

Constitution

The constitution was adopted on the _____ day of _____ 200_____
This is the date that the constitution was agreed by the initial executive committee

1. NAME

The name of the Association shall be('The Association')

2. AREA OF BENEFIT

This is a geographical area i.e Stoke-On-Trent and surrounding areas.

3. OBJECTS

These are the aims of the group e.g.

To promote healthy lifestyles

To reduce poverty and disadvantage through fun activities for all ages

The objects of the Association shall be:

4. VALUES

This is optional but you could insert an equal opportunities statement such as:

'We will not tolerate any form of behaviour which is derogatory, demeaning or insulting to other persons or groups on the ground of race, gender, disability, religion, culture, political beliefs, sex, sexual orientation or age.'

5. POWERS

These are what you would include in a standard constitution. Without powers your group would only be able to hold meetings.(A talking shop) You do not have to include all of these below however, read through and discuss, think about the future of your organisation and how it may grow in the future.

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- a) Power to raise funds and invite and receive contributions
- b) Power to organise activities, events, lectures, discussions and to produce leaflets and other publicity material.
- c) Power to consult the public by arranging meetings and surveys.
- d) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects and to exchange information and advice with them.
- e) Power to purchase, take on lease or hire property in furtherance of the objects.
- f) Power to pay reasonable out of pocket expenses to committee members and volunteers for costs incurred in carrying out the Associations business
- g) Power to remunerate any member of the General Committee for professional services rendered to the Association
- h) Power to insure and arrange any insurance cover necessary against all such risks incurred by the Association and volunteers in the course of their duties

- i) Power to do all such other lawful things as are necessary for the achievement of the objects.
- j) Power to employ staff who will not be members of the management committee

6. MEMBERSHIP

- a) Full membership of the Association shall be open to all persons aged 18 years or over interested in furthering the objects.
- b) Junior membership of the Association shall be open to all persons under the age of 18 years interested in furthering the objects. Junior members will not be entitled to vote at meetings or to become members of the Executive Committee.
- c) The Executive Committee may for good and sufficient reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision has been made.

7. SUBSCRIPTION

All members shall pay such subscription, as the Annual General Meeting shall from time to time determine.

8. EXECUTIVE COMMITTEE

- a) The Association shall be managed by an Executive Committee to be elected annually at the Annual General Meeting.
- b) The Executive Committee shall consist of a Chairperson, Secretary, Treasurer ('the Officers') and not more than other members. **Try to keep your committee to a maximum of 8 people as this is more manageable.**
- c) If vacancies occur among the Officers, the Committee shall have the power to fill them from among its members.
- d) The Committee may co-opt up to full members of the Association to serve on the Committee until the next Annual General Meeting.
- e) All members of the Executive Committee shall retire from office at the annual general meeting following the date on which they came into office but they may be re-elected or re-appointed.

9. EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall hold at least ordinary meetings each year. **We would recommend a minimum of 4 meetings.**
- b) There shall be a quorum when at least one third of the members of the Committee or three members of the Committee, whichever is the greater, are present at a meeting.
- c) Every matter shall be determined by a majority of the members of the Executive Committee present and voting. In case of equality of votes the Chairperson shall have a second or casting vote.
- d) Minutes shall be kept as a record of the proceedings of the meeting of the Committee and any of its sub-committees.
- e) The Executive Committee may appoint one or more sub-committees providing that all acts and proceedings of the sub-committees shall be fully and promptly reported to the Executive Committee and may in addition co-opt up to 2 further people who are full members of the Association.

10. ANNUAL GENERAL MEETING

- a) There shall be an annual general meeting, which shall be held as soon, as practicable after the end of the Association's financial year. Members shall be given at least 14 days notice.
- b) The Executive Committee shall present the report and accounts of the Association for the preceding year.
- c) Nominations for election to the Executive Committee must be made by members of the Association in writing before the commencement of the meeting.
- d) The quorum at the general meeting shall be members, or one quarter of the members, whichever is the greater. *It may be a good idea to use a percentage. If you have 10 members and need 50% to be quorum, then 5 members would need to be there. However if you grew and had 100 members you would need 50 people there which could be a problem. If you want to put in a number think carefully about how many and remember- if your meeting is not quorum you have to re-arrange another.*

11. GENERAL AND SPECIAL GENERAL MEETING

The Executive Committee may at any time call a general or a special general meeting of the Association stating the business to be discussed. A special meeting may also be called by the Secretary if a written request is received from at least members. At least 14 days notice shall be given for special general meetings.

As in number 10d above. If you have 10 members and you name 2 in the space above, these members can call a special general meeting which seems reasonable. However, if you had 100 members you may want this number to be 10 because for example: if it was 2 members this creates the problem of 1 being persuasive to the other to request a meeting each time there is a disagreement.

12. FINANCE

- a) All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.
- b) The funds of the Association including all donations, contributions and bequests shall be paid into an account operated by the Executive Committee shall from time to time decide.
- c) All cheques drawn on the account must be signed by two Officers and must be approved by the Executive Committee.
- d) The Executive Committee shall comply with the obligations for trustees under the Charities Act 1993 (or any statutory re-enactment or modification of the Act) with regard to:
 - i. The keeping of accounting records
 - ii. The preparation of annual statements of account
 - iii. The auditing or independent examination of the statements of account.

13. AMENDMENTS

Any amendment to the constitution shall require the approval of a two-thirds majority of those present and voting at the General Meeting at which it is discussed. Any resolution for the amendment of the constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward.

14. DISSOLUTION

- a) The Association may be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting.
- b) Such proposals to dissolve the Association shall take effect only if agreed by a two-thirds majority of members present and voting at the meeting.
- c) Surplus funds of the Association, if it is dissolved, shall be given or transferred to such other charitable institution or voluntary organisation having similar objects as the members of the Association may determine or failing that shall be applied for some other charitable purpose.

15. ARRANGEMENTS UNTIL THE FIRST ANNUAL GENERAL MEETING

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

The constitution was adopted on the date mentioned above by the persons whose signatures appear below:

Name (Block capitals)	Signature	Position
		Chair
		Secretary
		Treasurer
		Committee Member
		Committee Member
		Committee Member
		Committee Member
		Committee Member
		Committee Member
		Committee Member