

TEMPLATE CONSTITUTION

Each club should carefully consider the most appropriate constitution for its particular circumstances. A basic constitution is provided below.

1. Name

The name of the organisation shall be, hereinafter referred to as the 'Club'.

2. Objectives

The club is established to pursue the following objectives:

- Participation in the sport of, hereinafter referred to as the 'sport'.
- The organisation, management and development of for all members of the Club.
- Membership of appropriate leagues for the purpose of establishing regular competitive play for the club's representative teams
- The provision of training and playing facilities for its members
- Promoting and maintaining the highest standards of technical competence and safety in the sport
- Upholding the rules of the sport
- Providing equal opportunities for successful participation by all section of the community
- The promotion of the sport.

3. Affiliation

The Club shall be affiliated to the (Insert appropriate, recognised NGB here)

4. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- a) Membership of the club is open to all individuals provided they comply with this Constitution.
- b) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.

- d) Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings.
- e) Fully paid up members may be elected and serve on the Management Committee.
- f) All members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.
- g) Members shall be enrolled on one of the following categories: (e.g.)
 - i) Playing/ Competing Member (adult/ junior)
 - ii) Non Playing/ Associate Member (non competing)
 - iii) Coach (qualified)
 - iv) Official (qualified)
 - v) Volunteer/ Helper
 - vi) Junior Member
 - vii) Life Member

5. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:
 - i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
 - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- b) The member may apply for reinstatement at the next general meeting.
- c) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- d) Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- e) The management committee shall inform the member in writing of any decision to terminate their membership.
- f) Notification of the termination of a membership will be forwarded to the Governing Body.

6. General Meetings

- a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.

- ii) Presentation of the clubs financial accounts for the year.
- iii) Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
- iv) Presentation of Chair's report.
- v) Election of officers to the management committee.
- vi) Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be members. (usually 25% of the membership)

b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i) 33% of the membership.
- ii) The Chairperson.
- iii) 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed. Procedures for EGMs will be the same as for the AGM.

7. Rules for General Meetings

- a) A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chair, or in his/her absence a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) The quorum shall be one quarter of those eligible to vote, or such members, which ever is the smaller.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

8. Election of Officers to the Management Committee

- a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.
- b) Candidates shall be elected by paper ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.

- c) All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
- d) Uncontested posts may be filled by nomination(s) and election at the AGM.
- e) The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

9. Members of the Management Committee

- a) The Management Committee shall consist of the following Officers:
 - i) *President*
 - ii) *Vice President*
 - iii) Chair
 - iv) Fixtures/ Competition Secretary
 - v) Secretary
 - vi) Treasurer
 - vii) Welfare Officer
 - viii) Volunteer Co-ordinator
- b) All the above shall be entitled to one vote each at General Meetings, except the Chair.
- c) The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

10. Rules for the Management Committee

- a) The Chairperson shall chair the meeting, or in his/her absence one of either the President, Vice President or Secretary or a nominee from the committee in the event of all those mentioned being absent.
- b) Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
 - i) The date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.
 - ii) In an emergency the Chairperson may call a meeting at four days notice.
- c) The quorum shall be four of those Officers entitled to vote, as listed at Rule 9. a)

- d) All members of the management committee as listed at Rule 8. a) shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f) Meetings shall be open to all members of the club.

11. Finance

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b) The club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of the club.
- d) The Chair, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- e) The financial year of the club shall run from to

12. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

13. The Dissolution of the Club

- a) Any resolution to dissolve the club may be passed at an AGM or EGM through a majority vote of the membership.
- b) Upon dissolution of the club, after all club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to the local club/league, or to the (Local/ Area Governing Body), as determined by the meeting, to be employed for the development of the sport.

14. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Club.

SIGNATURES

Chair

Date

Secretary

Date