

AFL EUROPE



CLUB CONSTITUTION TEMPLATE

The following page is a template constitution that can be used and adapted by new clubs. It is suggested that the constitution is edited to apply to the club in question and then is taken to the Inaugural Annual General Meeting (AGM) where it is reviewed and edited. It should then be reviewed and updated at least yearly.

Big thank-you to the West Lothian Eagles who supplied their constitution to be used as a template.

<CLUB NAME> CONSTITUTION

Last reviewd and updated: xx/xx/xxxx

< Inset Logo here>

1. Constitution Club name and affiliation

The club will be called <insert club name> and will be affiliated to <insert governing body>.

2. Aims and Objectives

The aims and objectives of the club will be to:

- a) EXAMPLE: Play and promote Australian Rules Football
- b) EXAMPLE: Offer Australian Rules Football coaching and competition opportunities to all members
- c) EXAMPLE: Provide duty of care and protection to all club members
- d) EXAMPLE: Make sure all club members are treated equitably.
- e) EXAMPLE: To encourage the development players in Scotland including women and youth players, and especially the development of players for the national team.

3. Powers

In pursuance of the objects set out in clause 2 the clubs's committee shall have the following powers:-

- a) EXAMPLE: To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the Club's activities.
- b) EXAMPLE: To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the Club.
- c) EXAMPLE: To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the Club.
- d) EXAMPLE: To employ such staff as are considered appropriate for the proper conduct of the Club's activities, and to make reasonable provision for the payment of reasonable validated expenses to be ratified by Club treasurer.
- e) EXAMPLE: To engage such consultants and advisers as are considered appropriate from time to time.
- f) EXAMPLE: To effect insurance of all kinds (which may include liability insurance).

g) EXAMPLE: To invest any funds which are not immediately required for the Club's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).

h) EXAMPLE: To take such steps as may be deemed appropriate for the purpose of raising funds for the Club's activities.

i) EXAMPLE: To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).

4. Finance and Accounts

a) EXAMPLE: All club monies will be banked in an account held in the name of the club.

b) EXAMPLE: The accounts will be kept by the Treasurer, and audited annually.

c) EXAMPLE: The financial year of the club will end on 31st January every year.

d) EXAMPLE: Any cheques drawn against club funds will be signed by at least two authorised signatories.

e) EXAMPLE: Should <insert club name> no longer be viable and the accounts need to be wound up then any residual funds, after all creditors have been satisfied, the funds shall be divided up between existing members

5. Running of the Club

EXAMPLE COMMITTEE POSITIONS

5a. The club will be run by a committee consisting of:

- President
- Treasurer
- Secretary

There shall be a sub-committee of -

- Coaching staff
- Captain and Vice Captain
- League Reps
- Team Manager

5b. Quorum will be when <insert here>

6. Membership

EXAMPLE

a) All persons shall be eligible for membership, and shall agree to abide by the Clubs Bylaws, and those of the <insert governing body>

b) The membership shall be divided into the following categories:

i) Full Member: Is sixteen (16) years old or older, has full privileges and voting rights.

ii) Junior Member: Is younger than sixteen (16) years old, has full privileges and voting rights.

iii) Associate Member: A Non-Playing, who is interested in the activities of the Club, has no voting rights and receives electronic notifications from the Club.

v) Any new or present member may be subject to a general background check <Insert country specific>; this is to help maintain Club integrity and safety of the Members. All information obtained is strictly confidential. The Committee reserves the right to deny membership or expel a member based upon the findings.

All members will be subject to the constitution and codes of conduct adopted by the club. Fees will be set and reviewed annually by the committee and approved at the AGM.

6a. Resignation, termination, disciplinary action, expulsion and reinstatement of membership.

EXAMPLE

a) Any member in good standing may resign his/her membership by giving written notice to the Club.

b) Any member who is expelled from membership may be reinstated to membership only by two-thirds (2/3) majority vote of the committee.

c) The committee shall have the discretionary authority to provide for and impose disciplinary action for such acts or omissions, which do not justify expulsion from membership.

7. Special Funds

EXAMPLE

a) The Treasurer of the Club is authorized to receive contributions or specially obtained funds from any individual or institution, to be applied to the operating expenses of the Club.

b) All donations will become the property of the Club, Inc. A donation is defined as money, materials (such as building supplies), tools, equipment and time spent by any member or non-member working for the Clubs benefit once the club is set up as a legal entity. DONATIONS MAY NOT BE USED IN LIEU OF MEMBERSHIP DUES OR ASSESSMENTS.

8. Duration

EXAMPLE

a) The duration of this Club shall be perpetual.

9. Dissolution

- a) The Club may be dissolved with the approval of a two-thirds (2/3) majority vote of the total membership.
- b) Upon the dissolution of the Club, the committee shall, after paying or making provision for the payment of all of the liabilities of the Club, dispose of all the assets of the Club exclusively for the purposes of the Club. Any of such assets not so disposed of shall be disposed of by AFL.

10. Logo

- a) The Logo Shall be:



11. Club Name

EXAMPLE

a) Amendments to change the name or location of this club maybe invoked at any duly called and noticed business meeting of this club at which a quorum is present, by the affirmative vote of at least two-thirds of the active individual members present and voting. Any such amendment must be proposed in writing by an active individual member at the meeting immediately preceding that at which the amendment is to be voted on.

12. Annual General Meeting (AGM)

The Annual General Meeting will be held in <Insert Month>. At least 28 days' notice will be given to members. The Agenda will include:

EXAMPLE AGENDA ITEMS

- a report from the committee*
- Treasurer's report and the year's Accounts*
- Election of any vacant committee position's. All members have the right to vote at the AGM.*

Members have the right to call for an Extraordinary General Meeting (EGM). It shall be held at the request of at least 75% of members. Notice for an EGM will be the same as for an AGM.

13. Constitution Changes

EXAMPLE

This Constitution can be changed only by majority vote at an AGM or EGM.

BYELAWS AND OTHER REGULATIONS

EXAMPLE ITEMS WHERE APPLICABLE

14. League and Friendly Matches

Members taking part in league and friendly matches shall pay a match fee for home and away matches at an amount as shall be agreed from time to time by the Management Committee.

15. Membership of the Leagues

The President and Secretary shall be the Club's official representatives at general meetings of Leagues and shall have the power to vote on all matters affecting the Club's interest. If unable to attend or act in these capacities the Management Committee shall have the power to appoint another member of the committee to officially represent the Club at such meetings.

16. Club Entries in Leagues

The Management Committee shall make a decision as soon as possible following the Annual General Meeting as to the type and number of entries to be submitted for entry into any league for the following season.

17. Match Selection (Friendly and League)

Initially, all members of the Management Committee shall be responsible for selecting and where appropriate nominating teams, whose decision must be regarded as final in respect of the first matches played. Thereafter, the Captain also to be nominated by the Management Committee, may make permanent changes to their team.

20. Grievance procedure

a) Purpose: The Grievance procedure provides a mechanism to enforce existing rules by providing a progressive disciplinary system when needed. Although most complaints can be resolved informally, if a complaint is serious or cannot be resolved informally, the matter should be referred to the Committee for its consideration by means of a Grievance Form to be filled out and turned into the Committee Chairman. At least one (1) witness is required to sign the Grievance Form.