



## INTERNATIONAL LIFE SAVING FEDERATION

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### BYE-LAWS

These ILS 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 the ILS consists of the Constitution and the 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 conflicts 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 the ILS to any Member by sending the notice to the Member's registered postal address or electronic address (e-mail). It is the responsibility of the Member to ensure the ILS has the Member's current and correct contact details.
- 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 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.
- 1.4.4. In cases of disciplinary matters, appeals, suspension, expulsion or forfeiture of rights, the ILS will ensure that the Member has received the notice.

## 1.5. THE ILS LOGO, FLAG, AND INTELLECTUAL PROPERTY

The ILS logo, flag and other intellectual property are the property of the ILS and shall not be used by any organisation or individual without the prior written approval of the ILS Secretary General unless otherwise approved by written policy. Full, Associate, Corresponding, Affiliate Members and 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 the ILS must be in accordance with relevant ILS Policies.

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

## CHAPTER 2. MEMBERSHIP

### 2.1. MEMBERSHIP - GENERAL PROVISIONS

Membership in the 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 agree to uphold the ILS Objectives and comply with the ILS legislation.

### 2.2. MEMBERSHIP – TYPES

The 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 lawfully incorporated national non-profit organisation that is a leader or provider of drowning prevention, lifesaving/lifeguarding and/or lifesaving sport activities in its Nation.
- B. Subject to the payment of the annual fee, designated representatives of 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 in the FIS and/or WLS at the time of ILS formation (24/02/1993), the following Organisations shall be entitled to Full membership in the 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. A Nation shall only be entitled to be represented by one (1) team per Nation at the 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 the ILS National Teams World Championships.
- H. Full Members may compete in the ILS National Team's and ILS Interclub World Championships.
- I. Where a Full Member does not participate in lifesaving sport and where there exists an Associate or Corresponding Member from the same nation that does participate in lifesaving sport, then the Associate or Corresponding Member is permitted to enter the ILS National Team's World Championships with its competitors with the written permission of the Event Management Committee.
- J. Clubs from Full, Associate and Corresponding Members can compete in the Interclub 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 lawfully incorporated national non-profit organisation that is a leader or provider of drowning prevention, aquatic lifesaving/lifeguarding and/or lifesaving sport activities in its Nation.
- 2) Subject to the payment of the annual fee, designated representatives of 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 may participate in the ILS Interclub World Championships.
- 4) Associate Members must pay 50% of the membership fees of a Full Member.
- 5) The 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 after a full consultation with that Full Member.
- 6) If the Full Member does not support the application for membership, any vote to approve it must be carried by a 2/3 majority.

#### B. CORRESPONDING MEMBER

- 1) Corresponding membership may be granted to a lawfully incorporated non-profit organisation that is a leader or provider of drowning prevention, aquatic lifesaving/lifeguarding and/or lifesaving sport in its Nation. This status is not appropriate for Regional Branches of Full, Associate or Corresponding Members in a Nation. It may only be granted to Organisations that are independent of existing ILS Full, Associate or Corresponding Members.
- 2) Subject to the payment of the annual fee, designated representatives of 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 may participate in the ILS Interclub World Championships.
- 4) Corresponding Members must pay 10% of the membership fees of a Full Member.
- 5) The 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 after a full consultation process with that Full Member.
- 6) If the Full Member does not support the application for membership, any vote to approve it must be carried by a 2/3 majority.

#### C. INTERNATIONAL AFFILIATES

- 1) International Affiliate status may be granted by the ILS Board of Directors to international non-profit organisations, international government bodies, and international educational and research institutes with a global interest in aquatic lifesaving/lifeguarding, drowning prevention and/or lifesaving sport.
- 2) International Affiliates may be required to pay membership fees as determined by the ILS Board of Directors.
- 3) Subject to the payment of registration and/or participation fees, representatives from International Affiliates may be invited to attend and, subject to the consent of the relevant Chair, address an ILS meeting, but do not have the right to vote.
- 4) International Affiliates may nominate for a role with the ILS Drowning Prevention Commission and/or related Committees.
- 5) International Affiliates must comply with the relevant ILS policies and guidelines.
- 6) International Affiliates shall have their membership reviewed every four years.

#### **D. CONTACT MEMBER**

- 1) Contact membership may be granted to a lawfully incorporated national non-profit organisation that is a leader or provider of drowning prevention, aquatic lifesaving/lifeguarding and/or lifesaving sport in its Nation.
- 2) Contact Members may attend ILS meetings, subject to the consent of the relevant meeting Chair, but do not have the right to vote.
- 3) Contact Members do not pay a Membership Fee.
- 4) The ILS may not grant Contact Membership status in a nation where there is an existing Full, Associate or Corresponding Member.

#### **E. INDIVIDUAL MEMBERS**

- 1) Individual membership may be granted to a person with an interest in aquatic lifesaving, drowning prevention or lifesaving sport.
- 2) Subject to the payment of registration and/or participation fees, as determined by the Board of Directors, Individual Members may be invited to attend ILS events 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 membership fees as determined by the Board of Directors.
- 4) Individual Members must be approved by the Full Member of their Nation if there is a Full Member.

#### **F. HONORARY MEMBERS**

- 1) Honorary membership may be granted to a person who has given special service to the objectives of lifesaving worldwide.
- 2) Subject to the payment of registration and/or participation fees, Honorary Members may be invited to 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.

#### **G. PARTICIPATION**

No person shall be invited or permitted to speak at an ILS meeting who is a member or formally linked with a non-member lifesaving federation unless the Full Member(s) from the country (if any) agrees or unless the Board of Directors, having considered the concerns of the Full Member(s), decides that an invitation should be extended. If no Full Member exists in the Nation, the ILS Board of Directors will decide.

### **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 an ILS Meeting, ILS Competition or ILS Conference, whichever comes first, the representatives of that Member Organisation lose the right to participate/vote at ILS General Assemblies, ILS Board of Director's Meetings, ILS Commission and Committee meetings, ILS Championships and ILS Conferences. That Member will not be allowed to organise, nor participate in ILS lifesaving competitions, conferences and other events and will be suspended until all outstanding fees have been paid.
- 2.3.3. If the Member's fees remain outstanding 24 months (730 days) after they are due, then that Member's membership shall automatically be terminated, and the Member expelled from the ILS without further notice. In the case of Full, Associate and Corresponding Members, a reasonable attempt should be made by the ILS Headquarters and the Regional Secretary General to understand the reasons of non-payment. Expelled Members may remain in the ILS database as Contact Member, if they make such a request.
- 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 and approval of the Board of Directors.
- 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, must comply with, and must observe the ILS legislation and any determination or resolution which may be made or passed by the General Assembly or the Board of Directors.
- 2.4.2. They must not discriminate against any person in any way or on any grounds including but not limited to gender, race, religion or ethnicity.
- 2.4.3. They are entitled to all benefits, advantages, privileges and services of their particular category of ILS membership.
- 2.4.4. They understand that the ILS may review their membership status from time to time.

## 2.5. MEMBERSHIP – APPLICATION

### 2.5.1. Full, Associate and Corresponding Member

Only a lawfully incorporated national non-profit organisation that is a leader or provider of drowning prevention, lifesaving and/or lifesaving sport activities in its Nation can apply for Full, Associate or Corresponding Membership.

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

- 1) The membership application form duly completed.
- 2) A copy of the legislation (Constitution/Statutes, Bye-Laws, etc.) of the organisation, to be submitted in the Native and English language.
- 3) A list of all Member Organisations (such as lifesaving clubs/units/teams) that are members of the Organisation. Such Member Organisations (lifesaving clubs/units/teams) must be non-governmental and non-profit associations.
- 4) An Activity Report for the past 12 months that summarises key lifesaving related activities; including but not limited to the number of lifesaving, lifeguarding and water safety courses conducted, people trained or educated, lifesaving sport activities organised, etc.
- 5) Documentation of incorporation or recognition as a lifesaving body by relevant authorities (e.g. Government Ministries, National Sports Council, National Olympic Committee).
- 6) A copy of the organisation's logo.
- 7) Payment of the appropriate membership fee.

No applications can be considered until the above requirements are met.

### 2.5.2. International Affiliates

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

- 1) The membership application form duly completed.
- 2) A copy of the legislation (Constitution/Statutes, Bye-Laws, etc.) of the organisation, to be submitted in the Native and English language.
- 3) Documentation of incorporation or recognition as an organisation with an interest in lifesaving by relevant authorities.
- 4) Has to seek support in their application from an existing Full Member in the Nation where they are based (where such member exists). If there is no Full Member in the Nation, the application has to be approved by the Board of Directors.
- 5) A copy of the organisation's logo.
- 6) Payment of the appropriate membership fee.

No applications can be considered until the above requirements are met.

## **2.6. MEMBERSHIP - ADMISSION**

- 2.6.1. Application Process
  - 1) Applications for ILS Membership must be mailed to the ILS Headquarters who will review the application in first instance for completion.
  - 2) If the application is complete, the ILS Headquarters will mail the application to the Membership Committee.
- 2.6.2. Admission of Voting Members
  - 1) If the application file is complete, the ILS Headquarters will submit the application to the Membership Committee for review and recommendation.
  - 2) The Membership Committee will scrutinise the application for accuracy of completion and request additional evidence where required before making a recommendation to the ILS Board of Directors.
  - 3) If the application is approved by the Board of Directors, the Board will make a recommendation to the next General Assembly for decision.
- 2.6.3. Admission of Non-Voting Members
  - 1) If the application file is complete, the ILS Headquarters will submit the application to the Membership Committee for review and recommendation.
  - 2) If there is a Full Member in the nation, the Membership Committee will, through the ILS Headquarters, consult with the Full Member before making a recommendation to the ILS Board of Directors.
  - 3) The Membership Committee will scrutinise the application for accuracy of completion and request additional evidence where required before making a recommendation to the ILS Board of Directors.
  - 4) The Board of Directors can decide on the acceptance of Non-Voting Members.
- 2.6.4. If the membership application is approved, the ILS headquarters will notify the applicant of the decision.
- 2.6.5. If the membership application is refused, the applicant will be notified in writing by the ILS Headquarters 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.
- 2.6.6. 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 – REVIEW OF STATUS**

- 2.8.1. The ILS shall, if needed from time to time, review ILS Members to ensure that they fulfil the ILS membership criteria in article 2.5.
- 2.8.2. The Membership Committee shall manage the review process and recommend the appropriate actions.
- 2.8.3. Upon recommendation of the Membership Committee, the Board of Directors can modify the status of Non-Voting Members. A decision to modify their status requires a 50%+1 quorum and a 2/3 majority of the Board of Directors.
- 2.8.4. Upon recommendation of the Membership Committee and/or the Chancellery, the Board of Directors can temporarily modify the status of a Full or Voting Member. A final modification of the status of a Full Member can only be taken by the Elective General Assembly or the Extraordinary General Assembly. The review must be included in the agenda of that General Assembly. A decision to modify the status of a Voting Member requires a 50%+1 quorum and a 2/3 majority of the Elective or Extraordinary General Assembly. A Full Member may request that its status is changed in favour of another organisation in that country.
- 2.8.5. Appeals are described in chapter 16.

## **2.9. MEMBERSHIP – DISCIPLINARY MATTERS**

Disciplinary matters are provided in Chapter 16.

## **2.9. MEMBERSHIP – APPEALS**



Appeals are provided in Chapter 16.

## 2.10. MEMBERSHIP – RESIGNATION

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

## 2.11. MEMBERSHIP – FORFEITURE OF RIGHTS

A Member which ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon the 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 the ILS immediately.

## 2.12. 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 debts owed to the ILS by the former Member.

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.

## 2.13. MEMBERSHIP – LIABILITIES

Members are not personally liable for the debts and obligations of the 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 calendar years	Upon request of Elective General Assembly	Upon request of BOD or 20% of Full Members
Convening			Convened not less than 15 days after request	Convened within 90 days after request
Notice of Meeting mailed	8 Days	180 days	8 days	60 days
Call for Nominations	NA	180 days	NA	NA
Draft Agenda Mailed	60 days	180 days	8 days	60 days

Proposals to amend the Constitution or Bye-Laws	NA	90 days	15 days	60 days
Deadline for adding Agenda Points	NA	90 days	NA	60 days
Deadline for receipt of nominations for the ILS President and the ILS Secretary General	NA	90 days	NA	NA
Deadline for receipt of nominations for Commissions, Committees, Legal and Financial Advisor and Financial Auditors	NA	60 days (nominations from the floor may be considered)	NA	NA
Preparatory Documents and Refined Agenda Mailed	1 Month	2 Months 60 days	8 days	30 days
Meeting Minutes Mailed	60 days after the closing of the meeting			

BOD: Board of Directors

NA: Not Applicable

\*: For General Assemblies through electronic means, the same timelines apply.

### Timeline in Days

Actions	Annual GA		Elective GA		Extraordinary GA			
	FF+	E	FF+	E	FF+	E	FF+	E
Frequency of meeting	Annual		Every 4 calendar years		Upon request of previous EGA		Upon request of BOD or 20% of Full Members	
Convening					Convened not less than 15 days after request		Convened within 90 days after request	
Notice of Meeting mailed	8	8	180	180	8	8	60	60
Draft Agenda Mailed	8	8	180	180	8	8	60	60
Call for Nominations mailed	NA	NA	180	180	NA	NA	NA	NA
Deadline for adding Agenda Points	NA	NA	90	90	NA	NA	60	60
Proposals to amend the Constitution or Bye-Laws	NA	NA	90	90	15	15	60	60
Deadline for receipt of nominations for the ILS President and ILS Secretary General	NA	NA	90	90	NA	NA	NA	NA
Deadline for receipt of nominations for Standing Committees, Commissions, Commission Committees, Advisors and Financial Auditors	NA	NA	60*	60*	NA	NA	NA	NA
Preparatory Documents and Refined Agenda Mailed	30	30	60	60	8	8	30	30
Meeting Minutes Mailed	60	60	60	60	60	60	60	60

GA = General Assembly

FF+ = Face to Face and Electronic presence Meeting

E = Electronic Meeting only



BOD = Board of Directors

NA = Not Applicable

\* = nominations from the floor may be considered

### 3.3. GENERAL ASSEMBLY – ATTENDANCE, QUORUM AND MAJORITY REQUIREMENTS

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

Actions	Annual GA		Elective GA		Extraordinary GA			
	Q	M	Q	M	EGA		BOD 20	
					Q	M	Q	M
Normal Decisions	75	50+1	30	50+1	30	50+1	30	50+1
Acceptance of Full Members	75	50+1	30	50+1	30	50+1	30	50+1
Change of status of Full Members	75	75	50+1	2/3	50	2/3	50	2/3
Expulsion of Full Members	75	75	50+1	2/3	30	2/3	30	2/3
Amendment of the Constitution	NA	NA	50+1	2/3	50	2/3	50	2/3
Amendment of the Bye-Laws	50	2/3	50+1	2/3	50	2/3	50	2/3
Move of the Headquarters	50	3/4	50+1	3/4	50	3/4	50	3/4
Amendment of the objectives, dissolution and the distribution of Assets	50	4/5	50+1	4/5	50	4/5	50	4/5

Q = Quorum.

M = Majority.

GA = General Assembly.

EGA = General Assembly convened upon request of the former General Assembly.

BOD = Board of Directors.

BOD 20 = General Assembly convened upon request of the BOD or 20% of the Full Member Federations.

Attendance at General Assemblies are summarised in APPENDIX G.

### 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, or a member of the Board of Directors the ILS President designates, chairs the meeting.
- If the Regional representative carrying the vote is not the Regional President or Regional 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

See list in APPENDIX G.

#### 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.
- The ILS Headquarters will ensure that facilities are offered by the Host for Full Members to attend and participate at the meeting by electronic means, such as via video conferencing, telephone or the internet, if their representatives are unable to physically travel, as set out in 13.1. The Full Member and the representative(s) will be registered as being present.
- 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 ILS Secretary General. The proxy is only used to establish a quorum.
- The ILS President, ILS Secretary General and employees of the ILS may not represent a Full Member at a General Assembly.
- ILS Vice-Presidents and Regional Directors do not have a vote unless they are representing a Full Member.

##### **Non-Voting Members**

See list in APPENDIX G.

#### **3.5.2. Elective General Assembly – Convening Notice**

- A. The Elective General Assembly shall meet on a date and at a venue 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. Voting is done in accordance with the ILS Voting Policy. Abstentions are not considered for determining majorities.
- B. Votes in all ILS meetings regarding persons shall be by secret ballot, unless there is unanimous agreement to waive this requirement. 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 shall be counted the same as an abstention.
- 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 ILS President (or other

chairperson if the ILS 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 will be resubmitted to the relevant General Assembly for voting again. If the ballot remains tied after the second vote the ILS President may exercise a casting vote, in which case the ILS President's vote shall be the deciding vote. If the ILS President chooses not to vote, then the vote fails for lack of a majority.
- H. Full Member Federations present at electronic meetings can express their votes by any means, such as images, thumbs up, messages via WhatsApp or any other form.

### **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**

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

#### **3.6.3. Extraordinary General Assembly – Agenda**

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

#### **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 an ILS Director must be a member, officer, or official representative in the Full Member.
- 4.1.3. A Full Member nominating an ILS Director shall be deemed to have made a commitment to provide financial and such other support necessary to enable that ILS 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 an ILS Director it has nominated at any time, at which point the ILS Director automatically resigns from the ILS Board of Directors. 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. ILS Directors shall, when participating in a Board of Directors meeting or representing the ILS, act in the general good and interest of all Members of the ILS.
- 4.1.5. The costs of attendance of ILS Directors are the obligation and responsibility of their nominating Member. The Board of Directors may approve reimbursement of reasonable expenses for the ILS President the ILS Secretary General and may exceptionally approve other ILS Directors' expenses provided that said expenses are within approved budget limits. The ILS Secretary General will approve staff attendance as well as payments and expenses in accordance with the budget and ILS policies.

- 4.1.6. ILS 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 ILS President, the ILS Secretary General, four (4) ILS Vice-Presidents, the Regional Directors, the Director representing the ILS-Academy and the Director representing athletes.
- 4.2.2. Other than the ILS President, the ILS Secretary General, the Director representing athletes, ILS Directors including the ILS Vice-Presidents must belong to different Full Members.

#### **4.3. ILS PRESIDENT AND ILS SECRETARY GENERAL – NOMINATIONS**

- 4.3.1. Nominations for the ILS President the ILS 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 ILS President and ILS 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 recommended 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 90 days 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 60 days before the General Assembly by electronic means.

#### **4.4. BOARD OF DIRECTORS – ELECTIONS**

- 4.4.1. The election of the ILS President and ILS Secretary General is done by the Elective or Extraordinary General Assembly. The ILS President and ILS Secretary General are elected by a simple majority (50%+ 1 votes) of the votes cast. The following procedure shall apply:
- A. 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. When a vote is taken and there is less than 50% support for the nomination then the nominee shall not be elected, and a new nomination process be entered into.
  - B. Where more than one (1) 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 is 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. The election of the ILS President shall be conducted first, followed by the election of the ILS 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.
  - Abstentions are not considered for determining majorities.
  - Voting is done in accordance with the ILS Voting Policy.
- 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 ILS Director may serve.

#### **4.6. BOARD OF DIRECTORS – REPLACEMENTS**

- 4.6.1. If the ILS President cannot carry out the duty of ILS President or resigns before the end of the term of office, the ILS President will be replaced, until the next Elective General Assembly, by one of the ILS Directors, as determined by the Board of Directors. The ILS Secretary General shall assume the ILS President’s duties until the Board of Directors has made its determination.
- 4.6.2. If the ILS Secretary General cannot carry out the duty of ILS Secretary General or resigns before the end of the term of office, the ILS Secretary General will be replaced, until the next Elective General Assembly, by one of the ILS Directors, as determined by the Board of Directors. The ILS President shall assume the ILS 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 the Regional approved procedures. When more Full Members join the ILS, the Regional Branch is responsible to propose the additional ILS Director to the ILS Board of Directors. That ILS Director is elected as per the procedures set by the Regional Branch. If the numbers of Full Members in a Region Branch decline to a point that the Region no longer has right to seat a Board Member, the Region is responsible to remove a person.
- 4.6.4. An ILS Director will automatically be considered to have resigned as an ILS Director on:
- A. Death.
  - B. Submission of a letter of resignation.
  - C. Notification by the Full Member who nominated the ILS Director that the ILS 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 a 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 ILS Director has one (1) vote on any recommendation. The ILS President (Chair) has an additional casting vote in the case of a tie.
- 4.7.2. If a Regional Director is absent, his/her vote may be taken by the Regional Secretary General or by any representative appointed by the Regional Board of Directors.
- 4.7.3. Board Members present at electronic meetings can express their votes by any means, such as images, thumbs up, messages via WhatsApp or any other form.
- 4.7.4. A vote once cast cannot be changed or withdrawn.

#### **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 the ILS and upon the request or invitation of its Members. All efforts should be made by the Board of Directors and 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 ILS President or upon the written request of at least 50% of the ILS 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. Except under exceptional circumstances, the notice of meeting together with the draft agenda will be dispatched to all ILS Directors by the ILS Headquarters at least 90 days before the start of the Board of Directors meeting by electronic means for face-to-face meetings and 6 weeks for electronic meetings.
- 4.9.3. All matters to be placed on the agenda of a Board of Directors meeting must be submitted to the ILS Secretary General at least 60 days before the date fixed for the meeting for face-to-face meetings and 4 weeks for electronic meetings. Agenda items should be crafted with recognition that the agenda is widely circulated within and outside of the ILS. Agenda items should concisely put forth an issue and a specific action proposed to be taken by the ILS Board of Directors, which is within the authority of the Board. Grievances or allegations involving individuals should be avoided where reasonably possible.
- 4.9.4. Unless under exceptional circumstances, the preparatory documents will be dispatched to all ILS Directors at least six (6) weeks (42 days) before the start of the Board of Directors meeting by electronic means for face-to-face meetings and three (3) weeks (21 days) for electronic meetings.
- 4.9.5. Agenda items which are not submitted to the ILS Secretary General before the deadline fixed for the meeting 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 ILS 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.
  - The Commission Chairs.
  - The ILS Executive Director.
  - The ILS Events Director.
  - The ILS Legal Advisor.
  - The ILS Financial Advisor.
- 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, Commanders, Grand Knights, Knights, ILS Life Members, ILS Staff, Representatives of Voting and Non-Voting Members, Members of ILS Commissions and Committees, Individual Members, Honoured 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 ILS Directors, Regional Secretary Generals, staff members and other individuals who have been unanimously agreed by the ILS Directors present at the meeting. Persons with a conflict of interest regarding the matter under consideration must declare their interest and should be excluded from the matter.

#### **4.11. BOARD OF DIRECTORS – QUORUM AND MAJORITY**

Decisions taken at a Board of Directors meeting need a quorum of 50% and a majority of 50%+1 of the ILS Directors present or represented, except where a higher voting requirement is specified in the Constitution or Bye-Laws.

#### **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, unless there is unanimous agreement to waive this requirement.
- 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 used for voting and the outcome shall be recorded in the Minutes.
- 4.12.5. Abstentions are not considered for determining majorities.
- 4.12.6. Voting is done in accordance with the ILS Voting Policy.
- 4.12.7. 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 ILS Secretary General or a person the ILS Secretary General may designate and issued to the ILS Directors, Commission and Committee Members, Full Members, Associate Members and Corresponding Members, within 60 days of the conclusion of the Board of Directors meeting for comment.

#### **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 ILS President, the ILS Secretary General or one or several of the ILS 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 authorise any member of the Board of Directors to execute a contract on behalf of the ILS. Normally, contracts will be executed by both the ILS President and ILS 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 ILS Director(s) shall be empowered to act on behalf of the ILS. The Board of Directors 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 of Directors may authorise without individual approval of the contract by the Board of Directors. Legal advice should be sought prior to signing any significant contract. A significant contract is one which has a multi-year term or a monetary value exceeding 5,000 Euro.

#### **4.15. ROLES AND RESPONSIBILITIES OF THE ILS PRESIDENT AND SECRETARY GENERAL**

- 4.15.1. The ILS President
  - A. Is the nominal head of the ILS and will act as Chair of any Board of Directors meeting or General Assembly of the ILS, subject to the Constitution and the Bye-Laws, or delegate this responsibility as may be required.
  - B. Shall ensure that discussions at meetings are on issues that according to the Constitution and Bye-Laws and other ILS rules are within the authority of the Board Meeting or General Assembly to decide.
  - C. Shall endorse Electronic Ballots for matters related to the Board of Directors in accordance with Chapter 10 of the Bye-Laws.
  - D. Shall identify issues of significance to the Board of Directors, provide the right environment for consideration of these issues and ensure that all Board Members have the opportunity to express their views.
  - E. Shall ensure that the Board of Directors deals quickly and efficiently with routine matters, allowing time for attention to key areas of responsibility such as accountability, strategic thinking, risk management, monitoring and policy issues.
- 4.15.2. The ILS Secretary General
  - A. Shall assist the President and the Board of Directors in all matters.
  - B. Shall generally, manage and administer the affairs of the ILS.
  - C. Shall represent the ILS.
  - D. Shall administer all matters concerning notice for, agenda for, conduct of voting and reporting at Annual General Assemblies, Elective General Assemblies, Extraordinary General Assemblies and Board of Directors Meetings in accordance with Bye-Laws 3 and 4.
  - E. Shall manage the Headquarters (General Secretariat).



- F. Shall manage employment and human resources.
- G. Shall promote business development.
- H. Shall promote relations to sponsors and business partners.
- I. Shall ensure that the financial records of the ILS are kept in accordance with the relevant laws of the country in which the ILS is Incorporated.
- J. Shall work with the Executive Director on the management of the finances of the ILS.
- K. Shall guide the preparation of the annual budget.
- L. Shall liaise with the Internal Financial Auditors on the annual audit.

## CHAPTER 5. – PERMANENT OR STANDING COMMITTEES

The ILS has the following Permanent or Standing Committees:

### 5.1. THE ILS CHANCELLERY

- 5.1.1. The ILS Chancellery is composed of the ILS President, the ILS Secretary General and the four ILS Vice-Presidents.
- 5.1.2. The Chancellery:
  - A. Acts as a reference group for the ILS President and the ILS Secretary General on major matters that may impact the ILS during the periods between meetings of the Board of Directors.
  - B. Regularly monitors progress on goals and decisions of the Board of Directors and takes actions required to achieve them if necessary and urgent.
  - C. Help coordinate the work of the Regional Branches in a cohesive manner.
  - D. Reviews sensitive and confidential items of the organisation.
  - E. Oversees policy development.
  - F. Oversees strategic planning.
  - G. Reviews proposals for honours in accordance with set policies.
  - H. May act as a Disciplinary Committee for the ILS.
- 5.1.3. The Chancellery meetings are restricted to the Chancellery Members. The President can allow non-voting participants to the meeting. The Chancellery reports to the Board of Directors.

### 5.2. THE ILS ACADEMY

- 5.2.1. The ILS Academy is chaired by a person appointed by the Board of Directors who has at least a PhD Diploma. The Chair acts as the Dean of the Academy. The Dean is a voting Member of the ILS Board of Directors.
- 5.2.2. The Dean may decide upon the creation of Departments/Faculties and the appointments of skill-based experts to Chair these Departments/Faculties.
- 5.2.3. The Executive Committee (ExCo) is composed of the Dean, the Departments/ Faculty Heads and Secretaries.
- 5.2.4. The ExCo must decide on the appointment of skill-based experts by a majority vote of the ExCo and must first consult with the Full Member, if any, from the nation where the skill-based expert resides. If the Full Member disagrees, the proposal shall require ILS Board review and simple majority approval. The Academy has the ability to operate with some independence and is able to invite those Academic Researchers, Educators, etc... who can contribute to its work, from whatever organisations or universities they belong.
- 5.2.5. The ExCo shall define the duties, obligations, timelines, responsibilities, composition, frequency of meetings, and procedure for, meetings (including quorum), tasks, working and reporting procedures of the Departments/Faculties.
- 5.2.6. The mission of the ILS Academy will be:
  - To function as an International Academic Centre for Drowning Prevention, Lifesaving Studies, Education and Research.
  - To act as an International Forum for free expression and exchange of ideas among the Lifesaving family, intellectuals, scientists, athletes, sport administrators, educators, artists and the youth of the world.
  - To bring together experts from all over the world, in a spirit of friendship and cooperation.
  - To motivate people to use the experiences and knowledge gained in the Academy productively, in promoting the Lifesaving ideals in their respective countries.

- To serve and promote the ideals and principles of the ILS.
- To cooperate with and assist the National Lifesaving Federations/Organisations and any other institutions devoted to Lifesaving Education.

5.2.7. If the Dean is absent, the Academy Secretary General will Chair the meeting. If the Academy Secretary General is absent, those present shall elect a Chair for that meeting.

### **5.3. THE ILS MEMBERSHIP COMMITTEE**

- 5.3.1. The ILS Membership Committee is composed of a Board-appointed Chair who is a Member of the ILS Board of Directors, the ILS Secretary General and the four Regional Secretary Generals.
- 5.3.2. The Committee is tasked to review all new ILS Membership applications and ensure they meet the requirements before submission to the Board of Directors, to advise the Board of Directors on any recommended changes to the Constitution and Bye-Laws as they relate to ILS Membership matters, to develop a Membership engagement document to improve the retention of members and to conduct a review during each term of 4 years of all ILS Members to ensure that they continue to satisfy the criteria for their category of membership.
- 5.3.3. If the Chair is absent, the ILS Secretary General will Chair the meeting. If the ILS Secretary General is absent, those present shall elect a Chair for that meeting. If a Regional Secretary is absent, his/her seat and vote will be taken by the Regional President or by any other Regional Director appointed by the Regional President. Membership Committee meetings are restricted to the Committee Members. Regional Presidents can be present at the meetings as observers.

### **5.4. THE ILS ATHLETES COMMITTEE**

- 5.4.1. The ILS Athletes Committee is composed of at least six elected persons of which 50% are men and 50% are women. It comprises an elected Chair, an elected Secretary and a minimum of four elected Members. The Committee represents at least three of the four ILS Regions. The Committee Members are active and/or recently retired athletes (maximum 5 years retired at the start of their four-year mandate).
- 5.4.2. The Chair of the ILS Athletes Committee is a voting Member of the ILS Board of Directors.
- 5.4.3. The ILS Athletes Committee is tasked to empower the athlete's representation in the ILS decision-making processes, to support the athlete development in their sporting and non-sporting careers and to represent the athlete's views in the decisions across the ILS.
- 5.4.4. The ILS Athletes Committee reports to the ILS Board of Directors.

### **5.5. THE ILS EVENT MANAGEMENT COMMITTEE**

- 5.5.1. The ILS Event Management Committee is composed of a Board-appointed Chair who is Member of the ILS Board of Directors, the ILS Event Director as the Secretary and representatives from the Sport Commission for the Sport related events and representatives of the Drowning Prevention Commission for Conferences and Drowning Prevention related Events.
- 5.5.2. The ILS Event Management Committee is tasked to supervise the management of the respective ILS Events.
- 5.5.3. The ILS Event Management Committee reports to the Board of Directors.

### **5.6. GENERAL PRINCIPLES OF ALL STANDING COMMITTEES**

- 5.6.1. The term of office of the Standing Committees is approximately four (4) years.
- 5.6.2. Only Committee Chairs, Secretaries and Members have voting rights at Standing Committee meetings. The Chair has an additional casting vote.
- 5.6.3. Each Committee reports primarily to the ILS Board of Directors.
- 5.6.4. Abstentions are not considered for determining majorities.
- 5.6.5. Voting is done in accordance with the ILS Voting Policy.

## **CHAPTER 6. – COMMISSIONS**

### **6.1. 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.

### **6.2. COMMISSIONS – COMPOSITION**

- 6.2.1. A Commission is composed of a voting Chair, a voting Secretary and up to 18 voting Members.
- 6.2.2. The Chair of the Commission is appointed by the Board of Directors.
- 6.2.3. The Chair of the Commission and no less than 50% of the voting members must be Members of a Full Member.
- 6.2.4. The Chair and Secretary must be from different Full Members. Each Full Member can nominate only one man and one woman for a Commission.
- 6.2.5. Upon recommendation of the Chair, the Board of Directors approves the appointment of the Commission Secretary and Voting Members.
- 6.2.6. A Commission Chair can approve up to five additional non-voting, skill-based experts to the Commission.
- 6.2.7. Only Commission Chairs, Secretaries and Voting Members have voting rights at Commission meetings. During discussion and deliberation, the comments of voting members will be heard first, followed by the comments of Commission appointed experts, followed by the comments of observers, at which point comments from observers will be closed and discussion will be limited to the voting members.
- 6.2.8. An ILS Director is eligible to be a Commission Chair or Secretary whilst being an ILS Director. An ILS Director can be a Voting Member of at the maximum one Commission.
- 6.2.9. The ILS President and ILS Secretary General are ex-officio, non-voting members of all Commissions and Committees, unless elected to the Commission or Committee.
- 6.2.10. There shall be no more than one man and one woman Member with voting rights in a Commission from the same Member Organisation or nation.

### **6.3. COMMISSIONS – TERM OF OFFICE**

- 6.3.1. The Board of Directors shall determine the term of office of the Commissions, the normal term being approximately four (4) years.
- 6.3.2. Each Commission Chair reports primarily to the Board of Directors; however, between meetings it is the responsibility of an appointed Board Member, preferably the ILS President or ILS Secretary General, to ensure that each Chair is performing in accordance with the legislation of the ILS and the expectations of the Board of Directors. Commission Chairs shall accordingly follow the guidance of the appointed Board Member.
- 6.3.3. If a Commission Chair is in the reasonable opinion of the appointed Board Member not sufficiently contributing to the Commission, the appointed Board Member can propose to the Board of Directors the replacement of the Commission Chair.
- 6.3.4. 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.
- 6.3.5. Where a Commission member is relieved from his/her function as a Member of a Commission they shall be notified in writing by the ILS Secretary General.
- 6.3.6. The Board of Directors, upon recommendations from the respective Commission Chair, shall be responsible for appointing a replacement for Commission Members who have vacated or been removed from their position.

### **6.4. COMMISSIONS – NOMINATIONS AND APPOINTMENTS**

- 6.4.1. Nominations shall be called by the ILS Headquarters from Member Organisations.
- 6.4.2. A Full Member may nominate one man and one woman to the positions of Chair or Secretary of each Commission.
- 6.4.3. Any Member Organisation may nominate one man and one woman to the positions of Member of each Commission.

- 6.4.4. To be valid, nominations must 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.
- 6.4.5. Nominations shall be received at least 60 days 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.
- 6.4.6. The ILS Secretary General shall circulate details of all nominees to the Board of Directors with the preparatory documents or upon receipt.
- 6.4.7. As soon as possible after elections of the Board of Directors at the Elective General Assembly, the newly elected Board of Directors shall confer and appoint the Commission Chairs.
- 6.4.8. The Commission Chair shall appoint the Commission Secretary and Members and submit the list for ratification to the Board of Directors. In making these appointments, the Commission Chair 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 and Commission Chair 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 and preferably achieve gender balance.

## CHAPTER 7. - COMMITTEES

### 7.1. COMMITTEES CREATED BY THE BOARD OF DIRECTORS (BOARD COMMITTEES)

- 7.1.1. The Board of Directors may decide upon the creation of Committees and the appointments of the Chair, the Secretary and Members or skill-based experts to these Committees. The Board of Directors must first consult with the Full Member, if any, from the nation where the skill-based expert resides. If the Full Member disagrees, the proposal shall require Board review and approval. The Board of Directors shall define the duties, obligations, timelines, responsibilities, composition, frequency of meetings, and procedure for, meetings (including quorum), tasks, working and reporting procedures of the Committees.
- 7.1.2. The ILS President and ILS Secretary General shall be ex-officio, non-voting members of all Board Committees unless specifically appointed in which case they shall be entitled to a vote.
- 7.1.3. Each Chair of a Committee that is created by the Board of Directors, reports primarily to the Board of Directors; however, between meetings it is the responsibility of the ILS Secretary General, in consultation with the ILS President, to ensure that each Chair is performing in accordance with the legislation of the ILS and the expectations of the Board of Directors. These Committee Chairs shall accordingly follow the guidance of the ILS Secretary General.
- 7.1.4. Members of Board Committees must be members of ILS Full Members and will be appointed based on their skill, expertise and appropriateness for the particular task. The Board of Directors may remove any member at any time.

### 7.2. COMMITTEES CREATED BY THE COMMISSIONS (COMMISSION COMMITTEES)

- 7.2.1. The Commissions may decide upon the creation of Committees and the appointments of members or skill-based experts to these Committees. Commissions must decide on the appointment of skill-based experts by a majority vote of the Commission and must first consult with the Full Member, if any, from the nation where the skill-based expert resides. If the Full Member disagrees, the proposal shall require Board review and approval. The Commission shall define the duties, obligations, timelines, responsibilities, composition, frequency of meetings, and procedure for, meetings (including quorum), tasks, working and reporting procedures of the Committee.
- 7.2.2. The Commission Chair and Commission Secretary shall be ex-officio, non-voting members of all Commission Committees unless specifically appointed in which case they shall be entitled to a vote.

- 7.2.3. Each Committee Chair reports primarily to the Commission Chair. It is the responsibility of the Commission Chair, in consultation with the Commission Secretary, to ensure that each Committee Chair is performing in accordance with the legislation of the ILS and the expectations of the Commission. The Committee Chairs shall follow the guidance of the Commission Chair.
- 7.2.4. Each Committee Member reports primarily to the Committee Chair. It is the responsibility of the Committee Chair, in consultation with the Committee Secretary, to ensure that each Member is performing in accordance with the legislation of the ILS and the expectations of the Committee. Committee Members shall follow the guidance of the Committee Chair.
- 7.2.5. 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 Commission may remove any member or terminate the Committee at any time.

## **CHAPTER 8. - COMMISSIONS/COMMITTEES WORKING RULES**

### **8.1. COMMISSION/COMMITTEES – OPERATING PROCEDURES**

- 8.1.1. Meetings of Commissions/Committees may be in person, by telephone or other electronic means and shall occur no less than once each year. 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.
- 8.1.2. At least 50% of Commission/Committee members must be present (in person or by telephone or other electronic means) 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.
- 8.1.3. The authority of the Commissions will be as delegated by the Board of Directors.
- 8.1.4. The authority of Committees will be as delegated by the appointing body.
- 8.1.5. Technical and expert matters may be decided by the Commissions but need Board of Directors ratification. Matters involving finances and or strategic directions need Board of Directors approval. The Commissions may also have matters for Board of Directors Information.

### **8.2. 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. Abstentions are not considered for determining majorities. Voting is done in accordance with the ILS Voting Policy.

### **8.3. COMMISSIONS/COMMITTEES - MINUTES OF MEETINGS**

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

### **8.4. COMMISSIONS/COMMITTEE – OBLIGATIONS AND RESPONSIBILITIES**

The 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 9 – REGIONAL BRANCHES**

- 9.1. Regional Branches are established by the General Assembly and are part of and subject to the jurisdiction of the ILS. They shall:

- 9.2.1. Actively support and comply with the ILS legislation.
- 9.2.2. 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.
- 9.2. The Regional Branches comprises all ILS Member Organisations that fall within the geographical and political sphere of that Regional Branch (as defined by the General Assembly).
- 9.3. 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 the ILS.
- 9.4. Regional Branches shall have its own legislation (e.g. Constitution, Bye-Laws, etc.). The Regional Legislation is not in conflict with the ILS Legislation. Copies of the Regional Legislation shall be provided to the ILS within 90 days of creation or after changes are made.
- 9.5. Regional Branches will actively support and implement the current policies and procedures of the ILS and are not permitted to issue or implement policies that may impinge on the ILS, other Regions or Member Organisations. In emergency circumstances only (e.g., changes to legal requirements) the ILS Board of Directors may approve an interim exception to these provisions until such time as the policy(ies) and procedures of the Regional Branch and the ILS can be aligned. To ensure clarity, the ILS Board of Directors approval must be received in advance of a Regional Branch implementing any policy or procedure that does not comply with ILS policies and procedures or those that may affect other Regions or Member Organisations.

## CHAPTER 10 – ILS ADVISORS

- 10.1. ILS Legal Advisor
  - A. The ILS will seek Legal advice on all decisions that may seriously influence the position of the ILS or the effectiveness of its operation, at the present time and in the future.
  - B. The ILS will seek legal advice prior to signing any significant contract.
  - C. The Board of Directors shall elect/appoint a suitably qualified and experienced Legal Advisor and define his/her roles and responsibilities.
  - D. The Legal Advisor shall be ex-officio Member of the Board of Directors, without voting rights.
- 10.2. ILS Financial Advisor
  - A. The Financial Advisor will provide the ILS Secretary General, the ILS Business Commission, the Chancellery and the ILS Board of Directors with sound financial advice.
  - B. The Board of Directors shall elect/appoint a suitably qualified and experienced Financial Advisor and define his/her roles and responsibilities.
  - C. The Financial Advisor shall be ex-officio Member of the Board of Directors, without voting rights. He/she shall be ex-officio Member of the Business Commission with voting rights.
- 10.3. Reporting

The Advisors report primarily to the ILS Board of Directors.

## CHAPTER 11 – FINANCES

### 11.1. FINANCES - RESOURCES OF THE ILS

The ILS derives financial resources from sources such as:

- 11.1.1. Membership fee paid by Members.
- 11.1.2. Grants received from its Events, such as the Lifesaving World Championships and the World Conference on Drowning Prevention.
- 11.1.3. Gifts, donations or subsidies.
- 11.1.4. Operations or activities approved by the Board of Directors, such as sponsorship.

### 11.2. FINANCES - RESOURCES OF REGIONAL BRANCHES

The ILS Regional Branch derive financial resources from sources such as:

- 11.2.1. A percentage of the membership fee as determined by the Elective General Assembly.



- 11.2.2. Grants received from its Events, such as Regional Championships, etc.
- 11.2.3. Gifts, donations or subsidies.
- 11.2.4. Operations or activities approved by the Regional Board of Directors, such as sponsorship.
- 11.2.5. Extra fees from the member federations of the Region for special purposes determined by the General Assembly of the ILS Regional Branch.

### **11.3. FINANCES - ACCOUNTING AND AUDITING PROCEDURES**

- 11.3.1. 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.
- 11.3.2. Audited financial statements shall be prepared annually by 31 March of the year following the close of the Financial Year. The Financial Year is the Calendar year.
- 11.3.3. 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.
- 11.3.4. All financial statements and proposals with financial terms shall show amounts in Euro.
- 11.3.5. The Regional Branch will be required to submit annual financial statements to the Board of Directors in conjunction with the Region's annual report.
- 11.3.6. Acceptance of sponsorship, gifts, donations and subsidies shall be subject to ILS policies.

### **11.4. FINANCES – CONTRACT INVOICES**

- 11.4.1. Contract invoices are invoices issued by the ILS as part of a signed Agreement (Contract). Invoices related to ILS Certificates or ILS Shop items are also considered as Contract invoices.
- 11.4.2. Contract invoices and reminders can be mailed by post or by e-mail, both having the same effect.
- 11.4.3. Unless otherwise agreed by the parties, a contract invoice must be paid within 30 days from the date of the contract invoice.
- 11.4.4. If a Member has not paid an issued contract invoice by the required date, the ILS will remind the Member that the contract invoice is still due and has not been paid.
- 11.4.5. If the Member has not paid the contract invoice within 30 days following the reminder, the representatives of that Member lose the right to participate/vote at ILS and Regional General Assemblies and Board of Director's Meetings, Commission and Committee meetings and will not be allowed to organise, nor participate in ILS and Regional lifesaving competitions, conferences and other ILS events.
- 11.4.6. If the contract invoice remains outstanding 12 months (365 days) after it is due for payment, then that Member's membership shall automatically be terminated, and the Member shall be expelled from the ILS without further notice.
- 11.4.7. A Member whose membership has been terminated due to non-payment of a contract invoice, may re-apply for reinstatement of membership.
- 11.4.8. Organisations terminated because of non-payment of contract invoices seeking reinstatement of membership shall be required to pay the outstanding invoice(s) before they may be considered for re-admission to membership.
- 11.4.9. This resolution does not apply to payment of membership fees which is governed by Chapter 16 of the ILS Bye-Laws.

## **CHAPTER 12. – CODE OF BEHAVIOUR**

- 12.1. The Board of Directors shall adopt a code of conduct policy and a conflict-of-interest policy, which all ILS Directors, Commissions, Committees, Advisors and staff Members will be obligated to follow.
- 12.2. No individual making decisions on behalf of the 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 13. – ELECTRONIC MEETINGS**

The ILS may conduct business by electronic means.



### 13.1. ELECTRONIC GENERAL ASSEMBLIES

- A. In exceptional circumstances or in case of force majeure, like e.g. a war, a pandemic, the ILS Board of Directors may decide the holding of an Annual, an Elective or an Extraordinary General Assembly by Electronic means. The ILS Headquarters will set up the General Assemblies and the official Meeting address is Gemeenteplein 26 in 3010 Leuven (Belgium).
- B. Article 3.2., 3.3., 3.4., 3.5. and 3.6. of the ILS Bye-Laws remain in force.
- C. All quorum requirements as set out in the Constitution and in APPENDIX E of the Bye-Laws remain in force.
- D. The identity of the participants will be verified by the recognition of the face for known delegates and by verification of ID cards or passports for newcomers. In advance of the meeting, their Federation must submit a letter to the ILS Headquarters with the full name and registered e-mail address of the participating and voting delegate, together with a copy of their ID card or passport, both with picture.
- E. The meeting joining code and password will be sent by e-mail to the nominated delegate(s) in advance of the meeting to provide assurance that only authorised persons are participating in the General Assembly.
- F. Three types of voting are valid:
  - 10 Normal and Open Votes: The preferred method of recording normal/open votes is by using an electronic voting system that accurately records each vote cast by General Assembly delegates authorised to vote. If an electronic voting system is not available, a vote may be cast by raising a coloured voting card to the camera.
  - 11 Secret votes: A secret vote is cast by using an electronic voting system for secret voting.
  - 12 Voting over the telephone: Voting by telephone will be done orally to an approved registrar of the votes.
- G. Before each vote is called, participants will have the opportunity to raise questions. Participants without video-conferencing or phone connections will be able to submit their questions in writing before the General Assembly to the ILS Headquarters.
- H. No fewer than two scrutineers from different Regions, without conflict of interest, will be elected by the General Assembly to exclusively oversee voting, including confidential (secret) voting.
- I. In case the meeting is interrupted by technical and/or other reasons for more than one hour and for more than 20% of the participants, the meeting will be stopped and reconvened three weeks later at the same time.

### 13.2. ELECTRONIC BOARD OF DIRECTORS MEETINGS

- A. In exceptional circumstances or in case of force majeure, like e.g. a war, a pandemic, the ILS President may decide the holding of a Board of Directors meeting by Electronic means. The ILS Headquarters will set up the Board Meeting and the official Meeting address is Gemeenteplein 26 in 3010 Leuven (Belgium).
- B. Articles 4.7., 4.8, 4.9, 4.10, 4.11, 4.12 and 4.13. of the ILS Bye-Laws remain in force.
- C. The identity of the participants will be verified by the recognition of the face.
- D. The meeting joining code and password will be sent by e-mail to all persons entitled to attend in advance of the meeting to provide assurance that only authorised persons are participating in the meeting.
- E. Three types of voting are valid:
  - i. Normal and Open Votes: The preferred method of recording normal/open votes is by using an electronic voting system that accurately records each vote cast by General Assembly delegates authorised to vote. If an electronic voting system is not available, a vote may be cast by raising a coloured voting card to the camera.
  - ii. Secret votes: A secret vote is cast by using an electronic voting system for secret voting.
  - iii. Voting over the telephone: Voting by telephone will be done orally to an approved registrar of the votes.
- F. Before each vote is called, participants will have the opportunity to raise questions. Participants without video-conferencing or phone connections will be able to submit their questions in writing before the Board of Directors meeting to the ILS Headquarters.
- G. Besides the Legal Advisor, at least one additional scrutineer without conflict of interest will be elected by the Board of Directors to exclusively oversee confidential (secret) voting.

- H. In case the meeting is interrupted by technical and/or other reasons for more than one hour and for more than 20% of the participants, the meeting will be stopped and reconvened one week later at the same time.

### **13.3. ELECTRONIC COMMISSION AND OR COMMITTEE MEETINGS**

- A. In exceptional circumstances or in case of force majeure, like e.g. a war, a pandemic, the ILS Commission/Committee Chair may decide the holding of a Commission/Committee meeting by electronic means. The Meeting address will be the address of the Chair of the Commission/Committee or the address of the person that is appointed to set up the meeting.
- B. Articles 5.1. to 8.4. of the ILS Bye-Laws remain in force.
- C. The identity of the participants will be verified by the recognition of the face.
- D. The meeting joining code and password will be sent by e-mail to all persons entitled to attend in advance of the meeting to provide assurance that only authorised persons are participating in the meeting.
- E. types of voting are valid:
- i. Normal and Open Votes: The preferred method of recording normal/open votes is by using an electronic voting system that accurately records each vote cast by General Assembly delegates authorised to vote. If an electronic voting system is not available, a vote may be cast by raising a coloured voting card to the camera.
  - ii. Secret votes: A secret vote is cast by using an electronic voting system for secret voting.
  - iii. Voting over the telephone: Voting by telephone will be done orally to an approved registrar of the votes.
- F. Before each vote is called, participants will have the opportunity to raise questions. Participants without video conferencing or phone connections will be able to submit their questions in writing before the meeting to the Commission/Committee Chair or Secretary.
- G. In case the meeting is interrupted by technical and/or other reasons for more than one hour and for more than 20% of the participants, the meeting will be stopped and reconvened one week later at the same time.

## **CHAPTER 14. ELECTRONIC PRESENCE**

### **14.1. ELECTRONIC PRESENCE AT FACE-TO-FACE MEETINGS**

Representatives from Member Organisations, Members of the Board of Directors, Commissions and Committees who are not able to physically travel to an ILS Face-to-Face Meeting may attend and participate at the meeting via electronic means, such as via conferencing, telephone or internet. The ILS shall provide electronic access for any such meeting. The participants must be able to speak and participate and also be able to vote. The voting at such meetings is detailed in the Chapter above.

- 14.1.1. Persons invited to attend the Meeting will be provided with a mandatory joining code and password. They will only be counted as present if they actually join the meeting.
- 14.1.2. It is the responsibility of the attendee, not the ILS, to ensure that they have an effective online internet connection to facilitate their attendance.
- 14.1.3. The conduct of any online meeting may be recorded digitally.
- 14.1.4. All participants must adhere to the meeting etiquette instructions to ensure that the meeting is conducted in a timely, ordered manner. These instructions will be issued to attendees in advance of the meeting or at the beginning of the meeting.

### **14.2. ELECTRONIC PRESENCE AT ELECTRONIC MEETINGS**

- 14.2.1. Persons invited to attend an electronic ILS Meeting who are provided with the mandatory joining code and password will only be counted as present if they actually join the meeting.
- 14.2.2. Wherever possible, the timing of any electronic meeting will be fixed at a time that is as convenient to as many attendees as possible. However, it must be recognised that because of the large spread of time zones in which participants are located across the globe this may not always be possible.
- 14.2.3. It is the responsibility of the attendee, not the ILS, to ensure that they have an effective online internet connection to facilitate their attendance.
- 14.2.4. The conduct of any online meeting may be recorded digitally.

- 14.2.5. All participants must adhere to the meeting etiquette instructions to ensure that the meeting is conducted in a timely, ordered manner. These instructions will be issued to attendees in advance of the meeting or at the beginning of the meeting.

## CHAPTER 15. – ELECTRONIC BALLOTS

- 15.1. Electronic ballots – General Principles
  - 15.1.1. A decision can be made by way of an electronic decision-making procedure. Ballots shall preferably not be used for matters related to the Constitution or Bye-Laws, dissolution and liquidation of the ILS except in exceptional circumstances.
  - 15.1.2. A decision made by electronic ballot shall be as valid and effectual as if it had been passed at a meeting of the Board of Directors or General Assembly duly convened and held.
  - 15.1.3. Electronic Ballots shall be distributed and collected by the ILS Headquarters.
- 15.2. Electronic ballot for General Assembly Matters
  - 15.2.1. Electronic Ballots for General Assembly matters requiring a decision prior to the next General Assembly are allowed subject to the approval of the General Assembly or the Board of Directors.
  - 15.2.2. Electronic ballots for General Assembly matters shall be distributed by the ILS Secretary General. The form of the question to be considered shall be determined by the party making the proposal, in consultation with the ILS President and ILS Secretary General.
  - 15.2.3. Only Full Members in good standing prior to the conclusion of the voting period may vote.
- 15.3. Electronic ballot for Board of Director Matters
  - 15.3.1. Ballots for Board of Directors matters requiring a decision prior to the next Board of Directors meeting are allowed subject to the endorsement by the ILS President.
  - 15.3.2. Electronic ballots for Board of Directors matters shall be distributed by the ILS Secretary General. The form of the question to be considered shall be determined by the party making the proposal, in consultation with the ILS President and ILS Secretary General.
  - 15.3.3. Only Directors from Full Members in good standing prior to the conclusion of the voting period may vote.
- 15.4. Electronic ballot for Commissions/Committee Matters
  - 15.4.1. Ballots for Commissions/Committee matters requiring a decision prior to the next meeting are allowed subject to the endorsement by the Commissions/Committee Chair.
  - 15.4.2. Electronic ballots for Commissions/Committee matters shall be distributed by the Commissions/ Committee Secretary. The form of the question to be considered shall be determined by the party making the proposal, in consultation with the Commissions/Committee Chair and Secretary.
  - 15.4.3. Only Commissions/Committee Members from Members in good standing prior to the conclusion of the voting period may vote.
- 15.5. Ballot papers must include the following:
  - 15.5.1. The calling and closing dates for the ballot which shall be 30 days for all matters except for those related to the Constitution or Bye-Laws, dissolution or liquidation of ILS, which shall be 45 days.
  - 15.5.2. The percent of eligible votes required for the vote to be carried.
  - 15.5.3. The ability to request that the names and/or federations voting shall not be disclosed by those counting the votes or in the published results (secret ballot).
  - 15.5.4. An explanation of the qualifications required to cast a vote (good standing of the relevant Member Federation).
- 15.6. In urgent cases, the ILS Headquarters or the Commissions/Committee may proceed with implementation of the decision once the requested quorum and majority of votes has been achieved and verified. The result of the vote will not be formally concluded until the calling and closing period has expired.
- 15.7. The result of electronic ballots shall be verified by at least two disinterested persons selected by mutual agreement of the ILS President and the ILS Secretary General or the Commissions/Committee Chairs.
- 15.8. The results of electronic ballots shall be reported within 10 days after the end of the voting period to all members of the relevant body and recorded in the minutes of the relevant body. If any person eligible to vote has requested 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 was not requested, the vote shall be treated as a recorded vote, indicating how each vote was cast and by whom.

- 15.9. Electronic ballots will be considered cast once the vote is received by the ILS Headquarters or the Commissions/Committee Secretary. A vote cast cannot be changed once cast.
- 15.10. Subject to the above, the ILS Headquarters will be authorised to destroy the electronic ballots once the ballot result is declared and recorded in the minutes of the next meeting of the relevant body. For the Commissions and or Committee Meeting, the Secretary is authorised to destroy the electronic ballots once the ballot result is declared and recorded in the minutes of the next meeting.

## CHAPTER 16. - DISCIPLINE

### 16.1. General

- 16.1.1. Any Member Organisation or Individual may be disciplined in case of a violation of the ILS legislation.
- 16.1.2. Sanctions that may be imposed include:
- 1) Reprimand or warning.
  - 2) Fine.
  - 3) Suspension.
  - 4) Expulsion.
  - 5) Other sanctions considered appropriate by the ILS Chancellery.
- 16.1.3. Disciplinary matters will be handled by the ILS or Regional Chancellery assisted by experts it may choose. 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.

### 16.2. Handling of Disciplinary matters.

#### 16.2.1. Disciplinary Matters handled by Regional Branches

- A. The ILS does not have any jurisdiction in respect of disciplinary actions undertaken by Regional Branches regarding matters that are not related to the Membership of a Member Organisation.
- B. Disciplinary matters related to the Membership of a Member Organisation can be handled by the Regional Branch when the following mandatory conditions are respected:
  - 1) A Regional Branch has disciplinary rules in its Regional Constitution and/or Regional Bye-Laws that comply with the ILS legislation.
  - 2) A Regional Branch has a Disciplinary Commission (Chancellery) that is tasked to handle Disciplinary matters related to Member Organisations or Individuals of the Regional Branch.
  - 3) A Regional Branch has complied with its Disciplinary Rules.
  - 4) A Sanction has been passed by the Regional Board of Directors.
- C. If and when all the conditions provided in 16.2.1.B. are fulfilled, the Regional Board of Directors is in a position to directly submit the recommendation of the Regional Branch related to a sanction of a Voting Member Organisation to the ILS Board of Directors.
- D. The Member Organisation or individual disciplined by the Regional Branch can appeal to the ILS Chancellery.

#### 16.2.2. Disciplinary Matters handled by the ILS Chancellery

- A. Before an organisation or individual is disciplined/sanctioned, the Chancellery must make due and proper investigation about the alleged violation. The organisation or individual or a representative thereof must be given the right to appear before or be heard by the ILS Chancellery either in person, by telephone or in writing (at its own expense). The ILS Secretary General shall inform the organisation or individual about this right, in writing, in sufficient time to allow for an opportunity to exercise this right. The organisation or individual must be given 30 days to remedy the violation. If the violation is not remedied within this time, the Chancellery decides on the sanction to be applied.
- B. The ILS Chancellery can recommend to the ILS Board of Directors, Sanctions such as reprimands, fines, suspension and expulsions or any other sanction considered

appropriate by the ILS Chancellery to Individuals and to Non-voting Member Organisations. A decision requires a 2/3 quorum and a 2/3 majority of the ILS Board of Directors.

- C. The ILS Chancellery can recommend to the ILS Board of Directors, Sanctions such as reprimands, fines, and suspension or any other sanction (except expulsion) considered appropriate by the ILS Chancellery to Voting Member Organisations. A decision requires a 2/3 quorum and a 2/3 majority of the ILS Board of Directors.
- D. The member disciplined by the ILS Chancellery can appeal to the Court of Arbitration of Sport.

#### 16.2.3. Disciplinary Matters handled by the ILS Sport Commission and/or by the ILS Event Management Committee.

Disciplinary matters, including the appeal process, related to ILS sporting events and competitions are provided in the ILS Competition Rules.

#### 16.2.4. Expulsions

- A. Automatic expulsion. When membership fees are not paid in accordance with article 2.3.3. and/or when a contract invoice is not paid in accordance to article 11.4.
- B. Discretionary expulsion
  - 1) Upon recommendation of the ILS Chancellery, the ILS Board of Directors can expel Non-Voting Members. A decision to expel Non-Voting Members requires a 2/3 quorum and a 2/3 majority of the Board of Directors.
  - 2) Upon recommendation of the ILS Chancellery, the ILS Board of Directors can suspend Full Member Organisations. An expulsion of a Full Member Organisation can only be taken by the Elective General Assembly or the Extraordinary General Assembly. The expulsion must be included in the agenda of that General Assembly and requires a 50%+1 quorum and a 2/3 majority.
  - 3) Upon recommendation of the ILS Chancellery, the ILS Board of Directors can expel Members of the ILS Board of Directors, Members of ILS Commissions and Committees, ILS Auditors, ILS Advisors and dismiss ILS staff Members. A decision requires a 2/3 quorum and a 2/3 majority of the ILS Board of Directors.
  - 4) Upon recommendation of the ILS Chancellery, the ILS Board of Directors can expel Patrons, Life Governors, Commanders, Grand Knights, Knights and Hall of Fame recipients. A decision requires a 2/3 quorum and a 2/3 majority of the Board of Directors.

#### 16.2.5. Disciplinary actions related to falsifications of ILS Certificates

- A. Falsification or forgery of ILS Certificates is the making of a false document by an Organisation or an Individual with the intent that it be used or acted upon as if it is genuine.
- B. The falsification of ILS Certificates includes, amongst others:
  - The altering a genuine ILS Certificate in any material part.
  - The production of a falsified ILS Certificate.
  - The production of false examination test result lists.
  - The request to the ILS to issue Certificates for persons that did not follow any course or followed courses that does not match the set criteria.
  - The imitation of signatures and inappropriate use of the logo on Certificates.
  - The production of documents related to the ILS Certificates.
  - The production of statements that an Individual has obtained a Certain Certificate while that is not the truth.
- C. ILS Statement on falsification of ILS Certificates: No person shall wilfully make, issue, display, sell or possess any imitation, counterfeit or alteration of an ILS Certificate.
- D. Falsifying ILS Certificates is a serious matter, and constitute a gross misconduct and automatically lead to disciplinary action.
- E. The Organisation or Individual that falsify ILS Certificates may be suspended by the ILS Chancellery. The matter will be brought forward to the ILS Board of Directors who will analyse the case and if the falsification is proven, the Organisation or Individual will

automatically and immediately be expelled from the ILS. Such expulsion will be ratified by the next ILS Annual, Extraordinary or Elective General Assembly.

16.2.6. Appeals

An Individual or Member Organisation disciplined by the ILS Chancellery in accordance with the ILS and/or Regional legislations may appeal to the Court of Arbitration for Sport (CAS). An appeal shall be submitted to CAS (with a copy to the ILS or Regional Secretary General) not later than 30 days after the decision has been taken by the ILS or Regional Board of Directors. Any appeal shall be handled by CAS according to the Code of Sports-related Arbitration.

## **CHAPTER 17. – REFERENCES**

Bye-Laws approved by the Elective General Assembly on 21/03/2021.

Amendment related to article 4.7.1. approved through E-Mail ballot closed on 27/05/2021.

Bye-Laws approved by the Elective General Assembly on 28/08/2024.

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## APPENDIX A. GLOSSARY

**ILS** means the International Life Saving Federation.

**FIS** means the Fédération Internationale 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 the ILS or any event, competition or activity of or conducted, promoted or administered by the 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 the ILS for the good management of the organisation. Policies are generally binding on Members and controls the way the ILS operates. Policies includes guidelines, rules, technical standards, procedures and are subject to the ILS Constitution and ILS Bye-Laws.

**Position Statement** means an expert advice which is internal to the ILS but has impacts outside the 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. Given the affiliation of the ILS with the International Olympic Committee (IOC), nations or territories formally recognised by the IOC, may be recognised as Members of the 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.

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## APPENDIX B. CATEGORY C LIST

The following nations are included in the Category C list: Afghanistan, Albania, Algeria, American Samoa, Angola, Antigua and Barbuda, Argentina, Armenia, Aruba, Azerbaijan, Bahamas, Bangladesh, Barbados, Belarus, Belize, Benin, Bermuda, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, British Virgin Islands, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Cayman Islands, Central African Republic, Chad, Chile, Colombia, Comoros, Congo-Brazzaville, Congo-Kinshasa, Cook Islands, 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, Guam, 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, Malta, Mauritania, Malaysia, Marshall Islands, Mauritius, Mayotte, Mexico, Micronesia Federal States, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nicaragua, Niger, Nigeria, Niue, Northern Marianas Islands, Oman, Pakistan, Palau Islands, Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Puerto Rico, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa (Western), San Marino, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Slovak Republic, Slovenia, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, US Virgin Islands, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe.

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**APPENDIX C. THE ILS LOGO**

Logo in Colour	Logo in Black and White
 <p data-bbox="491 573 738 607"><b>World Water Safety</b></p>	 <p data-bbox="900 573 1150 607"><b>World Water Safety</b></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.
- The use of the ILS Logo by the ILS Members and other organisations is controlled in accordance with the ILS Logo Usage Policy.

**APPENDIX D. THE ILS FLAG**

**APPENDIX E. GENERAL ASSEMBLY: 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
Suspension or Expulsion of Full or Voting Members	Quorum Majority	NA	50%+1 2/3	30% 2/3
Modification of the status of Full Members		NA	50/%+1 2/3	50/%+1 2/3
Acceptance, suspension and expulsion of Non-Voting Members	Quorum Majority	NA	NA	NA
Amendment of the Constitution	Quorum Majority	NA	50%+1 2/3	30% 2/3
Amendment of the Bye-Laws	Quorum Majority	NA	30% 50%+1	30% 50%+1
Amendment of the Objectives, the dissolution of the ILS and the distribution of Assets	Quorum Majority	NA	50%+1 4/5	30% 4/5

BOD: Board of Directors

NA: Not Applicable

**APPENDIX F. GENERAL ASSEMBLY: 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	X
Modification of the status of Full Members	(X) *	X *	X
Suspension or expulsion of Full Members.	(X) *	X *	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	X	
Approval of modifications of the Constitution (Statutes)		X	
Approval of modifications of the Bye-Laws		X	
Motions received from Full Members (at least 120 days prior to the General Assembly) and from Board of Directors (at least 30 days prior to the General Assembly)		X	
Statutory Elections		X	
Conclusion	X	X	X

\* If the following mandatory conditions are respected:

- 1) A Regional Branch has specific disciplinary rules in its Constitution and Bye-Laws that comply with the ILS Constitution and Bye-Laws.
  - 2) A Regional Branch has a Disciplinary Commission that is tasked to handle Disciplinary matters related to Member Organisations or persons of the Regional Branch.
  - 3) A Regional Branch has respected all its Disciplinary Rules.
  - 4) A sanction has been passed by a 4/5 majority of the Regional Board of Directors.
- Then the ILS Annual General Assembly can apply the sanction without a need to repeat the complete disciplinary process.

## APPENDIX G. GENERAL ASSEMBLY: ATTENDANCE

	People	Annual General Assembly	Elective General Assembly	Extraordinary General Assembly
With voting rights	Full Member (max 3 persons from which one votes)		X	X
	Regional Representatives	X		
Without voting rights	Board of Directors: ILS President	X	X	X
	Board of Directors: ILS Secretary General	X	X	X
	Board of Directors: ILS Vice-Presidents		X	X
	Board of Directors: ILS Regional Directors		X	X
	Board of Directors: Chair of the Athletes Committee		X	X
	Board of Directors: Chair of the ILS Academy		X	X
	Associate Member		X	X
	Corresponding Member		X	X
	International Affiliates		X	X
	Contact Member		X	X
	ILS Patron		X	X
	Honoured Members (Life Governor, Commander, Grand Knights, Knights, etc.)		X	X
	Chair, Secretary and Members of Commissions		X	X
	Chair, Secretary and Members of Committees		X	X
	The representative of the Royal Life Saving Society – Commonwealth.		X	X
	Financial Auditors		X	X
	Financial Advisor		X	X
	ILS Legal Advisor		X	X
ILS Event Director		X	X	
ILS Staff Members	X	X	X	
Guests			X	X

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