



FEDERATION OF AFRICA

INTERNATIONAL LIFE SAVING FEDERATION - AFRICA

BYE-LAWS

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

1. GENERAL PROVISIONS

- 1.1. The legislation of ILS-Africa consists of the ILS-Africa Constitution and Bye-Laws, approved by the ILS-Africa General Assembly.
- 1.2. If any provision or phrase of these Bye-Laws is determined to be invalid or unenforceable under any law or government regulation the ILS-Africa 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. Where there are discrepancies of interpretation between languages, English shall be the reference language.
- 1.4. Words importing the singular include the plural and vice versa; words importing any gender include the other gender.
- 1.5. The ILS-Africa logo and other intellectual property are the property of ILS-Africa and cannot be used by any organisation or individual without the prior written approval of the ILS-Africa Secretary General unless otherwise approved by written policy. ILS-Africa Member Federations have the right to use the logo and intellectual property for their activities.
- 1.6. The logo of ILS-Africa is as follows:

Logo in Colour	Logo in Black and White
<p>CONFEDERATION OF AFRICA</p>	<p>CONFEDERATION OF AFRICA</p>

2. MEMBERSHIP

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

- 2.2. The categories of membership, together with rights and obligations connected with the respective category of membership, shall be the same as for the ILS and are detailed in Chapter 2 of the ILS Bye-Laws.

3. GENERAL ASSEMBLY

3.1. Calling of an ILS-Africa General Assembly

- A. The date and venue of an ILS-Africa General Assembly shall in principle be determined by the previous ILS-Africa General Assembly or by the ILS-Africa Board of Directors.
- B. The calling of the ILS-Africa General Assembly is made by the notice of meeting that includes the date and the place of the ILS-Africa General Assembly as well as the draft agenda and any other such information considered necessary and useful.

3.2. Agenda

- A. All matters to be placed on the Agenda of the ILS-Africa General Assembly must be submitted to the ILS-Africa Secretary General at least two months before the date fixed for the session.
- B. If it is supported by 75% of the ILS-Africa Full Member Federations present at the ILS-Africa General Assembly, new and urgent matters and or minor amendments to previously circulated items may be added to the Agenda.

3.3. Deadlines

Actions	Elective General Assembly	Extraordinary General Assembly	Electronic General Assembly
Frequency of Meeting	Every 4 years	Upon request of the GA, the BOD or 20% of Full Member Fed.	In case of needs
Notice of Meeting mailed	120 days	60 days	120 days
Call for Nominations	120 days	60 days	120 days
Draft Agenda Mailed	120 days	60 days	120 days
Deadline for adding Agenda Points	90 days	120 days	90 days
Proposals to amend the Constitution or Bye-Laws mailed	90 days	60 days	90 days
Preparatory Documents and Final Agenda Mailed	60 days	60 days	60 days
Deadline for receipt of nominations for ILS-Africa President and ILS-Africa Secretary General	120 days	15 days	120 days
Deadline for receipt of nominations for ILS-Africa Board Members, Commissions and Financial Auditors/Officers	Nominations from the floor may be considered		
Meeting Minutes Mailed	2 Months after the closing of the meeting		

BOD: ILS-Africa Board of Directors

3.4. Composition

Voting Members

- Each Full Member Federation may only be represented at an ILS-Africa General Assembly by persons who are members of the Full Member Federations.
- Each present Full Member Federation has one vote.
- Each present Full Member Federations may carry one proxy vote from one other Full Member Federation who is absent. The proxy must be in writing on forms issued by

the ILS-Africa Secretary General and shall be presented at the beginning of the ILS-Africa General Assembly to the ILS-Africa Secretary General.

- The representative of the Full Member Federation carrying the votes of that Full Member Federation shall present an official document stating the person's rights to vote on behalf of that Full Member Federations.

Non-Voting Members

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

3.5. Agenda

A typical agenda is as follows:

1. Welcome.
2. Roll Call – Quorum (validity of meeting).
3. Approval of the Agenda.
4. Approval of the Minutes of the former ILS-Africa General Assembly.
5. Adoption of past activity reports.
6. Approval of the audited/certified financials of the previous years.
7. Release the ILS-Africa Board of Directors and the ILS-Africa Financial Auditors of responsibilities for the previous Financial Year.
8. Approval of forecast budgets.
9. Approval of modifications of the ILS-Africa Constitution (Statutes).
10. Approval of modifications of the ILS-Africa Bye-Laws.
11. Motions received from Full Member Federations (at least 2 months prior to Assembly) and from ILS-Africa Board Members (at least 1 months prior to Assembly).
12. Statutory Elections.
13. Conclusion.

3.6. Voting

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

3.7. Extraordinary General Assembly

- A. An ILS-Africa Extraordinary General Assembly shall be convened upon the request of the ILS-Africa Board of Directors or upon the request of at least 20% of the Full Member Federations.
- B. The Assembly shall meet on a date and at a venue to be determined by the ILS-Africa Board of Directors or otherwise in accordance with these Bye-Laws.
- C. The draft agenda shall be composed by the ILS-Africa Board of Directors.

4. BOARD OF DIRECTORS

4.1. General

- A. The authority of the ILS-Africa Board of Directors is defined in the ILS-Africa Constitution.
- B. A person nominated by a Full Member Federation to be an ILS-Africa Director must be a member, officer, or official representative in the Full Member Federation. Persons who reside outside of Africa, cannot be elected in the ILS-Africa Board of Directors and cannot represent ILS-Africa in the ILS Board of Directors and in Commissions.
- C. A Full Member Federation nominating an ILS-Africa Director shall be deemed to have made a commitment to provide financial and such other support necessary to enable that Director to attend ILS-Africa Board of Directors meetings and ILS-Africa General Assemblies, and to carry out all reasonable duties and responsibilities of their office.
- D. ILS-Africa Directors shall, when participating in an ILS-Africa Board of Directors meeting, act in the general good and interest of all Member Federations of ILS-Africa.
- E. The costs of attendance of ILS-Africa Directors are the obligation and responsibility of their nominating Full Member Federation. The ILS-Africa Board of Directors may approve reimbursement of reasonable expenses for the ILS-Africa President and the ILS-Africa Secretary General and may exceptionally approve other ILS-Africa Directors' expenses provided that said expenses are within approved budget limits. The ILS-Africa Secretary General will approve staff payments and expenses in accordance with the budget and ILS-Africa policies.
- F. ILS-Africa Directors shall declare a possible conflict of interest and any position they hold in a Member Federation whether as office bearer, director or a paid appointee (whether employee or contractor).

4.2. Composition

- A. The ILS-Africa Board of Directors is composed of the ILS-Africa President, the ILS-Africa Secretary General, the ILS-Africa Vice-Presidents and the ILS-Africa Members of the Board of Directors.
- B. Other than the ILS-Africa President and the ILS-Africa Secretary General, ILS-Africa Directors including the ILS-Africa Vice-Presidents must belong to different Full Member Federations.

4.3. Nominations

- A. Nominations for ILS-Africa President, ILS-Africa Vice-Presidents, ILS-Africa Secretary General and other ILS-Africa Directors shall be called by the ILS-Africa Secretary General from the ILS-Africa Full Member Federations.
- B. Each Full Member Federation may nominate only one person for election to the positions of ILS-Africa President, ILS-Africa Secretary General or ILS-Africa Board Member.
- C. Nominations should include:
 - A Nominating Form from the Full Member Federation proposing the nomination and confirming the membership of the nominee to the Full Member Federation.
 - A maximum three-page curriculum vitae of the nominee with emphasis upon their special skills or expertise.

- D. Nominations must be received at least three (3) months before the start of the General Assembly.
- E. The list of nominees is sent by the ILS-Africa Secretary General, together with the preparatory documents to the Members of the General Assembly.

4.4. Elections

- A. Elections of the ILS-Africa President and the ILS-Africa Secretary General shall be by secret and exhaustive ballot until one candidate receives more than 50% of the votes cast.
- B. Before the election the General Assembly shall decide about the number of other ILS-Africa Directors. The elections shall be by secret ballot.

4.5. Election Procedures

The elections are done at a General Assembly by a simple majority (50%+ 1 votes) of the votes cast. The following procedure shall apply:

- A. If only one 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 Member Federations request that a vote be taken.
- B. If there are more than one nominee, ballot papers listing all nominees in alphabetical order shall be distributed and each Full Member Federation shall indicate by marking one box indicating their preferred nominee.
- C. 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.
- D. If a nominee receives a simple majority of the votes cast (50% +1), that person is elected.
- E. 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.
- F. The process continues until a nominee has received a majority of votes.
- G. 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.
- H. Elections for the position of ILS-Africa President shall be conducted first, followed by elections for the position of ILS-Africa Secretary General.
- I. There is no limit on the number of terms an officer or ILS-Africa Director may serve.

4.6. Replacements

- A. If the ILS-Africa President cannot carry out the duty of ILS-Africa President or resigns before the end of the term of office, the ILS-Africa President will be replaced, until the next General Assembly, by one of the ILS-Africa Directors, as determined by the ILS-Africa Board of Directors. The ILS-Africa Secretary General shall assume the ILS-Africa President's duties until the ILS-Africa Board of Directors has made its determination.
- B. If the ILS-Africa Secretary General cannot carry out the duty of ILS-Africa Secretary General or resigns before the end of the term of office, the ILS-Africa Secretary General will be replaced, until the next General Assembly, by one of the ILS-Africa Directors, as determined by the ILS-Africa Board of Directors. The ILS-Africa President shall assume the ILS-Africa Secretary General's duties until the ILS-Africa Board of Directors has made its determination.
- C. An ILS-Africa Director will automatically be considered to have resigned as an ILS-Africa Director on:
 - Death.
 - Submission of a letter of resignation.
 - Notification by the Full Member Federation who nominated the Director that the Director is no longer supported by the Full Member Federation.

4.7. Voting rights

- A. Each ILS-Africa Director has one vote on any question. The ILS-Africa President (Chair) shall also have a vote in the case of a tie at voting by call.
- B. If a Regional Director is absent the vote is lost.

4.8. Frequency – Dates – Location

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

4.9. Calling of a Meeting

The ILS-Africa Board of Directors can meet through two ways: face-to-face meetings or electronic meetings or combined.

- A. The calling of an ILS-Africa 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.
- B. Unless under exceptional circumstances, the notice of meeting together with the draft agenda will be dispatched to all Directors by the ILS-Africa Secretary General at least two months (one month for electronic meetings) before the start of the ILS-Africa Board of Directors meeting by electronic means.
- C. All matters to be placed on the agenda of an ILS-Africa Board of Directors meeting must be submitted to the ILS-Africa Secretary General at least one month (15 days for electronic meetings) before the date fixed for the meeting.
- D. Unless under exceptional circumstances, the preparatory documents will be dispatched to all Directors at least one month (15 days for electronic meetings) before the start of the ILS-Africa Board of Directors meeting by electronic means.
- E. Urgent or late agenda items not pre-circulated to the ILS-Africa Board of Directors with the agenda may only be considered by the ILS-Africa Board of Directors if a 2/3 majority vote supports the matter being added to the agenda as a late item of business.
- F. If one or more of the above articles is not respected, then the meeting is considered invalid and no decisions can be taken.

4.10. Presence

The following may attend an ILS-Africa Board of Directors meeting:

- A. With speaking and voting rights: the ILS-Africa Directors.
- B. Without voting rights but with speaking rights, subject always to the consent of the Chair: all others.

4.11. Decisions

- A. 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 votes.
- B. Addition of late or urgent items of business to the Board agenda requires a quorum of 50% and a 2/3 majority vote.

4.12. Voting Procedures

- A. Votes that are not by secret ballot shall be done with YES – NO – ABSTENTION cards/ballots.
- B. Any vote relating to (a) person(s) shall be by secret ballot.
- C. 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.
- D. Procedures for voting and recording votes at meetings shall be recorded in the Minutes.
- E. A vote once cast cannot be changed or withdrawn.

4.13. Minutes

Minutes of ILS-Africa Board of Directors meetings shall be recorded by the ILS-Africa Secretary General or a person the ILS-Africa Secretary General may designate and issued to all Member Federations within two months of the conclusion of the ILS-Africa Board of Directors meeting.

4.14. Delegation of Powers

- A. Within the framework of the authority provided in the ILS-Africa Constitution and these ILS-Africa Bye-Laws the ILS-Africa Board of Directors may delegate management of its day-to-day affairs to the ILS-Africa President, the ILS-Africa Secretary General or one or several of the ILS-Africa Directors or to agents.
- B. No person may execute a contract on behalf of the ILS-Africa without approval of the ILS-Africa Board of Directors.
- C. The ILS-Africa Board of Directors may authorise any Member of the ILS-Africa Board of Directors to execute a contract on behalf of the ILS-Africa. Normally, contracts will be executed by both the ILS-Africa President and ILS-Africa Secretary General. If one of them or both have a possible conflict of interest or some other hindrance to fulfil this task, the ILS-Africa Board of Directors shall decide which ILS-Africa Director(s) shall be empowered to act on behalf of ILS-Africa.
- D. The ILS-Africa 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 ILS-Africa Board of Directors may authorise without individual approval of the contract by the ILS-Africa Board of Directors.
- E. Legal advice should always be sought prior to the signing of any contract

5. THE AFRICAN DIRECTORS ON THE BOARD OF DIRECTORS OF THE ILS

- A. Elections of the ILS-Africa Directors of the ILS Board of Directors may be by secret ballot.
- B. Nominations for ILS-Africa Directors willing to sit on the ILS Board of Directors shall be called by the ILS-Africa Secretary General from the Full Member Federation who desire to nominate persons to this office.
- C. Each Full Member Federation may nominate one person to this office.
- D. Nominations should include a brief record of the nominee with emphasis upon the special skills or expertise for the ILS Board of Directors.
- E. Nominations should be received at least three months before the scheduled date of the commencement of the ILS-Africa General Assembly.

6. COMMISSIONS

6.1. Creation

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

6.2. Composition

If Commissions are created, the following principles apply:

- A. A Commission is composed of a Chair, a Secretary and voting Members.
- B. The Chair of the Commission and no less than 50% of the members must be members of a Full Member Federation.
- C. A Full Member Federation may nominate one male and/or one female to the positions of Chair or Secretary of each Commission.
- D. Any Member Federation may nominate one male and one female to the positions of Member of each Commission.
- E. The Chair and Secretary must be from different Full Member Federation.
- F. The Commission Chair is appointed by the ILS-Africa Board of Directors.
- G. Upon recommendation of the Chair, the ILS-Africa Board of Directors approves the appointment of the Commission Secretary and Voting Members.
- H. A Commission Chair can also propose additional non-voting, skill-based experts to the Commission.
- I. Commission Chairs, Secretaries and Voting Members have voting rights.
- J. A Director is not eligible to be a Commission Chair or Secretary whilst remaining a Director. A Director can be a Voting Member of at the maximum one Commission.
- K. The ILS-Africa President and ILS-Africa Secretary General are ex-officio, non-voting members of all Commissions and Committees.
- L. There shall be not more than two Members with voting rights in a Commission of the same Member Federation, preferably one of each gender.

6.3. Term of Office

- A. The ILS-Africa Board of Directors shall determine the term of office of the Commissions, the normal term being approximately four years.
- B. 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.
- C. Where a Commission Member is relieved from their function as a Member of a Commission they shall be notified in writing by the ILS-Africa Secretary General.
- D. The ILS-Africa Board of Directors, upon recommendations from a Commission Chair, shall be responsible for appointing a replacement for Commission Members who have vacated or been removed from their position.

6.4. Nominations and Appointments

- A. Nominations shall be called by the ILS-Africa Secretary General from Member Federation.
- B. To be valid, nominations should include:
 - A nominating form from the Member Federation proposing the nomination and confirming the membership of the nominee to the Member Federation.
 - A maximum three-page curriculum vitae of the nominee with emphasis upon their special skills or expertise for the Commission nominated.
- C. Nominations shall be received at least one month before the scheduled date of the commencement of the General Assembly. Notwithstanding the above, the ILS-Africa Board of Directors may consider nominations which are received up to the time of determining Commission membership.
- D. The ILS-Africa Secretary General shall circulate details of all nominees to the ILS-Africa Board of Directors with the preparatory documents or upon receipt.
- E. As soon as possible after elections at the ILS-Africa General Assembly, the ILS-Africa Board of Directors shall confer and appoint Commission Chairs, Secretaries and Voting Members.

6.5. Operating Procedures

- A. Meetings of Commissions may be in person, by telephone or other electronic means. Commission Chairs shall determine the conduct and procedure of a Commission 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 an ILS-Africa activity of a similar nature and/or upon the request and invitation of ILS-Africa Member Federation.

- B. At least 50% of Commission Members must be present (in person or telephonically) to constitute a quorum for a meeting. If the 50% quorum is not reached the decisions must be referred to the body to which it reports for ratification before any related action is taken.

6.6. Voting

Decisions within Commissions 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 ILS-Africa Board of Directors for decision.

6.7. Minutes of Meetings

The minutes of the meetings must be circulated to the ILS-Africa Secretary General within 60 days of conclusion of that meeting. ILS-Africa Directors shall receive the copies of Commission Minutes. Actions/recommendations requiring the approval of the ILS-Africa Board of Directors shall be presented to the ILS-Africa Board of Directors in a written motion(s).

6.8. Obligations and responsibilities

ILS-Africa will not be responsible for any costs associated with attendance at Commission meetings. Commission 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.

7. ZONES

- 7.1. In order to promote closer relationships and activities within the African Region, the ILS-Africa General Assembly can create Regional Zones which are part of and subject to the jurisdiction of ILS-Africa. They shall:
- Actively support and comply with the ILS-Africa legislation.
 - Report annually to the ILS-Africa Board of Directors on essential information such as:
 - Activities in the Zone.
 - Accomplishments since last report.
 - Finance.
- 7.2. A lifesaving organisation cannot be a Member Federation of a Regional Zone without being a Member Federation of the ILS and ILS-Africa.
- 7.3. Regional Zones will actively support and implement the current policies and procedures of ILS-Africa and are not permitted to issue or implement policies that may impinge on other Zones or Member Federation. In emergency circumstances only (e.g., changes to legal requirements) the ILS-Africa Board of Directors may approve an interim exception to these provisions until such time as the policy(ies) and procedures of the Zone and ILS-Africa can be aligned. To ensure clarity, the ILS-Africa Board of Directors approval must be received in advance of a Zone implementing any policy or procedure that does not comply with ILS-Africa policies and procedures or those that may affect other Zones or Member Federation.

8. FINANCES

- 8.1. The General Assembly shall elect or appoint the Internal Financial Officers/Auditors of ILS-Africa for a defined term. The ILS-Africa Board of Directors shall monitor the activities of the Financial Officers/Auditors and if necessary or advisable, recommend replacement.
- 8.2. Audited/certified financial statements shall be prepared annually by 31 March of the year following the close of the Financial Year.

- 8.3. The audited/certified financial statements shall be distributed by the ILS-Africa Secretary General to the ILS-Africa Board of Directors by 31 May of the year following the close of the Financial Year.
- 8.4. All financial statements and proposals with financial terms shall show amounts in Euro.
- 8.5. The Regions will be required to submit annual financial statements to the ILS-Africa Board of Directors in conjunction with the Region's annual report.
- 8.6. Acceptance of sponsorship, gifts, donations and subsidies shall be subject to the ILS-Africa policies.
- 8.7. Subject to proper control and measures to prevent any abuse or misappropriation of funds or breach of trust, the ILS-Africa President and/or ILS-Africa Secretary General shall arrange for the opening and conducting of such banking, savings, investment and other accounts with a bank, in the name of ILS-Africa, as may be required from time to time.

9. ELECTRONIC MEETINGS AND BALLOTS

ILS-Africa may conduct business by electronic means where it is the preferred method of decision making. ILS-Africa can organise Electronic General Assemblies, Electronic Board of Director's Meeting, Electronic Commission Meetings, it also can organise Electronic Ballots and allows Electronic Presence at Meetings. The same procedure will be used as described in the Bye-Laws of the ILS.

10. DISPUTE – DISCIPLINARY MATTERS

- 10.1. Where a dispute affecting any of the matters within the jurisdiction of the Confederation exists include any disputes amongst or between any of the Members of the confederation, its Affiliates or the board, such matter shall, in the first instance be referred to mediation by a mediator jointly appointed by the parties to such dispute within 14 days of a dispute being declared and the mediation process shall be concluded within a period of 28 days from the date when it is first reported to the mediator.
- 10.2. Should mediation fail, the dispute shall then be referred to arbitration by a single arbitrator jointly appointed by the parties to such dispute. The arbitration process shall be concluded expeditiously and, in any event, no later than ninety (90) days from the date when the dispute is referred to arbitration.
- 10.3. For both the mediation and arbitration process, in the event the parties are unable to agree on a joint appointment as envisaged above, the Board of Directors shall, within seven (7) days of being requested to do so, appoint a mediator and/or arbitrator to hear and determine the dispute as provided hereinabove.
- 10.4. The Referring Party to the dispute shall have the onus of driving the process of appointment of the mediator/arbitrator and where no request for such appointment is made within fourteen (14) days of the dispute first being declared or becoming apparent, the Referring Party shall be deemed to have waived its rights and shall be barred thereafter from asserting any claim.
- 10.5. In matters of disputes over which the Sports Disputes Tribunal has jurisdiction under the provisions of The Sports Act, either party to a dispute may refer the matter for its expeditious hearing and determination to the Sports Disputes Tribunal which shall also have Appellate jurisdiction over matters determined by arbitration as provided hereinabove. In the event an Appeal is preferred from the decision of an arbitrator, such Appeal shall be filed within fourteen (14) days of the delivery of the decision of the arbitrator.
- 10.6. All disputes envisaged hereinabove shall be deemed domestic disputes and the dispute resolution mechanisms set out above shall be followed without exception. Any attempt by any of the parties to the dispute to take such matters outside the sphere of the ILS-Africa or the mechanisms provided herein and, particularly by resorting to the media shall constitute misconduct on the part of the person concerned as bringing the sport into disrepute.
- 10.7. All Full, Associate and Corresponding Members, as well as the ILS-Africa Board of Directors and Commissions/Committees accept that, by being accepted into the ILS membership or being elected as Directors or Commission/Committee Members shall be deemed to have agreed to the dispute resolution mechanisms set out above and they all

- undertake not to refer disputes to courts of law whose jurisdiction is ousted to the exclusivity of the judicial organs and dispute resolution mechanisms referred to above.
- 10.8. Any Individual Member, Club, Affiliate or Associate or other Member of the Federation or a Member of the ILS-Africa Board of Directors who take legal action against the Federation without following the dispute resolution process set out above shall have their membership immediately suspended.
 - 10.9. All disciplinary matters concerning members of or the Federation itself shall fall under the jurisdiction and control of the ILS-Africa Board of Directors or designated appointees or the General Assembly as the case may be.
 - 10.10. Any complaint made by either an Individual Member, Club, Affiliate, Associate or other Member or ILS-Africa Board of Directors member or non-member against any one of them shall be lodged in writing with the Secretary General of the Federation, who in consultation with the ILS-Africa Board of Directors, shall then give a directive as to whether or not a disciplinary enquiry should be held, and if so, the nature thereof, composition of the panel constituted to hear the same and details thereof.
 - 10.11. Where the member against which the complaint has been made is an Individual Member, Club or Associate Member of an Affiliate, the ILS-Africa Board of Directors may delegate its powers to the Affiliate or to an external party with experience of the complaint substance, to deal with and fairly and justly determine the matter accordingly in terms of its mandate. The Affiliate shall send a report of the outcome of its disciplinary enquiry to the ILS-Africa Board of Directors for implementation and/or imposition of sanction as the case may be.
 - 10.12. The ILS-Africa Board of Directors shall, upon consideration of the report, retain the power to alter the decision and or review the sanction proposed or imposed whether by reducing or increasing this as the case may be.
 - 10.13. 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.

END OF DOCUMENT

APPENDIX A. GLOSSARY

ILS means The International Life Saving Federation.

ILS-Africa means The International Life Saving Federation - Africa.

FIS means 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 ILS-Africa or any event, competition or activity of or conducted, promoted or administered by ILS-Africa.

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

Position Statement means an expert advice which is internal to ILS-Africa but has impacts outside ILS-Africa. Position Statements are not binding ILS Africa Member Federations and may be used to set future ILS-Africa 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.

APPENDIX B. QUORUM AND MAJORITY

Actions	Quorum and Majority	Elective General Assembly, Extraordinary General Assembly called by 20 % of the Full Members and Electronic General Assembly	Extraordinary General Assembly if called by the Elective General Assembly
Normal Decision	Quorum Majority	30% 50%+1	30% 50%+1
Acceptance of Full Members	Quorum Majority	30% 50%+1	30% 50%+1

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

END OF DOCUMENT

Bye-Laws initially approved by the African Full Members through an electronic ballot in 2013. The 2013 amendments were approved by the African Full Member Federations through an electronic ballot in 2013. The 2016 amendments were approved by the Elective General Assembly held on 04/09/2016 in The Netherlands. The 2017 amendments were approved through an electronic ballot in 2017. The 2020 amendments were approved through an electronic ballot closed on 05/10/2020 and came into force from 06/10/2020 onward.