



Clubmark Resource: Constitution Checklist

What is this?

- A checklist of all the main points that should be covered in your club constitution

Why is it important?

- To ensure all key areas are included in your club constitution

How can it be used?

- This can be used as an audit for your current club constitution
- This document can be used to highlight areas that are missing and need to be added into a club's constitution
- For more details on the items below you can check out the Clubmark Constitution Template

Constitution Checklist

Club constitution contains the following:

- Name of Club
- Aims and objectives
- Membership details
- System for agreeing membership fees
- Officers of the club
- Outline of roles of club officers
- Finances and how they are dealt with
- Procedures for AGM
- Code of Ethics Statement
- Sports Equality Statement
- Disciplines and appeals procedures
- Dissolution of club
- Amendments to constitution