**CLUB CONSTITUTION**

The purpose of a Constitution is to provide the means whereby the club can be operated, controlled and managed in an efficient and business-like way. The Club Constitution must also comply with the provisions of the PPUI Constitution & Rules as amended from time to time. A club’s constitution should be drafted to clearly identify legitimate interests which exist for that club and should be clearly formulated so it is capable of proper and effective interpretation and enforcement. A constitution which cannot be understood or applied or enforced is worthless.

All clubs should have a constitution for several reasons:

* It clearly states the conditions of the club should arguments arise
* It lets new or potential members see the outline of the running of the club
* When applying for funding, many organisations ask for a copy of a club constitution in order to see the aims and objectives of the club and to show that the club is organised enough to deal with the funding in the correct way
* The efficient operation of the various activities promoted within the Club, e.g. through Sub-Committees.

The Club Committee is the overall management body of the club between AGM’s and must retain control over the activities of all other sections of the Club, including the disposal of any funds in the hands of such sections. Important functions of the Committee include:

* deciding on all applications for membership
* deciding on areas to be controlled by sub-committees, defining their duties and coordinating their activities
* preparing bye-laws if necessary for the proper control and management of the club
* administering the business affairs of the Club and property under its control
* dealing with matters of discipline within the Club
* making arrangements for the adequate insurance of the property including public liability

Below is a sample of a constitution, but the PPUI advises that if you are drawing up or amending your present constitution **the club should seek their own independent legal advice in relation to this matter.**

SAMPLE CLUB CONSTITUTION

1. **Name and Premises**
   1. The club name shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pitch & Putt Club (hereafter referred to as “the club”).
   2. The club shall use the Premises at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. **Objects**
   1. The aim of the club is to encourage and foster the game of Pitch and Putt and provide playing opportunities for all levels of play.
   2. The objectives of the club are;
      1. To provide coaching for beginners to encourage more players to take up the sport.
      2. To encourage entry to competitions at all levels of play.
      3. To run club events that allow for all levels of participation.
      4. To run a Juvenile section as part of the club to ensure that new players will continually join the club.
      5. To advertise the club and its activities so that people in the locality are aware of these.
   3. The club commit to promote the objectives of the Pitch and Putt Union of Ireland (PPUI) as set out in the PPUI Constitution. The club also commit to be bound by the PPUI Constitution and adhere to the PPUI Rules of Play.
   4. The club shall provide and maintain a course suitable for the playing of Pitch and Putt and make it available for inspection by a duly authorised official of the PPUI.
   5. The club, should it not have sole full-time occupation of the course, have as a basic requirement, a formal agreement for regular and exclusive use of a course (which conforms with specifications prescribed by the PPUI) for fixed periods.
   6. The Membership, Income and Property of the club shall be dedicated to and applied solely towards the promotion of these objects.
3. **Membership**
   1. Membership of the club is open to any person over the age of 8 years.
   2. All members of the club will also become members of the PPUI as per Section 60 of the PPUI Constitution.
   3. The rights of any member of the Club shall be conditional upon the member complying with the provisions of this Constitution and the PPUI Rules of Play and PPUI Constitution, including payment of any annual membership fee and levies.
   4. Such rights may be withheld, restricted or suspended in accordance with this Constitution and the PPUI Rules of Play and PPUI Constitution.
   5. Any person seeking admission as a Member, shall complete and sign a prescribed Application Form, which must be returned to the Secretary together with the prescribed fee.
   6. If and when the Application for Membership has been accepted by the Executive Committee, the new Member’s particulars shall be submitted by the Club Registrar to the PPUI Offices, by the appropriate means, for Registration and allocation of a personal membership number.
   7. The Executive Committee shall have the power to investigate any matter, and to expel, suspend, warn, fine or disqualify Members from Club activities for breach of this Constitution and the PPUI Rules of Play and PPUI Constitution or for conduct considered to have discredited or harmed the Club or the PPUI.
4. **Subscriptions**
   1. The Annual Subscription to be paid by members of the Club shall be determined by the Executive Committee and ratified at the Annual General Meeting.
   2. The determined Annual Subscription shall be payable on application and thereafter annually, in the manner decided by the Executive Committee. The date set shall be a date prior to March 31st each year.
5. **Executive Committee**
   1. The business and affairs of the Club shall be under the management of an Executive Committee, and it shall be the controlling body of the Club.
   2. The Executive Committee shall have the power to make rules governing the conduct of the club and such rules shall be binding on membership and all members must be made aware of such rules and any subsequent changes.
   3. The Executive Committee shall be comprised of the Chairperson, Honorary Treasurer, Honorary Secretary, and any other positions as determined by the Executive.
   4. The Executive Committee shall be elected by the Full Members present, entitled to vote and voting at the Annual General Meeting. Only Full Members, whose Membership Fees are paid up to date and who are not suspended or disqualified under this Constitution and the PPUI Rules of Play and PPUI Constitution, shall be eligible for election to the Executive Committee.
   5. The outgoing Executive Committee shall conduct the Annual General Meeting.
   6. The Executive Committee shall hold office until the conclusion of the following Annual General Meeting.
   7. The Executive Committee shall meet at least once each month, and four members present shall constitute a quorum at a meeting of the Executive Committee.
   8. The Honorary Secretary shall be responsible for all club matters of a general administrative nature including notification of meetings and will be responsible for the keeping of continuous records that are to be passed on in the event of a change in the post.
   9. Any Member of the Executive Committee who shall have absented himself from three consecutive meetings, without reasonable explanation, shall be deemed to have resigned from the Executive Committee.
   10. Should any Member of the Executive Committee resign, be deemed to have resigned, or his position otherwise lapse, the remaining members of the Executive Committee shall, at their discretion, have the power to fill the vacancy, by co-opting a replacement from the body of the Full Membership.
6. **General Meetings**
   1. The Club shall in each year hold a general meeting as its Annual General Meeting, in addition to any other General Meetings in that year, and shall specify the meeting as such in the notice calling it.
   2. An Annual General Meeting shall be held at such time as shall be decided upon by the Executive Committee, but insofar as is practical shall be held before the end of January each year.
   3. The following business shall be transacted at the Annual General Meeting:
      1. The Chairpersons address
      2. Minutes of previous Annual General Meeting
      3. Treasurer’s Report
      4. Secretary’s Report
      5. Elections of Officers
      6. Motions and Recommendations
      7. Other Business
   4. The Executive Committee shall decide upon a date, time and place for the Annual General Meeting, ensuring that all Officers and members of the club are duly notified at least 14 days in advance.
   5. In the event of the number of Nominees for any particular Executive Committee position being equal to or less than the number of positions to be filled, such Nominees shall be declared elected, and any positions left unfilled, due to the lack of Nominees or Nominees withdrawing, shall be filled by the new Executive Committee, as soon as practical after the Annual General Meeting.
   6. A Extraordinary General Meeting may be called by the Executive Committee at any time, with adequate notice being given to the members, specifying the purpose of such Special General Meeting,
   7. No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. Save as herein otherwise provided, twenty per cent of Full Members eligible to vote shall be a quorum at a General Meeting.
7. **Voting**
   1. Only Full Members, whose membership fees are paid up to date, and who are not suspended or disqualified under this Constitution, the PPUI Rules of Play or PPUI Constitution, shall be eligible to vote at a General Meeting.
   2. Voting on motions at Conventions or meetings shall be by ballot or show of hands as determined by the Chairman. Voting for the election of officers shall be by secret ballot.
   3. A candidate receiving a clear majority of the votes cast shall be declared elected. Should no candidate receive such a majority the Chairman shall eliminate the candidate(s) receiving least number of votes and direct a further ballot(s). In the event of equality of voting between two remaining candidates the Chairman shall draw lots.
8. **Assets and Trustees**
   1. The Club shall have power to acquire, hold and develop, lease, mortgage charge, exchange or sell Real and Personal Property, and to borrow or raise money in promotion of the objects of the Club.
   2. The Real Property, including the proceeds of sale thereof until otherwise directed by the Club, shall be vested in Trustees, whom shall be elected by the Executive Committee.
   3. The Trustees shall hold office until their retirement or death.
   4. The Club shall indemnify and save harmless its Trustees in respect of any loss or expenses bona fide incurred by them in or about the execution of the Trust.
9. **Books and Accounts**
   1. The Executive Committee shall open a Bank Account or Accounts with an approved Bank on behalf of the Club, and all cheques drawn on the said account shall be signed by the Treasurer and countersigned by one of either the Chairperson or Secretary.
   2. The Executive Committee shall cause proper Books of Account to be kept in respect of:
      1. All sums of money received and expended by the Club, and the matters in respect of which such receipts and expenditures take place; and
      2. All Sales and Purchases of goods by the Club; and
      3. The Assets and Liabilities of the Club.
   3. The Books of Account shall be kept at such place or places as the Executive Committee shall think fit, and shall at all reasonable times be open to the inspection of the members of the Executive Committee.
   4. The Executive Committee shall from time to time determine whether and to what extent and at what times and places, and under what conditions and regulations, the Accounts and Books of the Club, or any of them shall be open to the inspection of Full Members of the Club not being an Executive Committee member, and no member (not being an Executive Committee Member) shall have any right of inspection of any Account or Book or Document of the Club except as authorised by the Executive Committee.
   5. If deemed appropriate by the Executive Committee of the Club the Accounts/Financial Statements shall be audited.
   6. The Books and Accounts of the Club shall be presented to such Accountant(s) or Auditor(s) by the Committee in sufficient time to enable the Report of such Accountant(s) or Auditor(s) to be available and considered at the Annual General Meeting of the Club.
   7. The Financial Statements shall be approved by the Executive Committee, and signed by two of three Officers – Chairperson, Secretary, Treasurer – on behalf of the Executive Committee.
   8. The Executive Committee shall cause to be prepared and laid before the Annual General Meeting an Account of Income and Expenditure and a Balance Sheet made up to a date not more than six months before such meeting.
   9. All Books of Account, including all documents, vouchers, statements and notes, as well as all minute books, notes of meetings, original and copy correspondence and all such documents are the property of the Club, and no person shall have any personal title to or interest in such documents to the exclusion of the Club.
   10. The end of the Club Financial year shall be December 31st.
10. **Winding Up**
    1. The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities or to carry out the objects of the club and the PPUI to which it is affiliated. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of the Club
    2. A resolution to Wind Up a Club shall be passed only at a General Meeting, specially summoned for the purpose of such resolution, if supported by not less than three-fourths of those present, entitled to vote and voting.
    3. If upon such Winding Up, there remains, after the satisfaction of all its debts and liabilities, any property whatever, the same shall not be paid or distributed amongst the members, the same shall be transferred to some other organisation or organisations having objects similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting or in the absence of such a resolution (or that the extent to which it cannot be given effect) to the Association to which the Club is affiliated.
11. **General**
    1. A Notice may be given by the Club to any Member either personally or by sending it by post or electronically to him/her at their last known address.
    2. This Constitution shall be taken as an amendment of and in substitution for any existing Constitution and Rules of \_\_\_\_\_\_\_\_\_\_\_\_\_Pitch & Putt Club as of the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_