Club rules and constitution

Constitution of [enter Club / Association / Society / Group name]

The people named below wish to form a [Club / Association / Society / Group] known

as [Club / Association / Society / Gro	oup name] and agree for that [
These persons shall be the Committee of the [[Club / Association / Society / Group] name]					
Name of Member	Address of each Member				

Dated: [date]

Contents

- 1. Definitions
- 2. Name of [Club / Association / Society / Group]
- 3. Main objects
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- 5. Application procedure
- 6. Subscriptions
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- 8. Confidentiality
- 9. Appointment and removal of Officers
- 10. Management of the [Club / Association / Society / Group]
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- 12. Powers of Committee
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- 18. Dissolution
- 19. Miscellaneous matters

Schedule Annual Subscription charges

Rules of [Club / Association / Society / Group]

of

[Address]

(the "[Club / Association / Society / Group]")

1. Definitions

These definitions apply unle	ess the context • • • • • • • • • • • • • :
"Accounting Year"	means the year beginning on 1st [month], the date to which the accounts of the [Club / • • • / • • •] • • • • • • • • • • •
"AGM"	means the Annual General Meeting of the [Club / • • • • / • • • •].
"Committee"	means the committee or board consisting of Officers
	/ /].
"Confidential Information"	means all information about $\blacksquare \blacksquare \blacksquare$
"General Meeting"	means any meeting of the [= = = / = = = / = = = .
"Intellectual Property"	means intellectual property of every sort, whether or not registered or registrable in any country, including

"Mem	ber"	means any person who has • • • • • • • • • • • • • • • • • • •
"Mem	bership"	means membership of the [
"Offic	er(s)"	means the holder of any •••••••••••••••••••••••••••••••••••
"Rule	s"	means the [rules / conditions of continuing membership / bylaws]
Nam	ne of the Club	
The n ■].	ame of the [■ ■ ■ ■ / ı	
Mair	n objects	
The o	bjects of the [■ ■ ■	/::
3.1.	to promote cultural a	ctivities;
3.2.	to carry • • • • • •	
3.3.		nds between the [• • • • / • • • • / • • • ;
3.4.	to support and ■ ■ ■	•••••
3.5.		of the [Club / • • • • / • • • • / • • • •] • • • •
3.6.	[List other objectives	

2.

3.

4.	Mer	nbership
	4.1.	Any person who is [18]
	4.2.	Membership shall be open ••••••, •••••, •••••
	4.3.	It is a condition of Membership that a Member shall at all times comply
	4.4.	A Member = = = = = = = = = = = = = = = = = = =
5.	App	olication procedure
	5.1.	An application by a person • • • • • • • • • • • • • • • • • • •
	5.2.	The Committee shall
	5.3.	The Committee reserves the right to reject • • • • • • • • • • • • • • • • • • •
	5.4.	After the :
		5.4.1 notify the applicant • • • • • • • • • • • • • • • • • • •
		5.4.2 if the Committee has approved the application,
	5.5.	After payment, the Secretary shall enter the applicant's

6. Subscriptions

6.1. Payment for Membership is *** * * *** [*** * * * * * * *** / *** * * * * * *** * *****

	6.3.	Subscriptions are due on [
	6.4.	On joining, a subscription is payable pro
7.	Res	ignation, suspension and expulsion
	7.1.	A Member may resign from the [Club / Association / ■ ■ ■ ■ ■ ■]
		•.
	7.2.	The Committee has the power to:
		7.2.1 suspend (
		7.2.2 expel
		any Member who infringes any of these Rules or whose conduct, (
	7.3.	No Member shall be suspended or expelled unless the Committee
		gives
	7.4.	Any notice given to a Member
	7.7.	
	7.5.	A suspended member shall not
	7.6.	If a Member chooses to resign or • • • • • • • • • • • • • • • • • •

A Member's annual subscription shall be such as the \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare

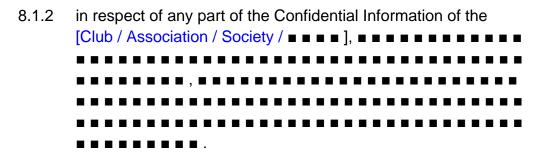
6.2.

7.7. Expulsion shall be permanent.

8. Confidentiality

8.1. Each Member agrees and undertakes that he v	8.1.	Each Member	agrees and	undertakes	that he	will
--	------	-------------	------------	------------	---------	------

8.1.1	not remove from [Club / Association / Society / Group]'s premises or copy or allow anyone							



8.2. This paragraph does not apply to disclosure:

8.2.1	made with the consent of the \blacksquare

0.2.2	of information or knowledge which

8.2.3	as may be necessary in the

9. Appointment and removal of Officers

- 9.1. The Officers shall be:
 - 9.1.1 President
 - 9.1.2 Vice President
 - 9.1.3 Secretary

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9.1.4
     9.2.
   Office holders = = = = = = = = = = [ = = = ] = = = .
 OR
   Office holders shall hold office = = = [ = = = ] = = = , = = = = =
 9.3.
   ...............................
   No office holder shall hold office for ..... ... ... ... ... ... ... ...
 9.4.
   9.5.
   ...................................
   10. Management of the [Club / Association / Society /
 Group1
 10.1.
 10.2.
 10.3.
   10.4.
   10.5.
   ----------
 10.6.
```

```
..............
  ...............
10.7.
  .............
  ....................................
  ....................................
  .............
  ....................................
  .......................
10.8
  ....................................
  10.8.1
    \blacksquare \blacksquare / \blacksquare \blacksquare \blacksquare \blacksquare ];
  10.8.2
    10.8.4
 10.8.5 [other decisions the Members want to enter]
```

11. Quorum for Committee meetings

11.1.								
	, ■ ■	 		 	 		[
					_	= = =].		
		 		 	 	,		
			·					

12. Powers of Committee

13. Annual General Meeting

3.1.		
	13.1.1	
		••/••••/ is ending;
	13.1.2	
		;
	13.1.3	
	13.1.4	fixing the subscription charges for Membership, and
	13.1.5	

	13.2.
	13.3.
	13.4.
14.	General Meetings
	14.1.
	14.2.
	14.3.
15.	Quorum at meetings
	15.1.
	15.2.
16.	Voting at meetings
	16.1.

17. Finance

17.1. ••••••/•••/•••/•••/•••/•

17.3. •••••••[••••/•••/••••]••••

17.4.

17.5. **...**[...] **...**[...] **...**[...

18. Dissolution

18.1.

OR

18.3.		.,			 		
	 		[]	 		
	 			/	 / = = = =	. / = = = =	1

19. Miscellaneous matters







19.4.		 		 		 	ı [🔳 i	 . /	
	/-						-		
			-						

It shall be deemed to have been delivered:

	•••••	•••••	 ■ ■].	
19.5. • ,	•••••			
Signed by [nan	ne]			
Signed by [nan	ne]			
Signed by [nam	ne]			
Signed by [nam	ne]			

Schedule: Annual Subscriptio	n charges
[

Explanatory notes:

Club rules and constitution

General notes

1.	If your club, etc is not new, simply delete the first page, listing names of first group. ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	This is an agreement between members forming rules for the running of a club and stating obligations to each other. In practice for such group of people the terms Club / Association / Society / Group are commonly used. You should select the one that suits your structure and activity best. We strongly advise you to consider each provision in the light of your intentions over the next several years. If the members of your club are in hundreds then you will certainly find it inconvenient and inefficient to change the rules more frequently
	There is no law requiring registration of this document on account simply ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ .
2.	What you need to do to comply with the ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ 2018
	The Act applies to all personal data you collect, use or store. The scope
	The law refers to "processing ". In plain English that means you do something positive with that data. However, in the GDPR, and consequently in the Data Protection Act, you "process " data even if it only passes through your ■ ■ ■
	We have drawn a comprehensive free privacy policy which covers not only the usual and expected matters but which specifically provides compliance with the Act. It is
	The privacy policy is not simply a standard form that you can stick on your website and forget. For compliance, you need to check it and possibly insert details of all the data relating to members. You can

You can download it at https://www.netlawman.ie/d/website-privacy-policy

If your club does not have website then you may use this privacy policy

In connection with your club and your website generally, important areas of the **----**:

- you must never assume you have member's consent for anything you do in connection with his personal data. Consent must be specific and for one of the reasons provided for in the Act. Furthermore, you may
- if you allow members to post information to your website, you may not

You will find full information at:

https://www.dataprotection.ie/docs/GDPR-Overview/k/1623.htm

Paragraph specific notes:

Drafting notes following the numbered paragraphs

1. **Definitions**

You should first decide on the contents of the document, then return to check what definitions are needed and whether they really \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare By all means use the search/replace function in your word processor to change them. If you do change a defined term, make sure it Remember too, that when a word or phrase is defined, the defined meaning capitalised, takes precedence over the Name of the [Club / \blacksquare \blacksquare \blacksquare \blacksquare / \blacksquare \blacksquare \blacksquare]

2.

Main objects 3.

	This is the essence of your club. These are not "legal" matters. They are for you to decide and insert. What we have suggested are mere examples. Of course, you may
	Vou mou also list prohibited items / activities
	You may also list prohibited items / activities.
4.	Membership
	This rule provides you an opportunity to set down the basic membership structure, different
	We have inserted an age qualification as $\blacksquare \blacksquare \blacksquare$
5.	Application procedure
	We have provided an example framework. By \blacksquare
6.	We have provided an example framework. By • • • • • • • • • • • • • • • • • •
6.	
6. 7.	Subscriptions
	Subscriptions We have provided for annual renewal of membership
	Subscriptions We have provided for annual renewal of membership Resignation, suspension and expulsion This rule sets out the ways to
7.	Subscriptions We have provided for annual renewal of membership Resignation, suspension and expulsion This rule sets out the ways to This rule sets out th
	Subscriptions We have provided for annual renewal of membership Resignation, suspension and expulsion This rule sets out the ways to 7.3: You may choose to deal with this situation some other way. This This rule sets out the ways to This situation some other way. This This situation some other way.
7.	Subscriptions We have provided for annual renewal of membership Resignation, suspension and expulsion This rule sets out the ways to This rule sets out th

Appointment and removal of Officers

9.

	There should be a fixed number of persons in whom the management of the
	We provide an example structure of officers. You may add • • • • , • • • • •
10.	Management of the [Club / = = = = / = = = / = = =]
	The same provision applies as to last previous rule. A A A A A A A A A A
	By all means enter more detailed duties
	At 10.8: this list has •••••••••••• .
11.	Quorum for Committee meetings
	We have provided an optional flexibility for the committee members ■ ■ ■ ■
	Consider very carefully the last option in the last sub-rule. If a meeting may be deferred, the
12.	Powers of Committee
	Here we provide a — — — — — — — — . — — — — — .
13.	Annual General Meeting
	We have no comments.
14.	General Meeting
	We suggest no change.

Quorum at meetings

15.

	We have provided an
16.	Voting at meetings
	This is entirely optional. It avoids the situation
	The chairman has an original or first vote unless he is disqualified, for example as having an interest in the subject matter of the vote. If • • • • •
17.	Finance
	A balanced set of provisions. You
18.	Dissolution
	This is an exit provision. We have provided options as
19.	Miscellaneous matters
	A number of special points. We have identified each of these as \blacksquare \blacksquare \blacksquare \blacksquare \blacksquare

Signatures

It is not strictly necessary to sign this document, but you \blacksquare
Schedule: Annual subscription charges
It is not necessary to schedule your membership
,

End of notes