**Club Constitution Template - How to use**

Here below you will find a comprehensive template to build your club’s constitution. Club constitution is required for several bureaucratic procedures, including opening a bank account and affiliating with Irish Squash.

Please read the document carefully and proceed as follow:

1. Wherever you find something highlighted in yellow, insert the information required. It could be the name of your club, or specific information (ie number, date etc).
2. Each voice of the template can be modified or cancelled to fit your club’s needs. Blue description helps you with filling in missing information.
3. Once completed, delete all the content in this page, all the blue comments and yellow highlighting, save your document in pdf and it’s ready for use.

If you need any help with the completion of your constitution, please contact amanda.burgio@irishsquash.com



**[NAME OF CLUB]**

**Constitution**

# Organisation

The name of the club shall be [insert club name]

The headquarters of the club shall be [insert address]

[Insert club name] shall be affiliated with Irish Squash, governing body for squash for the whole of the island of Ireland. Hence, this club’s members are subject to the rules, policies and constitution of Irish Squash.

# Objectives

The aims and objectives of the club will be:

* To provide squash activities for its members in a safe and nurturing environment
* To offer coaching/teaching, practice, and competitive opportunities in squash
* To promote squash within the local and wider community
* To manage the [NAME OF VENUE(S)] following best practices and recurring maintenance (As applicable)
* To provide developing and fun activities for young people, in an encouraging atmosphere in line with safeguarding regulations and Sport Ireland guidelines
* To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so that individuals can be involved in sports activities in an integrated and inclusive way.

(Fill free to add any other objective your club has. E.g. to encourage participation of the sport, develop the sport, provide a social element while playing, provide a junior club as there is none in the area)

# Membership

All members will be subject to the regulations of this constitution and by joining the club accept all the regulations and codes of practice that the club has adopted.

Membership may be divided in sub-categories, such as competitive players, social players (ie participants who wish to train but not compete), coaches, officials, and any other category set by the Club Committee according to the activities proposed. (change this with whatever membership structure you may want in place)

[insert name of club] will have rules and criteria covering requirements, trials and waiting lists for admission in place. Club membership may be restricted to a total of [insert number of members]. This limitation will ensure (insert here your reason). If the membership limit is reached, a waiting list shall be drawn up and offers of membership made in order as vacancies arise.

## ***3.1 Duration of Membership and fees***

Membership fees will be set annually and agreed by the Club Committee or determined at the Annual General Meeting (AGM). The membership year shall run from [insert date] to [insert date] each year.

Membership fees shall be due [insert date/month/period] and should be paid before/within [insert your payment period]. (If this changes year by year, set a different statement). Any variation from this must be agreed by the Club Committee.

Lapsed members may not participate in any activities of the club until all subscriptions have been paid and all liabilities to the club cleared.

## 3.2 Become a member

All members must complete the required application forms and attach the requisite fees as set by [insert name of the club]

All members must also be familiar with and comply with the [insert club name] rules and read and sign the relevant codes of conduct annually.

Parents must sign the application form where the applying member is under 18.

A member who wishes to cancel their membership must inform the Secretary. No refund of membership fee will be paid upon cancellation of membership. (you can add any procedure needed in order to cancel the membership)

The Club Committee reserves the right to accept or reject applications for membership of the Club. If applicants are refused, they must be notified by the Club Committee in writing as to the reasons for their refusal. The Club Committee may only suspend or expel from membership in accordance with the club’s Disciplinary Rules and Procedures.

# Club Management

The Club Committee is the body elected by the members for the management of the business and activities of the club. It consists of a minimum of (insert number) officers.

Mandatory committee roles are:

* Chairperson or president
* Secretary
* Treasurer
* Children Officer (if club involves any U18 member)
* Designated Liaison Person (if club involves any U18 member)

Additional roles may include but not be restricted to Vice Chairperson, Public Relations Officer, Junior Coordinator, Head Coach, Fundraising Officer, Facility Manager.

Officers shall be elected annually at the AGM. An Annual General Meeting (AGM) shall be held each year in the month of [insert]. Description of roles and responsibilities shall be provided to the public at any time and a job description shared at the moment of candidature and election.

Committee members must be known among members. All parents and juniors must be aware of who the Children Officer is and how to get in contact with them in case of Safeguarding concerns.

## 4.1 Club Committee responsibilities

The Club Committee will be responsible for adopting new policies, codes of practice and rules for the club, as well as developing club development strategies. No rule shall be inconsistent with anything contained in the Sport Ireland or Irish Squash rules and guidelines, or this constitution. The Club Committee must ensure the club’s regulations and policies are in place, up to date, and available to all members.

The Club Committee shall be responsible for all assets of the club.

Club Committee members are indemnified against any liabilities they incur while managing the affairs of the club. Committee members must declare any personal or business interest, which may conflict with their duties as a member of the Club Committee.

The Club Committee shall adhere to a code of conduct that encompasses, but is not limited to, confidentiality, objectivity, loyalty, fairness, and a continual awareness of their responsibilities to [insert club name] and its members.

## 4.2 Committee Meetings

The Club Committee meetings will be organized by the Secretary of the club and held no less than [NUMBER OF MEETINGS] per year, with a minimum quorum of 50% plus 1 of the members of the committee present.

The Chairperson shall preside at all meetings; in the Chairperson’s absence, a member of the Club Committee may be nominated.

The Secretary, or in their absence a member of the committee, shall take minutes.

The Treasurer shall relay the financial position of the club at each meeting.

# Annual General Meeting

The AGM will be held annually on [insert month/date]. Members will be notified of the date, time, location, and agenda of the AGM at least 21 days before the meeting.

During the AGM, the annual report will be presented, which will include the Chairperson’s report, Treasurer’s report, and any other committee member’s report relevant to the club’s activities.

Any resolution to amend the club’s constitution that is approved at the AGM will take immediate effect. Members will be informed of any changes or updates to the club constitution or club rules within 3 days following the AGM.

Nominations for officers of the Club Committee must be submitted to the Secretary prior to the AGM and will be voted on during the meeting.

All members over 18 years of age with full membership are entitled to vote at the AGM. For a motion to be passed, it must receive a majority of [add your rule for majority] in the vote.

## 5.1 Procedures

No business shall be conducted at a general meeting unless a quorum is present. A quorum of (X number or X %) of the eligible voting members is the number required. (USUALLY 25% OF THE MEMBERSHIP). If a quorum is not present within half an hour of the scheduled start time of the meeting, or if a quorum ceases to be present during the meeting, the meeting shall be adjourned to the same day, time, and place in the following week, or to another time and place as determined by the club committee. If a quorum is still not present within half an hour of the start time at the adjourned meeting, the members present shall constitute a quorum.

Election of the Club Committee members takes place at the club AGM each year. At this time the executive officers of the club shall be elected - Chairperson, Treasurer and Secretary, along with other members of the Club Committee as deemed necessary but the previous Committee, and at least of a number to reach the minimum quota.

A proposer and seconder are required for all nominations and notice of motions.

Voting will be conducted by a show of hands, with the votes counted by the Secretary. However, the Club Committee may recommend that a vote is conducted by secret ballot, depending on the context.

Nominations will be passed at AGM’s by simple resolution of 50% plus one.

No voting by proxy is allowed.

Motions for a change to the club constitution must be passed by a special resolution of two-thirds of persons entitled to vote present at the meeting.

The Chairperson will have a casting vote if there is an equality of votes

If an executive officer of the club steps down during their term, the Club Committee may appoint an existing committee member or a club member (co-opt) to fill this vacancy until the following AGM.

# Extraordinary General Meeting (EGM)

An Extraordinary General Meeting may be called at any time in the following circumstances:

* If a resolution to hold a club EGM is approved at the prior club AGM.
* If 20% of club members submit a written notice, duly signed, requesting the holding of a club EGM.
* Where two-thirds of the Club Committee decide to convene a club EGM.

A club EGM must be held within 14 days of receiving such a request and must allow for 7 days’ notice to all club members. Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM. Procedures for EGMs will be the same as for the AGM.

# Finances

The financial affairs of the club shall be the responsibility of the Treasurer and the Club Committee. The Treasurer is in charge of book keeping and to prepare and present the annual accounts at the club AGM.

The Club Committee shall be empowered to open bank accounts in the name of [insert club name] and all transactions in these accounts shall be authorized by the Club Committee. All cheques, bank transfers and so forth shall be signed by the Treasurer and either the Chairperson or Secretary.

The Treasurer will receive all money paid to the club and ensure all such sums are lodged to [insert club name] bank account as soon as possible.

The committee will have the power to negotiate sponsorships on the club’s behalf and organise fundraising activities. Any financial returns from these activities will be used for [insert club name] development purposes only.

# Safeguarding Children

[Insert club name] is fully committed to safeguarding the well-being of its members. Every individual in the club should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by Irish Squash, Sport Ireland, and contained in the Safeguarding Policy.

# Equality Policy Statement

[Insert club name] is committed to ensuring that equality is incorporated across all aspects of its development, in accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Northern Ireland. Discrimination of any kind against employed or voluntary staff, membership applicants, members, or the general public will not be tolerated.

The club is committed to treating everyone equally and with respect, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The club aims to ensure a safe, inclusive environment free from intimidation, harassment, and abuse. All members are responsible for promoting equality and opposing discrimination, with any incidents being addressed seriously according to the club's disciplinary procedures.

# Discipline & Appeals

Members are expected to read and sign the club’s Code of Conduct as part of their membership application. If any doubts arise, members must contact the Club Committee for clarification before signing.

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 and Irish Squash’s Safeguarding Policy. The club Designated Liaison Person and club Children Officer are the lead contacts for all members in the event of any safeguarding concerns.

Any complaints of misconduct regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with the Club’s and Irish Squash Disciplinary Procedures.

Complaints must be submitted in writing to the Secretary (or to the Chairperson if the complaint involves the Secretary). Unless exceptional circumstances arise, the Secretary will address complaints within 14 days of receipt. All details will be recorded in a Complaint Report for future reference. If the complaint is sufficiently supported by evidence, the Secretary will appoint three Club Members, with no direct or indirect interest in the matter, to serve on a disciplinary panel. This panel has the authority to take appropriate disciplinary action, including the termination of membership.

The Club Committee have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the Club Committee and/or the Disciplinary Panel in line with disciplinary policies.

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 7 days of the hearing.

Members can apply the right of appeal to the Club Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

Any complaints of serious misconduct regarding the behaviour of Members or Officers shall be reported to Irish Squash.

[insert club name] shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Irish Squash and the appropriate policing body.

# Dissolution

[Insert club name] may be dissolved under the following conditions:

1. By a resolution passed due to member inactivity, which must be approved by three-quarters of the members present at an EGM specifically convened for this purpose.
2. By a Court Order if there is a dispute within the membership.

Notice of dissolution must be given to members and Irish Squash.

In the event of dissolution, any remaining assets will be transferred to Irish Squash or another club with similar objectives. The Club Committee will be responsible for managing the winding up of the club’s assets and liabilities.

# General Data Protection Regulations (GDPR)

[Insert club name] adopts Irish Squash Data Protection policy as amended by Irish Squash from time to time.