

Conditions of Membership/Code of Conduct

Littlehampton Bonfire

Society Limited

Document Control

Reference: Littlehampton Bonfire Society Ltd 03379689 Conditions of Membership/Code of Conduct.

Issue No: 01/BB

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Introduction

This document outlines the Littlehampton Bonfire Society's Conditions of membership and also clearly explains the expectation of the type of Code of Conduct the Society expects its members to adhere to.

Condition of Membership

Adult members will be members of Littlehampton Bonfire Society Ltd, a company limited by guarantee (`the company`). Children under the age of 18 at the date of joining or renewing their membership will be classed as junior members and be associates but not members of the company. Any member under the age of 18 will also not be permitted to vote on any Society business.

The company conducts itself by its officers and committee elected by adult members and vice presidents.

The company reserves the absolute right to refuse or withdraw adult or junior membership or apply conditions of membership entirely at its own discretion and in accordance with the Code of Conduct.

For your own safety and protection and that of adult and junior members you must understand and agree the following conditions of membership.

1. Adult and junior members are bound by the code of conduct as determined from time to time.
2. By joining in with the activities of the company you accept that you may expose yourself and your property to risk of harm.

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3. The company will do all that it reasonably can to minimise these risks but by taking part in the activities you knowingly and willingly consent to being exposed to the risks.
4. The company will not under any circumstances be liable for loss of or damage caused to property or possessions.

The company will not be liable for loss or injury suffered while you are participating in activities organised or attended by the company.

Code of Conduct

1.) General Conduct

- A. Members agree to act in the best interest of the society in order to ensure it is able to operate smoothly, to thrive, and to continue the Society's traditions of holding an annual event.
- B. Members agree to not disparage the society or committee publicly. Any issues should be raised to the committee in the appropriate manner. (4)
- C. Members will not act in a manner that frustrates or undermines the operations and works of the committee.

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- D. Any issues regarding the society, other members, or members of the committee will be raised to the committee in the appropriate manner in accordance with the complaint's procedure. (4)
- E. Members have the right to free speech, but will remain respectful, and not harass, belittle, insult, or otherwise beleaguer directors, other members, or members of the committee.

2.) Members Rights

- A. Members will have the rights to attend an Annual General Meeting (AGM) or Emergency General Meeting (EGM). Members can vote on Society matters that arise or are on the agenda where a vote is required. All members will be required to have paid their membership, to obtain these rights under this code and the Conditions of membership as set out within this document.
- B. Members are entitled to receive regular newsletters and any ad hoc announcements, where reasonable and possible we encourage members to opt to receive these via email to reduce the company's costs and workload.
- C. Members May attend out meetings, subject to other conditions laid out in the code of conduct (3) please remember that when attending an out meeting you are representing Littlehampton Bonfire Society, and you agree to conduct yourself in an appropriate manner.

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- D. No Child under the age of 16 is permitted to undertake any bonfire duties, or to participate in any out meetings or other activities without permission of a parent or guardians and being accompanied by a responsible adult. If not being accompanied by a parent or guardian written permission from the parent or guardian will be required. The accompanying adult may be required to provide identification.

- E. Any member classed as vulnerable have additional needs should make themselves and their needs known to the committee in advance so that accommodations can be made to ensure safety.

- F. The committee will have at least two members who will have DBS disclosure, either through their occupation, or the society will meet the needs of cost if required. Two Committee members with a DBS disclosure will be appointed as the Youth Liaison Officer to liaise with children and vulnerable members.

- G. Members have the right to raise concerns, suggestions, or other matters regarding any aspect of the society, but this must be done via the correct channels, and is subject to the conditions laid out in the conditions of membership/Complaints procedure. (4)

- H. Members can cancel their membership at any time the refunding of membership fee will be at the discretion of the committee, and if refunded, may be returned in whole, or in part.

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3.) During Out Meetings and Society's own Procession

- A. No alcohol is to be carried or consumed in minibuses, coaches, or other conveyances

- B. There is Strictly No smoking or vaping on minibuses, coaches, or other conveyances. (unless you are transporting yourself in your own vehicle. Please remember it is illegal to smoke with a minor in the vehicle. And if transporting other members please consider their wellbeing and comfort.)

- C. Members must use seatbelts and any other safety device when available and as required by law.

- D. Those members of 12years of age and younger must use a booster/travel seat as appropriate and as required by law.

- E. Members are not permitted to smoke or consume alcohol during the procession, or when specifically requested not to do so.

- F. Members are not permitted to consume alcohol during their duties when guarding or at the bonfire site or during our event. This rule also applies when representing the Society at out meetings or other events.

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- G. All members should refrain from swearing or using abusive language when undertaking duties or during our event but also when representing the society on out meetings.
- H. No member shall be permitted to participate in out meetings or processions if intoxicated and may be asked to leave the procession when instructed to do so by a Director or Officer of the Society.
- I. The chanting of "oggy oggy oggy" is to be discouraged and used only sparingly. Some societies already have an outright ban, though we have no wish to impose one.
- J. The wearing or carrying of rookie ropes is not permitted.
- K. The carrying or use of flares, fireworks, rookies, sparklers, or other pyrotechnics is strictly prohibited.
- L. Members must wear full costumes (5).

4.) Raising Concerns or other matters

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- A. The society does not expect to hear or see any detrimental comments about the society originating from within its membership aired in public.
- B. This includes, but is not limited to, all forms of print or electronic media all remarks, issues, and concerns should be brought to the attention of the committee in writing to the society`s registered address, or via email to the society`s main email address, or at an appropriate opportunity such as an AGM.
- C. Communications must be what the committee deems reasonable in their length and frequency including, but not limiting to the following points:
 - 1) Communications should not be harassing, abusive or derogatory
 - 2) They should be reasonable, and to the point
 - 3) Not of a length or sent in a frequency that impacts on the committee`s ability to concentrate on organising the bonfire celebrations and other events.
- D. Communications received by the committee may be judged for their Urgency, and response to these communications may be deferred, Or otherwise delayed while the committee concentrates on carrying out Its primary purpose we will respond to all complaints within 30 working Days as per the complaint`s procedure.
- E. The society reserves the right to increase the response time to

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two months if deemed necessary as per the complaint's procedure.

F. Any member has the right to appeal as per the complaint procedure.

G. Any member who appeals the committee's decision on which communications are deemed to fall foul of these rules, will be referred to the company's Directors for review. Following review of an appeal any decision by the company Directors will be final and cannot be contested.

4.1 Excessive, unfounded, or repetitive communications, requests for company information, or documents of the society.

A. Where requests are deemed by the Directors or Committee to be excessive, unfounded, or repetitive, or in a manner that could have detrimental impact on the daily running of the Society or business or on its members. The society reserves the right to refuse to provide information or act on such a request. This can include emails from members or letters for information or questions that are deemed as above.

B. The Directors and Committee will acknowledge receipt of the communication within Three working days. If a request is deemed complex and the Directors or Committee require a longer period to suitably respond have the right to extend the period of response to a maximum of two months. In the event this is necessary the member will be written to advising them of this within the thirty working day period.

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- C. No member is permitted to email Any Director or Officer or Committee member to their own personal email addresses. Any emails shall be sent to the official Bonfire email address. If it is necessary to forward and email to an individual or Director this will be done by the Society's designated member. Any such communication will be disseminated to the member or Director in question. This is in accordance with the Society's GDPR policy and the society's Complaints procedure.

5.) Costumes

A. During out meetings and processions members must wear a full costume. The society does not have a fixed costume, but many members choose either a cowboy, or a Native American costume.

B. Costumes may be vetted and if deemed inappropriate, attendance may be refused.

C. The minimum cowboy costume must comprise of:

- i. Black jeans or trousers (No blue denim)
- ii. Cowboy shirt
- ii. Neckerchief
- iv. Waistcoat
- iii. Cowboy hat
- iv. Cowboy boots. No trainers

D. Only the appointed torch marshals may wear smugglers' stripes (In the society's colours).

E. Camouflage is not permitted for use in any outfit.

F. Reflective bibs may only be worn when provided by the Event Co-ordinator or Commander in Chief to undertake a particular task in connection with the society's own celebrations. Reflective bibs must be returned to the society when this task is

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completed. Under no circumstances may reflective bibs be worn at out meetings or other events attended by the society. This is very important for insurance reasons.

6.) Terms & Conditions

A. All conditions outlined in this document are a binding condition of membership, and failure to adhere to them could result in forfeit of membership and all associated rights.

B. The director(s) or committee reserves the right to amend the code of conduct at any time.

C. Continued membership is considered to be an agreement to any changes and updates of the conditions of membership.

D. The committee can rescind or void a membership at any time if it is deemed that a member has breached the conditions of membership.

E. The committee can, and without reason, refuse a membership application.

F. The committee's decision on any implementation or breach of the conditions of membership is final.

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Document Owner and Approval

The [Littlehampton Bonfire Society Ltd] is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members on request via paper or electronic copy.

This policy was approved by the [Board of Directors and Committee] on [28/12/2020] and is issued on a version-controlled basis under the signature of the Director: Barry Bastable of Littlehampton Bonfire Society Ltd.

Signature: B.Bastable

Date:28/12/2020

Change History Record

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Issue	Description of Change	Approval	Date of Issue	Date to be reviewed
1	Review	Barry Bastable	28/12/2020	December 2023

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