



# MODEL CLUB CONSTITUTION

## **GENERAL NOTES: (Delete this bit when done)**

- a) A Club Constitution should be as simple and as flexible as possible to allow for developments or amendments without the need for constant alterations.
- b) One or two people should draw up the first draft for discussion/approval by the Club Committee or Members.
- c) The [italic bracketed sections] are the basis for amendments to suit individual clubs
- d) The Constitution should be adopted by the Committee and signed to show this.

## **1 TITLE**

- 1.1 The Club shall be called [*Full Title*], hereafter to be referred to as "the Club" and shall be affiliated to the [*County/Regional/National*] Governing Body.

## **2 OBJECTS**

- 2.1 To foster and promote the sport(s) of [*name of sport(s)*] at all levels, providing opportunities for recreation and competition.

## **3 MEMBERSHIP**

- 3.1 Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.
- 3.2 There shall be [*number*] of classes of membership available. These are:
  - 3.2.1 Full Membership;
  - 3.2.2 Junior Member (Under 16 years of age);
  - 3.2.3 [*Associate Member*];
  - 3.2.4 [*Social Member*];
  - 3.2.5 [*Honorary Member*]

## **4 OFFICERS**

- 4.1 The Officers of the Club shall be as follows:

President	-	Non-Executive Officer	- usually an Honorary position.
Chairperson	}		
Secretary	}-	Executive Officers	
Treasurer	}		

## **5 ELECTION OF OFFICERS**

- 5.1 All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.

- 5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## **6 GENERAL COMMITTEE**

- 6.1 The affairs of the Club shall be controlled by a General Committee comprising of the Executive Officers of the Club and [*number*] other Members elected from, and by, the Full Members of the Club. The General Committee shall meet at agreed intervals and not less than four times per year.
- 6.2 The duties of the General Committee shall be:
- 6.2.1 To control the affairs of the Club on behalf of the Members
- 6.2.2 To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairperson; Treasurer and Secretary.
- 6.2.3 To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.
- 6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## **7 GENERAL MEETINGS**

- 7.1 The Annual General Meeting of the Club shall be held not later than the end of [*name month*] each year. [*21*] clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least [*14*] days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than [*7/14*] days before the meeting.
- 7.2 The business of the Annual General Meeting shall be to:
- 7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- 7.2.2 Receive the audited accounts for the year from the Treasurer.
- 7.2.3 Receive the annual report of the Committee from the Secretary.
- 7.2.4 Elect an auditor.
- 7.2.5 Elect the Officers of the Club (i.e. President; Chairperson; Secretary; Treasurer and the other General Committee Members).

7.2.6 Review Club subscription rates and agree them for the forthcoming year.

7.2.7 Transact such other business received in writing by the Secretary from Members [14] days prior to the meeting and included on the agenda.

*NOTE: The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.*

7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than [number] Full Members of the Club. At least 21 days notice of the meeting shall be given.

7.4 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

7.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

7.7 A quorum for a General Meeting shall be [number] Full Members and [number] Officers of the Club including [1/2] from the Chairperson; Secretary and Treasurer.

7.8 Each Full Member of the Club shall be entitled to one vote at General Meetings.

## **8 ALTERATIONS TO THE CONSTITUTION**

8.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **9 DISSOLUTION**

9.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

9.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

**Signed:**..... **Chair**

**Date:**.....

**Signed:**..... **Officer of the Club**

**Date:**.....