



## NORWICH SCI FI CLUB (NSFC) Charter

Mission Statement: The mission of the NSFC is to make the world a better place through our costuming, commitment, and dedication to service and to raise awareness and funds for those less fortunate than ourselves.

### **I will:**

- ✓ Be true to the character I am portraying.
- ✓ Bring a good disposition and positive attitude.
- ✓ Look out for my safety and the safety of my teammates.
- ✓ Act courteously, professionally, and respectfully to others in my group and while I represent the NSFC to others.
- ✓ Strive to make every meeting with a child a **positive** experience.
- ✓ Set the standard of excellence in my costuming, personal appearance, and behaviour.
- ✓ Be a team player.

### **NSFC - Standard Operating Procedures**

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### **Staff Structure**

- a) There will be a NSFC Council, consisting of three, five or seven members.
- b) In a council of three, for a motion to be agreed upon, two of the three council members must be in agreement. In a council of five, three members must be in agreement. In a council of seven, four members must be in agreement.
- c) The Council Chair will give the NSFC Organisation direction, motivation, and will be a central point for authority and decision making.
- d) Any changes the Chair implements that grossly alter the structure of the organisation or dismissal of other council members must be approved by a majority vote in the council chambers.
- e) Any changes or stances implemented or adopted by the Chair can be overturned by a two-thirds majority in the council chambers.
- f) If need arises, NSFC Council can see fit to appoint positions of Secretary, Treasurer, or any other positions necessary or conducive to running the organisation.

### **Website management**

- a) The Webmaster / Chairman will check the NSFC web page at least every two days.
- b) He/She/They may answer general questions about NSFC to third parties or potential candidates.
- c) He/She/They are responsible for posting write ups on new events and pictures from said events.

### **Meetings**

- a) Council members must attend a meeting to discuss general business on a regular monthly date (day / time open to change at discretion of a majority council vote). If a council member cannot attend physically they must notify The Chair.
- b) If emergency situations arise which must be decided on between the monthly council meetings, the council may discuss it and motion on it through chat, email, phone, Skype, or in person.
- c) Notes must be taken at each meeting. The detail of the notes will include time, date, people in attendance, and business discussed. These notes will be kept in hard copy by the Chairman and at least one other council member.

### **Enrolment and Membership**

- a) Volunteers will be allocated one of three titles; they are as follows –  
Recruit  
Full Member – inactive  
Full Member – active.
- b) All new volunteers must complete an application form, which must be approved prior to persons being granted recruit status. Once approved, recruits must complete a full profile; introduce themselves at an event or club meeting to the council. Once all of these have been completed they will be granted FULL MEMBER status.
- c) Each member must be actively involved (i.e. attendance or planning and support) in at least one council approved event each year to maintain active enrolment. These must promote the NSFC within the guidelines set out by the Standard operating Procedures and Charter.

### **Conduct of NSFC Members**

- a) Wherever possible members will bring civilian clothes to all events. For Community and charity events, the attire must be of a non offensive standard.
- b) If feasible, members will change on site or park far enough away that they will not be seen by sponsors or children entering or exiting cars.
- c) There will be **no** swearing by any member, at any time, during any NSFC event.
- d) To the most reasonable degree possible, members will remain in character throughout events.
- e) All members will follow directives of the group leader or event coordinator during the events.
- f) All members will act courteously, professionally, and respectfully within the group and while they represent the group to others.
- g) There will be no smoking or consumption of alcohol at events unless the event is a pre-arranged adult event, or where an agreed watershed has been arranged.
- h) Members / volunteers acting in an inappropriate manner will receive a warning from the council. Further offenses may result in dismissal via majority vote.

## **Joint Costuming Organization Events**

NSFC members and council will strive to build and maintain positive relationships with other costuming groups and organisations.

## **Conflicts of Interest**

- a) Personal relationships that affect the working dynamic of the group or events must be kept separate from fundraising activities and events. It is the responsibility of each individual to maintain a suitable level of behaviour, despite personal conflicts.
- b) If a member is concerned over their ability to remain professional, they should contact the council at the earliest opportunity and consider removing themselves from the event in question.
- c) Dual memberships in other costuming organisations are permitted. However if attending an event which falls under the banner of organisations / groups, members must declare which organisation they are representing prior to that event for the sake of insurance / attendance records etc.

## **Guests and Friends of NSFC**

- a) All guests and friends attending NSFC events must be vouched for by a member in attendance of the event.
- b) While at NSFC events, all guests and friends must wear family friendly attire or approved costumes.
- c) While at NSFC events, all guests and friends must adhere to the same standard of respect, courtesy, and professionalism to which their NSFC sponsor adheres.

## **Visits involving direct contact with children / vulnerable adults**

- a) If possible, submit a visit plan, character list, and front and back full length costume photos to the volunteer director via email prior to the event.
- b) **NEVER** cry or break down in front of a child and/or their caretakers. If you must, leave the room. But while representing the NSFC, be a voice of strength and positivity.
- c) **Never** force an interaction with a child. Strive for a positive experience, but settle for a neutral one when necessary.
- d) No photographs of minors are to be taken by **ANY** member of the NSFC.
- e) There will be no inappropriate physical contact with members of the public whilst attending events.

## **Conventions where NSFC has a Stall**

- a) All events will require an appointed event coordinator (preferably a council member where possible)
- b) Group or Event Leader should make a schedule of who will man the booth at what time, who will be available for stall set up, and what props and/or tech equipment will be set up.
- c) Stall will be manned at all times.
- d) All group props and property will be secured at all times.
- e) Group Leader will talk to the con coordinator to establish a reasonable time for stall set-up and break-down.
- f) Everyone behind the stall will be a member or member's guest. However, the group leader or senior may ask guests to leave or find other seating as they see fit.
- g) All monies collected will be counted by two or more non related individuals.

### **Community Events**

- a) All events will require an appointed event coordinator (preferably a council member where possible)
- b) Never force an interaction with a child. Strive for a positive experience, but settle for a neutral one when necessary.
- c) Follow the guidelines as set forth by the event coordinator.
- d) Behave in a professional and courteous manner at the event.

### **Promotional Events**

- a) All events will require an appointed event coordinator (preferably a council member where possible)
- b) NSFC supports sponsors and businesses, but does not endorse products, companies, or characters.
- c) NSFC split charity donations at a 65% Charity to 35% Club ratio. This figure is to be reviewed at each AGM.

### **Costumes**

- a) Must be reasonably close to the identity of the character.
- b) Pictures must be submitted to the council for approval and as a reference for event proposals.
- c) Must be made, kept up, and worn to the professional standards of our group.

### **Guidance on Building Cross-Organisational Rapport**

- a) Dealing with volunteer coordinators or event coordinators from other organisations can be potentially tedious, but always show a great deal of respect, professionalism, and perseverance.
- b) Send thank you notes after each event that includes yours and/or the group's contact information.
- c) Ask if it may be possible to schedule future events after an evaluation.
- d) Leave any cross-organisational politics to the council and report any concerning matter accordingly.

### **Photography at events**

- a) All photographs taken at events are to be made available to the NSFC council for use at their discretion. Ownership of event photos will remain that of the NSFC and may be used for publication on websites and for future marketing / event promotion.
- b) Members are **NOT** to use event pictures taken of other members without prior consent from said persons and all use of photographs taken at NSFC events must be cleared with the council before use.
- c) Under no circumstances are photographs to be taken of minors unless specific permission by the parent/guardian has been agreed.



I hereby have read and understood the contents of the above document and agree to abide by the rules and procedures laid out within.

**Signed :**

**Print :**

**Date :**

Please sign and return this document in duplicate (keep one for your records) and return to any of the committee members listed below.:

**List of NSFC Council members**

Mark Dean	Chairman
Nathan Ward	Deputy Chairman
Bea Poole	Secretary
Ron Auker	
Paul Ward	
Nikoya Sutton	
Paul Newson	

