

## Anglesea Surf Life Saving Club

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### ANGLESEA SURF LIFE SAVING CLUB INC

#### TERMS OF REFERENCE

#### 'THE SUPPORTERS GROUP'

## 1. NAME & INTERPRETATION

1.1. The name of the Advisory Committee of the Anglesea Surf Life Saving Club Inc shall be **THE SUPPORTERS GROUP**.

1.2. The following terms shall have the meaning set out against them:

**ASLC** – Anglesea Surf Life Saving Club Inc

**Board** – The ASLSC Board of Directors

**General Meeting** – Any General meeting including the Annual General Meeting of the Group

**GROUP** – The Supporters Group. An advisory Committee of the Anglesea Surf Life Saving Club Inc

**Committee** – The Committee responsible for the control of the business and operations of the Group

**SLSA** – Surf Life Saving Australia

**Roles and Responsibilities** – as approved by the Board of ASLSC at its meeting dated Jan 19, 2020

## 2. OBJECTS

The objects for which the Group is established are to support the ASLSC Board in all of its endeavours and specifically with respect to encouraging surf sport and greater engagement with the Anglesea community. The Group will at all times work in close consultation with the ASLSC Board or the delegated Director of the Board in pursuit of the following objectives.

Specific objects are:

- 1) To conduct fund raising activities on behalf of the ASLSC in collaboration with the Board of Directors. A fundraising plan will be developed and agreed by the Group and the Board prior to the conduct of any fundraising activities by the Group.

- 2) To provide sponsorship opportunities for sports sections of the ASLSC for the purchase of lifesaving equipment, travel and accommodation and related expenses particularly focused on youth.
- 3) To provide financial support and recognition including scholarships as determined by the Group.
- 4) To provide financial support to employ professional surf sport coaches in consultation with the Board.
- 5) To support a high quality and member relevant catering and hospitality facility by providing feedback and assisting the ASLSC Board with fundraising and professional advice.
- 6) To encourage, support and arrange social activities for the ASLSC.
- 7) To actively promote ASLSC within the wider Anglesea community.
- 8) To jointly develop a database of local Anglesea community high profile contacts to help promote and assist ASLSC.

### **3 ROLE**

3.1 The role of the Group shall be that of an Advisory Committee pursuant to the Anglesea SLSC Constitution and its relevant By-Laws

3.2 The specific role and responsibilities of the Group are:

- 3.2.1 To provide advice and financial assistance to the Board in developing and promoting participation in the activities of the ASLSC.
- 3.2.2 To promote greater participation by the Anglesea community in the activities of the ASLSC.
- 3.2.3 To provide support to the Board in the development of Surf Sport at the ASLSC.
- 3.2.4 To assist in improving communication and alignment between the Board and the broader ASLSC membership.
- 3.2.5 To prepare a clear vision and strategic plan for the Supporters Group consistent with the Club's Strategic Plan.
- 3.2.6 Undertaking regular meetings with the Board to discuss matters identified as relevant to the activities of the Supporters Group and the ASLSC Board.

3.3 The Group and its members acknowledge and agree to be bound by these Terms of Reference and the provisions of the ASLSC's Constitution and By-Laws.

### **4 MEMBERSHIP**

4.1 Membership is open to all members of ASLSC aged 18 years or over.

4.2 Members:

- 4.2.1 Shall have the right to vote and shall be entitled to receive notice of General Meetings and to attend and speak at General Meetings of the Group
- 4.2.2 Shall be entitled to nominate for positions on the Group's committee
- 4.2.3 Must be a member of ASLSC to become a member of the Supporters Group

### **5 COMMITTEE STRUCTURE**

- 5.1 The Supporters Group Committee shall consist of:
- 5.1.1 Chairperson
  - 5.1.2 Vice-Chair
  - 5.1.3 Treasurer
  - 5.1.4 Secretary
  - 5.1.5 Committee Members (5 - including a Director of ASLSC)
  - 5.1.6 Others by invitation

## **6 APPOINTMENT OF THE COMMITTEE**

- 6.1 The Committee will be approved by the ASLSC Board  
6.2 Committee Members will be appointed annually

## **7 FUNCTION OF THE COMMITTEE**

- 7.1 The Committee shall have the general control and management of the administration of the affairs of the Group and must be in accordance with the ASLSC Constitution and By-Laws relating to Advisory Committees.

## **8 MEETINGS OF THE COMMITTEE**

- 8.1 The Committee shall meet at least four (4) times per annum to exercise its functions.
- 8.2 A special meeting of the Committee shall be convened by the Secretary at the request of the ASLSC Board or at the request in writing signed by not less than one-third of members of the Committee. Any such request must clearly state the reasons for a special meeting to be convened and the nature of the business to be discussed.
- 8.3 At every meeting of the Committee a simple majority of members appointed to the Committee at the close of the last General Meeting of the Group shall constitute a quorum.
- 8.4 The Committee shall meet together and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the committee shall be decided by a majority of votes. An equal division of votes will result in the matter being decided in the negative.
- 8.5 Not less than fourteen (14) clear days' notice, in writing, shall be given by the Secretary to members of the Committee of any Special Meeting of the Committee. Such notice shall clearly state the nature of the business to be discussed.
- 8.6 The Chairperson shall preside at every meeting of the Committee, or if at any meeting the Chair is not present within ten (10) minutes after the appointed time for holding the meeting, the Vice Chair will assume the Chair. In the event that the Vice Chair is not present a temporary Chair may be selected from members present.

8.7 If within half an hour (30 mins) from the commencement time of a Committee meeting a quorum is not present, the meeting will lapse and will be adjourned to the same day in the next week at the same time and place, or at an alternative day and place as determined by the Committee.

## **9 ANNUAL GENERAL MEETING OR GENERAL MEETINGS**

9.1 The first General Meeting shall be held at such time, not being less than one month nor more than three months after the formation of the Group, and at such a place as the committee may determine. Members are permitted to attend, address and vote at any General Meeting of the Group

9.2 The Annual Meeting shall be held within three months of the close of the ASLSC financial year and the business to be transacted at every Annual General Meeting shall be

9.2.1 To review the activities of the Group over the preceding 12 months

9.2.2 To receive a report on funds raised by the Group and how those funds were expended via ASLSC

9.3 The Secretary shall convene a Special General Meeting-

9.3.1 When directed to do so by the Committee; or

9.3.2 On the request in writing signed by more than one-third of the members presently on the Committee. Such a request shall clearly state the reasons for a Special General Meeting to be convened and the nature of the business to be discussed.

9.4 At any General Meeting the number of Members required to constitute a quorum shall be a simple majority.

9.4.1 No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting proceeds to business.

9.4.2 If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting will lapse. It shall stand adjourned to the same day in the next week at the same time and place, or to such other day and a time and place that the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the appointed time for the meeting, the Members present will constitute a forum.

9.5 The Secretary shall convene all General Meetings of the Group by giving not less than fourteen (14) days' notice of any such meeting to the Members of the Group.

9.6 The manner by which such notice shall be given shall be determined by the Committee. Notice of a General Meeting shall clearly state the nature of the business to be discussed.

9.7 Unless otherwise provided by these rules, at every General Meeting:

9.7.1 The Chairperson shall preside at every meeting of the Supporters Group, or if at any meeting he is not present within ten (10) minutes after the appointed time for holding the meeting, the Vice Chair will take the Chair. In the event that the Vice Chair is also not present, Members may choose one of their number to take the Chair.

- 9.7.2 The Chair shall maintain order and conduct the meeting in a proper and orderly manner.
- 9.7.3 Every question, matter or resolution shall be decided by a majority of votes from Members present.
- 9.7.4 Every Member present shall be entitled to one vote and in the case of equal votes the Chair shall have a second or casting vote, provided that no Member shall be entitled to vote at any General Meeting if his annual subscription to ASLSC is more than one month in arrears at the date of the meeting.
- 9.7.5 Voting shall be by show of hands unless not less than one fifth of the Members present demand a ballot, in which case there will be a secret ballot. The Chair shall appoint two Members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting.

## **10 MINUTES OF MEETINGS**

- 10.1 The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any Member who applies to the Secretary for inspection. For the purposes of ensuring the accuracy of the recording on such minutes, the minutes of every Committee Meeting, General Meeting and Annual Meeting shall be signed by the Chair of that meeting, or the Chair of the next meeting, verifying their accuracy.
- 10.2 A copy of the minutes of all meetings of the Supporters Group is to be provided to the Board of the ASLSC.

## **11 NOTICE OF MOTION**

- 11.1 Notice of any motion intended to be moved at an Annual, General or Specific Meeting of the Group, shall be given in writing signed by the mover and seconder thereof (who must be members of the meeting to which the Notice of Motion will be referred) to the Secretary at least twenty-eight (28) clear days prior to the date of such meeting and shall be included in the business paper on the notice calling for such a meeting.
- 11.2 The meeting may, by ordinary resolution, grant the mover and seconder leave to alter their motion, in a minor way without altering the intention of the motion. No major amendment to the motion will be accepted.
- 11.3 A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at the next meeting of the Group or within six (6) months from the date of its rejection, unless approved by the Committee.

11.4 All motions need to be ratified by the ASLSC Board.

## **12 FUNDS AND ACCOUNTS**

12.1 All funds raised by the Group shall be banked in a separate profit centre within the ASLSC bank account identified as 'Anglesea SLSC – Supporters Group'.

12.2 The ASLSC Finance Director, ASLSC Director of Administration or the ASLSC President will authorise the ASLSC Office Manager, by email, approved payments from the Supporters Group profit centre following SG approval (item 3 below).

12.3 All transactions including payments into and withdrawals from the Supporters Group account must be accompanied by a signed authority from the Treasurer (or delegate) of the Supporters Group.

12.4 Payment for purchases of goods and services approved by the Supporters Group will be paid from the ASLSC Club account, including GST if applicable. The net invoice account (net of GST) will be allocated to the Supporters Group profit centre and the GST amount will be allocated to the ASLSC Club accrual account.

12.5 Funds raised by the Group shall only be used to support the Objects of the Group as detailed in Clause 2 of the Supporters Group Terms of Reference.

12.6 The Treasurer of the Supporters Group will be provided with a monthly income and expenditure statement from the ASLSC accounting system.

## **13 CONFLICT OF INTEREST**

A Member of the committee shall declare their interest in any matter in which a conflict of interest arises or may arise and shall absent themselves from discussions on such matter and shall not be entitled to vote in respect of such matter.

## **14 DISSOLUTION**

The Group shall be dissolved only with the consent of three-fourths of the voting Members present at a Special Meeting called for that purpose, notice of which must be posted to all Members at least twenty-eight (28) days prior thereto, or at the express direction of the Board of Directors of the ASLSC. Any funds remaining in the Supporters Group account shall be directed to the ASLSC Foundation.

