

# British Universities Life Saving Clubs' Association

Constitution v2.5

April 2018





# British Universities Life Saving Clubs' Association Constitution

## 1. Name

- 1.1.1. This association shall be known as the British Universities Life Saving Clubs' Association, hereinafter referred to as BULSCA or the Association.

## 2. Aims

- 2.1.1. To promote the training and development of lifesaving skills.
- 2.1.2. To oversee competitive lifesaving between Higher Education institutions.
- 2.1.3. To promote and develop lifesaving as a sport.
- 2.1.4. To represent university lifesaving clubs to the Royal Life Saving Society (RLSS) UK and other interested bodies.
- 2.1.5. To support new lifesaving clubs and the expansion of lifesaving sport.

## 3. Membership

### 3.1. *Institutions*

- 3.1.1. Membership of BULSCA will be conferred on any institution registering their interest with the Chair and paying the appropriate membership fee.
- 3.1.2. Membership fees may be waived for the first year of any institutions' membership or at the discretion of the BULSCA Committee.
- 3.1.3. Institutions eligible for membership of BULSCA must be institutions of Higher Education within the confines of the United Kingdom of Great Britain and Northern Ireland.
- 3.1.4. Membership of BULSCA may also be held by conglomerates of institutions provided that all institutions comply with section 3.1.1, section 3.1.3 and none of these institutions are separately members of BULSCA; this provision requires the written acceptance of the Chair and membership shall be reviewed at each annual general meeting.
- 3.1.5. Multi-institution members shall be treated as all other institutional members of BULSCA except they may draw members from all constituent institutions.

### 3.2. *Individuals*

- 3.2.1. Officers as defined in sections 4 and 5 below shall be deemed to be members of the Association and have the authority to act on its behalf within their remit and policy set by BULSCA meetings.
- 3.2.2. BULSCA may choose to admit honorary members or officers at the discretion of the BULSCA Committee. These members shall be bound to act in accordance with the principle and policies of BULSCA. A list of these members shall be held by the Secretary.
- 3.2.3. Individual members shall not be eligible to vote in meetings with the exception of the Chair's casting vote.

## 4. Officers

### 4.1. *General*

- 4.1.1. Officers shall be elected annually by BULSCA institutional members as defined in section 3.1.



- 4.1.2. The Officers together make up the BULSCA Committee which has responsibility for the day-to-day operation of BULSCA.
- 4.1.3. Officers must be or have been affiliated to a member institution; and have paid the appropriate Union or athletic union subscription.
- 4.1.4. Other than the officers described below, the institution holding the Chair of BULSCA will be expected to provide any other support for the administration of BULSCA.
- 4.1.5. Officers may be removed from office following a two thirds majority vote of an extraordinary general meeting.
- 4.1.6. At all times at least one of the officers must be available to answer queries of the membership or others within a reasonable timeframe.

## **4.2. Chair**

- 4.2.1. The Chair must be currently eligible or have been eligible within the last 12 months to compete for a member institution under section 6.2.
- 4.2.2. The Chair shall:
  - 4.2.2.1. Act as the BULSCA representative to the RLSS UK, Royal National Lifeboat Institution (RNLI), Surf Life Saving Great Britain (SLS GB), Surf Life Saving Association (SLSA) Wales and other interested bodies.
  - 4.2.2.2. Act as a point of contact for BULSCA.
  - 4.2.2.3. Be responsible for interpreting the BULSCA Constitution.
  - 4.2.2.4. Undertake other tasks as dictated by the needs of the job.

## **4.3. Secretary**

- 4.3.1. The Secretary shall:
  - 4.3.1.1. Take minutes at BULSCA meetings.
  - 4.3.1.2. Collate and produce varied articles for the Lifesavers Magazine biannually.
  - 4.3.1.3. Submit relevant information to the RLSS UK.
  - 4.3.1.4. Be responsible for maintaining email lists for the Association.
  - 4.3.1.5. Keep a list of current members and their contact details.
  - 4.3.1.6. Undertake other tasks as dictated by the needs of the job.

## **4.4. Treasurer**

- 4.4.1. The Treasurer shall:
  - 4.4.1.1. Oversee the financial management of BULSCA.
  - 4.4.1.2. Submit a financial report to the BULSCA AGM.
  - 4.4.1.3. Ensure sponsorship is sought after by the Association.
  - 4.4.1.4. Undertake other tasks as dictated by the needs of the job.

## **4.5. Development Officer**

- 4.5.1. The Development Officer shall:
  - 4.5.1.1. Assist new and existing clubs in developing their club.
    - 4.5.1.1.1. In part through organising training courses.
  - 4.5.1.2. Assist clubs in the development and training of the sport.
    - 4.5.1.2.1. In part through organising Judges courses.
    - 4.5.1.2.2. In part through organising workshops.
  - 4.5.1.3. Advise BULSCA on the development of lifesaving as a sport.
  - 4.5.1.4. Hold and update Student Records.



- 4.5.1.5. Undertake other tasks as dictated by the needs of the job.

#### **4.6. Data Manager**

4.6.1. The Data Manager shall:

- 4.6.1.1. Ensure that the website and associated RLSS UK pages are kept up to date with regard to sport content rules and results.
- 4.6.1.2. Collate the league table in line with current regulations, including the insurance that the due diligence process regarding officials, SERC setters and quality of events are followed.
- 4.6.1.3. Keep policy regarding quality control of competitions up to date.
- 4.6.1.4. Advise the Treasurer of any BULSCA financial penalties that clubs commit while administering BULSCA League events.
- 4.6.1.5. Maintain scoring and entry software and support clubs with using this software.
- 4.6.1.6. Provide the Championships Coordinator with entries and scoring support at BULSCA Championships.
- 4.6.1.7. Work with the Communication Officer to ensure that any web-based system will integrate with the wider website.
- 4.6.1.8. Undertake other tasks as dictated by the needs of the job.

#### **4.7. Championships Coordinator**

4.7.1. The Championship Coordinator shall:

- 4.7.1.1. Be responsible for the organization of an annual BULSCA Championships.
- 4.7.1.2. Undertake other tasks as directed by the needs of the job.

#### **4.8. Communication Officer**

4.8.1. The Communication Officer shall:

- 4.8.1.1. Manage website content and distribution of documents to members.
- 4.8.1.2. Advertise courses to members through relevant channels.
- 4.8.1.3. Engage other organisations and membership through social media.
- 4.8.1.4. Manage email lists and the contact, both personal and public, of members.
- 4.8.1.5. Develop content with the Development Officer to engage, up-skill and develop the membership.
- 4.8.1.6. Work to ensure changes that made will not affect the scoring systems used by the Data Manager.
- 4.8.1.7. Work with the Secretary to ensure the official RLSS UK Blogs and magazine articles are also displayed on our web space.
- 4.8.1.8. Undertake other tasks as dictated by the need of the job.

#### **4.9. Club Recruitment Officer**

4.9.1. The Club Recruitment Officer shall:

- 4.9.1.1. Facilitate the induction of new clubs into BULSCA.
- 4.9.1.2. Develop and maintain recruitment documents and procedures.
- 4.9.1.3. Actively seek to support the creation of new BULSCA clubs.



- 4.9.1.4. Support new clubs in their first 2 years.
- 4.9.1.5. Undertake other tasks as directed by the needs of the job.

## 5. Welfare

### 5.1. Welfare Officer

- 5.1.1. The Welfare Officer shall be an appropriate person that is appointed annually by the BULSCA Committee as defined in section 3.2. They are not a member of the BULSCA Committee but are to work in conjunction with the BULSCA Committee on appropriate issues.
- 5.1.2. The Welfare Officer shall:
  - 5.1.2.1. Be point of contact between clubs, BULSCA and RLSS on welfare issues.
  - 5.1.2.2. Aid clubs and committees to resolve any Welfare or Child Protection issues that arise.
  - 5.1.2.3. Sign off Disclosure and Barring Service (DBS) applications that may be needed within BULSCA.
  - 5.1.2.4. Undertake other tasks as dictated by the needs of the job.

## 6. Competitions

### 6.1. General

- 6.1.1. Competitions eligible for BULSCA league shall be registered with the Chair at least 12 weeks before the competition, or at an AGM.
  - 6.1.1.1. At the discretion of the Chair competitions may be accepted at fewer than 12 weeks' notice.
- 6.1.2. BULSCA competitions shall be advertised on the BULSCA website and communicated to member institutions by the hosts of the competition.
- 6.1.3. BULSCA competitions shall use rules published by BULSCA if such rules exist for an event.
- 6.1.4. Should BULSCA rules for an event not exist then the clubs must circulate suitable rules 4 weeks prior to date of competition, these rules must be fair as deemed by the judges at the competition in question.
- 6.1.5. Objections to competition rules must be raised with the host of a competition at least seven days in advance of the competition.
- 6.1.6. Only BULSCA registered institutions shall be eligible for placement in the BULSCA league.
- 6.1.7. The BULSCA Championships shall be held at a venue agreed by the BULSCA Committee, at a time appropriate to ensure bookings at appropriate venues can be made.
- 6.1.8. Competitions shall be bound by policy passed by BULSCA meetings.
- 6.1.9. Participants in competitions must fulfil the criteria in section 6.2 in order for that team to be placed in the BULSCA league.
- 6.1.10. Complaints about the conduct of a competition should be made in writing to the Chair. The Chair shall have the power investigate the complaint and rule upon the fairness of competitions, subject to a general meeting of the Association.

### 6.2. Eligibility

- 6.2.1. Participants should fulfil the British Universities & Colleges Sport criteria for competition which are reproduced in paragraphs 6.2.2 through 6.2.4.3.
- 6.2.2. **Eligible Participants** - For a student to be eligible for BULSCA Competitions they must:



- 6.2.2.1. Be an internally registered student<sup>1</sup> at an institution of Higher Education that holds current membership of the Association; and
- 6.2.2.2. Be registered on a credit rated course (e.g. MSc, Degree or HND)<sup>2</sup>, and
- 6.2.2.3. Be undertaking a study programme equivalent to at least 60 credits per year, or in the case of a postgraduate student be undertaking a study programme of no less than 50% of the full time student programme. Higher Education institutions that have Further Education students registered with them and undertaking a minimum of 225 Guided Learning Hours are eligible to compete in BULSCA competitions as long as they fulfil their National Governing Body regulations on age, and
- 6.2.2.4. Be a player who is permitted by the governing body of the sport concerned to participate alongside amateur competition in that sport; and
- 6.2.2.5. Have paid the appropriate Union or Athletic Union subscription.
- 6.2.2.6. Students may only compete for the institution(s) with whom they are internally registered.

**6.2.3. Special Cases for Participation** – the following persons are classified as eligible to participate for BULSCA competitions:

- 6.2.3.1. A student who is fully registered as an internal student at more than one BULSCA member institution (and is by BULSCA regulations eligible to compete for each of those institutions) may choose, annually, from among the institutions which they are eligible, which of those member institutions to represent.
- 6.2.3.2. ***No student may compete for more than one institution in any one academic year.***
- 6.2.3.3. A Sabbatical Officer of either a Students' Union or an Athletic Union who has paid the appropriate Union or Athletic Union subscription.
- 6.2.3.4. A student satisfactorily finishing his/her course of study between December and March or later until the end of the academic year provided his / her Union or Athletic Union subscription has been paid.
- 6.2.3.5. A student embarking on a Sandwich Course and / or Year Abroad course provided all of the following:
  - 6.2.3.5.1. The appropriate fee has been paid to their Union or Athletic Union, and
  - 6.2.3.5.2. Their Union or Athletic Union has paid affiliation fees to BULSCA on his/her behalf (if required), and
  - 6.2.3.5.3. The duration of the course in industry is no more than one year,
  - 6.2.3.5.4. Officers of Unions or Athletic Unions at Universities should in cases of doubt refer their circumstances to the BULSCA Committee.

**6.2.4. Ineligible participants** - The following students are ineligible to participate:

- 6.2.4.1. Students at 'franchised' colleges unless recognised as fully registered internal students of the member institutions of the Association.
- 6.2.4.2. Externally registered students, as determined by the University's Registrar.
- 6.2.4.3. Students undertaking 'foundation' courses are only eligible if their institution's Registry Office (or equivalent) deems them to fulfil these BULSCA eligibility requirements; i.e. are internally registered students of the BULSCA member institution and are studying an appropriate course as listed above.

<sup>1</sup> A student who is classified by the university Registrar as a student who is studying at the member institution or assigned campus in an internal classification.



<sup>2</sup> That is a course that is registered under CATS (Credit Accumulation and Transfer Scheme).

## **7. Meetings**

### **7.1. General**

- 7.1.1. The Annual General Meeting (AGM) of BULSCA shall occur between the 1<sup>st</sup> March and 1<sup>st</sup> September.
- 7.1.2. Extraordinary General Meetings (EGM) may be called at the Chair's discretion, by majority decision of the BULSCA Committee, or by written request of three voting members to the Secretary. The Secretary must convene a meeting within twenty-one days.
- 7.1.3. The time and location of general meetings must be advertised to members at least fourteen days in advance.
- 7.1.4. Items for the agenda must be submitted to the Secretary at least ten days in advance, the Secretary may accept late items at their discretion.
- 7.1.5. The first agenda must be produced at least seven days in advance of the meeting.
- 7.1.6. The quorum for all BULSCA meetings shall be five voting members.
- 7.1.7. BULSCA meetings which fulfil conditions 7.1.3, 7.1.5 and 7.1.6 may be considered a general meeting of BULSCA, regardless of the name or designation of the meeting.

### **7.2. Policy**

- 7.2.1. Policy may be made by any general meeting of BULSCA or as a result of an online vote conducted using the online voting procedures.
- 7.2.2. Policy shall be binding upon all members of BULSCA.
- 7.2.3. Policy requires a simple majority to pass unless it amends the constitution in which case a two thirds majority is required.
- 7.2.4. Amendments to policy may be tabled during the meeting; amendments that are passed are entered into the policy as a whole.

### **7.3. Voting**

- 7.3.1. Voting shall usually be by show of hands.
- 7.3.2. A vote by secret ballot may take place at the discretion of the Chair or upon the request of one member.
- 7.3.3. Each member institution shall have one vote.
- 7.3.4. Proxy votes shall not be permitted.
- 7.3.5. In the event of a tie the Chair shall have a casting vote.
- 7.3.6. Officers of BULSCA will be elected using Single Transferable Vote (Appendix A)

Agreed at the general meeting of the British Universities Life Saving Clubs' Association.



## ***Appendix A – Single Transferable Vote (STV) System***

- A.1. Nominations/bids are accepted and announced.
- A.2. Ballot papers are distributed.
- A.3. Members eligible to vote rank the options in order of preference.
  - A.3.1. The preferred option should be marked “1”, the second preference marked “2”, and this should be continued until all options have been ranked, or the voting member has no further preference.
  - A.3.2. Voting members may indicate “Re-Open Nominations” (RON) as a preference if they would rather re-open nominations than accept any of the remaining options. Further preferences may be indicated, even if these are ranked below RON. RON may be considered an option in the same way as any other.
- A.4. Ballot papers are collected.
- A.5. First preference votes are counted.
- A.6. The option with the least number of votes is eliminated.
- A.7. The ballot papers which showed a preference for the eliminated option are re-allocated to the next preferred option.
  - A.7.1. If no further preference is indicated, then the ballot paper is discarded.
- A.8. The votes are re-counted with the ballots re-allocated as detailed in A7.
- A.9. Points A6, A7, and A8 are repeated, eliminating one option in each round.
- A.10. An option is chosen when it has been allocated more than half of the total available votes.