



Hastings & St. Leonards Lifeguard Club
(Affiliated to Royal Lifesaving Society UK)

CONSTITUTION

1. Name:

The club will be known as the Hastings & St. Leonards Lifeguard Club (here after called 'The Club').

2. Objects:

The charity's objects ("the objects") are the prevention and reduction of loss of life by drowning at Hastings & St Leonards beaches through the provision of qualified lifeguards and through the provision of education in water safety and lifesaving techniques.'

3. Membership:

- i. Prospective members over the age of 8 years and under the age of 18 years must present a signed form from their parent / guardian consenting to them joining the club.

All members must undertake to behave in the best interest of the club and to obey such safety and other regulations as may be in force at the time.

- ii. Membership of the Club is open to all individuals over the age of 8 years provided they comply with this constitution and have paid the annual subscription laid down from time to time by the Club Management Committee.

- iii. No person shall be refused membership on the grounds of race, ethnic origin, religion, sex, sexual orientation, impairment or disability.

iv. Classes of membership

- a. Senior members - over the age of 17 on the 1st January of that year.
- b. Junior member – under the age of 17 on the 1st January of that year.
- c. Associate member – at the discretion of the Committee eg watchers.
- d. League of Friends – donation in excess of £10 per year.

v. Application

Prospective members shall complete an application form and pass it to the Captain / Trainer with the appropriate fee. The power of acceptance shall rest with the General Management Committee, who may refuse to accept the applicant without giving a reason.

v. Restriction

A person who has been expelled from any other Lifeguard Club / Corps may not be eligible for membership. A review process maybe undertaken at the discretion of the Club Management Committee.

4. Annual Subscription:

- i. Each applicant for membership shall, if their application be accepted, pay an annual subscription of £ . Patrons of the club a donation of more than £ .
- ii. The rate of subscription shall be determined by the members at the General Meeting and shall be due on application and thereafter on or before 1st January of each year.

5. Attendance fee:

The appropriate attendance fee shall be collected from members attending any session.

6. Cessation of membership:

- i. Any member may resign on giving notice in writing to the Secretary.
- ii. Any member violating rules or regulations of the club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Club Management Committee, be suspended or expelled. Any member so suspended or expelled may appeal to a special General Meeting if such an appeal is supported by not less than six members.
- iii. Any member thus expelled shall forfeit their subscription.
- iv. Any member shall be deemed to have withdrawn from the club if after due notice in writing they have not paid by the Friday following the Annual General Meeting in January in which the annual subscription which became due on 1st January . The member may rejoin at any time during the year on payment of the subscription rate for new members.

7. Club Management Committee Members:

- i. The committee shall conduct the affairs of the Club as a whole and shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, Equipment Officer, Fund Raising Officer, Captains and two other members all over the age of 18 years and the co-option of a junior member.
- ii. Nominations of the position of the above officers, other than Captains, shall be put forward in writing 14 days before the Annual General Meeting. The Captains will be elected by the committee. Any committee member missing two consecutive meetings without good reason in writing shall be sent a letter from the Hon Secretary requesting their attendance at the third meeting. Failing to attend this meeting they will no longer be deemed a member of the committee.
- iii. The committee may co-opt up to three adults to serve for one year.
- iv. The terms of office shall be for one year and members shall be eligible for re-election.
- v. Presidents and Vice Presidents can be elected by the committee and may attend ex-officio.
- vi. The Club Management Committee will appoint a suitably qualified Club Welfare Officer at its first meeting after each AGM who will ensure that the current RLSS UK 'Safeguard Children' policy and Equality and Ethics policy is adopted and implemented. This will include the RLSS UK guidance on photography and video of club activities only after completing the required form on each occasion.

8. Duties of Officers:

All Officers will receive a job description, below is a precis for the benefit of members of the Club.

i. Chairman

The chairman will preside at all meetings of the club and at all meetings of the committee. He shall be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members. He shall represent the Club at meetings of other organisations or nominate a deputy. He shall be a member ex-officio of any other committee of the club.

ii. Vice Chairman

In the absence of the chairman, the Vice Chairman will carry out the Chairman's duties.

iii. Honorary Secretary

The Hon Secretary will be responsible for the organisation of the meetings of the club and committee, the recording of the minutes relating to such meetings and all correspondence relating to the general business of the club. They shall also be responsible for transmitting to the section secretaries (if any) all correspondence relating to the particular activities of the section concerned at the earliest opportunity. They will receive copies of the minutes relating to any such section committee meeting.

iv. Honorary Treasurer

The Hon Treasurer will be responsible for the collection of all monies of the club and shall keep such books of account as necessary. They shall produce at the Annual General Meeting balance sheets showing the financial state of the General funds accompanied by the auditors report.

9. Club Management Committee

i. The general committee is responsible for the general conduct of the club's business and activities.

ii. The Committee shall meet as necessary.

iii. Meetings of the committee shall be called by the Hon Secretary on the instruction from the Chairman or not less than three Committee members.

iv. A quorum shall consist of not less than four members of the committee

v. In the case of a casual vacancy among the committee they shall have the power to co-opt another member.

10. Meetings:

i. The Annual General Meeting shall be held in the month of January each year. There shall be laid before the meetings a Statement of Accounts made up to the 31st day of the month of December immediately preceding.

ii. An Extraordinary General Meeting shall be called on the instructions of the majority of the committee, or on a requisition signed by no less than one third of the paid members of the club.

iii. Not less than 14 days clear notice shall be given specifying time, date and business of General Meetings.

- iv. Motions for discussion at the annual general meeting, not if the origin from within the general committee, shall be lodged with the Secretary 14 days before the meeting takes place.
 - v. At any meeting a resolution put to the vote shall be decided by a show of hands except where more than one nomination has been received for a position on the committee, in which case voting will be a secret ballot.
 - vi. A quorum shall consist of not less than one quarter of the membership. If after half an hour from the appointed time of the meeting a quorum is not present, the meeting, if called at the request of the members, shall be discussed. In any other case, the meeting shall be adjourned until time and place to be fixed by the committee. If a quorum is not present within half an hour from the appointed time for any adjourned meetings, the members present shall be deemed a quorum.
 - vii. Accidental omission to give notice of meeting to, or non receipt of notice of a meeting to a meeting by any member shall not invalidate the proceedings of the meeting.
- 11. Liability:**
- i. The Club Management Committee shall manage the affairs of the club. Financial or legal liability incurred in the rightful exercise of the office shall not, however, be personal liability of the committee but shall be the responsibility of the club as a whole.
 - ii. All members or other persons who attend Club activities do so at their own risk and neither the club nor its officers can accept any liability of any loss or injury of any kind unless they have requested and paid for personal insurance in writing through the Treasurer.
 - iii. The club shall take out an insurance for Third Party and other insurance deemed necessary to safeguard its property and members.
- 12. Auditor:**
- Every Annual General Meeting shall appoint an Hon Auditor who shall at least once every year examine the Accounts of the club and ascertain the correctness of the income and expenditure accounts and of the Balance sheet. In no circumstances shall any profits be distributed to the members of the club, any profits earned shall be contributed to a general Fund for furthering the objectives of the club.
- 13. Termination:**
- The club shall not terminate except by resolution of a Special General Meeting convened for that purpose. In such an event any surplus assets shall be handed over to any other properly constituted charitable body with similar interests as approved by a majority vote at the meeting.
- 14. Alteration of rule:**
- i. The constitution shall not be altered or rescinded except by General or Special Meeting of the club.
 - ii. Proposed alteration or additions shall be made in writing, duly signed by the proposer and seconder, and forwarded to the Hon Secretary in such time that seven days notice may be given to members.
 - iii. The Chairman of such General or Special meeting shall cast deciding votes in the event of any dissension on or point of order and his decision shall be final, provided that no amendment may be made which would cause the club to cease to be a charity by law.

15. Power of decision:

Any matter not provided for within this constitution or any question over the interpretation of any part thereof, shall be dealt with by the General Committee, whose decision is final.

Patrolling regulations:

- i. All patroller's must wear footwear.
- ii. Only qualified members shall wear red and yellow lifeguard uniform. Yellow club hoodies may be worn by those with a current lifeguard qualification. Others may wear red hoodies.
- iii. Patrol leaders must be advised of all actions taken by patroller's and the patrol leaders decision is final.
- iv. The area to be patrolled must be no greater than the those qualified members are able to patrol properly.
- v. The boat may only be used by persons qualified as in the current edition of the club's rescue plan.
- vi. The tidiness and cleanliness of the headquarters is the responsibility of the patroller's.
- vii. It is the duty of a qualified member of the club to patrol a minimum of six times per season or other duties at the discretion of the committee.

The following amendment to the constitution of the Hastings & St Leonards Lifeguard Club was made at the Annual General Meeting held at the Hastings Motor Boat and Yacht Club on Friday 13th January 2012.

Constitution amendment to adopt RLSS UK Safeguarding & Protecting Children guidelines.

RLSS UK SAFEGUARDING AND PROTECTING CHILDREN REGULATIONS

As taken from Paragraphs 1 to 3 of the RLSS UK Safeguarding and Protection Children Regulations the following statements must be included, under a child protection heading, in each of the bye-laws and constitution of RLSS UK, its affiliated Clubs and all other affiliated bodies involved in Lifesaving in the United Kingdom which provide the opportunity to work (either on a paid or voluntary basis) with children and young people up to the age of 18 (individually as "The Affiliated Body" and collectively referred to as "The Affiliated Bodies") to ensure the same is binding throughout the sport.

(a) The Hastings and St.Leonards Voluntary Lifeguard Club, agrees to adopt the RLSS UK Safeguarding and Protecting Children policies and procedures.

(b) All individuals involved in Lifesaving through The Hastings and St.Leonards Voluntary Lifeguard 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 The Hastings and St.Leonards Voluntary Lifeguard 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.

(c) Each and every constituent member of The Hastings and St.Leonards Voluntary Lifeguard 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.

Doug Simmonds, who is also the Sussex Branch Welfare officer, explained the need and answered any questions. The complete RLSS UK Safeguarding Policy is on the Club's website under membership. It was proposed by Ruth Heyes, seconded by Margaret Gall and unanimously agreed, that the above paragraphs be added to our constitution.

A handwritten signature in dark ink, appearing to read 'Ruth Heyes', is positioned above the date.

13th Jan 2012

The following amendment to the constitution of the Hastings & St Leonards Lifeguard Club was made at a Special General Meeting held at the Summerfields Leisure Centre on Friday 18th May 2012.

The previous 'Aims' of the club, shown below were replaced with the new 'objects' at clause 2 of this document.

The aim of the club is to promote the teaching of Lifesaving with the aim of providing regular beach patrols at weekends and Bank Holidays during the summer season. The club will also provide safety cover for special events. Members will promote water safety in whatever ways the Committee feel appropriate.