



club gan ainm!

# LOCAL CLUB CONSTITUTION



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## Article 1

### Bylaw 1.1. Name

Section 1. The National Organisation shall be known as **No Name Club** (hereinafter referred to as **The Organisation**).

Section 2 The local organisation shall be known as **The ..... No Name Club** (hereinafter referred to as **The Club**).

### Bylaw 1.2. Use of Name.

Section 1. The use of the name 'No Name Club' shall be limited to local clubs of the Organisation whose affiliation to the National Organisation is duly recorded.

Section 2. The right to use the name 'No Name Club' shall be automatically forfeited on termination of any club's affiliation.

## Article 2

### DECLARATION OF PURPOSE

### Bylaw 2.1. Purpose of No Name Club

- (a) To generate, encourage and support the evolution of a responsible attitude towards alcohol.
- (b) To reduce the pressures which force people to an overdependence on alcohol by providing positive alternatives to alcohol based or centred entertainment.
- (c) To promote, develop and operate an organisation with the aim of developing the character and personality of young people.
- (d) To provide courses, seminars, programmes, entertainment and educational outlets to aid the objects of the Organisation and to generally promote, foster and encourage schemes of every nature for the general benefit and welfare of young people.

## Article 3

### MEMBERSHIP

**Bylaw 3.1.** Membership of The Club is open to adults who believe in the principles and purposes of The Organisation, and who are prepared to give at least one year's service to The Club.

**Bylaw 3.2.** Members shall have the obligation to:-

- (a) Uphold the standards befitting The Organisation.
- (b) Maintain the objectives in accordance with Bylaw 2.1.

## Article 4

**Bylaw 4.1.** The elected officers of The Club shall be:-

- (a) Chairperson
- (b) Vice-Chairperson
- (c) Secretary
- (d) Treasurer
- (e) Public Relations Officer
- (f) Training Officer

These officers shall form the Executive Committee and shall have power to co-opt additional members.

**Bylaw 4.2.** The officers of the club shall:-

- (a) Conduct the day to day affairs of the club,
- (b) Carry out duties assigned by the Chairperson,
- (c) Report to the Chairperson regarding their assigned duties,
- (d) Attend all meetings of the executive committee, and
- (e) Promote the aims and objectives of The Organisation.

**Bylaw 4.3.** The Officers named in Bylaw 4.1 shall be elected at the Annual General Meeting.

**Bylaw 4.4.** All officers shall serve without remuneration except that when funds become available a contribution may be made to Officers' expenses.

**Bylaw 4.5.** Each member shall have one vote. Proxy votes are not permitted. In the event of a 'tie', the Chairperson may use his/her casting or second vote.

**Bylaw 4.6.** A quorum of the executive committee shall comprise of four (4) members, one of whom must be the Chairperson or Vice-Chairperson.

**Bylaw 4.7.** The executive committee shall meet at least once a month during the year for which it is elected.

**Bylaw 4.8.** At least three (3) meetings of club members (other than the AG.M.) shall take place during the year.

**Bylaw 4.9.** The executive elected at the AG.M. shall have the right to act immediately following the adjournment of the AG.M.

**Bylaw 4.10.** The executive committee may appoint an assistant to the Secretary, Treasurer and the P.R.O., respectively. Such assistants may attend executive meetings in a non-voting capacity.

## **Article 5 ANNUAL GENERAL MEETING**

- Bylaw 5.1.** The Annual General Meeting shall constitute the supreme authority of **The Club**.
- Bylaw 5.2.** The A.G.M. shall:-
- (a) Receive and act upon reports of executive members,
  - (b) Receive and act upon reports and policy recommendations from the executive committee,
  - (c) Have the exclusive prerogative to vote on the election of elected officials, and
  - (d) Have the exclusive prerogative to amend this constitution (excluding Articles 1, 2 and 3).
- Bylaw 5.3.** A quorum for the A.G.M. shall consist of 50% of the members (as defined in Bylaw 3.1).
- Bylaw 5.4.** Unless otherwise provided, all matters to be determined by the AG.M. shall be by simple majority of votes cast.
- Bylaw 5.5.** The Chairperson shall have a second or casting vote except in the case of the election of executive officers.
- Bylaw 5.6.** The executive committee shall approve the agenda for the AG.M.
- Bylaw 5.7.** The Chairperson or in his/her absence the Vice-Chairperson shall preside at the AG.M.
- Bylaw 5.8.** Fifteen (15) day's notice in writing of the A.G.M. shall be prepared and circulated to all members by the Secretary.

## **Article 6 FINANCE**

- Bylaw 6.1.** A full financial statement shall be presented, by the Treasurer, to the A.G.M.
- Bylaw 6.2.** All funds and other assets shall be held in the name **of The Club**
- Bylaw 6.3.** All book-keeping records and other financial records of **The Club** shall be maintained under the supervision of the Treasurer.
- Bylaw 6.4.** Three (3) trustees shall be appointed by the *executive* committee. Should **The Club** cease to exist, the trustees shall dispose of the assets of **The Club** by placing such assets, in trust, with **The Organisation**. These assets to be held by **The Organisation** until a new club is formed in the area, or if no such club is formed within a period of **five (5) years**, from the date the assets are lodged with **The Organisation**, such assets shall be deemed part of **The Organisation** Development Fund.

## **Article 7 INSURANCE**

**Bylaw 7.1.** **The Club** shall carry sufficient insurance to indemnify it against all claims.

## **Article 8 HOSTS AND HOSTESSES**

- Bylaw 8.1.** **The Club** shall select by interview, applicants for the position of Hosts and Hostesses.
- Bylaw 8.2.** The number of applicants selected shall be at the discretion of the executive committee.
- Bylaw 8.3.** Applications shall be sought from persons over 15 years of age
- Bylaw 8.4.** Hosts and Hostesses who have given a year's service to **The Club** may, at the discretion of the executive committee, be re-selected.

## **Article 9 TRAINING**

- Bylaw 9.1.** The Training Officer shall, with the approval of the Board of Directors, organise and conduct a training programme for the successful applicants.
- Bylaw 9.2.** The Training Programme shall include:
- (a) An outline of the history of **The Organisation** since its inception
  - (b) The Philosophy and Objectives of **The Organisation**.
  - (c) The use and abuse of drugs – especially alcohol.
  - (d) Personal Development.
  - (e) Leadership Development.
  - (f) Healthy Living.
  - (g) Communications.
  - (h) Duties of Hosts & Hostesses.
  - (i) Any other topic deemed appropriate by the Board of Directors.
- Bylaw 9.3.** The applicants who have completed the Training Programme to the satisfaction of the Board of Directors shall be deemed to be Hosts & Hostesses of the Club.
- Bylaw 9.4.** Hosts & Hostesses who have completed a year's satisfactory service to The Club shall, at an appropriate function, be presented with the No Name Club Certificate, the design and content of which shall be devised by the Board of Directors.

## **Article 10 DUTIES OF HOSTS AND HOSTESSES**

**Bylaw 10.1.** At Club functions:-

- (a) Collecting admission charges and issuing tickets at the entrance door.
- (b) Taking responsibility for coats and other garments left in The Club's care.
- (c) Ensuring that the club premises are kept clean and tidy.
- (d) Selling soft drinks and other non-alcoholic beverages at The Club snack bar.
- (e) Setting up the necessary tables, chairs, etc., before Club functions start.
- (f) Monitoring the eligibility of those attending the function.
- (g) Promoting a relaxed friendly atmosphere.
- (h) Informing a member of the club of any behaviour not in keeping with the policies or objectives of The Club.
- (i) Being a good example to others regarding personal grooming, manners and behaviour.
- (j) Performing any other duties as directed by the executive committee or its officers.

**Bylaw 10.2.** A Host or Hostess who fails to perform his or her assigned duties to the satisfaction of the committee, or whose behaviour is contrary to the policies of The Club, may be dismissed.

**Bylaw 10.3.** A Host or Hostess who is unavailable for a particular duty assignment shall give prior notice to the Chairperson or designated executive officer and shall endeavour to find a replacement.

## **Article 11 LIMITS**

**Bylaw 11.1.** The Club shall admit to its functions only those who have attained the age of ..... years.

**Bylaw 11.2.** The Club shall reserve the right of admission to all its functions.

## AMENDMENTS

**Bylaw 12.1.** These Bylaws (*with the exception of Articles 1, 2 and 3*) may be amended at the A.G.M. by a two thirds majority of the votes cast, provided that the proposed amendment has been circulated to the members not less than fourteen (14) days prior to the convening of the A.G.M.

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