

## **CONSTITUTION**

[Suitable for groups with an annual income under £5,000 that don't own a building  
or employ people]

### **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:

---

---

---

---

### **3. POWERS**

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

- (a) raise funds by any lawful means except permanent training;
- (b) co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- (c) open and operate such bank and other accounts as the Group consider;
- (d) 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.
- (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 shall meet at least \_\_\_\_\_ times a year.

- (d) At least three Management Committee members must be present for a Management Committee meeting to take place.
- (e) 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.
- (f) The Management Committee must keep minutes of all committee meetings.

## **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 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 will be given advance notice of the A.G.M.;
- (c) Financial accounts and statements will be presented at the A.G.M.;
- (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) All members will be given advance 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 wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting.
- (b) In the event of winding up, any assets remaining after all debts have been paid will be given to another local group with similar objects.

**11. ADOPTION OF THE CONSTITUTION**

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

Signed:

---

---

---

SAMPLE