

Changes to Bye Laws 2018

The changes relating to Commissions and Commissioners are to align the bye laws to the current evolved process as Commissions as originally envisaged are no longer utilised but if in the future a Commission may be required, the revised wording provides for this and will assist in such formation ensuring that Board direction will help to select suitable Commission members to contribute to the work of the Commission (Similar to the Committees but enabling if required a more broad church approach as, for example, might be required if the topic was policy or governance) Other changes are to provide the Board with more insight into the operations and policy of the Regions and to recognise and adopt current best practice in safeguarding related disciplinary matters

Bye Law	Existing	Revised Text after Changes	Notes
4.	<p><b>4. Organisational Structure</b></p> <p>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.</p> <p>4.2 The organisational structure, which includes staff and so can vary, shall be available to members on request.</p> <p>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 &amp; Remunerations, and Disciplinary.</p> <p>4.4 A Life Members Advisory Committee may provide guidance and advice to the Board.</p> <p>4.5 Commissions may be established and shall be responsible for technical matters, providing guidance and advice to the Board</p> <p><del>4.6 The Commissions if established shall be chaired by a Commissioner who will be elected by the members at an Annual General Meeting.</del></p> <p>4.7A 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</p>	<p><b>4 Organisational Structure</b></p> <p>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.</p> <p>4.2 The organisational structure, which includes staff and so can vary, shall be available to members on request.</p> <p>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 &amp; Remunerations, and Disciplinary.</p> <p>4.4 A Life Members Advisory Committee may provide guidance and advice to the Board.</p> <p>4.5 Commissions may be established and shall be responsible for technical matters, providing guidance and advice to the Board</p> <p>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.</p> <p>4.7 Other staff will be appointed as required to enable the company to conduct its business effectively</p>	<p>Existing 4.6 deleted (Other changes make 4.6 redundant - see new clause 10 below)</p>

	<p>staff.</p> <p>4.8 Other staff will be appointed as required to enable the company to conduct its business effectively</p> <p>4.9 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.</p>	<p>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.</p>	
10	<p><b>10. Commissions, Commission Members and Advisers</b></p> <p><del>There shall be a minimum of three Commissions, Lifesaving, Lifesaving Sport and Regional that shall meet at least twice a year. At least one meeting per year should be face to face, but other meetings may be held by video conference or teleconference. A Commission member may join a face to face meeting by teleconference if required if they are unable to travel to the meeting.</del></p> <p><b>Composition</b></p> <p><del>10.1 The Commissions will comprise a Chair (The Commissioner), Vice Chair (normally elected from those on the Commission), Commission Members, who may include Chairs or representatives from Committees whose remit 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.</del></p> <p><del>10.1.1 A Trustee may attend any Commission meeting on an ex-officio basis only.</del></p> <p><del>10.1.2 The CEO may attend any Commission meeting on an ex-officio basis only.</del></p> <p><b>Roles and Responsibilities</b></p> <p><del>10.2 The Commissions shall be the technical decision making</del></p>	<p><b>10 Commissions, Commission Members and Advisers</b></p> <p>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</p> <p><b>Composition</b></p> <p>10.1A 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.</p> <p>10.1.1 A Trustee may be a Chairman of a Commission and be a Commission member but not more than two Trustees shall be on a Commission at any one time (Alternates permitted)</p>	<p>This clause has been redrafted to create on going opportunity for a Commission but so that the Board directs the work of the Commission and recognising that the role of Commissioner no longer exists</p> <p>The new highlighted text will replace all of the existing text</p>

authority in their respective areas, carry out delegated responsibilities from the Board, and provide guidance and advice to the Board and CEO through the Commissioners who shall be members of the Management Team.

#### **Procedures for Recruitment and Election of Commissioners**

10.3 Commissioners shall be elected by the Annual General Meeting. The role and responsibilities of Commissioners are further outlined in the documents ~~'[Lifesaving, Life Saving Sport, Regional]~~

#### **Commission Structure, Roles and Responsibilities'**

10.4 If a position of Commissioner becomes vacant at any time, Commissioners can be replaced by the Board after advertising to the membership, but they must stand for election at the following Annual General Meeting.

10.5 Any person wishing to stand for election as a Commissioner 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 Commissioner's CV.

10.6 A call for nominations will be made at least 3 months before the Annual General Meeting with a closing date no later than 6 weeks before the date of the meeting.

10.7 Full details of a prospective Commissioner standing for election at the Annual General Meeting will be circulated with the notification and papers for the meeting.

10.8 The maximum term of office for a Commissioner is 3 years from the date of appointment. They may apply for a further term subject to the procedures contained in 10.5, 10.6 and 10.7 above.

#### **Procedures for the Appointment of Commission Members**

10.9 Commission members may be nominated by their Region or Club, and appointed by the Board of Trustees based on their suitability, knowledge, experience and skills for the work of the Commission to which they seek

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

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

#### **Term of a Commission**

10.5 The term of a Commission shall be determined by the Board and ratified by the members at the next convenient General Meeting or a Annual General Meeting. The term shall not be changed or a commission suspended or terminated without the approval of the members

	<p>appointment. A call for nominations will be made by the Board as required.</p> <p>10.10 Their term of office will be a maximum of 3 years from the date of appointment, at the end of which a Commission member may apply for a further term, subject to continued approval by the Board of Trustees.</p> <p>10.11 Representatives from other interested and/or relevant organisations will be invited to attend Commission meetings by the Commissioner, subject to approval by the Board.</p> <p>10.12 The Commissioner may also co-opt additional members onto the Commission to provide specific technical advice or guidance, subject to approval by the Board.</p>		
11	<p><b>11 Board sub – committees</b></p> <p><b>Disciplinary Committee</b></p> <p>11.10 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.</p> <p>11.11 This procedure also covers unacceptable behaviour under the general code of conduct and any other incidents that the Board feel may warrant investigation.</p> <p>11.12 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.</p> <p>11.13 Any member contravening any section of the Code of Conduct may be liable to disciplinary action, which</p>	<p><b>11 Board Sub -Committees</b></p> <p><b>Case Management Team</b></p> <p>11.10 The Case Management (CMT) may be formed to assess and make recommendations for 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 or innocence 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</p> <p>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)</p> <p>11.12 There will be 3 members, each of whom will be suitably experienced to deal with the case, assisted by the SLSGB SSM.</p>	<p>The Case Management Team section is a new addition and inserted into 11 with no changes to existing. The change is to align process to current practice and to bring our disciplinary process to best practice</p>

	<p>could result in expulsion from SLSGB.</p>	<p>The CMT members must be full members of SLSGB but not need to be Trustees.</p> <p>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.</p> <p>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.</p> <p>11.15 Recommendations of the CMT will be actioned by the SSM and the CEO</p> <p>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 <b>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. Any decisions required to be made by the CEO and Chairman, in their absence or failure to respond, may be made by a designated alternate who must be a Trustee</b></p> <p><b>11.17 Suspension Procedure</b></p> <p>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.</p> <p>11.17.2 The action to implement suspension will be taken by the CEO and the SSM if possible and</p>	<p>This is also new and added to recognise a clear best practice procedure</p>
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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

From this point - This is the existing 11.10 thro to 11.13 unchanged but re numbered

		<p>Code of Conduct may be liable to disciplinary action, which could result in expulsion from SLSGB.</p>	
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12	<p><b>Commissions and Committees</b></p> <p>12.12 Procedures for electronic votes within Commission and Committees shall be approved by the Commission or Committee. The <b>Commissioner</b> or Committee Chair shall be informed of all such votes and verify the outcomes.</p>	<p><b>Commissions and Committees</b></p> <p>12.12 Procedures for electronic votes within Commission and Committees shall be approved by the <b>Commission</b> or Committee. The <b>Commission</b> or Committee Chair shall be informed of all such votes and verify the outcomes.</p>	<p>Change to commission "commissioner" no longer applicable</p>
13	<p><b>13 Affiliation to SLSGB</b></p> <p>For Affiliation purposes the year shall be 1st January to 31<sup>st</sup> December. Affiliation fees fall due for payment on the 1st January. The Board shall review the fees annually.</p> <p><b>Regions</b></p> <p><b>Procedure for establishing</b></p> <p>13.1 For the purposes of administration, Regions are established by and responsible to the Board. They will normally be established in accordance with geographical boundaries.</p>	<p><b>13 Affiliation to SLSGB</b></p> <p>For Affiliation purposes the year shall be 1st January to 31<sup>st</sup> December. Affiliation fees fall due for payment on the 1st January. The Board shall review the fees annually.</p> <p><b>Regions</b></p> <p><b>Procedure for establishing</b></p> <p>13.1 For the purposes of administration, Regions are established by and responsible to the Board <b>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.</b> They will normally be established in accordance with geographical boundaries.</p>	<p>Currently the Board has no sight of Region meetings, discussions or decisions</p>