



INTERNATIONAL LIFE SAVING FEDERATION - AFRICA

AFRICAN LIFESAVING CONFEDERATION

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. If any provision or phrase of these ILS-Africa 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.
- 1.2. At ILS-Africa meetings, the language shall be English and French. Participants who speak another language may bring an interpreter by their own arrangement and at their own cost. All documents will be made first in English and if possible, translated to French.
- 1.3. Where there are discrepancies of interpretation between languages, English shall be the reference language.
- 1.4. Notice may be given by the ILS-Africa 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 Federation to ensure the ILS-Africa has the current and correct contact details.
- 1.5. 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.
- 1.6. 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.
- 1.7. In cases of disciplinary matters, appeals, suspension, expulsion or forfeiture of rights, the ILS-Africa will ensure that the Member has received the notice.
- 1.8. Words importing the singular include the plural and vice versa.
- 1.9. Words importing any gender include the other gender.
- 1.10. 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. Any use of the ILS-Africa logo, the ILS-Africa flag and/or the other intellectual property of the ILS-Africa must be in accordance with relevant ILS-Africa Policies.
- 1.11. The logo of ILS-Africa is as follows:

Logo in Colour	Logo in Black and White
 <p>The color logo is circular with a red rope-like border. Inside, there's a white ring with 'INTERNATIONAL' at the top and 'AFRICA CONTINENT' at the bottom. The center features a blue globe with 'ILS' in red, and 'LIFE SAVING' in red below it.</p>	 <p>The black and white logo is circular with a black rope-like border. It has the same text and globe as the color version, but 'ILS' is in grey and 'LIFE SAVING' is in black.</p>

2. MEMBERSHIP

- 2.1. Membership in ILS-Africa shall be available to African national Lifesaving Federations and other non-profit Federations/Organisations which pursue all or some of the Objectives, which are recognised by ILS-Africa, and which agree to uphold the Objectives and comply with the ILS-Africa legislation.
- 2.2. The types of membership, the payment of Membership Fees, the Effects of Membership, the Membership Application, the Membership Admission, the Membership Register and the Review of the Status of the Members and the Disciplinary matters related to the Membership as well of the Appeals, Resignation, Forfeiture of Rights, Reinstatement and Liabilities, shall be the same as for the ILS and are detailed in Chapter 2 of the ILS Bye-Laws.

3. GENERAL ASSEMBLY

3.1. ILS-Africa 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 ILS-Africa Constitution.

3.2. ILS-Africa General Assembly – Convening Notice or Calling

- 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.

3.3. ILS-Africa General Assembly - 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 in accordance with the deadlines provided in Article 3.4.
- 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.
- C. Example Agenda items are provided in the table below.

Agenda Items	Annual GA	Elective GA	Extra-ordinary GA
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
Discussion on agenda point(s) for which the Extraordinary General Assembly was called.			X
Adoption of past activity reports	X	X	X
Approval of the audited financials of the previous year	X	X	X
Release the Board of Directors and the Financial Auditors of responsibilities for the previous Financial Year	X	X	X
Approval of the amended budget of the current year (if amended).	X	X	X
Approval of forecast budgets	X	X	X
Approval of modifications of the Constitution (Statutes)	X	X	X
Approval of modifications of the Bye-Laws	X	X	X
Motions received from Full Members and from Board of Directors	X	X	X
Statutory Elections		X	
Conclusion	X	X	X

GA = General Assembly
 BOD = Board of Directors

3.4. ILS-Africa General Assembly - Deadlines

Actions	Annual General Assembly	Elective General Assembly	Extraordinary General Assembly	
			Upon request of the Elective General Assembly	Upon request of BOD or 20% of Full Member Federations
Frequency of Meeting	Annual	Every 4 calendar years	Upon request of the Elective General Assembly	Upon request of BOD or 20% of Full Member Federations
Convening			Convened not less than 15 days after request	Convened within 60 days after request

Timeline in Days

Actions	Annual GA		Elective GA		Extraordinary GA			
	FF	E	FF	E	EGA		BOD 20	
					FF	E	FF	E
Notice of Meeting mailed	60	30	120	60	15	15	60	30
Draft Agenda Mailed	60	30	120	60	15	15	60	30
Call for Nominations mailed	60	30	120	60	15	15	60	30
Deadline for adding Agenda Points	45	20	90	45	NA	NA	45	20
Proposals to amend the Constitution or Bye-Laws	45	20	60	30	15	15	45	20
Deadline for receipt of nominations for the ILS-Africa BOD	NA	NA	60	30	NA	NA	NA	NA
Deadline for receipt of nominations for Commissions, Advisors and Financial Auditors	NA	NA	60*	30*	NA	NA	NA	NA
Preparatory Documents and Refined Agenda Mailed	30	15	60	30	8	8	30	15
Meeting Minutes Mailed	60	30	60	30	60	30	60	30

GA = General Assembly
 FF = Face to Face Meeting
 E = Electronic Meeting
 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.
 * = nominations from the floor may be considered

3.5. ILS-Africa General Assembly – Attendance, Quorum and Majorities (in percentages)

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

Q = Quorum
 M = Majority

3.6. ILS-Africa General Assembly – Attendance

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

Non-Voting Members

Non-voting Members include: The ILS-Africa President, the ILS-Africa Secretary General, The ILS-Africa Vice Presidents, the ILS-Africa Board Members, the Associate, Corresponding, Individual and Honorary Members, the Chair, Secretary and Members of Commissions, the ILS-Africa Staff, Partners and Guests.

3.7. ILS-Africa General Assembly – Voting

- A. Votes that are not by secret ballot shall be done with YES – NO – ABSTENTION cards/ballots.
- B. Votes in all ILS-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 at least 20% of a Full Member Federation shall be sufficient to require a secret ballot.
- C. The voting Member Federations shall designate at the minimum three (3) 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.
- I. Full Member Federations that cannot be present at a General Assembly can issue their vote as follows:
 - a) By providing a proxy to another Full Member Federation.
 - b) By voting in advance on a ballot sheet and mail the vote to the ILS-Africa Secretary General or any other appointed person.
- J. 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.

3.8. 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. Board of Directors - 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 and Committees.

- 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. Board of Directors - 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, the ILS-Africa Secretary General and the ILS-Africa Vice-Presidents, the other ILS-Africa Board Members must belong to different Full Member Federations.

4.3. Board of Directors - 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, ILS-Africa Vice-President, and 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 60 days 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. Board of Directors - Elections

- A. Elections of the ILS-Africa President, ILS-Africa Secretary General, Vice-Presidents and Board Members 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 ILS-Africa Directors.

4.5. Board of Directors - 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 20% or more Full Member Federations 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. 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, followed by elections for the positions of Vice-Presidents, followed by the elections for the positions of Board Members.
- I. There is no limit on the number of terms an officer or ILS-Africa Director may serve.
- J. The Results of ballots shall be reported as follows:
 - Number of eligible votes.
 - Number of votes required for majority (50%+1 of (Yes + No)).
 - Number of votes cast (YES/NO/ABSTENTION).
 - Number of "void" ballots.
 - Number of votes received by each nominee, in alphabetical order.

4.6. Board of Directors - 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.
 - 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

- A. Each ILS-Africa Director has one vote on any question. The ILS-Africa President (Chair) shall also have an additional casting vote in the case of a tie.
- B. Board Members that cannot be present at Board Meetings can issue their vote in advance on a ballot sheet and mail the vote to the ILS-Africa Secretary General.
- C. 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.
- D. If an ILS-Africa Director is absent and has not issued its vote, the vote is lost.

4.8. Board of Directors - Frequency – Dates – Location

- A. The ILS-Africa Board of Directors shall preferably meet at least 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. Board of Directors - 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. Board of Directors - 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. Board of Directors – Quorum and Majorities

- 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. Board of Directors - 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. Board of Directors - 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. Board of Directors - 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 significant contract.

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

- A. 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.
- B. Each Full Member Federation may nominate one person to this office.
- C. Nominations should include a brief record of the nominee with emphasis upon the special skills or expertise for the ILS Board of Directors.
- D. Nominations should be received within the timelines provided in article 3.4. before the scheduled date of the commencement of the ILS-Africa General Assembly.
- E. Elections of the ILS-Africa Directors of the ILS Board of Directors must be by secret ballot.

6. The ILS-AFRICA CHANCELLERY

- 6.1. The ILS-Africa Chancellery is composed of the ILS-Africa President, the ILS-Africa Secretary General and the four ILS-Africa Vice-Presidents. Each of them have voting rights, the Chair has an additional casting vote.
- 6.2. The Chancellery:

- A. Acts as a reference group for the ILS-Africa President and the ILS-Africa Secretary General on major matters that may impact the Continental Branch during the periods between meetings of the Board of Directors.
 - B. Help coordinate the work of the Regional Zones in a cohesive manner.
 - C. Reviews sensitive and confidential items of the organisation.
 - D. Oversees strategic planning.
 - E. Reviews proposals for honours in accordance with set policies.
 - F. Acts as the Disciplinary Committee for the ILS-Africa.
- 6.3. The Chancellery meetings are restricted to the Chancellery Members. The ILS-Africa President can allow non-voting participants to the meeting. The Chancellery reports to the ILS-Africa Board of Directors.

7. ILS-AFRICA COMMISSIONS

7.2 ILS-Africa Commissions - 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.

7.3 ILS-Africa Commissions - Composition

If Commissions are created, the following principles apply:

- A. A Commission is composed of a voting Chair, a voting Secretary and a number of voting Members as decided by the ILS-Africa Board of Directors.
- 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. A Full Member Federation may nominate at the maximum two persons, preferably one man and one woman to the positions of Member of each Commission.
- E. The Chair and Secretary must be from different Full Member Federations.
- 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 eligible to be a Commission Chair or Secretary or Member whilst remaining a Director. A Director can be included in at the maximum one Commission.
- K. The ILS-Africa President and ILS-Africa Secretary General are ex-officio, non-voting members of all Commissions.

7.4 ILS-Africa Commissions - 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.

7.5 ILS-Africa Commissions - 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.

7.6 ILS-Africa Commissions - 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.

7.7 ILS-Africa Commissions - 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.

7.8 ILS-Africa Commissions - 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).

7.9 ILS-Africa Commissions - 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.

8. ZONES

- 8.1. 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.
- 8.2. A lifesaving organisation cannot be a Member Federation of a Regional Zone without being a Member Federation of the ILS and ILS-Africa.
 - 8.3. 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.

9. FINANCES

- 9.1. 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.
- 9.2. Audited/certified financial statements shall be prepared annually by 31 March of the year following the close of the Financial Year.
- 9.3. 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.
- 9.4. All financial statements and proposals with financial terms shall show amounts in Euro.
- 9.5. 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.
- 9.6. Acceptance of sponsorship, gifts, donations and subsidies shall be subject to the ILS-Africa policies.
- 9.7. 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.

10. 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.

11. DISCIPLINARY MATTERS

- 11.1. Any Member Organisation or Individual may be disciplined in case of a violation of the ILS-Africa Legislation.
- 11.2. All ILS-Africa Member Organisations or Individual Members, ILS-Africa Board of Directors and Commissions Members accept that, by being accepted into the ILS membership or being elected as Directors or Commission Members shall be deemed to have agreed to the dispute resolution mechanisms set out below and they all undertake to refer ILS-Africa related disciplinary matters to the ILS-Africa Chancellery. They agree to not refer disputes to the ILS Chancellery, to courts of law whose jurisdiction is ousted to the exclusivity of the judicial organs and dispute resolution mechanisms referred to below.
- 11.3. All disputes envisaged below shall be deemed ILS-Africa disputes and the dispute resolution mechanisms set out below shall be followed without exception. Any attempt by any of the Member Organisations or Individuals to take such matters outside the sphere of the ILS-Africa or the mechanisms provided hereafter and, particularly by resorting to the media shall constitute misconduct on the part of the person concerned and can be sanctioned with a suspension.
- 11.4. Sanctions that may be imposed include:
 - Reprimand or warning.

- Fine.
 - Suspension.
 - Expulsion.
 - Other sanctions considered appropriate by the ILS-Africa Chancellery.
- 11.5. Disciplinary matters will be handled by the ILS-Africa Chancellery assisted by experts it may choose. If the alleged violation involves a member of the ILS-Africa Chancellery, that member shall not be permitted to participate in the deliberations of the ILS-Africa Chancellery with respect to the matter under consideration.
- 11.6. Disciplinary matters will be handled as follows:
- A. An organisation or individual (plaintiff) issues a complaint to the ILS-Africa Secretary General. The complaint must be in writing and must contain relevant proofs which are duly numbered and referred to in the complaint.
 - B. The ILS-Africa Secretary General checks if the submission of the complaint is complete and if not, requests complementary documents to the organisation or individual.
 - C. Once the complaint is complete, it is submitted to the ILS-Africa Chancellery by the ILS-Africa Secretary General.
 - D. The ILS-Africa Chancellery do a proper investigation about the alleged violation and declares if it is competent to handle the case.
 - E. If the ILS-Chancellery is competent to handle the case, then the full complaint is mailed to the defendant by the ILS-Africa Secretary General.
 - F. The defendant is given the right to appear before or be heard by the ILS-Africa Chancellery either in person, by telephone or in writing (at its own expense). The ILS-Africa 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 defendant has 30 calendar days to reply to the accusations/complaint.
 - G. When all elements are at hand from the plaintiff and the defendant, the ILS-Africa Chancellery meets and recommends the sanction to be applied.
 - H. The recommendation of the Chancellery is submitted to the ILS-Africa Board of Directors for approval/ratification.
 - I. Once the ILS-Africa Board of Directors has ratified/approved the recommendation of the ILS-Africa Chancellery, the sanction takes immediate effect, and the defendant and plaintiff are informed thereof.
- 11.7. Reprimands, warnings, and fines are decided by the ILS-Africa Chancellery.
- 11.8. Suspension and Expulsions of Member Organisations will be escalated to the ILS Chancellery, ILS Board of Directors, and ILS General Assembly. The ILS-Africa Board of Directors can decide on temporary suspensions of Member Organisations.
- 11.9. Suspension and Expulsions of Individuals. Upon recommendation of the ILS-Africa Chancellery, the ILS-Africa Board of Directors can suspend or expel Individual Members, Members of the ILS-Africa Board of Directors, Members of ILS-Africa Commissions, Auditors, staff Members, etc. A decision requires a 2/3 quorum and a 2/3 majority of the ILS-Africa Board of Directors.
- 11.10. A Member Organisation disciplined in accordance with the ILS-Africa legislation may appeal to the ILS Chancellery. An appeal shall be submitted to the ILS Chancellery, not later than one month after the decision has been taken by the ILS Board of Directors.
- 11.11. The appeals process relating to ILS sporting events and competitions is defined in the ILS Competition Rules.

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APPENDIX A. GLOSSARY

ILS means The International Life Saving Federation.

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

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.

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. The 2021 amendments were approved through an electronic ballot closed on 18/11/2021 and came into force from that date onward.