

Surf Life Saving Wales



Association Bye-Laws

Registered CIO 8th July 2014
Registration Number 1157762
Updated AGM 21st March 2021

Bye laws of the SLSA Wales a Chartered Incorporated Organisation registration number 1157762. These bye laws have been agreed by the Trustees as part of their regulations to ensure the proper conduct and management of SLSA Wales; they deal with matters of internal regulation and are binding on all persons within the organisation. The bye laws should be read in conjunction with the CIO's Constitution which shall take precedence in all matters where an inconsistency might arise.

Definitions

All definitions shall be the same as those in the CIO constitution. For ease of explanation within these byelaws only:

“Trustee” - means a Trustee of the CIO, and includes any person occupying the position of Trustee, by whatever name called;

“Chair” - is the person chairing the AGM/EGM in accordance with the CIO constitution;

“Nominated Representative”- is the person nominated by a member with voting rights to attend, speak and vote on behalf of that member at meetings of the CIO;

“Officers” means any individual holding a named administrative position within the CIO;

1. Membership of SLSA Wales

1.1. Membership regulations and responsibilities

SLSA Wales will maintain up to date membership information on its website so that all members and potential members may have direct access at any time. The membership regulations are binding on all members in the same way as these bye laws.

1.2. Registration and Fees

SLSA Wales will advise the process for membership re-affiliation annually to members and will also ensure that the process for new members to join for the first time is clearly accessible on the website. The applicable annual fees payable will be agreed at the Annual General Meeting (AGM) in advance of the membership year and shall be payable by 1st April annually to ensure continuous membership rights.

1.2.1. SLSA Clubs must register their members by the due date and pay the required fees to SLSA Wales; new club member registrations may be submitted at any time accompanied by the full fee, membership shall run until the next due date for club renewal.

2. Financial Matters

The Trustees must ensure compliance with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission within 10 months of the financial year end.

2.1. Financial Year

The financial year of the CIO shall be January to December.

2.2. Annual Accounts

A copy of the accounts, including the Annual Report shall be provided to members by placing them on the SLSA Wales website. Members shall have the opportunity to ask any questions about the content of the charity accounts at the AGM; an item on the agenda will be set specifically dealing with the annual accounts.

2.3. Financial Procedures

The Trustees must ensure that they manage the all financial matters using and within the agreed financial procedures of the CIO.

3. Not for Profit

Members of SLSA Wales will not benefit financially from any income generated by the charity or any profit made. All money earned must be retained by the organisation and used for its own expenses, operations and programs in the pursuit of delivery of the CIO vision, aims and goals and always in line with the requirements of the Charities Commission.

4. General Meetings

The AGM of the CIO shall usually take place in March and shall be identified as such in the notice given by the Trustees. Other general meetings of the members may be called at any time.

4.1. Notice of Meeting

The Trustees will circulate notices for the AGM and any other general meetings no later than 14 clear days before the date of the meeting.

4.2. Notice of Motion

Any Member club wishing to put forward a motion or resolution to the AGM must supply the full wording of it along with the reasoning for it, at least 21 days prior to the AGM in writing to the CIO Secretary or Chairman or as advised in the notice of meeting. Acknowledgement of the motion or resolution will take place in writing to the proposer(s) as soon as reasonably practicable after such receipt.

4.3. Calling a Meeting

A general meeting may be called by

4.3.1. the Trustees

4.3.2. a request signed by at least 4 Member Clubs

5. Nomination and Election Processes for President, Officers and Trustees

The Secretary shall devise and make available the CIO's approved application forms in line with the requirements of the constitution. The application forms and associated processes for nomination and election shall be made available at least 1 month prior to the meeting in which the election is to take place. Member clubs will be advised accordingly and the forms and specific instructions will be placed in a prominent position on the SLSA Wales website.

Members will be advised of all nominations received at least 14 clear days prior to the general meeting in which the elections are set to take place.

Elections should be held by secret ballot and the following process observed:

5.1. The election of a President shall take place prior to any other elections

5.2. The order of elections following the President shall take place as set in the Agenda of the meeting

5.3. If there is only one nominee for any position they are automatically elected without a vote

5.4. If there is more than one nominee an election shall take place which shall be decided by simple majority of votes cast

5.4.1. If the highest number of votes cast for two nominees is equal and there are more than two nominees, a second vote shall take place between those two nominees and the decision shall be made by simple majority

5.4.2. If the highest number of votes cast for two nominees is equal the chair of the meeting shall have a casting vote.

6. Representation – Wales and Great Britain

Eligibility to represent Great Britain is set by the 'One Team' Steering Group, full details can be found at <http://www.slsgb.org.uk>

There are three ways an athlete qualifies to represent SLSA Wales in international competition:

1. The athlete is born in Wales
2. One or more of the athlete's parents or grandparents were born in Wales
3. On residency which requires the athlete to live in Wales for three successive years.

Any appeal made by an athlete with regard to SLSA Wales eligibility rules shall be considered by the Trustees whose decision shall be final.

Any appeal made by an athlete with regard to a non SLSA Wales determined eligibility will be considered in line with the regulations set by the determining body.

7. Commissions

SLSA Wales will organise Powercraft, Sport, Lifesaving and Youth Commissions which shall be the technical decision making body in their respective areas and shall provide guidance and advice to the trustees. The charity trustees may delegate any of their powers or functions to any commission and will in line with the constitution, determine the terms and conditions on which the delegation is made, usually in the form of a terms of reference document for each commission. The Trustees may at any time alter the terms and conditions, or revoke the delegation.

8. Equality and Discrimination

SLSA Wales is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, competitor, child/young person receives less favourable treatment on the grounds of age, gender, ethnic status, parental/marital status, nationality, religious belief, political persuasion, social background, sexual preferences.

The full equality policy is available on the SLSA Wales website.

9. Anti-doping

SLSA Wales accepts as its own rules, the UK Anti-Doping Rules as amended from time to time, which support the requirements of the World Anti-Doping Code within the UK.

10. Conflicts of Interest, Hospitality and Gifts

SLSA Wales is committed to maintaining the highest standards of corporate governance in line with the CIO status requirements. SLSA Wales will always conduct its activities in an open and transparent manner setting policies for Conflict of Interest and Hospitality and Gifts which shall be regularly reviewed by the Trustees.

11. Codes of Conduct

SLSA Wales is responsible for setting and maintaining the standards of behaviour within surf lifesaving in Wales and for ensuring that codes of conduct are in place. There are clear expectations in terms of standards of behaviour that apply throughout the association. All member clubs, lifesavers, competitors, coaches, referees and volunteers are responsible for being aware of and abiding by the SLSA Wales rules, regulations and codes.

Social Networking/Media

All member clubs and individuals associated with SLSA Wales must give careful consideration to the use of social media in surf lifesaving and balance the benefits of creativity, spontaneity and immediacy of the communication with the potential risks, including the risks to children. Inappropriate behaviour particularly the posting of unsuitable or offensive messages about surf lifesaving, our participants or any other NGB....activity is contrary to the expected level of

conduct from those associated with SLSA Wales. Such behaviour will constitute a breach of these Byelaws and may result in disciplinary action.

12. Complaints and Disciplinary Matters

SLSA Wales maintains a full complement of complaints and disciplinary regulations which clearly show the processes to be followed relating to any type of complaint.

Any matter relating to an employee shall be dealt with using the respective Human Resources (HR) policies.

For the avoidance of doubt, all matters relating to safeguarding young people shall be managed through safeguarding related policies and processes which may be different from the disciplinary and complaints policies outlined above.

13. Safeguarding and Child Protection

SLSA Wales is committed to creating and maintaining a safe and positive environment for all young people involved in our organisation and accepts its responsibility to help safeguard the welfare of young people and protect them from poor practice, abuse and bullying. All reasonable steps are taken to ensure that all individuals who work with young people in surf lifesaving, whether in a paid or unpaid capacity, are suitable and appropriate. Full details of policies, guidelines, forms, requirements and contact details for all safeguarding matters are available on the website.

14. Affiliation to other bodies

SLSA Wales will support the affiliation to other bodies and like-minded organisations as the AGM may recommend.

15. Handbooks

The members shall use the handbooks of Training, Assessing, Competition Rules and Equipment as authorised by ILS, the relevant SLSA Wales Commission, or any other organisation offering similar awards.

16. Awards & Qualifications

Application for assessment will be made in accordance with the rules laid down by the SLSA Wales Lifesaving Commission and agreed by the Trustees.

17. Competitive events

The Trustees shall agree an annual competition schedule, budget and venues to be used. The Championship shall be organised through the Sports Commission which shall report directly to the Trustees and will normally comprise of:

- A SLSA Wales Officer shall chair the committee
- Championship Referee – Competition Commission
- Chair and Secretary of the Competition Commission
- Additional members as appropriate, agreed by the committee chair

18. Committee of Inquiry

The Technical Commission shall be empowered to appoint a committee of not less than three persons to investigate irregularities in patrolling duties, training or coaching activities. No person shall be appointed be a member of the committee if his / her club or club members are involved.

19. Awards

19.1. Humanitarian Award

Instances of outstanding bravery will be notified to the SLSA Wales Technical Chair who will submit a report to the Trustees.

A subcommittee consisting of:

- a) The Lifesaving Chair and
- b) Two other members nominated from the Commissions

will consider and recommend to the Trustees the preparation or otherwise of a suitable award.

All other awards, including the Surf Life Saver of the Year, can be found in the Awards Policy booklet, which shall be made available to member clubs at least 1 month prior to the meeting in which the nominations are ratified.

20. Links with Other Organisations

SLSA Wales may work with any organisation in the pursuit of delivery of the association's vision, aims and goals, such organisations may include but shall not be limited to:-

Sport Wales – SLSA Wales works with Sport Wales who are the appointed government agency responsible for the development of sport in Wales and distribution of government funds.

SLSA GB – is a registered charity, a nationwide lifeguarding training and assessing body, as well as being the National Governing Body for Life Saving Sport with ILS representation.

WSA - is an independent body that supports and represents the National Governing Bodies (NGBs) of sport and physical recreation in Wales.

RNLI – the charity that provides, a 24-hour lifeboat search and rescue service around the UK and Ireland, and a seasonal lifeguard service.

RLSS The Drowning Prevention Registered Charity

21. Amendments to the Bye Laws

The Trustees are required to review the bye laws at least every three years or sooner when necessary to ensure the proper conduct and management of the CIO. The Trustees shall adopt such means as they deem sufficient to bring to the notice of Member clubs any changes to the bye laws. In addition, the Member clubs in General Meeting shall have power to alter or repeal the bye laws and to make additions thereto provided, nevertheless, that no bye law shall be inconsistent with, or shall affect or repeal anything contained in the constitution of the CIO.

22. Dissolution

All information regarding dissolution of the CIO is contained in the constitution and must be followed in its entirety should the situation arise so as to comply with all the requirements of the Charity Commission.

23. Matters Not Covered

In the event of any question or matter arising which is not provided for in these bye laws, or relating to interpretation or any conflict or error herein such question or matter shall be dealt with by the Trustees. If a situation should arise whereby a question or dispute cannot be resolved using any of the means available to the Trustees they may refer the matter to Sport Resolutions UK (or any subsequent successor).
