

# CONSTITUTION

## 1. Name

The name of the group shall be.....

## 2. Aims

The aims of the group shall be:

- a).....
- b).....
- c).....

Etc

## 3. Powers

The group shall have the following powers to:

- a) raise funds and apply for, invite, obtain, collect and receive contributions, grants, subscriptions, fees & loans
- b) employ any paid worker or pay any agent to assist in the achievement of the aims of the group
- c) hire, rent, lease and own property and equipment necessary to achieve the aims
- d) affiliate to any local or national group or association that the Management Committee decides is appropriate and disaffiliate from any group or organisation if continued affiliation be, in the Management Committee's view, against the interests of the group
- e) do all such other lawful things as are necessary to achieve the above aims or any of them

#### **4. Membership**

- a) Membership of the group shall be open to organisations and individuals who .....(full members)
- b) And ...organisations and individuals who are interested in furthering the work of the group (associate members).
- c) All members may attend and vote at the Annual General Meeting and shall be eligible for election to the committee (...or, only full members may attend and vote etc). Organisational members shall only have one vote per organisation.
- d) The committee may terminate the membership of any member breaking the rules of the group or bringing the group into disrepute. The member concerned shall have the right to be heard by the committee before a final decision is made.

#### **5. General Meetings**

##### **The Annual General Meeting**

- a) The Annual General Meeting of the group shall be held once a year. This shall be held not more than fifteen months after the holding of the preceding AGM or during .... (name two months).
- b) At least 21 days notice shall be given to all members.
- c) The business to be transacted at the Annual General Meeting:
  - (i) receive the Annual Accounts
  - (ii) receive the Annual Report from the committee
  - (iii) election of (officers and) committee
  - (iv) appointment of independent examiner/auditor (if necessary)
  - (v) consider any motions (if wished, or the AGM can be followed by a Special General Meeting, see below)

##### **Special General Meetings (SGM)**

Special General Meetings may be called by the Management Committee (or by, e.g. 10 members signing a requisition) and all members shall be given..... 21 days notice of the meeting together with details of the business to be discussed.

## **Ordinary General Meetings**

Ordinary General Meetings shall be held once a quarter to discuss activities and plans. Members shall receive ...14 days notice of the meeting.

### **Conduct of all General Meetings (including AGM)**

The meeting shall be chaired by the current Chair or substitute member. The **quorum** for General Meetings is ...one fifth of the membership or ...10 whichever is greater. Decisions shall be by simple majority or...three quarters of members present and eligible to vote. The Chair has (or does not have) a casting (second) vote in the event of a tie.

## **6. Management Committee**

- a) A committee consisting of ...3 officers, (Chair, Treasurer and Secretary) and up to ...5 other members shall be elected at the AGM to manage the affairs of the group *or*... Up to 8 members shall be elected at the AGM and at their first meeting they shall appoint...3 officers (Chair, Treasurer and Secretary) from amongst their number.
- b) The Officers and Committee Members shall serve until the conclusion of the next Annual General Meeting after their election and are eligible for re-election *or* ... Committee Members shall serve for three years and a third of the Committee shall retire each year but are eligible for re-election.
- c) The Committee may fill any casual vacancy on the Management Committee including vacancies among the Officers and any person appointed shall serve until the conclusion of the next Annual General Meeting.
- d) The Committee may co-opt up to.....3 persons on to the committee and they shall have full voting rights. They shall serve until the end of the next AGM.
- e) The committee shall meet a minimum of..... times per year.
- f) The quorum for a Committee is ... one third of its current number or ... four whichever is the larger. Decisions shall be by simple majority and the Chair shall ... (not) have a casting vote.
- g) The Committee may establish such sub-committees as it feels necessary but such sub-committees shall not enter into legal or financial agreements without the prior authority of the Committee.

## 7. Funds and Finance

- a) All funds shall be spent solely on the aims of the group.
- b) A bank account shall be opened in the name of the group
- c) All cheques shall be signed by 2 of .....4 signatories authorised by the committee, none of whom shall be related or live at the same address.
- d) The financial year shall run from.....1<sup>st</sup> April to 31<sup>st</sup> March.....
- e) Regular financial reports on income and expenditure shall be made to the committee during the year.

## 8. Amendments to the Constitution

Amendments to the constitution may be made only by a resolution passed by a majority of the members .... Or two thirds (*see section on General Meetings above*) at an AGM or Special/Extraordinary General Meeting, of which due notice has been given together with the wording of the proposed amendment.

## 9. Dissolution

A resolution to dissolve the group must be passed at a Special General Meeting or by special resolution at an Annual General Meeting and must be carried by....a simple majority ....or two-thirds majority of members present and eligible to vote. The Chair shall (not) have a casting (second) vote in the event of a tie. Any assets of the group after the satisfaction of all debts and liabilities (including seeking the agreement of relevant funders) shall be given or transferred to an organisation with similar aims.

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## Adoption of the Constitution

**This constitution was adopted**

**on.....**

Signed.....Chair