

CLUB /ASSOCIATION CONSTITUTIONS



What are they

These are legal documents that establishes the organisation, sets out the purposes for which it has come together, includes the rules under which it proposes to operate and sets out members' rights and liabilities.



Purpose

It outlines an organisation's objects and powers, members and membership conditions, board structure, director appointments, meeting procedures, management of company documents, auditors, accounts, indemnity and insurance of directors, and the process of winding up



Defines the Club/ Association's

Governance structure the duties, responsibilities and powers of members, directors, committees and management



Legislation and the Club/ Association's constitution

The documents divide, responsibilities and powers between members and the board. However, the board may wish to delegate some of its powers to management or committees. These delegations should be explicitly outlined in writing in a delegated authority document for management and a terms of reference for each committee.



Lodging and review

Once complete and approved by the members, the constitution must be submitted with your application for incorporation online to the Queensland Government, [Office of Fair Trading](#) (please ensure you keep a copy of these rules for your clubs records).

It is best practice to review your constitution every 2 -3 years and if any changes are made, and must be lodged with [Office of Fair Trading](#).

It is also important to remember that Constitutions as well as any changes are required to be debated and voted upon at an annual general meeting or a special general meeting and submitted to the Local League/ Region for approval prior to lodging.