



## Sennen Surf Club Constitution 2016

(Amended from 2012 edition)

### 1. NAME:

1.1 The club will be called: **Sennen Surf Club**

### 2. DEFINITION OF CLUB ACTIVITY:

2.1 The club will organise community based activities in the following areas:

- ❑ **Surfing as 'boardriding'** defined as the 'outdoor leisure & sport' activity of riding waves on a surfboard where: a) waves are generated by wind or artificial means b) where the activity includes currently understood: *surfboard; body-board; paddle-board; rescue-board* forms c) where the activity takes place 'on' and 'inside' the *surf line* areas of a beach, cove or bay.
- ❑ **'Surf Lifesaving' activities** as defined by the 2 surf lifesaving NGB organisations: *RLSS/UK, SGB* and taking place within the 'surf line' of the sea at contact with the coastline of the club's beach areas of operations.
- ❑ **Multi-skill (sports) cross-training** defined as: *boxing gym training; paddle-board training; yoga training; swim-fit training; skateboard training*
- ❑ **Winter 'workshops' education** defined as: *beach management & care; aquatic first aid & life-support; ocean & environmental awareness*
- ❑ **Surf club 'social & cultural' events** defined as 'gatherings and participation' at specified times and places to attend the entertainment 'social' events arranged by the club for the club and it's 'guest' attendees and participants

### 3. AIMS & OBJECTIVES OF THE CLUB:

3.1 The club '**mission & vision**' aim will be:

*'Building and achieving personal surfing life ambitions within a successful and respectful local surfing community'*

3.2 The club objectives will be:

- a) *To **promote, maintain, safeguard and improve** surfing and 'boardriding' and activities locally, regionally and globally.*

- b) To **represent** the interests and concerns of all our club members.
- c) To **provide** a structure to facilitate (organise, manage & deliver) club events (see 2.1)
- d) To **protect** our local surfing environment and assist the same protection of other surfing locations that will have similar or same aims and objectives as the Sennen Surf Club.

#### 4. CLUB STRUCTURE:

- 4.1 The club shall be administered by a formally elected **management team** consisting of up to 12 members
- 4.2 The management team roles and their responsibilities will be documented. The responsibilities should aim to ensure the safe and successful continued running of the club.
- 4.3 Team members will include: Chairperson, Treasurer, Safety officer, Child protection officer, Youth development officer
- 4.4 The management team members can co-opt deputies to assist them in their duties as they deem necessary.
- 4.5 Any club member is eligible for **election to** the management team
- 4.6 Any club member is eligible to be a '**non-voting**' member at routine management team meetings.
- 4.7 There will be a formal club '**House Disciplinary Policy**' statement (see attached document)
- 4.8 The management team will have the **power and authority** to administer the club's 'house' disciplinary process where the following actions can be authorised by the management team: a) suspension b) removal c) reinstatement
- 4.9 A formal '**appeal**' process will be available to all members in relation to any disciplinary action by the management team

#### 5. CLUB MEETINGS:

- 5.1 An **annual general meeting (AGM)** will be held for the election of the management team for the current year of club operations. Public notice - usually by local newspaper advertisement – will notify an AGM at least 14 days in advance of the meeting. Nominations for the new management team will be formally 'proposed & seconded' by current club members either before or at the AGM.
- 5.2 Any member who has the support of at least 5 other members shall be able to call a club's **extraordinary general meeting (EGM)**. Such an EGM will be 'called for' on

urgent matters that cannot be delayed until the AGM. EGMs will be called by informing the club secretary and then allowing a 14 day notice to be given to current members.

- 5.3 EGMs must be held within 28 days of the secretary receiving an **EGM request** and such an EGM call having met the membership **'calling' conditions** in 5.2
- 5.4 AGMs & EGMs will have a **'quorum' number of 5** management team members at a meeting for the meeting decisions to be considered 'authoritative & legitimate'.
- 5.5 If the chairperson is unable to attend an AGM or EGM then a 'quorum' number of the other management team members may designate a person to the position of meeting **'temporary chairperson'** for that meeting only.
- 5.6 For routine operational decisions an AGM / EGM is not required. However there must be a 'quorum' number of management team members for such routine meetings and decisions to take place and be legitimately **'club' authorised**.

## 6. CLUB MEMBERSHIP:

6.1 **Membership** is open to the following **group identities**:

- ✓ *Minimum age 7 years old at membership application*
- ✓ *Both sex-genders*
- ✓ *Any 'race-ethnicity' group that accepts the club 'values, mission & vision'*
- ✓ *Any 'religious group' that accepts the club 'values, mission & vision'*
- ✓ *Any 'disability' group that accepts the club 'values, mission & vision' and who will not be physically & mentally endangered by the activities that the club operates.*

6.2 The club will be **open by name open by nature** to all designated personal identities in 6.1 under the following designations:

- ✓ **Junior- Groms membership** will be open to those people who are under 18 years of age before the 31<sup>st</sup> March of the year of club operations.
- ✓ **Non-junior club membership** categories will be: **Adult** (18+ years and) **Family** (Parent(s) with child-youth under 18 years old) **Honorary** (a club elected 'stand-out' person in the community)

NB: Honorary members will: a) be formally elected at AGM b) will receive a 2/3 majority of attending members at AGM c) will not pay any membership subscription d) can attend management team meetings as a non-voting member e) are eligible for membership privileges, benefits and resources

## 7. CLUB FINANCES:

- 7.1 The treasurer will maintain '**adequate and appropriate**' financial records that will be available for inspection by club individual members.
- 7.2 Payment of 'cheques' - from the club's '**current a/c**' - will be signed by any 2 of 3 nominated **elected officials** of the current management team and to include the current treasurer of the club
- 7.3 Withdrawals from the club '**savings a/c**' will be authorised by 2 of the **club trustees**.
- 7.4 The treasurer will present a formal club (**annual**) '**statement of a/c**' for all current year's club income and expenditure. This presentation will ordinarily be presented at the club's AGM, audited and 'signed-off' by 1 of the club trustees.

### **8. CLUB SUSPENSION & / or DISSOLUTION:**

- 8.1 The club can be either '**suspended**' or '**dissolved**' if it can be considered by the management team that it is effectively inactive or currently 'not-fit-for-purpose'.
- 8.2 If the club is 'suspended' all activity will cease and control of the **club name and assets** will transfer to the club trustees immediately the order for 'suspension' is made.
- 8.3 If the club is formally **dissolved** the following action will prevail and be activated ASAP:
  - ✓ *All club debts will be 'settled' ASAP.*
  - ✓ *Any money and property left over - after club debts have been settled - will be given to another organisation that has similar or same aims and objectives as the club. Such 'money' and 'property' assets will not be distributed to individual club members or individual members of the non-club public.*

### **9. RULES OF THE CLUB:**

- 9.1 The club will join whatever **relevant NGB (national governing body)** organisation will assist the club to achieve club aims & objectives in a legal, reasonable and appropriate manner.
- 9.2 Club members will be eligible for '**personal liability**' **accident & injury insurance** arranged between the club and an NGB, through that organisation's 'club insurance' scheme.
- 9.3 All club members will commit themselves to the club's '**surfing & beach location conduct code**' to be able to join the club.
- 9.4 All members joining the club will be formally bound to **honour, respect and abide** by the club's constitution & members regulations' 'rules-of-the-club'.

- 9.5 **Rules of the club** may be **added to, adapted and 'dropped'** only after such action has been authorised by the management team .
- 9.6 Members will at all times be expected to conduct their **surfing in a safe and polite manner** to other users of the 'surfing zones' and also to users of non-surf zones in which club members may from time to time come into contact with.
- 9.7 Any **'illegal' activity** conducted in or participated by a club member will result in an immediate suspension – and possible dismissal – of that member from the club. Such suspension and/or dismissal will be the decision of a club MC 'disciplinary action' group constituted for such an event.

## CLUB DISCIPLINARY POLICY & ACTION

The club '**disciplinary policy**' actions will be the following:

1. Any activity / behaviour considered to bring the club into '**disrepute**' will be categorised as '**misconduct**' and will result in a club 'disciplinary action' that will be administered and managed by members of the current management team .
2. Misconduct behaviour by club members will be categorised in ascending order of seriousness as: ***misdemeanour -> serious misconduct -> gross misconduct***
3. Club disciplinary action will be regulated by a '**3-strike**' policy in the following way:
  - 3.1 ***Misdemeanours*** will be regulated by an MC member authorised ***Verbal Warning***
  - 3.2 ***Serious misconduct & repetitive misdemeanours*** will be regulated by an management team authorised ***Written Warning***
  - 3.3 ***Gross misconduct*** will be regulated by an MC authorised ***Suspension & Removal*** of club membership, privileges, benefits, resources and services.
4. All members who have been disciplined in any way in 3.1-3.3 will have an automatic '**right-of-appeal**'.
5. Disciplinary action will only be authorised by management team members as:
  - 5.1 ***Verbal warnings*** issued **unilaterally** by any management team member.
  - 5.2 ***Written warnings*** issued by either the **chairperson or vice-chairperson**.
  - 5.3 ***Suspensions & Dismissals*** issued by a 'quorum' of **5 management team members** where the MC disciplinary group will be constituted by the following officers: *Chair or Vice-chair, secretary, safety officer or child protection officer and any 2 of the specific 'activity & divisions' representatives*.
  - 5.4 ***Appeal hearings*** administered by only 3 club MC officers or activity representatives, one of who must be the club chair or vice-chair. Such club representatives will have a 'dedicated role' for the specific hearing.
  - 5.5 Appeal hearings will not take place if the '**disciplined**' member concerned does not have another **member and/or 'friend'** to attend the appeal hearing with her/him.
  - 5.6 **Disciplinary actions** following an 'appeal process' will be any of the following actions:

- i) **Appeal 'upheld'** and member reinstated = Disciplinary action deemed 'invalid' and sanction revoked: All 'records' removed.
- ii) **Appeal 'inconclusive'** = Club sanction continues, to allow further investigation by management team members concerned.
- iii) **Appeal 'rejected'** = Sanction confirmed.

NB: If in iii) the sanction has been a membership suspension then this will be confirmed as either: a) **'temporary suspension'** from the club = This sanction lasts for the rest of the year with 'records' put to **'confidential file'** b) **'permanent dismissal'** from the club = This sanction will be a permanent barring of the person from club membership and resources. This action will also be recorded as **'open file'** for presentation at the club's AGM or EGM (if called).