of the affiliated body and repossess and take away any equipment supplied by the executive,
- (q) receipts for all moneys received by the affiliated body shall be issued from a printed and consecutively numbered receipt book which provides for a carbon copy of the receipt issued to remain a fixture in the book,
- (r) all accounts payable by the affiliated body shall be authorised by its Management Committee and cheques shall be drawn to pay such accounts and the Treasurer must sign all such cheques and have the cheques countersigned by another officer of the affiliated body as authorised by the Constitution and Rules of the affiliated body,
- (s) the Management Committee shall regularly throughout each year receive from the Treasurer a statement of the affiliated body's financial position and shall

reconcile it with an up-to-date bank statement of the affiliated body's bank account,

- (t) the Management Committee shall cause to be kept a record of minutes of the proceedings and resolution of all meetings conducted by the affiliated body,
- (u) the affiliated body shall annually produce a report of the year's activities and an audited financial statement and submit same to an Annual General Meeting of members of the body. Such annual report and statement shall be submitted to the Executive by the last day of August, and shall be accompanied by a detailed audited financial statement,
- (v) a 'certificate of affiliation' shall be issued by the Executive to the approved affiliated body until cancelled,
- (w) the Executive may exempt any affiliated body from compliance with any one or more of the foregoing conditions.

### **13.2 Educational and Other Kindred Organisations**

No educational or other kindred organisation shall be accepted for affiliation unless it complies with the following conditions:

- (a) it shall agree to use all reasonable and practicable efforts to promote the objectives of the Branch if they participate in the teaching and/or examination of life saving,
- (b) shall implement a smoke-free policy at all indoor environments, grandstands, at seating areas under its control,
- (c) it shall accept the conditions, qualifications, practices, and policies as adopted from time to time by the Branch in relation to its participation in The Society's work,
- (d) it shall accept full responsibility to the extent of complete replacement if necessary, for any equipment made available to them by the Executive,
- (e) an annual affiliation fee which shall be determined by the Executive in the month of May each year shall be paid to the Executive by the thirty first day of July each year, or within twenty eight days of affiliation being granted – whichever is the sooner. **Provided that** 'honorary affiliation' may be granted at the discretion of the Executive,
- (f) a 'certificate of affiliation' shall be issued by the Executive to all accepted bodies,
- (g) the Executive may cancel the affiliation of any educational or other kindred organisation if it is in breach of any of the conditions set out in this subrule (2).

## PART 3

### ORGANISATION

#### (11) ROLE AND DUTIES OF OFFICERS OF THE BRANCH AND APPOINTEES

##### 14.1 President

(a) Role

As senior officer of the Branch, to preside as required over all The Society's activities and have a final responsibility for the integrity, progress and development of the Branch.

The President shall be the Society's Public Officer.

(b) Duties

(1) to preside at 'Annual General' and 'Special General' meetings,

(2) subject to availability, to represent the Branch at any function, conference, meeting or delegation when requested by the Executive or when and if invited by another body or organisation,

(3) to assist when requested by the Executive with the presentation of submissions to the government, or other bodies or organisations for financial or other assistance,

(4) to maintain contact with other 'Officers of the Branch',

(5) at any meeting of the Branch attended by him he shall be entitled to assume the 'Chairperson's duties'. **Provided that** he may waive such right in favour of the 'regular' chairman appointed in relation to such meeting.

##### 14.2 Deputy President

The Deputy President shall deputise for the President whenever the occasions require and it is possible for him to do so.

##### 14.3 Chairperson

(a) Role

Subject to Rule 15.1(b)(5), to 'chair' all meetings at which he is present.

(b) Duties

(1) Subject to Rule 15.1 (b)(5), the Chairperson shall 'chair' all meetings in accordance with the accepted rules for the conduct of meetings.

(2) Subject to Rule 15.1 (b)(5), the Chairperson shall be entitled to 'chair' any committee meeting of the Branch attended by him. **Provided that** he may waive such right in favour of a chairperson appointed in relation to such meeting.

##### 14.4 Deputy Chairman

The Deputy Chairman shall deputise for the Chairman whenever the occasions require and it is possible for him to do so.

##### 14.5 Honorary Treasurer

(a) Role

To liaise with the Executive Officer and the Executive in providing a proper annual budget for the operation of the Branch, keeping the Executive informed of the financial state of the Branch, providing advice as appropriate regarding

financial matters, and having a primary responsibility for the financial welfare of the Branch.

**Provided that** the Honorary Treasurer shall not be answerable for any default on the part of any other officer or employee neither of the Branch nor for any other moneys except such as the Honorary Treasurer shall have actually personally received.

(b) Duty

- (1) to ensure that accounts in accordance with Executive's policy are submitted to regular meetings of the Executive for approval, and that any other financial liabilities are met as and when they fall due,
- (2) to provide Executive when requested, an up-to-date statement of the Branch finances as recorded in the accounts,
- (3) to whenever required by the Executive or the Branch Auditor, produce all financial records of the Branch,
- (4) to produce in liaison with the Executive Officer after the 30<sup>th</sup> day of June but not later than the 30<sup>th</sup> day of September each year, a budget for the operations of the Branch for the current financial year,
- (5) to ensure proper accounts are kept of all money received and expended on behalf of the Branch, and of matters in respect of which the same are received or expended, and also of the assets, credits, and the liabilities of the Branch, and shall cause to be prepared and laid before the members at the Annual General Meeting each year, a duly audited balance sheet made up to the 30<sup>th</sup> day of June of the preceding year,
- (6) to ensure all moneys received by the Branch are paid to The society's bank accounts forthwith,
- (7) to ensure there is proper receipting of all moneys received by the Branch,
- (8) to be responsible to and subject to the reasonable directions of the Executive.

**14.6 Honorary Solicitor**

(a) Role

To act as adviser on any legal or quasi-legal matter concerning The Society as is referred to him by the Executive.

(b) Duty

To advise the Council on all matters of legal significance which are referred to him by the Executive.

**14.7 Education and Training Officer**

(a) Role

In liaison with the Executive Officer to have overall responsibility for ensuring The Society's,

- (1) Trainers and Instructors are properly appointed, develop and maintain skills appropriate to their roles, and

- (2) Examiners are properly appointed and trained and that they maintain a high standard of examining

The Education and Training Officer may delegate any duties but shall retain the final responsibility for them.

(b) Duties

- (1) to effectively oversee,
- the development of courses and programs and the conduct of workshops /seminars pertaining to the skills associated with all courses and programs, and the training and qualifications of trainers, instructors and examiners.
  - The maintenance and upgrading as may be necessary of course programs and notes and instructional and examination standards and techniques.
  - The production of resources and evaluation strategies consistent with all courses and programs.
- (2) to visit where practicable all Regional Liaison Officers, affiliated clubs and centres, and provide such guidance and advice as may be relevant to instructing and examining and related matters.
- (3) to report - bi-monthly to the Executive on the foregoing matters.

**14.8 Assistant Education and Training Officer**

The Assistant Education and Training Officers shall assist the Education and Training Officer in mutually agreed duties which may be required of them.

**14.9 Honorary Medical Adviser**

(a) Role

To advise the Branch on medical and para-medical matters.

(b) Duties

- (1) to advise the Executive on all medical and para-medical matters as referred to the Medical Advisor by the Executive,
- (2) subject to availability, to represent the Executive at its request at conferences or meetings the purpose of which is to discuss or determine medical or para-medical matters affecting The Society.

**14.10 Honorary First Aid Adviser**

(a) Role

To advise the Executive on all matters appertaining to first aid.

(b) Duties

- (1) to advise the Executive on all matters appertaining to first aid as referred by the Executive,
- (2) to keep the Executive informed of all developments in first aid procedures as are applicable to The Society's work.
- (3) to attend each meeting of the Australia Resuscitation Council, South Australia Branch.



### 15.13 Duties of other Appointees

#### (a) Regional Liaison Officer

##### (1) Role

To be responsible for the conduct and promotion of The Society's activities in the region assigned to them.

##### (2) Duties

- to maintain a personal awareness and understanding of The Society's policies, procedures and technical detail relating to awards and courses and to disseminate this knowledge and information within their region;
- to organise courses including instructors' and examiners' within their regions;
- to liaise with the Education and Training Officer, other Regional Liaison Officers, and Headquarters as necessary;
- to promote The Society's courses within their region;
- to assist with the promotion of The Society in their region by encouraging club and centre information, fund raising, competition and other activities;
- to represent The Society at relevant meetings and functions, give talks, present awards, etc., when necessary or desirable, within their region, with the approval of Headquarters;
- to prepare an annual budget of expenses anticipated in carrying out their approved duties;
- to report at least quarterly in writing to the Executive Officer on their activities and effectiveness.

##### (3) Conditions of Appointment

- the position is voluntary and honorary;
- the Regional Liaison Officers shall provide their own motor vehicle and be responsible for all related costs, other than fuel for approved travel;
- reimbursement at rates approved by the Executive may be made by The Society for travelling and other approved expenses;
- the Regional Liaison Officers will be subject to the direction of the Executive Officer, and will liaise with the Education and Training Officer.

#### (b) Assistant Regional Liaison Officer

In consultation with the Regional Liaison Officers the Executive may appoint Assistant Regional Liaison Officers. These officers shall assist Regional Liaison Officers to whom appointed, in such duties as mutually agreed.

- (c) Regional First Aid/CPR Coordinators
- (1) Role  
To be responsible as required for the coordination of First Aid and Resuscitation training and the maintenance of appropriate standards within a designated region.
- (2) Qualifications
- Current RLSS Senior First Aid Trainer accreditation;
  - Current Workplace Trainer and Assessor accreditation;
  - Current motor car Driver's Licence.
- (3) Duties
- Liaise with Education and Training Officer and then the RLO to establish and maintain a Regional network of competent and accredited CPR and First Aid Trainers and Assessors;
  - Implement and monitor quality assurance guidelines and controls within the Region as determined by the Australian National Training Authority (ANTA) and the Executive;
  - Monitor manikin availability, hygiene, service and maintenance;
  - Fulfil the update requirements annually as determined by the Education and Training Officer;
  - Follow the processes and procedures set down by ANTA and the Education and Training Officer for the booking and delivery of courses;
  - Provide written activity reports to the Executive Officer on a quarterly basis, or as requested by the Executive;
  - Perform any other related duties as directed by the Executive.
- (4) Conditions of Appointment
- the position is voluntary and honorary;
  - the First Aid/CPR Coordinator shall provide their own motor vehicle, and be responsible for all related costs;
  - reimbursement at rates approved by the Executive shall be made by The Society for travelling and other approved expenses;
  - the First Aid/CPR Coordinators will be subject to the direction of the Executive Officer and shall liaise with the Education and Training Officer and shall provide written reports for the Executive as required by the Executive Officer.

(d) State Branch Fundraising Coordinator

(1) Role

To be responsible for coordinating and organising Branch “fundraising activities” throughout the State.

The Fundraising Co-ordinator shall be accountable to the Executive Officer who shall report to the Executive.

(2) Duties

1. to prepare and produce in the month of July each year for consideration of the Executive, an outline of intended types of fundraising activities for the ensuing year,
2. to liaise with Clubs and Centres for the purpose of involving their personnel in fundraising exercises,
3. to communicate with such (other) persons and organisations as necessary for the organisation and conduct of fundraising exercises,
4. to keep the Executive Officer of The Society informed of all details associated with all fundraising exercises arranged,
5. to maintain and produce to the Executive records of funds raised within one month of each individual event conducted,
6. to do all such things as are reasonably necessary to ensure The Society’s interests are protected, and its good image maintained,
7. to ensure all funds raised are properly accounted for and those which are The Society’s entitlements are paid promptly to the Executive Officer.

(3) Conditions of Appointment

- (1) the position is voluntary and honorary,
- (2) the Fundraising Coordinator will prove the use of own motor vehicle for which such person will accept full associated responsibilities, and costs,
- (3) reimbursement will be made by The Society for travelling at approved rates and for other approved expenses,
- (4) the Fundraising Coordinator will be subject to the direction of the Executive Officer.

(g) Director of Sport, South Australia Pool Lifesaving

(1) Job Description

To provide leadership, direction and guidance for the development of the sport of Pool Lifesaving.

The appointment will be for a period of one year and will be made by the Executive of the SA Branch of the Royal Lifesaving Society at the June Executive meeting.

(2) Responsible to  
The Executive of the SA Branch of the Royal Life Saving Society through the Deputy President of the Branch

(3) Scope of Duties  
The Director of Sport will:

- work closely with the Deputy Director of Sport and the Sport Committee to ensure the effective operation and strategic direction of the sport of Pool Lifesaving
- chair meetings of the Sport Committee, oversee the preparation for and conduct of any competition, Time Trial or course conducted by the Branch
- make all bookings for pool space or meeting rooms through the SA Branch Headquarters
- have a role in the overall management of and responsibility for sport related equipment in conjunction with the Executive Officer
- keep the Executive Officer of the Branch fully apprised of all aspects of what is happening in the sport
- prepare a budget which will be submitted to the Treasurer to be part of the annual budget for the SA Branch of the Society
- liaise with the National Sport Development Officer and the National Adviser-Sport
- endeavour to ensure effective communication and harmony with the portfolion holders, the athletes, the officials, parents / guardians and centres and clubs

The position will be supported by the Deputy Director of Sport, the Executive Officer of the SA Branch and the staff of RLSSA SA Branch Headquarters

(4) Personal Qualities and Expertise  
The Director of Sport must:

1. have a genuine interest and passion for the sport of Pool Lifesaving
2. have leadership abilities and strength of character to be able to chair meeting and make decisions in the best interest of the Society
3. provide expertise in all matters related to the conduct and development of the sport
4. have good presentation and communication skills
5. be supportive of the RLSS sport development structure and ensure organisational compliance with the policies and philosophies adopted by the Society in relation to Pool Lifesaving sport
6. be trustworthy, reliable and responsible and be able to maintain confidentiality

(5) Reporting

The Director of Sport will report monthly to the Executive through the Deputy President of the Society and annually through a report prepared for the Annual report

## **16. MEETING PROCEDURES AND DUTIES**

### **16.1 General**

- (a) Minutes shall be kept of all meetings. The minutes kept and signed by the Chairperson at the next successive similar meeting shall be conclusive evidence of the accuracy of the transaction of the business at the previous meeting.
- (b) The Chairperson of any meeting may with the consent of the meeting, adjourn it from time to time, and from place to place.
- (c) Questions arising at any meeting shall be decided by a majority of votes which may be recorded on a show of hands, or by a ballot.
- (d) Subject to subrule (e) hereof every member present and entitled to vote shall have one vote.
- (e) At any meeting a declaration by the Chairman that a resolution has been carried by a specified majority or lost or not carried by a specified majority and an entry made to that effect in the books of The Society, shall be conclusive evidence of the fact without proof of the number or relative proportion of the votes recorded in favour of or against such resolution.
- (f) Any business transacted at meetings of The Society may, at the discretion of the Executive be published for the information of the public and the advantage of The Society. Press representatives may be admitted to any meeting at the invitation of the Executive.
- (g) Unless otherwise specified in these Rules the quorum for meetings shall be as agreed by the Chairman and the members present.

### **16.2 Branch Council Meetings**

- (a) Subject to the authority vested in the Council and of the Chairperson thereof to vary the same, the following shall be the order of business of all meetings of the Council:
  - (1) apologies
  - (2) confirmation of minutes of the preceding council meeting
  - (3) business arising from the minutes
  - (4) correspondence
  - (5) business arising from correspondence
  - (6) finance
  - (7) reports
  - (8) general business
- (b) Copies of the minutes of the preceding Branch Council meeting shall be distributed to all councillors prior to the following Branch Council meeting.
- (c) Reports intended to be given by councillors at any Branch Council meeting shall unless the urgency of the report dictates otherwise or some other unusual circumstances apply, be provided in writing to the Executive Officer prior to the Branch Council meeting at which they are to be considered.

- (d) Items of 'general business' at any Branch Council meeting as distinct from 'reports' shall be limited to matters of 'policy', 'finance', and other affairs which are not within the responsibilities of committees, 'officers' of the Branch or other particular persons associated with the Branch.
- (e) All items of General Business shall be with the Executive Officer not less than 14 days prior to the date of the meeting.

### **16.3 Executive Meetings**

- (a) Subject to the authority vested in the Executive and of the Chairperson thereof to vary the same, the following shall be the order of business of all meetings of the Executive:
  - (1) apologies
  - (2) confirmation of minutes of the preceding Executive meeting
  - (3) business arising from the minutes
  - (4) reports
  - (5) finance
  - (6) correspondence
  - (7) business arising from the correspondence
  - (8) general business

**Provided**, the primary role of Executive at its meeting shall be to discuss and determine matters of policy, direction and finance.
- (b) Copies of the minutes of the previous Executive meeting shall be distributed to all the Executive prior to the following Executive meeting.
- (c) Reports intended to be given to the Executive at any Executive meeting shall unless the urgency of the report dictates otherwise or some other unusual circumstances apply, be distributed to all the Executive through the Executive Officer prior to the Executive meeting at which they are to be considered.
- (d) Items of 'general business' at any Executive meeting as distinct from 'reports', shall be limited to matters of 'policy', 'finance', and other affairs which are not within the responsibilities of committees, 'officers' of the Branch or other particular persons associated with the Branch.
- (e) Confidentiality shall apply to all matters discussed at Executive meetings unless otherwise agreed by members then present.
- (f) All officers of the Branch shall attend each meeting of Executive. Provided, the President, Deputy President, Medical Adviser, First Aid Adviser and Honorary Solicitor shall not be required to attend.
- (g) Persons who are not members of the Executive shall not be allowed to attend meetings of the Executive without prior approval of the Executive

### **16.4 Annual General Meeting**

- (a) A 'general' meeting to which all financial members shall be duly summoned, shall be held once each year.
- (b) The meeting shall be held not earlier than the first day of September and not later than the last day of November. The date shall be selected by the Executive before the thirtieth day of June each year, and shall be included in the Branch 'Annual Report' for that year.
- (c) All 'members' shall be entitled to attend any Annual General Meeting and shall have due notice of such meetings sent to them at least 21 clear days before the date of the meeting.

- (d) All notices of motions shall be lodged with the Secretary of the Branch on or before the thirty first day of July in each year.
- (e) The agenda for each Annual General Meeting of the Branch shall, unless otherwise agreed by the Executive, be:
  - (1) opening address
  - (2) apologies
  - (3) confirmation of minutes of the preceding Annual General Meeting
  - (4) business arising out of the minutes
  - (5) correspondence
  - (6) motions from financial members
  - (7) elections of officers and councillors
  - (8) presentation and adoption of Annual Report
  - (9) presentation and adoption of Annual Financial Statement made up to the preceding thirtieth June, and the Auditor's and Treasurer's Report thereon
  - (10) general business
  - (11) presentations
  - (12) closing remarks.
- (f) All items of General Business shall be lodged with the Executive Officer at least 21 days prior to the date of the meeting.
- (g) Copies of the minutes of the preceding Annual General Meeting shall be made available to all financial members prior to the following Annual General Meeting.
- (h) Any person not being a financial member of The Society who is permitted by the Chairperson to attend a meeting may not address the meeting except at the invitation of the Chairperson and in any case no voting privilege shall be conferred on such a person.

## **16.5 Special General Meeting**

- (a) A 'Special General Meeting' shall be held:
  - (1) when Executive by a unanimous decision of all of its members consider it necessary or expedient concerning any specified matter,
  - (2) when Branch council by a three-quarters majority of all of its membership considers it necessary or expedient to consider any specified matter, and the request in writing is received by the Executive Officer at least two calendar months prior to the requested meeting,
  - (3) when a request in writing is made to the Executive signed by at least three quarters of the financial members of the Branch. **Provided that** such request contains the detailed reason for which the meeting is desired and the request is in the Executive Officer's hands at least two calendar months prior to the requested meeting.
- (b) All financial members shall be entitled to attend a Special General Meeting and shall have due notice of such meeting at least twenty-eight days before the date of the Special General Meeting.

- (c) No business other than that specified in the original request for the meeting will be conducted at the Special General Meeting.
- (d) Copies of the minutes of the Special General Meeting shall be distributed to all financial members who were present at that meeting.
- (e) The agenda for each Special General Meeting shall be:
  - (1) opening address
  - (2) apologies
  - (3) motions of which due notice has been given
  - (4) closing remarks.



## PART 4

### MISCELLANEOUS

a. **INDEMNITY**

Every member of the Executive, Auditor, other persons involved in the management of the Branch and employees of the Branch shall be indemnified by the South Australian Branch against all costs and losses for which they may become liable by reason of any act or thing done by them in the discharge of their duties and any paid officer or servant shall be similarly indemnified against any costs, losses expenses which they may incur or become liable to by reason of any act or thing done by them in the discharge of any duty performed for and with the authority of the Executive.

b. **LEAVE OF ABSENCE**

18.1 Leave of absence from the attendance of any meetings may be granted by the council or Executive or a particular committee at its discretion to any person holding any honorary position with the Branch, for any period.

18.2 The persons to whom leave of absence is granted by Rule 18.1 shall be absolved from the performance of their obligations to The Society during the period of leave.

18.3 Any person referred to in Rule 18.1 who without having obtained such leave, or without some other reason acceptable to the Council, Executive or Committee, either fails to attend at least seventy-five percent of any meetings which it is his duty to attend by virtue of these Rules, shall relinquish his position in the Branch. Such relinquishment shall not cancel his membership of the Branch.

c. **RESPONSIBILITY**

Members of the Executive, committees, and sub-committees, and other persons appointed to specific duties shall be answerable to the Executive for the proper and efficient performance of their duties. **Provided that** the Executive may delegate its responsibility for the performance of particular persons, to specified members of the Executive.

d. **ALTERATION OF RULES**

No alteration or addition to these Rules shall be made except at a meeting of the Executive. Notice of any proposed alteration or addition shall if practicable be handed to the Executive Officer not less than twenty-eight days before the meeting at which the alteration or addition is to be proposed, and the Proposer shall incorporate in the notice convening the next Executive meeting at which the proposal is to be considered, such particulars of the proposal as are necessary to convey a clear meaning thereof. All alterations and additions so approved shall have effect immediately unless otherwise indicated.

e. **SIGNATORIES**

The signatories for cheques and on other documents relative to the drawing of funds from the Branch Account or for investment of Branch funds shall be any two of the following persons:

- The President
- The Chairperson
- The Treasurer
- The Executive Officer

f. **THE SEAL**

The Branch shall have a Common Seal upon which its corporate name shall appear in legible characters.

The seal shall not be used without the express authorisation of the Executive Officer, and every use of the seal shall be witnessed by the Executive Officer, or one of the members of the Executive.

The Seal shall be kept in the custody of the Executive Officer.

## **22. CONDUCT DETRIMENTAL TO THE SOCIETY**

22.1 If in the opinion of the Executive there is reason to believe that any person while representing The Society in any manner, or any affiliated body or member of an affiliated body, has acted in a way which might be detrimental to the interest, image, or welfare of The Society, it may summon such person to appear before a Board of Inquiry convened in accordance with Rule 24.

22.2 If any person has a grievance or complaint against any member or in respect of a matter affecting The Society, he should endeavour to dispose of it by referring it to the Executive Officer. If the Executive Officer is unable to dispose of the grievance or complaint to the satisfaction of the complainant, the complainant may request in writing to the Executive Officer that it be referred to the Executive. The Executive Officer upon receiving such a request shall as soon as practicable refer the grievance or complaint so received, to the Executive.

22.3 The Executive, upon receiving a grievance or complaint under Rule 23.2, shall investigate it (wherever possible interviewing the accused) as soon as possible and either:

- (a) settle the matter to the satisfaction of all parties, or
- (b) refer it to a Board of Inquiry convened in accordance with Rule 24.

## **23. BOARDS OF INQUIRY**

A Board of Inquiry shall be convened by the Executive to examine an person summoned in accordance with Rule 23.1 to inquire into any grievance or complaint referred to it by the Executive in accordance with Rule 23.3 or any matter affecting The Society and shall be held at the most convenient place and time. The Chairperson of a Board of Inquiry shall (subject to any contrary direction which may be given from time to time by the Executive) adjourn the proceedings of such a Board for such periods as he considers appropriate.

## **24. COMPOSITION OF A BOARD OF INQUIRY**

The Board of Inquiry shall be composed of the following persons appointed by the Executive:

- (a) a Chairperson who shall be a member of the Executive, and
- (b) four other persons of whom three shall be members of the Executive.

## **25. PROCEDURE AT BOARDS OF INQUIRY**

25.1 The Executive Officer shall prepare a Notice stating the place, date and time of the Board of Inquiry and its Terms of Reference, and shall forward a copy of the Notice and Terms of Reference to be received not less than fourteen days before the date fixed for the hearing, to:

- (a) The Chairperson and other members comprising the Board of Inquiry.

- (b) The person into whose conduct the Board shall inquire and should such person fail to attend, or be represented at the appointed place within thirty minutes of the appointed time, or fail to forward to the Executive Officer in order to reach him at least twenty-four hours before such appointed time a letter by pre-paid post giving a satisfactory reason for non-attendance, such inquiry may nevertheless be proceeded with.
  - (c) The complainant and any person whose assistance the Executive or the Chairperson of the Board may require.
  - (d) Any person whose character or reputation may be affected.
- 26.2 The Chairperson shall ensure that a person into whose conduct the Board shall inquire shall have every reasonable opportunity of being fully heard by the Board, of being assisted if necessary by not more than one friend, of calling witnesses and producing documents and of putting questions to the witnesses called by the Chairperson. Accurate Minutes of the evidence and proceedings shall be taken by a person appointed by the Board.

**27. REPORTS OF BOARDS OF INQUIRY**

- 27.1 Within fourteen days of the close of the hearing the Chairperson shall forward to the Executive the Report of the Board of Inquiry which shall consist of its Findings and Recommendation signed by the Chairperson and members, a transcript of the proceedings and any documents produced to the Board. On receiving the Report of the Board of Inquiry, the Executive shall announce its determination in relation to the charge.
- 27.2 Upon breach of any of The Society's Constitution or Rules under the Constitution being proved or detrimental conduct being considered proved or grievance or complaint being considered proved against any person, the Executive may by a two third majority of those present:
- (a) administer a caution,
  - (b) if the accused is a member, cancel the membership or suspend it until further order,
  - (c) remove the accused from any office or position in The Society he may hold,
  - (d) in the case of an affiliated body, cancel the affiliation.

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