

GUIDELINES FOR STATUTES OF VIC RECREATIONAL CLUBS

Each new Club* should have statutes, to be approved by the Vienna International Centre Recreation Committee (VICREC), after they have been provisionally approved by the first ad hoc Annual General Meeting of the Club (AGM). At this first AGM, the officers of the Club should be elected. The adopted statutes, along with the minutes of the first ad hoc AGM should be sent to the secretary of the VICREC, clearly showing the names and contact addresses of the elected executive officers along with an email requesting recognition.

A Club should not commence full operations until it is officially recognized. After recognition a Club may use the facilities in the VIC including, where available, booking rooms, and circulating in-house Club information electronically.

A Club shall not be used as a means to gain personal prestige to the club officials. The activity of the Club needs to be recreational in nature and club officials must have enough active members to hold meaningful elections. A Club should not have an association to any political movement. A Club must have at least 3 people at its inception and more when it commences operation.

A Club may become INACTIVE for a maximum period of two years. Although a Club may be inactive this does not exempt it from its yearly responsibility of producing a financial statement and an annual report.

Any INACTIVE Club having or using common facilities may retain these facilities for a maximum of one year of inactivity but on the condition that their facilities may be shared with another Club during this INACTIVE period. However, any Club using the Gymnasium or one of the Staff Lounges on an ad hoc basis will not be entitled to keep these facilities during any period of inactivity.

A Club which does not have a contact person cannot call themselves INACTIVE and any such Club will be removed from the list of recognized Clubs.

The statutes of the Club should contain at least the following:

1. Full Name of the Club with any acronym it will use
2. Aims and Purpose of the Club
3. Membership and Fees
4. Officers of the Club along with their duties and obligations
5. Rules for holding an Annual General Meeting
6. Provisions for producing an Annual Report and Financial Statement
7. Financial Rules
8. Club Auditors
9. Rules for dissolving the Club
10. Disclaimer

The following is a guideline for the preparation of club statutes. These guidelines are merely a framework to assist a Club in fulfilling the recognition requirements.

* Where the guidelines mention 'Club', it should be understood to cover Recreational Clubs

Failure to fulfil the requirements of the adopted statutes and the obligations to the VICREC, at the latest 6 months after the reporting deadline, may result in withdrawal of the Club's recognition.

(1) Name of the Club

The Club name should start with "VIC" or "UN Vienna" and the name should indicate the type of Recreational activity being promoted. The term "VIC" or "UN Vienna" shall convey only a generic concept of a Recreational activity performed by the staff within the VIC and shall not in any way be designated an official organ of any of the Vienna based organizations (VBOs).

(2) Aims and Purpose of the Club

This should be short and succinct. The aims and purpose should not contravene the UN Charter or the standards of conduct of the International Civil Service.

Clubs must be Recreational ex: sports, cultural activities.

(3) Membership and Fees

Membership to the Club should be open to all VIC grounds pass holders. The type of membership should be defined along with their rights and obligations e.g., Full, Associate and Honorary. It should be clear which type of person is eligible for each type of membership and on what grounds membership may be refused or cancelled.

Membership fees should be clearly stated for each type of member.

Voting rights and the right to stand for office must be clearly defined.

Club revenues shall be derived from e.g., Annual Membership fees and other sources such as voluntary contributions or any other such source as the Club may accept.

Annual membership fees should be decided by the AGM and should be, in principle, sufficient to cover the expected annual running costs of the Club.

(4) Officers

The number of Officers must be defined and their titles. The function and duty of each office should be described in as much detail as possible, as well as who deputizes for each officer in the case of absence. The required minimum number of executive officers is 3: president, secretary and treasurer or vice president. All officers must be active VIC staff members!

President/Chairperson, Secretary and Treasurer

(In certain cases where no fees or moneys are involved the office of treasurer may be excluded). This needs the approval of the VICREC. If at any stage afterwards, a financial activity is introduced, the club must elect a treasurer and submit financial reports.

Officers' term of office shall be for one year. All officers must be active staff members working in the VIC with an official email and phone extension.

Duties of the President/Chairperson

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Call each meeting of the Club and the executive committee. Chair these meetings, sign all correspondence. Represent the Club at official functions, direct other officers in the performance of their duties. Moreover, the President is responsible for submitting the narrative and financial reports to the VICREC on time.

Duties of the Treasurer

Responsible for the finances of the Club according to the financial rules.

Duties of the Secretary

Prepare and maintain a list of members, keep records of meetings and prepare correspondence both for members and outside bodies. The secretary will notify the VICREC immediately if there is a change in the executive committee giving all names and contact addresses as appropriate.

(5) Annual General Meeting (AGM)

The AGM is mandatory. Extraordinary general meetings may be called by a decision ... e.g., of the executive committee or 30/50% of the full members. The date and time and proposed agenda along with any relevant documentation shall be circulated to those eligible to attend the AGM at least 7 days before the proposed date of the AGM or any extraordinary AGM.

50% of eligible AGM members will constitute a quorum, if no quorum is reached, other means of voting should be taken ex: electronic voting.

Statutes, byelaws and financial rules may only be modified by at least two thirds of those members present and voting at the AGM. All amendments to the statutes, byelaws and financial rules must be retroactively approved by the VIC-REC before they become effective.

(6) Annual Report and Financial Statement

Each year in January, the Club is obligated to submit to the VICREC a written report of its activities and a financial statement presenting the closed accounts of the previous financial year. (The financial year runs from 1 January to 31 December.) A financial report must be submitted even if the club did not have any financial activities during the reporting period (the report should state that fact). Failure to submit reports for two (2) year in a row renders the club inactive!

(7) Auditors

It is recommended that each Club appoint auditors, elected at the AGM. At least one auditor should have some financial experience. These auditors are not part of the executive committee but are representatives of the members at large.

(8) Financial Rules

The financial rules should give the basis for the daily financial running of the Club i.e., moneys going out of the account should have more than one authorizing signature, usually that of the treasurer and any other executive officer. The Club accounts shall be kept in a bank account with the bank having a list and sample signatures of all those eligible to sign for the movement of moneys.

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(9) Dissolution of the Club

In the event of a Club dissolving or recognition being withdrawn, any outstanding assets should be directed to e.g., charity, a similar intentioned Club, etc., after any grants received from the staff associations have been repaid. The VICREC shall verify that the Club has been correctly closed.

(10) Disclaimer

Participants in the Club's activities shall take part at their own risk and shall hold the Club blameless for any damage, injury or death, which may arise out of such activities. Each member shall be required to sign a waiver to that effect upon joining the Club.

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