

Template Constitution

This document is only a guide to writing a club/society constitution; it should be adapted and added to reflect the individual clubs / societies. Clubs / societies that wish to compose their own document should ensure that each of the headings below are addressed.

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1. Name

The full title of the Club/Society will be:

The (FXU).....Club/Society. Referred to as 'the club / society' and shall be affiliated to FXU and the (*County/Regional/National*) Governing Body.

2. Aims and Objectives

e.g. The club aims to offer its members the opportunity to..... (*for example: competitive football as well as to offer training and social opportunities*)

3. Membership

State eligibility criteria, membership fee and date of when payment is due.

- 3.1 The club shall be affiliated to FXU (Falmouth and Exeter Students' Union), by way of the £10/£2/£1 membership fees.
- 3.2 Membership is open to all current University College Falmouth and University of Exeter Cornwall Campus students.
- 3.3 Individuals who are not members of FXU may only participate in the club/society activities through associate membership (*FXU is only able to subsidise the activities of its students so there should be two classes of membership; students and non students.*).
- 3.4 The £10 membership shall be payable (e.g. during the second training session of the new academic year).

Members are required to pay membership fees by the date set by FXU, failure to do this will mean that no further money will be released to the club /society.

4. Subscription and Finance

State the main financial responsibility of the members as well as the means of administration. A separate budget proposal giving detailed information about the expected income and expenditure should be submitted to the FXU by 27/7/07.

- 4.1 A membership fee is required from all club/society members. The club will set this fee and will be responsible for collecting it in and handing it into FXU.
- 4.2 In addition to the £10 membership fee all members shall pay a (e.g. £2) weekly training fee.

- 4.3 All club/society finances will be processed through FXU. Any proposed club expenditure will be submitted to the Sport & Recreation Coordinator for authorisation.
- 4.4 The instructors/coach will be paid..... (amount) by FXU on a *monthly/termly* basis.
- 4.5 Members shall not pay individual drivers of the mini bus as our insurance states that we can not provide transport for hire or reward. Approved drivers (on the FXU driver list who have completed the familiarisation process) shall drive voluntarily and not receive payment.

5. Fundraising

State details of intended fundraising or means of additional income.

- 5.1 The Social or Fundraising Secretary shall be responsible for all fundraising activities.
- 5.2 The committee will decide how any funds raised through organised events shall be used although all suggestions from the club shall be considered.
- 5.3 The club will seek sponsorship to contribute to the club running costs/new equipment/team kit.

6. Club / society committee members

The committee of the club shall be as follows

Chair/captain -
Secretary -
Treasurer -

7. Voting/election of committee

- 7.1 Voting will take place for the elections of committee members and on any other issue deemed of importance.
- 7.2 Annual elections for the club committee will take place during the club/societies AGM which will take place.....(*during the summer term*).
- 7.3 Elections will be decided by..... (*Secret Ballot*).
- 7.4 All student members are eligible to stand for elections.
- 7.5 Only current members are entitled to vote
- 7.6 All Officers are elected for a period of one academic year, but may be re-elected to the same office or another office for subsequent years.

8. Meetings

State how often official society meetings will take place and outline the purpose of the meetings.

8.1 The committee will meet (*week/ bimonthly/ termly*) at a time and place agreed by the committee members (called by the Chair). The purpose of these meetings is to:

- Receive reports of matters arising since the last meeting
- Ensure the general smooth running of the club.
- The committee has the power to fill vacancies and co-opt other members.

8.2 Annual General Meeting

State provision and procedures for the clubs AGM

The committee shall agree the date of this meeting at the earliest convenience at the beginning of each academic year. The purpose of the meeting is to:

- Elect the new committee for the following year
- To receive the annual report from the Chair which has been compiled by the out going

- committee
- Present a financial report

9. Resignation

Detail what the club intends to do should a committee member resign their post.

9.1 Any member wishing to resign their position must give written notice to the committee, so that an alternative member can be elected to take on the position.

10. Changes to the Club Constitution

10.1 Changes can be implemented if approved by a (*two thirds*) majority vote obtained at an annual or a general meeting of the club and consent from the Sport & Recreation Co-ordinator where appropriate.

11. Club Complaints Procedure

11.1 This procedure allows members to raise complaints about any issues relating to the club/society this may include

- The safety of activities.
- Poor standards of instruction or leadership.
- The standard of equipment used for the activities.
- Disregard to the FXU Equal Opportunities policy.

11.2 Complaints should first be addressed to the Club President/Chair. If this does not prove satisfactory, a complaint should be made to the FXU Sport & Recreation Coordinator (this may then be requested in writing).

12. Discipline Procedures

Details the clubs proposed procedures in cases where club rules and code of conduct are broken.

12.1 There shall be a disciplinary panel, which will comprise of the committee, coach/instructor and the FXU Sport & Recreation Co-ordinator if the club/society so wishes. The panel shall meet to consider the breach of discipline (according to the club rules and code of conduct) and recommend an appropriate course of action.

12.2 The FXU Sport & Recreation Co-ordinator shall be consulted regarding any disciplinary action.

13. Declaration

TheClub/Society, its officers and activities shall be run in accordance with this constitution and the FXU Sport and Recreation Equal Opportunities Policy.

Name: _____ Club Position: _____ Signed: _____

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Name: _____ Club Position: _____ Signed: _____