

IN-CPclu01

## **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 / Group 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
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-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----
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-----	-----
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Dated: [date]

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' , ' , ' , ' ,  
 ' , ' , ' , ' ,  
 ' , ' , ' , ' , .

"Member" means any person who has  
 [ / / /  
 ].

"Membership" means membership of the [ / /  
 / ]  
 .

"Officer(s)" means the holder of any  
 [ / / / ].

"Rules" means the [rules / conditions of continuing  
 membership / bylaws] [ /  
 / / ]  
 .

## 2. Name of the Club

The name of the [ / / / ] [ ]  
 ].

## 3. Main objects

The objects of the [ / / / ] :

- 3.1. to promote cultural activities;
- 3.2. to carry .
- 3.3. to strengthen the bonds between the [ / / / ] ;
- 3.4. to support and ,
- 3.5. to apply any profits of the [Club / / / ]  
 [ / / / ] .

3.6. [List other objectives]

## 4. Membership

- 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. Application 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, [ 28 ] .
- 5.5. After payment, the Secretary shall enter the applicant's [ / / / / ] .

## 6. Subscriptions

6.1. Payment for Membership is [ / ].

6.2. A Member's annual subscription shall be such as the

6.3. Subscriptions are due on [ ]  
12

6.4. On joining, a subscription is payable pro

## 7. Resignation, 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

( ) 30

7.4. Any notice given to a Member

7.5. A suspended member shall not

7.6. If a Member chooses to resign or

7.7. Expulsion shall be permanent.

## 8. Confidentiality

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

[ / / / ];

8.1.2 in respect of any part of the Confidential Information of the [Club / Association / Society / ],

8.2. This paragraph does not apply to disclosure:

8.2.1 made with the consent of the

8.2.2 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

9.1.4 [ . . . . . ]

9.2. Office holders [ ] .

OR

9.3. Office holders shall hold office [ ] ,

9.4. [ 5 ] [ ]

9.5.

## 10. Management of the [Club / Association / Society / Group]

10.1. [ / / / ] .

10.2. [ 12 ] ,

10.3. :

[ ] , . . . . .

[ ] , . . . . .

[ ] , . . . . .

10.4. - .

10.5. ( ) ,

10.6. [ , ]  
[ 28 ]

10.7. ,

10.8. [ 75 ] %  
:

10.8.1 [ / /  
/ ];

10.8.2 [ / /  
/ ];

10.8.3 [ / / / ];

10.8.4 [ / / / ];

10.8.5 [\[other decisions the Members want to enter\]](#)

## 11. Quorum for Committee meetings

11.1. , [ ],  
[ ].

11.2. ,

## 12. Powers of Committee

- 12.1. [ / / / ] ;
- 12.2. - .
- 12.3. [ / / / ] ;
- 12.4. [ / / / ] ;
- 12.5. [ / / / ] ;
- 12.6. [ / / / ]

## 13. Annual General Meeting

- 13.1. [ / / / ]  
[ ]
- 13.1.1 - [ / / ]'s ;
- 13.1.2 ;
- 13.1.3 [ / / / ]
- 13.1.4 fixing the subscription charges for Membership, and
- 13.1.5 [ / / / ] .
- 13.2. 21

13.3.

13.4.

[ 30 ]

## 14. General Meetings

14.1.

28

[ / / ]

14.2.

[ 14 ]

14.3.

## 15. Quorum at meetings

15.1.

[ 20 ],

[ 20 ].

15.2.

[ 50 ] %

[ 30 ]

## 16. Voting at meetings

16.1.

16.2.

## 17. Finance

- 17.1. [ / / / ] [ 1st ] .
- 17.2. [ / / / ] [ / / / ] .
- 17.3. [ / / / ] .
- 17.4. [ / / / ] 's [ , ] .
- 17.5. [ / / / ] [ / / / ] .
- 17.6. [ / / / ] [ / / / ] .

## 18. Dissolution

- 18.1. [ / / / / ] [ 80 ] % .
- 18.2. [ / / / ] [ / / / ] .
- OR
- 18.3. [ / / / / ] [ / / / / ] .

## 19. Miscellaneous matters

19.1. [ /  
 / ] , -  
,

19.2. ,  
.

19.3. [ /  
 / ] - .

It shall be deemed to have been delivered:

;  
72 ;  
- : 24 . [  
- . , ]

19.4. ,  
.

Signed by [name]

Signed by [name]

Signed by [name]

Signed by [name]

## Schedule: Annual Subscription charges

[ ]

## Explanatory notes:

### Club rules and constitution

## General notes

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 of what it is. There may be registration requirements depending on your status as a taxpayer ,

## 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

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

### 2. Name of the [Club / Association / / ]

Here you just need to enter the name of your Club / Association / /

### **3. Main objects**

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 easily amend these rules and can add or remove an object. However, we suggest keeping the wording

You may also list prohibited items / activities.

### **4. Membership**

This rule provides you an opportunity to set down the basic membership structure, different levels of membership, prices and other basic

We have inserted an age qualification as an example. There

### **5. Application procedure**

We have provided an example framework. By

### **6. Subscriptions**

We have provided for annual renewal of membership

### **7. 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

### **8. Confidentiality**

It is for you to decide whether they think this provision is appropriate. This is where software, donors’ details, and designs creep

**9. Appointment and removal of Officers**

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

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 to decide what number shall be a quorum, but that

Consider very carefully the last option in the last sub-rule. If a meeting may be deferred, the possibility is opened up of a member intentionally avoiding attendance in order to prevent decisions he will not like. The club

**12. Powers of Committee**

Here we provide a

**13. Annual General Meeting**

We have no comments.

**14. General Meeting**

We suggest no change.

**15. Quorum at meetings**

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

**Signatures**

It is not strictly necessary to sign this document, but you

### **The Schedule**

It is not necessary to schedule your membership

**End of notes**