**SAMPLE CLUB CONSTITUTION**

All clubs must have a constitution for a number of reasons:

• It clearly states the conditions of the club should arguments arise.

• It lets non or potential members see the outline of the running of the club.

• When applying for funding, many organisations ask for a copy of a club constitution in order to see the aims and objectives of the club and also to show that the club is organised enough to deal with the funding in the connect way.

This document needn’t be long or complicated. Below is a sample of what could be draw up:

1. The club is "The ..................... Cycling/Racing/Touring Club".

2. The club will meet on …..... and ............ between the hours of .............

and …….. at ……….Hall (include address).

3. The aim of the club is .......... (to encourage and foster the sport of cycling and provide opportunities for all levels of cyclists).

4. The objectives (how you will achieve your aim) are: (samples)

a. To provide coaching for beginners to encourage more cyclists to take up the sport.

b. To enter competitions at all levels of the sport to provide for all standards to compete.

c. To run club evenings that allow for all levels of participation.

d. To run a juvenile section as part of the club to ensure that new cyclists will continually join the club.

e. To advertise the club and its activities so that people in the locality are aware of these.

5. Membership is open to anyone who wishes to participate.

6. Club membership may be restricted to a total of ..... The limitation is based on a number which will ensure members attending the club do not have too long a wait between games.

7. If the membership limit is reached, a waiting list shall be drawn up and offers of membership made in order as vacancies arise.

8. The clubs affairs will be governed by a committee of ..... consisting of a Chairperson, Treasurer, Secretary. PRO, and ..... others.

9. An Annual General Meeting (AGM) shall be held each year in the month of ...…

10. The agenda shall consist of the following items:

• Apologies

• Minutes of last AGM

• Matters Arising

• Report on past season by Chairperson

• Report on Accounts

• Proposed programme for next season

• Subscription fee for next season

• Election of officers for next season

• Any other business

11. All members shall be advised of the date, time and location of this meeting at least two weeks in advance. For a motion to be passed, there must be a majority of ...... in the vote.

12. Extraordinary General Meetings (EGM) may be called by the Committee and must be called within 14 days if a written request signed by one quarter of the club membership is received.

13. The treasurer shall keep correct and up to date accounts showing transactions and financial affairs of the club. A statement of accounts for the financial year shall be presented at the AGM.

14. Cheques that are made out on behalf of the club must be signed by two authorised signatories.

15 The Secretary shall be responsible for all club matters of a general administrative nature including notification of meetings and will be responsible for the keeping of continuous records that are to be passed on in the event of a change in the post.

16. Alterations to the committee can be made at the AGM and any EGM’s provided the proposals are notified in advance.

17. Alterations to the constitution require two thirds of club members be present and voting to be in favour.

18. The annual subscription shall be discussed and fixed at each AGM.

19. The committee shall have the power to make rules governing the conduct of the club. Such rules shall be binding on membership all members must be made aware of any changes. Any matter in relation to discipline or the breaking of the club rules will be dealt with by the club committee and any action as a result must be decided by a majority of …..

20. All complaints will be investigated and dealt with by the committee of the club.

21. Anyone representing the club in competition must be a member of the club or else invited as a guest if the club cannot field a squad for a particular event.

22. The club and all its members will follow the rules of Cycling Ireland.

23. The club is agreed to all the principles set out in the "[Code of Conduct](http://www.cyclingireland.ie/downloads/ci%20code%20of%20conduct.pdf)"

This is a sample constitution and is available on our website at [www.cyclingireland.ie](http://www.cyclingireland.ie) for all clubs who wish to download it to make minor changes.