**CFB Location Example Club**

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| **TEMPLATE OF CONSTITUTION** |
| **(This template is provided as an example only and can be modified as necessary)** |
| NAME | State full and abbreviated |
| DEFINITION | Provide definitions for terms used in the constitution |
| AUTHORITY FOR ESTABLISHMENT AND OPERATION | Established under the authority of (list references) Shall operate in accordance with (list references) Attached bylaws to amplify the constitution |
| PURPOSE OF JOINING A CIVILIAN ORGANIZATION | With what organizations (eg,Skate Canada, Minor Sports) Stipulates the conditionsExplain the procedures |
| MEMBERSHIP | Who is eligible?Regular membersOrdinary membersAssociate (how to join)Other types (eg, corporate) |
| MEMBERSHIP RESTRICTION | Develop locally |
| EXECUTIVE COMMIITEE | List of positionsAppointed or electedPeriod of officeEligibility to hold office |
| SUB-COMMIITEE | StandingAppointed as required |
| MEETINGS | General | Who is to attend?How often? When is it held? |
| Executive | Who is to attend?How often? |
| Sub-committee | Who is to attend? How often? |
| QUORUM | General meetingExecutive meetingSub-committee meeting |
| VOTING | Who can vote?When does president Vote? |
| SUBMISSION OF MINUTES | Requirement and procedures for submission |
| AMENDMENTS | Procedures for amending constitution and By-laws |
| DISCIPLINE AND GENERAL CONDUCT | General statement of standard expected |
| Revoking membership | WhyWhoBy whomRight of the member |
| INCLUSION APPROACH | What strategies will be implemented to offer an inclusive opportunity to all members? | Ex: Bilingual, website up to date, accessibility to the facility, etc.  |
| ADOPTION OF CONSTITUTION | State the meeting and dateDate and signature block of approving authorities |
| **BY-LAWS** |
| **The Bylaws provide operational guidelines for the Recreation Clubs and include but are not restricted to the following:** |
| Purpose of the by-laws |
| Term of reference for all positions |
| Resignation and replacement procedures |
| Finance | Operating budgets for activityNPP Capital ExpendituresRevenues and expenditures |
| Other details required | Petty Cash Control of public and NPP property procedure to write-off of NPP property signing authoritiesApproved feesHours of operationsCondition of occupation of base facilities Consolidated Insurance ProgramReports and returns order of business guestsComplaintsReporting channelOther |
| Adoption of by-laws | State at what meeting and date the by-laws were adopted and signature block |