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Surf Life Saving Great Britain – The Bye-Laws

1. Introduction

- 1.1. These bye-laws are established in accordance with and as provided for in clause 13.3.8 of the Articles of Association of Surf Life Saving Great Britain

2. Definitions

- 2.1. "Rule" means principle to which action conforms or should conform
- 2.2. "the Board" means the Board of Trustees
- 2.3. "Articles" shall mean the Articles of Association
- 2.4. "CEO" means the Chief Executive Officer or Senior Staff Member if a CEO is not appointed
- 2.5. Words imparting one gender shall be construed as imparting any other gender and vice-versa

3. Objects of the Company

- 3.1. The Object of the Company are as set out in the Articles [Section 1](#)

Refer also to the [Articles Section 1.2](#) for information on the powers of the Company in relation to the furtherance of the Objects

4. Organisational Structure

- 4.1. The organisational structure of Surf Life Saving GB, a charitable company, shall be compliant with any legal requirement under charitable and company law.
- 4.2. The organisational structure, which includes staff and so can vary, shall be available to members on request.
- 4.3. A Board of Trustees shall govern, shall be appointed by, and answerable to the members through an Annual General Meeting, or, when required a General Meeting. The Board may create a number of Committees whose responsibilities shall be made known to members on request. These may include but not be limited to Sport and Event, Lifesaving, Clinical Governance, Finance, HR & Remunerations, and Disciplinary.
- 4.4. A Life Members Advisory Committee may provide guidance and advice to the Board.
- 4.5. Commissions may be established and shall be responsible for technical matters, providing guidance and advice to the Board
- 4.6. A Chief Executive Officer shall normally be appointed by the Board to oversee the day-to-day management of the company through a management team that will comprise key staff.
- 4.7. Other staff will be appointed as required to enable the company to conduct its business effectively
- 4.8. An Honorary President may be appointed by the Board of Trustees on a 3-year term, which may be renewed, to champion and progress the work of Surf Life Saving GB at both national and international level. The position is an honorary role that carries no executive authority. The role of the President is set out in the Presidents Role Description.

5. Annual General Meetings Procedure for calling

- 5.1. The Board shall cause to be convened annually a General Meeting the proceedings and business of which shall be transacted in accordance with the [Articles Section 7](#) and the provisions of the Companies Act 2006 Section 307 (1) (a). The notice period for calling an Annual General meeting is at least 21 days.

Business to be transacted

- 5.2. The business of an Annual General Meeting shall include:

5.2.1. to receive and consider:

- the reports of the Chairman of the board,
- the accounts balance sheets,
- the report of the Auditor
- other reports of the board,

5.2.2. the election of trustees in place of those retiring or to fill any vacancies,

5.2.3. the election of Commissioners,

5.2.4. the appointment of and the fixing of the remuneration of the Auditors,

5.2.5. to receive and consider any proposed amendments to the Articles or Bye-Laws of SLSGB.

Meeting procedures and quorum

- 5.3. For information relating to meeting procedures and the quorum required for a valid Annual General meeting refer to the [Articles Section 8](#)

Voting procedures

- 5.4. For information relating to the voting procedures at an Annual General Meeting refer to the [Articles Section 9](#).

Proxy Voting

- 5.5. For information relating to proxy voting at an Annual General meeting refer to the [Articles Sections 10 and 11](#). An example Proxy Voting form is included at Appendix A.

6. General Meetings

Procedures for calling

- 6.1. The Board may, whenever it thinks fit, convene a General Meeting of members for the purposes of considering a specific issue.
- 6.2. The Board shall convene a General Meeting on a member's requisition and in accordance with the provisions of the [Articles Section 7](#) and the Companies Act 2006 Section 303 (2).
- 6.3. This requires that a request to call such a meeting must be received from at least 10% of the members entitled to vote at a General Meeting,
- 6.4. If such a request is made it must contain the general nature of the business to be dealt with at the meeting. The text of a resolution that it is intended to be moved at the meeting may be included in the request. The requisition must state the objects of the meeting and must be signed by the requisitioners and deposited at the Registered Offices of the Company.
- 6.5. The notice period for calling a General Meeting is at least 14 days.

Meeting procedures and quorum

- 6.6. For information relating to meeting procedures and the quorum required for a valid General meeting refer to the [Articles Section 8](#).

Voting procedures

- 6.7. For information relating to the voting procedures at an General Meeting refer to the [Articles Section 9](#)

Proxy voting

- 6.8. For information relating to proxy voting at a General meeting refer to the [Articles Sections 10 and 11](#). An example Proxy Voting form is included at Appendix A.

7. Board of Trustees

Composition

- 7.1. The Board shall comprise a Chairman, Treasurer and between five and eight other Trustees.
- 7.2. Three to five of these Trustees should have a sound knowledge and empathy for Surf Life Saving as well as previous experience from either private business or community activities, ideally such experience having been gained as a committee member or board member.
- 7.3. The remaining Trustees must have the ability to contribute specialist knowledge, skills and experience in areas identified as strategically and operationally important for the organisation, and with previous experience from private business, government or community sectors, ideally as a senior executive or board member.

Procedures for Recruitment and Election of Trustees

- 7.4. Trustees shall be elected by the Annual General Meeting.
- 7.5. If there are vacancies, Trustees can be co-opted onto the Board at any time but must stand for election at the following Annual General Meeting.
- 7.6. Sometimes, the Board will identify a need for Trustees with specific skills and experience and so all Trustees will be required to go through a recruitment process that may be externally facilitated to allow the existing Board and members to make a sound judgement on the suitability of each applicant to serve as a Trustee.
- 7.7. Any person wishing to stand for election as Trustee must be nominated by a proposer and seconder who must be current voting members in good standing. The nomination must include details of the prospective Trustee's CV.
- 7.8. A call for nominations will be made at least 3 months before the Annual General Meeting with a closing date not later than 6 weeks before the date of the meeting.
- 7.9. Full details of a prospective Trustee standing for election at the Annual General Meeting will be circulated with the notification and papers for the meeting.

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Length of Service and Retirement of Trustees

- 7.10. Trustees may, subject to annual review, hold office for a maximum of a three-year term before being required to stand for re-election.

Disqualification and Removal of Trustees

- 7.11. Should circumstances require it, the office of Trustee shall be vacated in accordance with the requirements of the Company's Act 2006.
- 7.12. However, should the majority of the Board agree to suspend a member of the Board for any appropriate and legal reason then that member shall not take any further part in the activities of SLSGB until the outcome of disciplinary proceedings are known.
- 7.13. Any member who is suspended or expelled from SLSGB will automatically be removed as a Trustee for the duration of such action or longer as may be determined by the Board.

Board Meetings

- 7.14. The Board shall meet at least four times a year notice of which shall be given at least 14 days in advance. At least one meeting per year must be face-to-face, but other meetings may be held by video conference or teleconference, particularly when an urgent issue is to be discussed and a decision is required, or where trustees may be unable to travel due to distance and timing of the meeting. A trustee may join a face-to-face meeting by teleconference if required where they are unable to travel to the meeting.
- 7.15. The quorum required for business to be agreed at Board meetings shall be FOUR.
- 7.16. The Chairman will have the casting vote.
- 7.17. Minutes of each Board meeting must be kept and after approval at the next meeting be signed as correct by the Chairman.
- 7.18. See Bye-Laws Section 14 for details of electronic voting procedures.
- 7.19. The following may attend a Board of Trustees meeting:
- 7.19.1. With speaking and voting rights:
 - The Trustees
 - 7.19.2. Without voting rights but with speaking rights:
 - Honorary President
 - The Commissioners
 - The CEO
 - Any other member of staff approved by the meeting
 - 7.19.3. Without voting or speaking rights:
 - Any observer approved by the meeting

Roles and Responsibilities

- 7.20. The Roles and Responsibilities of individual Trustees such as the Chairman and Treasurer are set out in the SLSGB Policy document 'Job & Role Descriptions'. However, the role of a Trustee as defined by the Charities Commission as follows:

General

- 7.20.1. Trustees have, and must accept, ultimate responsibility for directing the affairs of the charity, in accordance with the laws appertaining to Trusteeship, thereby ensuring its solvency and efficient operation, together with the delivery of the charitable outcomes for the benefit of the public for which it was set up.
- 7.20.2. To fulfill these responsibilities, trustees should ensure that not only are they able to devote sufficient time and energy to the discharge of their duties, but keep up to date with the Charity's current business affairs and meet regularly to enable the necessary decisions to be made.

Ensuring compliance

Trustees must ensure that the charity complies with:

- 7.20.3. Charity law, and the requirements of the Charity Commission regulator, in particular ensuring that the charity prepares reports on its work, and submits Annual Returns and accounts as required by law.
- 7.20.4. The requirements or rules, and the charitable purpose and objects, set out in the charity's own governing document, (the Articles and Rules).
- 7.20.5. The requirements of other legislation and other regulators (if any) which govern the activities of the charity
- 7.20.6. The requirement for trustees to act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

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Duty of prudence

Trustees must:

- 7.20.7. Ensure that the charity is and will remain solvent by keeping informed of the charity's activities and financial position
- 7.20.8. Use charitable funds and assets wisely, and only to further the purposes and interests of the charity.
- 7.20.9. Avoid undertaking activities that might place the charity's property, funds, assets or reputation at undue risk.
- 7.20.10. Take special care when investing the funds of the charity, or borrowing funds for the charity to use.
- 7.20.11. Take part in formulating and regularly reviewing the strategic aims of the organisation

Duty of care

Trustees must:

- 7.20.12. Be an active member of the trustee body in exercising its responsibilities and functions.
- 7.20.13. Regularly attend meetings of the Trustees.
- 7.20.14. Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the charity is well-run and efficient.
- 7.20.15. Reflect the organisation's vision and principles, strategy and major policies at all times.
- 7.20.16. Reflect the Trustees' policies and concerns on all its committees, sub-committees, groups.
- 7.20.17. Take part in training sessions provided for the benefit of the Trustees.
- 7.20.18. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.
- 7.20.19. Fulfil such other duties and assignments as may be required from time to time by the trustee body.

8. Appointment of SLSGB staff

Chief Executive Officer (if appointed)

Role and responsibility

- 8.1. The CEO shall be responsible for the day to day management of the Company through the Management Team, with specific responsibilities for the prudent management of the Charity's finances. The detailed role and responsibility of the CEO shall be contained within a formal Job Description that shall be available in the Job and Role Description Policy document. The CEO will be line managed by the Chairman, and responsible to the Board.

Appointment

- 8.2. The Board shall appoint the CEO.

Other staff

- 8.3. The CEO may appoint staff, in accordance with the strategy agreed by the Board to support the management and activities of the Company/Charity. Roles and responsibilities of these staff will be made available together with a Job Description during the recruitment process and will be available in the Job and Role Description Policy document.

9. Life Members Advisory

Group Composition

- 9.1. The Life Members Advisory Group shall comprise all existing Life Members of SLSGB.

Role and responsibility

The Life Members Advisory Group shall:

- 9.2. provide strategic advice and guidance to the Board, Chairman and CEO.
- 9.3. provide feedback to the Honours Committee on potential new Life Members and other significant meritorious awards.
- 9.4. The Life Members Advisory Group shall meet at least once a year with the Board to receive a report from the Chairman and CEO on the activities of SLSGB in the preceding year and the planned activities for the following year that form part of the Strategic & Business Plan.

10. Commissions, Commission Members and Advisers

If at any time a Commission is required and the formation is approved by both the Board and also by the members at an AGM or General Meeting then the Commission so formed shall have at least one meeting a year face-to-face and may meet by video or teleconference. The Commission shall be named appropriately to describe its main purpose. The Commission terms of reference must be agreed by the Board and cannot be changed without the prior approval of the Board

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Composition

10.1 A Commission will comprise a Chair nominated by the Board, Vice Chair (normally elected from those on the Commission), Commission Members, who may, as appropriate and as determined by the Board, include representatives from Committees whose terms of reference includes aspects of the remit of the respective Commission, key staff whose roles involve aspects of the remit of the respective Commission, a regional representative and representation from other interested and/or relevant organisations who could help support the work of the Commission.

10.1.1 A Trustee may attend any Commission meeting on an ex officio basis only.

10.1.2 The CEO may attend any Commission meeting on an ex officio basis only.

Roles and Responsibilities

10.2 The Commission shall be a technical advisory authority in their respective areas, to provide guidance and advice to the Board and CEO

Procedures for Recruitment of Commission Members

10.3 Commission Members will be nominated by the Board Commissioners shall be elected by the Annual General Meeting.

10.4 The Commission may co-opt additional members onto the Commission to provide specific technical advice or guidance, subject to prior approval by the Board

Appointment of SLSGB Advisers

10.5 SLSGB may appoint specific individuals to act as Advisers on specific topics (i.e. Medical Adviser).

10.6 The Board of Trustees will appoint an adviser based on their suitability, knowledge, professional experience and skills for the specific topic for which they will advise.

10.7 The term of office is at the discretion of the Board of Trustees, and each adviser will be confirmed in their appointment by the Board on an annual basis.

11 Committees

In order to ensure an informed, expert led approach to the management of the affairs of the Charity, Subject Matter Committees may be set up to support the activities of the Charity. Committee meetings may be face-to-face, by video conference or teleconference as required. A member may join a face-to-face meeting by teleconference if required where they are unable to travel to the meeting.

Composition

11.1 The Committees may comprise both volunteers and staff. The CEO may attend and vote.

11.2 The Board of Trustees will establish relevant and appropriate Terms of Reference for The Committees

11.3 A Trustee shall be nominated to act as the Chair

11.4 The Committees will report to the Board of Trustees

11.5 Committee Members will be appointed by the Trustees

11.6 Committees may have delegated responsibilities to run defined areas of the activities of the Charity and if so established will be authorised in the committee Terms of Reference.

Roles and Responsibilities

11.7 The Committees shall normally have an operational focus, carrying out the direct management and delivery of various aspects of the Charities business.

11.8 Committees may report direct to the Management Team where it is expedient to do so, but must ensure that the respective Commissioners are kept informed and when appropriate, report back at the next meeting.

Appointment of Committee Members

11.9 The Commissioner or CEO will normally invite people to join a Committee based on their skills, experience and ability to carry out specific project based tasks.

Board Sub-Committees:

Case Management Team

11.10 The Case Management (CMT) may be formed to assess and make recommendations for

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action on any incidents relating to the safeguarding of young people or vulnerable adults (speed being of the essence at an early stage in the case management process).

The CMT will not make assumptions of guilt but take appropriate and fast action to protect those at risk; will ensure all matters are regarded as highly confidential and that the club and any others involved treat matters as highly confidential; will ensure decisions are fair, unbiased and based on evidence; will keep full and accurate records of evidence and decisions with dates of meetings and those involved

- 11.11 The CMT will be authorized by the SLSGB Chairman and the formation will be managed by the SLSGB CEO and the SLSGB Safeguarding Manager (SSM)
- 11.12 There will be 3 members, each of whom will be suitably experienced to deal with the case, assisted by the SLSGB SSM. The CMT members must be full members of SLSGB but not need to be Trustees.
- 11.13 Any decision will be decided by a simple majority of the CMT members. The SSM may only make recommendations or provide advice. They may meet by teleconference or Skype or face to face as appropriate.
- 11.14 If the incident is deemed to be minor with low risk the CMT may make recommendations for further training or a reprimand or other appropriate and proportionate action. The CMT must be aware the matter may also be subject to Club disciplinary action.
- 11.15 Recommendations of the CMT will be actioned by the SSM and the CEO
- 11.16 If the incident is serious and supported by sufficient evidence or there is an immediate safeguarding risk or it is likely that the case will be investigated by the police then the CMT must consider immediate suspension of membership **IF suspension of membership is recommended by the CMT this must follow the process as set out below and must be approved by the CEO and SLSGB Chairman.**

11.17 Suspension Procedure

- 11.17.1 There must be good and reasonable ground and sufficient evidence and imminent danger or risk, which may include the risk of harassment or interference with those who may have been abused or those likely to provide evidence. Suspension of membership will be actioned on the recommendation of the CMT and the prior approval of both the SLSGB Chairman and the CEO.
- 11.17.2 The action to implement suspension will be taken by the CEO and the SSM if possible and appropriate, it is recommended that the individual suspended should be advised face to face. This will be managed by the CEO and the SSM.
- 11.17.3 A Disciplinary Committee (DC) must immediately be formed to take the matter over after suspension. Any member of the CMT may be a member of the DC but the DC must conform to the Disciplinary Composition Bye Law requirements as set out below.
- 11.17.4 SSM will fully brief the DC with all the information obtained by the CMT and the reason for the decision to suspend membership. It will then be the responsibility of the DC to review the case and determine all further action. (The DC procedure may be suspended pending the outcome of any Social Services/Police investigation but will remain in place until the matter is resolved).

Disciplinary Committee

- 11.18 The Disciplinary Committee shall be responsible to the Board , and shall be empowered to deal with any incident involving an Affiliated Club, Region and/or Association Member where it is alleged that SLSGB, or any part thereof, was, or could have been brought into disrepute or there has been a transgression or disregard for the rules and regulations of SLSGB.
- 11.19 This procedure also covers unacceptable behaviour under the general code of conduct and any other incidents that the Board feel may warrant investigation.
- 11.20 The [Code of Conduct](#) prescribes the standards, which the Disciplinary Committee may take into account when considering the conduct of a member of SLSGB; but so that the committee shall not be prevented from considering other matters.
- 11.21 Any member contravening any section of the Code of Conduct may be liable to disciplinary action, which could result in expulsion from SLSGB.

Composition

- 11.22 A Disciplinary Committee will consist of a Chairman, who will be a member of the Board . (This person will not hold office as the Chairman of SLSGB).
- 11.23 The remaining members of the Disciplinary Committee will be appointed by the Board of Trustees as required to provide a level of expertise in the subject area concerning the disciplinary issue in question. I.e. if the issue in question relates to a safeguarding incident, the Committee members should have knowledge of this area. A minimum 2 people in addition to the Chairman will be appointed.

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- 11.24 If any proposed member of the Disciplinary Committee that is appointed is involved in the disciplinary issue, or has any club- related or personal interest with any individual involved in the disciplinary issue, they will be replaced by another individual appointed by the Board of Trustees to avoid any conflict of interest.
- 11.25 The quorum for such disciplinary meetings shall be a minimum of three people, including the Chairman. A Disciplinary Meeting must be held face-to-face or by video conference, except where the individual against whom the disciplinary action is being brought, either indicates they will not be attending, or alternatively gives their consent for the meeting to be conducted by teleconference.

Disciplinary Procedures

- 11.26 The Disciplinary Committee and any Appeals Committee will ensure that all matters are regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.
- 11.27 Disciplinary procedures are contained in the [SLSGB Disciplinary Policy](#).
- 11.28 All parties will be bound by the decision of the disciplinary meeting subject to the right of appeal. The disciplinary meeting shall by the decisions of those present (by majority vote if necessary and with the Committee Chairman having a casting vote), have the powers to impose:
- 11.28.1 A Warning
 - 11.28.2 A Reprimand
 - 11.28.3 Removal of a qualifying award i.e. coach/instructor/examiner
 - 11.28.4 Suspension from specified competitors or events
 - 11.28.5 Suspension from membership of SLSGB for a specified period of time
 - 11.28.6 Expulsion from SLSGB
 - 11.28.7 Conditions which the individual, Club or Region concerned must agree to action within a specified time in order to maintain their membership/ affiliation to SLSGB

Appeal Procedures

- 11.29 Any appeals must be made and received at the registered offices of SLSGB within 14 days of receipt of the decision made by the disciplinary meeting. (For clarification it will be assumed that receipt of notice of the decisions will be two working days after they have been posted by first class recorded delivery post from SLSGB's offices).
- 11.30 The Chairman of SLSGB, will chair any Appeal(s) Committee, the timing of which shall be at their reasonable discretion. An Appeal Meeting must be held face-to-face or by video conference, except where the individual who has appealed gives their consent for the meeting to be conducted by teleconference.
- 11.31 The Appeal Committee will be made up of members of the Board of Trustees who have not been involved in the original hearing. Should it be necessary the Chairman of the Appeals Committee shall have the casting vote.
- 11.32 An appeal or appeals may only be made if:
- Procedures have not been followed correctly
 - New evidence is available that could be not heard
 - There is clear evidence of bias or involvement in the complaint/ matter by an appointed member of the original disciplinary meeting
- 11.33 A person appointed by the Chairman will act as the administrator/ minute secretary to the appeals hearing. This person will not have voting rights.
- 11.34 Appeals decisions will be notified to those concerned by recorded delivery mail and as soon as practicable after the meeting.

Honours Sub Committee Composition

- 11.35 The Honours Committee will consist of:
- A Chairman who will be one of the Trustees
 - One member representing Lifesaving,
 - One member representing Sport,
 - Two members representing the Regions,
 - One Life Member
- 11.36 The Designated staff member will act as Secretariat for the Honours Committee.

Roles and Responsibilities

- 11.37 The Honours Committee shall receive nominations directly from members, clubs, Regions, Commissions, and the Board.

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- 11.38 The following types of awards are considered by the Honours Committee:
- 11.38.1 Service and Distinguished Service awards
 - 11.38.2 Annual “departmental” awards for Lifesaving, Sport and Volunteers
 - 11.38.3 Bravery Awards
 - 11.38.4 National Honours as awarded in the Queen’s Birthday Honours or New Years Honours lists are outside the remit of the Honours Committee as these are not decided by SLSGB. However, the Honours Committee may be asked to submit an appropriate nomination for such awards from time to time.
- 11.39 Long Service awards for less than 25 years service, and awards for Services to the Local or Regional Community may be dealt with through a Regional Honours Committee or Regional Board, provided that the details of any awards made are notified to SLSGB

Operating Procedures

- 11.40 The Committee will normally meet at least twice a year, either face to face or through electronic means as required.
- 11.41 If required, the Committee may meet at any other time – e.g. to consider significant bravery actions, where to await the next meeting could lead to other organisations recognising the bravery of SLSGB members before SLSGB.
- 11.42 The deadline for submitting nominations prior to an Honours Committee meeting will be publicised to SLSGB members.
- 11.43 It is vital that intended recipients are not advised that a nomination is being made
- 11.44 All nominations must be submitted using the appropriate nomination form. The [Honours Nomination Form](#) can be obtained from SLSGB.
- 11.45 Wherever possible, the announcement of SLSGB awards will be made to coincide with either the Annual General Meeting or Heroes of the Surf Award dinner, whenever this is held, so that recipients may receive their awards and be acknowledged by their peers.
- 11.46 The titles of awards may be reviewed and change from time to time. Refer to the SLSGB [Honours Category List](#), available from SLSGB, for the most up-to-date list.

HR & Remuneration Sub-Committee

Composition

- 11.47 The HR & Remuneration Sub-Committee will consist of the Chief Executive Officer, two trustees, one of whom will normally be the Chair and the Human Resources Officer (or the staff member with similar responsibilities). The Chair will normally Chair the meeting.

Appointment of Committee Members

- 11.48 The Board shall select the Committee members based on the relevant qualifications and experience of the member.

Roles and Responsibilities

- 11.49 The HR & Remuneration Sub-Committee will act as an advisory body for the board on matters pertaining to staff.
- 11.50 The committee shall develop and implement an HR strategy for the management development of staff and their careers in order to facilitate their recruitment, training and retention.
- 11.51 The Committee will;
- 11.51.1 consider and monitor HR issues affecting staff to seek to optimize their employment experience with SLSGB
 - 11.51.2 foster and encourage the development and sharing of best practice,
 - 11.51.3 keep the board up-to-date on employment matters and
 - 11.51.4 review staff salaries on an annual basis.

Finance Sub-Committee

Composition

- 11.52 The Finance Sub-Committee shall comprise the Treasurer with CEO and at least one other Trustee. The Treasurer shall normally act as the Chair.

Appointment of Committee Members

- 11.53 The Board shall select the Committee members based on the relevant qualifications and experience of the member. The CEO shall always be a member of the Committee.

Roles and Responsibilities

- 11.54 The Finance Sub-Committee shall support the CEO in the management of the Charities financial activities by approving budget changes at an agreed level and

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providing financial advice and guidance where appropriate.

12 Electronic Decision Making by e-mail vote

Circulation of documents and communications generally

- 12.1 It is accepted SLSGB procedure for all general communications, meeting notices, minutes, reports, nominations, votes (where approved) correspondence and other material relating to the general business administration and management of SLSGB to be circulated by electronic mail to the Board, Management Team, Commissions, Committees and Members and other recipients.
- 12.2 In instances where electronic mail is not possible the communication should be posted to the registered postal address or forwarded by other electronic means such as facsimile to the nominated address of the person or organisation.
- 12.3 In instances when a timely response is required the sender should clearly state the time and place for receipt of the information in the particular form of electronic communication.

Decision making by e-mail vote

- 12.4 All decisions and official communications of SLSGB that are conducted using electronic means must be able to produce a hard copy record and appropriate audit trail of the transaction. Text messaging is therefore not an acceptable form of communications for this purpose and should not be used as a decision making tool. Where decisions are made during teleconferences, minutes or a formal file note should be recorded.
- 12.5 The preferred method of meeting and decision making shall be determined by the Board of Trustees, CEO, Commission or Committee respectively from time to time. Electronic voting by e-mail may be used when an issue or decision requires expeditious resolution or when the issue has been previously discussed and an e-mail vote or discussion is agreed to.
- 12.6 In order to ensure a transparent process, the call for an e-mail vote must give adequate time for members of the relevant group to consider and cast their vote. A period of 2 weeks from the call to the close of the vote is the normal procedure, though this may be varied if the relevant voting group agrees. The vote will be closed when all votes have been cast. When casting their vote, the voters must not copy their voting decision to other members of the group.
- 12.7 If a call is made for a secret e-mail vote, the result will be published by giving the numbers of votes cast for, against or abstentions. If the e-mail vote is not secret, the result will be published by giving the details of which person voted for, against or abstained.
- 12.8 Voting by means of e-mail will be permitted for all matters including secret votes but must be endorsed by the Chairman for matters relating to the Board of Trustees, by the CEO for matters relating to the Management Team, and by a Commissioner or Committee Chair for matters relating to the work of their Commission or Committee.
- 12.9 All arrangements for electronic votes shall be carried out under the direction of the Designated staff member who must clearly administer the following:
 - The vote paper to be used (a sample is provided at Appendix B).
 - The calling and closing dates for the vote which must be clearly set out on the vote paper and in accordance with these Bye Laws including that the result of the e-mail vote is verified by the Chairman of the Board, the CEO, Commissioner or Committee Chair as required, and the SLSGB Designated staff member.
 - The e-mail address for lodgement of the electronic vote (a designated staff member at SLSGB HQ)
 - Recording of the results of the particular vote in the minutes of the next meeting of the relevant body.
 - Promulgation of the result of the vote to all members of the group that has participated in the vote.

Board of Trustees

- 12.10 Procedures for electronic votes within the Board of Trustees shall be approved by the Board. The Chairman shall be informed of all such votes and verify the outcomes. A record of electronic votes shall be maintained until such time as the results of the votes have been recorded in the minutes of the next Board meeting.
- 12.11 Electronic voting may be used for changes to the Bye Laws with the prior approval of the Board and on the recommendation of the Chairman in accordance with the Bye Laws.

Commissions and Committees

- 12.12 Procedures for electronic votes within Commission and Committees shall be approved by the Commission or Committee. The Commission or Committee Chair shall be informed of all such votes and verify the outcomes.
- 12.13 A record of electronic votes shall be maintained until such time as the results of the votes

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have been recorded in the minutes of the next related Commission and/or Committee meeting.

13 Affiliation to SLSGB

For Affiliation purposes the year shall be 1st January to 31st December. Affiliation fees fall due for payment on the 1st January. The Board shall review the fees annually.

Regions

Procedure for establishing

- 13.1 For the purposes of administration, Regions are established by and responsible to the Board and will notify the Board in advance of all meeting and provide full details of all matters to be discussed and advise the Board of all decisions. They will normally be established in accordance with geographical boundaries.
- 13.2 Clubs and other affiliated organisations falling within such boundaries will be deemed to be part of that Region. Each region shall provide SLSGB with a copy of its Constitution including the Registered Charity Number (where applicable). All SLSGB Regions should ensure that they are properly constituted, and operate on the basis of one individual member one vote at general meetings.
- 13.3 There shall at all times be compliance with this Constitution and an entitlement to raise finance and open bank accounts which must include the words "Surf Life Saving".
- 13.4 Notice of the Region's Annual General Meeting together with an invitation to be represented shall be sent to SLSGB.
- 13.5 It is recommended that Regions/Clubs hold east 4 meetings per year, one of which must be an Annual General Meeting for the purpose of electing the Officers of the Region and representatives to serve on Commissions. Voting at such meetings must be on the basis of one individual member one vote.

Roles and Responsibilities

- 13.6 It is recommended that each Region/ Club shall form a Committee comprised of the elected Officers, the representatives from constituent Clubs (Region) and the representatives to Association. Recommended role descriptions can be found in the SLSGB Club Handbook.
- 13.7 Regional Representatives are expected to keep their Clubs informed on the business of and activities within the Region; to acquaint the Committee with Club activities and present the views and wishes of those whom they represent. Agenda items should be considered at Club level prior to a Region Committee meeting to enable proper representation to be achieved.

Clubs

Affiliation procedures

- 13.8 Any Club or Organisation with similar aims and objectives within Great Britain may apply for affiliation to SLSGB upon payment of the appropriate annual fee.
- 13.9 The Board may decide to create various categories of Affiliation as it see fit
- 13.10 A request for affiliation to SLSGB will only be considered when made on the official application form, together with the appropriate fee.
- 13.11 Clubs and other Organisations applying for affiliation in one category may be offered affiliation to SLSGB in another category if in the view of the Board such is more appropriate
 - 13.11.1 Club Affiliation
 - 13.11.2 Commercial Affiliation
 - 13.11.3 Educational Affiliation
- 13.12 An application for affiliation may be approved or rejected by the Board.
- 13.13 The Board shall have the right for good and sufficient reason to terminate the affiliation of any Club, Region or Organisation provided that the Club, Region or Organisation concerned shall have a right to be heard before a final decision is made.
- 13.14 Affiliated Clubs, Regions and Organisations will be expected to be conversant with the Bye-Laws of SLSGB and work towards their own Clubs, Regions or Organisations Aims & Objectives in a manner that complements SLSGB's Aims & Objectives.
- 13.15 All affiliated Clubs will deposit with SLSGB a copy of their Constitution and Rules (including where applicable; their Registered Charity number). SLSGB to be notified of any changes without delay.
- 13.16 Clubs will ensure that Affiliation fees are paid without delay; including Public Liability Insurance premiums (unless alternative Insurance cover as approved by SLSGB has been arranged).
- 13.17 Clubs will be expected to comply without undue delay to all requests for statistical and

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other information made by SLSGB direct or through the Region Secretaries.

- 13.18 Clubs and other Organisations will register with SLSGB their Club Colours (with supporting cap colour design) and any alterations thereto and in the case of a newly affiliated Club shall not duplicate the "Colours" of any Club already affiliated.
- 13.19 Affiliation of any Club or Organisation does not attract voting rights at the Annual General Meeting.
- 13.20 Clubs will ensure and undertake that all active members of the Club, regardless of age, are declared by the club in each membership year as a full member of SLSGB

Non-Great Britain Affiliate Centre

- 13.21 Lifesaving Clubs or Organisations with similar aims and objectives that are located outside the boundary of Great Britain may apply to affiliate to SLSGB as a non-GB Affiliate Centre.
- 13.22 A request for affiliation to SLSGB will only be considered when made on the official application form, together with the appropriate fee.
- 13.23 An application for affiliation may be approved or rejected by the Board.
- 13.24 The Board shall have the right for good and sufficient reason to terminate the affiliation of any non-GB Affiliate Centre provided that the Centre concerned shall have a right to be heard before a final decision is made.
- 13.25 Non-GB Affiliate Centres will be expected to be conversant with the Bye-Laws of SLSGB and work towards their own Aims & Objectives in a manner that complements the SLSGB's Aims & Objectives.
- 13.26 All non-GB Affiliate Centres will deposit with SLSGB a copy of their Constitution and Rules. SLSGB to be notified of any changes without delay.
- 13.27 Non-GB Affiliate Centres will ensure that Association Affiliation fees are paid without delay.
- 13.28 Non-GB Affiliate Centres are permitted to participate in appropriate SLSGB activities provided that they provide proof of holding sufficient public liability insurance cover to participate in those activities.
- 13.29 Non-GB Affiliate Centres will register with SLSGB their Centre Colours and logo (with supporting cap colour design) and any alterations thereto, ensuring as far as possible that they do not duplicate the "Colours" of any SLSGB Club already affiliated.
- 13.30 Non-GB Affiliate Centres do not have any voting rights at the Annual General Meeting.

Disaffiliation

- 13.31 On receipt of a written report from the appropriate Committee that a Club, or other Organisation has ceased to comply with the conditions for affiliation the Board may recommend to the SLSGB Annual General Meeting that such Club, or Organisation be dis-affiliated.
- 13.32 Such action may not be taken without due notification by the Chairman to the last notified or known Secretary of the said Club, or Organisation at least 21 days before SLSGB AGM.
- 13.33 Clubs and other Organisations who fail to pay the due affiliation fees shall be considered to have failed to comply with the conditions for affiliation.

14 Membership of Surf Life Saving Great Britain

Admission

Membership of SLSGB is open to any appropriate individual wishing to join, there is a non-refundable fee which is set by Board annually and payable on application. The number of members with which SLSGB proposes to be registered shall not be limited by reference to a maximum figure.

Membership criteria

- 14.1 The members of SLSGB shall be all those persons whom the Board shall admit as members, who have satisfied the criteria for membership and whose names and addresses are recorded in SLSGB's register of members.
- 14.2 Members who are under 16 years of age will require written parental/guardian consent before acceptance into membership.
- 14.3 Members may register their membership through an affiliated Club or Organisation, or individually

Membership application procedures

- 14.4 An application for membership may be approved or rejected by the Board.
- 14.5 The Board shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have a right to be heard before a final decision is made.
- 14.6 Members will be expected to be conversant with the Bye-Laws of SLSGB
- 14.7 All individuals, members of affiliated clubs and others duly registered with SLSGB, having paid

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the required membership fee will be deemed to be paid up members of SLSGB.

Member rights and privileges

Voting rights of Members

- 14.8 Every member having attained the age of 18 years shall have one vote at any General Meeting of SLSGB.
- 14.9 Members will not be entitled to vote unless all subscriptions and other sums (if any) presently payable by him or her to SLSGB in respect of membership have been paid.
- 14.10 Save as herein expressly provided no person other than a member duly registered shall be entitled to vote on any question, except where an authorised representative is voting on behalf of a member by proxy at a General Meeting.

Membership benefits

- 14.11 Every member will have:
- 14.11.1 cover under SLSGB insurance,
 - 14.11.2 access to funding streams,
 - 14.11.3 support from SLSGB office staff,
 - 14.11.4 access to all e-news and other communications issued by SLSGB office.
 - 14.11.5 access to lifesaving and other qualifications and awards,
 - 14.11.6 entry to competitions,
 - 14.11.7 access to training,
 - 14.11.8 access to coaching,

Effects of Membership

- 14.12 Members acknowledge and agree that:
- (a) the Articles and Byelaws constitutes a contract between each of them and SLSGB and that they are bound by the Articles and Byelaws;
 - (b) they shall comply with and observe the Articles and the Byelaws and any determination or resolution which may be made or passed by the Board of Trustees or any duly authorised committee of the Board, however named;
 - (c) by submitting to the Articles and the Byelaws of SLSGB they are subject to the jurisdiction of SLSGB;
 - (d) the Articles and Byelaws are necessary and reasonable for promoting the Objects of SLSGB

Non-GB Affiliate Members

- 14.13 A member of a non-GB Affiliate Club (as defined in 15.20) may apply to become a registered non- GB Affiliate Member of SLSGB
- 14.14 Non-GB Affiliate Members must register their membership through their non-GB Affiliate Club.
- 14.15 The same criteria for SLSGB individual members, set out in 16.3 to 16.5 apply to non-GB Affiliate Members.
- 14.16 An application for non-GB Affiliate membership may be approved or rejected by the Board.
- 14.17 The Board shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have a right to be heard before a final decision is made.
- 14.18 Non-GB Affiliate Members will be expected to be conversant with the Bye-Laws of SLSGB

Non-GB Affiliated Member rights and privileges

Voting rights of Non-GB Affiliated Members

- 14.19 Non-GB Affiliated Members have no voting rights at the Annual General Meeting

Non-GB Affiliated Membership benefits

- 14.20 Every non-GB Affiliated Member will have access to all e-news and other communications issued by SLSGB office and:
- 14.20.1 access to lifesaving and other qualifications and awards, ,
 - 14.20.2 entry to appropriate national competitions
 - 14.20.3 access to training,
 - 14.20.4 access to coaching,
- (all of the above subject to providing proof of having suitable insurance cover),

Disqualification of membership

- 14.21 Any Club or Member against whom a complaint of breaching the Bye-Laws of Association

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including the Fair Play Code; or conduct prejudicial to SLSGB and its members shall be required to appear before the Disciplinary Committee.

- 14.22 Any Club or Member having a grievance concerning SLSGB, providing that it is directly related to the working of SLSGB and its membership, shall first be directed to write to the Chair who will investigate and seek to resolve the same. If the grievance cannot be resolved, then it will be placed before the Disciplinary Committee.

Life Membership Appointment

- 14.23 Such class of membership is awarded in recognition of exceptional or outstanding service to SLSGB as a whole. Nominations for Life Membership should be forwarded to the Honours Committee via the SLSGB Office.
- 14.24 Nominations will be considered and if thought fit, the member will be appointed and invited to accept the award of Life Membership

Life Member rights and privileges

- 14.25 Life Members upon appointment will no longer be required to pay any annual individual membership fee, but will enjoy all of the privileges in perpetuity granted to every member of SLSGB in paragraphs 15:10 to 15:13 above.
- 14.26 Upon appointment, a Life Member will automatically become a member of the Life Members Advisory Group.

SLSGB as a member of other organisations

- 14.27 SLSGB shall be a member of ILS (the International Life Saving Federation), ILSE (the International Life Saving Federation Europe) and other organisations as appropriate, and contribute to the work of these organisations where requested.

15 Financial Accounting, Delegated Financial Authority Levels and Business Expenses Accounting

- 15.1 The Trustees must keep accounting records as required by the Companies Act. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.

Delegated Financial Authority Levels

- 15.2 Refer to the SLSGB Delegated Financial Authority Policy for details of the levels of authority required to authorise expenditure when undertaking SLSGB business activities

Payment of Business Expenses

- 15.3 Refer to the [SLSGB Business Expenses Policy](#) regarding the criteria and procedures for payment of expenses to employees and volunteers for all actual expenses that are incurred wholly, exclusively and necessarily whilst they are engaged on authorised SLSGB business activities.
- 15.4 Payment of any expenses must be in keeping with SLSGB's charitable status, economical and reasonable, and appropriately document and authorised.

16 Codes of Conduct and SLSGB Policies

Code of conduct

- 16.1 The Code of Conduct is an expression of the spirit in which it is expected Association members will conduct themselves on a personal and professional basis. It is not meant to suppress individuality but should reflect the ethos of our Association through the actions of its members.
- 16.2 However, as with any Code of Conduct, serious and flagrant breaches will result in action being taken against offenders.
- 16.3 The Code of Conduct prescribes the standards, which the Disciplinary Committee may take into account when considering the conduct of a member of SLSGB; but so that the committee shall not be prevented from considering other matters. Any member contravening any section of the Code of Conduct may be liable to disciplinary action, which could result in expulsion from SLSGB.
- 16.4 At all times a member shall uphold the good standing and reputation of SLSGB and shall:
- 16.4.1 Comply with the law.
 - 16.4.2 Not misuse their authority or office for personal or other gain.
 - 16.4.3 Fully uphold SLSGB Equal Opportunities Policy.
 - 16.4.4 Observe the standards prescribed in the guides to good practice approved by the Board.
 - 16.4.5 Have a duty to provide information if requested by the Disciplinary Committee investigating any breach of this code.

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16.5 Respect a person's rights and treat everyone accordingly.

16.6 If teaching life saving or working as a lifeguard or equivalent, hold a qualification to do so, approved by SLSGB.

Fair Play Code for Lifesaving Sport

16.7 Fair play is defined as much more than playing within the rules. It incorporates the concepts of friendships, respecting others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

16.8 Fair play is an essential and central part of successful promotion, development and involvement in sport. Through fair play, the individual, the sports organisations and society as a whole all win. We all have responsibility to promote: Fair play - The winning way. Further guidelines are published within the [SLSGB Competition Rulebook](#).

Anti-Doping Policy

16.9 Surf Life Saving Great Britain condemns the practice of doping in sport. Doping is cheating and against the rules and ethics of sport.

16.10 It is harmful to the image of sport and may be harmful to competitors. Surf Life Saving Great Britain is committed to contribute towards and support the UK Sports Council policies and procedures aimed at the prevention of doping in sport and the achievement of drug free sport, and as a member federation of the International Lifesaving Federation (ILS), is committed to observing the requirements of the World Anti-Doping Agency (WADA) as laid down in ILS Policies and procedures, a copy of which is available from ILS.

16.11 A policy of drug free competition with possible drug testing has therefore been adopted and endorsed by SLSGB at all events, and all competitors and clubs are required to abide by these rules.

Safeguarding Policy

16.12 Surf Life Saving GB has a duty of care to safeguard all children involved in its activities from harm.

16.13 All children have a right to protection and the needs of disabled children/adults and others who may be particularly vulnerable must be taken into account.

16.14 Surf Life Saving GB is committed to the safety and protection of all children involved in all its activities through adherence to safeguarding guidelines adopted by the organisation.

16.15 A full [Safeguarding Policy](#) is available from the registered office of the Charity.

Equal Opportunities Policy

16.16 Surf Life Saving GB is committed to incorporating equal opportunities into all aspects of its work.

16.17 Members and employees are expected to ensure that no one suffers discrimination, abuse or harassment on the grounds of race, gender, disability, marital status, religious beliefs, age, health sexual orientation or class.

16.18 To obtain a copy of the [Equity Policy](#), please contact the head office.

Electronic Communications Policy

16.19 The organisation has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by company employees using electronic communication methods. This includes both internal and external mail systems including the Internet.

16.20 All staff and volunteers provided with and using SLSGB email addresses must confirm they have read and understood this policy. New staff will be asked to do this during their induction.

16.21 The policy may be changed at any time in order to accommodate changing circumstances. To obtain a copy of the [Electronic Communications Policy](#), contact the head office.

Data Protection

16.22 Surf Life Saving GB is registered with the Information Commissioner's Office as a data controller. It complies with the 8 principles of the Data Protection Act. For further information contact the Information Commissioner's Office or the head office.

Use of the Logo and Intellectual Property

16.23 Surf Life Saving GB's logo and its brand are some of its most valuable assets and available

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for use by our members, partners and stake-holders in conjunction with our [Brand Guidelines](#), a copy of which can be obtained from the registered office of the Charity.

16.24 Use of the logo and brand must be with the prior permission of Surf Life Saving GB.

Conflict of Interest Policy

16.25 All officers and members of SLSGB are reminded of the need to take all appropriate action to avoid any potential conflicts of interest. Relevant procedures are contained in the [SLSGB Conflicts of Interest Policy](#)

Appendices

APPENDIX A – PROXY VOTING FORM

Example Proxy Form

To: **The Surf Life Saving Association of Great Britain Ltd**

I.....of.....being a member of the
above named Company, here by appoint.....of.....
or failing him.....of.....as my proxy to
vote in my name and on my/our behalf at the.....meeting of the
Surf Life Saving Association of Great Britain to be held on.....and
at any adjournment thereof.

Signed..... date.....

If it is wished to be specific with regard to voting then it may have such wording as is
appropriate added, after 'thereof' and before signing, e.g.

"I do not support or I am against....." (specify the item on the Agenda)

or

"I am in favour of....."(specify the item)

If the above is not inserted then the proxy may vote as he/she thinks fit or even abstain from
voting. It is preferable that the proxy should be told by the person being represented
what their views and wishes are and be instructed to act accordingly.

The instrument appointing the proxy must be lodged with the Association's office **NOT LESS**
than 48 hours prior to the meeting. **KEEP COPY OR COPIES**, one of which it is advisable for
the proxy to be in possession of when attending the meeting.

REMEMBER only fully paid up members are entitled to vote, except where an authorised representative
is voting on behalf of a member by proxy, and they must be registered with the Association. If the voting
delegate's name is not registered the instrument of proxy is invalid.

APPENDIX B – E-MAIL VOTE TEMPLATE

SURF LIFE SAVING GREAT BRITAIN - E-MAIL VOTE

This e-mail vote is allowed under Bye-Law 14.5

E-MAIL VOTE NUMBER:.....

- A. The calling date for this e-mail vote is
- B. The closing date for this e-mail vote is
- C. The number of eligible votes for this e-mail vote is
- D. The number of votes required to carry this e-mail vote is being a majority of [insert no]%

Any voter may request that this e-mail vote be managed as a secret vote

Voters are encouraged to cast their vote as soon as possible. Once a vote is cast and received by the SLSGB Designated staff member it cannot be changed.

Please e-mail your vote to the SLSGB Designated staff member on [e-mail address to be inserted]

Motion

That

DECISION	YOUR VOTE (mark the relevant box with a X)
Yes, I am in favour of the motion presented	
No, I am not in favour of the motion presented	
I abstain from voting on the motion presented	
I request that this e-mail vote be managed as a secret vote	
Name:	
E-Mail Address used to submit this vote:	
Date of submitting vote	