

# Constitution

Below you will find a basic Constitution that you can customize and adopt for your Softball Association.

## \_\_\_\_\_ Constitution

### 1) NAME

The name of the Association shall be the \_\_\_\_\_, hereafter referred to as the Association.

### 2) OBJECTS

The objects of the Association shall be:

- to improve the area known as \_\_\_\_\_ for the benefit of the inhabitants of the area;
- to encourage the goodwill and involvement of the wider community;
- to foster community spirit and encourage civic pride.

### 3) POWERS

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- (i) Promote the health and wellbeing of the residents of the area and to work together as residents irrespective of age, sex, ethnicity, ability, religion or political view.
- (ii) Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar Associations and organizations.
- (iii) Invite and receive contributions and raise funds where appropriate, to finance the work of the Association, and to open a bank account to manage such funds.
- (iv) Publicize and promote the work of the Association and organize meetings, training courses, events or seminars etc.
- (v) Work with Associations of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organizations.
- (vi) Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- (vii) Take any form of action that is lawful, which is necessary to achieve the objects of the Association.

### 4) MEMBERSHIP

- (i) Membership shall be open to anyone who has an interest in assisting the Association to achieve its aim and is willing to adhere to the rules of the Association.
- (ii) Where it is considered membership would be detrimental to the aims and activities of the Association, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.
- (iii) Any member of the association may resign his/her membership by providing the Secretary with written notice.

## **5) MANAGEMENT COMMITTEE**

- (i) The Association shall be administered by a management committee of no less than three (3) people and no more than fifteen (15), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Association's AGM.

## **6) OFFICERS**

- (i) The Association shall have a committee consisting of:

The Chairperson

The Treasurer

The Secretary

and any additional officers the Association deems necessary at the meeting required to carry out the required activities.

## **7) MEETINGS**

- (i) The committee shall meet at least three times a year. Meetings shall enable the Association to discuss actions and monitor progress to date, and to consider future developments.
- (ii) All members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- (iii) Two-thirds of committee members must be present in order for a meeting to take place.
- (iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- (v) The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.
- (vi) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

## **8) FINANCE**

- (i) Any money acquired by the Association, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Association. All funds must be applied to the objects of the Association and for no other purpose.
- (ii) Bank accounts shall be opened in the name of the Association. Any deeds, cheques etc relating to the Association's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary.
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilized effectively and that the Association stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Association. An annual financial report shall be presented at the AGM. The Association's accounting year shall run from 01 April to 31 March.

## **9) ALTERATION OF THE CONSTITUTION**

- (i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.

- (ii) Amendments to this constitution or dissolution of the Association must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

**10) DISSOLUTION**

- (i) The Association may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar Associations at the discretion of the Management Committee.

This constitution was adopted at an AGM held at \_\_\_\_\_ on \_\_\_\_\_ by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member