

RULES OF POOLE SAILABILITY (updated March 2013)



This document records the Rules made by the Trustees for the conduct of the charity's business. The nature of the Rules is governed by the Constitution section 29.

MEMBERSHIP

Fees and Subscriptions

The annual membership fee is £40 for members with disabilities, £10 for essential carers, and £30 for volunteers. All membership fees are due on the 1st April each year, and may be increased by decision of the committee.

A reduction in fees for financial reasons may be agreed by a confidential request to the Welfare Officer or Chair.

Under 18s

Members under 18 must be accompanied on site by a parent or guardian at all times.

Behaviour

All members are required to maintain a suitable level of personal conduct when taking part in Club activities with the Charity towards all other members, Service Providers, and members of the Public.

Unacceptable conduct includes;

Violent, aggressive, rude or abusive behaviour including behaviour which is continued despite the perpetrator being informed that their actions are perceived as intimidating, threatening to or bullying of another Member or a member of the public.

Behaviour which discriminates against any person when taking part in club activities on the basis of race, sexual orientation, religious belief or age.

Full details are covered in the Code of Conduct which may be viewed online at www.poolesailability.co.uk

Any member concerned about the behaviour of another member in connection with Sailability activities should bring the situation to the attention of the Chair, Vice Chair, or Welfare Officer in the first instance. At least two of these officers shall decide at their discretion the most appropriate action to be taken with respect to the behaviour complained of. This may involve an informal discussion with the member against whom the complaint has been raised, or a written warning which shall outline the unacceptable behaviour alleged, the action to be taken to correct it, and the possible sanctions of failing to do so.

In extreme circumstances membership may be withdrawn in accordance with s 8(4) of the Constitution.

TRUSTEES.

Unopposed Tenure

The Chair and Vice Chair may hold office without formal re-election for not more than three consecutive periods of office subject to no alternative nominations having been received for these positions.

Committees

The Chair or Vice Chair shall be a member, ex officio, of all committees and be entitled, where he or she considers it appropriate, to attend their meetings.

FINANCE

Financial Year

The Financial year shall begin on 1 April.

Account Records

The Treasurer will keep a record of all monies received or spent during the financial year and use this to produce the end of year accounts.

The Treasurer shall make the account records available for examination by any Full Member on reasonable request.

The treasurer shall arrange for an annual independent audit.

The charity's current bank account statements can be viewed by the Chair and the Treasurer at any time using internet access. The paper statements will be maintained as part of the account records.

Withdrawals

All cheques written on behalf of the charity shall require two signatures. Authorised signatories shall be limited to those of the Chair, Vice Chair, and Treasurer. The treasurer has the ability to transfer funds electronically. Each payment made in this way requires the prior agreement of the Chair or Vice Chair.

Expenditure

Any member authorised by the committee to purchase goods or services on behalf of the charity shall be reimbursed by the Treasurer on production of a receipt. The Treasurer will agree any single item of expenditure in excess of £300 with the Chair or Vice Chair.

Revised March 2013