



Constitution (Guidelines)

A constitution is a document that provides guidance and highlights the overall objectives of your club. It should also allow the running of club affairs to be run smoothly and professionally. Also it is essential for a constitution to include the following:

- Open to all clause
- Dissolution clause
- Governance documents should be gender neutral

A constitution can be amended and tailored to suit the needs of your club.

It is good practice that a constitution should also include the following:

- Objectives - what members will be provided
- Membership Type – details of each membership available - adult, junior, team
- Subscription rates - weekly, monthly or annual subscription
- Rules – rules that the club will follow
- Management – who is on the committee, what they do, how the club will manage matters arising
- Annual General Meeting - date, number of members required, notice period
- Extraordinary General Meeting - date, number of members required, notice period
- Dissolution – In the events that the club will cease to exist detail how the club will spend its remaining funds and how it should be dissolved

A constitution should not include the following items:

- A separate male and female membership.
- Require a proposer and seconder for a membership application.
- Post prospective members details on a noticeboard.

There are numerous benefits to having a constitution:

- Provides clear explanation to both club and non-club members
- Supports protection of club committee members and members of the club
- Gives clarification on how club procedures should work
- Clarify and help sort out internal problems.
- Underpin funding applications - most funding bodies will not consider applications from groups without a constitution.
- Enable your club to become incorporated (changing legal status)
- Enhances profile of club, portraying message that club is well organized and run