

Club Guide:

Constitution Template

1. Club name and affiliation

The Club will be called (name of Club) and will be affiliated to (name of National Governing Body of the Sport)

2. Aims and objectives

The aims and objectives of the Club will be to:

- Participate in and promote (name of sport)
- Offer coaching and competitive opportunities to all members
- Promote the club and the sport within the local community
- Support volunteers to ensure there is sustainable and quality provision for all
- Ensure the provision of an appropriate venue to participate
- Ensure a duty of care to all members of the club

3. Structure of the club

- a) The Club will be run by a governing Committee consisting of:
 - Chairperson
 - Head Coach
 - Welfare Officer
 - Secretary
 - Treasurer
 - (any other relevant position or helper)
- b) The club seeks to ensure diverse viewpoints are considered and that its decision-making groups have the skills and diversity needed to operate effectively
- c) All committee members must be members of the Club
- d) At least three of the people on the governing committee are neither related to, nor cohabiting with, other committee members
- e) The term of office shall be for one year, and members shall be eligible for re-election
- f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club
- g) The committee meetings will be convened by the Secretary be held no less than (insert number of times per year)
- h) Only the posts listed above will have the right to vote at committee meetings
- i) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings
- j) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for members in the event of any child protection concerns

4. Inclusivity and Welfare

- a) The club is fully committed to inclusivity, accessibility and actively reaching out to underrepresented groups.

- b) The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality Olympic Weightlifting, health, fitness & exercise opportunities in a safe environment by adopting the procedures and working practices of British Weightlifting Policies.
- c) British Weight Lifting will be informed of any disciplinary issue, complaint or concern that involves the welfare of a child or vulnerable adult, or concerns anti-doping.

5. Membership

- a) Membership of the club shall consist of the following categories:
 - Adult member (amend to suit your club)
 - Junior member (amend to suit your club)
 - Student member (amend to suit your club)
 - Concessionary member (amend to suit your club)
- b) Members in each category will pay membership fees, as determined at the AGM
- c) Members will be subject to the constitution, codes of conduct and policies adopted by the Club
- d) Members shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club competition
- e) Fees will be set and reviewed annually by the committee and approved at the AGM
- f) Members will be subject to the constitution, codes of conduct and policies adopted by the Club
- g) All members are required to abide by British Weightlifting's Codes of Conduct

6. Finance

- a) All Club monies will be banked in an account held in the name of the Club
- b) The accounts will be kept by the Treasurer, and audited annually
- c) The financial year of the Club will end on (identify date)
- d) Any cheques drawn against the Club funds should be signed by two authorised signatories
- e) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club

7. Annual General Meeting

- a) AGMs are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs
- b) The Annual General Meeting will be held in (identify month)
- c) At least 14 days notice will be given to members (amend to suit your club)
- d) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM (amend to suit your club)
- e) The agenda of the AGM 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
- f) All members have the right to vote at the AGM
- g) The quorum for AGMs will be 25% of the membership (amend to suit your club)
- h) 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 (amend to suit your club)
- i) Notice for an EGM will be the same as for an AGM

8. Constitution Changes

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

9. Dissolution

- a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership
- b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of another organisation with similar aims and objectives

Declaration

(Name of club) hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name:

Position:

Date:

Name:

Position:

Date