



## **CLUB CONSTITUTION**

### **1. NAME**

The name of the Club shall be "POLZEATH SURF LIFE SAVING CLUB" hereinafter in the rules called "The Club".

### **2. AIMS**

The aim of the Club is to save life, whether by prevention or by rescue, from the beach. To achieve this the Club will: In furtherance of the objects but not otherwise the Club may exercise the following powers:

- (a) To promote water Safety to all beach activities through its motto of "Vigilance & Service"
- (b) Develop Beach Lifesaving methods in all respects
- (c) Comply with the basic Patrol; uniform & regulations as issued by the Board of Examiners of the Surf Lifesaving Association of Great Britain
- (d) Work in the closest possible manner with all other bodies & organisations whose work is conducive to the aim of the club

### **3. MEMBERSHIP**

The Club shall consist of all persons duly elected in accordance with the club rules. The Club and members shall be affiliated to the Surf Life Saving Association of Great Britain.

### **4. ANNUAL GENERAL MEETING**

The committee shall convene each year, not later than the end of December, an Annual General Meeting, at which the President may take the chair to which shall be invited all members of the Club; a representative of the Association; any interested members of the public and the press.

The committee shall present to the Annual General Meeting reports by the Club Officers and audited Statements of Accounts and other such matters as may be determined by the Committee.

All paid up members of the Club; each with one vote; shall elect the President; Chairman; Honorary Secretary; Honorary Treasurer; Club Captain; Vice Captain; Gear Steward & 5 Committee Members: of which 3 must be active (an active member shall be a member who carries out Patrols & undergoes training all to the satisfaction of the Club Captain); provided that no member under the age of 18 shall be elected to the committee.



## **5. ORDINARY GENERAL MEETINGS**

The Committee may convene an Ordinary General Meeting whenever it decides, subject to the notice required in the Club Rules.

## **6. EXTRA-ORDINARY GENERAL MEETINGS**

An Extra-Ordinary General Meeting must be convened upon receipt by the Chairman, or Secretary, of a written request signed by not less than ten paid up Members. The Officers of the Club will give all Members 21 days notice of such a Meeting together with copies of the Agenda giving details of the reason for the request being made.

## **7. COMMITTEE AND SUB-COMMITTEES**

The Committee shall number up to 15 including the Officers elected at the Annual General Meeting. The Committee shall have the power to co-opt not more than three additional persons and appointed sub-committees, provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Committee.

### **Meetings and Proceedings of the Executive Committee**

(1) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than four days' notice being given in writing to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than twenty one days' notice must be given.

(2) The Chairman shall act as Chairman at the meetings of the Executive Committee. If the Chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be Chairman of the meeting before any other business is transacted.

(3) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is greater, are present at the meeting.

(4) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question, but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

(5) The Executive Committee shall keep minutes for the purpose of the proceedings at meetings of the Executive Committee and any sub-committee.

(6) The Executive Committee may from time to time make and alter rules for the conduct of business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.



(7) The Executive Committee may appoint one or more subcommittees consisting of three or more members of the Executive Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a subcommittee: provided that all acts and proceedings of any such subcommittees shall be fully and promptly reported to the Executive Committee.

## **8. QUORUM AND MINUTES**

Three Officers and two Members of the Committee present at a properly convened meeting shall constitute a Quorum. Minutes shall be kept of all meetings.

## **9. FINANCE**

A Bank Account shall be opened in the name of the Club. All Cheques drawn on the account must be signed by at least two officers of the Committee. The Committee may raise and receive, by way of gifts & donations, monies and goods on behalf of the Club, to be used in the furtherance of the work of the Club.

### **Accounts**

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that act) with regard to:

- (1) The keeping of accounting records for the Club.
- (2) The preparation of annual statements of account for the Club.
- (3) The auditing or independent examination of the statements of account of the Club and
- (4) The transmission of the statements of account of the Club to the Commissioners.

## **10. Safeguarding**

The club officially adopts the Safeguarding and Child Protection Policies prepared by The Surf Life Saving Association of Great Britain.

## **11. Operation**

The club will operate on a not for profit basis and any surplus will be used to further the Aims in Section 2 of this Constitution.



## **11. CONSTITUTION AND RULES**

Alterations to this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General or a Special General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the Club at least 21 days' before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such a meeting must be given by the Secretary to the Membership and must include notice of the alteration proposed: Provided that no alteration to clause 2, clause 11 or this clause, shall take effect until the approval in writing of the Charity Commissioners or any 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.

In amplification of this Constitution there shall be Club Rules, Governing Membership, Duties of Officers, Equipment and Administration.

## **12. WINDING UP**

The Club may be dissolved by a Resolution passed by a two-third majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days notice shall have been given to the members. Such resolution may give instruction 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 the members of the Club but shall be given or transferred to such other Charitable institution or institutions having objects similar to some, or all of the objects of the Club as the Club may determine and if and in so far as effect cannot be given to this provision then to some other Charitable purpose.

Signed:

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Print Name:

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Position:

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Date: \_\_\_\_\_

Signed:

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Print Name:

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Position:

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Date:

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