

**RULE BOOK**

REVISION: OCT 2020

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| RULE 1 – NAME |

1. The name of the Club shall be the Welsh Bodyboard Club (WBC).
2. The name Welsh Bodyboard Club, or the initials WBC, or logo of the Club shall not be used in the title or description of any other organisation or publication without the authority of the representatives.

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| RULE 2 – OBJECTIVES |

1. The objectives of the Welsh Bodyboard Club shall be:
* To promote grass roots bodyboarding in Wales;
* To be a voice for Welsh bodyboarding around the world; and
* To organise events to help strengthen the core of the sport in Wales.

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| RULE 3 – MEMBERS ENTITLEMENTS AND OBLIGATIONS |

1. Members of the Welsh Bodyboard Club are entitled to:
	1. Be treated with respect and courtesy by WBC committee and members;
	2. Seek assistance and advice from their committee on any club related problem;
	3. Have appropriate matters raised with the Club dealt with promptly and efficiently;
	4. Attend and take an active part in the Club Annual General Meeting (AGM) and all other appropriate membership meetings;
	5. Stand for Committee election in accordance with the Rules and Club Constitution;
	6. Vote in all elections in accordance with the Rules and Club Constitution;
	7. Receive appropriate benefits as negotiated by the Club;
	8. Receive full access to committee meeting minutes; and
	9. Receive a certificate of recognition upon completion of 20 years continuous membership.
2. Members are obliged to:
	1. Treat all other members with respect and courtesy;
	2. Support and promote the Welsh Bodyboard Club objectives;
	3. Promote the Welsh Bodyboard Club’s role in the sport;
	4. Take an active part in the Welsh Bodyboard Club’s decision making processes;
	5. Respect the Clubs democratic processes and decisions;
	6. Inform the Welsh Bodyboard Club of changes to their membership details; and
	7. Ensure their Welsh Bodyboard Club subscriptions are kept up to date.

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| RULE 4 – COMMITTEE |

1. The club will be managed through the Management Committee consisting of Chair Person, Secretary, Treasurer and Committee Members. Only these posts will have the right to vote at meetings of the Management Committee.
2. The quorum required for business to be agreed at Management Committee meetings will be 50% of the number of Committee Members rounded up if there are an odd number.
3. The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.
4. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business;
5. The Committee shall hold an AGM by no later than 31st March of each year.
6. The Club shall elect not less than four Committee members consisting of:
	* Chair Person;
	* Secretary;
	* Treasurer; and
	* Vice Chair.

The Committee members should, where possible, not hold more than one of these posts at any one time The Committee shall fulfil the roles and responsibilities detailed in the Club constitution.

1. Between AGM’s each Committee shall hold regular Committee or membership meetings for the effective governance of the Club.
2. The Club shall not instruct or permit any Committee Member to act in a manner contrary to the Rules and Objectives, or prevent them from acting in accordance with the Rules and Objectives of the Club.
3. The Committee shall maintain accurate and up-to-date membership records.
4. The Committee may affiliate to, and participate in, appropriate local and national organisations. However, the Club shall not support or participate in any other organisation without prior consent of the full Committee.
5. Committee Members may communicate directly with other organisations, but shall not directly communicate with members of another organisation.

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| RULE 5 – CLUB FINANCE |

1. The Club financial year shall be from 1st April to 31st March. The Welsh Bodyboard Club shall prepare annual balances, including a bank statement certifying the balance in hand of every account held by the Club, which shall be submitted no later than 31st March each year, unless the Committee gives notice of an alternative date. All financial receipts/invoices shall be retained for at least two years from the date of the year-end concerned. Statements of account, bank statements and balance sheets shall be retained for at least seven years.
2. Every year the Committee shall produce a financial plan for the following year.
3. Separate and distinct accounts shall be kept for each scheme or fund for which the Club is responsible, e.g. General Account, Savings Account, etc.
4. The Committee shall keep proper accounting records.
5. The Club shall maintain a register of property and equipment showing cost and date of purchase, and retain all receipts for such until disposal of the property.
6. All property purchased through the use of membership subscriptions shall remain the property of the WBC.
7. At least two signatures shall be required for withdrawals from any account held in the Club name.
8. A current statement of Club accounts, including all relevant books and supporting vouchers, shall be presented for inspection and approval at each Committee meeting and shall then be signed off by the Chair and Secretary.
9. If the Club is closed all funds and financial documents shall be forwarded to the members. All assets shall become the property of the party determined by the Constitution.
10. Every member has the right to request access to the accounting records of the Club subject to the provisions of the relevant legislation. On receipt of such a request the Treasurer shall provide the member with a reasonable opportunity and time to carry out the inspection.
11. The Club shall make provision in its constitution to ensure compliance with these Rules.

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| RULE 6 – NOMINATION AND ELECTION PROCEDURES |

1. Committee members shall commit to a minimum of 2 years of service when being appointed, with biannual elections taking place.
2. All elections shall be by secret ballot of those members entitled to vote. The candidate receiving the highest number of votes shall be declared elected.
3. Only members of the Club shall be entitled to stand.
4. To be considered for election an individual must be both proposed and seconded by another member.
5. The ballot paper shall list candidates in alphabetical order and shall indicate forenames or the name by which they are commonly known and surnames.
6. Candidates may submit a personal statement to be circulated with their biographical details.
7. It is the duty of the Committee to inform all members of elections and timescales.
8. When deemed necessary; to fill vacancies or due to Committee discretion, a snap election may be called.

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| RULE 7 – COMPLAINTS |

1. The Club will listen to appeals and complaints and handle them quickly, effectively and in a fair and honest way. It is the Club’s intention to learn from them in order to continuously improve.
2. A complaint is a written expression of dissatisfaction, whether justified or not. It can be about the standard of service the Club provides or the behaviour of others.
3. The Club will treat all complaints seriously with courtesy and fairness at all times, and will keep anyone making a complaint updated on a periodic basis, until the complaint is fully resolved.
4. All complaints shall be addressed to the Club’s email address and will handled by the Chair Person in the first instance.
5. The Committee will determine the level of investigation into the complaint and identify an appropriate Committee Member to conduct the investigation and any actions required to resolve it.
6. The WBC will endeavour to acknowledge all complaints within 7 working days of receipt.
7. All complaints received will be dealt with confidentially and with appropriate data protection.
8. If the complaint is upheld, the Club will offer an explanation and an apology. The Club will take action, if it is appropriate to solve the problem properly.

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| RULE 8 – DISCIPLINE |

1. Matters of a disciplinary nature arising from the rules of the Welsh Bodyboard Club affecting Club members shall be dealt with in accordance with this rule.
2. Where the Management Committee feels it is appropriate, a Discipline Committee consisting of Club members may be formed.
3. A member shall be liable to disciplinary action in respect of the following:
	1. Acting in breach of the Rules of the Club;
	2. Behaving in a manner contrary to the interests of the Club;
	3. Failing to carry out lawful and reasonable instructions of the Committee; and
	4. Being a member of another club or association, the interests of which conflict with those of the Club, or speaking or circulating literature on behalf of any such club or association.
4. Discipline Committee Powers and Procedures
	1. All matters requiring consideration under this rule shall be referred by the Committee. Such matters may be referred to the Committee by any member.
	2. The Committee has the power to require the production of written evidence and attendance of witnesses who are members of the Club. In the event of non-production of written evidence or non-attendance by either of the parties involved, the Committee has the right to take a decision in their absence.
	3. The Welsh Bodyboard Club shall prescribe rules governing the procedure for the conduct of all cases and may amend such rules from time to time. These amendments shall be subject to endorsement at the subsequent Annual General Meeting.
	4. A member accused of being involved in conduct that brings the Club into disrepute may have their credentials or office suspended pending the outcome of the discipline process. This carries the right of appeal.
	5. In relevant circumstances if suspension is deemed appropriate it must be done quickly and Committee are required to consider this option in the relevant circumstances.

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| RULE 9 – SOCIAL MEDIA |

1. The Welsh Bodyboard Club recognise that developing the range of technologies used to interactively share, create and discuss issues and content as extremely positive and encourages individuals to use social media to promote themselves, their club, their achievements and the sport of bodyboarding.
2. However, the WBC will challenge anyone using social media either intentionally or by association to insult, slander, create a risk to personal safety or abuse any individual or organisation.
3. Whilst the clubs and its members are encouraged to use social media to positively promote their club, themselves and their achievements and the sport, the balance between the right to free speech and the responsibility not to insult, slander, abuse or create risks to anyone’s personal safety must be borne in mind.
4. This Rule in accordance with policy seeks to assist each person in knowing how to achieve that balance.
	1. No person, including Committee or any other member, shall post and/or comment on behalf of the WBC unless agreed prior by Committee Management.
	2. When unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so, or refrain from sharing the content.
	3. When using social media, the lines between public and private, personal and professional, may be blurred. Members are reminded that they are an ambassador for the Welsh Bodyboard Club.
	4. When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if confident that a particular individual would never see it.
	5. Honesty, or dishonesty, may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If unsure, check the source and the facts before posting.
	6. If a member has a vested interest in something being discussed, point it out. If making an endorsement or recommendation about something you are affiliated with, that affiliation must be disclosed.
	7. When using social media, privacy must be maintained of the Welsh Bodyboard Club’s confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of the Club.
	8. When using social media members should be considerate to others and should not post information when asked not to, or where consent has not been sought and given. Members must also remove information about another person if that person asks you to do so.
	9. Permission from an individual to use a clearly identifiable image of that member must be obtained.
	10. The Club in general, and the Welsh Bodyboard Club's members, reflect a diverse set of customs, values and points of view. Posts of any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate is not tolerated.
	11. Within the scope of your authorisation by Welsh Bodyboard Club, if you see misrepresentations made about the Welsh Bodyboard Club you shall raise with Management Committee immediately.
	12. At all times what you write is your responsibility, and failure to abide by these guidelines could put your Welsh Bodyboard Club membership at risk.
5. The obligations of this rule are reflected in the Club’s standalone Social Media Policy.

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| RULE 10 – DATA PROTECTION |

1. The Club will take the privacy of its members and their data seriously and will only use personal information for Club administration purposes and membership communications.
2. Only names and email addresses will be stored.
3. All data will be stored securely and will be password protected.
4. Only the Management Committee will be able to access personal details.
5. The Club will never share or sell data without the prior permission of the data owner.