



## By-laws and Policies

You can place almost anything within a constitution; however, many aspects of your organisation's operations are more easily handled outside the formality of the constitution. The rules in your constitution should relate to the core elements of the administration of the organisation (for example the powers of the board). They should not relate to the conduct of the activities of the organisation (for example specifying the membership fees or competition rules). Instead, include additional non-administrative rules in regulations and by-laws. Your constitution should refer to the board having the power to formulate issues, adopt, implement and amend regulations and policies for the proper advancement, management, and administration of your organisation.

The [Sports Governance Principles](#) provide guidance on how a sporting organisation's board/committee members should operate and enact their role.

The proper administration of your organisation largely revolves around your by-laws and policies, which establish the legal and administrative practices of the organisation. Well drafted, regularly reviewed and updated by-laws and policies are a sound risk management tool in themselves. They are your organisation'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.

### Benefits of by-laws and policies

- By avoiding the formality of the constitution, organisations are more able to deal with matters efficiently and effectively through by-laws and policies as they arise
- People working in your organisation have a framework for action that helps them get on with the job they need and want to do
- People in your organisation do not need to keep discussing 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 organisation meet legal and compliance requirements more easily
- They are a useful tool to guide quality improvements
- They help your organisation comply with accreditation standards



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