# By-laws and Policies

You can place almost anything within a constitution, however many aspects of your club’s operations are more easily handled outside the formality of the constitution. The rules in your constitution should relate to the administration of the club. They should not relate to the conduct of the activities of the club. Instead, include additional non-administrative rules in your regulations and by-laws. Your constitution should make reference to the board having the power to formulate issues, adopt, implement and amend regulations for the proper advancement, management, administration of your club.

It is critical that member bodies within a sport operate as if they were one body working towards the same outcome to deliver effective products and services to its members and stakeholders. Check in with your state &/or national body, to ensure that your club’s regulations are drafted in accordance with state/national policies. Often your state and national body will have policies in place that your club can adapt rather than developing your own from scratch.

The proper administration of your club largely revolves around your club by-laws and policies, which establish the legal and administrative practices of the club. Well drafted and regularly reviewed and updated by-laws and policies are a sound risk management tool in themselves. They are your club’s first line of defence and should be developed and treated as such.

Adopting and developing by-laws and policies gives your organisation the framework to guide day to day activity within your club.

## Benefits of by-laws and policies

* People working in your club have a framework for action that helps them get on with the job they need to do.
* People in your club don’t need to keep discussing and rediscussing the same issues every time they arise. It is much more efficient to document a well thought out decision in a policy or by-law so it can be applied to many similar cases in future.
* They help your club meet legal and other requirements more easily.
* They are a useful tool to guide quality improvements.
* They help your club comply with accreditation standards.