

FISH HOEK SURF LIFESAVING CLUB

CONSTITUTION

1. JURISDICTION

This Constitution, with authorised amendments, shall be binding on all members of the Club and the Committee shall have the right to take disciplinary action to enforce the observation thereof.

2. NAME

The Club shall be known as Fish Hoek Surf Lifesaving Club.

3. AFFILIATIONS

The Club shall be affiliated to;

- (a) Lifesaving South Africa (LSA)
- (b) Lifesaving Western Cape (LWC)
- (c) Lifesaving Western Province (LWP)

4. HEADQUARTERS

The headquarters shall be the clubhouse at Fish Hoek Beach.

5. OBJECTS

The objects of the Club shall be to;

- (a) study and practice the methods of surf lifesaving as taught by LSA,
- (b) minimise the loss of life through drowning by providing efficient patrols and apparatus on Fish Hoek Beach, or wherever necessary, to safe-guard the surf bathing public and to render assistance on the beach,
- (c) hold demonstrations and arrange classes of instruction to further the best interests of surf bathing and surf lifesaving,
- (d) organise and conduct competitions and social functions for the benefit of the Club in achieving the above objects,
- (e) encourage and where possible provide facilities for the instruction in the skill of swimming for all ages.

6. STATUS

Membership of the Club shall consist of;

- (a) all persons duly elected as members,
- (b) volunteers only and no member shall receive remuneration for services rendered,
- (c) amateur surf lifesavers as defined by LSA

7. NEW MEMBERS

- (a) Application of membership shall be in writing with the signed recommendation of at least two members of the Club who are in good standing.
- (b) The applications shall be signed by the applicant and if under 18 years old, by a parent or guardian.
- (c) The application shall be dealt with at the first available Committee Meeting.
- (d) The Committee may grant or deny membership of the Club without giving reasons for denying membership and will give notice of the decision to the applicant.
- (e) Any application for Active membership must include the time in which the applicant took to complete the Club Swim Test.
- (f) Membership having been granted, the new member shall be a Probationary member until the relevant Junior Lifeguard Award (JLA), Lifeguard Award(LA) or Qualifying Certificate (QC) is passed.
- (g) The JLA, LA or QC must be attempted at least once within 3 months of becoming a Probationary member and must be passed within 1 year, failing which Probationary membership will expire and all privileges of membership will cease forthwith.
- (h) An ex-member, who wishes to rejoin the Club, may, should the application be approved by the Committee, have the Entrance Fee waived, if the applicant was in good standing and had a clear record when the applicant left the Club.
- (i) All Active members with JLA or LA may be called upon by the Committee or Club Captain to pass the Club Swim Test at any time.

8. MEMBERSHIP

Membership shall consist of the following categories:

- (a) Nipper
 - i) A Nipper member is one who is between 9 and 15 years old or is within the age specification as determined by LSA from time to time.
 - ii) Nipper members do not automatically become Probationary members but must apply per clause 7.
 - iii) Nippers may make use of clubhouse facilities only during official Nipper practice times as determined by the Nipper Officer from time to time.
 - iv) Nipper members are exempt from paying the Entrance Fee by Annual Subscriptions are payable.
- (b) Probationary
 - i) All applicants for Active membership of the Club, who have been approved by the Committee, shall be known as Probationary members.
 - ii) Probationary members are subject to the Rules and Bye-laws of the Club and are required to attend duties when and where directed.
 - iii) The Entrance Fee is payable upon application for membership to the Club.
- (c) Active

- i) Active members shall consist of Senior Active members who are 18 years or older on the date determined by LSA from time to time and Junior Active members who are within the age specification as determined by LSA from time to time.
 - ii) All Active members must have passed the JLA, LA or QC and attend duties at the Beach or elsewhere on dates and at a time as may be specified by the Club Captain or Committee or duly authorised Patrol Leader.

- (d) Associate
 - i) On successful application as per clause 7a, c and d, the Associate member shall be entitled to all Club privileges but shall not be eligible to do duties on the Beach or compete in any competition run under the auspices of LSA or LWP
 - ii) The Associate member shall be eligible for election to any official position in the Club with the exception of Club Captain.
 - iii) No person under the age of 25 years shall be eligible for Associate membership unless incapacitated or for some other reason satisfactory to the Committee, is unable to apply for Active membership.

- (e) Honorary
 - i) Any interested person may be elected as Honorary member by a two-thirds majority of the Committee present at a Committee Meeting.
 - ii) Honorary members are exempt from paying Entrance Fee and Annual Subscriptions.
 - iii) Honorary membership is valid for 1 year and is renewable at the discretion of the Committee.

- (f) Life
 - i) Due notice must be given by a member or members to a meeting of the Committee that it is the intention of that member or those members to nominate a member or members for Life Membership.
 - ii) The Committee shall recommend for or against the resolution being placed before the members at an Annual General Meeting of the Club.
 - iii) Such resolution shall be carried by a two-thirds majority of those members present and entitled to vote.
 - iv) Life membership may be awarded to members who have performed a total of 10 years Active duty and are not under 25 years old, or who have completed 8 years continuous service or 10 years broken service as an official on the Committee, or Provincial Committee, or as a National Official, provided in all cases at least 6 years have been completed while as a member of the Club.
 - v) Life Membership may be awarded to members after 5 years continuous service if the member is unable to perform further Active duty for medical reasons.

- (g) Country



- i) Country membership may be granted to persons who apply for Active membership but do not reside in the Cape Peninsula or surrounding areas up to 60 kilometers from the clubhouse.
- ii) Country members shall be required to perform at least 20 hours duty per season and pass the annual JLA or LA retest.

9. BEACH DUTIES

- (a) All Active members are required to perform beach duties.
- (b) The following members are not expected to do beach duties:
 - i) Chairman
 - ii) Club Captain
 - iii) Life members
 - iv) Active members over the age of 30 years, provided that they have completed 3 years of beach duties as a member of the Club.
 - v) Active members over the age of 40.

10. MEMBERSHIP FEES

- (a) The Entrance Fee shall be determined annually by the Committee prior to the Annual General Meeting (A.G.M.) of the Club and changes to the Entrance Fee shall be ratified by a simple majority of members present and eligible to vote at the A.G.M.
- (b) The Annual Subscriptions shall be determined from time to time by the Committee and all members notified of such changes prior to 1 October each year.
- (c) The Entrance Fee shall be payable upon application for membership.
- (d) Annual Subscriptions are payable before 31 October each year and an extension may be granted by the Committee should any member find it not possible to pay by the due date and applies for such an extension, failing which all privileges of membership will cease forthwith.

11. ANNUAL GENERAL MEETING

- (a) The annual General Meeting of the Club shall be held after the A.G.M. of LWP each year.
- (b) One-third of the Active members shall form a quorum.
- (c) All members in good standing are entitled to one vote each with the exception of Nipper members and Probationary members who are not entitled to vote.
- (d) The Chairman of the meeting shall have a casting vote as well as a deliberative vote.
- (e) Notice of the A.G.M. shall be given at least 14 days prior to the date of such meeting.
- (f) Failure of any member to receive notice shall not invalidate the meeting.
- (g) Notice of amendments to the Constitution or matters to be included on the agenda of the A.G.M. must be submitted in writing to the Secretary at least 30 days prior to the A.G.M.
- (h) All voting must be by a show of hands unless the Chairman deems it necessary to vote by secret ballot.

- (i) The Chairman shall conduct the meeting in that capacity until its close notwithstanding any election that may take place during the course of the meeting.
- (j) Members absent from the A.M.G. of the Club may not appoint a proxy to vote on their behalf.
- (k) Unless otherwise specified herein, all decisions which require a vote shall be determined by a majority of votes exercised.
- (l) Nominations for Office Bearers will be called for by the Secretary 30 days prior to the date of the A.G.M.
- (m) Further nominations shall be called for at the A.G.M. as specified on the agenda.
- (n) Should any nominee be defeated, that person may be nominated during the meeting for another position.

12. OFFICERS OF THE CLUB

- (a) The Officers of the Club shall consist of;
 - i) President
 - ii) Honorary Vice President
 - iii) Chairman
 - iv) Vice Chairman
 - v) Secretary
 - vi) Treasurer
 - vii) Club Captain
 - viii) Vice Club Captain and Duty-Squad Co-ordinator
 - ix) Junior Manager \ Coach
 - x) Equipment Officer
 - xi) Club-house Manager
 - xii) Nipper Officer
 - xiii) Records Clerk
 - xiv) Education Officer
 - xv) Club Promotions Co-ordinator
 - xvi) Team Manager
 - xvii) Power Boat Officer
 - xix) Honorary Medical Advisor
 - xx) Honorary Legal Advisor
 - xxi) Honorary Auditor
- (b) No Junior may hold any official position other than Junior Manager \ Coach and no Nipper or Probationary member is eligible to hold any official position in the Club.
- (c) Nipper Sub-committee
 - i) if necessary, a sub-committee may be formed to organise and control the activities of Nipper members.
 - ii) A meeting of interested Club members will be held at least 30 days prior to the A.G.M. of the Club each year, to determine the size and composition of the sub-committee which shall be known as the Nipper sub-committee. All such members of the Nipper Sub-Committee shall become members of the Club.



- iii) The Chairman of the Nipper sub-committee shall be nominated by the Committee of the Club, to the position of Nipper Officer at the Annual General Meeting (A.G.M.) of the Club.

13. EXECUTIVE COMMITTEE

- (a) The Executive Committee of the Club shall consist of;
 - i) President
 - ii) Chairman
 - iii) Vice Chairman
 - iv) Secretary
 - v) Treasurer
 - vi) Club Captain
 - vii) Club-house Manager
 - viii) Nipper Officer
 - ix) Power Boat Officer
- (b) The Executive Committee shall have the power to co-opt additional committee members and sub-committee.
- (c) The Executive Committee shall hold office for 1 year.
- (d) A member may hold office of Chairman for 2 successive years and thereafter is eligible for re-election to this position after one year.
- (e) The Executive Committee shall meet at least once in each month.
- (f) Five shall form a quorum.
- (g) The Chairman shall have a casting vote as well as a deliberative vote.
- (h) Timely notice of Committee Meetings must be given by the Secretary.
- (i) The time and place of Committee meetings shall be determined by the Committee from time to time.
- (j) Should any member of the Executive Committee be absent from three consecutive meetings or otherwise neglect to perform duties of the position without reasonable excuse the position may be declared vacant and the Committee may elect another member to replace the member.
- (k) The highest authority in the Club shall be the Executive Committee.

14. CONDUCT OF MEMBERS

- (a) The Executive Committee may, for any period, suspend from the privileges of membership or otherwise deal with or expel any member, or employee of the Club, who violates the Rules and Bye-laws of regulations of the Club, which shall be consistent with Lifesaving South Africa's Code of Practice and Conduct, the Abuse in Sport Policy and the Sexual Harassment Policy.
- (b) No member shall consume liquor in the clubhouse or vicinity at any time other than an authorised Club function.
- (c) Junior and Nipper members are not permitted to consume liquor at any time while wearing Club colours or at any competition or function organised under the auspices of LSA, LWC or LWP.
- (d) The Executive Committee may convene a Conduct/Disciplinary Committee made up of an appointed person or persons whose task it shall be to hear and investigate formal complaints and to make recommendations to the Executive Committee.



15. SPECIAL GENERAL MEETINGS

- (a) The Secretary, on direction of the Executive Committee or on request in writing of 10 members of the Club, stating the business to be discussed, shall call a Special General Meeting of members.
- (b) 7 days notice shall be given and two-thirds of the active members shall form a quorum.

16. FINANCE

- (a) The Treasurer shall be empowered to receive and acknowledge cash on behalf of the Club.
- (b) All monies received shall be banked in the name of the Club.
- (c) All payments shall be made by cheque to be signed by two or three members of the Executive Committee to be decided at the first Committee Meeting after the A.G.M. of the Club.
- (d) Accounts must be passed for payment at Committee Meetings.
- (e) The Honorary Auditor shall be appointed at the A.G.M. to audit the books of the Club.
- (f) A copy the Annual Report and Balance Sheet shall be forwarded to LWP within one month of the A.G.M of the Club.
- (g) The financial year of the Club shall be 1 April to 31 March each year.

17. CLUB COLOURS

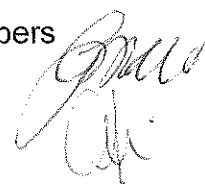
- (a) The Club colours shall be black, turquoise and white.
- (b) The Club Badge shall be an Albatross facing with outspread wings, in black and white with a turquoise background; surrounding the body of the Albatross, a lifebuoy and beneath a scroll, the words "Fish Hoek".
- (c) The Life members' Badge is to be the Club Badge with laurel leaves surrounding.
- (d) No member shall be permitted to wear the Club Badge or Club costume until notified of successful application for membership and in the case of Active members, until the JLA or LA is passed.

18. ALTERATIONS TO RULES

No alterations or additions to the Constitution can be made except at the A.G.M. of the Club or a Special General Meeting called in accordance with clause 15 hereof.

19. HONOURS AWARD

- (a) This award is for exceptional service to the Club and Lifesaving in General.
- (b) The award is to consist of an Honours Scroll added below the Life Members' Badge, a framed citation specifying the reasons for the award.
- (c) The recipient of the award need not pay Annual Subscriptions to retain this status.
- (d) Nominations for this award shall be at the discretion of the Executive Committee and shall be placed before the members at an Annual General Meeting of the Club.
- (e) Such resolution shall be carried by a two-thirds majority of those members present and entitled to vote.



20. PROVISO

In the event of an emergency not within the scope of the foregoing Rules, the Executive Committee may deal with the emergency at their discretion and their decision shall be binding on the Club.

21. INDEMNITY

The Members of the Club ratify the terms and conditions of this Constitution and their acceptance thereof, at the same time indemnifying and waiving all claims against the Club, the Committee and / or the members of both, arising from the activities of the Club and all matters incidental thereof, arising from all or any causes of any nature whatsoever.

22. DISSOLUTION OF THE CLUB

- (a) In the event of dissolution of the Club and winding up of the Club, LSA shall liquidate all the debts and liabilities of the Club and any assets that remain shall be distributed at the discretion of LSA
- (b) No assets of any kind shall be distributed amongst the members of the Club.

(signed by):

CHAIRMAN:



DATE:

24/04/2014

SECRETARY:



DATE:

24/4/14

FISH HOEK SURF LIEFSAVING CLUB

BYE-LAWS

1. Disciplinary Action and penalties for breaking the Rules and Bye-laws will be decided by three of the following: Chairman, Captain, Duty-Squad Co-ordinator, Treasurer, Equipment Officer, Clubhouse Manager, Nipper Officer.
2. The name of the offender and the action taken will be recorded under the Captain's report, in the case of Active members, and under the Nipper Officer's report, in case of the Nipper members, in the minutes of the next Committee Meeting.
3. No statement concerning the Club may be made to the Press, Radio or Television unless authorised by the Chairman or Club Captain.
4. Credit for rescues reported to the media will go to the Club, not to individuals involved.
5. Municipal Beach Regulations must be observed at all times unless official practices are in progress when red flags must be used to indicate that such practice is in progress.
6. Outside official practice times craft may be launched in front of the Clubhouse and then must be paddled / rowed directly out of the Bathing Area, in such a manner that no bathers are endangered or intimidated in any way whatsoever.
7. Training and wave-riding is to be done outside the Bathing Area and when returning to the Clubhouse through the Bathing Area every precaution must be taken not to endanger bathers in any way whatsoever.
8. Swearing and unruly behaviour is not permitted at any time, particularly in public.
9. Patrol duty times shall be from 2 p.m. to 6 p.m. on Saturdays, 10 p.m. to 6 p.m. on Sundays and Public Holidays, or as specified from LWP, LWC or LSA
10. At all times during duty hours at least four members must be alert with a minimum of one member in the look-out tower, one manning the base radio and telephone and two members patrolling together, either walking or in the I.R.B.
11. The scheduling of patrol work during duty hours is at the discretion of the appointed squad leader who is the highest authority in the duty squad.
12. All members must report for duty when scheduled to do duty and only in exceptional circumstances will leave be granted without substitute being required.
13. Duty dress as defined by LWP, LWC or LSA must be worn by all qualified duty members and these must be visible at all times when on duty, (i.e. not worn under baggies / tracksuits).

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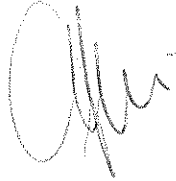
14. Any Item of duty dress as defined by LWP, LWC or LSA may not be worn unless on duty.
15. Rescue torpedo buoys, flippers and radio must be carried by walking patrols at all times.
16. All rescues are to be recorded with full details including the names and addresses of rescued people where possible.
17. All squad members are to sign on and off neatly in the duty book. Failure to do so will render an incomplete duty.
18. The Clubhouse complex is not to be abused under any circumstances.
19. Club equipment and privately owned equipment is not to be abused under any circumstances.
20. An JLA or LA member must have an JLA or LA qualified member relevant to their own Award as a substitute for duties and no more than 20 hours duty may be performed in any one season without the permission of the Club Captain.
21. The Duty-squad leader is to set the example to the rest.
22. The Club swim test shall be 400 m in the sea or pool, to be swum under 8 minutes.
23. The Duty log book and the I.R.B. log book must be completed by the Duty-Squad Leader at the end of each duty.
24. Should a member be AWOL from duty, then that member must perform the equivalent number of hours missed plus and additional 50%, on duty prior to that members next scheduled duty.
25. Should a member be AWOL from 2 consecutive scheduled duties, or fail to perform the make-up duty in terms of Bye-Law 24, then that member shall be immediately suspended from competitive activities until disciplinary action is taken in terms of Bye-Law 1.
26. Any member suspected, by the Executive Committee, of abusing the clubhouse or equipment shall be suspended from the Club until a disciplinary hearing has taken place.
27. The term "abuse", as used in Bye-Law 18, 19, 26 above shall include; theft, vandalism, unauthorised entry to any part or all of the clubhouse, unauthorised use of Club or private equipment, unauthorised duplication or distribution of clubhouse keys, and unauthorised disclosure or distribution of access codes to any or all parts of the clubhouse.
28. The Executive Committee shall have the authority to replace locks in, or access codes to, any part or all of the clubhouse without notifying members of the intended action.

Paul
OK

- 29. No member may hold a private function in the clubhouse without authority from the Executive Committee.
- 30. The Executive Committee reserves the right to charge interest on outstanding accounts.

(signed by):

CHAIRMAN:



DATE:

24/4/14

SECRETARY:



DATE:

24/4/14

ANNEXURE A

Proposed changes to constitution Sep 2014

Section 3 **AFFILIATIONS**

- a) AMENDED to read **Life Saving South Africa (L.S.A)**
- b) AMENDED to read **Life Saving Western Cape (L.W.C)**
- c) ADDITION to read **Life Saving Western province (L.W.P) and from her on W.P.S.L.A. to read L.W.P.**

Section 7 **MEMBERSHIPS**

- f) S.P.A.AMENDED to read **J.L.A. or L.A.** and from her on any references to be amended as such.

Section 13 **EXECUTIVE COMMITTEE**

- a) REMOVE vii) Vice Club Captain and deputy Squad Coordinator
 - viii) Equipment Officer
 - xi) Records Clerk
 - xii) Education Officer
 - xiii) Club Promotions Officer

These members are still Officers of the Club as in Section 12 point a) however are no longer Executive Members

Section 14 **CONDUCT OF MEMBERS**

14 (a) to add (bold) after 'any member , **or employee of the Club**, who violates the Rules and Bye-laws of regulations of the Club, **which shall be consistent with Lifesaving South Africa's Code of Practice and Conduct, the Abuse in Sport Policy and the Sexual Harassment Policy.**

New

14 (d) The Executive Committee may convene a Conduct/Disciplinary Committee made up of an appointed person or persons whose task it shall be to hear and investigate formal complaints and to make recommendations to the Executive Committee.

Section 16 **FINANCE**

g) AMENDED to read "The financial year of the Club shall be **1st April to 31st March each year.** (In line with L.S.A; L.W.P. and L.W.C. as defined by SASCO)

