



CONSTITUTION

“Insert club name here”

Each club should carefully consider the most appropriate constitution for its particular circumstances. A basic constitution is provided below, although clubs should consider Community Amateur Sports Club status (see CCPR website for details) for tax and other financial benefits.

1. Name

The club will be called “Insert club name here” and will be affiliated to the “Insert name of national governing body here”

2. Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in “Insert name of sport here”.
- To increase participation in the sport of “Insert name of sport here”
- To develop young leaders
- To develop volunteers
- To promote the club within the local community and “Insert name of sport here”.
- To manage the “Insert name of facility here”.
- To ensure a duty of care to all members of the club.
- 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.

3. Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club 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/by weekly subscription.

5. Officers of the club

The officers of the club can include:

- Chair
- Vice Chair
- Honorary Secretary
- Treasurer
- Fixtures Secretary
- Publicity Officer
- Volunteer Coordinator
- Any other relevant position.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

6. Committee

The club will be managed through the Management Committee consisting of: "Insert name of officer posts here". Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than "Insert name of meetings here" per year.

The quorum required for business to be agreed at Management



Committee meetings will be: "Insert number here" [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 club.

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

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

7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: "Insert date here"

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

Any cheques drawn against club funds should hold the signatures 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 Club Secretary. Not less than 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 “Insert number here” [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 the 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 “Insert number here” 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 “Insert number here” 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 “Insert number here” days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club 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 “Insert name of governing body or some other club with similar objectives to those of the club here”.



11. Amendments to the constitution

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

12. Declaration

“Insert number here” hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chair

SIGNED:

DATE:

NAME:

POSITION: Club Secretary



SECRETARY JOB DESCRIPTION - TEMPLATE

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Secretary. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Secretary

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Office skills
- Decision making skills
- Minute / note taking

MAIN DUTIES:

1. Ensure effective club communication
2. Administer club databases and records
3. Take responsibility for meeting procedures, including the agenda and minutes, and liaise with the chairperson on this.
4. Assist in arranging and supporting events and activities.
5. In conjunction with the chairperson, prepare and present the annual report
6. Be familiar with the constitution, club rules, committee procedures and the NGB rules and regulations.

TIME COMMITMENT

SIGNATURES:

Chair Person



Date

Treasurer

Date

COMMITTEE MEMBER JOB DESCRIPTION - TEMPLATE

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Committee Member. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Committee Member

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Enthusiastic
- Flexible
- Reliable and honest
- Prepared to make a regular time commitment
- Effective communicator
- Good listener

MAIN DUTIES:

- 1) Attend all club committee meetings
- 2) Attend all other club meetings committee members are expected to attend (e.g. AGM)
- 3) Be prepared to assist or stand in for any other club official when required
- 4) Discuss, vote and make decisions on relevant issues at meetings
- 5) Be familiar with the club's structure, policies and activities
- 6) Participate fully in all committee work

TIME COMMITMENT

SIGNATURES:

Chair Person



Date

Secretary

Date

CHAIRPERSON JOB DESCRIPTION - TEMPLATE

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Chair Person. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Chair Person

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings.

MAIN DUTIES:

1. Take responsibility for managing the executive committee and the affairs of the club
2. Oversee and guide all decisions taken by the executive committee and sub committees
3. In liaison with the Volunteer Co-ordinator, oversee the work of all officers
4. In conjunction with the secretary, prepare and present the annual report
5. Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
6. Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations
7. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
8. Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)



**Constitution & Role Descriptors
Example**



9. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda

TIME COMMITMENT

SIGNATURES:

Chair Person

Date

Secretary

Date



TREASURER JOB DESCRIPTION - TEMPLATE

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Treasurer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Treasurer

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Well organised
- Confident about handling figures and money
- Prepared to make a regular time commitment
- Honest
- Able to keep records
- Knowledge of basic banking procedures

MAIN DUTIES:

1. Manage club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up-to-date records of all the financial transactions
4. Disburse funds as agreed
5. Issue receipts and record all money received
6. Attend committee meetings and present the budget report
7. Prepare the end of year accounts to present to the auditors
8. Prepare the annual budget
9. Monitor the budget throughout the year

TIME COMMITMENT

SIGNATURES:



**Constitution & Role Descriptors
Example**



Chair Person

Date

Treasurer

Date