

Constitution Guidelines

Your club should carefully consider what your constitution needs for your own circumstances and also what your national governing body specific requirements are.

- 1. Name of club:** State the name of the club and by any abbreviations or acronyms it shall be known by. If applicable, state which national governing body you shall be affiliated to.
- 2. Aims and objectives:** The objectives should clearly state the reasons the club exists.
- 3. Membership:** Included here would be a definition of the various categories of membership which would depend greatly on the type of club
- 4. Sport equity:** This section should include what sports equity means to your club. It is vital that the constitution is open and non-discriminatory and that it reflects the sport's equity policy. A club constitution is often a prerequisite for funding and applying for tax relief.
- 5. Committee:** The aim of this section should be to specify how this committee should be formed and how they should look after the interests of the club. Each club will be slightly different but it would be normal to specify which positions sit on the committee.
- 6. Finances:** It is prudent for every club to ensure that the handling of its financial affairs is done in an efficient manner and in a way which protects the individual committee members responsible for the handling of money. Use this section to explain how this will be achieved.
- 7. Annual general meetings and extraordinary general meetings:** Use this section to explain the protocols and procedures for your AGMs and EGMs.
- 8. Amendments to the constitutions:** Explain in the section the procedures to make any changes to your constitution.
- 9. Discipline and appeals:** Outline the club's disciplinary procedure here.
- 10. Dissolution:** Procedures covering the dissolution of the club must be settled. In the event of funds remaining after debts have been settled club members may wish to specify that such funds should be given to some associated organisation e.g. the governing body of the sport concerned. The wording must be considered to comply with funding conditions.

11. Declaration: Even before your group holds its initial meeting (or at least at one of your early meetings) it would be advisable to draw up a draft constitution, so that the group can adapt and agree it at the earliest possible opportunity.