

SAMPLE CONSTITUTION

This constitution is only a guide. Most of its content is standard, however your group may wish to change or make additions to the aims and objectives.

CONSTITUTION OF:

1. Name

The name of the group shall be

2. Aim

What is the main aim of the group? Please insert here. One or two lines.

3. Objectives

The group will fulfil the aim by:

- * Promoting the health and well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
- * Involving local people in improving the area.
- * To carry out and promote both environmental improvement and practical conservation, to educate, encourage and support the local population in environmental practice by working with statutory and non statutory agencies.
- * Promoting sport, community recreation and play facilities.
- * To raise funds and receive contributions where appropriate to finance the work.
- * To publicise and promote the work.
- * Open bank accounts.
- * Make rules and standing orders for categories of members and their rights.
- * Take out insurance.
- * Organise meetings, training courses and events.
- * Work with similar groups and exchange information and advice with them.
- * Take any action that is lawful, which would help it to fulfil its aims.

4. Membership

- (a) Membership of [NAME OF GROUP] shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
- (b) Every member shall have one vote at general meetings.
- (c) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (d) Registration and termination of membership.
 - * Any member of the association may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the association written notice to that effect.

- * The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5. Management

- (a) [NAME OF GROUP] shall be administered by a Management Committee of not less than three (3) people and not more than fifteen (15) members elected at the group's Annual General Meeting, Committee Members must be at least 18 years old.
- (b) The officers of the Management Committee shall be:
The Chairperson
The Treasurer
The Secretary
and such other officers the group shall deem necessary at the meeting.
- (c) The Management Committee shall meet at least twice a year.
- (d) At least five (5) Management Committee members must be present for the Management Committee meeting to take place.
- (e) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- (f) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

6. Finance

- (a) Any money obtained by the group shall be used only for the group.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- (d) The Management Committee will ensure that the group stays within the budget.

7. Committee Meetings

- (a) The committee shall meet at least four (4) times each year.
- (b) The quorum for a meeting shall be five (5).
- (c) The committee shall be accountable to the members at all times.
- (d) All meetings must be minuted and available to any interested party.
- (e) All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

8. General Public Meetings

- (a) The committee shall call at least two general public meetings each year, the purpose of these meetings is for the group to account for its actions and consider the regeneration and development of [NAME OF GROUP] according to the group's objectives.
- (b) The Chair of the group shall normally chair these meetings.
- (c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- (d) All meetings, including AGMs, must be minuted and available to any interested party.
- (e) The quorum for a General Meeting is six (6).

9. Annual General Meeting

- (a) The [NAME OF GROUP] shall hold an Annual General Meeting (AGM) at not more than 15-month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
 - * Receiving a report from the Chairperson of the group's activities over the year.
 - * Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - * Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be committee members.

10. Alteration of the Constitution

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

11. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

12. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:

DAY _____ **DATE** _____ **YEAR** _____

Signed:

_____ (Chair)

_____ (Secretary)

_____ (Treasurer)

_____ (Member)

_____ (Member)

_____ (Member)