



## **South Worcestershire Lifesaving & Lifeguard Club Constitution**

(as approved at the Annual General Meeting on 12.3.78 and including all amendments approved up to 13.12.2010)

### **1. NAME**

The club shall be called the SOUTH WORCESTERSHIRE LIFESAVING & LIFEGUARD CLUB (SWLLC).

The Club's water safety and rescue service will be known as SOUTH WORCESTER LIFEGUARD CLUB AQUATIC RESCUE.

### **2. AIMS**

The aims of the club shall be;

- a. To provide high quality training and education in water safety and first aid to club members and the general public.
- b. To provide a wide range of appropriate opportunities for its members to learn and train in safety
- c. To provide a purposeful form of physical recreation for its members.
- d. To work within the guidelines and recommendations of the clubs affiliated National Governing Bodies.
- e. To support voluntary water safety and rescue activities to local and national aquatic events, where possible, and always to a high standard.
- f. To, at all times promote and champion water safety and safe working practices within the local area, and provide guidance and advice when requested.

### **3. REGISTRATIONS, AFFILIATIONS & HEALTH AND SAFETY**

- a. The club shall be registered with and affiliated to the Royal Life Saving Society, United Kingdom (RLSS UK) and the Surf Life Saving Association of Great Britain (SLSGB).

- b.The Club may be affiliated to, or liaise with, any other National Governing Bodies as it sees appropriate to its activities and aspirations.
- c.The Club will, at all times, maintain valid Insurance for Members and Third Parties to cover all of its activities and equipment. Such documentation must be available at all times to any requesting party.
- d.The Club will, at all times, maintain appropriate Risk Assessments and member training records to satisfy the most current Health and Safety Legislation, and the requirements of any affiliated National Governing Body. Such documentation must be available at all times to any requesting party.
- e.The Club will, at all times, maintain any and all items of equipment that are critical to the safety of its members and to the general public, to a safe, auditable and serviceable standard.
- f.Any Club member, as denoted by a member who has both been accepted by the Club Committee and has fulfilled and maintained all requirements of membership, will be insured under the club's Insurance Policy for any and all activities that are run by or on behalf of the club, and which carry full approved Risk Assessments and any other necessary Health and Safety Requirements.

#### **4. MEMBERSHIP**

##### ***a. Membership Structure***

Membership of the Club shall consist of the Officers, the Lifeguards, the Lifeguard Cadets, The Rookies, Ordinary Members and the Associate Members who have paid the prescribed Annual Subscription:

- i.The Officers shall be the Chairman, Vice Chairman, the Honorary Secretary, the Honorary Treasurer and the Captain (who must be an active Lifeguard) to be elected at an Annual General Meeting after the conclusion of the patrol season. There may also be a President and Vice Presidents, to be elected annually.
- ii.The Lifeguards and Lifeguard Cadets are the Club members holding a valid and appropriate Lifeguard Qualification that is recognised by International Life Saving (ILS), and as listed in the Normal Operating Procedures of the Club's Aquatic Rescue Service.
- iii.The Helmsmen, Junior Helmsmen and Boat Crew are the Club members holding appropriate qualifications and experience as laid down in the Normal Operating Procedures of the Club's Aquatic Rescue Service, and as approved by the Club Patrol Captain.
- iv.The Ordinary Members shall be those not qualified as Lifeguards or Cadets.
- v.Associate Members shall be those having paid the Associate Members fee.

##### ***b. Trustees***

There shall be three Trustees, all elected at the Club AGM. All property owned by the Club shall be vested in the Trustees who shall deal with the same as directed by the Club Committee or, on dissolution of the Club as they (the Trustees) may determine in a way to benefit lifesaving or lifeguard in the Club area.

### ***c. Equal Opportunities.***

The Club encourages and welcomes people from all walks of life to fulfil their aspirations and duties as a Club member.

### ***d. Child Welfare.***

The Club will at all times adhere to the latest best practice in the Safeguarding of Children and Vulnerable Adults.

The Club will at all times adhere to the Safeguarding and Child Protection policies of its affiliated National Governing Bodies.

### ***e. Requirements of Membership (Code of Conduct)***

The Club will;

- Provide safe training and appropriate opportunities in line with its constitutional aims.
- Listen to Club members concerns, and act on them as appropriate.
- Treat all Club members equally and fairly.
- Welcome any Club members, within numerical and safe practicality, who can help the Club to achieve its aims.

In return, the Club asks members to;

- Fulfil and maintain all requirements of Club membership at all times.
- Maintain full and accurate personal records with the Club secretary.
- Maintain full and current payment of their Annual Subscriptions.

o The Annual Subscription shall run from 01 January each year with subscriptions due on the first Sunday after this date. New members joining the club during the year will pay subscriptions based on a pro rata rate to the annual one appropriate for that year; such rates to be decided by the committee. The amount of the subscription may only be altered at a General Meeting of the Club.

- Seek permission from the Club Committee before embarking upon any activity that represents the Club's name in any capacity.
- Carry out any activities for, or on behalf of the Club, with due care & diligence.
- Represent the Club in a professional and appropriate manner at all times.
- Never consciously bring the Club into Disrepute.
- Turn up to any Club event, session or activity in good health.
- Maintain validity of any Qualifications they may require to carry out their Club Roles.
- Commit to any necessary training as required by courses that members have chosen to attend.
- Comply with the Normal Operating Procedures of the Club.
- Be fair to all other Club members. Raise and discuss any complaints or concerns in an appropriate and timely manner as laid down in the Club's Constitution.

## **5. COMPLAINTS, CONCERNS AND GRIEVANCES**

- a. Any complaint or concern can be raised by any member of the Club who fulfils all requirements of membership or who represents a member e.g. parent.
- b. Complaints or concerns can be raised confidentially through any nominated Officer of the Club Committee.
- c. The Club reserves the right to convene a formal hearing of Officers to discuss such complaints or concerns, at the earliest possible convenience, the discussions and outcomes of which will be recorded in the minutes by the Club Secretary.
- d. Any such hearing will contain a minimum of 4 Club Officers.
- e. Where a course of action is necessary, the Club will nominate an Officer to discuss such in person with the Club Member(s). Such action may also be followed up in written form to the member(s).
- f. The Club Committee reserve the right to terminate without re-imburement any individual membership of the Club, where evidence shows that the individual has breached the Code of Conduct of the Club.

## **6. MEETING OF THE CLUB**

- a. An Annual General Meeting of the Club shall be held once in every year at the end of the Patrol season. The business shall be to consider the Annual Report and Accounts of the Club, to elect the Officers and the members of the Club Committee and, if desired a President and Vice President.
- b. The Chairman or any Trustees may summon a Meeting of the Club at any time. The Secretary shall if so required by a resolution of the Club Committee upon written request of not less than ten Lifeguards, Cadets or Ordinary members (aged 14 or over) forthwith summon a meeting of the Club.
- c. At least 14 days notice shall be given of every meeting specifying the place, day and hour of the meeting and, in the case of special business, the nature of the business to be transacted.
- d. The quorum for any meeting of the Club shall be five members.
- e. The Chairman shall be entitled to take the Chair at every meeting of the Club. If he/she shall not be present within fifteen minutes after the time appointed for the meeting the Vice-Chairman should take the Chair. If he/she, also, is not present the members present shall choose one of their number to take the Chair, providing the terms of 6d.
- f. Any resolution put to the vote of the meeting shall be decided upon a show of hands. Each member present in person aged 14 or over shall have one vote and voting by proxy shall be admitted.
- g. In the event of an equality of votes upon any resolution, the Chairman of the meeting shall have a second or casting vote.

## **7. THE CLUB COMMITTEE**

- a. The Club Committee shall manage the affairs of the Club.
- b. The members of the Club shall be the Officers and not more than 10 persons to be elected by the Annual General Meeting from among the Lifeguards, Ordinary Members and associated members of the Club, including one Lifeguard Cadet aged 14 or over, nominated by the Lifeguard Cadets.
- c. The whole of the Club Committee shall retire annually but may offer themselves for re-election.
- d. The Club Committee shall have power to fill any vacancy among the elected members, and the person appointed to fill such a vacancy shall hold office until the date of the next Annual General Meeting.
- e. The Club Committee shall, by a majority of two thirds, have the powers to co-opt another member or members for one or more meeting.
- f. The Club Committee may meet together for the dispatch of business and adjourn and otherwise regulate their meetings and proceedings as they think fit, provided that it shall meet not less than four times in each year.
- g. The Club committee shall determine the notice, which shall be given of its meetings. Five members of the Committee shall form the quorum.
- h. Questions arising at any meeting shall be decided by a majority of votes, unless otherwise stated elsewhere in this constitution. In the event of an equality of votes, the Chairman of the meeting shall have a second or casting vote. In making decisions on behalf of the Club, the financial resources will always be noted such that the expenditure can be allowed. If expenditure is needed quickly and the finances are `in order` then 3 members (including at least two Officers) have the authority to spend the money wisely; taking account of all bona fide quotations received (in writing). Any major capital expenditure (such as boats) and any large expenditure, in excess of 33% of the Club's total bank balance, must be approved by the trustees.
- i. Any elected member of the Club Committee shall cease to hold office :-
  - i. If by notice in writing to the Secretary he/she resigns his/office,
  - ii. If he/she is absent (except in case of sickness or other reasonable excuse for which an apology has been tendered and accepted) for three consecutive committee meetings,
  - iii. If the Club Committee shall by a majority of two thirds of the meeting resolve that he /she do retire.

## **8. REPORTS AND ACCOUNTS**

- a. It shall be the duty of the Club Committee to cause proper minutes, records and accounts to be kept.
- b. The Honorary Secretary shall prepare an Annual Report for the Annual General Meeting in each year.
- c. The Honorary Treasurer shall cause to be prepared and laid before the Club at its Annual General Meeting in each year duly audited accounts.

## **9. DISSOLUTION OF THE CLUB**

a.The Club shall be dissolved if so determined by a resolution of the Club passed by a majority of two thirds of the persons present and voting thereon.

b.In the event of the Club being dissolved; its assets, after all liabilities have been paid, shall be used by the Trustees in accordance with clause 4b.

## **10. ALTERATIONS TO THE CONSTITUTION**

All the provisions of this Constitution may at any time be added to, abrogated or varied by a resolution passed at the Annual General Meeting or at a meeting of the Club duly convened for that purpose by a majority of not less than two thirds of the members of the Club, aged 14 or overpresent and voting thereon. The terms of clause 6c will apply in this instance.

**END**