

GUIDELINES FOR CREATING STATUTES OF VIC RECREATIONAL CLUBS

A Club must have at least three persons at its inception and more when it commences operation.

Each new Recreational Club (also referred as “Club” in the guidelines) should have statutes, to be approved by the Vienna International Centre Recreational Committee (VICREC), after they have been provisionally approved by the first ad hoc Annual General Meeting (AGM) of the Club.

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 official email address of the VICREC (contact@vicrec.com), 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 by its officials for personal gain or to enhance their prestige.

The activity of the Club needs to be recreational in nature and club officials must have enough active members (minimum 3) to hold meaningful elections.

A Club should not have an association to any political movement, nor indicate any political opinions via its communications means.

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

1. Name of the Club, aims and purpose
2. Data protection
3. Membership and Fees
4. Officers positions along with the list of 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. Inactive Status
10. Rules for dissolving the Club
11. Disclaimer
12. Information related to VIC REC clubs and access to the VIC premises

The following guidelines are provided to guide staff wishing to establish a new club and in their preparation of club statutes.

1. Name of the Club, Aims and Purpose

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

Clubs must offer recreational activities and not seek profit in the sense of commercial activities, e.g.: sports, cultural activities versus selling goods for the club's profit.

The Club name should start with "VIC" or "UN Vienna" and the name should indicate the type of recreational activity being promoted. Clubs created before 2025 that did not follow this rule, can keep their "old" name and VIC REC can agree to an exception in the future as well in specific cases.

The term "VIC" or "UN Vienna" shall convey only a generic concept of a recreational activity offered to and performed by the VBO's staff. The Club cannot be solely associated to any official organ of any of the Vienna based organizations (VBOs).

2. Data protection

Each club should comply with the data protection - the five minimal Legal Requirements Included in the following list to meet the "minimal legal requirement" under the [GDPR](#) for direct data collection:

1. Identity of the controller: The official name of VIC club.
2. Purpose: Clearly explaining what the data is used for (admin management, contact, etc.).
3. Retention period: Indicating how long you intend to keep the registration forms and their associated data (typically one year / season).
4. Individual rights: Explicitly mentioning the rights to access, rectify, and object.
5. Contact point: A clear email or physical address where members can submit data requests.

To collect data legally, you must have a valid reason under Article 6 of the GDPR. For a sports/ activities club, two specific parts of this article are relevant:

- Article 6(1)(b) (Contractual Necessity): You are allowed to collect basic data (names, emails, dates of birth) because it is strictly necessary to fulfil the "contract" of their club membership (e.g., managing team rosters, scheduling matches, processing fees).
- Article 6(1)(a) (Consent): You must use this for anything *extra* that isn't strictly required to run the sport activity, such as sending marketing newsletters or publishing photos on social media.

See example of a draft waiver at the end of this document

3. Membership, Fees and voting

Membership to the Club should be open to all VIC grounds pass holders, certain clubs may wish to include representatives of the VBO associated communities such as permanent missions, embassy, and even open to the public for the activities not taking place in the VIC. The type of membership should be defined along with their rights and obligations e.g. Full, Associate, Family, Intern, Junior, Half year, Honorary, etc. 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, and their validity.

Club revenues shall be derived from e.g., annual membership fees, voluntary contributions or any other such source that the Club may accept.

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

4. Officers' positions

The number of Officers and their titles must be clearly defined. The function and duty of each officer should be described in as much detail as possible, including the designation of a deputy to act in their absence. The required minimum number of executive officers is three (3): president, secretary and treasurer; where possible, a Vice President should also be appointed.

These officers must be holders of ongoing contracts for the whole term of their appointment.

Only in clubs where no fees are involved the position of treasurer may be excluded. The Club would not need to submit financial report. 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. President and treasurer function are restricted to active staff members working in the VIC with an official email and phone extension. While the majority of the club office/committee should be composed of VBO's staff, some function can be represented by retirees from UN organization (also from other locations such as Geneva, Rome, New York, Nairobi, etc.)

Duties of the President/Chairperson

Call each meeting of the Club and the executive committee. Chair these meetings, endorse responsibilities, and as such 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 is responsible for informing VICREC if there is a change in the executive office during the year.

5. Clubs meeting

Voting rights and the right to stand for club office/committee must be clearly described in the statutes. The number of members required to form a quorum should be fixed.

a. Annual General Meeting (AGM)

A yearly AGM is mandatory for each club, and the meeting notes should be filed and shared with all club's members not later than one month after the AGM. Right to access and review the notes is to be defined in the statutes.

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.

Between 40-60% (to be defined in the statutes) of eligible (to be defined in the statutes) AGM members will constitute a quorum, if no quorum is reached, other means of voting should be taken, e.g. electronic voting.

Statutes, byelaws and financial rules may only be modified by at least two thirds (or proportion defined in the club's statutes) of those members present and voting at the AGM.

All amendments to the statutes, byelaws and financial rules must be retroactively approved by the VICREC before they become effective.

b. Ad hoc meeting

Extraordinary general meetings may be called by the executive committee or a defined part of the members (to be defined in the statutes) in order to consult with the rest of the clubs on topics relevant to activities, financial rules, misconduct etc. These meeting recordings should be shared and filed by the club's office and made available to all club members.

6. Annual Report and Financial Statement

Each year, 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, or for another 12-month period, as decided by the club.

A financial report must not be submitted if the club did not any financial activities during the reporting period (the narrative report should state that fact).

The Club has 3 months after their financial year to submit their reports. Failure to submit reports on time can lead to club suspension, including suspended usage of VIC facilities / suspended access for their external instructors or affiliated to the club.

7. Auditors

It is recommended that each Club appoints 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.

In the absence of recognized auditors, the club's financial records may have to be provided to the VICREC.

8. Financial Rules

The financial rules should give the basis for the daily financial running of the Club, expenses should have more than one authorizing signature, usually that of the treasurer and any other designated executive officer.

The Club accounts shall be hosted in a bank account in Austria, and in Euros, in order to allow members to recover the funds in case of issues.

9. Inactive status

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.

10. Dissolution of the Club

In the event of a Club dissolving or recognition being withdrawn, any outstanding assets should be directed to e.g., a charity organisation, 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.

11. Disclaimer

Each club should insure they will not find themselves in a position of being responsible for any of the liabilities related to Liability, Insurance Disclaimer and data protection:

- a) The inherent risk of the proposed activities: 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.

- b) Insurance coverage: it should be clarified if the club has an insurance covering activities of participants / equipment / belongings of the club; members should have their own insurance, e.g. sport accident, household insurance, etc.
- c) Data Protection (GDPR): The information collected by the club's responsible for managing membership, organizing club's activities, will only be kept for the one-year (season) duration of the membership and be accessible only to authorized club officers. In accordance with the EU GDPR, club members have the right to access, rectify, erase, and object to the processing of their data. Data storage and policy should be shared with members. Non-compliance to the GDPR is not VICREC responsibility rather the club's office.

Each member shall be required to sign a waiver to that effect upon joining the Club related to the three above items.

An example is provided here, for guidance:

By registering for and participating in the activities of [Name of the Club/Association], participants acknowledge and agree to the following terms:

- *Personal Insurance Coverage: Participants must hold sufficient personal insurance coverage, including personal accident insurance and third-party liability insurance. The club does not provide individual insurance coverage for participants.*
- *Loss or Damage to Belongings: The club accepts no responsibility or liability for the loss, theft, or damage of any personal belongings, equipment, or property brought to or left at club activities, venues, or events.*
- *Third-Party Damage: The club shall not be held liable for any damage, injury, or loss caused by a club member or participant to any third party or third-party property. Members are personally and solely liable for any damage or harm they cause to others during club activities.*
- *Data Protection (GDPR): The information collected on this form is processed by [Name of the club/association] for managing your membership, organizing sports activities, and issuing licenses. Your data is kept for the duration of your registration and is accessible only to authorized board members. In accordance with the GDPR, you have the right to access, rectify, erase, and object to the processing of your data.*
- *To exercise these rights, please contact us at: [Your contact email address]. For more details, please read our [Link to Privacy Policy].*

Name Signature Date

- *I have read, understood, and accepted the Data Protection and Liability terms above (Mandatory).*
- *I consent to the club using photographs of me taken during sports activities for the club's website/social media (Optional).*

12.Information related to VICREC clubs and access to the VIC premises

VICREC cannot guarantee the provision of a room or dedicated space. However, VICREC will provide the best possible support in identifying available options. When establishing a club, future officers are responsible for securing any resources required for its activities and arrange permanent building or facility access for club members. In case of misconduct the external person access may be cancelled by UNSS or the VICREC, this includes not respecting the premises, degradation of the infrastructure, discriminative attitude or interfering with the working conditions of the VBOs staff.

Clubs may be asked to cease their activities by UNSS or the VICREC, or BMS.