



Surf Sheffield Club Constitution

1. Name of Organisation

The club shall be called Surf Sheffield (hereinafter also called 'The club').

2. Affiliation

The club is affiliated with Surfing England.

3. Aims and Objectives

Surf Sheffield aims to:

3.1 Facilitate surfing for all our members, and introduce members who have no experience surfing to the sport in a safe and encouraging manner.

3.2 Bring people in Sheffield together to build an inclusive surfing community. The focus is on increasing the participation of students interested in the physical and mental health benefits of surfing. This motto that this community of people will operate around is: 'stroke and support for salty souls in the Steel City'.

3.3 Offer coaching through licensed Surf Schools on weekend trips to local beaches (e.g. Scarborough), as well as to promote and lead longer surfing trips in the United Kingdom and abroad, allowing for educational and social opportunities to all members who wish to participate.

4. Equality Statement

Surf Sheffield is fully committed to the principles of the equality of opportunity. No member of the club or participant in our activities will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, pregnancy or maternity status, parental or marital status, religious belief, social class or sexual preference than any other member.

The club will ensure that there is open access for all those who wish to participate in our activities, in whatever capacity, and that all participants of Surf Sheffield are treated fairly. The Club recognises its legal obligations not to discriminate and will regard discrimination by any participant or volunteer as grounds for disciplinary action under the relevant club rules.

5. Welfare Statement

Surf Sheffield recognises its responsibility to safeguard the welfare of all vulnerable adults that are members of the club. The club will adopt the procedures and working practices of Surf England's welfare policy to provide good quality surf sessions, educational events and socials in a safe and inclusive environment.



6. Membership

Surf Sheffield consists of the Officers of Committee and all its members. The Officers of committee are hereafter called 'The Committee'.

- 6.1** Membership of Surf Sheffield is obtained by paying the Membership fee (see section 7.1 of this Constitution) and filling out the Membership forms, which involve agreeing to upholding the Code of Conduct. The membership fee is payable through the Surf Sheffield website, which can be found at the following URL: "surfsheffield.com".
- 6.2** In purchasing membership, that member agrees to abide by the Constitution of Surf Sheffield and to encourage other members to abide by the Constitution of Surf Sheffield if they observe another member acting in a manner that goes against the Constitution.
- 6.3** In purchasing membership, that member agrees to abide by the decisions of the acting Management Committee.
- 6.4** All members are required to abide by the appropriate Code of Conduct and Membership Rules as stipulated in the Surf Sheffield membership form.
- 6.5** The Committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality Statement in Section 4.
- 6.6** Any member found breaking the Code of Conduct or found to be behaving in an offensive way that goes against the Equality policy outlined in Section 4 will be investigated further by the Management Committee and the Well-being Secretary. If found to be guilty of behaving in a way not in accordance with the Equality policy, the offending member will be asked to provide an apology to the offended party/parties and to not repeat the offensive behaviour. If an apology is not given and/or the behaviour is repeated, the member in question will have their membership revoked, they will be asked to resign from the club and to not attend further Surf Sheffield events and activities. The individual member concerned maintains the right to be heard at an appeal hearing detailed in Section 11 of this constitution.
- 6.7** A list of all current members will be maintained by the General Secretary on the Committee.
- 6.8** Members maintain the right to resign at any time through submitting a request to resign in writing to the General Secretary.

7. Membership Fees

- 7.1** There will be an annual membership fee which will be agreed upon by the Committee which will be payable by all members.



- 7.2** The Committee are not exempt from membership fees but Committee members may receive a discounted membership fee to be decided upon at the Annual General Meeting. This discount will be no more than 50% off the regular membership price and must be paid by all Committee members.
- 7.3** Annual membership fees shall be collected primarily in September of each year and will be payable through the Surf Sheffield website, which can be found at the following URL: “surfsheffield.com”.
- 7.4** After purchasing membership, members will be considered an official member of Surf Sheffield and their membership will remain valid until the following September..
- 7.5** No individual will be eligible to represent Surf Sheffield at competitive events (e.g BUCS) if they have not purchased membership.
- 7.6** No individual will be permitted on trips abroad if they have not purchased membership.
- 7.7** Individuals that get a Surf Sheffield logo tattooed on their body will receive a discounted membership fee of £0.01 to be paid to the Treasurer of the club. The tattoo must be larger than 1cm in diameter and recognisable as the Surf Sheffield logo. These parameters are to be judged by the President of the club the year in which the member receives the tattoo.

8. Officers of Committee

- 8.1** The Committee will act for the members of the club and shall be elected at the Annual General Meeting. The members of the club will elect the new Committee at the Annual General Meeting through a voting system.

- 8.2** The Committee shall be composed of the following Officers:

(a) President

- The President shall be responsible for the overall running of the club. They will chair the general and committee meetings and will have the final say on decisions about the club’s activities when a decision cannot be reached by the other Committee members. They will ensure that the other committee members listed below are contributing well to their roles and will support and motivate them.
- In the case of a member breaking the Code of Conduct or acting against the Equality policy outlined in Section 4 of this Constitution, the President is responsible for making a final decision about the outcome of said member’s future in the club.
- Typically only one individual may hold the role of President, but in exceptional cases, dual presidency of two individuals sharing the role is permitted. This is to be decided at the Annual General Meeting.

(b) Vice President

- The Vice President shall assist the President in the running of the club and be responsible for chairing meetings when the President is unable to do this.
- Only one individual can hold this role. In the exceptional case of there being two individuals holding dual Presidency, the role of Vice President will be removed from the Committee for that year.



(c) General Secretary

- The General Secretary is responsible for the taking of clear and accurate minutes during meetings and keeping track of members, ensuring that all members have filled out the membership forms and agreed to uphold the Code of Conduct.
- A Membership Secretary may be appointed to help the General Secretary if the need arises. This is to be decided by the General Secretary and the President is responsible for presenting this option at the start of the General Secretary's role.

(d) Treasurer

- The Treasurer is responsible for maintaining the Surf Sheffield bank account(s) and maintaining records of all club purchases and transactions with the club debit card.
- When managing cash for the club, the Treasurer is trusted to be honest with any cash received by members for club activities and to deposit it into the relevant Surf Sheffield bank account promptly.
- The Treasurer is responsible for refunding members for club activities when required through the use of Money Request Forms (interchangeable and equivalent with the term 'Expense Forms'). Clear and accurate records must be kept of these transactions.

(e) Social Secretary(s)

- The Social Secretary is responsible for the organisation of regular social events, both in Sheffield and on trips both in the UK and abroad.
- One or more Social Secretary/Secretaries may be appointed, with the maximum number of Social Secretaries in one year allowed being three individuals.

(f) Social Media Secretary

- The Social Media Secretary/Secretaries shall be responsible for the online presence of the society, including and not limited to the Instagram account and the Facebook account.
- The Social Media Secretary/Secretaries will communicate Surf Sheffield events to members through the Whatsapp Member's Chat as well as any other social media platforms that Surf Sheffield is currently active on.
- One or more Social Media Secretaries may be appointed in a year with the limit being three individuals.

(g) Stash/Merch Secretary

- The Stash/Merch Secretary is responsible for designing and facilitating the creation of club merchandise and apparel, as well as the distribution of club merchandise and apparel.
- The title 'Stash Secretary' is interchangeable and equivalent to the title 'Merch Secretary'.

(h) Inclusions Secretary

- The Inclusions Secretary is responsible for ensuring all members feel included and welcome in the club and that everyone is being treated in a fair and respectful manner. The inclusion secretary is the first point of contact with any issues a member might have.
- They will ensure everyone is abiding by the Code of Conduct and will be involved in the process of deciding whether a member has acted against the Equal Opportunities act outlined in Section 4.

(i) Gig Secretary

- The Gig Secretary shall organise various music events throughout the year, including but not limited to charity gigs, independent gigs, open mic nights, and dj events.

(j) UK Trip Secretary

- The UK Trip Secretary is responsible for organising surf trips to various locations in the United Kingdom.



(k) Winter Trip Secretary

- The Winter Trip Secretary is responsible for organising a surf trip during the Christmas break from university. The location is to be decided democratically by the acting committee the year of the trip.

(l) Easter Trip Secretary

- The Easter Trip Secretary is responsible for organising a surf trip during the Easter break from university. The location is to be decided democratically by the acting committee the year of the trip.

(m) Summer Trip Secretary

- The Summer Trip Secretary is responsible for organising a surf trip during the Summer break from university. The location is to be decided democratically by the acting committee the year of the trip.

8.3 In the event of a committee member standing down during the year a replacement will be elected by the next General Meeting.

8.4 Any committee member not attending three meetings without apology will be contacted by the committee and queried.

8.5 Any committee member not attending a committee meeting for two consecutive months will be asked to resign from the committee.

8.6 Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.

8.7 The Committee shall meet weekly on a Thursday evening, not less than two times a month. The President may also call additional meetings when required.

8.8 The Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs.

8.9 Responsibility for all property owned by the club rests with the Committee.

9. AGM and Meetings

9.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

9.2 Committee meetings may be called by the President or General Secretary. Committee members must receive notice of meetings at least 2 days before the meeting. The quorum for Committee meetings is three Committee members.



9.3 General Meetings are open to all members and will be held when necessary. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by email or Whatsapp. The quorum for a General Meeting shall be 10% of the members or 10 members, whichever is the greater number.

9.4 The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within twenty-one days of the request. All members will be given one week's notice of such a meeting, giving the venue, date, time and agenda, and notice may be by email or Whatsapp. The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

9.5 An Annual General Meeting (AGM) will be held annually in Summer. All members will be notified in writing at least 1 week before the date of the meeting, giving the venue, date and time. Nominations and applications for the committee roles will be made via Google Form before the meeting. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:

- The Committee will present a report of the activities of Surf Sheffield over the year.
- This constitution shall be reviewed and amended.
- The Committee members for the next year will be presented.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

10. Finances

10.1 All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club.

10.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

10.3 An account will be maintained on behalf of the club at a bank agreed by the committee. As of 2023, this account has been a Natwest Business account.

10.4 Three cheque signatories will be nominated by the Committee (one to be the Treasurer and one to be the President). The signatories must not be related nor members of the same household.

10.5 All payments will be signed by two of the signatories:

- For cheque payments, two signatories will sign the cheque.
- For other payments (such as debit card payments, bank transfers, cash payments, and cash withdrawals), an Expense Form will be filled out and signed by two signatories and held by the Treasurer in financial records.



11. Discipline and Appeals

- 11.1** The Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership if any person is found guilty of conduct deemed detrimental to the club.
- 11.2** Should a disciplinary issue involve the Welfare of a vulnerable adult, Surfing England will be informed.
- 11.3** All individuals have the right of Appeal to any disciplinary decision made by the Committee.
- 11.4** Any request made for an Appeal Hearing should be made to either the welfare secretary or president within 14 days of the Disciplinary decision.
- 11.5** An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.
- 11.6** An Appeal Hearing should be convened by the welfare officer, president and no more than four additional Club members who are independent of the original Disciplinary Hearing and subsequent decision.

12. Dissolution procedures

- 12.1** If it is decided that it is necessary to close the club, a Special General Meeting may be called to do so. The sole business of this meeting will be to dissolve the club.
- 12.2** If it is agreed that the club must be dissolved, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

13. Review of the Constitution

- 13.1** This Constitution should be reviewed a minimum of once annually. Proposed additions to, or alterations of the Constitution shall be submitted to and agreed by the Committee.
- 13.2** All matters arising that are not provided for by the Constitution will be dealt with by the Committee, whose decision shall be final.

This constitution was agreed on: 13.09.2026

Name and position: Carlos Fabian, President

Name and position: Sophia Taylor, Vice President



Agreed by Committee 2026