

Bristol Surf Club Constitution 2019

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 recognised by the insurers of Surfing GB namely **Shortboarding, Longboarding, Bodyboarding, Skimboarding, and Stand-Up Paddle Boarding.**

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

3. Affiliation and Insurance

3.1. The committee will use all reasonable endeavours to ensure that the club is insured against third party liability claims.

3.2. All members must provide any details required by the Club’s insurers to permit them to be covered by the insurance.

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

4.5 Existing members can renew their membership at any time from 1st May until the 30th of June. That membership will run until the 30th June of the following year.

4.6 Members must abide by the spirit of this Constitution and the Code of Conduct set out at Appendix 4.

4.7 Any member who does not abide by this Constitution, or the Code of Conduct, 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. Guidelines for this are set out in Appendix 5.

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 wellbeing 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 should have the support of at least two club members, a proposer and a seconder, whose names should be set out in a Facebook post or in an email to the Committee (committee@bristol-surf-club.co.uk) not less than 21 days prior to the AGM. The Committee will check the validity of nominations and then post a notice of all nominations on the Club website and the Club's Facebook page at least 14 days prior to the AGM.

5.3.1 All nominations for officers must be made by BSC members who are not currently officers of the club

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 subcommittees 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
- Beginners' Representative

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
- Beginners' Representative

6.3 Should a position become vacant between Committee meetings or remain unfilled after an AGM, 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 and the Club Facebook page not less than 14 days prior to the next committee meeting. It is the Chairperson's responsibility to ensure that any vacant position is advertised as soon as possible. If the position of Chairperson is the vacant position, the Secretary will be responsible for ensuring that the 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 nominee or those entitled to vote.

7.2. Annual General Meeting ("AGM")

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 and the Club's Facebook page 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 an AGM, provided they notify the Committee in writing 3 days before the AGM. Notification should be via email to committee@bristol-surf-club.co.uk Such a vote cast shall be counted as if the absent member were present at the AGM and voting in person.

7.2.4.2 Any member may submit a vote on any matter due to arise at an AGM in writing to the Committee not less than 3 days before the AGM, and such a vote shall be counted as if the member were present at the AGM and voting in person. Notification should be via email to committee@bristol-surfclub.co.uk

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 Committee either by a post on the Club's AGM event page on Facebook or via email to committee@bristol-surf-club.co.uk at least 21 days before the AGM and should be have the support of at least two club members, a proposer and a seconder, whose names should be set out in the Facebook post or in the email to the Committee. The Committee will check the validity of this and then post a notice on the Club website and the Club's Facebook page.

7.2.6 The agenda for the AGM shall be put on the Club's website and the Club's AGM event page on Facebook 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 there are at least fifteen ordinary 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 and the Club's Facebook page 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 by email 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 and the Club's Facebook page 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 Committee either by a post on the Club's Facebook page or via email to committee@bristol-surf-club.co.uk at least 14 days before the EGM and should have the support of at least two club members, a proposer and a seconder, whose names should be set out in the Facebook post or in the email to the Committee. The Committee will check the validity of this and then post a notice on the Club website and the Club's Facebook page.

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 there are at least 15 ordinary Club members present.

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 Committee either by a post on the Club's Facebook page or via email to committee@bristol-surf-club.co.uk at least 21 days before the AGM (or 14 days before an EGM) and should have the support of at least two club members, a proposer and a seconder, whose names should be set out in the Facebook post or in the email to the Committee. The Committee will check the validity of this and then post a notice on the Club website and the Club's Facebook page.

8.1.3 The proposed changes should be displayed on the Club website and the Club's Facebook page at least 14 days before the AGM or 7 days before an 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.)

8.1.6 If following an amendment to the Constitution, the paragraph numbers of the Constitution require amendment, this amendment will be deemed as automatically approved without the need for a vote, as will any grammatical amendments that are required.

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**.

10.2. The club shall aim to keep in reserve the monetary sum of 1x the annual running costs of the club.

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 & Facebook Group

13.1 The Club shall maintain a website to be used for official communications with its members.

13.2 Official communications from the committee shall be posted on the Club website and will also be linked to the Club's Facebook page.

13.3 Rules governing the use of the website and the Club's Facebook page are set out in Appendix 2.

13.4 The Club shall have a Facebook group page ("the Club's Facebook page") for members to communicate with each other. Only BSC members will be able to access the Club's Facebook page.

13.5 The Committee shall use the Club's Facebook page to organise club events.

13.6 An event calendar and non-specific details of trips shall also be posted on the Club website.

14. Events

14.1 In order to attend a Surf Club Event, individuals must become members of the Club at least one week prior to an event.

14.2 A Surf Club Event is an event where a venue, accommodation, a specified area or a booking at a campsite has been organised specifically for Club Members by the Club or any event deemed by the Committee as a Surf Club Event. For the avoidance of doubt this includes the annual BSC surf competition for which arrangements are made with the host beach and lifeguards on behalf of the Club.

14.3 Members cannot bring non-member friends along to Surf Club Events. If a member wishes to attend the same campsite that is hosting a Surf Club Event with a friend (who does not wish to become a member of the Club) that member will not be able to camp with the Surf Club and should make their own arrangements with the campsite and if asked should make it clear that they are not part of the Surf Club booking. Failure to comply with this requirement could lead to action by the Committee 4.6 to 4.10 above.

14.4 The committee shall endeavour to have 2 trips annually whereby members are permitted to bring their children providing that relevant safeguards and insurances are in place. Responsibility for any children attending trips lies solely with the club member bringing them. The club does not accept any liability for the children at any time.

Appendix 1- Committee 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 Surfing England.
- be responsible for managing the Club's PayPal account.
- be responsible for arranging the Clubs' insurance policy.

Social Secretary

The Social Secretary shall:

- be responsible for the co-ordination and organisation of social activities with the assistance of members
- in order to assist with the planning and organisation of events, the Social Secretary may form and appoint members to a social subcommittee. The Beginners' Representative should be invited onto any such subcommittee. The Social Secretary will be responsible for chairing any such committee and reporting back to the full committee.

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

Beginners' Representative

The Beginners' Representative shall:

- organise specific beginners trips throughout the year for new and existing members
- ensure reputable surf schools are used to provide surf lessons on such trips, and gain feedback from members taking part in lessons
- offer and provide support to the social secretary when required in relation to other Club social activities

Communications and Publicity Officer

The Communications and Publicity Officer shall:

- be responsible for the marketing of the Club.
- be a point of contact for enquiries from the media and co-ordinate responses with the Chairperson.
- develop, maintain and help edit the Club website
- be responsible for providing content for the website
- ensure co-ordination between social media links and website monitor appropriateness of social media posts.

Appendix 2 – Rules Governing the use of the Website and The Club’s Facebook page

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. If a Member has any concerns about any posts on the Website or the Club’s Facebook page, they should notify the Committee via email to committee@bristol-surf-club.co.uk
4. 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.
5. Users should not post personal contact details of any other user without their permission.
6. Spamming, commercial posts and commercial signatures are not allowed. In exceptional circumstances, where the Committee deem it beneficial to the aims and activities of the Club, special dispensation may be given to certain posts on the Club’s Facebook page from ventures that may be considered as having a commercial motive. The Committee will notify Members of any such dispensation by a post on the Club’s Facebook page. If Members have concerns about any such dispensation they can follow the procedure set out in 7.5 above and call an EGM.
7. The Committee have a discretion to allow company advertising and commercial posts on the ‘Friends of BSC’ section of the website and their ‘banner’ on the website, for example for companies which have supported the BSC or who offer discounts for the benefit of BSC members. The Committee may also use their discretion to occasionally post a link to the ‘Friends of BSC’ section in the newsfeed of the Club’s Facebook page.
8. Members can advertise personal items for sale on the Facebook page but this is solely for non-commercial personal sales. Members can also post details of events taking place or relevant news on the Facebook page that they think may be of interest to Members.
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 in accordance with paragraph 4.7 above.

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 3 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.

Appendix 4 – Code of Conduct for Club Organised Events

Bringing Friends on Trips

Everyone who attends a BSC trip must be a member and ***signed up at least a week*** prior to the event. It is not possible for people to join on the day. If you are bringing mates and intend on hanging out with the rest of the club they must be members, even when we are at a public campsite. In general, whilst bringing one or two mates is fine, bringing a group of mates along can dilute the ethos of the club and is not encouraged. Details for joining can be found on the membership page of the website.

Bringing Kids on Trips

The committee shall endeavour to have 2 trips annually whereby members are permitted to bring their children. The committee will notify in advance the trips on which children are permitted to attend.

Late Arrivals

Please aim to turn up to campsites at a reasonable time. They often don't appreciate people turning up late as it can disturb other campers. If you're going to be late please check with the campsite or committee/ event organiser first.

Respecting our Playgrounds

Respect the places where we stay - obey their rules, leave the campsite/accommodation tidy and clean up after yourselves rather than expecting someone else to do it! We have developed some really good relationships with our favourite venues over the years and want to be able to go back to these places. During the evenings, please keep noise to a minimum after 10pm unless in a designated area where we are allowed to let loose a bit more.

Illegal Substances

Members are reminded that the use of illegal and recreational drugs will not be tolerated. Any member found to be using these at club events may become subject to disciplinary procedures.

Good Behaviour

Members are reminded they are expected to uphold the good name of the club whilst on club organised events. Should the committee deem any behaviour unsatisfactory, further action may be taken as detailed in section 4.7 of the constitution.

Got a query about an event?

If you have a query about the event, please DO NOT contact the event organiser directly, instead please post on the Facebook event page or email the committee. The committee can be contacted via email (committee@bristol-surf-club.co.uk)

Appendix 5 – Disciplinary Procedures

Guidelines for Disciplinary Procedures

Where a member is considered to have transgressed the constitution in a manner that the committee deems is serious enough to warrant further action the following procedures should be followed:

- The member should be given a fair opportunity to put forward their defence of the allegations at a disciplinary meeting. This is to allow the club member to put their side of the story forward in order to establish any facts and help give more clarity to the allegations.
- The club secretary will write to the club member concerned as soon as is feasibly possible, outlining the allegations and inviting them to attend a disciplinary meeting.
- Present at this meeting should be 3 committee members. The club member concerned may also bring a friend and or witness.
- In order to ensure this is handled in a sensitive and private manner, this meeting should happen away from the regular Thursday evening meet ups.
- The meeting shall be minuted and the minutes circulated back to the full committee. The full committee shall then meet and decide on appropriate further action. The following actions are available to the committee.
 - No further action necessary.
 - Verbal Warning.
 - Temporary suspension of membership benefits
 - Termination of Membership.
- It is the responsibility of the Chairman and the club secretary to communicate the outcome to the club member. The outcomes of this should be recorded and held on file by the club secretary.
- Any arising minutes should not be put into the public domain but held on record by the club secretary. Members can have sight of the full minutes of the hearing by application to the club Secretary. Non-specific reference to the disciplinary hearing should be noted in the committee meeting minute published to the membership. E.g. A member faced a club disciplinary hearing on [date]. After hearing their side of the story and the member promising to modify their conduct in future it was found that a verbal warning would be appropriate.

Appendix 6 – Bristol Surf Club Data Privacy Policy

Bristol Surf Club takes your privacy and the care of your personal data seriously. We will only use your personal information for legitimate club purposes, which may include some, or all, of the following:

- Administering your membership
- Keeping you informed about:
 - Club news
 - Club events
 - Fund raising activities

The membership database is restricted to committee members, who will require authorised usernames and password to access the systems.

We will not pass members' personal information to third parties except when legally required to do so, or when required to do so for operational reasons.

Your personal information will be deleted once your membership has expired.

It is efficient and economical for the Club to contact its membership by email, by telephone or through the BSC Facebook page. However, we will only contact our members in that way if they have provided the Club with those details.

The most recent version of the Club's data privacy policy will always be available on the club website so that it can be accessed at any time.

Appendix 7 – Guidelines for The Committee on Dealing with Emails

- committee@bristolsurfclub.co.uk
 - Directed to all committee members
 - Secretary has responsibility to respond to external messages and Chairman to cover in their absence. (Copying in the committee@ email address so that others are aware that a response has been made)
- hello@bristolsurfclub.co.uk
 - Directed to Beginners Secretary & Chairman
 - Beginners Secretary has responsibility to respond and Chairman to cover in their absence (copying in the hello@ email address so that others are aware that a response has been made)
- eventbrite@bristolsurfclub.co.uk
 - Directed to Treasurer and Social Secretary
- webmaster@bristolsurfclub.co.uk
 - Directed to Communications and Publicity Officer
- hostmaster@bristolsurfclub.co.uk
 - Directed to Communications and Publicity Officer
- membership@bristolsurfclub.co.uk
 - Directed to Membership Secretary