## Draft Club Constitution

### Preface

#### In this constitution the following terms shall be understood to have the following meanings:

##### ‘[Club acronym]’ refers to [the Hild Bede SRC affiliated \_ club]

##### ‘[Club] member’ or ‘member’ refers to any subscription-paying member of [club]

##### ‘Exec’ refers to the [club] executive committee, as elected at the AGM by [club] members

##### ‘SRC constitution’ refers to the standing orders of Hild Bede SRC, as made available on the SRC website

#### [Club] is affiliated to Hild Bede SRC. Agreement is accordingly made to comply with all SRC and college regulations, in particular the club and society regulations in article 3, and the finance guidelines in article 5 of the SRC constitution.

#### When there is a conflict between this document and the SRC constitution, the SRC constitution shall take precedence.

### Membership

#### [Club] exists to allow members to take part in [activity] at a college level. Membership is open to all full SRC members (as defined in the SRC constitution), but the exec reserves the right to extend membership to those outside the college.

#### All members are subject to this constitution, and to the constitution of the SRC.

#### In order for a person to become a full member of [club], they must pay a subscription fee of [amount] annually. This fee is collected [once a year/term/whatever]. This fee applies at the same level to all members.

#### All members, providing they will be a member during their term of office, are eligible to be elected to the exec. This takes place at the AGM, to which all members must be invited.

### Finances

#### [club] finances are held as part of the SRC account. All [club] income and expenditure must go through this account.

#### Revenues are composed of:

##### Subscription fees

##### Sponsorship

##### Ticket sales

##### [whatever else]

#### The above list may not be exhaustive; all [club] revenues must be paid (directly or indirectly) into the SRC account.

#### Expenditures are composed of

##### [pitch hire]

##### [equipment purchase/maintenance]

##### [referee fees]

##### [whatever else]

#### The above list consists of all [club] expenditure that the SRC treasurer will approve as a matter of routine. Expenditure additional to this list is subject to the approval of the SRC treasurer. One-off expenses are eligible for applications to grants committee.

#### Stash does not need to be paid through the SRC account.

#### [club] shall maintain a balanced budget. If this does not seem achievable, the [captain/president] and treasurer shall contact the SRC treasurer in order to discuss mitigating measures. The treasurer can be contacted at [###treasurer@hildbede-src.com###](mailto:%2523%2523%2523treasurer@hildbede-src.com%2523%2523%2523).

### Executive committee

#### The [Club captain/president] will:

##### Be responsible for the overall operations and direction of [club].

##### Represent [club] to all extra-club bodies (SRC, college, university, etc).

##### Attend captains’ meetings with the SRC Clubs and Societies Officer.

##### Attend all SRC meetings and report relevant information to the rest of the exec.

##### [specific duties]

#### The Treasurer will:

##### Be responsible for the finances of [club].

##### Be responsible for the collection of subscription fees and their payment into the SRC account, the drawing up of a budget for the year, and the submission of all expenses claims.

##### Be responsible for the organisation and submission of any application to grants committee.

##### [club-specific payment duties]

#### [Other exec members]

##### [their duties]

### AGM

#### The AGM will occur [at a particular time of year]

#### The AGM will be open to all members, and a reasonable effort will be made to notify every member of its specific date.

#### Election of the exec will take place at the AGM. Having been elected, officers of the exec will serve from [a particular time of year] to [a particular time of year].

##### Elections will take place as follows:

###### [However your club runs them: is there a particular order to the husts, what kind of voting process do you use, etc]

#### At the AGM, ratification of this constitution shall take place. All modifications to this constitution must be ratified by [club]’s membership before being presented to the SRC clubs and societies officer.

### Extraordinary General Meetings

#### These can be called by the [captain/president, and any other relevant exec members] for the following reasons:

##### An exec member has resigned their position

##### A concern has arisen which requires a decision from all members

##### [other club-specific reasons]

#### All members must be invited to the meeting, with reasonable notice.

#### Members must be made aware of the reasons for calling the meeting.

#### Elections as described in 5.3.1. can take place at such a meeting.

#### All officers elected at an EGM will serve until the date specified as the end of an exec members term, after the AGM. This will be less than the usual term of an exec member.