**Your Constitution Guide**

A club constitution is a simple document that outlines the club’s functions and the rules under which it will operate. Your constitution sets out the fundamental principles of your club. A good constitution will:

* Explain to members (and non-members) what your club is about.
* Help protect club members and officers.
* Clarify how club procedures should work.
* Clarify and help sort out internal problems.
* Underpin funding applications - most funding bodies will not consider applications from groups without a constitution.
* Enable your club to become incorporated

This guide has outlined the sections within our constitution guide.

1. **Name**

The name of the club and any abbreviations or acronyms it shall be known by should be clearly stated. Your club is also required to be affiliated to British Fencing.

1. **Aims and Objectives**

The aims and objectives should clearly outline why the club exists and the what it is setting out to achieve.

1. **Membership**

Here you will outline the membership categories available at your club. Insert a brief description, associated costs and requirements for each. These will depend on the type of club you are.

1. **Sports Equity**

What does Sport Equity mean to you club? This provides an opportunity for the club to put into writing its stance on sport equity. Your constitution should be open and non-discriminatory which is reflected in its equity policy.

1. **Committee**

Each clubs committee will be slightly different, be of varying sizes but formed to make decisions in the best interest of the club. This section should clearly state the purpose of the committee, its members and how they are elected.

1. **Officers of the Club**

This section allows the club to state what officers you have the club and their responsibilities.

1. **Finance**

Handling the club’s finances in an efficient and safe manner is imperative to every club to ensure that It protects the individual committee members responsible for handling money. This section explains how the club will achieve the safe handling of its finances.

1. **Annual General Meetings**

Outline the club’s protocols and procedures for its AGMs and EGMs.

1. **Discipline and Appeals**

Outline the club’s disciplinary procedure in this section.

1. **Dissolution**

Procedures covering the dissolution of the club must be settled. In the event of funds remaining after debts have been settled club members may wish to specify that such funds should be given to some associated organisation e.g. the governing body of the sport concerned. The wording must be considered to comply with funding conditions.

1. **Amendments to the Constitution**

If the constitution needs to be amended at any point, outline how the club will make those changes with the support of its members.

1. **Declaration**

The club have reviewed and adapted its constitution and are now in the position to declare it.