

Bristol Surf Club Constitution. January 2010.

This constitution represents the rules under which the Bristol Surf Club shall be governed and is binding on all members.

1. Name

The club will be known as the **Bristol Surf Club** or **BSC** and shall be referred to as "**the Club**" throughout this document.

2. Aims

2.1. The aim of the Club is to provide opportunities for its members meet together and enjoy and gain experience in surfing.

2.2. Members of the Club may participate either competitively against other clubs or recreationally.

2.3. Surfing is defined as those sporting activities authorised by the British Surfing Association as recognised activities of the club. Those sports include **Shortboarding, Longboarding, Bodyboarding, Wave Ski, Skimboarding, Canoesurfing and Paddlesurfing**. See the BSA members insurance document for further details.

2.4. The Club is run for the benefit of its members on a noncommercial basis and is a not-for-profit organisation.

3. Affiliation and Insurance

3.1. The Club will be affiliated to the British Surf Association ("BSA") thereby allowing its members to be covered by the third party insurance provided by the BSA.

3.2. All members must provide the details required by the BSA to permit them to be covered by the insurance provided by the BSA.

4. Membership

4.1. Membership will be open to all those persons over the age of 18 at the date of application who have completed a membership form and paid the required fee.

4.2 Annual subscription will be paid by members at a rate to be determined at the AGM.

4.3 Membership will expire on 30th June each year.

4.4 Members joining between 1st January and 30th April will be given a 50% discount on the annual subscription.

4.5 Members joining on or after 1st of May will be charged at the full rate and their membership will run to the 30th June of the following year.

4.6 Members must abide by the spirit of this Constitution.

4.7 Any member who does not abide by this Constitution or whose conduct is deemed by the Committee to be unsatisfactory may have their membership suspended or terminated at the discretion of the Committee. Any such member will have an opportunity to make representations to the Committee prior to any such suspension or termination.

4.8 Any member under suspension shall be barred from taking part in any club event.

4.9 Membership fees are forfeited for membership that is resigned, suspended or terminated.

4.10 The Committee shall inform a member in writing of any decision to suspend or terminate their membership.

4.11 Any member who has their membership terminated or suspended may apply for reinstatement at the next AGM.

4.12 Members are responsible for their own safety and well being when participating in any Club event.

4.13 The Club as a whole can decide to grant an honorary membership to an existing member at an AGM.

5. The Committee

5.1 The Club will be run by an elected committee. The Committee will be made up of the officers listed below in paragraph 6.1. All positions shall be voluntary.

5.2 The officers will commence their positions on the day following their election at the AGM.

5.3 All nominations for officers must have the consent of the nominee and be signed by a proposing and seconding member and should be received by the Secretary not less than 14 days prior to the AGM and should be noted on the Club website at least 14 days prior to the AGM.

5.4 All officers must be members of the Club.

5.5 A committee member may hold no more than one committee position save for in the event that a position is not filled, an existing officer may put themselves forward for the vacant position with the exception of Chairperson who may not hold more than one position. No officer may hold more than two positions.

5.6 All committee members will resign at the AGM and may present themselves for re-election.

5.7 No officer may hold the position of Chairperson, Treasurer or Secretary for more than three consecutive years.

5.7.1 If an existing officer is re-nominated after 3 years and no other nominations are received for that position then the AGM may vote to veto section 5.7 for the year.

5.8 Any officer who does not fulfil their duties may be relieved of their position by a majority decision taken by the Committee at a committee meeting.

5.9 The Committee shall elect a Vice-Chairperson from the elected officers to deputise in the Chairperson's absence.

5.10 Each position carries one vote at a committee meeting with the Chairperson having the casting vote.

5.11 Any financial or legal liability incurred by committee officers during the course of exercising their legitimate powers shall not be the personal liability of those individuals but shall be the responsibility of the Club.

5.12 The Committee may appoint any sub-committees it may deem necessary to deal with the matters of the club. Any sub-committees shall report to the Committee.

6. Officers

6.1 There shall be the following officers for the Club

- Chairperson
- Treasurer
- Secretary
- Membership Secretary
- Communications and Publicity Officer
- Social Secretary
- Website administrator

6.2 Each post will be held by one person except for the following positions which may be held by more than one person as a job share

- Membership Secretary
- Communications and Publicity Officer
- Social Secretary
- Website administrator

6.3 Should a position become vacant between Committee meetings, the remaining committee members may engage another person to act in that position until a replacement is duly elected at a committee meeting by a majority vote of all members present. This could be another committee member in accordance with paragraph 6.2 above.

6.4 Any vacant position will be advertised on the Club website not less than 14 days prior to the committee meeting. It is the Chairperson's responsibility to ensure that any vacant position is advertised as soon as possible.

7. Meetings

7.1 Voting

7.1.1 A resolution put to a vote at any meeting shall be decided by a show of hands of those entitled to vote.

7.1.2 Where more than one nominee for an elected position has been received a ballot, secret to the nominee, may take place if requested by either the nominee or those entitled to vote.

7.2 Annual General Meeting

7.2.1 The Club AGM shall be held in January of each year.

7.2.2 Notice of the AGM must be advertised on the Club website at least 35 days in advance.

7.2.3 The notice must state the date, time and place of the meeting.

7.2.4 All paid up members present at the AGM are entitled to vote.

7.2.4.1 Any member may appoint another member to speak and vote on his or her behalf on any matter arising at a General Meeting, provided they notify the Executive Committee in writing before the General Meeting. Such a vote cast shall be counted as if the absent member were present at the General Meeting and voting in person.

7.2.4.2 Any member may submit a vote on any matter due to arise at a General Meeting in writing to the Executive Committee before the General Meeting, and such a vote shall be counted as if the member were present at the General Meeting and voting in person.

7.2.5 Items for discussion at the AGM, not originating from the Committee, that are likely to give rise to a vote for constitutional change should be notified to the Secretary at least 21 days before the AGM and should be signed by a proposing and a seconding member.

7.2.6 The agenda for the AGM shall be put on the Club's

website at least 14 days before the AGM.

7.2.7 The agenda for the AGM will include the following items

- Chairperson's welcome and confirmation of quorum
- Apologies
- Minutes of previous AGM
- Matters arising from previous minutes
- Reports from Committee Members
- Membership fees
- Election of new Committee Members
- Any other business

7.2.8 An AGM shall be quorate provided the number of ordinary members exceeds the number of retiring committee members present.

7.2.9 The Treasurer shall provide a Statement of Income and Expenditure in respect of the Club's finances for the preceding year.

7.3. Committee Meetings

7.3.1 Committee meetings must be held at least four times a year.

7.3.2 Attendance will be open to all Club members although only elected committee members will be entitled to vote.

7.3.3 A quorum of three committee members is required for committee meetings and must include either the Chair or Vice Chairperson.

7.3.4 Notice of the committee meetings shall be posted on the Club website at least 7 days in advance of the meeting.

7.3.5 The notice must state the date, time and place of the meeting.

7.4. Special Committee Meetings

7.4.1 The Chairperson may also call a Special Committee Meeting at short notice, or any other meeting, in addition to the

above, to discuss matters considered urgent. The Chairperson must notify all Committee Members of any Special Committee Meeting it is decided to call as soon as possible.

7.4.2 Any decisions taken during Special Committee Meetings must be reviewed and ratified at the next full committee meeting.

7.5. Extraordinary General Meetings ("EGM")

7.5.1 The Chairperson, or 3 committee members, or a petition signed by not less than 20% of Club members may call an EGM.

7.5.2 Notice of an EGM must be advertised on the Club website at least 14 days in advance.

7.5.3 The notice must state the date, time and place of the meeting.

7.5.4 All members present at the EGM are entitled to vote.

7.5.5 Items for discussion at the EGM, not originating from the Committee, should be notified to the Secretary at least 14 days before the EGM and should be signed by a proposing and a seconding member.

7.5.6 The agenda for the EGM shall be put on the Club's website at least 7 days before the EGM.

7.5.7 An EGM shall be quorate provided the number of Club members exceeds the number of committee members.

8. Constitution

8.1 Amendments

8.1.1 Members may alter or add to this Constitution, within reason, at the AGM, or at an EGM if necessary.

8.1.2 Any proposed changes should be notified to the Secretary at least 21 days before the AGM (or 14 days before an EGM) and be signed by a proposing and seconding member.

8.1.3 The proposed changes should be displayed on the Club website at least 14 days before the AGM (or EGM).

8.1.4 The proposed changes must be voted on at the AGM (or EGM) and will be deemed carried if approved by two thirds of those present and entitled to vote.

8.1.5 If a discussion arises during an AGM or EGM that gives rise to a vote for constitutional change that is not on the agenda then any vote should be deferred to an EGM at a later date. (See section 7.5.)

8.2 Disputes

8.2.1 Any matter or matter of interpretation not provided for in this Constitution shall be dealt with by the Committee whose majority decision shall be final.

9. Termination of the Club

9.1 The Club shall not terminate except by a resolution of an EGM convened for the purpose.

9.2 In such an event, any surplus assets shall be handed over to a body or bodies with similar objectives or to a charity or charities agreed by the meeting, which formally terminates the Club.

10. Club Bank Account

10.1 All monies belonging to the Club shall be placed in a bank account in the Club's name and will be run in accordance with **Appendix 3**.

11. Distribution of Profits

11.1 In no circumstances can any profit be distributed to members but any surplus income earned shall be used for furthering the objectives of the Club.

12. Expenses

12.1 All Committee positions shall be voluntary with no payment for services rendered after payment of reasonable expenses. The

definition of reasonable shall be determined by the Committee, if person is unsure whether an item is considered to be a reasonable expense they should consult the Committee for guidance.

12.2 The Committee shall approve all expenses.

13. Website

13.1 The Club shall maintain a website for the use of it's members.

13.2 Rules governing the use of the website are set out in **Appendix 2.**

Appendix 1 - Committee Positions – job descriptions

Chairperson

The Chairperson shall:

- be responsible for guiding the activities of the Club in accordance with the Constitution
- chair meetings and ensure that committee members carry out their responsibilities
- report on the Club's activities at the AGM
- be a spokesperson and ambassador for the Club

Secretary

The Secretary shall:

- be responsible for all general correspondence with third parties and within the Club
- arrange meetings as directed by the Chairperson and be responsible for advertising them on the Club website
- be responsible for the taking, keeping and distributing of minutes of all meetings and the recording of any resolutions
- retain a copy of all general documentation such as the Constitution
- remind the Chairperson or other committee members of the appropriate timetable for action of items referred to in the Constitution and meetings

Treasurer

The Treasurer shall:

- have ultimate responsibility on behalf of the Club members, for safeguarding the Club's assets and maintaining accurate accounting records
- make the Committee aware of any foreseen financial difficulties
- prepare a statement of Income and Expenditure for presentation at the AGM
- prepare interim statements of accounts throughout the year if requested by committee members
- ensure that club funds are not used for any purpose which is not in accordance with the constitution
- be responsible for the creation and review of any financial regulations
- be responsible for maintaining the Club's affiliation to the BSA

Social Secretary

The Social Secretary shall:

- be responsible for the co-ordination and organization of social activities with the assistance of members

Website Administrator

The Website Administrator shall:

- develop, maintain and edit the Club website
- develop, maintain and edit the weekly email to members
- maintain and monitor the website forum

Membership Secretary

The Membership Secretary shall:

- be responsible for the collection of membership fees and completed membership forms for both new and annual membership renewals
- maintain safe and secure records of club membership

Communications and Publicity Officer

The Communications and Publicity Officer shall:

- be responsible for marketing of the Club
- be a point of contact for enquiries from the media
- work with the Website Administrator to provide content for the website

Appendix 2 – Rules Governing the use of the Website / The Club Forum

1. Posts must not be rude, obscene, insulting or offensive in any way.
2. The Committee reserves the right to immediately remove, without notice, any post thought to be offensive, inappropriate or potentially libellous. The person who has placed that post will be given a warning via a personal message.
3. Posts should not be meaningless or one word / short and nonsensical.
4. Spamming is not permitted. This includes using the forum email and private message system to spam other members.
5. Discussion of criminal and/or illegal activities, including but not limited to, software and music piracy and other intellectual property violations are not permitted neither are links to download locations of copyrighted material or the posting of any illegal or copyrighted material.
6. Users should not post personal contact details of any other user without their permission.
7. Commercial posts and commercial signatures are not allowed [Pete to review prior to the AGM how advertising is sorted out on the website. What is the arrangement for companies currently advertising on the website?]
8. Company advertising and commercial posts should be restricted to the Retailers Section of the forum. Items for sale should be posted on the relevant area of the forum.
9. Users remain solely responsible for the content of their messages.
10. Continued breach of these rules may lead to a permanent ban from submitting posts. A member breaching these rules may find their membership suspended or terminated.

Appendix 3 – Club Bank Account

1. The Chairperson, Treasurer and Secretary shall be authorised signatories to the bank account.
2. The signatories must be registered with the bank and changes where necessary must be notified to the bank within one month of the event requiring the need for change.
3. Two signatories shall be required for all cheques.
4. The financial year for the Club shall end the 31 December so the accounts can be finalised for presentation at the AGM.
5. Payments must be supported by receipts or invoices and must be retained by the Treasurer.
6. The Treasurer must ensure that all cheques received are banked within 6 months of the date on the cheque.
7. The Treasurer must ensure that all cash received is paid into the bank account in a timely fashion.
8. All income and expenditure should be recorded on a ledger maintained by the Treasurer.
9. When bank statements are received the Treasurer should check them against the ledger records.
10. Any interest earned should be added to the ledger to ensure consistency between the two.