



Surf Sheffield Club Constitution

1. Name of Organisation

The name of the organisation is Surf Sheffield

2. Aims

The aims of the organisation are:

- To bring together people from Sheffield to build a community focused on learning to surf and meeting others with similar interests
- To promote and lead weekend trips throughout the year to local beaches such as Scarborough
- To promote and lead longer surf-oriented holidays abroad and to surf spots around the UK
- To run social events throughout the year to allow members to get to know one another

3. Members

Membership is open to anyone who:

- Lives in Sheffield, or is part of The University of Sheffield or Sheffield Hallam University
- Wants to meet new people and learn to surf

Membership will begin as soon as the membership form is filled out and the annual payment has been received

There will be an annual membership fee which will be agreed upon at the Annual General Meeting (AGM) and will be payable by all members. For the academic year beginning Sep 2021, this will be:

Super Early Bird + T-shirt, £20 (First 50)

Early Bird, £25 (Next 50)

Normal, £50

A list of all members will be kept by the membership secretary

Ceasing to be a Member

Members may resign at any time in writing to the secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned. Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not

given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Surf Sheffield will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 13 members

The roles are as follows:

- President, who shall chair both general and committee meetings
- Vice President, who will assist the president in the running of the society
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts
- Social Secretaries, who shall be responsible for the organisation of regular social events
- Media Secretary, who will be responsible for the online presence of the society
- Well-Being Secretary, who will be responsible for the general welfare of the members
- Stash Secretary, who shall be responsible for club merchandise and apparel
- Charity Secretary, who will be responsible for charity events organised by the society
- Holiday and Trip Secretaries, who shall be responsible for the organisation of large trips over Summer, Christmas and Easter breaks as well as weekend trips

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

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

6. AGM and Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least 3 week before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at 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.
- The Committee will present the accounts of Surf Sheffield for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

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 two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

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 telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for Meetings

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.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

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

All money raised by or on behalf of Surf Sheffield is only to be used to further the aims of the group, as specified in item 2 of this constitution

9. Changes to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, 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.

This constitution was agreed at the Inaugural General Meeting of Surf Sheffield on:-

Date 01.05.2022

Name and position in group: Reef Dow, President

Name and position in group: Megan Woods, Secretary