DRAFT CONSTITUTION

of

INSERT NAME OF GROUP

1 NAME

The name of this body is “INSERT NAME OF GROUP”.

2 OBJECTIVES

The INSERT NAME OF GROUP’s objects are:

‘To work in partnership to realise the development of quality sport, recreation and community facilities which will meet the existing and future needs of residents within Culmore’.

3 MEMBERSHIP

Membership shall be open to individuals who formally accept the aims, objectives and principles of the INSERT NAME OF GROUP which includes:

- members of all bona fide community-based and voluntary organisations in the (define area) area; including, but not exclusively, local residents and community groups; youth projects and clubs; pre-school, educational and cultural organisations; environmental organisations; sporting organisations; special needs groups; local enterprise.

- representatives of local schools, political parties, government, statutory organisations, the private / business sector and other agencies whose activities impinge on the development of sport, recreation and community facilities in the area, who have responsibility for the area or whose remit would enable them to contribute to such developments;

All Committee members shall abide by the operating procedures of the INSERT NAME OF GROUP which are stated below;
a) no member shall use the name of the Committee for any purpose other than for the benefit of the Committee as laid down by the constitution and agreed at a management committee meeting;

b) any member who acts against the objectives of the Committee shall have their membership terminated by the committee. Such sanction shall be subject to a right of appeal before a single arbitrator whose decision shall be binding on both parties. The identity of the arbitrator shall be such as may be agreed unanimously by both parties.

The Committee shall be non-sectarian and non-party political in character and shall not discriminate on the grounds of gender, age, sexual orientation, disability, race or creed.

The Committee will elect a Board of XX Members.

Policy will be decided by the Members of the Committee.

The general management of the Committee shall be carried out by the Committee.

The Committee will consist of:

a) the honorary officers;

- Chairperson,
- Secretary,
- Treasurer,

and any such other officers as the Board may from time to time determine. The election of office bearers will be held at the first meeting of the Committee after the A.G.M. The successful candidate for each position will be the person who secures the most votes.

The honorary officers shall be elected by and from members of the Board.

The Board shall meet on a monthly basis. The Board is empowered to co-opt from among the membership in order to fill any vacancies which may occur on the Board.

The Board is empowered to appoint sub-committees from among the membership of the Committee to deal with particular issues. Each sub-committee will receive and adhere to its specific terms of reference and will remain accountable and answerable to the Board;
The Board may co-opt expertise onto committees from beyond the Committee boundaries, in the event that specific expertise is not represented.

4 ANNUAL GENERAL MEETING

An Annual General Meeting (AGM) will be held each year at such time (not more than 15 months after the preceding AGM) and at such venue as the Committee shall decide. The Annual General Meeting will transact the following business:

a) minutes of the previous AGM;
b) presentation of an Annual Report;
c) annual statement of Accounts;
d) election of the Board for the incoming year;
e) appointment of financial assessors;
f) any other business.

The quorum for an AGM will be 4 (Four).

5 EXTRAORDINARY GENERAL MEETING

The Chairperson and Secretary of the Committee may, at any time and at their discretion, and shall, within 14 days of receiving a written request to do so, call an Extraordinary General Meeting (EGM) of the Committee, of which not less than 7 clear days’ notice shall have been given, for the purpose of altering the Constitution, or of considering any matter which may be referred to it by the Board, or for any other purpose.

6 VOTING PROCEDURE

It is the objective of the Committee, the Board and Sub-Committees to arrive at decisions on the basis of consensus. In the event that consensus is not achieved all proposals arising at any meeting shall be decided by a simple majority of those present and entitled to vote. At all meetings of the Board and meetings of sub-committees, members shall have one vote. Votes may only be given in person. In case of an equality of votes the Chairperson shall have a second or casting vote.
7 CONFLICT OF INTEREST

Each member of the Board will be required to declare any conflict of interest in any matter to the Board or its Sub-Committees and will take no part in any proceedings relating to the subject matter of the declaration. Such declarations of interests will be recorded in the Minutes and entered in a Register of Interests provided for that purpose.

8 QUORUM

The quorum for meetings of the Board will be 4 members.

The quorum for meetings of Sub-Committees of the Club shall be 50% of the membership of the Sub-Committee.

9 NOTIFICATION

Notification for each meeting will be circulated by the Secretary to all Board members at least four days prior to the date of the meeting. An agenda for the meeting and minutes of the previous meeting shall be attached.

10 FINANCE

The Board is empowered to receive money in the form of subscriptions, grants and donations and to raise money by other lawful means. All money raised by or for the Board shall be used to further the objects of the Committee and for no other purpose.

A bank account shall be opened in the name of the Committee. The Board shall authorise the officers of the Committee to sign cheques on behalf of the Board. All cheques must be signed by two authorised signatories.

11 MINUTES

Minutes of all meetings will be kept by the Secretary and contain a record of attendance, business transacted, proceedings and resolutions of each meeting, copies of which will be circulated to all Board members in advance of meetings.

12 EXPENSES

Members of the Board will not be compensated on foot of their membership. Members may however, be eligible to claim reasonable expenses incurred on behalf of the Board and shall be reimbursed by the Board subject to approval at a Board meeting.
13 **APPOINTMENTS**

The Board may appoint staff or consultants from time to time for specific pieces of work. They shall be paid remuneration as agreed by the Board. Appointments shall be seen to be fair and equitable in terms of practice and purpose.

14 **INDEMNITY**

The Board shall indemnify and keep indemnified every member, volunteer and employee of the Committee from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising there from) made or brought against members, volunteers and employees, or in connection with its property and equipment.

15 **DISSOLUTION**

The Committee may be dissolved at any time by resolution by a two-thirds majority of those present and voting at a properly convened General Meeting. Such a resolution will also give instructions for the disposal of any assets and money held by the Board provided that it is given or transferred to a charitable group or groups with similar objects to those of the Committee. All debts and liabilities will be satisfied before disposing of any remaining assets.

16 **DISQUALIFICATION FOR NON-ATTENDANCE**

Any member who fails to attend 3 consecutive meetings of the Board without reasonable explanation approved by the Board shall be disqualified from membership for non-attendance. In such an event the nominating person or body of the disqualified Member shall be informed and requested to nominate a replacement Member.

17. **ALTERATIONS TO CONSTITUTION**

Alterations to the Constitution may only be made at Annual General Meetings provided that Notice of Motion to alter any rules has been given in the notice convening the meeting.

Notices of Motion to alter the Constitution must be signed and delivered to the Secretary at least thirty days before the date of the meeting.

No alterations shall be made to the Constitution of the Committee unless approved by two thirds of the members present and entitled to vote, provided that no amendment may be made which would cause the Committee to cease to be a charity at law.
Adopted on __________

Signed by: ..........................................

Signed by: ..........................................

Signed by: ..........................................