

# CONSTITUTION

1. **Name** [This club shall be known as]
2. **Registration** [This club shall be registered with the Ministry of Youth, Employment Opportunities and Sports.]

3. **Aims and Objectives:**

Individual participation is an internal training programme to develop leadership potential

- a] Actual participation in planning execution programmes for developing individuals and community.
- b] Furtherance of understanding, goodwill and cooperation among all young people.
- c] To develop and advance the purposes of youth club.
- d] To promote the extension of membership to all young people with the prescribed age group.
- e] To take any action necessary for or conducive to the attainment of these purposes.
- f] To promote the club affairs within the community and the major emphasis theme.
- g] To realize the full potential of young people with the objectives of assisting them towards self reliance and service to the community and the nation at large.

4. **Politics**

This club shall refrain from any partisan political activity and shall not undertake the promotion of anyone.

Political party over another within or without its membership. However, individual members may pursue their political beliefs.

5. **Religion**

This club shall refrain from sectarian or religious activities. This shall not be construed as a prohibition upon any individual membership from engaging in religious activities which are acceptable to the individual membership.

6. **Membership**

Membership to the club be open to any person between the age as may be decided by the Executive Committee. The membership of an individual may continue until the end of the clubs' financial year in which the new office bearers may be elected.

7. **Termination of Membership**

Any member may be suspended or terminated at anytime the executive decides that such member does not comply with the constitution and by-laws of the club or for any other good or sufficient reasons provided. However, members so affected shall have a right of appeal to a special general meeting or Annual General Meeting.

8. **Management**

Subject to the supreme authority of the general meeting of members vest full authority and responsibility of or the management of the affairs of the club in the executive committee.

9. **Auditor**

An auditor shall be appointed by the AGM.

10. **Dissolution**

The club shall be wound up if a SGM or AGM of which due notices had been given the financial members personally present and voting passed an unanimous resolution to this effect and it shall be done in the presence of an official of the Ministry of Youth.

11. **Membership**

1. Any member may resign from the club on giving to the secretary notice in writing of his intention to do so on paying all the dues up to the end of the financial year in which such resignation is made.
2. The Secretary shall keep a register of members showing full name address, occupation, date of birth and such other information as the executive committee may from time consider desirable.

12. **Membership Dues**

1. The application fee shall be one dollar or such other sum as may be decided at the AGM.
2. The subscription shall be paid to the Treasurer seven [7] days before the AGM.
3. Any person who has not paid his subscription within the time allowed above may be removed from the register of members and shall not be entitled to enjoy any of the rights or benefits of membership while he or she is in default.

13. **Executive Committee**

1. The Executive Committee shall consist of the President, Vice President, a Secretary, Treasurer and three members.
2. The quorum for the executive committee meeting shall be 5 members personally present.
3. The executive committee may fill any vacancy by appointing a member of the club if need be.
4. Any member who is absent from the 3 consecutive meeting without prior leave granted by the committee shall automatically vacate his or her position but shall be eligible for re-appointment.

14. **Special General Meeting**

On the written request of 25% of the financial members, the Secretary shall convene a Special General Meeting by giving members at least 14 days notice thereof. The notice shall state the reason for the calling of the SGM. Twenty five percent [25%] of the financial members shall form a quorum.

15. **Annual General Meeting**

1. The AGM of the club shall be held one month after the end of the financial year. Members shall be given a clear 21 days notice of the time and place of such meeting.
2. Notice of any motion to be considered at the AGM shall be lodged with the Secretary 14 days before the date of the meeting.
3. The business of the AGM shall be:
  - a) To receive and consider the AGM report of the President and the committee members.
  - b) To receive and consider audited account of the club for the year.
  - c) To consider motions of which due notice has been given.
  - d) To fix the rate for subscription for the ensuring year.
  - e) To deal with any other matters as may be introduced with the consent of majority of the members.

16. Voting

Only the financial members shall have the right to vote at any meeting.

17. Nominations

- a] Nominations for the offices for which elections are to be held shall be submitted to the Secretary not less than 72 hours prior to the SGM and AGM before the time of the meeting.
- b] Members seeking election to the executive committee shall be only financial members. The two financial members of the club shall also make the nominated. The member shall signify their absent.

18. Elections

- 1. Elections shall be held to fill the following posts:
  - a) 1 President
  - b) 1 Vice President
  - c) 1 Secretary
  - d) 1 Treasurer
  - e) 5 Committee Members
- 2. If there are more nominations than vacancies, secret ballot shall be conducted and the result thereof declared immediately.
- 3. If there are fewer nominations than vacancies then these nominations shall be called for at the meeting or from numbers present who shall signify their willingness to be nominated.
- 4. The members of the executive shall resume office on the first day after the AGM.

19. Duties of:

a) *the President*

1. To lead the club.
2. To advise, assist, motivate and supervise the members of the executive, ordinary members for its overall operation.
3. To make such news releases on behalf of the club as he considers necessary.
4. To reside at all meetings of the club.
5. To allocate duties to all members as necessary.

b) *the Vice President*

1. To assist the President in all of club activities and to act in his position during his absence.
2. To carry out such other duties as may be assigned to him by the President.
3. To motivate members to take part in all club activities.
4. To coordinate efforts with all members for smooth running of the club.

c) *the Secretary*

The duties of the Secretary shall be to attend all meetings of the club and to take minutes of all their proceedings and cause them to be entered as early as possible in the proper books provided for the previous meetings. To conduct general correspondence of the club and to prepare reports. To keep a register of the members and to perform all other duties.

d) *the Treasurer*

1. The duties of the treasurer shall be to collect and to promptly receive on account and for the use of the club, all sums due to the club and immediately thereafter to pay such bank. To keep correct accounts, books particularly usually shown in records and books if the like nature and other records showing the details of the financial affairs of the club. The issue of proper receipts for all money received from members.
2. Treasurer together with the President or the Secretary should be the signatories to the club's Bank Account.

20. Amendments

- a) This constitution may only be amended with the approval of the 50% majority of the financial members of the club personally present.
- b) Written notice of the proposed amendment should reach the Secretary seven [7] clear days and other members at least 24 hours before the meeting.

This constitution was passed at the meeting on:

[Date] .....

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President  
Secretary

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Date

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Member

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Date

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Vice President

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Date

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Member

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Date