

**SAMPLE CONSTITUTION**

**1 Name**

The Club shall be called .....  
(Hereinafter referred to as the Club)

**2 Objects**

The objects of the Club shall be to.....

**3 Membership**

3.1 The membership shall consist of the following categories:

.....  
.....  
.....  
.....

3.2 Membership fees shall be agreed by each Annual General Meeting.

3.3 All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-Laws published from time to time by the Club.

**4 Management**

4.1 The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Officers of the Club plus ..... other members.

4.2 The Officers of the Club who shall be honorary shall consist of the Chairman, Vice-Chairman, Treasurer and Secretary who shall be elected annually at the Annual General Meeting. If the post of any officer or other committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy.

4.3 All Executive Committee members shall be members of the Club.

**5 General Meetings**

**5.1 Annual General Meeting**

The Club shall hold an Annual General Meeting in the month of ..... to:

- 5.1.1 Approve the minutes of the previous year's AGM.
- 5.1.2 Receive reports from the Chairman and Honorary Secretary.
- 5.1.3 Receive a report from the Honorary Treasurer and approve the Annual Accounts.
- 5.1.4. Receive a report from the Auditors.
- 5.1.5 Elect the Executive Committee.
- 5.1.6 Consider changes to the Constitution.
- 5.1.7 Appoint Auditors for the Club's accounts.

5.1.8 Deal with other relevant business.

## 5.2 Extraordinary General meeting

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least ..... members of the Club. The Executive Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

## 5.3 Notices

At least 30 days' notice shall be given to all voting members of any General Meeting.

## 5.4 Voting

5.4.1 With the exception of changes to the Constitution decisions put to a vote shall be resolved by simple majority at General Meetings.

5.4.2 The Chairman of the Club shall hold a deliberative as well as a casting vote.

## 5.5 Quora

The quorum at General Meetings shall be ..... members and the quorum for Committee Meetings shall be ..... members.

## 5.6 Changes to the Constitution

5.6.1 Any change to the Constitution shall require a two thirds majority of those present and eligible to vote at a General Meeting.

5.6.2 Notice shall be given to all voting members of any General Meeting as specified in 5.3 and then any proposal to change the Constitution shall be submitted in writing to the Secretary at least 15 days prior to the meeting.

5.6.3 All proposals for changes to the Constitution shall be signed by two members eligible to vote a General Meeting.

## **6 Finance and Accounts**

6.1 The financial year shall run from.....to.....each year.

6.2 The Honorary Treasurer shall be responsible for the preparation of annual accounts of the Club.

6.3 The accounts shall be audited by an independent person elected by the annually by the Annual General meeting.

6.4 All cheques drawn against the Club's funds shall be signed by the Treasurer and one other nominated office-bearer.

6.5 All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club.

## **7 Bye-laws**

The Executive Committee shall have the power to publish and enforce such bye-laws as the membership feels necessary to govern the activities of the Club.

## **8 Expulsion of Members**

The Council shall operate a fair system for deciding upon the expulsion of a Member as laid down by the 'Law of Natural Justice'.

#### **9 Dissolution**

In the event of the dissolution of the Club, any assets thereof shall not be distributed amongst the members of the Club in any way whatsoever