



World Water Safety

INTERNATIONAL LIFE SAVING FEDERATION

Gemeenteplein 26 – 3010 Leuven – Belgium
Tel: (32.16) 89.60.60 – Fax: (32.16) 89.70.70
E-mail: ils.hq@telenet.be - Web: www.ilsf.org

BYE-LAWS

These Bye-Laws have been created under the authority of the ILS Constitution.
A Glossary of used terms is given in APPENDIX A.

CHAPTER 1. GENERAL PROVISIONS

1.1. LEGISLATION

The legislation of ILS consists of the Constitution and Bye-Laws, approved by the General Assembly, and the Regulations, Policies, Position Statements and Procedures approved by the Board of Directors. If any ILS legislation is in conflict with the Constitution, the latter will prevail.

1.2. SEVERANCE

If any provision or phrase of these Bye-Laws is determined to be invalid or unenforceable under any law or government regulation the ILS is obliged to follow, it shall be severed to the extent of the invalidity or unenforceability. Such severance shall not affect the remaining provisions of the Bye-Laws or affect the validity or enforceability of any provision in any other jurisdiction.

1.3. LANGUAGE

- 1.3.1. At ILS meetings, the language shall be English. Participants who speak another language may bring an interpreter by their own arrangement and at their own cost.
- 1.3.2. Where there are discrepancies of interpretation between languages, English shall be the reference language.

1.4. NOTICES

- 1.4.1. Notice may be given by ILS to any Member by sending the notice to the Member's registered postal address, facsimile number or electronic address (e-mail).
- 1.4.2. Where a notice is sent by post, service of the notice shall be deemed to be delivered by properly addressing and posting the notice. Service of the notice is deemed to have been effected 14 days after posting.
- 1.4.3. Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be delivered upon receipt of a confirmation report confirming the facsimile was sent to, or received at the facsimile number to which it was sent.
- 1.4.4. Where a notice is sent to an electronic address, service of the notice shall be deemed to be delivered unless a message is received back stating the electronic message could not be sent or was not delivered to the electronic address to which it was sent.

1.5. ILS LOGO, FLAG, AND INTELLECTUAL PROPERTY

The ILS logo, flag and other intellectual property are the property of ILS and cannot be used by any organisation or individual without the prior written approval of the ILS Secretary General unless otherwise approved by written policy. Regional Branches have the right to use the logo, flag and intellectual property for their activities. Any use of the ILS logo, the ILS flag and/or the other intellectual property of ILS must be in accordance with relevant ILS policies.

The logo of ILS is given in APPENDIX C. The ILS Flag is given in APPENDIX D.

CHAPTER 2. MEMBERSHIP

2.1. MEMBERSHIP - GENERAL PROVISIONS

Membership in ILS shall be available to international, national and other non-profit organisations and to individuals which pursue all or some of the Objectives, and which are recognised by ILS and which agree to uphold the Objectives and comply with the ILS legislation.

2.2. MEMBERSHIP – TYPES

ILS is composed of two categories of Members:

- Voting Members.
- Non-Voting Members.

2.2.1. VOTING MEMBERS

There is only one category of Voting Members, namely the Full Members.

- A. Full membership may be granted to a national non-profit organisation that is a leader or provider of drowning prevention, lifesaving and/or lifesaving sport activities in its Nation.
- B. Full Members have attendance and voting rights at Elective and Extraordinary General Assemblies, the right to nominate candidates to the Board of Directors, Commissions and Committees and such other rights and responsibilities as are set out in the Constitution and Bye-Laws.
- C. Full Members must pay the appropriate membership fee.
- D. Because of their full membership of the FIS and/or WLS at the time of ILS formation (24/02/1993), the following Organisations shall be entitled to Full membership in ILS:
 - 1) Royal Life Saving Society Australia.
 - 2) Surf Life Saving Australia Ltd.
 - 3) Royal Life Saving Society - United Kingdom.
 - 4) Surf Life Saving Association of Great Britain.
- E. With the exception of those Members set out in Bye-Law 2.2.1.D. and those nations/ territories recognised by the International Olympic Committee (IOC), there shall only be one (1) Full Member at any given time from the same Nation.
- F. The Nations Australia and United Kingdom can only be represented by one (1) team per Nation at ILS National Teams World Championships.
- G. Nations composed of two or more members of the IOC can be represented by one team per recognised IOC member at ILS World Championships.
- H. Only Full Members may compete in ILS World Championships.

2.2.2. NON-VOTING MEMBERS

There are several types of Non-Voting Members:

A. ASSOCIATE MEMBER

- 1) Associate membership may be granted to a national non-profit organisation that is a leader or provider of drowning prevention, lifesaving and/or lifesaving sport activities in its Nation.

- 2) Associate Members may attend and, subject to the consent of the relevant meeting Chair, address an ILS meeting, but do not have the right to vote.
- 3) Associate Members must pay 50% of the fee of a Full Member.
- 4) ILS may grant Associate Member status irrespective of there being an existing Full Member in the nation.
- 5) Applications for Associate membership in a Nation where there is an existing Full Member will only be considered where the applicant has been nominated by that Full Member.

B. CORRESPONDING MEMBER

- 1) Corresponding membership may be granted to a national non-profit organisation that is a leader or provider of drowning prevention, lifesaving and/or lifesaving sport in its Nation.
- 2) Corresponding Members may attend and, subject to the consent of the relevant meeting Chair, address an ILS meeting, but do not have the right to vote.
- 3) Corresponding Members must pay 10% of the fee of a Full Member.
- 4) ILS may grant Corresponding Membership status irrespective of there being an existing Full Member in the nation.
- 5) Applications for Corresponding membership in a Nation where there is an existing Full Member will only be considered where the applicant has been nominated by that Full Member.

C. INDIVIDUAL MEMBERS

- 1) Individual membership may be granted to a person with an interest in aquatic lifesaving, drowning prevention or lifesaving sport.
- 2) Individual Members may attend and, subject to the consent of the relevant meeting Chair, address an ILS meeting, but do not have the right to vote.
- 3) Individual Members must pay a membership fee as determined by the Board of Directors.
- 4) Individual Members must be approved by the Full Member of their Nation.
- 5) Individual Members may be invited to ILS events but are responsible for registration and participation costs.

D. HONORARY MEMBERS

- 1) Honorary membership may be granted to a person who has given special service to the objectives of lifesaving worldwide.
- 2) Honorary Members may attend and, subject to the consent of the relevant meeting Chair, address an ILS meeting, but do not have the right to vote.
- 3) Honorary Members do not pay a membership fee.

E. PARTNERS

- 1) Partnership status may be granted by the ILS Board of Directors to international corporations, non-profit organisations, government bodies, and educational and research institutes with a global interest in aquatic lifesaving, drowning prevention and/or lifesaving sport.
- 2) Partners may attend and, subject to the consent of the relevant Chair, address an ILS meeting, but do not have the right to vote.
- 3) Partners may be required to pay a membership fee as determined by the Board of Directors.

2.2.3. STRATEGIC ALLIANCES

The Board of Directors may from time to time form strategic alliances and other collaborative arrangements with other national and international organisations, universities and research organisations, government bodies, and other institutions involved in practical, medical, scientific and other aspects of lifesaving, drowning prevention and/or sport.

2.3. MEMBERSHIP - PAYMENT OF MEMBERSHIP FEES

- 2.3.1. Membership fees are due on January 1 each year.
- 2.3.2. If a Member has not paid the membership fee by March 31 of that year or by the first day of a competition or meeting, whichever comes first, that Member's right to vote at and/or participate in ILS meetings, competitions and events will be suspended until all outstanding fees have been paid.
- 2.3.3. If the Member's fees remain outstanding 24 months after they are due then that Member's membership shall automatically be terminated and the Member expelled from ILS without further notice.
- 2.3.4. Organisations from Nations listed in the Category C List (see APPENDIX B) shall pay fees equal to 25% of the fees established for that membership category.
- 2.3.5. Membership fees for Full, Associate and Corresponding Members are set by the Elective General Assembly.
- 2.3.6. New Full Members of Category C pay a reduced annual fee during the first four years of membership. The period can be extended upon request of the Region.
- 2.3.7. All Full Members not included in the Category C list pay the fee of Category B.
- 2.3.8. Full Members may choose to be upgraded to Category A status by paying the Category A fee.

2.4. MEMBERSHIP – EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- 2.4.1. They are bound by the ILS Legislation and in particular but not only the Constitution and these Bye-Laws.
- 2.4.2. They shall comply with and observe the Constitution and these Bye-Laws and any determination, resolution or policy which may be made or passed by the General Assembly or the Board of Directors.
- 2.4.3. They are subject to the jurisdiction of ILS in matters related to ILS Membership.
- 2.4.4. They must not discriminate against any person in any way or on any ground including but not only gender, race, religion or ethnicity.

2.5. MEMBERSHIP - APPLICATION

The following documents and requirements shall be submitted to the ILS Headquarters:

- 2.5.1. The membership application form duly completed.
 - 2.5.2. A copy of the legislation (Constitution/Statutes, Bye-Laws, ...) of the organisation.
 - 2.5.3. A copy of the organisation's logo.
 - 2.5.4. The payment of the appropriate membership fee.
- No applications can be considered until the above requirements are met and payment of the fee is received.

2.6. MEMBERSHIP - ADMISSION

- 2.6.1. Admission of Voting Members: If the application file is complete, the Secretary General will submit the application to the respective Regional Branch for comments and then to the next Board of Directors meeting for further recommendation to the next General Assembly for decision.
- 2.6.2. Admission of Non-Voting Members: If the application file is complete, the Secretary General will submit the application to the respective Regional Branch for comments together with the agreement of the appropriate Full Member and then to the Board of Directors for decision.
- 2.6.3. If the membership application is refused, the applicant will be notified in writing advising the reasons for non-approval and the paid membership fee will be returned less any bank costs. The applicant may reapply if it is able to address the reasons for non-approval.
- 2.6.4. Appeals against non-acceptance of membership are not allowed.

2.7. MEMBERSHIP – REGISTER

The ILS Headquarters shall ensure that a register of Members is kept and maintained.

2.8. MEMBERSHIP – DISCIPLINARY MATTERS

- 2.8.1. Any Member subject to the jurisdiction of ILS may be disciplined in case of a violation of the legislation of ILS.
- 2.8.2. Sanctions that may be imposed include:
- Reprimand or warning.
 - Fine.
 - Suspension.
 - Other sanctions considered appropriate by the ILS Chancellery.
- 2.8.3. Disciplinary matters will be handled by the Chancellery assisted by legal or other appropriate skill based individuals. If the alleged violation involves a member of the Chancellery, that member shall not be permitted to participate in the deliberations of the Chancellery with respect to the matter under consideration.
- 2.8.4. Before a Member is disciplined, the Chancellery must make due and proper investigation about the alleged violation. The Member or a representative thereof must be given the right to appear before the Chancellery either in person, by telephone or in writing. The Secretary General shall inform the Member about this right, in writing, in sufficient time to allow the Member to exercise this right. Sanctions may be imposed with immediate effect by the Chancellery.

2.9. MEMBERSHIP – APPEALS

- 2.9.1 A Member disciplined in accordance with ILS legislation may appeal to the Court of Arbitration for Sport (CAS). An appeal shall be submitted to CAS (with a copy to the ILS Secretary General) not later than one month after the disciplinary decision has been issued by the Chancellery. Any appeal shall be handled by CAS according to the Code of Sports-related Arbitration.
- 2.9.2 The appeals process relating to ILS sporting events and competitions will be defined in the ILS Competition Rules.

2.10. MEMBERSHIP – SUSPENSION

The Board of Directors may temporarily suspend a Member which has violated the ILS legislation. The Board of Directors must make due and proper investigation about the violation in question. The Member must be given an opportunity to be heard before any decision is taken. The Member's rights include the right to be notified of the charges including receipt of relevant documentation and the right to appear personally or to submit a defence in writing. If the investigation confirms the violation, the Member will be notified in writing and given a one-month period to correct and remedy the violation. If the violation is not remedied within this time, the Board of Directors may provisionally suspend the Member and deprive such Member of all or part of the rights, prerogatives and functions that Member has until the next Elective or Extraordinary General Assembly. At that General Assembly the Member can be expelled if the required quorum and majority is reached.

2.11. MEMBERSHIP – RESIGNATION

In accordance with the Constitution, a Member may resign by sending written notice. Resigning does not cancel debts owed.

2.12. MEMBERSHIP – FORFEITURE OF RIGHTS

A Member which ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon ILS and its property including Intellectual Property. Any ILS documents, records or other property in the possession, custody or control of that Member shall be returned to ILS immediately.

2.13. MEMBERSHIP – REINSTATEMENT

Membership which has lapsed, been withdrawn or terminated under the Constitution and these Bye-Laws may be reinstated on application in accordance with the Constitution or these Bye-Laws

and otherwise on such conditions as the Board of Directors sees fit including, but not limited to payment of all outstanding monies owed to ILS by the former Member.

A Member whose membership has been terminated for failure to pay dues may re-apply. Organisations seeking reinstatement of membership within three years shall be required to pay the lapsed fees for all years while a Member and while not a Member unless otherwise determined by the Board of Directors.

2.14. MEMBERSHIP – LIABILITIES

Members are not personally liable for the debts and obligations of ILS.

CHAPTER 3 GENERAL ASSEMBLY

3.1. GENERAL ASSEMBLY – TYPES

There are three types of General Assemblies:

3.1.1. The Annual General Assembly.

3.1.2. The Elective General Assembly.

3.1.3. The Extraordinary General Assembly.

The General Assemblies take place at times specified in the Constitution.

3.2. GENERAL ASSEMBLY – TIMELINE REQUIREMENTS

In accordance with the Constitution the following specific timelines are established for a General Assembly:

Actions	Annual General Assembly	Elective General Assembly	Extraordinary General Assembly	
Frequency of Meeting	Annual	Every 4 years	Upon request of Elective General Assembly	Upon request of BOD or 20% of Full Members
Notice of Meeting mailed	2 Months	6 Months	15 Days	2 Months
Call for Nominations	NA	6 Months	NA	NA
Draft Agenda Mailed	2 Months	6 Months	15 days	2 Months
Proposals to amend the Constitution or Bye-Laws	NA	3 Months	15 days	2 Months
Deadline for adding Agenda Points	NA	3 Months	NA	2 Months
Deadline for receipt of nominations for President and Secretary General	NA	3 Months	NA	NA
Deadline for receipt of nominations for Com-missions, Committees and Financial Auditors	NA	2 Months (nominations from the floor may be considered)	NA	NA
Preparatory Documents and Refined Agenda Mailed	1 Month	2 Months	8 days	1 Month
Meeting Minutes Mailed	2 Months after the closing of the meeting			

BOD: Board of Directors

NA: Not Applicable

3.3. GENERAL ASSEMBLY – QUORUM AND MAJORITY REQUIREMENTS

The quorum and majority requirements at General Assemblies are set out in the Constitution and are summarised in APPENDIX E.

3.4. GENERAL ASSEMBLY – ANNUAL GENERAL ASSEMBLY

3.4.1. Annual General Assembly - Composition

Voting Members

- The authorised representative of each of the Regional Branches is empowered to vote on behalf of the Full Members in the respective Regional Branch
- Each Regional Branch has one (1) vote. No other person has a vote. Proxy voting is not allowed.
- The ILS President Chairs the meeting.
- If the Regional representative carrying the vote is not the Regional President or Secretary General, then the person carrying the vote shall present an official document stating that person's right to vote on behalf of that Region issued by the Regional Branch.

Non-Voting Members

Non-voting Members include: Full, Associate, Corresponding, Individual and Honorary Members, ILS Directors, Members of Commissions and Committees, ILS Staff, Partners and Guests.

3.4.2. Annual General Assembly – Convening Notice

- A. The Annual General Assembly shall meet on a date and at a venue to be determined by the Board of Directors.
- B. The calling of the Annual General Assembly is made by the notice of meeting that includes the date and the place of the General Assembly as well as the draft agenda and any other such information considered necessary and useful.

3.4.3. Annual General Assembly – Agenda

The agenda items at a General Assembly are summarised in APPENDIX F

3.5. ELECTIVE GENERAL ASSEMBLY

3.5.1. Elective General Assembly – Composition

Voting Members

- Each Full Member may be represented at an Elective General Assembly by no more than three persons who are members of the Full Member. The first person has speaking and voting rights on behalf of the Full Member whilst the other persons have only speaking rights.
- Each present Full Member has one (1) vote.
- Each present Full Member may carry one proxy vote from one other Full Member who is absent. The proxy must be in writing on forms issued by the ILS Headquarters and shall be presented at the beginning of the Elective General Assembly to the Secretary General. The proxy is only used to establish a quorum.
- The representative of the Full Member carrying the votes of that Member shall present an official document stating the person's rights to vote on behalf of that Full Member.
- The President, Secretary General and employees of ILS may not represent a Full Member at a General Assembly.
- Vice-Presidents and Regional Directors do not have a vote unless they are representing a Full Member.

Non-Voting Members

Non-voting Members include: Associate, Corresponding, Individual and Honorary Members, ILS Directors, Members of Commissions and Committees, ILS Staff, Partners and Guests.

3.5.2. Elective General Assembly – Convening Notice

- A. The Elective General Assembly shall meet on a date and at a venue to be determined by the previous Elective General Assembly or by the Board of Directors.
- B. The calling of the Elective General Assembly is made by the notice of meeting that includes the date and the place of the General Assembly as well as the draft agenda and any other such information considered necessary and useful.

3.5.3. Elective General Assembly – Agenda

- A. A typical agenda is summarised in APPENDIX F.
- B. If approved by 75% of the Full Members present at the Elective General Assembly, new and urgent matters and or minor amendments to previously circulated items may be added to the agenda.

3.5.4. Elective General Assembly – Voting

- A. Votes that are not by secret ballot shall be done with YES – NO – ABSTENTION cards/ballots.
- B. Votes in all ILS meetings regarding persons shall in principle be by secret ballot. The General Assembly and the Board have the possibility to refrain from voting by secret ballot. The request for a secret ballot on any other issue by any voting representative of a Full Member shall be sufficient to require a secret ballot.
- C. The voting Members shall designate three individuals without voting rights to officiate as "ballot tellers". Ballots which are blank (no vote) or do not address the issue being voted upon are not taken into consideration in determining whether the required majority is achieved.
- D. The ballot tellers alone are authorised to participate in the telling of the ballots. At the end of each count, the poll sheet is handed over to the President (or other chairperson if the President is not present) who indicates and declares the result of the vote.
- E. Procedures for voting and recording votes shall be recorded in the Minutes. The General Assembly may resolve after the declaration of any ballot that the ballot papers be destroyed by the ballot tellers.
- F. A vote once cast cannot be changed or withdrawn.
- G. Any tied ballot (postal or otherwise) will be resubmitted to the relevant General Assembly for voting again. If the ballot remains tied after the second vote the President may exercise a casting vote, in which case the President's vote shall be the deciding vote.

3.6. EXTRAORDINARY GENERAL ASSEMBLY

3.6.1. Extraordinary General Assembly – Composition

Bye-Law 3.5.1 similarly applies in respect to the composition of an Extraordinary General Assembly.

3.6.2. Extraordinary General Assembly – Convening Notice

- A. The Extraordinary General Assembly shall be convened:
 - Upon the request of an Elective General Assembly.
 - Upon the request of the Board of Directors.
 - Upon the request of at least 20% of the Full Members.
- B. The Extraordinary General Assembly shall meet on a date and at a venue to be determined by the Board of Directors or otherwise in accordance with these Bye-Laws.
- C. The calling of an Extraordinary General Assembly is made by the notice of meeting that includes the date and the place of the General Assembly as well as the draft agenda and any other such information considered necessary and useful.

3.6.3. Extraordinary General Assembly – Agenda

- A. The draft agenda of the Extraordinary General Assembly shall be composed by the Board of Directors.
- B. A typical agenda is summarised in APPENDIX F.

3.6.4. Extraordinary General Assembly – Voting

Bye-Law 3.5.4 similarly applies in respect to the voting at an Extraordinary General Assembly.

CHAPTER 4 – BOARD OF DIRECTORS

4.1. BOARD OF DIRECTORS – GENERAL PROVISIONS

- 4.1.1. The authority of the Board of Directors is defined in the ILS Constitution.
- 4.1.2. A person nominated by a Full Member to be a Director must be a member, officer, or official representative in the Full Member.
- 4.1.3. A Full Member nominating a Director shall be deemed to have made a commitment to provide financial and such other support necessary to enable that Director to attend Board of Directors meetings and General Assemblies, and to carry out all reasonable duties and responsibilities of their office. A Full Member may withdraw support for a Director it has nominated at any time, at which point the Director automatically resigns from the ILS Board. For this purpose a formal letter signed by the official representative of the Full Member must be addressed and sent to the ILS Secretary General.
- 4.1.4. Directors shall, when participating in a Board of Directors meeting, act in the general good and interest of all Members of ILS.
- 4.1.5. The costs of attendance of Directors are the obligation and responsibility of their nominating Member. The Board of Directors may approve reimbursement of reasonable expenses for the President and the Secretary General, and may exceptionally approve other Directors' expenses provided that said expenses are within approved budget limits. The Secretary General will approve staff payments and expenses in accordance with the budget and ILS policies.
- 4.1.6. Directors shall declare a possible conflict of interest and any position they hold in a Member Organisation whether as office bearer, director or a paid appointee (whether employee or contractor).

4.2. BOARD OF DIRECTORS – COMPOSITION

- 4.2.1. The Board of Directors is composed of the President, the Secretary General, four (4) Vice-Presidents and the Regional Directors.
- 4.2.2. Other than the President and the Secretary General, Directors including the Vice-Presidents must belong to different Full Members.

4.3. PRESIDENT AND SECRETARY GENERAL – NOMINATIONS

- 4.3.1. Nominations for President and Secretary General shall be called by the ILS Headquarters from the ILS Full Members.
- 4.3.2. Each Full Member may nominate only one (1) person for election to the positions of President and Secretary General.
- 4.3.3. To be valid, nominations should include:
 - A. A nominating form from the Full Member proposing the nomination and confirming the membership of the nominee to the Organisation.
 - B. A maximum three (3) page curriculum vitae of the nominee with emphasis upon their special skills or expertise.
- 4.3.4. Nominations must be received at least three (3) months before the start of the Elective General Assembly.
- 4.3.5. The list of nominees is sent by the ILS Headquarters, together with the preparatory documents to the Members of the General Assembly at least two (2) months before the General Assembly by electronic means.

4.4. BOARD OF DIRECTORS – ELECTIONS

- 4.4.1. The election of the President and Secretary General is done by the Elective or Extraordinary General Assembly. The President and Secretary General are elected by a simple majority (50%+ 1 votes) of the votes cast. The following procedure shall apply:

Where only one (1) nominee

- If only one (1) nomination is received for the position to be filled, then the individual nominated shall be elected without the need for a vote unless two or more Full Members request that a vote be taken.

Where more than one nominee

- Ballot papers listing all nominees in alphabetical order shall be distributed and each Full Member shall indicate by marking one (1) box indicating their preferred nominee.
 - Any ballot paper on which more than one preference is indicated or the preference is not clear shall be declared “void” and shall be disregarded.
 - If a nominee receives a simple majority of the votes cast (50% +1), that person is elected.
 - If no nominee received a majority of the votes cast, then the nominee who received the least number of votes is eliminated from the election and a second ballot conducted amongst the remaining nominees.
 - The process continues until a nominee has received a majority of votes.
 - If there is a tie between the nominees with the least number of votes, both nominees shall remain on the next ballot. If the tie reoccurs on the next ballot the nominee to be eliminated shall be determined by lot drawing.
- 4.4.2. Elections for the position of President shall be conducted first, followed by elections for the position of Secretary General.
- 4.4.3. Results of ballots shall be reported as follows:
- Number of eligible votes
 - Number of votes required for majority (50%+1 of (Yes + No))
 - Number of votes cast (YES/NO/ABSTENTION)
 - Number of “void” ballots
 - Number of votes received by each nominee, in alphabetical order
- 4.4.4. Regional officers including Regional Directors shall be appointed in accordance with the relevant Region’s processes. The elected Regional Directors will take their function and place at the ILS Elective General Assembly after their appointment.

4.5. BOARD OF DIRECTORS – RENEWAL OF TERM

There is no limit on the number of terms an officer or Director may serve.

4.6. BOARD OF DIRECTORS – REPLACEMENTS

- 4.6.1. If the President cannot carry out the duty of President or resigns before the end of the term of office, the President will be replaced, until the next Elective General Assembly, by one of the Directors, as determined by the Board of Directors. The Secretary General shall assume the President’s duties until the Board of Directors has made its determination.
- 4.6.2. If the Secretary General cannot carry out the duty of Secretary General or resigns before the end of the term of office, the Secretary General will be replaced, until the next Elective General Assembly, by one of the Directors, as determined by the Board of Directors. The President shall assume the Secretary General’s duties until the Board of Directors has made its determination.
- 4.6.3. Regional Branches shall be responsible for replacing their representatives to the Board of Directors in accordance with their normal procedures.
- 4.6.4. A Director will automatically be considered to have resigned as a Director on:
- A. Death.
 - B. Submission of a letter of resignation.

- C. Notification by the Full Member who nominated the Director that the Director is no longer supported by the Full Member.
- D. Failing to attend Board of Directors meetings for two (2) consecutive meetings or four (4) separate meeting within the quadrennial. Upon receipt of a written, bona fide explanation for absences and demonstrated active participation in Board of Directors deliberations, the Board of Directors may by 2/3 vote waive automatic resignation resulting from non-attendance at meetings of Board of Directors.

4.7. BOARD OF DIRECTORS – VOTING RIGHTS

- 4.7.1. Each Director has one (1) vote on any question. The President (Chair) shall have a vote only in the case of a tie at voting by call.
- 4.7.2. If a Regional Director is absent, that seat and vote may be taken by the Regional secretary general. If the Regional secretary general is not present, the vote is lost. In case two or more Regional Directors from a region are absent, the Regional secretary general (if present) will have one (1) seat and one (1) vote, the other vote(s) are lost.

4.8. BOARD OF DIRECTORS MEETINGS – FREQUENCY – DATES – LOCATION

- 4.8.1. The Board of Directors shall meet at least once a calendar year on a date and at a location as determined by the Board of Directors.
- 4.8.2. Meetings of the Board of Directors shall be held in various locations which reflect the international nature of ILS and/or upon the request or invitation of its Members. All efforts should be made by the Board of Directors and/or hosting organisation to cover the costs of such meetings by sponsorship.
- 4.8.3. An additional Board of Directors meeting will be convened upon the initiative of the President or upon the written request of at least 50% of the Directors.

4.9. BOARD OF DIRECTORS – CALLING OF A MEETING

- 4.9.1. The calling of a Board of Directors meeting is made by the notice of meeting which includes the dates, the location and the draft agenda and any other such information considered necessary and useful.
- 4.9.2. Unless under exceptional circumstances, the notice of meeting together with the draft agenda will be dispatched to all Directors by the ILS Headquarters at least three (3) months before the start of the Board of Directors meeting by electronic means.
- 4.9.3. All matters to be placed on the agenda of a Board of Directors meeting must be submitted to the Secretary General at least two (2) months before the date fixed for the meeting.
- 4.9.4. Unless under exceptional circumstances, the preparatory documents will be dispatched to all Directors at least six (6) weeks before the start of the Board of Directors meeting by electronic means.
- 4.9.5. Urgent or late agenda items not pre-circulated to the Board of Directors with the agenda may only be considered by the Board of Directors if a 2/3 majority vote supports the matter being added to the agenda as a late item of business.

4.10. BOARD OF DIRECTORS – PRESENCE

The following may attend a Board of Directors meeting:

- 4.10.1. With speaking and voting rights: the Directors.
- 4.10.2. Without voting rights but with speaking rights, subject always to the consent of the Chair:
 - The representative of the Royal Life Saving Society – Commonwealth.
 - Commission Chairs.
- 4.10.3. Without voting rights but may, at the discretion of the Chair, be invited to speak: the Observers including: ILS Patrons, ILS Life Governors, Grand Knights, Knights, ILS Staff, Representatives of Voting and Non-Voting Members, Members of the ILS Commissions and Committees, Individual Members and Guests.
- 4.10.4. The Chair or a majority of the Board of Directors may decide to discuss sensitive matters in a restricted meeting (in camera meeting). In camera meetings shall be restricted to Directors, Regional secretary generals and other individuals who have been unanimously agreed by the Directors present at the meeting.

4.11. BOARD OF DIRECTORS – DECISIONS

- 4.11.1. Questions arising at a Board of Directors meeting shall be decided by a simple majority of votes (50%+1).
- 4.11.2. Approval of new Full Members requires a 2/3 majority vote.
- 4.11.3. Addition of late or urgent items of business to the Board agenda also requires a 2/3 majority vote.

4.12. BOARD OF DIRECTORS – VOTING PROCEDURES

- 4.12.1. Votes that are not by secret ballot shall be done with YES – NO – ABSTENTION cards/ballots.
- 4.12.2. Any vote relating to (a) person(s) shall be by secret ballot.
- 4.12.3. A secret ballot may be requested on any decision by any individual entitled to vote on that decision. The request for a secret ballot by any individual shall be sufficient to require a secret ballot.
- 4.12.4. Procedures for voting and recording votes at meetings shall be recorded in the Minutes.
- 4.12.5. A vote once cast cannot be changed or withdrawn.

4.13. BOARD OF DIRECTORS – MINUTES

Minutes of Board of Directors meetings shall be recorded by the Secretary General or a person the Secretary General may designate and issued to all Members within two (2) months of the conclusion of the Board of Directors meeting.

4.14. BOARD OF DIRECTORS – DELEGATION OF POWERS

- 4.14.1. Within the framework of the authority provided in the Constitution and these Bye-Laws the Board of Directors may delegate management of its day-to-day affairs to the President, the Secretary General or one or several of the Directors or to agents.
- 4.14.2. No person may execute a contract on behalf of the ILS without approval of the Board of Directors. The Board of Directors may authorize any member of the Board to execute a contract on behalf of the ILS. Normally, contracts will be executed by both the President and Secretary General. If one of them or both have a possible conflict of interest or some other hindrance to fulfil this task, the Board of Directors shall decide which Director(s) shall be empowered to act on behalf of ILS. The Board may establish, by policy, circumstances under which contracts for routine services below a specific value, length, or other specific criteria may be executed by a person the Board may authorize without individual approval of the contract by the Board. Legal advice should always be sought prior to the signing of any contract

CHAPTER 5. – COMMISSIONS AND COMMITTEES

5.1. COMMISSIONS – CREATION

The Board of Directors may decide upon the creation and dissolution of Commissions and Committees and define their duties, obligations, timelines, responsibilities, composition, frequency of meetings, tasks and working procedures.

5.2. COMMISSIONS – COMPOSITION

- 5.2.1. A Commission is composed of a Chair, a Secretary and voting Members.
- 5.2.2. The Chair of the Commission and no less than 50% of the members must be members of a Full Member Organisation.
- 5.2.3. A Full Member may nominate one male and/or one female to the positions of Chair or Secretary of each Commission.
- 5.2.4. Any Member Organisation may nominate one male and one female to the positions of Member of each Commission.

- 5.2.5. The Chair and Secretary must be from different Full Member Organisations.
- 5.2.6. The Commission Chair is appointed by the Board of Directors.
- 5.2.7. Upon recommendation of the Chair, the Board of Directors approves the appointment of the Commission Secretary and Voting Members.
- 5.2.8. A Commission Chair can also propose additional non-voting, skill based experts to the Commission.
- 5.2.9. Commission Chairs, Secretaries and Voting Members have voting rights.
- 5.2.10. A Director is not eligible to be a Commission Chair or Secretary whilst remaining a Director. A Director can be a Voting Member of at the maximum one Commission.
- 5.2.11. The President and Secretary General are ex-officio, non-voting members of all Commissions and Committees.
- 5.2.12. There shall be not more than two Members with voting rights in a Commission of the same Member Organisation, preferably one of each gender.

5.3. COMMISSIONS – TERM OF OFFICE

- 5.3.1. The Board of Directors shall determine the term of office of the Commissions, the normal term being approximately four (4) years.
- 5.3.2. If a Commission Member is in the reasonable opinion of the Commission Chair not contributing to the Commission, the Commission Chair may remove the Member.
- 5.3.3. Where a Commission member is relieved from their function as a member of a Commission they shall be notified in writing by the Secretary General.
- 5.3.4. The Board of Directors, upon recommendations from a Commission Chair, shall be responsible for appointing a replacement for Commission members who have vacated or been removed from their position.

5.4. COMMISSIONS – NOMINATIONS AND APPOINTMENTS

- 5.4.1. Nominations shall be called by the ILS Headquarters from Member Organisations.
- 5.4.2. To be valid, nominations should include:
 - A. A nominating form from the Member Organisation proposing the nomination and confirming the membership of the nominee to the Organisation.
 - B. A maximum three (3) page curriculum vitae of the nominee with emphasis upon their special skills or expertise for the Commission nominated.
- 5.4.3. Nominations shall be received at least two (2) months before the scheduled date of the commencement of the Elective General Assembly. Notwithstanding the above, the Board of Directors may consider nominations which are received up to the time of determining Commission membership.
- 5.4.4. The Secretary General shall circulate details of all nominees to the Board of Directors with the preparatory documents or upon receipt.
- 5.4.5. As soon as possible after elections at the Elective General Assembly, the Board of Directors shall confer and appoint Commission Chairs, Secretaries and Voting Members. In making this determination, the Board of Directors shall consider the following:
 - A. Expertise and knowledge.
 - B. Diversity: Commissions should include a diversity of people from throughout the world, including each gender, different cultures and ethnicities, and those who are non-native English speakers. The Board of Directors may actively recruit individuals in order to achieve this goal. All Commissions will be required to include a minimum of one person of each gender.
 - C. In the case of Commission Secretaries and Members, the recommendations of the relevant Commission Chair.
 - D. No individual shall sit on more than one Commission as a voting Member.

5.5. COMMITTEE - APPOINTMENT

- 5.5.1. The Board of Directors or Commissions may decide upon the creation of Committees and the appointments of members or skill based experts to these Committees. The appointing body shall define their duties, obligations, timelines, responsibilities, composition, frequency of, and procedure for, meetings (including quorum), tasks, working and reporting

procedures. The President and Secretary General shall be ex-officio, non-voting members of all Committees unless specifically appointed in which case they shall be entitled to a vote.

- 5.5.2. Members of specific Committees may or may not be members of ILS Full Members and will be appointed based on their skill, expertise and appropriateness for the particular task. The appointing body may remove any member or terminate the Committee at any time.

5.6. COMMISSIONS/COMMITTEES – OPERATING PROCEDURES

- 5.6.1. Meetings of Commissions/Committees may be in person, by telephone or other electronic means. Commission and Committee Chairs shall determine the conduct and procedure of a Commission or Committee meeting. All members shall be given at least 15 days' notice to allow them to participate. Special consideration should be given to holding face to face meetings in conjunction with ILS activity of a similar nature and/or upon the request and invitation of ILS Member Organisations.
- 5.6.2. At least 50% of Commission/Committee members must be present (in person or telephonically) to constitute a quorum for a meeting. If the 50% quorum is not reached the decisions must be referred to the body to which it reports for ratification before any related action is taken.
- 5.6.3. The authority of the Commissions will be as delegated by the Board of Directors.
- 5.6.4. The authority of Committees will be as delegated by the appointing body.
- 5.6.5. Technical and expert matters may be decided by the Commissions but need Board ratification. Matters involving finances and or strategic directions need Board approval. The Commissions may also have matters for Board Information. Committees report to the appointing body.

5.7. COMMISSIONS/COMMITTEES – VOTING

Decisions within Commissions and Committees will generally be made by consensus. If a formal vote is requested by a member, each voting member, including the Chair shall be entitled to one vote. In the case of a tie the Chair will determine whether further work should be undertaken or to refer the item to the Board/Commission for decision.

5.8. COMMISSIONS/COMMITTEES - MINUTES OF MEETINGS

The minutes of the meetings must be submitted by the respective Commission Chair, and circulated to Commission/Committee members, the Headquarters (General Secretariat) within 60 days of conclusion of that meeting. Directors shall receive copies of Commission Minutes upon written request to the Headquarters (General Secretariat). Actions/recommendations requiring the approval of the Board of Directors shall be presented to the Board of Directors in a written motion(s).

5.9. COMMISSIONS/COMMITTEE – OBLIGATIONS AND RESPONSIBILITIES

ILS will not be responsible for any costs associated with attendance at Commission/Committee meetings. Commission and Committee Members shall be responsible for their own costs for attendance at meetings and other costs associated with their role. Nominating organisations are strongly encouraged to fund the participation of their nominees.

CHAPTER 6 – REGIONS

- 6.1. Regional Branches are established by the General Assembly and are part of and subject to the jurisdiction of ILS. They shall:
- 6.2.1. Actively support and comply with the ILS legislation.
- 6.2.5. Report annually to the ILS Board of Directors on essential information such as:
- Introduction
 - Changes in membership and total number.
 - Accomplishments since last report.
 - Finance

- 6.2. A lifesaving organisation cannot be a Member of a Regional Branch without being a Member of ILS.
- 6.3. The Regional Branch comprises all Members of ILS that fall within the geographical and political sphere of that Region (as defined by the General Assembly).
- 6.4. The categories of membership in a Regional Branch, together with rights and obligations connected with the respective category of membership, shall be the same as for ILS.
- 6.5. In order to promote closer relationships and activities within a Region, continent or other area of the world the national organisations in that continent or area shall work together on the basis of a regional constitution.
- 6.6. Regions will actively support and implement the current policies and procedures of ILS and are not permitted to issue or implement policies that may impinge on other Regions or Member organisations. In emergency circumstances only (e.g., changes to legal requirements) the ILS Board may approve an interim exception to this provisions until such time as the policy(ies) and procedures of the Region and ILS can be aligned. To ensure clarity, the ILS Board of Directors approval must be received in advance of a Region implementing any policy or procedure that does not comply with ILS policies and procedures or those that may affect on other Region or Member organisation.

CHAPTER 7– FINANCES

7.1. FINANCES - RESOURCES OF ILS

ILS derives financial resources from:

- 7.1.1. Membership fee paid by Members.
- 7.1.2. Gifts, donations or subsidies.
- 7.1.3. Operations or activities approved by the Board of Directors, such as sponsorship.

7.2. FINANCES - RESOURCES OF REGIONAL BRANCHES

ILS Regions derive financial resources from:

- 7.2.1. A percentage of the membership fee as determined by the General Assembly
- 7.2.2. Gifts, donations or subsidies.
- 7.2.3. Operations or activities approved by the Regional Board of Directors, such as sponsorship.

7.3. FINANCES - ACCOUNTING AND AUDITING PROCEDURES

- 7.3.1. The Elective General Assembly shall elect or appoint the Internal Financial Auditors of ILS for a defined term. The Board of Directors shall monitor the activities of the auditors and if necessary or advisable, recommend replacement.
- 7.3.2. Audited financial statements shall be prepared annually by 31 March of the year following the close of the Financial Year. The Financial Year is specified under the General Definitions.
- 7.3.3. The audited financial statements shall be distributed by the ILS Headquarters to the Board of Directors by 31 May of the year following the close of the Financial Year.
- 7.3.4. All financial statements and proposals with financial terms shall show amounts in Euro.
- 7.3.5. The Regions will be required to submit annual financial statements to the Board of Directors in conjunction with the Region's annual report.
- 7.3.6. Acceptance of sponsorship, gifts, donations and subsidies shall be subject to the ILS policies.

CHAPTER 8. – CONFLICT OF INTEREST

- 8.1. The Board of Directors shall adopt a code of conduct to address issues such as conflicts of interest and ethical behaviour, which all Directors, Commissions, Committees and staff Members will be obligated to follow.
- 8.2. No individual making decisions on behalf of ILS shall take or advocate any action being taken which could result in significant benefits to that individual or to an organisation in which the individual holds membership without full disclosure prior to the action being taken in accordance with policies established by the Board of Directors.

CHAPTER 9. – POSTAL/ELECTRONIC BALLOT

ILS may conduct business by electronic means where it is the preferred method of decision making.

- 9.1. A decision made by postal ballot shall be a valid and effectual as if it had been passed at a meeting of the Board of Directors or General Assembly duly convened and held.
- 9.2. Postal (or facsimile or electronic) ballots shall not be used for matters related to the Constitution or Bye-Laws, dissolution and liquidation of ILS except in exceptional circumstances. Such ballots are allowed in all other matters subject to endorsement by the Board of Directors for matters relating to the General Assembly and by the President for matters relating to the Board of Directors.
- 9.3. Postal/electronic ballots for Board of Directors matters requiring a decision prior to the next Board of Directors meeting will be created by the Secretary General in consultation with the President to articulate the matter to be voted on by clear questions that can be voted on.
- 9.4. Ballot papers must include the following:
 - A. The calling and closing dates for the ballot.
 - B. The number of eligible votes and number of votes required for the vote to be carried.
 - C. The ability to request a secret ballot.
- 9.5. Postal/electronic ballots for the General Assembly must provide for a minimum of 45 days between their calling and closing, or a minimum of 60 days in the case of any proposed alteration of the Constitution. Postal/electronic ballots cannot be open for a period longer than 90 days. Only Full Members in good standing as at the date of calling the postal/electronic ballot may vote. Should the postal/electronic ballot be called within the first 30 days of the calendar year, Full Members in good standing shall be eligible to cast their vote provided any fees are paid within 30 days of the call of the ballot. Postal/electronic ballots for the Board of Directors must wherever possible provide for a minimum of 30 days between calling and closing. The ILS Headquarters may proceed with implementation of the decision of the Board of Directors once a majority of votes has been achieved. The result of the vote will not be formally concluded until the calling and closing period has expired. The ballot shall be secret.
- 9.6. The result of postal/electronic ballots shall be verified by the President and Secretary General.
- 9.7. The results of postal/electronic ballots shall be recorded in the minutes of the relevant body. In the case of a secret ballot the minutes shall only reflect the number of ballots cast, the Yes, No and Abstentions together with the required number of Yes votes for the motion to be carried. Where a secret ballot is not requested, the vote shall be treated as a recorded vote, indicating how each vote was cast and by whom.
- 9.8. Within 10 days of the closing of the postal/electronic ballot and subject to the above, the ILS Headquarters shall promulgate to all Members the results of the vote and such other details as are necessary or appropriate.
- 9.9. Postal/electronic ballots will be considered cast once the postal vote is received by the ILS Headquarters. A vote cast cannot be changed once cast.
- 9.10. Subject to the above, the ILS Headquarters will be authorised to destroy the postal/electronic ballots once the ballot result is declared and recorded in the minutes of the next meeting of the General Assembly, Board, or Commission meeting.

CHAPTER 10. – REFERENCES

Bye-Laws approved by the General Assembly on 7 November 2012.

APPENDIX A. GLOSSARY

ILS means The International Life Saving Federation.

FIS means Fédération International de Sauvetage Aquatique.

WLS means World Life Saving.

IOC means International Olympic Committee.

Intellectual Property means all rights, business names, names, trademarks, logos, designs, patents or service marks relating to ILS or any event, competition or activity of or conducted, promoted or administered by ILS.

Law means the Belgium Act of 27/06/1921 on international non-profit associations established in Belgium, as amended from time to time.

Policy means decisions adopted by ILS for the good management of the organisation. Policies are generally binding on members and controls the way ILS operates. Policies includes guidelines, rules, technical standards, procedures and are subject to the Constitution and Bye-Laws.

Position Statement means an expert advice which is internal to ILS but has impacts outside ILS. Position Statements are not binding members and may be used to set future ILS direction or establish policies.

Non-profit means an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.

Nation means a member of the United Nations. In addition a geographic territory or region which is not part of a member of the United Nations but has certain aspects of self-government, at least to the extent of being autonomous in the control of its aquatic lifesaving/water safety activities and given the affiliation of ILS with the International Olympic Committee (IOC), nations or territories formally recognised by the IOC, may be recognised as members of ILS after the vote of the Board of Directors first and the final approval by the General Assembly for full membership.

Note: words importing the singular include the plural and vice versa; words importing any gender include the other gender

APPENDIX B. CATEGORY C LIST

The following nations are included in the Category C list:

Afghanistan, Albania, Algeria, American Samoa, Angola, Argentina, Armenia, Azerbaijan, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, British Virgin Islands, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, Chile, Colombia, Comoros, Congo–Brazzaville, Congo–Kinshasa, Costa Rica, Côte d'Ivoire, Cuba, Czech Republic, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea Bissau, Guyana, Haiti, Honduras, Hungary, India, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Korea North, Kyrgyz Republic, Laos, Latvia, Lebanon, Lesotho, Liberia, Libya, Lithuania, Macau, Macedonia, Madagascar, Malawi, Maldives, Mali, Mauritania, Malaysia, Marshall Islands, Malta, Mauritius, Mayotte, Mexico, Micronesia Federal States, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nepal, Nicaragua, Niger, Nigeria, Northern Marianas Islands, Oman, Pakistan, Palau Islands, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa (Western), Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Sierra Leone, Slovak Republic, Slovenia, Solomon Islands, Somalia, South Africa, Sri Lanka, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Uganda, Ukraine, Uruguay, Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe.

APPENDIX C. ILS LOGO

Logo in Colour	Logo in Black and White
 <p data-bbox="491 689 738 723">World Water Safety</p>	 <p data-bbox="906 689 1153 723">World Water Safety</p>

- The circles, water and lines and the words "World Water Safety" are printed in process blue.
- The letters "ILS" and "INTERNATIONAL LIFE SAVING" are printed in warm red.
- The laces are printed in yellow gold; it is allowed that the surroundings of the laces are printed in process blue.
- The letters World Water Safety are printed in Arial bold.

APPENDIX D. ILS FLAG

APPENDIX E. QUORUM AND MAJORITY

Actions	Quorum and Majority	Annual General Assembly	Elective General Assembly or Extraordinary General Assembly called by 20 % of the Full Members	Extraordinary General Assembly if called by Elective General Assembly
Normal Decision	Quorum Majority	75% 50%+1	30% 50%+1	30% 50%+1
Acceptance of Full Members	Quorum Majority	75 % 50%+1	30% 50%+1	30% 50%+1
Exclusion of Full Members	Quorum Majority	NA	2/3 2/3	30% 2/3
Acceptance and exclusion of Non-Voting Members	Quorum Majority	NA	NA	NA
Amendment of the Constitution	Quorum Majority	NA	2/3 2/3	30% 2/3
Amendment of the Bye-Laws	Quorum Majority	NA	30% 50%+1	30% 50%+1
Amendment of Objectives, dissolution of ILS and distribution of Assets	Quorum Majority	NA	2/3 4/5	30% 4/5

BOD: Board of Directors

NA: Not Applicable

APPENDIX F. AGENDA ITEMS

Agenda Items	Annual General Assembly	Elective General Assembly	Extraordinary General Assembly
Welcome.	X	X	X
Roll Call – Quorum (validity of meeting)	X	X	X
Approval of the Agenda	X	X	X
Approval of the Minutes of the former General Assembly	X	X	X
Approval of Full Members	X	X	
Suspension or expulsion of Members.		X	
Discussion on agenda point(s) for which the Extraordinary General Assembly was called.			X
Adoption of past activity reports		X	
Approval of the audited financials of the previous year	X	X	
Release the Board of Directors and the Financial Auditors of responsibilities for the previous Financial Year	X	X	
Approval of the amended budget of the current year (if amended).	X	X	
Approval of forecast budgets	X		
Approval of modifications of the Constitution (Statutes)		X	
Approval of modifications of the Bye-Laws		X	
Motions received from Full Members (at least 4 months prior to Assembly) and from Board (at least 1 months prior to Assembly)		X	
Statutory Elections		X	
Conclusion	X		X