**Template Constitution**

***This Template Constitution needs to be amended as required to suit your specific needs***

* *Change the logo in the Header to your own*
* *Use the select all then replace all to amend the document for your NGB*
* *Replace the term Executive with the name of your main decision making committee as appropriate*
* *Select the number of days or weeks that apply for notices etc. be careful to make sure that you give yourself plenty of time to deal with admin around general meetings and that all the dates run in sequence*
* *Terms of office for Chair etc. have been inserted for example only (3.8)*
* Text in Blue mainly shows options or suggestions

Before starting to compile your new NGB constitution you should check out the Governance and Leadership Framework for Wales (GLFW) document that can be found on the WSA website.

**REMEMBER – YOU MUST FOLLOW THE REQUIREMENTS OF YOUR CURRENT CONSTITUTION IN THE RUN UP TO THE MEETING IN WHICH THE NEW CONSTITUTION IS TO BE CONSIDERED BY YOUR MEMBERS. IT MAY BE MORE APPROPRIATE TO HAVE A SEPARATE GENERAL MEETING JUST TO CHANGE THE CONSTITUTION PARTICULARLY IF ELECTIONS OR SIMILAR ARE DUE TO TAKE PLACE AT THE AGM.**

**Examples of a Glossary of the most commonly used Terms** –amend as required for your NGB

In the Constitution, unless the context requires otherwise;-

“**name your sport**” – set a definition stating what your sport is and does;

**“Annual General Meeting”** shall be the annual meeting of the Members;

**“Association”** shall mean the insert NGB name or delete if Association is not a usual term used for your NGB and replace with the usual term (e.g. Union, Federation) throughout;

**“Byelaws”** shall mean any set of regulations, agreed by insert name of Committee, relating to the general administration of the insert NGB name as amended from time to time;

**“Chair”** means the Chairman for the time being of the insert NGB name;

“**Executive**” shall mean the main decision making committee of the insert NGB name as defined in Section 3.4;

**“County”** shall mean the duly recognised body for club representation within a specified locality; (delete all reference to County if County organisation is not relevant)

**“County Representative”** is the person appointed by a county to the Executive;

**“document”** includes, unless otherwise specified, any document sent or supplied in electronic form;

**“Executive Officer”** means Chairman, Vice Chairman, Treasurer and Secretary of the insert NGB name;

**“General Meeting”** means a meeting of the Members;

**“Member”** shall mean an individual over the age of 18/a club/ or insert as per your NGB specific requirements who pays the appropriate fee to join the insert NGB name and has voting rights;

**“participate”**, in relation to a meeting, has the meaning given in Section 14.9;

**“proxy notice”** has the meaning given in Section 24;

**“Secretary”** means the Secretaryfor the time being of the insert NGB name;

**“special resolution”** is one that requires a 75% majority, it must be identified as such in the notice and agenda of the meeting. Special resolutions are required to change the Constitution, removal of an Officer from post and removal of an appointed Accountant;

**“substitute representative”** is a person appointed by a County Representative/County to attend an Executive meeting due to the unavailability of the usual representative, without voting rights;

**“Vice Chair”** means the vice chairman for the time being of the insert NGB name;

**“writing”** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

*Insert a definition for any other words that you believe have a specific meaning that needs to be understood fully when referencing the constitution. Do not assume a person will fully understand a particular word or phrase.*

Words importing the singular number only shall include the plural number and vice-versa and words importing the masculine gender shall include the feminine gender.

*N.B. Section heading and numbering are for information only**– change them to suit***TITLE**

The Association shall be called the “**insert full name of the NGB” (insert usual shortened form)** and shall be the National Governing Body for the sport of [insert sport] in Wales and represent Wales add if you send representatives to a UK NGB or similar.

1. **OBJECTS –** *define your objects – below are some examples that you might like to consider, the first set is a very detailed list, the second set a shorter more precise one*
   1. to act as the governing body for the Sport of insert sport in Wales and in doing so promote and encourage the growth and development of the sport:
   2. to carry out the day to day administration of insert sport in Wales;
   3. to promote the development of the insert sport structure in Wales;
   4. to encourage participation in insert sport by all individuals and to initiate, support and co-operate with others in proposals and activities designed to assist in the promotion of the insert sport;
   5. to encourage communication and co-operation between clubs and individuals within Wales and to communicate and disseminate information to, and from, the (insert UK Body)
   6. to co-ordinate and be responsible for Wales’ participation in international competition at all ages;
   7. to promote drug free sport and adhere to any rules, regulations or guidance which may be published for the time by the World Anti-Doping Agency or UK Sport;
   8. to demonstrate insert sport belief in and commitment to good practice and child protection;
   9. to ensure that all persons irrespective of their age, gender, race, ethnic origin, creed colour, social status, religious or sexual orientation, have a genuine and equal opportunity to participate in insert sport at all levels of performance and in all support capacities;
   10. to develop, lead and assist in commercial, marketing and public relations policies and activities for insert sport in Wales, including in particular the sourcing and procuring of commercial support and sponsorship;
   11. to contribute to national and international goodwill, friendship and understanding in co-operation with GNAS its member bodies and other bodies having similar or sympathetic aims;
   12. to be affiliated to and adhere to the Articles of the [insert National or International Body] and any rules, regulations, policies and procedures they may publish from time to time;
   13. to make and enforce regulations and to formulate and issue guidelines concerning all forms and aspects of insert sport in Wales within the aforesaid [insert National or International Body] rules;
   14. to protect the interests of the insert sport in Wales and to work for improved facilities for the sport;
   15. to create and promote by publicity and education, an informed and interested public opinion on the value and importance of insert sport in Wales;
   16. to maintain an effective coaching structure;
   17. to maintain an effective judging/umpiring structure.

[e.g. Shorter list of Objects

The [insert NGB name)’s purpose is to act as the governing body for the Sport of (insert sport) in Wales and in doing so:

* + to promote (insert sport) in Wales;
  + to provide to the Members, services, advice and assistance in connection with (insert sport);
  + to provide and promote (insert sport) related education, training and other services to Members, organisations and the general public in Wales;
  + to do all other things that are related or beneficial to the attainment of the above objectives]

1. **STRUCTURE - MEMBERS - BECOMING AND CEASING TO BE A MEMBER**

There shall be different categories of member and membership with different rights and privileges as agreed by the Executive/Council and set out in the membership regulations of the “insert name or initials of the NGB” as amended from time to time.

* 1. Any individual or club may make an application at any time to become a member of the “insert name or initials of the NGB”. Any such application shall be in writing and in such form as the “insert name or initials of the NGB” may from time to time prescribe or approve.
  2. Membership shall cease:-
     1. if a club ceases to be a recognised club; (do not use if membership is not club based)
     2. if an individual or club shall be expelled from membership;
     3. if an individual or club resigns its membership by notice in writing;
     4. if an individual or club shall fail to pay any money due to the the “insert name or initials of the NGB” including without limitation any affiliation fee payable under the Constitution and/or the Association’s rules and bye laws.
  3. Membership is not transferable.
  4. The “insert name or initials of the NGB” acting reasonably following its disciplinary regulations may expel any member if it considers that it is inappropriate that membership should continue or if the conduct of the member shall bring the “insert name or initials of the NGB” into disrepute.

1. **ADMINISTRATION**

## The Executive/Council (use whichever name is normal for your NGB main decision making committee)

* 1. The Executive shall normally have at least “*insert number*” meetings in a year.
  2. Subject to the Constitution, the Executive is responsible for the management of the “insert name or initials of the NGB” business, for which purpose they may exercise all the powers of the “insert name or initials of the NGB”.
  3. Subject to the Constitution, the Executive may from time to time make such rules, regulations, or Byelaws as they may deem necessary for the proper conduct and management of the “insert name or initials of the NGB”.
     1. The Executive shall adopt such means as they deem sufficient to bring such rules, regulations, or Byelaws to the notice of members, which so long as they shall be in force, shall be binding on all members of the “insert name or initials of the NGB”. Provided, nevertheless, that no rule, regulation, or Byelaw shall be inconsistent with, or shall affect or repeal anything contained in this Constitution.
  4. The Executive shall consist of a maximum of “*insert number*” members, the elected Executive Officers of the “insert name or initials of the NGB”, the *“insert number*” appointed representatives and “insert number” skills and remit based member as outlined below:

Insert a detailed list of the Officers, elected and appointed members of the committee for example:

* + 1. the Chair;
    2. the Vice Chair;
    3. the Treasurer;
    4. the Secretary;
    5. the following “insert number” appointed members being:
       1. the Development Coordinator;
       2. the Performance Coordinator;
       3. a County Representative appointed by each County;
    6. “insert number” skills and remit based member appointed by the Executive for a specific term, but no longer than x years, agreed by the Executive.
  1. The Executive Officers of the “insert name or initials of the NGB” shall meet independently of the full Executive at least “insert number” times a year and in addition shall deal with day to day matters on behalf of the Executive as required between meetings.
  2. All nominations for elected Executive members must be made by a Member *(you may wish to add in this optional requirement and seconded by another Member).* The nomination must be submitted (together with the nominee’s written consent) on the “insert name or initials of the NGB”’s approved form. The nomination must be received by the Secretary/other person at least x weeks before the date of the Annual General Meeting in which the election is to take place. The Secretary/other person will confirm receipt of valid nominations in writing to the nominator as soon as reasonably practicable after such receipt.
  3. Nomination details shall be forwarded to all Members at least x days prior to the Annual General Meeting.
  4. The Chair, Vice Chair, Treasurer and Secretary, subject to clause 3.9, shall usually hold office for four years, retiring at the Annual General Meeting held in the fourth year of office. Appointed members hall usually serve for two years. Subject to clause 3.10, re-election and re-appointment is allowed.
  5. In the three years immediately following the adoption of this constitution the appointment period of the Chair, Vice Chair, Treasurer and Secretary shall be varied so that a continuous four year rolling appointment term may be set up. The Chair shall be required to retire at the Annual General Meeting following the adoption, the Vice Chair and Treasurer shall be required to retire at the second Annual General Meeting after adoption and the Secretary shall be required to retire at the third Annual General Meeting after adoption. *(Amend this clause as you wish but it is good practice not to have all the Officers coming up for election at the same time)*
  6. An Officer may only serve for two complete terms of office. For the avoidance of doubt any period prior to the adoption of this constitution is not considered under this clause neither is any shortened term required to set up the rolling appointment process.
  7. In the event of a vacancy during any appointment period for any Officer position, the Executive shall decide either
     1. to appoint a person from within to take on the role in addition to their usual duties until the next Annual General Meeting when an election shall be held; or
     2. to immediately call an extraordinary general meeting to elect a person to the position for the remaining period of the original appointment; or
     3. to leave the position vacant until the next due Annual General Meeting.
  8. Subject to clause 3.10 above all elected Executive members shall be eligible to stand for re-election.
  9. Each County Representative shall be allowed a substitute representative in the event of unavailability of the appointed representative but without voting rights
  10. The Executive shall have power to invite any person they wish to attend any Executive meeting either in an advisory capacity or as an observer but without power to vote thereat.

**Honorary President (Optional Clause if you have a President – how do you appoint/elect that person – this is an example – amend to your requirements)**

1. The Executive may appoint an individual to become the Honorary President.
   1. The President may be invited to attend Executive meetings in a nonvoting capacity and receive notice and attend the Annual General Meeting and any extraordinary general meetings.

## Payment of Expenses

1. The “insert name or initials of the NGB” may pay any reasonable expenses as outlined in the Expenses Policy which are properly incurred by the Executive members in connection with attendance at;
   1. meetings of Executive Officers, sub committees, or full Executive
   2. general meetings, or otherwise in connection with the discharge of their responsibilities in relation to the “insert name or initials of the NGB”.

## Members reserve power

1. The Members may, by special resolution, direct the Executive to take, or refrain from taking, specified action. No such special resolution invalidates anything which the Officers or Executive have done before the passing of the resolution.

**Counties (Optional clause – may not apply to your NGB)**

1. For administrative purposes, clubs in Wales shall be divided into counties or areas
   1. Insert the names of the Counties or Areas shall be administered by their respective Associations under the terms of their respective constitutions providing that;
      1. nothing in the county constitution conflicts with this constitution;
      2. each county shall maintain books of accounts which shall be independently inspected annually;
      3. each county provides the “insert name or initials of the NGB”, as soon as possible following their Annual General Meeting, a full list of all of their officers appointed for the coming year;
2. **DECISION-MAKING BY COUNCIL**

## Quorum for Executive meetings

* 1. At an Executive meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
  2. The quorum for Executive meetings shall be “insert number” voting members present [you may wish to include a proviso that a certain number of the Officers must be present]
  3. A person is deemed to be present when he/she is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting. (This clause allows the use of video/telephone conferencing for meetings)

## Chairing of Executive meetings

* 1. The elected Chair will chair meetings of the Executive if present and willing to do so.
  2. If the Chair is not participating in a meeting within ten minutes of the time at which it was to start, the Vice Chair shall chair the meeting if present and willing to do so.
  3. If the Vice Chair is not present or willing to chair the meeting, the participating Executive Officers must appoint one of themselves to chair it.

## Casting vote

* 1. If the numbers of votes for and against a proposal are equal, the Chair or other person chairing the Executive meeting has a casting vote.
  2. But this does not apply if, in accordance with the constitution, the chairman of the meeting is not to be counted as participating in the decision-making process for quorum or voting purposes, because of a conflict of interest.

## Conflicts of interest, Executive and Sub-Committees

1. If a proposed decision is concerned with an actual or anticipated transaction or arrangement with the “insert name or initials of the NGB” in which an Executive member or any sub-committee member is interested, that person is not to be counted as participating in the decision-making process for quorum or voting purposes. The decision of the chairman of the meeting shall be final as to whether or not a conflict exists.
2. If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman of the meeting, the question is to be decided by a decision of the Officers at that meeting or if no Officers present then by a majority of committee members present.

## Majority or Unanimous decisions

1. Executive members should take decisions collectively.
   1. The general rule about decision-making by the Executive is that decisions must be either a majority decision at a meeting or a decision taken in writing in accordance with paragraph 11.3.1.
   2. The members for the time being of the Executive may act notwithstanding any vacancy in their body.
   3. A decision of the Executive is taken in accordance with this paragraph when all eligible members indicate to each other by any means that they share a common view on a matter.
      1. Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible Executive member or to which each eligible member has otherwise indicated agreement in writing including by the use of email.
      2. References in this section to eligible members are Executive members who would have been entitled to vote on the matter had it been proposed as a resolution at a meeting.
      3. A decision may not be taken in accordance with this section if the eligible members would not have formed a quorum at such a meeting.

## Records of decisions to be kept

1. The Officers must ensure that the “insert name or initials of the NGB” keeps a record, in writing, for at least “insert number” of years from the date of the decision recorded, of every unanimous or majority decision taken at Executive meetings and all general meetings.

## Executive delegation

1. Subject to the constitution, the Executive members may delegate any of the powers which are conferred on them under the constitution:-

(a) to such Officer, person or committee;

(b) by such means;

(c) to such an extent;

(d) in relation to such matters or territories; and

(e) on such terms and conditions as they think fit.

* 1. If the Executive agrees, any such delegation may authorize further delegation of the powers by any person to whom they are delegated.
  2. The Executive may revoke any delegation in whole or part, or alter its terms and conditions; records of all delegations of power and amendments thereof must be retained in writing by the Officers for at least “insert same number as 12 above” years.
  3. The Executive should review delegated powers annually.

## Sub Committees and Working Groups

* 1. Any group to which the Executive delegates any of their powers must follow procedures for taking of decisions as set out in this constitution.
  2. The Executive may make rules of procedure and terms of reference for all or any group.

1. **THE ANNUAL GENERAL MEETING - ORGANISATION OF GENERAL MEETINGS**
   1. The Annual General Meeting shall be held on a date agreed by the Executive, usually (set in a general timeframe e.g. within 3 months of the end of the financial year OR in a particular month of the year – but don’t be too specific as this can cause problems if the date becomes problematic for some reason).
   2. The notice of the date of the meeting shall be given to Members at least “insert number” months prior to the meeting.
   3. Every Member shall be entitled to attend, speak and vote at the Annual General Meeting and at all other General Meetings.
   4. Notices of motion put forward by Members must be received by the Secretary at least “insert number” months/days before the date of the Annual General Meeting.
   5. The agenda of the Annual General Meeting shall be sent out at least 21 days prior to the meeting, accompanied by a copy of the Annual Accounts.

## Attendance and speaking at general meetings

* 1. A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which they have on the business of the meeting
  2. A person is able to exercise the right to vote at a general meeting when;
     1. that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
     2. that person’s vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
  3. The Executive may make whatever arrangements considered appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
  4. In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.
  5. Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them. . {this allows video conferencing to be used}

## Quorum for general meetings

1. No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum. The quorum for general meetings shall be “insert number” Members either present in person or by proxy.

## Chairing general meetings

1. The Chair shall be chairman at general meetings if present and willing to do so.
   1. If the Chair is unwilling to act or is not present within ten minutes of the time at which a meeting was due to start;
2. the Vice Chair shall chair the meeting, or
3. if the Vice Chair is unwilling or is not present the Secretary or Treasurer will chair the meeting, or
4. if no Officers are present, the meeting, must appoint an Executive member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.
   1. The person chairing a meeting in accordance with this point is referred to as “the chairman of the meeting”.

## Attendance and speaking by non-members

1. The chairman of the meeting may permit non-members to attend and speak at a general meeting.

## Adjournment

1. If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.
   1. The chairman of the meeting may adjourn a general meeting at which a quorum is present if;

(a) the meeting consents to an adjournment, or

(b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

* 1. The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.
  2. When adjourning a general meeting, the chairman of the meeting must;

(a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Officers, and

(b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

* 1. If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Association must give at least 7 clear days’ notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given);

(a) to the same persons to whom notice of the “insert name or initials of the NGB” ’s general meetings is required to be given, and

(b) containing the same information which such notice is required to contain.

* 1. No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

## Voting: general

1. Each Member shall have one vote as stipulated in the membership regulations and if unable to attend the general meeting shall have the right to appoint another Member or the chairman of the meeting as their proxy. (You may wish to add in specifics about the number of proxy votes a Member can hold OR you may wish to allow Executive members to hold proxies – amend as required)
2. Any election shall always be conducted by secret ballot if there shall be more than one candidate for the post.
3. A resolution put to the vote at a general meeting must be decided on a show of hands unless a secret ballot is duly demanded in accordance with this constitution.
4. With the exception of decisions on changes in Constitution (clause 38) and any special resolutions, all resolutions put to the vote shall be decided by a simple majority of the votes cast**.**

## Secret Ballot

1. A secret ballot on a resolution may be demanded;

(a) in advance of the general meeting where it is to be put to the vote, or

(b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

* 1. A secret ballot may be demanded by;

(a) the chairman of the meeting;

(b) the Officers;

(c) two or more Members having the right to vote on the resolution.

* 1. A demand for a secret ballot may be withdrawn if;

(a) the secret ballot has not yet been taken, and

(b) the chairman of the meeting consents to the withdrawal.

* 1. Secret ballots must be taken immediately and in such manner as the chairman of the meeting directs.

## Content of proxy notices

1. Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which;

(a) states the name and address of the Member appointing the proxy;

(b) identifies the person appointed to be that Member’s proxy and the general meeting in relation to which that person is appointed;

(c) is signed by the Member appointing the proxy, or is authenticated in such manner as the Executive may determine; and

(d) is delivered to the “insert name or initials of the NGB” in accordance with the constitution and any instructions contained in the notice of the general meeting to which it relates.

* 1. The “insert name or initials of the NGB” may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
  2. Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
  3. Unless a proxy notice indicates otherwise, it must be treated as;

(a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and

(b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

## Delivery of proxy notices

1. Proxy notices must be received at least 48 hours prior to the commencement of the meeting to which they relate.
   1. A Member is entitled to attend, speak and vote (either on a show of hands or by secret ballot) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the “insert name or initials of the NGB” by or on behalf of that person.
   2. An appointment under a proxy notice may be revoked by delivering to the “insert name or initials of the NGB” a notice in writing given by or on behalf of the Member by whom or on whose behalf the proxy notice was given.
   3. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

## Errors and disputes

1. No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
   1. Any such objection must be referred to the chairman of the meeting whose decision is final.

## Amendments to resolutions

1. An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if notice of the proposed amendment is given to the “insert name or initials of the NGB” in writing by the Member entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine).
2. A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if;
   1. the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
   2. the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution
3. If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman’s error does not invalidate the vote on that resolution.

## General Meetings other than the Annual General Meeting

1. A General Meeting may called by
   1. the Executive giving due notice below;

Insert other ways that a meeting may be called for example:

* 1. two Counties may request a general meeting, which the Secretary will then convene within one month of the requisition being received;
  2. 10 Members from at least 3 different clubs may request a general meeting, which the Secretary will then convene within one month of the requisition being received;
     1. only the business stated in the requisition shall be transacted at such meetings.

1. The Secretary shall give Members at least 14 days notice of a general meeting, the agenda shall accompany the notice.

## Financial Year

1. The Financial Year of the Association shall be agreed by the Executive.

## Appointment of “insert name or initials of the NGB” Accountant

1. The “insert name or initials of the NGB” Accountant shall be appointed at the Annual General Meeting annually following recommendation by the Executive.

## Not for Profit

1. The income and property of the “insert name or initials of the NGB” however derived shall be applied solely towards the promotion of the objects of the “insert name or initials of the NGB” no portion thereof shall be paid or transferred directly, by way of dividend, bonus or otherwise by way of profit, to the Members.

## Anti-Doping

1. The “insert name or initials of the NGB” accepts the UK Anti-doping rules which support the requirements of the World Anti-Doping Code within the UK.

## Dissolution

1. The “insert name or initials of the NGB” may only be wound up by Special Resolution of the Members at a General Meeting.
   1. If the “insert name or initials of the NGB” is wound up or dissolved and there is any property remaining after all its debts are settled, this will be given to some other institution or institutions that support “insert sport” provided that the receiving institution(s) also prohibits the distribution of income and property among its members in the same way as the “insert name or initials of the NGB”. The institutions(s) will be decided by the Members at or before the time of dissolution.

## Insurance

1. The Executive may decide to purchase and maintain insurance, at the expense of the “insert name or initials of the NGB” , for the benefit of any Officer or Executive or Committee member or volunteer in respect of any relevant loss.

**Amendments to this Constitution**

1. The “insert name or initials of the NGB” in General Meeting, may agree amendments to the constitution by special resolution proving such amendments have been circulated in line with the constitution and are agreed by at least 75% majority of votes cast.

The NGB constitution should be reviewed regularly to ensure that it serves the purpose required. Many NGBs set up a governance review group that reviews all relevant governance policies and procedures on behalf of the Executive.

|  |  |
| --- | --- |
| **Agreed by the Members in General Meeting** | Insert date |
| **Version Number** | Insert V number |
| **Next review date** (Review required at least every 4 years) | Insert date |