



1. THE CLUB

The Club shall be called “The Windsor Lifeguard Club”, hereinafter referred to as the Club

2. 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.

3. AIMS

The aims of the Club shall be: -

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

4. AFFILIATION AND MEMBERSHIPS

The Club shall maintain affiliation to the RLSS UK and ensure that membership does not lapse.



5. 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 Windsor Lifeguard Club agrees to adopt the RLSS UK Safeguarding and Protecting Children policies and procedures.

All individuals involved in Lifesaving through The Windsor 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 Windsor 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.

- b) Each and every constituent member of Windsor 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.

6. MEMBERSHIP OF THE CLUB

- a) All members are subject to the Constitution of the Club and the regulations of the National Governing Body
- b) Membership of the Club is open to all individuals over the age of 7 provided they comply with this Constitution and have paid the annual subscription laid down from time to time by the Executive Committee
- c) No person shall be refused membership on the grounds of race, ethnic origin, religion, sex, sexual orientation, impairment or disability
- d) Any minor’s (under the age of 18) application for membership should be signed by the applicants



parent or guardian

- e) 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
- f) Acceptance of membership shall be 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.
- g) The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability or sexual orientation
- h) All members will receive a copy of the relevant Code of Conduct and Policy Statements, Child Protection Policy and Constitution
- i) All applications for membership shall be accompanied by the appropriate documentation and annual membership fee which shall thereafter be payable on demand
- j) The total membership of the Club shall not normally be limited. If however the Management Committee considers that there is a good reason to impose any limit from time to time then the Management Committee shall put forward appropriate proposals for consideration at the General Meeting of the Club.
- k) 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
- l) Any persons who assist in any way with the Club's activities shall become members of the Club and hence of the RLSS UK, by affiliation with the Club. 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
- m) Such membership fee shall be set annually and agreed by the Management Committee or determined at the Annual General Meeting
- n) It is the responsibility of the member to ensure that membership of the Club does not lapse. If such a lapse of 30 days or more occurs, membership may be suspended by the Executive Committee from all or some of the activities until such payment is made
- o) Members shall be enrolled in one of the following categories:

Junior (Rookie) Member:	Age 8 - 14
Student (in full time education):	Age 14 – 18+

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Senior:	Age 18 & over
Family:	Family members living at the same house
Youth Group:	Minimum of four individuals joining together and also belonging to a recognized non-profit organisation
Honorary	Any age and not training

Prior to payment of the appropriate membership fee, according to the category of membership required, a prospective member shall be given a period of three weeks in which to make an application.

- p) Each fully paid up member aged 14 and over shall be entitled to attend and vote at General or Annual General Meetings, except for the appointment of the Rookie Club Captain and Vice Club Captain when only members of the Rookie section shall be entitled to vote. 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
- q) All Club members must agree to participate and assist the Club in activities that the Club undertakes
- r) The Executive Committee of the Club shall from time to time elect a President and one or more Vice President(s) who shall be appointed to the position for life or until such time as they retire from the position.

7. DISCIPLINE AND APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Secretary (this does not include Safeguarding concerns which must in every case be submitted to the Club Welfare officer)

The Executive Committee will meet to hear complaints within fourteen days of a complaint being lodged.

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.

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

8. EXECUTIVE COMMITTEE

- a) 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
- b) Any additional posts that are deemed necessary by the Executive Committee should be proposed and appointed at the Annual General Meeting
- c) Fully paid up members having attained the age of 18 may be elected and serve on the Executive Committee.
- d) Each member of the Executive Committee will retire bi-annually but are eligible for re-appointment at the Annual General Meeting.
- e) 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 2 years
- f) 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
- g) 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
- h) An Extraordinary General Meeting should be held within thirty days of the post becoming vacant to elect the replacement Executive Committee member
- i) A member of the Executive Committee shall cease to hold office if he or she has been absent without the permission of the Executive Committee from all their meetings held within a period of six months, and the Executive Committee resolve that his or her office be vacated

9. ANNUAL GENERAL MEETINGS

- a) The Annual General Meeting shall be held within 26 weeks of the financial year-end
- b) 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



- c) All members of 14 years or over shall have the right to one vote
- d) Nominations for Officers of the Executive Committee shall be sent in writing to the Secretary no later than seven days prior to the Annual General Meeting
- e) Should nominations exceed vacancies, election shall be by ballot
- f) Ballot papers to be drawn up by the Secretary
- g) The quorum for Annual General meetings shall be not less than 10% of the Club's total membership
- h) The Executive Committee shall present the report and annual accounts of the Club for the preceding year
- i) 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.
- j) 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.
- k) Proposals of a non-constitutional nature shall be passed by a simple majority of the members present and voting.
- l) 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
- m) The Secretary or other person specially appointed by the Executive Committee, shall keep a full and accurate record of proceedings at such meeting

10. EXTRAORDINARY GENERAL MEETINGS

The Executive Committee has the power to call an Extraordinary General Meeting of the Club at any time, providing that at least three Committee members or ten Club 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.

11. 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 an Annual General Meeting or an Extraordinary General Meeting.



12.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.

13.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

14.DECLARATION

The Windsor Lifeguard Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of its members.

SIGNED: Signature on File_____

NAME: Nick Handley

DATE: 15-APR-2016

POSITION: Chairman

SIGNED: Signature on File_____

NAME: Jane Nicholls

DATE: 15-APR-2016

POSITION: Secretary