

## CONSTITUTION

[Suitable for groups with an annual income over £5,000 and/or who own a building  
and/or who employ staff]

### 1. NAME

The name of the group is \_\_\_\_\_

(and in this document it is called the Group).

### 2. AIMS AND OBJECTIVES

The Group's objects (the Objects) are:

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### 3. POWERS

In order to achieve the aims / objectives, the group may:

- (a) raise funds by any lawful means except permanent training;
- (b) buy, take on lease, hire or otherwise acquire any property and maintain and equip it for use;
- (c) sell, lease or otherwise dispose of all or any part of the property belonging to the Group;
- (d) co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (e) set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- (f) obtain and pay for such goods and services as are necessary for carrying out the work of the Group;
- (g) open and operate such bank and other accounts as the Group consider;
- (h) employ staff on such terms and conditions of employment the Group shall determine;
- (i) do all such other lawful things as are necessary for the achievement of the Objects.

### 4. MEMBERSHIP

- (a) Membership of the Group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:
  - interested in helping the Group to achieve its aim;

- willing to abide by the rules of the Group;
  - willing to pay any subscription agreed by the Management Committee.
- (b) The membership of any member may be terminated for good reason by the Management Committee. The member concerned has the right to be heard by the Management Committee and can be accompanied by a friend, before a final decision is made.

## 5. MANAGEMENT

- (a) The Group shall be administered by a Management Committee of not less than three and not more than \_\_\_\_\_ individuals elected at the Group's Annual General Meeting (A.G.M.).
- (b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.
- (c) The Management Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.
- (d) The Management Committee shall meet at least \_\_\_\_\_ times a year.
- (e) At least three Management Committee members must be present for a Management Committee meeting to take place.
- (f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- (g) The Management Committee must keep minutes of all committee meetings including:
- the names of those present at the meeting;
  - the decisions made at the meeting;
  - where appropriate the reasons for the decisions.
- (h) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
- (i) The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

## 6. FINANCE

- (a) All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall require a minimum of two cheque signatories for authorisation of all cheques. Cheque signatories must not be related to each

other.

- (d) The Group shall ensure that its accounts are audited or independently examined every year.
- (e) The Group may pay reasonable out of pocket expenses including travel, childcare and meal costs to members or Management Committee members.

## **7. ANNUAL GENERAL MEETING**

- (a) The Group shall hold an Annual General Meeting (A.G.M.) each year;
- (b) All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote;
- (c) The business of the A.G.M. shall include:
  - Receiving a report from the Chair on the Group's activities over the year;
  - Receiving a report from the Treasurer on the finances of the Group;
  - Electing a new Management Committee;
  - Considering any other matter as may be decided.
- (d) At least \_\_\_\_\_ members must be present for the A.G.M. to take place.

## **8. SPECIAL GENERAL MEETING**

- (a) A Special General Meeting may be called by the Management Committee or \_\_\_\_\_ members.
- (b) The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

## **9. ALTERATIONS TO THE CONSTITUTION**

- (a) Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.
- (b) No changes can be made that would mean that the Group's aims / objectives are not for the benefit of the community.

## **10. DISSOLUTION**

- (a) The group may be dissolved at a General Meeting by agreement of at least two thirds of members present and voting.
- (b) In the event of dissolution, members of the Management Committee shall be responsible for the winding up of the affairs of the group.
- (c) After payment of all debts and liabilities, the group shall transfer all remaining assets to another local voluntary, community or self-help group with similar objects.

**11. ADOPTION OF THE CONSTITUTION**

This Constitution was adopted on \_\_\_\_\_.

Signed:

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SAMPLE