This is a model policy. Any organisation using this document should amend it to meet its own specific needs. The areas highlighted in teal need specific attention.

# Constitution

|  |  |
| --- | --- |
| Name of Organisation |  |
| Address |  |
| Telephone |  |
| Date Constitution Agreed |  |
| Date of Next Review |  |

## 1 Name

 The organsiation will be called (Name or Organsiation) and will be affiliated to the (Name of National Governing Body if applicable).

## 2 Aims and objectives

 The aims and objectives of the Organisation will be:

* to ensure a duty of care to all members of the organsiation
* to provide all its services in a way that is fair to everyone
* to ensure that all present and future members receive fair and equal treatment.
* (Please include any specific ones related to the organisation’s activities)

## 3 Membership

 Membership should consist of officers and members of the organisation. All members will be subject to the regulations of the constitution and by joining the organisation will be deemed to accept these regulations and codes of conduct that the organisation has adopted.

 Members will be enrolled in one of the following categories:

* Full member
* Associate member
* Junior member
* Life member

## 4 Membership fees

 Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting. Fees will be paid: annually DATE/monthly/bi-weekly subscription.

## 5 Officers of the organisation

 The officers of the organisation will be:

* Chair
* Vice Chair
* Honorary Secretary
* Treasurer
* Fixtures Secretary
* Publicity Officer
* any other relevant positions.

 Officers will be elected annually at the Annual General Manager. All officers will retire each year but will be eligible for reappointment.

## 6 Committee

 The organisation will be managed through the Management Committee consisting of: (Names of officer posts)*.* Only these posts will have the right to vote at meetings of the Management Committee.

 The Managing Committee will be convened by the Secretary of the organisation and held no less than (Number of meetings) per year.

 The quorum required for business to be agreed at Management Committee meetings will be: (Number [According to number of officers in post])

 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the organisation.

 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

 The Management Committee will be responsible for disciplinary hearings of members who infringe the organisation’s rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7 Finance

 All organsiation monies will be banked in an account held in the name of the organsiation. The organisation Treasurer will be responsible for the finances of the organisation. The financial year of the organisation will end on: (Date)

 An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

 Any cheques drawn against organisation funds should hold the signature of the Treasurer plus up to two other officers.

## 8 Annual General Meetings

 Notice of the Annual General Meeting (AGM) will be given by the organisation Secretary. Not less that 21 clear days’ notice to be given to all members.

 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

 Elections of officers are to take place at the AGM.

 All members have the right to vote at the AGM.

 The quorum for AGMs will be (Number [Usually 25% of the membership])

 The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be same as for the AGM.

## 9 Discipline and appeals

 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

 The Management Committee will meet to hear complaints within (Number)days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within (Number) days of the hearing.

 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within (Number) days of the Secretary receiving the appeal.

## 10 Dissolution

 A resolution to dissolve the organisation can only be passed at an AGM or EGM through a majority vote of the membership.

 In the event of dissolution, any assets of the club that remain will become the property of (Name of governing body or some other organisation with similar objectives to those of the organisation).

## 11 Amendments to the constitution

 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## 12 Declaration

(Name of Organisation) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: ……………………………………… Date: ……………………………..

Name: ………………………………………………………………………………

Organisation Chair

Signed: ……………………………………… Date: ……………………………..

Name: ………………………………………………………………………………

Organsiation Secretary