Brighton Surf Lifesaving Club Constitution

**REGISTERED CHARITY NUMBER 1155805**

A. Name

The name of the club is Brighton Surf Lifesaving Club (“the club”).

B. Affiliation

The club shall be affiliated to the Surf Life Saving Great Britain.

C. Administration

Subject to the matters set out below, the club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause H (management committee) of this constitution (“the Management Committee”)

D. Aims and Objectives of the Club

The objectives of the club is to save life and improve the safety of beaches within Brighton & Hove through prevention, rescue, training and teaching of surf lifesaving skills.

In furtherance of the aims but not otherwise, the club may exercise the following powers:

1. Promote the water safety aspect to all beach activities.
2. Develop beach life saving methods in all their respects.
3. Provide coaching and competitive opportunities in the sport of surf lifesaving.
4. Promote community participation in healthy recreation, especially surf lifesaving.
5. Offer a safe and inclusive environment that promotes healthy lifestyles for the benefit of all.
6. Ensure the aim and objectives of the club are exercised with a duty of care to all members and in a fair and equal way.
7. Comply with the basic patrol, uniform and regulations as issued by Surf Life Saving Great Britain.

E. Powers

In furtherance of the objectives but not otherwise the Management Committee may exercise the following powers:

1. Power to raise funds and to invite and receive contributions provided that in raising funds, the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
2. Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the club;
3. Power subject to any consents required by law to borrow money and to charge all or any part of the property of the club with repayment of the money so borrowed;
4. Power to appoint and constitute such advisory committees as the Management Committee may think fit;
5. Power to do such other lawful things as are necessary for the achievement of the objectives.

F. Membership

To ensure all present and future members receive fair and equal treatment. Membership of the club shall:

1. Be subject to an annual subscription fee, which is determined and agreed by the Management Committee, If membership fees are not paid within the required timescales, as decided from time to time by the Management Committee, then membership will terminate.

2. Be subject to the regulations of this constitution and by joining the club will be deemed to accept these regulations and the codes of practice that the club has adopted and may adopt in the future;

3. Membership will be enrolled in one or a number of categories. Initially these will be as follows, but the Management Committee reserve the right to alter these at their discretion:

* + Nipper (7-12)
	+ Junior (13-18)
	+ Senior
	+ Social Member

G. Management Committee

* 1. The club will be run through a Management Committee. The Management Committee shall consist of:
		+ Chair
		+ Treasurer
		+ Safeguarding Officer
		+ Other roles within the club at the discretion of the Management Committee, to a maximum of 10 other roles.

Duties of members of the Management Committee are detailed within the roles and responsibility document which is subject to change with Management Committee approval.

* 1. The overall duty of all members of the Management Committee shall be to ensure that the objectives of the Club are met. Accordingly, the Chair and Committee members shall maintain harmony wherever possible, and encourage, assist, and acknowledge members’ contributions to the attainment of the Club’s objectives.
	2. All members of the Management Committee, regardless of when they took office, will automatically stand down from office at the beginning of the Annual General Meeting, but they may be re-elected or re-appointed.
	3. Between Annual General Meetings, any vacant role within the Management Committee can be appointed by the Management Committee, and does not require a full members vote. Such appointment will be subject to re-election at the next Annual General Meeting as normal.
	4. The proceedings of the Management Committee shall not be invalidated by any vacancy among their numbers, or by any failure to appoint, or any defect in the appointment or qualification of a member.
	5. There shall be other non-voting roles within the club which are subject to change and addition by the management committee. Such roles will not form part of the Management Committee, but the Chair at their discretion can invite such members to Management Committee meetings, but they do not have a vote.

H. Determination of Membership of Management Committee

A member of the Management Committee shall cease to hold office if he or she:

* Is disqualified from acting as a member of the Management Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision).
* Is absent, without apologies or notice from all the Management Committee meetings held within a period of two months, and the Management Committee resolve that his or her office be vacated.
* Notifies to the Management Committee a wish to resign.
* Ceases to be a member of the charity.
* Becomes incapable by reason of mental disorder, illness or injury of managing and administering their duties.
* Is detrimental to the interests of the club, as deemed by two thirds or more of the management committee, as voted when a quorum is present.

I. Personal Interest

No member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

J. Meetings and Proceedings of the Management Committee

1. The Management Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the Chair or by any two members of the Management Committee upon not less than fourteen days’ notice being given in writing to the other members of the Management Committee of the matters to be discussed.
2. The Chair shall act as Chair at the meetings of the Management Committee. If the Chair is absent from any meeting, the Chair will appoint a proxy to act on their behalf, otherwise the management committee will appoint such proxy.
3. There shall be a quorum when at least one half of the number of members of the Management Committee for the time being or four members of the Management Committee, whichever is greater, are present at the meeting.
4. The Committee will set a budget for the year. In addition, and in advance of the Annual General Meeting, they will set an interim budget for the three months following the AGM which shall include a proposal of next term membership fees
5. Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question, but in the case of equality of votes the Chair of the meeting, or their proxy, shall have a second or casting vote.
6. The Management Committee shall keep minutes of the proceedings at the meetings of the Management Committee.
7. The Management 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 can be made which is inconsistent with this constitution.
8. The Management Committee may appoint one or more sub-committees consisting of one or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Management Committee.
9. The Management Committee may appoint advisers to the Management Committee as necessary to fulfil its business. Advisers, if in attendance at Management Committee meetings, will not have voting rights.
10. The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
11. The Management Committee will be responsible for disciplinary hearings of members who infringe the club constitution and associated codes of practice.
12. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
13. Any Management Committee decision that involves the below items must be agreed by a majority of members present and voting at an extraordinary meeting or AGM.

- Any loan, borrowing or credit greater than £10,000 or 25% of the previous year’s income, whichever is the greater.

- Any long term property commitment (over 3 years) greater than £5,000 per annum or 10% of the previous year’s income, whichever is the greater.

- Any address or significant change to the main club premises.

K. Receipts and Expenditure

1. The funds of the club, including all donations contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the club at such bank as the Management Committee shall from time to time decide. All payments drawn on the account must be approved by at least two members of the Management Committee. This will normally be the Treasurer and Chair or another nominated committee member.
2. The funds belonging to the club shall be applied only in furthering the objectives.

L. Holding Trustees

1. At the discretion of the management committee, and largely based on the extent of property owned or leased, the club may appoint at least two Holding Trustees who shall be responsible for the club premises and property therein.
2. Details of the Holding Trustees shall be passed on to the Charities Commission.

M. Accounts

1. The Management Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that act ) with regard to:
	* The keeping of accounting records for the club.
	* The preparation of annual statements of account for the club.
	* The auditing or independent examination of the statements of account of the club; and
	* The transmission of the statements of account of the club to the Charity Commission.

N. Annual Report

The Management Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

O. Annual General Meeting

1. There shall be an Annual General Meeting of the club which shall be held in the month of December in each year or as soon as practicable, thereafter.
2. Every Annual General Meeting shall be called by the Management Committee, giving at least 14 days’ notice to all the members of the club with a proposed agenda for the meeting
3. All the members of the club shall be entitled to attend and all those of age 16 and over at the date of the meeting will be eligible to vote.
4. The Chair of the Annual General Meeting shall be the Chair of the Management Committee. In their absence a temporary Chair shall be elected by the Management Committee members present.
5. The Management Committee shall present to each Annual General Meeting the report and accounts of the club for the preceding year.
6. Nominations for election to the Management Committee and other roles must be made by members of the club in writing anytime from the announcement of the date of the Annual General Meeting up until the vote itself. Nominations and profiles are likely to be made public to members by electronic means prior to the meeting. Should nominations exceed vacancies, election shall be by secret ballot at the meeting. All vote counting shall be carried out by three recent Management Committee Members who have no family or personal relationship nor a direct gain, over and above being a member, from such vote. The Chair of the Annual General Meeting will decide who these three are and ask each to verify for themselves the number of votes cast for each nomination. If no such persons are available then other members can be selected by the Chair to count. The Chair of the Annual General Meeting will announce the results in the meeting.
7. A quorum shall be ten members present who are eligible to vote.

P. Extraordinary General Meeting

* The Chair must convene an Extraordinary General Meeting upon request of the Management Committee or upon receipt of a written request signed by not less than eight members or 10% of the membership, whichever is the greater, aged 16 and over. All members of the club will be given at least 14 days’ notice of any Meeting, together with copies of the Agenda giving details of the reason for the request. All paid up members present who are aged 16 and over shall be eligible to vote.

Q. Alterations to the Constitution

1. The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at an Extraordinary General Meeting. The notice of the meeting must include notice of the resolution, setting out the terms of the proposed amendment.
2. Any amendment that is passed at the meeting shall take effect from that meeting.
3. The Management Committee shall update the Charity Commission of any amendment as appropriate.

R. Winding Up

The club may be dissolved by a Resolution passed by two-thirds 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 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 the members of the club, but shall be given or transferred to such other charitable institution or institutions having aims similar to some or all of the aims 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.