



COMMONWEALTH DROWNING PREVENTION

THE ROYAL LIFE SAVING SOCIETY

REGULATIONS

ISSUE 8, 10 June 2020

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THE ROYAL LIFE SAVING SOCIETY REGULATIONS

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THE ROYAL LIFE SAVING SOCIETY – REGULATIONS

NOTE: The Royal Charter and the Bye-Laws shall take precedence over these Regulations.

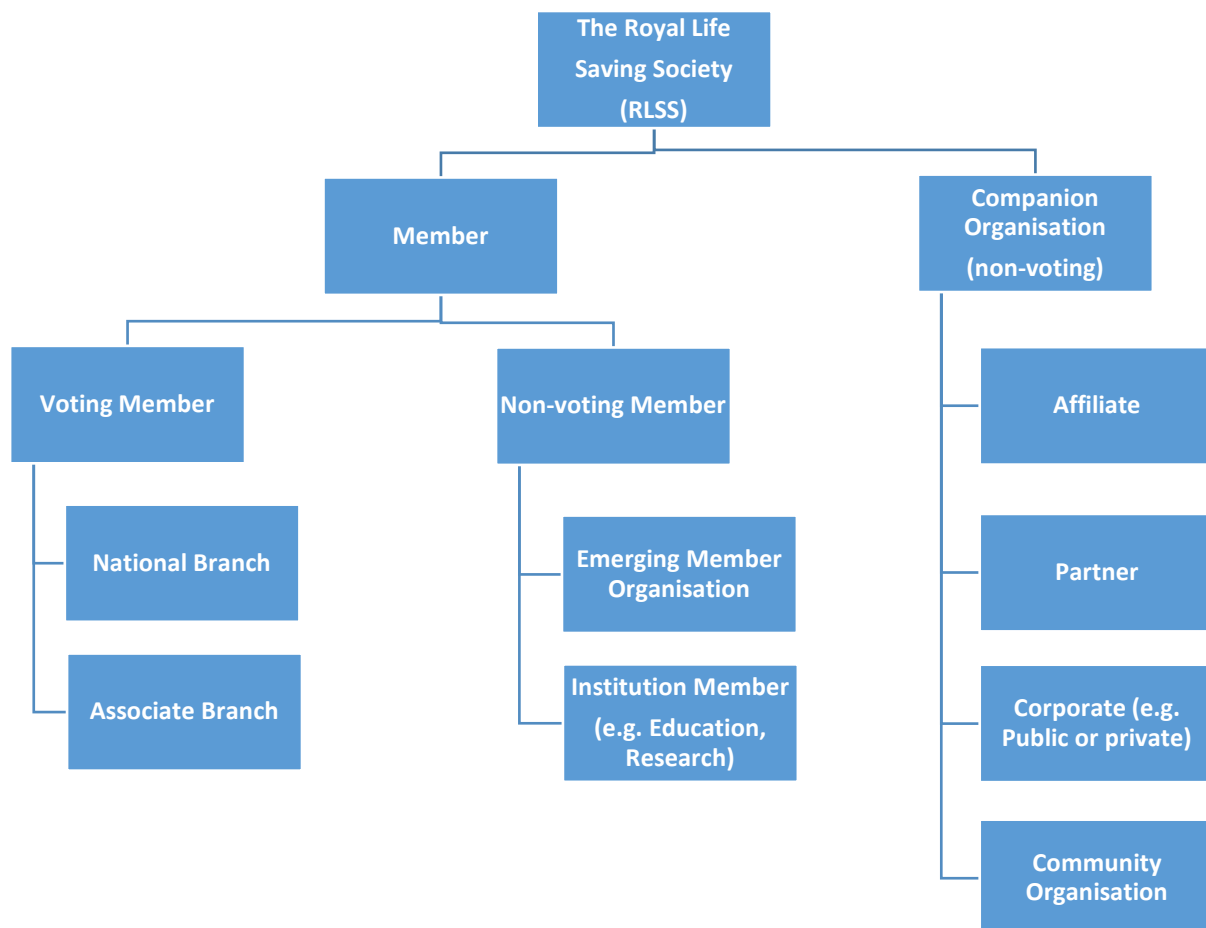
A. MEMBERS OF RLSS (Bye-Laws 3 and 7)

In sections A to D of these Regulations

Commonwealth Country means a nation currently or formerly recognised by the Commonwealth Secretariat as part of the Commonwealth

Commonwealth Territory (which expression includes Overseas Territories, Crown Dependencies, External Territories and Associated States) means an entity having a degree of self-governance and being recognised by the Commonwealth Games Federation as part of the Commonwealth

The following chart provides a diagrammatical representation of the RLSS Member and Companion Organisation structure.



Consistent with the Charter and Bye Laws of the Society there shall be at least two categories of voting Member; National Branches and Associate Branches.

1. National Branches (Bye-Law 4 refers)

1.1 A National Branch is an organisation that promotes and carries-on such activities in life saving, the elimination of drowning and their associated fields as they see fit and which are compatible with the charitable objects of the Society and that:

- a. **Government Recognition** - is known by the relevant National Government body in a Commonwealth Country as an authority on drowning prevention in that country;
- b. **Government Advice** – is in a position to be called upon by the relevant National Government for information and advice on drowning prevention and lifesaving matters;
- c. **Programmes and Activities** - has lifesaving programmes and services consistent with the teachings of RLSS;
- d. **Track record** - has demonstrated continual improvement, growth and development in lifesaving and drowning prevention of at least 6 years;
- e. **National Coverage** - is delivering lifesaving and drowning prevention programmes and services throughout the relevant Commonwealth Country;
- f. **Not-for-profit organisation** - is a not-for-profit organisation that is properly so recognised in the relevant country; e.g. all surpluses put towards the objects and no Director or Trustee receives remuneration;
- g. **Organizational Governance** - its governance and operation are consistent with the principles as provided in Regulation B, section 1; Principles of Membership
- h. **Leadership** - has a President or Chairperson elected by the Board or by the membership;
- i. **Organization Reach** - has a distributed system of lifesaving delivery that may include clubs or sub-branches in counties/states/provinces/regions/cities/towns;
- j. **International Engagement** - is able to be engaged and interact with other countries in lifesaving and drowning prevention;
- k. **Resources For Participation** - has the resources to participate in and contribute to the Commonwealth Council and the Advisory Committee of Presidents; and
- l. **Commonwealth Resource Commitment** - has the resources to participate in and contribute to RLSS Committees (in particular by electronic means) and/or has contributed to RLSS Committees.

1.2 There shall only be one Branch (National or Associate) in any one Commonwealth Country.

1.3 Major Contributing National Branches

- a. A Major Contributing National Branch is a National Branch that makes financial contributions of equal portions towards the maintenance of RLSS head office administration that is approved by the Board from time to time. All National Branches shall have the right to become Major Contributing National Branches.
- b. A Major Contributing National Branch shall have the right to appoint a Trustee to the Board for as long as it remains a Major Contributing National Branch.
- c. At the commencement of these Regulations this shall include United Kingdom, Canada and Australia.

1.4 Sub-Branches

- a. Provided that organisational integrity, quality and intellectual property rights are ensured a Member Branch has the right to authorise the use by sub-branches of the 'Royal' title, RLSS logo and Bronze Medallion, as described above.
- b. RLSS will hold the Member Branch responsible for the conduct of its sub-branches and adherence to membership principles and requirements.

2. Associate Branches (Bye-Law 7 refers)

2.1 An Associate Branch is an organisation that promotes and carries-on such activities in life saving, the elimination of drowning and their associated fields as they see fit and which are compatible with the charitable objects of the Society and that:

- a. **Government Recognition** - is working towards recognition by the relevant National Government body in a Commonwealth Country as an authority on drowning prevention in that country;
- b. **Government Advice** – may be called upon by the relevant National Government for information and advice on drowning prevention and lifesaving matters;
- c. **Programmes and Activities** – may have their own lifesaving programmes and services or may use those of another RLSS member; either of which is consistent with the teachings of RLSS;
- d. **Track record** - has demonstrated continual improvement, growth and development in lifesaving and drowning prevention of at least 3 years;
- e. **National Coverage** – has the ability to deliver lifesaving and drowning prevention programmes and services throughout most of the relevant Commonwealth Country;
- f. **Not-for-profit organisation** - is a not-for-profit organisation that is properly so recognised in the relevant country; e.g. all surpluses put towards the objects and no Director or Trustee receives remuneration;
- g. **Organizational Governance** - its governance and operation are consistent with the principles as provided in Regulation B, section 1; Principles of Membership
- h. **Leadership** - has a President or Chairperson elected by the Board or by the membership;
- i. **Organization Reach** – may have a distributed system of lifesaving delivery that may include clubs or sub-branches in counties/states/provinces/regions/cities/towns; and
- j. **Resources For Participation** - has the resources to participate in and contribute to the Advisory Committee of Presidents;

2.2 There shall only be one Branch (National or Associate) in any one Commonwealth Country.

2.3 Those Branches (other than National Branches) that have been recognised as Members as at the date of these Regulations shall be recognised as Associate Members and will retain that recognition until a date three years from the first adoption of these Regulations at which stage they need to comply with the criteria contained in section 2.1 to enable them to continue with recognition in that category.

2.4 Sub-Branches

- a. Provided that organisational integrity, quality and intellectual property rights are ensured a Member Branch has the right to authorise the use by sub-branches of the 'Royal' title, RLSS logo and Bronze Medallion, as described above.
- b. RLSS will hold the Member Branch responsible for the conduct of its sub-branches and adherence to membership principles and requirements.

3. Additional Classes of Members (Bye-Law 7 refers)

3.1 In accordance with Bye-Law 7, the Board may establish additional classifications of membership as it sees appropriate from time to time to further the work of the Society. Further, and in accordance with Bye-Law 8 the admission criteria and procedures and the rights, duties and obligations of members and the provisions for the termination of such membership shall be prescribed in these Regulations.

3.2 When considering additional classes of membership, the Board shall ensure the member admission criteria and procedures as outlined in these Regulations are consistently applied.

4. Non-Voting Members

There shall be two categories of non-voting member; Emerging Member Organisation and Institution Member.

4.1 Emerging Member Organisation

- a. An Emerging Member Organisation is an organisation that is relatively new and/or is evolving in its lifesaving work promoting and conducting such activities in life saving, the elimination of drowning and their associated fields as they see fit and which are compatible with the charitable objects of the Society and that:
 - i. **Government Recognition** - is working towards recognition by the relevant National Government body in a Commonwealth Country or Commonwealth Territory as an authority on drowning prevention in that country;
 - ii. **Government Advice** – may be called upon by the relevant National Government for information and advice on drowning prevention and lifesaving matters;
 - iii. **Programmes and Activities** – may have their own lifesaving programmes and services or may use those of another RLSS member; either of which is consistent with the teachings of RLSS;
 - iv. **Coverage** – has the ability to deliver lifesaving and drowning prevention programmes and services in multiple towns, cities or regions of the relevant Commonwealth Country or Commonwealth Territory;
 - v. **Not-for-profit organisation** - is a not-for-profit organisation that is properly so recognised in the relevant country; e.g. all surpluses put towards the objects and no Director or Trustee receives remuneration;
 - vi. **Organizational Governance** - its governance and operation are consistent with the principles as provided in Regulation B, section 1; Principles of Membership
 - vii. **Leadership** - has a President or Chairperson elected by a Board or by the membership;
 - viii. **Organization Reach** – may have or have plans for a distributed system of lifesaving delivery that may include clubs or sub-branches in counties/states/provinces/regions/cities/towns.
- b. There shall only be one Emerging Member Organisation in any one Commonwealth Country or Commonwealth Territory. An Emerging Member Organisation cannot exist where there is a member branch nor can they be a branch or sub-branch in a county, state, province, region, city or town of an existing National Branch or Associate Branch.
- c. The Emerging Member Organisation will be both encouraged and assisted to become a voting member of the RLSS on achieving the requirements as outlined in Regulations A, B and C within a period of ideally three year and up to a maximum five years from joining. Where the Emerging Member has no interest in becoming a voting member and should they wish to retain a connection with RLSS they will become a Community Organisation under the Companion Organisation Category.
- d. An Emerging Member Organisation shall have:
 - i. a clear understanding they need to aspire to be experts in drowning prevention in their country;
 - ii. support from RLSS to encourage them to become an Associate Branch
 - iii. access to any development programmes and funding, small grants, development workshops and the Festival of Lifesaving; and

- iv. a revocable license giving access to use the RLSS Member logo in accordance with the RLSS Brand and Identity guidelines.
- e. An Emerging Member Organisation is a member of the RLSS Family but has no voting rights
- f. An Emerging Member Organisation shall pay an annual contribution, if any, as determined by the Board.

4.2 Institution Member

- a. An Institution Member is an educational and/or research and/or professional and/or a special-purpose organisation that promotes, carries-on and/or supports such activities in life saving, the elimination of drowning and their associated fields as they see fit and which are compatible with the charitable objects of the Society and that:
 - i. **Commonwealth Country** - shall be from a Commonwealth Country and/or a Commonwealth Territory;
 - ii. **Government Recognition** - is registered and/or is recognised by the relevant Government body in a Commonwealth Country or Commonwealth Territory
 - iii. **Drowning Prevention Mission** - the objects are consistent with the objects of the Society and have drowning prevention as a part of its program activities;
 - iv. **Not For profit** - may be a profit making or a not-for-profit organisation in its own country;
 - v. **International Engagement** - currently or is able to contribute to lifesaving and drowning prevention internationally;
 - vi. **Track Record** - has a track record of humanitarian and/or lifesaving and/or drowning prevention activity (e.g. research, advocacy, public education and programme delivery);
 - vii. **Member Fee** - shall pay an annual fee, if any, as prescribed from time to time by the Board
- b. There shall be any number of Institution Members as approved by the Board.
- c. Prior to approval of an in-country Institution Member, the Board shall have notified and gained approval of the National Branch or Associate Branch in that country.
- d. The Institution Member is a member of the RLSS Family, but has no voting rights.

B. MEMBER ADMISSION CRITERIA AND PROCEDURES (Bye-Laws 6 and 8)

1. Principles of Voting Membership

When considering applications for voting membership of the Society the Board of Trustees shall first consider if the applicant's governance and operation is consistent with the following principles.

- a. **Purpose** – Shall have as its primary role and objectives water safety, drowning prevention and/or lifesaving activities.
- b. **RLSS Values** – Shall commit to the RLSS values as stated in the Society strategic action plan, or other relevant document from time to time.
- c. **Sustainability** - Shall be established with a track record and apparently sustainable
- d. **Governance** - Shall demonstrate compliance with the following key principles of good governance
 - i. The Purpose and Objects of a RLSS Member should include a humanitarian cause in an aquatic context; for example, drowning prevention, lifesaving, water safety or the like.
 - ii. The RLSS Member shall have a Governing Document (e.g. Constitution, Bye-Laws or Rules) that describes the organisation's governance and operation.
 - iii. The RLSS Member shall have a Board / Committee of Management that:

1. has a role in approving the organisation's vision, purpose and strategies;
 2. comprises an appropriate number of suitable persons with relevant and diverse skills and who as required shall disclose conflicts of interest;
 3. for National Branches, has both male and female genders represented;
 4. has a majority of whom are elected by the membership;
 5. is accountable to the organisation's members as a whole;
 6. must act in the best interests of the organisation; and
 7. has members which exercise independent judgement and provide independent oversight of management.
- iv. The RLSS Member shall be a not-for-profit organisation where all surpluses are directed towards the humanitarian purpose.
 - v. The RLSS Member shall comply with the Royal Charter, By Laws, Regulations and relevant local laws.
 - vi. The RLSS Member shall have a revocable licence to utilise appropriately in accordance with the RLSS Brand and Identity Guidelines the Royal Title and RLSS logo.
- e. **Membership Diversity** - Shall recognise and respect the diversity of membership of the Society and be open to exchanging information and collaborating with other RLSS member organisations.
 - f. **Cultural Diversity** - Shall reflect the diversity of their respective countries and embrace all cultures, races and religions
 - g. **Commonwealth Core Values** - Shall commit to the core values and principles of the Commonwealth Charter 2013, in particular the following.
 - i. Democracy
 - ii. Human Rights
 - iii. Tolerance, Respect And Understanding
 - iv. Freedom Of Expression
 - v. Rule Of Law
 - vi. Good Governance
 - vii. Sustainable Development
 - viii. Protecting The Environment
 - ix. Access To Health, Education, Food And Shelter
 - x. Gender Equality
 - xi. Importance Of Young People In The Commonwealth
 - xii. Recognition Of The Needs Of Small States
 - xiii. Recognition Of The Needs Of Vulnerable States
 - xiv. The Role Of Civil Society
 - h. Commonwealth of States – In the event that the country of a RLSS Member is suspended from the Commonwealth, or a Territory from the Commonwealth Games Federation (CGF), RLSS while supporting the Member Branch will also endeavour to be consistent with the Commonwealth. RLSS will seek advice and guidance from the Commonwealth Secretariat, or the CGF as appropriate, in consultation with the Member Branch.

2. Application Procedures for RLSS Membership

2.1 Organisations wishing to become a Member of RLSS should complete and submit a RLSS membership application form along with a covering letter on their letterhead setting out their request to become a member. They should also submit the following information:

- a. Proof of recognition as a legal entity in a Commonwealth Country or Commonwealth Territory (National and Associate Branches);
- b. The most recent annual activity report;

- c. The most recent audited accounts (National and Associate Branches). A satisfactory statement of accounts may be accepted in lieu of audited accounts);
- d. The Governing Document (e.g. Constitution, Bye-Laws or Rules) or founding document of the organisation;
- e. A statement that:
 - i. confirms the organisation's commitment to RLSS values, and how the organisation promotes and implements these values, including information about any RLSS-related activities recently undertaken by the organisation;
 - ii. sets out any other governmental organisations or agencies to which the organisation is accredited and/or affiliated and/or recognised (copies of relevant official documents/certificates should be provided);
 - iii. sets out how the organisation is governed, including a full list of all office bearers, their individual contact details (privacy respected), their designations and country of nationality; and
 - iv. includes a list of the geographic areas or regions in their country (e.g. State, Territory, Province, City or Town) in which the organisation is active and/or has members/affiliates.
 - v. includes any relevant social media information such as web site and Facebook addresses.

2.2 The Board shall annually, based on the budget submission, make a proposal to all Branches of the contributions to the management and development of the Society that it considers fair and reasonable for the coming year.

2.3 Applications for membership are reviewed by the Board.

2.4 The Commonwealth Council shall approve or disapprove any application for National Branch membership of the Society.

2.5 The Board shall approve or disapprove any application for Associate Branch membership, non-voting member or status as a Companion Organisation provided that before granting status to an organisation based in a Commonwealth Territory the Board will first notify the National Branches for the region in which the Commonwealth Territory is situated and any existing Member in the controlling state of the Commonwealth Territory.

3. Provisional Membership

- a. Membership will be conferred initially for a provisional period of two years.
- b. The provisional member organisation shall be provided with a mentor National Branch to guide their development within the Society.
- c. The provisional member organisations will be requested to submit annual activity reports to the RLSS Headquarters who will present them to the Board.
- d. Upon satisfactory performance over the provisional period full membership will be conferred.
- e. Should an RLSS Member be unable to comply with the requirements of membership, either through self-assessment or a review of the Board, they may apply to the Board to have their membership made provisional for a term of up to three years to enable them to review their governance and/or operation with support and guidance from the Society.

4. Membership Review

The Board may review the status of any RLSS Member at any time and for any reason, stated or private. This review would include an appraisal of operations and especially the way the member organisation has contributed to the Society's objectives, amongst other issues. If a member organisation is not complying with the membership criteria, the Board shall provide guidance and support to the member organisation to ensure compliance.

5. Membership Suspension and Exit

- a. Subject to the Royal Charter and Bye-Laws a RLSS Member having paid all arrears of fees payable to the Society, if any, may withdraw from membership by giving notice in writing of such withdrawal to the Society's Deputy Commonwealth President;
- b. The Board reserves the right to review the status of any organisation at any time, if it considers the organisation to be in breach of the provisions of the Royal Charter, Bye-Laws or these Regulations, or of the fundamental values and principles of the Society and the Commonwealth Charter;
- c. The Board may opt to recommend to the Commonwealth Council to suspend or withdraw the membership status of a National Branch;
- d. The Board may opt to suspend or withdraw the membership status of an Associate Branch or the status of a Companion Organisation.

6. Suspension and Termination

- a. Membership of the Society may be suspended or discontinued upon breach of any clause of the Royal Charter, Bye-Laws or Regulations, including, but not limited to the failure to pay any monies owed to the Society, or any resolutions or determinations made or passed by the Board or the Commonwealth Council.
- b. All disciplinary matters will in the first instance be referred to the Membership Committee who will make a decision and inform the Member Branch and also the Board.
- c. Membership shall not be suspended or discontinued under this Regulation without the Board first giving the RLSS Member in question the opportunity to explain the breach and/or remedy the breach.
- d. Where an RLSS Member fails, in the Board's view, to adequately explain or remedy the breach:
 - a. In the case of a National Branch, that Member's membership shall be suspended until a duly constituted meeting of the Commonwealth Council can be convened for the purpose of considering the breach or absence of remedy of the breach.
 - b. In the case of an Associate Branch, the decision of the Board shall stand.
 - c. In the case of non-voting members and Companion Organisations, the decision of the Board shall stand.
- e. Membership which has been suspended or discontinued under this Regulation may be reinstated:
 - a. for a National Branch, at the discretion of the Commonwealth Council;
 - b. For an Associate Branch, at the discretion of the Board and
 - c. For a non-voting member or a Companion Organisation, at the discretion of the Board.
- f. An RLSS Member which ceases to be an RLSS Member shall forfeit all right in and claim upon the Society and its property and any licences for the use of RLSS Imagery or RLSS material will be revoked.

- g. If a Lifesaving Organisation who has had their membership suspended continues to utilise the 'Royal' title, RLSS Logo, Bronze Medallion or claims membership to RLSS, further follow up action will be taken informing the respective government of the country/nation of the branch, and the respective High Commissioners that the Lifesaving Organisation is no longer a Member Branch of RLSS and has lost all rights associated with membership to RLSS.
- h. Membership fees or contributions paid by the discontinued Member for the relevant year will not be refunded to the Member upon discontinuance. The name of such RLSS Member shall be removed from the Register of Members.
- i. Should a RLSS Member be suspended or expelled by any other organization of which they are a member or cease to be registered in their respective country then they shall immediately have their membership of the Society suspended until such time as an investigation by the Society is completed.

C. MEMBER RIGHTS, DUTIES AND OBLIGATIONS (Bye-Law 6)

1. Benefits/Rights of Membership to the Society

1.1 The following benefits shall be available to voting Member Branches:

- a. A revocable licence giving access to RLSS Brand and use of the copyrighted RLSS logo (imagery) for use within their local jurisdiction in accordance with the RLSS Brand and Identity Guidelines;
- b. Access to the members' only section of the RLSS web site;
- c. Access to lifesaving resources and water safety standards;
- d. Access to RLSS Honours, Awards and Small Grants (criteria dependent); and
- e. A revocable licence giving access to RLSS information materials (e.g. posters, pamphlets etc.) as well as any other newsletters and publications that are freely available. Wherever possible, this information will be made available electronically, although hard copies may be provided to organisations specifically requesting it.
- f. National Branch members shall be invited to attend meetings of the Commonwealth Council and the Advisory Committee of Presidents.
- g. Associate Branch members shall be invited to attend meetings of the Advisory Committee of Presidents
- h. All Member Branches may apply to be registered to participate in certain RLSS events following receipt of a formal invitation.
- i. The right to bid to host RLSS events.

1.2 The following benefits shall be available to non-voting Members:

- a. A revocable licence giving access to RLSS Brand and use of the copyrighted RLSS logo (imagery) for use within their local jurisdiction in accordance with the RLSS Brand and Identity Guidelines;
- b. Access to the members' only section of the RLSS web site; and
- c. A revocable licence giving access to RLSS information materials (e.g. posters, pamphlets etc.) as well as any other newsletters and publications that are freely available. Wherever possible, this information will be made available electronically, although hard copies may be provided to organisations specifically requesting it.
- d. All Member Branches may apply to be registered to participate in certain RLSS events following receipt of a formal invitation.

2. Responsibilities and Obligations

2.1 All Member organisations have continuing responsibilities, both to maintain the credibility that was exhibited at the initial application stage and to operate within the spirit and letter of the Society. Member organisations are expected to:

- a. Respect, endorse and promote the objects, values and principles of the Society as provided in the Royal Charter;
- b. Comply with the Bye-Laws and Regulations of the Society;
- c. Promote democracy and good governance, human rights and the rule of law, gender equality and member safeguarding;
- d. Promote and protect the good name of the Society and contribute to its high reputation;
- e. Conduct themselves with integrity and to high professional standards;
- f. Actively promote and deliver lifesaving and drowning prevention programmes and services to its members and to the local communities in which it operates;
- g. Submit reports annually on their activities and audited accounts for the attention of the Board of the Society;
- h. Notify RLSS Headquarters of any significant changes in the organisation;
- i. Provide the RLSS Headquarters with a named point of contact to whom any enquiries may be directed;
- j. Respond promptly to any requests for information from the RLSS Headquarters; and
- k. Pay the appropriate RLSS contribution or membership fee as set by the Board, if any.
- l. Payment of the appropriate RLSS contribution or membership fee by a Third Party will be accepted in the full amount and the name of the payee must be declared.

2.2 Some Members may seek or be asked to operate outside their normal jurisdiction for commercial or humanitarian reasons. The following provisions will apply to those situations.

- a. RLSS Members will not seek or agree to compete in the area of another RLSS Member
- b. RLSS Members will assist other RLSS Members where the capacity and resources of the assisting Member permit and also where there is a request from and a willingness to receive assistance by the receiving Member or Companion Organisation.
- c. RLSS Members who propose to have a representative(s) travel to a country to assist in lifesaving development:
 - i. Where there is already a RLSS Member or Companion Organisation should seek approval from the in-country RLSS Member or Companion Organisation if they can assist that person making the enquiry; or
 - ii. Should offer to assist the in-country RLSS Member or Companion Organisation in the provision of assistance thereby developing capacity or enhancing the skills of the in-country RLSS Member or Companion Organisation.
- d. Nothing in these Regulations will prevent RLSS Members competing in non-Commonwealth countries
- e. Where there is a difference of opinion on any cross-border lifesaving development activity the RLSS Deputy Commonwealth President or his/her delegate shall mediate.
- f. Where RLSS is hosting or facilitating an event it will do its best to consult relevant Member Branches before selecting delegates or appointing presenters, facilitators or other officials.

D. COMPANION ORGANISATIONS IN DROWNING PREVENTION

1. Affiliates

- a. The Society shall affiliate organisations that promote, carry on and/or support such activities in life saving, the elimination of drowning and their associated fields as they see fit and which are compatible with the charitable objects of the Society and that:
 - i. **Commonwealth Country** - shall be from a Commonwealth Country and/or a Commonwealth Territory. An Affiliate cannot be a branch or sub-branch in a county/state/province/region/city or town of an existing National Branch or Associate Branch;
 - ii. **Government Recognition** - is registered and/or is recognised by the relevant Government body in a Commonwealth Country or Commonwealth Territory
 - iii. **Drowning Prevention Mission** – the objects are consistent with the objects of the Society and have drowning prevention as a part of its Mission and program activities;
 - iv. **Not For profit** – an Affiliate may be a profit making or a not-for-profit organisation in its own country;
 - v. **International Engagement** - currently or is able to contribute to lifesaving and drowning prevention internationally;
 - vi. **Track Record** - has a track record of humanitarian and/or lifesaving and/or drowning prevention activity (e.g. research, advocacy, public education and programme delivery);
 - vii. **Affiliate Fee** – shall pay an annual fee, if any, as prescribed from time to time by the Board
- b. There shall be any number of Affiliates as approved by the Board.
- c. Prior to approval of an in-country Affiliate, the Board shall have notified the National Branch or Associate Branch in that country.
- d. The Affiliate shall have no voting rights and is unable to attend any meetings of the RLSS unless so invited by the Deputy Commonwealth President or his/her delegate.

2. Partners

- a. The Board shall collaborate and/or join with Partners to promote and deliver drowning prevention and lifesaving internationally;
- b. The criteria, including the term, for such collaboration shall be as determined from time to time by the Board

3. Community Organisations

3.1 A Community Organisation is an organisation that is evolving in its lifesaving work promoting and conducting such activities in life saving, the elimination of drowning and their associated fields as they see fit and which are compatible with the charitable objects of the Society and that:

- a. **Programmes and Activities** – may have their own lifesaving programmes and services or may use those of another RLSS member; either of which is consistent with the teachings of RLSS;
- b. **Coverage** – has the ability to deliver, either on their own or with support from another RLSS member, lifesaving and drowning prevention programmes and services in the town, city or region in which they are based in the relevant Commonwealth Country or Commonwealth Territory;
- c. **Not-for-profit organisation** - is a not-for-profit organisation that is properly so recognised in the relevant country or territory; e.g. all surpluses put towards the objects and no Director or Trustee receives remuneration;

- d. **Organizational Governance** - its governance and operation are consistent with the principles as provided in Regulation B, section 1.

3.2 There shall be any number of Community Organisations in any one Commonwealth Country or Commonwealth Territory.

3.3 The RLSS shall not normally separately recognise a Community Organisation in a Country or Territory where a National or Associate Branch or an Emerging Organisation currently exists. A Community Organisation cannot be a branch or sub-branch in a county/state/province/region/city or town of an existing National Branch or Associate Branch. In the event an application from a potential Community Organisation in such a Country or Territory is received the Board of Trustees will give careful consideration to it including consulting the existing Branch or Emerging Organisation and seeking to facilitate collaboration.

3.4 A Community Organisation shall have:

- a. a clear understanding they need to aspire to be experts in drowning prevention in their country;
- b. access to any development programmes and funding, small grants, development workshops and the Festival of Lifesaving; and
- c. a revocable license giving access to use the RLSS Companion Organisation logo for use within their local jurisdiction in accordance with the RLSS Brand and Identity guidelines.
- d. a revocable licence giving access to RLSS information materials (e.g. posters, pamphlets etc.) as well as any other newsletters and publications that are freely available. Wherever possible, this information will be made available electronically, although hard copies may be provided to organisations specifically requesting it.

3.5 A Community Organisation is an organisation connected with the RLSS Family and has no voting rights.

E. OFFICERS (Bye-law 9)

1. The Officers of The Society are:

- a. Commonwealth President
- b. Deputy Commonwealth President
- c. Treasurer

2. Functions of the Officers

a. Commonwealth President

The Commonwealth President shall:

- i. Be such person as from time to time accepts that office on the request of the Commonwealth Council
- ii. Provide leadership of the Society
- iii. Liaise with the Patron on behalf of the Society
- iv. Preside over all meetings of the Commonwealth Council

b. Deputy Commonwealth President

Recruitment:	<p>Appointed by the Commonwealth Council and the Commonwealth President, in consultation with the Board of Trustees.</p> <p>Nominations are accepted on the understanding that reasonable and appropriate expenses will be reimbursed within approved budgets.</p>
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	<p>There shall be an open call for nominations. Member Branches will be advised of any local nominations for relevant input.</p> <p>The Deputy Commonwealth President is to be appointed on the following criteria:</p> <p><i>Essential</i></p> <ul style="list-style-type: none"> - Knowledge of UK Charity Commission - Meets the Requirements of a Trustee as defined by the UK Charity Commission - Familiarity with RLSS and the Commonwealth - Strong communication skills - Unquestionable interpersonal skills and ethical principles - Ability to plan and prioritize workloads - Awareness of Regional Issues - Evidence of experience in International Lifesaving and/or drowning prevention <p><i>Desirable</i></p> <ul style="list-style-type: none"> - Understanding of challenges faced in serving a diverse international membership - International NGO experience - Successful advocacy to senior levels of government
<p>Term of Office:</p>	<p>The term of office for Deputy Commonwealth President shall be a 4-year period with a maximum 2 consecutive terms. In exceptional circumstances the term of office for the Deputy Commonwealth President may be extended for one additional two-year term by unanimous approval of the Commonwealth President and the Commonwealth Council.</p> <p>The term of office for the Deputy Commonwealth President shall be nominated and appointed in an odd numbered year as determined by the Board, and not in the same year as the Treasurer.</p>
<p>Responsible to:</p>	<p>Commonwealth Council, Board of Trustees and Commonwealth President</p>
<p>Personnel Supervisory Responsibility:</p>	<p>RLSS Senior Staff Member(s)</p> <p>Portfolio Directors</p>
<p><i>Roles and Responsibilities</i></p> <ul style="list-style-type: none"> • Trustee of the Society • Chair meetings of the Board of Trustees (Board) and the Advisory Committee of Presidents • Act as Deputy for the Commonwealth President at functions where the President is unable to attend • Liaise with the Patron on behalf of the Society • Provide strategic leadership ensuring that the Society progresses towards its Visions as it delivers on the Mission, Values and Strategic Aims of the Society • Provide leadership and support to RLSS volunteers and staff • Manage real and perceived conflicts of interest within RLSS • Raise awareness of the Society and its contributions to reducing the global burden of drowning across the Commonwealth • Ensure that the Society is appropriately represented at key meetings and functions, including but not limited to: <ul style="list-style-type: none"> - International Life Saving Federation (ILS) Board Meetings and General Assembly - RLSS Commonwealth Lifesaving Championships 	

- Commonwealth People’s Forum (in conjunction with CHOGM)
- World Conference on Drowning Prevention

c. Treasurer

Recruitment:	<p>Appointed by the Commonwealth Council in consultation with the Board of Trustees.</p> <p>Nominations are accepted on the understanding that reasonable and appropriate expenses will be reimbursed within approved budgets.</p> <p>Member Branches will be advised of any local nominations for relevant input.</p> <p>The Treasurer is to be appointed based on the following criteria:</p> <p><i>Essential</i></p> <ul style="list-style-type: none"> - Meets the Requirements of a Trustee as defined by the UK Charity Commission - Significant financial management experience - Understanding of income generation needs and challenges in the not for profit sector - Understanding of the voluntary sector and working in a low resourced, not for profit organisation <p><i>Desirable</i></p> <ul style="list-style-type: none"> - Knowledge of RLSS Commonwealth - Knowledge of the Commonwealth - Knowledge of UK Charity Commission - Understanding of challenges faced in serving a diverse international membership - Lifesaving/drowning prevention related experience - International NGO experience - Proven not for profit income generation experience - Successful advocacy to senior levels of government
Term of Office:	<p>The term of office for the Treasurer shall be a 4-year period with a maximum 2 consecutive terms.</p> <p>The term of office for the Treasurer shall be nominated and appointed in an odd numbered year as determined by the Board, and not in the same year as the Deputy Commonwealth President.</p>
Responsible to:	Commonwealth Council and Board of Trustees
Personnel Supervisory Responsibility:	RLSS Headquarters Staff with regard to financial matters
<p><i>Roles and Responsibilities</i></p> <ul style="list-style-type: none"> • Trustee of the Society • Provide Leadership to the Organisation • Chair and lead the Business Development Committee (BDC) which has responsibility for developing and monitoring RLSS budget, developing and driving the RLSS income generation strategy, recommending operational, personnel and financial policies and procedures, exploring avenues for funding applications to support the work of RLSS. • Oversee the preparation of annual budgets, Annual Report, monthly cash flow statements and annual financial statements 	

- Support RLSS Headquarters on all financial matters and to be aware of any conflict of interest
- Provide guidance and support on the delivery of the strategic aims of the Society, in particular those related to BDC areas of responsibility.
- Act in a high profile position, raising awareness of the Society across the Commonwealth
- Makes recommendation to Board on the appointment of the Independent Financial Examiner (Auditor) on an annual basis.
- Where possible, attend and/or represent RLSS at relevant national and international events.

F. COMMONWEALTH COUNCIL (Bye-Laws 10 to 19)

The composition and functions of the Commonwealth Council are as provided in Bye-Laws 10 to 19.

G. BOARD OF TRUSTEES (Bye-Laws 20 to 32)

In accordance with Bye-Laws 20 to 32 this Regulation sets out the period of office and the manner of election, appointment or co-option and vacation of office of the Board of Trustees (Board).

1. Composition, Roles and Responsibilities of the Board of Trustees – Terms of Reference

<p>Composition:</p> <p>NB: Board Members are the Board of Trustees of the Society and therefore all members are Trustees of the Society</p>	<p>BOARD OF TRUSTEES</p> <p>The Board of Trustees shall comprise the following persons.</p> <ul style="list-style-type: none"> • <u>Deputy Commonwealth President</u> • <u>Treasurer</u> • <u>Up to 9 Regionally Elected Trustees</u> <p>There shall be a maximum of three Trustees elected from each of the following regions:</p> <ul style="list-style-type: none"> - Europe/Africa - Americas - Asia Pacific <p>In each case a Major Contributing National Branch shall have priority election for that region. The number of Regionally Elected Trustees shall be the remaining number after Major Contributing National Branch Trustees are appointed.</p> <p>There shall only be one Regionally Elected Trustee from any one Member Branch.</p> <ul style="list-style-type: none"> • <u>Appointed Trustees</u> <ul style="list-style-type: none"> ○ One Youth Trustee. ○ Up to two additional Trustees may be appointed by the Board, in consultation with the Commonwealth Council. • <u>Advisors to the Board of Trustees (non-voting)</u> <p>The Board has the ability to co-opt advisors on particular issues for time limited durations.</p> <ul style="list-style-type: none"> • <u>Observers to the Board of Trustees (non-voting)</u> <p>The Business Development Committee members shall attend as ex-officio and non-voting observers to the Board of Trustees.</p>
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	The Board may have additional observers at its meeting at the discretion or invitation of the Deputy Commonwealth President.
Trustee requirements:	<p><i>Term of Office</i></p> <ul style="list-style-type: none"> • The term of office for Regionally Elected Trustees will be for a 2 year period with a maximum 4 consecutive terms – consecutive terms to be first endorsed by the Member Branch. • The term of office for Appointed Trustees shall be for a 2 year period with a maximum 4 consecutive terms. • The term of office for the Appointed Youth Trustee shall be two years with a maximum of 2 terms. Youth Trustees may be re-appointed for a maximum of one two year term after they reach the age 29 years. <p><i>Diversity</i></p> <ul style="list-style-type: none"> • The Board shall reflect diversity in its membership, and specifically, at all times, the Board shall be made up of no fewer than 2 of any one gender.
Recruitment of Trustees:	<p><u>Regionally Elected Trustees</u></p> <p><i>Nominations</i></p> <p>The Major Contributing National Branches shall nominate an appropriately experienced, knowledgeable and skilled person to be a Trustee of RLSS.</p> <p>The number of Regionally Elected Trustees shall be up to the remaining number after Major Contributing National Branch Trustees are appointed.</p> <p>Nominations for the remaining number of Regionally Elected Trustees from the respective regions of Europe/Africa, Americas and Asia Pacific shall be submitted by Member Branches from their respective regions using the RLSS Nomination Form.</p> <p>There shall only be one Nomination from each Member Branch.</p> <p>A nominee for the Youth Trustee shall be not older than 29 years at the time of his/her initial nomination. The Youth Trustee may be older than 29 years when nominating for a second consecutive term.</p> <p>RLSS Nomination Forms for Regionally Elected Trustees from the regions shall be distributed on 1 February in each second year or as otherwise determined by the Board.</p> <p>Completed nomination forms shall be returned by the last day in February in each second year or as otherwise determined by the Board.</p> <p><i>Recruitment Criteria</i></p> <ul style="list-style-type: none"> • Meets the Requirements of a Trustee as defined by the UK Charity Commission; information on which is available from the UK Charity Commission or at the following link. https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3 • Nominated by the Member Branch • Knowledge of RLSS • Knowledge of the Commonwealth of Nations and Secretariat • Awareness of Regional Issues • Experience in the governance of a volunteer led organisation • Evidence of experience in international lifesaving and/or drowning prevention

	<ul style="list-style-type: none"> • Contribute to the principles of Diversity that shall include Region, Gender and Ethnicity • Availability and ability to participate in four, two-hour Trustee Conference calls per year. Apologies to be registered with RLSS Headquarters when unable to participate in the calls. • Commitment to reading Agenda Papers and Reports, attending the scheduled meetings and actively contributing. • Availability and ability, in most instances, to respond to requests for input in 7-14 days and in critical instances within 48hrs to 4 days <p><i>Elections</i></p> <p>The nominated representative of a Major Contributing National Branch shall be considered as duly elected.</p> <p>The remaining number of Elected Trustees from respective regions of Europe/Africa, Americas and Asia Pacific shall be elected by the Member Branch Presidents or Chairpersons from their respective regions.</p> <ul style="list-style-type: none"> • If there are equal number of nominations to the number of vacant positions then the nominees shall be deemed as duly elected. • If the number of nominations be more than the number of vacant positions then an election shall be held by email (or post where email is not available) between 15 March and 15 April in each second year or as otherwise determined by the Board. • If the number of nominations are less than 2 in any region a second nomination process shall be held. Should any vacancies subsequently occur they shall be filled by the Board, the process for which shall be determined by the Board. <p><u>Appointed Trustees</u></p> <ul style="list-style-type: none"> • One Youth Trustee – appointed by the Board following election by youth between 18 and 29 years who are active members of RLSS committees and/or a RLSS youth forum. The election process shall be ratified by the Board as recommended by the youth. • Up to two additional Trustees may be appointed by the Board, in consultation with the Commonwealth Council. The Appointed Trustees shall be appointed at any time and through a process as determined from time to time by the Board. The Board shall give consideration to the following appointment criteria: <ul style="list-style-type: none"> ○ Meets the Requirements of a Trustee as defined by the UK Charity Commission ○ Knowledge of RLSS ○ Have specific skills in commerce, finance, marketing, law or business generally or such other skills which complement the Board composition, but need not have experience in or exposure to lifesaving or drowning prevention ○ Contribute to the principles of Diversity that shall include Region, Gender and Ethnicity. • A current Curriculum Vitae shall be provided for each Appointed Trustee as and when appointed by the Board.
Board Induction:	<p>The Board is the Trustee Board of the organisation, and therefore all members are Trustees. All Trustees shall meet the guidelines as defined by the UK Charity Commission, be aware of the Trustees duties (Appendix 1) and be properly inducted by the Deputy Commonwealth President. Each Trustee shall be required to duly sign the RLSS Confidentiality Undertaking and the RLSS Conflict of Interest Declaration.</p>

Chair:	Deputy Commonwealth President
Vice Chair:	Treasurer
Clerk:	Operations Manager
Meeting Frequency:	Quarterly via teleconference, one of which shall be an Annual General Meeting
Quorum:	A meeting cannot start or transact business without a quorum. The quorum shall be six Trustees. There shall be one vote per Board member.
Duration:	The Board is the Trustee Board and a permanent committee of RLSS
<p><i>Scope/Purpose</i></p> <ol style="list-style-type: none"> 1. The Board is the Trustee Board for the Charity and therefore all governance, business decisions and activities of the Society need to be approved/noted by this Board, at their discretion and in accordance with the Charter and Bye-Laws. 2. The Board may delegate some of its functions to Specialist Committees or Working Groups. 3. The Board reserves the right to refer matters to the Commonwealth Council for guidance. 4. The Board shall be responsible for approval of the Regulations. 5. The Board is responsible for the preparation and publication of the Trustees Report and compliance with statutory requirements. <p><i>Finance</i></p> <ol style="list-style-type: none"> 1. To approve Annual Budgets and Annual Financials. 2. Appoint an Independent Financial Examiner (Auditor) on the recommendation of the Treasurer. <p><i>Committees and Working Groups</i></p> <ol style="list-style-type: none"> 1. It shall be usual practice that a Committee or Working Group can be established by a Portfolio Director to further the actions outlined in the Strategic Action Plan and assigned to a Director. 2. Quite separately, the Board may establish Specialist Committees and Working Groups to advise the Board on special matters the organisation needs to address. The specialist committee or working group membership and Chair will be appointed by Board, on merit of knowledge and skills. 3. All recommendations for action from any Board Specialist Committee or Working Group shall be formally approved by the Board. Recommendations from Portfolio Committees or Working Groups shall be approved by the Portfolio Director or Board as appropriate. 4. A Committee and Working Group will be guided by a Terms of Reference developed by Board or Portfolio Director in consultation with the nominated Chair at the time of the formation of the committee or working group. 5. The Board and Portfolio Directors will embrace diversity in its selection of committee and working group members and will seek to appoint members to reflect diversity, including, but not exclusive to Region, Gender, Youth and Ethnicity. 6. Formation of Committees and Working Groups shall be in accordance with the 'Guidance for setting up a RLSS Working Groups' document. <p><i>External Relationships</i></p> <ol style="list-style-type: none"> 1. Members of the Board should utilise their knowledge of external organisations and relationships to: <ul style="list-style-type: none"> - help shape and guide the strategic direction of RLSS - to expand external relationships including lifesaving organisation and Commonwealth bodies 2. Key Relationships shall include: <ul style="list-style-type: none"> - Commonwealth Secretariat - Commonwealth Foundation 	

2. Board of Trustees – Other Procedures

2.1 *Vacation of Office of the Board of Trustees*

a. Vacation of Office of Regionally Elected Trustees

The Regionally Elected Trustee members of the Board of Trustees shall vacate their position on the Board:

- a. If they have completed the maximum term of office;
 - b. If their Member Branch has been suspended or terminated under Regulation B5 or B6;
 - c. By submitting a written resignation;
 - d. They have been declared bankrupt;
 - e. They have been found guilty of a civil or criminal offence and jailed for such offence.
- b. Vacation of Office of the Deputy Commonwealth President, Treasurer and Appointed Trustees

The Deputy Commonwealth President, Treasurer or an Appointed Trustee shall vacate their position on the Board:

- i. If they have completed the maximum term of office;
 - ii. By submitting a written resignation;
 - iii. They have been declared bankrupt;
 - iv. They have been found guilty of a civil or criminal offence and jailed for such offence.
- c. Filling a Vacancy
- A vacancy shall be filled by the Board until the next formal elections are held. The process for which shall be determined by the Board.

2.2 *Absence from Meetings*

If a member misses three consecutive meetings of the Board without furnishing a satisfactory reason for such absence, their position may be declared vacant by a two-thirds majority of the persons present at the meeting of the Board at which the non-attendance is raised.

H. CHIEF EXECUTIVE OFFICER (Bye-Law 37)

1. Appointment of Chief Executive Officer

If the Board appoints a Chief Executive Officer or any other person nominated by the Board to fulfill the functions of the CEO, the following provisions will apply;

- a. The Chief Executive Officer shall be appointed by the Board for such term and on such conditions as it thinks fit.
- b. The Chief Executive Officer shall be entitled to notice of, attend and participate in debate at all meetings of the Board but shall have no entitlement to vote. In the case of in-camera meetings, the CEO is in attendance by invitation of the Chair.
- c. The Board shall review the performance of the Chief Executive Officer on annual basis.

2. Broad Power to Manage

The RLSS shall be managed by the Chief Executive Officer who may exercise all powers of the RLSS that have been delegated to him or her consistent with the Charter, Bye-Laws, these Regulations and all Policies and all policy directions of the Board.

3. Chief Executive Officer May Employ

The Chief Executive Officer, as delegated by the Board, may employ such personnel as are deemed necessary from time to time and as provided for in the approved annual budget.

I. PORTFOLIO DIRECTORS

1. The Society shall have a number of Portfolio Directors appointed by the Deputy Commonwealth President in accordance with these regulations.
2. The Directors will be appointed according to the required functions from time to time; therefore, the numbers of Directors could vary. The Deputy Commonwealth President may appoint additional Directors to fulfill additional functions as needed, and in accordance with these regulations.
3. The Directors will be volunteers who take responsibility for an administrative area or for the delivery of an area of activity in the Society Action Plan, as approved by the Board from time to time. The responsibility in fulfilling their respective roles is to the Society as a whole, and not to any Member Branch.
4. The Directors shall all have Position Outlines, which shall establish the skills, knowledge, experience and competencies for the role. There is no necessity for a lifesaving affiliation for an appointee, if the prospective Director meets the required competencies. If in the view of the Deputy Commonwealth President a Director is not fulfilling the duties specified in the Position Outline, the person's appointment to that role may be terminated, at any time, at the sole discretion of the Deputy Commonwealth President.
5. Appointment of Directors
 - a. Appointment shall come only on the recommendation of the Deputy Commonwealth President. There shall be no election for such Directors. The intention to appoint a Director shall be submitted to the Board for confirmation or rejection. Such confirmation or rejection may be given at a meeting of the Board or by using the "voting outside committee procedure" where Board members are asked to indicate their vote by electronic means such as by email. The Deputy Commonwealth President shall consult with relevant Branches in advance of discussions with individuals, but there shall be no right of veto on the part of any Branch.
 - b. Directors shall be appointed based on their skills rather than on any geographical or territorial basis.
 - c. A Director may hold an office in a Member Branch however there must be a commitment to ensuring this as a primary volunteer task and that the individual does not have a conflict of interest and has the capacity to do the work asked of them. Where the appointee already holds office in a Member Branch, a plan to manage any possible conflict of interest should be presented to the Board at the time that the Deputy Commonwealth President requests that an appointment of a Director be ratified.
 - d. Directors shall be appointed for a two year period, unless the appointment is terminated earlier in accordance with these regulations, but will be eligible for re-appointment according to the needs of the Society and on the recommendation from the Deputy Commonwealth President and confirmation by the Board.
6. The Directors may attend the meetings of the Board, at the discretion of the Deputy Commonwealth President, but shall not be entitled to vote in their capacity as a Director.

7. Directors will be expected to fulfil their roles according to the Position Outline and the needs of the Action Plan. They shall have the latitude to decide how best to deliver on the Plan and can involve the engagement with other volunteers with appropriate skills. They shall consult the Deputy Commonwealth President before any such involvement of additional volunteers.

J. BUSINESS DEVELOPMENT COMMITTEE (BDC)

1. The Society shall have a Business Development Committee which is a Committee of the Board that is allocated specific tasks from time to time for review by the Board.

2. It shall be the role of the BDC to input into major business proposals, to discuss business development opportunities, to share ideas, to gain agreement on collaborative activities, and to look for opportunities for larger branches to support other family members.

3. The BDC shall be comprised of the Treasurer, the Chief Executive Officers (CEOs) of Australia, Canada, South Africa, United Kingdom and the RLSS Executive Director. It would remain, when it meets, under the Chairmanship of the Treasurer.

4. The BDC shall meet as required and as determined by the Treasurer or as requested by the Deputy Commonwealth President or one of the BDC members.

K. ADVISORY COMMITTEE OF PRESIDENTS (Bye-law 35)

Composition:	Commonwealth President, Deputy Commonwealth President Treasurer The President from each National Branch and Associate Branch or their delegated representative <i>Observers</i> - Chief Executive Officer - Operations Manager - Portfolio Directors, at invitation of Deputy Commonwealth President - Invited delegates/advisers for expertise - Board members who are not Branch Presidents/delegated representatives
Chair: Clerk:	Commonwealth President or Deputy Commonwealth President in their absence. Chief Executive Officer or Operations Manager
Meeting Frequency:	At least each once in each four years. Electronic meeting and consultation as required. Meet alongside other international lifesaving events or regionally as recommended by the Board.
Duration:	The Advisory Committee of Presidents is a Permanent Committee of RLSS
Scope/Purpose	
- Generate, propose and influence Strategic Direction	

- Make recommendations to Board in relation to Strategic Direction and Membership
- Membership (including policy, practice, representation of need)

Policies/Procedures

- Review of Strategic and Operational Plan
- Advise on matters referred to the Committee by the Commonwealth Council or the Board

External Relationships

Members of the Council should utilise their knowledge of External Organisations and Relationships to help shape and guide the Strategic direction of RLSS.

L. VOTING

1. Voting

- Subject to the Charter and Bye-laws, every question submitted to a Meeting of the Commonwealth Council, the Board of Trustees or a Committee shall be decided by a simple majority of votes of elected/appointed members of each group, each member having one vote.
- The votes shall be by a show of hands by those eligible to vote or if so decided by the Chair or at the request of any voting member by secret ballot.
- In the case of an equality of votes, the chair of the Meeting shall have a second or casting vote.

M. COMMON SEAL (Bye-law 45)

The Common Seal of the Society shall be used only by authority of the Board and in such manner as provided in these Regulations.

- The Deputy Commonwealth President shall provide for safe custody of the Seal.
- The Seal shall only be used by authority of the Board and every document to which the seal is affixed shall be signed by two (2) Trustees.
- A Trustee may not sign a document to which the seal of RLSS is fixed where the Director is interested in the contract or arrangement to which the document relates.

N. REGULATIONS – ADDITION, ALTERATION OR AMENDMENT

The Board shall be responsible for any addition, alteration or amendment to these Regulations.

O. OFFICIAL LANGUAGE

The official language of the Society shall be English (United Kingdom).

APPENDICES

1. UK Charities Trustees Duties

APPENDIX 1. – UK Charities Trustees Duties

ELIGIBILITY TO BE A TRUSTEE

You must be at least 18 to be a trustee of a charity.

You must be properly appointed following the procedures and any restrictions in the charity's governing document.

You must not act as a trustee if you are disqualified under the Charities Act, including if you:

- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- have been removed as a company director or charity trustee because of wrongdoing

There are further restrictions for charities that help children or vulnerable people.

TRUSTEES' 6 MAIN DUTIES

1. Ensure your charity is carrying out its purposes for the public benefit

You and your co-trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- ensure you understand the charity's purposes as set out in its governing document
- plan what your charity will do, and what you want it to achieve
- be able to explain how all of the charity's activities are intended to further or support its purposes
- understand how the charity benefits the public by carrying out its purposes

Spending charity funds on the wrong purposes is a very serious matter; in some cases, trustees may have to reimburse the charity personally.

2. Comply with your charity's governing document and the law

You and your co-trustees must:

- make sure that the charity complies with its governing document
- comply with charity law requirements and other laws that apply to your charity

You should take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

Registered charities must keep their details on the register up to date and ensure they send the right financial and other information to the commission in their annual return or annual update.

3. Act in your charity's best interests

You must:

- do what you and your co-trustees (and no one else) decide will best enable the charity to carry out its purposes
- with your co-trustees, make balanced and adequately informed decisions, thinking about the long term as well as the short term
- avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from the charity unless it's properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner

4. Manage your charity's resources responsibly

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

- make sure the charity's assets are only used to support or carry out its purposes
- not take inappropriate risks with the charity's assets or reputation
- not over-commit the charity
- take special care when investing or borrowing
- comply with any restrictions on spending funds

You and your co-trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise you risk making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of your duty.

5. Act with reasonable care and skill

As someone responsible for governing a charity, you:

- must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
- should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees' meetings

6. Ensure your charity is accountable

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

- be able to demonstrate that your charity is complying with the law, well run and effective
- ensure appropriate accountability to members, if your charity has a membership separate from the trustees
- ensure accountability within the charity, particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers