



## **[NAME OF CLUB] CONSTITUTION TEMPLATE**

*Each club should carefully consider the most appropriate constitution for its particular circumstances. A basic constitution is provided below.*

*Wording below is a suggested constitution but clause 10, which states what would happen to the club funds in the event of the dissolution of the club is vital.*

### **1. Name**

The club will be called **NAME OF CLUB** and will be affiliated to Surfing England.

### **2. Aims and objectives**

The aims and objectives of the club will be: **(complete as appropriate)**

- To offer coaching and competitive opportunities in surfing,
- To promote the sport of surfing
- 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 and the policies and rules of Surfing England.

Members will be enrolled in one of the following categories:

- full member
- junior member

### **4. Membership fees**

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription.

## 5. Officers of the club

The officers of the club will be: (complete as appropriate)

- Chair – Required
- Vice Chair - Required
- Safeguarding Officer - Required
- Honorary Secretary - Required
- Treasurer - Required
- Mapping Co-ordinator
- Fixtures Secretary
- Inclusivity Officer
- Publicity Officer
- Club Coaching Co-ordinator
- Club Captain
- Volunteer Co-ordinator
- any other relevant position

Officers will be elected annually at the Annual General Meeting.

## 6. Committee

The Management Committee will be convened by the Secretary/Chair of the club and held no less than *NUMBER OF MEETINGS* per year.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

## 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: *DATE*.

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

## 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.

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.

## 9. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Safeguarding Officer.

The Management Committee will meet to hear complaints within *NUMBER* 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 *NUMBER* 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 *NUMBER* 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 *NAME OF GOVERNING BODY OR SOME OTHER CLUB WITH SIMILAR OBJECTIVES TO THOSE OF THE CLUB*.

## 11. Amendments to the constitution

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

### Declaration

*NAME OF CLUB* 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: Vice Chair