**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 conditions  Explain the procedures | |
| MEMBERSHIP | Who is eligible?  Regular members  Ordinary members  Associate (how to join)  Other types (eg, corporate) | |
| MEMBERSHIP RESTRICTION | Develop locally | |
| EXECUTIVE COMMIITEE | List of positions  Appointed or elected  Period of office  Eligibility to hold office | |
| SUB-COMMIITEE | Standing  Appointed 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 meeting  Executive meeting  Sub-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 | Why  Who  By whom  Right 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 date  Date 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 activity  NPP Capital Expenditures  Revenues and expenditures | |
| Other details required | Petty Cash  Control of public and NPP property procedure to write-off of NPP property signing authorities  Approved fees  Hours of operations  Condition of occupation of base facilities Consolidated Insurance Program  Reports and returns order of business guests  Complaints  Reporting channel  Other | |
| Adoption of by-laws | State at what meeting and date the by-laws were adopted and signature block | |