

# Phab Model Club Constitution - SAMPLE FORM

*This model Constitution has been agreed by the Charity Commission - reference 25/4/1 01*

**Governing Instrument of ..... Phab Club**

## 1. NAME

The Club shall be called..... and be non-sectarian, non-denominational and non-party political.

## 2. OBJECT

The object of the club shall be the provision or assistance in the provision - in the interests of social welfare - of facilities for recreation or other leisure time occupation for people with and without physical disabilities resident in the area of

.....  
In furtherance of the above object, but not further or otherwise, the club shall have the power to raise funds to support the objects of the club and to do any lawful things that may be conducive to the attainment of the foregoing object.

## 3. MEMBERSHIP

The club shall be open to people with and without physical disabilities between the ages of ..... and ..... It shall lie in the discretion of the committee to include people outside this age range and an approximate balance shall be kept between the number of disabled and non-disabled people within the club.

## 4. OFFICERS & COMMITTEE

- The Chairman/Chairwoman, Secretary and Treasurer shall be elected annually at the Annual General Meeting. All Officers shall be ex officio members of the Committee during their term of office.
- The Committee will consist of the Officers, who can either be club members or other interested individuals and others, who shall be elected at the Annual General Meeting.
- Committee members will be elected for two years. Half the Committee will retire annually and be available for re-election if they wish.
- The Committee shall have the powers to co-opt up to three additional members. Co-opted members should include someone with financial experience, representatives from the local Social Services Department and youth and community service, if these areas are not covered by the composition of the elected committee.
- A quorum of any meeting shall consist of one third of the numbers of the Committee, including at least two officers.

## 5. FINANCE

- The Treasurer shall keep records of all financial transactions and present a report to each Committee meeting.

- The accounts shall be independently examined or audited annually in accordance with the legislation operating at the time (Charities Act 1993) and be presented to the Annual General Meeting.
- The Independent Examiners or Auditors shall be appointed at the Annual General Meeting.
- Members shall pay subscriptions and other charges as agreed by the Committee or by other agreed procedure.

## **6. AFFILIATION**

As an independent body, the club shall seek and preserve affiliation to Phab England and to other voluntary bodies sharing the same object.

## **7. ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held to elect the Officers and Committee and to adopt the annual accounts. NOTE: If the club is registered as a charity with the Charity Commission, it is a statutory obligation for the club to send a copy of their annual accounts to the Charity Commission along with any Annual Report.

## **8. EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting may be convened at any time by one third of the members or by the officers.

## **9. DISSOLUTION**

If two thirds of the club members present and voting at an Extraordinary General Meeting called for that purpose decided that the club's work could no longer be effectively carried on and it had to be wound up, then any surplus funds and equipment will be allocated to Phab England to, as far as possible, continue with the work of Phab in the area.

## **10. ALTERATIONS TO THE CONSTITUTION**

The constitution shall only be altered at the Annual General Meeting or an Extraordinary General Meeting. All members shall be given a copy of the proposed alterations in writing at least twenty-one days before the date of the meeting and at least two thirds of those voting must approve the alterations. No amendment shall be made which will cause the club to cease to be a charity in law.

**No amendment shall be made to the object (2), dissolution (9) or to this clause without the Charity Commissioners' prior consent in writing.**

**SIGNED**..... (Chairperson)      **DATE** .....