

# CHRISTCHURCH LIFE SAVING CLUB

## Constitution

Revised March 2016

CHRISTCHURCH LIFE SAVING CLUB  
REGISTERED CHARITY N<sup>o</sup>: 1035933  
E-MAIL: SECRETARY@CLSCMAIL.ORG.UK  
WWW.CHRISTHURCHLIFESAVINGCLUB.ORG.UK



## 1. NAME

The name of the club shall be the ***Christchurch Life Saving Club***, hereinafter and in the rules called ***The Club***.

## 2. AIMS

- To save life, whether by prevention or rescue, from the beach, surf or aquatic environment.
- To promote the club within the local community and lifesaving/lifeguarding in general.
- To promote water safety, rescue skills and first aid through education programmes within the club and the local community.
- To ensure as far as reasonably practicable, the health, safety and wellbeing of members both physical and mental.
- To provide training, support and promote inclusivity in all club activities.
- To ensure that all members receive fair and equal treatment.

## 3. MEMBERSHIP & MEMBERSHIP FEES

The Club shall affiliate to the Surf Life Saving Great Britain (SLSGB), Royal Life Saving Association UK (RLSSUK), Royal National Lifeboat Institution (RNLI) and Pool Bournemouth Christchurch Life Saving Association (PBCLSA).

Individual memberships may be offered in the following categories:

- (A) Senior (18+ years).
- (B) Youth (13 to 17 years).
- (C) Nipper (5 to 12 years).
- (D) Social (18+ years) – members who do not take part in water based activities or sports.
- (E) Life - members who have been awarded life membership because they have made a significant contribution to the club over the long term. This decision shall be made by the Committee at the time or after twenty years of service.

Nipper and Youth members must obtain their parents or guardians written permission to join the club before applying for membership.

Nipper and Youth members maintain status until membership renewal at next status, i.e. Nipper to Youth, Youth to Senior.

No member under the age of 16 years may vote at an AGM or EGM as they cannot be held liable for any vote they make. For the avoidance of doubt Youth Members over the age of 16 are eligible to vote at an AGM or EGM.

Nominated Youth over the age of 16 and Senior members may attend *Committee* meetings by invitation from a serving *Committee* Member and speak through *The Club's* Captain or Chair on any club matters.

Membership fees shall be fixed by the *Committee* annually following the AGM and are due within one month of joining or on the first day of March for membership renewals. All annual membership fees are payable monthly by Standing Order into the Clubs nominated account.

Any member whose subscription remains unpaid for the period of 3 consecutive months or by the first day of April in any membership year forfeits all rights to membership and any interest in the property or assets of the club. Members shall not be entitled to participate in any club activity.

#### **4. RULES, POLICIES AND PROCEDURES**

In addition to the constitution, there will be the following official documents:

- Club Rules
- Club Policies
- Club Procedures

All members must adhere to these documents and all documents referred to in these documents. Failure to do so may result in disciplinary action.

The *Committee* may change these documents at any time but the Secretary must give 7 day's notice to the membership before the new document comes into effect.

All these documents must be available to the membership at all times.

#### **5. ANNUAL GENERAL MEETING (AGM)**

Notice of the Annual General Meeting (AGM) will be given in advance by the Secretary, not less than 21 days notice and will be given to all voting members and parents/guardians of those members not eligible to vote.

Attendance at an AGM is open to all members and the parents/guardians of members who are ineligible to vote due to their age. The quorum for AGMs will be no less than 25% of the voting membership. Postal voters are included in the quorum.

Nominations for the *Committee* positions will be sent to the Secretary at least 7 days prior to the AGM. If there are no nominations for a *Committee* position at the time of voting, then any members may be nominated for that position at that point in time. All nominations will need to be seconded at the meeting or via post.

All members (over the age of 16) have the right to vote at the AGM. Postal vote's are accepted. These should be given to the Secretary at least 1 day prior to the AGM, in a sealed envelope clearly marked to be opened on the day.

When electing the officers of the *Committee*, the nominee with the most votes shall be elected. In the event of a tie another vote shall be held between those two nominees. If a tie still exists the Chair of the meeting shall have the casting vote.

When electing the positions for the five ordinary members of the *Committee* a vote for shall be conducted for each of the nominees separately. Members are not restricted to a single vote and may vote for multiple nominees. The five nominees with the most votes shall be elected. If a tie exists for the last position(s) another vote shall be taken for those nominees. If a tie still exists the Chair shall have the casting vote(s).

The procedure for an AGM shall follow in the order below:

- The AGM will receive a report from officers of the *Committee* and a statement of the accounts from the Treasurer.
- A vote on any constitutional changes if proposed.
- All members of the *Committee* will step down with the exception of one member, previously agreed by the *Committee* (not one who is nominated for Chair). That member will then chair the vote for Chair. Once completed they will then step down and the new Chair will chair the remainder of the AGM.
- The remaining officers will then be elected in the following order: Secretary, Treasurer, Captain and Safeguarding Officer.
- The five ordinary officers will be elected.

The *Committee* has the right to call Extraordinary General Meetings (EGMs) outside the AGM at anytime throughout the year. Procedures for EGMs including calling and EGM will be the same as for the AGM.

## **6. CLUB MANAGEMENT**

The Club management shall comprise of the ***Committee*** and numerous ***Sub-Committees***.

Election of the *Committee* positions is to take place at the AGM.

The *Committee* shall comprise of five elected officers and five ordinary members with *Sub-Committee* portfolios. The elected officers comprise of the following:

- Chair
- Secretary
- Treasurer
- Captain
- Safeguarding Officer

The five officers of the *Committee* will be the only Trustees for *The Club* and be reflected on the Charity Commission website.

The *Committee* shall have the power to appoint *Sub-Committees*. The following rules apply to *Sub-Committees*:

- All proceedings should be reported back as soon as possible to the *Committee*.
- The *Committee* will agree the **terms of reference** for each *Sub-Committee* which must include at least the following: scope, lead, members, duration and budget.

- No *Sub-Committee* shall expend funds except within a budget previously agreed by the *Committee*.

The *Committee* shall have the right to change the *terms of reference* or to dissolve a *Sub-Committee* at any time.

## **7. COMMITTEE MEETINGS**

The *Committee* will meet at least 8 times per annum. The quorum for *Committee* meetings shall be at least 60% of *Committee* members, whether in person or by electronic communication means e.g. Skype. A binding decision can only be arrived at following it having been given assent by the majority of those members present.

If a *Committee* member fails to attend at least 3 consecutive meetings over a minimum period of 3 months and after having made reasonable adjustments to time, date and place of meetings, then the *Committee* may choose to resign that *Committee* member.

Replacement for any vacant seats on the *Committee* will be decided at an EGM held in accordance to clause 5 (AGM). If the vacant seat is an officer then one of the *Committee* may act for that office in the interim period.

## **8. YEAR END**

The Club's financial and membership year shall end on the last day in February of each year.

## **9. FINANCE**

The Management Committee may raise, receive by way of gifts and donations, monies, goods and/or appropriate services on behalf of the club. All shall be duly accounted for at the time of receipt and deposited in the clubs' nominated account.

Any cheques drawn against club funds should hold the signatures of at least two of the following officers: Treasurer, Chair or Secretary.

## **10. THE CONSTITUTION**

Alteration to this Constitution shall receive the assent of at least two-thirds of the members present and voting at the AGM (or EGM). A resolution for the alteration of the Constitution must be received by the Secretary of the club and have been proposed by a serving club member or a parent/guardian of a member, at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice must be given by the Secretary to the membership of the proposed resolution and must include notice of the alteration proposed, provided that no alteration to clause 2 (Aims), clause 13 (Winding-up), or this clause, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the club to cease to be a charity in law.

## **11. CLUB COLOURS & BADGES**

The club colours are green, gold and black. Only such badges as insignias as may be authorised by the Management Committee may be worn on tracksuits or swimwear.

## **12. INSURANCE**

The club is responsible for ensuring that all members have sufficient insurance cover in respect of public liability and personal accident. All Nipper, Youth and Senior members, as well as any Life members that take part in any water-based activities or sport, should have valid membership with SLSGB that insures them participating in these activities.

The club will, so far as is reasonably practicable, ensure that those members or invited visitors using club land or premises are covered by sufficient public liability insurance providing not less than £5million cover.

Any items of equipment on loan from any person, association or other club must be adequately covered at its current market value.

## **13. WINDING UP**

The club may be dissolved by a special resolution passed by a two-thirds majority of those present and voting at an EGM convened for the purpose of which twenty one days notice shall be given (to the membership). Such resolution may give instructions for the disposal of any assets held by or in the name of the club, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among members of the club but shall be given or transferred to such other charitable institution or institutions having similar to or all of the objects of the club as the club may determine and if and insofar as effect cannot be given to this provision then to some other charitable purpose.