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 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Dated: [date]

Contents

- 1. Definitions
- 2. Name of [Club / Association / Society / Group]
- 3. Main objects
- 4. Membership
- 5. Application procedure
- 6. Subscriptions
- 7. Resignation, suspension and expulsion
- 8. Confidentiality
- 9. Appointment and removal of Officers
- 10. Management of the [Club / Association / Society / Group]
- 11. Quorum for Committee meetings
- 12. Powers of Committee
- 13. Annual General Meeting
- 14. General Meeting
- 15. Quorum at meetings
- 16. Voting at meetings
- 17. Finance
- 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 | These definitions apply unless the context ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ : | | | | | | |
|------------------------------|---|--|--|--|--|--|--|
| "Accounting Year" | means the year beginning on 1st [month], the date to which the accounts of the [Club / \blacksquare \blacksquare \blacksquare / \blacksquare \blacksquare \blacksquare . | | | | | | |
| "AGM" | means the Annual General • • • • • • • • • • • • • • • • • • • | | | | | | |
| "Committee" | means the committee or board consisting of Officers | | | | | | |
| | /]. | | | | | | |
| "Confidential Information" | means all information about ••• [••• / ••• •• | | | | | | |
| | | | | | | | |
| "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. | to strengthen the bonds between the [= = = / = = = / = = = / = = ; | | | | | | |
| 3.4. | to support and ■ ■ ■ | | | | | | |
| 3.5. | to apply any profits of the [Club / • • • • / • • • •] • • • • • • • • • | | | | | | |

2.

3.

3.6. [List other objectives]

| 4. | Mer | 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. | App | olication procedure | | | | | | | |
| | 5.1. | An application by a person • • • • • • • • • • • • • • • • • • • | | | | | | | |
| | 5.2. | The Committee shall \blacksquare | | | | | | | |
| | 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 | | | | | | | |
| | | | | | | | | | |

6.1. 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 |
| | - | lember 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 |
| | | |

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

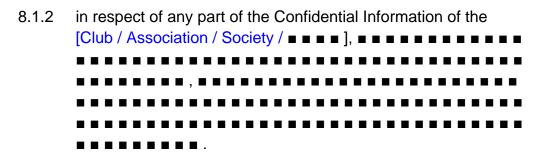
6.2.

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 |
|-------|------------------------------|

8.2.2 of information or knowledge which

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. | |
| | 9.4. | [5] |
| | 9.5. | |
| 10. | Man Gro | agement of the [Club / Association / Society / up] |
| | 10.1. | |
| | 10.2. | ••••••[12]••••, •••••••. |
| | 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

| | 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. ••••••/•••/•••/•••/•••/•

17.4.

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

18. Dissolution

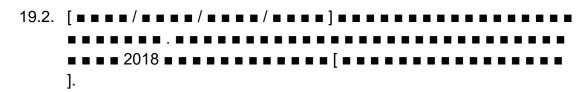
18.1.

OR

| 18.3. | | ■,■■ | | | | | |
|-------|------|------|---------|---------|-------------|----|--------------|
| | | | | | | | |
| | | | • ■ ■ [| .] | | | |
| | | | | / . | / = = = | _/ | = = 1 |

19. Miscellaneous matters

| 19.1. | | | | | | / |
|-------|---|---|-------|------|-----------|---|
| | $\blacksquare \blacksquare / \blacksquare \blacksquare$ | \blacksquare \blacksquare / \blacksquare \blacksquare |] | | ■,■■■ | |
| | | , | | | | |
| | | | | | | |
| | | | ■ ■ . | | | |





| 19.4. | | | | | | | ■ [■ | ■/■ | |
|-------|----|------|---|------|------|---|-------|-----|--|
| | /- | | | | | | _ | | |
| | | | - | | | | | | |
| | | | | | | | | | |
| | | | | | | 1 | • • . | | |

It shall be deemed to have been delivered:

| | ••••• | • • • • • • | • • • • • • • | ••••] | |
|---------------|---|-------------|---------------|-------|--|
| 19.5. | , • • • • • • • • • • • • • • • • • • • | | • • • • • • • | | |
| Signed by [na | ame] | | | | |
| Signed by [na | ame] | | | | |
| Signed by [na | ame] | | | | |
| Signed by [na | ame] | | | | |

| Schedule: | Annual | Subscr | iption o | harges | 5 | | |
|-----------|--------|--------|----------|-----------|------|------|------|
| [| | •••• | •••• | • • • • • | •••• | •••• | |

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 of what it is. There may be registration requirements depending on your status as a taxpayer, |
| 2. | What you need to do to comply with the |
| | The Act applies to all personal data you collect, use or store. The scope I I I I I I I I I I I I I I I I I I |
| | 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.co.uk/d/website-privacy-policy |
| | If your club does not have website then you may use this privacy policy stripped of references •••••••••••••••••••••••••••••••••••• |
| | 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 use |
| | if you allow members to post information to your website, you may not process, edit or |
| | You will find a full list at: |
| | https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/ |
| Para | agraph specific notes: |
| Draftir | ng 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 The state of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the state of the document, then return to check what definitions are needed and whether they really The state of |
| | 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 I I I I I I I I I I I I I I I I I I |
| 2. | Name of the [Club / Association / ■ ■ ■ ■ / ■ ■ ■] |
| | Here you just need to enter the name • • • • • • • • • • • • • • • • • • • |

| 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 |
| | |
| | |
| | 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 ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ |
| | |
| 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 \blacksquare \blacksquare \blacksquare |
| | |
| 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

| | I here 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. |

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 \blacksquare |
|---|
| |
| |
| ****** |
| The Schedule |
| It is not necessary to schedule your membership |
| |
| |

End of notes