



# Insert Club Name or Logo here

## CLUB CONSTITUTION

Each club should carefully consider the most appropriate constitution for its particular circumstances. Each club's constitution should be tailored to its specific needs. An example of a basic constitution can be found below

### NAME

The club will be called (NAME OF THE CLUB) Hereinafter will be referred to as The Club.

The club will be called (NAME OF CLUB) and will be affiliated to Pickleball Ireland

### AIMS AND OBJECTIVES

- The aims and objectives of the club will be:

To offer coaching and competitive opportunities in Pickleball

- To promote the club within the local community and Pickleball in general.
- To ensure a duty of care to all members of the club.
- To manage the (NAME OF CLUB)
- To provide all its services in a way that is fair to everyone.

### MEMBERSHIP

Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in Pickleball regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

To ensure all present and future members receive fair and equal treatment. Membership should consist of officers and members of the club. All members will



be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Individuals shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has not been paid by the due date and/or membership has been agreed by the Club committee.

The membership for the club shall consist of the following categories:

- Full member
- Junior member [AMEND TO SUIT YOUR CLUB] (note Pickleball Ireland is not in currently in a position to have junior members May 2024)
- Student member [AMEND TO SUIT YOUR CLUB]
- Life member [AMEND TO SUIT YOUR CLUB]

#### MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Memberships Fees will be paid annually, with a weekly/monthly/ session fee of [INSERT AMOUNT]

#### OFFICERS OF THE CLUB

The affairs of the Club shall be conducted by a Committee which shall consist of the;

- Chair
- Secretary
- Treasurer
- [PLUS, ORDINARY MEMBERS AND ANY OTHER POSITIONS YOUR CLUB WISHES TO INCLUDE]
- Officers will be elected annually at the Annual General Meeting.
- All committee members must be members of the Club.
- If required, the committee shall elect a Vice Chair shall from among its number.
- The term of office shall be for one year, and members shall be eligible for re-election.
- If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.



## COMMITTEE

The club will be managed through the Management Committee consisting of the above positions

- The Management Committee meetings will be convened by the Secretary of the club and held no less than [NUMBER OF MEETINGS] times per year.
- The Management Committee will be responsible via consultation with Pickleball Ireland for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- Only the posts listed above will have the right to vote at committee meetings.
- The quorum required for business to be agreed at Management Committee meetings will be [NUMBER ACCORDING TO NUMBER OF OFFICERS IN POST, 40% AS A GUIDE]

## FINANCE

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will run from [DATE] and end on [DATE]
- An statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.
- All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

The Club shall hold the Annual General Meeting (AGM) in the month of [MONTH] to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Elect the officers on the committee.



- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than [21] clear days' notice to be given to all members in writing, email or publication on the club's website.

- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
- Elections of officers are to take place at the AGM.
- All club members have the right to vote at the AGM.
- The quorum for AGMs will be 25% of membership.
- The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- Members representing [30% guide] of the overall registered membership may requisition the Management Committee to convene a general meeting of members.

## DISCIPLINE AND APPEALS

- All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Designated Liaison Person (DLP) or Club Childrens Officer (CCO) is the lead contact for all members in the event of any child protection concerns.
- All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- The Management Committee will meet to hear complaints. The committee has the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made.
- There will be the right of appeal to the Management Committee following disciplinary action being announced.

## DISSOLUTION



A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Pickleball Ireland or another club with similar objectives to those of the club.

#### AMENDMENTS TO THE CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

#### DECLARATION

[NAME OF CLUB] hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Position: Club Chair

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Position: Club Secretary