

APPENDIX 8:

Example Club Constitution

i. Club name and affiliation

The Club will be called *(name of Club)*, and will be affiliated to Disability Sport Wales/Local Authority/National Governing Body of the sport *(delete as relevant)*.

ii. Aims and Objectives

- The aims and objectives of the Club will be to:
- Play and promote *the sport*
- Offer *the sport* coaching and competition opportunities to all *(junior/senior/all)* members
- Provide duty of care and protection to all Club members
- Make sure all Club members are treated equitably.

iii. Finance and Accounts

- All Club monies will be banked in an account held in the name of the Club.
- The accounts will be kept by the Treasurer, and audited annually.
- The financial year of the Club will end on *(identify date)*
- Any cheques drawn against Club funds will be signed by at least two authorised signatories.
- Should *(name of the Club)* no longer be viable and the accounts need to be wound up then any residual funds, after all creditors have been satisfied, shall be donated to a Club or organisation with similar aims and objectives.

iv. Running of the Club

The Club will be run by a committee consisting of:

- Chairman
- Treasurer
- Secretary
- *(any other relevant position or helper)*

v. Membership

Membership shall consist of:

- (disabled and non-disabled) adult members
- (disabled and non-disabled) junior members
- *(Junior Club/Disability Club)* is a subsidiary of *(name of Club)* and as such has adopted and agreed to abide by all the Club's policies and procedures.
- All members will be subject to the constitution and codes of conduct adopted by the Club.
- Fees will be set and reviewed annually by the committee and approved at the AGM.

vi. AGM (Annual General Meeting)

The Annual General Meeting will be held in *(identify month)*.
At least twenty-one days' notice will be given to members.

The Agenda will include:

- A report from the committee
- Treasurer's report and the year's accounts
- Resignation of the current committee
- Election of the committee for the coming year
- Election of other relevant positions to the role and purpose of the Club
- All members have the right to vote at the AGM.

Members have the right to call for an Extraordinary General Meeting (EGM).
It shall be held at the request of at least 25% of members.
Notice for an EGM will be the same as for an AGM.

vii. Constitution Changes

This Constitution can be changed only by majority vote at an AGM.