

Constitutions of SCA Affiliated Clubs

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1.0 Introduction

It is a condition of affiliation to the SCA, that the affiliating club is governed in accordance with the general principles of the SCA. In order to demonstrate such a commitment, the Club will be governed according to a constitution, approved by the club membership.

It is a requirement of affiliation that the club constitution meets certain minimum standards which are outlined in section 2.0 and summarised as a check sheet in appendix 1. A copy of the club constitution should be presented for approval with the application for affiliation on an annual basis.

2.0 Minimum Requirements of a Club Constitution

A constitution sets out the purpose and rules of a club. It is the basic document which helps to ensure smooth and proper running of club affairs. The following specifies the minimum requirements in order to meet the affiliation requirements

2.1 Name

The club name should be specified and it should be stated that it is affiliated to the SCA.

2.2 Aims and Objectives

Aims and objectives of the club should be stated, these must be aligned with and not contrary to those of the SCA. There should be a commitment to manage the club in a fair and equitable manner and to adopt the policies of the SCA, particularly on child protection, discrimination and equality.

2.3 Membership

The membership application process should be defined. The process should be managed by the executive committee and should not be discriminatory. The process should include the acceptance of the constitution and bye-laws of the club. The membership structure should be defined and should consist of office bearers and members of various classes. The fee structure and the method of setting fees should be defined and where practicable should be fixed at the club annual general meeting.

2.4 Management

The management structure and supporting processes should be defined. The management structure should consist of an executive committee or equivalent. As a minimum the executive committee should consist of office bearers for which their roles are clearly defined within the constitution. The executive committee must be elected democratically and election process clearly defined.

It should be documented that the business of the club should be expressly delegated to the executive committee and there should be a statement confirming commitment to do so in a manner in accordance with SCA policies.

The club disciplinary procedure should be defined. It may be recorded in a separate document but in all cases must be fair and independent. A right of appeal must be defined, which is independent from the first decision making process. Where practicable the election of the executive committee should take place at the club annual general meeting.

2.5 General Meetings

General meetings and an annual general meeting shall take place. The arrangements associated with the annual general meeting should be specified and should include the notice period, the meeting quorate (normally 20 %) and the voting procedure. The voting procedure is usually those eligible to vote with the chairperson having the casting vote.

As a minimum the structure of the annual general meeting should be documented to include the following;

- Approves minutes of previous AGM
- Receives office bearer reports
- Receives and approves accounts and receives a report from those responsible for certifying the accounts (should be defined)
- Appoints someone responsible for that certification
- Fixes subscriptions
- Considers constitutional changes and bye laws
- Conducts any other relevant business

There should be provision within the constitution for general meetings and the process for calling should be defined, which will normally be by the executive or at least 10% of the membership. As with all meetings, fair notice must be given to all voting members. The notice period should be defined.

2.6 Finance and Accounts

Financial arrangements should be clearly defined. This would include a definition of the financial year, banking arrangements, details of the person responsible for preparing the accounts as well as cheque and spending responsibilities. There should also be a statement regarding the joint and several liabilities of club members.

2.7 Dissolution

The procedure for dissolution of the club should be defined. This should include arrangements for the assets of the club at the time of dissolution.

2.8 Authentication

The constitution should be authenticated. As a minimum the documented should be signed, dated by two office bearers.

Appendix 1 **Minimum Requirements of a Club Constitution – A check sheet**

<u>The club name should be specified</u>	<input type="checkbox"/>
<u>Aims and objectives of the club should be stated</u>	<input type="checkbox"/>
Aims align with those of the SCA	<input type="checkbox"/>
Commitment to adopt policies of the SCA	<input type="checkbox"/>
<u>The membership application process should be defined</u>	<input type="checkbox"/>
Process managed by the executive committee	<input type="checkbox"/>
Acceptance of club constitution and bye-laws	<input type="checkbox"/>
Membership structure defined	<input type="checkbox"/>
Fee structure and method of setting fees defined	<input type="checkbox"/>
<u>The management structure and supporting processes should be defined.</u>	<input type="checkbox"/>
Roles and responsibilities of executive committee defined	<input type="checkbox"/>
Process for electing executive committee defined	<input type="checkbox"/>
Statement of delegated authority of executive committee	<input type="checkbox"/>
Details of disciplinary procedure	<input type="checkbox"/>
<u>General meetings and an annual general meeting shall take place</u>	<input type="checkbox"/>
For annual general meetings;	
Meeting quorate specified	<input type="checkbox"/>
Notice period specified	<input type="checkbox"/>
Voting procedure defined	<input type="checkbox"/>
AGM meeting structure satisfied	<input type="checkbox"/>
Provisions for extraordinary general meetings	<input type="checkbox"/>
Notice period for general meetings	<input type="checkbox"/>
<u>Financial arrangements should be clearly defined</u>	<input type="checkbox"/>
Definition of the financial year	<input type="checkbox"/>
Preparation of accounts	<input type="checkbox"/>
Cheque and spending responsibilities	<input type="checkbox"/>
Liabilities statement	<input type="checkbox"/>
<u>The procedure for dissolution of the club should be defined</u>	<input type="checkbox"/>
<u>The constitution is authenticated</u>	<input type="checkbox"/>