

# sample constitution

The following is an example constitution for a local community group or voluntary organisation. It is not intended for groups wishing to become registered as a charity and such organisations are advised to consult the Charity Commission to ensure their constitution conforms to charity law. No example constitution will necessarily fit a group's requirements exactly and you may need to add or exclude various sections depending on your group's activities and objects. The model below will hopefully guide those wanting to write a constitution, but it is important that you tailor it to meet your needs.

## Anything Community Group Constitution

### **1. NAME**

The name of the group shall be the Anything Community Group, hereafter referred to as the Group.

### **2. OBJECTS**

The objects of the Group shall be:

- ◆ to improve the area known as Anytown for the benefit of the inhabitants of the area;
- ◆ to encourage the goodwill and involvement of the wider community;
- ◆ to foster community spirit and encourage civic pride.

### **3. POWERS**

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- a. Promote the health and wellbeing of the residents of the area and to work together as residents irrespective of age, sex, ethnicity, ability, religion or political view.
- b. Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations.
- c. Invite and receive contributions and raise funds where appropriate, to finance the work of the Group, and to open a bank account to manage such funds.
- d. Publicise and promote the work of the Group and organise meetings, training courses, events or seminars etc.
- e. Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- f. Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- g. Take any form of action that is lawful, which is necessary to achieve the objects of the Group.

### **4. MEMBERSHIP**

- a. Membership shall be open to anyone who has an interest in assisting the Group to achieve its aim and is willing to adhere to the rules of the Group.
- b. Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee.
- c. Any member of the association may resign his/her membership by providing the Secretary with written notice.

## **5. MANAGEMENT COMMITTEE**

- a. The Group shall be administered by a management committee of no less than three (3) people and no more than fifteen (15), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Group's AGM.

## **6. OFFICERS**

- a. The Group shall have a committee consisting of:  
The Chairperson  
The Treasurer  
The Secretary  
and any additional officers the Group deems necessary at the meeting required to carry out the required activities.

## **7. MEETINGS**

- a. The committee shall meet at least three times a year. Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments.
- b. All members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- c. Two-thirds of committee members must be present in order for a meeting to take place.
- d. It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- e. The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.
- f. All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

## **8. FINANCE**

- a. Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Group. All funds must be applied to the objects of the Group and for no other purpose.
- b. Bank accounts shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary.
- c. Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 April to 31 March.

## **9. ALTERATION OF THE CONSTITUTION**

- a. Any changes to this constitution must be agreed by a majority vote at a special general meeting.
- b. Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

## **10. DISSOLUTION**

- a. The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned

to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at an AGM held at Anytown Civic Centre on 1 May by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member



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