

SAMPLE CLUB CONSTITUTION
(Format as approved by ONSW)

This sample Club Constitution is to be used for clubs seeking affiliation with ONSW. For clubs seeking incorporation reference should be made to NSW Fair Trading (www.fairtrading.nsw.gov.au) for their constitution requirements.

1 Name: The name of the Club shall be

2 Objects: The objects of the Club shall be to promote enjoyment of the sport of orienteering particularly

3 Affiliation: The Club shall affiliate with Orienteering NSW Inc.(ONSW) and shall abide by the Constitution and Rules of that body.

4 Memberships: Membership of the Club shall be open to any persons upon payment of the required registration fees to ONSW. Membership shall lapse if fees are not paid within 90 days of the due date.

5 Officers: The Officers of the Club, to be elected at the Annual General Meeting (AGM) of the Club shall be President, Secretary and Treasurer. Additional Officers may be elected for specific purposes as determined by the AGM.

6 Management: The affairs of the Club shall be managed through regular meetings of the Club Committee which shall consist of the Officers of the Club as elected at the AGM. The Committee shall meet at least twice in each year and a quorum shall consist of half of the total number of persons entitled to be present.

Between Committee meetings the affairs of the Club shall be managed by the Executive (President, Secretary and Treasurer) but any actions of the Executive shall be confirmed by the next Committee Meeting.

7 Annual General Meeting: The AGM of the Club shall be held in February or March of each year. Fourteen days notice in writing shall be given of the meeting to all financial members of the Club. All financial members of the Club shall be entitled to vote at the AGM.

A quorum for the AGM shall be five. If a quorum is not present, the meeting shall be reconvened at the same place and time one week later. There shall be no required quorum at this subsequent meeting.

8 Financial: The financial year of the Club shall commence on 1 January end on 31 December of each year. The Treasurer shall submit a full report on the financial situation of the club at the AGM each year.

9 Amendment: This Constitution shall not be amended except by a two-thirds majority at an AGM of the club where fourteen days notice in writing of any proposed amendments has been given to all financial members.

10 Dissolution: The Club shall be dissolved if:

a) two successive years pass without an AGM being conducted, or

b) a motion to dissolve the Club is passed by a two-thirds majority at an AGM of the Club

where fourteen days notice in writing of the proposed dissolution has been given to all financial members.

In the event of dissolution, the assets of the Club shall be transferred to ONSW, to be held by that body until such time as the Club may be reconstituted or another club constituted in the same area.

Reason for issue: General update

Adopted
November 2013

NOTES TO CONSTITUTION

- 1 Name: The name is, of course, up to the members to decide.
- 2 Objects: The area of operation of the Club should be added.
- 3 Affiliation: This clause is a requirement for affiliation with NSW.
- 4 Membership: There may be restrictions placed on membership if desired by the Club. Such restrictions must not be contrary to anti-discrimination laws.
- 5 Officers: Other Officers may be specified in this section.
- 6 Management: The system outlined in the sample would be considered as a minimum requirement. A more detailed system may be specified.
- 7 Annual General Meeting: The quorum required may be specified differently. Other requirements should be as shown.
- 8 Financial: This clause is a requirement for affiliation with NSW.
- 9 Amendment: This clause is a requirement for affiliation with NSW.
- 10 Dissolution: This clause is a requirement for affiliation with NSW.