

# **Gravesham Life Saving Club Constitution**

**A.** The name of the Club shall be Gravesham Lifesaving Club.

**B.** The club shall be affiliated to the RLSS UK and any such other bodies that the Executive Committee shall decide and ensure memberships do not lapse. The colours of the Club shall be Royal blue and white.

**C.** **OBJECTIVES**

The objects of the Club are to advance the education of the public through the provision of education and training in life saving, life support, water safety, resuscitation and first aid, through participation in the Award schemes and competitions of the Royal Life Saving Society United Kingdom (hereinafter referred to as RLSS UK or the Society) and such other activities as are appropriate and thereby contributing to the preservation of life.

**D.** **AIMS**

The aims of the Club shall be: -

- i) To deliver a quality, customer focused culture that permeates every aspect of the Club.
- ii) To provide facilities for and promote participation of the whole community in lifesaving and lifeguarding.
- iii) To create greater opportunities for the general public to become involved in all aspects of the Club's work.
- iv) To promote the wider benefits of Lifesaving as a healthy, fun and worthwhile recreational activity and competitive world class sport.
- v) To promote, publicise and communicate information about the RLSS UK to present a positive image of the Club, the Society.
- vi) To promote and maintain the highest standards of technical competence and safety in the sport.
- vii) To provide equal opportunities for successful participation by all sections of the community.

**E.** **RLSS UK SAFEGUARDING AND PROTECTING CHILDREN REGULATIONS**

- i) Gravesham Life Saving Club, agrees to adopt the RLSS UK Safeguarding policies and procedures.
- ii) All individuals involved in Lifesaving through Gravesham Life Saving Club at every level, including participants, Officials, Trainers/Assessors, Volunteers, Administrators, Club Officials or spectators agree to abide by the RLSS UK Code of Ethics and Conduct ("Code") and all such individuals participating or being involved in Lifesaving through Gravesham Life Saving Club in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the RLSS UK Safeguarding and Protecting Children policies and procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
- iii) Each and every constituent member of Gravesham Life Saving Club, including without limitation all Clubs and disciplines, shall be responsible for the implementation of the RLSS UK Safeguarding and Protecting Children policies and procedures in relation to their members.

**F.** **MEMBERSHIP**

- i) All members are subject to the Constitution of the Club and the regulations of the National Governing Body.
- ii) No person shall be refused membership on the grounds of race, ethnic origin religion, sex, sexual orientation, impairment or disability.

- iii) Any minor's (under the age of 18) application for membership should be signed by the applicants parent or guardian.
- iv) Any person on or over the age of 18 applying for membership of the Club in a volunteer capacity, accepts that he/she may be DBS checked and the membership application shall be considered on the results of such check.
- v) All members can view (via the RLSS / Club website) a copy of the relevant Code of Conduct and Policy Statements, Child Protection Policy and Constitution and a written copy can be supplied upon request, though a nominal fee may be charged.
- vi) Membership of the Club is open to all individuals over the age of 8 provided they comply with this Constitution and have paid the membership fees as laid down from time to time by the Executive Committee.

Committee may grant membership in the following categories:

- a) Adult - eighteen years and over
  - b) Junior - under eighteen years but over eight years
  - c) Child - between 5 and 8 years old
  - d) Family - two adults, and up to two Junior or Child (max 4 people)
  - e) Student Over 18 and in full time education
  - f) Instructor - regularly teaching group(s) within the club
  - g) Supporter - not eligible to swim as a member in a group
- vii) Acceptance of membership shall be in at the discretion of the Committee but other person(s) authorised by the Committee may make recommendation as to the applicants' acceptability. The Committee shall not be required to give reasons for the refusal of any application for membership.
  - viii) Following the approval of their application for membership or renewal, members shall pay to the Club the appropriate fee that is due. If this has not been paid in due course the member shall forfeit all privileges, and not take part in any Club activities until such time as they revalidate their membership, paying the appropriate membership fee.
  - ix) Such membership fee shall be set annually and agreed by the Executive Committee or determined at the Annual General Meeting.
  - x) A membership card shall be issued, which should be carried at all times and produced when requested by anyone with reasonable authority to do so.
  - xi) The Hon. Treasurer, in conjunction with the Hon. Membership Secretary shall have discretion over the collection of membership fees in cases of genuine hardship.
  - xii) All applications and renewals of Club Membership shall be on the 'appropriate form' provided by the club, and such applications shall be considered by the Committee, after the receipt of the application form duly completed. (The Committee may, at its discretion delegate this function to the Hon. Membership Secretary).
  - xiii) Instructor subscriptions membership rate shall be available for the practicing Instructors at a reduced rate. The fee will be set at the discretion of the Committee.
  - xiv) Members shall be required to undertake a water test before being allowed to swim as part of a group to ensure they are safe at the pool's depth in which the group is operating. Child and supporter members shall be exempt from this clause if they have no intention of swimming.
  - xv) The total membership of the Club shall not normally be limited. If however the Executive Committee considers that there is a good reason to impose any limit from time to time then the Executive Committee shall put forward appropriate proposals for consideration at the General Meeting of the Club.
  - xvi) The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.
  - xvii) Any persons who assist in any way with the Club's activities shall become members of the Club and hence of RLSS UK for the purposes of insurance. Assisting with the Club's activities shall include, but not be restricted to,

administrators, associate members, voluntary instructors, teachers and coaches, committee members, helpers, Honorary members, life members, officers, patrons, Presidents technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the RLSS UK educational certificates.

- xviii) All Club members must agree to participate and assist the Club in activities that the Club undertakes.

## **G. EXECUTIVE COMMITTEE**

i) The Executive Committee should consist of at least a Chairman, Secretary, Treasurer, and in addition where the membership consists of members under 18 years of age there must be Youth Representative and Club Welfare Officer in post reporting into the Executive Committee

- ii) Any additional posts that are deemed necessary by the Executive Committee should be proposed and appointed at the Annual General Meeting or at an Extraordinary General Meeting.

As agreed the Positions that are held within Gravesham Life Saving Club are as follows:

Chairman  
Vice Chairman  
Hon. Secretary  
Hon. Treasurer  
Hon. Membership Secretary  
Competitions Co-ordinator  
Training Co-ordinator  
Public Relations Officer  
Junior Representative  
Club Welfare Officer  
Rookie Co-ordinator  
Two Club Representatives

- iii) For the transaction of ordinary business by the Committee a quorum shall be five (5) members.
- iv) The Committee shall meet as often as required. The Hon. Secretary to notify each Committee member of such meeting.
- v) Any member of the Committee failing to attend two consecutive meetings without reasonable excuse may be deemed to have vacated his/her seat.
- vi) Fully paid up members having attained the age of 16 may be elected and serve on the Executive Committee.
- vii) A member cannot be elected into the position of Chairman unless he / she has served on the Executive Committee for a minimum of one term of 1 year.
- viii) Should any Executive Committee member wish to resign their post during their term of office they may do so by writing to the Club Secretary.
- ix) Should the resignation mean that the Executive Committee number is less than five, then the Executive Committee should offer the post to the general membership.
- x) An Extraordinary General Meeting Should be held within thirty days of the post becoming vacant to elect the replacement Executive Committee member under GIX to enable a quorum to be obtained.

## **H. DISCIPLINE and APPEALS**

- i) All complaints regarding the behavior of members should be submitted in writing to the Secretary.
- ii) The Executive Committee will make all reasonable attempts to meet to hear complaints within fourteen days of a complaint being lodged.

- iii) The Executive Committee may by unanimous vote, and for good reason, terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend/representative, before a final decision is made. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or RLSS UK into disrepute.
- iv) An appeal against such a decision may be made to the Club's members and decided by a majority vote. Such Appeal should be considered within fourteen days of the Secretary receiving such request.

## **I. ANNUAL GENERAL MEETINGS**

- i) The Annual General Meeting shall be held within 26 weeks of the financial year-end (normally held in January).
- ii) The Annual General meeting shall be called by the Club Secretary ensuring that the Club members have not less than twenty one clear days notice of the intended meeting date.
- iii) All members of 16 years or over shall have the right to vote.
- iv) Nominations for Officers of the Executive Committee shall be sent in writing to the Secretary no later than fourteen days prior to the Annual General Meeting.
- v) Should nominations exceed vacancies, election shall be by ballot.
- vi) Ballot papers to be drawn up by the Secretary.
- vii) The quorum for Annual General meetings shall be not less than 25% of the Club's total or a minimum of 5.
- viii) The Executive Committee shall present the report and annual accounts of the Club for the preceding year.
- ix) Proposals in writing need to be submitted to the Secretary of the Executive Committee no later than fourteen days prior to the Annual General Meeting.
- x) Proposals requiring a change to the Constitution of the Club needs to be passed by a two-thirds majority of the members present and voting.
- xi) Proposals of a non-constitutional nature shall be passed by a simple majority of the members present and voting.
- xii) Meeting Agenda should include details of all proposals and nominee's for Executive Committee posts and sent out at least seven days prior to the Annual General Meeting.
- xiii) The Secretary or other person specially appointed by the Executive Committee, shall keep a full and accurate record of proceedings at such meeting.
- xiii) At the Annual General Meeting an independent Auditor, who shall not be an elected Officer of the Club, nor a Member of the Committee shall be appointed.
- xv) The financial year of the club shall end on 31st December.
- xvi) The term of office for each post shall be twelve months.
- xvii) No member under the age of eighteen (16) years shall be allowed to vote at the Annual General Meeting. Those members under sixteen (16) shall have their vote held by their parent or guardian. No member under the age of sixteen (16) years shall be eligible for nomination or co-option onto the Committee, except for the position of Junior Representative. A member of the Club may notify the name of a representative, entitled to speak and vote on their behalf, to the Secretary prior to the commencement of a general meeting, if they are unable to personally attend. Such representative must be a member of the Club. A member of the Club may also register their vote on any proposal or election of Executive Committee members with the Secretary prior to the commencement of a general meeting and the Secretary will then vote on the member's behalf, in accordance with their instructions.

**J. EXTRAORDINARY GENERAL MEETING**

The Executive Committee has the power to call an Extraordinary General Meeting of the Club at any time, providing that at least ten members request such a meeting, in writing, stating the business to be considered. The Secretary shall call such a meeting and at least twenty-one day's clear notice shall be given. The procedures for an Extraordinary General Meeting shall be the same as for an Annual General Meeting.

**K. ALTERATIONS TO THE CONSTITUTION**

The Constitution may be altered by a Resolution passed by not less than two thirds of the members present and voting at a Annual General Meeting or Extraordinary General Meeting.

**L. PROPERTY**

The Executive Committee shall cause the title of all land or investments held by, or in trust for, the Club, to be vested in not less than three individuals, appointed by them as holding Trustees, or to be held in the name of a clearing bank, trust corporation or any stock broking company. Holding Trustees may be removed, by the Executive Committee, at their pleasure and shall act in accordance with the lawful directions of the Executive Committee.

**M. DISSOLUTION**

A resolution to dissolve the Club can only be passed at an Annual General Meeting or Extraordinary General Meeting by not less than two thirds of the members present and voting.

In the event of dissolution, any assets of the Club that remain after the payment of debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more approved non profit making Charitable bodies or organisations having similar aims and objectives of this Club.

A copy of the statement of Accounts, or account and statement, for the final accounting period of the Club, must be published and made available to Club members.

**N. DECLARATION**

**Gravesham Life Saving Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of its members.**

SIGNED:

DATE:

POSITION: Chairman

SIGNED:

DATE:

POSITION: Secretary